



City of Loveland

**LOVELAND PLANNING COMMISSION MEETING  
AGENDA**

**Monday, September 10, 2018  
500 E. 3<sup>rd</sup> Street – Council Chambers  
Loveland, CO 80537  
6:30 PM**

*The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, please contact the City's Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or 970-962-2372. The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City's ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org).*

*“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, favor contacte al Coordinador Título VI de la Ciudad al [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los ciudadanos de acuerdo con la Ley de Discapacidades para americanos (ADA). Para más información sobre ADA o acomodaciones, favor contacte al Coordinador de ADA de la Ciudad en [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org).”*

**LOVELAND PLANNING COMMISSIONERS: Carol Dowding (Chair), Pat McFall, Rob Molloy, Jeff Fleischer, Tim Hitchcock, Michael Bears, David Hammond, and Milo Hovland.**

**CALL TO ORDER**

**I. PLEDGE OF ALLEGIANCE**

**II. REPORTS:**

**a. Citizen Reports**

This is time for citizens to address the Commission on matters not on the published agenda.

**b. Recognition of Service: Jamie Baker Roskie**

**c. Current Planning Updates**

**1. Monday, September 24, 2018 – Regular Meeting Agenda Preview**

**i. Sprenger-Sycamore Additions BE Rezone PH**

**ii. Lot 12 Sycamore Additions Outlying BE Rezone PH**

**iii. Aldon-Burkhard Additions Outlying BE Rezone PH**

**iv. Aldon-Stoner Additions Outlying BE Rezone PH**

**v. East First Street Addition Outlying BE Rezone PH**

**2. Hot Topics:**

- d. **City Attorney's Office Updates:**
- e. **Committee Reports**
- f. **Commission Comments**

### **III. APPROVAL OF MINUTES**

#### **Review and approval of the August 13, 2018 Meeting minutes**

### **IV. REGULAR AGENDA:**

#### **1. Unified Development Code (UDC) – Public Hearing**

This is a public hearing to consider adoption of the Unified Development Code. The UDC incorporates the zoning, subdivision and annexation regulations of the Municipal Code into an integrated document that will comprise Title 18. Along with an integrated format, the UDC includes new and refined provisions designed to facilitate quality development while providing opportunities for public involvement in the development process.

The public hearing draft of the UDC represents over two years of work to craft a more modern and comprehensive development code. The effort has included extensive Planning Commission involvement along with substantial input from the Title 18 Committee, the City Council, a stakeholders group of private sector representatives, several HOA's and staff members from several city departments.

As a replacement for code provisions that were developed decades ago, and amended many times over the years, the UDC is built on the foundation of the 2016 Comprehensive Plan - Create Loveland. As such, the UDC allows for land use innovations, including micro homes, cluster development, mixed use and walkable neighborhoods. Commercial and multi-family housing standards have also been substantially modernized. Design standards are structured to be clear yet flexible, affording developers the ability to adjust designs based on site conditions and market demands. Submittal requirements have been structured to postpone detailed and expensive engineering design until projects have undergone initial review, including public review when it is required. The UDC provisions are designed to reduce the need for unnecessary public hearings by bolstering standards to insure land use compatibility, with public hearings occurring when neighborhood concerns arise.

The role of the Planning Commission is to conduct a public hearing and to forward a recommendation to the City Council for final action.

### **V. ADJOURNMENT**

## SUPPLEMENTARY INFORMATION

### Public Hearing Procedures

The purpose of a public hearing is for the Planning Commission (PC as used below) to obtain full information as to the matter under consideration. This includes giving all interested parties the opportunity to speak (provide testimony) at the hearing.

The public hearing is a formal process. Below is the typical hearing sequence to be followed by the Planning Commission.

*Annotations have been provided for clarity.*

- 1. Agenda item is recognized by the Chair**
- 2. Public hearing is opened\***
- 3. Staff presentation**  
*(May include clarifying questions to staff from Commissioners)*
- 4. Applicant presentation**  
*(May include clarifying questions to applicant from Commissioners)*
- 5. Public comment**  
*(All public comment should be made from the podium upon the PC Chair acknowledging the citizen speaking. Citizens should provide their name and mailing address in writing at the podium, and introduce themselves. The PC may ask clarifying questions of the citizens. At a public hearing, the PC does not respond to questions from citizens; questions directed to the applicant or staff should be requested through the Chair.)*
- 6. Applicant response**  
*(The Chair typically requests that applicants respond to comments and questions raised during public comment)*
- 7. PC questions to staff, the applicant and possibly to citizens who presented**  
*(Commissioners may use this step in the process to gain a more detailed understanding of relevant information)*
- 8. Close public hearing**  
*(Unless specifically permitted by the Chair, further testimony is not allowed after the public hearing is closed)*
- 9. Motion**  
*(Motions are made by a PC member with possible conditions)*
- 10. Motion is seconded**  
*(A 2nd is required before the motion can be considered; a motion that fails to obtain a second dies)*
- 11. PC discussion**  
*(The PC discusses the application and whether it satisfies the required findings)*
- 12. PC Chair requests that the applicant agree to any conditions prior to a vote**  
*(If an applicant does not accept the proposed conditions, the PC may deny the application)*
- 13. Vote**  
*(The decisions of the PC must address relevant findings of fact. These findings are specified in adopted plans and codes, and serve to guide zoning and annexation decisions. Relevant findings are itemized in the Staff Report and referred to in the recommended motion.)*

\* Note that the Planning Commission may place time limits on presenters. All presenters should communicate clearly and concisely, refraining from duplicating detailed information that has been provided by others.

**CITY OF LOVELAND**  
**PLANNING COMMISSION MINUTES**  
**August 13, 2018**

---

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on August 13, 2018 at 6:30 p.m. Members present: Chairwoman Dowding; and Commissioners Roskie, Hitchcock, Hammond, and Hovland. Members absent: Commissioners McFall, Fleischer, Molloy, and Bears. City Staff present: Bob Paulsen, Current Planning Manager; Laurie Stirman, Assistant City Attorney; Lisa Rye, 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, reminded the commissioners of the Unified Development Code (UDC) Joint Study Session scheduled for Monday, August 20th with City Council, the Title 18 Committee and Planning Commission. This will be the last planned Study Session before the Planning Commission Public Hearing, which is scheduled for September 10<sup>th</sup>.
2. **Mr. Paulsen** reviewed the agenda scheduled for the Monday, August 27<sup>th</sup> Planning Commission meeting. **Alison Hade**, Community Partnership Administrator, will be proposing adjustments to current Municipal Code Chapters 16.38 and 16.43, which address affordable housing.
3. As a Hot Topic item, **Mr. Paulsen** discussed Planning Commission absences. It was decided that commissioners will send an emailed notification of any absence to the full commission, along with Bob Paulsen and Lisa Rye, in advance of the meeting.

**CITY ATTORNEY'S OFFICE UPDATES**

There was nothing to report from the City Attorney's office.

**COMMITTEE REPORTS**

There were no committee reports.

## **COMMISSIONER COMMENTS**

Commissioner Roskie discussed her involvement as a member of a working group for health outcomes related to the built environment. The purpose of the group is to improve assistance from Larimer County to the local municipalities. She will share updates over the upcoming months and will ask the Planning Commission for feedback.

## **APPROVAL OF THE MINUTES**

*Commissioner Roskie made a motion to approve the July 23, 2018 minutes; upon a second from Commissioner Hitchcock, the minutes were unanimously approved.*

## **CONSENT AGENDA**

### **1. Thornburg Hamilton 4<sup>th</sup> Sub – Preliminary Plat**

This is a public hearing is to consider a preliminary subdivision plat that would subdivide a 38-unit townhome development into separate lots for individual sale. The property is part of a larger 74-acre residential development located on the west side of Fairgrounds Avenue, north of the Larimer County Fairgrounds. The overall development consists of a variety of multifamily apartments, townhomes, and condominiums, along with a new elementary school for the Poudre School District. A special review was administratively approved allowing the multifamily land uses; however, in order to subdivide the property for individual townhome units, preliminary and final plat approval is needed.

Staff is recommending approval of the preliminary plat based on compliance with the findings required in the Municipal Code, as outlined in Section VIII of this report. The Planning Commission's decision on the preliminary plat is final unless the decision is appealed to City Council.

*Commissioner Roskie moved to make the findings listed in Section VIII of the Planning Commission staff report dated August 13, 2018 and, based on those findings approve the Thornburg Hamilton Fourth Subdivision. Commissioner Hovland seconded the motion.*

*The motion was unanimously approved.*

## **ADJOURNMENT**

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

**Commissioner Dowding adjourned the meeting 6:40 pm.**

Approved by: \_\_\_\_\_  
Carol Dowding, Planning Commission Chair

---

Lisa Rye, Planning Commission Secretary.