



WESTMINSTER

CITY OF WESTMINSTER PLANNING COMMISSION Meeting Minutes DECEMBER 9, 2025

1. ROLL CALL

The meeting was called to order at 7:00 pm by Chairperson Jim Boschert. Present were Commissioners Rick Mayo, Larry Dunn, David Carpenter, Tracy Colling, Kevin Kinnear and Tim Pegg. Excused from attendance were Commissioners Chennou Xiong and David Tomecek. Also, present staff members, Planning Aide/ Secretary Veronica Garcia, Associate Planner Jennifer Baden, Senior Planner Trevor Harlow, Principal Planner Jacob Kasza, Planning Manager John McConnell, 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 November 18, 2025

Commissioner Dunn made a motion to approve the minutes from the November 18, 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) Public Hearing and Consideration of Use by Special Permit for Tattoo/Body Piercing Parlor to be located within *My Salon Suite*.

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

Trevor Harlow, Senior 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. Harlow narrated a PowerPoint presentation for the proposal to:

a. Hold a public hearing.

b. Planning Commission approves a Special Use Permit for a "Tattoo/Body Piercing Parlor" within the existing business *My Salon Suite* to operate in the Westglenn Subdivision, subject to the rules and requirements of Section 11-4-8 of the Westminster Municipal Code and all other applicable City codes and regulations.

Commissioner Pegg asked staff if the Special Use Permit (SUP) being requested would be granted to the new owner since the current owner already has a special use permit, but they are not transferable. Mr. Harlow confirmed that the SUP is not transferable and that an SUP will exist for both the current owner and this applicant.

Chairperson Boschert opened the public testimony at 7:15pm.

Seeing there was no public testimony, Chairperson Boschert closed the public testimony at 7:15pm.

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.

Vice Chair Carpenter made a motion that the Planning Commission approves a Special Use Permit for a "Tattoo/Body Piercing Parlor" within the existing business My Salon Suite to operate in the Westglenn Subdivision, subject to the rules and requirements of Section 11-4-8 of the Westminster Municipal Code and all other applicable City codes and regulations. Commissioner Dunn seconded the motion.

Commissioner Kinnear asked Deputy City Attorney Graham whether approving a Special Use Permit for a potential new owner would cancel the current owner's permit and leave the business in limbo, if the new owner's business fell through for whatever reason. Mr. Graham explained that if the code doesn't address that situation, the current owner's permit would stay valid until the new applicant formally takes over.

The motion passed unanimously (7-0).

3b) Public Hearing and Recommendation for the Third Amended Preliminary Development Plan for Interchange Business Center Filing No. 1

Chairperson Boschert opened the public hearing at 7:18pm.

Jacob Kasza, Principal Planner, entered into the record the agenda memorandum, attachments, PowerPoint presentation, certification of mailed notice, and certification of posted notice. Notices were provided by the required deadline. Mr. Kasza narrated a PowerPoint presentation for the proposal to:

- a. Hold a public hearing.
- b. Planning Commission recommend City Council approve the Third Amended Preliminary Development Plan for Interchange Business Center Filing No. 1. This 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.

Chair Boschert asked the applicant when they would expect putting the cell tower into service. The applicant explained they would like to complete the project as soon as possible and explained the timeline of the project.

Commissioner Colling asked the applicant if they could co-locate other carriers on the tower. The applicant explained the tower would encompass four carriers, and others could be added, but structural changes would have to happen.

Commissioner Colling asked the applicant if the tower would be a direct burial pole or if it will have a foundation. The applicant responded it would likely have a concrete foundation where a Geotech report of the soil would determine what kind of material would be used for the foundation.

Commissioner Colling asked the applicant if there was any agreement made with Walmart to have the cell tower located on their site. The applicant responded there is a master lease agreement between the applicant, SBA company, and Walmart and that Walmart views the cell tower as providing a service to their customers by improving cell service in the area.

Commissioner Colling asked the applicant if they receive complaints about their towers. The applicant responded they do get complaints regarding radio emissions. The applicant mentioned that this cell tower would be placed in a commercial area surrounded by an interstate and other businesses, so it would be further away from homes.

Commissioner Colling asked the applicant if they ever receive complaints regarding visual impairment from the cell towers. The applicant explained it depends where the tower is located.

Commissioner Dunn asked the applicant if the towers require commitments from carriers before being built or if they acquired as they go along. The applicant responded that the projects are carrier driven and SBA requires an agreement and firm commitment from a carrier in place before starting construction on their cell towers. Commissioner Dunn asked for clarification if Verizon is the carrier in agreement with this project. The applicant confirmed it is Verizon for now, with the goal being to house other carriers.

Vice Chair Carpenter noted a previous Planning Commission meeting topic that dealt with a tall flagpole being installed near this project, and asked Staff to clarify why that project was recommended for denial, while this project is recommended for approval. Staff responded the previous flagpole item was reviewed as a sign variance, since flags are considered signs under the City's sign code and is subject to separate regulations and rules when compared to telecommunications devices. Staff added the City has received numerous complaints from the surrounding neighborhood about the lack of coverage in this area, specifically the Police and Fire Department, who note that people in this area cannot immediately reach emergency services due to the poor cell coverage. Staff also noted a condition for approval for applicant is they are required to be able to collocate additional carriers.

Commissioner Mayo commented regarding the previous Planning Commission item dealing with the flagpole, that it was the size of the flag that was also of concern, and not just the size of the pole that was discussed during that hearing. Staff clarified the point made.

Chairperson Boschert asked the Commissioners if there were any further questions they had for Staff or the Applicant. There were no other questions.

Chairperson Boschert opened the public testimony at 7:41pm.

Seeing there was no public testimony, Chairperson Boschert closed the public testimony at 7:41pm.

Chair Boschert called for either more discussion or a motion on the item.

Commission Pegg made a motion that the Planning Commission recommend City Council approve the Third Amended Preliminary Development Plan for Interchange Business Center Filing No. 1. This recommendation is based on a filing that the preliminary development plan is supported by the criteria set forth in section 11-5-14 of the Westminster Municipal Code.

Commissioner Mayo seconded the motion.

The motion passed unanimously (7-0).

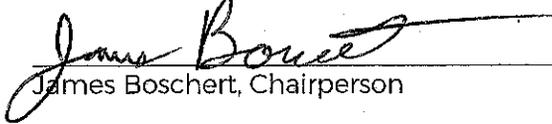
Chairperson Boschert thanked staff and the applicant for their presentations.

4. MISCELLANEOUS BUSINESS

5. ADJOURNMENT

The meeting was adjourned at 7:43pm

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