



Planning, Development & Transportation Services

Community Development & Neighborhood Services

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MEMORANDUM

Date: June 27, 2012
To: Mayor Weitkunat and City Councilmembers
Thru: Darin A. Atteberry, City Manager
Diane Jones, Deputy City Manager – Policy, Planning and Transportation
From: Karen Cumbo, Planning, Development and Transportation Director
Laurie Kadrich, Community Development and Neighborhood Services (CDNS) Director
Karen McWilliams, Historic Preservation Planner
Re: June 27, 2012 Work Session Summary – Proposed Historic Preservation Demolition/Alteration Review Process Improvements

At its June 26, 2012 Work Session, presented by CDNS Director Laurie Kadrich and Historic Preservation Planner Karen McWilliams, Council discussed proposed Phase I improvements to the Historic Preservation Demolition/Alteration Review Process and heard an overview of the Phase II process and schedule. Staff has summarized the discussion as follows:

Questions relevant to the discussion:

1. Is this item ready for formal Council consideration?

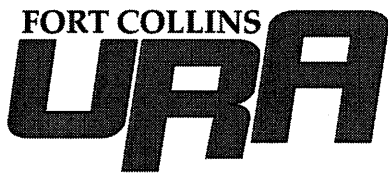
Council is in agreement that the proposed changes should provide an adequate appeals process for determinations of eligibility. Council further is in agreement that the suggested public notification improvements will help address the need for early notification to all affected property owners and citizens. Council supported adding language in Chapter 2, Article III, "Boards and Commissions," to align the Landmark Preservation Commission requirements with Certified Local Government requirements; and propose several housekeeping code changes. Council was comfortable with the schedule proposed for Phase II, and was generally in agreement with the questions to be explored during the second phase.

2. Are there general questions or feedback?

Council requested that flowcharts be developed demonstrating the various processes, including an enhanced flowchart of the appeals process. In Phase II, Council directed staff to focus on process improvements to the Demolition/Alteration Review Process, rather than revisiting the question of if Fort Collins needs a review process. Council wants staff to address how to balance historic preservation with competing city interests, how properties are evaluated, and how the Historic Preservation Program will address the large number of properties turning 50 years old. Linkages between the Eastside/Westside Neighborhoods Character Study and historic preservation processes should be explored.

Next Steps:

- Staff will bring forward the proposed code changes to Chapters 2 and 14 of the Municipal Code for First Reading on July 17, 2012, and Second Reading on August 21, 2012.
- Staff will immediately begin Phase II of the Process Improvement Study.



DT: June 29, 2012

TO: Mayor and City Council Members

TH: Darin Atteberry, City Manager *DAA*
Bruce Hendee, Chief Sustainability Officer *BH*

FM: Josh Birks, Economic Health Director
Megan Bolin, Economic Health Analyst *MB*

RE: June 26, 2012 Urban Renewal Authority (URA) Board Work Session Summary

Board members present: Chair Weitkunat, Vice-Chair Ohlson, Lisa Poppaw, Aislinn Kottwitz, Wade Troxell, Gerry Horak

Staff present: Bruce Hendee, Josh Birks, Megan Bolin

Discussion:

- The Board discussed the recommendation that applicants submit a Project Development Plan (PDP) prior to submitting a TIF application. Staff clarified that this provision does not preclude conversations between the applicant and staff about the proposed project prior to PDP submittal; the intention is that staff would not begin Redevelopment Agreement negotiations until after PDP submittal. It was agreed the language is not clear in the policy document and staff will revise that portion.
- Section 3, Eligible Costs, was discussed and staff clarified that bricks and mortar have the potential to be eligible, although they are not typically reimbursable costs in and of themselves without a clear public improvement/benefit nexus. Also discussed was the term "extraordinary costs" with regard to public infrastructure. Staff recommends that the language in this Section be kept flexible so that the Board can have the discretion to determine eligible costs on a case-by-case basis as projects come forward, provided they are in alignment with the state statute.
- More information is needed regarding the independent financial analysis in terms of the cost to the applicant. More clarity is needed for the applicant to better understand what this analysis will entail. Researching other URA best practices was recommended.
- The Board discussed the need for a URA Finance Committee and clarification was needed from the Attorneys Office regarding the legal rationale for having a separate body from the Council Finance Committee. A legal opinion was delivered after the work session, but a conclusion was not reached. This topic requires further investigation with the Attorneys Office.
- The Board was not in favor of changing meeting dates/time.

Next steps:

- Staff will reach out to the South Fort Collins Business Association to continue dialogue and address concerns raised with the proposed policy revisions. A summary of this outreach effort will be presented to the Board when the policy revisions are brought back for consideration.
- More research is needed regarding the requirement for an independent financial analysis.
- While this is not a direction for URA staff, a review of the City's definition of "affordable housing project" was requested.
- Further discussion with the City Attorneys Office regarding the creation of a URA Board Finance Committee.