



**AGENDA**  
**for the Planning Commission**  
**of the Town of Palisade, Colorado**  
**341 W. 7th Street (Palisade Civic Center)**

**February 4, 2025**

**6:00 pm – 6:50 pm WORK SESSION**

**7:00 pm Regular Meeting**

<https://us06web.zoom.us/j/3320075780>

**Meeting ID: 332 007 5780**

- I. WORK SESSION TO BEGIN AT 6:00 pm**
  - A. Accessory Structures and Uses**
  - B. Short-Term Vacation Rental Regulations**
  
- II. REGULAR MEETING CALLED TO ORDER AT 7:00 pm**
  
- III. PLEDGE OF ALLEGIANCE**
  
- IV. ROLL CALL**
  
- V. AGENDA ADOPTION**
  
- VI. ANNOUNCEMENTS**
  - A. UPCOMING MEETINGS:**
    - 1. Board of Trustees**– Tuesday, February 11, 2025, at 6:00 pm
    - 2. Planning Commission** – Tuesday, February 18, 2025, at 6:00 pm
    - 3. Tourism Advisory Board** – Wednesday, February 19, 2025, at 9:00 am
    - 4. Board of Trustees**– Tuesday, February 25, 2025, at 6:00 pm
  
  - B. TOWN HALL WILL BE CLOSED** on Monday, February 17, 2025, in observance of Presidents Day.
  
  - C. PALISADE PLANNING COMMISSION** has three (3) openings for members. Applications will be accepted through March 14, 2025, and interviews & appointments will be on March 25, 2025, at the regularly scheduled Board of Trustees meeting.
  
- VII. APPROVAL OF MINUTES**
  - A. Minutes from January 21, 2025, Regular Planning Commission Meeting**
  
- VIII. TOWN MANAGER REPORT**

**IX. PUBLIC HEARING I**

**A. Variance for Accessory Structure (Garage) Height at 398 West First Street**

The Planning Commission will consider a variance request to allow the construction of a garage with a maximum height of 29 feet, which exceeds the current 15-foot height limitation by approximately 14 feet at 398 W 1st Street as applied for by Tony Ware. The applicant and staff are requesting that the application be postponed until February 18, 2025.

1. Staff Presentation
2. Applicant Presentation
3. Public Comment
4. Board Discussion
5. Applicant Closing Remarks
6. Decision - Motion, Second, and Rollcall Vote to:

*Table (postpone) the variance request for 398 West First Street to allow a maximum accessory structure height of 29 feet to the February 18, 2025, regularly scheduled Planning Commission meeting.*

**X. NEW BUSINESS**

**A. CXT Restroom Renovation – Riverbend Park**

The Planning Commission will review and discuss proposed renovation plans for the public CXT restroom facility in Riverbend Park. The session will focus on design elements that reflect local heritage while ensuring practical maintenance and durability.

1. Staff Presentation
2. Public Comments and Questions - *Please state your name and address, keep comments on the current planning topic, and 3 minutes or less.*
3. Board Discussion
4. Direction – *Provide staff with direction to proceed with the CXT restroom renovation with the agreed upon parameters.*

**B. Review of Schedule for LDC Update**

The Planning Commission will review the timeline for updating the Land Development Code (LDC). The discussion will cover key milestones, deadlines, and any potential adjustments needed to the LDC update schedule.

1. Staff Presentation
2. Public Comments and Questions - *Please state your name and address, keep comments on the current planning topic, and 3 minutes or less.*
3. Board Discussion
4. Direction – *Provide staff with direction to move forward as is or to make adjustments based on identified needs and present a revised version.*

**XI. PUBLIC COMMENT – For items not on the Public Hearing agenda**

*Please keep comments to 3 minutes or less and state your name and address. Neither the Planning Commissioners nor staff will respond to comments at this time. The Commission may direct staff to look into specific comments to bring back as an Agenda item at a future meeting.*

**XII. ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE PLANNING COMMISSION  
January 21, 2025**

The regular meeting of the Planning Commission for the Town of Palisade was called to order at 6:00 pm by Chair Amy Gekas. Present were Commissioners LisaMarie Pinder, Brandon Burke, Don Bosch, Alex Sparks, Dave Hull, and Vice-Chair Ed Seymour. A quorum was declared. Also in attendance were Town Manager Janet Hawkinson, Community Development Director Devan Aziz, and Town Clerk Keli Frasier.

**AGENDA ADOPTION**

*Motion #1* by Commissioner Hull, seconded by Commissioner Bosch, to approve the agenda as presented.

A voice vote was requested.  
Motion carried unanimously.

**APPROVAL OF MINUTES**

*Motion #2* by Commissioner Bosch, seconded by Commissioner Hull, to approve the minutes of the Palisade Planning Commission from January 7, 2025.

A voice vote was requested.  
Motion carried unanimously.

**TOWN MANAGER REPORT**

Town Manager Janet Hawkinson reviewed the current and ongoing projects led by the Town of Palisade.

**PUBLIC HEARING I**

**Conditional Use Permit Processing of Food and Related Products at 3810 North River Rd – Monumental Mushrooms**

Chair Gekas opened the hearing at 6:09 pm.

Community Development Director Aziz gave a brief presentation, including the findings of fact, to discuss a proposed Conditional Use Permit (CUP) to allow the processing of food and food-related products at 3810 North River Rd as applied for by Monumental Mushrooms.

Applicant Rhysa Ferris gave a presentation regarding why the proposed CUP is being requested and what kinds of products they grow and sell.

Chair Gekas opened the hearing to public comments. None were offered.

Chair Gekas opened the hearing to Commission discussion.

Members of the Commission and Community Development Director Aziz discussed the following items and concerns:

- Food safety
- Department of Agriculture Regulations
- Time in operation

*Motion #3* by Commissioner Burke, seconded by Vice-Chair Seymour, to forward a recommendation to the Board of Trustees to approve a Conditional Use Permit (CUP) for Monumental Mushrooms located at 3810 North River Rd to allow processing of food and related food products with staff recommended conditions.

A roll call vote was requested.

**Yes:** Commissioner Bosh, Commissioner Hull, Vice-Chair Seymour, Commissioner Burke, Commissioner Sparks, Chair Gekas, Commissioner Pinder

**No:**

**Absent:**

Motion carried.

Chair Gekas closed the hearing at 6:252 pm.

### **PUBLIC HEARING II**

#### **Variance for Accessory Structure (Garage) Height at 398 West First Street**

Chair Gekas opened the hearing at 6:25 pm

Community Development Director Aziz gave a brief presentation, including findings of fact, to discuss a request for a variance request to allow the construction of a garage with a maximum height of 29 feet, which exceeds the current 15-foot height limitation by approximately 14 feet at 398 W 1st Street as applied for by Tony Ware.

Applicant Tony Ware gave a presentation about his history, as well as why the proposed height variance is needed in order to match the existing historic home.

Chair Gekas opened the hearing to public comments.

Tammy Craig of Palisade spoke in support of the application and asked the Commission to approve the request.

Bill McDonald of Palisade asked if the request was granted, if then the applicant would be allowed to turn the structure into a VRBO. Community Development Director Aziz answered no.

Chair Gekas opened the hearing to Commission discussion.

Members of the Commission and Community Development Director Aziz discussed the following items and concerns:

- Cohesiveness with the surrounding neighborhood, seeing as none of them have matching structures
- Height in relation to the existing home (the accessory structure would be 2ft shorter than the home as proposed)
- The difference between what was submitted in the Commission packet and the applicant's presentation
- The desire to see the actual dimensions and square footage of the proposed structure

The applicant closed by stating how important it is to him to match the proposed structure to the existing home due to the historic integrity of the property.

*Motion #4* by Commissioner Burke, seconded by Commissioner Bosch, to postpone the hearing until the regularly scheduled meeting on February 4, 2025, in order to obtain more information.

A roll call vote was requested.

**Yes:** Commissioner Hull, Commissioner Burke, Commissioner Sparks, Chair Gekas, Commissioner Pinder, Commissioner Bosh

**No:** Vice-Chair Seymour

**Absent:**

Motion carried.

Vice-Chair Seymour closed the hearing at 7:07 pm.

### **CONTINUED BUSINESS**

#### **Review of Draft STVR Regulations**

Community Development Director Aziz gave a brief presentation and led Commission discussion on additional edits to the draft ordinance amending section 7.01 of the Palisade Land Development Code concerning short-term vacation rentals (STVRs).

*The consensus of the Commission is for staff to schedule a work session for the Planning Commission to have further detailed discussions on the proposed regulations.*

### **PUBLIC COMMENT**

Carina Scott of Palisade expressed concerns regarding affordable housing in Palisade, and the effect VRBOs may have on housing for locals.

Matt Payne, Palisade, CO, voiced concerns and suggestions regarding a park along irrigation thoroughfares, tourism, and farmers, as well as dark-sky goals.

Sarah Owens of Palisade requested an invitation to the work session of the Planning Commission and asked them to view VRBOs as a renter and if they would want to rent a place where the owner is in the house with them.

**ADJOURNMENT**

*Motion #5* by Commissioner Bosch, seconded by Commissioner Hull, to adjourn the meeting at 7:53 pm.

A voice vote was requested.

Motion carried unanimously.

X

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Keli Frasier, CMC  
Town Clerk

X

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Amy Gekas  
Planning Commission Chair



**PALISADE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

**Meeting Date:** February 4, 2025

**Presented By:** Devan Aziz, Community Development Director

**Department:** Community Development & Planning

**Re:** Public Hearing

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**SUBJECT:**

Variance Request: Relief from Height Restriction for Accessory Structure (Garage) at 398 West First Street

**SUMMARY:**

The Board of Trustees voted to table this item to the February 25, 2025 meeting. The applicant is compiling documents to satisfy the Planning Commission's request from the meeting on January 21, 2025.

**DIRECTION:**

*Motion, second, and rollcall vote to table the variance request for 398 West First Street to allow a maximum accessory structure height of 29 feet to the February 18, 2025, regularly scheduled Planning Commission meeting.*



**PALISADE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

**Meeting Date:** February 4, 2025  
**Presented By:** Dennis Lytle, Project Manager  
**Department:** Parks, Recreation, and Facilities  
**Re:** Presentation

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**SUBJECT:**  
CXT Restroom Renovation Design

**SUMMARY:**  
The Town seeks to renovate the existing CXT public restroom facility with design elements that enhance aesthetic appeal while maintaining practicality and durability. This renovation aims to incorporate local themes and ensure long-term maintainability.

Staff is requesting Planning Commission's direction on design parameters for the CXT restroom renovation project. Key considerations include:

- Design themes incorporating local natural and geographical elements
- Material and color selection compatible with Town branding
- Implementation methods within budget constraints
- Maintenance and vandalism resistance considerations

**DIRECTION:**  
*Provide staff with direction to proceed with the CXT restroom renovation with the agreed upon parameters.*





**PALISADE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

**Meeting Date:** February 4, 2025

**Presented By:** Devan Aziz, Community Development Director

**Department:** Community Development & Planning

**Re:** Presentation

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**SUBJECT:**  
Land Development Code Update Schedule

**SUMMARY:**  
This work plan outlines the Planning Department's major initiatives and scheduled activities from February through June 2025, including key amendments, workshops, and voting schedules for both the Planning Commission (PC) and Board of Trustees (BOT). All dates are tentative and subject to change based on public input and review requirements.

**February - March 2025: STR and Accessory Structure Amendments**

- Initial PC workshop on Short-Term Rental and Accessory Structure amendments (Feb 4)
- Final PC review of amendments (Feb 18)
- PC recommendation vote (March 4)
- BOT final review and vote (March 11)

**March - April 2025: Lot Requirements and Zoning Updates**

- Workshop on lot requirements and zoning/use table evaluation (March 18)
- Public notice distribution (March 31)
- PC final review including upper story residential expansion (April 1)
- PC recommendation vote (April 15)
- BOT final vote (April 22)

**May - June 2025: Signage and Parking Requirements**

- Initial workshop on signage and updated parking requirements (May 6)
- Final review of requirements (May 13)
- Public notices distribution (May 19)
- PC recommendation to BOT (June 3)
- BOT final vote (June 10)

**DIRECTION:**  
*Provide staff with direction to move forward as is or to make adjustments based on identified needs and present a revised version.*



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## COMMUNITY DEVELOPMENT SCHEDULE FOR LDC UPDATE

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### FEBRUARY 2025:

- PC Meetings: Feb 4 & 18
- BOT Meetings: Feb 11 & 25

### Week 1-2 (Feb 1-14):

- Feb 4: Workshop concepts to Planning Commission STR and Accessory Structure amendments

### Week 3-4 (Feb 15-28):

- Begin work on remaining progress items:
  - Lot requirement revisions
  - Map Update review
  - Agri-Urbanism zoning amendments
- Submit public notices by Feb 18 for March 4 STR and Accessory Structure amendments
- February 18: PC Final STR and Accessory Structure amendments review

### MARCH 2025:

- PC Meetings: March 4 & 18
- BOT Meetings: March 11 & 25

### Week 1-2 (March 1-14):

- March 4: PC recommendation vote on STR and ADU ordinances
- March 11: Review with Board of Trustees and Vote on STR and ADU ordinances

### Week 3-4 (March 15-31):

- March 18: PC review of in-progress items for Lot requirements and zoning and use table evaluation workshop
- March 31: Public Notice for Lot requirements and zoning and use table
- Begin Upper story residential review

### APRIL 2025:

- PC Meetings: April 1 & 15
- BOT Meetings: April 8 & 22

Week 1-2 (April 1-14):

- April 1: PC Final review for Lot requirements and zoning and use table
  - Include upper story residential expansion work

Week 3-4 (April 15-30):

- April 15: PC Vote for Lot requirements and zoning and use table
- April 22: BOT Vote for Lot requirements and zoning and use table

MAY 2025:

- PC Meetings: May 6 & 20
- BOT Meetings: May 13 & 27

Week 1-2 (May 1-14):

- May 6: Signage and updated parking requirements per use table workshop

Week 3-4 (May 15-31):

- May 13: Signage and updated parking requirements per use table final review
- May 19: Publish Public Notices Signage and updated parking requirements per use table

JUNE 2025:

- PC Meetings: June 3 & 17
- BOT Meetings: June 10 & 24

Week 1-2 (June 1-14):

- June 3: PC recommendation to BOT Signage and updated parking requirements per use table
- June 10: BOT vote Signage and updated parking requirements per use table

Week 3-4 (June 15-31):

June 17: TBD

June 24: TBD