

MINUTES OF THE
Lone Tree Planning Commission Meeting
June 14, 2016

Lone Tree Civic Center

1. Attendance

In attendance were:

- Dave Kirchner, Chair
- Andrew Dodgen, Vice Chair
- Rhonda Carlson, Planning Commissioner
- Daryl Heskin, Planning Commissioner
- Richard Rodriguez, Planning Commissioner
- Kevin Spencer, Planning Commissioner
- Herb Steele, Planning Commissioner

In attendance from staff were:

- Kelly First, Community Development Director
- Jennifer Drybread, Senior Planner
- Hans Friedel, Planner III

2. Opening of Meeting / Roll Call

Chair Kirchner called the meeting to order at 6:20 p.m.

3. Conflict of Interest Inquiry

There were none.

4. Public Comment (For Items NOT appearing on the agenda)

There was no public comment for items not on the agenda.

5. Minutes of the May 24, 2016 Planning Commission meeting

Commissioner Spencer moved to approve the minutes, Commissioner Steele, seconded, and the minutes were approved – with Commissioner Dodgen abstaining due to his absence at that meeting.

6. Amendments to Planning Commission Bylaws and Planning Commission Guidelines and Procedures, Appendix B, Project RG16-41

Ms. Drybread presented an overview of the proposed changes to the Planning Commission Bylaws.

Commissioner Dodgen sought clarification on the change from a two-thirds majority to a simple majority. Ms. Drybread responded that this was due to there being seven members, and therefore it is impossible to achieve that mathematically.

Commissioner Rodriguez sought consistency on the conflict of interest section.

Commissioner Steele suggested changing "person" to "Commissioner" in the conflict of interest section.

Commissioner Rodriguez noted that under the order of business section, that often times Commissioners speak directly to people in the gallery, as opposed to asking them to come up to the podium first and identify themselves. Ms. Drybread explained that it is good practice to have people come to the podium.

Commissioner Rodriguez inquired about B6, E, where it states that if there are significant concerns about a consent agenda item, what would constitute "significant concerns." Commissioner Dodgen and Chair Kirchner pointed out that the Planning Commission does not have a consent agenda, so it was recommended to strike the section.

Chair Kirchner asked that a definition be included for "interested party." Commissioner Rodriguez suggested a sufficiently vague definition so as not to too narrowly preclude people. He suggested "any person or entity that has a personal, financial, or official stake in an application" as a definition.

Commissioner Dodgen stated that there should be consistency with whether "Member(s)" is capitalized throughout – it does not need to be preceded with "Planning Commission."

Commissioner Steele mentioned that straw polls do not appear in the Appendix B under order of business, and are not included under authorized procedures. He suggested that this should be added as it was helpful in a previous meeting to clarify member's standing on various issues. Ms. First stated that there is nothing precluding this from happening – it may be covered under discussion. Commissioner Rodriguez recommended adding that the Commission may discuss matters prior to making a formal motion.

Commissioner Steele also recommended giving the applicant the opportunity to clarify specific points after deliberation and before a motion. Chair Kirchner stated that there was nothing precluding it. Commissioner Steele suggested adding that the Chair may ask the applicant additional questions. Chair Kirchner stated that after the public meeting is closed, they can still ask the applicant questions. Commissioner Rodriguez stated that if final comments are allowed from the applicant, someone in the audience may feel aggrieved, and therefore the public should have another chance to speak. Commissioner Spencer recommended keeping the language that allows the Chair to ask the applicant and staff to present final comments before a motion is made, but not making that mandatory.

Commissioner Steele moved to approve the Planning Commission bylaws as amended. Commissioner Spencer seconded, and the motion passed unanimously.

7. Guest speaker series – Commissioner Daryl Heskin presents and leads a discussion about building materials.

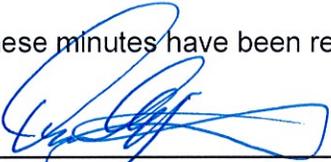
Ms. First gave opening remarks appreciating Commissioner Heskin for being willing to educate the Commissioner and Staff on building materials in his professional capacity as an architect.

Commissioner Heskin's presentation is attached.

8. Adjournment

There being no further business, Chair Kirchner asked for a motion to adjourn. Commissioner Dodgen made the motion to adjourn and Commissioner Steele seconded. The motion was approved unanimously. The meeting was adjourned at 8:00 P.M.

These minutes have been reviewed and confirmed by


_____ (name), on 7/12/2016 (date)
David Kirchner