

CITY OF LOVELAND
PLANNING COMMISSION MINUTES
February 23, 2015

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on February 23, 2015 at 6:30 p.m. Members present: Chairman Crecibene; and Commissioners Middleton, Meyers, Molloy, Dowding, Forrest, Ray, Jersvig, and McFall. Members absent: None. City Staff present: Bob Paulsen, Current Planning Manager; Moses Garcia, 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 Development Services office.

CITIZEN REPORTS

There were no citizen reports.

STAFF MATTERS

1. **Mr. Paulsen, Current Planning Manager**, shared the upcoming meeting agenda items: March 9th – Study Session on 287 Strategic Plan and Create Loveland.
March 23rd – Regular meeting plus a Study Session with an update from the Economic Development Department including regional tourism projects.
One of the April meetings will include an update on downtown projects and policies relative to the Downtown Development Authority.

COMMITTEE REPORTS

Title 18 Committee: Commissioner Meyers and Mr. Paulsen updated the commissioners on the Temporary Use Provisions that the Title 18 Committee is working on.

Create Loveland: Commissioner Dowding informed the commissioners that there will be an open house at the Coffee Tree, Thursday the 26th.

COMMISSIONER COMMENTS

Commissioner Crecibene attended the Boards and Commissions Summit and shared that over 300 citizens volunteer to sit on a board or commission. He would also like to invite a few members of the Youth Advisory Board to attend a meeting in the future to see how planning decisions are made.

APPROVAL OF THE MINUTES

Commissioner Middleton made a motion to approve the February 9, 2015 minutes; upon a second from **Commissioner Ray** the minutes were unanimously approved.

REGULAR AGENDA

1. **Finalize 2014 Accomplishments and 2015 Goals (Attachment 1)**

Commissioner Middleton made a motion to approve the 2014 Accomplishments and 2015 Goals as amended; upon a second by **Commissioner Dowding** the motion was unanimously adopted.

ADJOURNMENT

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

Approved by:

Rich Middleton, Planning Commission Vice Chair

Beverly Walker, Planning Commission Secretary

City of Loveland Planning Commission

2014 ACCOMPLISHMENTS

Public Hearings: Conducted public hearings on two highly controversial development projects. This process afforded valuable citizen input and resulted in well-reasoned decisions on highly charged topics.

Public Outreach: Provided staff with guidance on the enhanced Current Development Activities mapping system and its capacity to improve public outreach on development activity.

Development Permitting Center: Provided staff with guidance in the developing this new facility planned completion in late 2015. Actions included:

- Joint meeting with the Construction Advisory Board (May 2014) to review the development permitting process and to identify further improvements that can be implemented prior to and with initiation of the new Development Center.
- Received regular updates from staff on the progress being made on the Development Center
- Provided guidance to staff in furthering efforts to simplify and expedite the development review process

Code Amendments: Provided significant input on an extensive package of code amendments, and unanimously recommended adoption to City Council. The amendments included the following:

- Notice and procedural clarifications for subdivision plats and master plans
- Subdivision code adjustments that clarify procedures and eliminate unnecessary submittal of securities relating to infrastructure installation associated with development
- Extensive procedural adjustments to the zoning and subdivision codes that standardize and simplify the application review process

Comprehensive Plan Update and Highway 287 Strategic Plan: The Commission was actively involved at multiple levels with these two major planning efforts:

- Obtained project updates and provided input to the project teams at several commission meetings.
- Participated in 2 joint study sessions with the City Council on Create Loveland (Comp Plan)
- Outside their normal area of responsibility, Planning Commission members have attended numerous Create Loveland and 287 Strategic Plan meetings (public and study sessions) offering additional insight to staff presenters while also hearing firsthand public concerns resulting in a more conceptual view of desires while considering City Council fiscal capacities.

2015 GOALS

Zoning Code Update: Provide regular guidance to Planning staff and the selected consultant,

ensuring that code revisions proceed efficiently, reflect Loveland values, and help facilitate desired residential and commercial development.

Comprehensive Plan Update and Highway 287 Plan: Continue involvement with these major planning initiatives:

- Commissioners continue to serve on advisory committees and attend workshops
- Obtain formal updates from staff and provide guidance on plan development
- Support the final review and adoption process once plans are ready

Development Permitting Center: Continue to provide regular input on the development of this new facility planned completion in late 2015. Actions include:

- Obtain regular status updates from staff
- Continue working with staff to identify and implement improvements that enhance the development review process
- Work with staff to develop metrics for assessing the effectiveness of the development review process

Downtown Revitalization: Monitor and remain active in downtown planning and development initiatives:

- Arrange regular staff briefings on downtown initiatives
- Participate on committees or in workshops as opportunities arise
- Monitor progress made by the Downtown Development Authority

CDA Map & Signage Program: Support continued staff efforts in using the Current Development Activities mapping system to provide citizens with notice and information on project sites that are being considered for development. This effort should be combined with a new notification signage program that provides a direct link to the CDA map information.

Supplementary information and training: Schedule quarterly training and informational sessions as supplements to regularly scheduled meetings on various government and planning-related topics utilizing available and low-cost resources, including the expertise from City departments, other government entities, and professional organizations.

Promote Community Involvement: Develop and implement strategies to encourage community involvement in the planning and development process.

Joint Meetings: Conduct meetings with other City boards and the City Council in order to facilitate shared knowledge and coordinated efforts. Joint meetings should occur up to 4 times annually when there is a clear purpose for the meetings.

Coordinated Planning: Monitor the City's various planning processes and programs to ensure coordination and consistency.

Holistic Picture: The Planning Commission should insist that it is provided with a holistic understanding of applicable policies, goals and initiatives when reviewing development projects promoted by the City.