

WOODLAND PARK PLANNING COMMISSION MEETING MINUTES *for* APRIL 8, 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 7:08 p.m. Commissioners present: In-person - Chairman DeVaux, Vice-Chairman Ken Hartsfield, Al Bunge, Eric Disman, Vickie Good; Zoom - Lee Brown, Larry Larsen. Commissioners absent: Ellen Carrick. Staff present: Planning Director Sally Riley (Zoom), City Planner Lor Pellegrino (in-person), Planning Technician Dave Burgess (in-person).
2. **APPROVAL OF MINUTES:** The March 11, 2021 minutes were approved as presented.
3. **PUBLIC HEARINGS**

A. SUB2021-04 Dixon Final Plat: Consider a subdivision by Julie & Joseph Watson (Property Owner) at 1247 Mountain Meadows Drive (Lot 2R, Watson Subdivision Exemption Plat) in the Suburban Residential (SR) zone. (QJ) (City Council Public Hearing 7 p.m., 4-15-2021)

City Planner Pellegrino presented the staff report via a slide show, going over the subdivision application as submitted including the draft Dixon Subdivision plat. Staff recommended that the Planning Commission recommend that City Council approve the *Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat* based on findings of conformance to the Subdivision and Zoning regulations as described in the staff report and as presented at public hearings, subject to the following conditions: 1. Prior to approval of the plat by City Council: (a) The subdivider shall submit (i) a signed subdivision development agreement (SDA) in a form acceptable to the City agreeing to extend, provide, install and connect to the existing waste water system the proposed sanitary sewer main extension, and (ii) concurrent with the SDA, a subdivision improvement guarantee in a form acceptable to the City in the amount of 150% (equal to 100% of the cost, as estimated by the subdivider and approved by the City, of installing the sewer main plus 50%) and 2. The subdivider shall submit a Park Capital fee totaling \$2,133.00. She stated that the applicant Mrs. Watson and the Lot 2 purchaser Mr. Dixon were in attendance in person and available to answer questions.

Mr. Rob Dixon stated that he was working with staff and Park State Bank on the Subdivision Development Agreement and the Letter of Credit for the sewer main extension.

Vice-Chairman Hartsfield asked if Lot 1 has existing sewer service. City Planner Pellegrino stated that a service line does extend from the existing sewer main to the existing house on Lot 1 and that this service line may continue to exist and does not need to reconnect to the extended sewer main.

Commissioner Good asked if Lot 3R contains a home. City Planner Pellegrino stated that a home does exist on Lot 3R and the owner, Ms. Carol Jacobs, is in the audience.

Chairman DeVaux opened the public comment portion of the meeting.

Ms. Carol Jacobs, 1259 Mountain Meadows Drive, Woodland Park (in person) stated that she has spoken to Mr. Dixon and is satisfied with the plat as drawn. She asked if she would have to pay for any part of the sewer main extension that will go through her property. City Planner Pellegrino stated that she would not have to pay for any of it but that she would be a party to a new separate easement agreement if a wider easement for the main is necessary.

Mr. Dixon stated that he will be making every effort to preserve existing trees within the easement.

Seeing no one else in Council Chambers wishing to speak, and none on Zoom, Chairman DeVaux closed the public comment portion of the meeting.

MOTION: Vice-Chairman Hartsfield moved, and Commissioner Bunge seconded, to recommend that City Council approve SUB2021-04 the Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat based on findings of conformance to the Subdivision and Zoning regulations as described in the staff report and as presented at public hearings, subject to the following conditions:

1. Prior to approval of the plat by City Council: (a) The subdivider shall submit (i) a signed subdivision development agreement (SDA) in a form acceptable to the City agreeing to extend, provide, install and connect to the existing waste water system the proposed sanitary sewer main extension, and (ii) concurrent with the SDA, a subdivision improvement guarantee in a form acceptable to the City in the amount of 150% (equal to 100% of the cost, as estimated by the subdivider and approved by the City, of installing the sewer main plus 50%), and
2. The subdivider shall submit a Park Capital fee totaling \$2,133.00.

Motion passed.

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

At 7:32 pm, the Zoom meeting was closed and Commissioners Brown and Larsen left. Commissioner Brown rejoined the meeting at 7:40 pm.

4. REPORTS

- A. Envision Woodland Park 2030: The Commissioners reported on the results of the first subcommittee meeting held on March 29, 2021. Staff reminded everyone that the next subcommittee meeting is April 26 and that the audits should be completed prior to the next meeting. Also, staff stated that the Comprehensive Plan Town Hall meeting is next Wednesday, April 14 from 6p-8p in the Ute Pass Cultural Center, in person or by Zoom.
- B. Staff stated that two items are scheduled for the April 22 meeting.
- C. Commissioner Disman stated that he has resigned and this is his last meeting. He thanked the City for the opportunity to serve. All thanked him for his service.

6. **ADJOURN:** The meeting adjourned at 7:48 pm.

Approved this _____ day of _____, 2021 by _____
Jon DeVaux, Chairman