

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, June 8, 2021 at 6:30 p.m.

City Manager and Community Development Director Chris Cramer called the meeting to order at 6:30 p.m.

ROLL CALL

Present at the meeting were the following Planning and Zoning Commissioners: Commissioner Dori Kaplan, Commissioner David Wyman, Commissioner Britta Miles, Commissioner Bill Lucas, and Commissioner Earl Hoellen.

Absent from the meeting were the following Planning and Zoning Commissioners: Chair Mike LaMair and Vice Chair Jennifer Miller

Present at the meeting were the following staff members: Chris Cramer, City Manager and Community Development Director, Paul Workman, Senior Planner, and Ethen Westbrook, Community Development Clerk.

SELECTION OF ACTING CHAIR

Hearing no objections, Commissioner Hoellen was selected as Acting Chair.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

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

- a. Approval of Minutes – January 12, 2021

The motion was seconded by Commissioner Lucas.

Vote on motion to approve consent agenda items.

	AYES	NAYS
HOELLEN	X	
KAPLAN	X	
LAMAIR	ABSENT	ABSENT
LUCAS	X	
MILES	X	
MILLER	ABSENT	ABSENT
WYMAN	X	
TOTAL	5	0

The motion passed.

NEW BUSINESS

- a. Vacation of the City's Interest (if any) in the Bridle Path Easements on 2 and 4 Cantitoe Lane

Senior Planner Paul Workman stated City staff had received a notification from the applicant stating a scheduling conflict for the meeting. Mr. Workman recommended the Planning and Zoning Commission continue the agenda item to a future meeting.

Commissioner Wyman made a motion to continue the Vacation of the City’s Interest (if any) in the Bridle Path Easements on 2 and 4 Cantitoe Lane to a date uncertain.

The motion was seconded by Commissioner Miles.

	AYES	NAYS
HOELLEN	X	
KAPLAN	X	
LAMAIR	ABSENT	ABSENT
LUCAS	X	
MILES	X	
MILLER	ABSENT	ABSENT
WYMAN	X	
TOTAL	5	0

The motion passed.

b. Planning and Zoning Commission Rules of Procedure Update

Community Development Clerk Ethen Westbrook gave a presentation that described the background of the Planning and Zoning Commission rules of procedure, the changes to the rules of procedure being proposed, and the reasoning for the proposed changes. Mr. Westbrook explained the proposed changes as: changing the order of business to better reflect the Commission’s practices and follow a similar procedure to City Council; changing the regular meeting time to 5 p.m. to better meet the Commission’s needs; eliminating the fourth Tuesday of each month meeting date due to the Commission no longer meeting on that specified date; and changing the Commission’s regular review timeframe of the Master Plan to better reflect the commission’s current practices.

Commissioner Wyman asked if staff anticipated needing an additional meeting every month for the Commission.

Mr. Westbrook explained if needed, special meetings can be scheduled per the bylaws with proper public notification.

Acting Chair Hoellen asked about how to call a special meeting without violating open meeting laws.

Mr. Westbrook stated staff would coordinate with commissioners individually to set the special meeting or the special meeting would need to be set at a regular meeting.

Acting Chair Hoellen asked about the numbering of the order of business.

Mr. Westbrook stated the correct numerical order would be shown for the order of business.

Commissioner Wyman made a motion to approve the updates to the Planning and Zoning Commission Rules of Procedure.

The motion was seconded by Commissioner Lucas.

	AYES	NAYS
HOELLEN	X	
KAPLAN	X	
LAMAIR	ABSENT	ABSENT
LUCAS	X	
MILES	X	
MILLER	ABSENT	ABSENT
WYMAN	X	
TOTAL	5	0

The motion passed.

REPORTS

a. Members of the Planning and Zoning Commission

None

b. City Staff

i. Discuss Master Plan Restart

Mr. Workman stated the Master Plan process has been on hold due to restrictions on holding in person meetings per the COVID pandemic. Mr. Workman explained that with the vaccination rates increasing and restrictions being alleviated, staff would like to discuss the continuation of the Master Plan process.

Commissioner Lucas stated he would be in favor of starting the Master Plan process but to let the public know the process is continuing.

Commissioner Kaplan stated it would be important to start the Master Plan process incrementally.

Mr. Workman explained staff has been discussing start up options with the master plan process consultant in order to ease into the process. He stated if the Commission and City Council decide to start the Master Plan process, staff would work with the consultant to create a website to keep the community informed.

Commissioner Kaplan recommended having a description of the purpose of the Master Plan would be helpful to individual community members when providing input.

Acting Chair Hoellen stated that it would not be beneficial to provide a summary of the previous master plan.

Commissioner Kaplan agreed.

Commissioner Wyman asked if the current Master Plan is on the City website.

Commissioner Lucas stated yes, it is.

Acting Chair Hoellen asked about the timeline of events to start the Master Plan process back up.

Commissioner Miles stated it would be beneficial to look at the community survey again and account for any changes brought by the pandemic.

City Manager Cramer agreed and stated to keep in mind the budget allotted for the Master Plan and the survey specifically. He stated staff will email the survey to the Commission to provide clarity on where the Commission is at with the survey.

Acting Chair Hoellen stated a refresher on the status of the survey would be beneficial.

City Manager Cramer stated the survey should be available in a few weeks but also timed with the town hall meetings to ensure effectiveness.

Acting Chair Hoellen asked about Citizen's Advisory Taskforce (CAT) meetings.

Mr. Workman stated a CAT meeting would be scheduled to ensure the taskforce is aligned with the Master Plan timeline.

Acting Chair Hoellen stated it seems the Commission has given staff the direction to move forward with the Master Plan process.

City Manager Cramer stated City Council does have to vote to continue the Master Plan process and staff would bring the item to City Council for final approval.

c. City Attorney

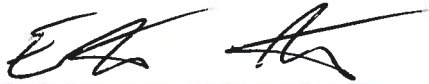
None

ADJOURNMENT

Acting Chair Hoellen adjourned the meeting at 7:15 p.m.



Earl Hoellen, Acting Chair



Ethen Westbrook, Community Development Clerk