



**CITY OF LOVELAND**  
PARKS AND RECREATION

Civic Center • 500 East Third, Suite 200 • Loveland, Colorado 80537  
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620

## Neighborhood Meeting Notice Letter

Date: **March 18, 2024**

Dear Property Owner:

This is a notice that a neighborhood meeting will be held to discuss the following proposal in your neighborhood:

### Application and Meeting Information

Application:	Adaptable Site Development Plan
Project Case Number:	PZ 23-00109
Project Name:	Willow Bend Park, Universal Access Playground, and Natural Area
Meeting Date:	April 9, 2024
Meeting Time:	5:30 pm
Meeting Location:	Chilson Recreation Center – Oak Room 700 E 4 <sup>th</sup> Street, Loveland, CO
Applicant Name:	Bryan Harding - Parks and Recreation Planning Manager, City of Loveland

### Project Description

Summary of Proposed Development:	<p>Loveland Parks &amp; Recreation is currently in the Site Development Plan review process for the proposed Willow Bend Park, Universal Access Playground and Natural Area. The proposed park includes a play field area. Per the City of Loveland Unified Development Code, play fields within a distance of 300 feet from residential property lines require review as an Adaptable Use including a neighborhood meeting as part of the review process.</p> <p>The proposed play field is located approximately 175' south of residential development to the north and is separated from this development by First Street, though a new pedestrian crossing is planned to provide safe access from these residences to the park.</p> <p>The play field is located approximately 650' from residential development to the east and the park design includes a significant, non-developed, conserved natural area buffer</p>
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	between the active park area and residential development to the east. There is no residential development immediately west or south of the proposed park.
General Location:	East of the Boys and Girls Club, on the south side of E. 1st Street
Property Address:	2538 E. 1st Street, Loveland, CO 80537
Existing Zoning:	PP – Public Park
Legal Description:	W 30 AC OF N 1/2 OF NW, SW OF NW 20-5-68, LOV, SUBJ TO R/W FOR DITCHES & HWY; ALSO POR IN BLA IN 95045908
Additional Information:	Additional information on the project is available at <a href="http://CityofLoveland.org/CDA">CityofLoveland.org/CDA</a>

## Neighborhood Meeting Information

All interested parties may appear and speak regarding the project at the neighborhood meeting and/or file written comments with the Current Planning Division prior to the Director's decision.

## Appeal Dates

Director Decision Date:	April 16, 2024
Appeal Deadline:	April 30, 2024

## Appeal Information

Purpose	The appeal procedures specified in Division 18.14.05 of the Loveland Municipal Code provide an opportunity for affected parties to seek review of a final decision of the Director to ensure that the decision is correct.
Party Status	Appeals may be brought only by the following parties: <ol style="list-style-type: none"> <li>1. An adjoining property owner; or</li> <li>2. A property owner who received this mailed notice and either attended the neighborhood meeting or provided written comments to the Current Planning Division before the Director's decision.</li> </ol>
Initiation of Appeal	An appeal of the Director's decision must be initiated by filing a petition on the form provided by the City and submitting the required fee to the Current Planning Division. The petition must contain all of the information specified in Section 18.14.05.04 of the Loveland Municipal Code.

Threshold Review	<p>Once a petition is filed, the Director will confer with the City Attorney to ensure that the petitioner has party status, as described above, and there is sufficient detail in the petition to put the City on notice as to the legal basis of the appeal.</p> <p>If the Director finds that the petitioner does not have party status or that the petition lacks the required information, the Director will deny the appeal, notify the petitioner, and return the submitted appeal fees.</p> <p>If the Director finds that the petitioner has party status and the petition includes the required level of specificity, the Director will notify the petitioner of the acceptance, place the item on the agenda for the Planning Commission, and notify the petitioner that the petitioner must provide mailed notice as specified in the Loveland Municipal Code.</p>
Standards for Review	<p>The scope of the appellate review is limited to the issues raised in the petition. Issues that are not described or obviously implied by the petition will not be considered. New evidence cannot be introduced on appeal.</p>
Planning Commission Decision	<p>After review of the record and arguments advanced on appeal, the Planning Commission will determine whether the Director's decision was correct based on the applicable Code provisions. The Planning Commission's decision represents the final decision by the City.</p>

If you have any questions regarding the proposed project, please contact the Project Applicant **Bryan Harding**, [Bryan.Harding@cityofloveland.org](mailto:Bryan.Harding@cityofloveland.org), **970-962-2451**. If you have questions regarding the City process, please contact the Project Planner **Marika Kopp**, [marika.kopp@cityofloveland.org](mailto:marika.kopp@cityofloveland.org), **970-962-2478**.

To request a copy of this letter in Spanish, free of charge, contact 970-962-2523 or email [planning@cityofloveland.org](mailto:planning@cityofloveland.org). Para recibir una copia gratuita en español, llame al 970-962-2523 o envíe un correo electrónico a [planning@cityofloveland.org](mailto:planning@cityofloveland.org).

Sincerely,

**Bryan Harding**  
 Parks and Recreation Planning Manager  
 City of Loveland  
[Bryan.Harding@cityofloveland.org](mailto:Bryan.Harding@cityofloveland.org)  
 970-962-2451



**Vicinity Map**