

**WOODLAND PARK PLANNING COMMISSION**  
**MEETING MINUTES for August 11, 2022**  
**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@city-woodlandpark.org](mailto:kschminke@city-woodlandpark.org).*

**1. CALL TO ORDER & ROLL:**

Chair Ken Hartsfield called the meeting to order at 6:30 pm.

|                |                                                                                             |
|----------------|---------------------------------------------------------------------------------------------|
| Present        | Commissioner Hartsfield                                                                     |
| Present        | Commissioner Lee Brown                                                                      |
| Present        | Commissioner Carrol Harvey                                                                  |
| Present        | Commissioner Kenneth Kennedy                                                                |
| Present        | Commissioner Larry Larsen                                                                   |
| Present        | Commissioner Shawn Nielsen                                                                  |
| Staff Present: | Planning Director Karen Schminke, Planner 1 David Burgess, and Senior Planner Will Charles. |

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVE MINUTES:** The June 21, 2022 minutes were approved 5-0 vote with Commissioner Larsen abstaining.

**4. PUBLIC HEARINGS**

**A. VAC2022-01** Vacate a portion of the 50' Public Right-Of-Way located on Lot 1A, The Homes at Brecken Heights (500 Brecken Court) as requested by Mark McNab (Applicant and Property Owner) in the Multi-Family Suburban (MFS) zone. (QJ)

Hartsfield opened and closed the public hearing and asked for the staff report. Director Schminke introduced Will Charles, a planner with a private company the City has contracted with for planning services since we have yet to successfully recruit a new staff senior planner.

Mr. Charles presented the staff report providing an overview of the location, current site conditions, and the final plat that has already been approved. He highlighted the area to be vacated, which falls within Lot 1 A, and the remaining right-of-way that overlaps with the recently platted Brecken Court right-of-way. He reviewed the vacation criteria from Code section 12.08 and recommended the Commission forward Ordinance No. 1428 to City Council with a recommendation of approval.

Director Schminke provided additional clarification regarding technical corrections within the proposed Ordinance to accurately reflect the correct legal description for the land under discussion.

Commission members sought clarification regarding the need for this vacation, traffic patterns in the area, and transfer of title to the land.

Dianna Hartnet, assistant to Mark McNab, owner of Brecken Heights LLC, provided additional information regarding the current construction and how the final constructed Brecken Court will appear. She also confirmed there will be 16 buildings/32 dwellings and a full traffic analysis was done with the previous subdivision approval process.

Chair Hartsfield called for public comments. With no one wishing to speak, the public hearing was closed.

During discussion, Commission members noted this application is largely for clean-up purposes and had no issues with the request.

Commissioner Larsen moved, and Commissioner Brown seconded, that the Planning Commission approve VAC2022-01 to vacate approximately 1,000 sq.ft. of Alpine Meadows Drive ROW to Brecken Heights LLC to be included in Lot 1A of The Homes at Brecken Heights.

Commissioner Harvey obtained clarification that the corrected Ordinance will be sent to City Council.

**YES: Larsen, Brown, Nielsen, Hartsfield, Harvey, and Kennedy.  
Motion PASSES 6-0.**

5. **REPORTS:** Director Schminke informed the Planning Commission of the following upcoming meeting dates:

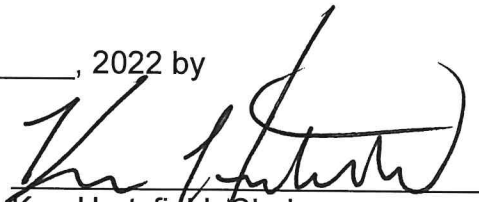
August 18, 2022 @ 5:00 PM – Joint work session with City Council regarding short term rentals.

August 25, 2022 @ 6:30 PM – Regular meeting with one item on the agenda.

September 8, 2022 – No meeting.

6. **ADJOURN:** The meeting was adjourned at 6:55 pm.

Approved this 29 day of AUGUST, 2022 by

  
Ken Hartsfield, Chair