

**CITY MANAGER'S NOTES
February 4, 2016**

Upcoming Council Meetings

On **Monday, February 8, 2016**, the Study Session will begin at 6:00 p.m. in the Community Room. Sandwiches will be available at 5:30 p.m.

On **Wednesday, February 10, 2016**, a Study Session will be held to conduct Interviews with Executive Search Firms. The Study Session will begin at 6:30 p.m.

The City Offices will be closed on Monday, February 15, 2016 in observance of Presidents' Day.

The next Study Session will be on **Tuesday, February 16, 2016**, at 6:00 p.m. The Regular Meeting will begin at 7:30 p.m.

Informational Items

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

1. YourHub Featured Events: Museum of Outdoor Art's Artist Discussion, Englewood Public Library Pre-Super Bowl Party
2. Denver Business Journal's Top 20 metro-area retail leases – A&A Quality Appliance Inc.
3. Calendar of Events
4. Tentative Study Session Topics
5. Alliance for Commerce Meeting Minutes, December 2, 2015
6. Planning and Zoning Commission Meeting Minutes, January 20, 2016



Xcel Energy has informed our Parks Division that they will be removing trees in Belleview Park that are under their high power lines which run through the park. No specific date has been set for the removal of these trees but Xcel indicated that the work would begin within the next several weeks.

Despite the snow, progress on the RiverRun Trailhead continues on schedule. Because a portion of the Broken Tee parking lot is being used temporarily by the construction company golfers have experienced significant challenges in finding adequate parking. The golf staff is working closely with the construction company to minimize the impact and is communicating

with guests about alternatives. We expect the staging on the parking lot to be removed in the next few weeks and improvements to the existing parking lot to be completed before spring.

Improvements to the pond at Romans Park are underway. The pond liner had developed numerous leaks that required repair. Although the weather has caused some delay, we hope to have a water feature and updated landscaping in place by spring. In addition, the sundial in the park given in memory of Packy Romans has unfortunately been the target of several incidents of vandalism. Staff removed the sundial temporarily and is currently researching options for replacement. We will pass on more information as it becomes available.

Top 20 metro-area retail leases

Q4 2015

TENANT	SQUARE FEET	BUILDING ADDRESS	BROKERAGE(S) ¹	LEASE TYPE
1 Les Schwab	80,150	River Point, Sheridan	Legend Partners/Weingarten Realty Investors	New
2 Arby's	46,994	I-25 and 144th Ave., Thornton	Legend Partners/Staenberg Group	New
3 Wendy's	43,560	I-25 and 144th Ave., Thornton	Crosbie Real Estate Group	New
4 Chuze Fitness	37,410	8601 Sheridan Blvd., Westminster	Colliers International/Cushman & Wakefield	New
5 TruFit	26,676	3300 1st Ave., Denver	Crosbie Real Estate Group	New
6 Planet Fitness	22,000	Lakeside	Legend Partners	New
7 DD's	22,000	Lakeside	Legend Partners	New
8 The Salvation Army	20,430	8214 S. Kipling Pkwy., Littleton	Colliers International/GM Realty Advisors	New
9 Party City	19,949	Superior Marketplace, Superior	Brixmor Property Group/Legend Partners	New
10 Planet Fitness/Denver Fitness Three	18,717	E. 48th Ave. and Chambers Rd., Denver	CBRE Inc./SullivanHayes Brokerage Co. LLC	New
11 A&A Quality Appliance Inc.	17,820	2875-2899 S. Santa Fe Dr., Englewood	Cushman & Wakefield	Renewal
12 Petsmart	17,460	River Point, Sheridan	SullivanHayes Brokerage Co. LLC	New
13 First National Bank of Santa Fe	14,338	1400 16th St., Denver	Cushman & Wakefield/NAI Shames Makovsky	New
14 Rite Aid	14,054	7665 W. Jewell Ave., Lakewood	Crosbie Real Estate Group	New
15 Thrifty Payless Inc.	14,054	7667 W. Jewell Ave., Lakewood	CBRE Inc./SullivanHayes Brokerage Co. LLC	New
16 Walgreens	13,034	1111 Broadway, Boulder	SullivanHayes Brokerage Co. LLC	New
17 Heavenly Soul Café	10,000	13862 E. Alameda Ave., Aurora	SullivanHayes Brokerage Co. LLC	New
18 Ulta Salon	10,000	Promenade at Castle Rock, Castle Rock	SullivanHayes Brokerage Co. LLC	New
19 Veranda Blue	8,000	8457 S. Yosemite St., Lone Tree	CBRE Inc./Re/Max Commercial	New
20 Action Computers Inc.	7,240	2890 S. Colorado Blvd., Denver	Cushman & Wakefield	New

1. Brokerage firms are listed alphabetically

**CITY OF ENGLEWOOD
2016 CALENDAR OF EVENTS**

Mon., Feb. 8	6:00 p.m.	Study Session, Community Room
Tue., Feb. 9	3:30 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	5:00 p.m.	Water & Sewer Board, Community Development Conference Room
	6:00 p.m.	Keep Englewood Beautiful, City Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed., Feb. 10	6:30 p.m.	Study Session Interviews, Community Room
	6:30 p.m.	Urban Renewal Authority, City Council Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thu. Feb. 11	3:00 p.m.	Police Officers Pension Board, Public Works Conference Room
	3:30 p.m.	Firefighters Pension Board, Public Works Conference Room
	5:30pm	Parks and Recreation Commission Broken Tee Golf Course Maintenance Facility
	7:00 p.m.	Englewood City Council At-Large (Russell) meeting, Community Room
Mon., Feb. 15		City Hall Closed – Presidents’ Day
Tues., Feb. 16	4:30 p.m.	Budget Advisory Committee, City Council Conference Room
	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Regular Meeting, Council Chambers
Wed., Feb. 17	7:00 p.m.	Planning and Zoning Commission, City Council Conference Room/Council Chambers
	7:00 p.m.	Liquor & Medical Marijuana Licensing Authority, Council Chambers
Mon., Feb. 22	6:00 p.m.	Study Session, Community Room
Wed., Feb. 24	4:00 p.m.	Englewood Housing Authority (Feb./March combined) EHA Board Room, 3460 S. Sherman, Suite 101
Mon., Feb. 29	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Regular Meeting, Council Chambers
Wed., Mar. 2	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Liquor & Medical Marijuana Licensing Authority, Council Chambers

Mon., Mar. 7	Cancelled	City Council Study Session & Regular Meeting cancelled (NLC Conference) Meetings rescheduled to Feb. 29.
Tues., Mar. 8	5:00 p.m.	Water & Sewer Board, Community Development Conference Room
	6:00 p.m.	Keep Englewood Beautiful, Public Works Conference Room
	7:00 p.m.	Library Board, Library Board Room
	7:00 p.m.	Planning and Zoning Commission, City Council Conference Room/Council Chambers
Wed., Mar. 9	6:30 p.m.	Urban Renewal Authority, City Council Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., Mar. 10	5:30 p.m.	Parks and Recreation Commission Englewood Recreation Center
	6:30 p.m.	Transportation Advisory Committee City Council Conference Room
Mon., Mar. 14	6:00 p.m.	Study Session, Community Room
Tues., Mar. 15	4:30 p.m.	Budget Advisory Committee, City Council Conference Room
Wed., Mar. 16	6:30 p.m.	Code Enforcement Committee, City Council Conference Room
	7:00 p.m.	Liquor & Medical Marijuana Licensing Authority, Council Chambers
Thur., Mar. 17	7:30 a.m.	Tri-Cities Meeting, hosted by Littleton
Mon., Mar. 21	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Regular Meeting, Council Chambers
Mon., Mar. 28	6:00 p.m.	Study Session, Community Room
Mon., April 4	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Regular Meeting, Council Chambers
Tues., April 5	7:00 p.m.	Planning and Zoning Commission, City Council Conference Room/Council Chambers
Wed., April 6	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	4:00 p.m.	Englewood Housing Authority EHA Board Room, 3460 S. Sherman, Suite 101
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Liquor & Medical Marijuana Licensing Authority, Council Chambers
Mon., April 11	6:00 p.m.	Study Session, Community Room

TENTATIVE
STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL

February 8	Study Session Permitted hours of construction activity, use of public right-of-way, and other construction activities Urban Drainage and Flood Control Dry Gulch Study Next Steps Partial Alley Vacation & Easement Dedication Discussion Acoma Lofts (alley east of 3400 S. Acoma St.) Council Goal Setting Session (Feasibility A) a. 2016 Art Shuttle Contract and Cost Sharing IGA
February 10	Study Session Interviews Interviews with Executive Search Firms
February 16	Study Session & Regular Meeting EMRF/Shea Properties Discussion 4th of July Festival Discussion Energy Recapture Discussion with L/E WWTP
February 22	Study Session Financial Policies LTAR Discussion EEF & EMRF Discussion Council Goal Setting Session (Feasibility B)
February 29	Study Session & Regular Meeting Fiscal Health & Wellness Model OpenGov (Financial Report)
March 7	No Meeting NLC Conference – tentative
March 14	Study Session Denver Fire Department Report Englewood Forward Comp Plan Council Goal Setting (The Decision)
March 21	Study Session & Regular Meeting Financial Report Standard Response Protocol (Executive Session) Marijuana Social Clubs Code Enforcement Discussion
March 28	Study Session Council Goal Setting Session (Final)

April 4	Study Session & Regular Meeting COOP & Emergency Operation Plan Sam Mamet to discuss CML services
April 11	Study Session Joint Meeting with Englewood School District
April 18	Study Session & Regular Meeting Financial Report
April 25	Study Session Board and Commission Members Reappointment Discussion Big Wonderful Outdoor Festival
May 2	Study Session & Regular Meeting Xcel – Partners in Energy
May 9	Citizen of the Year Celebration
May 16	Study Session & Regular Meeting
May 23	Study Session & Regular Meeting
May 30	Memorial Day Holiday – no meeting scheduled

FUTURE STUDY SESSION TOPICS

Vapor Lounge Regulation
 Recreational Marijuana
 Council policies/conduct
 Green Vehicle Policy Review
 Board & Commission requirements, eligibility, ordinance
 Colorado Freedom of Information Coalition
 Englewood Forward Work Session w/ New Council
 Trash Hauling Regulations Review & Trash Franchise
 Capital Project Approval Process/Purchasing Policy
 Trans-Pacific Partnership Agreement
 Construction Defects Ordinance
 Property/Code Enforcement
 Energy Conservation/Green Initiatives

ALLIANCE FOR COMMERCE IN ENGLEWOOD COMMITTEE
City Council Conference Room
December 2, 2015



I. CALL TO ORDER

The regular meeting of the Alliance for Commerce in Englewood Committee (ACE) was called to order at 11:30 a.m. in the City Council Conference Room of the Englewood Civic Center, Chair Whyte presiding.

Present: Coonan, Knoth, Michels, Ruiz, Weinberger, Whyte

Absent: Goddard, Phelps Rogers, Weinberger

Also present:

Mayor Joe Jefferson
Leigh Ann Hoffhines, Communications Coordinator
Tiffany Sergeant, Denver Business Journal
Pete Casillas, Denver Business Journal

Staff present:

Michael Flaherty, Deputy City Manager
Darren Hollingsworth, Economic Development Manager

APPROVAL OF MINUTES

November 4, 2015

Chair Whyte stated that the Minutes of November 4, 2015, were to be considered for approval. It was determined there was a quorum. Chair Whyte asked if there were any changes or adjustments to the minutes. There were none.

Michels moved:

Coonan seconded: THE MINUTES OF NOVEMBER 4, 2015 BE APPROVED AS WRITTEN.

The motion carried.

II. ACE BUSINESS

Branding Project Update

Ms. Hoffhines reviewed the brand rollout process and presented members of the Committee with a letter of thanks and a ball cap with the new logo.



Business Survey

Mr. Hollingsworth spoke about strategies being developed within the City for communication with businesses. The Committee agreed that two additional questions from the City can be included with the survey. A draft of the survey will be developed and sent to the Committee members as a test. The goal is to distribute the survey in January. Various mailing lists will be utilized to reach the largest number of businesses possible. A link will be placed on the City website and the survey will be mentioned in the January/February Englewood Citizen. The survey will be available for 2 months or 250 responses.



Review of 2015

In 2015, funds from the dissolution of the Englewood Small Business Development Corporation (ESBDC) were appropriated to offset costs associated with the branding project.

Three objectives were identified for ACE: business attraction, business retention and marketing. The Chamber of Commerce has facilitated training for business owners and is supported by the City by providing meeting space. The business survey will be ready to implement soon and the group agreed that the results of the survey will help provide direction. Chair Whyte recommended that the members of ACE review the draft Englewood Forward Comprehensive Plan to get ideas for 2016 projects.

Chair Whyte distributed a satisfaction survey to the members of ACE. Mayor Jefferson encouraged the members of ACE to consider who they might recommend for the Committee. There is currently a vacancy for an alternate; applications will be accepted until December 11th.



Presentation - Denver Business Journal

Tiffany Sergeant and Pete Casillas of the Denver Business Journal presented options for marketing for the City using their programs. In addition to print, they also offer e-mail advertisements through their e-mail blasts to subscribers. An insert program is available for which the cost can be offset by advertising sales. Ms. Ruiz commented that Swedish Hospital may be interested in partnering with the City on a promotional piece.

III. PUBLIC COMMENT

No members of the public were present at the meeting.

IV. COMMENTS



CHAMBER OF COMMERCE

The Chamber of Commerce Holiday Party will be held on Tuesday, December 8th at the Elks Lodge in Englewood.

STAFF COMMENTS



Mr. Hollingsworth thanked Mr. Michels for inviting the representatives from the Denver Business Journal. He encouraged members to invite guests to the meetings.



CITY COUNCIL COMMENTS

Mayor Jefferson informed the Committee of the results of the Council Elections.



ACE COMMENTS

Mr. Coonan reminded the Committee that Colorado Gives Day is December 8th. He suggested that the Committee identify strategies based on the Comprehensive Plan.

Ms. Ruiz suggested that the group highlight their own businesses at future meetings.

Mr. Michels thanked Mr. Whyte for his service as Chair.

Mr. Knoth spoke about the Comprehensive Plan and the importance of focusing on the "Work" theme.

V. UPCOMING ACE BUSINESS

- a. The next meeting is scheduled for January 6, 2016.

No further business was brought forth for consideration. The meeting was adjourned at 1:00 p.m.

/s/ Julie Bailey, Recording Secretary

**CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
CITY COUNCIL CONFERENCE ROOM
January 20, 2016**



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 Conference Room of the Englewood Civic Center, Vice Chair King presiding.

Present: Bleile, Brick, Freemire, King, Kinton, Knoth (arrived 7:05), Madrid

Absent: Townley, Pittinos, Fish (All Excused)

Staff: Mike Flaherty, Interim Community Development Director
Harold Stitt, Senior Planner
John Voboril, Planner II Long Range Planning
Brook Bell, Planner II Current Planning

Also Present: Steve Yates, City Council
Diane Tomasso, Englewood Resident



II. APPROVAL OF MINUTES

· January 5, 2016 Minutes

Bleile moved;

Brick seconded: TO APPROVE THE JANUARY 5, 2016 MINUTES AS WRITTEN

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

AYES: Bleile, Brick, King, Knoth, Madrid

NAYS: None

ABSTAIN: Freemire, Kinton, Knoth

ABSENT: Townley, Fish

Motion carried.



III. STUDY SESSION 2016-01 Multi-Year Capital Improvements

Mr. Flaherty reviewed the process and timing for the Planning Commissions review of proposed Multi-Year Capital Improvements. The Commission, by charter, is required to develop a list of recommended capital projects, in order of preference, to submit to City Council for consideration. An item not included in the list is the replacement of the police facility. There is potential for redeveloping Miller Field in order to accommodate the police building. Funding is limited for General Fund projects. The City has the capacity to issue bonds, however the City Council may not be in favor of issuing a bond at this time and it would not be guaranteed to pass a vote by the citizens.



Mr. Brick asked what the return on investment is for the golf course. Mr. Flaherty explained that the golf course is an enterprise fund and is self-sustaining. Discussion continued regarding funding of capital improvements.

Mr. Voboril stated that the bridge over Oxford at Windermere is a top priority. Mr. Flaherty added that one aspect of the Comprehensive Plan is that it includes an annual work plan requirement. Once the Comprehensive Plan is approved by City Council, the Commission will need to work on their portion of the annual work plan.



Mr. Brick asked about the plan for South Broadway improvements without having a marketing plan in place. Mr. Flaherty explained that the improvements are for Broadway south of Hampden and that it is a long term project and additional funding sources are needed to complete the improvements. Mr. Flaherty provided information regarding pending development near Swedish that will include streetscape improvements. Those improvements would be consistent with the Hospital District small area plan.



Mr. Kinton asked about the timeframe for the placement of a new Community Development Director. Mr. Flaherty outlined the schedule and stated that the goal is to have a new Director in place by March 1st. Interviews will take place over the next two weeks followed by an assessment process. Mr. Flaherty will spend his last two weeks with the new Director prior to his retirement mid-March.



Mr. Bell asked for clarification on the timing of the budget process. The Commission will need to submit their priorities by June 3rd. Mr. Freemire asked if the Commission will receive a list of City Councils priorities, Mr. Flaherty replied that he thinks it would be beneficial for Planning and Zoning to conduct a joint meeting with City Council to determine the priorities for the budget.



Mr. Brick asked about the status of the rail trail; Mr. Voboril explained that staff is investigating funding to complete parts of the rail trail. Mr. Kinton commented that the rail trail proposal was well received in the community and should also be placed as a high priority. Mr. Freemire suggested that the City pursue forming public/private partnerships to fund projects rather than rely on grants.



Discussion continued regarding the Oxford Bridge. Safety improvements have been made to the intersection but traffic continues to be an issue and the potential for increased traffic once the apartments at Oxford Station are occupied, both the pedestrian and vehicular traffic will increase.



Mr. Knoth commented that the Commission should take the lead on long term projects. He feels that paving the alleys, funding public improvements that are visible and beneficial to residents and acquiring property for future development should be ideas to consider. Mr. King commented on the condition of the alleys and the difficulty of marketing new or redeveloped properties with dirt alleyways.

IV.PUBLIC FORUM



Diane Tomasso, Englewood resident, addressed the Commission regarding historic preservation. She is involved in the designation process in the Denver metro area and expressed her opinion that Englewood needs to protect the character of the neighborhoods.

V.ATTORNEYS CHOICE



The City Attorney was not present at the meeting.

VI.STAFFS CHOICE

Mr. Bell informed the Commissioners that the Public Hearing for Englewood Estates and the vote on the Comprehensive Plan will take place on February 2nd. The February 17th meeting will begin to address the sign code revisions and election of a new Chair and Vice Chair will take place as well.

Mr. Stitt presented a printed copy of the revised Comprehensive Plan draft to the Commissioners. An electronic version is also available and will be posted on the Englewood Forward website. The Commissioners will be asked to finalize their recommendations to City Council at the February 2nd meeting.



VII.COMMISSIONERS CHOICE

Mr. Knoth has reached his term limit with the Commission.

Mr. Brick expressed his appreciation to Mr. Knoth for his time on the board and for the insight he brought to the Commission regarding commercial property. He thanked Mr. Flaherty for bringing the budget priorities to the Commission early in the year.

Mr. Freemire apologized for missing the previous meeting. He looks forward to reviewing the revised draft of the Comprehensive Plan.

Mr. Madrid thanked Mr. Knoth for his participation on the Commission. He believes it is the responsibility of citizens to create a culture of preservation in Englewood.

Mr. King stated that he does not agree with limiting terms for appointed volunteers.

The meeting adjourned at 8:18 p.m.

/s/ Julie Bailey , Recording Secretary