

**TOWN OF CRESTONE  
PLANNING COMMISSION  
REGULAR MEETING  
MONDAY APRIL 4, 2016, 6:00 P.M.  
CRESTONE TOWN HALL – 108 W. GALENA AVENUE**

**MINUTES**

1. **Call to Order** – The meeting was called to order at 6:02 pm.
2. **Roll Call** – Present were Commissioners Kairina Danforth, Benjamin Byer, Alternate Commissioners Terry Goergen and Carmin Teeple. Commissioner Renée Hill was absent with notice. Chair Cristina Cabeza-Kinney, present and presiding, declared a quorum present and seated Alternate Commissioners Terry Goergen and Carmin Teeple as a voting member. Also present was Acting Town Clerk Allyson Ransom.
3. **Approval of Agenda** – *Commissioner Danforth moved and Commissioner Byer seconded to approve the Agenda as amended by moving item 8B - Lonny Roth to item 6A. The vote of the Commissioners present was unanimously in favor and Chair Cabeza-Kinney declared the motion carried.*
4. **Approval of Minutes of Regular Meeting of March 7, 2016** – *Alternate Commissioner Goergen moved and Commissioner Byer seconded to approve the Minutes of the Regular Meeting of March 7, 2016 as presented. The vote of the Commissioners present was unanimously in favor and Chair Cabeza-Kinney declared the motion carried.*
5. **Draft- Minutes Board of Trustees Meeting April 11, 2016**
6. **Reports**
  - A. **Correspondence & Announcements Correspondence**
    - Lonny Roth Letter-Alternate Commissioner Goergen read Lonny Roth's post resignation letter aloud, and a Commission discussion followed which included concerns over a variety of compliance issues, safety concerns, as well as, upholding citizens' property rights as per the US Constitution.
    - *Commissioner Byer moved and Commissioner Danforth seconded to report back to the Board of Trustees with the following assessment of Lonny Roth's letter regarding Roth's plan to create mini dwellings (foundationless units) on his commercial property at Block 42, Lots 13-14, that the Commission did not approve of his idea as his plan has no provisions for parking, no site inspections, no connections for utilities, no setback review, no permit application or design plan provided for Planning review, and that there would be potential violations. The vote of the Commissioners present was unanimously in favor and Chair Cabeza-Kinney declared the motion carried.*
    - **Fish and Wildlife Presentation-** There will be a presentation at the May Planning Meeting.

- **BZA meeting Update-** Benjamin Byer reported on the BZA meeting held earlier in the day regarding the Golden Grove/Cottonwood, LLC request to divide up the parcel where the gas pumps/tanks are located (Block 43, Lot 6) in order to acquire a construction loan to remove them off of the public right-of-way. Acting Clerk Ransom confirmed that the BZA made a motion to refer the variance application back to the Board of Trustees as they believed the situation to be a 'minor subdivision' and that it was not an appeal situation suitable for the BZA.
- add in: get the loan, the Town attorney and Board decided to a lease agreements in 2 part loan from Bank, one for building, the other for pumps and station.*
- B. Crestone-Baca Sub-Area Planning** – No discussion.

## 7. Old Business-

### A. Zoning Regulations - Update and Review of pages 15-16

- The Commissioners discussed Sec. II-2, regarding inspections. The consensus was that if a building inspector was not available then his <sup>designee</sup> officer, the Code Enforcement employee would inspect as needed. Charlie Summers was mentioned as a previously contracted inspector.
- If the corners of a property cannot be located by the owner and Building Inspector or his <sup>designee</sup> officer, then an ILC (Improvement Location Certificate) will be required, and if corners are still not determined then a full property survey will be required at the owner's expense.
- Sec II 5 (c) A sentence change was recommended to include the following:  
After a site visit by the Building Inspector and upon approval by the Planning Commission, building permit applications shall be recommended to the Board of Trustees, who will make the final decision and either approve or disapprove of the permit and may authorize the Town Clerk to issue permits. Once issued, the permits shall be prominently posted on the property and a final inspection by the building inspector for the purpose of checking the foundation location will be made.

*Alternate Commissioner Goergen moved and Alternate Commissioner Teeple seconded to create a procedure for Building Permit applications, as follows: the property owner completes a Building Permit application, pays the associated fees and a site visit is scheduled; all accompanying documents shall be submitted to the Planning Commission for review; following the review, the Planning Commission shall make their recommendation to the Board of Trustees who then shall approve or disapprove. If approved, the Town Clerk shall issue the Building Permit; if disapproved, the applicant may appeal to Board of Zoning Adjustments. The vote of the Commissioners present was unanimously in favor and Chair Cabeza-Kinney declared the motion carried.*

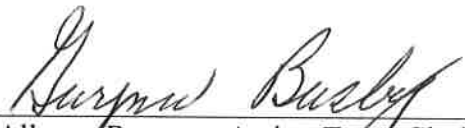
- B. Weed Management** –Due to lack of time, this item will be at the beginning of the May Meeting Agenda. The Commission discussed the importance of keeping to the agenda and staying on time. Chair Cabeza-Kinney requested adding the time increments back onto typed meeting agendas as had been done in the past. Clerk Ransom will include them on the future agendas.
- C. Mosquito Control** - The Commission requested that this item be moved to the beginning of May Meeting Agenda.
- D. Visioning-** No discussion.


**8. New Business**

**A. Citizen Advisory Members**

**9. Citizens' Comments** – There were no citizens' comments.

**10. Adjourn** – *Chair Cabeza-Kinney moved and Commissioner Danforth seconded to adjourn the meeting at 8:30 pm. The vote of the Commissioners present was unanimously in favor and Chair Cabeza-Kinney declared the motion carried.*

  
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Allyson Ransom, Acting Town Clerk  
Gwynn Busby, Treasurer

  
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Cristina Cabeza-Kinney, Chair