
Council Newsletter



CITY MANAGER'S NOTES March 6, 2014

Upcoming Council Meetings

The **March 10, 2014** City Council meeting has been cancelled.

City Council will meet on **Monday, March 17, 2014**. An Executive Session will begin at 6:00 p.m. in the City Council Conference Room. The Study Session will begin at 6:30 p.m. in the Community Room. The Regular Meeting will begin at 7:30 p.m. in Council Chambers.

The next City Council meeting will be **Monday, March 24, 2014**.

Informative Memoranda

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

1. News Release and articles concerning the retirement of City Manager Gary Sears.
2. Article and flyer concerning the grand opening of the remodeled children's area in the Library.
3. "Art in the Park" article from Recreation Management, October, 2013.
4. Letter to the Republican National Committee concerning the 2016 Republican National Convention.
5. Agenda for the joint meeting of the Englewood and Littleton City Councils on March 20, 2014.
6. Memorandum concerning the Impact/Team/Xcel Energy Partnership to identify and stop scams.
7. Memorandum concerning the Project Update.
8. Calendar of Events.
9. Tentative Study Session Topics.
10. Minutes from the Firefighters Pension Board meeting of August 8, 2013.
11. Minutes from the Housing Authority meeting of December 4, 2013.
12. Minutes from the cultural Arts Commission meeting of February 5, 2014.
13. Minutes from the Planning and Zoning Commission meeting of February 20, 2014.



Parks and Recreation Department

Fox 31 Airs Story on Fitness Class for Cancer Survivors

On Monday, March 3 Fox 31 aired a feature story on our fitness class for cancer survivors at the end of the 5 o'clock hour. The video clips can be viewed at:

<http://englewood.kdvr.com/news/health/745721-local-doctor-creates-fitness-class-cancer-patients>

Leigh Ann Hoffhines

From: Leigh Ann Hoffhines
Sent: Tuesday, March 04, 2014 11:57 AM
To: Clayton Woullard (; Englewood Herald - Tom Munds
Kevin Hamm ; Peter
Jones; Tom Barry Villager - News Desk
CML - Traci Stoffel ; Carlos Illescas
Cc: Leigh Ann Hoffhines
Subject: City of Englewood: City Manager Sears announces retirement



City of Englewood, Colorado
News Release

For Immediate Release: March 4, 2014
Media Contact: Leigh Ann Hoffhines, Communications Coordinator
Phone: 303-762-2316
E-Mail:

Englewood City Manager Gary Sears announces his retirement

Englewood, CO: At the March 3 City Council meeting, City Manager Gary Sears announced his retirement from the City of Englewood effective September 1, 2014. Mr. Sears has served as Englewood's City Manager for 17 years and has been in municipal public management for more than 43 years.

Following the announcement, Englewood Mayor Randy Penn responded "We have been lucky to have you here to lead the City of Englewood all these years, and we will work to make your remaining five months as fulfilling as possible."

City Council will conduct a nation-wide search for a new City Manager in the coming months.

#

Leigh Ann Hoffhines
Communications Coordinator
City of Englewood
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Englewood, CO 80110
303-762-2316

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

Englewood city manager Gary Sears retires

By Clayton Woullard YourHub Reporter The Denver Post

Posted:

DenverPost.com

ENGLEWOOD — Long-time Englewood City Manager Gary Sears is retiring effective Sept. 1.

Sears has served in his position for 17 years and has been involved in city management for more than 43 years.

"We have been lucky to have you here to lead the City of Englewood all these years, and we will work to make your remaining five months as fulfilling as possible," Englewood Mayor Randy Penn said in a news release.

Sears was born in 1948 in Denver and went to Monmouth College in Monmouth, Ill. for his undergraduate degree. He graduated from the University of Colorado with a master's in public administration.

He started his career as assistant to the city manager in Loveland in 1971 and was there until 1977. He worked for Greeley as human resources director until 1980. He served as city manager for Silverthorne 1980-1986 and moved on to be city manager of Glendale until 1997. He started as city manager of Englewood in November 1997.

Among his accomplishments at Englewood, Sears lists helping with the Cinderella City redevelopment, being a leader of one of the first transit-oriented developments in the country, providing quality city services through rough economic times and overseeing the more recent construction boom in the city and the positive developments that have followed. He also said he helped lead a multi-million-dollar renovation of a regional wastewater treatment plant that brought higher quality water to Englewood residents.

"I think every day is a unique challenge, and I feel I've been a problem-solver and helped use the resources in the community wisely, again working with the council and good community leaders and good employees," Sears said.

Sears is also past president of the Colorado Municipal League and the Colorado City County Management Association. He is also an adjunct professor at CU where he teaches public management and public budgeting.

Sears, who is 65, said he felt now was the time to retire after a long career and that he doesn't have any firm plans for what he will do in retirement. He said he hopes to do some fishing and traveling with his children and visit more with his two grandchildren.

A nationwide search to find Sears' replacement will begin in the next few months.

Clayton Woullard: 303-954-2953,

or twitter.com/yhclayton

Sears set to retire as city manager

Tom Munds
Posted 3/5/14

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Sears

Englewood City Manager Gary Sears has announced his plans to retire.

"After a great deal of thought about the subject, I want to announce that I plan to retire effective Sept. 1," he said at the March 3 city council meeting, while handing a retirement letter to

councilmembers. "I have been in municipal public management in Colorado for 43 years and, for the last 17 years, I have had the privilege of serving as Englewood's city manager."

He said he and his wife Dianne have discussed the subject and agreed it was time to make the decision. He added that he had informed his staff and directors at the city department of his decision. However, the decision had been kept a secret and those at the meeting were generally surprised by the announcement.

In his letter, Sears wrote that he has enjoyed the opportunity to be of service to Englewood and to have played a role in improving the city in numerous ways.

"As a professional manager and, according to the ethics of the International City Managers Association, I will not participate in the selection process for my replacement," he said.

He added that he is willing to work with the city council and staff during the transition period.

Mayor Randy Penn told the council that work to establish a process for the search for a new city manager would begin immediately.

Sears accepted the job as Englewood City Manager in 1996. He directed the city during the arrival of the Southwest Corridor Light Rail line, the successful effort to create a transit-oriented development, the demolition of the Cinderella City shopping mall and the construction of Englewood Civic Center.

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Castle Rock News-Press	Englewood Herald	Lakewood Sentinel	Northglenn Thornton Sentinel	Tri-Lakes Tribune	

Featured Event

Saturday8

Grand reopening of Englewood Library children's area.

Join us for the grand opening of the remodeled children's room. Entertainers will be on hand to delight children of all ages. The free event will take place from 1-4 p.m. at Englewood Library, 1000 Englewood Parkway. For information, go to englewoodgov.org or call 303-762-2560.

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Children's Area Reconstruction

Children's room will be under construction the week of **February 18–24**, with limited access for books and other materials.

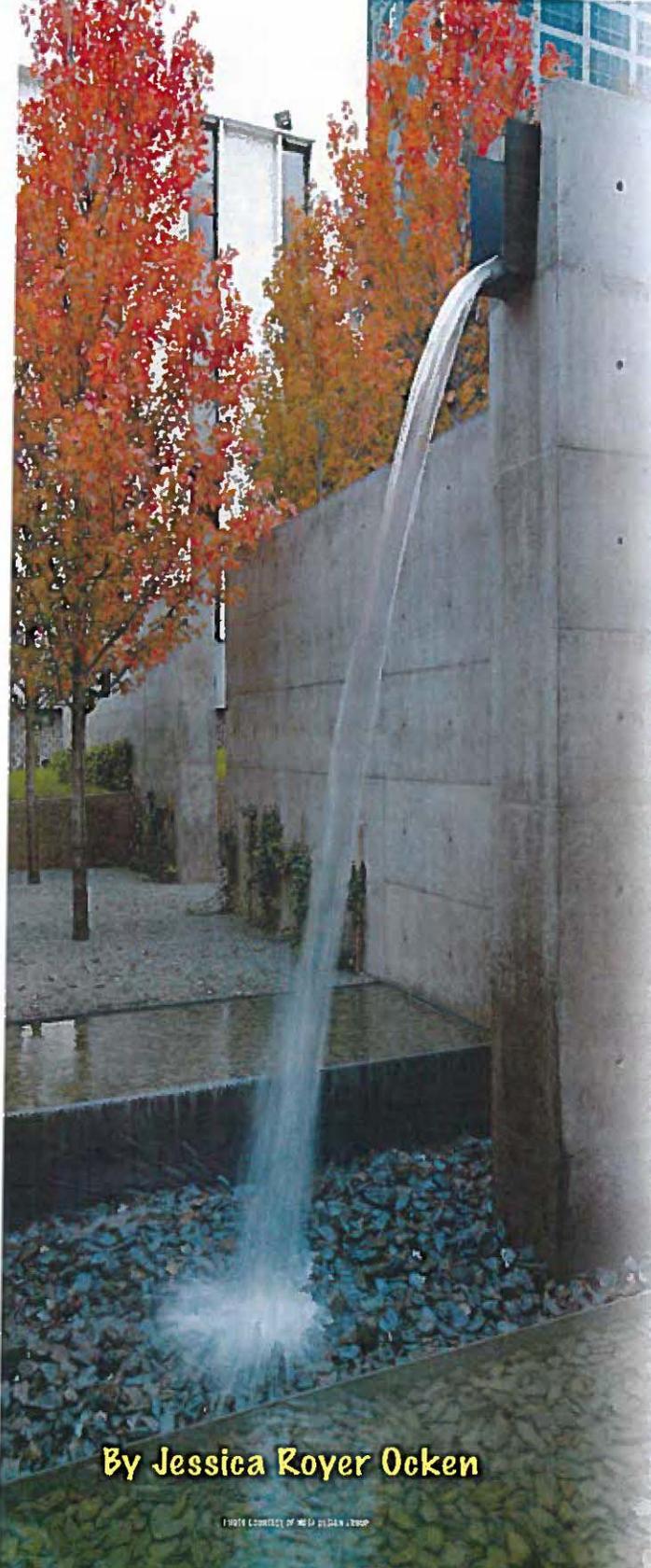
The Storytime room will be **OPEN**, so please stop by for regular storytimes.

Don't forget the STEM program on **Tuesday, February 18th!**



Join us for a **GRAND OPENING** on **Saturday, March 8th** to celebrate our new Children's room. Special entertainers will be on hand **1:00–4:00** with something special for children, young and old!

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Art in the Park

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"Public art is important," announced landscape architect Susan Weller of the Olin Studio during a talk at the 2012 annual meeting of the American Society of Landscape Architects. And there may or may not have been a few eye-rolls in the audience. (There may or may not be a few eye-rolls going on now as you read this, eh?) Then she introduced Penny Balkin Bach of the Fairmount Park Art Association, which is in the Philadelphia area and has been in existence since 1872.

Unlike art in a museum or gallery, no one needs a ticket to see public art, Bach noted. You don't even have to dress up. And more than that, public art does a lot to help people feel connected to their community. In a 2008 study by the Knight Foundation, a community's "art, parks and green spaces" ranked higher than education, safety and the local economy in creating attachment, she reported.

And while it might seem like a newfangled concept, "art has been linked to recreation and general cultural well-being since people first organized into communities," noted Zakery Steele, ASLA, a project manager with Bayer Landscape Architecture in Rochester, N.Y. Think Roman bathhouses and Egyptian hieroglyphics.

"Art gets a bad reputation for being something for the rich to enjoy," he added. "Public art allows that cultural experience to be enjoyed by everyone—for free, and you can visit any time."

Including art makes a space unique and engaging, and perhaps even more fun. When that space is a park or recreation complex, it can mean more excitement about everything going

By Jessica Royer Ocken

PHOTO COURTESY OF MELI HILDEN, 2009

there and more people visiting—which is just what you want for public parks, right? Not to mention, adding some artistic elements into an existing green space or into the new park you're currently planning won't be as hard as you think.

What Is Public Art?

Historically, public art has been a sculpture of some kind that's created by an artist and installed in a public location, explained Scott Crawford PLA, ASLA, LEED AP, a senior partner with RDG Planning & Design in Iowa. But RDG—and many other landscape architects working today—takes a different view. RDG has an in-house art studio, and they try to integrate art into their projects, rather than just placing it in a public spot. "I like to think of it more as creating cultural parks or parks with historic meaning. Everything we do is about creating a place people want to be," Crawford said. "We want people to have a good experience and be left with a positive memory."

And this doesn't have to be a 12-foot orange bird nest placed in a public field (although that would be). "Our firm doesn't just look at art as a physical piece commissioned by an artist," said Stan Cowan, ASLA, a principal at MESA in Dallas. "We promote an artistic approach to contents of the site."

And this can be as simple as customizing the elements a park needs anyway. "Rather than a generic shelter, think about what's unique about the community or the space," Crawford suggested. "What's its history or heritage?" Then use those ideas to make something more interesting in terms of form, materials, colors or lighting.

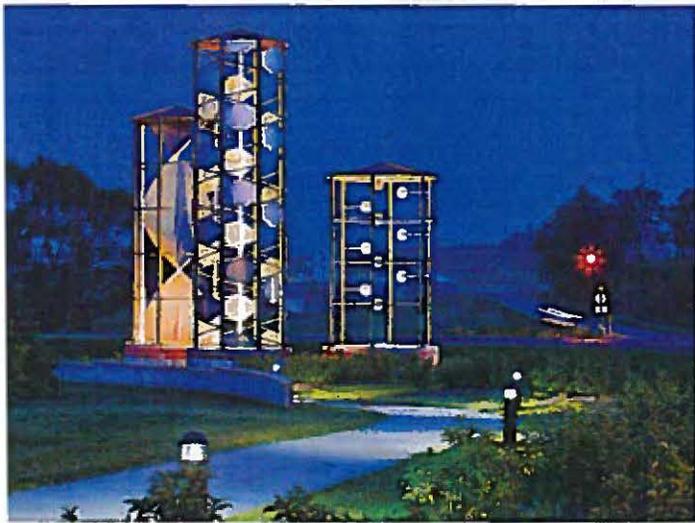
In terms of the final product, there's not necessarily a strong boundary between landscape architecture and public art, added Shauna Gillies-Smith, MAUD, BARCH, ASLA, LEED AP, founding principal of Ground in Somerville, Mass. Her firm works hard to add an element of imagination, narrative, playfulness and visual interest to both landscape and public art projects. So rather than adding a sculpture, perhaps you include sculpturally shaped bushes or flower beds in your park. Artfully rolling hills. An elegant walkway through the trees.

What Are Its Benefits?

Why bother with the extra effort of including art in public recreation spaces? There are a few benefits—even beyond the added fun and interest and increased connection to the community mentioned previously.

"We all like to look at beautiful things," said Landscape Architect Eric Hornig, a principal and part owner at Hitchcock Design Group in Naperville, Ill. He added that clients who have active art groups in their community are in an especially good position to reap the benefits of including art in their park plans, as there's built-in support for the endeavor from the start.

But whether your town is artsy or not, it definitely has some children around, and children are another group of art-lovers. They'll be particularly pleased to find artistic elements of fun and surprise in spaces created for them. (And you may even be able to get help to help you create the art.)



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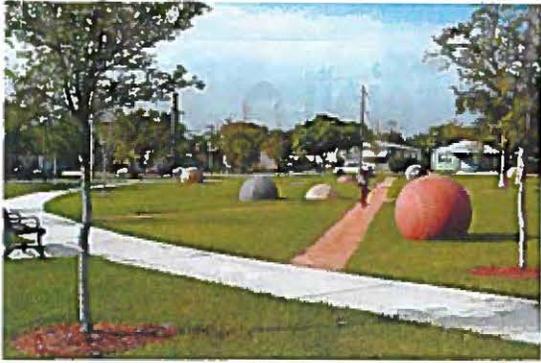


PHOTO COURTESY OF SHARON GILLIES SMITH - COLEMAN PARK

Your parks and public spaces are likely used by a wide variety of constituents, and an art piece can speak to all of them, explained Cowan. It may not say the same thing to everyone, but by evoking an emotional response, or just causing passersby to slow down and look for a moment, a work of art enhances their experience of the place, whether they're there to work out, play ball or watch the kids on the playground.

Art can tell a story, add a layer of surprise and help create an experience that's specific to the place where it's found, said GilliesSmith.

And beyond this, a piece of art in a recreation space can become an attraction in itself, noted Monica Thomas, marketing content specialist with the Nature Consortium, a nonprofit organization that connects art, nature and the community in Seattle. Art doesn't have to be the focal point, but if it's interesting and unexpected, it draws people in. This can be especially effective if you're looking to call attention to an area for environmental or recreation reasons, she said. "There are countless studies that have shown the ways the arts and the environment separately and together can enhance education."

Ways to Add Art

Now that the rewards you can reap by including art in your recreation areas are percolating in your mind, let's look practically at the ways this can be done. And no matter which of the approaches discussed below

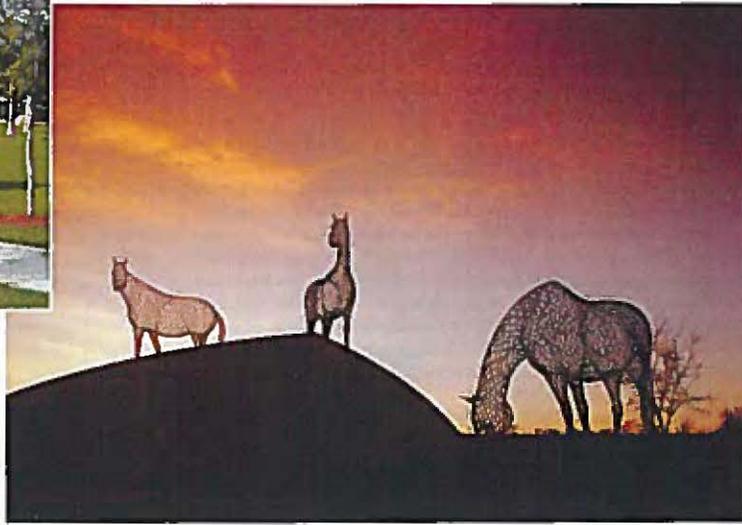


PHOTO COURTESY OF MESA DESIGN GROUP

seems to be the best fit for your community, be sure to bring experts on board to help. You have to have the confidence to "take a step into the unknown," GilliesSmith said, but that doesn't mean you don't do your research, test different ideas and perhaps even partner with an arts organization.

Permanent installations:

A permanent installation is just that: something put in place that's intended to stay there forever. And while this type of project signals your commitment to the arts and your community, it comes with its own unique challenges.

Art is subjective, Hornig noted. So when you're putting something in a public place that's intended to be there a long time, "one of the bigger challenges is to find a subject matter that can be tasteful and appropriate in the setting, but still give the artists freedom to explore their own creativity."

GilliesSmith recalls being involved in a public art project that was long delayed because the client wasn't interested unless the art could be guaranteed non-controversial, which was impossible. "Depending on your perspective, just about anything can be controversial," she said with a laugh. But that doesn't mean you should shy away from this sort of project, and in fact, a parks and recreation setting will likely work to your advantage. In those situations, animals, plants and other natural elements are common themes, and "it's easier to agree on a bronze turtle than a Cubist representation of spaghetti," Hornig said.

Including a permanent installation may also help you in the funding front, as some cities now designate a portion of public works funding specifically for art. Check with your local cultural affairs department for details, as there's likely an accompanying process of

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requesting proposals and ideas from artists and settling on a final selection that must be carefully followed, Steele explained. And again, having experts involved is particularly important in a permanent situation, as you want to be sure the artwork is constructed and installed in a way that will keep it safe, secure, and looking its best for the long term, Cowan added.

Temporary installations:

RDG has noticed a growing trend toward making a permanent place for art in public recreation spaces, but allowing the art itself to change periodically. This is a "very cost-effective way to get public art," Crawford said, and it's also a great way to involve and include the community in the process.

It's as simple as picking a variety of locations within a particular park or throughout the park system—perhaps between five and 20—and installing some permanent base platforms made of steel or concrete. Then, each year, the city, the park district or a local public arts group can put out a call for submissions and proposals from local, regional or national artists interested in displaying their work. Perhaps each year has a theme and perhaps each selected artist gets a small stipend in addition to having his or her work displayed in the park (and be sure these are works that can withstand a year's worth of weather). If desired, at the end of the year the works of art can be offered for sale as they're decommissioned, and then the process starts all over again for the next year's display.

"It's relatively easy for clients to commit at that level," said Hornig, whose Hitchcock Design Group has also created these sorts of base displays for changing artwork. Rotating and renewing the art keeps the exhibition fresh and exciting, and it also requires less of a long-term commitment. "You don't have to have such consistent buy-in with so many parties," said BilliesSmith. "That's one of the great appeals of temporary public art." If there's something on display that everyone loves, after a while it will be replaced by something new!

Seasonal or annual art exhibits that work with a planting design can also be a fun way to present art in a park, Cowan said. "Then the plants become the sculpture when the art isn't present."

And some projects can be even more temporary than this. BilliesSmith once brought in lots of sand and created a beach in a parking lot with the idea of "changing something functional into something fun." A quick change to the local landscape might be a great interactive attention-getter for a

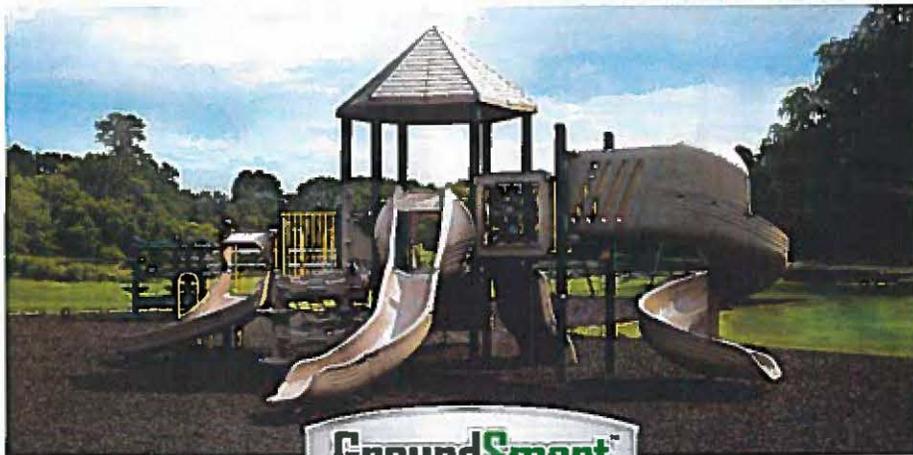
special event or local festival.

And the Nature Consortium has done projects with their youth classes where they study various artists and then create works in a similar style using natural materials (stones, leaves, pine cones). "They create something that's engaging and can be used as an educational tool," Thomas said. The works remain in the park for a few hours or a few days, and then they're gone.

Community-based projects:

Whether permanent or temporary, art is a great way to engage your constituents by including them in the process of creation. You might test the waters by offering opportunities for creativity during festivals or public events: Provide a giant piece of paper to make a community mural or sponsor a contest for amateur art creations. And ask the com-

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munity what they might like to see in terms of art in the parks. "Offer open public forums where anyone can bring ideas," Crawford suggested. "You'll learn what has meaning to the community."

As mentioned previously, children will be particularly delighted to have art (especially theirs!) displayed in a public space, so consider working with local schools or art programs to "commission" art that can decorate public spaces such as murals or mosaics. RDG has used collage cutouts made by children as the patterns to create fabricated metal panels for bridges in a park, and Hitchcock Design has embedded tiles painted by children, along with

their handprints, in outdoor walls, as well as engraving children's artwork in pavers or bricks.

When you're planning to display amateur artwork in a permanent way, however, you'll need some careful planning and expertise as it's created. "You need someone facilitating the project who knows what they're doing," Steele said. So consider drafting a local artist to lead the activity, or even bringing in an artist for the occasion. "[They have to know] what materials to use and how the weather will affect the art if it's going to be outside." Nothing is more disappointing than seeing a lovely installation fall apart after a year or two, and this could turn people off to the whole process, he warned. "Public art needs to take the worst abuse possible: graffiti, climbing on it, weather, you name it."

Integrated elements:

One of the simplest ways to add art to your parks is to include it within pieces you need to have anyway—like a fence. "You need it, but have an artist design it," suggested GilliesSmith. "Then it has multiple layers [of meaning]." It will still create a barrier, as intended, but it may have a poem written on it or include glittery glass to reflect colors and light. "It's not that much more expensive to add an extra layer of interest and experience."

If you're making an accessible trail through the trees, look for ways to make the paving unique, Crawford said. Have forms and shapes pressed into the concrete, or choose colored concrete. And you can use the same technique with facades and columns, he added. If you're already buying masonry, why not integrate some terra cotta tile? Then you're not paying for any additional features, just the difference between brick and terra cotta or concrete vs. custom pavers.

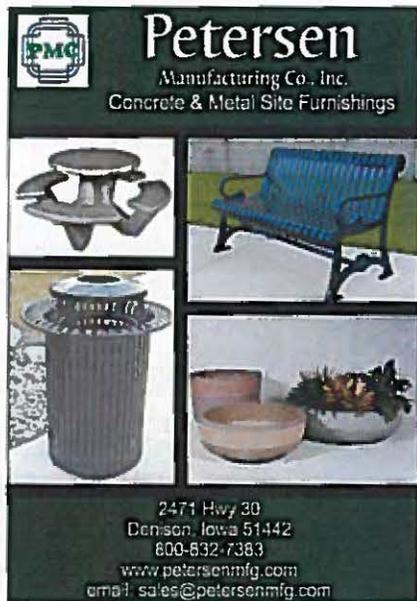
MESA recently created a new pavilion for Moore Park in Dallas, which is designed to be a "gateway" celebrating access to the Trinity River. The angular, geometric concrete structure is intended to spark visitors' interest and draw them toward the river, as well as creating an amphitheater space where people can gather together.

And don't forget: This is a park! The natural world and your impact on it should never be far from your mind, said Thomas of the Nature Consortium. Why not include something that's beautiful to look at, but also a habitat for wildlife? Have artists design birdhouses for your space. "Use art to enhance nature," she said.

Light can be a fun artistic medium to play with, added GilliesSmith, and it has the additional benefit of adding illumination to park spaces and perhaps making them more appealing into the evening hours. Light bridges or a path through the trees with twinkling bulbs, she suggested. "Have a temporary light festival," she said. "That brings a bit of magic to a place without a huge expenditure."

The play elements of your park can also be artistically created. Hornig recalled the snake-shaped play element his firm designed for a Chicago area park. "It really sets the tone for the playground," he said with a laugh. "You've never seen anything like that!"

Even a splashpad can become an interactive work of art when its elements are sculptural—ly designed and color is used creatively.



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Connecting Art & Nature

A prime example of the ways art and nature and recreation can work beautifully together, the Nature Consortium began as a community festival in the late 1990s. It was a block party designed to bring neighbors together to share art and nature experiences, explained Monica Thomas of the Nature Consortium. Today it has blossomed into a much larger event that takes place at Seattle's only campground and includes lots of music, as well as visual art.

In addition, the Nature Consortium now works year round to offer free after-school and summer youth programs in art, dance, gardening, cooking, music and photography, most of which include an eco-friendly, environmental component. "In everything we do, we try to weave art and nature together," Thomas said. The two things really are spun from each other, she explained. "Nature and our environment influence the art we create, and we also see nature as a beautiful, artistic thing." Communities are tied together by the environment that surrounds them, and you "can't have a strong community without art and nature."

Today the Nature Consortium also has an Urban Forest Restoration Program, which engages volunteers to do habitat restoration in the largest remaining forest in Seattle. Their goal is to "invite the community to be part of that green space," and they weave art into that experience as well. Sometimes volunteers are invited to do an art project during one of their breaks, and other times musicians come to play for them as they work. "It's hard work pulling out weeds, but music helps liven the spirit and enhances the experience of being outdoors," Thomas said.

And you don't have to be working hard to be surprised and delighted by an unexpected encounter with art in nature, which is what makes public parks and recreation spaces a great spot for experiencing the arts.



How to Get Started

If adding some art to your parks sounds appealing, it's important to begin with a plan. Develop a reason or a goal for your art project. Perhaps you want elements that will interpret the natural environment or be an educational tool or pay tribute to the cultural heritage of your area, whether that's Native Americans, the Civil Rights movement, or a notable figure born or active nearby, Crawford said. You should also include local art professionals, landscape architects or construction professionals, and park maintenance staff in the discussion, as their expertise will help you do things right the first time, noted Steele. And you may have local artists who'd be willing to contribute to your efforts in one way or another.

Steele also cautions against getting too much general public input too early in the process. Art is subjective, and it's hard to please everyone, so if your committee grows too large, you may never come to a consensus—or you may end up with results so bland and inoffensive that they aren't worth the effort in the first place. Perhaps wait until you've collected and selected a few top ideas to get input from those using the parks already and in the community at large.

Finally, remember, though they may seem different at first, art and parks can easily go hand in hand to enhance the enjoyment of your community's green spaces and the strength of the community itself. "Just as you want a diversity of people using your parks, a healthy population, you want to include a diversity of art and artistic methods," Steele said. Include regional and local artists "so your community feels important and supported. [Art in the parks] is part of their cultural experience."

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CITY COUNCIL

March 5, 2014

Chairman Reince Priebus
Republican National Committee
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Dear Chairman Priebus:

On behalf of the City Council of the City of Englewood, Colorado – Denver's first-tier suburban neighbor to the south – I write today to express our strong support for Denver's bid to host the 2016 Republican National Convention.

The Denver metropolitan region has a proven track record of success when it comes to hosting national events of this magnitude. The region has hosted numerous presidential visits, the 1997 G8 Summit, one of the 2012 Presidential Debates, and the 2008 Democratic National Convention. The Denver metropolitan area offers the necessary infrastructure, transportation networks, security resources, and enough hotels and related facilities to guarantee a successful convention.

We understand the significance of hosting a presidential convention in our region and we know it takes strong collaboration to ensure success. We have witnessed first-hand the regional cooperation that has taken place on past events and we stand committed to providing assistance if the 2016 Republican National Convention takes place in Denver.

The elected officials of the City of Englewood stand beside our neighboring communities in the metropolitan area with strong support for Denver's bid to host the 2016 Republican National Convention.

Thank you for your consideration.

Warm regards,

Randy P. Penn
Mayor

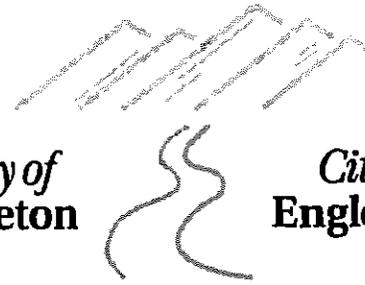
Mayor Randy Penn, District 3 • Mayor Pro Tem Linda Olson, District 2
Rick Gillit, District 4 • Joe Jefferson, District 1 • Bob McCaslin, At Large • Jill Wilson, At Large • Steven R. Yates, At Large

1000 Englewood Parkway • Englewood, Colorado 80110 • Phone 303-762-2310 • FAX 303-762-2408
www.engagewoodgov.org • E-mail:

**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
(303) 762-2600
FAX 762-2620

City of
Littleton



City of
Englewood

**AGENDA
FOR THE
JOINT STUDY SESSION
ENGLEWOOD CITY COUNCIL AND LITTLETON CITY COUNCIL
THURSDAY, MARCH 20, 2014, 7:30 a.m.
BREAKFAST MEETING
LITTLETON/ENGLEWOOD WASTEWATER TREATMENT PLANT
2900 SOUTH PLATTE RIVER DRIVE**

- | | |
|----------------------------------------------------------|-------------------------------------------|
| I. Gather for Breakfast | |
| II. Welcome and Introductions | Stewart H. Fonda
Director of Utilities |
| III. National Biosolids Partnership Platinum Certificate | Jim Tallent
Treatment Manager |
| IV. National Association of Clean Water Agencies (NACWA) | Dennis Stowe
Plant Manager |
| V. CDPHE Compliance Inspection | Dennis Stowe
Plant Manager |
| VI. Facility Roadmap to the Future | Sarah Reeves
Brown and Caldwell |
| VII. Adjourn | |

Please note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood, 303-762-2600, at least 48 hours in advance of when services are needed.

Thank you.

MEMORANDUM

To: Chief of Police John Collins, via Commander Sam Watson
From: Sgt Christian Contos, Impact Team supervisor
Date: March 3, 2014
Subject: Impact Team/Xcel Energy Partnership to Identify and Stop Scams

In February 2014, the Englewood Police Department received a report that an Englewood business may have been the victim of a scam that involved subjects impersonating Xcel Energy, and threatening to turn off the power to the business unless money was paid.

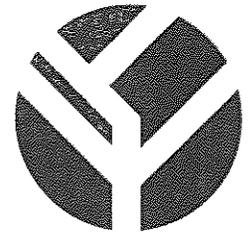
An Impact Officer had recently seen a television news story about a similar scam. The scam involves the scam artists using a weakness (now corrected) in Xcel's billing computer system to learn about customer accounts. The scammers then call a targeted business, usually owned/operated by a person not native to the United States, and tell the person they are from Xcel Energy and the business power bill is in arrears. The scammers then tell the victim that if a sum of money is not paid immediately, the business will have its utility service turned off. Concerned business owners may pay the sum, thinking they are overdue on their utility bills, when they are actually completely up to date with their Xcel Energy bills. Once the money is paid, it is sent to an unknown third party, either out of the state or out of the country, and the money cannot be recovered.

The Impact Team partnered with Xcel Energy's corporate security office and connected the victim with Xcel representatives. Impact also partnered with the Englewood Police Community Relations Office and the City's webmaster to publicize the scam to our citizens and business owners via email alerts, the City's website, and Nextdoor.com. It was also learned this scam has victimized numerous residential and business customers from many different utility providers across the country. The last report indicated the national financial losses are approaching \$200,000. Impact also connected the US Secret Service with Xcel representatives, allowing Federal law enforcement to become involved and assist as necessary. The criminal investigation is continuing at the Federal level and involves multiple suspects, states, and countries.

Based on our publicity of the scam, an Englewood resident contacted the police department and described an email scam that was very similar. Xcel Energy had not yet seen the email scam and it was determined this email scam was likely new to Colorado. Xcel Energy is now using the information provided by the Englewood citizen and the Englewood Police Department to help educate their customer service personnel and the public on the new scam as well as the known scam. Fortunately, to our knowledge, no Englewood citizens have lost any money in these recent scams, although it is suspected that some local Xcel customers have lost money and are not aware that they were victimized by a scam.

This successful partnership is just one example of the Impact Team's continuing efforts to educate and protect our citizens and businesses from scams and fraud. All types of fraud and scams, but specifically cyber-based crimes and scams, are increasing at a dramatic rate, and we fully expect these types of crimes to continue, with increasing financial losses to the community.

MEMORANDUM



TO: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works

FROM: David Henderson, Deputy Public Works Director ✓

DATE: March 5, 2014

SUBJECT: PROJECT UPDATE – Duncan Park Improvements, **Dartmouth Bridge Repair**, Golf Course Wet Well, Library Remodel, Little Dry Creek Plaza Repairs, Redevelopment at 5001 S. Broadway, Flood Middle School Redevelopment, Security Camera Project, Servicer Stormwater Improvements, The Englewood Campus, Craig Hospital Expansion, Xcel Energy Projects, Kent Place, CityCenter Site Development, Englewood McLellan Reservoir Foundation, Air Quality/Energy Savings Projects, GPS in City Vehicles

DUNCAN PARK IMPROVEMENTS

Final plans have been revised to incorporate “value engineering” suggestions to reduce the project cost. The scope of the project is not being reduced. All major elements will remain in the base bid. The project was advertised this week. Bids are due on April 3rd.

DARTMOUTH BRIDGE REPAIR

This project will design and repair a test section (in the worst area) that can be constructed within the existing budget appropriation. The test section will provide the data needed to evaluate the condition of the deck and how we should proceed in the future. Construction costs are anticipated to be around \$100,000.

Plans are complete and the project is advertised. Bids are due on April 1st.

GOLF COURSE WET WELL

City Council approved a contract to replace the wet well and pump house building located between the lakes on the front nine of the Broken Tee Golf Course. The wet well and pumps provide irrigation for the golf course. This project includes the demolition of the existing pump house building, installation of a new lining in the 30-year old wet well pipe, and construction of a new pump house building.

The contractor, Industrial Group, expects to complete the project by March 24th.

LIBRARY REMODEL

Public Works staff is coordinating a remodeling project in the library. The project is being funded from a donation and will be done in three phases:

- Phase I New computer use area in current display alcove, east side - **complete**
- Phase II Remove some shelving and relocate four computers in adult area - **complete**
- Phase III New carpeting, pillars, paint, and furniture in children’s areas – **Phase III is substantially complete. Punch list items are being addressed.**

STREET MAINTENANCE PROJECTS 2014

The Street Division continued sweeping Englewood streets this week. Sweeping of major arterials and the downtown area was accomplished at night due to traffic and parking conflicts.

The warmer weather and reopening of asphalt plants allowed the Street Division to catch up patching utility cuts.

Street Division staff began sealing cracks on Broadway this week. The rubber crack sealant protects our pavement from water infiltration, extending pavement life.

Staff continued the process of finalizing a list of streets for the 2014 in-house overlay program. The list will be discussed with Xcel Energy next week to minimize conflicts with their renewal operations.

LITTLE DRY CREEK PLAZA REPAIRS

Design drawings for landscaping improvements are complete and the project is advertised. Bids are due on March 25th.

REDEVELOPMENT - 5001 S. BROADWAY

The Advance Auto store opened for business on December 21st. Colorado Structures Inc. continued construction of the Sprouts store. Sprouts is expected to open in June, 2014.

Site work (completion of the traffic signal and sidewalk warranty work) will be completed this spring, prior to Sprout's opening.

FLOOD MIDDLE SCHOOL REDEVELOPMENT

Demolition is complete and Wood Partners now owns the site. Wood Partners' contractor continued grading the site and excavating for the parking garage. Concrete foundation work continued. Undergrounding of overhead utilities (power lines, phone lines, cable, and traffic) continued.

SECURITY CAMERA PROJECT

City Council approved a contract with Long Solutions. Staff is meeting with the contractor regarding schedule and work requirements. Staff will provide updates as information is available.

SERVICENTER STORMWATER IMPROVEMENTS

To assure compliance with state and federal requirements for stormwater runoff, Street Division staff is constructing an area to wash trucks, fire equipment, and street sweepers. The area will be isolated from the storm sewer system that goes to the Platte River. This is a short term solution until we can construct a new addition to the Servicenter that incorporates a truck washing station meeting all applicable standards. The Servicenter has included \$550,000 in the 2014 budget to accomplish this required improvement. Staff attended the February 3rd Study Session and provided an update. **We will present a motion to award a design contract at an upcoming City Council meeting.**

THE ENGLEWOOD CAMPUS

Englewood School District continues construction of the new campus on South Logan Street. Staff is monitoring the public right-of-way construction to assure conformance with approved plans and agreements.

CRAIG HOSPITAL EXPANSION

Construction of the new campus continued.

XCEL ENERGY PROJECTS

Gas Line Replacement Projects

Xcel completed gas line replacement work in the 2900 and 3000 blocks of S. Downing Street and the 3900 – 4000 blocks of S. Grant Street. **Pavement restoration will be completed as weather and schedule allow. Gas line replacement in the 1000 – 1100 blocks of E. Bates Parkway, the 4400 block of S. Delaware Street, the 4400 - 4500 blocks of S. Pennsylvania Street, the 3500 – 3600 blocks of S. Elati Street, and the 1500 – 1700 blocks of East Dartmouth Ave. continues as weather allows.**

Staff continued reviewing additional Xcel permit requests including S. Broadway between Rafferty Gardens and Centennial, and Union Avenue at Santa Fe.

Xcel notified Public Works of a major upcoming gas main replacement project. The project is expected to replace 78,000 feet of gas main in Englewood over the next four years. Staff met with Xcel to discuss the proposed project. **Updates will be provided as information and tentative schedule are available.**

KENT PLACE

The contractor continued work on the residential apartments.

CITYCENTER SITE DEVELOPMENT

Alexan East and West Parcels

438 residential units. Alexan's occupancy level for October, 2013 is 95%. Commercial uses: Let It Bead, Liquor Store, State Farm, Lifetime Family Practice, Cuttin' It Loose, CityCenter Community, Nixon's Coffee House, and King Liquor Store.

Parkway Retail / Office Buildings

Commercial uses: The International House of Pancakes (IHOP), Qdoba, GNC, Supercuts, Nails Center, CityCenter Dental Group, Tableaux Interior Design, Englewood Eyecare, Collective Licensing Int'l, Inc., Quizno's, "Insurance Company of the West", Fred Astaire Dance Studio, Wellness Treatment Center, SB Clark Companies, Unifocus, Bartertown Comics, and XL Edge.

Bally's Building

Tenants include Bally's, "Blondies Fire House Pub and Restaurant", and MaxFour.

Retail South of the Parkway

Tenants: Petco, Ross, Coldstone Creamery, Noodles, Office Depot, and Einstein Bagels.

Gold Mine Pad

Tenants include: Jamba Juice, Tokyo Joe's, and Doctors Express.

CityCenter Site

EEFI continues project management of all infrastructure on the site. Staff is monitoring the security, sweeping, snow removal, and day porter services performed under the Common Area Maintenance.

ENGLEWOOD MCLELLAN RESERVOIR FOUNDATION (EMRF)

PA-84 West

The Mike Ward Infiniti dealership opened on Monday, August 29, 2011.
The Larry Miller Nissan Dealership opened on February 11, 2012.

PA-85 (Benjamin Franklin Charter School)

The Benjamin Franklin Charter School is open.

AIR QUALITY/ENERGY SAVING PROJECTS

Flex Fuel Program

Currently, 39 of our fleet vehicles are running on E-85 ethanol fuel. All new replacement vehicles (less than ¾ ton) will be compatible with E-85. Approximately 50 Flex Fuel vehicles will be in our fleet within two years. Currently, the cost of E-85 fuel is approximately \$0.40 per gallon less than regular unleaded gasoline. Ten of our fleet vehicles run on Compressed Natural Gas (CNG). 39 on-road vehicles and 23 off-road (construction equipment) run on biodiesel fuel.

"Green" Programs

We continue to work with our vendors to expand the Green product line as it becomes available. 90% of our custodial paper supplies are from recycled sources. The Servicenter is now "single-streaming" waste at the Servicenter and a dumpster has been supplied for *cardboard only* recycling.

Energy Saving Projects

In 2001, the Public Works Traffic Division began an ongoing program to convert traffic signals from incandescent lamps to Light-Emitting-Diode (LED) bulbs. To date, 80% of our City maintained signals have been converted. LED traffic signals use 90% less energy than incandescent lamps, last five times longer, and provide better visibility.

**CITY OF ENGLEWOOD
2014 CALENDAR OF EVENTS**



Mon., March 10	Cancelled	Study Session
Tues., March 11	5:00 p.m.	Water and Sewer Board, Comm. Development Conf. Rm.
	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
Wed., March 12	Cancelled	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
Thurs., March 13	11:00 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Malley Recreation Center
	6:30 p.m.	Transportation Advisory Board, City Council Conf. Room
Mon., March 17	6:00 p.m.	Executive Session, City Council Conference Room
	6:30 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., March 18	4:30 p.m.	Budget Advisory Committee, City Council Conf. Room
	7:00 p.m.	Planning and Zoning Community Development Conf. Room/Council Chambers
Wed., March 19	6:30 p.m.	Code Enforcement Advisory Committee, City Council Conf. Room
	cancelled	Local Liquor and Medical Marijuana Licensing Authority, telephone poll
Thur., March 20	7:30 a.m.	Joint meeting with Littleton @ WWTP, 2900 So. Platte River Drive
Mon., March 24	6:00 p.m.	Study Session, Community Room
Mon., March 31	Cancelled	Study Session
Wed., April 2	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., April 7	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., April 8	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
	7:00 p.m.	Planning and Zoning, Community Development Conference Room/Council Chambers
Wed., April 9	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
	Cancelled	Board of Adjustment and Appeals, Council Chambers
Thurs., April 10	11:30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Broken Tee Englewood Golf Maintenance Facility
Mon., April 14	6:00 p.m.	Study Session, Community Room
Tues., April 15	4:30 p.m.	Budget Advisory Committee, City Council Conf. Room
Wed., April 16	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., April 21	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., April 22	7:00 p.m.	Planning and Zoning, Community Development Conference Room /Council Chambers
Mon., April 28	6:00 p.m.	Study Session, Community Room
Mon., May 5	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., May 6	7:00 p.m.	Planning and Zoning, Community Development Conference Room /Council Chambers
Wed., May 7	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

TENTATIVE



**STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL**

- March 17 Study Session & Regular Meeting
Executive Session – Personnel
Financial Report
Posting for Medical Marijuana Grow Facilities
Council Policy Manual Decorum
- March 20 Joint breakfast meeting with Littleton @ WWTP (Thursday morning)
WWTP 5 Year Plan
- March 24 Study Session
Citizen Survey
Board and Commission Reports
- March 31 No meeting scheduled – 5th Monday
- April 7 Study Session & Regular Meeting
- April 14 Study Session
Fire Training Center Update
Fire Study
- April 21 Study Session & Regular Meeting
Financial Report
- April 28 Study Session
2015 Proposed Budget
Board and Commission Members Reappointment Discussion
Board and Commission Reports
- May 5 Study Session & Regular Meeting
- May 12 Citizen of the Year Celebration
- May 19 Study Session & Regular Meeting
CAFR/Holscher, Mayberry & Company
Financial Report
Board and Commission Reports

May 26	Memorial Day Holiday – No meeting scheduled
June 2	Study Session & Regular Meeting
June 9	Study Session Board and Commission Interviews
June 16	Study Session & Regular Meeting Financial Report Board and Commission Reports (CML Conference – 6/17-20/14)
June 23	Study Session Tour of River Run facility Tour of Fire Training Facility Tour of Humane Society of South Platte River
June 30	No meeting scheduled – 5 th Monday
July 7	Study Session & Regular Meeting
July 14	Study Session Financial Report
July 21	Study Session & Regular Meeting
July 28	Study Session Board and Commission Reports
August 4	Study Session & Regular Meeting

FUTURE STUDY SESSION TOPICS

Public Comment Process
Motel Calls for Service
City Council Technical Allowance
Medical Marijuana Regulations
Recreation Marijuana Regulations
Cultural District

FIREFIGHTERS PENSION BOARD MEETING
August 8, 2013

The regular meeting of the Englewood Firefighters Pension Board was called to order by Secretary John Garcilaso at 3:32 p.m. in the Public Works Conference Room of the Englewood Civic Center, 1000 Englewood Parkway.

Members Present: John Garcilaso, Secretary, Employee Representative
Frank Gryglewicz, Director of Finance and Administrative Services
Randy Penn, Mayor
Carolyn Wilmoth, Council Appointee

Members Absent: Kieth Lockwood, Chairperson, Employee Representative (notice)
Grayson Hartley, Employee Representative (notice)

Others Present: Don and Dana Seymour, Retired Volunteer and son

A quorum was present.

* * * * *

Approval of February 21, 2013 Regular Meeting Minutes.

MR. GRYGLEWICZ MOVED TO APPROVE THE FEBRUARY 21, 2013 MINUTES OF THE REGULAR BOARD MEETING. MAYOR PENN SECONDED.

Ayes: Garcilaso, Gryglewicz, Penn, Wilmoth
Nays: None
Absent: Lockwood, Hartley

The motion carried.

Review of FPPA Volunteer and Firefighters Plan Statements

Mr. Gryglewicz reviewed the statements.

Review of the January 1, 2013 Volunteer Firefighters Actuarial Report

Mr. Gryglewicz reviewed the Volunteer Firefighters January 1, 2013 actuarial report.

MR. GRYGLEWICZ MOVED TO ACCEPT THE JANUARY 1, 2013 VOLUNTEER FIREFIGHTERS ACTUARIAL REPORT AND RECOMMEND THE CITY PROVIDE THE REQUIRED CONTRIBUTION OF \$1,591 FOR 2014 AND 2015. MAYOR PENN SECONDED.

Ayes: Garcilaso, Gryglewicz, Penn, Wilmoth
Nays: None

Absent: Lockwood, Hartley

The motion carried.

Notification of death of Roy O'Steen, Retiree (February 15, 2013)

Roy O'Steen, retired firefighter, died February 15, 2013 with no surviving spouse.

MR. GRYGLEWICZ MOVED TO PAY THE ESTATE OF ROY O'STEEN THE FUNERAL BENEFIT OF \$500. MS. WILMOTH SECONDED.

Ayes: Garcilaso, Gryglewicz, Penn, Wilmoth
Nays: None
Absent: Lockwood, Hartley

The motion carried.

Consideration of cancelling the November 14, 2013 meeting making the next meeting February 13, 2014

The Board agreed that unless a matter needing immediate attention requires holding the November 14, 2013 meeting, the next regular meeting will be February 13, 2014 or after the FPPA year-end statement is received.

Members' Choice

Mr. Garcilaso inquired about the administrative costs listed on the FPPA statement and if the amount was excessive. Mr. Gryglewicz explained what the administrative costs cover and that the percentage charged by FPPA is less than that typically charged by a mutual fund.

MR. GRYGLEWICZ MOVED TO ADJOURN. MS. WILMOTH SECONDED.

Ayes: Garcilaso, Gryglewicz, Penn, Wilmoth
Nays: None
Absent: Lockwood, Hartley

The motion carried.

Meeting adjourned at 3:52 p.m.

/s/ Carol Wescoat

Carol Wescoat
Recording Secretary

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
December 4, 2013**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:10 p.m. on Wednesday, December 4, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

II. ROLL CALL

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

Members Absent: EXCUSED - Linda Olson, Mayor Pro Tem & Council Liaison

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager
Jim Hamit, Operations Manager

III. SCHEDULED VISITORS

There were no scheduled visitors.

IV. UNSCHEDULED VISITORS

Randy Penn, Mayor of Englewood attended for Linda Olson, Mayor Pro-Tem and Council Liaison who was out of the country.

V. **MINUTES**

The Minutes from the meeting held November 6, 2013 were discussed. Some corrections were noted for page 3 of the minutes, “pneumatic thermostats” should be “electronic thermostats”, and “eligible” should be “legible”.

COMMISSIONER BRADSHAW MOVED TO ACCEPT AND APPROVE THE CORRECTED MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD NOVEMBER 6, 2013. CHAIR HAYNES SECONDED THE MOTION.

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

Chair Haynes declared the motion carried.

VI. **DIRECTOR'S REPORT**

A. **Narrative**

Executive Director Renee Tullius discussed the office building roof. It is original to the building. The roof needs to be replaced. The estimated cost is \$40,000 which includes adding insulation. This is included in the 2014 budget.

EHA received the score for the REAC Inspection of Simon Center. The score is 82, which is “Standard”. Ten points were deducted for a “missing sprinkler escutcheon ring” inside a storage room which is in the basement inside the maintenance shop. When maintenance staff climbed a ladder to make repairs it became evident that the sprinkler head escutcheon ring was not missing, it was just not visible from the floor. There were deductions for items in 4 individual units – a leaky shower head, two pull cords that residents tied up so their pets would not play with them, and in one unit the resident’s children removed the knobs from the stove so the resident would not use it. We were unable to locate all the knobs during the inspection. EHA has filed an appeal for the 10 points related to the sprinkler escutcheon ring; we have not received a response.

In Public Housing the REAC Inspection Score affects the PHAS Score and could affect funding. Simon Center is a Section 8 New Construction program and the REAC Score is

a matter of pride for EHA and symbolic to HUD that we are a high performing Housing Authority.

Unfortunately, Simon Center had another bed bug infestation. Six units required treatment. It cost approximately \$900. HUD will not allow us to charge the full cost to the residents. However there is a fee for violation of the bed bug policy.

Mayor Penn asked when the policy was revised. Director Tullius explained the current policy was revised in 2009.

Chair Haynes asked whether the opening of the waiting lists pertains to the duplexes. Director Tullius explained that the waiting lists are being opened for all units except Section 8 Housing Choice Vouchers. The waiting lists will be open indefinitely. Applications will be available at the office and via EHA's website. The waiting lists will be closed when we build up an adequate number on our waiting lists.

The three townhome units have been appraised for \$265,000 per unit or \$795,000 for all three units. The middle unit will be 2,200 square feet and the end units will both be 1,500 square feet each. Each unit will have a two car garage. If the loan amount is approved for \$516,750, EHA will have an initial out of pocket investment of \$191,558. We are working with Colorado Modular for the single family home on Grant Street and are currently negotiating the final contract.

Vice Chair Schleiger was happy to see EHA issuing and leasing up additional Section 8 Housing Choice Vouchers. Director Tullius noted that a representative from HUD is coming to EHA to train staff on a software forecasting tool to help determine on a continual basis how many units we should lease up to reach to maintain optimal leasing levels. Unfortunately, the tool does not help predict funding amounts.

Mayor Penn asked if the Canterbury Apartments units helped with the market shortage of units available for Section 8 Voucher Holders. The Canterbury Apartments did not create any new units in Englewood; they did improve the conditions of existing units. Even though there are affordable units they are not currently available to EHA's Voucher Holders as both buildings are fully leased. The units were filled immediately upon completion.

B. Financial Reports

Geula Sherman reported that Section 8 FSS forfeitures from clients that do not complete their program contract help the budget because their forfeitures are returned to the

program and are used to pay Housing Assistance Payments for other participants. The financial statements reflect the repairs made in preparation for the REAC Inspection at Simon Center. Those repairs would have been completed with or without a REAC Inspection. We do painting, landscaping and tree trimming every year but the timing is usually a little different. EHA replaced several segments of sidewalk that without the REAC Inspection might have been scheduled for 2014 or 2015.

Mayor Penn and Commissioner Bradshaw suggested EHA contact Rick Kahm, Englewood's Director of Public Works if EHA replaced sidewalks in the public right of way as a possible cost reduction for EHA. The sidewalks replaced in 2013 were not in the public right of way.

C. Occupancy Report

Chair Haynes inquired about the vouchers EHA administers for the Colorado Division of Housing (DOH) and leasing levels. Director Tullius explained the DOH tells EHA when to stop leasing and when to start leasing. EHA recently received notice to start issuing vouchers for Douglas County.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 19, Series 2013 Approval of 2014 Consolidated Budget

Director Tullius spoke about the budget. Housing Authorities are required to develop and adopt a budget each year. It is difficult to develop an accurate budget until the funding levels are known. The current continuing resolution expires January 15, 2014. The Federal Budget after that point is largely unknown. If nothing is done by congress, the second part of sequestration takes effect. EHA's approach to the 2014 budget is to control costs, maintain the properties, and prepare apartment turns for rental. We have budgeted to replace the valves causing the popping noise during the heating season – two floors per year. The budget does reflect a lot of capital expenditures. For 2014, the budget includes one additional maintenance technician who will provide coverage during absences and succession preparation.

The office building exterior will be painted during January 2014, weather permitting. Orchard Place will be power washed and painted in 2014. Commissioner Bradshaw asked if Orchard Place will be painted a different color. Director Tullius said light, neutral colors are being considered.

The Simon Center budget will include electrical sub-metering, rebuilding the north parking lot and rebuilding the loading dock and west entry.

Chair Haynes asked what capital items are deferred because of budget constraints. The Orchard Place east parking lot needs to be rebuilt to improve drainage related issues. The noisy valves on all floors would be replaced instead of just two at a time, and the carpet in the hallways is showing wear. Commissioner Bradshaw asked if EHA has considered carpet tile so if an area gets damage it can be repaired without replacing the entire carpet. EHA will do some research on the longevity of carpet tile with wheelchairs.

Director Tullius noted that the budget projects a use of reserves. Section 8 is not fully funded and will use about \$180,000 reserves for HAP payments. We will also be using some of the administrative fee reserves.

Financial Services Manager Geula Sherman noted - for 2013 we budgeted what we thought to be a conservative 72% funding level, the actual HUD funding level was 69% of eligibility. Using the HAP reserves is a HUD directive. For 2014 two positions which utilized temporary employees during 2013 will be regular positions. Adding one additional maintenance position will increase costs. Office building repairs budgeted for 2014 will require the use of reserves. The ramp requires continual attention during the winter because of the mansard roof. EHA is considering the possibility of adding heat under the ramp to keep it ice free.

Vice-Chair Schleiger said he was excited to see EHA able to continue as part of the City group for employee benefits. The Commissioners and the Executive Director expressed their appreciation to the substitute Council Liaison, Mayor Penn.

COMMISSIONER VAUGHN MOVED TO APPROVE THE 2014 CONSOLIDATED BUDGET. COMMISSIONER BROWNE SECONDED THE MOTION.

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

Chair Haynes declared the motion carried.

B. Resolution No. 20, Series 2013 Approval of 2014 Operating Subsidy

Director Tullius explained that the operating subsidy is a formula and EHA plugs the numbers into a HUD form and HUD does all the calculations and pro-rations.

COMMISSIONER BRADSHAW MOVED TO APPROVE THE 2014 OPERATING SUBSIDY. VICE CHAIR SCHLEIGER SECONDED THE MOTION.

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

Chair Haynes declared the motion carried.

VI. INFORMATION AGENDA

The smoking shelters are installed but will remain locked until the automatic door openers are installed and security access works so they do not serve as a shelter for vagrants. The contractor is currently waiting for parts.

VII. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioner Vaughn noted that Orchard Place is beginning to look festive for the holidays. The 3rd floor residents bought new garland and put up a tree. The police impact team visited the building earlier in the day and introduced a new female member on the team. Residents are looking forward with anticipation to the brunch next week. Orchard Place remains a great place to live and is the best place she has ever lived.

Commissioner Bradshaw wished the board and staff a Merry Christmas and Happy New Year.

B. Director's Choice

Director Tullius expressed appreciation to the board for all the work and contributions they make.

C. Council Communication

Mayor Penn said he was glad to fill in for Linda Olson. She is great to work with and will be an asset to EHA. Englewood's budget is very sound and several new businesses and residential units were added during 2013. The future looks bright with Kent Place adding 300 units with 1 bedroom units renting for \$1,800 to \$2,000 per month. The Martin Plastic site developer had financing lined up but it fell through. They are amending their plans and will serve median income, predominately college students. The Flood property will have 300 apartments for median income and above with 1 bedroom units renting for \$1,000 to \$1,100 per month. The General Iron Works site is slated for 180 duplexes and will probably take 2 years to break ground. Plans for the Masonic property failed and it is on the market again. The Shrine Club building at Logan and Floyd is being redeveloped with 4 apartments in the current building and 4 units of 2,000 to 2,200 square feet cottage housing around it. 3400 S Acoma will have 114 housing units plus 22,000 square feet of retail. 4 units will be below AMI, 10 units for 30-50%AMI with the first of 3 phases scheduled to start in April – the 3 phases will be 1) Englewood Parkway side, 2) north end of parcel, 3) south end of parcel.

Twenty-eight new houses have been built in Englewood, some are scrapes some are infill. There were \$250 million in permits for the last few years and \$130 million for the current year. Englewood saved Craig Hospital by closing the street to allow for expansion, otherwise they would have moved to the Anschutz Medical site.

Excel is changing 14,000 under street gas valves. Retail sales are going up and city expenditures have trended downward.

VIII. ADJOURNMENT

**COMMISSIONER BRADSHAW MOVED THAT THE REGULAR MEETING BE
ADJOURNED. COMMISSIONER BROWNE SECONDED THE MOTION.**

Chair Haynes declared the regular meeting adjourned at 5:30 p.m.

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**City of Englewood
CULTURAL ARTS COMMISSION
Minutes of February 5, 2014**

I. Call to Order

The regular monthly meeting of the City of Englewood Cultural Arts Commission was called to order at 5:45pm by Chairperson Amy Martinez at the City Council Conference Room at the Civic Center building, 1000 Englewood Parkway.

Present: Amy Martinez, Chairperson
Martha Kirkpatrick, Vice Chairperson
Tamara Emmanuel, Commission Member
Donna Schnitzer, Commission Member
Laura Phelps Rogers, Commission Member
Jared Munn, Youth Member (arrived at 5:50pm)
Jill Wilson, City Council Liaison
Jerrell Black, ex officio

Absent: Maggie Stewart, Commission Member
Kaylene McCrum, Commission Member

Also Present: Meghan Dwyer, Communications and Marketing Program
Administrator, Parks and Recreation

Prior to review of the agenda, Director Black welcomed the newly appointed Commission Member Laura Phelps Rogers to the Board. Phelps Rogers told the Board about herself and board members introduced themselves.

II. Review of Agenda

Martinez asked if there were any changes to the agenda. There were not.

III. Approval of Minutes

Martinez asked if there were any changes and or corrections to the minutes of January 8, 2014. Commission Member Schnitzer noted that under New Business she was titled as Vice Chairperson. There were no other changes or corrections. A motion was made by Commission Member Schnitzer and seconded by Vice Chairperson Kirkpatrick to accept the minutes as amended.

**Ayes: Martinez, Kirkpatrick, Schnitzer, Emmanuel
Nays: None**

The motion passed.

IV. Scheduled Visitors

Megan Dwyer, Communication and Marketing Program Administrator for the Department of Parks and Recreation introduced herself. Dwyer told the Board that she joined the Department last August and is responsible for marketing and social medial for the Department. Dwyer handed out copies of the Spring Activity Guide and social media cards.

V. Unscheduled Visitors

There were no unscheduled visitors.

VI. New Business

Martinez stated that she was able to talk to Gayle Jetchick, Executive Director of the Havana Business Improvement District. Martinez said that Jetchick asked what happens to the extra BID (Business Improvement District) money. City Council Liaison Jill Wilson reported that \$30,000 was seed money that the City took back when BID was dissolved and was split between the businesses that participated in BID and the rest back to the City to be used for maintenance of the flower pots, bike racks, etc. Wilson stated that it isn't quite worked out yet.

Phelps Rogers asked if the City is a Creative District. Board members told Phelps Rogers no. Schnitzer asked who they would need to contact to get more information on it. Phelps Rogers said that it is a state driven thing that started with Hickenlooper and that it is a lengthy process to go through to become one. Phelps Rogers went on to say that through the designation it will help get funds to maintain those things. Schnitzer told Phelps Rogers that one of the main things they are looking for is funding for the art bus. Phelps Rogers told the Board that she would get more information.

Phelps Rogers discussed other organizations that could be beneficial including artplaceamerica.org , amercianforarts.org. Schnitzer asked if it would be helpful if each board member take on one of the organizations to research and gather more information and then report back at the next meeting. Commission members thought that it is a good idea. Black told board members to coordinate the information through Debby Severa who can then distribute the list and make sure everyone gets a copy. Black went on to say that it will be helpful to take a look at the information to start with because it may be that being a municipality, we cannot do it or some of it can be tied in with the City's comprehensive plan. Discussion followed. Commission Member Emmanuel told Phelps Rogers that the Cultural Arts Commission is not a 501c3. Discussion followed.

Phelps Rogers then brought up the Western States Federation for the Arts (westaf) that is a public art registry and call for entry registry and ESRI, that has to do with interactive map. Wilson asked Black to check with Alan White, Community Development Director. Black stated that he will be meeting with Mr. White in the morning.

Phelps Rogers stated that the Board also needs to allocate someone to speak to the Governor's Office. Black explained to Phelps Rogers that things like that go through City Council and that Council recently met with Representative Diana DeGette and grants were discussed. Phelps Rogers told the Board that WESTAF is the place to start.

VII. Old Business

There was no update on templates. Schnitzer updated Phelps Rogers on the process and how it is used for the selection of art.

Schnitzer updated Phelps Rogers on the benches for the community garden. Martinez asked if the Board should invite Mr. Fleenor to a meeting. Schnitzer stated that he will be doing Englewood Live in Hampden Hall on March 8th and it would be nice if board members supported it.

Martinez asked the Board if it would be helpful to organize the Board's strategic plan by what it wants to do this coming year. Phelps Rogers stated that on the list of things that needs to be done is inquiring whether to pay to be on the call for art for WESTAF. Phelps Rogers was asked if there is a fee. Phelps Rogers replied that it is \$700 and asked if the Board has money. Martinez stated not so much. Phelps Rogers told the Board that it cannot post stuff on the website until it pays that fee. Martinez commented that money is tight and added that it would be put down for discussion for next month's meeting. Phelps Rogers asked if Parks and Recreation could help with paying the fee. Black told Phelps Rogers no. Black explained that there is a minor budget for operations in addition to the One Percent Fund but funds going into it have been somewhat limited over the past several years. Phelps Rogers asked if the Board could allocate a person who would be responsible for soliciting private funding. Martinez reported that the Board briefly spoke about that at last month's meeting. Black stepped in and explained that the Board could solicit but would have to do it on behalf of the City of Englewood and that there is a process that they would need to go through. Phelps Rogers stated that even if the Board would get grants, it still is a reason to call. Martinez stated that she will put together items that the Board put together on the strategic plan and see what they all agreed upon. Martinez told the Board that it will be a means of tracking what the Board has accomplished.

VIII. Committee Reports

Kirkpatrick gave an update on cataloguing of art. Kirkpatrick reported that she and Commission Member Stewart have met and went through the Art in Public Places list that they had received awhile back and put together a list with as much information that they could gather. Kirkpatrick said that the list has been forwarded on to Black and Sack to see if they could fill in any of the missing pieces.

Kirkpatrick told board members that at next month's meeting they can chat about being part of the WESTAF and what cost it would be to be at that level for call for

entries. Kirkpatrick commented that they have come a long way and are close to being able to upload the information.

Board members were updated on the January Parks and Recreation Commission meeting. Schnitzer told the Board that due to term limits, the January meeting was the last meeting for Chairperson Austin Gomes and Vice Chairperson Mitch Waldman. In regard to the Duncan Park redevelopment project, Schnitzer reported that bids came in higher than what was budgeted so the Department is having the project re-valued by the engineer to lower costs so it can go back out for bid again. The Board was told that the scope of the project will stay the same and if things work out, things can be added back in. Board members were informed that the Department has received a request for a Little Free Library to be placed in the Clarkson/Emerson Park. Schnitzer stated that staff is gathering more information before making a recommendation to the Board.

IX. Upcoming Events

Board members were reminded of the Englewood Live event on March 8th.

X. Director's Choice

Black informed the Board that at the January 21st City Council meeting, representatives from Arapahoe County, County Commissioner's, Urban Drainage and local municipalities were present to give an update on the River Run project. Black reported that the project is moving forward and tentative schedule is that it will be a three to four year phased project. Black explained that the first phase will be starting at Oxford Avenue with the installment of kayak chutes under the direction of Urban Drainage. Black stated that the cost for the River Run project is \$14 million. The Board was told that the key component of the project for the City is the Riverside Trailhead that will be at the Oxford Avenue/Platte River area and include a shelter for 250 people, restroom, playground and trail connection to the Mary Carter trailhead. Black explained that the Riverside Trailhead project is \$2.5 million that Arapahoe County has committed a 50% match so all the City would need to fund is \$1.25 million; nothing that there are grants available that the City can apply for to help with the funding. Black said that he will be updating City Council on February 24^h in regard to funding for the Riverside Trailhead project. Discussion followed. Wilson asked Black if he could bring in a conceptual plan at next month's meeting. Black said yes. Black told the Board that one thing he is adamant about with the project is that there is art along the river which he knows is something the Board would have interest in. Board members were reminded that the project is very much in its early stages.

Board members were told that tomorrow the Department, in partnership with Englewood Schools, will be submitting a grant to Arapahoe County Open Space for a synthetic turf field at the Englewood 7-12 campus. Black stated that the field will cost \$700,000. Black explained that the grant request for \$250,000 that the Schools has agreed to match plus any additional cost over the \$250,000 match.

XI. Commission Member's Choice

Phelps Rogers spoke in regard to other municipalities having cultural centers and the City of Englewood not having one and the City riding on the Museum of Outdoor Arts or at least giving that perception. Phelps Rogers then talked about Troy Gladwell, the developer for the Acoma and Girard development and him making space for a non-profit. Discussion followed. Black said that he would look into it. Phelps Rogers was told that the Museum of Outdoor Arts is separate from the City and does its own thing.

Commission Member Emmanuel informed the Board that she has been approached by the Greenwood Village Arts and Humanities Council in regard to partnering with the City of Englewood's Cultural Arts Commission in doing something together. Emmanuel reported that the Greenwood Village Arts Council receives no money from the City of Greenwood Village and raised its own money. Black told Emmanuel that it would be helpful to put the item on the agenda and invite a representative to the Board to get a better understanding or if she could provide her information and that he would give her a call.

Jared Munn, Youth Member, stated that his school is doing a philanthropy board at school that will be submitted for an art show where 30" x 30" canvases are being sold for \$30/each with proceeds going to charity. Munn reported that they are looking for a lot of submissions if board members are interested. Phelps Rogers asked Munn where it will be installed. Munn replied that they are not sure yet.

XII. Adjournment

The meeting was adjourned at 7:10pm.

/s/ D. Severa
Recording Secretary

CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
Englewood Civic Center City Council Chambers
February 20, 2014



I. CALL TO ORDER

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

Present: Roth, Knoth, Brick, Kinton, Townley, Fish, Freemire, Madrid (alternate)

Absent: Bleile (Excused), King (Excused)

Staff: Alan White, Director, Community Development
Chris Neubecker, Senior Planner
Dan Brotzman, City Attorney

Chair Brick added election of officers to the agenda.



II. APPROVAL OF MINUTES

February 4, 2013

Fish moved;

Freemire seconded: TO APPROVE THE FEBRUARY 4, 2013 MINUTES

Chair Brick asked if there were any modifications or corrections. Mr. Fish requested that the attendance record be modified to remove Mr. Welker and reflect that Ms. Townley and Mr. Knoth were in attendance.

AYES: Fish, Kinton, Knoth, Roth, Townley, Freemire

NAYS: None

ABSTAIN: Brick

ABSENT: Bleile, King

Motion carried.



III. PUBLIC HEARING 2013-06 NON-CONFORMING STRUCTURES

Fish moved;

Knoth seconded: To open public hearing for Case #2013-06 Non-Conforming Structures

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

NAYS: None

ABSTAIN: None

ABSENT: Bleile, King

Chris Neubecker, Senior Planner, was sworn in. Mr. Neubecker reviewed the history of Case #2013-06 Non-Conforming Structures. The issue was raised when the Community Housing Development Association (CHDA) contacted the City in August, 2013, requesting a zoning text amendment. The existing UDC contains language which prohibits non-conforming structures from being rebuilt to the same size and scale as they currently exist if that element of the design is not conforming. CHDA purchased and renovated properties in the MU-R-3B district that are over the allowed density for that site (21 and 22 units each) based on the lot area. If the buildings were destroyed or incurred damage of 60% or more based on cost, the buildings could only be rebuilt at 11 and 12 units respectively. The entities financing the properties are concerned because of the potential loss of value.

The UDC was reviewed and revised language is being proposed to allow the buildings to be rebuilt. Language has also been revised to allow voluntary redevelopment in the event that a property owner would want to demolish and rebuild, even when there is no damage to the building. A time limit is also proposed that would require the applicant to obtain a building permit within one year from the time the building was damaged or destroyed.

Staff recommends that the text amendment be submitted to City Council for First Reading.



Questions from the Commission:

Ms. Townley requested clarification that the issue is the non-conforming structure or the land use. Mr. Neubecker responded that this ordinance does not address the

nonconforming use of the land, only the structure.

Mr. Knoth asked if the density could be increased; Mr. Neubecker responded that the structure could be rebuilt to the current allowed density for that zoning area or the previous density of the non-conforming structure, whichever is greater.

Mr. Freemire inquired as to what the remedy would be for an aggrieved party who did not agree with the changes made by the Planning and Zoning Commission. Mr. Neubecker responded that the decision would be made by staff and would not come before the Planning and Zoning Commission. Appeals of administrative decisions go to the Board of Adjustments and Appeals.

Mr. Roth commented on the actual number of structures in R-1-A, of which 5 are known, and the desire of City Council to preserve the standards for R-1-A. He expressed that in C (1)(b) of the proposal, he was concerned with the language in the last sentence regarding "undue burden on the owner" in regards to meeting the zoning standards. Mr. Neubecker explained that the intent is to determine the impact of the redevelopment in the area and the rights of property owners, seeking a balance between the two. Mr. Roth asked who makes the determination of undue burden and Mr. Neubecker responded that the staff is responsible for the administrative decisions regarding redevelopment.

Mr. Fish asked how it is determined if a property is deemed to be non-conforming in light of the fact that there is no accurate list of properties. Mr. Neubecker replied that the list that the Community Development department has is a list of non-conformities based specifically on lot size and existing density. The list is created using information from Arapahoe County Assessors office, which contains information regarding the number of units in a structure.

Dan Brotzman, City Attorney, was sworn in to address the issue of "undue burden" as it relates to property development. Mr. Brotzman explained that "undue burden" will always be defined by discussion between Staff and the property owner. Mr. Brotzman agreed to supply the Commission with a document defining "undue burden."



Chair Brick verified that the City Attorneys office would like "undue burden" to not be tied to economic factors.



Chris Neubecker, Senior Planner, stated that when applicants seek remedy with the Board of Adjustments, the result is generally a variance. He read the standards that

apply to variances, and suggested that similar criteria would be used to determine “undue burden”. He offered that the language in 16-9-3:C(1)(b) can be amended to delete the statement “and where meeting such zoning standards does not create an undue burden on the owner.”



Jo Ellen Davidson, Director of Community Housing Development Association (CHDA), 325 Inverness Drive South, Englewood, was sworn in.

Ms. Davidson thanked the Commissioners for their consideration of CHDA's request for amendment. Ms. Davidson described the mission of the CHDA and its history in Englewood. She supplied the Commissioners with information regarding the financial investment CHDA has made in the buildings comprising the Canterbury East and South apartments and the Presidential Arms apartments in Englewood. One objective of CHDA is to make a significant improvement in the community. Their funding is from a variety of both public and private resources. She expressed that they are concerned over the potential loss of the properties in light of the fact that all improvements are completed up front when CHDA acquires the property. They have a long term commitment to the properties and make improvements for long term use.



The Commissioners did not have any questions for Ms. Davidson.

Staff did not have a rebuttal to present.

Mr. Knoth motioned;

Mr. Fish seconded: To close the public hearing for Case #2013-06 Non-Conforming Structures

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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King

Motion to approve staff recommendation for Case #2013-06 Non-Conforming Structures

Knoth moved;

Roth seconded: TO APPROVE STAFF RECOMMENDATION FOR CASE #2013-06
NON CONFORMING STRUCTURES

Mr. Roth offered a friendly amendment to strike language from 16-9-3 C(1)(b) "and where meeting such zoning standards does not create an undue burden on the owner."

Mr. Brick commented that in line with the Comprehensive Plan, it is important to support organizations both private and public that are interested in improving the housing stock in the City of Englewood and it is important that the Commission support these efforts, particularly for buildings such as CHDAs to promote the health and welfare of the community.

Mr. Fish agreed with the exclusion of the language due to the fact that the property owner does have recourse if they disagree with the decision of the staff.

Mr. Knoth commented that the amendment would protect the income of the property owner by insuring that they could continue to receive the same income from the property if they are allowed to reconstruct the building with the same number of units.

Mr. Fish added that the Board of Adjustment and Appeals does not rule based on monetary issues, but strictly deals with variances which are exceptions to the code regarding safety issues. His experience with the Board of Adjustment and Appeals is that they would not rule based on financial impact.

Mr. Roth reiterated that the intent of the change in the zoning code is to allow the owner to rebuild to the original density.



Vote: TO APPROVE CASE #2013-06 NON CONFORMING STRUCTURES AS RECOMMENDED BY STAFF WITH FRIENDLY AMENDMENT TO STRIKE LANGUAGE IN 16-9-3 C(1)(b) "AND WHERE MEETING SUCH ZONING STANDARDS DOES NOT CREATE AN UNDUE BURDEN ON THE OWNER."



Mr. Fish – We have series of non-conforming buildings that will continue to degrade and as a community need to seek a mechanism to maintain and improve these buildings. As evidenced by testimony received, at least one situation has occurred in which these buildings that were non-conforming have not only been maintained but improved. This is something that needs to be encouraged by the city as it pertains to the Comprehensive Plan. Higher density exceptions have been granted through the PUD process as exceptions to the underlying zoning structure and this is a trend for the City of Englewood and may be included in a future Comprehensive Plan to align with

the trend not only in Englewood but nationally.

Mr. Kinton agreed with Mr. Fish that anything that can be done to improve the housing stock should be encouraged.



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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King

Motion carries.

IV. PUBLIC HEARING 2013-09 ZONING SITE PLAN REVIEW



Knoth moved;

Roth seconded: TO OPEN THE PUBLIC HEARING FOR CASE #2013-09 ZONING SITE PLAN REVIEW

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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King



Chris Neubecker, Senior Planner, described the Zoning Site Plan Review process as outlined in 16-2-9 of the UDC. The proposed amendment would change the title of 16-2-9 to Site Improvement Plan Review. The proposed amendment would outline the process staff uses to review an application that is not otherwise going to the Planning and Zoning Commission. Examples are a building permit, review of a landscaping plan, a major site plan and projects that are not large enough to require Planning Commission or Board of Adjustment approval. The majority of the work performed by current planning staff is review of plans against current codes.



The proposed changes would allow an applicant to go through the Site Improvement Plan process before moving on to the permitting process which requires a higher level of detail and formal building plans. The process is not always about zoning, but about the actual layout of the site itself. The proposed changes would clarify when the Site Plan Review process is necessary and also the types of application materials that are required to be submitted including the size and the scale of the plans for review. Should a property owner be challenged by these requirements, staff can assist with

creating plans containing the information.



The major changes proposed include changing the title of the code to Site Improvement Plan Review, the requirement of plan review for large site work projects and landscaping over \$5,000 in value, alterations of floor area in excess of 10% of the floor area or reduction in the setback to a property line, additional detail on the plans submitted and minor syntax changes that improve the readability and enforceability of the code. Previous recommendations, including language on the DRT (Development Review Team), have been removed from the proposed amendment. Site Improvement Plan Review remains an administrative function and appeals to administrative decisions are made through the Board of Adjustments and Appeals.



Ms. Townley asked if this process would apply to any type of property. Mr. Neubecker responded that it would apply to all properties regardless of zone area. He also clarified that the requirement for the process would not preclude a property owner from occupying their home.

Mr. Freemire commented on the language in 16-2-9 A(5) and the threshold of \$5,000 for the project value. He suggested that some type of multiplier or index be included to account for inflation and increased cost of a project. Mr. Neubecker stated that there is not precedence for including a contingency for inflation, which would be difficult to calculate and hard for some people to understand.

Mr. Roth questioned the need for the additional language in 16-2-9 (A)(4) regarding residential driveways. The current code does not contain a definition of a residential driveway. Mr. Neubecker supplied the Commissioners with information on the definition of a driveway as it is stated in the City of Englewood UDC as well as from other sources. The reason for adding the phrase “residential driveway” is to clarify that Site Improvement Plan Review is not necessary, and to eliminate a conflict with a previous citizens initiative.



Mr. Fish noted a change to 16-2-9 (B)(3) to correct a typographical error “Sites \geq 10,000 square feet: Scale 1" = 10.



Fish proposed changes to 16-2-9 D(1)(b and e) to associate the term “compliance” with standards and policy, and the term “consistency” with guidelines.



No public was present at the hearing.

Alan White, Director, spoke about the 180 day time limit as a commonly accepted standard for a time frame for a project to be completed from the time it has gone through the Site Improvement Plan Review process.



Knoth moved;

Roth seconded: TO CLOSE THE PUBLIC HEARING FOR CASE #2013-09 SITE IMPROVEMENT PLAN REVIEW

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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King

Knoth moved;

Fish seconded: TO APPROVE CASE #2013-09 ZONING SITE PLAN REVIEW AS WRITTEN BY STAFF



Mr. Fish requested that the length of the lapse between review and implementation be changed from 60 days to 180 days. Mr. Knoth accepted the Friendly Amendment. The clerical error will be corrected to reflect the proper scale for plans.

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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King

Motion passes.

IV.PUBLIC FORUM

No Public was present.

V.ATTORNEYS CHOICE



Attorney Brotzman had no comment.



VI.STAFFS CHOICE

Mr. Neubecker announced that the March 4th meeting will be a continuation of the discussion regarding the TSA overlay in the industrial area. Staff members attended the "Safe Routes to School" meeting and information received was helpful. He thanked Commissioner Townley and Commissioner Kinton for attending.



VII.COMMISSIONERS CHOICE

Chair Brick requested a motion for a nomination for Chair.

Mr. Roth moved;

Mr. Knoth seconded: To nominate Mr. Fish for Chair and Mr. King for Vice Chair of the Commission

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

NAYS:None

ABSTAIN:None

ABSENT:Bleile, King



Ms. Townley - Legislation in House of Representatives may allow Planning and Zoning commissioners to receive pay. She also attended a meeting with DRCOG regarding Healthy Spaces in regard to Comprehensive Plan and is encouraging cities to include health and safe routes to school.

Mr. Fish complimented staff for the helpful way in which the cases were presented for consideration and for the information provided to the Commission regarding Home Occupations and City Councils opinion.



The meeting adjourned at 8:40 p.m.

/s/ Julie Bailey, Recording Secretary