

1. **Call to Order** – The Planning Commission convened a regular meeting on July 25, 2019. Chairman Banzhaf called the meeting to order at 7:00 p.m.
2. **Roll Call** – Members Present: Scott Banzhaf, Chairman, Kelsey Byron, Jeff Butler, Jan Dowker, Patrick Dillon, Sean Murphy, and Dick Shepard.
Staff Present: Curt Freese, Patti Swiger
3. **Consent Agenda** – Minutes from meeting of July 11, 2019. Motion to approve with two corrections by Commissioner Byron. Seconded by Commissioner Dillon. With all in favor, THE MOTION CARRIED.
4. **Development Code Amendments – Sections 2, 3, 4 & 6**
Mr. Freese presented the agenda item, which was amendments to the Berthoud Development Code, Chapter 30, Sections 2, 3, 4 and 6, regarding the Design Requirements, Parks, Open Space, Subdivision Regulations and Signage and Neighborhood Master Plan. He spoke regarding water dedication and the required costs. He explained that it was a substantial cost to developers and many times the cost was differed to a Metro. District.

Commissioner Banzhaf mentioned affordability and having a minimum threshold. He remarked that having the additional open space within developments was nice; however, it created unintended consequences. He asked about Section 30-2-105.2 Street Connections. He wondered about strengthening the language in the section to state that it was desirable to allow for future street connections between existing subdivisions and new subdivisions.

Mr. Freese suggested adding language such as 'Where applicable, the Town shall require street connections to adjoining, existing streets and shall require street stubs to all future developments'.

Commission Banzhaf had questions regarding Table 2.1 Sight Distance Triangles. He suggested that the table be checked for accuracy and completed in a diagram. He also mentioned concerns with street names and numbering.

Mr. Freese explained the current process for addressing.

Commissioner Banzhaf referenced new Section 30-2-109.2 Park Development Requirements. He mentioned parks that back up to homes, etc., which sometimes caused boundary confusion. He suggested that public park space should be surrounding by right of way to help make it evident that it was a public space and would provide parking support for activities

Mr. Freese suggested adding a 2a stating 'The majority of park space by private lots shall be surrounded by right of way'.

Commissioner Banzhaf referenced new section 30-2-109.4 Park Development Requirement Elements. He noted that the Town already had some of the suggested elements listed; however, had none of others, ie: dog parks, disc golf. He asked if there was a way to prioritize the elements to encourage an inventory of elements that were needed.

Mr. Freese stated that he would try to develop components and a way to incentivize or encourage it.

Commissioner Dowker suggested adding language at the beginning of the section stating that given current inventory more weight would be given to certain elements.

Mr. Freese suggested pairing several elements together.

Commissioner Murphy stated that it would be nice to have more of a cost balance between the elements.

Discussion ensued between the Commission and Staff regarding the element categories and their weights, costs to provide, etc. The Commission expressed desire to have language in the Code explaining the intent to add diversity to improve the Town's inventory of park amenities.

Mr. Freese suggested having high and low categories and to rank each component.

The Commission ranked each element under List C-Components of Choice as a high or low ranked element.

Commissioner Dillon mentioned that Fort Collins had a park designed for wheelchairs, and he felt that it would be a great addition.

Mr. Freese stated that if an ADA Compliant Park could be added to List D-Specialty components. He also suggested structuring the components as such that a developer would be required to have one high component and two low components.

Commissioner Byron reiterated the importance to show the intent of amenity diversity within the Code language.

Commissioner Dowker suggested adding to the sentence within the 'Intent' section (30-2-109.B.1):

'The Town of Berthoud reaffirms its belief that high-quality useable parks and open spaces contribute to the overall quality of life for Berthoud residents. The Town prioritizes the diversity of their amenities throughout the community as development occurs.'

Commissioner Byron questioned 'Portable restroom enclosures' under List E-Comfort and Convenience Features.

Mr. Freese stated that the word 'portable' could be removed.

Commissioner Banzhaf questioned Section 30-2-109.C.2 Buffering, and the language stating 'Developers shall provide an open space buffer zone of 150 feet around all natural areas unless otherwise authorized by the Town.'

Mr. Freese stated that there was an error when writing, and it should say 'natural habitat areas'. He stated that the sentence could be amended to just state: *'Developers shall provide an open space buffer zone'*.

Discussion ensued regarding native/natural grass.

Commissioner Dowker reference Section 30-2-116.D.1.i.b. *'In addition, diversity and density is to be spread within developments in a harmonious fashion and not located in one area. Disconnected areas of density or different lot and uses will not be permitted.'* She asked if harmonious could be defined or better described. It needed to be more clear that the desire was to have a more evenly blended/feathered multi-use district. She recommended the sentence be revised to state, 'In addition, it is recommended that density and lot diversity be spread within a development.'

Commissioner Dowker asked for clarification on the Energy Sustainability added to Section 30-2-116.

Mr. Freese stated that it was only an option, not a requirement. He stated he would amend the language to clarify that it was only an option.

Several Commissioners were complimentary of the Water Conservation Sustainability Standard, which was being added to the Code.

Commissioner Banzhaf questioned the 'Garages' section of the Code regarding their setback and wall face.

Mr. Freese suggested amending that section to state that garages on 40-foot wide lots or less make up no more than 50% of the wall face on the building.

Commissioner Banzhaf noted that the 150-foot buffer zone added in Section 30-2-119.B.b should be removed per earlier buffering discussion.

Mr. Freese noted that the addition of Appeals to Final Plats was being added to the Code.

Commissioner Banzhaf discussed questions regarding the Neighborhood Master Plan, its requirements, and the consequences of those requirements.

Commissioner Dowker asked how the Neighborhood Master Plan would effect developers.

Mr. Freese replied that it gave developers a road map for future development, which they liked.

Commissioner Banzhaf questioned the Neighborhood Master Plan Submittal Requirement, which required a statement indicating whether or not any commercial mineral deposits were located on the site.

It was suggested that the statement be amended to state that a disclosure be required on mineral easements and mineral ownership.

Mr. Freese stated that the Neighborhood Master Plan language was sent out to developers for review. He stated he received some feedback suggesting the option of an administrative amendment so small, general changes did not have to go back to the Board.

Commissioner Dowker asked if the Town would coordinate and examine traffic impacts with surrounding developments or potential surrounding developments from a traffic study submitted with a Neighborhood Master Plan,

Mr. Freese stated that surrounding areas and developments should be examined with the traffic studies. He stated that the Town's traffic engineer would take it into consideration when they completed their review.

Commissioner Murphy asked if the elements chosen from the point system implementation would be tracked of by Staff. He felt that it would be good data to have in the future.

Mr. Freese agreed that it would be a good idea.

Mike Autrey, worked for the Edwards Development, suggested looking at different architecture prior to voting on the 30-foot front loaded product and 40-foot lots as some plans could create a desirable front façade with a garage. He noted that when creating smaller lots it was a good idea to have smaller stub streets, which could help create more affordable product. He listed some different products, and stated that he would provide examples to the Planning Department.

MOTION by Commissioner Shepard to Table the Development Code Updates: Sections 2, 3, 4 and 6 to August 8, 2019 to allow Staff to provide a clean copy of all changes discussed at the meeting.

Seconded by Commissioner Murphy.

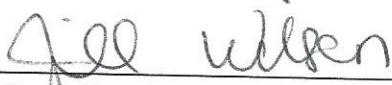
With all in favor, THE MOTION CARRIED.

5. Reports

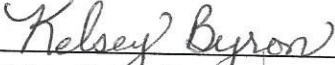
Mr. Freese mentioned that the Mountain Avenue Corridor Plan would be presented on August 22, 2019.

Commissioner Dillon presented statistics on housing affordability in Berthoud.

Meeting adjourned at 9:45 p.m.



Jill Wilson, Planning Technician



Kelsey Byron, Secretary