
Council Newsletter



CITY MANAGER'S NOTES November 6, 2014

Upcoming Council Meetings

There is no Study Session on **Monday, November 10, 2014**. City facilities will be closed **Tuesday, November 11, 2014** for Veteran's Day.

The next meeting will be **Monday, November 17, 2014**. The Study Session will begin at 6:00 p.m. in the Community Room. The Regular Meeting will begin at 7:30 p.m. in Council Chambers.

Informative Memoranda

The following are memoranda in response to City Council's requests, as well as other informational items.

1. YourHub article regarding LEGO Maniac workshop in the Public Library, Katey Laurel, folk-pop singer-songwriter performance at Hampden Hall on November 7th, Englewood Forward Kick-Off meeting on November 12th, and Englewood business profile of True Kustom.
2. Letter from Denver Regional Council of Governments summarizing DRCOG benefits – provided by Mayor Penn.
3. Calendar of Events
4. Tentative Study Session Topics
5. Minutes from the Urban Renewal Authority meeting on September 10, 2014
6. Minutes from Transportation Advisory Committee meeting on September 11, 2014
7. Minutes from the Planning and Zoning Commission meeting on October 21, 2014



News from the Parks and Recreation Department

Holiday Bazaar was a Success

The Malley Center was full of holiday music and 1,000 guest shoppers at the Annual Holiday Bazaar on Saturdays, November 1. Volunteers from Malley and a group from Americorps helped vendors bring items in, which is a great service and expedites the set up process. Sales total was close to \$14,000.

Cushing Skate Park Design Meeting Thursday, November 20

The Parks and Recreation Department invites the public to share their input on amenities at Cushing Skatepark.

The poster features a dark background with a pattern of small, light-colored circles. At the top, the title "Cushing Skatepark Design Meeting" is written in a large, bold, yellow-green font. Below the title is a horizontal green bar. The central part of the poster is a photograph of a skatepark with several ramps and rails, set against a clear blue sky. In the top left corner of the photo is the "Play Englewood" logo, which consists of the word "Play" in a large, bold, yellow font with a black outline, and "Englewood" in a smaller, black font below it. At the bottom left of the photo, the text "For more information call 303-762-2680." is written in a white font. To the right of the photo, there are two paragraphs of text in a white font, followed by the meeting details in a bold, black font.

**Cushing Skatepark
Design Meeting**

The City of Englewood, Parks and Recreation Department invites you to share your thoughts on enhanced amenities at Cushing Skatepark.

The City is looking to replace old equipment at the skatepark with safer, concrete features.

**Thursday,
November 20
6:30 p.m.
Bishop Elementary
School, 3100 S. Elati St.**

For more information call 303-762-2680.

Featured Ev

Friday7

Katay Laurel. See Denver-based folk-pop singer-songwriter Katay Laurel perform at Hampden Hall, 1000 Englewood Parkway, Englewood. She'll perform from 7:30-10 p.m. Tickets are \$15 for adults, \$12 for seniors and free for anyone under 18. For more information, go to englewoodarts.org or call 303-806-8196

Saturday8

LEGO Maniac. Anyone in grades K-5 is welcome at the LEGO Maniac workshop, held 2-4 p.m. at Englewood Public Library, 1000 Englewood Parkway. Space is first-come, first-served, and parents are invited to help. Doors open in the Storytime Room at 1:30 p.m. For more information, call 303-762-2560.

Wednesday12

Englewood Forward kick-off meeting. The first meeting to discuss this yearlong project will be 6-8:30 p.m. at Englewood Civic Center, 1000 Englewood Parkway. Topics include a comprehensive plan update, a "next steps" study

for the Englewood light-rail corridor and a bicycle and pedestrian master plan. To learn more, go to englewoodforward.org or call 303-762-2300.

Your Hub 11/6/14

True Kustom, Englewood

A KNACK FOR CUSTOMIZED CYCLES

Profile

Business: True Kustom
Address: 4398 S. Broadway, Englewood
Hours: 10 a.m. - 6 p.m. Tuesday through Saturday
Founded: 2005
Contact: 720-389-9462, truekustom.com
Employees: 4

Interview with Josh Bourassa, owner

Q: How did you get involved in this business?

A: I grew up in the car customization culture and always had a knack for art and design. After high school and some college, I realized an opportunity to do custom paint on Harleys in the mid 1990s. With tons of tenacity and entrepreneurial spirit, I am where I am today, running a well recognized custom motorcycle business in the metro Denver area.

Q: What distinguishes you from other businesses in your category?

A: I have developed my company to handle as many aspects of the customization process as possible ranging from disassembly and assembly, custom paint, airbrush art, fabrication, part sourcing and engine upgrades. We also offer motorcycle pickup and delivery. All of these attributes falling under top quality.

Q: What do you like best about your line of work?

A: The creative opportunities that are involved. Whether it is being creative with a client to come up with a unique design or problem solving a business dilemma. I have found the motorcycle to be a great medium for my artistic juices. First of

all I love motorcycles, but the machine itself can be a rolling sculpture that is a fun canvas to paint on. I get to utilize my engineering ideas as well as visual art.

Q: What is your business' biggest challenge?

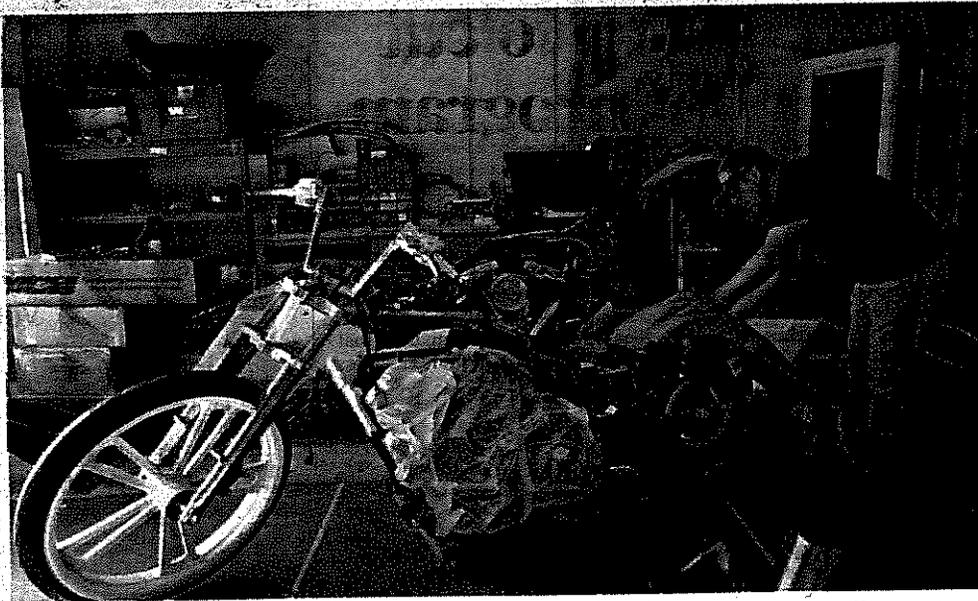
A: Our biggest challenge is keeping up with a rapidly changing,

very demanding industry. Trends can come and go, so keeping a close eye on what is happening and where it is going to make sure our products are going to sell is very challenging. It keeps me on my toes.

Q: Something people might be surprised to learn about you

or your business:

A: I started painting motorcycles in 1995, in a tiny little leaky garage in Bozeman, Mont. I have built this business with my bare hands from the ground up. Currently we offer full customization to motorcycles on a local level but we sell our custom Colorado-built parts all over the world.



Josh Bourassa works on a motorcycle Oct. 31 at True Kustom in Englewood. True Kustom offers premium motorcycle customization services. Photos by Anya Semenov, YourHub



Board Officers

Jackie Millet, Chair
Elise Jones, Vice Chair
Doug Tisdale, Secretary
Bob Roth, Treasurer
Sue Horn, Immediate Past Chair
Jennifer Schaufele, Executive Director

October 22, 2014

The Honorable Randy Penn
Mayor, City of Englewood
1000 Englewood Parkway
Englewood, Colorado 80110-2373

Dear Mayor Penn:

Once a year we take the opportunity to summarize what it means to be a member of the Denver Regional Council of Governments (DRCOG). DRCOG is the third oldest agency of its kind in the nation and continues to be held up as a model throughout the country. For nearly 60 years we've come together to solve the region's problems and to make life better for our residents. The results of these collaborative efforts are in many instances very visible. As examples, DRCOG hosted the organizational meetings for RTD and has strongly supported a growing transit network. DRCOG also led site selection efforts for Denver International Airport, and even further back, as one of its first actions supported the routing of I-70. But what benefits are provided directly to your community or jurisdiction? We appreciate the chance to highlight the value the organization brings to Englewood.

The importance of belonging to DRCOG

DRCOG dues are based on population and assessed value. Member dues comprise less than nine percent of DRCOG's overall budget. However, our member's dues are critical to the organization's effectiveness and are used primarily for two purposes.

First, member dues support the organization's legislative lobbying efforts. DRCOG has been extremely successful in areas other member associations fail to address. Specifically, during the past year DRCOG led a successful coalition at the state legislature to pass a \$4 million increase in state funding for senior services. DRCOG allocates these funds to nonprofit providers in your communities to provide services such as transportation, meals and caregiver support. These services help older adults continue to live in your community – something they tell us they want in overwhelming numbers.

At the federal level, we again organized a coalition of national groups to influence legislation similar to the approach that served us well with the reauthorization of federal surface transportation law. This time we have been spreading the word about the devastating and costly impacts of sequestration on aging services and the importance of reauthorizing the Older Americans Act (OAA). We have produced simple, to the point informational materials that we shared with our congressional delegation and members of the Senate Committee on Health, Education, Labor and Pensions while in Washington, D.C. We have made these materials available to help you explain these issues to your colleagues and residents. We will continue to work with other national organizations and a host of partners to disseminate this information as widely as possible.

Second, member dues cover the federally-required local matching funds for transportation dollars. Without local match, DRCOG – and the Denver metropolitan region – would lose eligibility for its fair share of federal gas tax dollars that are returned to Colorado for investing in transportation infrastructure.

As important as these two investments are, we understand our members expect a good return on their investment (ROI). Our goal is to assure an *excellent* ROI. Members of DRCOG enjoy a number of advantages, from free technical assistance to deeply discounted mapping services to input into several of the metropolitan area's most influential and region-shaping decisions. Moreover, DRCOG is the only regional forum for municipal *and* county governments to address the metropolitan area's issues together.

How your staff [and electeds] use DRCOG services

We have numerous interactions with and provide support to your staff, and deliver a broad variety of benefits to Englewood, several of which are listed below and reflect just the last year's activities.

Travel model: Very important discussions occur as we modify our travel model. We use input from your staff to help discern the timing, location and extent of growth and development. This input informs the distribution of employment and population around the region and is the foundation for making decisions about transportation investments.

Transportation:

The following DRCOG-funded Traffic Signal System Improvement Program (TSSIP) projects serving the City of Englewood were underway or completed in the last year:

- Miscellaneous equipment purchase procurement of an advanced traffic signal control system (\$129,000)
- Station Area Master Plan: Englewood Light Rail Corridor Study

Traffic signal timing and coordination studies were conducted for the City of Englewood by DRCOG on:

- University Boulevard from Alameda Avenue to Hampden Avenue (1 Englewood signal, 1 CDOT signal)
- The labor value of these retiming efforts is estimated to be \$6,000.

Way to Go:

- Promoted Bike to Work Day to employers in Englewood
- Provided carpool matching assistance to eight Englewood residents
- Subsidized six vanpools serving employment locations in Englewood
- Provided schoolpool ridematching services to parents at two schools

Specific data requests:

- Small Forecast and Community Profiles
- Provided complimentary seat to staff member for a grant management workshop valued at \$595.

Benefits of a seat at the DRCOG table

As noted above, there are many direct benefits and a high rate of return for DRCOG's members. *Without membership in DRCOG Englewood would miss out on a chance to influence decisions in key areas:*

State-required regional plan and federal-required regional transportation plan: The State has mandated that the DRCOG Board act as the adopting authority of the policies, goals and objectives for regional growth, development, transportation, and environment for the metro area. Englewood benefits by helping chart the region's course.

Federal transportation funds: By law, only the DRCOG Board may approve the method and projects for investing federal transportation funds in the region. Englewood benefits from projects supported by DRCOG's federal funds.

State-mandated 208 process: Only the DRCOG Board has legal authority to direct RTD on changes to the FasTracks Plan and on RTD's fixed guideway proposals.

Federal and state funds for seniors: The DRCOG Board is region's legal authority for establishing how, to whom and in what amount funds will be distributed for senior services like transportation, meals, in-home care, dentures, and other necessities. Please note that seniors (60+) currently residing in Englewood received in excess of \$279,016 from DRCOG this past year

Direction to the State: The DRCOG Board directs the State in establishing air quality improvements.

In addition, members receive the following benefits:

Deeply discounted aerial photography: Every other year, DRCOG works with our members, other public sector agencies, and our private sector partners to acquire high-quality aerial photography for the entire metro area. Working together, we can procure this imagery for a small fraction of its market price. DRCOG facilitated the acquisition of 7,000 square miles of aerial photography valued at \$835,000 in 2014 for the benefit of member governments. As we have since 2002, DRCOG worked hard to secure regional partners for this project and to find commonalities in our member's business needs so that significant cost savings could be passed onto DRCOG member governments. The imagery provides a basemap for the region that jurisdictions use for planning, assessment and analysis.

Pool of pre-tested candidate firefighters: DRCOG operates a testing service for potential firefighter recruits, open to all member government fire departments or the special districts providing fire protection to our members. Englewood Fire Department is a member of the FIRE program.

Tuition discounts from Regis University, CSU Global Campus, DeVry University, and Kaplan University: Englewood staff has and continue to take advantage of our Educational Alliance with the Universities. These alliances provide your elected officials and your employees a 10 percent or greater tuition discount and other benefits because Englewood is a member of DRCOG.

The Honorable Randy Penn
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Free or deeply discounted access to national experts: DRCOG routinely hosts events for its members to learn about issues of local government interest (climate, energy, best practices in various areas).

Data and information: Only member governments have access to a broad array of data and information including traffic volumes and forecasts, travel survey information; demographic and socio-economic data and maps; access to the region's travel model; technical assistance with transportation project implementation, incident management strategies, reviewing validity of consultant-generated simulation modeling, traffic signal timing and control; access to equipment owned by other members such as trucks, graders, sweepers, forklifts; paid facilitation and mediation services to deal with differences between members; and, in-depth courses on the region's vision plan, transportation, and aging issues. The following data products were made available to all member governments.

- DRCOG purchased business and residential data valued at \$27,000 from InfoGroup in 2014 and made this data available for free to all members.
- DRCOG continued distributing a quarterly newsletter to the Data Consortium to increase knowledge and understanding of geospatial work being done in the region. This year's newsletter averaged a 48 percent read rate ("good" is considered 35 percent).
- DRCOG developed a new website called the Data Portal designed for data exchange with member governments. This site allows the secure transfer and storage of all types of data and is meant to make DRCOG data requests more convenient for member government staff. Local staff will have the opportunity to attend workshops throughout the fall to learn about the Data Portal. The official 2015 DRCOG data request will occur in January and utilize the Data Portal for data collection.
- DRCOG facilitated the purchase of elevation data (LIDAR) on behalf of member governments and contributed \$100,000 to this project. This will help local staff with spatial analysis and urban planning.
- DRCOG added 14 datasets to the Regional Data Catalog for download including data on crashes, environment justice, urban centers, bicycle corridors and open space (<http://gis.drcog.org/datacatalog/>).
- DRCOG launched the Denver Regional Equity Atlas. This web mapping application shows all types of information including employment, housing, health, demographics, and transit. Users can create custom maps and view statistics and graphs for their area of interest. (<http://www.denverregionalequityatlas.org/>).

We understand the current economic climate and we ourselves are implementing cost-saving activities. I trust Englewood will review the benefits of its DRCOG dues and choose to continue to be seated at the table. Please do not hesitate to contact me for additional information or to address any concerns you may have.

Sincerely,

Jennifer Schautele
Executive Director

CITY OF ENGLEWOOD
2014 CALENDAR OF EVENTS



Mon., Nov. 3	6:00 p.m.	Study Session, Hampden Hall
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Nov. 4	7:00 p.m.	Planning & Zoning Commission, Council Chambers
Wed., Nov. 5	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	6:30 p.m.	Englewood Urban Renewal Authority, Community Development Conference Room
	Cancelled	Local Liquor and Medical Marijuana Licensing Authority, Telephone Poll
Mon., Nov. 10	Cancelled	Study Session, Community Room
Tues., Nov. 11		City Hall closed — Veterans' Day
Wed., Nov. 12	4-7 p.m.	South Platte River Run Park Open House, Broken Tee Golf Course
	Cancelled	Water and Sewer Board, Community Development Conference Room
	6 – 8:30 pm	Englewood Forward Kick-off Meeting Community Room & Hampden Hall (Comprehensive Plan/Next Steps Study/Walk & Wheel)
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., Nov. 13	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	Cancelled	Police Officers Pension Board, Public Works Conf. Rm.
	Cancelled	Firefighters Pension Board, Public Works Conf. Rm.
	5:30 p.m.	Parks and Recreation Commission, Broken Tee Englewood Golf Course
	6:30 p.m.	Transportation Advisory Board, City Council Conf. Room
Mon., Nov. 17	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Nov. 18	3:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	4:30 p.m.	Budget Advisory Committee, City Council Conf. Room

	7:00 pm.	Library Board, Library Board Room
	7:00 p.m.	Planning & Zoning Commission, Council Chambers
Wed., Nov. 19	6:30 p.m.	Code Enforcement Advisory Committee, City Council Conf. Room
	Cancelled	Local Liquor and Medical Marijuana Licensing Authority, Telephone Poll
Mon., Nov. 24	6:00 p.m.	Study Session, Community Room
Thurs., Nov. 27		City Hall closed — Thanksgiving Day
Fri., Nov. 28		City Hall closed — Thanksgiving Day Holiday
Mon., Dec. 1	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Dec. 2	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room
Wed., Dec. 3	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Thurs., Dec. 4	6:00 p.m.	6:30 p.m. Englewood Urban Renewal Authority, City Council Conference Room
Mon., Dec. 8	6:00 p.m.	Study Session, Community Room
Tues., Dec. 9	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
	7:00 pm.	Library Board, Library Board Room
Wed., Dec. 10	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	Cancelled	Englewood Urban Renewal Authority – meeting changed to Thursday, December 4 th at 6:00 p.m.
Thurs., Dec. 11	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Broken Tee Englewood Golf Course Maintenance Facility

TENTATIVE
STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL



- November 10 Study Session (Veteran's Day Holiday 11/11/14)
Cancelled due to holiday
- November 17 Study Session & Regular Meeting
MetCom Fire Station Location Analysis Study Results
Financial Report
Proposed MuniRevs Paper Filing Fee
Dartmouth Bridge Grant Application
Civic Center Carpet Replacement
- November 24 Study Session
Tree Lighting
Museum of Outdoor Arts Tour
Humane Society of South Platte Valley Contract Renewal
Board and Commission Reappointment Discussion
Board and Commission Reports
- December 1 Study Session & Regular Meeting
Safety Services Facility Master Plan Discussion
River Run Easements
- December 8 Study Session
- December 15 Regular Meeting Only
No Study Session Scheduled - Holiday Dinner
- December 22 Christmas Holidays - No meeting scheduled
- December 29 New Year's Holidays - No meeting scheduled

2015

- January 5 Study Session & Regular Meeting - Tuesday
Colorado and US Legislators - tentative
- January 12 Study Session
Board and Commission Interviews
- January 20 Study Session & Regular Meeting
Financial Report

January 26	Study Session Board and Commission Appreciation Night/Gift Discussion Citizen of the Year Selection
February 2	Study Session & Regular Meeting Arapahoe County Commissioners RTD Representatives
February 9	Study Session
February 17	Study Session & Regular Meeting Financial Report
February 23	Study Session
March 2	Study Session & Regular Meeting
March 9	Study Session NLC Conference - tentative

FUTURE STUDY SESSION TOPICS

McLellan Reservoir – Executive Session
 Police/Safety Update – Monthly Update (pending date confirmation from PD)
 Citizen Engagement
 Social Media Policy
 NextDoor Update
 Tale of Two Cities presentation: What Can or Should Our City Look Like in the Future?
 Hotel/Motel Regulations
 Fire Department Discussion
 Public Smoking Ban
 Affordable Housing Studies
 Bike Paths
 Construction Defects Ordinance
 Englewood Branding/Image – pending ACE report
 Buy Englewood/Buy Local
 Neighborhood Naming/Branding
 Gateway Improvements
 Targeted Economic Development
 Cultural District – pending URA report

ENGLEWOOD URBAN RENEWAL AUTHORITY

September 10, 2014



I. CALL TO ORDER

The regular meeting of the Englewood Urban Renewal Authority was called to order at 6:30 p.m. in the City Council Conference Room of the Englewood Civic Center, Chair Rogers presiding.

Present: Roth, Burns, Rogers, Buchanan, Townley (arrived 6:34), Costello, Cohn (arrived 6:38)

Absent: Bowman (Excused)

Also Present: None

Staff: Alan White, Community Development Director
Chris Neubecker, Senior Planner

II. PUBLIC FORUM

There was no public present to address the Authority.



III. APPROVAL OF MINUTES

- July 9, 2014

Chair Rogers stated that the Minutes of July 9, 2014 were to be considered.

Roth moved;

Burns seconded: THE MINUTES OF JULY 9, 2014 BE APPROVED

AYES: Roth, Burns, Rogers, Buchanan, Costello

NAYS: None

ABSTAIN: Townley

ABSENT: Cohn

Ms. Rogers requested that the terminology in the minutes of July 9 referring to "creative district" be changed to "creative advancement."

The motion carried.



IV. Stimulating Creative Enterprises

Chair Rogers opened the discussion with regard to the upcoming field trip that Mr. Neubecker has arranged for the Planning and Zoning Commission. The members of the EURA board are invited to participate in the trip to Olde Town Arvada and

Downtown Littleton where the group will meet with planning staff members of each jurisdiction, and the Urban Renewal Authority Director in Arvada. The areas are examples of development that is more "main street" rather than urban in nature. It was also suggested during the discussion that it would be beneficial to the group to have individuals involved in urban redevelopment and creative enterprise advancement attend a future EURA meeting. Having someone come to the board may be more viable in terms of time/money and being able to have the entire group hear the information.

Mr. Costello remarked on the urban development Taxi in the River North area of Denver and the evolution to a working hub as opposed to a live/work environment.

Ms. Rogers commented that the areas surrounding the industrial development in Denver are "rough around the edges" and in her opinion is part of the attraction to the creative businesses and economic development. She observed that the area on East Hampden leading into the downtown area is somewhat underutilized. She suggested that perhaps hiring a consultant to assist with identifying, locating and acquiring a seed project should be an option for the board to consider.

Ms. Cohn asked for clarification of the seed project idea. Ms. Rogers stated that she envisions a shared space for professionals or for creative enterprise advancement. Mr. Costello offered to contact individuals who are currently involved in development of creative hubs to further explore options for development in an industrial area vs. the downtown area.



Mr. Neubecker added that the field trip for the Planning Commission is geared toward the downtown area and is not intended to be in lieu of the trip to RiNo that is focused on urban development in industrial areas.

Director White stated that the Arvada URA has been fairly aggressive in their activities not just in the downtown area but also in the transit areas. Mr. Neubecker encouraged the Board to consider the future and how the EURA wants to proceed. The field trip to Arvada would be enlightening in that information would be shared on how the implementation process and financing were determined.



Mr. Costello commented that the Acoma/Broadway Lofts project currently in progress will be a catalyst for the downtown area. He feels that the Board should be open to where the next project will take place, whether it is in the industrial area or downtown. A project in the downtown area would be more visible and possibly easier to accommodate than a project in an industrial area.

Director White shared maps illustrating the currently designated urban renewal areas in Englewood. There was discussion about the cost of a blight study to designate additional areas.



Ms. Townley asked what other economic incentives are currently offered by the City. Director White explained that the business and industrial areas of Englewood are contained within the Enterprise Zone and businesses are eligible for State tax credits based on the number of jobs created, training provided, equipment purchased and includes costs for building improvements if the structure has been vacant for two years or more. The City also has a Catalyst Program that makes available grant funding for façade and landscaping improvements as well as certain interior improvements.



Mr. Roth asked about the status of the property north of Civic Center (Winslow Crane) and if it is still designated as an urban renewal zone. It is. Mr. Roth asked if tax increment in the original urban renewal area could be re-instated if parcels had not been redeveloped. Director White replied that he would need to check with the City Attorney's office to determine the status. It may be that the ability to collect tax increment financing has expired but the area is still designated as an urban renewal area. A blight study may be needed to reinstate the ability to collect the TIF (tax increment).



Mr. Costello suggested that the Authority should look at the current development that is taking place. Englewood is unique in that it includes a diverse array of suburban, urban, downtown and industrial areas.

Ms. Rogers would like to have a speaker address the group which may involve payment for their time.



Ms. Rogers spoke about the change in the composition of the Board with her expiring term. Mr. Buchanan stated that he will be resigning as he is moving out of Englewood. Mr. Costello stated that he would consider the Chair position.



Mr. Costello motioned to establish a field trip to RiNo and Taxi and any other area that may be applicable as well as to invite individuals with experience in development to speak to the Board; Mr. Burns seconded. Mr. Neubecker added that the individuals he has contacted (Justin Croft at Zeppelin Development and Tracy Weil) are willing to meet with the group at their respective facilities. It was agreed among the members of the board that more information is needed before a decision can be made about the location of the next EURA project.



Ms. Cohn suggested that Jim Woodward may be a resource for researching properties that are available in Englewood. Director White commented that Staff has access to a real estate service, LoopNet that could be used for research as well. Ms. Rogers also suggested a real estate agent, Laura Cowperthwaite, who specializes in buildings that can be converted to habitable space.



It was agreed that the field trip would be scheduled for October 8th in lieu of the regular meeting leaving City Center at 1:30. Alternative dates would be October 17th and October 24th. Ms. Rogers requested that Mr. Woodward be invited as well.



It would also be an option to hold regular meetings at different locations.



VI. DIRECTOR'S CHOICE

Director White stated that the Chamber of Commerce has requested use of the EURA land located at Broadway and Englewood Parkway as a staging area for the Holiday Parade. The property is insured under a policy held by the City of Englewood.

Moved by Buchanan;

Seconded by Townley: To allow the Greater Englewood Chamber of Commerce to use the EURA property at Broadway and Englewood Parkway as a staging area for the Holiday Parade.

Approved by a unanimous vote of the Board.

VII. MEMBER'S CHOICE

There were no further comments by the Board members.

There was no further business to come before the Authority; the meeting was declared adjourned at 8:10 p.m.

/s/ Julie Bailey
Recording Secretary

**ENGLEWOOD TRANSPORTATION ADVISORY COMMITTEE
REGULAR BI-MONTHLY MEETING**

Minutes of September 11, 2014

 The regular bi-monthly meeting of the Englewood Transportation Advisory Committee was called to order by Chair Berger at 6:37pm in the City Council Conference Room, City of Englewood Civic Center.

Members Present: Andy Berger, Chair
Daryl Kinton (arrived at 6:39pm)
Christine McGroarty
Peter Sendroy
Chris Diedrich, Alternate
Steven Yates, Council Liaison
Rick Kahm, Director of Public Works, ex officio

Members Absent: Peter Smith

Also Present: Ladd Vostry, Traffic Engineer
Linda Trujillo, Recording Secretary
Sergeant Christian Contos

It was determined that a quorum was present.

 **Approval of Minutes**

Chair Berger acknowledged the June 3, 2014 email poll for approval of minutes for the meeting of May 8, 2014. The minutes were approved as presented by members Berger, McGroarty, Sendroy, and Smith.

Public Comment

There were no visitors present.

 **Old Business**

Flood Middle School Redevelopment

Director Kahm stated that the project was progressing, with the parking structure being near completion. Kahm said that space for the work area was tight, with the housing units being close to the right-of-way. Traffic Engineer Ladd Vostry had worked through issues regarding loading and unloading in the streets with the contractors. Mr. Vostry added that sidewalk and parking lane closures would be implemented as needed for safety. Council Person Yates expressed concerns about the units being so close to Broadway. Kahm replied that the style was becoming more commonplace. Kahm added that the sidewalk along Broadway would have to be closed to accommodate work on siding and windows, etc. Vostry said that staff had received nothing but positive comments since the operation of the traffic signal at Kenyon and Broadway had been changed.

Sgt. Contos remarked that he had heard that a large crane would be erected at the site. Vostry replied that it was possible. Christine McGroarty asked about the bus stop that had been moved. Mr. Vostry said

that the bus stop had been moved south of Kenyon during the construction, but that it would be moved back when the work was complete.

 **New Business**

Abandoned Vehicles – Sgt. Christian Contos

Sgt. Contos informed the Committee that, possibly due to the passing of Initiative 2D related to parking of recreational vehicles, there is no longer a reference to 72 hours in the Municipal Code for abandoned vehicles on the street. Contos said that in theory, if it the vehicle is legally parked, the license plates are current and are registered to that vehicle, and the vehicle appears operable; the vehicle could remain parked there indefinitely. Contos said that it appeared that the 72 hour rule had been removed from the Municipal Code. Contos added that the Police did not necessarily have an opinion on the matter, but that he was bringing it to the Committee’s attention since Police do get calls from citizens regarding abandoned vehicles but were not able to act on those reports since the City effectively no longer has an abandoned vehicle law. Contos added that the issue had been brought to the City Attorney’s attention.

Sgt. Contos said that the City had adopted the Model Traffic Code and generally follows the same rules as the state. Mr. Yates commented that if the change inadvertently had been made with Initiative 2D, it might be reasonable to put the stipulation back in. Contos said that when the 72 hour rule had been enforced in the past, the case would not be prosecuted if the vehicle was registered to someone living in that block.

Director Kahm suggested that staff investigate the issue and bring information back to the Committee. Chair Berger confirmed that the issue would be discussed again at the next meeting.

 **Director’s Choice**

Belleview/Logan Traffic Signal Work

Traffic Engineer Ladd Vostry informed the Committee that CDOT is rebuilding the traffic signal at Belleview and Logan, as it is old and not up to standards. There will be lane closures at times, and the project should be complete early next year.

Mr. Kahm reported that there had been a lot of work at Belleview and Clarkson related to three different breaks in a major water main there, and that that more work may be necessary. Public Works crews assist with street repairs after Utilities makes the repairs to the water lines. Sgt. Contos asked about the signal at the intersection not functioning properly. Mr. Vostry said that it had recently been repaired.

Regarding other State signals, Kahm said that Mr. Vostry worked to coordinate the City’s signals at Dartmouth and Inca as well as Windermere and Oxford with nearby CDOT signals, which can be difficult because CDOT changes signal timings.

Sgt. Contos said he had heard that CDOT was planning on eliminating the HOV lane on Santa Fe. Mr. Vostry said that he knew that a study was underway, and that he would try to find out. Kahm added that long-term, CDOT may be looking at adding lanes. Kahm stated that CDOT was currently looking at adding

lanes to Highway C-470, and that he believed they were also looking at Santa Fe, including the possibility of building fly-overs at Dartmouth and at Oxford.

 **Chairperson's Choice – Andy Berger**

Andy Berger updated the Committee on the Topsy Taxi program, saying that it had gotten bogged down with legal issues, etc., and was not moving forward for the time being.

 **Committee Members' Choice**

Chris Diedrich commented on the sidewalk repairs recently done by the City's Concrete Utility Program in his neighborhood, saying that crews had done a good job.

Mr. Diedrich then noted that while attending community meetings hosted by his Council Person, he had heard from several people about the intersection at Acoma and Cornell. Diedrich said that the intersection was a two-way stop, and several people had talked about cars speeding on Acoma trying to avoid the Dartmouth traffic light by going through the neighborhood. Making the intersection a four-way stop had been brought up.

Ladd Vostry said that the issue was the same both north and south on Dartmouth, and that typically, four-way stops were not the best control for speeding. Vostry said that staff was currently doing a speed and volume study, hoping to catch some of the speeders. He added that a possible remedy would be to switch the stop signs; however there would be an issue for people living on Cornell losing parking on the north and south sides of Acoma 30 feet from the stop sign. Vostry added that if residents living in that area expressed the desire to change the stop signs, there was a process that could be followed. Kahm added that Council adopts the Model Traffic Code, which is the guideline followed by the Traffic Division. However, if requirements of the Code are not being met to do the specific control measure, Council can overrule the Code. Vostry added that he was aware of the concerns, but that he was not convinced that a four-way stop was the best solution. Vostry said that he would continue to look for ways to improve the intersection.

Kahm said that Council had had to approve signal lights going on flash mode at night because it is not part of the Model Traffic Code. Vostry added that the issue with the flashing lights is that the pedestrian indications don't work once they go into flash mode. As a result, some cities are no longer using the flashing mode at night.

Mr. Diedrich then asked why there were not pedestrian crossings on all four sides at Floyd at Broadway. Mr. Vostry said there was a crossing on the south side, since there is no left turn for westbound traffic, there was not a conflict. Vostry said that Council approved the no left turn at that intersection to increase pedestrian safety. Mr. Diedrich said he had heard from others that people run across the street in front of the Gothic because that side of the street does not have a pedestrian walk. Discussion ensued. Rick Kahm said that a study had been done years ago which had justified a mid-block crossing at that area. Unfortunately, federal funds were not available for the project. Mr. Vostry stated that generally, pedestrians will cross where they want, and not always at crosswalks. Rick Kahm said that with development increasing

in the area, the increase in pedestrian traffic will help to bring those pedestrian crossings to fruition. Sgt. Contos added that pedestrian violations (crossing midblock) are a big problem in that area.

Referring back to his question regarding Floyd Avenue, Mr. Diedrich mentioned the improvements to Floyd Avenue identified in the Light Rail Master Plan, saying that were not a lot of crosswalks in that area, especially with it being a transitional area between residential and commercial neighborhoods. Ladd Vostry said that the signal at Cherokee and Floyd is very old, and will need to be rebuilt at a cost of approximately \$160,000; plans are to replace the signal in the next two or three years. Rick Kahm added that signals were being replaced at the rate of about one per year. Vostry said that pedestrian crossings would be added at the same time. The light at Mansfield is scheduled to be replaced next. Daryl Kinton said that he believed the area was a priority due to the schools as well as new development there.

Mr. Diedrich asked if there was any news on the proposed Rail Trail. Kahm said Community Development had hired a consultant to do a "Next Step" study to pursue a trail from Oxford north. Community Development has another grant to study bicycle lanes.

 Christine McGroarty asked about the issue regarding slowing down traffic on Oxford. Sgt. Contos stated that most of the problems were westbound as it goes downhill, but that he did not think there was a big problem there. Mr. Vostry confirmed that the school zone had been removed at the request of the school district. There is a mid-block crossing signal between Jason and Inca. Mr. Yates said he had heard comments regarding people driving in the bike lanes. Mr. Kahm recalled the discussion at the previous meeting regarding there being no signal at the east end of Oxford, making it difficult to cross. Vostry added that the speed indicators at Oxford and Galapago do not show a lot of excess speeds, but that the street being so wide adds to difficulties crossing the street.

Steven Yates commented on the congestion near Windermere and Oxford. Kahm stated that changes there were very limited due to the minimal right-of-way. Vostry added that the CDOT light at Santa Fe and Oxford is using a 150-second cycle, so westbound traffic crossing Santa Fe must wait longer. Also contributing to the congestion is the fact that when the State was working on Hampden, drivers found Oxford to be a good alternate route, so it has become more travelled. Kahm asked Ms. McGroarty where she felt a good crossing on the east end of Oxford might be. McGroarty said that Elati might be a good location. Kahm said that as studies for bike plans go forth, and with Oxford being a good street for bicycles, implementing another crossing on Oxford could be explored.

Discussion ensued, regarding possible locations for another traffic signal on Oxford to help control congestion.

Steven Yates mentioned the underpass at Dartmouth and Santa Fe and whether a lot of people know that it is there. Kahm and Vostry replied that it is used, but some may not be aware of it. Yates asked if signage might help increase awareness. Kahm replied that it might, but that some people may not be comfortable using the tunnel. Andy Berger said that the tunnel between Belleview and Progress Parks could

be very dark. Chris Diedrich said that the underpass at Dartmouth is not easily visible. Discussion ensued regarding making the tunnels safer. Sgt. Contos remarked that the physical location of the Dartmouth location, grade, etc. made it difficult to make changes.

Daryl Kinton noted the studies being undertaken by Community Development, and that once Council approves, they will commence in the fall.

Mr. Kinton mentioned a problem he has noticed with residents not trimming back vegetation, making sidewalks difficult to pass. Sgt. Contos said that it was a code violation, and that homeowners should keep vegetation trimmed back to the edge of the sidewalks. Contos suggested Kinton call Code Enforcement, who would come inspect the address.

Mr. Kinton noted challenges school kids will encounter with the new Englewood Campus and traffic, etc. with a lot of new students walking and biking to the area, and that it is something that needs to be watched.

 **Adjournment**

There being no further business, the meeting was adjourned at 7:54p.m.

/s/
Linda Trujillo, Recording Secretary

**CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
OCTOBER 21, 2014**



I. CALL TO ORDER

The regular meeting of the City Planning and Zoning Commission was called to order at 7:00 p.m. in the City Council Chambers of the Englewood Civic Center, Vice Chair King presiding.

Present: Brick, Freemire, King, Kinton, Knoth (arrived 7:03), Roth, Townley, Madrid (arrived 7:06)

Absent: Fish (Excused), Bleile (Excused)

Staff: Alan White, Director, Community Development
Chris Neubecker, Senior Planner
Brook Bell, Planner II
Dugan Comer, City Attorney's Office



II. APPROVAL OF MINUTES

- October 7, 2014

Brick moved;

Roth seconded: TO APPROVE THE OCTOBER 7, 2014, MINUTES

Vice Chair King asked if there were any modifications or corrections. There were none.

AYES: Brick, King, Kinton, Roth, Townley

NAYS: None

ABSTAIN: Freemire

ABSENT: Fish, Bleile, Knoth (arrived 7:03)

Motion carried.



III. FINDINGS OF FACT CASE #2012-07 PUD PROCESS AMENDMENTS

Roth moved;

Freemire seconded: TO APPROVE FINDINGS OF FACT FOR CASE #2012-07 PUD PROCESS AMENDMENTS

AYES: Brick, Freemire, King, Kinton, Roth, Townley

NAYS: None

ABSTAIN: None

ABSENT: Fish, Bleile, Knoth (arrived 7:03)



III. PUBLIC HEARING CASE #2014-05 BULK PLANE REGULATION AMENDMENTS

Townley moved;

Freemire seconded: To open the Public Hearing for Case #2014-05 Bulk Plane Regulation Amendments

AYES: Brick, Freemire, King, Kinton, Knoth, Roth, Townley
NAYS: None
ABSTAIN: None
ABSENT: Fish, Bleile

Motion passes.



Staff Presentation

Brook Bell, Planner II with the Community Development Department, was sworn in. Mr. Bell reviewed the proposed amendments that were previously discussed in the study session September 16, 2014. Prior to the adoption of the Unified Development Code in 2004, building mass was constrained by setbacks, height and lot coverage. With the adoption of the UDC, bulk plane requirements were added at that time. The bulk plane is a three dimensional "tent" that contains a structure. The current regulations apply to residential structures with four (4) or fewer units in the R-1-A, R-1-B, R-1-C, R-2-A, R-2-B, MU-R-3-A, and MU-R-3-B zone districts.



Over the last few years, feedback from architects, builders and developers has been that the bulk plane is too restrictive to permit reasonable redevelopment with standard construction techniques. The proposed amendments seek to resolve issues related to the bulk plane:



- 1) Beginning point of Bulk Plane 12 Feet Above Midpoint of Side Property Line
 - a. Staff proposes that the bulk plane begin at a point 17 feet above the midpoint of the side property line and continue at a 45 degree angle toward the center of the property.
- 2) Applicability of Bulk Plane in Different Zone Districts
 - a. The character of the City of Englewood's R-1-A and R-1-B is more suburban and as such, staff recommends maintaining the current UDC bulk plane that begins at a point 12 feet above the midpoint of the side property line for these zone districts. The increased height of the bulk plane would apply to zones R-1-C, R-2-A, R-2-B, MU-R-3-A, and MU-R-3-B.
- 3) Method of Measuring the Grade
 - a. The average height of the existing grade measured at the mid-point of the side lot lines would be used to establish the base plane from which the side wall height would be measured.
- 4) Method of Measuring Maximum Side Wall Height
 - a. Staff proposes to measure the side wall height at the point where the side wall of the house intersects the roof framing member (roof sheathing).

Staff recommends that the Commission forward the proposed amendments to City Council for approval.



Mr. Brick asked if the citizens of Englewood received enough notice to be aware of the proposed UDC amendment. Mr. Bell responded that the appropriate postings were made and to his knowledge there were no additional press releases or other notifications of the hearing.



Mr. Knoth inquired about odd size lots in R-1-A and R-1-B, specifically narrow lots and whether or not there would be accommodation for those lots since the amendment would not affect those zone districts. Mr. Bell replied that the option of pursuing a variance remains for lots with unusual dimensions. Mr. Knoth asked if that variance would be administrative and Mr. Bell responded that the matter of a variance would go before the Board of Adjustments and Appeals.



Mr. Freemire asked what the difference in home values would be for a single family home in Englewood should a house be removed and replaced with a new home. Mr. Bell responded that his sense is that the new homes are much larger than the existing homes and would be considerably more expensive. The market for duplexes and triplexes is very strong.



Mr. Bell pointed out that there is not a blackline version of the code provided but that per the Commission's request, the proposed changes are outlined in the staff memo with details of staff's recommendations of how to address each item.



Public Comment

Eric Bennett, 2740 South Delaware Street, was sworn in. Mr. Bennett currently owns a property with an 800 square foot home adjacent to a tri-plex that was built prior to the adoption of the UDC. He would like to redevelop his property with a duplex unit that would sell for approximately \$450,000-475,000 per unit. This redevelopment would represent an increase in taxes to the City of Englewood as well as increased property value for the community.



Bill McVey, 2059 Eudora Street, Denver, was sworn in. Mr. McVey is a real estate developer. He recently purchased a home at 2835 South Sherman with the intention of scraping the house and building a duplex. He believes the units will sell for \$550,000-575,000 each. The bulk plane affected his development because of the sloping nature of the lot and hampered his ability to build the duplex as it was designed. He supports the proposed code amendment and feels that he will continue to redevelop properties in Englewood if the less restrictive bulk plane regulations are adopted.



Freemire moved;

Knoth seconded: TO CLOSE THE PUBLIC HEARING FOR CASE #2014-05 BULK PLANE REGULATION AMENDMENTS

AYES: Brick, Freemire, King, Kinton, Knoth, Roth, Townley

NAYS: None

ABSTAIN: None

ABSENT: Fish, Bleile

Motion passes.



Brick moved;

Freemire seconded: TO APPROVE CASE #2014-05 BULK PLANE REGULATION AMENDMENTS AS WRITTEN AND FORWARD TO CITY COUNCIL WITH A FAVORABLE RECOMMENDATION



Discussion

Mr. Roth explained that the purpose of the bulk plane regulation in the UDC is to control the scale of new development and reduce the effects of shading on the neighboring properties. Englewood was originally developed as a suburban community. Areas of Englewood are evolving into neighborhoods with more urban character. He supports the idea but has reservations about including R-1-C. He feels that by adopting liberal development standards there will be an issue when residents become aware of the change in building sizes. His desire is to see the amended regulation applied to R-2 and the more dense areas and not reach so deeply into the neighborhoods.



Mr. Brick asked where the majority of R-1-C properties are in the City and how many homes fall under the R-1-C designation. Mr. Roth responded that the majority of the homes in the City are in R-1-C and described the boundaries.



Discussion about when the Comprehensive Plan will be enacted. [Secretary's Note: The Comprehensive Plan is scheduled to be completed in August/September 2015, with adoption following. Adoption of other plans and code changes to implement the recommendations of the Comprehensive Plan may take longer.]



Mr. Freemire estimated that the R-1-C is 60% of the City. He has personally seen property values increase in his neighborhood. His home is larger than those in the surrounding area and has not had an adverse effect on adjacent homes. Mr. Freemire expressed that he feels the current code amendment proposal is prudent based on market conditions.

Mr. Roth expressed concern that the proposed code amendment will create additional non-conforming structures in the City.



Roth moved;

Brick seconded: TO APPROVE CASE #2014-05 BULK PLANE REGULATION AMENDMENTS WITH THE EXCLUSION OF THE R-1-C ZONE DISTRICT.

Discussion



Mr. Freemire commented that in his past experience where the decision was made to be market-based by creating an environment that was friendly to business and development, tax revenues increased incrementally and improvements were made to existing neighborhoods while fixed costs of providing services remained relatively stable.



Mr. Brick commented that with the process of developing the revised Comprehensive Plan, the City will have an opportunity to hear from a larger segment of the population. If the revision is not made now, it will take longer to address R-1-C. He feels that if the case is presented before the citizens there will be understanding of the benefits to R-1-C and to the City.



Mr. King discussed the difference in redevelopment activity in Denver north of Yale and the amount of redevelopment that is taking place across Englewood's border. Denver revised their regulations and development activity increased. Building cycles are relatively short-lived and this is an opportunity to take advantage of the market.



VOTE ON AMENDMENT TO THE ORIGINAL MOTION TO EXCLUDE R-1-C FROM THE PROPOSED AMENDMENT TO THE UDC:

AYES: Brick, Roth
NAYS: Freemire, King, Kinton, Knoth, Townley
ABSTAIN: None
ABSENT: Fish, Bleile



Brick – Yes, he agrees with the proposed amendment to the bulk plane but also believes that three years isn't too long to wait to make changes. He would like to see more of the community involved in the decision, specifically in the R-1-C. With the (coincidental) public engagement activities related to the Comprehensive Plan, there will be opportunity for the public to learn about the change.



Freemire – No, the issue of the bulk plane will not necessarily be on the agenda for the Comprehensive Plan.

King – No

Kinton – No, although more public participation would be ideal, it will most likely not happen.

Knoth – No

Roth – Yes

Townley – No

Motion failed.



Vote on original motion:

TO APPROVE CASE #2014-05 BULK PLANE REGULATION
AMENDMENTS AS WRITTEN AND FORWARD TO CITY COUNCIL
WITH A FAVORABLE RECOMMENDATION

AYES: Brick, Freemire, King, Kinton, Knoth, Roth, Townley
NAYS: None
ABSTAIN: None
ABSENT: Fish, Bleile



Mr. Brick – Yes, cited Section 5 and Objective 2.1 under housing in Section 5 of the Comprehensive Plan regarding housing. This amendment is in alignment with the Comprehensive Plan.

Freemire – Yes, this is a way to improve the tax base and the future appearance of Englewood, to allow the market to prevail and not have a government that stands in the way thereof.



King – Yes, it is consistent with the Comprehensive Plan and will bring in a mix of different kinds of housing with appropriate amenities for families.



Kinton – Yes, for the reasons previously stated and this change will promote and spur development.



Knoth – Yes, market forces should drive these decisions and right now the market has stopped at Yale and he would like to see it cross over into Englewood.



Roth – Yes, it is something that is needed in the higher density areas although there are still concerns about R-1-C but all in all it is a positive change.



Townley – Yes, this amendment supports all three R's of the 2003 Comprehensive Plan Redevelopment, Revitalization and Reinvention.

Motion passes.



IV. PUBLIC FORUM

There were no comments by the public.

V. ATTORNEY'S CHOICE

City Attorney did not have any comments.



VI. STAFF'S CHOICE

Director White – The Commissioners are scheduled for an informal meeting with the consultants for the Comprehensive Plan next Monday night, October 27th at 7:30 p.m. at Englewood Civic Center in a conference room on the 3rd floor. There will be several more opportunities to participate in the future, such as the public meeting to be held November 12th. Mr. Brick asked if it would be possible to come early to listen to other sessions; Director White stated that because 3 or more members from a board or commission will be present, the meetings are considered public.



Ms. Townley asked what kind of information the consultants are hoping to obtain from the Commissioners. Director White responded that the sessions are fairly informal and there is no preparation necessary on the part of the Commissioners. Mr. Kinton asked if the three plans are separate or will they be conducted concurrently. Director White explained that staff and Consultants are attempting to combine the three into one via the website EnglewoodForward.org since the plans are interrelated. The website will provide an opportunity for the public to express their thoughts and opinions on a variety of topics related to each project. The three projects are the Comprehensive Plan, Light Rail Next Steps Study and the Kaiser Walk and Wheel study. The questions from the consultants will cover all three topics.



Mr. Bell supplied a handout with the UDC chart of uses for MU-R-3-C. He explained that in 2012, staff was considering a "phase 2" rezoning in the Medical District area encompassing an area between Girard Avenue and Floyd Avenue. Staff has discovered a conflict in the code regarding minimum lot width in the hospital district zoning and the MU-R-3-C zoning code. When the code was adopted by City Council, the text was changed slightly and was codified. A public hearing has been scheduled for November 4th to address the issue.



Mr. Knoth asked if the same amendment should be made for the MU-R-3-B zone district because the same apparent conflict exists in the Code. Staff will research the subject further and present information to the Commission either at the Public Hearing November 4th or in a study session if necessary.

VII. COMMISSIONER'S CHOICE



Freemire – Appreciates opposing viewpoints and that the end result is agreement among the Commissioners.



Townley – Thanked the Commissioners for their input for her Leadership Practices Inventory; she has received a report with information on what she is doing correctly and areas she needs to improve.



Brick – The RiNo (River North Arts District) field trip was inspiring and the Comprehensive Plan will provide opportunity to build something similar in Englewood. He thanked Staff for arranging the trip.



King – Thanked the Commissioners for their cooperation even when there are differing opinions.

The meeting adjourned at 8:18 p.m.

/s/ Julie Bailey, Recording Secretary