

**New Castle Planning and Zoning Commission Meeting  
Wednesday, August 12, 2020, 7:00 p.m., Town Hall**

**Due to concerns related to the Coronavirus, the meeting was held as a virtual meeting only. Commission Members and the Public attended by phone, computer, smart phone or tablet.**

**Call to Order**

Commission Vice-Chair Bourquin called the meeting to order at 7:00 p.m.

**Roll Call**

Present

Vice-Chair Bourquin  
Commissioner Lucio  
Commissioner Riddle  
Commissioner Sass  
Commissioner Westerlind

Absent

Chair Apostolik  
Commissioner McDonald

Also present at the meeting were Town Administrator Dave Reynolds, Town Planner Paul Smith, Assistant Town Attorney Haley Carmer and Deputy Town Clerk Mindy Andis and members of the public. All persons attended the meeting via phone computer, smart phone or tablet.

**Meeting Notice**

Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Public Hearing**

Consider Resolution PZ-2020-07 Recommending Approval Zoning Text Amendment Pursuant to Sections 16.16.020 – 16.16.30 & 17.100.050 of the Town of New Castle Municipal Code Concerning the Application Process For Preliminary & Final Subdivision and Subdivision and Preliminary & Final PUD Development Plans.

Vice-Chair Bourquin opened the public hearing at 7:02 p.m.

Town Planner Paul Smith reviewed with the commission the changes that were made from the last meeting.

Vice-Chair Bourquin closed the public hearing at 8:34 p.m.

After discussion, the commission agreed to the following proposed changes discussed as summarized by Town Attorney Haley Carmer:

- Adding language regarding the slope and grade of sidewalks and trails are Americans with Disabilities Act (ADA) compliant and complies with the Public Works Manual.
- Updating the references to the flood plain study throughout the ordinance to include language recommended by Town Engineer.
- Referring to snow storage in the preliminary sections of the ordinance as the snow storage and removal plan.
- Changing the fiscal impact study time period from 5 years to 15 years.
- Updating the approval criteria for the preliminary and final plat and preliminary and final PUD to include language regarding open space and development consistent with the natural character, contours, and viewsheds of the land.
- Adding language to the final plat and final PUD public hearing section to include a reference to the referral agencies deemed necessary by the town planner to review only the final PUD for the final plat material.
- Adding conceptual landscape to the preliminary PUD submission requirements.

**MOTION: Commissioner Lucio made a motion to continue Resolution PZ-2020-07 Recommending Approval Zoning Text Amendment Pursuant to Sections 16.16.020 – 16.16.30 & 17.100.050 of the Town of New Castle Municipal Code Concerning the Application Process for Preliminary & Final Subdivision and Subdivision and Preliminary & Final PUD Development Plans with changes summarized by Town Attorney Carmer Commissioner Westerlind seconded the motion and it passed on a roll call vote: Commissioner Riddle: Yes; Commissioner Sass: Yes; Vice-Chair Bourquin: Yes; Commissioner Lucio: Yes; Commissioner Westerlind: Yes.**

#### **Items for Next Planning and Zoning Agenda**

Planner Smith said on August 26, 2020 there would be a conditional use permit (CUP) for a quilting shop, the Castle Valley Ranch Master plan and Castle Valley Ranch Filing 11.

#### **Staff Reports**

There were no staff reports.

#### **Commission Comments and Reports**

There were no comments or reports.

#### **Review Minutes from Previous Meeting**

**MOTION: Commissioner Riddle made a motion to approve the July 8, 2020 meeting minutes as submitted. Commissioner Sass seconded the motion and it passed unanimously.**

**MOTION: Vice-Chair Bourquin made a motion to adjourn the meeting. Commissioner Sass seconded the motion and it passed unanimously.**

The meeting adjourned at 8:52 p.m.

Respectfully Submitted,



  
Vice-Chair Alison Bourquin

  
Deputy Town Clerk Mindy Andis, CMC