



Planning Commission Meeting Minutes - Final

David Kay - Chair
Laurie Van Court - Vice Chair
Dan Ahrens
Chris Cote
Charles Fletcher
Richelle McKim

Thursday, January 24, 2019

6:00 PM

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

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.

CALL TO ORDER

Chair Kay called the meeting to order at 6:02 pm.

ROLL CALL

Present 5 - Vice Chair Laurie Van Court, Chair David Kay, Charles Fletcher, Dan Ahrens, and Richelle McKim

Not Present 1 - Chris Cote

Attendance 5 - Elizabeth Allen, Donna Ferguson, Kevin Wrede, Tara Vargish, and Julie Parker

CERTIFICATION OF MEETING

Recording Secretary, Julie Parker, confirmed that notice of this meeting and the agenda had been posted and witnessed in accordance with the requirements of the Open Meetings Law.

APPROVAL OF MINUTES

[PC 2019-004](#) Minutes: January 10, 2019 Planning Commission

Attachments: [Jan.10, 2019 Planning Commission Minutes-DRAFT](#)

Commissioner Ahrens moved to approve the Jan. 10, 2019 Planning Commission Meeting Minutes as written. Commissioner Fletcher seconded.
Passed: 5-0

Yes: 5 - Van Court, Chair Kay, Fletcher, Ahrens, and McKim

Not Present: 1 - Cote

UNSCHEDULED PUBLIC APPEARANCES

There were no Unscheduled Public Appearances.

TOWN COUNCIL UPDATE

There was no Town Council update.

PUBLIC HEARING ITEMS

[PC 2019-005](#) Terrain Planning Areas 47, 51 and 52, Use by Special Review/Site Development Plan (Upper Sunstone Village USR-SDP18-0032)

Attachments: [Staff Memorandum](#)

[Attachment A: Site Development Plan review and approval criteria](#)

[Attachment B: Use by Special Review review and approval criteria](#)

[Exhibit 1: Use by Special Review/Site Development Plan](#)

[Public Record: Presentation Upper Sunstone Village](#)

[Public Record: Applicant Presentation Upper Sunstone Planning Commission Presentation 1-24-19](#)

Commissioner Fletcher moved to recommend approval to Town Council of the Terrain Planning Areas 47, 51 and 52, Use by Special Review-Site Development Plan. Chair Kay seconded the motion.

Passed: 5-0

Yes: 5 - Van Court, Chair Kay, Fletcher, Ahrens, and McKim

Not Present: 1 - Cote

COMMISSIONER ITEMS

Commissioner Fletcher suggested the Commission consider the review and amendment of the bylaws to consider adding alternate members to the Commission. Elizabeth Allen, Assistant Town Attorney, can provide assistance at a date to be determined later.

ITEMS FROM STAFF

Kevin Wrede, Planning Manager provided the Commission with the following updates:

1. Town Council approved the appointment of Charles Fletcher to the Design Review Board as the Planning Commission Representative.
2. The current vacancy for the Planning Commission has been advertised, Vice Chair Van Court expressed interest in participating in the interview process. Further information will be emailed to the Commissioners when available.

ADJOURN

Chair Kay adjourned the meeting at 6:49 pm.