

TOWN OF YAMPA
PLANNING COMMISSION MEETING MINUTES
August 16, 2023 – 6:00 pm

PLANNING COMMISSION MEMBERS PRESENT: Stacey Geilert, Mike Lewis, Jonathan Cave, Stephen Williams (online)

PLANNING COMMISSION MEMBERS ABSENT: Michael Geanious and Gene Sanders

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons, Treasurer/Planner Mary Alice Page-Allen

AUDIENCE PRESENT: Amy Kindsvater, Doug Sprowls, John Bristol, Keith Hensley, Aaron Symon, Ken Montgomery

1. Call to Order

- Mayor Geilert called the meeting to order at 6:00 pm
- Roll call was taken

2. Resolution 2023-09 (P) – US Postal Service Cluster Boxes

Planning Commission reviewed the findings of fact.

Findings of Fact: 1. The Planning Commission has previously approved a resolution that the proposed temporary siting of the Postal Service CBUs is similar to a public building and can therefore be considered as a conditional use under the provisions of the Zoning Ordinance.

2. The proposal meets the standards of the Zoning Ordinance of the Town of Yampa, Colorado, is in general conformance with the intent and purpose of the Yampa Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Yampa.

3. It is appropriate to waive the conditional use application fee as the application is being made by public entities and for the benefit of the citizens of the Town of Yampa.

After review and consideration for approval and authorization to sign Resolution 2023-09 (P), A Resolution Determining That a Proposal To Locate US Postal Service Cluster Box Units Is Of The Same Nature Or Class As Uses Permitted By Right In The Commercial (C) Zone District Nor More Obnoxious Or Detrimental To The Welfare Of The Area And Can Therefore Be Considered As A Conditional Use Under The Provisions Of The Yampa Zoning Ordinance. This finding was approved and a motion was made by Trustee Lewis to approve Resolution 2023-09 (P). Trustee Cave seconded the motion and the motion passed unanimously.

3. US Postal Service Cluster Boxes – Conditional Use Permit

Per the newly adopted Comprehensive Plan the following stipulations are contained:

a. The effective date of approval of the conditional use permit is the date of the Town's Board approval. Such approval shall expire in 12 months unless a building permit (if such is required) for installation of the improvements or the installation of the improvements are undertaken, as applicable, from the effective date of such approval.

b. The conditional use permit is valid for one (1) year and may be renewed for one (1) additional year upon receipt of written notice of such intent to renew is received by the Town prior to the expiration of the initial term of the conditional use permit.

c. Any required building permit shall be obtained prior to the installation of the CBUs.

d. If the conditions of a conditional use permit become the responsibility of a person or entity other than the applicant, the Town shall be notified in writing, identifying the new person or entity responsible for maintaining the conditions of the permit. Until such notice is received, the applicant shall remain responsible for maintaining the conditions of the permit. The notice shall be attached to the permit on file with the Town. Failure to maintain the conditions of approval shall be considered a violation of this Section and, in addition to the penalties provided at Title 18 of the Yampa Municipal Code, shall subject the permit holder to revocation.


e. The conditional use permit shall not be modified, structurally enlarged or expanded in ground area, unless such modification, enlargement or expansion receives the prior approval of the Town, which shall be obtained by repetition of the procedures provided in this Section unless such modification is equivalent to or less than a 10% change as determined by the Town Planner and approved by the Town Administrator/Clerk.

Trustee Cave motioned for the approval of Conditional Use Permit for the Temporary Locating of Cluster Box Units (CBUs) by the US Postal Service at 125 Moffat Avenue (Royal Hotel Site) in the Commercial (C) zone district with the findings mentioned above and in the staff report. Trustee Lewis seconded the motion. The Motion passed unanimously.


4. Adjournment

Trustee Lewis made a motion for adjournment. Trustee Cave seconded the motion. The Planning Commission meeting was adjourned at 6:09 pm

Approved the 6th day of September, 2023.


Stacey Geileft, Mayor

Attest:


Sheila Symons, Town Administrator/Clerk