



PLANNING COMMISSION REGULAR MEETING
Town Hall - 8720 Spruce Mountain Road
SUMMARY MEETING MINUTES
FEBRUARY 11, 2019 @ 5:00 p.m.

ESTABLISH QUORUM

MEETING CALLED TO ORDER by Marvin Cardenas at 5:00 pm

PRESENT

ABSENT

Marvin Cardenas (Chair)
Ed Blanchard (Co-Chair)
Brian Cook
William Lucero
Gary Abel (Alternate)
Matias Cumsille

Vickie Harris

NON-VOTING / GUESTS: Susan Kerry, Tabitha Parks

MINUTES FROM PRIOR MEETING: A Motion to approve the Meeting Minutes from 1-14-19 was made by Gary Abel and seconded by Ed Blanchard. A roll-call vote was taken with Five (5) in favor; Zero (0) against; One (1) abstention (M. Cumsille); Motion carried.

A Motion to approve the Meeting Minutes from 1-28-19 was made by Brian Cook and seconded by Gary Abel. The Commission agreed to change the start and stop times for this meeting to 5:15 pm start and 8:30 pm adjournment. Contingent on this edit, a roll-call vote was taken to approve the minutes with Five (5) in favor, Zero (0) against; One (1) abstention (M. Cumsille); Motion carried.

MOTIONS: To better understand the water and sewer needs of the community, a Motion was made by Matias to request from Town Staff, comprehensive information to include lists of all the Town’s water rights as well as review and clarification of the Water and Wastewater sections of the Comprehensive Master Plan by a water engineer. The Commission also would like a list of the assets and properties owned by the Town of Larkspur. The information is requested to be received by the Planning Commission within 10 days. The Motion was seconded by Brian Cook. A roll-call vote was taken with Six (6) in favor; Zero (0) against; Motion carried.

A Motion was made by Matias to request that the person appointed to take the Minutes submits the Approved Minutes by email to the Town Manager, the Town Council, and the Web Master. The Motion was seconded by Brian Cook. A roll-call vote was taken with Six (6) in favor; Zero (0) against; Motion carried.

A Motion was made by Brian to request the Town Manager to continue to utilize Town Staff as Secretary to take the Minutes and also perform the other duties of the Secretary role to the Commission to record Motions, make copies, etc. until Minutes are no longer needed. The

Motion was seconded by Matias Cumsille. A roll-call vote was taken with Six (6) in favor; Zero (0) against; Motion carried.

OLD BUSINESS: None

NEW BUSINESS:

- Set Agenda for Next Meeting
- Review Latest Revisions to Master Plan
 - Introduction:
 - Susan will check with CRF regarding current attendance numbers for 2018
 - Add section on Travel Center coming
 - Susan will provide year put into service for new Town Hall building and year latest update Park was completed. What date was the Park purchased?
 - Housing:
 - Potential for additional “moderately priced” housing and retail in lot on SMR (Weeping Willow)
 - Transportation:
 - replace “system” with “corridor, roads and future methods of transportation”
 - Population/Race Estimates
 - From 2010 Census. Nothing more current available.
 - Property Assessments
 - Commercial properties discussed
 - 2019 Budget
 - Budgets can be deceiving because they include 1x revenue & expenses so there will be a qualifying statement regarding this.
 - Should there be a graph showing non-operating revenue or sales tax increases?
 - May be revised if there is a Financial Oversight committee created by the Council as will be requested.
 - Discussion regarding Town Limits and the Sphere of Influence.
 - Is Semocor or Wright Water going to review/rewrite the sections on the water, wells, sewer, etc.? Can we send these sections to them to review before they come to a meeting. (Semocor and/or GMS are going to Water & Sewer Board meeting.) Send one of the water engineers the full Water and Wastewater sections. Need to find out what the Town’s water rights are. A Motion was made to request data from the Town Staff. Matias will help Marvin draft an email and members of the Commission will hand-deliver a request tomorrow.

BOARD COMMENTS:

- Brian would like to discuss the Financial Oversight Committee.
- Brian wants to know why the Minutes haven’t been going to the Council. Discussion ensued regarding how to assure the Town Manager and Council get copies of the approved Minutes.
- Brian requested the Commission create a follow-up list be created from the Minutes.
- Brian asked if Tabitha should be paid to attend Commission meetings?

NEXT MEETING: Monday, February 25, 2019 @ 5:00 pm

- AGENDA:
 - Review Master Plan
 - Review Design Criteria
 - Follow-Up List from previous Minute Questions

MEETING CALLED TO ADJOURN by Brian Cook. The motion was seconded by Matias Cumsille. Motion carried by unanimous voice vote 6-0-0. Marvin Cardenas adjourned the meeting at 7:31 p.m.