

COMMUNITY & DEVELOPMENT SERVICES

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3185 FAX: 303-621-3165
cds@elbertcounty-co.gov



PLANNING COMMISSION REGULAR MEETING

Tuesday, November 18, 2025, 7:00 PM

Administration Building, 215 Comanche Street, 2nd Floor Public Hearing Room, Kiowa, CO 80117

1. **CALL TO ORDER:** 7:02 PM Chair Kirkwood called the meeting to order.
2. **INVOCATION/PLEDGE OF ALLEGIANCE:** Chair Kirkwood provided the Invocation and led the Pledge of Allegiance.
3. **ROLL CALL/ATTENDANCE:** Wendy Doyle called the roll.
Commissioners Present: Chair Kevin Kirkwood, Vice Chair Robert Poletiek, Kyle DeNardo, Diana Edstrom, Nicole Hunt, John Gresham, Ken Madsen, and Dan McCallin. Dede Schott-Grace-7:15 PM.
Commissioners Absent: None.
Meeting Staff: Jennifer Jones, Community & Development Services Director; Lance Ingalls, County Attorney; and Wendy Doyle, PC Recording Secretary.
Other Staff: Mars Garcia, Information Technology.
4. **STAFF REPORT:** Jennifer Jones.
Elbert County Comprehensive Plan (ECCP) – A Work Study Session is scheduled for the Planning Commission (PC), Board of County Commissioners (BOCC), and the Comprehensive Plan Steering Committee at 3:30 PM, Thursday, November 20, 2025. Commissioners unable to attend encouraged to contact Ms. Jones to arrange a meeting to discuss ECCP information and provide feedback.
December PC Meetings – Brief discussions regarding December 2nd meeting agenda and recommendation for a Work Study Session on December 16th. Work Study Session topic considerations included Elbert County Zoning Regulations revisions/updates/additions/conceptual ideas (Tree Preservation Ordinance, Architectural Design Standards, Notice, etc.)
Regulatory Amendments – Lance Ingalls addressed process inquiries.
5. **CITIZEN COMMENTS:** Chair Kirkwood. None Presented.
6. **APPROVAL OF MEETING MINUTES:** Chair Kirkwood.
Commissioner Hunt moved to approve the October 21, 2025, meeting minutes as presented.
Commissioner Poletiek seconded the motion.
Motion Passed 8 – 0. (Commissioner Schott-Grace not involved in vote)
7. **PUBLIC HEARING PROCESS:** Chair Kirkwood discussed the role of the Planning Commission and the public hearing process.
8. **PUBLIC HEARING:** 7:13 PM Chair Kirkwood.

REGULATION CHANGES

Staff Clarification: Lance Ingalls stated the public hearing is quasi-legislative (bound by what it thinks the best decision is or ought to be) as opposed to quasi-judicial (bound by facts, approval criteria, and the record).

Staff Presentation: Jennifer Jones and Lance Ingalls. Proposed amendments to the Elbert County Zoning Regulations are necessary to align with state statute regarding the Board of Adjustment (BOA) and to correct a citation error regarding Economic Development Zone (EDZ) Site Development Plan Review Criteria. The BOCC, aware of the amendments, directed staff to move forward with the required process for approval. Proposed amendments limited to the following sections: Article I, Sections G, J; Article II, Sections C, F, G; Article III, Sections C, D, I, J, M; Article X, Section E. Current regulations reflecting redline proposed amendments were presented and reviewed.

Commission Discussion with Staff – Board of Adjustment: Chair Kirkwood.

Topics included conflict of interest; membership; meeting history; procedures; statutory compliance; regulations table of contents; and document orthography.

Call for Motion: Chair Kirkwood.

REGULATION CHANGES – BOARD OF ADJUSTMENT

Commissioner Hunt moved the Planning Commission adopt the changes to the Board of Adjustment regulations.

Commissioner Poletiek seconded the motion.

Motion Passed 9 – 0.

Commission Discussion with Staff - EDZ Site Development Plan Review Criteria: Chair Kirkwood.

Topic of discussion was a proposed correction to a citation error/typo referencing Article III.

Call for Motion: Chair Kirkwood.

REGULATION CHANGE – EDZ SITE DEVELOPMENT PLAN REVIEW CRITERIA

Commissioner Hunt moved to approve the incorrect citation and fix the typo in Article III.

Commissioner McCallin seconded the motion.

Motion Passed 9 – 0.

PUBLIC HEARING ENDED: 7:32 PM

9. OTHER BUSINESS: Chair Kirkwood.

Regulation Changes Public Hearing – Minor font issues pertaining to the noticed regulation changes may be provided to the County Attorney for correction. Staff added font corrections were included in the previous package of corrections and revisions still before the Board of County Commissioners.

EDZ regulation changes currently before the Board of County Commissioners – Staff provided status of the BOCC's review of the proposed EDZ regulation changes, related map, and land uses.

Tree Preservation Regulations – Existing contents, language, and enforcement briefly discussed. Preservation, deforestation effect, and tree plan tabled for further discussion.

Public Notice Requirements – Inquiry and brief discussion regarding 30-day notification. Lance Ingalls stated the regulations do not say anything about before, after, etc., they say 30-days. Before the Board of County Commissioners considers regulatory changes to zoning, there must be published notice at least 30-days in advance. That is all the regulations require.

10. ADJOURNMENT: 7:52 PM Chair Kirkwood.

Commissioner Edstrom moved to adjourn.

Commissioner Poletiek seconded the motion.

Motion Passed 9 – 0.

NOTICE:

These minutes are Action Minutes and summarize actions taken at the meeting. The full audio/video and agenda packet is available at <https://www.elbertcounty-co.gov>