

Minutes of the Utility Line Undergrounding Study Committee  
Of the City of Cherry Hills Village, Colorado  
Held on Thursday, April 3, 2014 at 9:00 a.m.  
At the Village Center

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m.

**ROLL CALL**

Present at the meeting were the following Utility Line Undergrounding Study Committee Members: Earl Hoellen, Andy Love, John Love, Dan Lynch, Susan Maguire and Paul Stewart.

Present at the meeting were the following City Council Advisors: Mayor Pro Tem Russell Stewart and Councilor Alex Brown.

Present at the meeting were the following Staff Members: Jay Goldie, Public Works Director; Robert Zuccaro, Community Development Director; Karen Proctor, Finance and Administration Director; and Emily Kropf, Special Projects Coordinator.

Absent was Committee Member David Wyman.

**AGENDA ITEMS**

*Building Regulations, Municipal Code, Financing and Policy Framework*

Councilor Brown stated that Community Development Director Zuccaro was present to discuss including undergrounding of utilities as part of the building and subdivision regulations.

Community Development Director Zuccaro said that currently the Municipal Code requires undergrounding of on-site lines as part of the subdivision process. Greenwood Village requires undergrounding of adjacent lines for subdivisions and site developments. He said that a threshold would have to be identified for requiring undergrounding, which is a policy decision.

Public Works Director Goldie asked if undergrounding is required when an existing home is scraped and a new residence is constructed.

Community Development Director Zuccaro replied no. He added that in practice most new homes have underground lines.

Committee Member John Love asked if there are any legal implications for requiring undergrounding of adjacent lines.

Community Development Director Zuccaro responded that he is not aware of any, but he would have to research the issue further.

Councilor Brown asked if requiring undergrounding is common practice for cities.

Community Development Director Zuccaro replied that requiring undergrounding is common if related to a subdivision.

Mayor Pro Tem Stewart stated that it seems reasonable.

Councilor Brown agreed and asked Community Development Director Zuccaro to move forward with the recommendation.

Public Works Director Goldie added that there should be a provision that requires the City to hold the funds until the minimum linear foot requirement is met.

Committee Member Andy Love stated that there is a state statute that limits the ability to assess funds for off-site improvements.

Community Development Director Zuccaro replied that sites would be immediately adjacent.

Committee Member John Love said that he wanted to discuss the issue of fairness in regards to the idea of general improvement districts with different mill increases.

Councilor Brown replied that it is a policy issue. He asked if the mill increase should be uniform.

Committee Member Hoellen stated that the goal should be considered a community project, which would result in a uniform increase.

Committee Member Stewart asked how many homes currently have underground facilities.

Public Works Director Goldie said that the City Engineer is working on an estimate.

Councilor Brown stated that service lines will also have to be converted, which creates additional costs.

Committee Member Stewart asked if the matching fund policy from 1994 would apply.

Councilor Brown replied that it can still be considered a City policy.

Committee Member Dan Lynch asked which roads the Committee is considering.

The Committee suggested Quincy, Colorado, Holly and University.

Councilor Brown stated that there seems to be a consensus for a 2-mill increase.

Committee Member Lynch suggested that the entire amount is not borrowed up-front as it will take time to construct each portion of the project.

Councilor Brown agreed and said that the first year would probably be restricted to engineering.

Public Works Director Goldie asked if the service lines should be rolled into the project.

Committee Member Lynch stated that an amendment to the Code might have to occur to include the conversion of service lines with arterials in order to use public funds for private property.

Public Works Director Goldie said that he would have the City Engineer estimate the number of homes that receive power from arterial lines.

Committee Member Andy Love stated that increased traffic on the arterials might require expansion of the roads, which would result in Xcel financing conversion.

Councilor Brown replied that the arterials will likely not be expanded. He asked the Committee to consider a priority sequence for future projects.

Committee Member Maguire asked if any other authorities should be involved.

Public Works Director Goldie stated that the Colorado Department of Transportation will be contacted.

Committee Member Andy Love asked how lines located on private property will be addressed.

Public Works Director Goldie responded that a policy could state that the City will help residents form improvement districts to pursue conversion on private property.

Councilor Brown asked staff to research whether the ballot issue would be referred to City Council as a resolution or ordinance. This will help to establish the Committee's deadline.

Committee Member Andy Love asked if the Committee should consider burying a fiber optics line at the same time.

Councilor Brown asked staff to contact a representative from the City of Centennial to discuss fiber optics with the Committee.

**ADJOURNMENT**

The meeting was adjourned at 10:30 a.m.