

CITY OF LOVELAND
PLANNING COMMISSION MINUTES
April 23, 2018

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on April 23, 2018 at 6:30 p.m. Members present: Chairwoman Dowding; and Commissioners Molloy, McFall, Roskie, Fleischer, Hitchcock and Hammond. Members absent: Commissioner Bears. City Staff present: Bob Paulsen, Current Planning Manager; Laurie Stirman, 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.

CURRENT PLANNING UPDATES

1. **Robert Paulsen**, Current Planning Manager, reviewed the agenda items scheduled for the Monday, May 14, 2018 Planning Commission meeting as follows:
 - i. Bighorn Addition – Annexation and Zoning, public hearing
 - ii. Foundry Theatre – Changes to Building Design, public hearing
 - iii. Ward Industrial 4th Sub – Mineral Notice Hearing. Mr. Paulsen noted that the Planning Commission's role in these infrequent Mineral Hearings is to open a public hearing and allow speakers and materials to appear on the record. This is a civil matter between the mineral rights owner and the surface landowner. No other action is required by the Commission.
2. **Update on the Unified Development Code (UDC)**

Greg George, the UDC project manager, provided a memorandum outlining the progress on the UDC to the Commissioners. He noted that procedures and processes are still being reviewed by the staff under Kerri Burchett's direction. An updated draft should be to the Commission soon. Study sessions with the Planning Commission, Title 18 and Stakeholder Committees should resume in May. The Public Hearing process should begin in the summer.
3. **Mr. Paulsen** also noted that the candidate selected to fill the Planning Commission vacancy is scheduled for approval at the City Council meeting on May 1. He also reminded that the financial disclosures are due.

CITY ATTORNEY'S OFFICE UPDATES

Laurie Stirman, Assistant City Attorney, announced that **Moses Garcia** has been promoted to City Attorney and she will now be the attorney liaison to the Planning Commission.

COMMITTEE REPORTS

There were no committee reports.

COMMISSIONER COMMENTS

Commissioner Chair Dowding, made a suggestion that, in light of the new public hearing procedures, other commissioners take on the role of leading those hearings. **Commissioners Hitchcock and McFall** indicated an interest in doing so.

APPROVAL OF THE MINUTES

Commissioner McFall made a motion to approve the April 9, 2018 minutes; upon a second from Commissioner Roskie, the minutes were unanimously approved.

CONSENT AGENDA

There were no items scheduled on the Consent Agenda

REGULAR AGENDA

1. North Boyd Lake 1st Sub (Boyd Lake Storage – formerly named All Access Storage)

David Eisenbraun, Strategic Planning, informed the Commission that this a public hearing for consideration of a request to vacate an emergency access and a public access easement within North Boyd Lake Avenue First Addition, First Subdivision, Amendment No. 1. The 16.83 acre property is located at 5210 North Boyd Lake Avenue. The combined easements proposed to be vacated are approximately 3.54 acres in size. The vacation of the easements is necessary to accommodate a self-storage development on the property; the site development plan is in the final stages of staff review. The applicant is Lance Fitzgerald with AAA Storage Containers, LLC, and the project is called Boyd Lake Self Storage. Staff is supporting the easement vacations as new easements will be established to provide necessary public and emergency access for this development. The Commission's role is to conduct a public hearing and make a recommendation to the City Council for final action.

COMMISSIONER CLARIFYING QUESTIONS:

- **Commissioner Hitchcock** inquired if the Fire Department had approved this change. **Mr. Eisenbraun** responded in the affirmative.

CITIZEN COMMENTS:

Commissioner Dowding opened the public hearing at 6:53 p.m.

There were no public comments.

Commissioner Dowding closed the public hearing at 6:53 p.m.

MOTION:

Commissioner Molloy moved to make the findings listed in Section VIII of the Planning Commission staff report dated April 23, 2018 and, based on those findings, recommends that City Council approve the North Boyd Lake 1st Subdivision easement vacations. Following a second by Commissioner McFall, the motion was opened for Commission discussion.

COMMISSION DISCUSSION:

- Commissioner Molloy indicated that the findings are clearly stated and the easement should be vacated.

As there was no other discussion, the motion was called and received unanimous approval.

ADJOURNMENT

Commissioner McFall, made a motion to adjourn. Upon a second by Commissioner Hitchcock, the motion was unanimously approved.

Commissioner Dowding adjourned the meeting at 6:59 p.m.

Approved by: Carol Dowding
Carol Dowding, Planning Commission Chair

Linda Bersch
Linda Bersch, Interim Planning Commission Secretary.