

RECORD OF PROCEEDINGS

Minutes of the
City Council of the City of Cherry Hills Village, Colorado
Special Meeting
Held on Tuesday, May 24, 2016 at 5:00 p.m.
At the Village Center

Mayor Laura Christman called the meeting to order at 5:01 p.m.

ROLL CALL

Mayor Laura Christman, Councilors Earl Hoellen, Alex Brown, Mike Gallagher, Klasina VanderWerf, and Katy Brown were present on roll call. Also present were Interim City Manager and Public Works Director Jay Goldie, and City Clerk Laura Smith.

Absent: Councilor Mark Griffin

PLEDGE OF ALLEGIANCE

The Council conducted the pledge of allegiance.

DISCUSSION OF PROPOSALS FOR PLANNING SERVICES ASSOCIATED WITH MUNICIPAL SERVICES BUILDING

Interim City Manager/Director Goldie explained that staff had provided Council with two proposals from consultants for the proposed rezoning process and one proposal from a consultant for the architectural plans for the proposed rezoning. He noted that Norris Design's proposal consisted of just the outreach portion of the project but he had discussed the rezoning portion with them and they would re-write their proposal not to exceed \$10,500 to include the entire scope of work.

Councilor Hoellen asked about the process that had resulted in the two rezoning process proposals and staff's opinion.

Interim City Manager/Director Goldie replied that he had reached out to Norris Design as they had done work for the City before and had experience with the City's expanded use permit process, and Mayor Pro Tem A. Brown had reached out to Starboard. He added he had reached out to a third firm as well but they were too busy to submit a proposal. He noted that Norris Design would be ahead of the curve because of their past experience with the City.

Mayor Pro Tem A. Brown added that Norris Design had created the original conceptual design of the Village Center and had conducted the community meetings associated with that process. He noted that they were familiar with the City, the site and Council's expectations.

Councilor K. Brown asked if Norris Design had also done the consideration of different properties for sale

Interim City Manager/Director Goldie confirmed Norris Design had done the Public Works facility review of over 20 properties.

Mayor Pro Tem A. Brown indicated that Starboard had overestimated the scope of work, hours needed, and cost.

Councilor Hoellen agreed that Starboard's cost was too high but indicated that he liked the detail in their proposal.

Mayor Pro Tem A. Brown noted that Council wanted to engage a consultant to manage the process.

Councilor Gallagher asked if the proposal included preparing presentation materials for the community meetings.

Mayor Pro Tem A. Brown replied that Norris Design could provide those materials.

Councilor Hoellen indicated that Starboard specifically used the words "managing the process" in their proposal.

Mayor Pro Tem A. Brown asked if Norris Design understood the scope of work.

Interim City Manager/Director Goldie replied they did and that he had discussed the entire process with Norris Design. He noted that the presentation materials would consist of concepts and sketches. The City Engineer had created a preliminary layout and would work with whichever consultant Council chose. A different consultant would be in charge of sketching out the landscaping, ingress/egress and building facades.

Councilor VanderWerf noted that Norris Design's fee may be less because they were familiar with the City.

Mayor Pro Tem A. Brown added that their experience with the City's expanded use process was also valuable.

Councilor K. Brown agreed that she liked the Starboard proposal but it was too expensive.

Councilor Gallagher agreed that the Starboard proposal didn't justify its fees.

Interim City Manager/Director Goldie noted that Norris Design could include landscape design as well.

Mayor Pro Tem A. Brown asked why the PLAN proposal included so many hours since the City already had a basic layout for the facilities.

Mayor Christman replied that the City did not yet have a basic layout.

Interim City Manager/Director Goldie noted that the City had sketches including minimum setbacks

Mayor Pro Tem A. Brown indicated that the work product would be similar to the renderings included in PLAN's proposal and questioned how many hours they would take to produce.

Councilor Hoellen questioned how the configuration would be determined. He noted that the project design team would design the layout based on functionality, and then the landscape architect would fit in around the layout.

Interim City Manager/Director Goldie explained that the layout included considerations beyond functionality because work flow had to be compromised for sound reduction.

Mayor Christman emphasized that no decisions had been made.

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Mayor Pro Tem A. Brown asked how much flexibility the City would have after the rezoning process was completed based on a certain sketch plan.

Mayor Christman noted that what was presented to the community during the rezoning process could be simple in order to allow for more flexibility.

Mayor Pro Tem A. Brown indicated that he preferred to have more detailed plans to present to the community but questioned how much could be changed if needed after the rezoning process.

Mayor Christman replied that the Municipal Code required that sketches of the improvements be presented. She supposed that the neighbors could argue that an applicant was bound within reason to the sketches presented during the process.

Mayor Pro Tem A. Brown noted that normally more detailed plans would be determined later in the development process.

Councilor Hoellen indicated that the dimensions of the facilities would not change but their location may shift and the type of landscaping could be determined but their location may shift.

Mayor Christman stated that the neighbors would not appreciate, for example, a change in the type of roofs from the ones presented to the community. She suggested that simpler sketches would prevent issues with the neighbors. She indicated that Council was pre-designing the facilities but did not have to. She noted that a sketch of prefabricated metal buildings with facades was a more detailed design for the neighbors rather than a simple sketch.

Councilor K. Brown asked how much of the sketch would be created by an architect versus a landscape architect versus a prefabricated metal buildings company.

Councilor Gallagher noted that the two would work in sync.

Councilor K. Brown asked if there was a single company that could do everything the City needed.

Councilor Hoellen questioned how PLAN would interface with the City's functional architect and which part would come first. He suggested that if PLAN designed the building without the functionality then costs could get out of control.

Henry Dowling, PLAN owner/principle, 8 Lynn Rd, indicated that his company specialized in resort and community master planning and landscape architecture. He explained that PLAN blended architectural design, site planning, master planning, and landscape architecture. He indicated that PLAN would reorganize the City's program document, which showed the needs of the site, to include access, egress, storage, function, and site plan options and transform the prefabricated buildings into a more agrarian look. They would present multiple options before arriving at a final option. He noted that public perception could be improved by designing the facility to have a more agrarian look. He added that PLAN would create high-level illustrations and 3D renderings, showing for example how the site would look from Colorado. He anticipated six foot meandering berms, split rail fences, and significant evergreen and ornamental trees. He noted that the buildings would likely still be visible, but if they were spread out and had rural roofs it would not be obvious that there was a larger facility. He indicated that what would be conveyed to the public would be highly accurate and Council would not need to worry about changes later on in the process. He noted that PLAN's work would significantly involve the architecture

Mayor Pro Tem A. Brown asked for clarification about the architecture.

Mr. Dowling replied that they would include the functional layout of all the program elements and then add design features such as facades and gabled roofs to the prefabricated buildings to present to Council for consideration. He noted that PLAN would not produce construction documents, but rather a firm layout of the building outlines based on the functional requirements of the facility uses.

Mayor Pro Tem A. Brown asked how many hours would be needed to complete the final product.

Mr. Dowling estimated that the entire process including several presentations to Council for feedback would take approximately a month of time to complete.

Councilor Gallagher asked if the final product would indicate a cost of the facility.

Mr. Dowling suggested that a contractor be included early on in the process so that cost for the facility would be integrated and could be considered by Council throughout the project.

Councilor Hoellen agreed that a contractor would be critical to keep the cost accurate and reasonable. He added that the City wanted the facility to fit in, be aesthetically pleasing, to not change the character of the neighborhood, and incorporate landscaping appropriately.

Mayor Pro Tem A. Brown added that the public works facility yard would be walled in and open air.

Interim City Manager/Director Goldie noted that Council had directed staff to move forward with the Request for Proposal (RFP) for a contractor to work in sync with the architect and that process could begin shortly.

Councilor K. Brown suggested that staff contact companies that construct prefabricated metal buildings to see what their options were.

Councilor Hoellen agreed and noted that the City did not need an architect to create the building but only to augment it.

Councilor K. Brown suggested that the options for prefabricated metal buildings could be given to PLAN who could then present façade options.

Councilor Hoellen questioned if the companies that make prefabricated metal buildings could also add facades.

Interim City Manager/Director Goldie replied he was not sure, but while an architect was not needed to build a prefabricated building they were needed at some point for the City's purposes.

Mayor Christman agreed that she understood the City would need the prefabricated metal buildings, an engineer, and a designer. She noted that a separate architect should not be needed unless the City was asking the prefabricated building company to do something they hadn't previously done.

Interim City Manager/Director Goldie indicated he would incorporate both design and build requirements into the RFP.

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Councilor Gallagher asked if the APWA had basic plans for public works facilities.

Interim City Manager/Director Goldie replied they did not.

Councilor K. Brown also recollected something about prefabricated plans.

Interim City Manager/Director Goldie noted that many companies that built prefabricated buildings also had plans.

Councilor Hoellen indicated that the first community meeting for the rezoning process would be at the end of June and the sketches and renderings presented to the neighbors could not change because of inaccurate costs. The sketches had to be able to be implemented on a cost-effective basis and the buildings had to be functional, long-lasting, and as aesthetically pleasing as possible.

Mayor Christman asked if Council preferred above ground fuel tanks or underground fuel tanks.

Interim City Manager/Director Goldie noted that above ground fuel tanks cost about \$70,000 and underground fuel tanks cost about \$140,000.

Mayor Christman noted that she preferred an underground tank for aesthetics but an above ground tank was more cost-effective and provided more flexibility to adjust to future fuel types. She noted that the tank would last 100 years.

Councilor VanderWerf noted that the facility should last 30-40 years.

Interim City Manager/Director Goldie noted that the City would not have a contractor for another month or more as the RFP process progressed.

Mayor Christman indicated that they were at risk creating a design without a contractor.

Councilor K. Brown noted that the Municipal Code stated "in good faith".

Mayor Christman indicated that the issue was the City might have to start the process again from the beginning. She noted that the Code was unclear and suggested that the Code should be amended to clarify the process.

Interim City Manager/Director Goldie noted that section of the Code may be generic.

Councilor K. Brown agreed and noted that it was a public relations risk.

Interim City Manager/Director Goldie noted that the design could be simple in order to avoid possible changes.

Councilor Hoellen indicated that the basic needs and function of the facility elements were known and would not change, but the roof line might change and the elements might move around on the lot. He suggested that at the community meetings it be made clear that the facades presented were not exactly what would be built but were similar.

Councilor Gallagher added that the landscaping might change.

Councilor Hoellen noted that the only landscape element that was non-negotiable was a secure fence.

Mr. Dowling added that the façade would create a rural context and behind would be the secure fence.

Interim City Manager/Director Goldie indicated that staff could work with PLAN on the landscaping costs.

Councilor K. Brown indicated that they were on the right track. She indicated that they should be careful in their presentation and clear that what was presented was not the final version. She suggested showing options of what the final version would be.

Councilor Hoellen agreed.

John Love, 8 Lynn Road suggested that Council could get a variance to approve berms higher than six feet.

Mayor Christman replied they may not need to as the natural grade was higher at Colorado Boulevard anyway.

Councilor K. Brown noted that a variance would go through the Board of Adjustment and Appeals rather than Council.

Mayor Pro Tem A. Brown indicated that he strove for a variance-free design.

Councilor VanderWerf agreed the fewer exceptions the better.

Councilor K. Brown agreed and noted that there was a perception that the City did not follow its own rules.

Mr. Dowling suggested that they could blur back the buildings on the image boards.

Councilor Hoellen agreed that the buildings would be mainly nondescript.

Mayor Christman added that if Council chose to install an above ground fuel tank it should be camouflaged.

Councilor Hoellen asked who would be in charge of this project during Interim City Manager/Director Goldie's vacation.

Interim City Manager/Director Goldie replied that City Manager Jim Thorsen would take over when he began June 1st.

Councilor Hoellen noted that PLAN was at a very high level and probably more sophisticated than what was needed for this project, while it was a large project for the City, and asked that PLAN consider that when finalizing their costs. He asked if this project could be capitalized and rolled into the City's COP.

Mayor Pro Tem A. Brown confirmed that the soft costs could be capitalized.

Mayor Christman asked about the timeline for the COPs.

Mayor Pro Tem A. Brown noted that they hadn't yet decided what type of COPs would be used but that 20 years was being considered. He questioned the PLAN contract provision of having an amount on deposit with the contractor. He indicated that the City generally operated by paying its bills within 30 days and he was not inclined to have an amount on deposit.

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Interim City Manager/Director Goldie noted that City Attorney Michow could make that adjustment and the Mayor could sign the amended contract.

Mayor Christman agreed with the amendment.

Councilor Gallagher asked about the timeline for the process.

Interim City Manager/Director Goldie replied that by the end of June they would have sketches and a good cost estimate from staff.

Councilor Gallagher asked if having a contractor on board was critical for the cost estimate.

Interim City Manager/Director Goldie replied that having a contractor on board was critical to making sure the design was buildable for the estimated cost.

Mr. Dowling asked if Council expected that sketches and renderings would be completed by the end of June.

Councilor Hoellen replied that design sketches were a big part of what was needed for the community meeting to fulfill the rezoning process requirements.

Mayor Christman added that rough drawings were acceptable for the community meetings, but that renderings were important for the rezoning process.

Councilor Hoellen suggested that while renderings weren't technically necessary for the community meetings Council did want to have them to present to the neighbors.

Mayor Christman indicated that Norris Design could help decide what was needed for the community meetings.

Councilor Hoellen agreed that Norris Design would work with PLAN to determine what was needed for the community meetings.

Mr. Dowling suggested that Council meet with PLAN a couple times before the community meeting to work on the options and noted that completion of the entire scope of work in one month was ambitious.

Councilor Hoellen replied that they did not need the entire scope of work to be completed in one month but Council did need something to show at the community meetings that would have some resemblance to the final design.

Councilor K. Brown noted that she envisioned an overhead view of the site to present at the first community meeting showing location of buildings, ingress/egress and landscaping.

Mayor Pro Tem A. Brown added that an inventory of the facility elements should be included at the community meeting.

APPROVAL OF PROPOSAL AND AUTHORIZATION TO PROCEED

Mayor Pro Tem A. Brown moved, seconded by Councilor Hoellen to authorize staff to negotiate a professional services agreement with PLAN LLC in a not to exceed amount of \$20,000 in substantially the same form as the City's standard form of professional services agreement with an effective date of June 1, 2016, and for the Mayor to execute said agreement.

The motion passed unanimously.

Mayor Pro Tem A. Brown moved, seconded by Councilor Hoellen to authorize staff to negotiate a professional services agreement with Norris Design Inc. in a not to exceed amount of \$10,500 in substantially the same form as the City's standard form of professional services agreement with an effective date of June 1, 2016, and for the Mayor to execute said agreement.

The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 6:03 p.m.





Laura Christman, Mayor



Laura Smith, City Clerk