

COMMUNITY & DEVELOPMENT SERVICES

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PLANNING COMMISSION MEETINGS

Tuesday, December 2, 2025

TRAINING/WORK SESSION, 5:45 PM – 6:45 PM

REGULAR MEETING, 7:00 PM

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

TRAINING/WORK SESSION: Guest Speaker Gerald E. Dahl. Presentation and discussions included Planning Commission roles, responsibilities, and quasi-judicial processes.

Commissioners Present: Dede Schott-Grace, John Gresham, Nicole Hunt, Dan McCallin, Diana Edstrom, and Ken Madsen.

Commissioners Absent: Chair Kevin Kirkwood, Vice Chair Robert Poletiek, and Kyle DeNardo.

Staff Present: Jennifer Jones, Community & Development Services Director; Kelsey Lanham, Land Use Planner, and Wendy Doyle, PC Recording Secretary.

Other Staff: Mars Garcia, Information Technology.

REGULAR MEETING:

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; Kelsey Lanham, Land Use Planner, and Wendy Doyle, PC Recording Secretary.

Other Staff: Mars Garcia, Information Technology.

4. **STAFF REPORT:** Jennifer Jones.

Planning Commission Training/Work Session, December 2, 2025 – Appreciation to attendees and Gerald E. Dahl, Guest Speaker. Jennifer invited the Planning Commissioners to share thoughts and questions with her pertaining to the presentation.

Work Session, November 20, 2025 – Board of County Commissioners met with the Planning Commission and Comprehensive Plan Steering Committee to discuss the future land use for the Comprehensive Plan. Planning Commissioners not in attendance encouraged to talk with staff on an individual basis to provide information and receive input/feedback. The next steps in the process were briefly discussed.

5. **CITIZEN COMMENTS:** Chair Kirkwood. None Presented.

6. APPROVAL OF MEETING MINUTES: Chair Kirkwood.

Commissioner Hunt moved to approve the November 18, 2025, meeting minutes as presented.

Commissioner DeNardo seconded the motion.

Motion Passed 9 – 0.

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.

SCHRAG REZONE, RZ-2025-0007

Staff Presentation: Kelsey Lanham presented the application requesting approval to rezone 39.87-acres from Agriculture (A) to Agriculture Residential (AR) for the purpose of future development at 30200 County Road 5, Elizabeth, CO 80107. Subject property currently has one residence in the northeastern corner, where the applicant resides. Surrounding properties are zoned Agriculture (A) or Residential Agricultural (RA). Existing residence is accessed by a private easement owned by the applicant. A minor plat application is in process; however, without approval of the rezone application, the minor plat application will not proceed.

Applicant Comment: Applicant Representative Camille Courtney, Courtney Associates, on behalf of Subject Property Owner, Janelle Schrag. Applicant Representative and Applicant available for questions.

Public Testimony Opened/Closed: Chair Kirkwood. None Presented.

Applicant Rebuttal: Chair Kirkwood. None Presented.

Board Discussion: Chair Kirkwood.

Staff, applicant representative, and property owner addressed questions and concerns.

Topics included property size; acreage 10% margin; current and potential future easements use/maintenance/dimensions/impacts; nearby property zonings; referral agencies and responses; review of select agenda packet documents and zoning regulation requirements; and map topography.

Call for Motion: 7:39 PM Chair Kirkwood.

Commissioner DeNardo moved the Planning Commission makes a recommendation of approval to the Board of County Commissioners for case RZ-2025-0007, subject to the conditions as recommended in the staff report.

Commissioner Dede Schott-Grace seconded the motion.

Roll Call Vote: Chair Kirkwood.

AYES: DeDe Schott-Grace, John Gresham, Nicole Hunt, Kyle DeNardo, Dan McCallin, Ken Madsen, Robert Poletiek, and Kevin Kirkwood.

NAY: Diana Edstrom.

Motion Passed 8 – 1.

PUBLIC HEARING SCHRAG REZONE, RZ-2025-0007 CLOSED: 7:40 PM Chair Kirkwood.

9. ADJOURNMENT: 7:40 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>