WOODLAND PARK PLANNING COMMISSION
MEETING MINUTES *for* MARCH 11, 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 7:02 p.m. Commissioners present: (in-person) Chairman DeVaux, Ken Hartsfield, Al Bunge, Eric Disman; (Zoom) Lee Brown, Larry Larsen, Ellen Carrick, Vickie Good. Commissioners absent: none. Staff present: Planning Director Sally Riley (Zoom), City Planner Lor Pellegrino (in-person), Planning Technician Dave Burgess (in-person).

2. **APPROVAL OF MINUTES:** The February 25, 2021 minutes were approved as presented.

3. **PUBLIC HEARINGS**

   A. **SUB2021-01 Extension of The Haven at Paradise Preliminary Plat:** A request by JR Engineering (Applicant) and Andrea Rodriguez (Property Owner) for a 2-year extension of the Preliminary Plat approved for a 35.77 acre parcel north of Kings Crown Road for 24 residential lots in the Suburban Residential (SR) zone. (QJ)

   City Planner Pellegrino presented the staff report via a slide show, going over the preliminary plat approval, and recommended approval of the request for a 2-year extension of the approved preliminary plat. Staff believes that it is reasonable to extend the approved Haven at Paradise Preliminary Plat to April 14, 2023, two years rather than one year, finding that, while her father Mr. Brown (the previous property owner and applicant) recently passed away, Mrs. Rodriguez desires to maintain the approved entitlement and would like the development to proceed; that there have been no preliminary plat or other subdivision regulation amendments that occurred between 2019 and today that materially affect the approval or design; that all the conditions approved with the preliminary plat will also be extended and would still be in effect and apply; that engineering and construction drawings for the site work (grading, roads, drainage, etc.) have been produced and are in review; and, finally, since the original approval is for two years, and the property may continue in probate for some time, a two rather than one-year extension is more feasible in this case. City Planner Pellegrino stated that Ms. Rodriquez (property owner) and Mr. Mike Bramlett (JR Engineering) were available on Zoom to answer any questions.

   Commissioner Brown questioned the request for a two year extension given the one-year parameter written in the Municipal Code. Planning Director Riley stated that 2-year extensions have been granted in the past understanding that development, grading, and construction is a time-consuming effort and that two years is consistent with the original approval. She further stated that, if uncomfortable, Commissioners can approve a one year extension rather than two.

   Commissioner Larsen requested that language in the Municipal Code related to extensions be reviewed for consistency with the Code Revisions project currently underway.

   Chairman DeVaux opened the public comment portion of the meeting.

   Ms. Crystal Schnurr (Zoom - El Paso County) wondered if anything could be done about trespassers on this property and through the neighborhood. Planning Director Riley asked her to call the City so that we could work together on a solution.

   Mrs. Catherine Nakai (Zoom - 225 Morning Star Court) wondered what happens if codes change within the two-year extension window. City Planner Pellegrino stated that the preliminary plat as extended would apply even if regulations changed.

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

MOTION: Commissioner Brown moved, and Commissioner Larsen seconded, to approve a one-year extension of the approved Haven at Paradise Preliminary Plat (SUB19-01) to April 14, 2022. **Motion passed.**

YES: Bunge, Disman, DeVaux, Carrick, Brown, Good, Larsen, Hartsfield. **NO:** None.

B. SUB2021-02 Brecken Heights Final Plat: A request by Brecken Hills, LLC (Applicant) and Mark McNab (Property Owner) to plat 13.09 acres into a 4-lot subdivision at 19569 E. US Highway 24 in the Multi-Family Residential- Suburban (MFS) and Community Commercial (CC) zones. (QJ) (City Council Public Hearing 7 p.m. - April 1, 2021)

City Planner Pellegrino presented the staff report via a slide show, going over the final plat review process, and recommending approval of the *Brecken Heights* 4-lot final plat of 13.09 acres in the SW 1/4 of Section 30, T12S-R68-W6PM (19569 E US24), based on findings of conformance to the Subdivision regulations and the approved preliminary plat as described in the staff report and as presented at public hearings. She also stated that the applicant (Mark McNab, property owner) was present and available to answer any questions.

Chairman DeVaux asked about traffic and parking at Sun Valley Park. Mr. McNab stated that access to the residential development is from Morning Sun Drive, access to the commercial lots is from US24 and that there is not access within the parcel to/from the residential and commercial portions. He also stated that improvements to Morning Sun will be made based on CDOT requirements. A recreation trail is proposed to connect Sun Valley Park to Lot 2 and ultimately to the sidewalk along US24.

Commissioner Larsen asked if a note on the plat requiring the park dedication of Lot 2 might be appropriate. City Planner Pellegrino stated that it is not necessary since it is on the preliminary plat and will be a requirement of the future Townhome plat.

Chairman DeVaux opened the public comment portion of the meeting.

Mr. Pete Roberts (in-person - Woodland Park) asked if the townhomes are attached, if Sun Valley Park will connect with Lot 2, and about the access to the townhomes. Mr. McNab stated that the townhomes are duplexes; that a recreation trail will connect Sun Valley Park to US24 with a 4-6 space hammerhead parking area to be located somewhere between Lots 2 and 3; and that access to the townhomes will be a private road that intersects with Morning Sun Drive.

Mr. Mike Nakai (Zoom - 225 Morning Star Court) wondered who the owner is and asked about the trailhead parking. Mr. McNab stated that a 4-6 space hammerhead parking area is proposed to be located somewhere between Lots 2 and 3.

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

MOTION: Commissioner Larsen moved, and Commissioner Bunge seconded, THAT the Planning Commission recommend that City Council approve the *Brecken Heights* 4-lot final plat of 13.09 acres in the SW 1/4 of Section 30, T12S-R68-W6PM (19569 E US24), based on findings of conformance to the Subdivision regulations and the approved preliminary plat as described in the staff report and as presented at public hearings. **Motion passed.**

YES: Bunge, Disman, DeVaux, Carrick, Brown, Good, Larsen, Hartsfield. **NO:** None.

4. **REPORTS**

A. Comprehensive Plan update and Zoning Code review: Director Riley encouraged everyone to complete the online surveys on the website and reported that, in consultation with Chairman DeVaux, the following assignments were made to the Comprehensive Plan subcommittees:

Subcommittees	Staff	Planning Commissioners
1. Land Use, Growth, Housing Diversity, Community Character, Design	City Planner Lor Pellegrino	Ken Hartsfield
2. City Finances, Economic Development, Tourism	Finance Director Emily Katsimpalis	Al Bunge
3. Utilities, Water, Wastewater	Utilities Director Kip Wiley	Larry Larsen
4. Transportation and Drainage	Public Works Director Robyn Brown, P.E.	Jon DeVaux
5. Public Safety, Emergency Management, Resiliency	Police Chief Miles DeYoung	Lee Brown
6. Community Sustainability, Parks, Trails, Open Space	Parks & Rec Director Cindy Keating	Vickie Good
7. Community Well-being, Education, Health, Recreation, Aging in Place	Parks & Rec Sports Coordinator Ryan Baade	
8. Arts, Culture, Historic Preservation	City Clerk Suzanne Leclercq	Ellen Carrick

The subcommittee first meeting is on Monday, March 29 and every 4th Monday for the next three months.

B. The scheduled March 25 Planning Commission meeting is cancelled. Items are scheduled for the April 8 meeting.

6. **ADJOURN:** The meeting adjourned at approximately 7:51 pm.

Approved this 5th day of April, 2021 by _____
Jon DeVaux, Chairman