



CHERRY HILLS VILLAGE COLORADO

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

City Hall
Telephone 303-789-2541
FAX 303-761-9386

Planning and Zoning Commission Agenda

Meeting Agenda

Tuesday, April 14, 2020

6:30 p.m.

Virtual Meeting

Meeting Information

To watch the live stream of the meeting or watch the recording later:

- 1) City website – [City Council Videos, Agendas, Packets, Minutes](#)
- 2) City YouTube channel – [City of Cherry Hills Village YouTube](#)

To sign up for Audience Participation please email Community Development Clerk Ethen Westbrook by **6:00 p.m. on April 14th** at ewestbrook@cherryhillsvillage.com with your full name and home address. You will receive an email with further instructions.

Agenda

1. Call to Order
2. Roll Call of Members
3. Audience Participation Period (limit 5 minutes per speaker)
4. Consent Agenda
 - a. Approval of Minutes – February 11, 2020
5. Items Removed from Consent Agenda
6. New Business
 - a. Formation of the Citizen's Advisory Taskforce (CAT)
7. Reports
 - a. Members of the Planning and Zoning Commission
 - b. City Staff
 - i. Discussion of City and Planning and Zoning Commission Operations in regards to COVID-19
 - ii. City Attorney
8. 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, 72 hours in advance.

Minutes of the
Planning and Zoning Commission of the City of Cherry Hills Village, Colorado
Held on Tuesday, February 11, 2020 at 6:30 p.m.
at City Hall

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

ROLL CALL

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

Absent from the meeting were the following Planning and Zoning Commissioners:
Commissioner Britta Miles

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

PLEDGE OF ALLEGIANCE

The Commission conducted the Pledge of Allegiance.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

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

- a. Approval of Minutes – September 10, 2019

The motion was seconded by Commissioner Jennifer Miller.

Vote on motion to approve consent agenda items.

| | AYES | NAYS |
|--------------|----------|----------|
| HOELLEN | ABSTAIN | ABSTAIN |
| KAPLAN | X | |
| LAMAIR | X | |
| LUCAS | X | |
| MILES | X | |
| MILLER | X | |
| WYMAN | X | |
| TOTAL | 6 | 0 |

The motion passed.

ITEMS REMOVED FROM CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

a. Amendment to Section 16-4-10 Regarding Off-Street Parking Requirements

Community Development Director Chris Cramer gave a presentation providing background detail of the previous Planning and Zoning Commission meeting that discussed parking, parking analysis, types of uses and what type of parking is appropriate for each use, comparison of requirements with other jurisdictions, and a staff recommendation for the proposed text amendment.

Commissioner Earl Hoellen stated the new language is still confusing and does not seem to clarify the issue.

Director Cramer stated the intent to add the word “land” clarifies the “use” definition. He stated the current definition creates confusion by stating “use” for parking requirements when the proposed change of “land use” provides more clarity.

Commissioner David Wyman asked about churches who have different inside uses such as a gym or assembly hall and if they would have different requirements.

Director Cramer stated the church would be considered one “land use” and would have one parking requirement for all inside facilities.

Commissioner Wyman asked if parking requirements would be exceeded if the Denver First Church of the Nazarene had a funeral in session and also their gym was being used.

Director Cramer stated the parking code is meant to provide balance and enough parking for day to day activities. He stated the one or two days out of the year where this event may take place are not the primary focus of the code.

Commissioner Wyman asked about the Denver First Church of the Nazarene parking lot on the west side of Monroe street.

Director Cramer stated the church would not meet the parking requirements if this portion of the lot was sold. He also stated that a parking reduction would have to go to City Council for approval.

Chair Mike LaMair asked what rationale City Council had for not accepting the Planning and Zoning Commission’s recommendations.

Director Cramer stated that staff provided additional research to City Council based on testimony at the commission hearing. Based on this research, some of the information that the commission had received either needed additional information or was incorrect. As an example, he stated the City Hall parking spaces striping met requirements. Further, Mr. Cramer explained Council felt that good options for the parking reduction process exist in the current code.

Commissioner Kaplan asked if the text amendment language came from positive negotiations.

Director Cramer stated the text amendment is a positive for the neighborhood and the city as a whole.

Commissioner Jennifer Miller made a motion to recommend that the City Council approve of the amendments to Municipal Code Section 16-4-10 as proposed in the February 11, 2020 staff memorandum, which clarify language related to calculating off-street parking requirements.

The motion was seconded by Commissioner David Wyman.

| | AYES | NAYS |
|--------------|----------|----------|
| HOELLEN | X | |
| KAPLAN | X | |
| LAMAIR | X | |
| LUCAS | X | |
| MILES | ABSENT | ABSENT |
| MILLER | X | |
| WYMAN | X | |
| TOTAL | 6 | 0 |

The motion passed.

b. Master Plan Kick-Off Discussion

Director Cramer introduced Britt Palmberg from RICK Engineering and Elliot Sulsky from Felsburg, Holt, and Ullevig (FHU), the city’s consultant for the Master Plan project.

Mr. Palmberg and Mr. Sulsky gave a presentation introducing the RICK team, the stages of the master plan process, the outreach process, key issues to be explored, the Planning and Zoning Commission role, commission meetings and framework, the Citizens Advisory Taskforce (CAT), services with transportation, an interactive tool on the Cherry Hills Village website, next steps for the project team, and next steps for the Planning and Zoning Commission.

Commissioner Wyman asked who the stakeholders are for the web tool.

Director Cramer stated the stakeholders are the community beyond the residents and government entities.

Commissioner asked about Arapahoe County being a stakeholder.

Director Cramer stated there has been communication with Arapahoe County and efforts to coordinate with their own master plan.

Mr. Palmberg stated that coordination with the county and federal agencies is normal for a master plan process.

Commissioner Hoellen stated the county is more of an agency rather than a stakeholder.

Director Cramer stated the city participates in other agencies government task forces to aid efforts of similar interest.

Commissioner Kaplan asked if the City of Denver will be invited.

Director Cramer stated the City of Denver will be invited.

Mr. Palmberg stated surrounding jurisdictions are agencies and elaborated on the web tool mapping functionality.

Director Cramer stated the web page will go live without the map tool.

Commissioner Miller asked about the surveys that will be utilized and the impact they will hold on the Master Plan process.

Mr. Palmberg stated it depends on how the process goes. He stated the surveys can be valuable and influence a direction if used effectively.

Director Cramer stated to keep in mind that the survey will most likely be electronic rather than mailed due to the Master Plan budget.

Commissioner Hoellen was in favor of providing a survey to the residents even if no response is received. He explained this is an opportunity for residents to participate.

Commissioner Miller asked if the city anticipates any residents using the survey against final conclusions and decisions of the completed Master Plan.

Director Cramer stated push back is something for the Planning and Zoning Commission to consider when making decisions.

Chair LaMair stated it is important to have consistent information with surveys and open houses and utilize multiple forums in case residents cannot participate in all resident opportunities.

Mr. Palmberg stated information will be duplicated on website as well as open houses and live surveys.

Director Cramer stated using existing commission meetings, the annual car show, and the annual movie night for promotion of resident opportunities.

Chair LaMair asked if three open houses are adequate.

Mr. Palmberg confirmed three is consistent with other jurisdictions Master Plan processes and should be sufficient.

Commissioner Miller asked about other boards and commissions involvement in the Master Plan process.

Director Cramer reported that staff will be making presentations to the Parks, Trails, and Recreation Commission (PTRC) to include them with the Master Plan Process. He also stated there is an opportunity for the Planning and Zoning Commission to recommend to City Council that PTRC have a representative on the CAT. Mr. Cramer explained if a member of the PTRC served on the CAT, the representative could then go back to the commission with any reports. Director Cramer stated other boards and commissions can be considered but it is the Planning and Zoning Commission that will make the recommendation to City Council about the formation and members of the CAT.

Mr. Sulsky went over key issues for the Master Plan.

Commissioner Hoellen stated the master plan process is an opportunity for resident participation in regards to mobility.

Chair LaMair stated to beware of using the term "impact" with the High Line Canal key issue.

Commissioner Wyman asked about the semi-rural character of the city in regards to the majority of the acreage in the city being zoned R-1 but the majority of the population is in other zoning districts.

Director Cramer stated the semi-rural character can be twisted in different ways and that it will be important to create more clarity and be more definitive when stating what semi-rural means for this Master Plan process.

Chair LaMair stated the need for a conversation to define what semi-rural is.

Director Cramer stated the Master Plan process will provide an opportunity for discussion on the definition of semi-rural.

Commissioner Miller asked if wireless cell towers will be included in the Master Plan.

City Attorney Kathie Guckenberger stated that is a regulatory issue and the purpose of the Master Plan is to cover overarching tasks or issues with the city.

Director Cramer stated that federal law dictates wireless regulations.

Resident Kevin Iverson introduced himself as a past Planning and Zoning Commissioner who was on the commission during the previous Master Plan process in 2008. He discussed several aspects of what went into the 2008 Master Plan such as: the survey that was used, who was involved in making decisions, the importance of open discussion, items he believed were good to be included, items that were not included but should have been, and the role of the consulting firm that was used.

Commissioner Miller asked if the previous Master Plan focused on more immediate issues versus long term issues.

Mr. Iverson stated they focused on both and that it is important to remember the immediate and long terms effects of the decisions made throughout the Master Plan process.

Chair LaMair asked if Mr. Iverson if the Planning and Zoning Commission was missing any key issues not already discussed.

Mr. Iverson stated no but more issues will most likely arise during the process.

Commissioner Hoellen stated it is important to consider what residents want versus what they are willing to pay to make changes.

Director Cramer went over the Planning and Zoning Commission's role in regards to the Master Plan.

Commissioner Wyman asked about the expected meeting frequency for the Planning and Zoning Commission.

Director Cramer stated approximately one meeting every other month but will increase with the creation of the CAT. He explained City Council's input on the creation of the CAT.

Commissioner Hoellen recommended a representative from each council district should be appointed to serve on the CAT to help ensure the city is represented as a whole.

Commissioner Bill Lucas recommended all Planning and Zoning commissioners serve on the CAT in addition to the six appointees for each council district.

Director Cramer stated it is up to the Planning and Zoning Commission to decide the function and purpose of the CAT.

Commissioner Lucas stated the importance to consider how many people are on the commission if a vote does take place.

Chair LaMair asked how the commission feels about all Planning and Zoning commissioners serving on the task force.

Commissioner Wyman recommended the CAT consist of six appointees for each council district, 2 Planning and Zoning Commissioners, and to be cautious of too many people serving on the task force.

Commissioner Miller recommended letting any commissioner who wants to volunteer to be on the CAT can serve on the task force.

Commissioner Hoellen stated his desire to serve on the CAT.

Commissioner Miller asked about minutes for the CAT meetings.

Director Cramer stated it would be valuable to record the meetings and have reference for the commission.

Chair LaMair proposed the CAT to consist of seven appointees from City Council, two Planning and Zoning Commissioners, and six at large representatives.

Commissioner Lucas stated it sounds like there are more than two commissioners who want to volunteer to serve.

Chair LaMair asked if any commissioners do not want to serve on the CAT.

Commissioner Wyman asked about what the final number of members should be of the CAT.

Director Cramer stated the possibility of utilizing the time already scheduled for the Planning and Zoning Commission to be used for CAT meetings depending on how many Planning and Zoning commissioners want to serve on the CAT.

Chair LaMair asked the commission if there are seven council appointees and seven commissioners on the CAT, would the commission want to add five or six additional resident positions.

Commissioner Lucas recommended three additional resident positions.

Chair LaMair stated his preference for five additional resident positions in order to be more inclusive.

Commissioner Miller asked Mr. Palmberg how many positions are usually on these task force committees.

Mr. Palmberg stated it's often ten to twelve but have seen groups as large as twenty. He stated any larger than twenty members tends to be too much.

Director Cramer explained City Council's general consensus of six council appointees rather than seven.

Commissioner Lucas recommended the Planning and Zoning Commission select the additional resident positions.

Director Cramer explained the budget implications and the flexibility of the number of members along with the number of meetings for the CAT and the Planning and Zoning Commission.

Commissioner Wyman stated having too many members on the CAT and the purpose being a sounding board causing difficulty. He recommended no more than twelve CAT members total. He asked if commissioners are obligated to serve on the task force.

Chair LaMair stated it is optional.

Commissioner stated he does not want to serve on the CAT.

Director Cramer stated staff will reach out to Commissioner Britta Miles separately to find out her interest in serving on the CAT since she is absent from this meeting. He stated an application to serve on the CAT has already been published.

Commissioner Jennifer Miller made a motion that City Council concurs to approve appointments of six residents to the Citizen's Advisory Taskforce (CAT), one per each council district, appointed by the individual council member, plus six Planning and Zoning members with an additional five volunteers that the Planning and Zoning Commission will select for the task force and the task force will only be a sounding board.

The motion was seconded by Commissioner Bill Lucas.

| | AYES | NAYS |
|--------------|----------|----------|
| HOELLEN | X | |
| KAPLAN | X | |
| LAMAIR | X | |
| LUCAS | X | |
| MILES | ABSENT | ABSENT |
| MILLER | X | |
| WYMAN | X | |
| TOTAL | 6 | 0 |

The motion passed.

The commission concluded that two Planning and Zoning commissioners will interview applicants for the five resident positions and provide a recommendation to the Planning and Zoning Commission for selection.

Mr. Palmberg described next steps for the Planning and Zoning Commission and the Master Plan Process.

Director Cramer stated that staff will reach out to the council appointees and the selected five resident position that meetings will mostly occur on the second Tuesday of the month during the evening. He explained how this will affect Planning and Zoning Commission meetings.

The commission agreed to hold the majority of meetings the same night of Planning and Zoning Commission meeting.

Commissioner Hoellen stated the importance of residents feeling like they were included with the Master Plan process.

REPORTS

a. Members of the Planning and Zoning Commission

None

b. City Staff

None

c. City Attorney

None

ADJOURNMENT

Chair LaMair adjourned the meeting at 8:50 p.m.

Michael LaMair, Chairman

Ethen Westbrook, 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: 6A

MEMORANDUM

TO: CHAIR LAMAIR AND MEMBERS OF THE PLANNING AND ZONING COMMISSION

FROM: CHRIS CRAMER, DIRECTOR OF COMMUNITY DEVELOPMENT

SUBJECT: RESOLUTION 1, SERIES 2020; CONCERNING THE FORMATION AND APPOINTMENT OF THE CITIZEN ADVISORY TASKFORCE

DATE: APRIL 14, 2020

ISSUE

Should the Planning and Zoning Commission approve Resolution 1, Series 2020 creating the Citizen Advisory Taskforce (CAT) and appointing the residents that applied for the committee?

DISCUSSION

At the March 3, 2020 meeting, City Council approved a roster for the CAT and directed the Commission to appoint members to the Taskforce. While they will not vote or have formal recommendation powers, the CAT will be a key area of community input to the P&Z, providing feedback and ideas to the P&Z. Applications for the CAT were solicited in the Village Crier, on the City's website, Facebook and Nextdoor pages. Staff received nine applications for appointment to the four vacant seats. Resolution 1, Series 2020 not only forms the CAT, but also appoints the four applicants to the Committee. The final roster of the CAT would be the following:

Planning and Zoning Commissioners

Mike LaMair
Jennifer Miller
Doris Kaplan
Bill Lucas
Britta Miles
Earl Hoellen

Selected by the P&Z

Janney Carpenter
Tiffany Sullivan
Tom Barsch
Bob Serotta

Selected by each City Council member

Doug Robinson
Sandy Rothe
Alex Brown
Scott Roswell
Jeff Welborn
Laura Christman

PTRC Commissioner

Robert Eber

CHERRY HILLS VILLAGE
COLORADO

STAFF RECOMMENDATION

Staff recommends approval of Resolution 1, Series 2020; creating the Citizen's Advisory Taskforce and appointing the members.

RECOMMENDED MOTION

"I move to approve Resolution 1, Series 2020 Concerning the Creation and Appointment of Members for the Citizen Advisory Taskforce."

ATTACHMENTS:

Exhibit A: Resolution 1, Series 2020

RESOLUTION NO. 1
SERIES OF 2020

INTRODUCED BY:
SECONDED BY:

**A RESOLUTION
OF THE PLANNING AND ZONING COMMISSION
OF THE CITY OF CHERRY HILLS VILLAGE
CONCERNING THE CREATION OF AN AD HOC CITIZEN'S ADVISORY
TASKFORCE AND APPOINTMENT OF MEMBERS**

WHEREAS, Section 2-6-10 of the Cherry Hills Village Municipal Code directs the Planning and Zoning Commission (the "Commission") to review the City's Master Plan every ten years, at a minimum; and

WHEREAS, the Master Plan was last updated in 2008; and

WHEREAS, the Master Plan Update project includes the creation of a Citizen's Advisory Taskforce (the "Taskforce"); and

WHEREAS, at their March 3, 2020 meeting City Council approved a format for the composition of the Taskforce and directed the Commission to appoint members to the Taskforce; and

WHEREAS, at their March 12, 2020 meeting the Parks, Trails and Recreation Commission appointed Robert Eber to be their representative on the Taskforce; and

WHEREAS, applications to serve on the Taskforce were reviewed and interviews conducted by Commissioners Bill Lucas and Earl Hoellen; and

WHEREAS, the Commission desires to create the Citizen's Advisory Taskforce and appoint members to the Taskforce in accordance with the format established by City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CHERRY HILLS VILLAGE, COLORADO THAT:

Section 1. Creation

The Planning and Zoning Commission hereby establishes an *ad hoc* committee, which shall be designated as the Citizen's Advisory Taskforce ("the Taskforce"), to make recommendations to the Planning and Zoning Commission regarding the Master Plan Update.

Section 2. Members

The Taskforce shall consist of six members of the Planning and Zoning Commission, one member selected by the Parks, Trails and Recreation Commission, four members selected by the Planning and Zoning Commission, and six members selected directly by each City Council member from their respective districts. All members shall be appointed by the Planning and Zoning Commission. All regular and *ex officio* members shall be volunteers who serve without compensation. The Community Development Director shall assign appropriate staff to support the Taskforce's work.

Section 3. Terms of Office and Committee Dissolution

The Taskforce shall dissolve upon City Council's approval of the Master Plan Update project and all member terms shall end on that date.

Section 4. Removal; Vacancies

All regular Taskforce members shall serve on the Taskforce at the pleasure of the City Council and may be removed from the Taskforce with or without cause and with or without notice and hearing, at the sole discretion of the City Council. Vacancies on the Taskforce shall be filled by Planning and Zoning Commission in accordance with the format established by City Council.

Section 5. Meetings

The Taskforce shall meet as often as necessary to accomplish its duties and responsibilities. The members of the Taskforce shall, at their first meeting, select an individual from among the Taskforce members to serve as Chairperson. All meetings of the Taskforce shall be open to the public. The Taskforce shall set and post its schedule and agendas in the same manner as other City boards and commissions and invite input from the community and City staff.

Section 6. Member Appointment

The Planning and Zoning Commission hereby appoints the following individuals to the City of Cherry Hills Village Citizen's Advisory Taskforce:

Planning and Zoning Commissioners

Mike LaMair
Jennifer Miller
Doris Kaplan
Bill Lucas
Britta Miles
Earl Hoellen

Parks, Trails and Recreation Commissioner

Robert Eber

Selected by the Planning and Zoning Commission

Janney Carpenter
Tiffany Sullivan
Tom Barsch
Bob Serotta

Selected by each City Council member

Doug Robinson
Sandy Rothe
Alex Brown
Scott Roswell

Jeff Welborn
Laura Christman

Section 7. This Resolution shall be effective immediately.

Introduced, passed and adopted at the
regular meeting of the Planning and Zoning Commission this ___ day
of _____, 2020, by a vote of _ yes and _ no.

Mike LaMair, Chair

ATTEST:

Ethen Westbrook, Community Development Clerk

Approved as to form:

Kathie B. Guckenberger, City Attorney