TOWN OF MILLIKEN
PLANNING COMMISSION
TOWN HALL, 1101 BROAD STREET

WEDNESDAY, DECEMBER 16, 2015 7:00 P.M.

The Planning Commission of Milliken convened into regular session on the 16th Day of December, 2015. Those present were: Chair Tim Woodcock, Vice-Chair Dave Bernhardt Commissioners: Dave Watson, Ron Blackmer. Also present: Community Development Director Martha Perkins, Town Administrator Kent Brown, Town Clerk Cheryl Powell and Contract Engineer Shar Shadowen.

Absent: Commissioners: Mitchell Portella, Shellie Satterfield and Community Engagement Specialist/Planner Seth Hyberger.

Chair Woodcock called the meeting to order and led the audience in the Pledge of Allegiance.

Call to Order Pledge of Allegiance

Agenda Approval Additions/Deletions to Agenda

Director Perkins indicated there were no changes from staff.

Citizens Comments

None.

Minutes of Previous Meeting

Minutes for the December 2, 2015 meeting approved.

Commissioner Bernhardt motioned and Commissioner Watson seconded.

Discussion: None.

All in favor, none opposed.

CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Planning Commission member or citizen so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Action Agenda.

There were not any items.

ACTION AGENDA

1. **Public Hearing Town Hall Parking Lot Site Plan**

Chair Woodcock asked the Commission if they had any conflict or any ex parte conversations with the item being brought to them this evening. There was not any conflict among the Commissioners.

This is a public hearing to review and potentially approve a commercial site plan for the Town of Milliken's Town Hall Parking Lot which sits on a site consisting of approximately .89 acres and addressed as 1101 Broad Street in the Town of Milliken, Lot 12, Block 38 in Weld County.

Public Hearing Opened at: 7:05 P.M.

Shar Shadowen who is with the Town's contract engineering firm Lamp Rynearson, provided depictions of the proposed Town Hall parking lot improvement. She explained there would be additional regular and handicapped parking stalls provided along with landscaping in this proposed plan. The parking lot will be integral in obtaining and maintaining the Town Square effect between the Police Station Meeting House and the Town's Heritage House. She explained the type of landscaping and theme that will conjoin the area between the Police Station and the Heritage House.

Discussion among the Commission was in regard to the type of fencing material that is proposed to being used at the rear end of the Parking Lot. Director Perkins explained that this type of fencing could be used and would follow the Town's Code. Also discussed was the type of plant material proposed and the drainage of the parking lot. Ms. Shadowen explained that the drainage from the parking lot will be corrected by providing two outlets within the parking lot. This will help to avoid runoff into the alley way that runs behind the parking lot. Chair Woodcock asked about the lighting that will be placed within the parking lot. Ms. Shadowen explained that lighting has not yet been incorporated into the plan, but explained her concept of what the lighting could possibly be. Director Perkins explained that the lighting would be in compliance and would be neighborhood friendly so that it does not shine onto the neighborhood residential lots. Discussion included the current trash enclosure and that it would need to be relocated in order to make the area more functional.

A landscape plan along with a drainage plan will be provided prior to the project commencement in order to obtain consensus from the Town Board and Planning Commission. Commissioner Watson indicated that it would be pertinent to see a lighting plan prior to the project commencing.

Director Perkins explained that the Town is trying to meet the architectural style that is occurring within the adjacent properties.

Public Hearing Closed at: 8:06 P.M.

Commissioner Bernhardt motioned that after hearing testimony, examination of the documents presented and the findings of fact finds the application meets the provisions of the Town of Milliken's Land Use Development Code (LUDC) Chapter 16 et. seq. and approves the request for a commercial site plan for the renovation to the Town Hall parking lot which sits on a site consisting of approximately .89 acres and is addressed as 1101 Broad Street in the Town of Milliken, Lot 12, Block 38 in the County of Weld Colorado. To also include the drainage, lighting and landscape plan. Commissioner Watson seconded.

Discussion: None

Vote: Commissioner Blackmer – yes, Commissioner Bernhardt – yes, Commissioner Watson – yes and Chair Woodcock – yes.

2. **Public Hearing Amending Chapter 16 of the Milliken Land Use Code**

Martha Perkins, Community Development Director requested a continuation of public hearing for review and approval to amend Chapter 16 Milliken Land Use and Development Code of the Municipal Code to provide a process whereby expired Site Plans and Subdivision Plats may be ratified and reinstated upon request of an applicant and subject to approval of the Town based on specified criteria and to reduce legal notification timeframes to conform with state laws. She explained that the Town Attorney is currently working on this.

Public Hearing opened at 8:10 P.M

Discussion from the Commission was in regard to the date of the continuation.

Public Hearing closed at 8:13 P.M.

Commissioner Bernhardt motioned to continue the Public Hearing Amending Chapter 16 of the Milliken Land Use Code hearing for February 17, 2016 at 7:00 P.M. Commissioner Watson seconded.

Vote: All in favor, none opposed.

DISCUSSION AGENDA

1. **Weld County Referral for RECX15-0156**

Applicant Thomas and Cynthia Haren are requesting a Three-Lot Recorded Exemption in conjunction with Applicant Jonathan Cain (Referral RECX15-0157), increasing Lot A by .13 acres for a total lot size of 2.82+/- acres and decreasing Lot B by .13 acres for a total of 138.6+/- acres. The site location is North of and adjacent to County Road 44 and East and adjacent to County Road 29.

The Commission had no conflict.

Martha Perkins, Community Development Director

2. **Weld County Referral for RECX15-0157**

Applicant Jonathan and Olivia Cain are requesting a Three-Lot Recorded Exemption in conjunction with Applicant Thomas Haren (Referral RECX15-0157), increasing Lot A by .13 acres for a total lot size of 2.82+/- acres and decreasing Lot B by .13 acres for a total of 138.6+/- acres. The site location is North of and adjacent to County Road 44 and East and adjacent to County Road 29.

The Commission had no conflict.

Martha Perkins, Community Development Director

INFORMATION AGENDA

There were not any items.

Other Business

Unfinished Business

Adjournment

There being no further business, the meeting adjourned at approximately 8:16 p.m.

Prepared by:

Cheryl Powell, Town Clerk

Approved by:

Tim Woodcock, Chair