

**CITY OF LOVELAND**  
**PLANNING COMMISSION MINUTES**  
**February 26, 2018**

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A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on February 26, 2018 at 6:30 p.m. Members present: Chairwoman Dowding; and Commissioners Molloy, Roskie, Fleischer, Bears and Hammond. Members absent: McFall and Hitchcock. City Staff present: Bob Paulsen, Current Planning Manager; Moses Garcia, Assistant City Attorney; Lisa Rye and 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, March 12, 2018 Planning Commission meeting. Currently scheduled are two items for the Foundry Project. They are the SDP for the Foundry Amenity Package and the final design details for the Parking Structure.
2. **Hot Topics**
  - i. Mr. Paulsen reminded that the Boards and Commission Event is scheduled on Thursday, March 8th at 5:30 pm at the Loveland Police and Courts building. He will have more details later in the meeting.
  - ii. Mr. Paulsen noted that the recruitment process for filling the remaining Planning Commission vacancy is in progress. Advertisement is underway with a deadline of March 13th at 4:00 pm. He encouraged anyone in the audience or viewing the video who might be interested in the position to apply. Applicants must live within the city limits.

**CITY ATTORNEY'S OFFICE UPDATES**

**Moses Garcia**, Assistant City Attorney, noted that while he is serving as Acting City Attorney, Laurie Stirman, Assistant City Attorney, will be the attorney for the Planning Commission.

**COMMITTEE REPORTS**

**Commissioner Roskie** said the Title 18 Committee meetings will resume soon.

There was nothing to report from the Zoning Board of Adjustment.

## **COMMISSIONER COMMENTS**

There were no comments.

## **APPROVAL OF THE MINUTES**

*Commissioner Molloy made a motion to approve the February 12, 2018 minutes with the corrections as noted; following a second from Commissioner Bears, the minutes were unanimously approved. Commissioner Roskie abstained.*

## **CONSENT AGENDA**

There were no items scheduled on the Consent Agenda

## **REGULAR AGENDA**

### **1. Amendments to Create Loveland (the Comprehensive Plan)**

Jennifer Hewett-Apperson, Strategic Planning, noted that this is a Public Hearing for the purpose of considering amendments to the City's comprehensive land use plan, Create Loveland. These amendments, which constitute the Annual Update, address two topics: 1) the recently expanded Growth Management Area boundaries in the Southeast portion of the community; and 2) Land Use Plan amendments relating to recent zone changes and the use designation change associated with the High Plains School. The Commission's role is to review these amendments and forward a recommendation to the City Council for adoption. No other issues have been identified and the City Staff supports the updates.

## **COMMISSIONER QUESTIONS AND COMMENTS:**

- **Commissioner Dowding** questioned the inclusion of two complete chapters of the Comprehensive Plan in their packet and the lack of identification of the meaning of the orange dashed line in the Update to the Future Land Use Map. **Ms. Hewett-Apperson** indicated the chapters were for reference only and she also noticed the omission of the orange dashed line on the map key. That line indicates the expanded growth management area and the key will be corrected.

## **CITIZEN COMMENTS:**

**Commissioner Dowding opened the public hearing at 6:41 p.m.**

There were no public comments.

**Commissioner Dowding closed the public hearing at 6:41 p.m.**

*Commissioner Molloy moved to recommend that the City Council approve the update and amendments to the City of Loveland 2016 Comprehensive Master Plan known as Create Loveland as specified in this staff report dated February 26, 2018. Following a second by Commissioner Roskie, the motion was passed by unanimous vote.*

## **2. Foundry Theatre – Site Development Plan**

**Commissioner Dowding** introduced Item 2 as a Public Hearing for consideration of the Theatre project which is the third phase of The Foundry in downtown Loveland. Review of the Theatre project involves the review of a Site Development Plan consisting of a 26,000 square foot building and the immediately surrounding area.

**Troy Bliss**, Current Planning, shared that this is the third and final phase as far as zoning and land use for the Foundry project. He reviewed the public outreach that has taken place for this project as a whole, which includes the Theatre. He also reviewed previous phases of the project.

The Theatre is proposed to include seven screens along with a large, open entry for ticketing, concessions, and dining. As a proposed building over 25,000 square feet of floor area in the downtown core, a public hearing by the Planning Commission is required. The Commission's role is to determine if the Theatre project meets four findings specified in Section 18.24.050.B of the Downtown BE Zoning District. The applicable findings relate to design standards specified in the BE District; consistency with City policy relating to downtown, including the Heart Improvement Project known as the HIP Streets Plan; compatibility with surrounding properties; and, the availability of infrastructure adequate to serve the project. This is a quasi-judicial matter and the Commission's decision is final barring appeal to the City Council.

**Mr. Bliss** went on to discuss the key features of the building, such as the high visibility along the south and east street frontages, the Third Street entry that faces the central plaza, the pedestrian emphasis and the SW and SE building nodes. He shared that there are some items in this project that do not strictly meet the BE building standards. Those include the type of exterior materials, the recesses and projections on the façade, and the amount of openings. The standard for exterior finish is 30% brick on the facade of the building and this is not quite met. The black base and tannish or reddish portion of the building is the brick. The two-toned gray is a stucco finish. The staff felt that stucco finish was in keeping more in line with a masonry finish and within the intent of the standard. The brick is the same type as used throughout the Foundry and is used adjacent to high-traffic pedestrian areas.

He discussed the amount of recesses and projections that are required along primary streets which are those along Lincoln and Third Street. Because the building is built to the property line, building recesses or projections are difficult. Building features including the tower elements, the two nodes on the SE and SW corners of the building, the sign feature projections, and the marquees along Lincoln and Third Street are allowed and comply with building design standards. These features speak to the intent of the code. For this type of building, the required glazing is difficult to achieve as a theatre cannot have windows. The Lincoln side of the building houses projection rooms so windows are not possible; but some faux windows have been added as a design element along with movie poster board frames along the sidewalk. Third Street does have a concentration of windows around the entrance. Staff felt these elements achieved the intent of the zoning code.

Mr. Bliss indicated that the Planning Commission will evaluate this project in terms of its deviations from the code and determine if it fits with building massing of downtown as a whole. The staff recommends approval of this project with the conditions outlined in the staff report. He pointed out Condition 22 regarding the overall grading and drainage of the site. This condition is necessary as properties west of the theatre site are lower in elevation and staff is working on the technical aspects of providing equal or better grading and storm water engineering than what currently exists around the Morgan property. Mr. Bliss then introduced Mr. Roger Thorpe of Thorpe Associates who provided the design work for the theatre.

**Mr. Roger Thorpe and Joe Calvin** of Thorpe Associates presented information on the Foundry Theatre. The firm has designed theatres for 30 years. Mr. Thorpe went over the design for the theatre and how it fits into the available space for the building. He also discussed the compatibility of the theatre building with the rest of the Foundry. He explained the design requirements that were implemented because of the flood plain requirements of the lot, the placement of the utilities for the building including the HVAC design, drainage requirements and the necessary screening on the roof. The entrance/egress for the seven auditoriums and the building as a whole were shown as was the seating design in the auditoriums. The design of the outside of the building and how it fit with the required design elements of the BE code was illustrated in detail. He did explain that the red trim was chosen to call attention to the theatre as an exciting place.

## COMMISSIONER QUESTIONS AND COMMENTS

- **Commissioner Fleischer** inquired about how close the design was to the code requirement for the 30% of the façade to be brick. Mr. Thorpe indicated the design was at about 20%. Mr. Fleischer expressed that there would be an expectation, as you came around the corner from the Historic District at 4<sup>th</sup> Street and Lincoln Avenue, that the first building within the Foundry (the theatre) would offer a better transition from brick architecture to the more modern look of the Foundry. That transition could be accomplished with more use of brick or stone along the Lincoln Avenue façade of the theatre. He also questioned the roof screening. **Mr. Bliss** explained that the screening illustrated was adequate to screen roof installations from nearby locations.
- **Commissioner Molloy** indicated that he agreed with Commissioner Fleischer on the transition from the Historic District needing more brick. He also said he felt that the Lincoln side could use more lighting. He also questioned if the bicycle parking in the site plan was just for the theatre or the Foundry as a whole. The response was that it is for the all of the Foundry.
- **Commissioner Dowding** inquired about the landscape plan showing three trees and the illustration showing four. **Mike McBride** with BHA indicated that the four trees illustrated is correct. She also echoed the other commissioners about the flow along Lincoln Avenue, indicating that the transition needed improvement.



## CITIZEN COMMENTS:

**Commissioner Dowding opened the public hearing at 7:40 p.m.**

There were no public comments.

**Commissioner Dowding closed the public hearing at 7:40 p.m.**

## COMMISSIONER COMMENTS:

- **Commissioner Roskie** commented that she feels okay about the design of the theatre building. She is a little disappointed that there is a low ratio of brick in the transition particularly since there are no windows along Lincoln Avenue. Moreover, she is not a huge fan of the hat roof structure but understands it is a way finder. She is willing to live with it as it is.
- **Commissioner Fleischer** thinks this is an exciting project but would urge that we ask for more masonry on the Lincoln Avenue façade.
- **Commissioner Hammond** concurs with the others concerning more brick on the Lincoln façade to hold the integrity of old town as best we can. He likes the rest and feels it is a great addition for this town.
- **Commissioner Bears** concurs with everyone else. He is a fan of the project but there does need to be a better transition along Lincoln Avenue.
- **Commissioner Dowding** agrees there needs to be more brick on the Lincoln façade.

*Commissioner Molloy moved to make the findings listed in Section VIII of the Planning Commission staff report dated February 26, 2018, and based on those findings, approve the Foundry Theatre Site Development Plan, subject to the conditions listed in Section IX, as amended on the record. Commissioner Roskie seconded the motion, which passed unanimously.*

**Commissioner Dowding called for a recess at 7:45 p.m.**

**Commissioner Dowding called the meeting to order at 7:53 p.m.**

*Commissioner Fleischer made a motion to reconsider the Commission's vote on regular agenda Item 2, The Foundry Theatre Site Development Plan. Commissioner Roskie seconded the motion which passed unanimously.*

*Commissioner Fleischer then moved to make the findings listed in Section VIII of the Planning Commission staff report dated February 26, 2018, and based on those findings, approve the Foundry Theatre Site Development Plan, subject to the conditions listed in Section IX, and to require that the minimum city standard of thirty percent of brick or stone on the Lincoln Avenue façade be met. Commissioner Roskie seconded the motion. Following the acceptance of the conditions by Mr. Thorpe for the applicant, the motion was unanimously approved.*

**Commissioner Dowding** informed that Agenda Item 4, Concept Review Survey, would now be heard, followed by Agenda Item 3, 2017 Accomplishments and 2018 Goals as well as a discussion on the Boards and Commissions Event.

### **3. Concept Review Survey**

This is an administrative matter. In early February of 2018, the Current Planning Division sent out emails to approximately 200 customers who had participated in a Concept Review meeting in 2016 or 2017. Each customer was asked to complete a satisfaction survey, through Survey Monkey, on their Concept Review experience. To date, 57 completed surveys have been returned.

**Mr. Paulsen** provided copies of the preliminary survey results to the Commissioners. He briefly described what a Concept Review entails and what type of applicants utilize these reviews and identified what City departments participate. He also provided copies of the questions in the survey and the verbatim comments from the respondents so far. He noted that the survey was not yet completed but wanted to share the process at this time and indicated that the final results should be available next month. He noted that many of the unsatisfactory comments received had to do with a dissatisfaction with the overall Development Review Process rather than with the Concept Reviews. When the survey is completed, final results will be posted on the web site and a compilation of the responses will be returned to all who received the survey. This information will be used to improve processes.

### **COMMISSIONER COMMENTS:**

- **Commissioner Roskie** asked, in light of all the concerns express recently especially to City Council, at what level does the Building Division participate in this process. Mr. Paulsen indicated they are asked to get involved when pertinent. With Concept Reviews, we are trying to help the applicant distinguish how they get information regarding their particular needs. A particular effort is being made to help residents and small business owners looking for guidance.
- **Commissioner Molloy** talked about how different cities have different levels of requirements and applicants have differing expectations. The Concept Review is very helpful to give direction on how to proceed in Loveland. Once you have a Concept Review meeting you can ask for a follow-up project meeting before you submit a final application. Mr. Paulsen indicated that approximately 50% of the Concept Review meetings result in a follow-up project review.

### **4. 2017 Accomplishments and 2018 Goals**

This is an administrative matter that the Commission completes each year in effort to look back at the previous year for guidance in setting priorities for the new year. The itemized list of accomplishments and goals is also used by the Commission in preparation for the annual Boards and Commissions' appreciation event held in March. This year, the event is on Thursday evening, March 8<sup>th</sup> at the Police and Courts Building beginning at 5:30. All commissioners are invited. A decision on how the Planning Commission will participate in this event will need to

be finalized this evening. In the Commission packet, the memo listing 2016 Goals and 2017 Accomplishments is provided for review; a draft listing of 2017 Accomplishment and 2018 Goals has also been provided by staff.

**Mr. Paulsen** noted that all Commissioners have received information on the Board and Commissions Event to be held on Thursday, March 8<sup>th</sup>. It is an interactive event this year. Each Board/Commission will have their goals/accomplishments at their table and will be sharing information with other groups in order to encourage dialogue and build relationships. He provided handouts of a proposal for an exercise that staff will facilitate for the Commission. The Commissioners agreed with this plan.

**Mr. Paulsen** then provided a preliminary listing of 2017 accomplishments and 2018 goals for the Commission to consider. He noted there is a huge number of meetings, agenda items, public hearings and especially study sessions that took place in 2017. This is the busiest year for the Planning Commission that he has seen in the over eleven years he has been in his position. He asked that the Commissioners review the accomplishments and goals presented and encouraged the Commissioners to provide any additions or adjustments.

#### **COMMISSIONER COMMENTS:**

- **Commissioner Roskie**, recommended that a basic training session be added to the goals that would serve as a refresher of the Planning Commissioner training that was given previously. She felt a refresher would be valuable especially for the new members. She also proposed to add one other training session regarding the (planning) practices that might be available from organizations such as DOLA or APA. She also suggested that all Commissioners have a copy of the Planning Commissioners Handbook as a guide to meetings.
- **Commissioner Molloy** suggested a goal of a joint meeting/interaction with the City Council regarding the goals of the City, such as the UDC Code Update. He would also like to visit a completed site that has been through the application process. He noted that we have previously met with the Thompson School District and perhaps that may be a future goal. Mr. Paulsen indicated that possibility will be investigated by the staff.

**Mr. Paulsen** reviewed the additions to the goals. He said all are good suggestions and will be added to the list. He asked to receive an e-mail before the March 8<sup>th</sup> meeting if the Commissioners had any other suggestions.

**Mr. Paulsen** noted that the advertisement for Commission vacancy has been sent out and he is planning on interviews beginning around March 13<sup>th</sup>.

## **ADJOURNMENT**

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

**Commissioner Dowding adjourned the meeting at 8:42 p.m.**

Approved by: Carol Dowding  
Carol Dowding, Planning Commission Chair

Linda Bersch  
Linda Bersch, Interim Planning Commission Secretary.