



PLANNING COMMISSION

Mike Simone, Chairperson

Lynne Derby
Lucas Marone
Bob McWilliams, Alternate

Dan Parrish
Paul Weber
Bushrod White, Vice-Chairperson

**Planning Commission Agenda
Regular Meeting
Fort Lupton City Hall – 130 S. McKinley Ave.
Tuesday, August 7, 2018
6:00 P.M.**

(Order & Contents Subject to Change by Action of the Commission)

Call to Order – Roll Call

Approval of Agenda

Consent Agenda – Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Commission member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

- a. Approval of the Minutes of the July 10, 2018 Meeting

Public Comment – This portion of the Agenda is provided to allow members of the audience to present comments to the Planning Commission related to items not otherwise listed on the Agenda.

Action Items

- b. Continue the **Soul Dog Special Use Permit Hearing**
- c. Withdrawal of the **First Street U-Haul Special Use Permit Hearing**

Discussion Items

- d. Discussion on Field Trips for Design Guidelines

Future Business

- e. Next Meeting on August 14, 2018 at 6:00 PM

Adjourn

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The Planning Commission of the City of Fort Lupton met in session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Planning Commission, on Tuesday, July 10, 2018. Chairperson Mike Simone called the meeting to order at 6:00 p.m.

ROLL CALL

Roll was taken and those present were Chairperson Mike Simone, Commission Members Lynne Derby, Dan Parrish, and Paul Weber. Also in attendance was Planning Director Todd Hodges, City Planner Alyssa Knutson, and Planning Technician Stephanie Darnell.

APPROVAL OF AGENDA

Chairperson Mike Simone called for a motion to approve the agenda. Member Paul Weber moved to approve the agenda, it was seconded by member Dan Parrish.

Motion carried unanimously by voice vote.

CONSENT AGENDA

Chairperson Mike Simone called for a motion to approve the consent agenda. It was moved by Member Dan Parrish and seconded by Member Paul Weber to approve the Consent Agenda as submitted.

Motion carried unanimously by voice vote.

PUBLIC COMMENT

The Chairperson asked if anyone from the audience was present to make comments not otherwise related to the agenda. Seeing none the meeting moved to action items.

ACTION ITEMS

Approve a Resolution for the Halliburton Aviation Operations Special Use Permit P2018-009

Chairperson Mike Simone stated that the meeting is a continuation of an action item to approve a resolution for Halliburton Aviation Operations Special Use Permit. He allowed the staff to proceed with introducing the Special Use Permit.

Planning Director Todd Hodges stated that the meeting was the third to be held since November; the second being in May. He continued to state that the previous continuation occurred with direction for Halliburton to have a test flight event that allowed staff, and the public to see the helicopters and ask questions. The event took place June 16th, were staff members, commission members, residents, and media attended. He continued to state that

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staff members disbursed to different areas of the community when the helicopter flights occurred to get decibel readings. He stated that staff has not made any changes to their recommendation as there was no impact that would need to be mitigated based on the flight test, and it is up to the Planning Commission to make a recommendation to forward to City Council to either approve, deny, or issue another continuance. He concluded by stating that representatives from the ERA, aviation company, as well as Halliburton, were also in attendance.

Chairperson Mike Simone asked the commission if there were any disclosures to make before moving forward. He stated that a neighbor did approach him to discuss the subject, but he stated that due to the hearing he would not discuss the subject.

Member Paul Weber stated that he received a message on Facebook, but he did not respond.

Member Lynne Derby stated that she saw the hearing notice on Facebook, but did not respond.

Member Dan Parrish stated that there had been some chatter on the subject, but he did not engage in it.

Chairperson Mike Simone asked if the applicants wanted to add anything from the previous hearings.

Brandon Baker, District Manager of the Fort Lupton Halliburton Facility, stated that he appreciated the public and staff coming to the event; hopefully it was informative and that Halliburton has shown that they are trying to protect the community, as well as their staff. He went on to state that the flight path is not set, but Halliburton is doing everything they can to mitigate it and minimize the impact.

Chairperson Mike Simone opened up the public hearing portion and stated the rules of the public comment section, including a three minute time limit to speak per person, to not repeat exactly what another person has stated, but if they wanted to state that they agree or disagree with another person that would be fine, as well as indicate if they were present at the June 16th event. He asked Mr. Baker how much was spent on the event.

Mr. Baker stated that he did not have the numbers on hand.

Chairperson Mike Simone called Carrie Sack to speak.

Carrie Sack (13750 County Road 8) stated that her property is east of Halliburton, and that she heard it through the grapevine that Halliburton was proposing a helicopter pad and flights. She stated that she did not think anything of it, and it was only yesterday that she learned that this was the third meeting to occur for the helicopter proposal. She stated that she did not attend the June 16th event as she did not receive any notifications for it, such as

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notices or emails that indicated helicopter flights were being considered. She showed the Planning Commission a picture she had taken that morning while on her horse at the end of her property that showed to the west of Halliburton. She stated that her husband indicated that the distance between the end of the property and Halliburton is seventeen-hundred (1,700) feet. She went on to state that even if a different flight plan is done by Halliburton, they would still hear the helicopter. She stated that she was concerned for her animals and what would happen if the helicopter flies over her land and spooks her horse when she's riding. She stated that if someone were to get hurt, who would be called, or who would handle complaints. She stated that she did a video, and that there is noise twenty-four (24) hours a day, and what are residents supposed to do when the helicopter is flying over their property at 4:00 AM. She stated that Halliburton is proposing a helicopter so their workers can get rest, but what about the residents who will be losing their rest. She stated that they said her horses and cattle will adjust to the noise, but when will the horses and cattle adjust. She stated that she read on Facebook that drones were spooking horses, and they were running through fences.

Bob Dineen (15005 County Road 12) stated that in November he was told by either the helicopter company or Halliburton that they had spoken to Platte Valley Air Park, and that it would not be an option to utilize their space. He stated that no one has spoken to Platt Valley Air Park, and Kevin Kennelly, who is the manager, has only heard about it but was never approached by anyone to use the air park. He stated that Halliburton previously saying they had spoken to someone at Platte Valley Air Park was not a truthful statement, but he could have misunderstood what they said. He went on to state that once the Planning Commission allows the helicopter pad, there is no going back. He asked the Planning Commission what would happen if Halliburton wants to do more flights. He stated that this is a big decision that we cannot go back on, and that those who are in attendance that do not want the helicopter are not Fort Lupton residents. He stated that he thought it was unfair for the Planning Commission to make the decision to allow the helicopters.

Gin Stoneback (4461 County Road 31) stated that on June 16th she took decibel readings during the test flight on County Road 31 between County Roads 10 and 12 with a FAA recommended app called "DB Meter", and readings were also taken by Ron and Jan Brown at the corner of County Road 31 and County Road 10 using an app their daughter, who is an active airline pilot for Frontier Airlines, downloaded for them. She stated that the noise readings taken were between eighty-three (83) decibels and ninety-four (94) decibels at their properties. She stated that the eighty-four (84) decibel reading taken by herself and the eighty-three (83) decibel reading taken by Ron and Jan Brown were taken during a video that she was willing to provide Planning Commission. She stated that the video was taken when the helicopter was well East of County Road 31 flying at a fairly high altitude. She stated that the decibel readings were also time stamped with the video, and she provided the time stamp, video, and decibel reading to indicate that the readings were taken at the time of the video. She stated that the reading of ninety-four (94) decibels was taken at County Road 31 between County Road 10 and 12 at her property when the helicopter was landing at the Halliburton facility on County Road 8, which is several miles away from her property. She

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stated that the reading was still ninety-four (94) decibels, and she has a video of the helicopter landing that she can provide that is time stamped at the time that the decibel reading was taken. She stated that she would like to play a video that was taken of the take-off and landing at the Halliburton location at County Road 8. She stated that she was not able to get decibel readings over one-hundred (100) decibels since the application maxes out at one-hundred (100) decibels; she began playing the video.

Chairperson Mike Simone asked that Ms. Stoneback turn off the video. He stated that the Planning Commission has videos provided by staff that were taken with official decibel readings that were going to be shown later.

Ms. Stoneback stated that according to the research on the Weld County Website under section 14-9-40 the maximum permissible noise allowed in industrial zoned area from 7:00 AM to 9:00 PM is eighty (80) decibels. She stated that the decibel reading out at her property exceeded that at ninety-four (94) decibels while the helicopter was landing. She stated that according to research on the FortLupton.org website, the maximum decibels allowed between 7:00 AM and 7:00 PM are ninety (90) decibels, which is less than the reading she got. She stated that both of the readings exceeded the industrial zoned area. She stated that although the helicopter is not a building, the height regulation for buildings in an industrial zoned area is sixty (60) feet. She stated that this situation would be new territory, as the take-off would exceed sixty (60) feet, so amendments might need to be considered for the height regulations in the industrial zoned area prior to the proposal being considered.

Chairperson Mike Simone asked staff if the videos given by speakers could be provided and entered on the record for this meeting, and be available for City Council if the resolution gets approved.

Mr. Hodges confirmed that they could.

City Planner Alyssa Knutson stated that she had been receiving videos, and they were added to the public comment portion of the record that the Planning Commission received; however she did not receive this particular information from Ms. Stoneback prior to today's hearing.

Chairperson Mike Simone asked Ms. Stoneback to provide the video to the staff to get it on the record.

Ms. Stoneback asked that with transparency in mind, would the members of the Planning Commission or City staff, state if they or their families directly or indirectly benefit from the proposal passing. She concluded that that information would like to be known for the record.

Chairperson Mike Simone called Tammy Ellerman to speak.

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Tammy Ellerman (4325 County Road 31) thanked the commission for allowing her to speak, and wished that she had received the meter readings prior to the meeting. She stated that she believes that the use of the helicopter would counter the just passed comprehensive plan. She stated that helicopters are still noisy, and not in the best interest of the community. She stated that per the Fort Lupton ordinance that the decibels allowed for an I-2 abutting industrial is ninety (90) decibels from 7:00 AM to 7:00 PM and seventy (70) decibels from 7:00 PM to 7:00 AM. She stated that based on what she had seen, she does not believe that the helicopters meet the ordinance requirements. She asked the board if they would make concessions to all businesses, and where would it go from here. She stated that in a previous meeting she pointed out that there would be multiple flights from 4:00 AM to 10:00 AM and 4:00 PM to 10:00 PM and that a Halliburton official stated that those were not in alignment with what she had commented. She stated that she took the times right off of their proposal, and it looks like the proposed schedule flight indicates six (6) flights in the morning, and six (6) flights at night, totaling twelve (12) flights a day every hour. She stated that the proposal also states that the arrival and departure times are subject to change due to job locations, customer start times, weather conditions, and emergencies so times are really unknown. She stated that this raises the question of who is supposed to regulate this, and that Mr. Hodges's answer at the last meeting was that it was going to be "complaint driven". She asked the board if this was common practice and once the complaints were submitted to Halliburton, then what would be the next step and if this was the safest and best way to do business in the community. She stated that the Planning Commission should take time, and make a common sense decision based upon Fort Lupton's citizens and their rights to live in a safe, quiet neighborhood, where they can enjoy their quality of life and protect their investments. She concluded by stating that the decision would have everlasting effects on the community and surrounding areas for many years to come, and that she thinks that Commerce City wouldn't even allow this in their community.

Chairperson Mike Simone called Bob Barber to speak.

Robert Barber (4523 County Road 31) stated that he understands that the use of the helicopter was for a means of safety, but the community is concerned for their safety, and the safety of their livestock. He stated that he did not attend the June 16th test flight, as he is fully aware of helicopters and has experience flying them. He stated that Halliburton would be the ones to benefit from this, and not the community as the flights would fly right over his home, and he does not want to listen to helicopters at 4:00 AM. He stated that Halliburton has shown total disregard for the safety of the public with their trucks running up and down County Road 31. He stated that the livestock does get out on the road, but there are several trucks that come through day after day. He stated that he doesn't see how flying the employees would lessen the traffic, and that again it would not be beneficial to the community. He concluded by stating that the trucks do not slow down on County Road 31 and that he figures at least ten (10) families live on County Road 31.

Chairperson Mike Simone called Vaun Denny to speak.

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Vaun Denny (116 S Trail Blazer Road) stated that he and his wife attended the test flight on June 16th. He stated that he and his wife tried to be open minded and objective about the Special Use Permit considering all that Halliburton does for the community. He stated that the decision will affect approximately eight-thousand (8,000) residents of Fort Lupton, all the livestock, and the lifestyle that people try to enjoy. He stated that the helicopters that will be used have been likened to flight for life or a neighbor's lawn mower; flight for life doesn't fly over Fort Lupton six (6) to twelve (12) times a day, and the neighbors don't mow their lawns twelve six (6) to (12) times a day, or the community would probably take action there too. He stated that he and his wife did enjoy the event that Halliburton put on, and that they don't have anything against Halliburton. He stated that he and his wife returned home after the event, before the test flights to make an informed decision and neither test flight was acceptable. He stated that his property is approximately two (2) miles away, and although they don't have a decibel meter, the helicopter was extremely loud. He stated that the community has given their concerns in regards to the helicopter, but is there any other reason that could be given for its need other than for safety reasons. He stated that information that was given from Halliburton for their safety was anecdotal data that Paul White gave in regards to three (3) accidents Halliburton had been involved in, but not factual data. He stated that this would be a win-win for Halliburton since it's their property and they have space for the helipad and helicopter, but not for the community. He stated that if the helicopter pad is approved, how will the community will go back. He concluded by stating that there needs to be another way to work with Halliburton, and he doesn't think this helicopter is the answer for the future of the community.

Chairperson Mike Simone stated that all the people who have signed up have spoken, and if there was anyone else who would like to speak.

Mike Brashear (13540 County Road 10) stated that he agrees with everyone else who has spoken already, and that he did not attend the June 16th event due to a prior commitment. He stated that when he returned, his father told him that the helicopter was really loud. He stated that he was told his horses seemed more concerned about eating, but they seemed very worried which worried him since they're his livelihood. He stated that if the Weld County residents were flying helicopters over the homes of the residents of Fort Lupton then they would be here. He stated that he is not anti-oil, but he doesn't want to deal with helicopters, and asked could Halliburton say that the Fort Lupton airport wasn't feasible when no one has talked with them.

Chairperson Mike Simone called on someone to speak.

Leroy Sack (13540 County Road 10) stated that he did attend the June 16th event. He stated that if the helicopter does get approved, then flying over the gravel pits and over the traffic would minimize the noise. He stated that for the flight path coming from the East, the sound travels downward, so once the helicopter was over the hill, he could hear it from Highway 52. He concluded by stating that if it gets traffic off the road, that's great since County Road 8 is packed, the trucks don't slow down and he had a cow hit last night.

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Chairperson Mike Simone called on someone to speak.

Ross Mackadow (4441 County Road 31) stated that silica based sand is one of the primary components of hydraulic fracturing. He stated that the helicopters will be landing at well sites, and that inhaling crystalized silica can lead to serious and sometimes fatal illnesses including silicosis, lung cancer, tuberculosis, and chronic obtrusive pulmonary disease, and has been linked to other illnesses such as renal disease, and other cancers. He stated that when the helicopters land on the well sites, no one here with complete certainty can say that it's improbable that the silica based sand cannot make it on the helicopter skids when they land. He stated when the helicopter is flying over resident homes, the silica sand will pollute the air, which is much more serious than noise pollution. He stated that it's different if the silica sand falls off a frac truck at three (3) or four (4) feet compared to five-hundred (500) or six-hundred (600) feet in the air.

Chairperson called on someone to speak.

Bob Wiley (3542 County Road 29) stated that all the Weld County residents that are in attendance are within a mile of the Halliburton. He asked the Board and staff where they lived.

Chairperson Mike Simone stated that the public is addressing the Planning Commission, not the staff, and that the Planning Commission is here to listen to comments, not answer questions. He stated that if Mr. Wiley had questions or would like to discuss things afterwards he could, but this portion is not a back and forth or debate.

Mr. Wiley stated that he believes that the members of the Planning Commission are not residents of the area.

Chairperson Mike Simone called on someone to speak.

Kate Mackadow (4441 County Road 31) stated that she is Ross Macakadow's wife and that Halliburton is not a private company since it is publicly traded, which means that the helicopter pad would not be considered private. She asked the Planning Commission how many private helicopters take off and land six (6) or twelve (12) times a day. She stated that if the helicopter pad is private, then it would leave maybe once a day to go to work and come back. She stated that when you contract someone out to do your business, then the business is no longer private. She stated that the Planning Commission needs to make decisions for the residents behind them, not just for the people in Fort Lupton since its Weld County residents that are against the helicopters. She concluded by asking the Planning Commission to think about the difference between public and private, and where they stand with that.

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Chairperson Mike Simone stated that since there was no one else who wanted to speak, he closed the public hearing portion at 6:36 PM. He stated that the applicant has an opportunity to speak, or address any of the comments if they choose to.

Paul White, Senior Vice President for the ERA Helicopters, stated that after the first part of the application that was submitted by Halliburton, it was clear that they meet the regulatory nature of the proposal. He stated that to address the noise ordinance, they hired a very legitimate third party professional to do sound studies. He stated that for the second continuance there were very legitimate concerns from the citizens about the livestock and the residents. He stated that due to this, they flew the actual helicopter that is housed at Halliburton, and offered a show-and-tell, which was open to the public to attend. He stated that Halliburton was readily available to answer any questions since there may have been some misunderstanding when information was gathered. He stated the test flight would prove how the livestock and homes would react. He stated that there are thirty-five (35) residents that have been plotted on the displayed Google map that came forward with concerns, which is more than the people sitting in this room. He stated that part of the Fly Neighborly Program was to follow the best route possible with minimal impact and he believes that that was achieved successfully. He stated that comments are subjective in some sense, but the point is that no one got injured and the homes were fine; there was no devastation that happened. He stated that in regards to the airpark, the manager quickly shut them down since they do not have the facilities, they cannot support the parking, the hangerage, or provide jet fuel. He stated that if they were to use that site, then they would need to construct and provide everything they need to operate, and Halliburton has everything they need. He stated that they mapped out all their solutions, and the Halliburton facility was the best option. He concluded by offering to answer any questions.

Mr. Hodges commented that at the event, the preferred route that was looked at was to go to the west and then up and around. He stated that the other readings that were taken might have been on the flight back to see how the impact was. He stated that staff had professional noise meters, and the readings don't reflect what was being discussed by the public from the apps used. He stated that the only time his readings went off the chart was from a truck passing by, or someone's bull out in the pasture. He stated that his readings were on County Road 31, and staff has provided a video of readings from across the street of Halliburton. He concluded that based on the readings from being in different places of the community, staff did not feel that it would cause an impact that needed any additional mitigation.

Chairperson Mike Simone stated that Planning Commission looks at the facts, the record, what's being provided, and what they have observed. He stated that he looked at all the videos taken with professional meters, he did not see readings above sixty (60) or sixty-five (65) decibels. He stated that he would like one video in particular to be shown, that was taken across the street from Halliburton.

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City Planner Alyssa Knutson played the video that showed the readings at sixty-five (65) decibels across from Halliburton and spiked up to seventy-two (72) decibels when a truck passed by.

Chairperson Mike Simone stated that he did not see any high readings other than when the truck went by. He stated that decibel levels at sixty-five (65) are equivalent to a TV in a house. He stated that based on all the videos and pictures seen, he did not see anything over seventy (70) decibels.

Ms. Knutson stated that she was located at Halliburton and City Hall, and did not recall any readings over eighty (80) decibels.

Mr. Hodges stated that he was at Coyote Creek Golf Course for one of the flights, and then on County Road 31 for the other flight. He stated on County Road 31 the decibels were in the sixties (60s). He stated that at the golf course the decibel readings were also in the sixties (60s) and that the helicopter couldn't register because of the background traffic on Highway 52.

Chairperson Mike Simone asked member Dan Parrish if he attended the June 16th event and what his observations were.

Member Dan Parrish confirmed that he attended the June 16th event and that he took the flight with some of the other members and city staff. He stated that when they flew over the livestock, there didn't appear to be any adverse effect. He stated that when they returned, they flew along the gravel bank by Highway 85. He stated that for the second flight he was at his home in the City of Fort Lupton, in Appel Farms, and he heard the noise, which was no different than the Flight for Life and that it was less noisy than the fracking that is constantly going on near his home. He stated that the only real noise he heard was when Halliburton was landing; there was a significant rotor wash that you could hear. He stated that the only way to get rid of that is to build a five-hundred (500) foot wall, which he's sure is not going to happen. He stated that he was on his deck when he watched the flight come down, and you can hear a rotor wash when they change in altitude, but it wasn't obtrusive. He stated his wife was inside and she did not hear it.

Chairperson Mike Simone asked member Dan Parrish to compare the sound of the jets that are going to Denver International Airport to the helicopters he heard.

Member Dan Parrish stated that the jets are much louder than the helicopter that he could notice. He stated that they're like the train, you'd get used to it.

Chairperson Mike Simone stated that that was his concern, and a comparison he wanted to make. He asked member Lynne Derby if she attended the event.

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Member Lynne Derby stated that she was at County Road 10 and County Road 29 and that for the first flight there was a building in the way, but she could barely hear the helicopter when it was taking off. She stated once the helicopter went over the building, it wasn't loud to her. She stated that she went to her home in Fort Lupton for the second flight, and the helicopter flew over her house and it was no louder than the Flight for Life helicopters that come through.

Chairperson Mike Simone asked Member Paul Weber for his comments.

Member Paul Weber stated that he was also on the flight with member Dan Parrish, and observed the same thing Mr. Parrish did. He stated that the livestock seemed to have normal movements, but it's hard to tell from the air what is happening. He stated that on the second flight, he went east on County Road 8 and looked for a resident that had livestock in their yard. He stated that he stopped at a residence that had goats in their yard, and didn't notice anything different with the livestock. He stated that when Halliburton was coming back around, he decided to park on the north side of Halliburton across the street, and that the landing was loud.

Chairperson Mike Simone asked Planning Technician Stephanie Darnell if she attended.

Ms. Darnell stated that for the second flight she was at her home in Coyote Creek and had her husband stand outside with their dogs while she stayed inside. She stated that she was looking for the helicopter but didn't hear or see anything until the helicopter was coming back to Halliburton near Highway 85. She stated that when her husband was outside, he could hear it very faintly, but nothing was really disturbed.

Chairperson Mike Simone stated that since this was the third hearing, the Planning Commission had done its due diligence, and that he wished Halliburton and the helicopter company had more information for them. He stated that there were continuations because he didn't feel like they had enough data and facts for the Planning Commission. He stated that all they could take was the word of the people. He stated that in the future more information and facts need to be provided. He concluded by stating that based on the facts, it is clear that the decibel levels do not rise to a level that is concerning and they he plans to vote in favor for it to move forward. He asked if anyone would like to make a motion.

Member Dan Parrish stated that the fracking noise is more intrusive than the helicopters. He stated that while flying over the livestock, one or two looked up, but he did not see anything that would cause a red flag. He stated that he thinks Halliburton has shown that they have contacted the nearby airport and he doesn't know where the miscommunication occurred. He stated that there are impacts that can be reviewed with noise, and safety that are in the minutes, and that there can be changes to the flight path as health, welfare, and safety circumstance may dictate. He stated that this is a special use permit in an industrial area.

Chairperson Mike Simone asked member Paul Weber if he had any final comments.

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Member Paul Weber stated that he is a Fort Lupton resident, and that he would not directly or indirectly benefit from the proposal. He stated that Halliburton is a great neighbor and everyone that has come up to speak expressed dissatisfaction about the noise level, and at the same time have commented that they're not against the oil industry or Halliburton, just the helicopters. He stated that there's no benefit on the side for approving something like this, and that the members have to look at all the facts provided from Halliburton and the residents. He stated that there has been a lot of patience from everyone, and that everything has been checked thoroughly.

Member Dan Parrish stated that all the information is available on the City website. He stated that he understands that some people weren't notified or were aware, but the information is on the website.

Chairperson Mike Simone asked member Lynne Derby if she had anything to add.

Member Lynne Derby stated that she had nothing to add that hasn't already been said.

Chairperson Mike Simone stated that he will entertain a motion. Member Dan Parrish made a motion to approve resolution P2018-009 and it was seconded by member Paul Weber.

The motion passed by voice vote unanimously.

DISCUSSION ITEMS

Review of Meeting Discussion

Discussion and recap of the Halliburton continuances and helicopter flight test took place.

Picture Fort Lupton (Comprehensive Plan) Update

Ms. Knutson stated that the updated comp plan was officially adopted by City Council June 18th. She stated that she just released a request for proposals on behalf of the Fort Lupton Urban Renewal Authority for s streetscape and entryway plan which will aide some of the implementation strategies and subarea plans from the comp plan. She stated that part of the comp plan recommends the establishment of a committee to guide what should be prioritized from the implementation matrix. She stated that she is interested in having staff, Public Works, Building and Grounds, a member from City Council and a member from Planning Commission on the committee. She stated that the committee would meet one (1) to six (6) times a year to ensure that the City is on track and doing the things set in the comp plan.

Chairperson Mike Simone stated that he wanted to be the person involved if anyone had no objection.

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Member Paul Weber stated that he would be interested if more Planning Commission members could be on it.

Ms. Knutson stated she could look into having more than one Planning Commission member on the committee.

Mr. Hodges stated that he is very proud of staff, especially Ms. Knutson for all her hard work.

Zoning Code Updates

Ms. Knutson stated that she is going to begin drafting an RFP for zoning code updates, which would be a complete overhaul of chapter sixteen (16), including zone districts to be included with the land use maps, new definitions of what kind of uses will be allowed, and where they'll be allowed.

Mr. Hodges stated that they wanted to get that going as soon as possible since it's budgeted for 2018. He stated that major changes will occur in the industrial zones.

Field Trips for Design Guidelines

Ms. Knutson asked for guidance on how staff can help schedule the requested field trip to look at good verses bad development.

Chairperson Mike Simone stated that it would be more beneficial for staff to schedule the field trip that indicates good planning and poor planning since they were more aware of what was coming down the pike.

Ms. Knutson recommended that perhaps it would be better to have Planning Commission members submit their ideas of good verses bad planning to see what there are.

Mr. Hodges stated that staff will provide input.

Chairperson Mike Simone stated that Planning Commission members will submit pictures of what they think are good and bad planning to staff by Labor Day in different categories such as residential and industrial.

Mr. Hodges stated that once they discuss and pick the places, everyone will go and look at it.

Discussion of implemented ideas and locations took place.

Chairperson Mike Simone asked when DOLA Training classes would be scheduled.

Ms. Knutson stated that once all the positions are filled, they'd schedule classes most likely in the Fall.

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Mr. Hodges asked if any Planning Commission members would be interested in attending the APA conference.

Chairperson Mike Simone stated that he would like the newer members to go first; maybe one (1) or two (2) members. He asked Mr. Hodges to ask the City Council to approve two (2) members going every year.

Mr. Hodges agreed.

Discussion about conference experiences occurred.

FUTURE BUSINESS

Ms. Knutson stated that the next meeting will be August 7th, and it will be to discuss a Special Use Permit for Soul Dog Rescue and possibly a U-Haul dealership off of First Street.

ADJOURNMENT

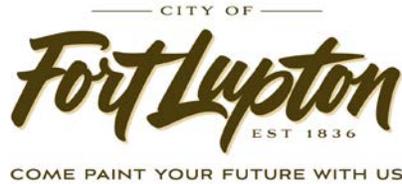
It was moved by Member Dan Parrish and seconded by Member Lynne Derby to adjourn the July 10, 2018 Planning Commission meeting at 7:30 P.M.

Motion carried unanimously by voice vote.

Stephanie Darnell, Planning Technician

Approved by Planning Commission

Mike Simone, Chairperson

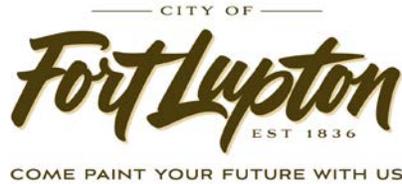


To: Planning Commission
From: Alyssa Knutson, Planner
CC: Todd Hodges, Planning Director
Date: August 7, 2018
Subject: Continuance for Soul Dog Special Use Permit

Pursuant to the Municipal Code, an application for a special use permit must post notice of public hearings at least fifteen (15) days prior to the public hearing. The posting shall consist of at least one (1) sign facing and clearly legible from and within fifty (50) feet of each adjacent public street, and on posts no less than four (4) feet above the ground.

It was determined by City staff that the above requirements were not met by the applicant by the deadline of July 23, 2018. Therefore, a continuance is required in order to ensure the proper notification requirements were met.

City staff recommends continuing this hearing to August 14, 2018 at 6:00 PM, which will ensure that posting requirements were met at least fifteen (15) day in advance of the hearing. The City Council hearing date will remain the same as originally scheduled, which is August 20, 2018 at 7:00 PM.



To: Planning Commission
From: Alyssa Knutson, Planner
CC: Todd Hodges, Planning Director
Date: August 7, 2018
Subject: Withdrawal of First Street U-Haul Special Use Permit

The City received a special use permit application for a project known as the First Street U-Haul Special Use Permit. After receiving what was thought to be a complete land use application submittal, the City discovered later that the application fees and fee deposit provided by the applicant were insufficient. Pursuant to Section 16-1.1 of the Municipal Code, an application for a special use permit must include payment of application fees and a fee deposit at the time of submitting a completed land use application. The City did not receive sufficient payment for the above-referenced application, and therefore this application must be withdrawn.

Because the City was not immediately aware that the funds were insufficient, the City began scheduling the public hearings for the special use permit, which included publishing the proposed hearing dates in the Fort Lupton Press. Therefore formal action must be taken to withdraw this case.