



Posted _____
Remove 1/24/19

Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Agenda

New Castle Planning & Zoning Commission Regular Meeting
Wednesday, January 23, 2019, 7:00 p.m., Town Hall

Call to Order, Roll Call, Meeting Notice

Conflicts of Interest (Disclosures are on file with Town Clerk & Secretary of State)

Citizen Comments on Items NOT on Agenda

Public Hearing

A. Brief description of application: Application for Lot Line Dissolution

Legal description: **Block 1, Lots 3, 4, and 5, Coryell's Addition, Town of New Castle**
and Portions of Second Street, Park Avenue and Alleys as Vacated by
Ordinance 500, Series 1997, recorded at Reception No. 513284;
And

Lots 4 and 5, Hazelton Subdivision, Town of New Castle, according to
the plat thereof recorded at Reception No. 912827

Common address: 465 Shewana Lane, New Castle

Applicant: Neil and Janice Pursley

Landowner: Neil and Janice Pursley

B. Resolution PZ-2019-01 Recommending Approval of Lot Line Dissolution

Comments/Reports

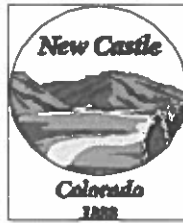
- C. Items for Next Planning and Zoning Agenda
- D. Commission Comments/Reports
- E. Staff Reports

Review Minutes of Previous Meetings

- F. October 24, 2018 Minutes

Adjournment

Administration Department
 (970) 984-2311
 Fax: (970) 984-2716
 Email: tnc@glenwood.net



Town of New Castle
 PO Box 90
 450 W. Main Street
 New Castle, Co 81647

DEVELOPMENT APPLICATION

Note: You are required to meet with the Town Planner to review a checklist of items applicable to your project before filing this application with the Town. Call Town Hall to schedule this meeting.

Applicant: Neil C. Pursley	
Address: 2703 West Ave Rifle Co 81650	Phone: 970-948-5654 FAX: N/A E-mail: npursley54@gmail.com
Property Owner: Neil C. & Janice K. Pursley	
Address: 465 SHEWANA LAVE Co New Castle,	Phone: 970-948-5654 & 970 209 7172 FAX: E-mail: npursley54@gmail.com
Contact Person: Neil Pursley	
Address: 2703 West Ave. Rifle Co. 81650	Phone: SAME AS ABOVE FAX: E-mail:
Property Location/Address: 465 SHEWANA LAVE, New Castle, Co. 81647	
Legal Description: QUARTER: NW SECTION: 31 TOWNSHIP: 5 RANGE: 90 SUBDIVISION: CORYELL ADD BLOCK: 1 LOT: 3 THRU LOT 5 A PORTION OF LOT 3 A CERTAIN PORTIONS OF SECOND STREET AND THE ALLEY'S VACATED BY DRAINAGE No. 500 Series 1997 Reception #	
Acres: 513284.11516559 ft.	
Existing Zone (e.g., Residential R-1, Commercial C-1): Residential R-1	Existing Land Use:

TYPE(S) OF LAND USE(S) REQUESTED

- | | |
|--|---|
| <input type="checkbox"/> Pre-Annexation Agreement | <input type="checkbox"/> Zoning Amendment |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Re-zoning |
| <input type="checkbox"/> Subdivision (including Minor and Major Subdivisions, Lot Splits, Sketch Plans, Subdivision Preliminary Plans, Subdivision Final Plans, & Condominiumizations) | |
| <input type="checkbox"/> Amended Plat | |
| <input type="checkbox"/> Planned Unit Development (including PUD Sketch Plans, Preliminary PUD Development Plans, PUD Master Plans and Final PUD Development Plans) | |
| <input type="checkbox"/> Conditional Use Permit or Special Review Use Permit | |
| <input checked="" type="checkbox"/> Lot Line Adjustment or Dissolution | |
| <input type="checkbox"/> Site Specific Development Plan/Vested Rights | |
| <input type="checkbox"/> Variance | |
| <input type="checkbox"/> Zoning | |

<i>WCR</i>	11-27-18
Applicant Signature	Date



th







Neil and Janice Pursley
2703 West Ave.
Rifle, Co. 81650
970-948-5654 Neil
970-209-7172 Janice
Npursley54@gmail.com

Town of New Castle
Department of Planning and Zoning
P.O. Box 90
New Castle, CO 81647

November 27, 2018

Re: Lot line dissolution for 465 Shewana Lane, New Castle, Co. 81647

To whom it may concern,

We, Neil and Janice Pursley are submitting a land development application requesting dissolution of the interior lot lines for our recently purchased properties on October 22, 2018.

The physical address of the property is:
465 Shewana Lane, New Castle, Co. 81647.

The legal description of all properties affected by proposed amendment:
Block 1, Lots 3, 4, and 5, Coryell's Addition, Town of New Castle and Portions of Second Street, Park Avenue and Alleys as Vacated by Ordinance 500, Series 1997, recorded at Reception No. 513284;

Block 1, Lots 4 and 5, Hazelton Subdivision, Town of New Castle, according to the plat thereof recorded at Reception No. 912827;

The lot lines to be dissolved include:
Lot Line running east and west between Lot 4 and Lot 5.
Lot Line running north and south between Lot 3 and Lot 4.
Lot Line running north and south between Lot 3 and Lot 5.

The amended plat conforms to zoning regulations for the Coryell Addition of the R-1 Zoning district:

R-1 minimum lot size: 5,000sf;	New lot: 25,387.5sf;
R-1 maximum FAR value: 43%;	New lot: 1,367/25,387 = 5.4%
R-1 maximum lot coverage 30%;	New lot: 1,367/25,387 = 5.4%

We appreciate your consideration for this application,

Sincerely,
Neil and Janice Pursley



Town of New Castle
 450 W. Main Street
 PO Box 90
 New Castle, CO 81647

**Planning & Code Administration
 Department**
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Staff Report
Neil & Janice Pursley– Multiple Lot Line Vacation
Planning and Zoning Commission – Hearing – January 23, 2019

Report Date: 1/1/2019

Project Information

Name of Applicant: Neil & Janice Pursley

Applicant’s Mailing Address: 2703 West Ave, Rifle, CO 81650

Phone/Email Telephone: (970) 209-7172 E-mail: npursley54@gmail.com

Property Address: 465 Shewana Lane, New Castle, CO 81647

Property Owner: Neil & Janice Pursley

Owner Mailing Address 2703 West Ave, Rifle, CO 81650

Proposed Use: Multiple Lot Line Vacation

Municipal Code Reference: Section 16.40 – Lot Line Adjustments; 16-40.080 – Multiple Lot Line Adjustments; 16.40.090 – Failure to Record

Legal Description: Block 1, Lots 3, 4, and 5, Coryell’s Addition, Town of New Castle and Portions of Second Street, Park Avenue and Alleys as Vacated by Ordinance 500, Series 1997, recorded at Reception No. 513284;

And

Block 1, Lots 4 and 5, Hazelton Subdivision, Town of New Castle, according to the plat thereof recorded at Reception No. 912827

Street Frontage: Shewana Lane

Existing Zoning: Residential (R-1)

Surrounding Zoning: Residential (R-1)

I Application

The applicant requests a multiple lot line vacation for the purpose of consolidating three residential lots into a single lot. The applicant is the current owner of the home located at 465 Shewana Lane as well as the two adjoining properties identified as Lots 4 & 5 of Block 1 in the Hazelton Subdivision. Since more than one lot line is to be vacated, section 16.40.080 of the town code requires that the application be referred directly to the Planning Commission for approval. Upon review of the application, the Commission may make one of three recommendations:

- 1.) Approve the application unconditionally
- 2.) Approve the application with conditions
- 3.) Deny the application

II Application Contents:

1. Exhibit A: Development Application
2. Exhibit B: Copy of preliminary plat
3. Exhibit C: Cover letter – Intent of Land Use Amendment
4. Exhibit D: Location map
5. Exhibit E: Proof of legal ownership – Title Commitments
6. Exhibit F: Letter from engineer on conservation of existing drainage
7. Exhibit G: List of property owners within 250 feet

III Application Review

The planning commission will approve or deny an application based on the following municipal code requirements (§16.40.040):

- A. The lot line adjustment or vacation does not result in the creation of additional lots;

Comment: The vacated lot lines will consolidate existing three lots into one. No additional lot is created.

- B. The lot line adjustment or vacation does not result in the creation of lots that do not comply with town zoning requirements, including floor area ratio requirements, setback requirements, and minimum lot size requirements;

Comment: Conformance to the R-1 setback requirements (8' front & side/10' rear) will persist once the lots are consolidated (see amended plat proposal). The amended plat conforms to R-1 zoning regulations (§ 17.20) as follows:

R-1 minimum lot size: 5,000sf;	New lot: 25,387.5sf;
R-1 maximum FAR value: 43%;	New lot: $1,367/25,387 = 5.4\%$
R-1 maximum lot coverage 30%;	New lot: $1,367/25,387 = 5.4\%$

- C. The lot line adjustment or vacation does not result in the creation of a lot or lots that will have an infeasible building envelope pursuant to any town setback, foot area ratio, or other building/zoning requirement;

Comment: All existing structures of the principal property are currently compliant with R-1 zoning. Enlarging the lot area to the east will not threaten compliance. Furthermore, the vacation

of the interior lot lines provides a generous area for any future additions and accessory structures. Staff is convinced that the feasibility of the building envelope is retained with the proposed lot line changes.

- D. All utility companies and/or any other beneficiaries having an interest in existing easements thereon have granted approval in regard to the disposition of existing easements as a result of the adjustment or vacation;

Comment: Since utility and drainage easements lie at the perimeter lot lines, no easements will be impacted by the dissolution of the interior lot lines. Hence, no approval from utility companies was sought.

- E. All easements associated with property involved in the application are properly addressed and/or granted in the proposed deed(s) effectuating the adjustment or vacation;

Comment: No deeds are required to effectuate a lot line vacation. All easements associated with these properties are defined in the final plat (see Exhibit E).

- F. The lot line adjustment or vacation does not alter or affect the location or arrangement of any other lot line within the subdivision;

Comment: Only the interior lot lines are being vacated. No other lot lines in the subdivision are affected.

- G. No lot line adjustment or vacation has been granted by the town with respect to or in connection with the same property or any adjoining property under common ownership or control of same person within the past one year;

Comment: A lot line split, including lots 4 & 5 of the current Hazelton Subdivision, was approved on March 7, 2017, more than one year from the date of the current application.

- H. The lot line adjustment or vacation does not in any way adversely affect any surrounding lot;

Comment: With this proposal, all perimeter lot lines and easements remain unchanged. Staff does not foresee any problem with surrounding lots.

IV Staff Recommendation

Staff **recommends conditional approval** of the Pursley Lot Line Vacation Plat with the following conditions:

1. All representations of the Applicant in written Application materials and in verbal presentations submitted to the Town or made at public hearings before the Commission and reflected in the minutes thereof shall be considered part of the Application and binding on the Applicant;
2. Applicant shall reimburse the Town for any and all expenses incurred by the Town regarding this approval, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs;
3. The Applicant shall be bound by the requirements of the R-1 zone district for future

improvements on the Property;

4. The accessory structure identified as “shed” on Exhibit B will be removed by June 1st, 2019. The “barn” structure shown on Exhibit B will continue to perform as storage and remain as a nonconforming structure per section 17.88.010 of the Town Municipal Code;
5. The plat shall be reviewed by the Town Attorney and Town Engineer for final approval before the plat is recorded; and
6. The Applicant shall provide the Town with a Mylar plat map which has been signed and recorded with Garfield County. Failure of Applicant to record evidence of the lot line vacation within one hundred fifty (150) days following approval shall result in an automatic revocation of such approval.

**TOWN OF NEW CASTLE, COLORADO
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ 2019-01**

A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING
COMMISSION APPROVING A MULTIPLE LOT LINE VACATION FOR
PROPERTY LOCATED AT 465 SHEWANA LANE IN THE TOWN OF NEW
CASTLE.

WHEREAS, on November 27, 2018, Neil and Janice Pursley (collectively, “Applicant”) submitted a multiple lot line vacation application (“Application”) regarding the properties located at 465 Shewana Lane, New Castle, Colorado, and legally described in Exhibit A hereto (collectively, the “Property”); and

WHEREAS, Applicant owns the Property; and

WHEREAS, Applicant seeks to dissolve the interior lots lines that currently divide the Property as shown on the preliminary plat attached as Exhibit B such that the Property will become a single parcel; and

WHEREAS, pursuant to §§ 16.40.080 and 16.08.050 of the New Castle Municipal Code (“Code”), the New Castle Planning and Zoning Commission (“Commission”) held a duly-noticed public hearing on January 23, 2019, to consider the Application; and

WHEREAS, based on the Application and the testimony and evidence presented during the hearing, the Commission hereby recommends approval of the Application, subject to the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE PLANNING AND ZONING COMMISSION AS FOLLOWS:

1. Recitals Incorporated by Reference. The foregoing recitals are incorporated by reference herein as findings and determinations of the New Castle Planning and Zoning Commission.
2. Findings. The Commission make the following findings regarding the Application:
 - A. The lot line vacation does not result in the creation of additional lots;
 - B. The lot line vacation does not result in the creation of lots that do not comply with Town zoning requirements, including floor area ratio requirements, setback requirements, and minimum lot size requirements;
 - C. The lot line vacation does not result in the creation of a lot or lots that will have an infeasible building envelope pursuant to any Town setback, floor area ratio, or other building/zoning requirement;

- D. All utility companies and/or any other beneficiaries having an interest in existing easements on the Property have granted approval in regard to the disposition of existing easements as a result of the vacation;
- E. All easements associated with Property are properly addressed and/or granted in the proposed deed(s) or plat effectuating the vacation;
- F. The lot line vacation does not alter or affect the location or arrangement of any other lot line within the subdivision;
- G. No lot line adjustment or vacation has been granted by the Town with respect to or in connection with the Property or any adjoining property under common ownership or control of same person within the past one year; and
- H. The lot line vacation does not in any way adversely affect any surrounding lot.

3. Approval. The Commission hereby approves the Application pursuant to § 16.40.080 of the Code subject to the following conditions:

A. All representations of the Applicant in written Application materials and in verbal presentations submitted to the Town or made at public hearings before the Commission and reflected in the minutes thereof shall be considered part of the Application and binding on the Applicant;

B. Applicant shall reimburse the Town for any and all expenses incurred by the Town regarding this approval, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs;

C. The Applicant shall be bound by the requirements of the R-1 zone district for future improvements on the Property;

D. The accessory structure identified as "shed" on Exhibit B will be removed by June 1st, 2019. The "barn" structure shown on Exhibit B will continue to perform as storage and remain as a nonconforming structure per section 17.88.010 of the Town Municipal Code;

E. The plat shall be reviewed by the Town Attorney and Town Engineer for final approval before the plat is recorded; and

F. The Applicant shall provide the Town with a Mylar plat map which has been signed and recorded with Garfield County. Failure of Applicant to record evidence of the lot line vacation within one hundred fifty (150) days following approval shall result in an automatic revocation of such approval.

THIS RESOLUTION PZ 2019-01 was adopted by the New Castle Planning and Zoning Commission by a vote of ___ to ___ on the 23rd day of January, 2019.

NEW CASTLE PLANNING AND
ZONING COMMISSION

By: _____
Chuck Apostolik, Chairman

ATTEST:

Mindy Andis, Deputy Town Clerk

EXHIBIT A
Legal Description

The property that is the subject of the Application described in Resolution PZ 2019-01 is legally described as follows:

Block 1, Lots 3, 4, and 5, Coryell Addition, Town of New Castle, and Portions of Second Street, Park Avenue and Alleys as Vacated by Ordinance 500, Series 1997, recorded at Reception No. 513284;

And

Lots 4 & 5, Hazelton Subdivision, Town of New Castle, according to the plat thereof recorded at Reception No. 912827

EXHIBIT B

Plat

January 15, 2019

Mr. Paul Smith
Town Planner
Town of New Castle
P.O. Box 90
New Castle, Colorado 81647

RE: Pursley Subdivision
Lot Line Dissolution

Dear Paul,

At your request, we have reviewed the proposed re-platting of Lots 3,4 and 5 as well as portions of Second Street, Park Avenue and alleys as vacated through ordinance 500, Series 1997 of Coryell's Addition to the Town of New Castle as well as lots 4 and 5 of the Hazelton Subdivision. Based upon our review of the on-site drainage and the off-site drainage tributary to the re-plat, as long as the re-platted lot arrangement does include the drainage easements as depicted on the exhibit in Figure 1, below, there should be no other issues of concern.

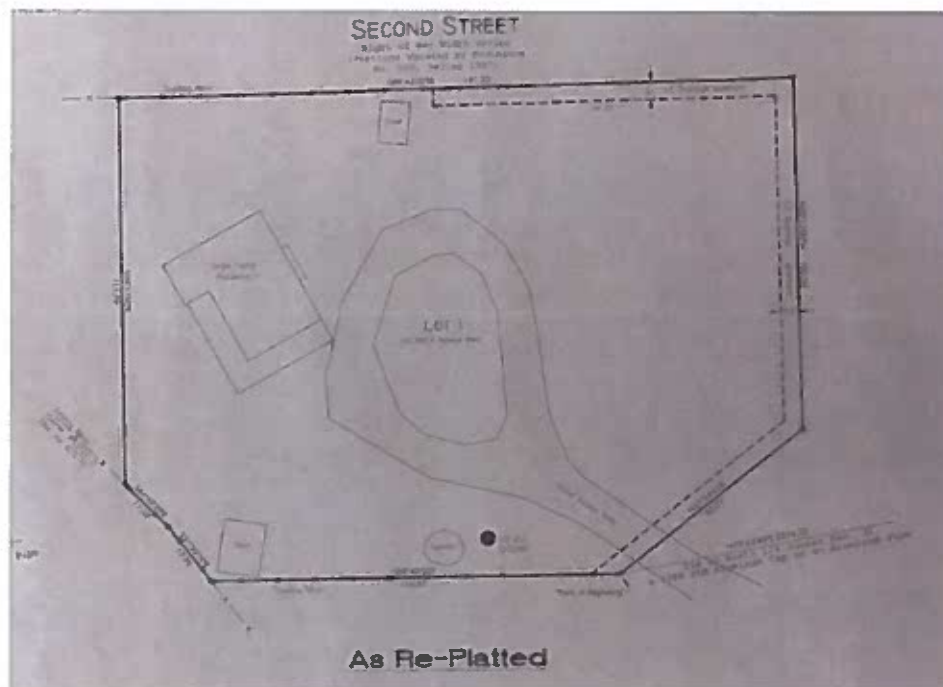
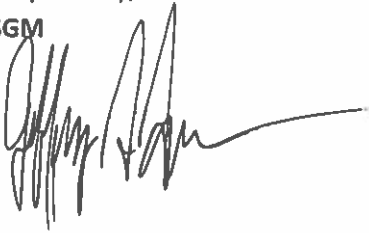


Figure 1

Upon your receipt and review, if you have any questions, please don't hesitate to contact me.

Respectfully,
SGM



Jefferey S. Simonson, PE, CFM
Town Engineer

1
2 New Castle Planning and Zoning Commission Meeting
3 Wednesday, October 24, 2018, 7:00p.m., Town Hall

4
5 Call to Order

6 Commission Vice-Chair Bourquin called the meeting to order at 7:00pm.

7
8 Roll Call

9 Present Vice-Chair Commissioner Bourquin
10 Commissioner Johannsson
11 Commissioner Leland
12 Commissioner Lucio
13 Commissioner Ruggles
14 Commissioner Sass

15
16 Absent Chair Apostolik

17
18 Also present at the meeting were Town Administrator David Reynolds, Town
19 Planner Paul Smith, Deputy Town Clerk Mindy Andis and members of the public.

20 Meeting Notice

21 Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting
22 in accordance with Resolution TC-2018-1.

23
24 Conflicts of Interest

25 There were no conflicts of interest.

26
27 Citizen Comments on Items NOT on the Agenda

28 There were no citizen comments.

29
30 Public Hearing

31
32 Conditional Use Permit

33
34 Purpose: Application for Conditional Use Permit for Accessory Dwelling Unit (ADU)

35
36 Legal description: Block 16, Lots 15 & 16 & west 6 feet of Lot 14 Original Townsite,
37 Town of New Castle

38
39 Common Address: 802 West Main Street, New Castle

40
41 Applicant: Steve & Shannon Kyle

42
43 Landowner: Steve & Shannon Kyle

44
45 Resolution PZ 2018-5 Recommending Approval of Conditional Use Permit for
46 Accessory Dwelling Unit (ADU)

47
48 Commission Vice-Chair Alison Bourquin opened the Public Hearing at 7:01 p.m.

1 Town Planner Paul Smith said the purpose of the Conditional Use Permit was for an
2 Accessory Dwelling Unit (ADU).
3
4 Accessory dwelling units were intended to be constructed in association with a
5 primary single-family dwelling, to provide increased affordable housing
6 opportunities within the town and to facilitate housing in close proximity to places
7 of employment.
8
9 Planner Smith said that the ADU will be located on same lot as the principle house,
10 on the second floor of a two-car garage. The ADU was within walking distance of
11 the downtown.
12
13 The square footage of the ADU is 780, which is within code requirements, and
14 would meet the minimum code requirements for a kitchen and bathroom.
15
16
17
18 He said the ADU would have an open floor plan where the kitchen, bedroom and
19 living room are not partitioned off, but the bathroom would be in its own room.
20 The principle home has ample parking space behind the house, and there would not
21 be another ADU associated with the principal building.
22
23 Prior to ADU building permit issuance, applicants will pay all fees including the
24 additional water and sewer taps fees in the amount of 0.5 EQR or \$3,000 for
25 water, \$3,000 for sewer. In addition, there is a fee of \$3,000 for the water rights
26 dedication fee. The total fees due will be \$9,000.00.
27
28 Planner Smith said that all water service connections made to an ADU must comply
29 with the town's water and wastewater service connection requirements. ADUs may
30 be connected to the water and wastewater service lines serving the principle
31 building or directly to the most convenient water or sewer main line. The landowner
32 must bear all expense of such connections and obtain all necessary permits from
33 the town prior to any road cuts. Prior to connection pay a tap fee to the town equal
34 to
35
36
37
38 Planner Smith said that the applicant had said that they could \$6,000 of the fees
39 due prior to building permit, and had requested that the \$3,000 be deferred until
40 the ADU was ready for a certificate of occupancy (CO). He clarified that the
41 Applicants would pay all fees including the deferred \$3,000, plus interest, prior to
42 CO.
43
44 Planner Smith noted some conditions of an ADU which included that an ADU may
45 not be condominiumized or sold separate and apart from the primary building to
46 which it was an accessory; and that the design, exterior treatments and color of an
47 ADU shall be the same as, or compatible with, the design and exterior color and
48 treatments of the primary building to which it is accessory. He said the ADU would
49 meet the conditions.
50

1
2 The site plan identified land uses and the ADU was located in the R-1 zone district
3 while the principle home was zoned Commercial Transitional (C/T). An ADU is a
4 conditional use of both zone districts.

5 Off-street parking for an ADU is one space per bedroom. The ADU is one bedroom
6 and there is adequate parking.
7

8 Ingress & egress is shown as an alley on the east side of the site plan. Access is
9 from Wheeler Lane, a public right-of-way.
10

11 Planner Smith said that the applicant submitted a signed document stating the
12 applicant would comply with all performance standards.
13

14 Last, he noted that no approved conditional use may be altered, structurally
15 enlarged, expanded in parking area or expanded in ground area unless the site plan
16 is amended and approved in accordance with the procedures applicable to approval
17 of a conditional use as set out in chapter 17.84 – Conditional Uses.
18

19 Planner Smith said that staff recommended approval of the Steve & Shannon Kyle
20 ADU Conditional Use Permit with the following conditions:
21

22 A. New water service will extend from the primary dwelling tap rather than the
23 Wheeler Lane water line. Public Works staff has determined that the Wheeler Lane
24 water line would be at overcapacity with an additional tap. The new water line will
25 maintain the minimum standard separation distance stipulated by the town for
26 sanitary sewer and gas utilities. Concrete encasement measures can be utilized to
27 protect the water line from the sanitary sewer when applicable.
28

29 B. The applicant will be required to pay \$9000.00 for tap fees and water rights
30 dedication fee (re: item VI above). The sum shall be paid within 30 days of
31 approval of the application and prior to, and as a condition of, the issuance of the
32 **Planner's conditional use certificate**
33

34 C. All representations of the applicant in written and verbal presentations
35 submitted to the Town or made at public hearings before the planning commission
36 or town council shall be considered part of the application and binding on the
37 applicant.
38

39 D. The applicant shall comply with all applicable building, residential, electrical and
40 municipal code requirements including all sign code regulations.
41

42 E. In the event the town receives any complaints about the use of the site or
43 observes or becomes aware of any violations of the conditional use approval, the
44 Applicant and/or owner may be summoned before the town council in a public
45 meeting to show cause why the permit should not be revoked, suspended, or
46 additional conditions imposed. Such show-cause hearing shall be open to the public
47 and the applicant or owner may present testimony or offer other evidence on its
48 behalf.
49

50 F. The applicant shall reimburse the town for any and all expenses incurred by the

1 town regarding this approval, including without limitation all costs incurred by the
2 towns outside consultants such as legal and engineering costs.
3
4 G. The use approved in the application shall not be conducted until the town
5 planner has issued a conditional use certificate. The certificate shall be issued only
6 after applicant has entered into an agreement with the town specifying that all
7 conditions imposed by the Town council will be completed and that the use and
8 improvements will be in accordance with the approved application site plan and
9 development schedule. The conditional use certificate must be issued within one
10 year of the date of final approval by town council, or the application is deemed
11 withdrawn by the applicant and is of no further force and effect.
12
13 Vice-Chair Bourquin closed the Public Hearing at 7:08 p.m.
14
15 Motion: Commissioner Leland made a motion recommending approval of
16 Resolution PZ-2018-5, Recommending Approval of a Conditional Use
17 Permit for an Accessory Dwelling Unit on Property Located in the
18 Residential - 1 Zone District, Commissioner Johannsson seconded the
19 motion. The motion passed on a roll call vote: Commissioner Sass: Yes;
20 Commissioner Ruggles: Yes; Commissioner Leland: Yes; Vice-Chair
21 Bourquin: Yes; Commissioner Lucio: Yes; Commissioner Johannsson Yes.
22
23 Items for next Planning and Zoning Agenda
24 There were no agenda items.
25
26 Staff Reports
27 There were staff reports.
28
29 Commission Comments and Reports
30 Commissioner Leland said that it was his last meeting as the council representative.
31 Councilor Hazelton will be taking his place as the council representative.
32
33 Review Minutes from Previous Meeting
34 Motion: Commissioner Ruggles made a motion to approve the October 10,
35 2018 meeting minutes as submitted. Commissioner Johannsson seconded
36 the motion and it passed unanimously.
37
38 Motion: Vice-Chair Bourquin made a motion to adjourn the meeting.
39 Commissioner Leland seconded the motion and it passed unanimously.
40
41
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1 The meeting adjourned at 7:16p.m.

2

3

4 Respectfully Submitted,

5

6

7

8

9

10

11

Planning and Zoning Commission Vice-Chair
Alison Bourquin

12 _____
Deputy Town Clerk Mindy Andis, CMC

13

DRAFT