



Meg Dunn, Chair
Per Hogestad, Vice Chair
Doug Ernest
Bud Frick
Kristin Gensmer
Dave Lingle
Mollie Simpson
Alexandra Wallace
Belinda Zink

City Council Chambers
City Hall West
300 Laporte Avenue
Fort Collins, Colorado

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Special Meeting March 8, 2017 Minutes

- **CALL TO ORDER**

Chair Dunn called the meeting to order at 5:33 p.m.

- **ROLL CALL**

PRESENT: Dunn, Zink, Hogestad, Wallace, Gensmer, Lingle, Ernest, Frick, Simpson
STAFF: McWilliams, Bzdek, Bumgarner, Yatabe, Schiager

- **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No members of the public were present.

- **DISCUSSION AGENDA**

1. DISCUSSION OF THE DESIGN REVIEW SUBCOMMITTEE

Staff Report

Ms. McWilliams presented the staff report, including the background of the Design Review Subcommittee. She explained the approach Staff is recommending, and discussed some of the

benefits of utilizing such a subcommittee, both to the Commission and to the public. She requested the Commission's direction on whether they would like to reinstate a formal subcommittee, and if so, how they would like it to be structured.

Public Input

No members of the public were present.

Commission Questions and Discussion

Mr. Frick asked why a member of the subcommittee who reviewed a particular project should have to recuse themselves from further action on that project. Mr. Yatabe explained the code regarding the subcommittee, adding that accommodating a subcommittee was part of the reason for expanding the LPC to nine members.

Chair Dunn asked whether the Commission members could listen to the recordings of the subcommittees. Mr. Yatabe explained that hearing the input of the subcommittee members via the recording would like having them provide testimony, which would not be a full recusal from the process.

Mr. Ernest asked how the Commission would understand the decision making process of the subcommittee. Mr. Yatabe explained that the Commission would not get a recommendation from the subcommittee, and the Applicant is not obligated to take the advice it received from the subcommittee.

The Commission and Ms. McWilliams discussed the criteria to determine whether a project would go to the Design Review Subcommittee (DRS) or the full Commission. Single family residential projects, which are primarily additions and alterations, were identified as appropriate for DRS. Smaller individual properties, non-controversial projects and minor amendments were also discussed as being suitable for the DRS. Development Reviews would continue to go to the full Landmark Preservation Commission, as well as the majority of commercial and multi-family projects. It was also pointed out that the DRS would always have the option of referring a project that came to them to the full LPC, if they felt it were appropriate.

The Commission requested that Staff provide a flow-chart or other documentation that would clearly identify the criteria for each of the two paths through the system (DRS vs. LPC). They also inquired as to the volume of projects that were likely to follow each path.

Members discussed the options for forming the subcommittee. Ms. McWilliams proposed that those who were interested and willing to serve would volunteer for the subcommittee for a set period of time, possibly a year. From that pool of subcommittee members, Staff would gather appropriate participants for each meeting, depending on the particular project and type of expertise needed for the review.

Members asked how the DRS would work. Ms. McWilliams stated that the DRS used to meet in the afternoon before regular LPC meetings, and Staff would schedule up to three projects per meeting. If there were no projects to be reviewed in a particular meeting, they would not meet. Ms. McWilliams said the DRS had been well-received and appreciated by those who used it.

A few members were curious about who would be willing to volunteer, expressing some concern that if there weren't a big enough pool, including a sufficient number of design professionals, it would not make sense to reinstate the DRS. Mr. Ernest and Mr. Hogestad said they were willing, as did Mr. Frick, although he expressed lingering reservations about the recusal aspect.

Members asked whether the staff report could include some kind of summary of how DRS decisions about a project were made. There was a suggestion that seeing the original design and its evolution after going to the DRS could be helpful. Mr. Yatabe stated that while he would have to do more research, a summary or before and after designs might be a possibility.

Chair Dunn asked for an example of a commercial project next to a historic property that wouldn't come to the LPC. Ms. McWilliams said the Feeder Supply had a previously approved design that came back with a minor amendment and went through the DRS. Timeliness was a factor in the decision to go to the DRS, as construction was already underway. Ms. McWilliams also gave the example of the Linden Hotel putting a small addition on the third floor away from a main façade.

Mr. Ernest asked about the change to the DRS process the in 2014, and wondered whether this is a formal decision requiring a motion, or more informal direction. Mr. Yatabe said because the DRS is already in the Code, and Staff was just asking for direction from the Commission, a motion may not be necessary. He suggested Staff could provide more information and come back for more discussion.

There was some discussion about comments made by the CDNS Director at the LPC retreat that suggested Development Reviews would only come to the LCP once, like they do with P&Z. Ms. McWilliams said that recent changes to the work session structure made it possible for a Development Review to come to the LPC only once in some cases, but there was no restriction on the number of times they may need to come for preliminary reviews. She explained that the City's goal is to make process as smooth as possible for Applicants by making it predictable, timely and effective.

Ms. Dunn said she was generally supportive of reinstating the DRS, but reiterated that they would like a chart or similar documentation to show how these two streams would work.

Ms. Wallace liked the idea of a pool so as not to place too much of a burden on a few individuals. She stated she is willing to participate. Ms. Zink and Ms. Simpson expressed interest, but would like more information about the frequency and how much notice there might be. Mr. Ernest said he could volunteer, and would appreciate as much notice as possible.

Mr. Lingle expressed concern about whether there would be a sufficient presence of design professionals for an LPC decision, if those who had participated in the DRS for an item had to be recused.

Chair Dunn asked that Staff provide more information about how the stream works, how the pool would work, and how much notice or lead time they might have for the meetings, and then bring this back for another discussion. Ms. McWilliams said they could provide the additional information and continue the discussion in May.

Chair Dunn suggested continuing to utilize the DRS as they have been in the interim. There was a general consensus that this was acceptable, focusing specifically on single family residential and minor commercial alterations and proposals.

- **OTHER BUSINESS**

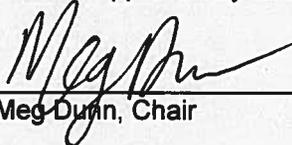
None

- **ADJOURNMENT**

Chair Dunn adjourned the meeting at 6:54 p.m.

Minutes respectfully submitted by Gretchen Schiager.

Minutes approved by a vote of the Commission on 19 April 2017



Meg Dunn, Chair