



TOWN OF KEENESBURG  
PLANNING COMMISSION MEETING MINUTES  
THURSDAY, DECEMBER 5, 2019, 6:00 P.M.  
KEENESBURG MEETING HALL  
140 S. MAIN ST., KEENESBURG, CO

**Call to order**

The Planning Commission of the Town of Keenesburg met in a regular session, Thursday, December 5, 2019 at Keenesburg Town Hall, located at 140 South Main Street, Keenesburg Colorado 80643. Chair Howell called the meeting to order at 6:00 p.m.

**Pledge of allegiance**

**Roll Call**

**Members Present:** Chair John Howell, Commissioner Wafel and Commissioner Gfeller.

**Excused:** Commissioner Greening

**Others Present:** Town Planner, Todd Hodges; Jennifer Baker, Todd Hodges Design; Town Engineer, Kent Bruxvoort; and Planning Staff, Shawna Finkenbinder and Teri Smith.

**Public Comments**

None

**Old Business**

**a. Review Draft Design Standards**

Kent Bruxvoort, Town Engineer presents street standards explaining changes made from requests at last meeting and gives examples of traffic studies done in surrounding areas. Conversation proposing bike lanes, median sizes and needs, studies, counts, traveling lanes, traffic and street impact based on other street projects. Kent explains the design standard for streets. Kent also presents the option to add a separator lane for bicyclists and motorists. Commissioner Gfeller asks how the Town would determine how to build the road if we do not know how much traffic to anticipate. Kent answers that communities typically have a traffic flow plan prepared and they look at the particular region, take traffic counts, get a pulse on current situation and long term prospective. Todd Hodges, Town Planner explains the procedures and importance of setting street design

and standards at the time of the initial development and planning. Jennifer Baker, Town Planner joined the meeting at 6:13 p.m. Discussions on roads and interchanges and explanations on parking lot landscaping including tree lawns, collector roads, widening turn lanes and narrower roads. Jennifer agrees with Kent on comments of the narrower roads which will slow down traffic. Kent recommends that we add these changes for review in the next Planning Commission meeting in January. Todd explains that our standards will be used for design standards on site plans for future developments. Jennifer presents the Landscape Standards and states we are close to finalizing the standards and is looking for any final questions or suggestions. Discussion and concerns on trees growing over walk-ways. Todd explains this is considered design standards vs. code; Commissioner Wafel agrees to leave as is. Jennifer states she changed the verbiage on licensed verses registered architect. Jennifer confirms with the commissioners on the Parking Lot Section that motorcycle parking and rear parking were added to the standards as requested in the last meeting. Lighting in Parking Lots Section; Kent states we need to confirm and clarify what authority the Town has verses United Power. Discussions on LED lighting being required, seasonal lighting, luminance lighting in which Jennifer will check the code for these. Jennifer went over additions and changes from last meeting request on Lots and Blocks Section. Discussion on Garages Section regarding color, styles, double carports and set-backs, sheds and loafing sheds. Jennifer states double carports are not allowed, only single and must be attached to the home, she will add a line that must meet town code and that setbacks will be discussed with Debra. Todd states Sheds portion is really a zoning issue. Jennifer will add a sub article for loafing sheds. Kent Bruxvoort left the meeting at 7:23 p.m. Discussions on Line E being removed and Letter F has grammatical errors and will be checked for zoning code. Jennifer went over changes that she will make through the design standards as a whole. Commissioner Wafel asks for definition on Frontage Lot; Todd explains and Commissioner Gfeller gives examples of a Frontage Lot. Discussion on surrounding roads, sidewalks, ditches and culverts and Todd states we need to clarify and define by Kent from an Engineering point of view. Jennifer will add verbiage on driveways. Todd asks the Planning Commissioners for any further questions regarding the Design Standards as a whole. No further questions from the Commissioners.

**b. Consideration to set Public Hearings for Chapter 16 Amendments**

Todd asks for direction on setting a Public Hearing in January for the Design Standards. Commissioner Gfeller makes a motion to bring the final version of Design Standards with today's requested changes for a Public Hearing on

January 2, 2020, Planning Commission Meeting with a second by Commissioner Wafel. Motion carried 3-0; Chair Howell, Commissioner Wafel and Commissioner Gfeller voting yes.

**Board Comments / Reports**

Chair Howell asks for comments and reports. None.

**Adjournment**

Motion was made by Commissioner Wafel to adjourn the meeting, with a second by Commissioner Gfeller. Motion carried 3-0; Chair Howell, Commissioner Wafel and Commissioner Gfeller voting yes. The meeting adjourned at 7:43 p.m.

ATTEST:

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John Howell  
Chairperson

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Teri Smith  
Planning Staff