



## LOVELAND PLANNING COMMISSION MEETING AGENDA

Monday, October 28, 2019  
500 E. 3<sup>rd</sup> Street – Council Chambers  
Loveland, CO 80537  
6:30 PM

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**LOVELAND PLANNING COMMISSIONERS: Patrick McFall (Chair), Michael Bears, Jeff Fleischer, Rob Molloy, Milo Hovland, Susan Peterson, Deborah Tygesen and Jerico Devlin.**

### 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. Current Planning Updates

1. Recognition of Commissioners Molloy and Hammond
2. Commission Photo
3. Monday, November 11, 2019 meeting canceled due to Veteran's Day
4. Monday, November 25, 2019 Meeting Agenda Preview
  - Connect Loveland Transportation Plan process update--Public Works
  - Ranch Acres Rezone - Public Hearing
  - East Loveland Industrial 3<sup>rd</sup> - Conditional Use Public Hearing
5. Fall Recruitment for Boards and Commissions--Nov 1st application deadline

**C. City Attorney's Office Updates**

**D. Committee Reports**

**E. Commission Comments**

**III. APPROVAL OF MINUTES**

**Review and approval of the October 14, 2019 meeting minutes**

**IV. REGULAR AGENDA**

**1. Dakota Glen Outlot J Public Hearing – Rezone and Zoning Document Presented by staff planner Troy Bliss**

This application requires a public hearing. Upon completion of the public hearing process, the Commission must forward a recommendation to the City Council for final action.

The application requests to rezone a 7.2-acre property located on the west side of South Wilson Boulevard from DR-Developing Resource to Planned Unit Development (PUD). The property is located to the north of 14th SW and is currently vacant. The requested rezoning would allow the development of a 19-lot, single-family subdivision. The homes would all be single-family detached units and would be placed on lots between 5,500 square feet and 7,000 square feet in size. The lot size range is generally smaller than the standard 7,000 square foot minimum allowed in the R1 zone district.

The Development Review Team is supporting the rezoning request based on City codes, standards and policies as specified in the Findings and as stipulated in the recommended Condition provided in the accompanying staff report. The recommended Condition addresses a key issue relating to the provision of a sidewalk to be installed by the developer along a portion of Carlisle Drive to the east of Wilson Avenue.

**2. Boards and Commissions Handbook Revisions Review**

This is an informational item. The City Council has recently revised the referenced Handbook. Planning and Legal staff will review the revisions with the Planning Commission and will discuss other portions of the handbook that are particularly relevant to the Commission's operations. Commissioners are encouraged to make ask questions and make comments.

**3. Planning Commission Photo**

As recently discussed, staff would like to start a tradition of taking an annual photo of the Commission.

**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 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 center podium upon direction from the Chair. 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 criteria as found in adopted City policies and ordinances)*
12. **PC Chair requests that the applicant agrees to any conditions prior to a vote**  
*(When preparing to vote on a motion for approval, the PC Chair will ask if the applicant is willing to accept the proposed conditions, if any. If the applicant does not accept the conditions as proposed, the PC may deny the application)*
13. **Vote**  
*(The decisions of the PC must address relevant findings of fact. These findings respond to criteria specified in adopted plans and codes, and serve to guide zoning, annexation and other land use decisions. Relevant criteria and 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, including the applicant, staff and citizens, should communicate clearly and concisely, refraining from duplicating detailed information that has been provided by others.