

LARIMER COUNTY ESTES VALLEY PLANNING ADVISORY COMMITTEE

Minutes of October 15, 2020 Meeting

The Larimer County Estes Valley Planning Advisory Committee (Committee) met virtually via Zoom for its inaugural meeting on Wednesday, October 15, 2020 3:30 p.m.

All committee members were present: David Converse, Olivia Harper, Mike Kennedy, Linda Moak, Rex Poggenpohl, Frank Theis, and Drew Webb. Staff present were Lesli Ellis, Community Development Director; Don Threewitt, Planning Manager; Matt Lafferty, Principal Planner; Michael Whitley, Planner II, and Amy White, Code Compliance Inspector.

Two members of the public also observed the Zoom meeting.

AMENDMENTS TO THE AGENDA

Slight reordering of a couple of items as follows:

- Discussion of the bylaws occurred before the election of officers.
- Correction to the agenda: The next regular meeting will be Nov. 19, not Nov. 12.
- The Land Use Code Review item will occur on Nov. 19 due to lack of time and more general discussion and questions that occurred at the end of the meeting.

INTRODUCTIONS

The committee members and staff each introduced themselves and their interests for the committee. Commissioner Donnelly, District 3, was unable to attend this time, so staff introduced him as the commissioner liaison.

BYLAWS OVERVIEW AND DISCUSSION

Ms. Ellis presented the bylaws and answered questions. Two items the committee mentioned they would like to follow up on include:

1. **Article I, Section 3B.** Member Poggenpohl indicated that he would like to add the following to the bylaws: To ask whether this board could also look at zoning variances that will be decided by the Board of Adjustment. He will write a paper and provide that to the other board members and would like to notice such a proposed change so the public has an opportunity to weigh in.
2. **Article IV, Section 14.** Member Converse would like to clarify that this section applies to changes proposed by an applicant and not to testimony provided by public with the following language addition: "The Committee will not consider any material(s) from an applicant that may result in significant modification to a pending issue unless that material(s) has been submitted at least five working days prior to the Committee's meeting when the issue will be considered."

The committee had some discussion about revisiting the bylaws possibly at the next meeting or at future meeting to propose these amendments.

ACTION ITEM: ELECT OFFICERS

Chair: Frank Theis

- Committee member Poggenpohl nominated Frank Theis to be Chair.
- Committee member Kennedy seconded the nomination.
- All committee members voted in favor, with Theis recusing.

Vice Chair: Rex Poggenpohl

- Committee member Poggenpohl offered to serve as Vice Chair.
- Committee members all voted in favor, with Poggenpohl recusing.

Secretary: David Converse

- Committee member Converse offered to serve as Secretary with Kennedy seconding.
- Committee members all voted in favor.

ACTION ITEM: BYLAWS APPROVAL

- Committee member Poggenpohl made a motion to approve the bylaws as presented.
- Committee member Theis seconded the motion.
- All committee members voted in favor. Motion passed 7-0.
- The board will discuss and consider the proposed updates to the bylaws at a future meeting.

ACTION ITEM: POSTING OF MEETINGS – TABLED ITEM TO NEXT MEETING

Ms. Ellis presented the standard language printed on the agenda that is required for each board and commission.

- Committee members Poggenpohl made a motion to support the language.
- Committee member Kennedy seconded the motion.
- Poggenpohl made an amendment to attempt to note that the County also will post the agendas in Town Hall, and then withdrew his motion.
- The committee rejected the motion to approve the existing language.
- Frank Theis moved to table the item. Olivia Harper seconded the motion, and the committee unanimously approved tabling the item (6-0) until next month when staff could check to see if the item could be posted in the Town or county building if not on the website. (Mike Kennedy had left the meeting when the vote took place.)

The committee had some discussion about whether the backup posting could include other means and locations. There was discussion that this is County business rather than Town business. Estes Trail Gazette is the official local paper where people are used to seeing notices about meetings. Staff will follow up with legal counsel about how to address this item.

DISCUSSION AND REQUEST FOR FOLLOW UP AND NEXT MEETING TOPICS

The committee used the remaining time at the meeting to cover questions and identify items to discuss at the next meeting. Committee members asked staff to follow up and confirm the following:

1. Member Webb asked about the town's committee member representation and bylaws' mention of working with the Town. Until recently, it seems the town may not have been

aware of the committee. Town staff observed the Oct. 15 meeting, and County staff will provide agendas for future committee meetings. Member Webb was looking for direction from the committee about how to get this to be higher level from an information perspective. Should there be a formal invitation to planning staff and/or representative to Estes Planning Commission? Member Theis spoke with the Town Manager who was aware of the committee and said it's their intention at the town to approach the county about joint planning at some point, and there's a question of timing with changing commissioners.

2. The board had some discussion about communication and emails and suggested setting up a separate personal email. They also asked, can the committee have emails assigned to them by the county, such as the Board of Appeals? The answer is No, however committee members may want to establish personal email addresses that are dedicated to the committee work.
3. Does the County have resources to do communications with the Estes Valley and community about the work of the committee? Lesli Ellis will check with Michelle Bird, Communications lead at the county. They would like to make sure people know about the committee and its work and have a voice and the opportunity to participate. The Trail Gazette will print press releases. Can committee members do articles? Can there be a press release now that the committee has met?
4. Given the rotating terms of members, it would be helpful if staff could notify the committee members when their term is about to expire, so they may reapply.

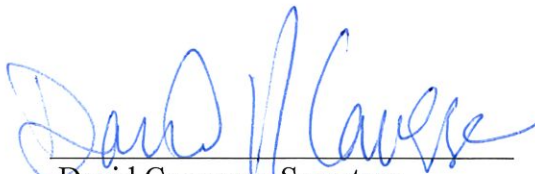
The next meeting is scheduled for **Thursday, Nov. 19, 2020 at 3:30 p.m.** (virtually via Zoom with invitation to follow), and topics will include:

- a) Public Comment at the beginning of the meeting, as for all future agendas.
- b) Update and Discussion about Potential Changes to Bylaws and timing.
- c) Planning training, including covering the Land Use Code and Chapter 19 and other basic planning information such as a map showing the boundaries of the planning area, (<https://www.larimer.org/planning/estes-valley>, adopted supplemental regulations)
- d) Information on the Comprehensive Plan – provide an update on the Department of Local Affairs Grant application as submitted by the Town of Estes Park.
- e) Discuss means of communications by the committee with the public, website, etc.
- f) Revisit the Action Item/Tabled item: "Posting of Meetings in Compliance with Open Meetings Law."
- g) Note that the Open Space Plan by the Land Trust will not be scheduled for Nov., but if the committee would like an update on the final plan, this item could be scheduled in spring 2021.

With there being no further business, the meeting adjourned at 5:35 p.m.



Frank Theis, Chair



David Converse, Secretary