



## Planning Commission Meeting Minutes - Draft

Charles Fletcher - Chair  
Laurie Van Court - Vice Chair  
Dan Ahrens  
Chris Cote  
Richelle McKim  
Chris Teem  
Sarah Humbargar

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Thursday, December 12, 2019

6:00 PM

Town Hall  
100 N. Wilcox Street  
Castle Rock, CO 80104

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**This meeting is open to the public. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.**

**\*\* ALL TIMES ARE APPROXIMATE \*\***

### DINNER FOR BOARD MEMBERS

### CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:03 p.m.

**Present** 4 - Charles Fletcher, Chris Cote, Laurie Van Court, and Sarah Humbargar

**Not Present** 3 - Chris Teem, Dan Ahrens, and Richelle McKim

**Attendance** 4 - Sandra Aguilar, Elizabeth Allen, Bill Detweiler, and Kevin Wrede

### CERTIFICATION OF MEETING

Staff member Kevin Wrede confirmed that the meeting has been posted in accordance with the Open Meetings Law.

### APPROVAL OF MINUTES

[PC 2019-037](#) Minutes: November 14, 2019 Planning Commission Meeting Minutes

**Attachments:** [PC11-14-2019Minutes-DRAFT](#)

**Moved by Cote, seconded by Van Court, that Planning Commission minutes for the November 14, 2019 meeting be approved as presented.**

**The motion passed: 4-0**

**Yes:** 4 - Fletcher, Cote, Van Court, and Humbargar

**Not Present:** 3 - Teem, Ahrens, and McKim

### TOWN COUNCIL LIAISON UPDATE

None

### DISCUSSION ACTION ITEMS

[PC 2019-038](#) Residential Interface Code

**Attachments:** [Staff Memorandum](#)[Attachment A: Residential Interface Code](#)[Attachment B: Map of Potential Residential Interface Locations](#)

Bill Detweiler, Director of Development Services, presented the Proposed Code Adoption for a Residential Interface Code. Staff was directed by Council to determine if regulations would be appropriate for the interface between dissimilar residential uses with the goal to mitigate any potential impacts between dissimilar residential uses. The Commission discussed clarification regarding buffers.  
Public Comment: none

**Moved by Fletcher, seconded by Van Court, that Planning Commission recommend for approval to Town Council the proposed Residential Interface Code.**

**The motion passed: 4-0**

**Yes:** 4 - Fletcher, Cote, Van Court, and Humbargar

**Not Present:** 3 - Teem, Ahrens, and McKim

## DESIGN REVIEW BOARD UPDATE

None

## COMMISSION ITEMS

The Commission checked for attendance. The Dec. 26 meeting is cancelled and the four present Commissioners are available for the Jan. 9 and Jan. 23 meetings.

## STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS

Staff member Wrede reported that Town Council approved on first reading, the Lanterns PD for the church site usage. Council heard a presentation on Design Review Board authorities, they had previously directed staff to look at language that would direct major developments within Downtown to Council with the Design Review Board serving as an advisory group for specific major development matters. Council also approved on second reading the vacation of right-of-way previously brought before the Commission. Town Attorney Allen reported that Community Relations has created language for messaging which will be provided to the Commission for review.

## ADJOURN

The meeting was adjourned at 6:56.

## DEPARTMENT STUDY SESSION

The Commission attended a Transit Feasibility study session.

\*\*\*\*\*

Minutes approved by the Planning Commission on \_\_\_\_\_ by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ opposed, with \_\_\_\_\_ abstention(s).

\_\_\_\_\_  
Planning Commission

