

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

City Council Agenda
Tuesday, August 5, 2014

6:30 p.m.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Reports from Members of City Boards and Commissions
5. Presentation by SunShare Solar Company
6. Audience Participation Period (limit 5 minutes per speaker)
7. Consent Agenda
 - a. Approval of Minutes – July 15, 2014
8. Items Removed From Consent Agenda
9. Unfinished Business
10. New Business
 - a. Public Hearing – Request by St. Mary’s Academy for an Expanded Use Permit to Install an Artificial Turf Playfield and Track
 - b. Public Hearing – Request by Sprint to Install a Temporary Mobile Wireless Communication Facility at Cherry Hills Country Club from August 25, 2014 through September 15, 2014 in Association with the Major Event Permit Issued for the 2014 BMW Championship Golf Tournament
11. Reports
 - a. Mayor
 - b. Members of City Council
 - c. City Manager and Staff
 - (i) Update on Council Priorities
 - (ii) Request for Proposals - Financial Audit Services
 - (iii) Planning and Zoning Commission Member Terms
 - d. City Attorney
12. Adjournment

Notice: Agenda is subject to change.
If you will need special assistance in order to attend any of the City’s public meetings, please notify the City of Cherry Hills Village at 303-789-2541, 48 hours in advance.

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ITEM: 5

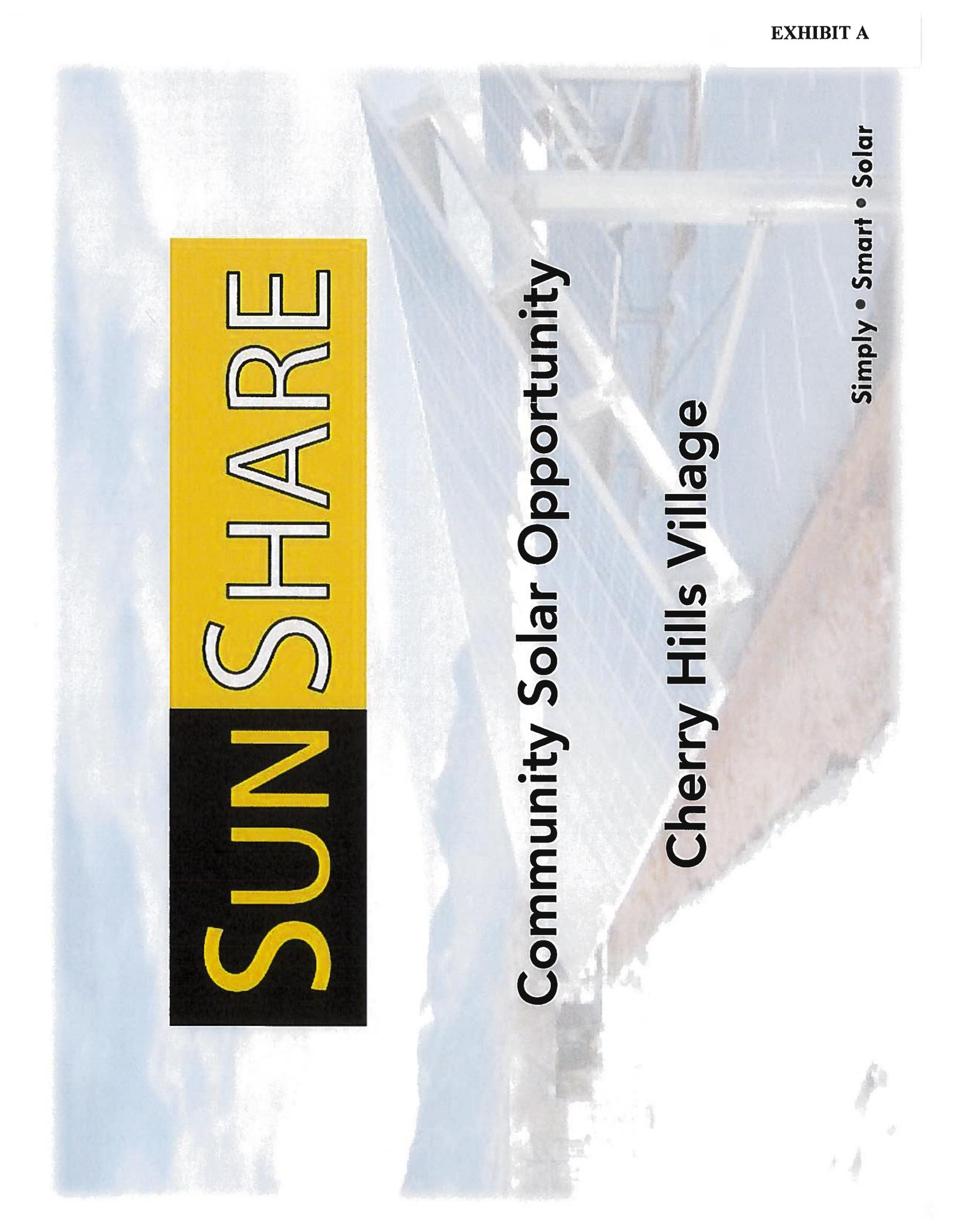
MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: JAY GOLDIE, DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS
SUBJECT: PRESENTATION BY SUNSHARE SOLAR COMPANY
DATE: AUGUST 5, 2014

On May 31, 2014 staff reported to City Council about the options and costs for both onsite and offsite solar energy opportunities. Council was supportive of the idea of alternative energy, but agreed that the cost would be prohibitive at the time. Since this time SunShare has extended an offer to Cherry Hills Village to provide 25kW of solar produced energy at no cost to the City. This program is being offered on a limited basis to entities such as Cherry Hills Village in an effort to showcase community solar and the potential opportunities for residential customers as well as public entities and private business.

David Amster-Olszewski with SunShare will provide a short presentation outlining the offer they are extending to the City. Attached in Exhibit A is an outline of SunShare and the 25kW offer that is being proposed for the Joint Public Safety Facility.

ATTACHMENTS
Exhibit A:



SUN SHARE

Community Solar Opportunity

Cherry Hills Village

Simply • Smart • Solar

About Us

A Colorado-based company founded in 2011, SunShare is one of the first Community Solar Companies.

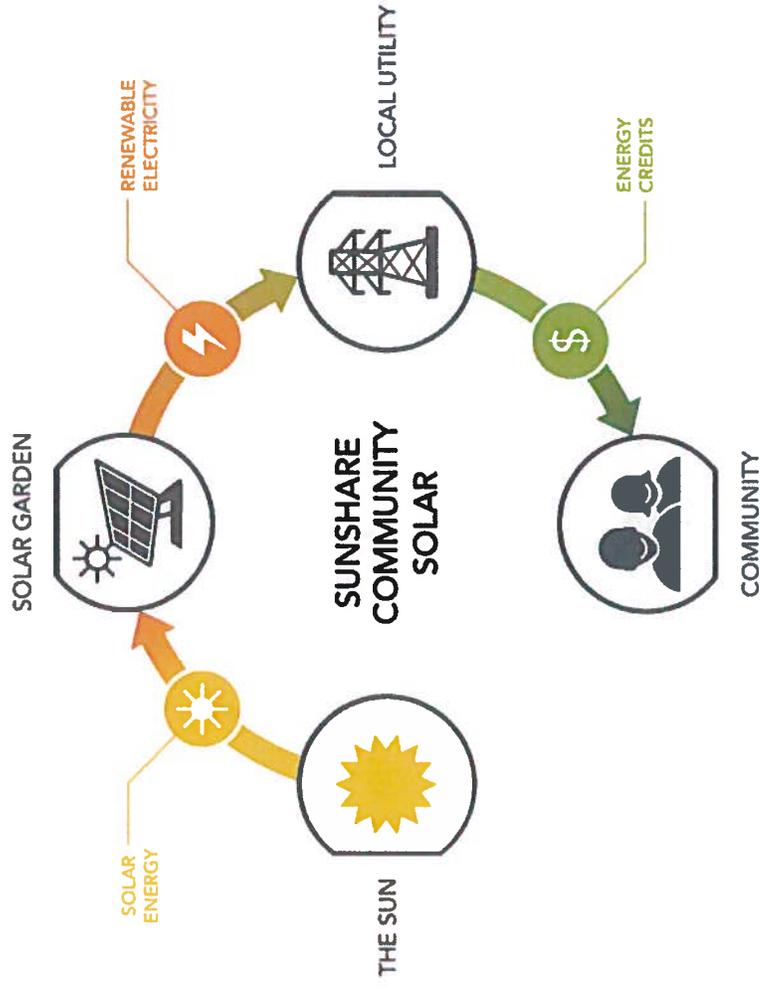
- We develop, own, operate and insure the Community Solar Gardens
- We partner with utilities to deliver solar energy across Colorado
- We have 12 MW of awards, 7.5MW in the greater Denver region



Venetucci Solar Garden
in Colorado Springs

How Community Solar Works

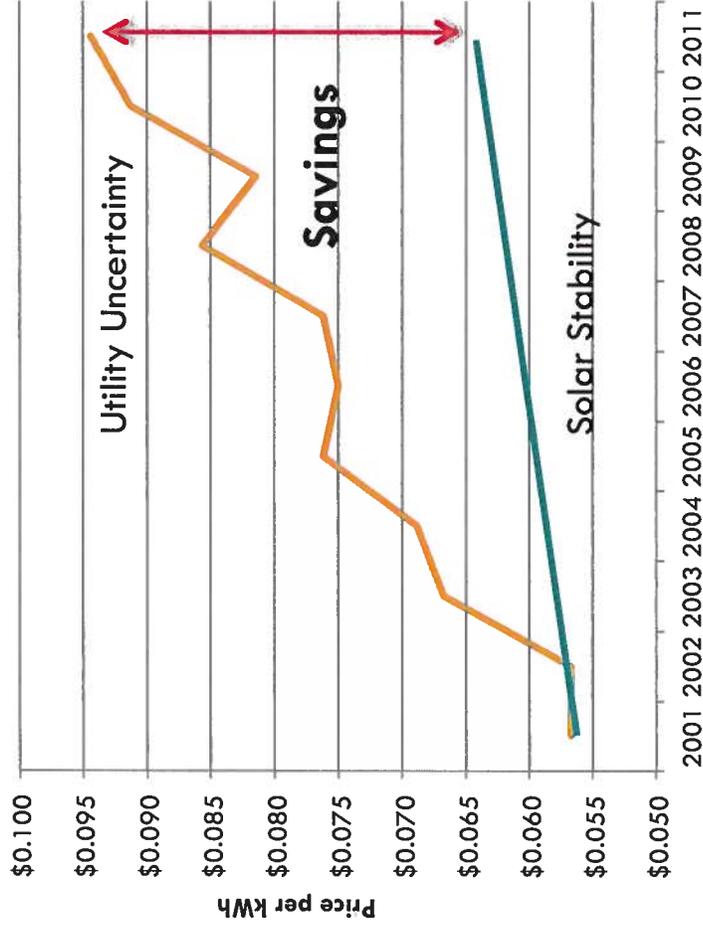
- Community Solar is simply a switch to a new rate, facilitated by Xcel Energy
- The solar panels are located in Solar Gardens, not on your rooftops
- You can choose to pre-pay for your power or sign up to pay monthly with our Solar Services Agreement (SSA)
- You will receive dollar credits on your Xcel utility bills for 20 years



Why do organizations and people participate?

- ❑ Lead your community by choosing solar
- ❑ Take advantage of this cutting-edge energy program
- ❑ Achieve/surpass renewable energy goals
- ❑ Hedge against fossil fuel market uncertainty for 2 decades
- ❑ Projected existing customer savings
 - ❑ Colorado College: \$1.25 M
 - ❑ Colorado Springs School: \$1.9M

Colorado's Commercial Electric Rates



*Electric rates have increased over 66% in 10 years

US Energy Information Administration, Retrieved from Average Price by State by Provider (EIA-861): <http://www.eia.gov/electricity/data/state/>

Cherry Hills Village Special Offer

Options	Upfront Cost	Estimated Xcel Credit	SunShare SSA Rate	Estimated Total Electric Savings*
25kW PPA	\$66,500	7.5¢/kWh	7.5¢/kWh	\$20,000*

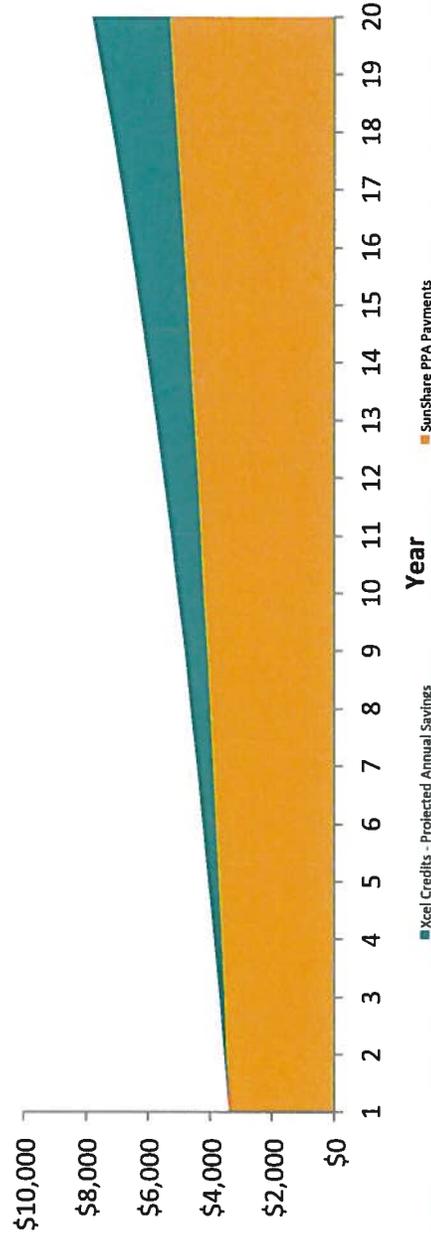
* Assuming 5% annual utility rate inflation

25 kW Financials

Summary

- Cherry Hills Village uses up to 25 kW solar
- \$0 up front payment
- \$20,000 estimated savings over 20 years*

Estimated Annual Savings from SunShare - 25kW



	1	2	3	5	10	15	20
Estimated kWh Production	45,000	44,775	44,551	44,107	43,015	41,950	40,912
Xcel Anticipated Electricity Credit/kWh	\$0.075	\$0.079	\$0.083	\$0.091	\$0.116	\$0.148	\$0.190
Xcel Credits - Projected Annual Savings	\$3,375	\$3,526	\$3,684	\$4,021	\$5,005	\$6,229	\$7,754
SunShare PPA Price/kWh	\$0.0750	\$0.077	\$0.08	\$0.084	\$0.097	\$0.112	\$0.129
SunShare PPA Payments	\$3,375	\$3,456	\$3,538	\$3,709	\$4,173	\$4,695	\$5,282
Estimated Net Savings/year vs. Xcel	\$0	\$71	\$146	\$312	\$832	\$1,535	\$2,472
Estimated Cumulative Savings	\$0	\$71	\$216	\$755	\$3,811	\$9,997	\$20,375

* Assuming 5% annual utility rate inflation

Minutes of the
City Council of the City of Cherry Hills Village, Colorado
Held on Tuesday, July 15, 2014 at 6:30 p.m.
At the Village Center

Mayor Doug Tisdale called the meeting to order at 6:30 p.m.

ROLL CALL

Mayor Doug Tisdale, Councilors Mark Griffin, Russell Stewart, Alex Brown, and Klasina VanderWerf were present on silent roll call. Also present were City Manager John Patterson, City Attorney Linda Michow, Deputy City Manager and Public Works Director Jay Goldie, Finance Director Karen Proctor, Police Chief Michelle Tovrea, Parks, Trails & Recreation Administrator Ryan Berninzoni, and City Clerk Laura Smith.

Councilor Scott Roswell arrived at 6:035 p.m.

Absent: Councilor Katy Brown

PLEDGE OF ALLEGIANCE

Ryan, Conner, and Jack Dunne led the Council in the pledge of allegiance.

MEMBERS OF CITY BOARDS AND COMMISSIONS

There were no reports.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Mayor Pro Tem Stewart moved, seconded by Councilor Griffin to approve the following items on the Consent Agenda:

- a. Approval of Minutes – July 1, 2014
- b. Resolution 10, Series 2014; Approving an Intergovernmental Agreement with Arapahoe County for the November 4, 2014 Election
- c. Resolution 11, Series 2014; Reappointing Gay Warren to the Public Art Commission
- d. Resolution 12, Series 2014; Adopting the 2015 Budget Calendar

The motion carried unanimously.

ITEMS REMOVED FROM CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Request to Amend the Major Event Development Agreement with the Western Golf Association and Cherry Hills Country Club to Provide for Reimbursement of the Major Event Permit Review Fees Pursuant to Municipal Code Section 16-21-70(b) for the 2014 BMW Championship

Finance Director Proctor presented two requests from the Western Golf Association (WGA) for Council's consideration. The first was to amend the major event development agreement for the 2014 BMW Championship to provide for reimbursement of the major event permit review fees pursuant to Municipal Code Section 16-21-70(b). The Code states that "The development agreement may provide, in the sole and absolute discretion of the City Council, that all or a portion of the review fees may be reimbursed to the applicant when the major event generates tax revenues...sufficient to fund such reimbursement." She explained that as part of the major event permit application process the WGA has deposited \$20,000 into an escrow account to pay for these review expenses and the City has currently used \$16,322 from the escrow funds to pay for such expenses. She added that the final costs to the City are expected to total between \$20,000 and \$25,000. She stated that the City has currently received \$209,000 in excise tax and expects to collect approximately \$350,000 from the event. She indicated that the WGA's second request was to waive a portion of the reimbursement fees for City services related to the 2014 BMW Championship. She explained that these fees included police support services and other requirements to mitigate the impact of the event on the City. She stated that these fees were estimated to total between \$190,000 and \$195,000. She noted that neither of the requests were taken into consideration in the 2014 budget. If approved by Council these expenses would result in either a reduction in surplus or a reduction in fund balance and likely would require a supplemental appropriation.

Councilor A. Brown noted that Council had decided to split the excise tax revenue received from the golf tournament between the General Fund and the Cat Anderson Fund. He indicated that because of this, if Council approved the second request then it would have to be determined what portion would come from which fund.

Councilor Griffin asked City Attorney Michow to confirm that the first request involving the major event permit fees was in the purview of Council.

City Attorney Michow confirmed that it was.

Councilor Griffin asked about the second request.

City Attorney Michow replied that the second request was within Council's discretion and would be accomplished with a second amendment to the major event development agreement if Council approved the request.

George Solich, General Chairman of the 2014 BMW Championship, presented updates on the tournament to Council. He noted that all proceeds benefited the Evans Scholars Foundation. He stated that the championship objectives were to maximize the exposure for Cherry Hills Village while minimizing the impact to residents, provide a great venue for championship golf, collaborate to the extent possible for sound operation planning, provide a safe and secure environment for all guests, and work with the City to fulfill all the obligations of the development agreement. He estimated that the City would collect a total of \$474,750 from the golf tournament including admission tax, sales tax from merchandise, and food and beverage sales tax. He explained that the WGA's request was for mitigation of City fees associated with the event rather than a complete reimbursement. He indicated that the majority of the City's revenue from this event would come from the admission sales on tickets, and ticket buyers were not receiving a benefit for the tax. He estimated that the WGA would pay nearly \$211,000 in City fees including permit review fees, police services, and parking control. He requested \$100,000 be waived or reimbursed. He noted that the WGA had not previously encountered tax on admissions in other cities where it had held events and fees in other cities were far less than in Cherry Hills Village. He indicated that the City would have a positive budget outcome event even with the requested mitigation. He commented that this was a world-class event that would bring additional positive economic benefit to the City, the Metro area, and all of Colorado. He stated that the WGA was a charity with the sole purpose of raising money for the scholarship through golf tournaments. He noted that they had made a conscious effort to limit ticket sales in order to reduce the impact on the City.

Councilor Roswell asked about the fees in other cities for previous tournaments.

Mr. Solich replied fees had been over fifty percent less in other cities for past tournaments.

Councilor A. Brown asked about the WGA's estimate of a \$3 million positive economic impact.

Mr. Solich replied that the impact was a combination of airport use, hotels, restaurants and shopping for the attendees of the tournament. He added that the trips made to Colorado by the tournament planners over the past four years contributed additional economic input.

Councilor A. Brown noted that the economic impact would occur mainly in cities other than Cherry Hills Village. He noted that although the WGA may not have experience

with an excise tax the Cherry Hills Country Club did and therefore it should not have been a surprise.

Mr. Solich noted that this was the first tournament held at Cherry Hills Country Club that existed for the sole purpose of a scholarship foundation. He noted that the State of Colorado Economic Development Board and Visit Denver had both contributed promotional money to help promote the tournament.

Mayor Tisdale noted that the WGA's entire request was for \$100,000, and that the major event permit fees would be approximately \$20,000. He asked if that meant that the WGA's second request was for an additional \$80,000 to be reimbursed, for a total of \$100,000.

Mr. Solich confirmed that was correct.

Councilor Griffin asked staff about the Community Development Department monthly report which showed no fees collected for the Cherry Hills Country Club's permit related to the event.

Director Proctor replied that those fees were being paid out of the event escrow account and were being accounted for separately.

Mayor Pro Tem Stewart indicated he was in favor of the first request to reimburse the major event plan review fees and noted that the action is expressly authorized Council was enabled to do so by the Code.

Mayor Pro Tem Stewart moved, seconded by Councilor Roswell to approve the request by the WGA to amend the major event development agreement to provide for reimbursement of the major event permit review expenses not to exceed \$25,000.

Councilor Griffin indicated that he believed the Evans Scholarship was a worthy cause, it was in the purview of Council to grant this request, and he was in favor of reimbursement of the permit review expenses.

Councilor A. Brown noted his support of this first request and added that it was proper and fair.

Councilor Roswell indicated he was in favor because the event benefitted the community and he wanted to encourage future events rather than endorsing a specific charity.

Councilor VanderWerf noted she was pleased the tournament was in the City and wanted it to be successful.

Mayor Tisdale noted that the ordinance specifically contemplated and allowed for Council's approval of this request.

City Attorney Michow noted that if Council approved the motion the proposed first amendment to the major event development agreement qualified that the reimbursement was subject to the WGA's compliance with all applicable post-event clean up, remediation requirements, and payment of all applicable taxes.

Mayor Pro Tem Stewart and Councilor Roswell agreed to amend the motion pursuant to language in the proposed first amendment to the major event development agreement.

The motion passed unanimously.

Mr. Solich asked Council to consider this request as an opportunity for the future because although the WGA would like to return to Cherry Hills Country Club the City's excise tax would be a factor.

Request for Waiver of Fees for City Services and Reimbursement of Other Expenses Related to the 2014 BMW Championship

Mayor Tisdale clarified that since Council had approved the WGA's first request for reimbursement of permit fees up to \$25,000 the WGA's second request was for \$75,000, for a total of \$100,000.

Councilor Griffin noted that while he supported the Evans Scholarship personally, and appreciated Cherry Hills Country Club bringing this major tournament to the City and to Colorado. He stated that the City did not have many businesses and would not receive much of the economic benefit from the event. He indicated that he struggled with recanting the City's excise tax ordinance at this hour in the process.

Mayor Pro Tem Stewart thanked the event representatives for attending the meeting and for their presentation. He indicated his support for the Evans Scholarship and for the tournament, but agreed with Councilor Griffin that Council was required to follow the Code, and that unlike the plan review fees, the ordinance does not allow Council to reimburse the excise tax. He noted that Council had struggled before with the question of charitable donations and had adopted a no donation policy. He suggested that it might be may be appropriate ~~in the near future~~ for Council to re-examine the amount of the 10% excise tax- at a later date to determine if it was the proper amount.

Mr. Solich stated that the WGA was not requesting that Council change the Code, but rather to allow some of the tax revenue collected from the event to mitigate the cost of the event on behalf of the tax payers, who were receiving no benefit from the tax.

Mayor Pro Tem Stewart indicated that there was a significant cost to the community from hosting the event, and that while it was difficult to calculate the monetary cost to the City of the event, it is was a big undertaking process and is consuming a great deal of staff attention and time ~~a time-consuming event for staff.~~ He noted that Denver and

Greenwood Village would receive most of the economic benefit from attendees staying in hotels and eating in restaurants.

Councilor Griffin asked where the \$75,000 would go should Council approve the request.

Mr. Solich replied that it would go to the bottom line of the tournament.

Councilor Griffin argued that it could be considered a charitable contribution.

Mr. Solich argued that it would be services given to people paying the excise tax.

Councilor VanderWerf noted that the City was a not-for-profit as well, that the citizens would benefit from the excise tax and Council was answerable to the citizens. She added that the excise tax would go towards open space in the City. She indicated that many City residents would be inconvenienced by the event and City infrastructure would be taxed. She stated that while \$80,000 may not be much to the larger cities where the WGA had held previous tournaments, the income was important to the City.

Mr. Solich replied that tournaments had been held in cities similar to Cherry Hills Village. He noted that a minority of residents would be inconvenienced. He indicated that the excise tax would be a major decision point for the WGA in the future.

Councilor Roswell indicated that he was uncomfortable with an excise tax that went beyond covering the City's costs. He indicated that targeting dollars in excess of covering costs, whether to open space or other directives outside of the subject event was inappropriate. He supported returning contributing excess excise tax revenue to the tournament, Cherry Hills Country Club, and supporting future economic development by approving the WGA's request. He indicated that Council should take a hard look at the City's excise tax, as it was perhaps being applied beyond its original purpose.

Councilor A. Brown stated that he agreed with Councilor Griffin and Mayor Pro Tem Stewart. He noted that proving the benefit of a tax was not the nature of government tax systems. He added that the timing of the request was problematic since the City's excise tax had been in existence for a long time. He noted that residents were concerned about the impact of the tournament but were satisfied that the tax revenue would balance the impact.

Mayor Tisdale noted that Council appreciated the presentation and having the tournament in the City.

Councilor A. Brown moved, seconded by Councilor VanderWerf to deny the request by the WGA for waiver of reimbursement requirements and expenses associated with the major event.

The motion passed 4 to 1.

Preliminary Petition for the Vacation of a Portion of East Mansfield Avenue

Deputy City Manager/Director Goldie presented a preliminary petition from Mr. David Mosteller, owner of both 3700 and 3703 East Mansfield Avenue, for the vacation of the portion of E. Mansfield Ave. right-of-way that runs between his properties. He noted that this portion of E. Mansfield Ave. is currently undeveloped and dead ends into the High Line Canal, but that it is used as a trail connection by residents. He noted that a vacation would result in loss of this informal trail and that similar vacations in the past had been regretted by staff because of the lost trail connectivity.

Mayor Tisdale asked about Council's options.

Deputy City Manager/Director Goldie replied that Council could reject the preliminary petition because it lacks sufficient merit to justify further consideration or could approve the petitioner's preparation of a formal petition which would then be reviewed by the Planning or Zoning Commission (P&Z), the Parks, Trails and Recreation Commission (PTRC), or both at Council's discretion. The P&Z and/or PTRC would then make a recommendation to Council for approval or denial. He noted that the Code required that vacations be in the public interest and not inhibit continued access by property owners, the second of which did not apply in this case.

Councilor Roswell asked about the petition from 2008.

Deputy City Manager/Director Goldie explained that Council had approved the preliminary petition to submit a formal petition, but that a formal petition had never been submitted.

Councilor Roswell asked if the surrounding property owners were aware of the current petition.

Deputy City Manager/Director Goldie replied that they may not be aware of the current petition.

Mayor Pro Tem Stewart indicated that there was no proposed alternative trail and that in the past the City had regretted vacations because of the lost trail connectivity.

Deputy City Manager/Director Goldie noted that staff had met with Mr. Mosteller and had suggested he submit an amended preliminary petition with an alternative trail but that none had been submitted.

Councilor VanderWerf recommended denial.

City Attorney Michow advised that Council pass a motion stating that Council's decision to deny the preliminary petition was based on the fact that it lacked sufficient merit and was not in the public interest.

David Wyman, 8 Tamarac Lane, explained that his property was bisected by the High Line Canal and that he utilized this portion of E. Mansfield Ave. to enter the portion of his property north of the High Line Canal. He noted that if the requested vacation was approved it would complicate his access to this portion of his property. He asked that Council deny the request.

Mayor Pro Tem Stewart moved, seconded by Councilor Griffin that based upon the preliminary petition it was not in the public interest to proceed and did not have sufficient merit for Council to approve a formal petition to be considered by either the Planning and Zoning Commission or the Parks, Trails and Recreation Commission.

The motion passed unanimously.

REPORTS

Members of City Council

Councilor A. Brown reported that he and Deputy City Manager/Director Goldie had met with the Glenmoor HOA to answer questions about the proposed traffic light at E. Belleview Avenue. He indicated that the first step involving a warrant study was underway by Greenwood Village. He noted that he and Deputy City Manager/Director Goldie would return to Glenmoor HOA throughout the process to keep the residents informed.

Councilor VanderWerf reported that the Public Art Commission (PAC) had taken a field trip to the Arvada Art Center where they were given a tour by Gallery Exhibition Manager Collin Parson who was very generous with his time and knowledge. She added that the PAC would be making a decision about the sculpture to be placed in front of the Joint Public Safety Facility at their next meeting. She reported that the High Line Working Group was moving towards having a non-profit take over stewardship of the High Line Canal. She noted that this model was used elsewhere in the country and would create an opportunity to raise funds and enter into public-private partnerships. She reported that a reception would be held for long-time resident Paul Colburn at the Joint Public Safety Community Room on Saturday, August 2nd from 2-4pm where his photography was currently on display.

Councilor Roswell had no report.

Mayor Pro Tem Stewart had no report.

Councilor Griffin reported that Officer Gillett had been very helpful this weekend in dealing with a large tree that fell on the High Line Canal and ensuring that users were able to navigate around the tree safely until it was removed by Public Works staff.

Mayor's Report

Mayor Tisdale reported that South Metro Fire Rescue had made an offer for the Chief position. He congratulated Deputy City Manager/Director Goldie on his awards from ICMA and CIRSA. He indicated he would attend the Urban Land Institute at Denver Union Station followed by a DRCOG meeting; he would attend the Arapahoe County Commissioners/Mayors/Managers breakfast with City Manager Patterson on Friday; he would attend the DRCOG lunch with CDOT officials on July 28th; and he would attend the Sister Cities International Conference in San Jose from July 31st – August 3rd as a representative of DRCOG and for which DRCOG would pay.

City Manager & Staff

City Manager Patterson noted that department monthly reports and financial statements were included in Council packets. He reported that the City was researching emergency alert systems after residents expressed concern about tornado warnings. He noted that the June hail storms had resulted in damage to several Police Department vehicles and the roof of the Joint Public Safety Facility. He indicated that CDOT was finishing its boring of S. University Boulevard for fiber optics setup. He reported that Councilor VanderWerf had joined staff at the Arapahoe County Shareback Breakfast on June 27th and that the City had received two grants. He noted that the PTRC had appointed Bill Lucas as chair and Robert Eber as vice-chair. He indicated that the City was ahead of projected revenues for the year. He noted that Terri Littleford had begun as the City's new Municipal Court Clerk and Jessica Sager was now the City's Accounting Clerk. He reported that Code Enforcement Officer Chuck Friend would retire August 1st. He noted that new Police Officer Lenny Abeyta would be sworn in tomorrow afternoon. He congratulated Deputy City Manager/Director Goldie for receipt of the city manager credentials from ICMA.

City Attorney

City Attorney Michow had no report.

ADJOURNMENT

The meeting adjourned at 8:11 p.m.

Douglas M. Tisdale, Mayor

Laura Smith, City Clerk

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ITEM: 10a

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT A. ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST BY ST. MARY'S ACADEMY FOR AN EXPANDED USE PERMIT TO
INSTALL AN ARTIFICIAL TURF PLAYFIELD AND TRACK (PUBLIC HEARING)

DATE: AUGUST 5, 2014

ISSUE:

Should the City Council approve a request by St. Mary's Academy for an Expanded Use Permit to install an artificial turf playfield and track?

ZONING & LAND USE:

St. Mary's Academy is located at 4545 S. University Boulevard and is zoned R-1, 2 ½-Acre Residential District (see Exhibit A for Vicinity Map). Private schools are an allowed use in the R-1 District, provided that such use is approved, expanded or increased in accordance with Article XX of the Zoning Ordinance (Expanded Use Permit). St. Mary's Academy is a private institution with approximately 670 students, grades kindergarten through 12. The campus is 24.67 acres in net area. Surrounding zoning and land uses include R-1 and R-3 zoned residential properties. Access to the property is from multiple driveways connecting to University Boulevard, which borders the campus to the east.

REQUEST:

St. Mary's Academy requests approval of an Expanded Use Permit to modify their current natural turf athletic field on the south side of the campus by installing an artificial turf playfield and track (see Exhibit B for application materials). The field is proposed to be setback back 99.8' from the front property line to the east adjacent to South University Boulevard and 57.2' from the nearest property line to the south. Drainage infrastructure will be installed with the field and the runoff will drain in the historic pattern to an existing stormwater detention pond on the northeast side of the property.

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BACKGROUND:

Planning and Zoning Commission Review

The Planning and Zoning Commission held a public hearing on July 22, 2014 and voted unanimously to recommend approval of the request as submitted (see Exhibit C for draft minutes).

Previous Expanded Use Permits

An expanded use permit for a 22,722 square-foot "Community Center" addition to the campus was approved by the Council in June of this year and is currently under construction. Other buildings on campus include a 37,248 square-foot middle school building, 68,370 square-foot high school building, 20,592 square-foot lower school building, 7,650 square-foot Bishop Evan Sports Center, 8,352 square-foot Sanders House Administration Building, and 1,530 square-foot caretakers house. With the Community Center approval in June of this year, a 20% reduction in the required parking was approved allowing a minimum of 343 parking spaces required for the campus. A stormwater detention pond was constructed on the site in 1999 as part of the middle school building addition.

PUBLIC NOTICE AND COMMENT:

Notice requirements for public hearings are outlined in Municipal Code Subsection 16-2-40(c). A minimum of 15 days prior to the hearing date, the applicant was required to mail notice of the hearing to all adjacent property owners by certified mail with return receipt requested and post a public notice sign on the property facing S. University Boulevard. Notice of the hearing was also published in the July 17, 2014 edition of The Villager newspaper and was posted on the Village Center notice board and Village web site. Staff has not received any written comments on the proposal.

CODE REQUIREMENTS:

Article XX of the City's Zoning Ordinance governs the establishment and expansion of nonprofit institutions, private clubs, public recreational facilities, and nonprofit recreational facilities. Under Section 16-20-40 of the ordinance, the City Council is to review the proposal at a public hearing to determine whether the application meets the requirements of the Zoning Ordinance based on the application and evidence and testimony presented at the public hearing. The City Council may approve, approve with conditions, or deny the application, or table the matter to a date certain pending the provision of further information.

ANALYSIS AND DISCUSSION:

Submittal Requirement Analysis

The following are staff's finding and analysis for each of the submittal requirements and variance review criteria.

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The following are staff's finding and analysis for each of the submittal requirements outlined in Municipal Code Section 16-20-50. Each requirement is listed as Complete or Outstanding.

16-20-50(1): *Letter of intent requesting public hearings in front of the Planning and Zoning Commission and City Council and describing fully the intended use or expanded or increased use of the property.*

Complete – The applicant has provided the required letter of intent in Exhibit B.

16-20-50(2): *An application fee of three hundred dollars (\$300.00).*

Complete – The required application fee has been paid.

16-20-50(3): *A site plan which shall be an original drawing in black ink on twenty-four-inch-by-thirty-six-inch media and contain the following information:*

a: Project name, type of proposal, legal description of the plan's land area, date of the drawing, scale (one [1] inch = fifty [50] feet or one [1] inch = one hundred [100] feet), north arrow and names and addresses of the owner, planner and surveyor.

b: Vicinity map with north arrow (scale of one [1] inch = two thousand [2,000] feet) with an emphasis on the major roadway network within one (1) mile of the proposal.

c: The existing zoning of the property, as well as the zoning and residential density of all adjacent properties, including yard requirements of the zone districts.

d: The graphic location, dimensions, maximum heights and gross floor area of all existing and proposed structures, the uses to be contained within and the location of entrances and loading points.

e: Historic, existing and proposed contours expressed in one-foot increments based upon the USGS datum.

f: All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.) and types of surfacing, such as asphalt, concrete, etc., in compliance with the provisions of Article 16 of this Chapter, and Chapter 11, Article II of this Code.

g: Public and private utility service lines and/or main lines with appurtenances.

h: Location of existing easements of record within one-tenth foot (0.1) of actual location.

i: All walks, open and recreation areas, with a description of these improvements.

j: Location of outdoor trash receptacle systems.

k: Provision for access by emergency vehicles.

l: Location and dimensions of all existing access points on immediately adjacent properties.

m: Location and dimension and surface treatment of drainage easements, volume capacity of all drainage ponds and the size of outlet restrictors.

n: An illustrative landscape plan showing locations and general types of all proposed landscaping materials, including fences, walls, planters and any other landscaping features.

o: A signage plan describing and illustrating the size, location, type and material of all signs, in compliance with the provisions of Article XV of this Chapter.

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p: Location, type and height of lighting devices, in compliance with Article XVI of this Chapter.
q: Representative architectural elevation plans of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the building.

r: Applicable notes and certifications approved by the City Attorney, which regulate the development.

s: Planning and Zoning Commission and City Council signature blocks.

t: Owners of record signature block.

Complete – Staff recommends that items f through q be waived considering the limited scope of the application. All other relevant information has been provided.

16-20-50 (4) Phase III drainage report conforming to the requirements of the "Arapahoe County Storm Drainage Design & Technical Criteria."

Complete – A drainage compliance letter has been provided outlining the drainage plan for the field. A drain pipe on the north and south sides of the field will be installed and drainage will follow the historic drainage path to the existing stormwater detention pond at the northwest corner of the campus. The artificial turf field is considered a pervious surface; therefore, a Phase III drainage report is not required.

16-20-50 (5) Traffic impact study conforming to the requirements of Article XVI of this Chapter.

N/A – Due to the limited scope of the project, staff has not requested a traffic impact study. None of the existing parking or drive aisles will be impacted by the proposed modifications.

16-20-50(6) Cost estimate of public improvements such as sidewalks, roadway and/or drainage improvements, etc.

N/A – No public improvements are proposed.

16-20-50 (7) An appropriate number of eleven-inch-by-seventeen-inch reductions of the site plan as determined by the Community Development Director.

Complete – Site plans have been provided for review.

16-20-50 (8) A letter from the appropriate water and sanitation districts, South Metro Fire and Rescue and the Colorado Department of Transportation (if property contains access to a state highway) stating the ability to serve the proposal.

N/A – Due to the limited scope of the project, these items are not required.

CHERRY HILLS VILLAGE
COLORADO

16-20-50 (9) Additional information as requested by the Community Development Director as appropriate to the request. Information required above may be waived by the City Manager if it is deemed to be inappropriate to the request.

N/A – No additional information has been requested.

16-20-50 (10) A development agreement between the applicant and the City defining terms and conditions of approval. The site plan, landscape plan, building plan, phase III drainage report and traffic report shall become part of the development agreement. If approved, the City will record the development agreement and attachments and charge the fees for recording to the escrow account of the applicant.

N/A – Based on the limited scope of the project, staff recommends that this item not be required. The site plans, if approved, will be signed by the applicant and City and recorded. Any conditions of approval can be noted on the final site plans rather than a formal development agreement.

Discussion

Staff finds the proposal is consistent with the City's codes and the City's Master Plan. The fields are currently used extensively by the School for athletic events and practices. The proposed modifications are not anticipated to change the general use of the area, only the surface materials. The minimum setback for athletic fields is 75' from the front setback and 50' from the side and rear setbacks. The proposed location of the athletic fields exceeds this minimum requirement. The proposal is also consistent with the Master Plan Land Use/Development strategy of encouraging "institutional properties to maintain the primary mission and function of their use."

RECOMMENDATION:

Staff recommends approval of the proposal as submitted.

RECOMMENDED MOTION:

"I move to approve the proposal by St. Mary's Academy for an Expanded Use Permit to install a synthetic turf athletic field and track as proposed."

ATTACHMENTS:

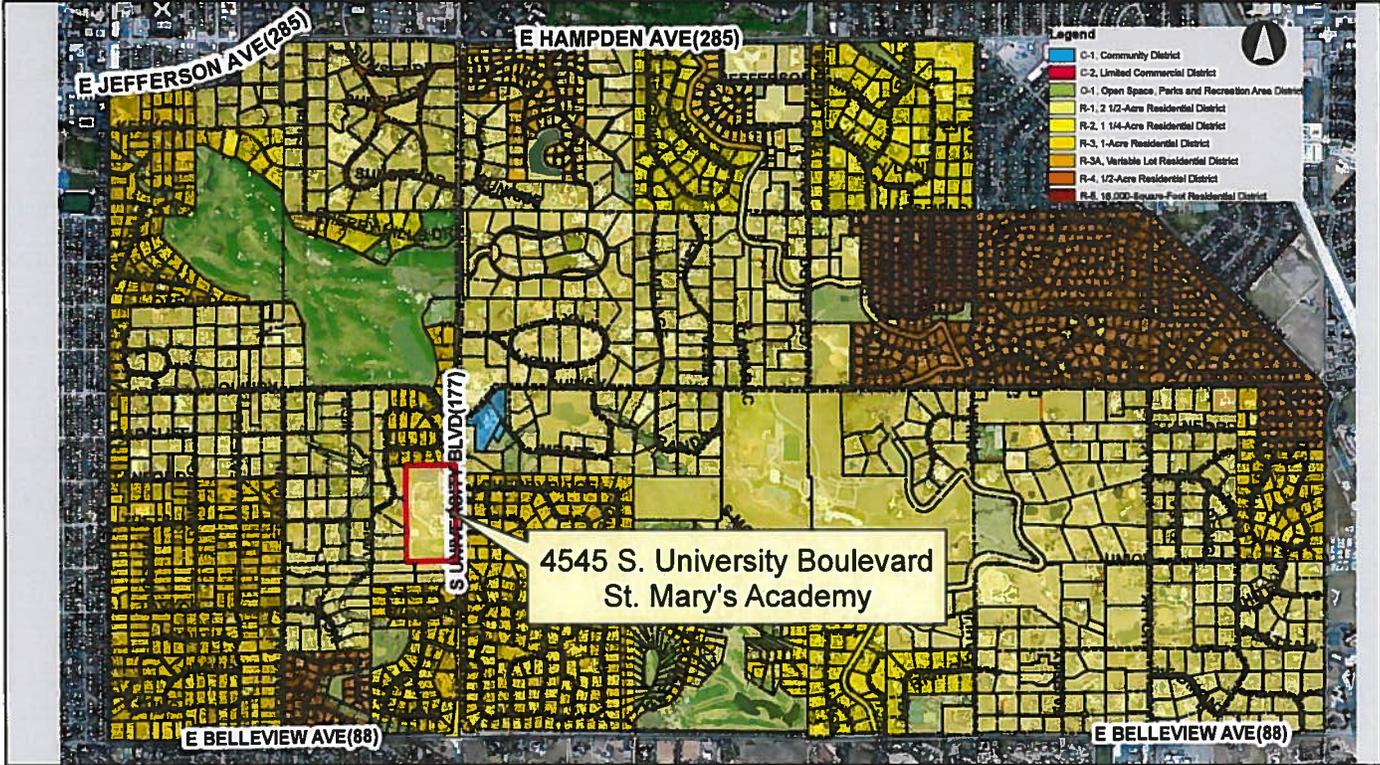
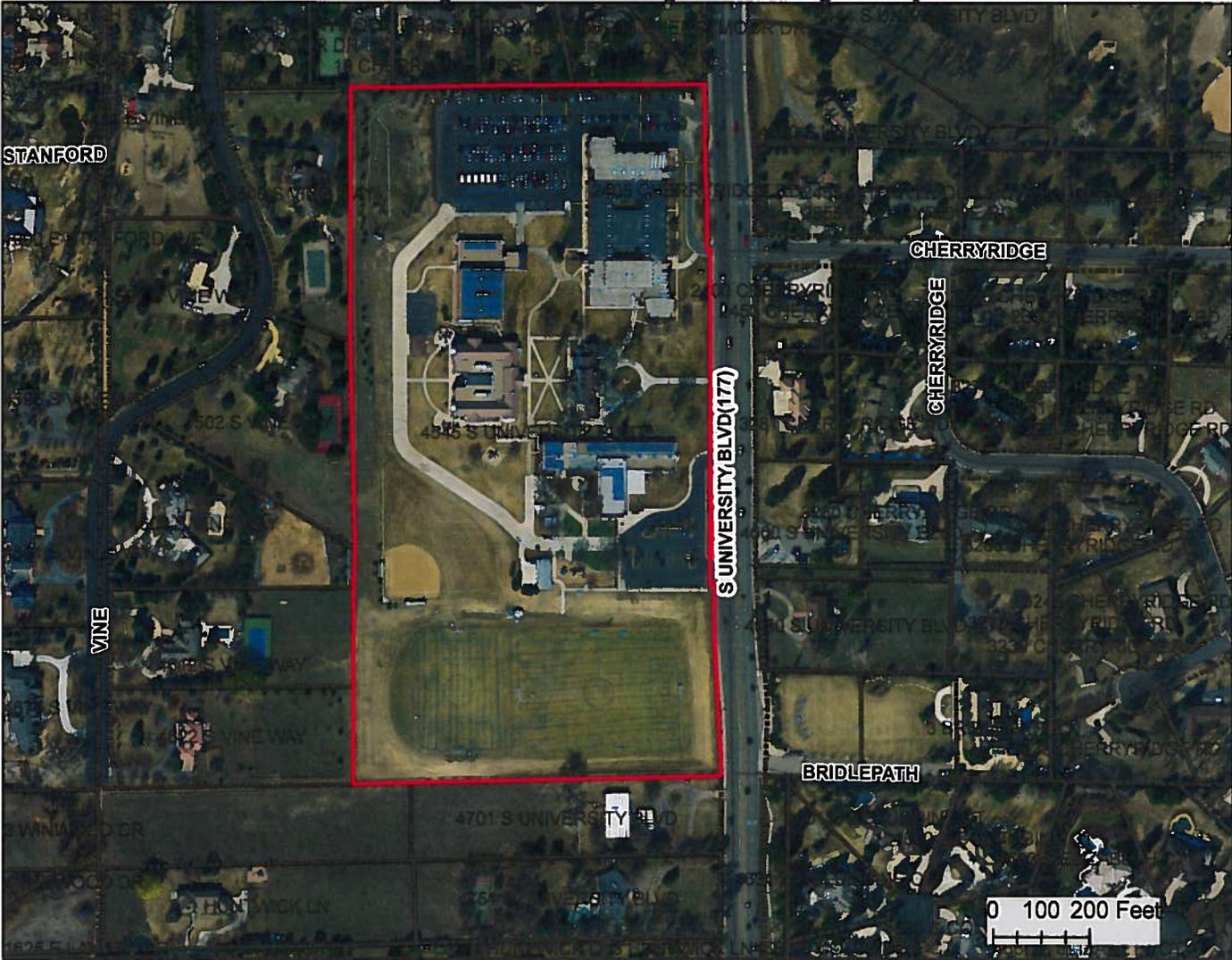
Exhibit A: Vicinity Map

Exhibit B: Application Materials

Exhibit C: July 22, 1014 Draft Planning and Zoning Commission Minutes

St. Mary's Academy Vicinity Map

Exhibit A



OFFICE USE ONLY
 Date Recv'd 5/23/14
 Pre-Hearing _____
 Public Hearing P&Z _____
 Council Hearing _____
 Application Fee \$300 5/10/14
 Escrow \$5,000 5/10/14

**City of Cherry Hills Village
 Application for Expanded Use**

Today's Date: 04/23/2014

Applicant Information
 Name Todd Smith
 Phone 303-789-3172 Fax 303-762-8190
 Email todd@academysportsturf.com
 Address 3740 South Jason Street, Englewood, CO 80110

Property Information
 Owner St. Mary's Academy - Deirdre Cryor
 Phone 303-762-8300 Fax 303-783-6201
 Email dcryor@smanet.org
 Address 4545 South University Boulevard, Englewood, CO 80113
 Legal Description (Attach Separate Sheet If Necessary) See Attached Sheet
 Zoning Classification R-1 Net Lot Area 3.0 AC.

Expanded Use Request
Replace an existing natural turf field with a new synthetic turf field and synthetic track.

Deirdre Cryor
 Owner or Authorized Agent Signature

April 24, 2014
 Date



LEGAL DESCRIPTION

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 11, WHENCE THE NORTHEAST CORNER THEREOF BEARS $N00^{\circ}04'30''E$, A DISTANCE OF 2635.39 FEET; THENCE $S83^{\circ}57'36''W$, ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 11, A DISTANCE OF 30.01 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF SOUTH UNIVERSITY BLVD., BEING THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE AFOREMENTIONED COURSE A DISTANCE OF 767.65 FEET TO THE SOUTHEAST CORNER OF LOT 13, BLOCK 1 OF CHERRYMOOR SOUTH; THENCE $N00^{\circ}14'12''E$, ALONG THE EAST LINE OF LOTS 13 THRU 9, BLOCK 1 OF SAID CHERRYMOOR SOUTH, A DISTANCE OF 1442.08 FEET TO THE NORTHEAST CORNER OF LOT 9, BLOCK 1 OF SAID CHERRYMOOR SOUTH; THENCE $N89^{\circ}02'14''E$, ALONG THE SOUTH LINE OF LOTS 7 THRU 4, BLOCK 1 OF SAID CHERRYMOOR SOUTH, A DISTANCE OF 733.56 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4, BLOCK 1, BEING ON THE WESTERLY RIGHT-OF-WAY LINE OF SAID SOUTH UNIVERSITY BLVD., THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE THE FOLLOWING EIGHT (8) COURSES:

1. $S00^{\circ}04'30''W$, A DISTANCE OF 172.72 FEET;
2. $S04^{\circ}08'30''E$, A DISTANCE OF 68.00 FEET;
3. $S00^{\circ}04'30''W$, A DISTANCE OF 99.30 FEET;
4. $S89^{\circ}55'30''E$, A DISTANCE OF 3.00 FEET;
5. $S00^{\circ}04'30''W$, A DISTANCE OF 700.00 FEET;
6. $S89^{\circ}55'30''E$, A DISTANCE OF 7.00 FEET;
7. $S00^{\circ}04'30''W$, A DISTANCE OF 96.97 FEET;
8. $S02^{\circ}45'10''E$, A DISTANCE OF 303.98 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,074,741 SQUARE FEET OR 24.673 ACRES MORE OR LESS.

HAVE BY THESE PRESENTS LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO A LOT, AS SHOWN ON THE PLAT, UNDER THE NAME AND STYLE OF ST. MARY'S ACADEMY FILING NO. 1.



April 17, 2014

Mr. Rob Zuccaro,
Community Development Director
City of Cherry Hills Village
2450 East Quincy Avenue
Cherry Hills Village, CO 80113

**RE: Drainage Conformance Letter - St. Mary's Academy Athletic Field Renovation
Located in the NW ¼ of Section 11, T5S, R68W, 6th PM, City of Cherry Hills Village,
County of Arapahoe, State of Colorado.**

Mr. Zuccaro,

This drainage conformance letter is to inform the City of Cherry Hills Village the intent of St. Mary's Academy's plans to renovate their existing field located at 4545 S. University Boulevard, Englewood, CO 80113. The site is bounded by South University Boulevard to the east, residential communities to the north and west, and un-platted land to the south. The site lies within the Little Dry Creek watershed (See Figure 1). The existing field, and area for renovation is located in the southeast corner of the property.

St. Mary's Academy proposes to renovate the existing ball field by first removing the grass and then constructing a pervious synthetic turf play field. The pervious turf system allows storm water to drain directly into a granular material which then seeps along the base and is then collected into a 6" perforated pipe. The granular material has 40% voids which allows for storage during a storm event and at the same time allowing the field to drain rather than sheet flow across the playing surface as it does today.

Currently the existing field is divided into two basins. The north section of the field drains to the west via overland flow and into existing inlets which are routed directly to the Storm Water Management Facility (SWMF) located on the northwest corner of the parcel. The south section of the field overland flows southwesterly into an existing swale. The existing swale routes storm water off-site and is not collected and routed to the SWMF located on the northwest corner of the site.

The proposed field renovations will utilize the existing sloping and keep grading and earthwork to a minimum. The proposed 6" Perforated PVC underdrain system will be constructed around the perimeter of the field and route all storm water to an inlet northwest of the existing field. Tying into the existing drainage system ensures that all storm water from the proposed pervious play field will be routed to the existing SWMF and reduce the off-site flows which drain to the south.

North Dakota Office
PO Box 29, 4622 Hwy 1804
Trenton, ND 58853
P: 701.577.7251 F: 701.577.7254

Colorado Office
710 W. Colfax Ave.
Denver, CO 80204
P: 303.753.6730 F: 303.753.6568
www.rrengineers.com

Northern Colorado Office
7352 Greenridge Road, Suite B-5
Windsor, CO 80550
P: 970.460.7184 F: 303.753.6568

Drainage Conformance Letter
St. Mary's Academy
April 14, 2014



Per the Phase III Drainage Report for St. Mary's Academy, Prepared by Turner Collie and Braden Inc. dated October 21, 1999, R & R Engineers – Surveyors, Inc. has reviewed and is in conformance with the existing drainage report. R & R is not changing the overall site drainage characteristics or increasing the site imperviousness, additionally minimal grading will occur.

Please call with any questions or concerns. I can be reached at 720-390-5515, or via email at dalonzo@rrenineers.com.

Sincerely,

R&R Engineers-Surveyors, Inc.

A handwritten signature in black ink, appearing to read "Daniel Alonzo", with a long horizontal stroke extending to the right.

Daniel Alonzo, PE
Project Engineer



Know what's below.
Call before you dig.



R&R ENGINEERS-SURVEYORS, INC.
710 WEST COLFAX AVENUE
DENVER, COLORADO 80204
(P): 303-753-6730 (F): 303-753-6568

WWW.RRENINERS.COM



EXISTING CONDITIONS

SITE: ST. MARY'S ACADEMY
4545 S UNIVERSITY BLVD, CO 80113

FOR: ACADEMY SPORTS TURF
3740 S JASON STREET
ENGLEWOOD, CO 80110

REVISIONS

REV 1 PER CCHV COMMENTS

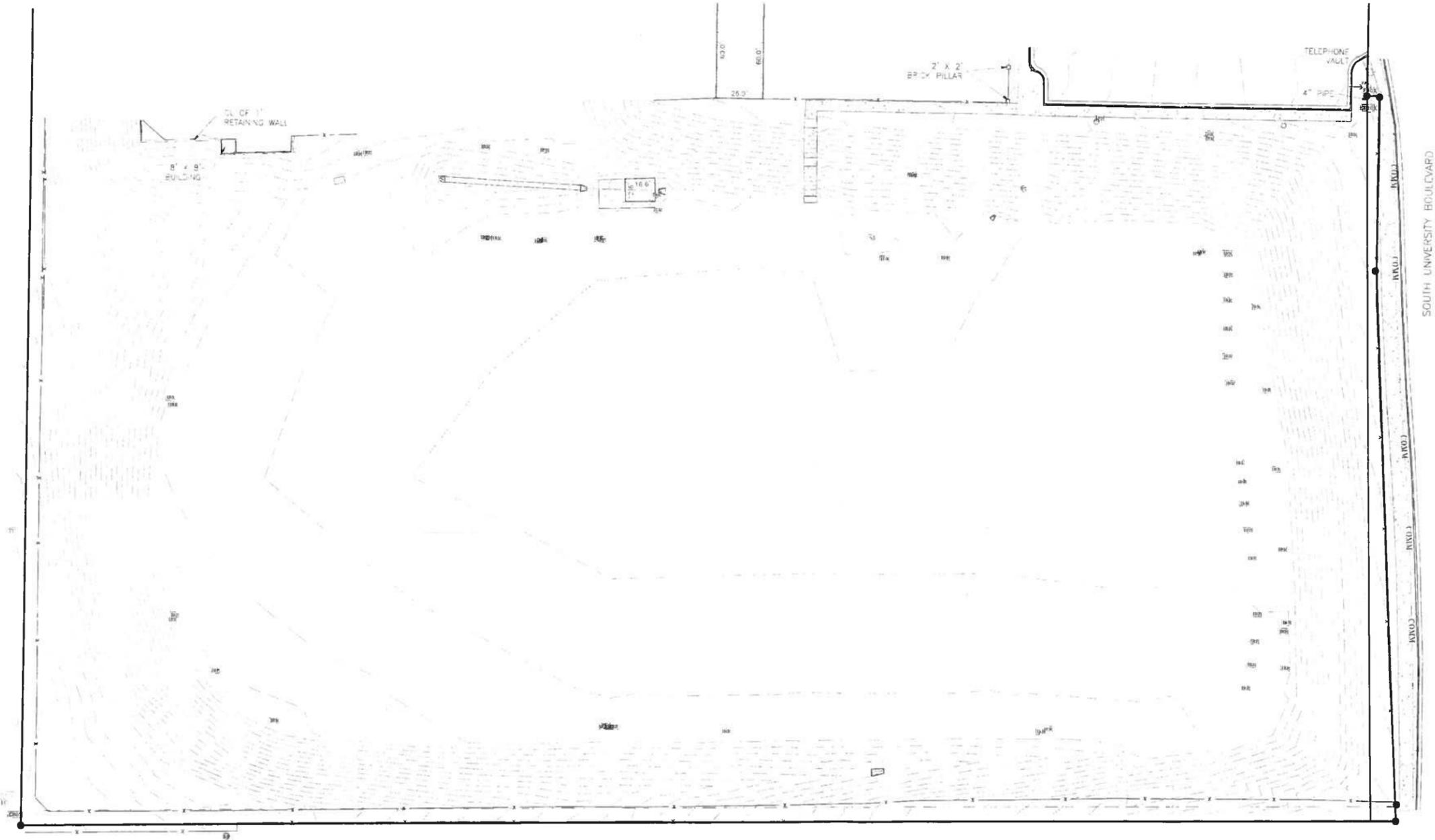
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Job No A514028
Date 5/29/2014
Drawn RB Checked DLA

Sheet

C1.0



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SCALE: 1" = 30'



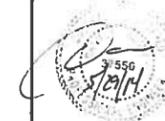
811

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710 WEST COLFAX AVENUE
DENVER, COLORADO 80204
(P) 303-753-6730 (F) 303-753-6568

WWW.RRENGINEERS.COM



SITE & GEOMETRY PLAN

SITE: ST. MARY'S ACADEMY
4545 S UNIVERSITY BLVD, CO 80113
FOR: ACADEMY SPORTS TURF
3740 S JASON STREET
ENGLEWOOD, CO 80110

REVISIONS

REV	DESCRIPTION
1	REV 1 PER CCHV COMMENTS

Plot Scale 1" = 30'
Job No. AS14028
Date 5/29/2014
Drawn JRB Checked DLA
Sheet

C2.1

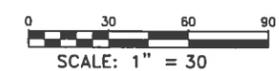
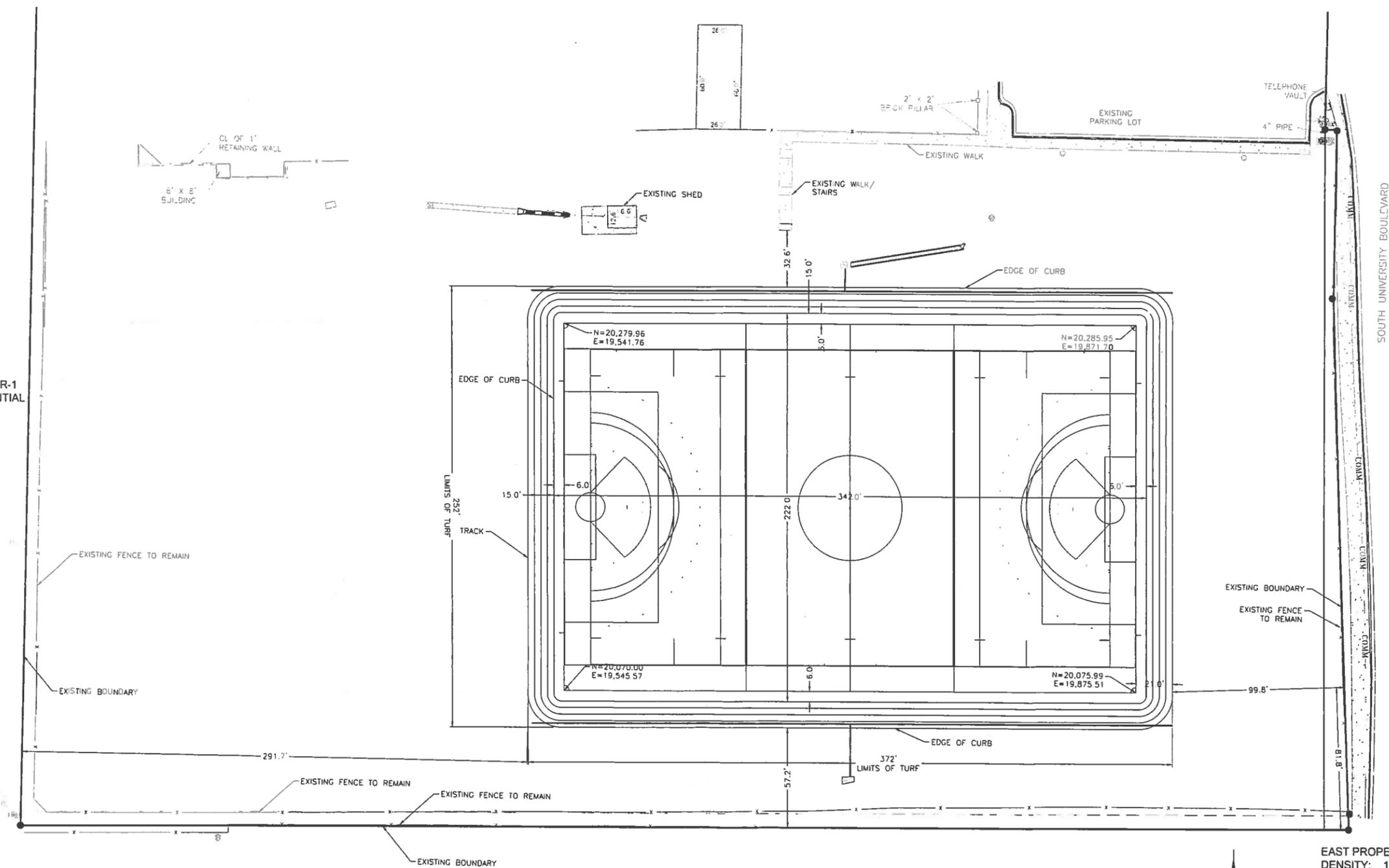
NORTH PROPERTY ZONING: R-3
DENSITY: 1 ACRE RESIDENTIAL

WEST PROPERTY ZONING: R-1
DENSITY: 2.5 ACRE RESIDENTIAL

EAST PROPERTY ZONING: R-3
DENSITY: 1 ACRE RESIDENTIAL

ST. MARY'S ZONING: R-1
DENSITY: 2.5 ACRE RESIDENTIAL
FRONT SETBACK: 75'
SIDE SETBACK: 50'
REAR SETBACK: 50'

SOUTH PROPERTY ZONING: R-1
DENSITY: 2.5 ACRE RESIDENTIAL



811
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R&R
ENGINEERS
SURVEYORS

R&R ENGINEERS-SURVEYORS, INC.
710 WEST COLFAX AVENUE
DENVER, COLORADO 80204
(P): 303-753-6730 (F): 303-753-6568

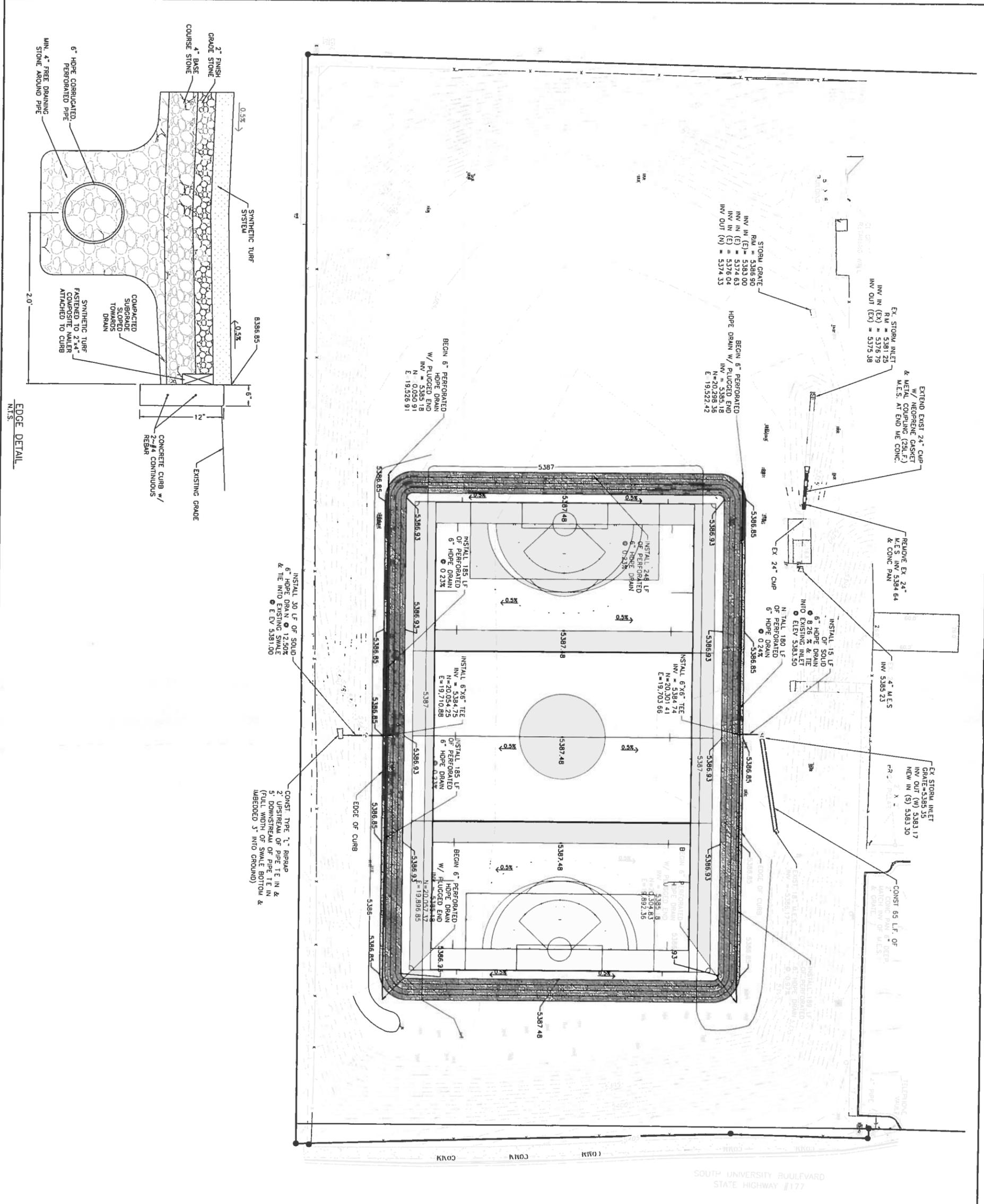
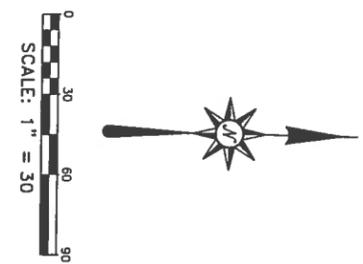
WWW.RRENGINEERS.COM



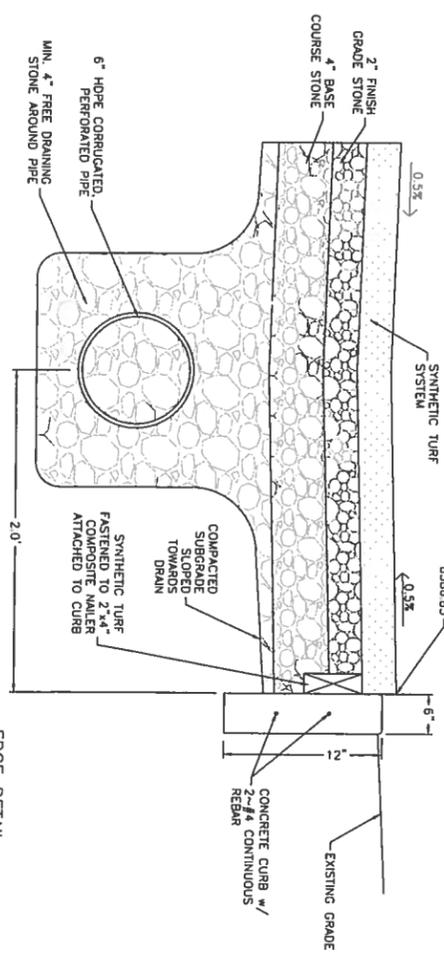
GRADING & DRAINAGE PLAN
SITE: ST. MARY'S ACADEMY
4545 S UNIVERSITY BLVD, CO 80113
FOR: ACADEMY SPORTS TURF
3740 S JASON STREET
ENGLEWOOD, CO 80110

REVISIONS	
REV	DESCRIPTION
1	PER CCHV COMMENTS

Proj Scale 1" = 30'
Job No. AST-4028
Date 5/29/2014
Drawn JRB Checked DVA
Sheet
C3.1



EDGE DETAIL
N.T.S.



---DRAFT---

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, July 22, 2014 at 6:30 p.m.
At the Village Center

CALL TO ORDER

Chair Christman called the meeting to order at 6:35 p.m.

ROLL CALL

Present at the meeting were the following Planning and Zoning Commissioners: Chair Laura Christman, Vice Chair Peter Savoie, Commissioner David Wyman, Commissioner Steve Szymanski, and Commissioner Peter Niederman.

Present at the meeting were the following staff members: Robert Zuccaro, Community Development Director; Marcus McAskin, Deputy City Attorney; Troy Carmann, City Engineer; and Cesarina Dancy, Community Development Clerk.

Absent from the meeting were Commissioner Al Blum and Commissioner Jim Rubin.

Chair Christman welcomed back Commissioner Szymanski, and welcomed Commissioner Niederman to the Commission.

APPROVAL OF MINUTES

Chair Christman stated that page 3 of the minutes of the June 10, 2014 meeting contained an error in her statement. She continued that she would like the statement rewritten.

Chair Christman stated that page 9 of the minutes of the June 10, 2014 meeting contained an item in the motion that required further detail. She continued that the lighting provision should include verbiage that indicates that the low voltage lighting should only be adjacent to or under the stairs as well as along the base of the rooftop deck.

Vice Chair Savoie made a motion, which was seconded by Commissioner Wyman, to accept the June 10, 2014 minutes with the previously mentioned corrections. The motion passed unanimously.

AGENDA ITEMS

- a. Request by St. Mary's Academy, 4545 South University Blvd., for an Expanded Use Permit to Install an Artificial Turf Playfield and Track.

Planning and Zoning Commission Meeting

July 22, 2014

Mr. Zuccaro stated that that Staff is presenting a request by St. Mary's Academy for an Expanded Use Permit to modify their current natural turf field on the south side of campus by installing an artificial turf field and track.

Mr. Zuccaro displayed a vicinity map of the property. He stated that the proposed field meets the required setbacks for the zone district. He continued to say that the applicant was required to provide a drainage plan for the new surface, and that the current detention pond will be used.

Mr. Zuccaro stated that Troy Carmann, Engineer for the City was present to answer any questions regarding drainage.

Mr. Zuccaro stated that Staff is recommending approval of the Expanded Use Permit. He continued to say that the applicant met all requirements and there are no conditions recommended for approval.

Chair Christman asked what type of material was between the track and the property line.

Mr. Zuccaro replied that it was natural grass.

Chair Christman asked if any additional landscaping was proposed.

Mr. Zuccaro replied that no additional landscaping was proposed with the permit application.

Chair Christman asked if the pipe beneath the field was pervious.

Troy Carmann, City Engineer, replied that it is not a full capture system; however, it mimics natural conditions. He stated that he believes the pipe collecting the drainage will have perforations. He continued to say that the drainage plan is capable of maintaining the runoff of water.

Commissioner Wyman asked if the drainage system would eliminate the sheet flow.

Mr. Carmann replied that there could be an incalculable difference between the runoff from the artificial field and the natural field.

Commissioner Wyman asked if the turf field would have any effect on existing stormwater or detention facilities.

Mr. Carmann replied that there would be no effect on existing facilities.

Commissioner Wyman asked how far below grade was the pipe.

Mr. Carmann replied that it would be 12-18" below grade.

Commissioner Niederman asked if the current drainage was sufficient.

Planning and Zoning Commission Meeting

July 22, 2014

Mr. Zuccaro replied that when St. Mary's Academy submitted the application for the community center which is currently under construction, they were required to submit a drainage evaluation demonstrating that the current detention pond has adequate capacity and functions appropriately. He continued to say that the drainage plans that were provided were adequate and met all conditions.

Deirdre Cryor of St. Mary's Academy stated that the reason the school is requesting the Expanded Use Permit is to provide a comparable playing field for their athletes, as most other high schools and universities have turf fields. She continued to state that the field would be used by all students, as the current field is. She stated there would be no increase in usage. She continued to say that the installation of the turf field would greatly reduce the water needs of their facility.

Todd Smith, project manager from Academy Sports, stated that there is no size increase or grade change proposed.

Commissioner Wyman asked how long would installation take.

Mr. Smith replied about 60-80 days.

Vice Chair Savoie asked if the project would be complete prior to school starting in the fall.

Mr. Smith replied that it would not.

Chair Christman asked if the construction stormwater plan had been completed.

Mr. Zuccaro replied that the stormwater management plan for construction has been completed and approved.

Commissioner Szymanski made a motion, which was seconded by Commissioner Wyman, to approve the request by St. Mary's Academy for an Expanded Use Permit to install a synthetic turf athletic field and track.

The motion passed unanimously.

b. Request by Sprint to Install a Temporary Mobile Wireless Communication Facility at Cherry Hills Country Club, 4125 S. University Blvd., from August 25, 2014 Through September 15, 2014, in Association with the Major Event Permit Issued for the 2014 BMW Championship Golf Tournament.

Mr. Zuccaro stated that Staff is presenting a request by Sprint for a temporary mobile wireless communication facility to be installed at Cherry Hills Country Club from August 25, 2014 to September 15, 2014 as part of the 2014 BMW Championship Golf Tournament. He stated that

the proposed wireless facility consists of a temporary trailer with an equipment cabinet and monopole tower with an overall height of 60 feet.

Mr. Zuccaro stated that City Code was amended in 2013 to allow for an expedited process for wireless services to gain approval in conjunction with Major Event Permits. He stated that when the Major Event Permit was reviewed earlier in the year that these facilities weren't included, but that staff recommends they be reviewed as part of the Major Event Permit at this time.

Mr. Zuccaro displayed a site map of Cherry Hills Country Club and the surrounding properties. He stated that all setback and zoning requirements have been met, and that Staff is recommending approval of the request.

Vice Chair Savoie asked if the facility would be located on the golf course.

Mr. Zuccaro replied that it would be located on the golf course, and there is a possibility that other wireless carriers would ask to place facilities on the course as well.

Chair Christman asked is the purpose of the facility to improve cellular service.

Mr. Zuccaro replied that the purpose is to improve coverage and capacity of the wireless network, as estimated attendance for the event is 30,000 attendees.

Chair Christman asked for a visual comparison of 60 ft. in height.

Commissioner Szymanski replied that the fence surrounding the driving range is 60 ft. in height.

Chair Christman asked if there would be any lighting on the temporary facilities.

Mr. Zuccaro replied no.

Vice Chair Savoie asked if there would be a generator supplying power to the facility.

Mr. Zuccaro replied yes and that there would be many generators in use during the tournament and they would be required to meet the noise ordinance.

Commissioner Niederman stated that Cherry Hills Country Club does not allow cell phones on the golf course and asked for clarification on the purpose of the temporary facility.

Mr. Zuccaro replied that he was unaware of what restrictions on cell phone usage would be imposed during the tournament. He continued to say that Cherry Hills Country Club, in conjunction with the Western Golf Association, was aware of and approved of this application.

Commissioner Niederman asked would there be multiple facilities next to each other for other carriers.

Mr. Zuccaro replied that other carriers would be required to go through the same application process.

Jacob Hamilton, head of land acquisition for Sprint, displayed photos of what the facility will look like. He stated that the facility would be fenced off from the golf course. He stated that the main purpose of the temporary facility is for emergency purposes. He continued that with so many additional users in the area, a freeze in the network could occur without the additional facility. He stated that most major events use this type of or similar technology to ensure adequate coverage.

Commissioner Szymanski asked if AT&T and Verizon would require their own towers or would all carriers share a tower.

Mr. Hamilton replied that each carrier would have their own permit, as the Sprint tower is built to accommodate Sprint's technology.

Commissioner Niederman stated that he would like a statement from Cherry Hills Country Club regarding this. He continued that emergency systems are in place at events such as the Masters without cell towers in place.

Mr. Zuccaro stated that the Commission could recommend approval with the condition of written approval from Cherry Hills Country Club if they desired to.

Mr. Hamilton stated that he had the application which was signed by the WGA.

Commissioner Niederman stated that Cherry Hills Country Club should sign the application.

Mr. Hamilton stated that the facility would be anchored to itself in order to protect the grass and would be using the quietest generators available. He continued to say that he has walked the golf course with the facility manager several times and that a variety of vendors would be on the course during the tournament.

Commissioner Wyman stated that the owner of the property should sign the application.

Chair Christman asked who the signer of the application, Steve Prioletti, is.

After consulting with the applicant, Mr. Zuccaro replied that he is with the WGA.

Chair Christman stated that the application should be signed by the president of the Country Club.

Mr. Zuccaro replied that typically the general manager would sign an application such as this and asked if the Commission thought this would be sufficient, rather than the president of the Country Club.

Planning and Zoning Commission Meeting

July 22, 2014

Commissioner Niederman asked if any members of CHCC or the WGA were present.

None were present.

Chair Christman made a motion, which was seconded by Commissioner Szymanski, to approve the request by Sprint to install a temporary mobile wireless facility at Cherry Hills Country Club from August 25, 2014 through September 15, 2014 in association with the Major Event Permit for the 2014 BMW Championship Golf Tournament, subject to written confirmation provided to City Council from an authorized legal representative of Cherry Hills Country Club.

The following votes were recorded:

Chair Christman	yes
Vice Chair Savoie	yes
Commissioner Wyman	yes
Commissioner Szymanski	yes
Commissioner Niederman	no

The motion passed with a vote of 4-1.

Commissioner Wyman made a motion, which was seconded by Vice Chair Savoie, to adjourn the meeting.

The motion passed unanimously

ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

STUDY SESSION

The Commission participated in a Study Session regarding Expanded Use Permit Review Criteria.

Laura Christman, Chair

Cesarina Dancy, Community Development Clerk

CHERRY HILLS VILLAGE

COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 10b

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT A. ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST BY SPRINT TO INSTALL A TEMPORARY MOBILE WIRELESS COMMUNICATION FACILITY AT CHERRY HILLS COUNTRY CLUB FROM AUGUST 25, 2014 THROUGH SEPTEMBER 15, 2014 IN ASSOCIATION WITH THE MAJOR EVENT PERMIT ISSUED FOR THE 2014 BMW CHAMPIONSHIP GOLF TOURNAMENT (PUBLIC HEARING)

DATE: AUGUST 5, 2014

ISSUE:

Should the City Council approve a request by Sprint to install a temporary mobile wireless communication facility at Cherry Hills Country Club to provide additional wireless capacity during the 2014 BMW Championship Golf Tournament?

REQUEST:

Sprint requests approval of a temporary mobile wireless communication facility to be installed at Cherry Hills Country Club from August 25, 2014 through September 15, 2014 as part of the 2014 BMW Championship Golf Tournament. The proposed wireless facility consists of a temporary trailer with an equipment cabinet and monopole tower with an overall height of 60 feet. The facility is proposed to be located on the south side of the golf course 530' from the nearest property boundary to the south (see Exhibit A for application materials).

BACKGROUND:

A Major Event Permit to host the 2014 BMW Championship at Cherry Hills Country Club was approved by the City Council on May 20th, after review and a conditional recommendation of approval by the Planning and Zoning Commission on April 22nd. In anticipation of television broadcast facilities and temporary mobile wireless communication facilities to boost cell signals during the event, the City amended its wireless communication code last year to provide an expedited review process and review criteria that could be reviewed concurrently with the Major Event Permit. Although the television broadcast facilities were included with the Major

CHERRY HILLS VILLAGE
COLORADO

Event Permit, no proposals were included by the applicant for the Major Event Permit for temporary mobile wireless communication facilities. Staff has determined that, although the Major Event Permit has been issued, the wireless facility operator is still eligible to make an application under the modified set of review criteria. The public notice and public review process must still be followed per Municipal Code.

PLANNING AND ZONING COMMISSION REVIEW

The Planning and Zoning Commission held a public hearing on July 22, 2014 (see Exhibit B for draft minutes). The Commission voted four in favor and one opposed to recommend approval of the request, with the condition that Sprint provide written authorization from an authorized legal representative of Cherry Hills Country Club for the application. The applicant has met this condition by providing a revised application form signed by the General Manager of the Cherry Hills Country Club, Mr. Kevin Hood.

PUBLIC NOTICE AND COMMENT:

Notice requirements for public hearings are outlined in Municipal Code Subsection 16-2-40(c). A minimum of 15 days prior to the hearing date, the applicant was required to mail notice of the hearing to all adjacent property owners by certified mail with return receipt requested and post a public notice sign on the property facing S. University Boulevard. Notice of the hearing was also published in the July 17, 2014 edition of The Villager newspaper and was posted on the Village Center notice board and Village web site. Staff has not received any written comments on the proposal.

CODE REQUIREMENTS:

Municipal Code Section 16-16-130 provides review and approval criteria for wireless communication facilities. Temporary mobile wireless communication facilities associated with a Major Event Permit may be reviewed in association with the Major Event Permit and subject to the review criteria in Subsection 16-16-130(c)(1, 11, 15 and 16)

STAFF ANALYSIS:

The following are staff's finding and analysis for each of the submittal requirements outlined in Municipal Code Subsection 16-16-130(c)(1, 11, 15 and 16).

16-16-130(c)(1): Applications must contain an applicant's name, address, general contact telephone number and an emergency number where a representative of the applicant can be contacted twenty-four (24) hours per day, seven (7) days per week. Should any information represented on the application change, the applicant must contact the City in writing and provide the updated information.

Complies – All application form requirements have been provided.

16-16-130(c)(11): No portion of any antenna array may extend beyond the property line.

CHERRY HILLS VILLAGE
COLORADO

Complies – The facilities will be set back several hundred feet from the nearest property boundaries and will not extend beyond the property line.

16-16-130(c)(15): The wireless communication facilities shall be designed, maintained and operated as required by applicable FCC licenses and regulations.

Complies – FCC licensing documentation has been provided.

16-16-130(c)(16): All wireless communication facilities shall comply with the setbacks within the zone district applicable to accessory structures or a setback equal to the height of the facilities as measured from the natural grade to the highest point of the wireless communication facility, whichever is greater, unless physical characteristics of the property and the facility allow for placement of the facility pursuant to Paragraph (c)(6) above. On land where the setback is measured from a property line that is not adjacent to residentially zoned property, the setback shall be the setback required for an accessory structure in that zone district.

Complies – Setbacks for the O-1 Zone District are 75' from the front property line and 50' from side and rear property lines. The facility is proposed at a height of 60'. Therefore, the facility must be set back a minimum of 75' from the east property line adjacent to South University Boulevard and 60' from all other property lines. The facilities are proposed to be set back 530' from the south property line, 638' from the west property line, 1,280' from the east property line, and 1,545' from the north property line. All required setbacks will be met.

RECOMMENDATION:

Staff recommends approval of the proposal as submitted.

RECOMMENDED MOTION:

"I move to approve the proposal by Sprint to install a temporary mobile wireless facility at Cherry Hills Country Club from August 25, 2014 through September 15, 2014 in association with the Major Event Permit for the 2014 BMW Championship Golf Tournament."

ATTACHMENTS:

Exhibit A: Application Materials

Exhibit B: July 22, 2014 Draft Planning and Zoning Commission Minutes

**Temporary Mobile Wireless Communication Facility
Conditional Use Permit Application
Sprint - BWM Championships**

June 4, 2014

To: ~~XXXXXX~~ Planning and Zoning Department
Attn: Robert Zuccaro
Community Development Director
City of Cherry Hills Village
2450 East Quincy Avenue
Cherry Hills Village, CO 80113

Proposed Site Location

Site: Cherry Hills Country Club
Address: 4125 S. University Blvd. Englewood, CO 80113

Applicant: Virtual Site Walk

Contact: Jake Hamilton

Phone: 619-341-9208

Email: jake@virtualsitewalk.com

Property Owner: Cherry Hills Country Club

Contact: Steve Prioletti

Phone: 847-724-4600

Email: prioletti@wgaesf.com

Description of Proposed Project:

Sprint proposes to install a temporary wireless facility on a mobile trailer for the duration of the BMW Championships held at the Cherry Hills Country Club from Sept. 1-7, 2014. The temporary mobile wireless facility proposal consists of a 60' temporary wireless structure mounted to a mobile trailer. The trailer will be placed on the Country Club property on approximately August 25th, 2014 and remain on site until the end of the tournament, with removal approximately one week after the end of the tournament, on Sept. 15th, 2014.

Enclosed items:

- One (1) Wireless Facility Conditional Permit Application
- Three (3) Responses to Conditional Use Permit and Wireless Communication Facility Criteria
- Three (3) Copies of Site Plan / Elevation drawings
- One (1) Check for \$500 (Application fee)
- One (1) Check for \$5,000 (Escrow fee)

Please contact either Jake Hamilton, 619-341-9208 or jake@virutalsitewalk.com, or Jillian Martin 425-894-8331 or jillian@virtualsitewalk.com, for any additional information.

Thank you.

City of Cherry Hills Village
Application for Conditional Use
Wireless Communication Facilities

OFFICE USE ONLY
Date Recv'd _____
Admin. Hearing _____
P&Z Hearing _____
Council Hearing _____
Application Fee \$500.00
Escrow Fee \$3000.00

Today's Date: June 2, 2014

Applicant Information
Name Jacob Hamilton
Phone (619) 341-9208 Fax _____
Email jake@virtualsitewalk.com
Address 2215 SE 37th Ave., Portland, OR 97214
Emergency Contact Number (See Section 16-16-130(c)(1)) (425)894-8331

Property Information
Property Owner Cherry Hills Country Club c/o Steve Prioletti
Address 4125 S. University Blvd. Englewood, CO 80113
Phone (847) 724-4600 Fax _____
Email Prioletti@wgaesf.com
Legal Description of Property (Attach Separate Exhibit if Necessary) _____
Schedule #: 27947-00873-001
PIN: 032815434

Description of Request
Sprint proposes to install a temporary unmanned telecommunication facility consisting of equipment cabinets and a 60' tower mounted on a mobile trailer for the duration of the BMW Championship Golf Tournament, from August 25, 2014 through Sept. 15, 2014.

Type of Facility (Mark all of the Following that Apply):
 Freestanding Wall Mounted Roof-Mounted Alternative (camouflaged or concealed)
(See Section 16-16-130 for Complete Definitions of Facility Types) **Temporary Cell Site**

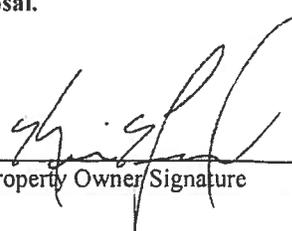
* Provide a separate letter detailing how the request meets the review criteria under each of the following code sections:

- Section 16-16-130(c)(1-20), Wireless Communication Facilities
- Section 16-18-10(1-5), Conditional Uses

* See Section 16-18-50 for application material requirements. Additional application materials may be requested depending on the nature of the proposal.

Applicant/Agent Signature

Date



Property Owner Signature

7/28/14

Date

Responses to Condition Use Permit Criteria for Temporary Wireless Communication Facilities

The following comments are in response to the requirements for a conditional use permit for a temporary wireless facility within the City of Englewood, CO.

Responses to 16-16-130 Wireless Communication Facilities

Per section 16-16-130(4) of the Cherry Hills Municipal Code;

Notwithstanding any provisions of this Section, the following procedures shall apply to the use of temporary mobile wireless communication facilities.

- a. *Use of temporary mobile wireless communication facilities for television broadcasts or to increase capacity of a wireless network for major events may be approved through the major event permit process under Article XXI of this Chapter, taking into consideration the general requirements/location and design criteria set forth in Paragraphs (c)(1), (11), (15) and (16) of this Section.*

Response: This application is for a temporary mobile wireless communication facility, thus, after taking into consideration the entirety of the Section 16-16-130, Sections 16-16-130(c)(1), (11), (15) and (16) of this Section will be specifically addressed below as they pertain directly to the proposal.

16-16-130 (c) General requirements/location and design criteria. In addition to the criteria set forth in Section 16-3-40, all wireless communication facilities and sites shall be designed and located using the criteria set forth in this Subsection. The City Council may withhold approval of any facility that does not meet any of these criteria.

(1) Applications must contain an applicant's name, address, general contact telephone number and an emergency number where a representative of the applicant can be contacted twentyfour (24) hours per day, seven (7) days per week. Should any information represented on the application change, the applicant must contact the City in writing and provide the updated information.

Response: The applicant has included the Wireless Communication Facility Conditional Use Permit application as part of this application submittal that includes all pertinent contact and project information as required in the above Section.

(11) No portion of any antenna array may extend beyond the property line.

Response: The entirety of the proposed temporary mobile wireless facility, including all proposed antennas, is located on the host property, the Cherry Hills Country Club, and does not extend beyond the host property line. See attached Site Plan (**Exhibit A**).

(15) The wireless communication facilities shall be designed, maintained and operated as required by applicable FCC licenses and regulations.

Response: A copy of Sprint's FCC license is attached (**Exhibit B**).

(16) All wireless communication facilities shall comply with the setbacks within the zone district applicable to accessory structures or a setback equal to the height of the facilities as measured

from the natural grade to the highest point of the wireless communication facility, whichever is greater, unless physical characteristics of the property and the facility allow for placement of the facility pursuant to Paragraph (c)(6) above. On land where the setback is measured from a property line that is not adjacent to residentially zoned property, the setback shall be the setback required for an accessory structure in that zone district.

Response: The proposed temporary wireless communication facility, in an O-1 District (Open Space, Parks and Recreation Area), is located 301' from the southern property line, 376' from the western property line, and 401' from the northern property line. All setback requirements are far exceeded with this proposal. See attached Site Plan (**Exhibit A**).

Response to Section 16-18-10 (1-5) Conditional Uses

Section 16-18-10. *The City Council hereby declares that certain uses of land designated as conditional uses within any zone district may be authorized by City Council subject to compliance with the standards and review and approval procedures set forth in this Article. Such uses may exist within the corporate limits of the City only upon application to and review by the Planning and Zoning Commission and approved by the City Council based on findings by the Planning and Zoning Commission and City Council that:*

- (1) *The proposed use is specified as an authorized conditional use within the applicable zone district*

Response: Per Section 16-11-30, Conditional uses, a temporary wireless communication facility is an authorized conditional use in the O-1 District.

- (2) *The proposed use, at the size and intensity contemplated and at the proposed location, is necessary for the neighborhood immediately benefited by the proposed use and compatible with the surrounding community.*

Response: The proposed temporary mobile wireless communication facility is necessary to handle coverage needs due to the increased user capacity during the BMW Championship golf tournament at the Cherry Hills Country Club from September 1-7, 2014. The temporary facility will be located at least 300'+ from the nearest property line. The facility will not generate any additional noise for neighboring properties due to its location on the golf course. Attached are the noise and technical specifications for the proposed generator (**Exhibit C**), to demonstrate that it will not cause a disturbance to the surrounding community. The facility will be located on site for approximately three weeks, one week for set up and one week for removal on either end of the tournament dates.

- (3) *The use proposed will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or to property, improvements or potential development in the vicinity of the proposed use. This determination may, without limitation, be based on:*
- a. *The nature of the proposed site, including its size, shape and topography and the proposed size, location and arrangement of structures;*

Response: The proposed temporary wireless facility is not detrimental to the health, safety or welfare of persons or communities within its vicinity. The mobile site will be active for three weeks. It will comply with all FCC regulations. See attached copy of Sprint's FCC license (**Exhibit B**).

- b. The accessibility and patterns of pedestrian and vehicular traffic, including the type and volume of such traffic, location of points of ingress and egress and the adequacy off-street parking and loading, where applicable;*

Response: Not applicable. No parking, traffic, or loading is associated with this proposal. The mobile trailer will be parked on site and removed after the BMW Championships.

- c. The provisions for landscaping, screening, unobstructed open space, service areas, lighting and signage.*

Response: There is no additional landscaping, screening, lighting or signage associated with this proposal. The temporary mobile wireless facility will be located on the Cherry Hills Country Club golf course more than 300' away from any abutting property lines. It will not obstruct open space or service areas. See attached Site Plan (**Exhibit A**).

- (4)** *The proposed use will comply with the applicable zoning district regulations and all other applicable provisions of this Chapter and of this Code, and will not be inconsistent with the Master Plan.*

Response: This proposal is in compliance with its zoning district and regulations for the O-1 District. It is associated with a major event permit and will be in use for a maximum of three weeks.

- (5)** *Where an applicant for a proposed conditional use also requests a variance to a standard imposed by this Chapter, the City Council may grant such a variance as part of the approval of the conditional use upon a finding that all criteria for approval of a variance are met as set forth by Section 16-3-50.*

Response: Not applicable. No variance is requested.

EXHIBIT A

Site Plan



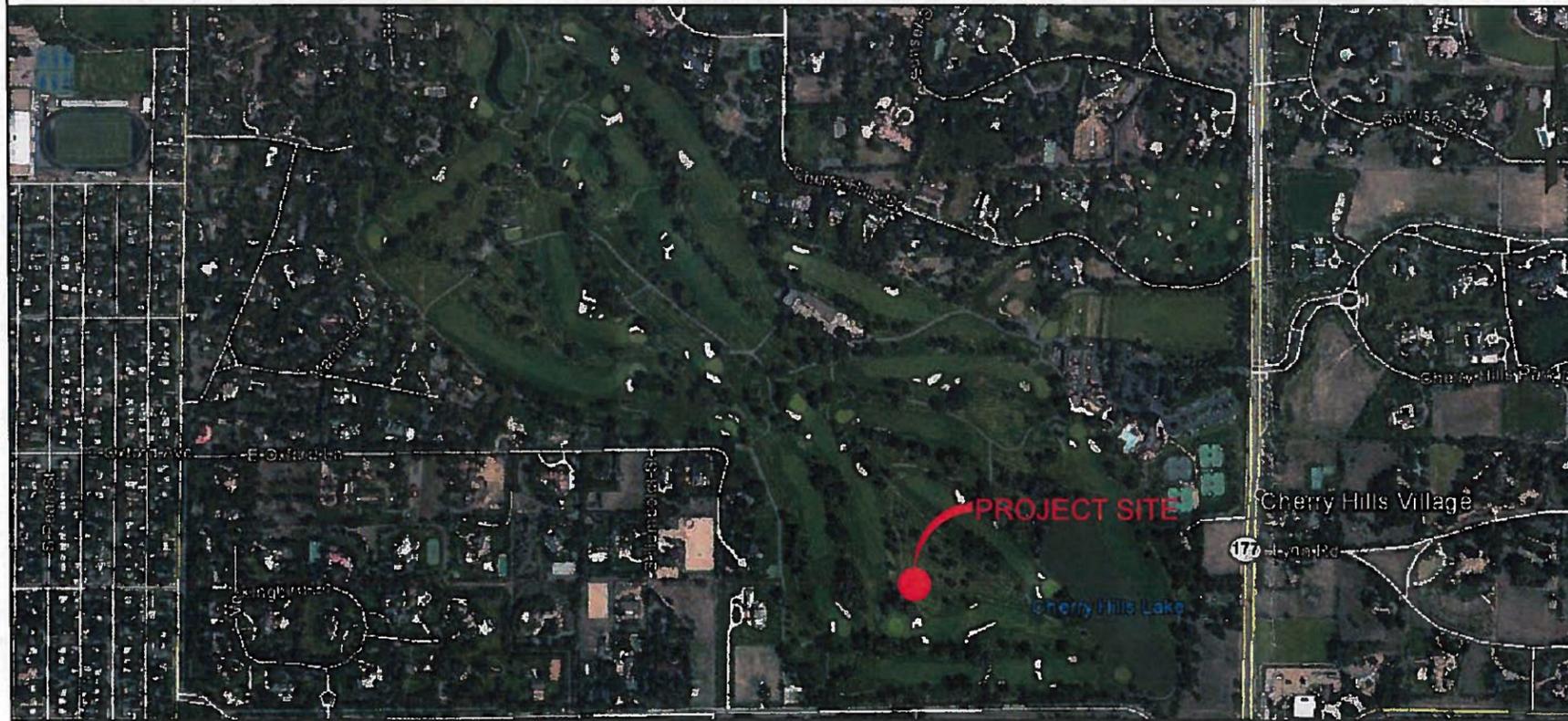
BMW CHAMPIONSHIP CHERRY HILLS VILLAGE, CO

4125 S. UNIVERSITY BLVD
ENGLEWOOD, CO 80113

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ADVISE CONSULTANTS OF ANY ERRORS OR OMISSIONS. NO VARIATIONS OR MODIFICATIONS TO WORK SHOWN SHALL BE IMPLEMENTED WITHOUT PRIOR WRITTEN APPROVAL. ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF ACOM CORPORATION.

No.	Date	Revision
A	8/02/14	90% PZD REVIEW SET
0	8/02/14	100% FZD SET
1	7/02/14	100% FZD SET - REV 1
2	7/03/14	100% FZD SET - REV 2
3	-	-

VICINITY MAP



SCOPE OF WORK

SPRINT PROPOSES TO INSTALL A TEMPORARY UNMANNED TELECOMMUNICATIONS FACILITY CONSISTING OF EQUIPMENT CABINETS AND 60' MONOPOLE MOUNTED ON MOBILE TRAILER. THE TOWER WILL BE ANCHORED TO TRAILER VIA (3) GUY WIRES

LIST OF DRAWINGS

SHEET	DESCRIPTION
T-1	COVER SHEET
A-1	PROPOSED SITE PLAN
A-2	PROPOSED TOWER ELEVATION

Client:

Implementation and A&E Team:

Project Info:
**BMW CHAMPIONSHIP
CHERRY HILLS VILLAGE, CO**
4125 S UNIVERSITY BLVD
ENGLEWOOD, CO 80113

COVER SHEET

DRIVING DIRECTIONS

(FROM DENVER INTERNATIONAL AIRPORT):
START DRIVING NORTH ON PENA BLVD AND MERGE ONTO I-70W. TAKE EXIT 274 TOWARD COLORADO SPRINGS. FOLLOW SIGNS FOR I-25S. KEEP LEFT AT FORK AND FOLLOW SIGNS FOR INTERSTATE 25 S / COLORADO SPRINGS AND MERGE ONTO I-25S. TAKE EXIT 205 FOR UNIVERSITY BLVD. KEEP RIGHT AT FORK AND FOLLOW SIGNS FOR UNIVERSITY BLVD. KEEP RIGHT AT FORK AND FOLLOW SIGNS FOR UNIVERSITY BLVD S AND MERGE ONTO S UNIVERSITY BLVD. ARRIVE AT 4125 S UNIVERSITY BLVD ON THE RIGHT.

CONTACTS

IMPLEMENTATION CONTACT:
JONATHAN PARKINSON
PROJECT MANAGER
WIRELESS SITE SERVICES, INC.
MOBILE RF SOLUTIONS, INC.
3 INVERNESS DRIVE EAST, UNIT 200
ENGLEWOOD, CO 80112
PHONE: (435) 230-4162 Cell
jonathan.parkinson@wssinet.com

PROPERTY TOURNAMENT CONTACT:
DREW SCHNEIDER
OPERATIONS ASSISTANT
2014 BMW CHAMPIONSHIP
PHONE: (303) 981-8968
schneider@wgaesf.com

APPLICANT/CLIENT CONTACT:
JACOB HAMILTON
VIRTUAL SITE WALK LLC
PHONE: (818) 341-8208
jaka@virtualesitewalk.com
www.virtualesitewalk.com

A&E CONTACT:
RICK MATTESON
ACOM CONSULTING, INC
1125 SE CLATSOP ST
PORTLAND, OR 97202
PHONE: (425) 208-6723
rick.matteson@acomconsultinginc.com

APPROVALS

TITLE	SIGNATURE	DATE
REPRESENTATIVE		
RE ENGINEER		
SITE OWNER		

Project Number:	Date:
	07/03/14
Drafter:	Designer:
RM	RM
Project Manager:	Professional of Record:
AM	RJ
Revision No:	Sheet No:
2	T-1



DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ADVISE CONSULTANTS OF ANY ERRORS OR OMISSIONS. NO VARIATIONS OR MODIFICATIONS TO WORK SHOWN SHALL BE IMPLEMENTED WITHOUT PRIOR WRITTEN APPROVAL. ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF AECOM CORPORATION.

No.	Date	Revision
A	6/02/14	90% PZD REVIEW SET
0	6/02/14	100% FZD SET
1	7/02/14	100% FZD SET - REV 1
2	7/03/14	100% FZD SET - REV 2
3	-	-

Client:

Implementation and A&E Team:

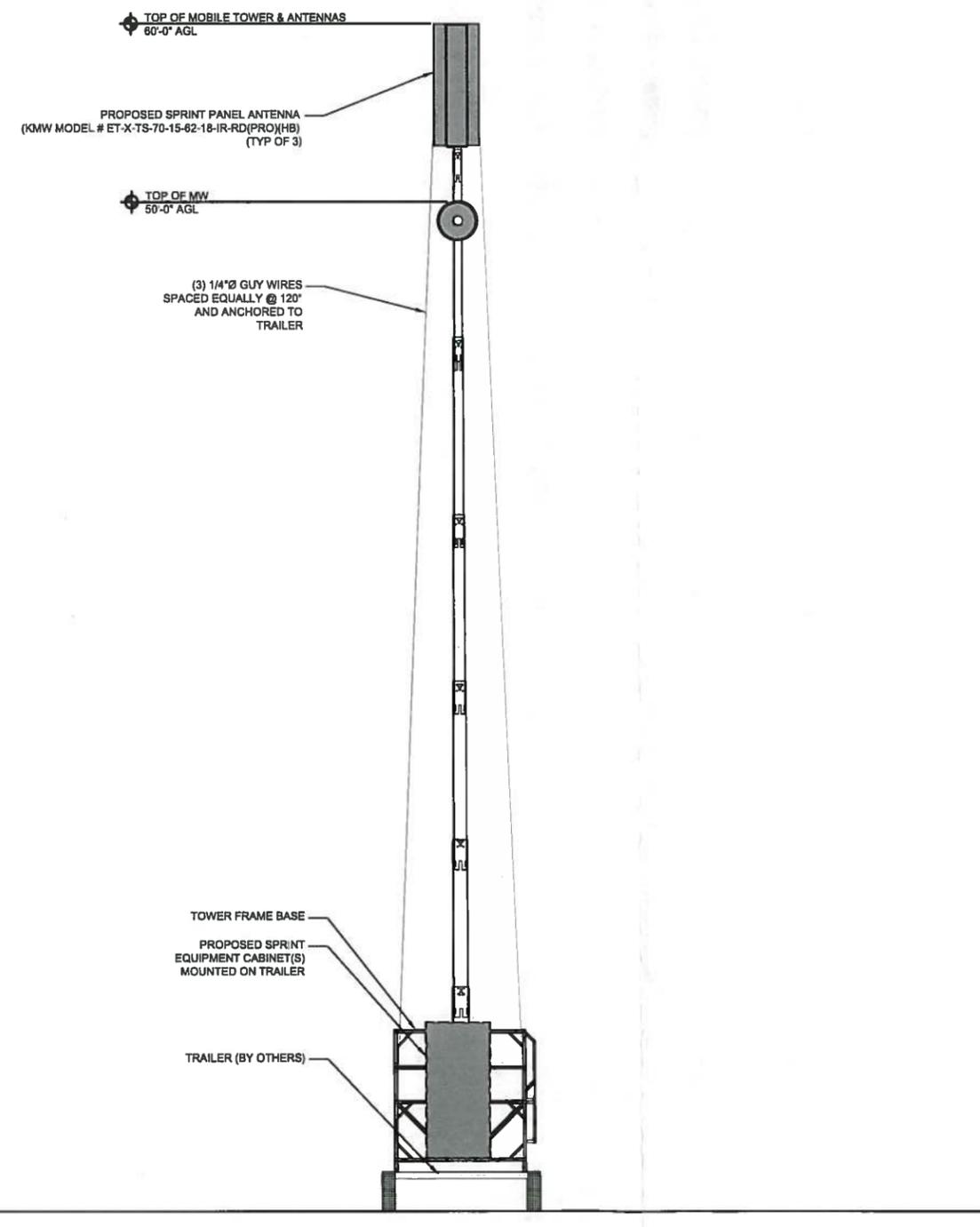
Project Info:
BMW CHAMPIONSHIP
 CHERRY HILLS VILLAGE, CO
 4125 S UNIVERSITY BLVD
 ENGLEWOOD, CO 80113

Drawing Title:
PROPOSED SITE PLAN

Project Number:	Date:
Drafter:	Designer:
Project Manager:	Professional of Record:
Revision No:	Sheet No:
2	A-1

22"x34" SCALE: 1" = 200'-0"
 11"x17" SCALE: 1" = 400'-0"

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ADVISE CONSULTANTS OF ANY ERRORS OR OMISSIONS. NO VARIATIONS OR MODIFICATIONS TO WORK SHOWN SHALL BE IMPLEMENTED WITHOUT PRIOR WRITTEN APPROVAL. ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF ACOM CORPORATION.



No.	Date	Revision
A	8/02/14	90% FZD REVIEW SET
0	8/02/14	100% FZD SET
1	7/02/14	100% FZD SET - REV 1
2	7/03/14	100% FZD SET - REV 2
3	-	-

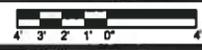


Project Info:
BMW CHAMPIONSHIP
 CHERRY HILLS VILLAGE, CO
 4125 S UNIVERSITY BLVD
 ENGLEWOOD, CO 80113

Drawing Title:
PROPOSED ELEVATION

Project Number:	Date:
Drafter:	Designer:
Project Manager:	Professional of Record:
Revision No:	Sheet No:
2	A-2

22"x34" SCALE: 1/4" = 1'-0"
 11"x17" SCALE: 1/8" = 1'-0"



---DRAFT---

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, July 22, 2014 at 6:30 p.m.
At the Village Center

CALL TO ORDER

Chair Christman called the meeting to order at 6:35 p.m.

ROLL CALL

Present at the meeting were the following Planning and Zoning Commissioners: Chair Laura Christman, Vice Chair Peter Savoie, Commissioner David Wyman, Commissioner Steve Szymanski, and Commissioner Peter Niederman.

Present at the meeting were the following staff members: Robert Zuccaro, Community Development Director; Marcus McAskin, Deputy City Attorney; Troy Carmann, City Engineer; and Cesarina Dancy, Community Development Clerk.

Absent from the meeting were Commissioner Al Blum and Commissioner Jim Rubin.

Chair Christman welcomed back Commissioner Szymanski, and welcomed Commissioner Niederman to the Commission.

APPROVAL OF MINUTES

Chair Christman stated that page 3 of the minutes of the June 10, 2014 meeting contained an error in her statement. She continued that she would like the statement rewritten.

Chair Christman stated that page 9 of the minutes of the June 10, 2014 meeting contained an item in the motion that required further detail. She continued that the lighting provision should include verbiage that indicates that the low voltage lighting should only be adjacent to or under the stairs as well as along the base of the rooftop deck.

Vice Chair Savoie made a motion, which was seconded by Commissioner Wyman, to accept the June 10, 2014 minutes with the previously mentioned corrections. The motion passed unanimously.

AGENDA ITEMS

- a. Request by St. Mary's Academy, 4545 South University Blvd., for an Expanded Use Permit to Install an Artificial Turf Playfield and Track.

Planning and Zoning Commission Meeting

July 22, 2014

Mr. Zuccaro stated that that Staff is presenting a request by St. Mary's Academy for an Expanded Use Permit to modify their current natural turf field on the south side of campus by installing an artificial turf field and track.

Mr. Zuccaro displayed a vicinity map of the property. He stated that the proposed field meets the required setbacks for the zone district. He continued to say that the applicant was required to provide a drainage plan for the new surface, and that the current detention pond will be used.

Mr. Zuccaro stated that Troy Carmann, Engineer for the City was present to answer any questions regarding drainage.

Mr. Zuccaro stated that Staff is recommending approval of the Expanded Use Permit. He continued to say that the applicant met all requirements and there are no conditions recommended for approval.

Chair Christman asked what type of material was between the track and the property line.

Mr. Zuccaro replied that it was natural grass.

Chair Christman asked if any additional landscaping was proposed.

Mr. Zuccaro replied that no additional landscaping was proposed with the permit application.

Chair Christman asked if the pipe beneath the field was pervious.

Troy Carmann, City Engineer, replied that it is not a full capture system; however, it mimics natural conditions. He stated that he believes the pipe collecting the drainage will have perforations. He continued to say that the drainage plan is capable of maintaining the runoff of water.

Commissioner Wyman asked if the drainage system would eliminate the sheet flow.

Mr. Carmann replied that there could be an incalculable difference between the runoff from the artificial field and the natural field.

Commissioner Wyman asked if the turf field would have any effect on existing stormwater or detention facilities.

Mr. Carmann replied that there would be no effect on existing facilities.

Commissioner Wyman asked how far below grade was the pipe.

Mr. Carmann replied that it would be 12-18" below grade.

Commissioner Niederman asked if the current drainage was sufficient.

Planning and Zoning Commission Meeting

July 22, 2014

Mr. Zuccaro replied that when St. Mary's Academy submitted the application for the community center which is currently under construction, they were required to submit a drainage evaluation demonstrating that the current detention pond has adequate capacity and functions appropriately. He continued to say that the drainage plans that were provided were adequate and met all conditions.

Deirdre Cryor of St. Mary's Academy stated that the reason the school is requesting the Expanded Use Permit is to provide a comparable playing field for their athletes, as most other high schools and universities have turf fields. She continued to state that the field would be used by all students, as the current field is. She stated there would be no increase in usage. She continued to say that the installation of the turf field would greatly reduce the water needs of their facility.

Todd Smith, project manager from Academy Sports, stated that there is no size increase or grade change proposed.

Commissioner Wyman asked how long would installation take.

Mr. Smith replied about 60-80 days.

Vice Chair Savoie asked if the project would be complete prior to school starting in the fall.

Mr. Smith replied that it would not.

Chair Christman asked if the construction stormwater plan had been completed.

Mr. Zuccaro replied that the stormwater management plan for construction has been completed and approved.

Commissioner Szymanski made a motion, which was seconded by Commissioner Wyman, to approve the request by St. Mary's Academy for an Expanded Use Permit to install a synthetic turf athletic field and track.

The motion passed unanimously.

b. Request by Sprint to Install a Temporary Mobile Wireless Communication Facility at Cherry Hills Country Club, 4125 S. University Blvd., from August 25, 2014 Through September 15, 2014, in Association with the Major Event Permit Issued for the 2014 BMW Championship Golf Tournament.

Mr. Zuccaro stated that Staff is presenting a request by Sprint for a temporary mobile wireless communication facility to be installed at Cherry Hills Country Club from August 25, 2014 to September 15, 2014 as part of the 2014 BMW Championship Golf Tournament. He stated that

Planning and Zoning Commission Meeting

July 22, 2014

the proposed wireless facility consists of a temporary trailer with an equipment cabinet and monopole tower with an overall height of 60 feet.

Mr. Zuccaro stated that City Code was amended in 2013 to allow for an expedited process for wireless services to gain approval in conjunction with Major Event Permits. He stated that when the Major Event Permit was reviewed earlier in the year that these facilities weren't included, but that staff recommends they be reviewed as part of the Major Event Permit at this time.

Mr. Zuccaro displayed a site map of Cherry Hills Country Club and the surrounding properties. He stated that all setback and zoning requirements have been met, and that Staff is recommending approval of the request.

Vice Chair Savoie asked if the facility would be located on the golf course.

Mr. Zuccaro replied that it would be located on the golf course, and there is a possibility that other wireless carriers would ask to place facilities on the course as well.

Chair Christman asked is the purpose of the facility to improve cellular service,

Mr. Zuccaro replied that the purpose is to improve coverage and capacity of the wireless network, as estimated attendance for the event is 30,000 attendees.

Chair Christman asked for a visual comparison of 60 ft. in height.

Commissioner Szymanski replied that the fence surrounding the driving range is 60 ft. in height.

Chair Christman asked if there would be any lighting on the temporary facilities.

Mr. Zuccaro replied no.

Vice Chair Savoie asked if there would be a generator supplying power to the facility.

Mr. Zuccaro replied yes and that there would be many generators in use during the tournament and they would be required to meet the noise ordinance.

Commissioner Niederman stated that Cherry Hills Country Club does not allow cell phones on the golf course and asked for clarification on the purpose of the temporary facility.

Mr. Zuccaro replied that he was unaware of what restrictions on cell phone usage would be imposed during the tournament. He continued to say that Cherry Hills Country Club, in conjunction with the Western Golf Association, was aware of and approved of this application.

Commissioner Niederman asked would there be multiple facilities next to each other for other carriers.

Planning and Zoning Commission Meeting

July 22, 2014

Mr. Zuccaro replied that other carriers would be required to go through the same application process.

Jacob Hamilton, head of land acquisition for Sprint, displayed photos of what the facility will look like. He stated that the facility would be fenced off from the golf course. He stated that the main purpose of the temporary facility is for emergency purposes. He continued that with so many additional users in the area, a freeze in the network could occur without the additional facility. He stated that most major events use this type of or similar technology to ensure adequate coverage.

Commissioner Szymanski asked if AT&T and Verizon would require their own towers or would all carriers share a tower.

Mr. Hamilton replied that each carrier would have their own permit, as the Sprint tower is built to accommodate Sprint's technology.

Commissioner Niederman stated that he would like a statement from Cherry Hills Country Club regarding this. He continued that emergency systems are in place at events such as the Masters without cell towers in place.

Mr. Zuccaro stated that the Commission could recommend approval with the condition of written approval from Cherry Hills Country Club if they desired to.

Mr. Hamilton stated that he had the application which was signed by the WGA.

Commissioner Niederman stated that Cherry Hills Country Club should sign the application.

Mr. Hamilton stated that the facility would be anchored to itself in order to protect the grass and would be using the quietest generators available. He continued to say that he has walked the golf course with the facility manager several times and that a variety of vendors would be on the course during the tournament.

Commissioner Wyman stated that the owner of the property should sign the application.

Chair Christman asked who the signer of the application, Steve Prioletti, is.

After consulting with the applicant, Mr. Zuccaro replied that he is with the WGA.

Chair Christman stated that the application should be signed by the president of the Country Club.

Mr. Zuccaro replied that typically the general manager would sign an application such as this and asked if the Commission thought this would be sufficient, rather than the president of the Country Club.

Planning and Zoning Commission Meeting

July 22, 2014

Commissioner Niederman asked if any members of CHCC or the WGA were present.

None were present.

Chair Christman made a motion, which was seconded by Commissioner Szymanski, to approve the request by Sprint to install a temporary mobile wireless facility at Cherry Hills Country Club from August 25, 2014 through September 15, 2014 in association with the Major Event Permit for the 2014 BMW Championship Golf Tournament, subject to written confirmation provided to City Council from an authorized legal representative of Cherry Hills Country Club.

The following votes were recorded:

Chair Christman	yes
Vice Chair Savoie	yes
Commissioner Wyman	yes
Commissioner Szymanski	yes
Commissioner Niederman	no

The motion passed with a vote of 4-1.

Commissioner Wyman made a motion, which was seconded by Vice Chair Savoie, to adjourn the meeting.

The motion passed unanimously

ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

STUDY SESSION

The Commission participated in a Study Session regarding Expanded Use Permit Review Criteria.

Laura Christman, Chair

Cesarina Dancy, Community Development Clerk

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 11c(i)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: JOHN H. PATTERSON, CITY MANAGER
SUBJECT: UPDATE ON COUNCIL PRIORITIES
DATE: AUGUST 5, 2014

ISSUE

I want to take this opportunity to update the City Council on the goals/priorities established during the Council Retreat on May 31st and the progress we have made toward accomplishing these goals.

DISCUSSION

A City Council Retreat was held on Saturday, May 31, 2014 during which time Council established goals and objectives for the City Manager to achieve over the course of the next twelve months. Several of the goals were established in previous years and are continued into 2014 - 2015. I have attached a document, which lists the goals and our progress to date.

ATTACHMENTS

City Council Goals/Priorities, June 2014 - 2015

**CITY COUNCIL
PRIORITIES
JUNE 2014 – JUNE 2015**

A. BMW Golf Tournament – City Manager Patterson & Staff

High Priority; On-Going; Short Term

Successfully manage the Village's commitments to the 2014 BMW Golf Tournament.

Ensure a safe event while minimizing the adverse impacts on the community

Target date: September 2014

B. 2014 Municipal Election - City Manager Patterson & City Clerk Smith

High Priority; Short Term

Successfully manage the Municipal election process. Coordinate activities with Arapahoe County

Target Date: Fall 2014

C. Open Space & Trails Acquisition – City Manager Patterson, Deputy City Manager Goldie and Parks Administrator Berninzoni

High Priority; Long term

Address Open Space acquisitions and financing options

Establish/develop a policy on Open Space acquisitions

Explore opportunities as they arise

Target Date: On-Going.

D. Master Plan Implementation (continue the process) - City Manager & Staff

Medium Priority; Long Term

Long term; guiding document

Incorporate into departmental goals & budget programs

Target Date: On-Going

E. Financial Management/Analysis – City Manager Patterson & Finance Director Proctor

High Priority; Long Term

Effectively and efficiently manage the City's monies

Stay within budget

Identify potential new/existing revenue sources

Conduct a comprehensive analysis of revenues

Attain an annual Government Officers Finance Award (GFOA) for the Village

Target date: On-Going

F. Enhance Public Out Reach - Staff

Medium Priority; Long Term

Web Site & Cable Channel 22

Update the City's web site

Streaming on City website – in progress

Enhance and expand programming on Channel 22 – in progress

Crier & Villager articles

Attend HOA meetings, School interactions

Special Events – Holiday Tree Lighting, Exotic Car Show, Movie Night, and assist outside entities with their special events – Denver Ballet Guild, Land Preserves Barn Tour & Farmers Market, Cherry Hills Country Club July 4th Celebration

Target Date: Completed & On-Going

G. Undergrounding of Utilities – Deputy City Manager Goldie & Special Projects Coordinator Kropf

Medium Priority; Short Term

Create a policy on funding & prioritization

An Undergrounding Utilities Study Committee has been established to identify and address issues and report their findings and recommendations to Council

Develop a policy for Undergrounding of Utilities for the Village

Target Date: On-Going

H. High Line Canal – City Manager Patterson & Deputy City Manager Goldie

Medium Priority; Long Term

Tree planting and irrigation project

Maintain greenery along the Canal – in progress – working with Denver Water. Implement irrigation & tree planting project – accomplished

Plow portions during the winter months – on-going

Work with Denver Water on future management of the corridor – on-going

Coordinate activities with the High Line Canal Working Group

Target date: On-Going

I. Training/Communication for Employees - HR Analyst Barlow

High Priority; Long Term

Set up an on-going training program in 2013/2014

New employee orientation – schedule as needed
Outside Training/Inside Training resources
Diversity training
Ethics training
Supervisory training
Harassment training

Target Date: On-Going

J. Employee Compensation/Benefits – City Manager Patterson, Finance Director Proctor, HR Analyst Barlow

High Priority; Long Term

Conduct yearly salary & benefits surveys – on-going

Analyze existing job descriptions – on-going

Target Date: On-Going

K. Department Accreditations – Deputy City Manager Goldie, Police Chief Tovrea, Finance Director Proctor

Medium Priority; Short Term

Police Department – accomplished
Public Works Department – in progress
Community Development Department –in progress
Finance Department – GFOA award – in progress

Target Date: Fall 2014

L. School Communications/Safety – Police Chief Tovrea

High Priority; Long Term

Enhance security in and around our schools – on-going.

Conduct emergency drills with school staffs – establish emergency protocols with school staffs

Increase police presence in and around schools – establish and maintain a School Resource Officer Program

Evaluate traffic issues/congestion

Target Date: Completed & On-Going

M. Wildlife Management Plan – Police Chief Tovrea

Medium Priority; Long Term

Continue with public education efforts

Address complaints on a case by case basis

Evaluate the effectiveness of the Coyote Management Plan – on-going.

Reduce resident complaints and pet losses

Target Date: Completed & On-Going

N. Sanitation District Consolidation - Deputy City Manager Goldie

Medium Priority; Short Term

Revisit previous Council's goal that this function become consolidated within the Village

The **rate issue** must be addressed in order to adequately maintain the system

Target Date: Late 2015

- O. CDOT - City Manager Patterson, Deputy City Manager Goldie and Mr. Ralph Mason**

Medium Priority; Long Term

Continue to study options for the traffic islands along Belleview Avenue - We currently maintain the appearance of the traffic islands by controlling for weeds. Coordinate efforts with Greenwood Village & CDOT

Monitor CDOT's construction projects. Liaison with CDOT's staff

Target Date: Completed & On-Going

- P. Public Art Commission – Finance Director Proctor**

Medium Priority; Short Term

Establish guidelines and priorities for the public arts program within the Village

Target date: Completed & On-Going

- Q. Planning & Zoning Commission – Community Development Director Zuccaro**

Medium Priority; Short Term

Evaluate the Building Codes and our processes related to the Building Codes - in progress

Target date: On-Going

- R. Parks, Trails and Recreation Commission – Parks Administrator Berninzoni & Deputy City Manager Goldie**

Medium Priority; Long Term

Involve the PTRC in the annual budgeting process

Continue to work closely with the Quincy Farm Visioning Committee

Oversee the John Meade Park Master Planning process

Develop a Maintenance Plan for each of our parks/open space areas

Target date: On-Going

S. Commissions – Staff

Medium Priority; Long Term

Have a P&Z and PTRC commissioner attend City Council meetings once a month

Target date: On-Going

T. Traffic Calming – Deputy City Manager Goldie & Police Chief Tovrea

Medium Priority; Short Term

Regional effort

Local issues within the heart of the Village

Entry features – standardize guidelines (work to develop a set of standards for improvements)

Monitor the Belleview & I-25 Corridor traffic plan

Target date: On-Going

U. Facilities Maintenance – City Manager Patterson, Deputy City Manager Goldie & Staff

Medium Priority; Short Term

Maintain functionality of the Village Center

Public Works Yard – screening and upgrades as needed

Old Station #38 – maintain functionality

Joint Public Safety Facility - maintenance

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
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Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 11c(ii)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: KAREN PROCTOR, DIRECTOR OF FINANCE AND ADMINISTRATION
SUBJECT: REQUEST FOR PROPOSAL-FINANCIAL AUDIT SERVICES
DATE: AUGUST 5, 2014

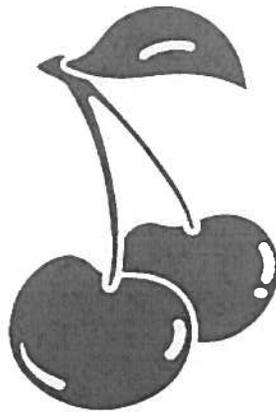
It is the City's practice to send out a Request for Proposal for Financial Audit Services every five years. Our current contract with John Cutler & Associates ended with the financial reports completed for 2013.

The Request for Proposal will be go out on Wednesday, August 6, 2014. Proposals are due back by 4:00 p.m. on Wednesday, August 27, 2014. City Manager John Patterson, Councilor Alex Brown and I will review all proposals received; as well as interview those firms that meet all the City's requirements.

The City Attorney has reviewed the attached proposal.

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
303-789-2541
303-761-9386 (fax)

CITY OF CHERRY HILLS VILLAGE



Request for Proposal Independent Professional Auditing Services

August 6th, 2014

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NOTICE
REQUEST FOR PROPOSALS
AUDIT SERVICES 2014-2018

The City of Cherry Hills Village, Colorado, (hereafter the City) respectfully requests sealed proposals for Audit Services. Proposals will be received until 4:00 p.m. (MDT) on August 27, 2014 at the office of the Director of Finance and Administration, 2450 East Quincy Avenue, Cherry Hills Village, Colorado 80113.

Late proposals will not be accepted. Any proposal(s) received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City reserves the right to reject all proposals, or to reject any proposal in part or in whole, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the City. Further, the right is reserved to waive any formalities or informalities contained in this proposal.

PROPOSAL INSTRUCTIONS

I. Introduction

The City wishes to acquire the services of a Certified Public Accounting firm that has significant governmental accounting and auditing experience at the municipal level and is a current member of the American Institute of Certified Public Accountants (AICPA) and the Colorado Society of Certified Public Accountants. To be eligible for consideration, the proposing firm must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

II. Inquiries and Corrections

Any questions or clarifications should be directed to:

Karen Proctor
Director of Finance and Administration
City of Cherry Hills Village
2450 East Quincy Avenue
Cherry Hills Village, CO 80113
(303) 783-2723
kproctor@cherryhillsvillage.com

If a company submitting a proposal finds discrepancies in or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof, they should contact the Director of Finance and Administration. Any interpretation of or change made to the RFP will be made by written addendum to each prospective firm, and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of or be bound by any oral explanations, interpretations, or representations. To be given consideration, inquiries must be received by 4:00 p.m. MDT on Wednesday, August 27th, 2014.

III. Submission Date, Location, and Opening

The City's Director of Finance and Administration, City of Cherry Hills Village, 2450 E. Quincy Avenue, Cherry Hills Village, CO 80113 must receive all proposals prior to 4:00 p.m. (MDT), August 27th, 2014. Proposals must be submitted in a sealed envelope plainly marked "Request for Proposals-Audit Services".

IV. Late and Faxed or Electronic Proposals

Late proposals will not be accepted, and any proposal so received will be returned to the originator unopened. In addition, faxed and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt.

Proposing firms will be expected to allow adequate time for delivery of their proposals.

V. Proprietary Information

The City operates under public disclosure laws as part of normal procedures. All information included in the proposal that is of a proprietary nature must be clearly marked as such. The City will hold items of a proprietary nature in confidence as far as legally possible. The City shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

VI. Definition, Context, and Gender

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words of the masculine gender include the feminine and the neuter; and, when the tense so indicates, words of the neuter gender may refer to any gender.

VII. Conditions of Proposal Submission

- A) All proposing firms shall comply with all conditions, requirements, and specifications contained herein. Any departure constitutes sufficient cause for rejection of the proposal.
- B) A duly authorized official of the proposing firm must sign the submitted proposal.
- C) No proposal will be accepted from any person, firm or corporation that is in arrears upon any obligation to the City or that otherwise may be deemed irresponsible or unresponsive by the City staff or City Council.
- D) Only one proposal will be accepted from any one person, firm, or corporation.
- E) All prices quoted must be firm for a period of 90 days following the opening of the proposal.
- F) The City hereby specifically reserves the right to reject all proposals or to reject any part of any proposal submitted. In addition, the right is reserved to waive any formalities or informalities contained in said proposal, and to award the proposal to the most responsive and responsible company as deemed in the best interest of the City.
- G) The proposing firm shall bear solely all costs, including travel and expenses, incurred in the preparation and presentation of this proposal.

- H) The proposing firm shall include as a part of the proposal, a disclosure, in writing, of any potential or existing conflict of interest.
- I) The successful firm shall not, at any time, permit any individual employed by the City to benefit because of the financial interest in the proposing firm, any affiliate of the successful firm, or its subcontractors.
- J) All proposals become the property of the City upon receipt and will not be returned to the proposing firm. Selection or rejection of the proposal will not affect this right.

VIII. Evaluation of Proposals

The City Manager, Director of Finance and Administration, and a representative from the City Council will evaluate all proposals. Proposals shall be evaluated on the basis of the evaluation criteria noted herein. The City reserves the right to make an award based directly on the proposals or to negotiate further with one or more firms, all in its sole discretion. The City also reserved the right to personally interview any firm that submits a proposal. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, and not necessarily on the basis of the lowest price. The City Council shall make the final determination of the firm selected.

IX. Evaluation Criteria

Proposals shall be evaluated on the basis of the following criteria:

- A) The proposing firm's fee structure based on the services to be provided.
- B) Responsiveness to the needs of the City, both in the ability to meet the outlined time schedule and to meet the scope of services.
- C) Results of reference checks and past performance for other clients.
- D) Responsibility of the proposing firm and its experience in dealing with municipal governments of similar size, scope, and nature.
- E) The proposing firm's engagement team, including the experience and resumes of key personnel assigned to perform the auditing and related services.
- F) The degree to which the proposal meets or exceeds the terms of the Request for Proposal.

X. General Requirements of the Successful Firm

- A) The successful firm shall be expected to enter into a contract by and between the City (as party of the first part) and the proposing firm (as party of the second part) upon terms negotiated between the parties, which may include terms of the proposal, as accepted.

- B) The successful firm shall be prohibited from assigning or subcontracting the whole or any part of the contract, or submitting a proposal on a joint basis without the prior written consent of the City.
- C) The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in employment of any person otherwise qualified solely because of race, religion, sex, national origin, color, disability, or any other legally protected class.
- D) The successful firm will be required to maintain errors and omissions insurance with the limits of liability of at least \$1,000,000 for the duration of the contract period and provide proof thereof to the City on an annual basis.
- E) The successful firm and its employees will operate as an independent contractor and will not be considered employees of the City. The City shall be neither liable nor obligated to pay the successful firm or its employee's sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment.
- F) The successful firm may perform professional services during the term of the contract with the City for other parties; provided, however, that such performance of other services shall not conflict with or interfere with its ability to perform the requested services.
- G) Unless otherwise noted or negotiated, the City will remit payment 30 days after receipt of invoice.

XI. Proposal Elements and Format

Proposals submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the City.

Proposals shall include the following:

- A) A cover letter shall be provided stating the name, address, and telephone number of the proposing firm, and must bear the signature of the person having the authority to make the proposal for the firm.
- B) An "acceptance of conditions" statement which affirms the acceptance of all conditions and requirements contained in the Request for Proposal.
- C) Give the name(s) of the persons who will be authorized to make representations for your firm, their title(s), address, and telephone number(s). In addition, please identify each individual to be assigned to the audit and describe their relevant educational background. This should include seminars and courses attended within the past three years.

- D) A statement verifying the firm's ability to comply with the timeline.
- E) A list of what portion of the work, if any, will be subcontracted.
- F) A list of at least five references for which similar services have been provided by each of the supervisory staff members who would be assigned to the audit. Include contact names, addresses, and telephone numbers.
- G) Any other information deemed necessary by the proposing firm.
- H) A response to the "Scope of Services" section of this Request for Proposal.

Note: The City reserves the right to reject any replacements to the initially proposed audit team.

Four (4) copies of the proposal shall be submitted. Submittal of a proposal shall be taken as prima facia evidence that the proposing firm has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

XII. Scope of Services

The City wishes to enter into a contract with a firm to perform annual audits for a period up to five years with an annual renewal option, beginning with the year ending 2014. The terms of the contract shall be negotiated between the parties. All services shall be performed in accordance with generally accepted accounting and auditing standards.

The successful firm shall have significant governmental accounting and auditing experience at the municipal level and must also be a current member of the American Institute of Certified Public Accountants and the Colorado Society of Certified Public Accountants. In addition, a positive peer review must have been received within the past two years.

The City will:

- A) Provide adequate space for the selected firm to efficiently conduct the examination.
- B) Prepare all necessary confirmations.
- C) Prepare workpapers, schedules, and statements in the format previously provided unless otherwise mutually agreed upon in advance.
- D) Provide an adjusted general ledger and trial balance for each fund.
- E) Prepare a bank reconciliation for each bank account as of year-end as well as prepare a detailed investment schedule.
- F) Provide a detailed analysis of accounts receivable balances as of year-end.
- G) Provide a worksheet of accounts payable balances as of year-end.

- H) Provide a reconciled GFAAG.
- I) Provide an annual check register for both accounts payable and payroll.
- J) Prepare a compensation liability analysis schedule.
- K) Prepare the Highway Users Tax forms for inclusion in final audit publication.
- L) City staff will be available for audit assistance, such as retrieval of supporting documentation, copying, and any miscellaneous activities that may be required by the auditor in order to assist the auditors in the completion of the audit.

The selected firm shall perform the services listed below. Each proposal shall include a not to exceed cost to perform these services.

- A) Participate in the annual audit planning session and establish a calendar, want lists, staff assignments, and workpapers format.
- B) Examine and express an opinion on the combined general purpose financial statements.
- C) Review and report specifically on any and all material weaknesses in internal control.
- D) Report on non-material weaknesses in internal control, non-material violations in finance-related legal and contractual provisions, and recommendations for financial and program management improvements discovered in the course of providing the service above in the form of a letter to management.
- E) Report preparation, editing, and printing.
- F) The audit and tax personnel shall be available to the City staff for answering questions or advising the City on various accounting and tax matters that may arise from time to time for up to five hours per calendar year for the course of this engagement.
- G) The audit partner must attend the Council meeting to present the financial report to the City Council, and any other Council meetings necessary in the preparation of the audit.

Please provide the following information:

- A) State whether your firm is local, regional, national, or international.
- B) Give the location of the office from which the work is to be performed.
- C) Describe the range of activities performed by the local office such as audit, accounting, tax service, or management service.
- D) For the last fiscal year of the local office, give the percentage of total revenues generated from audit services and the percentage of total revenues from governmental audits.

- E) Provide a list of the local office's current and prior government audit clients indicating the type(s) of services performed and years served for each.
- F) Give the number of partners, managers, supervisors, seniors, and other professional staff employed in governmental auditing at the local office.
- G) Describe your review and quality control procedures and your participation in AICPA-sponsored or comparable quality control programs.
- H) Describe your firm's experience in electronic data processing auditing, capabilities in auditing through the computer, and audit software.
- I) Identify and describe the nature of any professional or regulatory disciplinary actions or legal actions that your firm or employees of your firm have been the subject of during the past three years.
- J) Describe your firm's policy for notifications to the City of any personnel changes to the audit team.
- K) Describe the audit approach. The description shall include, at a minimum, the following:
 - ◆ A narrative statement indicating understanding of the work to be performed.
 - ◆ A description of approach to detail transaction testing, sampling techniques, scope determination, estimated number or percentage of total transactions to be tested, for each major area of the audit plan.
 - ◆ A description of management and supervision of the audit, both "on-site" and "in-office". Include review procedures, by whom, when, and where performed. Indicate the percentage of the total field work time the senior will be "on-site". If the senior is not "on-site" approximately 100% of the time, indicate who will actually be "in charge" on the audit site in the senior's absence.
 - ◆ What do you feel is the most important factor in a successful audit?
 - ◆ What background information do you need for your permanent files? How, when and who do you propose to gather the information?
 - ◆ Provide proof of errors and omissions insurance with limits of liability of at least \$1,000,000.

XIII. Schedule and Fees

Interim audit fieldwork should be performed between the middle of November and the middle of December. Year-end fieldwork should begin in February or early March with the completed audited financial statements being delivered to the City by early April/May.

The proposal shall include, in addition to the cost information requested in Scope of Services, the hourly rates, and the maximum amount of compensation to audit supply related services as specified in the Scope of Services for the City for each of the five years.

Proposal fees shall include the cost of all travel, meals, and other expenses incidental to this engagement.

INFORMATION ABOUT THE CITY

The City of Cherry Hills Village serves an area of approximately six and an half square miles and has a population of about 6,300. The City was established in 1945 as the Town of Cherry Hills Village, and became the City after adoption of its Home Rule Charter in 1966. The City has an elected Mayor and a six member City Council. Council appoints the City Manager.

The City provides services in the following areas: public safety, public works, community development, municipal court, general government, parks and recreation and water and sewer. The total annual budget for the City is approximately \$9 million.

The City of Cherry Hills Village uses the following fund types and account groups:

	<u>Number of Funds</u>
General Fund	1
Special Revenue Fund	2
Capital Projects Fund	1
Debt Service Fund	1
Enterprise Fund	1
Agency Fund	1
General Long-term Obligation Account Group	1

Additional information may be found in the annual budget and previous years' audited financial statements.

KEY PERSONNEL

NAME AND TITLE	OFFICE LOCATION	TELEPHONE
John Patterson City Manager	2450 E Quincy Avenue Cherry Hills Village, CO 80113	303-783-2729
Karen Proctor Finance Director	2450 E Quincy Avenue Cherry Hills Village, CO 80113	303-783-2723

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ITEM: 11c(iii)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: LAURA SMITH, CITY CLERK
SUBJECT: PLANNING AND ZONING COMMISSION MEMBER TERMS
DATE: AUGUST 5, 2014

ISSUE

Two members of the Planning and Zoning Commission (P&Z) will reach the end of their terms on September 16, 2014:

- Steve Szymanski will finish his first term and has expressed his desire to be reappointed.
- Laura Christman will finish her second term and has expressed her desire to be reappointed.

DISCUSSION

According to Council's policy Mr. Szymanski can be reappointed to a second term if there are no objections on Council and a recruitment process is triggered for Ms. Christman's seat.

Staff is seeking the following direction from Council:

- Council's approval or denial to reappoint Mr. Szymanski for a second term
- Two Councilors to assist with the interview process for Ms. Christman's seat