



TOWN OF KEENESBURG  
PLANNING COMMISSION MEETING MINUTES  
THURSDAY, APRIL 16, 2020, 6:00 P.M.  
HELD ELECTRONICALLY at  
<https://global.gotomeeting.com/join/508455013>

**Call to order**

The Planning Commission of the Town of Keenesburg met in a regular session, Thursday, April 16, 2020, electronically at <https://global.gotomeeting.com>. Chair Howell called the meeting to order at 6:00 p.m.

**Pledge of allegiance**

**Roll Call**

**Members Present:** Chair John Howell; Commissioners Greening, Wafel, Gfeller and Finkenbinder.

**Others Present:** Town Manager, Debra Chumley; Town Planner, Todd Hodges; Jennifer Shagin, Todd Hodges Design; Town Attorney, Kathleen Kelly; and Planning Staff, Teri Smith.

**Public Comments**

None

**Approval of Minutes for January 2, 2020, February 6, 2020 and March 5, 2020**

Commissioner Finkenbinder makes a motion to approve minutes for January 2, 2020, February 6, 2020 and March 5, 2020 with a second by Commissioner Wafel. Motion carried 5-0; roll call: Chair Howell, Commissioners Greening, Wafel, Gfeller, and Finkenbinder voting yes.

**New Business**

**A. Public Hearing: Initial Zoning Request Oliver Annexation  
No. 1 and 2**

Chair Howell opened the public hearing at 6:05 p.m. and read from the script and gave instructions and procedures regarding the public hearing. Chair asks for notice of publication: Debra provided notification dates; publication on February 26, March 4, 11 & 18, 2020; Mailing on March 13, 2020; and Sign posting, March 20, 2020. Chair Howell asks from the Planning Commission if there are any disclosures; no disclosures. Chair Howell asks for the applicant to approach and

present the application. Todd Hodges, Town Planner, presents on behalf of applicant the Staff Report that this public hearing is for the initial zoning for the Oliver Annexations 1 & 2 and is a 4.3 acre parcel proposed for light industrial. The property is located on the North West corner of Road 18 and 51 and has an existing residence. Todd further explains that there will be a Land Use Application that will come before the Planning Commission and a Public Hearing all at a later date. Todd wanted to state for the record that there is an older version of the Annexation Agreement which will be replaced for the Board of Trustees. Todd asks the Planning Commission for any questions. No questions. Chair Howell opens the Public Comment portion of the Public Hearing. David Swieter, 25027 CR 18, Keenesburg, CO, is sworn in and asks for clarification regarding the annexation, if this property is considered and designated as light industrial and how far does the annexation go? Todd explains the entire property is being zoned light industrial and is within an area in our comprehensive plan which meets that intent. Todd further explains that the right of way adjacent to it on the east side is being annexed and the right of way to the North of the property and that CR 18 has already been annexed. David asks for further clarification on what code or by-laws there are to protect anyone that is not annexed and close to that property of any town code or any ramification. Todd explains that anyone that is adjacent and is not part of the annexation would not be affected by zoning; the Town would have jurisdiction on that portion of the county road right of way. Ellen Swieter, 25027 CR 18, Keenesburg, CO, is sworn in and asks what kind of operating restrictions will be put into place with regards to lighting, hours of operation and such. Todd explains that this will be addressed in the special use permit. This has not yet been through the process and anyone within that area will be given notification of that public hearing. Chair Howell asks applicant for further comment. Katharine Oliver states she has nothing to add but can answer any questions. David Swieter asks applicant about future use for this property as it is designated as light industrial. Katharine states there will be more information coming forth. Debra explains that the land use portion and the public hearing has not yet been set and further explains that the proposed land use for this property is for a towing service and holding yard. Notification will be sent for that public hearing when the application is in and complete. Chair Howell closes the Public Comment portion of the Public Hearing. Chair reads from the script and asks for any objection to the inclusion of items presented; no objections. Chair asks for questions, Ellen Swieter asks where she may find the documents that were referred to in the power point presentation. Debra states that it is on our website or contact our office and it will be emailed. Chair Howell asks for questions. Chair closes the public hearing at 6:20 p.m.

**B. RESOLUTION NO. PC2020-02 Recommending approval of an initial zoning request for property to be annexed to the Town of Keenesburg known as the Oliver Annexation No. 1 and 2**

Commissioner Greening makes a motion to approve Resolution PC2020-02 A Resolution recommending approval of an initial zoning request for property to be annexed to the Town of Keenesburg known as the Oliver Annexation No. 1 and 2 with a second by Commissioner Gfeller. Motion carried 5-0; Chair Howell, Commissioners Greening, Wafel, Gfeller and Finkenbinder voting yes.

## **Old Business**

### **C. Final Review of Design Standards**

Jennifer Shagin, Todd Hodges Design, explains this is final review and that she and the Town attorney cleaned up the items that were from last meeting which includes definitions, Landscape Standards, Lighting Standards, Parking, Lots and Blocks, and the Cover Sheet, along with a recommendation to adopt a resolution and an ordinance to amend Chapters 16 and 17 of Municipal Code.

### **D. Review of proposed Ordinance 2020-07 Revising Chapters 16 and 17 of the Keenesburg Municipal Code.**

Debra explains that this ordinance will go to the Board of Trustees for recommendation to adopt the design standards at their meeting on April 20, 2020, and also amends Chapters 16 and 17 to make sure to set forth the applicability of the design standards. It added some definitions so that everything is cohesive; added language was necessary to assure that the zoning code will point to the Design Standards. Accessory buildings and uses came out of the design standards and was put into the code where it should be, other sections changed so it pointed to Design Standards and additions made to HOA such as the maintenance agreement. Debra asks if any further questions; none. Chair asks for any public comments; none. Commissioner Gfeller makes a motion to approve Ordinance 2020-07 Revising Chapters 16 and 17 of the Keenesburg Municipal Code with a second by Commission Wafel. Motion carried 5-0; Chair Howell, Commissioners Greening, Wafel, Gfeller and Finkenbinder.

### **E. RESOLUTION NO. PC2020-03 Recommending the approval of the Town of Keenesburg Design Standards and of the Ordinance amending Chapters 16 and 17 of the Keenesburg Municipal Code to integrate the Town of Keenesburg Design Standards.**

Commissioner Gfeller makes a motion to approve RESOLUTION NO. PC2020-03 Recommending the approval of the Town of Keenesburg Design Standards and of the Ordinance amending Chapters 16 and 17 of the Keenesburg Municipal Code to integrate the Town of Keenesburg Design Standards with a second by Commission Wafel. Motion carried 5-0; Chair Howell, Commissioners Greening, Wafel, Gfeller and Finkenbinder.

## **Board Comments / Reports**

Commissioner Greening asks about the discussion in the last Planning Commission meeting regarding an ordinance for permitted parking. Deb states it was to be incorporated into the Ordinance to amend Chapters 16 and 17 and that this should be in the Municipal Code and not in the Design Standards. The ordinance going in front of the Board of Trustees is not for the adoption but a

review, as a Public Hearing would need to be set in order for it to be adopted by the Board of Trustees. Debra will make the Board Trustees aware of this discussion regarding the permitted parking.

**Adjournment**

Motion was made by Commissioner Gfeller to adjourn the meeting at 6:30 p.m., with a second by Commissioner Wafel. Motion carried 5-0; Chair Howell, Commissioners Greening, Wafel, Gfeller and Finkenbinder, voting yes.

ATTEST:

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John Howell  
Chairperson

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Teri Smith  
Planning Staff