

COMMUNITY & DEVELOPMENT SERVICES

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PLANNING COMMISSION REGULAR MEETING

Tuesday, December 16, 2025, 7:00 PM

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

1. **CALL TO ORDER:** 7:00 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, Kyle DeNardo, Diana Edstrom, Nicole Hunt, John Gresham, Ken Madsen, and Dede Schott-Grace.
Commissioners Absent: Dan McCallin and Vice Chair Robert Poletiek.
Meeting Staff: Jennifer Jones, Community & Development Services Director and Wendy Doyle, PC Recording Secretary.
Other Staff: Mars Garcia, Information Technology.
4. **STAFF REPORT:** Jennifer Jones.
Elbert County Comprehensive Plan (ECCP) Update: A follow-up meeting to the November ECCP Steering Committee meeting held with the Planning Commissioners and Board of County Commissioners is tentatively set for January 8, 2026; invitations and additional information will be provided. Discussions will include the future land use map and the comprehensive plan.
Yearend Planning Commission Meeting: Tonight is the final 2025 regular meeting.
5. **CITIZEN COMMENTS:** Chair Kirkwood. None presented.
6. **APPROVAL OF MEETING MINUTES:** Chair Kirkwood.
Commissioner Hunt moved to approve the December 2, 2025, meeting minutes as presented.
Commissioner Edstrom seconded the motion.
Motion Passed 7 – 0.
7. **PUBLIC HEARING PROCESS:** Chair Kirkwood omitted the public hearing process as no land use applications are being presented.
8. **PUBLIC HEARINGS:** 7:05 PM Chair Kirkwood.

PUBLIC HEARING #1, REVISIONS TO ZONING REGULATIONS, ARTICLES II and VIII OPENED: 7:05 PM Chair Kirkwood.

Staff Presentation: Jennifer Jones highlighted potential revisions to County regulations including a few select topics that have come up through interactions/discussions with the Planning Commission (PC) and the Board of County Commissioners (BOCC). Documents detailing the potential changes are included in the meeting agenda packet located on www.elbertcounty-co.gov, select Agendas and Minutes.

Applicant Comment: Not applicable.

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

Applicant Rebuttal: Not applicable.

Board Discussion: Chair Kirkwood.

Jennifer Jones explained “redline” revisions include specific text changes to the regulations; pending revisions currently before the BOCC are presented in red text; and new revisions for consideration and minor corrections are presented in blue text. A staff memorandum, dated December 16, 2025, outlining the major areas of revision was referenced.

Zoning Regulations - Article II General Requirements and Procedures. Topics: Referral Process; Public Notice, and General clean-up of repetitive language and paper copy requirements. Discussions included comment/referral form; notice timeline/templates/notification distance; mailed notice and sign posting requirements; verbiage related to the location of community meetings; and use of subcommittees to review consistency in document formatting/content and identify the next phase of potential regulation revisions.

Zoning Regulations - Article VIII Design Guidelines for Development. Topics: Tree Preservation and Vegetation Protection. Staff noted, for informational purposes, the County is required to approve new State mandated wildfire codes by April 1, 2026. Discussions included the addition of a new section; compliance and code enforcement; and appreciation of the efforts of Planning Commissioners focused on tree preservation and vegetation protection.

Call for Motion – Revisions to Zoning Regulations, Articles II and VIII: 8:30 PM Chair Kirkwood.

Commissioner Nicole Hunt moved the Planning Commission approve the changes as discussed in our meeting tonight; those that we are keeping in and stay as is in addition to the rest that we are going to change. The ones we are rejecting are the comment form and the “shall” to “should” or “must” to “should”; and we approve the rest of the changes for Article II Zoning Regulations and for Article VIII.

Commissioner Kyle DeNardo seconded the motion.

Roll Call Vote: Chair Kirkwood.

AYES: Ken Madsen, Diana Edstrom, Kyle DeNardo, Nicole Hunt, John Gresham, DeDe Schott-Grace, and Kevin Kirkwood.

NAY: None.

Motion Passed 7 – 0.

PUBLIC HEARING #1 REVISIONS TO ZONING REGULATIONS, ARTICLES II and VIII CLOSED: 8:32 PM Chair Kirkwood.

Meeting Recess: 8:32 PM – 8:42 PM Chair Kirkwood.

PUBLIC HEARING #2, REVISIONS TO SUBDIVISION REGULATIONS, ARTICLE XI OPENED: 8:42 PM Chair Kirkwood.

Staff Presentation: Jennifer Jones highlighted potential changes to County regulations including a few select topics that have come up through interactions/discussions with the Planning Commission (PC) and the Board of County Commissioners (BOCC). Documents detailing the potential changes are included in the meeting agenda packet located on www.elbertcounty-co.gov, select Agendas and Minutes.

Applicant Comment: Not applicable.

Public Testimony Opened/Closed: None presented.

Applicant Rebuttal: Not applicable.

Board Discussion: Chair Kirkwood.

Jennifer Jones explained “redline” revisions include specific text changes to the regulations; pending revisions currently before the BOCC are presented in red text; and new revisions for consideration and minor corrections are presented in blue text. A staff memorandum, dated December 16, 2025, outlining the major areas of revision was referenced.

Subdivision Regulations – Article XI Design Standards and Studies. Topics included Water and Sanitation and Open Space. Discussions included residential density water and sewer requirements; housing types; water supply and aquifer usage language; and open space percentages. Staff reported changes resulting from Board Discussion.

Call for Motion – Revisions to Subdivision Regulations, Article XI: 9:07 PM Chair Kirkwood.

Commissioner Nicole Hunt moved the Planning Commission approve the changes as described by staff on the Subdivision Zoning Regulations.

Commissioner Ken Madsen seconded the motion.

Call for Vote: Chair Kirkwood.

Motion Passed 7 – 0.

PUBLIC HEARING #2, REVISIONS TO SUBDIVISION REGULATIONS, ARTICLE XI CLOSED: 9:08 PM Chair Kirkwood.

9. WORK SESSION: 9:08 PM Chair Kirkwood.

Discussion Topics: Jennifer Jones presented and solicited general discussion topics to determine Planning Commission (PC) interest and level of regulatory specificity desired. Topics briefly discussed included Solar and Battery Storage Regulations; Design/Architectural Guidelines; Energy Production; 1041 Regulations – Revisit; PC Subcommittees; and Open Meeting Laws.

Planning Commission Other:

- Planning Commissioners in attendance unanimously agreed the meeting start time will be changed from 7:00 PM to 6:00 PM, beginning January, 2026.
- The January 6, 2026, 6:00 PM, regular meeting will be cancelled; no regular business scheduled.
- The January 20, 2026, 6:00 PM, regular meeting will include Officer Elections, Bylaws (revisions review), and a Work Study Session.

10. ADJOURNMENT: 9:28 PM Chair Kirkwood.

Commissioner Diana Edstrom moved to adjourn.

Commissioner Nicole Hunt seconded the motion.

Motion Passed 7 – 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>