



ELBERT COUNTY

Community & Development Services

PLANNING COMMISSION

TRAINING and REGULAR MEETING with WORK SESSION

Tuesday, June 2, 2026, 6:00 PM

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

- 1. TRAINING:** 6:00 PM Elbert County Public Works Department – Monty Hankins, Director and Dale Guillen, Engineer, described the department’s involvement in the pre-application and application review processes. Sources referenced included county construction standards and specifications; local, state, and federal guidelines; and engineering principles. Factors reviewed included county roads; access; public rights-of-way; traffic/traffic letters and studies; professional consultant involvement; drainage/drainage studies; floodplains; and engineering requirements. Public Works offers guidance related to specifications and answers questions; however, does not act as an applicant’s consultant and give recommendations. In the referral stages, reviews of plans, reports, and permits (engineering, environmental, stormwater management, grading, access, etc.) ensure that everything requested is received and county standards are addressed. The department is not involved with water (well installations/water use contact Colorado Division of Water Resources); septic systems (contact Public Health Department); or buildings/vertical construction/drainage around structures (contact Building Department). Public Works gives comments and makes joint decisions with other county departments but does not deny or approve any parts of referral processes. A questions and answers session was held. Topics included the process for county construction standards and specifications updates and criteria for professional contractor involvement.

Commissioners Present: Vice Chair Robert Poletiek, Nicole Hunt, Kyle DeNardo, John Gresham, Dan Guthrie, and Ken Madsen.

Commissioner Virtual: Chair Kevin Kirkwood.

Commissioners Absent: Dede Schott-Grace and Dan McCallin.

Meeting Staff: Amber Fischer, CDS Coordinator; Kelsey Lanham, Land Use Planner; Wendy Doyle, PC Recording Secretary; and Mars Garcia, CDS Digital Media Specialist.
- 2. CALL TO ORDER:** 6:22 PM Chair Kirkwood called the meeting to order.
- 3. INVOCATION/PLEDGE OF ALLEGIANCE:** 6:22 PM Vice Chair Poletiek provided the Invocation and led the Pledge of Allegiance.
- 4. ROLL CALL/ATTENDANCE:** 6:23 PM Wendy Doyle called the roll.

Commissioners Present: Vice Chair Robert Poletiek, Nicole Hunt, Kyle DeNardo, John Gresham, Dan Guthrie, Ken Madsen, and Dede Schott-Grace/6:28 pm arrival.

Commissioner Virtual: Chair Kevin Kirkwood.

Commissioner Absent: Dan McCallin.

Meeting Staff: Amber Fischer, CDS Coordinator; Kelsey Lanham, Land Use Planner; Wendy Doyle, PC Recording Secretary; and Mars Garcia, CDS Digital Media Specialist.

STAFF REPORT: 6:24 PM Kelsey Lanham reported the next scheduled meeting of the Planning Commission will be a work session on June 16 at 6:00 pm to discuss the Comprehensive Plan. A regular meeting will not be held on that date as no land use hearings are scheduled. The next regular meeting is scheduled on July 7 at 6:00 pm.

5. CITIZEN COMMENTS: Chair Kirkwood. None, per Vice Chair Poletiek.

6. APPROVAL OF MEETING MINUTES: 6:26 PM Chair Kirkwood.

Commissioner Hunt moved to approve the meeting minutes of May 5, 2026, as presented.

Commissioner DeNardo seconded the motion.

Call for Vote: Chair Kirkwood. **Motion Passed 7 – 0**, Commissioner Schott-Grace absent for the vote.

7. PUBLIC HEARING PROCESS: 6:27 PM Chair Kirkwood discussed the role of the Planning Commission and the public hearing process.

8. PUBLIC HEARING: 6:29 PM Chair Kirkwood.

CHEVELLE FINAL PLAT, FP-2026-0002 OPENED: 6:30 PM Chair Kirkwood.

Staff Presentation: Kelsey Lanham presented the application requesting approval of a final plat to subdivide 306-acres to create 24, 10-acre lots with 62-acres of open space on Parcel 62313-00-025. The Board of County Commissioners approved a rezone to Agriculture Residential (AR) and a preliminary plat for the subject property on August 5, 2025. Ms. Lanham reviewed information including background and existing conditions; site characteristics; timeline of the project; public notification; community meeting and public comment; referral process; considerations for decision; findings and review criteria; and potential conditions of approval.

Applicant Comments: 6:37 PM On behalf of property owner Comanche Creek Holding Company, LLC, applicant Michael Bennett shared his collaboration efforts with county staff pertaining to the subject property and proposed use.

Public Testimony Opened/Closed: 6:39 PM Chair Kirkwood. None, per Vice Chair Poletiek.

Applicant Rebuttal: None, per Chair Kirkwood.

Board Discussion: 6:39 PM Chair Kirkwood.

Topics included rural lifestyle, HOA, water data/source, and wells. Mr. Bennett's comments included he opted for separate preliminary plat and final plat processes as opposed to combined to maintain direction and allow community input; project does not include a Metropolitan District; and working with the Colorado Department of Water chose to pull water from the Arapahoe Basin, the deeper, lesser taxed aquifer.

Call for Motion: 6:47 PM Chair Kirkwood.

Commissioner DeNardo moved the Planning Commission recommend approval of the Chevelle Final Plat, FP-2026-0002 with the conditions recommended by staff.

Commissioner Schott-Grace 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.

CHEVELLE FINAL PLAT, FP-2026-0002 CLOSED: 6:48 PM Chair Kirkwood.

Meeting Recess 6:48 PM – 7:00 PM Chair Kirkwood.

9. WORK SESSION – Comprehensive Plan Discussion: 7:00 PM Chair Kirkwood.

Staff displayed visual documents and distributed hard copy documents for review and discussion.

The full audio/video of the June 2, 2026, work session is available at <https://www.elbertcounty-co.gov>

10. ADJOURNMENT: 9:11 PM Chair Kirkwood.

Commissioner Poletiek moved to adjourn.

Commissioner DeNardo seconded the motion.

Call for Vote: Chair Kirkwood.

Motion Passed 8 – 0.

NOTICE:

These minutes are Action Minutes and summarize actions taken at the June 2, 2026, meeting.

The full audio/video and agenda packet is available at <https://www.elbertcounty-co.gov>