

TOWN OF LARKSPUR



**MINUTES OF THE
PLANNING COMMISSION MEETING
SEPTEMBER 22nd, 2008**

MEETING CALLED TO ORDER: Chairwoman Shannon Buss called the meeting to order at 6:00 P.M.

ROLL CALL:

| PRESENT | ABSENT | NON-VOTING |
|-------------------------------|---------------|---------------------|
| Shannon Buss, Chairperson | | Town Clerk/Manager- |
| Kathleen White | | Matt Krimmer |
| Cindy Cramer | | |
| Anne Rock (arrived 6:20 P.M.) | | |

OTHER ATTENDEES: Gary Abel, Peter Caplan, David Fesing

APPROVE AUGUST 11, 2008 MEETING MINUTES:

A motion to approve minutes of the August 11, 2008 Planning Commission meeting was made by Cindy Cramer and seconded by Kat White. There was no discussion and a roll call vote was taken. Three (3) in favor, zero (0) against, one (1) abstention (Shannon Buss); motion passed.

PETER CAPLAN – LARKSPUR MASTER PLAN: By invitation, Peter Caplan returned to discuss his proposal to the Planning Commission to assist in updating the Town’s Master Plan. Mr. Caplan restated his qualifications and background as a planner and as a neighboring community resident, his interest in the Town’s growth and development. Commission members asked questions which were answered and Mr. Caplan was thanked for his presentation and proposal.

Upon Mr. Caplan’s departure, Commission members briefly discussed the need for assistance in updating the Master Plan and concluded the services of a consultant planner was not required at this time.

DAVE PALM SUBDIVISION REVIEW/ SET PUBLIC HEARING DATE:

Mr. Palm submitted the corrected information and required land appraisal to the Town Clerk/Manager as requested by the Planning Commission.

A motion to set a Public Hearing before the Planning Commission on October 13, 2008 at 6 P.M. was made by Kat White and seconded by Cindy Cramer. There was

no discussion and a roll call vote was taken. Four (4) in favor, zero (0) against; motion passed.

The Planning Commission also recommends to the Town Council that a Public Hearing before the Council be set for October 16, 2008.

LARKSPUR FIRE PROTECTION DISTRICT-SITE PLAN REVIEW:

Commission members made a cursory review of the site plan and after a brief discussion regarding setback requirements concluded that an independent planner was not required and the Planning Commission should be allowed to review the site plan in detail and make a recommendation to the Town Council.

A motion recommending Larkspur Town Council assign review of the LFPD site plan to the Planning Commission for the Commission to make recommendation back to the Council was made by Kat White and seconded by Ann Rock. There was no further discussion. A roll call vote was taken. Four (4) in favor, zero (0) against; motion passed.

BEAR VIEW ANNEXATION (Castle Rock Campground): The Planning Commission disagrees with the procedure outlined for processing the annexation petition from the campground. The Commission also recommends an independent planner be hired to review the proposal. Shannon Buss will prepare a memorandum to the Town Council, Town Attorney, and Mayor regarding this with historical perspective of how Larkspur has processed previous annexations.

SITE PLAN ORDINANCE 3.76 and SIGN ORDINANCE 3.68:

Cindy Cramer made a motion which was seconded by Kat White to table the discussion on Ordinances 3.76 and 3.68 to the next Planning Commission meeting on October 13, 2008. A roll call vote was taken. Four (4) in favor, zero (0) against; motion passed.

PLANNING COMMISSION CONCERNS: The Planning Commission expressed concern about transient residencies within Town boundaries which would allow voting in Town elections.

Cindy Cramer made a motion to ask Town Council to allow the Planning Commission to investigate State and County residency requirements and draft an Ordinance addressing legal voting rights of transient residents. The motion was seconded by Ann Rock. A roll call vote was taken. Four (4) in favor, zero (0) against; motion passed.

ADJOURN: A motion to adjourn the Commission meeting was made by Kat White and seconded by Ann Rock. Roll call vote was taken. Four (4) in favor, zero (0) against; motion passed. Chairperson Shannon Buss adjourned the Planning Commission meeting at 8:12 PM.

Respectfully submitted,
Matt Krimmer
Town Clerk/Manager