

**CITY OF LOVELAND
PLANNING COMMISSION MINUTES
September 10, 2018**

A meeting of the City of Loveland Planning Commission was held in the City Council Chambers on September 10, 2018 at 6:30 p.m. Members present: Chairwoman Dowding; and Commissioners McFall, Molloy, Fleischer, Hammond and Hovland. Members absent: Commissioners Hitchcock 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.

RECOGNITION OF SERVICE

Chairwoman Dowding announced that **Jamie Baker-Roskie** is leaving the Planning Commission, as she has accepted a position with the City of Loveland City Attorney's Office. Ms. Roskie was presented with a recognition plaque for her hard work and dedication over the past several years, serving as a Commissioner and ZBA Officer. Commissioners expressed their appreciation for her and wished her the best in her new position.

CURRENT PLANNING UPDATES

1. **Robert Paulsen**, Current Planning Manager, reviewed the agenda items scheduled for the Monday, August 27, 2018 Planning Commission meeting. **Caleb Jackson**, Current Planning, will be presenting the following rezoning projects:
 - Springer-Sycamore Additions BE Rezone PH
 - Lot 12 Sycamore Additions Outlying BE Rezone PH
 - Aldon-Burkhard Additions Outlying BE Rezone PH
 - Aldon-Stoner Additions Outlying BE Rezone PH
 - East First Street Addition Outlying BE Rezone PH
2. **Mr. Paulsen** discussed vacancies within the Planning Commission. The City of Loveland fall recruitment process will take place from October 1 through November 2. Commissioners who will not be participating on the commission in 2019 were asked to notify the staff of their decision. **Chairwoman Dowding** shared that she will not be continuing next year, as she will be relocating to another state.

CITY ATTORNEY'S OFFICE UPDATES

Laurie Stirman, Assistant City Attorney, mentioned that she will be absent from the next meeting. Moses Garcia, City Attorney, will be taking her place at the September 24 Planning Commission meeting.

COMMITTEE REPORTS

There were no committee reports.

COMMISSIONER COMMENTS

There were no comments.

APPROVAL OF THE MINUTES

Commissioner McFall made a motion to approve the August 13, 2018 minutes; upon a second from Commissioner Molloy, the minutes were unanimously approved.

CONSENT AGENDA

There were no items scheduled on the Consent Agenda

REGULAR AGENDA

1. Unified Development Code (UDC) – Public Hearing

Project Description: 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.

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

Mr. Greg George, Current Planning, presented the public hearing draft of the Unified Development Code (UDC) and discussed the work that has gone into the completed version over the past couple years. He reviewed the Project Schedule, and explained that the proposed version will go before City Council on October 2 for the first reading, and then again on November 6 for the second reading and public hearing. Planning staff has requested an effective date of the ordinance to be January 1, 2019. This extension will provide adequate time to develop checklists required by staff in order to process applications efficiently under the new Code.

Mr. Todd Messenger, Land-use Law Attorney at Fairfield and Woods, was introduced to the Commission. Mr. Messenger was instrumental in developing and writing the new code.

Mr. George presented a general summary of improvements to the proposed new code. The approval process has been improved with the addition of the "Limited Use" procedure, which replaces the "Special Review Use" in the old code. The subdivision approval process has also been changed to allow for sketch plat submittals prior to the initial approval; followed by the final plat, which would not be required until approval has occurred.

Six distinct decision-making tracks were created in order to define the step-by-step process for different application types, representing a significant reduction in the number of review procedures included in the code. A table within the code clarifies the track for each type of application. This provides the applicant with a checklist of the necessary process for project approval.

Public notice requirements would be changing with the proposed code. Public notice distances have been reduced and standardized. Furthermore, the Director has discretion to increase the notification distance if impacts of a development would be greater than numerical standards specify.

The appeals process within the code has been updated. The Planning Commission would be the final appellate body for decisions by the Director; most appeals would be final at the Planning Commission level.

Mr. George discussed the proposed housing palette, which provides five new lot sizes for single-family detached homes and seven new housing types. Developers would be able to access the expanded housing palette through the Complete Neighborhood process.

Standards for development along Loveland's highway corridors were presented, including allowances for increased building heights, development intensity and multi-family housing densities.

Changes to the Downtown Zone were mentioned. The "BE" Zone designation is being replaced with the "DT" zone which is oriented to urban-level development. An associated process is the rezoning of three outlying BE-zoned clusters that will ensure a more focused zoning orientation for the downtown area. . This zone-change is occurring concurrently with the UDC adoption and will ensure zoning and land use compatibility for the three outlying BE-zoned areas.

Updated standards for improving land use compatibility were presented, as well as updated building design standards for residential dwelling units. Planned Unit Developments (PUDs) would have a new simplified development approval process.

The proposed new code would provide design flexibility for affordable housing with regard to landscaping, front setbacks, outdoor play areas, streets, pedestrian facilities, off-street parking, and stormwater facilities.

Other changes and improvements discussed were building design standards, site design standards, signs, landscaping and buffering, and new provisions allowing the conversion of an existing non-conforming use to a conforming use.

CITIZEN COMMENTS:

- **Darcy McClure, Director of Real Estate for the Loveland Housing Authority**, expressed her support for the adoption of the Unified Development Code. She stated that the provisions within the new code will help provide new affordable housing opportunities in Loveland.

Commissioner Dowding closed the public hearing at 7:23 p.m.

COMMISSIONER QUESTIONS:

- **Commissioner Molloy** questioned how applications will be handled while the proposed code is awaiting adoption. He also wondered if there will be some training available to the public. **Mr. Paulsen** explained that Concept Review applications have been evaluated under both the existing code and the UDC. Applications submitted before the effective date of the UDC can be processed under the exiting code or the UDC. He added that the Planning staff's primary goal is making certain all checklists and procedure information presented to the public is clear, understandable, and consistent with the UDC. Training sessions will most likely follow, to ensure customers understand the distinctive changes made.
- **Commissioner McFall** supported the idea of a training session for applicants, and mentioned that making recorded trainings available for public review would be very helpful. He also asked for an explanation of what a Concept Review (CR) meeting is.

Mr. Paulsen explained that a CR meeting is a type of pre-application meeting, available to any individual that is interested in a property. Applicants have a 45-50 minute discussion about the proposed project with eight members of the Development Review Team. In the course of the meeting, the applicant receives written comments to assist in deciding if it is a workable project. The meeting also provides the applicant with an understanding of the submittal requirements for project approval. **Mr. George** added that the new tables within the proposed code will assist the applicant with the approval process.

Commissioner McFall moved to recommend that City Council adopt the Unified Development Code Public Hearing Draft dated August 30, 2018. Commissioner Fleischer seconded the motion.

COMMISSIONER DISCUSSION:

- **Commissioner Fleischer** shared that the updated code will be straight-forward and simplified. The flexibility within the code will be very beneficial to users.
- **Commissioner McFall** stated that the process of developing the UDC has resulted in many adjustments and improvements, and while he had some concerns earlier in the process, he believes that the UDC will be beneficial to the community.
- **Commissioner Molloy** mentioned that planning is a very important piece in shaping community growth. He shared that he is pleased with the proposed UDC and looks forward to utilizing this code with the new projects he is involved with in the future.
- **Commissioner Dowding** called the code “a step into a new century”. She added that the new code is clean, simple, and amendments will be easy. The standards are well thought-out and thorough. With the adoption of the proposed code, she believes Loveland will have succeeded at being “cutting edge”.

The motion was unanimously approved.

ADJOURNMENT

Commissioner Dowding adjourned the meeting 7:43 pm.

Approved by:



Carol Dowding, Planning Commission Chair



Lisa Rye, Planning Commission Secretary.