

Commerce City

*7887 E. 60th Ave.
Commerce City, CO 80022
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Meeting Minutes - Final

Tuesday, May 14, 2019

5:30 PM

Council Chambers

Zoning Board of Adjustment

Call to Order

Chairperson Leffel called the meeting to order at 5:30 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

Candice Alexander called roll.

Present: Chairperson Leffel, Vice-Chairperson Haug, Brinkerhoff, Kuhn, Sandhu

Excused: Councilman Huseman

Alternate Benzel was present in the audience.

Approval of Minutes:

March 12, 2019

Attachments: [Minutes](#)

Vice-Chairperson Haug made a motion to approve the March 12, 2019 meeting minutes. Board member Brinkerhoff seconded the motion.

Voice Vote:

Yes: Leffel, Haug, Brinkerhoff, Kuhn, Sandhu

5 Yes, motion passed.

Case(s):

AU-1747-19: Crown Castle, USA on behalf of T-Mobile is requesting a Use-By-Permit for a wireless telecommunication facility for the property located at 9975 E. 104th Avenue, zoned I-3 (High Intensity Industrial District).

Attachments: [Staff Report](#)
 [Vicinity Map](#)
 [Narrative](#)
 [Site Plan](#)

Prior to the meeting, Deputy City Attorney Hader informed the Board that the case will need to be continued so the Staff Report could be revised.

Chairperson Leffel requested an alternate motion.

Vice-Chairperson Haug made the following alternate motion: "I move that the Board of

Adjustment continue the requested Use-By-Permit for the property located at 9975 E. 104th Avenue contained in case AU-1747-19." Board member Brinkerhoff seconded the motion.

Voice Vote:

Yes: Leffel, Haug, Brinkerhoff, Kuhn, Sandhu

5 Yes, motion passed.

There being no further discussion, the public hearing was closed.

Board Business:

On May 2, 2019, City Staff emailed a memo from the City Council Boards and Commission Subcommittee to the Board of Adjustment. This memo stated that in keeping in alignment with the Council Goals and Objectives there would be a transition to electronic distribution of meeting packets. In response to the memo, the board asked if they had the option to continue to receive paper packets in the mail and asked for the reasoning behind transitioning to electronic.

The board then discussed the following concerns related to the electronic packets:

- Decision-making process.*
- Electronic versions too difficult to read online.*
- Cases can be complex and would prefer hardcopies for review/note-taking.*
- Training should have been offered prior to the change of process.*
- More costs and more time to print.*
- Electronic packets are not practical for members who do not work with computers regularly.*
- Too much information provided in the staff report that is not relevant to the board's decision.*

In response to questions by the board, Staff confirmed the board would no longer receive paper packets via mail per direction from Council (but will receive 11X17 hardcopies of diagrams/maps on the day of the meeting), and that this process change is for all boards and commissions.

Staff then suggested the following:

- Contact Dylan Gibson in City Clerk's office to provide feedback so he can notify the board and commissions subcommittee, or possibly Dylan could schedule a one-on-one meeting with City Council to discuss further.*
- Attend a Council Meeting to explain concerns.*
- Attend a Legistar training provided by Community Development Administrative Staff.*

Chairperson Leffel stated he would be contacting Dylan Gibson to discuss further.

Attorney Business:

Staff Business:

Adjournment

Chairperson Leffel adjourned the meeting at 5:50 p.m.