



Planning Commission Minutes – August 26, 2021

1. Call to Order – The Planning Commission convened a regular meeting on August 26, 2021. Vice Chairman Jeff Butler called the meeting to order at 6:00 p.m.

2. Roll Call – Members present:

Jeff Butler	(Vice Chair)
Sean Murphy	(Secretary)
Karl Ayers	(Commissioner)
Patrick Dillon	(Commissioner) <i>(via ZOOM)</i>
Chris Kurtz	(Commissioner)
Abigail Smith	(Commissioner)

Staff present:	Curt Freese	(Director)
	Adam Olinger	(Planner)
	Jonathan Mitchell	(Permit Technician)

3. Consent Agenda – Minutes from the August 12, 2021 Planning Commission Meeting.

MOTION made by Commissioner Murphy.

SECONDED by Commissioner Kurtz.

Commissioner Butler abstained, as member was not present for last Meeting.

4. Public Hearing: McCloskey Variance (Aaron McCloskey, agent)

Planner Olinger introduced the McCloskey Variance requesting to allow the expansion of a garage that was built into the existing setback.

Public Comment was opened at 6:09 p.m.

Public Comment was closed at 6:10 p.m.

MOTION made by Commissioner Kurtz to approve the three-foot east side setback variance for the McCloskey Variance.

SECONDED by Commissioner Murphy.

With all in favor, THE MOTION CARRIED.

5. Public Hearing: Phoenix Weaponry Sign Conditional Use (Kelly Dunkelberger, agent)

Director Freese introduced the Conditional Use request for an off-site sign to be erected at 550 2nd Street for a business at 504 2nd Street.

Kelly Dunkelberger presented on behalf of Phoenix Weaponry explaining sign specifications.

Public Comment was opened at 6:21 p.m.

Public Comment was closed at 6:21 p.m.

MOTION made by Commissioner Kurtz to approve the Conditional Use request with the following conditions:

- 01. The sign shall not be internally lit, and any lighting shall be downward cast and satisfy Dark Sky requirements.**
- 02. A sign easement on 550 N. Second Street is recorded for use by 504 N. Second Street; proof of said easement must be presented before a permit may be issued.**
- 03. The sign follows the Mountain Avenue Overlay's Residential Conversion size requirements.**

MOTION was rescinded by Commissioner Kurtz.

NEW MOTION made by Commissioner Kurtz to approve the Conditional Use request with the following conditions:

- 01. The sign may be no more than 32 square feet maximum area and the base may not be greater than 50% of the sign area.**
- 02. The sign may be no more than five feet in height, including the base.**
- 03. The sign shall not be internally lit, and any lighting shall be downward cast and satisfy Dark Sky requirements.**
- 04. A sign easement on 550 N. Second Street is recorded for use by 504 N. Second Street; proof of said easement must be presented before a permit may be issued.**

SECONDED by Commissioner Smith.

With all in favor, THE MOTION CARRIED.

6. Reports –

Commissioners and Planning Team discussed potential Berthoud Tour times and dates.

Director Freese announced that a number of Ordinances are currently being reviewed by the Town Attorney, including: Property Maintenance Code, Contractors Licensing, and Engineering Standards.

6. Adjourn –

The meeting was adjourned at 7:27 p.m.