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**CITY OF LOVELAND**  
**PLANNING COMMISSION MINUTES**  
**February 14, 2011**

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A meeting of the City of Loveland Planning Commission was held in the City Council Chambers of the Civic Center on February 14, 2011 at 6:30 p.m. Members present: Chairman Molloy; Vice Chairman Meyers; and Commissioners Dowding, Fancher, Krenning, Leadbetter, Middleton and Ray. Commissioner Crescibene was absent. City Staff present: Troy Bliss, Current Planning; Robert Paulsen, Current Planning Manager; Sunita Sharma, Assistant City Attorney.

*These minutes are a general summary of the meeting. For more detailed information, audio and videotapes of the meeting are available for review in the Community Services office.*

**COMMITTEE REPORTS**

**Vice Chair Meyers** reported that he has been participating on the Financial Sustainability Community Forum and stated they have been reviewing the City's budget over 10 years. He stated that they have discussed many items that include how the City budget is developed; how priorities are determined; revenue generation and how to close budget gaps. He indicated that the meetings are open to the community as well as being broadcasted on the City channel.

**Chairman Molloy** reported that the Bicycle/Pedestrian Committee is going to meet on Wednesday, February 9, to consider its first review of standards and/or changes to the City's bike and pedestrian path system. He reported that he had additional information and would be available after the hearing to anyone interested in receiving the information.

**Robert Paulsen, Current Planning Manager**, reported that the Title 18 Committee would be meeting in March and then once monthly for the remainder of the year. He stated that the schedule would be finalized by the two Councilors who attend the meetings.

**STAFF MATTERS**

**Mr. Paulsen** reported that City Council recently heard the Namaqua Central 2nd Subdivision Appeal and reported that they decided to approve a modified version of the Planning Commission's recommendation as follows:

- Approve the gated community but with an emergency access gate that would be located on the southern end of Morning Drive, abutting the existing Namaqua Hills Subdivision;
- 22nd Street will remain emergency access only.

1 There was a brief discussion to the effect that the City Council could require the opening of 22<sup>nd</sup>  
2 Street in the future if they so desired; but, it would be many years before the new Namaqua Central  
3 Subdivision was likely to develop.

4  
5 **Mr. Paulsen** reported that the Title 16 and Title 18 appeals provisions would be presented to the  
6 Commission for consideration on March 28, 2011.

7  
8 **APPROVAL OF MINUTES**  
9

10 *Commissioner Ray moved to approve the Minutes of the January 24, 2011 Planning Commission*  
11 *meeting. Upon a second by Vice Chair Meyers the motion passed unanimously.*  
12

13 Chairman Molloy indicated that the item listed on the Consent Agenda needed to be removed and  
14 placed on the Regular Agenda due to a change to the proposed conditions of approval. This item  
15 was removed from the Consent Agenda and Staff Planner Troy Bliss was asked to provide a brief  
16 presentation on this item.

17  
18 **CONSENT AGENDA**  
19

20 **1. Peakview Commercial Park - 1st Subdivision Preliminary Development Plan—moved**  
21 **to Regular Agenda Item 1.**  
22

23 This is a public hearing to consider a Preliminary Development Plan Amendment for Lots 4, 5,  
24 and 6, Block I of the Peak view Commercial Park - First Subdivision. Planning Commission  
25 approved a Preliminary Development Plan for these lots on November 9, 2009. The developer of  
26 Lot 6 (Murphy Oil) has reconsidered their plans for the property and is proposing a gas station  
27 that does not include a convenience store but rather a small 591 square foot kiosk associated with  
28 fuel and convenience sales. This represents the primary change to the Planning Commission's  
29 prior approval and reason why this item was placed on the Consent Agenda. This item requires a  
30 quasi-judicial proceeding by the Planning Commission.

31  
32 **Troy Bliss, Project Planner** explained the minor amendments made to the conditions and reported  
33 that he reviewed the changes to the conditions with applicant and the Consultant who are both in  
34 agreement with the revised conditions.

35  
36 **Mr. Bliss** stated that the application amends a preliminary development plan that was approved in  
37 November 2009. Mr. Bliss reported that the change to the project is to replace the convenience store  
38 with a small kiosk. Mr. Bliss introduced the consultant Brandon Alley, Galloway LLC.

39  
40 **Mr. Alley** thanked Mr. Bliss and the planning staff for all their efforts in the process. He stated that  
41 he and the applicant have reviewed the revised conditions and agreed with the conditions as  
42 presented.

1 *Commissioner Fancher made a motion to make the findings in Section VIII of this report dated*  
2 *February 14, 2011 and based on those findings approve the Peakview Commercial Park*  
3 *Preliminary Development Plan Amendment subject to the conditions listed in Section IX of this*  
4 *staff report, as amended on the record. Upon a second by Commissioner Middleton the motion*  
5 *was unanimously adopted.*

## 6 7 **REGULAR AGENDA**

### 8 9 **2. Review of 2010 Accomplishments and 2011 Goals**

10  
11 Each year the Planning Commission reviews its accomplishments from the previous year and  
12 defines goals for the new year. This process helps to focus the Commission on identified  
13 priorities and helps staff support the Commission in its endeavors.

14  
15 Mr. Paulsen explained the process for determining the accomplishments in 2010 and the goals for  
16 2011. Mr. Paulsen indicated that the identified Accomplishments for 2010 and the 2011 Goals  
17 would be presented at the upcoming Boards and Commission Summit by the Planning Commission  
18 representatives attending that meeting. After a discussion regarding the 2010 achievements and the  
19 2011 Planning Commission goals the following were decided:

#### 20 21 **2010 Accomplishments:**

- 22  
23 1. The Planning Commission has a strong interest in promoting improvements to the City's  
24 development review and building permit review processes. Throughout 2010, Planning  
25 Commissioners were involved in several work sessions, briefings and meetings regarding  
26 the design and implementation of improvements that will lead to a more efficient,  
27 transparent and customer-friendly system.  
28  
29 2. The revitalization of downtown is a key interest of the Planning Commission. In 2010,  
30 the Commission was briefed on the downtown revitalization program and its main  
31 components. The Commission also reviewed and approved the design for the proposed  
32 Rialto Bridge project.  
33

#### 34 **Goals for 2011**

- 35  
36 1. Guide staff in the development of maps to be used in the evaluation of new development  
37 proposals. The maps should indicate platting and related information for approved but  
38 (not yet) undeveloped projects that are within the larger vicinity of a proposed  
39 development. This information will enable the Planning Commission to better assess  
40 how proposed development will fit within a future development context.  
41

- 1        2. Conduct one or more field trips to project sites, including completed project sites. The  
2        field trips should enable the Planning Commission to evaluate what was done well and  
3        what might need to be addressed with future projects. This effort should afford an  
4        assessment of the effectiveness and level of compliance with existing development  
5        standards.  
6  
7        3. Monitor and review the City's development review and building permit process  
8        improvements for effectiveness and efficiency. Improvements include the electronic  
9        review process and the new site development plan process. Staff will facilitate this effort  
10       through briefings to the Planning Commission.  
11  
12       4. Conduct study sessions as follows:  
13  
14       • Joint Study Session with the City Council to discuss specific planning and  
15       development policies  
16       • Review of the Planning Division's program for amending the Municipal Code. The  
17       purpose is to provide direction to staff and the Title 18 Committee  
18       • Update of downtown revitalization initiatives, including the rewrite of the BE zoning  
19       district and progress on the Rialto Bridge project.  
20

21       **ADJOURNMENT**  
22

23       *Commissioner Ray made a motion to adjourn. Upon a second by Vice Chair Meyers the motion*  
24       *was unanimously adopted.*  
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26       \_\_\_\_\_  
27       Robert Molloy, Vice Chair  
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29       \_\_\_\_\_  
30       Vicki Mesa, Secretary  
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