



## RECORD OF PROCEEDINGS

Derby Review Board  
July 18, 2017

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**CALL TO ORDER:** Acting Chairperson Anderson called the meeting to order at 5:30 p.m.

**ROLL CALL:** Candice Alexander called roll. **Present:** Anderson, Hall, Mercado, Younger, Teter, and Ertl.

**OTHERS PRESENT:** Steve Timms, Planning Manager  
Caitlin Hasenbalg -Long, Planner  
Jeanne Shaffer, Planner  
Rachel Allen, Senior Assistant City Attorney  
Candice Alexander, Administrative Specialist  
Tricia Mason, Executive Administrative Supervisor

**MINUTES:** Senior Assistant City Attorney, Rachel Allen, made note that the June 27, 2017 minutes have been revised and updated on the final document to be signed.

Councilman Teter made a motion to approve the minutes of the June 27, 2017 meeting. Board Member Hall seconded the motion.

Voice Vote:

Anderson Yes

Hall Yes

Mercado Yes

Teter Yes

Younger Yes

5 Yes, Motion passed.

**CASES:** The Derby Review Board proceeded with the public hearing.  
*Case proceedings continued on the following pages.*

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<b>Case #:</b>	DRB-065-17
<b>Location:</b>	6525 East 72 <sup>nd</sup> Place, Commerce City, CO 80022
<b>Applicant/ Owner:</b>	Mark Sink 3035 Wyandot Street, Denver, CO 80211
<b>Request:</b>	1. Derby Review Board approval of window replacement. 2. Derby Review Board approval of \$4,364 in catalyst funds.

### Discussion:

*Detailed case information can be found in the staff report on file at the Commerce City Community Development Department.*

City Planner, Caitlin Hasenbalg-Long reviewed the staff report and presentation. Staff is recommending approval of the proposed requests as the proposed window replacement meets the design principles of the Derby Design Guidelines.

The applicant, Mark Sink, was present to answer questions.

The board asked what type of glass was used for the window replacement and when he would be open for business.

There being no further business to discuss on the request, a motion was requested.

### Motion:

#### Request 1:

Board member Mercado made the following motion "Based upon the finding that the application meets the design principles of the Derby Design Guidelines, I move that the Derby Review Board grant approval in case DRB-065-17, a Derby Redevelopment application for the property located at 6525 East 72nd Place."

Board Member Ertl seconded the motion.

#### Voice Vote:

Anderson	Yes
Hall	Yes
Mercado	Yes
Teter	Yes
Younger	Yes
Ertl	Yes

6 Yes, Motion passed.

#### Request 2:

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Board member Younger made the following motion “I move that the Derby Review Board approve the use of catalyst funds in an amount not to exceed \$4,364.00 to reimburse the applicant for costs the City determines qualify under the program.”

Board Member Hall seconded the motion.

**Voice Vote:**

Anderson	Yes
Hall	Yes
Mercado	Yes
Teter	Yes
Younger	Yes
Ertl	Yes

6 Yes, Motion passed.

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**Case #:** DRB-066-17

**Location:** 7240 Monaco Street, Commerce City, CO 80022

**Applicant/  
Owner:** Joel David Martinez  
7240 Monaco Street, Commerce City, CO 80022

**Request:** 1. Derby Review Board approval fencing improvements.

**Discussion:**

*Detailed case information can be found in the staff report on file at the Commerce City Community Development Department.*

City Planner, Caitlin Long reviewed the staff report and presentation. Staff is recommending approval of the fencing improvements as the proposal meets the design principles of the Derby Design Guidelines and the requirements of the Land Development Code.

The applicant, Joel David Martinez, was present to answer questions.

In response to a question by the board, Ms. Long stated the Derby Review Board approved usage of Catalyst Funds for commercial properties only.

There being no further business to discuss on the request, a motion was requested.

**Motion:**

**Request 1:**

Board member Hall made the following motion “Based upon the finding that the application meets the design principles of the Derby Design Guidelines, I move that the

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Derby Review Board grant approval in case DRB-066-17, a Derby Redevelopment application for the property located at 7240 Monaco Street.”

Acting Chairperson Anderson seconded the motion.

Voice Vote:

Anderson	Yes
Hall	Yes
Mercado	Yes
Teter	Yes
Younger	Yes
Ertl	Yes

6 Yes, Motion passed.

### Board and Staff Business:

Staff reminded the board that Planner Jeanne Shaffer will be covering the Derby Review Board cases while Planner Hasenbalg – Long is out of the office.

The board welcomed new Derby Review Board member (Design Professional), Ted Ertl.

The board mentioned there was great turnout at the Derby Signage Workshop.

**ADJOURN:** Acting Chairperson Anderson adjourned the meeting at 5:53 pm.

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Angel Anderson  
Acting Chairperson

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Candice Alexander,  
Administrative Specialist