



## LOVELAND PLANNING COMMISSION MEETING

### AGENDA

Monday, November 26, 2018  
500 E. 3<sup>rd</sup> Street – Council Chambers  
Loveland, CO 80537  
6:30 PM

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*“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 [ADAcordinator@cityofloveland.org](mailto:ADAcordinator@cityofloveland.org).”*

**LOVELAND PLANNING COMMISSIONERS: Carol Dowding (Chair), Pat McFall (Vice Chair), 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: Carol Dowding

##### c. Current Planning Updates

##### 1. Monday, December 10, 2018 – Regular Meeting Agenda Preview

##### i. Foundry Parking Garage – Art Memo

##### 2. Hot Topics:

##### i. Planning Commission interviews

##### d. City Attorney's Office Updates

- e. **Committee Reports**
- f. **Commission Comments**

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

#### **Review and approval of the October 8, 2018 Meeting minutes**

### **IV. CONSENT AGENDA**

The consent agenda includes items for which no discussion is anticipated. However, any Commissioner, staff member or citizen may request removal of an item from the consent agenda for discussion. Items requested to be removed from the consent agenda will be heard at the beginning of the regular agenda.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption by the Planning Commission and acceptance by the Applicant of the staff recommendation for those items.

- Does anyone in the audience wish to remove an item from the Consent Agenda?
- Does any staff member wish to remove an item from the Consent Agenda?
- Does any Commissioner wish to add any item from the Regular Agenda to the Consent Agenda or remove an item from the Consent Agenda?

#### **1. Centerra Emergency Access Easement Vacation – Public Hearing**

This is a public hearing concerning the vacation of an emergency access easement located in an undeveloped area north of the Promenade Shops in east Loveland. The emergency access easement was established in 2004 to provide a second emergency access to the Promenade Shops while the shopping center was under construction. At the time it was established, a notation was included with the easement agreeing to terminate the easement when alternative access became available. Alternative access has since been made available to the Promenade Shops with the buildout of Centerra Parkway. The vacation of the easement is thus being formally pursued at this time.

Vacation applications are considered legislative. Under Loveland Municipal Code Chapter 16.36, the Planning Commission must hold a public hearing and make a recommendation to Council on the request. City Council is scheduled to hear this matter on December 4, 2018.

### **V. REGULAR AGENDA**

#### **2. Planning Commission Report Templates – Jennifer Hewitt-Apperson**

This is an administrative item. With the recent adoption of the Unified Development Code, Planning staff is working to update the format of staff reports prepared for the Planning Commission. The primary goal is to develop a report template that provides clear and accessible information in a predictable format. To this end, staff is seeking input from the Commission. To assist the Commission, several report examples have been provided for Commissioners to review.

## VI. 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.

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**Privacy:** Citizens who present to the Commission or provide written materials for Commission review should understand that information provided like email addresses, phone numbers and personal addresses will become part of the public record. Such information may be posted on the City's web site or otherwise made available to the public unless a written request for privacy is provided to the Planning Commission Secretary.