

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, August 12, 2014 at 6:30 p.m.
At the Village Center

CALL TO ORDER

Chair Christman called the meeting to order at 6:34 p.m.

ROLL CALL

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

Present at the meeting were the following staff members: Robert Zuccaro, Community Development Director; Emily Kropf, Special Projects Coordinator; and Cesarina Dancy, Community Development Clerk.

Absent from the meeting were Vice Chair Peter Savoie and Commissioner Al Blum.

APPROVAL OF MINUTES

Commissioner Niederman stated that he would like clarification on page 5 of the minutes, where the discussion was recorded regarding having a representative of Cherry Hills Country Club give written authorization for the temporary wireless communication facility. He continued to ask if that authorization was received.

Mr. Zuccaro replied that a revised application was received which was signed by Kevin Hood, General Manager of Cherry Hills Country Club.

Commissioner Niederman made a motion, which was seconded by Commissioner Wyman, to accept the July 22, 2014 minutes with the previously mentioned corrections. The motion passed unanimously.

AGENDA ITEMS

- a. *Proposed Amendments to Municipal Code Section 16-20-10 Establishing Expanded Use Review Criteria*

Ms. Kropf stated that Staff is presenting for consideration and recommendation to the City Council an ordinance establishing general review criteria for the expanded use permit process. She stated that the Planning and Zoning Commission had previously held a study session on July 22, 2014 to review the standards of peer communities. She continued that based on the feedback from the study session, Staff is presenting an amendment for consideration.

Chair Christman asked if this amendment was in response to concerns about open permits.

Mr. Zuccaro replied that it was not in response to any open permits. He continued that the goal was to add additional language to aid the Commission when reviewing applications.

Commissioner Rubin asked if City Council had made the request for the Planning and Zoning Commission to review the criteria.

Planning and Zoning Commission Meeting

August 12, 2014

Mr. Zuccaro replied that the City Council had not requested the amendment but that staff and the City Attorney had discussed adding the criteria on multiple occasions in order to make the decisions made by the Commission more legally defensible and provide more discretion on their decision making.

Chair Christman stated that the Master Plan should be used more aggressively when determining Expanded Use Permits. She continued to say that applicants should be expected to conform to the Master Plan.

Chair Christman stated that in keeping with the semi-rural feel of the City, parking should be addressed in the review criteria. She continued to say that it would contribute more to open space if fields used for overflow parking were kept unpaved as much as possible.

Mr. Zuccaro replied that an amendment regarding parking could be proposed as a separate ordinance amendment.

After a group discussion of existing review criteria as well as the changes proposed by Staff, the Planning and Zoning Commission recommended the following changes be adopted for the review of expanded use permits:

1. The proposed use is an authorized use within the applicable zone district and complies with all applicable zoning district regulations.
2. The proposed use will not be detrimental to the public health, safety, or welfare. (The Commission would like this criterion deleted pending approval by the City Attorney, as they feel it is expressed clearly within other criteria.)
3. The proposed use is consistent with the goals and strategies of the Master Plan and all other applicable City ordinances, policies, and plans and complies with all requirements of state and local law.
4. The bulk and scale of the proposed structure is compatible with the site and the character of the surrounding area.
5. Adequate service will be provided by water, sewer, drainage and transportation systems.
6. The proposed use will not result in unreasonable traffic congestion or create a safety hazard to vehicular or pedestrian traffic.
7. Sufficient parking in terms of parking spaces and areas to accommodate parking needs will be provided.
8. Any adverse impacts, including noise and lighting, upon adjacent properties will be eliminated, mitigated, or reasonably controlled.

Commissioner Szymanski asked what the process moving forward would be.

Mr. Zuccaro replied that would be presented with the final draft language in September for recommendation to the City Council.

b. Master Plan Update Discussion

Mr. Zuccaro stated that Staff is seeking direction from the Commission on a general scope of work to update the Village Master Plan in 2015. He stated that the current Master Plan was approved by the Planning and Zoning Commission and City Council in 2008, and best practice for municipalities is to update their Master Plan every 5 to 10 years, dependent on needs.

Mr. Zuccaro stated that Staff is seeking input regarding the Master Plan, specifically if there is a need to hire a consultant to facilitate the process or to conduct a formal survey.

Commissioner Wyman asked if there were any major shortcomings or failings in the current Master Plan.

Mr. Zuccaro replied no.

Chair Christman stated that there were strategies and goals which have not yet been implemented in the current Master Plan and felt implementation should be the focus.

Commissioner Niederman asked what were the plans for the Village Center campus; specifically, the former fire station.

Mr. Zuccaro replied that the former fire station is currently being used to house very expensive Public Works equipment. He continued to say that the City is waiting on Denver Water to develop a piece of land which they own, at which time the Public Works department could be moved off site; however, this is at least 5 years away and will be dependent on City Council.

Chair Christman stated that the current Master Plan does not address the future of the Quincy Farms land. She continued to say that she felt the questions contained in the survey from the 2008 Master Plan were leading.

Commissioner Rubin asked how many responses were received from the previous survey.

Mr. Zuccaro replied that the professional survey which was administered by an outside firm netted approximately 500 households returning the survey. He continued to say that the statisticians involved in the survey process were confident that the number of responses received gave an accurate snapshot of the City, as they take into account a wide variety of demographic factors.

Commissioner Szymanski stated that he preferred the town hall style meetings which were held at Kent Denver. He continued to say that many residents participated in these meetings.

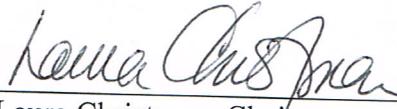
Mr. Zuccaro stated that he would be attending an upcoming PTRC meeting to get similar feedback from that group. He continued to say that he would present to the PTRC that the Planning and Zoning Commission recommended not to have a professional survey completed, as they preferred the public meetings, and that implementation should be the focus of the 2015 project.

Commissioner Szymanski made a motion, which was seconded by Commissioner Wyman, to adjourn the meeting.

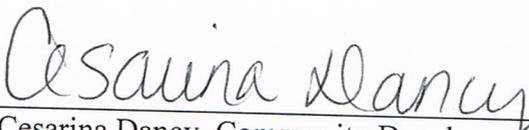
The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.



Laura Christman, Chair



Cesarina Dancy, Community Development Clerk