



WESTMINSTER

CITY OF WESTMINSTER
PLANNING COMMISSION
Meeting Minutes
November 18, 2025

1. ROLL CALL

The meeting was called to order at 7:00 pm by Chairperson Jim Boschert. Present were Commissioners Rick Mayo, David Carpenter, Chennou Xiong, Larry Dunn, David Tomecek and Kevin Kinnear. Excused from attendance was Commissioner Tracy Colling. Also, present staff members, Planning Aide/ Secretary Veronica Garcia, Associate Planner Jennifer Baden, Principal Planner Andrew Spurgin, Planner Rebecca Batzel, Principal Planner Jacob Kasza, Planning Manager John McConnell, Development Engineering Administrator Heather Otterstetter, Housing Administrator Vivianne Oliveira Del Pizzo and Deputy City Attorney Greg Graham. With the roll being called, Chairperson Boschert stated that the first alternate, Commissioner Kinnear, would be voting.

2. CONSIDERATION OF MINUTES

Meeting Minutes from October 28, 2025.

Commissioner Mayo made a motion to approve the minutes from the October 28, 2025, Planning Commission meeting.

Commissioner Kinnear seconded the motion.

The minutes were unanimously approved (7-0).

3. CONSIDERATION OF NEW BUSINESS AND PUBLIC HEARINGS

3a) Unified Development Code

Chairperson Boschert stated the first item on the agenda was the Unified Development Code Workshop and noted this portion of the Planning Commission meeting would not include a public hearing. The meeting began at 7:02 pm.

Andrew Spurgin, Principal Planner, began his presentation on the Unified Development Code.

After Mr. Spurgin concluded his presentation, the Commissioners were encouraged to ask questions.

3b) Public Hearing and Recommendation for a Preliminary Development Plan Amendment and Official Development Plan Amendment for the Summit Pointe at Briar Heights Subdivision - Filing 2

Chairperson Boschert opened the public hearing at 7:36.

Rebecca Batzel, Planner, entered into the record the agenda memorandum, attachments, PowerPoint presentation, certification of mailed notice, certification of posted notice, and public notice affidavit of publication from the Westminster Window. Notices were provided by the required deadline. Ms. Batzel narrated a PowerPoint presentation for the proposal to:

- a. Hold a public hearing.
- b. Recommend the City Council approve the Fifth Amended Preliminary Development Plan, and the Tenth Amended Official Development Plan for Summit Pointe at Briar Heights Subdivision Filing 2.

The applicant team gave a presentation.

Chair Boschert asked the applicant to confirm if the units would be comprised of slab-on-grade and would therefore, not have basements. The applicant confirmed it would be slab-on-grade and that the units would not have basements.

Commissioner Tomecek asked the applicant if 82nd Drive was blocked off for emergency access only. The applicant responded that both 82nd Drive and West 82nd Lane are currently connected for emergency access only.

Chairperson Boschert asked if there was public testimony.

Seeing there was no public testimony, Chairperson Boschert closed the public testimony.

Chairperson Boschert asked the Commissioners if they had any further questions for staff or the applicant.

Seeing there was no Commissioner discussion, Chair Boschert asked for a motion.

Commissioner Kinnear made a motion that the Planning Commission recommend the City Council approve the Fifth Amended Preliminary Development Plan, and the Tenth Amended Official Development Plan for the Summit Pointe at Briar Heights Subdivision Filing 2. The recommendation is based on a finding that the Preliminary Development Plan is supported by the criteria set forth in section 11-5-14 of the Westminster Municipal Code and the Official Development Plan is supported by the criteria set forth in section 11-5-15 of the Westminster Municipal Code.

Commissioner Tomecek seconded the motion.

Chairperson Boschert asked the Commissioners if there was any further discussion.

Commissioner Carpenter shared full support of the motion and noted it appeared that the applicant was making an effort to fit in and work with the surrounding communities.

Chairperson Boschert commented he was impressed with the architecture.

The motion passed unanimously (7-0).

4. MISCELLANEOUS BUSINESS

Commissioner Carpenter announced the passing of Westminster resident, John Palmer, and shared his condolences.

5. ADJOURNMENT

The meeting was adjourned at 7:52pm.

THE WESTMINSTER PLANNING COMMISSION


James Boschert, Chairperson

A full recording of the meeting has been posted on The City of Westminster website.
www.cityofwestminster.us/pc