



City of Florence

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848 Fax (719) 784-0228
Email: planning@florencecolorado.org

FLORENCE PLANNING COMMISSION MEETING MINUTES

THURSDAY, APRIL 17, 2025

5:30 P.M.

Commissioners	Present	Absent
Chair Beth Lenz	X	
Planning Commissioner Brandon Angel	X	
Planning Commissioner Bliss Eckland	X	
Planning Commissioner Kirk Nelson	X	
Planning Commissioner Paul Villagrana	X	
City Council Representative Mergelman	X	

Staff Present	Present	Absent
Planning Director Fox	X	
City Manager Nasta	X	

- I. **Call to Order**
Chair Lenz calls the meeting to order at 5:30 p.m.
- II. **Roll Call**
All Commissioners present.
Council Representative Mergelman present.
- III. **Approval of the Minutes of the March 27, 2025 Meeting**
Commissioner Villagrana makes a motion to approve the meeting minutes from March 27, 2025.
Second by Commissioner Nelson.
Roll Call: 5 ayes
- IV. **Old Business:**
- V. **New Business:**
 - a) **Master Plan Discussion -**
The City of Florence Master Plan was last updated in 2017. Staff recommends a full renewal of the Master Plan to better reflect the evolving character of the community since the adoption of the previous version.



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To efficiently accomplish this full update, staff released a Request for Qualifications on January 25, 2025, with submissions due February 27, 2025. Staff subsequently extended the deadline to March 13, 2025, to facilitate more responses. By the final deadline, staff received one (1) response from SCJ Alliance Consulting Services, with an estimated cost of \$63,130.53. While the Planning Commission is ultimately responsible for adopting the Master Plan under Colorado State Statute, this item must be presented to the City Council for consideration due to the expenditure involved, over which the Planning Commission has no authority.

- Commissioner Villagrana expresses he would like the future Master Plan to include goals - an immediate, intermediate and long term - and suggested the Master Plan be reviewed either quarterly or every six months.
- Chair Lenz inquires if it is the role of the Planning Commission to set the goals for the City.
- City Manager Nasta states that listing planning related priorities in the Master Plan is a role for the Planning Commission.
- Chair Lenz asked whether the references listed in the proposal had been contacted.
- City Manager Nasta states that some of the references have been contacted and expressed satisfaction with the process, noting that they were engaged and worked well with the client.
- Commissioner Nelson inquires about the cost of the project and if grants would be available to offset the cost.
- City Manager Nasta states there have been discussions with the Finance Director and the City does have the ability to fund the project. DOLA has been contacted to inquire about grant funding that could potentially offset some to the costs.
- City Council Representative Mergelman states that what he liked about the proposal was the information regarding the 'next-step kits.'
- Commissioner Angel expressed concern about the proposal's cost and questioned whether the company's proposed public outreach efforts would be sufficient to achieve the desired outcome and deliver a quality product.
- City Manager Nasta explained that completing the Master Plan in-house would still incur payroll costs and that limited staff availability could potentially constrain the City's capacity to undertake the Master Plan internally, and/or simultaneously manage other necessary projects or services. Additionally, certain technical components of the Master Plan would still likely need to be outsourced, with an accompanying cost, due to their complexity if the Master Plan were to be completed in house.

Chair Lenz makes a motion that the Planning Commission recommend the Master Plan Proposal from SCJ Alliance in the amount of \$63,130.53 be presented to the Florence City Council for consideration.

Second, by Commissioner Eckland

Roll Call: 5 ayes

The motion carries.



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b) Park & Bike Lane Discussion –

- Planning Director presented a proposal for a potential new park that would be located on Cyanide Avenue. The subject property, currently owned by the City, is zoned R-2 District Low/Medium Density Residential. Further expanded on the concept of a bike lane that could extend from the potential new park on Cyanide Avenue, running through the City and connecting to Wilcox Park on the east side. The first step in this process would be rezoning the subject property from R-2 District Residential to the Parks and Open Space District.
- *The Planning Commission expressed support for the proposal and approved moving forward by adding the rezoning request to next month's meeting agenda.*

The meeting adjourned at 6:35 p.m.

By: _____
Planning Commission Chair

Date: _____