



## WESTMINSTER

CITY OF WESTMINSTER  
PLANNING COMMISSION  
Meeting Minutes  
October 28, 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, Tracy Colling, Kevin Kinnear and Tim Pegg. Excused from attendance were Commissioners Chennou Xiong, Larry Dunn and David Tomecek. Also, present staff members, Associate Planner/Secretary Jennifer Baden, Principal Planner Jacob Kasza, Planning Manager John McConnell, Assistant City Engineer Heath Klein, Fire Marshal Jim Gagliano, Fire Chief Erik Birk and Deputy City Attorney Greg Graham. With the roll being called, Chairperson Boschert stated that both alternate Commissioners would be voting. Commissioners Kinnear and Pegg served as Alternates.

2. CONSIDERATION OF MINUTES

Meeting Minutes from September 9, 2025, and September 23, 2025.

Commissioner Carpenter made a motion to approve the minutes from the September 9, 2025, and the September 23, 2025, Planning Commission meeting.

Commissioner Pegg seconded the motion.

The minutes were unanimously approved (6-0).

3. CONSIDERATION OF NEW BUSINESS AND PUBLIC HEARINGS

3a) Public Hearing and Action on a requested Public Hearing and Recommendation for a Remand of an Official Development Plan for Uplands Filing 2, Block 2 / PA-B2.

Chairperson Boschert opened the public hearing at 7:02 pm.

Jacob Kasza, Principal 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. Mr. Kasza narrated a PowerPoint presentation for the proposal to:

a. Hold a public hearing.

b. Recommend the City Council deny the Official Development Plan for Uplands Filing No 2, Block 2.

Chair Boschert asked staff if the Commission can make a recommendation to only consider Plan B to City Council. Staff explained the options that the Commission has.

Commissioner Pegg asked staff about the discrepancy between staff referring to Option 1 and Option 2 and the applicant referring to Plan A and Plan B. Staff responded that Option 1 is Plan A and Option 2 is Plan B.

Commissioner Kinnear asked Staff if when regarding a remand, if the application is to be considered as a whole with the proposed amendments, or if they are to just focus on the five concerns City Council had directed to be addressed.

Commissioner Colling asked the applicant how long the cul-de-sac on Osceola is before getting to the private drive on Newton Court. Staff responded it is more than 500- feet and Staff approved a variance for this. Commissioner Colling asked who would maintain Newton Court since it is a private drive. Staff responded the HOA would be responsible for maintenance.

Commissioner Colling asked how residents would be able to exit the development safely in case of a fire if the gate is not opened. Staff responded the fire code requires two points of access once you go over 100-200 units; since this development is only 26 units, it would not require a second access point.

Commissioner Colling asked the applicant about Lot 25 and why it is missing from the original Plan A. The applicant responded the lot is flipped so it would be accessed from the front off Osceola.

Commissioner Colling asked Staff for clarification of the remand of this site from City Council and if they are just looking at the five concerns that needed be addressed or the site as a whole. Staff responded they are asking the Commissioners to look at both aspects when making their decisions, while focusing on the five concerns. Commissioner Colling noted one of the items was to add a second access point off Bradburn Drive. The applicant stated they were not able to address that concern due to the potential loss of three to four lots at a minimum and the constraints the site presents with the grade.

Chair Boschert asked the applicant about the negotiations with staff to address guest parking, and a commitment from the applicant to maximize space. The applicant responded they would make a commitment to accommodate parking spots.

Chair Boschert noted he would like to see support of Plan B in their motion. There were no objections.

Commissioner Pegg noted the alternative motions provided to the Commissioners that included support for Plan B.

Commissioner Pegg made a motion that the Planning Commission recommend City Council approve the Official Development Plan for Uplands Filing No 2, Block 2 with Option 2 as proposed by the applicant and subject to the condition that prior to recordation of the ODP and issuance of a building permit, the applicant shall submit for staff review and approval the ODP with the changes shown in Option 2. This recommendation is based on a finding that the Official Development Plan is not supported by the criteria set forth in Section 11-5-15 of the Westminster Municipal Code.

Staff clarified that the motion would be supported by the criteria set forth in Section 11-5-15.

Commissioner Pegg re-made a motion that the Planning Commission recommend City Council approve the Official Development Plan for Uplands Filing No 2, Block 2 with Option 2 as proposed by the applicant and subject to the condition that prior to recordation of the ODP and issuance of a building permit, the applicant shall submit for staff review and approval the ODP with the changes shown in Option 2. This recommendation is based on a finding that the Official Development Plan is supported by the criteria set forth in Section 11-5-15 of the Westminster Municipal Code.

Commissioner Carpenter seconded the motion.  
The motion passed (6-0).