

CITY OF LOVELAND
PLANNING COMMISSION MINUTES
June 9, 2014

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on June 9, 2014 at 6:30 p.m. Members present: Vice Chair Crescibene and Commissioners Middleton, Dowding, Forrest, Ray, and Jersvig. Members absent: Chair Meyers and Commissioners Prior, and Molloy. City Staff present: Bob Paulsen, Current Planning Manager; Sharon Citino, Assistant 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. **Mr. Bob Paulsen, Current Planning Manager**, shared with the commissioners that the next several meetings will have items on the agendas, with the next meeting being held on June 23rd.
2. **Mr. Paulsen** thanked **Commissioners Jersvig, Forrest, and Middleton** for attending the new commissioner training prior to tonight's meeting.

COMMITTEE REPORTS

There were no committee reports.

COMMISSIONER COMMENTS

Commissioner Dowding, Hearing Officer for the Zoning Board of Adjustment briefly commented on the May 28, 2014 hearing for 1119 Cynthia Court Variance, stating that it went well.

APPROVAL OF THE MINUTES

Commissioner Ray made a motion to approve the May 12, 2014 minutes; upon a second from **Commissioner Middleton**, the minutes were approved with 5 ayes and one abstention.

CONSENT AGENDA

1. Vacation of Easements: **Vice Chair Crescibene** read the following consent item: This is a public hearing item on legislative matter. The application is for the vacation (voiding) of two public access easements located on property at 4032 Medford Drive. The applicant is Industrial Piping Specialist, Inc. The subject property is associated with a pending subdivision and development application that is currently under review by the City. The easements to be vacated are obsolete based on proposed development plans; the access easements would be replaced by easements that will better serve the development. Staff is recommending that the Commission recommend approval of the easement vacations to City Council. **Commissioner Ray** made a motion to approve the consent agenda item; upon a second from **Commissioner Dowding**, the motion was unanimously approved.

REGULAR AGENDA

1. **Parks and Recreation Master Plan:** **Mr. Karl Barton, Senior Planner**, addressed the commission and explained that the Parks and Recreation Master Plan is a functional element of the 2005 Comprehensive Plan due to the nature of the relationship that parks and open lands have with land use planning.

Mr. Gary Havener, Parks & Recreation Director, introduced **Ms. Cindy Mendoza, Senior Project Planner** with **MIG**, the consulting company which prepared the Master Plan on behalf of the City. He also introduced Parks Staff that were instrumental in preparing the plan: **Ms. Marilyn Hilgenburg, Administrative Business Manager**; **Mr. Keven Aggers, Recreation Manager**; and **Ms. Janet Meisel-Burns, Senior Parks Planner**.

Ms. Mendoza gave the Commissioners background information on MIG's experience specializing in master, comprehensive, and strategic planning. She explained they have customized this plan for Loveland and the plan emphasizes elements that are consistent with the 2005 Comprehensive Plan, dovetailing with the existing guidelines and goals. The Plan covers short term, as well as long term, implementation of projects. It has been presented for public review, the Parks & Recreation Board, and the City Management Team. Public review involved random surveys, stakeholder group meetings, and information provided by the Planning Department.

Updates to the plan include the provision of park land to ensure the level of service meets community needs, types of opportunities residents need most and the level of use they will receive, while keeping in mind the city alone can't meet all the recreation needs of the residents.

The Plan addresses the protection of sensitive lands with newly set priorities for Open Lands, focusing acquisition within the growth management areas. The Plan recommends taking advantage of unique opportunities and making them more accessible for residents. Specialized facility development will be reviewed by conducting a market analysis and a feasibility study.

This is an integrated plan that will continue to build on synergies with recreational activities, parks, golf courses, trails, and open lands.

Commissioners expressed their thanks to the Parks and Recreation Department for the plan and appreciation for the park facilities in Loveland.

Commissioner Middleton asked for clarification regarding where the funding will come from. **Ms. Mendoza** stated funding will come from the existing funding sources and Larimer County sales tax for open lands. **Commissioner Middleton** also asked, "What is the plan in case of a worst-case scenario, for example, how would more possible flooding affect the plan? **Ms. Mendoza** explained the plan is a living document and sets guidelines per capita recognizing that plans may be changed over time. **Mr. Havener** also explained that each year priorities are matched with available funding.

Commissioner Ray commented that he felt the need for a section that showed a strategy for each existing park. He is also concerned about the requirements for inter-connective trail ways from developments with HOAs to pay for the trails. **Ms. Mendoza** addressed

his question stating that HOAs often provide increased recreational opportunities. The HOA may be providing trails and may want to connect to the public trail system. **Commissioner Ray** stated that the planning applicants are receiving comments that require them to provide maintenance for the trail easements and an inter-connective trail. **Ms. Meisel- Burns** responded that the City code 16.24.130 requires that HOA provide connectivity to the trails, explaining that CEF's pay for the primary ten foot wide portion of the trail and the city maintains it. It is all negotiated with the developer that the pieces that connect to the primary trail are paid for by the development. **Commissioner Ray** agreed that the code does require an easement but not that the HOA has to pay for it. **Ms. Meisel-Burns** gave an example of how the City partners with an HOA to maintain the trail; Hunter's Run shows how the City would maintain the trail and the HOA would maintain the landscaping that is adjacent to the trail. **Commissioner Ray** commented that he would like to dedicate all trails as public easements so there is no argument over who maintains the main trail and that he will pull any requirements that show an HOA has to pay for primary parts of the trail.

Commissioner Forrest inquired about possible CDOT funding when there are sections of trail. **Mr. Havener** explained that the state lottery pays first and that most all of the capital expenditures don't come from the General Fund. Operation and maintenance comes from the General Fund. He also addressed the concern regarding the trail maintenance in HOA developments, stating the City doesn't maintain private property due to liability issues; once a place becomes a dedicated public place then they would take over the maintenance.

Commissioner Middleton is concerned how a natural disaster would affect funding. **Mr. Havener** responded that parks have not been at the top of the priority list. If you get the property, then you can lock in the project, but he has seen a lot of plans change because they listen to what the community wants and make the changes. An example of a changing trend is the increased requests for more dog parks.

Commissioner Crescibene asked about where the funding came from for the flood recovery for the parks. **Mr. Havener** explained that first the City's Insurance covers what is insured then FEMA: Federal Emergency Management Agency and CIRSA: Colorado Intergovernmental Risk Sharing Agency.

Commissioner Dowding appreciates the standards and implementation. She questioned the Intergovernmental Agreement (IGA) with the school district and how the funds flow. **Mr. Aggers** explained that the IGA calls for co-use of the facilities at little or no cost, although for some things the going rate is paid and each will charge for staff if that is a necessity. **Commissioner Dowding** commented that a breakdown on the status of each park and location would be good. **Ms. Mendoza** replied that MIG conducted a park analysis which is not included in the plan however the information is available to the Parks Department. It was noted that Appendix A includes site by site information for each park, open lands, and public grounds that the City maintains. **Commissioner Dowding** asked if the Mehaffey Park would be completed in stages. **Mr. Havener** answered her question stating that the Parks Department would be able to do the entire master plan for the park, the funding is available. **Commissioner Dowding** asked about any outstanding deferred maintenance on any facilities. **Mr. Havener** stated that deferred maintenance is handled on a case by case basis. If there is an emergency or

vandalism it is just taken care of, although some of the parks are behind on maintenance such as making them ADA accessible.

Commissioner Forrest asked about xeriscaping requirements. **Ms. Meisel-Burns** addressed the question and stated that the City code does have low water usage requirements for HOAs. Mehaffey Park is an example of implementation of dramatic xeriscaping. It will be a new look for a park in the city.

Commissioner Jersvig wondered about the funding for a new recreation center questioning if it could be multiple smaller facilities instead of one large facility. **Ms. Mendoza** stated that it was called out separately on the spreadsheet because of the cost of a large scale rec center. Most likely it would be one large multi-purpose and aquatic center combination because it is more cost effective to manage and maintain.

Commissioner Jersvig asked about the definition for cultural resource protection. **Ms. Mendoza** stated that it is specifically includes protecting open lands, with priority to historical lands not structures. It is not meant to be a specific reference to a specific site.

Vice Chair Crescibene asked if the new recreation center would be as large as the Chilson Center. **Ms. Mendoza** explained that the size and the amenities included will depend on what the needs are in an analysis through surveys and community meetings. Surveys will begin at the planning stage. **Mr. Aggers** informed the commissioners that the Chilson Center is at or very near capacity explaining that within the next 5-10 years capacity will be an issue.

Commissioner Jersvig doesn't see a lot for teens to do that doesn't require a lot of money and wondered if the answer is having many smaller centers spread around the city in addition to a large center. **Mr. Aggers** agreed and stated the feasibility study will help answer the question, "What are the needs of the community and how do we go about meeting them?" The demographics of the Chilson show a variety of ages, but especially baby boomers that are exercising instead of playing Bingo, etc. One recommendation is to build another rec center on the north side of town.

Mr. Paulsen took a moment to mention that there will be future meetings that will cover landscaping adjustments to the zoning code and water provisions for xeric plantings. He also addressed **Commissioner Ray's** concerns regarding the trails and the need to clarify it from a staff perspective. He indicated that he would follow up to provide clarification and to hear the Commissions thoughts regarding the issue.

Vice Chair Crescibene opened the public hearing.

Seeing no citizen comments the public hearing was closed.

Commissioner Ray read the Staff Recommended motion:

Move to make the findings listed in Section V. of the Planning Commission Staff Report dated June 9, 2014, and, based on those findings, recommend that City Council approve the amendment to the 2005 Comprehensive Master Plan by addition of the functional plan element known as the 2014 Parks and Recreation Master Plan.

Upon a second by **Commissioner Forrest**, the motion was unanimously approved.

ADJOURNMENT

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

Approved by:


Buddy Meyers, Planning Commission Chair


Beverly Walker, Planning Commission Secretary