
Council Newsletter



CITY MANAGER'S NOTES

June 4, 2015

Upcoming Council Meetings

City Council will meet **Monday, June 8, 2015**. The Board and Commission Interviews will begin at 5:30 p.m. in the City Council Conference Room. Sandwiches will be available at 5pm.

The next meeting will be **Monday, June 15, 2015**. The Special Meeting will begin at 5:30 p.m. in the Community Room. The Regular meeting will begin at 7:30 p.m.

Informative Memoranda

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

1. *Denver Post* article titled "Englewood Fire hangs up the hose after 108 years"
2. *YourHub* article regarding the announcement of Englewood's Parks and Recreation Department as a finalist for the Gold Medal Award for excellence in Park and Rec Management
3. Letter of Appreciation from the Museum of Outdoor Arts
4. Update from Communications Coordinator Leigh Ann Hoffhines on the Englewood Branding Process
5. Public Works Memo regarding Big Dry Creek Trail Erosion and planned Maintenance
6. Calendar of Events
7. Tentative Study Session Topics
8. Minutes from Englewood Housing Authority Board of Commissioners Meeting on May 6, 2015
9. Minutes from Planning & Zoning Commission from May 19, 2015



News from the Parks and Recreation Department

Parks Division Water Savings for 2015

The precipitation we received in May has led to significant year to date water savings for the Parks Division. Through the month of May 2014, we used 3,365,298 gallons of non-potable water.

Through the month of May this year, we used 60,781 gallons of non-potable water. That is a total savings of 3,304,517 gallons of non-potable water in 2015.

Damage to Big Dry Creek Trail from May Flood Waters

Last week a large Willow tree fell across Big Dry Creek Trail (near Lehow Avenue and Broadway), debris collected under the tree and diverted all flood waters across the trail, ultimately wiping out the trail. South Suburban Parks and Recreation maintains this portion of the trail but Urban

Drainage and Flood Control will make repairs and pay the \$35,000 for trail restoration. The trail is closed until further notice; a detour has been created for trail users.



Parking Lot Garage Sale Saturday, June 20

The Malley Senior Recreation Center will be hosting its annual Parking Lot Garage Sale on Saturday, June 20, 8am-2pm. This is an opportunity for community members to “rent” a parking space, bring their garage sale items, set up and sell. This event is popular as all 44 available parking spaces are rented and the event is more than 3 weeks away. For shoppers, it’s a chance to find a lot of treasures.

Englewood Fire hangs up the hose after 108 years

Updated: 06/01/2015 12:28:12 PM MDT

DenverPost.com



Englewood firefighter Brian Baker, a 14-year veteran, hugs fellow firefighter Aaron McNally after the ringing of the final tones at Englewood Fire Station

ENGLEWOOD — One of Colorado's most enduring firefighting forces — the Englewood Fire Department — ceased to exist Sunday as economic constraints and operational realities conspired to bring about a merger of the 108-year-old department with Denver fire.

The merger, [which was hotly debated for months](#), will send 40 Englewood firefighters to the Denver Fire Academy on Monday to go through the ropes and come out as firefighters 1st grade — the highest level of firefighter in the Denver system.

For those like Englewood Deputy Chief Richard Petau, it means stepping down from his managerial duties and heading back out into the field for the first time in years. But the 40-year firefighting veteran doesn't see the move as a demotion.

"That's just fine," he said last week at Englewood City Hall during a reception recognizing the department's legacy.

Petau said there was initial grumbling among some Englewood fire personnel about having to start over with a new organization, but he said they grew to recognize they had little choice.

"At some point, reality starts to set in that keeping a stand-alone department is something the city couldn't afford," he said. "Englewood is just too small, and we're surrounded by Denver."

Petau said regionalization of firefighting resources is becoming a trend nationwide, including in and around the Denver metro area.

An analysis by Englewood concluded that maintaining its firefighting force would cost the city an initial \$18 million — in addition to the department's \$9 million annual budget — to upgrade equipment and fire stations.

The Denver Fire Department, by contrast, will charge about \$7.8 million in the first year and \$5.4 million annually on a contract basis thereafter to provide fire and emergency medical services.

Englewood will spend another \$600,000 a year to keep fire marshal duties in the hands of former Englewood Fire Chief Laura Herblan and her staff rather than confer those responsibilities to Denver.

Out of Englewood's 58 firefighters, 40 are heading to Denver while the rest either chose to retire or move on to other things. Three members of the force didn't meet Denver's specifications for employment.

The city will pay a salary differential to its transitioning firefighters to keep their compensation equivalent to what they make now. That will cost Englewood \$1.58 million over the next three years, said city manager Eric Keck.

"It's my desire that these people are taken care of going forward," he said.

Keck faced [intense opposition from community members, including much of the department's rank-and-file](#), as he pushed for the change. But Keck said understandable [pride in a long-standing fire department](#)

steeped in history didn't square with the economic realities of the day.

"It's economies of scale that we just don't have being the size of city we are," Keck said.

Denver Deputy Chief Todd Bower said the nearly 32,000 residents of Englewood will be as safe as ever. This isn't the first time the city has taken over firefighting and medical service functions for a neighboring municipality. The city plays that role in Glendale and Sheridan.

The Jefferson and Acoma stations, which will become Denver Fire Stations 37 and 38, respectively, will remain in service in Englewood while the Tejon Station will close, due to the fact that nearby Denver stations can provide coverage.

Bower said Denver fire is doing what it can to make the transition as smooth as possible. Firefighters moving over from Englewood will have to attend only a five- to six-week academy session, as opposed to the normal 17 weeks.

"They're coming in with years of experience and not coming in from scratch," he said.

Bower said with the addition of 40 firefighters from Englewood, who will be assigned to various stations throughout Denver, Denver fire's head count will rise to nearly 1,000.

"I think all the stakeholders from both cities have looked at the totality of the process and see that it's a win-win for everybody," Bower said.

But that doesn't make the end of an era in Englewood for a veteran like Petau any easier.

"My heart is telling me one thing," he said, "and my head is telling me something else."

John Aguilar:

ENGLEWOOD

PARKS AND REC DEPARTMENT IS AWARD FINALIST

The American Academy for Park and Recreation Administration, in partnership with the National Recreation and Park Association (NRPA), announce the city of Englewood Parks and Recreation Department as a finalist for the 2015 National Gold Medal Awards for Excellence in Park and Recreation Management.

Celebrating its 50th anniversary with NRPA, the Gold Medal Awards program honors communities in the U.S. that demonstrate excellence in parks and recreation through long-range planning, resource management, volunteerism, environmental stewardship, program development, professional development and agency recognition. Applications are separated into seven classes, with five classes based on population, one class for armed forces recreation and one class for state park systems awarded on odd numbered years.

Englewood Parks and Recreation is a finalist in the Class IV category, which includes agencies with populations of 30,001-75,000. Agencies are judged on their ability to address the needs of those they serve through the collective energies of citizens, staff and elected officials. Englewood Parks and Recreation joins three other finalists in its class that will compete for the Grand Plaque Award.

For more information on the Gold Medal Awards, visit nrpa.org/goldmedal or aapra.org.

Englewood Parks and Recreation



MUSEUM
OUTDOOR
ARTS

The Honorable Randy Penn
Mayor of Englewood
Englewood, CO 80110

May 27th, 2015

Dear Mayor Penn,

On behalf of the entire MOA staff I would like to thank you once again for your generous support of the Museum of Outdoor Arts. Your generous annual grant support provides the Museum with necessary funding to maintain our Englewood sculpture collection and offer programming in our gallery spaces free to the entire community.

Your support grant and generous space use agreement are greatly appreciated by our staff and Board of Directors and we look forward to a continued partnership with the City of Englewood.

Sincerely,

Cynthia Madden Leitner
President and Executive Director
Museum of Outdoor Arts

From: [Leigh Ann Hoffhines](#)
To: [#City Council](#)
Subject: Updated: Update on Branding Process
Date: Thursday, June 04, 2015 12:45:16 PM

Mayor Penn and Members of City Council – Please see *updated* stakeholder engagement/board & commission meeting schedule below. The folks from Slate Communications will also be on hand at the first three Sounds of Summer concerts, the June 20th Walk & Wheel Fest, and the July 4th Family Festival & Fireworks to seek input from the community at large.

Please let me know if you have any questions.

Thank you, Leigh Ann

From: Leigh Ann Hoffhines
Sent: Friday, May 22, 2015 4:58 PM
To: #City Council
Subject: Update on Branding Process

Mayor Penn and Members of City Council – I wanted to give you a quick update on the branding project. Slate Communications is off and running on the assessment and research phase and will begin the stakeholder engagement phase early next month.

We have scheduled the Slate team to attend as many board and commission meetings as possible in the first two weeks of June. Following their initial meetings with the board and commission members, we will schedule them to meet with City Council to recap their findings and get your perspectives.

You will all have an opportunity to be involved early in the stakeholder engagement through the boards and commissions on which you serve. (If you don't serve on one of the scheduled boards, of course you are welcome to sit in on any of them.)

Here are the meetings we have confirmed so far (some boards are unavailable and some don't meet during this timeframe):

- **Wednesday, June 3:**
 - o Cultural Arts Commission Meeting – 5:45 pm in the City Council Conference Room

- **Tuesday, June 9:**
 - o Water & Sewer Board – 5 pm in the Community Development Conference Room (3rd floor Civic Center)
 - o Keep Englewood Beautiful – 6:30 pm in the City Council Conference Room
 - o Englewood Public Library Board – 7 pm in the Library Board Room (1st floor Civic Center)

- **Wednesday, June 10:**
 - o Board of Adjustment & Appeals – 7 pm in Council Chambers (2nd floor Civic Center)

- **Thursday, June 11:**
 - o Alliance for Commerce in Englewood (ACE) – 11:30 am in the City Council Conference Room
 - o Parks & Recreation Commission – 5:30 pm at Belleview Park (S. Inca & W. Belleview Ave.)

- **Tuesday, June 16:**
 - o Budget Advisory Committee – 4:30 pm in the City Council Conference Room
 - o Planning & Zoning Commission – 7 pm in the Council Chambers (2nd floor Civic Center)

- **Wednesday, June 17:**
 - o *Urban Renewal Authority – 6:30 pm in the City Council Conference Room*
 - o *Liquor & Medical Marijuana Licensing Authority – 7 pm in Council Chambers.*

- **Saturday, June 20:**
 - o Walk & Wheel Fest (Englewood Forward) – 1 to 5 pm in/adjacent to the 3400 block of South Acoma.

Please let me know if you have any questions.

Leigh Ann

Leigh Ann Hoffhines
Communications Coordinator
City of Englewood
1000 Englewood Parkway
Englewood, CO 80110

www.engagewoodgov.org | [Facebook](#)

City of Englewood's Mission: *To promote and ensure a high quality of life, economic vitality, and a uniquely desirable community identity.*

MEMORANDUM

TO: City Council

THROUGH: Eric Keck, City Manager

THROUGH: Rick Kahm, Public Works Director

FROM: Dave Henderson, Deputy Public Works Director

DATE: June 4, 2015

SUBJECT: BIG DRY CREEK TRAIL CLOSURE

Heavy rainfall and debris in Big Dry Creek eroded the bank and concrete trail south of Lehow Ave. (see attached photo). The trail is closed at this location until repairs are completed.

The Big Dry Creek Trail system was constructed with the cooperation and funding contributions from Englewood, Littleton, South Suburban Parks and Recreation District (SSPRD), Urban Drainage and Flood Control District, along with grants from various sources. SSPRD, by agreement, is responsible for maintenance of the trail.

The washout was caused by a large tree that blocked the flow of the main channel. Big Dry Creek, south of Lehow Ave., is the City Limit line between Englewood and Littleton. The tree blocking the channel fell from property in the City of Littleton. Staff contacted Urban Drainage for assistance and facilitated an on-site meeting with Englewood Public Works, Englewood Parks and Recreation, City of Littleton, SSPRD, Urban Drainage District, and Southgate Sanitation District. Urban Drainage will take the lead and fund all repairs to the creek and concrete trail. An Urban Drainage contractor has already removed the debris to reopen the main channel of the creek. Repairs will include filling the eroded area, lining the bank with riprap, and pouring new concrete trail. Cost estimate are in the \$35,000-\$50,000 range.

Urban Drainage will need to delay a couple of planned maintenance projects to fund this work. Both Englewood and Littleton have planned projects can be delayed until after the first of the year. Our project was along Big Dry Creek in Belleview Park. The work was scheduled to begin in October and will be delayed until January/February.

/dh

c: Leigh Ann Hoffhines



Man in green shirt and red pants

Man in yellow safety vest and khaki pants



Yellow caution tape with black text: CAUTION - KEEP OFF

**CITY OF ENGLEWOOD
2015 CALENDAR OF EVENTS**



Mon., June 8	5:30 p.m.	Board and Commission Interviews, City Council Conference Room
Tues., June 9	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., June 10	6:30 p.m.	Englewood Urban Renewal Authority, Field Trip
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., June 11	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Belleview Park & Pirates Cove Family Aquatic Center
Mon., June 15	5:30 p.m.	Special Session, Community Room/Executive Session, City Council Conference Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., June 16	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., June 17	6:30 p.m.	Englewood Urban Renewal Authority Special Meeting, City Council Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., June 22	5:30 p.m.	Special Session, Community Room/Executive Session, City Council Conference Room
	6:30 p.m.	Board and Commission Appreciation Event, Englewood Recreation Center
Mon., June 29	6:00 p.m.	Study Session, Community Room
Wed., July 1	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
Fri., July 3		City Hall closed – Independence Day holiday
Mon., July 6	6:00 p.m.	Study Session, Community Room

	7:30 p.m.	Council Meeting, Council Chambers
Tues., July 7	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., July 8	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., July 9	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Centennial Park
Mon., July 13	6:00 p.m.	Study Session, Community Room
Tues. July 14	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., July 15	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., July 20	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., July 21	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Mon., July 27	6:00 p.m.	Study Session, Community Room
Mon., Aug. 3	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Aug. 4	7:00 p.m.	Planning & Zoning Commission, City Council Conference Room/Council Chambers
Wed., Aug. 5	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., Aug. 10	6:00 p.m.	Study Session, Community Room
Tues., Aug.	3:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	5:00 p.m.	Water and Sewer Board, Community Development Conference Room

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



June 15	Special Meeting (5:30 p.m.) & Regular Meeting Executive Session – Real Estate/Personnel RTD Representatives Board and Commission Reports (CML Conf. 6/16-19/15 – Breckenridge)
June 22	Special Meeting/Executive Session – Personnel – 5:30 p.m. Board and Commission Appreciation Night – 6:30 p.m.
June 29	Study Session Charter Question – Special Election Timeframe Restrictions Financial Report Priority Based Budgeting Update Budget Introduction
July 6	Study Session & Regular Meeting Next Steps Real Estate Development Strategy
July 13	Study Session Code Adoption Next Step Study/Walk & Wheel – Review Draft Documents
July 20	Study Session & Regular Meeting Financial Report 2016 Proposed Budget & Midyear Budget Report
July 27	Study Session
August 3	Study Session & Regular Meeting
August 10	Study Session
August 17	Study Session & Regular Meeting Financial Report
August 24	Study Session
August 31	No meeting scheduled – 5th Monday
September 8	Study Session & Regular Meeting – Tuesday
September 14	Study Session

September 21 Study Session & Regular Meeting
 Financial Report

September 28 Study Session
 2016 Proposed Budget Workshop

FUTURE STUDY SESSION TOPICS

Fire Code Adoption
Capital Project Approval Process/Purchasing Policy
Golf Course – Alternative Uses
Alternative Financing Solutions
River Run Easement
Tale of Two Cities presentation: What Can or Should Our City Look Like in the Future?
Hotel/Motel Regulations
City Attorney Duties
Public Smoking Ban
Bike Paths
Construction Defects Ordinance
Citizen of the Year Selection Process
Recreational Marijuana Options

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
May 6, 2015**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 3:58 p.m. on Wednesday, May 6, 2015 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Haynes.

II. ROLL CALL

Members Present: Jennifer Haynes, Chair
Jarrod Schleiger, Vice Chair
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner
Paula Grimes, Commissioner

Delayed Arrival: Linda Olson Mayor Pro Tem, Council Liaison

Members Absent: Colleen Nebel, Alternate Commissioner

Also Present: Renee Tullius, Executive Director
Jerry Graber, Financial Services Manager
Jim Hamit, Operations Manager
Tammie Andersen, Administrative Manager
Wendy Swanhorst, Swanhorst and Company, LLC.
Scott Yeates, S.W. Development Group

III. SCHEDULED VISITORS

A. Wendy Swanhorst, Swanhorst and Company, LLC.

Wendy Swanhorst of Swanhorst & Company formally presented the 2014 fiscal audit of the Englewood Housing Authority financial records and the Management Letter. Ms. Swanhorst indicated the EHA's financial information is fairly stated in all material respects. There were no weaknesses in controls identified. The audit process went very well and did not identify any items of concern.

Vice Chair Schleiger questioned EHA's internal reporting of restricted assets as compared to external reporting, as in the audit. Certain funds are restricted externally by program regulation. The audit reflects those as restricted, but not any that EHA restricts internally. Chair Schleiger asked if we had the ability to change what is restricted. Executive Director Tullius stated that Public Housing and Section 8 funds must be used in those programs. The Board has the ability to change what is restricted in the Management Fund, Office Building Fund and some flexibility with the Simon Center Funds. AICPA Governmental GAP requirements and HUD Program Regulations are not consistent and as a result the audit financial statements will not reflect certain funds as restricted although the EHA internal financial statements will reflect these assets as restricted.

- B. Scott Yeates of S.W. Development Group gave a presentation on the development plans for the General Iron Works/Winslow Crane sites. There will be 2 phases of for sale townhomes. , 100,000 square feet of collaborative office space and a mix of affordable and market rate apartments. They will begin with the affordable building, which will have 70 one and two bedroom units. They have worked with RTD to have the Yale 27 bus line rerouted and there will be a bus stop directly in front of the apartment complex.

IV. UNSCHEDULED VISITORS

None

V. MINUTES

A. COMMISSIONER SCHLEIGER MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD APRIL 1, 2015. COMMISSIONER GRIMES SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Vaughn, Grimes, Browne
Nays: None
Abstained: None
Absent: None
Late: None

Chair Haynes declared the motion carried as amended.

VI. DIRECTOR'S REPORT

A. Narrative

Director Tullius reported that the Grant Street house is almost complete and has been advertised for rent on various websites.

Operations Manager Hamit reported that the only City inspection remaining is the general inspection that will include the deck and front porch landing. We are in the process of scheduling the State inspection.

Director Tullius reported that EHA awarded a contract for non-smoking signage in the buildings to Boyd Signs, an Englewood Company. The non-smoking grant funds will be utilized for the signage. Director Tullius presented pictures of an automatic door and windbreak that was recently installed at Simon Center. This project is funded by a CDBG grant from Arapahoe County.

HUD advised EHA that they will be visiting our buildings because EHA is operating under an Energy Performance Contract with Johnson Controls. HUD would like to see the improvements and possibly look at our utility bills. This is not a monitoring review; the intention of the visit is to evaluate the program.

Chair Haynes asked if the Inland project closed. Director Tullius said that Inland closed on the project and work is underway.

All duplexes are currently leased. One notice to vacate was received yesterday. The office building is fully leased.

Director Tullius reported that after considering the options for conducting HQS inspections and the associated cost, staff recommends conducting the inspections with in house staff. Additional clerical help is required to accomplish the administrative tasks previously performed by the contractor. The position would be part time at 20-25 hours a week and would assist other departments within the Agency. The costs would be allotted across programs. A promising applicant has been identified. If approved, the position will be reflected in the July budget adjustment.

EHA requested an immediate front load Housing Assistance Payment of \$70,586 for EHA and \$48,303 for SHA. \$61,860 was approved for EHA and \$56,000 was approved for SHA. This money will come from EHA HUD held reserves. HUD also has what is referred to as set aside funding for Housing Authorities that are in a shortfall position where the HAP expenses exceed the HAP funding plus the HUD

held reserves. EHA has applied to HUD for set aside (additional) funding and will work with the shortfall group if necessary.

Chair Haynes noted that the Section 8 program reports were missing from the Board packet. The reports will be reprinted and emailed to the Board. Director Tullius advised that the unit utilization is still in the 80% range and the budget utilization is still over 100%.

B. Financial Reports

Financial Manager Graber advised that we are low in several areas of spending including CFP. Director Tullius said that in the event we received the CDBG grant to replace the doors at Simon Center it is unlikely that we will have the time to complete the dock that was budgeted this year.

C. Occupancy Reports

Section 8 Occupancy reports will be emailed on May 7, 2015. There was nothing additional to add.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 4 Series 2015 Resolution to Approve Fiscal Audit of 2014.

**COMMISSIONER VAUGHN MOVED TO APPROVE RESOLUTION NO. 4
RESOLUTION TO APPROVE THE FISCAL AUDIT OF 2014.
COMMISSIONER GRIMES SECONDED THE MOTION.**

Ayes: Haynes, Schleiger, Browne, Grimes, Vaughn
Nays: None
Abstained: None
Absent: None

Chair Haynes declared the motion carried.

B. Resolution No. 5 Series 2015 Resolution approving a new Agency Clerk position.

COMMISSIONER SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 5 RESOLUTION APPROVING A NEW AGENCY CLERK POSITION. COMMISSIONER BROWNE SECONDED THE MOTION.

Vice Chair Schleiger asked for clarification regarding the landlords' ability to self-certify that repairs have been complete. Executive Director stated that trusted landlords with good track records will be allowed to self-certify. The decision on others to allow self certification will be made on a case by case basis.

Ayes: Haynes, Schleiger, Browne, Grimes, Vaughn
Nays: None
Abstained: None
Absent: None

Chair Haynes declared the motion carried.

VIII. INFORMATION AGENDA

There was brief discussion of the various informational reports and newspaper articles regarding city events provided in the Board Packet.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioner Vaughn mentioned that she appreciates the grocery buggy corrals that were installed. It's nice not to have them everywhere. The residents at Orchard Place are working on getting an activity committee together. She did not go to the Senior Cook Off. Director Tullius noted that the Simon Center Resident Council President took 2nd place in the competition.

Commissioner Grimes said she went to the Englewood School Superintendents Roundtable and found it very interesting.

B. Director's Choice

Director Tullius had nothing additional to add.

C. Council Communication

Mayor Pro Tem Olson updated the Board of items going on in the City including the Fire Department transition, motel inspections, and citizens' initiative to call for a special election.

ADJOURNMENT

COMMISSIONER GRIMES MOVED TO ADJOURN THE REGULAR MEETING. COMMISSIONER SCHLEIGER SECONDED THE MOTION. CHAIR HAYNES DECLARED THE REGULAR MEETING ADJOURNED AT 5:46 P.M.

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
May 19, 2015



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: Bleile, Brick, King, Kinton, Townley, Pittinos

Absent: Freemire (Unexcused), Knoth (Excused), Madrid (Excused), Fish (Excused)

Staff: Michael Flaherty, Interim Community Development Director
Chris Neubecker, Senior Planner
Dugan Comer, Deputy City Attorney

Also Present: Hugo Weinberger, Situs Real Estate
Micah Kohls, Delta Housing Investments LLC
Zachary Wiseman, Brewer



II. APPROVAL OF MINUTES

- May 5, 2015 Minutes

Brick moved;

Bleile seconded: TO APPROVE THE MAY 5, 2015 MINUTES

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

AYES: Bleile, Brick, King, Kinton

NAYS: None

ABSTAIN: Townley

ABSENT: Fish, Freemire, Knoth, Madrid

Motion carried.



III. FINDINGS OF FACT CASE #ADM2015-013 Non-Conforming Lot, 460 E. Yale Avenue

Bleile moved;

Brick seconded: TO APPROVE THE FINDINGS OF FACT CASE #ADM2015-013 NON-CONFORMING LOT, 460 E. YALE AVENUE

AYES: Bleile, Brick, King, Kinton

NAYS: None

ABSTAIN: Townley
ABSENT: Fish, Freemire, Knoth, Madrid
Motion carried.

IV. PUBLIC HEARING CASE #USE2015-003 CONDITIONAL USE, 3427 S. LINCOLN STREET, BREWERY USE

Brick moved;

Bleile seconded: TO OPEN THE PUBLIC HEARING FOR CASE #USE2015-003, CONDITIONAL USE, 3427 S. LINCOLN STREET, BREWERY USE

AYES: Bleile, Brick, King, Kinton, Townley
NAYS: None
ABSTAIN: None
ABSENT: Fish, Freemire, Knoth, Madrid
Motion carried.



Staff Presentation

Chris Neubecker, Senior Planner, was sworn in. Mr. Neubecker reviewed the application for a Conditional Use, Brewery Use, at 3427 S. Lincoln Street. The subject property is located in the MU-B-1 zone district and the Englewood Municipal Code allows a brewery to operate as a Conditional Use with approval by the Planning and Zoning Commission.

Mr. Neubecker outlined the conditions required to grant the applicant permission to operate a brewery in the MU-B-1 zone district. The applicant is in compliance with the requirements of the code with regard to conditional uses.

Staff recommends approval of the Conditional Use by the Planning and Zoning Commission.



Mr. King asked for clarification on the requirement for a Conditional Use; Mr. Neubecker responded that because of the manufacturing component of the proposed brewery, it is necessary for the property to be governed by a Conditional Use designation in the MU-B-1 zone district.

Ms. Townley asked if a business allowed as a use by right would be required to provide additional parking for the business. Mr. Neubecker responded that because of the manufacturing aspect of the brewery, the parking requirement is reduced to one-quarter of the square footage divided by 300, or 4 to 5 spaces for this use. But any use in this building will create impacts and would be required to provide some parking.



Applicant Presentation

Hugo Weinberger, 3333 S. Bannock Street, Suite 600, Englewood, was sworn in. Mr. Weinberger works for Situs Real Estate and represents Delta Housing Investments, the applicant.

Mr. Weinberger stated that Micah Kohls is the sole owner of Delta Housing Investments LLC and has owned the subject property since September 2014 and has made a significant investment in upgrading infrastructure and improvements. He reviewed the history of the property.



The proposed brewery will generate sales tax income for the City of Englewood. They do not intend to have loud music or anticipate large crowds. There may be a food truck or other food vendor near the site occasionally but the brewery will not be providing restaurant service. The parking concerns will be addressed by the owners of the business to reduce the impact to the neighborhood. There is public parking available in the City of Englewood parking lot to the south.



Mr. Brick asked what the planned hours of operation will be; Mr. Weinberger responded that the hours have not yet been established. Mr. Brick asked where the food truck might be located; Mr. Weinberger stated that they would be able to pull into the parking area adjacent to the building or along the street directly in front of the brewery. Mr. Brick asked if they intend to provide bike racks; Mr. Weinberger stated that there will be bike racks available for the patrons.



Ms. Townley asked about the access to the apartments that are adjacent to the property (to the west). Mr. Weinberger replied that there are four lots in the area. There will not be any activity from the brewery in the courtyard between the building and the apartments. Access to the apartments is via the alley next to the building or the alley behind the building.



Mr. King asked what the business model is for the brewery. Mr. Weinberger replied that they have multiple goals: sales of growlers and pints, educating consumers on brewing techniques and sales of home brewing supplies. Mr. King asked about the anticipated numbers of customers; Mr. Weinberger stated that twenty to thirty patrons would most likely be the maximum.



Ms. Townley asked about job creation. Mr. Weinberger estimated that there will be approximately ten to twenty employees.



Public Testimony

Diane Lee, Orchard Place Apartments, 3425 South Sherman #312, was sworn in. Ms. Lee expressed concern about the parking, smells, noise and the hours of the brewery.



Annette Romero, 3411 South Lincoln Street #3, was sworn in. Ms. Romero is a resident of Lincoln Terrace Apartments which are adjacent to the proposed brewery site. Ms. Romero expressed concern about noise levels and brewery patrons using the courtyard behind the

building. She asked the Commissioners to help preserve quiet and peace in the neighborhood.



Mr. Kinton asked Ms. Romero what accommodations would make the brewery acceptable. She replied that keeping quiet, especially after 10:00 p.m. is very important as well as providing privacy for the courtyard.



Verna Roark, 3425 South Sherman #507, was sworn in. Ms. Roark commented that there are better places in the neighborhood for a brewery.



Joy Lassigard, 3425 South Sherman, was sworn in. As a resident of Orchard Place, she is concerned for the safety of pedestrians in the area due to the volume of traffic.



Zachary Wiseman, 55 Elati Street, Denver, was sworn in. Mr. Wiseman stated that the brewery does not plan on being open past 9:00 or 9:30 p.m. on weeknights or past 11:00 p.m. on Friday or Saturday. His opinion is that the brewing community is not likely to participate in illicit drug use or drunkenness but is more of a business community comprised of older, more responsible people. He stated that the brewery will not allow patrons into the courtyard in the rear of the property and that the brewery operators are willing to install additional signage for parking control. There are no plans for live or loud music.



Ms. Townley asked what drew the brewer/tenant to Englewood; Mr. Wiseman replied that there are not many breweries in Englewood and the location of the Brew on Broadway will help attract patrons to the area from other parts of the metro area. The central location and Englewood's business-centric corridor were also factors. She asked about age restrictions for the establishment, Mr. Wiseman responded that they are anticipating that no one under 21 will be allowed after 7:00 p.m.



Mr. Brick asked if he would be willing to work with the owners to install a fence between the brewery building and the apartment courtyard. Mr. Weinberger added that a fence is planned for the area behind the building.



Robert Drews, 3120 South Lincoln Street, was sworn in. Mr. Drews commented to the Commission that he was excited to see something happening in this building. He expressed enthusiasm for the project and feels it will add to the neighborhood. He supports the project and feels that it will contribute to a vibrant community.



Mr. Brick asked Mr. Drews what we need to do to attract more young people. He replied that because of affordability and convenience, Englewood is an attractive community.



Rebuttal

Chris Neubecker responded to questions from the Commissioners. Mr. King asked what the regulations are for renewal of a Conditional Use. Mr. Neubecker replied that it is an annual review for compliance. Mr. King asked about the signage for a tow-away zone. Mr.

Neubecker responded that in order to change a parking designation on a public street, it would need to be addressed through the Traffic Division. If the signage is on private property, it would not require any action by the City.



Mr. Bleile asked if the parking lots to the north and south are available to the public. Mr. Neubecker clarified that the parking lot directly to the south of the property is designated for the building. Approximately 100 feet farther to the south of the building is a public parking lot owned by the City. Mr. Bleile asked about the parking lot for the Malley Center which is designated only for the Malley Center; Mr. Neubecker indicated that the Malley parking lot is reserved for Malley Center uses during the day.



Mr. King asked Mr. Weinberger where the signage would be placed. Mr. Weinberger replied that it would be feasible for the brewery operators to place signage at the Orchard Place apartments and on the brewery property to inform patrons of parking options.



Mr. Brick asked if there are plans to build a fence. Mr. Weinberger replied that plans include removing a low wall and installing a taller fence behind the building. He commented that there is an egress point at the rear of the building that would only be used in the event of an emergency. Mr. Brick asked if there are plans for a fence and a gate; Mr. Weinberger responded that both a fence and a gate will be installed.



Mr. Bleile asked Mr. Neubecker what would cause revocation of the Conditional Use. Mr. Neubecker stated that the list of conditions included in the meeting packet would apply and may be amended by the Planning and Zoning Commission. Violations of the specific conditions contained in the UDC (Unified Development Code) would be grounds for revocation. All other general regulations enforced by Code Enforcement would apply. Mr. Bleile asked how the public could report issues; Mr. Neubecker responded that citizens would contact the Community Development Department for zoning issues or the police department for other issues such as noise violations. Mr. Neubecker explained that code complaints are tracked through the City's internal permitting system. If there were continuing violations by the establishment, the Conditional Use permit would be reviewed.



Mr. Brick asked who performs the annual reviews. Mr. Neubecker replied that Community Development staff is responsible for reviews.



Mr. Kinton asked Mr. Neubecker if there are any improvements planned for pedestrian access in the area. Mr. Neubecker responded that to his knowledge there are no such plans for Lincoln Street but there are talks about a mid-block crossing in the 3400 south block of Broadway. The Walk and Wheel Master Plan study is addressing uses related to bicycles and pedestrians. Recommendations for infrastructure improvement will be made at the conclusion of the study.



Mr. Bleile asked Mr. Wiseman what experience he has running a business. Mr. Wiseman replied that he is not currently a business owner but one of his partners and his family has experience. Mr. Bleile asked if he has experience operating a business next to a residential

area. Mr. Wiseman responded that he personally lives in a high traffic area and is aware that there can be noise. He is employed by a large company and runs a large department; he and his partners are businessmen. He has personally been brewing for 3 years and the more seasoned brewers on his team have over 15 years of experience. The owners of the business are involved in the craft brewing industry. Mr. Bleile remarked that the Brew on Broadway is a successful operation. Mr. Bleile asked about proposed hours; Mr. Wiseman responded that they would most likely open at 2:00 or 3:00 p.m. five days per week, closed on Monday and Tuesday. Mr. Wiseman reassured the Commission that he and his partners will strive to be good neighbors to the adjacent residents.



Mr. King asked if their business plan had changed significantly based on the location. Mr. Wiseman responded that their plan has always been to have a quiet establishment that allows for conversation and discussion of brewing. Mr. King asked about their pricing; Mr. Wiseman replied that they intend to be about average, about \$5 per pint.



Michael Flaherty, Interim Community Development Director, was sworn in. Mr. Flaherty provided additional information to the Commission regarding liquor licensing. Recently, the Colorado Legislature passed HB-1217 requires that in order to be issued a state liquor license, the proprietor must gather signatures of support for their business. Individuals will have an opportunity to support or oppose the license once the applicant submits their application.



Brick moved:

King seconded: TO CLOSE THE PUBLIC HEARING FOR CASE #USE2015-003, CONDITIONAL USE, 3427 S. LINCOLN STREET, BREWERY USE

AYES: Bleile, Brick, King, Kinton, Townley

NAYS: None

ABSTAIN: None

ABSENT: Fish, Freemire, Knoth, Madrid

Motion carried.

Brick moved:

Townley seconded: TO APPROVE CASE #USE2015-003, CONDITIONAL USE, 3427 S. LINCOLN STREET, BREWERY USE, PROVIDED THE APPLICANT CONSTRUCTS A FENCE BETWEEN THE PROPOSED BREWERY AND THE ADJACENT COURTYARD/APARTMENT PROPERTY



Discussion

Brick – The parking accommodations are sufficient, however the proximity to the apartment building is of concern. The fence at the rear of the property shall be a condition of approval to ensure the health, safety and welfare of the surrounding residential properties.

Kinton – Concurs with Mr. Brick, approves of the accessibility of the property by bus, pedestrians and bicyclists.

Bleile – Does not believe parking is an issue, acknowledged the property owner’s efforts to improve the property and that with the Conditional Use permit there will be oversight of the property to ensure compliance.



Vote

Bleile – Thanked the individuals who provided input, the property improvements will be a welcome addition to the businesses in Englewood. By having a single owner of the affected properties, any violation of the conditions can be more easily addressed.



Brick – As part of the Comprehensive Plan, citizens will have the opportunity to provide input on the future of the neighborhoods in Englewood. Under the current Comprehensive Plan, the Commissioners are charged with encouraging economic development. This project does comply with the current Comprehensive Plan in that it will not create significant impacts on the neighborhood and will serve the health, safety and welfare of the community.



King – The parking is acceptable, the property could be a number of different uses by right and the Conditional Use provides some protection for the community. It does comply with the Comprehensive Plan.



Kinton – Concurs with the previous comments, this use supports the plan and type of use that we want for the activation of that particular area.



Townley – To add to what has been said, this will not create a greater nuisance than what could be there as a use by right. The public concerns are acknowledged and the fact that it is a Conditional Use will provide additional regulations. The Comprehensive Plan is supported by the goal of bringing more business as well as employment to Englewood generating more sales tax revenue and jobs in addition to creating a product that is manufactured in Englewood.

AYES: Bleile, Brick, King, Kinton, Townley

NAYS: None

ABSTAIN: None

ABSENT: Fish, Freemire, Knoth, Madrid

Motion carried.



IV. PUBLIC FORUM

Matthew Ward addressed the Commission and stated that it is important for the owners of the proposed brewery to create a good atmosphere in the neighborhood.



Verna Roark spoke about neighbors parking and hopes that those who can will park in the public lot.



V. ATTORNEY'S CHOICE

Deputy City Attorney Comer did not have any comments for the Commission.

VI. STAFF'S CHOICE

Mr. Neubecker informed the Commissioners that the June 2nd meeting will include a discussion regarding amendments to hotel/motel regulations. On June 10th, the Urban Renewal Authority will be taking a tour of Englewood to discuss various parcels in the City. The tour will begin at 6:00 p.m., June 10th at the Civic Center. The Commission is invited to attend.



VII. COMMISSIONER'S CHOICE



Ms. Townley updated the Commissioners on the progress of the art installation of 100 Poppies at the corner of Broadway and Englewood Parkway. The project is to celebrate the commencement of the development at the site and to bring attention to the community. More information will be available soon.



Mr. Bleile asked if there had been any updates on the school superintendent search. Mr. Kinton informed the Commission that the search process has begun.

The meeting adjourned at 8:50 p.m.

/s/ Julie Bailey, Recording Secretary