



LOVELAND PLANNING COMMISSION MEETING AGENDA

**Monday, March 10, 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

- **Election of ZBA Hearing Officer Alternate**
- **Interviews for Planning Commission position**
- **Commission interest in electronic devices**
- **Departure of Kimber Kreutzer**

c. Committee Reports

d. Commission Comments

IV. APPROVAL OF MINUTES

Review and approval of the February 24, 2014 Meeting minutes

V. REGULAR AGENDA:

1. Jayhawker Addition Annexation

This is a public hearing item on a legislative and a quasi-judicial matter. This item was continued from the March 24, 2014 Planning Commission meeting at the request of Patricia Swisher. The City of Loveland is requesting the annexation and zoning of a 33-acre area located along the south side of west First Street. The property is adjacent to the River's Edge Natural Area. The annexation is being presented as a unilateral annexation of an enclave as permitted by State law. The subject property consists of two parcels: (1) the 30.77-acre Jayhawker Pond that is owned by the City which is

proposed to be zoned PP (Public Park); and (2) the 1.82-acre site owned by Lee and Patricia Swisher which is proposed to be zoned DR (Developing Resource). The Swishers have objections to the annexation. The Planning Commission's role is to review the proposed annexation and zoning request and make a recommendation for final action by the City Council.

2. Wintergreen 2nd Sub GDP and PDP Amendment

This is a public hearing regarding quasi-judicial matters pertaining to the consideration of amendments to the General Development Plan (GDP) for Wintergreen 1st Addition PUD, and the Preliminary Development Plan (PDP) for the related Wintergreen 2nd Subdivision. Wintergreen 2nd Subdivision is an approved and platted single family residential phase of the Wintergreen 1st Addition PUD, located along the south side of West 64th Street, approximately 1,200 lf. west of North Garfield Avenue (Hwy 287). The subject property is located to the south and west of the Super WalMart. The amendments propose to adjust building design standards and setback allowances to accommodate the model homes the Applicant is building in other front-range communities and in portions of the Millennium PUD. More specifically, the adjustments include allowances for garage frontages facing the street and the protrusion of garages beyond the front living portion of the homes. The proposed adjustments are proposed for all lots in this development, regardless of lot size or lot width. The applicant is Babcock Land Corporation, Jeff Mark.

Staff believes that, if the recommended conditions are adopted, all key issues will be adequately resolved. At the neighborhood meeting, no objection was voiced concerning the proposed house designs. If the GDP and PDP are amended, staff will subsequently also amend the pertinent FDP for this development.

VI. ADJOURNMENT

**CITY OF LOVELAND
PLANNING COMMISSION MINUTES
February 24, 2014**

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on February 24, 2014 at 6:30 p.m. Members present: Chairman Meyers; and Commissioners Middleton, Massaro, Molloy, Dowding, Crescibene, Forrest, Ray and Prior. Members absent: None. City Staff present: Bob Paulsen, Current Planning Manager; Judy Schmidt, Deputy City Attorney.

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. Code Amendment status- **Mr. Bob Paulsen, Current Planning Manager**, shared that the City Council approved on first reading the code amendments that the Commission recommended for approval in late. Second reading of the ordinances will be on 3/4/14.
2. Development Center plans-City staff is looking to develop a one stop shop development review center. This effort will occur as Public Works staff moves to the expanded service center, therefore opening up a space at the Fire Administration Building on 5th Street. The purpose of the Development Center is to improve convenience and review efficiency for customers. ETA is mid-year 2015. Staff is seeking the Planning Commission and Construction Advisory Board to conduct a joint workshop this spring to obtain input from the two boards and their customers. A second workshop is planned for the latter part of the summer.
3. Development Project update-two big projects in the queue, which are both at Centerra. The Lakes at Centerra residential project and the Bass Pro retail outlet and associated development adjacent to the Promenade Shops. These projects will not be brought to the Planning Commission because the Millennium GDP allows for administrative review only.
4. Planning Commission Vacancy-one seat has not been determined. City Council will discuss this matter at the 3/4/14 meeting and make a decision on who should conduct Planning Commission interviews. Applications were accepted until 2/10/14 and have since closed.
5. **Ms. Judy Schmidt, Deputy City Attorney** announced that **Mr. John Duvall, City Attorney**, has submitted his resignation. City Council will address this item at the 3/4/14 City Council meeting.

COMMITTEE REPORTS

Commissioner Molloy shared that the Title 18 Committee discussed plans for the City Development Review Center at their last meeting. Other topics of discussion questioned how long Commissioners should serve on the Title 18 Committee, and what the goal of the Title 18 Committee should be going forward. **Mr. Paulsen** will send out summary minutes to the

Planning Commission after each Title 18 Committee meeting, held once a month. He would also be willing to send out the minutes to City council if they wish.

Commissioner Forrest spoke of the 287 corridor study and shared that there have been two meetings so far, to establish goals. There are several workshops to be held on 2/26/14 for community feedback and questions.

Chair Meyers attended a meeting organized by the City to help set priorities for a new priority based budgeting process. He shared that it was an interesting meeting and feedback would be provided by the City Council in the next few weeks.

COMMISSIONER COMMENTS

Commissioner Molloy stated that he listened to the last Planning Commission meeting and explained he took exception some of the items that were discussed, including some apparent criticism of his involvement on multiple committees. He stated he has been on the Planning Commission for seven years and has been chair, vice-chair, and the ZBA hearing officer. He felt that he has had a good reputation during his tenure on the Commission. He stated he would like to remove himself as the ZBA hearing officer alternate.

Chair Meyers stated he supports **Commissioner Molloy** and the work he has done on the Commission.

Commissioner Middleton clarified that the concern he brought up at the last Planning Commission meeting questioned if one Commissioner should serve on three different committees at the same time.

Commissioner Molloy felt he has been appropriate in his involvement on the committees and explained the only thing he gets from the committees is the satisfaction of volunteering.

APPROVAL OF THE MINUTES

Chair Meyers asked if there were any corrections needed in the January 13, 2014 meeting minutes. No corrections were requested. **Commissioner Ray** made a motion to approve the January 13, 2014 meeting minutes, upon a 2nd from **Commissioner Crescibene** the minutes were approved 8-1 with **Commissioner Molloy** recusing himself since he was absent from the January 13, 2014 meeting.

REGULAR AGENDA

1. Jayhawker Addition Annexation

Mr. Troy Bliss, City Planner II, introduced **Mrs. Swisher**, the owner of the 1.8-acre property located adjacent to the Jayhawker ponds that is included within the annexation site. **Mrs. Swisher** requested that the Jayhawker Addition Annexation project be continued to the March 10, 2014 Planning Commission meeting due to the fact that her husband was ill and unable to attend tonight's meeting. **Commissioner Middleton** made a motion to continue the Jayhawker

Addition project to the March 10, 2014 Planning Commission meeting. Upon a 2nd by **Commissioner Ray**, the motion was unanimously adopted and the item was continued.

2. Affinity/Fox Pointe Rezoning

This is a public hearing item on a quasi-judicial matter. The applicant is requesting to rezone 12.72 acres from PUD to MAC (Mixed-Use Activity Center). The property is currently vacant and is located along the west side of Lincoln Avenue between 33rd Street and Polk Drive. The rezoning and associated concept master plan would allow development of a 3-story, 155-unit apartment complex for independent senior living. The complex would consist of one building with associated amenities. The Planning Commission's role is to review the proposed zoning and concept plan and make a recommendation for final action by the City Council.

Ms. Noreen Smyth, Senior Planner, explained that the applicant is proposing an independent senior housing development. The proposal consists of one three story, 155,815 sq. ft. multifamily apartment building on a 12.73 acre lot. The development will consist entirely of rental units with residents restricted to age 55 and above. It is anticipated that the development will include 155 units, with the concept plan indicating a range of 153-165 units to allow for the mix of two bedroom, one bedroom and studio units to be decided at time of building permit. The footprint of the building would remain unchanged from that shown in the conceptual plan within this range of units. The development is intended for seniors who are able to live independently, rather than for people who need assistance with daily living.

All units within the building will have full kitchens, full laundry facilities, and all other characteristics expected in standard apartments. The property will not include features of a nature found in assisted living facilities such as on-site caregivers or a dining area with meal service. However, the intent of the development is to encourage a community lifestyle among residents and there will be a number of on-site communal facilities and services to promote this. There will be full-time and part-time staff members organizing activities for residents. Indoor and outdoor common areas are designed to allow for resident interaction. While the specific amenities may change, the intent of the applicant at this time is to include the following:

- A separate pool building with a pool, hot tub, pool changing area, woodshop and yoga studio
- An outdoor raised garden
- A barbecue area
- A walking path circulating the grounds

MAC allows the proposed use by right, the district requires a conceptual master plan to be submitted in conjunction with a request for rezoning, and the rezoning approval is subject to compliance with the associated conceptual master plan. In the event that the master plan approved with the MAC zoning does not proceed to construction, a developer would have to bring a new conceptual master plan before the Planning Commission and City Council for approval before developing the site in a significantly different manner, or with a different use, than that in the approved plan.

Commissioner Molloy asked if 37th Street would be included in the traffic study for this project. **Ms. Smyth** explained that in the 2005 traffic study, the original plan stated the traffic would be fine. She noted that plans for this development are smaller with less traffic impact.

Mr. Sean Kellar addressed traffic concerns on 37th Street. He explained senior housing typically produces 30% less traffic (via trip generation rates). The 2035 traffic plan stated the improvement on 37th Street would not be needed until 2035 and would be a \$2.4 million project.

Commissioner Massaro asked if they completed a study to ensure the increased traffic would not impact the area. **Mr. Kellar** explained that it would not be needed until 2035.

Mr. Scott Morris stated that he represents the applicant, along with **Todd Johnson**. He explained the Affinity project would be for seniors 55 years and older. He shared that there will be no health care or food service on site, making it a hybrid of an assisted living facility. Nine other Affinity projects are in operation today, including one in Lafayette and are at 95% capacity. He stated he is not seeking any variances or setbacks. He shared that the developer would be providing adequate parking.

A neighborhood meeting was held on 2/10/14 and most citizens felt this project was a much more acceptable project than those previously proposed. **Mr. Morris** pointed out that traffic flow would not be impacting peak traffic times.

Commissioner Middleton asked what the timeframe of the project would be. **Mr. Morris** explained that their building permits would be pulled around the August timeframe, after going through the process with both the Planning Commission and City Council.

Commissioner Middleton asked what the rental cost would be. **Mr. Morris** explained rental costs would range between \$1,100 and \$1,600 per month. He stated they look for a 93%-97% occupancy rate.

Commissioner Middleton asked if the applicant would be providing meter spaces for electric cars. **Mr. Morris** stated that could be considered.

Commissioner Crescibene asked how many Affinity projects have been completed. **Mr. Morris** stated the first Affinity project was started in 2009. **Mr. Morris** also explained that his company does 8-9 projects per year, and stated that since 2000, none of the other development projects have been sold; all have remained in the portfolio. All amenities are included in the rent with the exception of a garage, phone and additional storage units.

Commissioner Forrest asked if the design included sustainability options. **Mr. Morris** stated green building standards were included, but it is not a LEED certified project.

Commissioner Massaro asked if a walkway area was included in the site plan to allow for a shorter walk to shopping amenities and bus stops to the south. **Mr. Morris** stated they are attempting to work out a solution to allow for that access.

Commissioner Massaro asked if there was power to the garages, suggesting that 110v circuit would be adequate for electric cars. **Commissioner Middleton** stated that a 220v circuit would be needed.

Commissioner Forrest asked if there were any concerns regarding the retaining ponds. She questioned if there would be a concern with small children in the area. **Mr. Morris** stated the majority of the time the ponds would be dry.

Commissioner Crescibene asked how large the units are. **Mr. Morris** explained that the studios are 600 sf., 1 bedroom is about 725 sf., and 2 bedrooms are 900-950 sf. He stated that the design of the community is designed to encourage community involvement.

Chair Meyers asked if the project has a privacy/or security fence surrounds the property. Access to Lincoln would be open rather than secured. Mr. Morris indicated that there will be no security fencing and there are no plans to have on-site security personnel.

Commissioner Dowding asked for a description of the pub since there is no food service. **Mr. Morris** explained that each Thursday there would be a social gathering for a few hours and that the alcohol served would be complimentary.

Commissioner Massaro questioned about bike storage. **Mr. Morris** explained there are bike racks on site, and that most residents could store bikes in the garage.

Commissioner Ray asked why the pitch of the roof was not considered to be lower since there may be concerns about the blockage of views. **Mr. Morris** stated the architectural pitch was for aesthetics, and **Ms. Smyth** explained that the pitch and elevation met city standards. The applicant stated that a 3 story building allowed for a smaller footprint and greater green space.

Chair Meyers opened the meeting for Public Hearing.

Mr. Rob Lindley, 400 Polk Dr. thanked the Commission for their time and explained that he did not know about the original neighborhood meeting. He shared the project wasn't as bad as he thought it would be. He stated he bought his house (in the neighborhood) because of the view of the Rocky Mountains. He stated that if he sells his house, he cannot advertise the house with a view of the mountains. He stated he would be in favor of a 2 story building. He asked if the city did a study to show how much of his view would be destroyed with a 3 story building. His second concern is the traffic on North Lincoln and stated the traffic has been getting worse each year.

Commissioner Molloy explained to the applicant that most likely he would not lose value in the home, but agreed he might but might lose a selling point. He also explained that the walk to Orchards is a safe walk.

Mr. Gilbert Villavicencio , 280 Harding Court, explained that he is for the project and would feel it would be good for the neighborhood, both from a density perspective and amenities. He stated he would welcome the project.

Ms. Kathie Swanson, 264 Harding Court, stated that compared to the project that was proposed prior to this, this project is much, much better. She feels this project is a better fit for the neighborhood and knows that something inevitably will be built here. She feels this project will fill a great need in the community.

Ms. Lori Jimison, 422 Prairie Fire Dr., stated she felt development at the proposed site might consist of light commercial use, rather than residential. She had concerns about the height of the building, snow removal, and the entering and exiting from the property.

Commissioner Molloy asked about the walk to King Soopers, and wanted to know how much of the sidewalk is missing on the West side of the sidewalk. **Mr. Morris** explained that approximately 200 feet is missing.

Mr. John Davis, 298 Harding Court, stated he likes the project and shared that this would be a good fit for the neighborhood. He explained that he empathizes with property owners who will lose their view, because he lost his view when his trees grew taller.

Chair Meyers closed the public hearing.

Mr. Todd Johnson responded to the concerns addressed by the neighbors. He explained that there are areas on the site that would accommodate snow storage after removal. He stated the sidewalk on the east side of the building would be continuous. He explained the traffic study showed this project would have 20-40% less impact than the previously proposed project. He stated the supporting street network would be adequate for traffic. He stated the traffic generated by the project would primarily be off peak. A more detailed traffic study would be done to determine if a turn lane would be required along Lincoln Avenue to facilitate ingress and egress from the project.

Commissioner Molloy asked if the sidewalk on the east side would be fully extended. **Mr. Johnson** stated there would be a full connection along the project frontage on Lincoln.

Commissioner Middleton asked if the property owner would be doing the snow removal. **Mr. Morris** explained the property owner is responsible for snow removal.

Mr. Morris addressed the building height concerns and stated he takes citizen concerns seriously. He understood that it would be hard for the surrounding neighborhood to lose the open space. He explained that a two story building would create a more spread out footprint and stated the 3-story design was chosen to preserve more green space. When you consider the landscaping, setbacks and the use, the building height and impact on views was mitigated as much as possible.

Commissioner Middleton stated that he feels this is a well thought out, well managed project and feels the developer would do a great job. He likes the floor plan and foot print and would be supporting it.

Commissioner Forrest shared she also likes this project, and felt a lot of effort and care went into the design of it. The amount of landscape on the project was very well done.

Commissioner Molloy shared that the landscaping will be better managed than most residential neighborhoods, and felt it would be an asset to the neighborhood. He shared that he likes the idea that it is near The Orchards shopping center, which provides residents conveniences. He would like to see 37th Street completed sooner than later.

Commissioner Crescibene agreed it is a good project that meets the needs of the community. He felt the amenities are great and the applicant put a lot of thought into what residents would need.

Commissioner Prior stated he felt that overall the project was good. He explained he would like to see a continuance of the walkway on Lincoln as the sidewalk in front of the property to the south does not exist.

Commissioner Ray talked about the height, and explained that no height requirements had been exceeded. He agreed with the buffer setbacks at the facility and liked how it will be oriented. He stated that if the height allowances had been exceeded, he would support objections about building elevations.

Chair Meyers stated that he also would be supporting the project. He felt it provided easy access to neighborhood businesses and would help stimulate the commerce at The Orchards.

Commissioner Middleton made a motion to make the findings listed in Section IX of this report dated February 24, 2014 and, based on those findings, recommend approval of the rezoning of Lots 2 through 53, Block 1 and Tracts A through L, Fox Pointe First Subdivision, and approval of the associated conceptual master plan, subject to the condition listed in Section X of this report, as amended on the record. **Commissioner Ray** seconded the motion.

Commissioner Ray made a motion to amend the motion, to add a condition that the developer negotiate in good faith to seek an agreement with the current property owner to the south, to add a 200 foot section of sidewalk on the west side of the property to connect with pedestrian access to The Orchards shopping center. Upon a 2nd from **Commissioner Middleton** the motion was unanimously approved.

As the applicant, **Mr. Morris** was asked to accept conditions.

After a short discussion, **Mr. Morris** agreed to the conditions, both the condition in the staff report and the new, amended condition.

Vote for motion, as amended was unanimously approved.

OTHER BUSINESS MATTERS:

Commissioner Crescibene voiced support for **Commissioner Molloy** to remain on the Title 18 Committee.

Commissioner Ray strongly encouraged the City to renegotiate with Mr. and Mrs. Swisher regarding the Jayhawker property between now and March 10th.

Commissioner Massaro agreed with **Commissioner Ray**'s comments.

Mr. Paulsen explained that real time captioning transcription will be available to **Mr. Swisher** at the next Planning Commission meeting to accommodate his hearing needs, as the city takes this concern very seriously.

ADJOURNMENT

Commissioner Ray made a motion to adjourn. Upon a second by **Commissioner Prior**, the motion was unanimously adopted 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

March 10, 2014 – Jayhawker Addition Addendum, Regular Agenda 1 (continued from February 24, 2014)

To: Loveland Planning Commission
From: Troy Bliss, City Planner II
Subject: Jayhawker Addition (PZ #13-00029)

SUMMARY

This memorandum is an update to the information provided at the February 24, 2014, Planning Commission hearing. The Planning Commission staff report and the position of staff relative to the Jayhawker annexation and zoning remain as presented in the February 24, 2014, staff report.

On Monday, February 24, 2014, the Planning Commission continued the public hearing to March 10, 2014, for Jayhawker Addition, at the request of Patricia Swisher (owner of Swisher Parcel), as a result of her husband Lee Swisher's absence. The continuation of the hearing also allowed Current Planning to further research additional accommodations that would assist in Mr. Swisher's participation due to his hearing loss. Through this research, Current Planning was able to coordinate a state-of-the-art accommodation, based on using a direct transcriptionist which provides captioning of all verbal communication on a monitor.

On Wednesday, March 5, 2014, Current Planning was informed by Lee and Patricia Swisher (see **Attachment 1**) that Mr. Swisher will not be able to attend the Planning Commission hearing on March 10, 2014. Consequently, services which were to be provided have been cancelled. Mrs. Swisher will however attend the hearing on March 10, 2014, perhaps accompanied by legal counsel. Current Planning requests that the hearing proceed so that City Council will still be able to review the Jayhawker Addition on April 1, 2013.

Additionally, at the February 24, 2014 Planning Commission hearing, questions were asked by members of the Commission regarding the City's efforts in terms of negotiations to purchase the Swisher Parcel. Included with this memorandum (see **Attachment 2**), is a communication from the City of Loveland Parks and Recreation Open Lands Division summarizing these efforts and the City's current position with respect to any associated purchase interest.

Troy Bliss

From: Troy Bliss
Sent: Wednesday, March 05, 2014 3:42 PM
To: 'p.swisher@q.com'
Subject: RE: City of Loveland-Closed Captioning for Meetings

Lee and Patricia,

Thank you for your email. I wanted to let you know that I received your email this morning. Please keep in mind that if you ever need to reach out to me, in the event there is a problem with email, I always provide my phone number in all communications. You are always welcome to call or even stop by the office, should you need to get a hold of me.

Thank you for alerting us to the fact that Mr. Swisher will not be able to attend the Planning Commission hearing on Monday, March 10, 2014, and all future meetings that would follow. This gives us sufficient time to cancel having the direct transcriptionist at the Planning Commission hearing. I certainly hope Mr. Swisher gets to feeling better and am sorry to hear of his condition. I look forward to seeing you Patricia, at the Planning Commission hearing on Monday. I wanted to let you know that we extended our preparation of Planning Commission materials to tomorrow. If you do have any information you would like included in the materials, so that the Planning Commission has time to review it, please have it to me tomorrow morning (Thursday, March 6, 2014) by 9:00 a.m. If you have any questions or need additional information, please let me know. Thank you.

Troy Bliss
City Planner II
Current Planning
Development Services
City of Loveland
(970) 962-2579
Troy.Bliss@cityofloveland.org

From: p.swisher@q.com [mailto:p.swisher@q.com]
Sent: Wednesday, March 05, 2014 6:33 AM
To: Troy Bliss
Cc: Kimber Kreutzer
Subject: Re: City of Loveland-Closed Captioning for Meetings

Mr. Bliss,

Today, I sent an e-mail to Mr. Brooks of Larimer County Planning and Building Services with copy to you concerning their pursuit of our property use on West First. I cc: to you but it came back undeliverable! However, this is the best method I have of contacting you and having a record of the contact. So, with this letter to you I will cc: to Kimber Kreutzer and hope SOMEONE gets our message.

This was the e-mail to Mr. Brooks: "Because we were given the impression when speaking with the Loveland Planning people, the County was not interested in pursuing property/property owners within enclaves of the City of Loveland. Therefore, we believed any issues with the county were not being pursued. Because the zoning/annexation of this parcel is presently in the process of consideration with the City of Loveland, I would hope the County discontinue pursuit of its issues with this property and allow the annexation/zoning continue unimpeded through the City of Loveland channels. If you have questions concerning this, please contact Mr. Bliss at the City of Loveland, but also keep us in the loop. There are issues here of which we were completely unaware."

Mr. Swisher is under his Doctor's care and, because of his serious health issues, will NOT be able to attend any more meetings and/or conferences - that includes the March 10 meeting - therefore no need for the transcriptionist. I will attend the meeting on March 10 with a short presentation and proposal. Beyond that, we are looking into hiring an attorney to advise us on various issues which we feel have clouded our ability to understand and fully participate through all that is being done in this un-necessarily complicated process regarding our rights as landowners and Americans.

Lee and Patricia Swisher

From: "Troy Bliss" <Troy.Bliss@cityofloveland.org>
To: "p.swisher@q.com" <p.swisher@q.com>
Sent: Friday, February 28, 2014 2:52:44 PM
Subject: RE: City of Loveland-Closed Captioning for Meetings

Lee and Patricia,

Thank you for your email. As we proceed through the discussion at the Planning Commission hearing, we will make it a point to mention that the conversation maintain a slow steady pace. We are hopeful that this will be a good solution to Mr. Swisher.

The transcription from the meeting in June 2013 should be available on Monday, March 3, 2014. When it is, I will be sure to email it to you.

As far as presenting information to the Planning Commission, no need to be high-tech. Any documents or information you would like them to have ahead of time, please have those to me by Tuesday, March 4, 2014, so that I can insert in their packets. Otherwise, any information would have to be given to them at the hearing which they are not going to have the time to review ahead of time. Thank you.

Troy Bliss
City Planner II
Current Planning
Development Services
City of Loveland
(970) 962-2579
Troy.Bliss@cityofloveland.org

From: p.swisher@q.com [mailto:p.swisher@q.com]
Sent: Thursday, February 27, 2014 3:58 PM
To: Troy Bliss
Subject: Re: City of Loveland-Closed Captioning for Meetings

Mr. Bliss,

We have looked at the one closed captioning demo (access to the other was not possible) which Lee said might work - as long as the conversation does not get too fast so he can ask for clarification, etc. on what he may not understand. We can only try this as none of us are familiar with this sort of thing.

Since you asked if we have other questions. In his June 6, 2013 letter to us, Bob Paulsen, AICP, Current Planning Manager, stated: "With the recording of the meeting, we will be able to have the meeting transcribed so a written record of the discussion can be provided to you within a few days following the meeting." To date we have not received this transcription. Please provide this early next week.

Also, for our presentation, is it permissible to go un-hi-tech and just present information, etc. to the Commission? Do we share hard copies to them? Or do we need to present it on Power Point so they can read it as we read it to them?

Lee and Pat Swisher

From: "Troy Bliss" <Troy.Bliss@cityofloveland.org>
To: "p swisher" <p.swisher@q.com>
Cc: "Kimber Kreutzer" <Kimber.Kreutzer@cityofloveland.org>
Sent: Thursday, February 27, 2014 1:22:50 PM
Subject: FW: City of Loveland-Closed Captioning for Meetings

Lee and Patricia,

I wanted to alert you as to the City's intent in moving forward on a contract with *Caption First* to provide accommodations for Mr. Swisher on **March 10, 2014**. This is a state-of-the-art system and the only alternative the City has in terms of moving forward. I would like to request a response from you by tomorrow (Friday, February 28, 2014), concerning your feedback on the demo and your thoughts on this addressing Mr. Swisher's needs. We need to begin coordinating this for the upcoming Planning Commission hearing. Please let me know if you have any questions. Thank you.

Troy Bliss
City Planner II
Current Planning
Development Services
City of Loveland
(970) 962-2579
Troy.Bliss@cityofloveland.org

From: Kimber Kreutzer
Sent: Tuesday, February 25, 2014 2:09 PM
To: 'p.swisher@q.com'
Cc: Troy Bliss; Robert Paulsen; Judy Schmidt
Subject: City of Loveland-Closed Captioning for Meetings

Good Afternoon Mrs. Swisher,

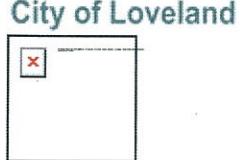
Per our conversation last night, below are links to two websites that offer demonstrations for real time captioning that we hope will accommodate Mr. Swisher's needs at future meetings with the City of Loveland. Please take a moment to review the demonstrations and provide feedback regarding these services. If you could please respond to us by the end of the week, we would greatly appreciate it so arrangements can be made to have this service in place by the March 10, 2014 Planning Commission meeting. If you have any questions, please do not hesitate to contact me at the number below. I look forward to hearing from you. Have a great day!

<http://www.captionfirst.com/Demo>

<http://captionedtext.com/client/event.aspx?EventID=99999999&ParticipantId=7ad2a58b-7f6d-4773-88f0-b02efa81a315>

Regards,
Kimber Kreutzer

Administrative Specialist
Planning Department
City of Loveland
500 E. Third Street
970-962-2523
Kimber.Kreutzer@cityofloveland.org



INTEROFFICE MEMORANDUM

TO: CITY OF LOVELAND PLANNING DEPARTMENT
ATTN: TROY BLISS
FROM: ROB BURDINE, P&R OPEN LANDS
SUBJECT: SWISHER PROPERTY ON WEST 1ST STREET IN LOVELAND
LARIMER COUNTY PARCEL #95232-00-011
DATE: 3/6/2014
CC: GARY HAVENER

Troy,

Beginning in the first quarter of 2012, Parks and Recreation Open Lands Staff initiated contact with the property owners of the above-referenced 1.61-acre parcel of land regarding a possible purchase. Since that time, several verbal and written offers to purchase the subject property were declined by the owners. In October 2013, Open Lands staff received a voice mail message from the property owners requesting that staff cease contact with them regarding a possible sale of the property. It is the City's Open Lands acquisition policy to only work with willing sellers.

Parks and Recreation is still interested in purchasing the property at "fair market value" and is willing to proceed with an appraisal as a basis for future discussions and completion of a sale.

Rob Burdine
Open Lands Manager



**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: March 10, 2014

RE: GDP and PDP Amendments for Wintergreen 2nd Subdivision PUD

SUMMARY:

Item #2 on the Regular Agenda for March 10, 2014 is proposed amendments to the General Development Plan and Preliminary Development Plan for Wintergreen 2nd Subdivision PUD. These amendments are solely related to side yard setbacks and certain architectural requirements for the only single-family portion of this PUD that has been developed. Since scheduling the hearing, Current Planning staff have continued to consider and discuss the adjustments requested by the new Developer. These efforts have resulted in what staff believes are potential solutions that could be handled as minor amendments, therefore an administrative matter. In order to allow time to further pursue these potential solutions, the Developer has agreed to request a continuance of this hearing until another date certain. Staff agrees with this request.

STAFF RECOMMENDATION:

Recommended Motion:

“Move to Open and Continue the March 10, 2014 hearing for the Wintergreen 1st Addition PUD-General Development Plan Amendment #4; and, Wintergreen 2nd Subdivision, Preliminary Development Plan-Amendment #1 to the Planning Commission meeting of March 24, 2014 at 6:30 pm”.