

**Planning & Zoning Board  
Work Session Agenda  
Friday, February 7, 2014  
281 N. College Ave – Conference Room A**

**Web users:** Documents for the Consent and Discussion items shown below can be found under the February 13, 2014, Hearing agenda.

**12:00 – 2:00pm**

**Consent:**

- P&Z Hearing Minutes – January 9, 2014
- Land Use Code changes for recreational marijuana (Barnes)
- Southwest Enclave Annexation – Phase 4 Zoning & Structure Plan Amendment (Wray)

**Discussion:**

- Urban Ag – Phase II Code Changes (Ex/Houghteling)
- Townhomes at Library Park (PDP w/mods and APU) (Shepard)

**2:00 – 5:00pm**

**Board Topics:**

- Lincoln Corridor Plan (Wray/Lewin)
- Transfort Route Changes (Burianek)
- Consent Agenda process improvements (Burnett)

**Policy and Legislation:**

- Annual Land Use Code Amendments Introduction (Shepard)
- 2014 Land Use Code Update (Shepard)

**TO:** Planning and Zoning Board Members

**FROM:** Cameron Gloss, Planning Manager  
Seth Lorson, City Planner  
Sarah Burnett, Neighborhood Development Review Liaison

**THRU:** Laurie Kadrich, Community Development and Neighborhood Services Director

**DATE:** January 29, 2014

**ISSUE FOR DISCUSSION:** Consent Agenda Process Improvements

**PROBLEM STATEMENT:**

It has come to our attention that some residents who receive a hearing notice and come to the Planning and Zoning Board meeting assume there will be a hearing with a full presentation and discussion, and sometimes do not understand the Consent Agenda protocol.

- Some affected property owners are just interested in learning more about the project (which does not occur in a public forum if the item stays on the consent agenda).
- Others may speak with the planner and/or developer to discuss their questions (if staff is able before or during the meeting).
- A few “miss” the opportunity during the meeting to move the item of interest to the discussion agenda. These residents have sometimes been very upset, initially about the agenda item, and then losing the opportunity to comment exacerbates that frustration.
- In January, there were at least 5 people in attendance for one consent agenda item. Two chose not to move the item to discussion, and two arrived immediately after the consent agenda was approved. One person was in the room, but did not hear and/or understand that an item would not be discussed until an hour after the consent agenda was approved.

In the past year, there have been at least three Planning and Zoning Board meetings where residents who received mailed notices for Type 2 hearings have “missed” the items when they were on the Consent Agenda (believing they would be presented and discussed). This memo addresses possible steps to prevent another occurrence where a resident received a notice and attended a hearing but were unable to provide their comments because they did not understand the procedure of moving a consent item to the discussion agenda.

## **PROPOSED IMPROVEMENTS:**

Staff recommends implementation of the following changes:

1. **Hearing Notice Language**  
Revise the hearing notices for Type 2 hearings, adding the following: "This item may be placed on the Consent Agenda. If so, when asked by the chair, you must request that the item be moved to the Discussion Agenda. Otherwise the item may be approved without presentation or discussion."
2. **Agenda in Lobby**  
Post a copy of the agenda on a poster board, so if all copies of the agenda are taken off the table, there is still one available for reference in the lobby.
3. **List of Consent Items in Lobby**  
Provide another posterboard of consent items (written large) with an explanation of what happens with them during the meeting.
4. **Presentation of Consent Agenda**
  - a. Add slides to be displayed during the reading of the consent agenda items by the Director.
  - b. Add slides to be displayed during the review of the consent agenda items by the Chair.
  - c. Provide scripts for consent agenda presentation for use of Director and Chair.
5. **Audio in Council Chambers**  
Monitor audience's ability to hear; staff can advise Board when it is difficult to hear.

## **DIRECTION REQUESTED FROM BOARD**

- Does the Board agree with the recommended improvements?
- Does the Board have other suggestions for improvements?

Attachment 1: Slides to be displayed during Director's Agenda Review and Chair's presentation of the Consent Agenda.

# Agenda Review

**A. Roll Call (just completed)**

**B. Agenda Review**

## C. Citizen Participation

**Citizen comments for issues not on the agenda.**

Pending development applications may not be discussed.

## D. Consent Agenda

Items with no known opposition or concern

Could include an item for which you received a hearing notice

**PLEASE NOTE: Consent items will not be discussed unless someone asks to move the item to discussion agenda**

## D. Consent Agenda

If you want to hear a presentation or to comment, please raise your hand when asked by the Chairperson.

## D. Consent Agenda

### 1. November 21 & December 12, 2013 Minutes

This item will not be presented or have time for public comment if it remains on the consent agenda.



## D. Consent Agenda

### 2. Scott Plaza (PDP) - Hearing

- Located at 1201 W. Plum St.
- Multifamily residential

This item will not be presented or have time for public comment if it remains on the consent agenda.

## D. Consent Agenda

### 3. 2013 P&Z Board Annual Report

This item will not be presented or have time for public comment if it remains on the consent agenda.

## D. Consent Agenda

### 4. Cargill (ODP) – Hearing

- 2540 E. Drake Rd.
- Phased plan for 30.7 acres of land

This item will not be presented or have time for public comment if it remains on the consent agenda.

## D. Consent Agenda

### 5. Narcanon Fence (PDP/FDP)

- Located at 1225 Redwood Dr.
- Perimeter fencing

This item will not be presented or have time for public comment if it remains on the consent agenda.

## E. Discussion Agenda

- For more complex proposals
- For proposals with known opposition or concern

## **E. Discussion Agenda**

**6. Item removed for further staff review**

## E. Discussion Agenda

### 7. Global Village Academy Site Plan Advisory Review

- Northwest Corner, Horsetooth & Taft Hill
- K-8 public charter school

This item will have a full presentation and time for public comment.

## E. Discussion Agenda

### 8. Aggie Village North Site Plan Advisory Review

- Southwest Corner, Center & Prospect
- Student apartment facility

This item will have a full presentation and time for public comment.



# Consent Agenda

Items with no known opposition or concern

Could include an item for which you received a hearing notice

**PLEASE NOTE: Consent items will not be discussed unless someone asks to move the item to discussion agenda**

# Consent Agenda

If you want to hear a presentation or to comment, please raise your hand when asked by the Chairperson.

# Consent Agenda

## 1. November 21 & December 12, 2013 Minutes

Please raise your hand if you want to hear a presentation or to comment on this item.

# Consent Agenda

- 2. Scott Plaza (PDP) - Hearing**
  - Located at 1201 W. Plum St.
  - Multifamily residential

Please raise your hand if you want to hear a presentation or to comment on this item.

# Consent Agenda

## 3. 2013 P&Z Board Annual Report

Please raise your hand if you want to hear a presentation or to comment on this item.

# Consent Agenda

## 4. Cargill (ODP) – Hearing

- 2540 E. Drake Rd.
- Phased plan for 30.7 acres of land

Please raise your hand if you want to hear a presentation or to comment on this item.

# Consent Agenda

## 5. Narcanon Fence (PDP/FDP)

- Located at 1225 Redwood Dr.
- Perimeter fencing

Please raise your hand if you want to hear a presentation or to comment on this item.

# Final Consent Agenda List

**Unless they have been moved to the Discussion Agenda, the following will be passed without discussion:**

1. Minutes of Nov. & Dec. meetings
2. Scott PDP
3. 2013 P&Z Board Annual Report
4. Cargill ODP
5. Narcanon Fence PDP/FDP