

1. **Call to Order** – The Planning Commission convened a regular meeting on November 14, 2019. Chairman Dowker called the meeting to order at 7:02 p.m.
2. **Roll Call** – Members present: Jan Dowker Chairman, Jeff Butler, Patrick Dillon, Sean Murphy, Matt Rood and Kelsey Byron.
Members absent: Danielle Trotta
Staff present: Curt Freese and Pam Gehringer.
3. **Consent Agenda** – Minutes from meeting of October 10, 2019. Motion to approve by Commissioner Butler. Seconded by Commissioner Murphy. With Commissioner Byron abstaining and all other commissioners in favor, THE MOTION CARRIED.

4. **Public Hearing: Development Code Changes: Mountain Avenue Corridor Overlay District and Zoning Use Changes**

Mr. Freese presented the agenda item, giving an overview of what is in the plan and indicated it is provided by BHA Design. This represents an addendum to Development Code Changes as approved by the Town Board on September 11, 2019. This plan creates the corridor district wherein the zoning standards will apply. This is an overlay district which means the standards of this overlay will include any property within 150 feet of Mountain Avenue on either side. This would include any future annexations to the corridor as well. Mr. Freese demonstrated the areas affected by these standards and made comments regarding gateway signage, street standards, parking and density requirements outlined per each character district as well as explaining the reasoning behind each district. Each character district has separate requirements per the code.

Commissioner Dowker opened the public hearing at 7:32pm.

Resident Lynn Larsen, 205 Hubbell Street Berthoud addressed the Board regarding his property to the South. He appreciates the hard work of the staff and consultants. He asked for some clarification on some of the intent of the document which was addressed by Mr. Freese. He went on to point out some typographical and grammatical errors in the draft.

Paul Frekey 421 Colorado Avenue Berthoud addressed the Board regarding the grandfathering of existing properties and what instances would require adherence to new code, which was addressed by Mr. Freese.

Amber Davis 128 Mountain Avenue addressed the Board regarding the overlay as it applies to her property. Mr. Freese indicated her property is part of a visioning, the code would not apply to it.

Commissioner Dowker closed the public hearing at 7:52.

Commissioner Rood asked for clarification on grandfathering of use versus change of ownership. Will additions to existing structures only have to be in compliance or entire the structure? Mr. Freese indicated only things that are being changed are affected.

Commissioner Byron commented that some of the language needs to be removed as it is redundant. Mr. Freese stated it was sort of a cut and paste document, hence some of the redundancy. She

inquired about the definitions of pedestrian obstruction rules. Mr. Freese indicated it was more for commercial area and is meant to adhere to ADA requirements. He indicated these rules would be enforced for new development. She then spoke of the historic preservation verbiage and that she disagrees with not allowing future homeowners the option of making changes. Discussion ensued as to the intent and how enforceable it is. Mr. Freese indicated this partly falls under the purview of the Historic Preservation Society. All agreed there are just a few housekeeping revisions that need to be made to the document.

Commissioner Butler had comments regarding the residential conversion district. Do we need clarification on the verbiage regarding restoration of historical facades? Mr. Freese indicates this would be at the direction of the Planning Commission.

Commissioner Dillon stated he feels the language regarding the residential conversion district and the historical properties is fine.

Commissioner Dowker spoke of the importance of maintaining the historically important architecture and maintaining the language specific to this in the document.

Commissioner Murphy spoke about the importance of height restrictions versus human scale, wants to institute a set back for 3 story buildings. Mr. Freese noted the 40 foot height is standard .

Commissioner Byron agrees about the height restrictions and spoke of the mountain views and the importance of maintaining them.

Commissioner Murphy stated his desire to have verbiage specifically stating the requirements of decorative precast concrete and ground facing CMU in Berthoud East and Berthoud West removed.

Commissioner Rood stated what he feels is the importance of encouraging high quality durable materials.

MOTION by Commissioner Butler to approve Development Code Changes: Mountain Avenue Corridor Overlay District, and Zoning Use Changes subject to the following recommendations:

- **Clean up typographical and grammatical errors.**
- **Remove the language regarding onstreet parking restrictions in all districts.**
- **Remove the entire sentence Item 1 regarding discouraging changes to historic homes in the residential transition district.**
- **Remove 3rd story step-back requirements.**
- **Remove requirements for groundfacing CMU and decorative precast concrete from the materials section for exteriors, Item 1 under section 3.1 for Berthoud East and West.**
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Seconded by Commissioner Byron.

All in favor THE MOTION CARRIED.

5. Discussion of changing future Planning Commission meeting times.

Commissioner Dowker opened the discussion, noting that current meeting times were to accommodate previous Commissioners who are no longer on the board. Discussion ensued and it was agreed to change future meeting start times to 6:00 pm and to stay with the current posted schedule of 2 meetings per month, with the stipulation that residents are promptly noted on the Town's website.

Commissioner Byron indicated her desire to have any meeting cancellations promptly posted on the Town's website.

Motion made by Commissioner Byron to change the meeting times for the Planning Commission to 6:00pm. Seconded by Commissioner Murphy.

All in favor, THE MOTION CARRIED.

Reports

Mr. Freese indicated the contract for the new Comprehensive Plan will go before the Town Board on Tuesday November 18, 2019 with BHA. He also mentioned the impending retirement of Sue Bowles and Patti Swiger from the building department and that there are several qualified candidates who have applied. There was some discussion regarding the time frame for the Comprehensive Plan and Mr. Freese outlined the process and anticipated time frame.

Commissioner Butler publicly thanked Sue Bowles and Patti Swiger for their years of service.

Meeting adjourned at 8:57 pm.

Kelsey Byron, Secretary

Pam Gehringer, Planning and Building Technician

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