



# TOWN OF NEDERLAND PLANNING COMMISSION REGULAR BUSINESS MEETING

NEDERLAND COMMUNITY CENTER  
750 Hwy 72 Nederland, CO 80466

January 28, 2015, 7:00 P.M.

## Minutes

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### A. CALL TO ORDER

Chairman Cornell called the meeting to order at 7:04 pm.

### B. ROLL CALL

**Present:** Chairman Roger Cornell, Vice Chairman Steve Williams, Commissioners Greg Guevara, Betty Porter, and Trustee Liaison Topher Donahue. Commissioner Seavers arrived 9:05 pm due to an accident in Boulder Canyon.

**Absent:** Commissioners Timmy Duggan and Stephanie Herring

**Also Present:** Town Administrator Alisha Reis, Deputy Clerk Cynthia Bakke

### C. APPROVAL OF MINUTES FROM October 22, 2014

Motion to approve October 2014 minutes was made by Trustee Donahue, seconded by Commissioner Porter, with 4 in favor, and abstention from Commissioner Guevara, who had not yet been appointed to the Commission.

### D. PUBLIC COMMENT

Kayla Evans, of the greater Nederland area, asked to provide further clarification regarding the Aspen Trails Annexation. She referenced the relevancy of the Housing Needs Assessment, which quantifies the lack of available housing, to her proposal. Evans emphasized the difference between development and affordable development, noting that her project is fully funded, in addition to the family's ownership of the land allowing an opportunity which most developers cannot provide.

Evans referenced the Comprehensive Plan's directive to focus development toward town infill, noting that the major parcels available are either for single-family residences, lots within the floodplain or in ownership of Glenna Carline, whom Evans said has told her she (Carline) will not develop herself. She added that due to confusion about the boundaries of the Conservation Easement upon Arapaho Ranch during the update process for the Comprehensive Plan, it was not a parcel identified for future annexation.

Evans emphasized the need for Nederland Planning Commission support, noting that recently the Boulder County Planning Commission heavily weighted the PC's February 2014 motion to recommend denial of the project to the Board of Trustees.

Chairman Cornell stated that the BOT informational packet regarding the proposal was added to after the Commission's review. Trustee Donahue inquired about the Nederland Planning Commission's determination now, asking if new information has altered their assessment.

Board discussion ensued.

Commissioner Porter stated that she voted against the project initially due to the infill directive, adding that despite public interest for a swimming pool, it may not be a viable possibility. Evans said that funding was predicated on the passage of the BVSD improvement bond, and she will provide a letter of support from BVSD. Chairman Cornell said that until there is a firm commitment, these elements can be included within an agreement.

Vice Chairman Williams said that he voted in favor at the time, due to housing needs, along with possible added benefits of a pool/recreation center, and remains supportive.

Chairman Cornell stated that the list of vacant properties he prepared included more than residential properties.

Reis explained that the discussion of annexation came up during the Comprehensive Plan update process, but that it was not known then that this 17-acre parcel was not included within the conservation easement on the remainder of the ranch.

Chairman Cornell asked for clarification from Reis about how the Planning Commission might express support of the project. Reis said that the town is the applicant in the process requesting to amend the IGA with the county to allow for the annexation to be considered. She will clarify questions about the Comprehensive Plan policies to the Boulder County Commissioners and can add anything else the Planning Commission wishes to express.

Commissioner Guevara said he agrees with continuation of the review process.

Trustee Donahue said that the project deserves reconsideration due the aforementioned confusion about the conservation easement, the October 2014 presentation of the Housing Needs Assessment (HNA) data, and the distance the proposed housing would be from nearby properties (about 5 acres), which may serve to sooth resistance from adjacent property owners. He added that the BOT has expressed interest in allowing the process to continue.

#### **E. INFORMATION ITEMS**

There were no information items.

## F. ACTION ITEMS

### 1. 8 W. Boulder – Zoning Use Determination request by Ronald Mitchell

Property Owner Ronald Mitchell was unable to attend, with representatives: daughter Annette Mitchell and Hostel Manager Andi LaMartina speaking on his behalf.

Annette Mitchell noted that the hostel has changed the use over time, with the hostel model no longer prevalent.

Reis said that the property is in the General Commercial (GC) district, with the use falling under hotel/motels. She noted that the original Special Review Use (SRU) Agreement cited conditions specific to a youth hostel, and that the proposed name change would indicate a change in use from the original SRU Agreement. Reis said that the Planning Commission can recommend an SRU amendment or termination of the SRU Agreement, if conversion to a classic hotel/motel model is sought.

Mitchell said that the current use is more of a classic hotel, as opposed to the hostel model, which may employ chores in trade for rent. Mitchell noted that as the proposed “Hop Inn”, the applicant would be paying sales tax for short-term stays of less than 30 days.

Vice Chairman Williams said that the change to an inn would appear to be a partial change of use. Reis noted that the governing SRU for this property has specific conditions associated with the operation of a hostel. Mitchell noted the operational differences for hostels, which is no longer the technical use of the property.

Chairman Cornell said that staff can generate a relevant SRU Agreement, to include a building inspection and address other aspects, such as sign conformance.

Trustee Donahue said he has no issue with the proposed sign change, so long as the SRU Amendment can be reviewed as soon as possible. He expressed the need for a business plan to understand intended business operation parameters.

Chairman Cornell questioned whether the location of the existing Alpaca Store sign is appropriate. Deputy Clerk Bakke explained that the parcel contains both the hostel as well as the adjacent retail location upon Boulder Street, which allows for such type of advertising. Reis clarified that the review can include elements such as business sign conformance.

Trustee Donahue asked if trademark requirements for the proposed business name are achievable with placement of a banner upon the building, which Mitchell will research.

**A motion to recommend review of existing SRU at 8 W. Boulder and direction to staff to draft an SRU Agreement Amendment to document the proposed use, to include the business sign and provision of business plan, was made by Commissioner Porter, seconded by Vice Chairman Williams, with 4 in favor, and abstention by Trustee Donahue.**

## **2. Adoption of 2015 Work Plan–Work Plan Matrix with proposed time frame**

Reis referenced the spreadsheet included within the packet that incorporates PC-relevant items from the Sustainability Action Plan matrix, composed of actionable elements from the Comprehensive Plan, the Master Infrastructure Plan, the Sustainability Action Plan and items from STAR.

Reis said that most are Comprehensive Plan action items, aside from the use group review to improve code understanding, and the addition added post-work session to incentivize energy efficient building. She said a few items were incorporated into existing goals, such as prioritizing the Public zoning district, with expected public projects in the queue. Currently, the public parcels may reflect random overlay zoning throughout town, she said, in reference to the performance space requiring minor subdivision in order to provide electricity for events. In the current Forestry zone, subdivisions are prohibited for parcels less than 5 acres.

Rental licensing is a subset of the housing element, to help identify the quantity and quality of units available, Reis said, noting past complaints of rental housing safety.

Reis said that there are mapping items to be undertaken prior to the establishment of historic sites, and identification of areas ripe for redevelopment and alternative energy. She noted that significant work will require professional GIS expertise, and she'll assemble the GIS scope of work to bid.

Referencing the SAP matrix, Reis said that the SAP ID correlates to the software program allowing tracking of each item, listing project involvement and associated progress. She explained that the list also notes BOT prioritization, although Trustee Donahue added that the Trustees view most items as a high priority.

Reis asked the Commission to consider the work plan timeline to identify when items would be most optimal for review/implementation. Vice Chairman Williams mentioned the interdependence between items. Reis said that some items can be grouped, whereas, others are dependent upon actualization of other items.

Trustee Donahue asked if the consideration for mixed use/multi-family housing is solely a consideration between use group allowances and yard and bulk requirements. He suggested keeping the review process as simple as possible, mentioning the ability to borrow guidelines established by other municipalities for elements such as alternative energy generation.

Board discussion centered upon addressing items deemed “low-hanging fruit”, grouping together like-items for PC review, as well as identifying those items which require staff or SAFEbuilt input/action.

Commissioner Porter noted that the complexity of historic site identification and preservation should be a separate discussion unless there is a champion. Chairman Cornell noted the difference between historic preservation versus property

redevelopment. Reis said that there can be a separate session with outreach to the interested public for involvement with historic sites. Chairman Cornell mentioned different neighborhoods for redevelopment, with Reis indicating that the PC will serve as the guide.

The Commission agreed that housing items have the highest overall priority with respect to identified need.

Reis said that the town has been selected for the EPA Small Communities Sustainability Program to provide technical assistance for enacting Comprehensive Plan items that support smart growth to be in alignment with the Municipal Code.

Reis said that Town Clerk LauraJane Baur is doing more research on rental licensing codes, with implementation planned in summer 2015. She said some property owners are already familiar with Boulder city rental licensing requirements, so these will not be new to many with income properties.

Reis indicated that the BOT desires the PC's input on the DDA Master Plan draft, anticipated in late summer 2015.

Chairman Cornell said he would champion reform of the use group tables, inviting anyone on the Commission to review and discuss wonky elements, which could be a supplement to the existing table, if so decided. Trustee Donahue suggested that this may be premature in the face of other alterations expected from review, although Chairman Cornell the desire to begin the process in April.

Reis referenced the expected heavier building season from June to September with request to prioritize staffing assistance in spring and fall of 2015.

Trustee Donahue mentioned concern about putting items into Advisory Board scope, which may not be pertinent to those boards. Reis said they can reject or co-support items. Donahue requested items identified for the DDA.

Reis said the date for a Joint Session of the BOT, PC and BZA is forthcoming.

## **G. DISCUSSION ITEM**

**There were no discussion items.**

## **H. OTHER BUSINESS**

### **1. Land Use Case Updates**

Reis said that the commercial development at 80 Big Springs and 110 Jefferson Street (Kathmandu) restaurant renovation are in the building permitting process.

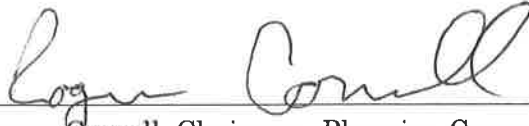
She said that staff has met with Caribou Ridge Owner/Developer David Nassar, whom indicated his intention to build 3 houses in 2015, and erect an entrance sign to generate interest in the development.

Reis said that she will be absent for the February meeting. Bakke will ascertain quorum needs for February and March meetings immediately.

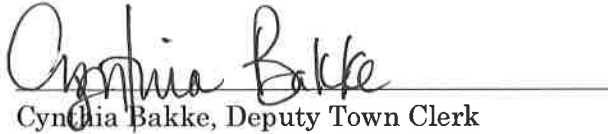
**I. ADJOURNMENT**

**Motion to adjourn was made by Vice Chairman Williams, seconded by Commissioner Porter, with all in favor. Meeting adjourned at 9:11 pm.**

Approved by the Planning Commission,



Roger Cornell, Chairman, Planning Commission



Cynthia Bakke, Deputy Town Clerk

ATTEST: