

COMMUNITY & DEVELOPMENT SERVICES

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PLANNING COMMISSION
TRAINING 6:00 PM/REGULAR MEETING 7:00 PM
Tuesday, February 17, 2026

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

- 1. TRAINING:** 6:00 PM Guest Speaker. Kara Gerczynski, Division Chief of Prevention and Administration, Elizabeth Fire Protection District. Commissioners Present: Chair Kevin Kirkwood, Vice-Chair Robert Poletiek, Kyle DeNardo, Nicole Hunt, John Gresham, Ken Madsen, Dede Schott-Grace, and Dan Guthrie. Commissioner Absent: Dan McCallin. Meeting Staff: Jennifer Jones, Community & Development Services Director and Wendy Doyle, PC Recording Secretary. Other Staff: Mars Garcia, Information Technology.
Topics of discussion included fire districts' code development/amendments/enforcement; municipal water supply and fire flow considerations; review of property access; infrastructure funding; and project proposal requirements and comments.
- 2. CALL TO ORDER:** 7:00 PM Chair Kirkwood called the meeting to order.
- 3. INVOCATION/PLEDGE OF ALLEGIANCE:** Chair Kirkwood provided the Invocation and led the Pledge of Allegiance.
- 4. ROLL CALL/ATTENDANCE:** Wendy Doyle called the roll.
Commissioners Present: Chair Kevin Kirkwood, Vice-Chair Robert Poletiek, Kyle DeNardo, Nicole Hunt, John Gresham, Ken Madsen, Dede Schott-Grace, and Dan Guthrie.
Commissioner Absent: Dan McCallin.
Meeting Staff: Jennifer Jones, Community & Development Services Director and Wendy Doyle, PC Recording Secretary.
Other Staff: Mars Garcia, Information Technology.
- 5. ELECTION OF OFFICERS:** 7:03 PM Chair Kirkwood
Nominations for Chairman: Robert Poletiek nominated Kevin Kirkwood. Dede Schott-Grace seconded the nomination. No additional nominations.
Call for Roll Call Vote
AYES: Dede Schott-Grace, John Gresham, Nicole Hunt, Kyle DeNardo, Ken Madsen, Dan Guthrie, Kevin Kirkwood, and Robert Poletiek.
NAYS: None.
Confirmation of Chairman: *Elected Chairman Kevin Kirkwood.*

Nominations for Vice-Chairman: Ken Madsen nominated Nicole Hunt. Dede Schott-Grace seconded the nomination. Kevin Kirkwood nominated Robert Poletiek. Kyle DeNardo seconded the nomination. No additional nominations.
Call for Paper Ballot Vote
RESULTS: Five votes for Robert Poletiek. Three votes for Nicole Hunt.
Confirmation of Vice-Chairman: *Elected Vice-Chairman Robert Poletiek.*
- 6. STAFF REPORT:** Jennifer Jones reported recent actions of the Board of County Commissioners.

7. APPROVAL OF MEETING MINUTES: 7:08 PM Chair Kirkwood.

Commissioner Hunt moved to approve the December 16, 2025, meeting minutes as presented.

Commissioner DeNardo seconded the motion.

Motion Passed 7 – 0 with 1 Abstention. Commissioner Guthrie was not an appointed Commissioner.

8. CITIZEN COMMENTS: Chair Kirkwood. None presented.

9. PUBLIC HEARINGS: 7:09 PM Chair Kirkwood.

PUBLIC HEARING #1, BIGHORN FINAL PLAT (FP-2025-0002) OPENED: 7:09 PM Chair Kirkwood.

Staff Presentation: Jennifer Jones presented the application requesting approval of a Final Plat that would create seven lots consisting of one 18-acre lot and six 10-acre lots located at 316 Ponderosa Lane, Elizabeth, CO 80107. The total acreage of the plat is 79.72 acres zoned Agricultural Residential (AR). The subject property is currently undeveloped with no structures, is used for cattle, and the seven lots will be for the property owners' family use; and the owners do not plan to sell the lots that will be served by individual wells and septic systems. Additional details of the application and the County's Final Plat process were reviewed as presented in the staff report included in the meeting agenda packet. Ms. Jones added that the Bighorn Ridge Rezone from Agricultural (A) to Agricultural Residential (AR) was previously recommended for approval 8-0 by the Planning Commission on February 4, 2025, and was approved 3-0 by the Board of County Commissioners on February 26, 2025.

Applicant Comments: Grace Erickson (Providence Consulting), applicant representative for property owners Gary and Shirley Hansen, emphasized the development's paved roadway; work with the fire district on meeting a wildfire mitigation building code to be adopted by Elbert County in 2026; and that the development will be used for the owners' family to reside on.

Public Testimony Opened: 7:17 PM Chair Kirkwood.

Sue Parkhurst, Elizabeth, CO. Access road width and process inquiries; not opposed if things are in order.

Public Testimony Closed: 7:20 PM Chair Kirkwood.

Applicant Rebuttal: Chair Kirkwood. None presented.

Board Discussion: 7:21 PM Chair Kirkwood.

Staff and applicant representative addressed questions and concern. Topics of discussion included road/access easement/turnround widths; referral agency Douglas County; fire code restrictions; and cash-in-lieu.

Call for Motion: 7:25 PM Chair Kirkwood.

Commissioner DeNardo moved the Planning Commission recommend approval for the Bighorn Ridge Final Plat, FP-2025-0002, with the conditions discussed in this meeting.

Commissioner Hunt seconded the motion.

Call for Roll Call Vote: Chair Kirkwood.

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

NAYS: None.

Motion Passed 8 – 0.

PUBLIC HEARING #1 BIGHORN FINAL PLAT (FP-2025-0002) CLOSED: 7:27 PM Chair Kirkwood.

PUBLIC HEARING #2, REVISION TO ELBERT COUNTY ZONING REGULATIONS ARTICLE III.B.3.(a) OPENED: 7:27 PM Chair Kirkwood.

Staff Presentation: Jennifer Jones reviewed a Board of County Commissioners' requested revision to the regulations to

require a Community Meeting to be held in a County facility. A staff memorandum detailing the requested revision is 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 provided background information supporting the requested revision and referenced Zoning Regulation language and requirements. Topics of discussion included staff attendance/safety/security; venue locations; and County facilities.

Call for Motion: 7:33 PM Chair Kirkwood.

Commissioner DeNardo moved the Planning Commission recommend approval of the revision to the Elbert County Zoning Regulations Article III.B.3.(a) with the recommendation that a law enforcement officer or security is present at these meetings.

Commissioner Poletiek seconded the motion.

Call for Vote: Chair Kirkwood.

Motion Passed 8 - 0.

PUBLIC HEARING #2, REVISION TO ELBERT COUNTY ZONING REGULATIONS ARTICLE III.B.3.(a) CLOSED: 7:35 PM
Chair Kirkwood

10. COMMISSION BUSINESS: 7:36 PM Chair Kirkwood.

Planning Commission Bylaws: Jennifer Jones highlighted potential revisions including public testimony time limit and clarifications from the County Attorney. A broad range of discussions were held. The referenced Elbert County Planning Commission Bylaws, Policies, and Procedures, Updated February 17, 2026, document detailing proposed revisions (redlines) is included in the meeting agenda packet located on www.elbertcounty-co.gov, select Agendas and Minutes.

Call for Motion: 7:50 PM Chair Kirkwood.

Commissioner Poletiek moved the Planning Commission approve the changes to the bylaws as written and with the additional recommendations with regards to the start time and duration maximum.

Commissioner DeNardo seconded the motion.

Call for Vote: Chair Kirkwood.

Motion Passed 8 - 0.

Staff Clarification - Jennifer Jones. The additional recommendations to the bylaws referenced in the Motion Passed 8 – 0: The typical Planning Commission start time will be 6:00 PM and the meeting should last no more than four hours. Planning Commissioners concurred.

11. ADJOURNMENT: 7:52 PM Chair Kirkwood.

Commissioner Poletiek moved to adjourn.

Commissioner Schott-Grace seconded the motion.

Motion Passed 8 - 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>