

**TOWN OF MILLIKEN  
PLANNING COMMISSION  
MEETING HOUSE, 1201 BROAD STREET**

**WEDNESDAY, SEPTEMBER 7, 2011 7:00 P.M.**

**MINUTES**

The Planning Commission of Milliken convened into regular session on the 7th day of September, 2011 at 7:00 p.m. Those present were: Chairman Linda Measner, Vice-Chairman Tim Woodcock, Commissioners: James Anthony, Dave Bernhardt, Janet Carter, Jordan Jemiola, and David Watson. Also present: Community Development Director Steve House, Town Co-Clerk Betty Rangel and Building Official Ken Kidd.

Chairman Measner called the meeting to order and led the audience in the pledge of allegiance.

**Agenda Approval**

Agenda approved as presented.

**Citizens Comments**

There were none.

**Minutes of Previous Meeting**

August 3, 2011 minutes approved as distributed.

**CONSENT AGENDA**

**No Items**

**ACTION AGENDA**

**1. Public Hearing on Amendments to Chapter 16, Article VII or the Milliken Municipal Code Regarding the Sign Code.**

Community Development Director Steve House explained that this is a continuation of the public hearing from the last Planning Commission meeting. Director House reviewed the amendments to the sign code draft changes highlighted in red.

Comments, questions and concerns included the following;

- There was a question as to who is the Board of Adjustment in regard to ***Appeal of Sign Permit Denial or Approval with Conditions*** on page 7-3 Item D. Director House explained there is an ordinance assigning the Milliken Town Board as the Board of Adjustment. Director House will add clarification to the language.

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- There was a concern as to the cost of removal and storage of signs by the Town. *“If not paid, the cost may be imposed as a tax lien against the property”*, noted on page 7-3 Item B-2. **Storage of removed signs**. Director House explained the Town could look at different options for the removal of signs and storage, including cost estimates for contracting services and or using Public Works for the process.
- There was a question on Murals, as to why they are not regulated or permitted. The concern is that there is more flexibility on Murals and little flexibility on signs. Director House explained that Murals are not usually used for commercial messages; they are considered Art or Architectural Features.
- There was a comment made that **Landscaping, Freestanding signs** is an example of over regulated signs on page 7-16 Item 5.
- There was a question on page 7-20, Item A-4; in regard to who determines the liability? A suggestion was made that staff do research and add clarification to the language.
- Amendments were requested on page 7-1 Item B. **Signs Permit Required**, last sentence to read *“Servicing and maintenance of electrical existing signs may require a permit”*.

Commissioner Carter moved to continue the public hearing for the proposed amendments to the Sign Code until the next Planning Commission meeting. Commissioner Bernhardt seconded the motion.

Discussion: There was no further discussion.

Vote: All in favor, none opposed

**DISCUSSION AGENDA**

**1. Continued discussion of Downtown Parking**

Director House distributed a memo for the Commissioners to review with the added recommendations for the Board; items discussed included the following;

- A suggestion was made that research on cost to replace parking lot be added to the report as a recommendation (cost of the off street parking).
- A suggestion was made that staff bring the Town Square Master Plan to the next Planning Commission meeting.

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**2. Weld County Referral USR 1791**

Director House explained the Town received a notice for a public hearing from Weld County in regard to referral USR 1791. The referral had come before the Planning Commission at an earlier meeting. Commissioners stated that there are no issues or changes.

**3. Weld County Referral USR 11-0010**

Director House explained the Town received Weld County referral USR 11-0010. Director House explained he had no comment on the referral. Commissioners said there is no conflict with the Town's interest.

**END OF DISCUSSION AGENDA**

**Other Business**

1. Director House announced the Milliken Police Station & Meeting House received the award for "Best New Construction".
2. Director House said the new date for joint meeting with the Town Board will be October 19, 2011.
3. There will be a new Oil Well Permit at next Planning Commission meeting.
4. Commissioner Bernhardt stated his frustration with the Town's annexation procedures. The procedures need to be reviewed and possibly revised. Director House explained some of the annexation requirements are imposed by State Statute. The annexation procedures will be brought back to the Planning Commission for their review.

**Unfinished Business**

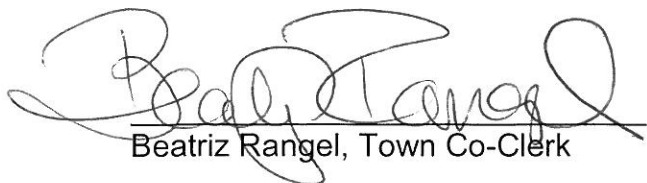
None.

**Adjournment**

There being no further business, the meeting adjourned at 8:42 p.m.

Prepared by:

Approved by:

  
Beatriz Rangel, Town Co-Clerk

  
Chair, Linda Measner