TOWN OF MILLIKEN
PLANNING COMMISSION
MEETING HOUSE, 1201 BROAD STREET

WEDNESDAY, FEBRUARY 3, 2016 7:00 P.M.

The Planning Commission of Milliken convened into regular session on the 3rd Day of February, 2016. Those present were: Chair Tim Woodcock, Commissioners: Dave Watson, Mitchell Portella, Shellie Satterfield, Ron Blackmer. Also present: Community Development Director Martha Perkins, Community Engagement Specialist/Planner Seth Hyberger, Town Administrator Kent Brown and Town Clerk Cheryl Powell

Absent: Vice-Chair Dave Bernhardt

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 January 6, 2016 meeting approved.

Commissioner Satterfield 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 for Resolution 16-03 Adopting the 2016 Envision Milliken Comprehensive Plan**

Community Development Director Martha Perkins asked the Commission to review and approve the Town of Milliken's update to the 2010 Comprehensive Plan through Resolution 15-23 "A Joint Resolution of the Planning Commission and Trustees adopting the 2016 Comprehensive Plan for the Town of Milliken" to provide guidance on where and how the community will grow and evolve over the next 10 to 20 years.

Public Hearing Opened at: 7:01 P.M.

Community Development Director Perkins announced that Darcie with Clarion and Associates was present to answer questions. Darcie indicated that the Plan should be reviewed and updated every five (5) years.

Public Hearing Closed at: 7:03 P.M.

Commissioner Satterfield motioned that after reviewing the draft 2016 Town of Milliken's Comprehensive Plan approves Resolution 16-03, a Resolution adopting a Master Plan, "Envision Milliken: An Update to the Town of Milliken's 2016 Comprehensive Plan and Disaster Resiliency Update" for the Town of Milliken, Weld County, Colorado. Commissioner Watson seconded.

Discussion: Commissioner Satterfield announced her appreciation to Clarion and Associates for the work conducted on the Plan.

Vote: All in favor, none opposed.

2. **Public Hearing for Ordinance 723 Amending the Land Use Code for Home Occupations**

Community Development Director Martha Perkins asked the Commission to consider for approval Ordinance 723 amending Milliken's Land Use Code, Chapter 16, relating to home occupation standards in an effort to balance the goal of protecting and maintaining residential neighborhoods and engaging in limited commercial activities in residential neighborhoods.

Public Hearing opened at: 7:05 P.M

Director Perkins spoke to the Commission indicating that after obtaining input at a joint work session the Town Board on January 20, 2016. The Town's Board of Trustees would like to amend the existing regulations governing the operation of home occupations in the Town's Municipal Land Use Code, Section 16-3-620 "Home Occupations", to balance the goal of protecting and maintaining the character of residential neighborhoods with the desire to allow limited commercial activities as an accessory use on residential property.

Chair Woodcock indicated that he was not able to thoroughly review the ordinance and the revisions made to it. Other Commissioners indicated the same thing. Chair Woodcock would like to continue this to another meeting.

Commissioner Blackmer asked if Hazardous Materials is defined in the code. Director Perkins indicated that it is defined in the Code. Commissioner Blackmer would like to have that better defined within this ordinance. Director Perkins responded that she will review this and address this. She also indicated that typically the Fire Marshall would inspect these areas, but unfortunately they do not have enough funding or time in regard to the Home Occupations they typically look at regular businesses.

Commissioner Blackmer asked how the Town would know there are people having a Home Occupation, is it complaint based or would Code Enforcement search for these businesses. Director Perkins and Town Administrator Brown indicated that it would be both.

Chair Woodcock suggested putting a notice in the Town's Newsletter on a quarterly basis. Commissioner Satterfield asked if these businesses could be placed on the Website/Facebook page and when a new business opens if it could not be announced. Director Perkins indicated that she and the Town Administrator have discussed this.

The Commission asked to continue this until February 17, 2016 at 7:00 PM.

Director Perkins will place the Hazardous Material list in with the Commissions packets.

Public Hearing closed at: 7:23 P.M.

Commissioner Satterfield motioned to continue the Ordinance on Home Occupations until February 17, 2016 at 7:00 P.M. Commissioner Watson seconded.

Discussion: None

Vote: Commissioner Watson – yes Commissioner Blackmer – yes, Commissioner Portella - yes, Commissioner Satterfield - yes and Chair Woodcock – yes.

DISCUSSION AGENDA

1. **Accessory Structures**

Staff would like direction from the Commission on whether to pursue a code change for accessory structures to allow an attached garage not to be considered an accessory structure. Commissioner Blackmer indicated there should be one wall in common between the house and garage. Commissioner Watson indicated that he would not object if the rooflines were attached.

Director Perkins explained that there have been quite a few Use by Special Reviews and when that happens it may be an indicator that the Code needs to be looked at. She explained that the change would make it less onerous on the homeowner. Most of these requests are coming from those in Agricultural Estate areas where they have enough land.

Commissioner Watson would like lot coverage to be discussed as part of the requirement for assessory buildings.

2. **Weld County Referral for MUSR16-0002** **D-Attach 1**

Applicant A&W Water Service, Inc., is requesting a minor amendment to a Site Specific Development Plan and Use by Special Review Permit No. USR-1695 for a Mineral Resource Development Facility, including Oil and Gas Support and Service (water supply and storage, potash missing and storage and production pipe and equipment storage area) to include additional pipe and equipment storage along with one (1) additional modular office in the A (Agricultural) Zone District. The location is West of and adjacent to State Highway 60 and south of and adjacent to County Road 40.

The Commission had no conflict.

Martha Perkins, Community Development Director

3. **Weld County Referral for COZ15-0006**

Applicants Mark and Jennifer Phillips are requesting a Change of Zone from the A (Agricultural) Zone District to the E (Estate) Zone District as part of Weld County Permit No. COZ15-0006 to create the Phillips Subdivision. A subdivision of 8 acres is proposed with 2 lots consisting of 4 acres. The location of the proposed change of zone is West of and adjacent to CR 25.5 and approximately 0.25 miles south of CR 34. This property is in Platteville.

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 7:42 P.M.

Prepared by:

Cheryl Powell, Town Clerk

Approved by:

Tim Woodcock, Chair