



TOWN OF KEENESBURG  
PLANNING COMMISSION MEETING MINUTES  
THURSDAY, MAY 6, 2021 6:00 P.M.  
HELD AT TOWN HALL AT  
140 S. MAIN ST., KEENESBURG, CO 80643  
AND  
HELD ELECTRONICALLY at  
<https://global.gotomeeting.com/join/683411325>

**Call to order**

The Planning Commission of the Town of Keenesburg met in a regular session, Thursday, May 6, 2021 at 140 South Main Street, and electronically at <https://global.gotomeeting.com/join/683411325>. Chair Howell called the meeting to order at 6:00 p.m.

**Pledge of allegiance**

**Roll Call**

**Members Present:** Chair John Howell, Commissioners Wafel, Gfeller and Finkenbinder

**Others Present:** Planning Staff, Toni Johnson

**Public Comments**

Anthony Erger 330 E Kipp Ave Keenesburg, CO 80643. Mr. Erger submitted his letter of resignation this due to his recent appointment to the Board of Trustees. He thanked the commissioners for the opportunity.

**a. Approval of Minutes for November 5, 2020 and December 3, 2020**

Motion was made by Commissioner Gfeller seconded by Commissioner Wafel to approve the minutes for November 5, 2020 and December 3, 2020. Motion carried 4-0; Chair Howell, Commissioners Wafel, Gfeller and Finkenbinder.

**New Business**

**b. Review Statement of Qualifications Comprehensive Plan Update**

**1. Rick Community Planning**

**2. Ayres Associates**

Request for statement of qualifications was submitted to determine who we would select to send out a request for proposal to complete the comprehensive plan update. We received

two SOQ's both equally and well qualified. Our purchasing policy requires a minimum of three bids to award a project with exceptions, i.e., unable to obtain three bids, etc. We will be sending out RFP to both firms that submitted and also selected two other firms to send out an RFP. Logan Simpson and Plan Tools, LLC. We received a master traffic plan to Logan Simpson who was identified as a partner in that project. Plan Tools, LLC was selected as a member of the American Planning Association and they cater to small towns and rural counties. If all four firms submit proposals this should provide with enough information to make an informed decision to award a bid to complete the comprehensive plan update. Staff asked for approval from the commissioners to send RFPs. Motion was made by Commissioner Gfeller seconded by Commissioner Finkenbinder to send RFPs to the selected firms. Motion carried 4-0; Chair Howell, Commissioners Wafel, Gfeller and Finkenbinder.

### **Planning Commission Information and Discussion**

#### **c. An ordinance amending the Keenesburg Municipal code section 16-2-60 regarding temporary uses**

Staff proposes an amendment to the code to allow for a temp structure in advance of having a building permit issued for the permanent structure, but the building permit must be issued within 6 months of the issue date of the temporary structure permit.

Commissioner Wafel questioned if the code allows for renewal of the temp permit. Toni confirmed the code states it may be renewed for not more than two additional six-month terms. Motion was made by Commissioner Finkenbinder seconded by Commissioner Gfeller to move forward and publish for the public hearings necessary to complete the change to the code. With Public hearing dates scheduled for June 3<sup>rd</sup> in front of the Planning Commission and June 7<sup>th</sup> in front of the Board of Trustees. Motion carried 4-0; Chair Howell, Commissioners Wafel, Gfeller and Finkenbinder.

### **Old Business**

### **Commissioner Comments/Reports**

### **Adjournment**

Motion was made by Commissioner Gfeller seconded by Commissioner Finkenbinder to adjourn the meeting. Motion carried 4-0; Chair Howell, Commissioners Wafel, Gfeller and Finkenbinder. The meeting adjourned at 6:37 p.m.

ATTEST:

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John Howell, Chairperson

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Toni Johnson, Planning Staff