

COMMUNITY & DEVELOPMENT SERVICES

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**Meeting Minutes
PLANNING COMMISSION MEETING
BOCC Hearing Room 215 Comanche St. Kiowa
DATE: February 7, 2023
TIME: 7:00 PM**

- 1. CALL TO ORDER** at 7:02 pm by Chair Hoogendyk
- 2. PRAYER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**

Chair-Peter Hoogendyk, Van Sands, Duane Owens, Eric Carlson, Roger Burton, and Kevin Kirkwood.

Absent: Vice Chair-Danny Willcox, Mike Buck, Deanna Schott-Grace

Staff present: Greg Thompson, AICP - CDS Director and Laura Santos Granja, CDS Land Use Planner

- 5. REMINDER TO TURN OFF CELL PHONES**
- 6. STAFF REPORT ON BOARD OF COUNTY COMMISSIONERS ACTION(S) PERTAINING TO MATTERS OF THIS BOARD**

Greg Thompson reported:

1. Contractor licenses are required for certain building permits.
2. The Board of County Commissioners continued the request for the Spring Valley Ranch Filing #9 subdivision to review the Subdivision Improvement Agreement at the same time.

- 7. CONSENT AGENDA ITEMS ARE RESERVED FOR ITEMS** that are deemed to be non-controversial. This allows the Planning Commission to spend more of its meeting time for issues in which there is a need for a more significant discussion. If anyone desires to address the Commissioners regarding an item from this day's consent agenda, please ask that the item be removed from the consent agenda for further discussion.

None

8. CITIZEN COMMENTS

Citizen Comments opened at 7:06 p.m. There were no comments.

9. APPROVAL OF MEETING MINUTES

No minutes were available for review.

10. PUBLIC HEARING PROCESS

Chair Statement: This matter requires this body to conduct a quasi-judicial hearing, which means the body must find facts and base its decision upon the application of the adopted regulation standards/criteria and the competent, substantial, and material evidence received during this hearing.

All testimony must be competent, on topic, and not repetitious.

Chair - The order of business for Public Hearings will be as follows:

1. Open Public Hearing
2. Staff Presentation
3. Applicant Presentation (if any)
4. Public Testimony
5. Public Comment Closed
6. Applicant Rebuttal
7. Board Only Discussion
8. Board Motion and Roll Call Vote
9. Close Public Hearing

11. PUBLIC HEARINGS

A. Prairie Ridge Buffalo Ranch Special Use by Review (case SU-19-0089)

Commissioners Roger Burton, Peter Hoogendyk, and Eric Carlson all indicated they had reviewed the record and feel prepared to participate in this hearing.

Laura Santos Granja presented the staff recommendation for approval and updated the Planning Commission on changes to the request since the original Planning Commission meeting on November 15, 2022. She noted the 4th condition of approval in the staff report was not needed.

No comments were presented by the applicant.

Public Comment was opened at 7:15. No comments were made.

Following Planning Commission discussion about water wells on the property and designated uses for them, the applicant, Ray Tieman, addressed the wells and the frustration he feels about them. Following discussion, a potential condition was discussed which would state, "The Community and Development Services Department will assist the applicant with the Division of Water Resources to address water issues raised."

Commissioner Owens made a motion to approve Prairie Ridge Buffalo Ranch Special Use by Review (case

SU-19-0089) with the remaining 3 conditions and the addition of a new number 4. The conditions include:

1. The applicant will be required to remove the Public Hearing sign within seven (7) days of a decision by the Board of County Commissioners.
2. The Special Use by Review shall not become effective until all fees are paid, conditions of approval are met, and the Special Use by Review Exhibit is recorded.
3. Recordation of all appropriate documentation to occur within 180 days of Board of County Commissioners' approval.
4. The Community and Development Services Department will assist the applicant with the Division of Water Resources to address water issues raised prior to the Board of County Commissioners meeting.

Commissioner Sands seconded the motion.

The motion passed 6-0.

12. WORK SESSION

None

13. ANNOUNCEMENTS

Chair Hoogendyk discussed Planning Commission pay, noting it needs to be provided. He also discussed forms he has used to keep track of mileage. The Commission discussed old forms/spreadsheets that worked well in the past and that a Commissioner signature is needed for mileage.

Chair Hoogendyk requested the CDS Director forward the Planning Commission Bylaws and the list of Planning Commission members to the Commission.

14. ADJOURNMENT

Meeting adjourned at 7:44 p.m.