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# ***Council Newsletter***

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## **CITY MANAGER'S NOTES**

**January 22, 2015**

### **Upcoming Council Meetings**

City Council will meet **Monday, January 26, 2015**. The Study Session will begin at 6:00 p.m. in the Community Room. Sandwiches will be available at 5:30 p.m.

The next meeting will be **Monday, February 2, 2015**. 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. The Villager articles regarding Englewood Police Department roll out of online police reporting system and Fire Department options presentation.
2. YourHub article regarding public comment opportunities for Fire Department direction.
3. Email from Sock It To 'Em Sock Campaign
4. Calendar of Events
5. Tentative Study Session Topics
6. Minutes from the July 15, 2014 Code Enforcement Advisory Committee meeting
7. Minutes from the December 2, 2014 Planning and Zoning Commission meeting
8. Minutes from the December 9, 2014 Public Library Board meeting



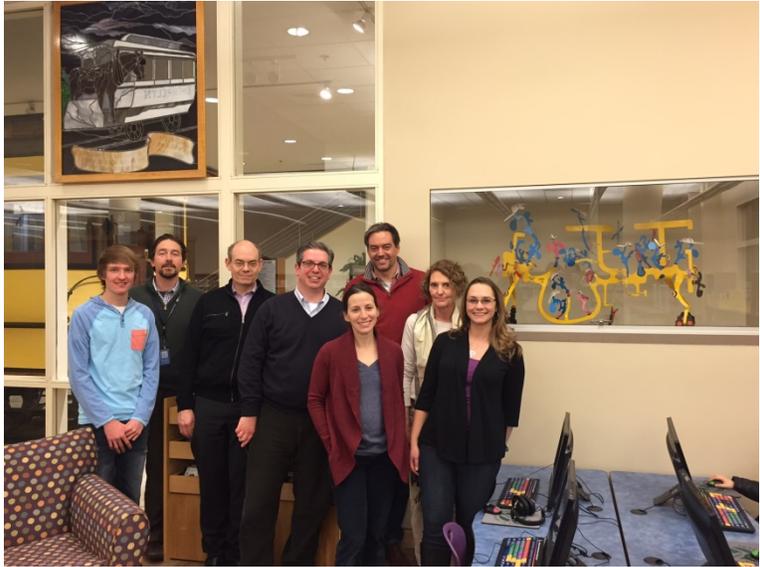
### **News from the Parks and Recreation Department**

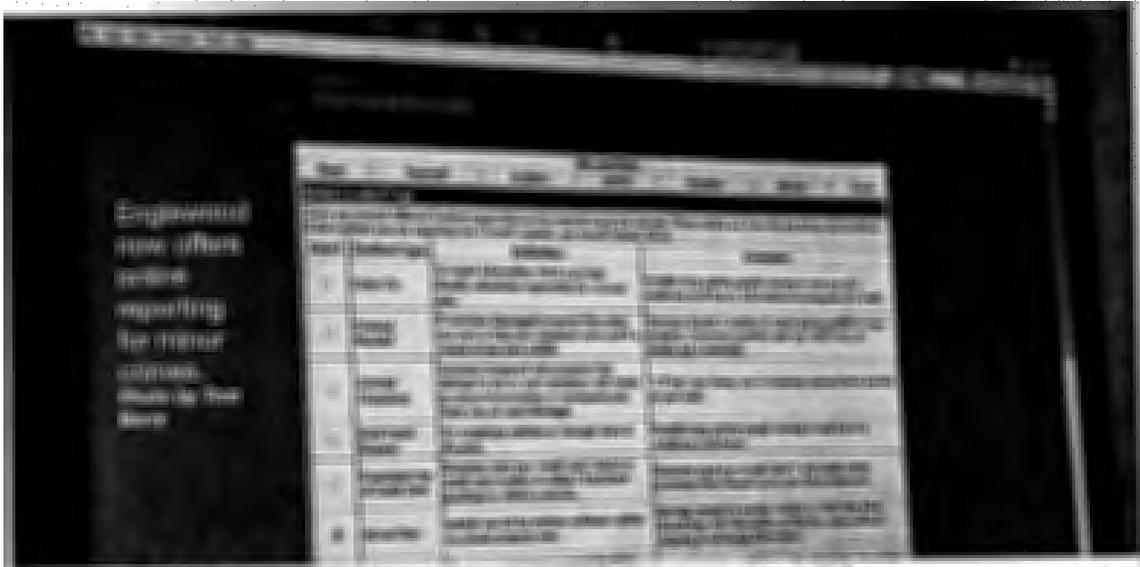
#### **Broken Tee Golf Course Receives 2015 Player Development Award**

This prestigious award recognizes a National Golf Course Owners Association (NCGOA) member who has implemented the most successful player development program, providing effective return-on-investment and an overall welcoming atmosphere for new and returning golfers of all ages. Broken Tee Golf Course offers programs that encourage non-golfers to come to the course, new golfers to come back to the course and beginning golfers to raise their level of play to core golfer.

#### **New Art Piece Comes to the Englewood Library**

The City of Englewood Cultural Arts Commission recently installed a colorful sculpture in the Englewood Public Library Children's Area. Created by Colorado artist Donald C. Mitchell, the piece is entitled "The Team" and was chosen by the Cultural Arts Commission to add the finishing touch to the recently renovated children's area. The Library Board gratefully accepted the donation at their January 13, 2015 meeting. Everyone in the Englewood community is invited to visit the Library and enjoy the new art piece.





## Englewood goes to online police reports

*Time and cost savings could be considerable*

**By Tom Barry**

The Englewood Police Department has expanded its crime-reporting capabilities this month with a new online service for the public. The option allows citizens and businesses the ability to report specific crimes online without having to come into the police department or file a phone report.

The goal is efficiency.

"A rough sampling of various calls in which a report was taken indicates that it takes an officer somewhere between 45 minutes to one hour to complete a report," Deputy Chief Jeff Sanchez said. "[With the new system,] we can keep the cops on the street and give people another avenue for filing reports. ... It's just another way to be more convenient and be more responsive and allow the cops to be out there where they

need to be."

Police Chief John Collins said officers would previously hear comments like, "Oh, I didn't want to take up your time, or I didn't think it was that important to bother you."

A press release from the Coplogic software company assures that the filing system is safe and efficient. The new online reports are reviewed by police personnel and the person who filed soon receives an email with a copy of the report attached. The report then transfers into the records-management system, which receives the same investigation and statistical analysis it would have if the report had been filed by an officer, the release says.

Englewood sees the change as an opportunity to do more with less in leaner times. The \$21,000 software, the set-up costs and maintenance package were purchased entirely with forfeiture funds from drug arrests and other cases. By law, such money must be spent directly for

law enforcement purposes. A forfeiture board comprised of city administrators and an assistant district attorney approved the purchase.

"The yearly expense will be roughly about \$5,000. It's an investment in the community," Sanchez said. "To me, it's money well spent."

Sanchez points to Parker as an example. In 2013, that city of comparable in size took 291 police reports online. If an officer had taken the same reports, they would have averaged 1.5 hours of staff time at an estimated cost of \$40. Online reporting saved 436.5 hours with a savings of \$11,640, according to a report provided by Sanchez.

Englewood has 72 sworn officers, though the City Council has recently authorized three additional officers. Most crimes in the city occur between 3:30 p.m. to 1:30 a.m.

The new reporting system can be accessed 24 hours a day at [www.englewoodgov.org/online-police-reports](http://www.englewoodgov.org/online-police-reports).

# Englewood manager proposes fire department contract

City would contract with Denver or South Metro

By Tom Barry

Eric Keck, Englewood's new city manager, has strongly recommended that Englewood begin contracting for fire-protection services with an outside agency. Keck recently delivered an informative PowerPoint presentation for City Council and about 150 people who attended the public meeting, including about two-thirds of Englewood's firefighters.

The city's 106-year-old in-house fire department that serves its seven-square-mile boundaries has seen better days. Keck said the facilities are inadequate and outdated and some veteran firefighters had complained privately that Gary Sears, the recently retired city manager, never adequately addressed festering public-safety issues.

"Morale is poor. ... We've fumbled around with the decision as to what to do with the department," said Keck, saying he was not demeaning the council or previous administrators. "This is a day for you as elected leaders to grab the bull by the horns and help to understand and lay out the future. ... We're talking about people's lives here. We're talking about city employees. We're talking about the safety of a community."

Keck said he believes a contract with Denver Fire and Den-

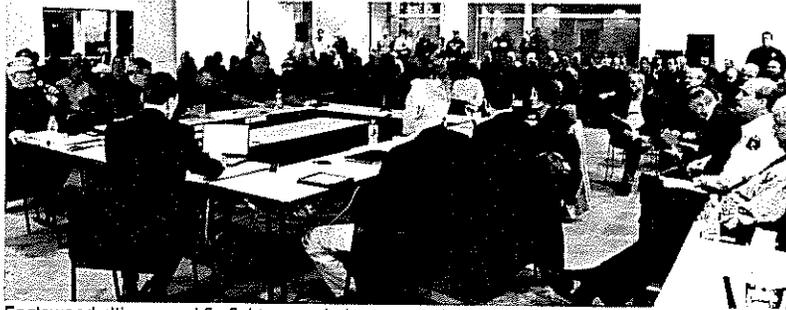


Englewood's new City Manager Eric Keck discusses his proposal to contract the city's fire services.

ver Health would realistically be the best value to increase efficiencies while addressing long-term solutions. Patients would still be transported to Swedish and Porter Hospitals, not Denver Health.

"Status quo is not sustainable. We cannot as a community say everything is good, let's stick our head in the sand and dial 911," Keck said. "We can't continue like this."

Keck said firefighters and paramedics are not receiving adequate training and that Englewood's HazMat vehicle is not equipped to handle an incident without assistance from another department. He said the city's three fire stations are obsolete by industry standards, noting the department needs a ladder truck for mid-rise buildings and that two existing



Englewood citizens and firefighters pack the community room to hear City Manager Eric Keck's proposal to contract fire department services.

Photos by Tom Barry

pumper/engines will need to be replaced within three years.

If Englewood were to retain its existing fire department and medical units, the total cost would be close to \$30 million and require a tax increase, according to a compilation of data from Keck.

Denver's contract proposal would cost nearly \$6 million for both fire and EMS services and not require a tax increase. Denver Health would provide one full-time ambulance and another at three-quarters time.

Keck said Denver has the capability to extend the city's current capability with four nearby fire stations, its extensive manpower and resources, along with an array of additional services.

South Metro Fire Rescue's total cost would be little more than \$20 million and require a tax increase, Keck said. South Metro would provide two fire inspectors and an educator and handle dis-



Englewood's Fire Chief Andrew Marsh and Police Chief John Collins listen intently during a public meeting.

patch services.

Englewood would retain ownership of its existing facilities under both departments' proposals.

If the council were to approve an intergovernmental agreement, Keck insists Englewood would maintain its fire marshal and two fire inspectors to assure continuity and control.

In any case, Keck warned the council that Englewood would need to replace existing fire stations and the administrative structure, as these expenditures would require a voter-approved tax increase.

Keck also noted that all public-safety issues needed to be addressed, including building of a new police administration

building, obtaining a new evidence filing system, constructing a new crime lab evidence unit, purchasing three additional police vehicles and hiring a crime analyst.

The council is expected to make the final decision in the next month. If the city retains its fire department operations and a tax increase becomes imminent, the deadline for submitting ballot initiatives for the upcoming fall election would be July.

The public can address the council on Monday, Feb. 2. Mayor Randy Penn also encouraged residents and commercial business owners to provide comments on the city's website at [www.englewoodgov.org](http://www.englewoodgov.org).



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*The Villager*  
1.22.2015



A majority of Englewood's on- and off-duty firefighters came to hear the city manager's recommendation for contracting the department's services.

Photo by Tom Barry

## Englewood firefighters and residents listen to contracting proposals

By TOM BARRY

Controversial issues typically attract more citizens to public meetings, especially when it comes down to the almighty dollar and potential tax increases. The Jan. 14 meeting of the Englewood's City Council met expectations.

Englewood City Manager Eric Keck and his staff had prepared for a potentially large number of citizens, which proved beneficial. The main community room filled up early for the 6:30 p.m. session.

The most notable audience members at the session were two-thirds of the city's 66 firefighters, as chatter from two

emergency radios could be heard. Just prior to 8 p.m., a call came in and a handful of firefighters ran out the door, but returned shortly thereafter.

There was a roped off area for the speakers and for the fire chiefs from Denver and South Metro Fire Rescue. Englewood's Chief Andrew Marsh sat adjacent to John Collins, the city's police chief, as they intently listened to the presentation that could affect the future of the 106-year-old fire department.

Councilmember Rick Gilit expressed serious concerns about response times for medical services, but said he may

consider supporting a contract, despite his previous hardline approach to retaining the city's independent operation.

City residents expressed different views during public comment.

"I've been concerned about this decision. I would really like to keep the fire department in Englewood and would love to maintain that," said Amy Martinez, 36, an Englewood native. "I'm still trying to digest it."

"The facts are the facts. I think we should go with Denver," said Beverly Cummins, 80, who previously owned the Mini Flea Mart on South Broadway.

*The Villager*  
1.22.2015

# Briefing

## ARAPAHOE COUNTY AUDITION FOR THE AMAZING RACE

Grab a partner and head to the Rocky Mountain Honda Dealers "Amazing Race" casting call Jan. 22 at Sports Authority at Southlands, 16305 S. Main St., Aurora.

Auditions begin 10 a.m. Teams may begin to line up at 8 a.m. The first 200 teams will have the opportunity to try out on camera.

No application forms are necessary. People interested in auditioning just need to bring a teammate and any props that help the team express why they are a good fit for the show. Each team will have one minute. A video release and waiver form will need to be signed upon registration at the event.

For more information, e-mail [mbsenzer@cbs.com](mailto:mbsenzer@cbs.com).

*Danielle Dascalos, Danielle Dascalos  
Public Relations*

## ENGLEWOOD

### Public comment sought on fire department recommendation.

During the City Council study session on Jan. 14, Englewood City Manager Eric Keck presented alternatives for the future of the Englewood Fire Department and recommended entering into an agreement with the city of Denver for fire and emergency medical services as the most efficient and economically viable alternative.

Keck noted the city is facing a very serious issue regarding the capital and personnel needs of the fire department. Over the last 18 months, Englewood City Council has been in discussions regarding the future of the fire department. Proposals are on the table from the city of Denver and South Metro Fire Rescue Authority to provide fire and emergency medical services in Englewood. A contract with the city of Denver would not require a tax increase. A contract with South Metro Fire Rescue Authority would require a tax increase, as would keeping the Englewood Fire Department as a stand-alone department.

Community members interested

in sharing comments can submit a comment form at [bit.ly/1yhUI6Z](http://bit.ly/1yhUI6Z), contact their City Council representative or e-mail City Council at [council@englewoodgov.org](mailto:council@englewoodgov.org).

City Council plans to discuss the matter again at its Feb. 9, study session. To learn more, go to [bit.ly/1u7yOSk](http://bit.ly/1u7yOSk).

*City of Englewood*

## LITTLETON

**Kindergarten registration.** All Littleton Public Schools elementary schools will host kindergarten registration for the 2015-16 school year Feb 2-3. Specific registration times for each school can be found on the "For Parents — Kindergarten Options" page of the district website.

LPS believes strongly in the importance of early childhood education and prides itself on offering kindergarten programs that meet the needs of every child. With a traditional school calendar and child-centered programming, LPS kindergarteners will receive a balanced program that meets individual needs for cognitive, social, emotional and physical growth. LPS offers half-day programs as well as a variety of full-day kindergarten options. Some full-day programs are tuition-based and some are free, funded through state and federal monies. Additionally, all LPS elementary schools offer tuition-based before- and after-school childcare.

Visit [littletonpublicschools.net](http://littletonpublicschools.net) for more information and registration times.

*Anna Ziverts, Littleton Public Schools*

## Arapahoe County YourHub

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*YourHub  
1-22-2015*

**From:** Susan Elizabeth Lee |  
**Sent:** Monday, January 19, 2015 5:26 PM  
**Subject:** Update - Socks will be going out and THANK YOU

Dear Sock Ambassadors,

Each and every one of you were awesome!! Success like this only happens because YOU make it happen. To date we have 9,203 pairs of socks and we know we'll most likely receive another 2 - 3,000 more by end of February!

All in all through your efforts and contributions we will deliver socks to sixteen locations from Boulder to Colorado Springs. Imagine that!

Here's what the last of these looks like in numbers (pictures will come after final deliveries)

**Denver Rescue Mission** 10 bags of socks for men approx 1,750 pairs of socks

**Colorado Coalition for the Homeless** 10 bags of socks for men - again approx. 1,750 pairs of socks and 3 bags for women, approx. 600 pairs of socks.

**The Gathering Place** 4 bags for women approx. 800+ pairs and 2 bags for kids approx. 300

**Urban Peaks** 2 bags men and 2 bags women - they serve teens approx. 800 pairs total

**Clothes for Kids of Denver** 5 bags easily 1,000+

That's approx. 7,000+ pairs of socks!

Approx. 2,000 have already been delivered.

Thank you for your time, energy and effort for helping us take socks to the streets!

Sue and Phillis

**Susan Elizabeth Lee**  
President/Founder  
Sock It To 'Em Sock Campaign

!

303.929.0556

[www.sockittoemsockcampaign.org](http://www.sockittoemsockcampaign.org)

[www.facebook.com/sockcampaign](http://www.facebook.com/sockcampaign)



**CITY OF ENGLEWOOD**  
**2015 CALENDAR OF EVENTS**



Mon., Jan. 26	6:00 p.m.	Study Session, Community Room
Mon., Feb. 2	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Feb. 3	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., Feb. 4	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
Mon., Feb. 9	6:00 p.m.	Study Session, Community Room
Tues., Feb. 10	3:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	<b>Cancelled</b>	Keep Englewood Beautiful, City Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed., Feb. 11	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
	<b>Cancelled</b>	Board of Adjustment and Appeals, Council Chambers
Thurs., Feb. 12	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	2:30 p.m.	Police Officers Pension Board, Public Works Conf. Rm.
	3:00 p.m.	Firefighters Pension Board, Public Works Conf. Rm.
	5:30 p.m.	Parks and Recreation Commission, Englewood Schools 7-12 Campus
<b>Mon., Feb. 16</b>		<b>City Hall closed – Presidents’ Day holiday</b>
Tues., Feb. 17	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Feb. 18	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers

	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Mon., Feb. 23	6:00 p.m.	Study Session, Community Room
Mon., March 2	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., March 3	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., Mar. 4	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
Mon., March 9	<b>Cancelled</b>	Study Session, Community Room
Tues. March 10	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful, City Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed., March 11	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., March 12	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Malley Senior Recreation Center
	6:30 p.m.	Transportation Advisory Board City Council Conference Room
Mon., March 16	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., March 17	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., Mar. 18	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers

**TENTATIVE**  
STUDY SESSIONS TOPICS  
FOR ENGLEWOOD CITY COUNCIL



January 26	Study Session Planning & Zoning Commission – Comprehensive Plan Discussion MuniRevs Filing Fee Update Miscellaneous License Updates Metro Volunteer Website Board and Commission Appreciation Night/Gift Discussion Citizen of the Year Selection
February 2	Study Session & Regular Meeting Personnel Matter (City Attorney) – Executive Session Dartmouth Bridge Grant Update Public Works Right-of-Way Fees
February 9	Study Session Alliance for Commerce in Englewood - Annual Report Fire Department Discussion
February 17	Study Session & Regular Meeting Cultural Arts Commission – Annual Report FunFest Discussion Volunteers of America Update Financial Report
February 23	Study Session Community Branding
March 2	Study Session & Regular Meeting
March 9	Study Session – Cancelled NLC Conference
March 16	Study Session & Regular Meeting Financial Report
March 23	Study Session
March 30	No meeting scheduled – 5th Monday
April 6	Study Session & Regular Meeting
April 13	Study Session

April 20	Study Session & Regular Meeting Financial Report
April 27	Study Session
May 4	Study Session & Regular Meeting Board and Commission Members Reappointment Discussion
May 11	Citizen of the Year Celebration

## FUTURE STUDY SESSION TOPICS

Redistricting  
 City Infrastructure Discussion  
 Arapahoe County Commissioners  
 RTD Representatives  
 McLellan Reservoir – Executive Session  
 River Run Easement  
 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  
 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  
 Review of Requirements for Medical Marijuana Noticing and Signage

**Englewood Code Enforcement Advisory Committee  
Meeting Minutes  
Wednesday July 15, 2014**

**I. Call to Order**

Meeting called to order by Interim: M. Berger Time: 6:37 p.m.

**Roll Call**

Members Present: M. Berger, J. Jordan, D. Cohn, A. Fryxell

Members Absent: C. Michels

Alternate Member: Vacant

Council Members Present: B. McCaslin, R. Gillit

Council Member Absent:

Ex-officio Members Present: M. Flaherty, M. McKay, K. Kennedy

Ex-officio Members Absent:

Guests: None

**II. Approval of Minutes**

Member M. Berger made a motion to approve the minutes for May 21, 2014. The motion was seconded by Member A. Fryxell. The minutes were unanimously approved.

**II. Open Public Forum**

Guest: None

Topic:

**IV. New Business**

A. Election of CEAC Chair. Member M. Berger nominated herself as Chair; Member D. Cohn seconded the motion. The motion carried unanimously.

B. Election of CEAC Vice Chair, Member M. Berger nominated Member D. Cohn, Member A. Fryxell, seconded the motion. The motion carried unanimously.

C. Appointment of Alternate A. Fryxell to Board Member and Re-appointment of Member M. Berger.

D. Resignation of Member D. Walker from the CEAC Board.

**V. Unfinished Business**

A. Public Right of Way over 72 hours.

**Discussion:** On the agenda for ETAC consideration.

B. Ordinance regulations for hotel/motel and multi-family residences

**Discussion:** Building and Safety to entertain this issue.

**VI. Code Enforcement May-June Statistical Report**

**VII: Topics for Next Meeting**

A. City Attorney's opinion on publicizing names of adjudicated chronic offenders of code violations.

B. Council response to 14-132, dead trees on private property.

**IX. Adjournment**

Motion by Member M. Berger to adjourn and seconded by Member D. Cohn. The motion unanimously carried. Time Adjourned: 7:30 p.m.

Submitted by: Mark McKay

CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
City Council Conference Room  
December 2, 2014

▶  
I. CALL TO ORDER

The regular meeting of the City Planning and Zoning Commission was called to order at 6:30 p.m. in the City Council Conference Room of the Englewood Civic Center, Chair Fish presiding. The agenda order was modified to accommodate those members arriving after the holiday dinner.

Present: Brick, Fish, King, Kinton, Knoth (arrived 7:10), Roth, Townley, Madrid

Absent: Bleile (Excused), Freemire (Excused)

Staff: Alan White, Director, Community Development  
Chris Neubecker, Senior Planner  
John Voboril, Long Range Planner II  
Nancy Reid, Assistant City Attorney

▶  
II. APPROVAL OF MINUTES  
November 18, 2014

King moved;

Kinton seconded: TO APPROVE THE NOVEMBER 18, 2014, MINUTES

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

AYES: Fish, Brick, King, Kinton, Roth

NAYS: None

ABSTAIN: Townley

ABSENT: Bleile, Freemire, Knoth (departed 8:00)

Motion carried.

▶  
III. Findings of Fact Case #2014-06 Minimum Lot Widths in MU-R-3-B and MU-R-3-C Zone Districts

Roth moved;

King seconded: TO APPROVE THE FINDINGS OF FACT FOR CASE #2014-06 MINIMUM LOT WIDTHS IN MU-R-3-B AND MU-R-3-C ZONE DISTRICTS AND FORWARD TO CITY COUNCIL WITH A FAVORABLE RECOMMENDATION.

AYES: Fish, Brick, King, Kinton, Roth

NAYS: None  
ABSTAIN: Townley  
ABSENT: Bleile, Freemire, Knoth

Motion carried.

#### IV. Study Session 2014-07 Work Priorities for 2015

 Chris Neubecker, Senior Planner, reviewed the projects completed in 2014 and the status of projects that are currently in progress. The Comprehensive Plan update, Next Steps Study and the Walk and Wheel Master Plan are the major projects of the Community Development department for 2015.

#### Discussion

 Knoth – Suggested that the Commissioners have an expert address the Commission regarding density and the impact of ADUs on the community resources. Information such as the impact on surrounding property values, parking and traffic would be helpful, so that the Commission is knowledgeable about these issues before going to a public hearing.

King – The Comprehensive Plan should address some of the questions about how to move forward and integrate higher density in Englewood. Drive through setbacks would be a lower priority.

 Director White explained that there is an exemption in the code for businesses with drive through facilities for setbacks. Eliminating the exemption would decrease the distance between the sidewalk and buildings and the walkability along the street in front of the building would be improved. If a development was created under a PUD, the property owner would have the ability to change the setback requirement. By eliminating the exemption in the code, staff would have greater capacity for negotiation when reviewing a PUD proposal.

▶ Staff will research the original intent of the exemption for drive through setback exemptions prior to bringing the topic to the Commission for review.

▶ Discussion ensued regarding the changes that are being made in other jurisdictions and how Englewood will adjust regulations to meet market demand.

 Director White suggested that the Commissioners think about the regulation requiring ground floor commercial in new multi-family developments. Some developers have expressed difficulty meeting the requirement. Mr. Roth commented that perhaps rezoning some business areas to accommodate more flexible uses may help development.



Discussion included the current office space vacancies and how to incentivize businesses to locate in Englewood. The Commissioners were encouraged to think about ways the City can entice businesses to the area to take advantage of the transportation links.



Director White added that comments collected at the public meeting for the Comprehensive Plan were in favor of more housing located along the light rail corridor.



Mr. Neubecker stated that it has been expressed by developers that the parking regulations in Englewood are not conducive to development. The requirements for the smaller properties are difficult to meet, in particular for restaurants. One remedy may be to change the requirements for specific uses to encourage businesses.



Mr. Neubecker explained what design standards could be addressed through the UDC. More requirements that address materials, location of buildings, transparency would ensure a cohesive appearance in the commercial areas. Director White commented that there are currently some standards in place for buildings 20,000 square feet and over but very little for smaller buildings.



Mr. Brick commented on the effect of design standards on crime prevention and safety. He expressed interest in receiving training on the topic and Ms. Townley concurred stating that they should be implemented in moderation.



Accessory dwelling units (ADUs) are smaller, detached structures located in residential districts. Mr. Brick and Mr. Madrid suggested a "test" area, perhaps in a residential zone adjacent to Broadway. Mr. Voboril added there are currently 150 ADUs in Englewood that are either grandfathered in or are an allowed exception to the code. It was agreed that more information is necessary to proceed with code amendments.



Discussion included ways to decrease the number of auto sales lots on Broadway, measures have been taken in the past to make it more difficult to meet the requirements for sales lots. Director White added that the Limited Use terminology currently in the code is confusing and while these regulations do not restrict the type of use, they do impose additional requirements on development. Mr. Neubecker pointed out that car sales lots do not generate significant income for the City because sales tax is paid to the jurisdiction of residence.



The Commission discussed how to encourage creative industries. Mr. Roth commented that there are existing live/work properties in B-2 whether they are permitted or not. Mr. Brick suggested that the Commission hold a study session with a guest to examine how the Planning Commission can work toward removing roadblocks to these types of developments.



Director White announced that the Building Division is now a part of the Community Development department.



Incentives for green development may include concessions to developers. Mr. King commented that eventually all building will be subject to “green” codes. Discussion followed regarding how building code changes may affect zoning codes in the future.

▶  
A vote was taken to prioritize the potential work topics:

- Accessory Dwelling Units - 7
- Setback exemptions for businesses with drive thru access – 4
- Ground Floor Commercial - 4
- Parking Regulations - 3
- Multi-Family residential incentives - 2
- Office building incentives - 1
- Design standards - 1
- Creative economy - 1
- Limited use – 1

Mr. Roth commented on possibly rezoning the area south of Hampden that is currently zoned I-1. In order to regulate the uses in that area, he suggested that the Commission consider rezoning to a mixed use business district.

V. PUBLIC FORUM

There were no members of the public present at the meeting.

VI. ATTORNEY’S CHOICE

Assistant City Attorney Reid did not have any comments.

VII. STAFF’S CHOICE



Director White stated that he will schedule the school superintendent’s visit early 2015. The school board meets on Tuesday nights and the Commission will be meeting on two Wednesdays in January and February. Director White will follow up with scheduling.

VIII. COMMISSIONER’S CHOICE



Mr. Kinton asked about the progress of the Comprehensive Plan project; Director White responded that the next public meeting regarding the Comprehensive Plan will be February 11<sup>th</sup>. There will be a joint meeting of City Council and the Planning and Zoning Commission on January 26<sup>th</sup>.

Mr. Roth reminded the Commissioners that his last meeting will be January 21<sup>st</sup> due to the fact that he is term limited having served the maximum of 3 terms.

The meeting adjourned at 8:10 p.m.

/s/ Julie Bailey, Recording Secretary



# Englewood Public Library Board

1000 Englewood Parkway, Englewood, CO 80110  
303-762-2572      www.engagewoodgov.org



## MINUTES

### Englewood Public Library Board December 9, 2014

#### Call To Order/Roll Call

Chair Mark Adams called the meeting to order at 7:04 p.m.

PRESENT: Mark Adams, Melissa Izzo, Michelle Mayer, Julie Grazulis, Chad Glover (Youth Member), Jill Wilson (Englewood City Council member), Michael Buchanan, Duane Tucker (School Board Liaison), Amy Martinez

ABSENT: Philippe Ernewein (excused), Stephanie McNutt (excused)

Also Present: Dorothy Hargrove, Director of Library Services, and Jon Solomon, Support Services Manager

#### Old Business

##### Approval of Official Minutes from regular meeting of October 14, 2014:

**14-15** - That the minutes of the meeting of October 14, 2014 be approved as presented.

Moved by: Ms. Grazulis

Seconded by: Ms. Izzo

The Motion passed unanimously.

##### Monthly Statistical and Financial Report:

Ms. Mayer noted that internet usage is down. Ms. Hargrove explained that this figure tracks the number of sessions, not the number of patrons using the computers. Also, starting May of this year, the length of each computer-use sessions was extended while at the same time the total number of sessions allowed per day was limited. Although this policy change has increased the probability of patrons finding an available computer when they visit the Library, the total number of sessions recorded necessarily decreased. The demand for computer access has remained steady.

Mr. Buchanan asked if the Library's wireless usage was being tracked. Ms. Hargrove explained that the current network configuration made this difficult but that she is working with the City's IT department to examine possible ways to accurately measure usage. This is a statistic that is requested by the State Library and it would be helpful to assess demand. Ms. Izzo remarked that the number of children's programs decreased slightly and yet the total attendance has increased. Ms. Hargrove stated that this reflects the goal of the Children's department to present fewer high-quality programs in order to attract more children and families. She noted the recent success of the Medicine Heart Dancers, a Native American youth dance company, which attracted around 100 attendees just before Thanksgiving.

Mr. Adams asked how much money remained in the Library Board budget for the year. Ms. Hargrove stated that after the expenses for bottled water and the Board's support for staff attendance at the annual Colorado Association of Libraries convention in October there was still over \$900 available.

#### Other Old Business:

45 minutes was set aside for the Strategic Planning discussion. Ms. Hargrove shared the executive summary of the Aspen Institute's Rising to The Challenge report, which offers a theoretical background to the future of public libraries. Ms. Hargrove shared some highlights, and pointed out that the link to the full report could be found on page two of the summary (<http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries/2014/report>).

Ms. Hargrove then talked about the mission and vision statements developed by the City Manager and the director's team. She presented a draft vision statement for the Library based on the City's mission and vision. There was some discussion about the library's true ability to assist with economic vitality. Ms. Hargrove reminded the group that improving creativity and education will support the knowledge-based economy of the future. Mr. Buchanan suggested simplifying the vision, adding details throughout the strategic plan itself. Mr. Tucker wondered if we needed to emphasize the library's role in providing access to information. The group agreed to continue the discussion about the vision statement at the next regular Board meeting.

Ms. Hargrove then shared the draft strategic plan for 2015-2016, pointing out similarities and differences from the current plan. The group briefly discussed the document and agreed to talk further about details at the next meeting.

#### New Business

Library Board Chairperson's Report: Mr. Adams remarked that it was hard for him to imagine that his tenure on the Library Board was to end so soon and thanked the group for their support and hard work.

Library Director's Report: Ms. Hargrove discussed the upcoming renovation of the circulation desk. The goal is to provide a self-service check out while still offering the option of staff-assisted service. Furniture and construction bids will be finished by January, with tentative plans to finish the project by the end of March.

Ms. Hargrove also shared that since the departure of Hillary Davis (Children's Librarian) the Library has been working hard at staying involved in the schools and community. She acknowledged the hard work of library associates Sarah Grace Romer and Jordan Heguy. A new full-time Children's Librarian has been hired and will begin her duties after the first of the year.

Finally, Ms. Hargrove briefly shared her experience at a recent design thinking class, noting ways that some of the skills learned can be used to improve our strategic planning and service objectives. She also mentioned that Mr. Solomon applied for and won a scholarship to attend the Research Institute for Public Libraries in July 2015 (<http://ripl.lrs.org>.)

#### Other New Business

Ms. Hargrove stated that the Cultural Arts Commission has authorized the purchase of a new art piece for the Children's area. She mentioned that additional funds would be needed in order to purchase a glass enclosure to protect the sculpture and asked the Board to consider authorizing the expenditure of \$687 from this year's budget for that purpose.

**14-16** – That the \$687 needed for the glass enclosure be funded by the Board.

Moved by: Ms. Grazulis

Seconded by: Ms. Martinez

The Motion passed unanimously.

**14-17** – That the Board pay up to \$100 for a plaque to go next to the new art piece.

Moved by: Ms. Grazulis

Seconded by: Ms. Martinez

The Motion passed unanimously.

**14-18** – That \$200 of Board funds be used for the staff holiday breakfast and other staff appreciation gestures at the Director's discretion.

Moved by: Ms. Mayer

Seconded by: Mr. Buchanan

The Motion passed unanimously.

Ms. Hargrove passed out copies of the proposed addition to the Patron Code of Conduct policy which adds language to better describe what personal belongings can be safely brought into the Library. She stated that this clarification would help minimize the possibility of patrons bringing in large items that interfere with the ability of others to use the Library's resources. Mr. Adams suggested that the Board discuss the policy further at the next regular meeting.

Ms. Hargrove asked that the Board consider the proposed Spring Food for Fines program to be held March 1 – March 15, 2015 with the parameter of 1 non-perishable food item to eliminate up to \$5.00 in fines. She recommended that all donations go to the Holy Cow Food Bank in part because they specifically serve the Englewood community.

**14-19** - That the Spring Food for Fines program be held March 1 – March 15, 2015 and that all donations be given to the Holy Cow Food Bank for distribution to those in need.

Moved by: Mr. Adams

Seconded by: Ms. Grazulis

The Motion passed unanimously.

### **Members' Choice**

Members shared updates on their personal and professional activities. There being no further business, the meeting was adjourned at 8:45 pm.

The next regular Board meeting is scheduled for January 13, 2015 at 7:00 in the Board room.

/s/ J. Solomon

Recording Secretary