

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, April 14, 2020 at 6:30 p.m.
Virtual Meeting

Chair LaMair called the meeting to order at 6:30 p.m.

ROLL CALL

Present at the meeting were the following Planning and Zoning Commissioners: Chairman Mike LaMair, Vice Chair Jennifer Miller, Commissioner David Wyman, Commissioner Doris Kaplan, Commissioner Bill Lucas, and Commissioner Earl Hoellen.

Absent from the meeting were the following Planning and Zoning Commissioners: None

Present at the meeting were the following staff members: Chris Cramer, Community Development Director, City Attorney Kathie Guckenberger, Ethen Westbrook, Community Development Clerk, and Laura Gillespie, City Clerk.

PLEDGE OF ALLEGIANCE

The Commission conducted the Pledge of Allegiance.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Commissioner Wyman made a motion to approve the following items on the Consent Agenda with amendments:

- a. Approval of Minutes – February 11, 2020

The motion was seconded by Commissioner Lucas.

Vote on motion to approve consent agenda items.

	AYES	NAYS
HOELLEN	X	
KAPLAN	X	
LAMAIR	X	
LUCAS	X	
MILES	X	
MILLER	X	
WYMAN	X	
TOTAL	7	0

The motion passed.

ITEMS REMOVED FROM CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

a. Formation of the Citizen’s Advisory Taskforce (CAT)

Community Development Director Chris Cramer spoke on the ongoing COVID-19 pandemic and the effects on the CAT Interviews.

Commissioner Hoellen explained the CAT interview process that took place, the effects of COVID-19, the questions that applicants were asked, the basis of recommendations to the Planning and Zoning Commission including different types of diversification, and the chosen applicants.

Chair LaMair asked what positive attributes the chosen applicants displayed.

Commissioner Hoellen and Commissioner Lucas explained the chosen applicants showed knowledge of the land preserve, willingness to complete research, fresh perspective to the community, and the desire to serve the community.

Commissioner Doris Kaplan asked about the format of the interviews.

Commissioner Lucas stated Commissioner Hoellen and himself were in the same room while the applicants called in to a conference call to be interviewed.

Commissioner Kaplan stated to be aware of COVID-19 procedures and standards during the Master Plan process.

Director Cramer stated staff will report on the Master Plan process as well as the regular Planning and Zoning Commission business and in regards to the effects of COVID-19.

Commissioner Hoellen stated social distancing will affect public meetings going forward.

Commissioner Lucas acknowledged the sense of community and the public paying attention to what is going on with the community.

Chair LaMair opened discussion for the resolution.

Commissioner Bill Lucas made a motion to approve Resolution 1, Series 2020 Concerning the Creation and Appointment of Members for the Citizen Advisory Taskforce.

The motion was seconded by Commissioner Britta Miles.

	AYES	NAYS
HOELLEN	X	
KAPLAN	X	
LAMAIR	X	
LUCAS	X	
MILES	X	
MILLER	X	
WYMAN	X	
TOTAL	7	0

The motion passed.

REPORTS

a. Members of the Planning and Zoning Commission

None

b. City Staff

Director Cramer discussed the effects of COVID-19 and procedures for Planning and Zoning Commission regular business, challenges created by the ongoing pandemic, the desire to maintain communication with the residents of the community.

City Attorney Guckenberger explained what other communities are doing with more pressing matters. She stated she has worked with city staff and the City of Cherry Hills Village is in a position to not take the risk associated with trying to move cases forward.

Director Cramer discussed the Master Plan process during COVID-19. He recommended the formation of the CAT and the possibility of one of the Planning and Zoning Commission members serving as the Chair of the CAT.

Chair LaMair agreed that the Chair should be someone from the Planning and Zoning Commission but will defer the option to serve to other commissioners.

City Clerk Gillespie stated the resolution states that the CAT will appoint their own chair.

Director Cramer stated the chair of the CAT will be responsible for keeping the CAT's purpose of a sounding board on track.

Commissioner Kaplan asked about defining "semi-rural".

Director Cramer explained methods to gain feedback on what "semi-rural" is along with other key topics. He also explained the details of the Master Plan process going forward with COVID-19 effects such as public meetings, funding, community feedback, research, and commission meetings. Director Cramer stated the desire to have a meaningful process while giving the community an opportunity to have input.

Britt Palmberg from RICK Engineering explained the updated Master Plan schedules and possible homework assignments, and a potential community survey.

Chair LaMair asked that the Planning and Zoning Commission be a part of the schedule decisions for the Master Plan process. He stated this was to provide opportunity for residents to participate in a manner they are comfortable with.

Commissioner Hoellen stated Planning and Zoning has work to do if virtual meetings continue to take place.

The commission decided to meet in May to discuss the community survey.

c. City Attorney

None

ADJOURNMENT

Chair LaMair adjourned the meeting at 8:00 p.m.



Michael LaMair, Chairman

Ethen Westbrook, Community Development Clerk