

**WESTCLIFFE PLANNING COMMISSION  
TUESDAY, May 18<sup>th</sup>, 2021  
REGULAR MEETING**

**-Page 1-**

**CALL TO ORDER**

Chairman Ellison called the meeting to order at 4:00P.M.

**ROLL CALL**

**The following members were present:** Chairman Ellison, Mr. Fulton, Mr. Van Doren,

**ABSENT:** Mr. Wenke and Ms. Snow

**PLEDGE OF ALLEGIANCE**

Chairman Ellison led the pledge of allegiance.

**OTHERS PRESENT:** Gabriel Shank and Wanda Jennings.

**APPROVAL OF MINUTES**

**ACTION:** **Mr. Ellison** moved and **Mr. Van Doren** seconded to approve April 20<sup>th</sup>, 2021 regular meeting minutes. Motion carried.

For the record The Mayor and one or more Trustees may vote on matters that come before the Planning Commission and the Board of Trustees.

**OLD BUSINESS**

- a. Consideration of request to approve a Minor Subdivision Lot Line Vacation on Lot #3 in Adams Addition, Filing #2. (This was tabled until May) Ben Troyer.**

**ACTION:** **Mr. Fulton** moved and **Chairman Ellison** seconded to approve a Minor Subdivision Lot Line Vacation on Lot #3 in Adams Addition, Filing #2. Motion carried.

- b. Discuss and update the board on the Business Façade Grant Program.**

Mr. Shank gave an update on the business façade grant program. Seven (7) packages were submitted, equaling about \$22,000.00 dollars.

- c. Discuss and update the board on the Vacation Rental Licensing Process.**

Mr. Shank and Deputy Clerk Jennings gave an update on the Short-Term Vacation Rental Licensing Process. An application has been created and submitted to Town Attorney and Town Manager Shank to look over and give an approval.

**WESTCLIFFE PLANNING COMMISSION  
TUESDAY, May 18<sup>th</sup>, 2021  
REGULAR MEETING**

**-Page 2-**

**NEW BUSINESS**

**a. Consideration of changing the Planning Commission meeting day.**

The board decided to change the regular meeting day to be the second Wednesday of each month at 3:00PM. Town Manager Shank said this new day and time would be beneficial to the citizen who need to go before the Board of Trustees for a Special Use Permit and other items. There was no motion made.

**b. Discuss the purpose statement for the Planning Commission Board.**

Mr. Van Doren read the purpose statement and requested to have a workshop in June. This would help educate the new people on the board and have a packet to give out to the future board.

**Mr. Van Doren** moved and **Chairman Ellison** seconded to adjourn the meeting.  
Motion carried.

**ADJOURN**

Recorded by:  
Wanda Jennings  
Deputy Clerk