



**PLANNING COMMISSION MEETING**  
**Wednesday, October 20, 2021 at 5:00 PM**  
Palmer Lake Elementary School Library, Upper Glenway

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**MINUTES**

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**Call to Order**

Chair Cooper called the meeting to order at 5:04 PM.

**Roll Call**

Present: Dave Cooper, Amy Hutson, Shana Ball, Vic Brown, Bill Fisher, Mark Bruce. Excused: Charles Ihlendfeld.

**Approval of Minutes**

1. MOTION (Bruce, Hutson) to approve the minutes. Motion PASSED .

**Public Hearing**

2. PUBLIC HEARING & Consideration of Application to Replat 717 Westward Ln (ERock LLP) - Kurt Ehrhardt presented a replat of 717 Westward. He proposed the existing parcel be split into three lots. Lot #1 is buildable. He asked the Commission to consider creating a small park on Lot #3. Discussion took place about the flood plain. No person spoke for or against the replat. MOTION (Ball, Hutson) to recommend to the Board of Trustees to approve the replat of 717 Westward Ln (ERock LLP). Motion PASSED (5-0).

**Business Items**

3. Review of Consultant Proposals to Complete the Master/Comp Plan – There were two inquiries with one proposal submitted by Communities Matter Institute. Copies were distributed to the commissioners. A special meeting will be scheduled to allow the applicant to present their proposal.
4. Review of Advisory Committee Applications – The applications were distributed to the commissioners. Dawn Collins corrected the record by stating this will be a team, not a committee, and not subject to sunshine laws. Susan Miner explained the Advisory Team will be a resource to assist the consultant. The line of communication is to be from the Advisory Team to Dawn Collins, with monthly reports to the Commission. The Advisory Team members provided introductions – Kent Hutson, Bob Radosevich, Ben Cunningham, Susan Miner, Nikki McDonald, and Trustee Karen Stuth.

5. Update on Community Survey – There was discussion on various ways to distribute the survey, by Town mailings, social media, news, community events, post office, and at Town board meetings. It was recommended to have board members partake in promoting to subscribe to receive the survey. The survey, which may include a map of the area, is now being beta tested to ensure it can be read on a smartphone, tablet and PC.
6. Schedule a Special Meeting for Interview/Presentation of Proposals (week of 10/25) – A meeting will be scheduled between the applicant, Communities Matter, and the members of the Planning Commission, the Advisory Team, and staff. The date is tentatively set for Wednesday, October 27 at 4:00 PM, with the place TBD. Susan Miner will setup the first meeting of the Advisory Team, date and time TBD.

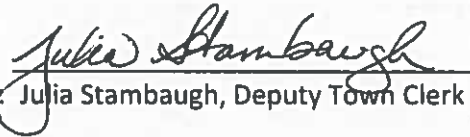
**Next Meeting (Nov 17) and Future Items**

**Adjourn**

MOTION(Hutson, Ball) to adjourn at 6:11 PM. Motion PASSED.



David Cooper, Chair



ATTEST: Julia Stambaugh, Deputy Town Clerk