

**CITY OF LOVELAND**  
**PLANNING COMMISSION MINUTES**  
**January 9, 2017**

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A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on January 9, 2017 at 6:30 p.m. Members present: Chairman Jersvig; and Commissioners Dowding, Molloy, Forrest, Ray, and Roskie,. Members absent: Commissioners McFall, Cloutier and Fleischer. 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: <https://loveland.viebit.com/>*

**CITIZEN REPORTS**

There were no citizen reports.

**STAFF MATTERS**

**1. Planning Staff Updates**

**a. 1/23/2017 Agenda Preview**

**Mr. Robert Paulsen, Current Planning Manager**, provided an overview of the January 23<sup>rd</sup> meeting agenda. That meeting will be a public hearing on the first phase or chapter of the Uniform Development Code (UDC). He noted that each commissioner has a binder that contains the UDC materials for that meeting. This component will set the framework for this project. If Commissioners have any questions after reviewing these materials, please call or send an e-mail to Mr. Paulsen or Karl Barton. At the end of this meeting, the Planning Commission will be asked to make a recommendation to City Council regarding the approval of this portion of the UDC. This chapter will then sit until all component pieces have been reviewed and the UDC will then come back to the Planning Commission in its totality for final recommendation to City Council. The Council will see these pieces of the code in study sessions but the UDC will not formally come before the council until all components are complete.

**b. Planning Commission and Title 18 City Tours**

**Mr. Paulsen** informed the Commissioners that two site tours have been scheduled that include the Commission and the Title 18 Committee. The first is a tour of selected commercial sites along the Highway 34 and 287 corridors. It will take place on Friday, January 20<sup>th</sup> from 1 to 4 pm. The itinerary will focus on 5 to 6 sites that illustrate what works and what does not and what might have been better. If there is anything specific the Commissioners would like to see, please let Bob know. A COLT bus has been reserved for the tours. The second tour will be February 10<sup>th</sup> from 1 to 4 pm and it will likely focus on residential development. **Commissioner**

**Ray** commented that these tours are very valuable and encouraged all Commissioners to attend.

**c. Boards and Commission Summit March 9<sup>th</sup>**

**Mr. Paulsen** alerted the commissioners that the annual summit for Boards and Commissions is on March 9<sup>th</sup>. Two commissioners normally attend, usually the Chair and Vice-Chair, but who attends is up to the Commission. This year the Planning Commissions Accomplishments for 2016 and the Goals for 2017 are to be presented.

**d. Planning Commission Reappointments approved by City Council**

**Mr. Paulsen** noted that **Commissioners Jeremy Jersvig, Mike Ray and Dave Cloutier** have received approval from City Council to continue to serve on the Planning Commission. Congratulations to them.

**e. Hot Topics**

- **Mr. Paulsen** reported that five copies of the book “For the Love of Cities” have been ordered for the Commissioners’ review.
- **Mr. Paulsen** informed to Commissioners that the memo in front of them is from the Office of the City Attorney regarding how other Colorado communities address prairie dog management. This was prepared at the request of City Council in response to the recent citizen interest in the topic.

**2. City Attorney’s Office Comments**

- **Moses Garcia, Assistant City Attorney**, reminded that the office is still under the direction of **Interim City Attorney, Clay Douglas**. At their January 10<sup>th</sup> meeting, City Council will determine how they will move forward to find a permanent replacement.
- **Mr. Garcia** also noted that Tree Ablao, Assistant City Attorney, has resigned from the City Attorney’s office. An offer was extended to a new attorney, who will be the prosecutorial attorney. Mr. Garcia will continue as the Planning Commission representative.
- **Mr. Garcia** informed the Commissioners that the ordinance regarding the expansion of the residency requirement for Planning Commissioners should go before the City Council sometime in February. It will require a first and second reading.

**COMMITTEE REPORTS**

There were no committee reports.

**COMMISSIONER COMMENTS**

**Commissioner Dowding** reported on her attendance at the City Council meeting where a discussion on the UDC took place. She wanted fellow Commissioners to know there was concern expressed about the appeal process, as illustrated on page 4 of Attachment 5, in

regard to the appeal of director decisions; specifically, that appeals conducted by the Planning Commission would be final. The opportunity for further remedy would be with the court system. She noted that this issue had been previously discussed as a concern of the City Council and the Planning Commission and will be a continued topic of discussion.

## **COMMISSION BUSINESS & COMMENTS**

### **Election of Officers for 2017**

- **Chair**
- **Vice Chair**
- **Zoning Board of Adjustment Hearing Officer**
- **ZBA Hearing Officer Alternate**

**Commissioner Ray** recommended that the election be postponed until a full slate of commissioners were present. **Commissioner Forrest** concurred.

**Commissioner Molloy** commented that traditionally the officers retain their positions for a period of two years.

**Commissioner Ray** asked if people that were interested in positions state there interest. **Commissioner Jersvig** said he would be honored to continue as Chair. **Commissioner Dowding** said she feels she serves at the pleasure of the Commissioners and is willing to continue. **Commissioner Forrest** is happy to continue on ZBA as is **Commissioner Roskie** to continue on the Title 18 Committee.

*Commissioner Ray made a motion to continue the election of officers for 2017 until the next planning commission meeting; upon a second from **Commissioner Forrest** the motion was unanimously approved.*

## **APPROVAL OF THE MINUTES**

*Commissioner Dowding made a motion to approve the December 12, 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. Historic Preservation Presentation**

**Jim Cox, member and former Chair of the Loveland Historic Presentation Commission (HPC)**, provided an overview of the City's historic preservation program. He provided two handouts, the brochure "Walk Historic Loveland" and "What are the Benefits and Responsibilities of Owning a Loveland Historic Landmark". Following the

presentation, a discussion ensued about how the Historic Preservation and the Planning Commission could work more closely together to discuss issues of mutual interest and concern, especially in regarding to the tearing down and replacement of homes within the areas surrounding downtown. The Planning Commission wants a clear understanding of the HRC guidelines and programs and would like to schedule a study session to further that understanding. A joint study session on historic preservation criteria will be scheduled and it was suggested that Mr. Greg George be invited to participate to explore any impact preservation may have on underlying zoning issues and the UDC.

**Commissioner Jersvig called for a recess at 8:03 p.m.**

**Commissioner Jersvig called the meeting to order at 8:15 p.m.**

**REGULAR AGENDA, continued**

**2. Determine 2016 Accomplishments and 2017 Goals**

**Mr. Paulsen** presented a draft of the 2016 accomplishments and proposed 2017 goals of the Planning Commission. This information will be presented at the annual Boards and Commissions Summit. The 2017 goals will also be used to guide Commission activities throughout the year.

Several Commissioners made suggestions for revisions. The finalization of accomplishments and goals document was tabled until the next meeting. Any suggestion in the meantime should be forwarded to Mr. Paulsen.

**ADJOURNMENT**

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

**Commissioner Jersvig adjourned the meeting at 8:48 p.m.**

Approved by:



Jeremy Jersvig, Planning Commission Chair



Linda Bersch

Linda Bersch, Interim Planning Commission Secretary.