

**Record of Proceedings
City of Lafayette
Planning Commission
Wednesday, May 23, 2018**

Chair Wong called the meeting to order at 7:00 p.m. Those in attendance included: Chair Wong, Vice Chair Godfrey and Commissioners Fischer, Kusjanovic, and Viers.

Absent: Commissioner Varley and Thomas

Staff present included Planning & Building Director Paul Rayl, City Planner Jon Hoffman, Neighborhood Services Specialist Duncan Miller, and Recording Secretary Michelle Verostko

II. Items from the Public Not on the Agenda

None.

III. Scheduled Items

A. Community Medical Center Site Plan/Architectural Review

City Planner Jon Hoffman entered the staff report into the record. He stated this application is a Site Plan/Architectural Review for the development of a 29,494 square foot medical office building on Lot 1, of Boulder Community Hospital Subdivision. The site is located west of Highway 287 on the south side of South Boulder Road adjacent to the existing Boulder Community Hospital medical office building. Mr. Hoffman showed a vicinity map to help illustrate the location of the property and the surrounding properties. The subject property is zoned B1/PUD (Community Service Business / Planned Unit Development) and designated commercial on the Comprehensive Plan Land Use Map. Medical office is a permitted use for B1 zoned properties.

Mr. Hoffman presented the site plan and explained the proposal is for a 29,494 square foot building on a 1.799-acre lot. The proposed building is two-story with a building footprint of 14,747 square feet. The building will be a maximum of thirty (30) feet in height with an elevator shaft extending an additional ten (10) feet above the roofline. In addition, the site improvements include 27,721 square feet of landscape area (28% of lot), one hundred and eleven (111) parking spaces including two (2) electric vehicle charging station spaces and four (4) ADA parking spaces.

Mr. Hoffman reviewed the site dimensional standards, streets and vehicular access, pedestrian access, parking, and landscaping.

Mr. Hoffman presented the architecture for the building and reviewed the building design, the proposed exterior materials and color, and building elevations and architectural features. He discussed staff's concern with the lack of curvature or rounded architectural elements that predominate on the existing medical building entry area. Staff recommended the applicant explore options to incorporate similar architectural elements on the entry awnings to complement the existing office building.

Staff recommended approval of the site plan/architectural review subject to the condition of approval finding the proposed site and architectural plans comply with the review criteria of Section 26-16-7.1 and the submittal requirements of Section 26-17-9.

Darryl Brown, CMC, explained that their masterplan was to have a second medical office building at this location. Mr. Brown presented their plan and reviewed the site plan, setbacks, landscaping, and the building design. He compared the proposed building to the existing building. He discussed their disagreement with staff's recommendation to add curvature to the building and discussed why this building does not have the curvature. He reviewed the building materials and color palette, building elevations, design elements and various renderings of the building.

The Planning Commission asked where the solar panels would go, where the electric charging station and bike racks would be located, whether they designed the building to match the existing medical office building architecture or the Foothills building architecture, and whether they considered adding a retaining wall along the South Boulder Road.

The Planning Commission asked staff about Condition no. 4 regarding incorporating some rounded architectural elements on the entry awnings to complement the existing Boulder Community Health office building and whether the condition allowed enough flexibility. The Planning Commission also had concerns about lighting and whether it would match the existing lighting area near the residential use.

The Planning Commission discussion focused on the architecture and conditions of approval no. 4 regarding the rounded architectural element and condition no. 3 regarding the timing of the installation of the solar panels. The consensus of the Planning Commission was to delete condition no. 4 and delete the word "all" in condition no. 3, so it reads "The applicant shall explore opportunities to install the solar array system with the initial construction of the building."

Motion

Vice Chair Godfrey moved the Planning Commission recommend approval of this request to City Council for Site Plan/Architectural Review, subject to the recommended conditions as amended, finding that the plan complies with the criteria of Section 26-16-7.1, the submittal requirements of Section 26-17-9 have been met, and the design is compatible with the location and proposed use. The scale of the building is appropriate and a good transition in relation to the existing Boulder Community Health office building. The building materials proposed also complement the existing building. Commissioner Viers seconded the motion. All voted in favor of the motion.

Site Plan/Architectural Review Conditions of Approval:

Prior to submitting a building permit application, the applicant shall submit an amended set of plans to be reviewed and approved by staff that includes the following:

1. The applicant shall address all issues identified in the City Engineer's memo dated May 15, 2018 and any other engineering and utility issues identified prior to building permit submittal.
2. The applicant shall provide copies of the recorded parking and access agreement prior to issuance of the building permit.
3. The applicant shall explore all opportunities to install the solar array system with initial construction of the building.

B. SoLa Filing No. 1 Replat C, Lot 1 Blue Federal Credit Union Minor Subdivision, Special Use Review and Site Plan/Architectural Review

City Planner Duncan Miller entered the staff report into the record. He stated this request is a Minor Subdivision, Special Use Review, and Site Plan/Architectural Review for the development of a 3,647 square foot bank building with a drive-up ATM facility. The property is in the northeast corner of Highway 287 and Exempla Circle on Lot 4C of the SoLa Filing No. 1 Replat Subdivision. Mr. Miller provided an aerial map to help illustrate the location of the property. The property is zoned C1/PUD (Regional Commercial/Planned Unit Development) and requires approval of a Special Use Review for the operation of a drive-up facility.

Mr. Miller presented the Minor Subdivision and explained that the applicant proposes to subdivide the 2.22-acre lot into two lots, Lot 1D and Lot 2D. The bank will be located on Lot 1D. Mr. Miller explained the minor subdivision included language to vacate a portion of a 50-foot wide pedestrian access easement; however, the City code requires easement to be vacated by ordinance and not on the plat.

Staff will continue to work with the applicant to determine if a vacation of the easement is required. Staff recommended approval of the Minor Subdivision subject to the recommended condition, finding that it complies with the criteria of Code section 26-17-7.

Mr. Miller presented the Special Use Review for the bank branch with a drive-up ATM facility. He reviewed the hours of operation, the location of the facility, the drive lanes and stacking. He reviewed the application against the Special Use Review criteria and discussed how it complied with the criteria. He reviewed the additional special use review criteria for drive-up facilities and discussed how it meets those criteria.

Staff recommended approval of the special use review subject to the recommended condition and finds that the special use review for a drive-up bank complies with the Special Use Review criteria of Section 26-15-4 (a) and (b).

Mr. Miller presented the Site Plan/Architectural Review for the development of a 3,647 square foot credit union branch and drive-up facilities. The site improvements include 18,486 square feet (35%) landscaped area and 30 parking spaces. He reviewed the dimensional standards, the street and vehicular access, the SoLa Design Guidelines, parking, landscaping, trash enclosure, and lighting. He reviewed the proposed architecture, the exterior materials and colors, and building elevations. He reviewed the architecture for the trash enclosure and ATM drive-up facility.

Staff recommended approval of the Site Plan/Architectural Review subject to the recommended conditions of approval finding the proposed site plan/architectural review complies with the review criteria of Section 26-16-7.1 and the submittal requirements of Section 26-17-9.

Kim Alexander, Chief Financial Officer, Blue Credit Union, 2207 Plainview Road, Cheyenne, Wyoming gave a brief background of the company and the desire to locate a branch in Lafayette.

Lee Martin, Planner/Landscape Architect, Landmark Engineering, Ltd., Loveland, Colorado presented their proposal and reviewed the site plan. He showed an aerial view of the site and what is there today. He reviewed the conditions of approval and believe they can meet them. He presented the architecture for the building and showed renderings of the building. He stated they did not have a user on the northern lot but anticipate that it could be a restaurant.

Chair Wong opened this portion of the meeting for public testimony at 7:55 p.m. No one addressed the Planning Commission. Chair Wong closed the public hearing.

The Planning Commission asked the applicant to explain their reasoning behind the main entry location, where they anticipate signage to go and how the traffic circulation would work on the site, particularly stacking for the drive-up ATM facility. Other questions focused on site drainage and how mechanical units would be screened.

Minor Subdivision Motion

Vice Chair Godfrey moved the Planning Commission recommend approval of the minor subdivision for SoLa Subdivision Filing No. 1, Replat D, subject to staff's recommended condition of approval, finding that the plat complies with the requirements of Section 26-17-6 and the applicable criteria of Section 26-19 of the Development and Zoning Code. Commissioner Viers seconded the motion. All voted in favor of the motion.

Special Use Review Motion

Commissioner Viers moved the Planning Commission recommend approval of this request for Special Use Review, subject to staff's recommended condition, finding that that the use meets the criteria of Section 26-15-4(a) and (b) because the proposal complies with the Municipal Code, is compatible with the surrounding area, presents no potential for adverse environmental impacts, is compatible with the Comprehensive Plan, does not create any significant adverse impacts that are not addressed through site design; and meets the appropriate criteria for the location of a drive-up facility. Vice Chair Godfrey seconded the motion. All voted in favor of the motion.

The Planning Commission discussed the architecture of the proposed building and the site plan/architectural review conditions of approval no. 3a regarding the addition of architectural details to the western elevation of the building. The Planning Commission changed Condition No. 3a to require the application to work with staff on their architectural plan to include "additional architectural details and complexity on the western elevation."

The Planning Commission changed Condition No. 3c to require the siding of the trash enclosure to match the architectural style of the building.

The Planning Commission discussed the signage, particularly the "Blue" sign shown on the building elevation. The Planning Commission added a requirement to condition no. 8 to include that the review of the signage should ensure that the signs presented to the Planning Commission are what is approved by staff.

The Planning Commission discussed condition no. 2 regarding whether to require an electric vehicle charging station. The Planning Commission changed condition no. 2 to require that a sleeve for a future electric vehicle charging station be required.

The Planning Commission discussed landscaping for the site but did not make any changes to condition no. 4.

Site Plan/Architectural Review Motion

Chair Wong moved the Planning Commission recommend approval of this Site Plan/Architectural Review, subject to the recommended conditions as amended, finding that the plan complies with the criteria of Section 26-16-7.1 and 7.2, the submittal requirements of Section 26-17-9 have been met, and the design is compatible with the location and proposed use. Commissioner Kusjanovic seconded the motion. All voted in favor of the motion.

Minor Subdivision Conditions of Approval:

1. The applicant shall revise the proposed plat to remove reference to the proposed easement vacation and respond to staff and city attorney comments including renaming the lots prior to consideration of the minor subdivision by City Council.

Special Use Review Conditions of Approval:

1. The Special Use Review approval is subject to approval of the Site Plan/Architectural Review by the City Council.

Site Plan/Architectural Review Conditions of Approval:

1. The Site Plan shall be amended so the bank building meets the minimum 50 foot setback from Highway 287 as required by the SoLa PUD.
2. An electric vehicle charging station shall be sleeved for future.
3. The applicant shall work with staff to submit a revised architectural plan showing:
 - a. Additional architectural details and complexity on the western elevation
 - b. The color of the metal gates of the trash enclosure
 - c. Siding of the trash enclosure to match the architectural style of the building
4. The applicant shall work with staff to submit a revised landscape plan showing:
 - a. An additional 30 shrubs, to be distributed throughout the site
 - b. An additional 6 trees, to be distributed throughout the site
 - c. An additional 3 street trees, located along Balmstone Drive
 - d. A landscape median between the southernmost drive-up ATM lane and the parking lot
5. The applicant shall work with staff to better shield the trash enclosure, either through a revised location, additional landscape shielding, or a combination of the two.
6. The proposed pole-mounted lights shall be replaced with 20-foot pole-mounted lights with rounded fixtures to match the existing lights found within SoLa.
7. The applicant shall respond to the concerns addressed in the City Engineer's memo, dated May 4, 2018.
8. All future sign permits shall be reviewed and approved by Staff for architectural compatibility. The review should ensure that the signs presented to Planning Commission are what is approved by Staff.

C. Development Code Amendments – New Development Process for Sketch & Preliminary Plan Review

Planning & Building Director Paul Rayl entered the staff report into the record. He explained that City Council directed staff to provide language to support a Code change with regard to how sketch and preliminary plans are reviewed by staff, the public and Planning Commission. Staff identified several sections of the Code that would need to be updated and the Planning Commission reviewed and provided feedback on them at their March workshop. Director Rayl stated the modified Code sections included Section 26-16-3, 26-16-4, and 26-18-4.

Director Rayl reviewed the proposed modifications to Section 26-16-3 Pre-application conference and neighborhood meeting. The change to this section would exclude sketch and preliminary plan applications from this section and create a new paragraph in Section 26-16-4 pertaining to just the pre-application and neighborhood meeting requirements for sketch and preliminary plan reviews.

Director Rayl reviewed the new Section 26-16-4 Sketch plans and preliminary plans. He explained that several new subsections are added to clearly identify the new review procedure. These include procedures for pre-application conferences, notice of intent to develop, neighborhood meeting, technical and policy review committee, Planning Commission meeting, and appeals. Director Rayl discussed how the new procedures would work.

Director Rayl reviewed changes to Section 26-18-4 Approval, specifically adding a new subsection, 26-18-4(c) that addresses how redevelopment projects in the Urban Renewal Area specifically sketch plans and preliminary plans are reviewed. He noted this would allow for flexibility when reviewing redevelopment projects. All other applications in the urban renewal area that are not sketch or preliminary plans would follow the current review procedures. The proposed change states that “In the Lafayette Urban Renewal Area, commercial or industrial projects of less than one hundred thousand (100,000) square feet of floor area, residential developments fewer than twenty (20) lots or units, and mixed-use building complex projects, provided that any such project or development is less than or five (5) acres in size may be approved through the procedures defined in Section 26-16-6.”

Staff recommended approval of an amendment to Chapter 26 of the Lafayette Code of Ordinances modifying Sections 26-16-3, 26-16-4, and 26-18-4 pertaining to review procedures for sketch and preliminary plans.

Chair Wong opened this portion of the meeting for public testimony at 8:50 p.m.

Ron Spalding, 597 Casper Drive, Lafayette, supports the Code changes and believes the changes will offer education to the public about the review process.

Chair Wong closed the public hearing.

The Planning Commission asked staff when a second pre-application meeting might be waived and whether this process could become an endless loop. The Planning Commission asked staff to review the process for urban renewal projects.

The Planning Commission discussed some of the merits of the proposed changes.

Motion

Commissioner Viers moved the Planning Commission recommend approval of an amendment to Chapter 26 of the Lafayette Code of Ordinances modifying Sections 26-16-3, 26-16-4, & 26-18-4 pertaining to review procedures for sketch and preliminary plans. Commissioner Kusjanovic seconded the motion. All voted in favor of the motion.

IV. Other Business

A. Commission Comments / Committee Reports

Vice Chair Godfrey thanked staff for introducing the new Planning Manager and congratulated him on his promotion to director. Vice Chair Godfrey recommended the Planning Commissioners who missed the Cherrywood Condos meeting watch the meeting before the July Planning Commission meeting. Commissioner Fischer thanked Vice Chair Godfrey for running an efficient meeting on Tuesday.

B. Department Comments

Planning & Building Director Paul Rayl stated that Neighborhood Services Specialist Duncan Miller is leaving the City and moving to New York in June. He reviewed Mr. Miller's

background and the work he had been doing for the City. He thanked Mr. Miller for his hard work and services and wished him success and luck in his all of his future endeavors.

V. Adjourn

Commissioner Kusjanovic moved the Planning Commission adjourn the meeting, seconded by Vice Chair Godfrey. All voted in favor of the motion. The meeting adjourned at 9:20 p.m.

City of Lafayette

Brian Wong, Chair

Attest:

Michelle Verostko, Recording Secretary