

**CITY OF LOVELAND**  
**PLANNING COMMISSION MINUTES**  
**October 10, 2016**

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A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on October 10, 2016 at 6:30 p.m. Members present: Chairman Jersvig; and Commissioners Forrest, Ray, McFall, and Cloutier. Members absent: Commissioners Dowding, Molloy and Roskie. City Staff present: Bob Paulsen, Current Planning Manager; Moses Garcia, Assistant City Attorney; Linda Bersch, Interim Planning Commission Secretary.

*These minutes are a general summary of the meeting. A complete video recording of the meeting is available for two years on the City's web site as follows: <http://loveland.pegcentral.com>*

**CITIZEN REPORTS**

There were no citizen reports.

**STAFF MATTERS**

**1. October 24, 2016 Agenda:**

**Mr. Paulsen, Current Planning Manager**, reported that at this time there are no agenda items scheduled for the October 24, 2016, Planning Commission agenda; therefore, the commission may want to consider cancelling that meeting.

**2. October 24, 2016 ZBA Hearing:**

**Mr. Paulsen** noted that there is a Zoning Board of Adjustment Hearing schedule for October 24, 2016 in the EOC Conference room at 410 East 5<sup>th</sup> Street. The hearing is in regard to a Deck Variance for 4752 Parachute Drive.

**3. Planning Commission Vacancy:**

**Mr. Paulsen** reported that the vacancy on the Planning Commission Board has been advertised extensively with an application deadline of October 17, 2016 at 5:00pm. To date no applications have been received. Applicants must be a resident of the city. Interviews for filling the vacancy are scheduled for October 24<sup>th</sup>. The vacancy term is for one year, to the end of 2017.

**4. Planning Commission Fall Recruiting Cycle:**

**Mr. Paulsen** also noted that each year the term expires for one third of the members of the Commission. This year that applies to the terms of **Commissioners Jersvig, Ray and Cloutier**. If those affected wish to reapply, that application along with a disclosure form needs to be sent to Rochelle Fernley in the City Manager's office. The same procedure applies to any city resident who wishes to serve on the Commission. Candidates for all the vacancies will be interviewed by the panel of **Mr. Paulsen, Commissioner Dowding and Councilman Krenning**. Their choice will need to be approved by the City Council.

**Mr. Paulsen** encouraged Commissioners to get their applications in right away or, if they chose to not continue, to please notify him. New applicants and incumbents seeking

reappointment must submit their application by 5:00 PM on November 14, 2016.

## 5. Hot Topics:

- **Mr. Paulsen** provided an update on the Taft Gardens Project regarding access to the properties to the south of this project. The two citizens with previous concerns have access and the corner property at 8th and Taft owned by **Mr. Dellabetta** has an agreement with the City of Loveland that access will be through his adjoining property or through an agreement with those to the north. That addresses all outstanding issues on this project
- Regarding Loveland Classical Schools, a sidewalk will be established by the City of Loveland along the county enclave on the west side of Wilson south of the school. It will be a five foot attached sidewalk that will connect with the existing sidewalk to the south. **Commissioner Forrest** inquired if the walk could be wider to accommodate bicycles and pedestrians. **Troy Bliss, Staff Planner**, said there is a conflict at this location with utilities and it borders private property within the county so he does not believe a wider sidewalk can be accommodated but he will check into it. **Commissioner McFall** asked who would be responsible for snow removal from the sidewalk. **Mr. Paulsen** will research that responsibility. In regard to a school zone designation along Wilson near the school, **Mr. Bliss** indicated that Loveland Classical Schools has signed a development agreement to fund school zoning and flashing lights after the school opens on an as needed basis. Not many of the students are anticipated to walk or bike to the school; however, Traffic Engineering will monitor the situation to require implementation as warranted. Electronic speed detection sign should also be considered to slow traffic in the area.
- **Mr. Paulsen** reported that the City Council hearing, on October 18<sup>th</sup>, the Lee Farms Development proposal. The developer has made some adjustments to the alignment of 35<sup>th</sup> Street and there is a neighborhood meeting tonight regarding that revised alignment. He does anticipate that Council will approve the project on their first reading.

6. **Moses Garcia, Assistant City Attorney**, reported that the City Attorney has resigned to take a position with the Colorado Municipal League at the end of October. City Council will determine how the office will be managed going forward.

## COMMITTEE REPORTS

**Commissioner Forrest** reported that the ZBA has a meeting scheduled for October 24<sup>th</sup>.

**Mr. Paulsen** reported that the Title 18 Committee has a meeting scheduled on October 20, 2016 to review the draft of the first segment zoning code update. Following that meeting, they will meet with the larger stakeholder group.

## **COMMISSIONER COMMENTS**

*Commissioner Ray made a motion to cancel the October 24, 2016 meeting; upon a second from Commissioner Forrest the motion was unanimously approved.*

## **APPROVAL OF THE MINUTES**

*Commissioner Ray made a motion to approve the **September 26, 2016** minutes; upon a second from Commissioner Forrest the minutes were unanimously approved.*

## **CONSENT AGENDA**

There were no items on the consent agenda.

## **REGULAR AGENDA**

### **1. The Foundry:**

**Mike Scholl, Economic Development Manager**, provided an update on the South Catalyst project, now renamed the “Foundry”. It is proposed to be a large scale infill development that will accelerate downtown revitalization and have a broad impact on the downtown as a whole. This project has been contemplated by the City since the approval of the 2009 Downtown Strategic Plan.

The Foundry will include:

- 625 seat first run Movie Theater
- 59,150 square feet of office or hotel
- 142 residential units
- 15,000 square feet of retail/service uses
- 460 space public parking structure
- Public plaza
- Significant improvements to the alleyway and streetscapes to promote connectivity to the rest of downtown

Since the approval of the ENA in February, staff and the Brinkman Partners have completed the following actions:

- the site plan and conceptual plan was completed and reviewed
- the preliminary construction budget has been developed and refined
- a full parking analysis was completed
- a full financial analysis was completed and is being updated and refined as necessary
- a hotel market study has been completed
- the DRA has been completed and is being review by staff
- bond counsel has been engaged
- three public meetings were hosted to gather community input about the project with at least two additional public meetings planned through the end of the year.

**Schedule/Next Steps:**

The City Council is expected to consider the DRA at the November 15, 2016 regular meeting. If the agreement is approved the City will begin the process of issuing Downtown Development Authority Bonds, which is anticipated to take up to 90 days.

The Brinkman Design Team and the City's Design Review Team met on Thursday, October 6 to begin the design review process. It is expected that if DRA is approved, Brinkman would break ground on by the first week of April with construction of the first phase expected to take 10 to 12 months.

**COMMENTS:**

**Mr. Paulsen** noted that this presentation was to show the Commissioners what is being planned and to further their understanding of the project. Following a discussion with the Commissioners and **Mr. Scholl** on parking and other project elements, **Mr. Paulsen** asked the Commissioners to send their comments and ideas **Mr. Scholl**. He noted that early next year the developer, Brinkman Partners, will provide a more detailed overview to the Planning Commission. The Commissioners will also receive a briefing from **Jacque Wedding-Scott** with the Loveland Downtown Team on November 28<sup>th</sup>. Commissioners should forward to Bob any questions or concerns they would like her to address.

**Commissioner Jersvig called for a recess at 8:13 p.m.**

**Commissioner Jersvig called the meeting to order at 8:27 p.m.**

**2. Unified Development Code Update:**

As a preview to the November 14, 2016 Planning Commission study session at which the UDC staff project team will present detailed information to the Planning Commission on Task 1 and Task 2 of the 6-part UDC project, **Mr. Paulsen** presented an update on the status of the project. This project has been divided into six tasks:

1. Code Assessment
2. Simplified Procedures
3. Infill and Corridor Standards
4. New Residential Districts
5. Development Standards
6. General Modernization

**COMMENTS:**

**Mr. Paulsen** reminded the Commissioners that this update incorporates all land development regulations into a single title of municipal code. This includes the zoning, subdivision and annexation codes. He presented other background information. This UDC should simplify and make the codes more clear, understandable and transparent, but it also needs to reflect the community's values and that's where the planning commissioners input is so valuable. Further discussion with Mr. Paulsen and the Commissioners led to many questions and concerns about the project. Commissioners made the following comments:

- The code update process is occurring in rapid timeframe, taking 18 months overall. Why is the process moving so fast? The code has not been fully updated for decades, so it would seem appropriate to process the major change in direction carefully. Commissioners referenced their extensive input on Create Loveland and on the 287 Corridor Plan as examples of why careful review was important.
- What is the process for citizen input? Will a thorough community input process be established? The process should follow the model used with Create Loveland where citizens were provided with explanations and given a chance to respond. Outreach to the community should include an educational component that ensures citizens understand the implications of the proposed changes.
- It appears that the Planning Commission's role in reviewing development will be diminished by the new code provisions. Overall public involvement in the development process would diminish. Why is this approach being taken? The Planning Commission provides an important safety net for review and community input; it seems like this safety net will be lost. The Kendall Brook apartment project was cited as an example of the importance of the Commission's role.
- Is the direction being taken on the code being mandated by the City Council? What has been their input in this effort? Where is this new direction coming from? Councilor Krenning should be invited to convey the viewpoint of City Council.

Following discussion of the goals and components of the code rewrite, Commissioners asked what the Council's expectations are for this project. Mr. Paulsen was not able to respond with certainty. Commissioners requested that Mr. Paulsen invite **Councilor Krenning**, the Council Liaison to the Planning Commission, to attend the November 14<sup>th</sup> study session in order to convey the Council's perspective. Several Commissioners decided to formulate a compendium of their questions and concerns for review at the study sessions. Mr. Paulsen will coordinate that list; therefore, Commissioners should email their comments to him.

## **ADJOURNMENT**

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

**Commissioner Jersvig adjourned the meeting at 10:20 p.m.**

Approved by:

  
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 Jeremy Jersvig, Planning Commission Chair

  
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 Linda Bersch, Interim Planning Commission Secretary.