

WOODLAND PARK PLANNING COMMISSION
MEETING MINUTES for December 11, 2025
Council Chambers, 220 W. South Avenue, Woodland Park

This meeting was a hybrid meeting with in-person and virtual attendance. The Zoom meeting link is in the calendar on the City website front page. Public input is very important to the Planning Commission. Comments were encouraged in writing in advance of the meeting to be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to kschminke@woodlandpark.gov.

1. **CALL TO ORDER & ROLL:** Chair Brown called the meeting to order at 6:30 PM.

Present	Vice Chair Larry Larsen
Present	Commissioner Don Dezelle
Present	Commissioner Ken Hartsfield
Present	Commissioner Don Hoying
Present	Commissioner Ken Kennedy
Present	Commissioner Jarrod Newcom
Present	Chair Lee Brown
Staff Present:	Planning Director Karen Schminke, AICP Senior Planner CJ Gates

Quorum requirements are satisfied.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVE MINUTES:** Commissioner Hoying motioned and Commissioner Kennedy seconded approving the November 13, 2025, Planning Commission minutes. Motion carried unanimously by voice vote.

4. **NEW BUSINESS:** Update to the Planning Commission's Bylaws and Rules of Procedures

Director Schminke provided an overview of the meeting packet memo regarding the Planning Commission needing to update their bylaws to include establishing limits on the number of terms a commission member may serve. This update is necessary in order to comply with the recently amended City Charter Section 5.3. Her presentation included a review of two proposed options.

The Commission members engaged in a discussion regarding the Charter change that occurred in 2020 (establishing term limits) and the recent change that directs the individual Boards and Commissions to set term limits. The discussion included consideration of the voters' intent, the merits of the two suggested options, limiting the number of terms to either two or three, as well as consecutive and non-consecutive terms. The consensus from the discussion was to focus on Option Two and set a limit on the number of terms a commission member may serve.

Hartsfield motioned and Newcom seconded, "that we adopt the redline version with the corrections to read three full consecutive terms in the first sentence."

Hartsfield then amended his motion to clarify the word 'total' is eliminated from this first sentence; sentences two and three remain as proposed. Kennedy seconded the amended motion.

At the Commission's request, Director Schminke repeated the first sentence would read, "A Planning Commission member shall not serve more than three full consecutive terms on the Planning Commission."

Regarding the second sentence, Kennedy motioned to “eliminate ‘total’ in the second half of the sentence after the comma.” Hoying seconded the motion.

Regarding the third sentence, Kennedy motioned to amend the sentence to read, “There is no limit to the number of full or partial terms a Planning Commission member may serve.” Newcom seconded the motion.

Chair Brown asked for the Commission to vote on the motions on the table. To assist the Chair, Director Schminke stated they would work through all the motions, starting with the most recent one first.

The motion under consideration is Kennedy’s motion, seconded by Newcomb, to amend the third sentence to read, “There is no limit to the number of full or partial terms a Planning Commission member may serve.”

The Commission then discussed whether the third sentence was necessary.

Director Schminke requested the Commission circle back to Kennedy’s motion, seconded by Newcomb, to amend the third sentence to read, “There is no limit to the number of full or partial terms a Planning Commission member may serve.”

Yes: None.

No: Dezellem, Hartsfield, Hoying, Kennedy, Newcom, Brown, Larsen.

Motion fails 7-0.

Director Schminke then had the Commission consider Kennedy’s motion, seconded by Hoying, to “eliminate ‘total’ from the second sentence which would now read, “Partial terms do not count towards the number of terms an individual may serve on the Planning Commission.

Yes: Hartsfield, Hoying, Kennedy, Newcom, Brown, Larsen, Dezellem.

No: None.

Motion carries 7-0.

Director Schminke then had the Commission consider the first motion made by Hartsfield, and seconded by Newcom, including the amendment made by Hartsfield and seconded by Kennedy, so the first sentence will read, “A Planning Commission member shall not serve more than three full consecutive terms on the Planning Commission.”

Yes: Hoying, Kennedy, Newcom, Brown, Larsen, Dezellem, Hartsfield.

No: None.

Motion carries 7-0.

Hoying motioned to strike the third sentence; Hartsfield seconded the motion.

Yes: Kennedy, Newcom, Brown, Larsen, Dezellem, Hartsfield, Hoying.

No: None.

Motion carries 7-0.

Chair Brown asked for a final motion addressing the amended language in its entirety. Larsen motioned, and Dezellem seconded, that the two sentences as amended be adopted as a change to the Bylaws.

Yes: Newcom, Brown, Larsen, Dezellem, Hartsfield, Hoying, Kennedy.
No: None.
Motion carries 7-0.

The amended bylaws will be on City Council's January 15, 2026, meeting agenda for their approval.

5. REPORTS:

Director Schminke prefaced the first item by noting it is a quasi-judicial item so there must not be any discussion on it. She relayed that at the December 4th City Council meeting, per City Charter Section 15.7, the Council voted to initiate a zone change from Central Business District (CBD) to Urban Residential (UR) for 309 Willow Street. She explained public hearings will be noticed and this item will be in front of the Planning Commission on January 8, 2026, and then in front of City Council on February 19, 2026.

Director Schminke next noted this is Commissioner Larsen's last meeting and she expressed a heartfelt than you for his service on the Planning Commission, it has been a pleasure and an honor.

Commissioner Larsen acknowledged that he will still be contributing to the community, but he has been a planner since 1978, and it is time to take his planner hat off. Other members of the Commission acknowledged his contributions and thanked him.

Commissioner Hartsfield confirmed which seats were up for renewal; those being Commissioner Hoying, Larsen's vacant seat, and one of the other vacant seats.

6. ADJORN - The regular meeting was adjourned at 7:19 PM.

The next Planning Commission meeting is scheduled for January 8, 2026.

Approved this _____ day of _____, 2026 by

Lee Brown, Chair