WOODLAND PARK PLANNING COMMISSION
MEETING MINUTES *for* FEBRUARY 25, 2021 – 7:00 PM
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 sriley@city-woodlandpark.org.

1. **ORDER AND ROLL CALL:** Order was called at 7:03 p.m. Commissioners present: Chairman DeVaux (in-person), Lee Brown (Zoom), Ken Hartsfield (Zoom), Larry Larsen (Zoom), Ellen Carrick (Zoom), Vickie Good (Zoom), Al Bunge (in-person), Eric Disman (in-person). Commissioners absent: none. Staff present: Planning Director Sally Riley (Zoom), City Planner Lor Pellegrino (in-person), City Attorney Nina Williams (Zoom).

   All recited the Pledge of Allegiance.

2. **ELECTION OF OFFICERS:** Jon DeVaux was elected Chairman. Ken Hartsfield was elected Vice-Chairman.

3. **APPROVAL OF MINUTES:** The January 28, 2021 minutes were approved as presented.

4. **PUBLIC HEARINGS**

   A. CUP2021-01/SPR2021-01 Extension of Woodland Park Self Storage Conditional Use Permit and Site Plan Review: A request by M3XP2, LLC (Applicant) & 19350 Group, LLC (Property Owner) for a 2-year extension of the CUP & SPR approval (CUP18-01/SPR18-01 & Ordinance 1330, 2018) for a 72,400 SF storage facility proposed on 4.75 acres described as Lot 1, W.P. Saddle Club Filing No. 1 (19350 E US Hwy 24) in the Service Commercial (SC) zone. (QJ) (City Council Public Hearing 7 p.m., 3.4.21)

   With no Commissioner's objecting, Commissioner Hartsfield recused himself from this item due to a conflict of interest since he had worked on previous concepts related to this development.

   Commissioner Brown raised a concern about the appropriateness of considering an extension after the expiration.

   City Attorney Williams recommended continuing the hearing process, stating that the item is valid for the Commissioners to consider and vote as they see fit.

   Commissioner Good is concerned about a precedent in considering an expired application and asked if the public notice included the expiration date. City Planner Pellegrino stated that the expiration date was not on any of the public notices.

   Commissioner Carrick asked about the circumstances that prevented this extension request from being submitted prior to expiration.

   City Planner Pellegrino presented the original slide show as it was shown to City Council in 2018 and recommended approval of a 2-year extension of CUP18-01 (Ordinance 1330, 2018) and SPR18-01 to July 19, 2022. Staff believes that an extension to 2022 is reasonable, finding that the applicant is willing to proceed with the proposed development and further finding that, while many things have changed since the original approval (*i.e.* COVID-19), the zoning regulation amendments that occurred between 2018 and today do not materially or substantively affect the past approvals and that all conditions would still stand and apply.

Mr. Mark Weaver, Mr. Michael Harper (M3ZP2, LLC - Applicant) and Ms. Colleen Monahan, P.E. (Matrix Design Group) described the project and explained that they continue to work on financing for the as well as revising the construction drawings submitted to the City for the site work, the water line bore under US24, the climate-controlled building and the CDOT access permit.

Chairman DeVaux opened the public comment portion of the meeting.

Mrs. Catherine Nakai (by Zoom) (225 Morning Star Court) asked about a roof for the RV storage building and the possibility of further extensions. The Applicant stated that the RV storage building will have a roof. Staff stated that extension requests are not limited but based on a review of requests. Mrs. Nakai is also concerned about extending expired approvals.

Seeing no one in Council Chambers wishing to speak, and no others on Zoom, Chairman DeVaux closed the public comment portion of the meeting.

In response to Commissioner Bunge's question, the Applicant stated that CDOT did not require improvements to US24 and none are proposed with this project.

In response to Commissioner Larsen's question, the applicant stated that they were aware of the expiration date. Commissioner Larsen requested that Council be notified that the approved CUP/SPR has expired.

MOTION: Commissioner Disman moved, and Commissioner Bunge seconded, to approve a 2-year extension of CUP18-01 (Ordinance 1330, 2018) and SPR18-01 to July 19, 2022.

YES: Bunge, Disman, DeVaux, Carrick **NO**: Brown, Good, Larsen **ABSTAIN**: Hartsfield

Motion passed.

Commissioner Hartsfield rejoined the meeting.

5. **REPORTS**
   - **A.** Comprehensive Plan update and Zoning Code review: Director Riley reported that the process kicked off on January 19th. The Consultant (Logan Simpson) has begun stakeholder interviews, drafted the community engagement plan, created a survey, and launched the website. Eight subcommittees are being organized to review each chapters' goals, objectives and actions. A town hall meeting for all interested community members is planned for April 14, 2021. Director Riley encouraged all Commissioners to sign-up on the City's webpage and take the first of five surveys.
   - **B.** Campgrounds & RV Parks: Director Riley stated that she and City Attorney Williams are preparing memos for Planning Commission and City Council consideration with background information and options. A joint work session will be scheduled in the near future to discuss the options and establish a consensus for moving forward. The memos will be distributed the week of March 1st.
   - **C.** The scheduled March 11 Planning Commission meeting will be a hybrid in-person/Zoom meeting with two items for consideration.

6. **ADJOURNMENT:** The meeting adjourned at approximately 8:09 pm.

7. **WORK SESSION**
   - **A.** 180-day occupancy limit for recreational vehicles: See Director Riley's report above. A work session was not held.

Approved this 11 day of March, 2021 by ______________

Jon DeVaux, Chairman