



PLANNING COMMISSION MINUTES

July 13, 2023

Planning Commission Chairman Gary Poole called the meeting to order at 7:00 p.m.

The Planning Commission and audience joined in saying the Pledge of Allegiance.

Also present and seated were Commissioners Erik Rieger, Roxy Colette, Ruth Ann Nelson, Erik Frandsen, Jane Lane and Nick Metz. Also in attendance, but not seated was Angela Lindstrom.

ADDITIONS, MODIFICATIONS OR DELETIONS FROM THE AGENDA

Staff told the commissioners that there will be no public hearing for agenda item 7.B. Highlands at King's Point PD AMD1 tonight. There will be no staff presentations, applicant presentations or public comment. Staff asked the Chair to request a motion to continue the hearing to August 10, 2023, when this item comes up on the agenda.

APPROVAL OF MINUTES

Commissioner Ruth Ann Nelson moved to approve the June 8, 2023, meeting minutes. Commissioner Roxy Colette seconded; a vote was taken and passed unanimously.

Commissioner Ruth Ann Nelson moved to approve the June 22, 2023, meeting minutes. Commissioner Erik Frandsen seconded; a vote was taken and passed unanimously.

PUBLIC HEARING OPENED: 7:01 P.M. – ORDINANCE TO AMEND ORDINANCE NOS. 4.52.1, SERIES OF 2004, 4.52.2, SERIES OF 2006, AND 4.52.3, SERIES OF 2008, TO AMEND THE TITLE TO CHAPTER 10.10, SUBSECTION 10.10.010(a), AND SECTIONS 13.06.070, 13.07.080, 13.07.140 AND 13.10.110 OF THE PARKER MUNICIPAL CODE CONCERNING THE PARKS, TRAILS, OPEN SPACE & STREETScape DESIGN AND CONSTRUCTION MANUAL

Applicant:	Town of Parker
Location:	Townwide
Department:	Community Development/Parks and Recreation, Mary Munekata, Brett Collins

STAFF PRESENTATION

Mary Munekata, Senior Planner and consultant Justin DiPietro with Hord Coplan Macht presented the staff report proposing an ordinance to amend Ordinance Nos. 4.52.1, Series of 2004, 4.52.2,

Series of 2006, and 4.52.3, Series of 2008, to Amend the Title to Chapter 10.10, Subsection 10.10.010(a), and Sections 13.06.070, 13.07.080, 13.07.140 and 13.10.110 of the Parker Municipal Code Concerning the Parks, Trails, Open Space & Streetscape Design and Construction Manual. Ms. Munekata concluded with the determinations in the staff report that the Planning Commission recommend Town Council amend Sections 13.06.070, 13.07.080, 13.07.140 and 13.10.110 of the Parker Municipal Code Concerning the Parks, Trails, Open Space & Streetscape Design and Construction Manual.

Commissioner discussion with staff:

- Commissioner Ruth Ann Nelson asked about future changes to the manual; *(staff said future changes will be administrative per the ordinance).*
- Commissioner Ruth Ann Nelson asked if any aspect or future changes would require a public hearing; *(staff said no).*
- Commissioner Erik Frandsen asked if there are future design changes, will they need to be brought back to Planning Commission or Town Council or will it be handled administratively; *(staff said these types of changes can be handled administratively according to the ordinance).*
- Commissioner Erik Frandsen asked if this will be a living document managed administratively and not legislatively through the public hearing process; *(staff said yes, unless there is a legislative aspect, such as the document being renamed, which is what is before you tonight where we're amending certain sections of the LDO to change the referenced document's name, necessitating an ordinance to amend the LDO).*
- Commissioner Jane Lane asked if this is the legislative end of combining policy guidelines, that future changes will be done administratively instead of coming back to the planning commission each time; *(staff said yes that technical changes to construction details and specs will be handled administratively, that major changes such as things that may affect the costs for development would necessitate coming back to the planning commission).*
- Commissioner Erik Rieger asked if there is a threshold included in the document that would require a return to the planning Commission; *(staff said future changes would be discussed at the director level to determine whether it is a major or minor rewrite requiring new public hearings).*
- Commissioner Nick Metz said in past discussions technical items or materials that were no longer available and needed to be replaced in the document would be handled administratively and that these types of changes did not really change the intent of the document; *(staff said yes).*

PUBLIC COMMENT

None

PUBLIC HEARING CLOSED: 7:20 P.M. – ORDINANCE TO AMEND ORDINANCE NOS. 4.52.1, SERIES OF 2004, 4.52.2, SERIES OF 2006, AND 4.52.3, SERIES OF 2008, TO AMEND THE TITLE TO CHAPTER 10.10, SUBSECTION 10.10.010(a), AND SECTIONS 13.06.070, 13.07.080, 13.07.140 AND 13.10.110 OF THE PARKER MUNICIPAL CODE CONCERNING THE PARKS, TRAILS, OPEN SPACE & STREETSCAPE DESIGN AND

CONSTRUCTION MANUAL

PLANNING COMMISSION DISCUSSION

- Commissioner Ruth Ann Nelson said she is impressed with the level of detail in the manual, that the content is excellent and it is superior to the previous version.
- Commissioner Eric Frandsen said the manual shows the maturation of the Town since the previous manual's version from 2008, that the manual is developer friendly, that it will allow all involved to build a better community so that developers understand what is required and said the manual is a considerable upgrade.
- Commissioner Nick Metz thanked staff for their yearlong work on the document.
- Commissioner Roxy Colette echoed his fellow commissioners thoughts, appreciates the level of detail and work that went into the document, appreciates the Town's maturity over the past 15 years and the Town's growth forming and shaping the design of the community.
- Commissioner Jane Lane thanked staff for coordinating this update with other documents that have been recently updated and the manual is indicative of the priority the Town places on parks, trails and open space.
- Commissioner Erik Rieger said he agrees with his fellow commissioners and appreciates staff's work on the manual.
- Commissioner Gary Poole agreed with his fellow commissioners and appreciates staff's work on the manual.

Commissioner Erik Frandsen moved the Planning Commission recommend Town Council amend sections 13.06.070, 13.07.080, 13.07.140 and 13.10.110 of the Parker Municipal Code Concerning the Parks, Trails, Open Space & Streetscape Design and Construction Manual. Commissioner Nick Metz seconded; a vote was taken and was passed unanimously.

PUBLIC HEARING – HIGHLANDS AT KING'S POINT PD AMD 1

Commissioner Ruth Ann Nelson moved the Planning Commission continue the public hearing for Highlands at King's Point PD AMD 1 to a date certain of August 10, 2023. Commissioner Erik Frandsen seconded; a vote was taken and was passed unanimously.

PLANNING COMMISSION ITEMS

- Chair Gary Poole asked if this was officially the first meeting of the new commission; *(staff said yes)*.
- Chair Gary Poole asked if the appointments of the vice chair and acting vice chair will be added to the next meeting agenda; *(staff said yes)*.

STAFF ITEMS

Staff informed the commissioners that the ongoing commissioner training schedule will be sent out in the next week or two.

ADJOURNMENT

Commissioner Erik Frandsen moved that the meeting be adjourned. Commissioner Ruth Ann Nelson seconded the motion, and the motion was passed unanimously. The meeting was adjourned.

A handwritten signature in blue ink, appearing to read "Jeff Miller", written over a horizontal line.

Jeff Miller
Recording Secretary

A handwritten signature in blue ink, appearing to read "Gary Poole", written over a horizontal line.

Gary Poole
Chair