



LOVELAND PLANNING COMMISSION MEETING AGENDA

**Monday, January 13, 2014
500 E. 3rd Street – Council Chambers
Loveland, CO 80537**

THE CITY OF LOVELAND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, CREED, COLOR, GENDER, SEXUAL ORIENTATION, RELIGION, AGE, NATIONAL ORIGIN OR ANCESTRY IN THE PROVISION OF SERVICES. FOR DISABLED PERSONS NEEDING REASONABLE ACCOMODATIONS TO ATTEND OR PARTICIPATE IN A CITY SERVICE OR PROGRAM, CALL 962-2523 OR TDD 962-2620 AS FAR IN ADVANCE AS POSSIBLE.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. REPORTS:

a. Citizen Reports

This is time for citizens to address the Commission on matters not on the published agenda.

b. Staff Matters

1. Introduce newly appointed Commissioner Michele Forrest
2. Address City Council action on PC nominations
3. Discuss Boards & Commissions Handbook
4. Highway 287 Strategic Plan-appoint second Planning Commissioner to committee

c. Committee Reports

d. Commission Business & Comments

Election of Officers 2014

1. Chair
2. Vice Chair
3. Zoning Board of Adjustment Hearing Officer
4. ZBA Hearing Officer Alternate

IV. APPROVAL OF MINUTES

Review and approval of the December 23, 2013 Meeting minutes

V. CONSENT AGENDA

The consent agenda includes items for which no discussion is anticipated. However, any Commissioner, staff member or citizen may request removal of an item from the consent agenda for discussion. Items removed from the consent agenda will be heard at the beginning of the regular agenda.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption by the Planning Commission and acceptance by the Applicant of the staff recommendation for those items.

1. Sanctuary in the Park-N. Lincoln 2nd Sub—2 year extension request

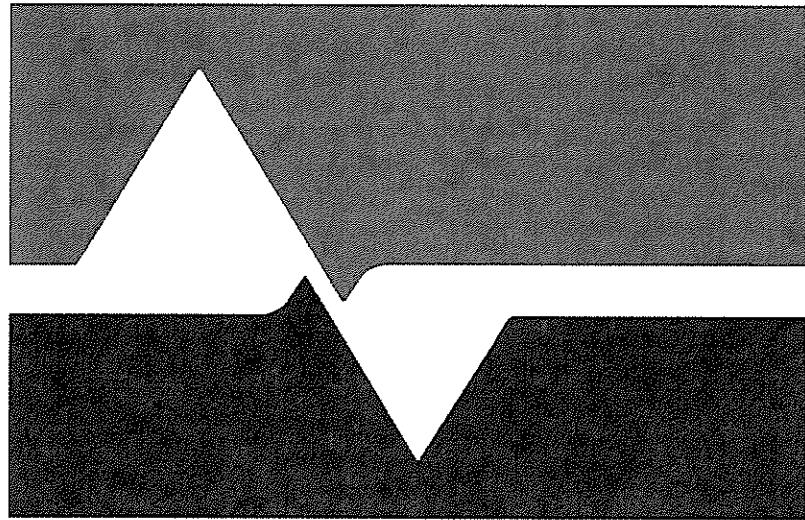
This is a request by the property owner to extend the expiration of the Preliminary Development Plan (PDP) for the Sanctuary On The Park development project. This matter is administrative and the Planning Commission's action is final. No public notice of this action was required.

VI. REGULAR AGENDA:

1. Discussion of possible development of Planning Commission Guidelines

City staff is proposing to assist the Commission in developing guidelines that would clarify policies and procedures relating to Planning Commission operations. This matter is administrative.

VII. ADJOURNMENT



City of Loveland

*Handbook for
Boards and Commissions*

Revised March 2013

INTRODUCTION

The public is playing an ever increasing role in local government. Citizens concerned about quality of life for themselves and their families, taxes and governmental services are speaking out as never before and are shaping local government in a way that meets their needs. Indeed, the governing body of a city like Loveland is composed of citizens elected by their fellow citizens to set policy and to guide and direct city government.

In order to assist it in setting direction for the city, the City Council considers the advice of its various boards and commissions. Citizens who serve on boards and commissions, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers.

The City Council has engaged more and more citizens in the process of government by creating new boards and commissions when the need arises. At present, the City of Loveland has the following boards and commissions:

- Affordable Housing Commission (AHC)
- Citizens' Finance Advisory Commission (CFAC)
- Community Marking Commission (CMC)
- Construction Advisory Board (CAB)
- Creative Sector Development Advisory Commission (CSDAC)*
- Cultural Services Board (CSB)
- Disabilities Advisory Commission (DAC)
- Fire & Rescue Advisory Commission (FRAC)
- Golf Advisory Board (GAB)
- Historic Preservation Commission (HPC)
- Human Services Commission (HSC)
- Library Board (LB)
- Loveland Utilities Commission (LUC)
- Open Lands Advisory Commission (OLAC)
- Parks and Recreation Commission (PRC)
- Planning Commission (PC)
- Police Citizen Advisory Board (PDCAB)
- Senior Advisory Board (SAB)
- Transportation Advisory Board (TAB)
- Visual Arts Commission (VAC)
- Youth Advisory Commission (YAC)

*In accordance with City Code Section 2.60.290, the CSDAC shall expire on December 31, 2013 unless extended by ordinance of the City Council.

In addition to the above, the City Council is responsible for making appointments to several boards and commissions whose powers and duties are defined under state law, and whose functions go beyond advising and making recommendations to the City Council. Those boards and commissions are:

- Employees' Pension Board
- Housing Authority

If a member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial interests.

Occasionally gifts are offered to members. Rules regarding acceptance of gifts are set forth in Chapter 2.73 of the City Code.

State law provides that a member shall not hold an interest in a business or undertaking that may possibly be directly and substantially economically affected by any official action of the member's board or commission. A member shall not perform an official act causing an economic benefit to the member's business or economic detriment to the member's business competitors.

For six months following termination of office, a member should not obtain employment in which a direct advantage, unavailable to others, will be gained in matters with which the member was directly involved.

A member shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that member's board or commission.

If a member has a personal or private interest in any matter before the board or commission, the member must disclose the interest to the board or commission, must not vote on the matter, and must refrain from attempting to influence the other members in voting on the matter. However, if that member's participation is necessary to obtain a quorum or to otherwise enable the board or commission to act, the member may vote if, prior to acting, the interested member discloses the nature of his private interest. The disclosure shall be made in writing to the Secretary of State, listing the amount of his financial interest, if any; the purpose and duration of his services rendered, if any; and the compensation received for the services, and such other information as is necessary to describe his interest. Following this procedure, if the interested member then proceeds to vote, the member shall state for the record that the member has an interest and shall summarize the nature of the interest. The member should consider not only his or her financial interests and investments, but also those of the member's spouse and children.

If a member is unsure of his or her legal responsibilities on any matter coming before the board or commission, the member should seek the advice of the City Attorney's Office before the meeting.

Training for New Board Members

Recognizing that a newly-appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the city will provide informal and/or formal training opportunities for each newly-appointed member. The Council liaison, staff liaison, and chairperson of the board or commission shall work cooperatively to establish a training process that will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission. Where appropriate, in-service training should be provided which may include presentations on the responsibility of board and commission members, parliamentary procedure, conflicts of interest, specific board or commission mission, consensus and decision making model, city administration overview, open meetings, and language of local government and commonly used abbreviations and acronyms.

Board and commission members should be invited to in-service opportunities offered by the city. Board and commission members should be encouraged to identify in-service opportunities that would be specifically

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board or commission. The vice chairperson may request the assistance of other members in carrying out the duties of the office.

Recording Secretary

The recording secretary is responsible for taking the minutes of the meeting and for keeping a record of the proceedings of the board or commission. The secretary also performs any additional duties or functions that the board or commission may assign. The secretary prepares an agenda in advance of each meeting. Minutes from meetings shall be recorded as soon as possible. A copy of the approved minutes from each meeting shall be deposited with the Loveland city clerk.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be one year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than two consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Council Liaison

The City Council liaison assigned to a board or commission shall serve the following roles:

1. Communicate with the board or commission when City Council communication is needed and to serve as the primary two-way communications channel between the City Council and the board or commission.
2. Participate in filling vacancies, reviewing applications, and interviewing candidates for the board or commission.
3. Serve as the primary informal City Council contact.
4. Help answer questions the board or commission may have about the role of the City Council, municipal government, and the board or commission.
5. Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
6. Provide procedural direction and relay the City Council's position to the board or commission.
7. Serve as City Council contact rather than an advocate for or ex-officio member of the board or commission.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, members should discuss the matter among themselves (still in open meeting) and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the City Attorney's Office.

APPOINTMENT AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular board or commission, the following guidelines will be used in dealing with appointments and vacancies to boards and commissions.

Whenever a vacancy occurs on a board or commission, whether by expiration of term of office, removal of a member, or resignation, the following steps shall be taken unless otherwise stated herein or directed by the City Council:

1. The chairperson shall notify the City Manager's Office of the vacancy.
2. Upon notice of the vacancy or not less than seventy-five days prior to the expiration of a term, whichever is applicable, the City Manager's Office will notify the City Council of the vacancy and notify the public of the availability of the position. The City Manager's Office shall establish a closing date for the receipt of applications, which date shall be not less than thirty days from the date of the first notification to the public. Applications received after the closing date shall not be considered by the interview committee.
3. The chairperson should announce the vacancy at the first meeting after being notified of the vacancy and urge the members to solicit qualified candidates.
4. Applications shall be in a form determined by the City Manager, but shall include, without limitation, a question related to the applicant's current service on other city boards and commissions.
5. Private interviews for the position shall occur within a reasonable time following the closing date for receipt of applications and shall be scheduled by the staff liaison. The interview committee shall consist of the following persons: the City Council liaison; the staff liaison; and the chairperson.
6. Immediately following the interviews, the interview committee shall advise the City Manager's Office of its recommendation. The City Manager's Office will endeavor to place the matter on the next available City Council agenda for consideration of the appointment. If an alternate is selected by the interview committee, the appointment of the alternate also shall be placed on the agenda for consideration.
7. The recommendation of the interview committee and the appointment by the City Council shall be based upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other city boards and commissions, and other factors deemed relevant by the City Council. The recommendation of the interview committee shall be considered but shall not be binding upon the City Council.

EXPENSE REIMBURSEMENT

The city will reimburse any member of a board or commission who incurs expense for travel, lodging, registration fees, and the like where such expenses have been provided for in the budget of the department with which the board or commission is connected. To make sure that an anticipated expense is authorized, all subject expenditures must be cleared in advance through the City Manager's Office.

LIABILITY

When performing the function for which a member is appointed, such member is an authorized volunteer of the City of Loveland and is entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. Many homeowners' insurance policies provide some coverage for acts undertaken as a volunteer. Please consult your insurance agent regarding any such coverage. The City Attorney's Office is available for further discussions regarding liability.

BOARDS AND COMMISSIONS

For specific information regarding the City's boards and commissions and a description of their membership requirements and duties, please see City Code Chapter 2.60, available online at www.cityofloveland.org, or contact the City Manager's Office at (970) 962-2303, or the City Clerk's Office at (970) 962-2322.

CITY OF LOVELAND
PLANNING COMMISSION MINUTES
December 23, 2013

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on December 23, 2013 at 6:30 p.m. Members present: Chairman Meyers; and Commissioners Middleton, Massaro, Molloy, Dowding, Ray and Prior. Members absent: Commissioner Crescibene. City Staff present: Bob Paulsen, Current Planning Manager; Judy Schmidt, Deputy City Attorney, Bethany Clark, Community and Strategic Planning.

These minutes are a general summary of the meeting. For more detailed information, audio and videotapes of the meeting are available for review in the Community Services office.

CITIZEN REPORTS

There were no citizen reports.

STAFF MATTERS

1. Highway 287 Strategic Plan

The City is developing an Advisory Committee to provide input on the Highway 287 Strategic Plan process and is requesting one or two Planning Commission members to serve on the committee. Development of the plan will include an extensive public outreach component, market study, and economic analysis.

In January 2012 City Council identified the Highway 287 Strategic Plan as a priority and funding was provided in July 2013. The goals of the plan are to: (i) generate private investment; (ii) create a positive image along the corridor; (iii) facilitate redevelopment; (iv) increase jobs and generate new tax revenue; (v) create a gateway corridor to downtown; (vi) improve public infrastructure, and; (vii) define implementation strategies and recommendations for action.

The timeline for the project is as follows:

Nov 13-Jan 14-Project Initiation

Dec 13-Feb 14-Analysis of Corridor Conditions

Feb 14-Apr 14-Corridor Vision + Alternatives

Apr 14-Jun 14- Development of the Strategic Plan

Ms. Clark explained that Strategic Planning is looking for two planning commissioners who could volunteer their time for the project. The first meeting would most likely be mid-January 2014.

Ms. Clark explained that the plan will include two segments of Highway 287. The 4.5 mile segment north of Downtown and the 3.0 mile segment south of Downtown.

Chair Meyers asked if county businesses would be included in the study or only city businesses. **Ms. Clark** replied that both county and city businesses will be invited to participate in the study.

Commissioner Ray asked what time the meetings would be held. **Ms. Clark** stated the meetings would most likely be around the 4-6 pm timeframe on a weekday.

Ms. Clark explained that the committee would prefer someone from the Planning Commission who has a background in architecture and landscape design. **Mr. Molloy** explained that he has design experience, but would like to have another Commissioner be involved on other committees.

Chair Meyers stated that **Commissioner Prior** would be a good candidate and explained that the new Commissioner who has been nominated might be a good fit.

The Planning Commission decided to discuss the 2nd candidate at the next Planning Commission meeting once all members are available for discussion.

Commissioner Molloy asked what other members will be on the committee. **Ms. Clark** responded that the other committee members will include a Transportation Advisory Board member, a Loveland Utilities Commission member, and city/county property owners.

Commissioner Ray commended other Commissioners for stepping up to volunteer given that there were more volunteers than needed.

COMMITTEE REPORTS

Commissioner Molloy stated at the last Title 18 Committee meeting, future projects for 2014 which included landscape standards, and xeric plantings were discussed.

Commissioner Prior questioned if the xeric plants that are being planted along the highways would be killed due to chemicals being used on the roads during snow removal. He questioned if they should be planted only to end up being killed.

Mr. Paulsen responded that the city has not had a concerted review of the use of mag-chloride on the roads and its impact on plantings along streets, and stated that it is an item open for discussion and consideration.

COMMISSIONER COMMENTS

There were no comments.

APPROVAL OF THE MINUTES

Chair Meyers asked if there were any corrections needed in the November 25, 2013 meeting minutes. **Commissioner Massaro** asked for a correction to page 2 paragraph 8 to reflect his title from "Chair of the Larimer County Democratic Party" to "House District 51 Director". After **Ms. Kreutzer, Planning Commission Secretary** noted the correction, **Commissioner Dowding** moved to approve the minutes. Upon a second by **Commissioner Ray**, the meeting minutes were approved 7-0.

REGULAR AGENDA

1. North Cleveland Sub-Area Code Amendment

This is public hearing on a legislative matter. Staff is proposing an amendment to the Municipal Code to allow limited on-site signage to home occupation businesses located within the North Cleveland Avenue corridor. The Commission's task is to review the amendment and to make a recommendation for final action to the City Council.

Mr. Paulsen shared that this code amendment is a legislative matter that came about after having conversations with property owners in the North Cleveland Sub-Area corridor. He explained that properties within this district are zoned R3e, and explained that a few years ago, some amendments were put into place making greater allowances for office uses.

Mr. Paulsen communicated that there has been a transition in the area from what was built as a residential district, to an office/business district. To facilitate the transition, zoning was amended to allow office uses more readily. He explained that because there are still residential uses in the corridor, Planning felt at the time that the corridor should respect the existing residential environment.

With the new amendment, **Mr. Paulsen** explained that home occupations would be permitted to have a sign associated with the perspective business. He clarified that the municipal code currently does not allow signs for home occupations. He stated that because of the redeveloping area of the Cleveland corridor, it would be appropriate to allow signs for home occupation businesses.

Mr. Paulsen finished by explaining the sign specifications within the provisions would allow a 20 (twenty) square foot sign.

Commissioner Massaro asked if the signs would only be illuminated externally and asked why internal lighting would not be allowed. **Mr. Paulsen** stated that externally lit signs would be consistent with the policy in the area.

Commissioner Middleton asked Mr. Paulsen to define what a "business" is. **Mr. Paulsen** explained that home occupation applications are processed through Current Planning via the Home Occupation application.

Chair Meyers opened the public hearing.

Seeing no citizen comments, the public hearing was closed.

Commissioner Molloy stated this issue was discussed at the most recent Title 18 Committee meeting and he feels that the proposal will allow home occupation businesses improved business opportunities by allowing signs.

Chair Meyers voiced his approval of the idea.

Commissioner Middleton made a motion to find that the proposed amendments to Title 18, described in the December 23, 2013 Planning Commission staff report, are in substantial compliance with the Loveland Comprehensive Plan; and based on that finding, recommend that City Council approve the amendments to Title 18 as described herein and as amended on the record. Upon a 2nd from **Commissioner Dowding** the motion was unanimously approved.

ADJOURNMENT

Commissioner Molloy, made a motion to adjourn. Upon a second by **Commissioner Ray**, the motion was unanimously approved and the meeting was adjourned.

Approved by: _____
Buddy Meyers, Planning Commission Chairman

Kimber Kreutzer, Planning Commission Secretary



**DEVELOPMENT SERVICES
Current Planning**

500 East Third Street, Suite 310 • Loveland, CO 80537
(970) 962-2523 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

MEMORANDUM

TO: City of Loveland Planning Commission

FROM: Brian Burson, Current Planning Division

DATE: January 13, 2014

RE: extension of Planning Commission approval of North Lincoln Ave 2nd Subdivision preliminary plat

I. STAFF RECOMMENDATION

City staff recommends that the Planning Commission approve the following motion:

"Move to further extend the December 2, 2008 Planning Commission approval of the Preliminary Plat for North Lincoln Avenue 2nd Subdivision from December 11, 2013 to December 11, 2015, subject to the conditions of approval set forth in Attachment 3 of this report."

II. ATTACHMENTS

1. Vicinity map.
2. Applicant's letter of request dated December 9, 2013
3. Original conditions of approval from the July 9, 2007 Planning Commission minutes.
4. North Lincoln Avenue 2nd Subdivision preliminary plat, as conditionally approved by Planning Commission on July 9, 2007.
5. Overall PDP site plan for Sanctuary on the Park PUD, as approved by City Council on December 2, 2008.

III. ANALYSIS

A. Summary:

This is a request by Solitaire Investments, LLC, for an additional two year extension of the Planning Commission approval of the North Lincoln Avenue 2nd Subdivision preliminary plat. The request indicates that they have been unable to market the property successfully due to the ongoing economic slow-down. The Applicant's letter of request does not specifically state the term of requested extension. However, a telephone conversation with the Applicant on January 7, 2014, confirmed that they are requesting a two year extension.

B. Background:

The preliminary plat for North Lincoln Avenue 2nd Subdivision was originally approved by the Planning Commission on July 9, 2007, along with a recommendation of approval for the accompanying rezoning and Sanctuary on the Park PUD Preliminary Development Plan known. The subsequent City Council action denied the rezoning and PDP applications. Since Planning Commission approval of the preliminary plat was conditioned upon City Council approval of the rezoning and PDP, this automatically resulted in a disapproval of the preliminary plat as well.

The Developer subsequently took legal action against the City for the disapproval. The outcome of this process was to remand the rezoning and PDP applications back to the City Council for a new determination, formally implementing a negotiated settlement between the parties to reduce the density to 144 dwelling units and an 8% increase in the total open space in the project. This had the automatic effect of reinstating the Planning Commission approval of the preliminary plat, as of the date of December 2, 2008.

C. Process:

Title 16 of the Municipal Code (the subdivision code) authorizes the Planning Commission to approve all subdivision preliminary plats, subject to appeal to the City Council. Section 16.20.020 of the Municipal Code (the subdivision code), and Section 18.41.050.E.6 of the Municipal Code (the PUD code), stipulate that City approval of both the preliminary plat and PDP expire one year after initial approval. In order to maintain the validity of the preliminary plat and/or PDP, the applicant must submit a complete application for subdivision final plat and PUD Final Development Plan before that deadline, or submit a written request for extension. Section 16.20.020 authorizes the Planning Commission to approve all such extension requests for preliminary plats. Section 18.41.050.E.6 authorizes the Current Planning Manager to approve extensions of the PDP approval.

The Developer has requested, and received, Planning Commission approval of 3 previous extensions for this subdivision plat, as follows:

12/14/09 - 2 year extension
11/28/11 - 1 year extension
11/26/12 - 1 year extension

In each case, the Current Planning Manager also approved a matching extension for the related PDP. These actions have extended the validity of the plat and PDP until December 11, 2013. If the Planning Commission approves the further extension of the preliminary plat, the Current

Planning Manager will again approve a matching extension of the PUD Preliminary Development Plan. Since the Developer's request for this additional extension was submitted prior to December 11, 2013, the preliminary plat and Preliminary Development Plan are still considered valid until the Planning Commission and Current Planning Manager take formal actions on this request.

D. Neighborhood response

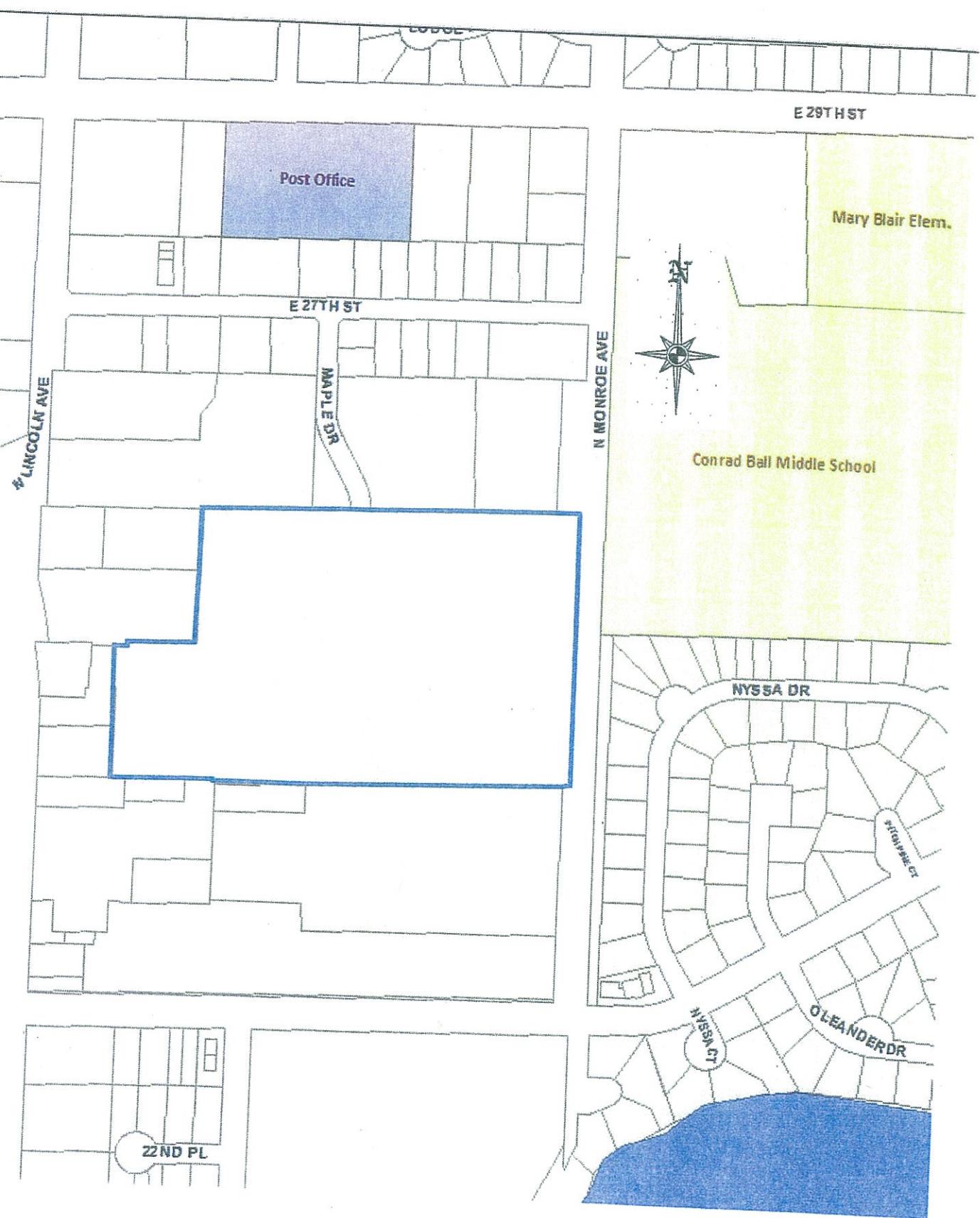
A request for extension does not require a neighborhood meeting or public hearing. With the original overall process, the neighborhood was more comfortable with the project at the lower density and higher open space.

E. Key Issues

City development review staff have been consulted in conjunction with the requested extension. Since the original conditions of approval require the final plat and PUD Final Development Plan to meet the City standards in effect at time of final application, staff has no concern about the extension.

IV. RECOMMENDED CONDITIONS:

There are no recommended additional or revised conditions from City staff for the extension. By referencing the original conditions as part of the recommended motion, the original conditions adopted with the original approval will continue to apply.



SANCTUARY ON THE PARK VICINITY MAP

ATTACHMENT 1

Sanctuary on the Park
aka North Lincoln Avenue 2nd Subdivision

December 9, 2013

Brian Burson, Senior Planner 970-962-2945 F.
City of Loveland
500 E. Third St.
Loveland, CO 80537

Dear Mr. Burson,

Please consider this letter as our request to further extend the Preliminary Plat and Preliminary Development Plan for the property as noted above. This site still on the market for sale and has been presented to the brokerage community and many developers.

There has been some interest, but no bona fide offer to purchase as yet. Our broker may be consulted if you wish. Let me know if you would like his contact information.

Sincerely



Joan Beldock
Member, Solitaire Investment, LLC
2250 S. Vaughn Way #102
Loveland, CO 80014
303-752-4940

RECEIVED
DEC 11 2013

ATTACHMENT 2

1 *Commissioner Haenny made a motion to recommend to City Council that they review the issue of*
2 *the intersection at 29th Street and Monroe Avenue and consider allowing a variance from the*
3 *LCUASS standards and determine what the developer shall contribute to cash-in-lieu for their*
4 *proportionate share of responsibility for the right turn lane. Upon a second by Commissioner*
5 *Crescibene the motion was unanimously adopted.*

6

7 The following conditions are recommended by City staff.

8

9 RECOMMENDED CONDITIONS

10

11 A. Preliminary Development Plan:

12

13 Power:

14

15 1. Unless Water and Power requirements for location of meters and other electrical equipment
16 can be met on Condominiums, the following will apply:

17

18 a. For all multi-family buildings of three or more units per building, electric meters will
19 be located centrally on or near the building.

20 b. The developer or his representative will be responsible for installing the underground
21 electric service to the meter per the National Electric Code.

22

23 2. For all other multiplex buildings of three units or more, electric meters will be located
24 centrally on or near the building, and the developer or his representative will be responsible for
25 installing the underground electric service to the meter per the National Electric Code.

26

27 3. Any costs associated with the relocation, raising, or lowering of existing underground and
28 overhead electric lines and facilities shall be the responsibility of the developer.

29

30 4. The twenty-two foot utility easements in the road ways are not adequate for the total needs of
31 power installation to all aspects of the site. As part of the final plat, the Developer shall depict and
32 dedicate sufficient utility easements throughout the development to assure that all power
33 improvements can be installed as needed, as determined in the sole discretion of the Power
34 Department.

35

36 Stormwater:

37

38 5. Prior to approval of the Final Plat and Final Construction Drawings, the Developer shall
39 provide the Loveland Stormwater Utility with a recorded copy of an Agreement between the Big
40 Lateral Ditch Company and the Developer to tie into their pipeline with the proposed detention pond
outlet pipe.

41

42 Fire Prevention:

1 6. Prior to approval of the FDP a "Fire Lane – No Parking" sign plan shall be submitted for
2 review and approval.

3

4 **Transportation Development Review:**

5 7. Notwithstanding any information presented in the Preliminary Development Plan (PDP),
6 preliminary plat or accompanying preliminary construction plan documents (text or graphical
7 depictions), all public improvements shall conform to the Larimer County Urban Area Street
8 Standards (LCUASS), as amended, unless specific variances are requested and approved in writing.

9

10 8. Prior to approval of the Final Development Plan (FDP), final public improvement
11 construction plans or the final plat, the developer shall submit recorded deeds of dedication to the
12 City for all offsite right-of-way required for transportation facilities needed to meet City ordinances
13 and/or any development conditions applicable to the property, unless otherwise approved by the City
14 Engineer.

15

16 9. Prior to approval of the FDP or final public improvement construction plans, the developer's
17 construction plans shall show the complete design for the proposed local street north extension of
18 Maple Drive to connect to the 27th Street and Lincoln Drive intersection; unless already designed by
19 others.

20

21 10. Prior to the issuance of any building permits within the PDP, pursuant to the provisions in
22 Section 16.40.010.B of the Loveland Municipal Code, the developer shall design and construct the
23 following improvements, unless designed and constructed by others. A cash-in-lieu payment or
24 financial security for all or part of these improvements may be accepted if approved by the City
25 Engineer:

- 26 a. Monroe Avenue to major collector standards adjacent to the property including curb,
27 gutter, and sidewalk on the west side and offsite tapers to match the existing roadway
- 28 b. Maple Drive extending from the south property line of this development to the south
29 property line of the Willow Park Addition per the LCUASS local street standards (including
30 curb, gutter, and sidewalk on both sides of the street)
- 31 c. A street connecting Maple Drive to the 27th Street and Lincoln Drive intersection per
32 the LCUASS local street standards (including curb, gutter, and sidewalk on both sides of the
33 street)
- 34 d. Northbound right-turn lane at US 287 and 23rd Avenue. Any costs associated with
35 oversizing the roadway improvements shall be reimbursable to the developer per standard
36 City policies.
- 37 e. Eastbound right-turn lane at 29th Street and Monroe Avenue.
- 38 f. An enhanced pedestrian crossing of Monroe Avenue as approved by the City.

39

40 **Current Planning:**

41 11. Before issuance of the first building permit for any permanent structure on the site, the

1 Developer shall install all landscape shown on the approved landscape plans, unless financial
2 security is filed by the Developer with the City to assure installation at a later date acceptable to the
3 City. Installation of the landscape and/or filing financial security may be phased, based on a phasing
4 plan submitted with the FDP or at time of building permit application.
5

6 For areas landscaped with dry land seed mix, the City shall not give approval of the landscape and/or
7 shall not release any financial security, until such time that the City determines that the
8 grasses/ground cover in said areas are successfully emergent, in the sole discretion of the Current
9 Planning Manager.
10

11 12. Before issuance of the first building permit for any permanent structure on the site, the
12 Developer shall install all open space improvements or amenities, such as private walks, fences,
13 walls, etc. as shown on the approved plans, unless financial security is filed by the Developer with
14 the City to assure installation at a later date acceptable to the City. Installation of the landscape
15 and/or filing of financial security may be phased, based on a phasing plan submitted with the FDP or
16 at time of building permit application.
17

18 13. Before issuance of the first building permit for any permanent structure, the Developer shall
19 install all paving, striping and signage for the internal circulation and parking areas, as shown on the
20 approved plans. Paving and striping and/or filing of financial security may be phased, based on a
21 phasing plan submitted with the FDP or at time of building permit application.
22

23 14. All exterior lighting shall comply with the lighting plans approved as part of the FDP. All
24 exterior lighting shall be designed, installed and maintained in a manner that assures that no direct
25 light or glare is visible beyond the property lines of Lot 1, Block 1.
26

27 15. As part of any FDP for the multi-family phase of the development, the Developer shall
28 provide a design and timing mechanism, acceptable to the Fire Marshal and Current Planning
29 Manager, for installation of a suitable driving/travel surface for the future emergency, pedestrian and
30 bicycle access located between the parking drive lane and west property line, just south of garage #2,
31 as shown on the PDP site plan. The design and mechanism for the pedestrian and bicycle connection
32 can be separate from the design and mechanism for the emergency access connection.
33

34 16. Upon development or redevelopment of the adjacent Lot 1, Block 1 of the North Lincoln
35 Avenue 1st Subdivision, and if, in the judgment of the Fire Marshal and Current Planning Manager,
36 said development or redevelopment provides an opportunity to provide a shared emergency,
37 pedestrian and/or bicycle access connection from Sanctuary on the Park to said adjacent lot, the
38 Property Owner of this portion of Sanctuary on the Park PUD shall, within 30 days of receipt of
39 written notice from the City, remove the section(s) of the west perimeter fence sufficient to allow
40 unhindered and unobstructed movement of emergency vehicles, pedestrians and bicyclists across all
41 portions of the travel surface described in condition 16.a. above.

1
2 17. If, at the time of FDP, an agreement is reached between the Developer and the City to
3 approve Sanctuary on the Park as an affordable housing development, pursuant to City standards and
4 as described in Section 11 of the PDP narrative, a reduction in all applicable private and public
5 improvements, such as landscape and sidewalks, may be authorized by the Director of Development
6 Services of the City of Loveland.

7
8 18. Notwithstanding the actual landscape depictions on sheet 5 of the PDP, the FDP landscape
9 plan shall provide a detailed design for all normally required landscape bufferyards along the
10 perimeters of the development, as set forth in the Landscape Buffer Areas Table on sheet 5 of the
11 PDP, and as adjusted to comply with all applicable conditions of approval.

12
13 19. Landscaped entry features, consistent with the City standards, shall be included in the FDP
14 landscape plans.

15
16 20. In order to preserve any active raptor nest that may be located in existing mature trees, no
17 initial site work or disturbance to the site, including tree removal or trimming, may be performed
18 during the months of February-July of each year.

19
20 If the Developer desires to commence work during the months of February-July, it may submit to the
21 Current Planning Manager of the City an updated written report, from a qualified professional,
22 indicating whether there are any active raptor nests in any portion of the site. Upon review of this
23 report by the Current Planning Manager, and any other available sources of expertise in this field, the
24 Current Planning Manager may determine, in his/her sole discretion, that no disturbance to active
25 nests would occur and that site work may commence. If such a determination is made, it shall be
26 communicated to the Developer in writing. No work on the site shall commence until such time such
27 that said written authority has been granted by the Current Planning Manager.

28
29 21. A limited solid-material fence, such as split rail or equal, shall be provided along that portion
30 of the north perimeter of the site adjacent to the church. This fence shall be included in the FDP
31 submitted to the City.

32
33 B. Preliminary Plat:

34
35 Fire Protection:

36
37 22. Prior to approval of the Final Plat, a "Fire Lane – No Parking" sign plan shall be submitted
38 for review and approval by the fire department.

39
40 Current Planning:

1 23. No final plat for this site may use blanket easements and building envelopes in-lieu-of
2 platting specific easements needed for public utilities, public drainage and other public purposes.
3

4 24. As part of the final plat, the owner(s) of record of the Big Lateral Ditch Easement passing
5 through the property must either sign the final plat, for dedication of the proposed street, or an
6 appropriate release form approved for this purpose by the City Attorney.
7

8 25. The Planning Commission approval of the preliminary subdivision plat shall not become
9 effective until the effective date of the City Council ordinance approving the rezoning of Parcels 1
10 and 2 of the North Lincoln Avenue Addition from R-2 to Sanctuary on the Park PUD (P-99).
11

12 26. At time of final plat, the Developer shall provide utility easements having a minimum width
13 of 5 feet, located along the entire perimeters/footprints of all single-family attached dwelling units,
14 for the installation of utility service and meters.
15

16 27. At time of final plat, the Developer shall dedicate an emergency, pedestrian and bicycle
17 access easement in the area located between the parking drive lane and west property line, just south
18 of garage #2, as shown on the PDP site plan.
19

20

21 3. Various Amendments to Title 18.

22

23 A public hearing to consider amendments which make up the Group I amendments and relate to
24 lighting standards and guidelines, landscape standards and guidelines, and portable signs in
25 downtown Loveland. The vested rights amendments have been added to Group II, which will be
26 presented to the commission in the near future.
27

28 Sherry Albertson-Clark, Consultant gave a staff presentation on lighting and illumination
29 amendments to Title 18 and stated the changes are a blend of existing requirements and I-25 lighting
30 requirements.
31

32 Gary Wilson, Community and Strategic Planning gave a staff presentation on amendments to the
33 sign code. He stated currently there are no regulations in place for portable signs making it
34 impossible for Code Enforcement to enforce. He stated the amendments would include restrictions
35 regarding rights-of-way, size limitations and materials used. He commented that businesses would
36 be required to take down their signage when they are closed. He responded to questions and stated
37 portable signs would be restricted to the downtown area and that if allowed city-wide he believed
38 there would be a proliferation of signs oriented to traffic.
39



Stantec

Copyright Reserved

The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to States without delay.
No part of this drawing or its details and drawings are the property of Stantec. Reproduction or use for any purpose other than that authorized by Stantec is forbidden.

Consultants

Legend

SECTION CORNER MONUMENT AS NOTED

1/4 CORNER MONUMENT AS NOTED

FOUND PROPERTY CORNER AS NOTED

(R) RECORD DIMENSIONS FROM LAND SURVEY PLAT REC. NO. 97034184

(D) RECORD DIMENSIONS FROM DEED AT REC. NO. 20070001502

SECTION LINE

EXISTING RIGHT OF WAY LINE

EXISTING EASEMENT

PROPOSED RIGHT OF WAY LINE

LOT LINE

BOUNDARY

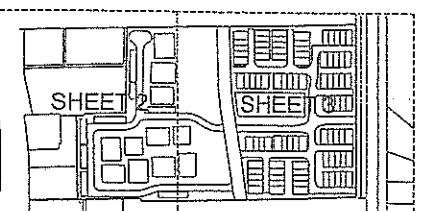
PROPOSED UTILITY EASEMENT

CENTERLINE ROAD

BUILDING TIES

EMERGENCY ACCESS EASEMENT

BUILDING ENVELOPE



KEY MAP
(NOT TO SCALE)

File Name: 10530-p102.dwg

10530-p102.dwg

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

07.01.24

Copyright Reserved

The Contractor shall verify and be responsible for all dimensions. DO NOT use the drawing - any errors or omissions shall be reported to Stantec without delay.
The Copyrights to all designs and drawings are the property of Stantec. Reproduction or use for any purpose other than that authorized by Stantec is forbidden.

Consultants

Legend

- ◆ SECTION CORNER MONUMENT AS NOTED
- △ 1/4 CORNER MONUMENT AS NOTED
- FOUND PROPERTY CORNER AS NOTED
- (R) RECORD DIMENSIONS FROM LAND SURVEY PLAT REC. NO. 97034184
- (D) RECORD DIMENSIONS FROM DEED AT REC. NO. 20070001502
- SECTION LINE
- EXISTING RIGHT OF WAY LINE
- PROPOSED EASEMENT
- LOT LINE
- BOUNDARY
- PROPOSED UTILITY EASEMENT
- CENTERLINE ROAD
- BUILDING TIES
- EMERGENCY ACCESS EASEMENT
- BUILDING ENVELOPE

File Name: 10530-PLAT.Dwg KLS DLS
Dm Chkd. Dsgn. 07.01.15

Permit Seal

Client/Project

SOLITAIRE INVESTMENTS LLC

PRELIMINARY PLAT OF NORTH LINCOLN AVENUE SECOND SUBDIVISION
LOVELAND, CO

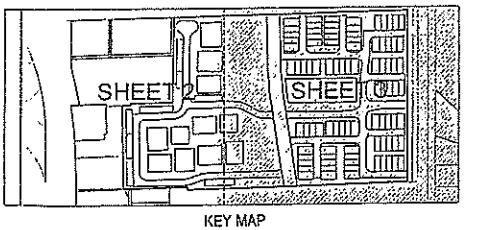
Title

RECEIVED
JUN 29 2007

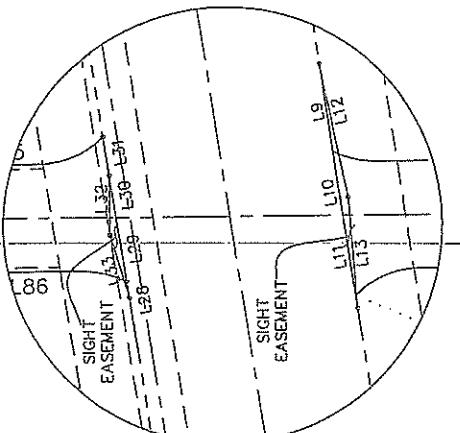
RECEIVED
JUN 2

A PRELIMINARY PLAT OF
**NORTH LINCOLN AVENUE SECOND
SUBDIVISION**

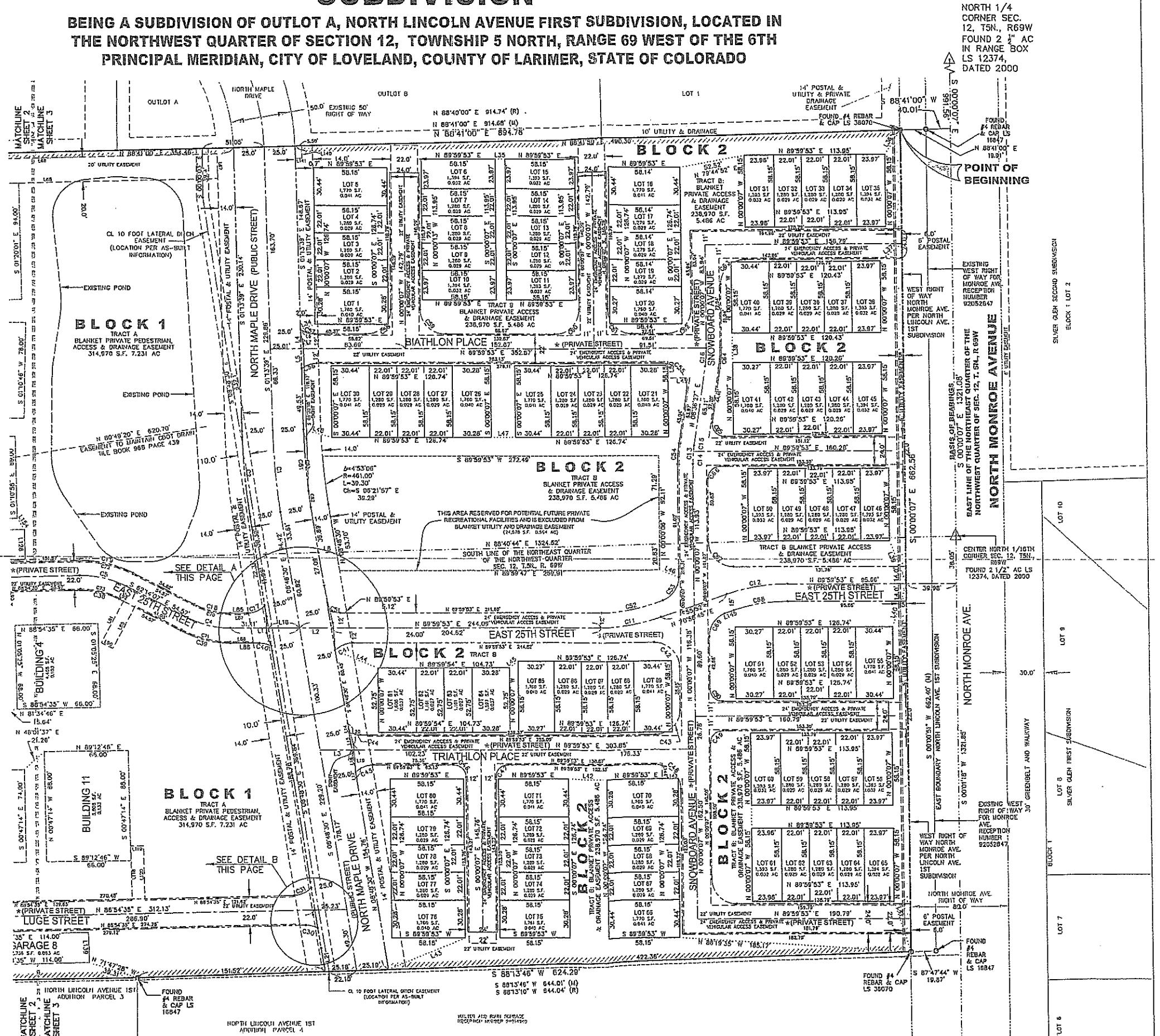
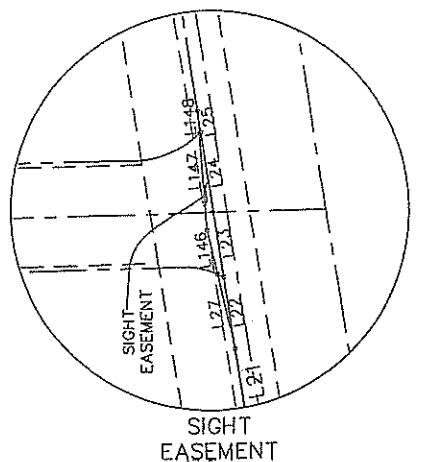
BEING A SUBDIVISION OF OUTLOT A, NORTH LINCOLN AVENUE FIRST SUBDIVISION, LOCATED IN
THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 5 NORTH, RANGE 69 WEST OF THE 6TH
PRINCIPAL MERIDIAN, CITY OF LOVELAND, COUNTY OF LARIMER, STATE OF COLORADO



* SEE PRIVATE DEDICATION
STATEMENT ON SHEET 1



SIGHT
EASEMENT
DETAIL A
DETAIL SCALE
1"=20'



North Lincoln Avenue
SECOND SUBDIVISION

Stantec Consulting Inc.
209 South Meldrum Street
Fort Collins CO USA
80521-2603
Tel. 970.482.5922
Fax. 970.482.6358
www.stantec.com

Stantec

Copyright Reserved

The Contractor shall verify and be responsible for all dimensions. DO
NOT scale Use drawing - any errors or omissions shall be reported to
Stantec without delay.

1/4 Corner monument designs and drawings are the property of
Stantec. Reproduction or use for any purpose other than that
authorized by Stantec is forbidden.

Consultants

Legend

- SECTION CORNER MONUMENT AS NOTED
- 1/4 CORNER MONUMENT AS NOTED
- FOUND PROPERTY CORNER AS NOTED
- RECORD DIMENSIONS FROM LAND SURVEY PLAT REC. NO. 97034184
- RECORD DIMENSIONS FROM DEED AT REC. NO. 20070001502
- SECTION LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING EASEMENT
- PROPOSED RIGHT OF WAY LINE
- LOT LINE
- BOUNDARY
- PROPOSED UTILITY EASEMENT
- CENTERLINE ROAD
- BUILDING TIES
- EMERGENCY ACCESS EASEMENT
- BUILDING ENVELOPE

File Name: 10530v-pl.dwg

PLS Dwg. Dwg. 07.01.15

Permit-Stamp



Client/Project
SOLITAIRE INVESTMENTS LLC

PRELIMINARY PLAT OF NORTH LINCOLN
AVENUE SECOND SUBDIVISION
LOVELAND, CO

Title

Project No. 10530 Scale 1"=40'
Drawing No. Sheet Revision

3 of 3



**Development Services
Current Planning**

500 East Third Street, Suite 310 • Loveland, CO 80537
(970) 962-2523 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

MEMORANDUM

Regular Agenda Item 1

January 13, 2014

To: Planning Commissioners

From: Bob Paulsen, Current Planning Manager

RE: Proposal for Establishing Planning Commission Guidelines

Recently, the Planning Commission and City staff have discussed whether it would be useful for the Commission to establish a set of guidelines to clarify Commission operations. While the Boards & Commissions Handbook provides guidance on some matters, the Handbook is very limited in the designation of policies and procedures relating to the Planning Commission. Policies or rules that might be addressed by a guidelines document adopted by the Commission include the following:

- Election procedures
- Term limits for Commission officers
- Committee Appointments
- Commissioners representing (or not representing) the Commission outside of Planning Commission meetings
- Voting policies on matters that have been continued from a previous meeting
- Frequency & content on reports from Committees
- Frequency & content on reports from the ZBA hearing officer
- Hearing procedures relating to:
 - Taking breaks
 - Time limits on public comment
 - Time limits on applicant presentations

If the Commission is interested in establishing a set of rules or policies to guide Commission operations, Planning and Legal staff are available to assist in the process.