



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final Planning Commission

Monday, July 26, 2021

6:30 PM

Council Chamber

Regular Meeting (Study Session immediately follows)

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Minutes to be Approved

- a) [ID# 21-161](#) Certification of the June 14, 2021 Regular Meeting Minutes

Attachments: [1. 06-14-2021 - PC Minutes - DRAFT](#)

5. Public Comment

If you wish to address the Planning Commission under Public Comment, please sign-in on the public speaker form before the call to order of this meeting. Each speaker will be limited to three minutes. The commission is not authorized by the Colorado Open Meetings Law to discuss, comment, or take action at the meeting on any issue raised by public comment that is not part of tonight's agenda. The Chair may refer the matter to staff to obtain additional information and report back to the commission as appropriate.

6. General Business - None

7. Public Hearing

- a) [PC Resolution 03-2021](#) PC Resolution 03-2021: Recommending approval of Ordinance 16-2021 amending the Littleton City Code Title 10, Chapter 12, Amendment Procedure regarding city-initiated comprehensive rezoning process

Attachments: [Resolution 03-2021](#)

8. Comments / Reports

- I. Community Development Director

II. Community Development Staff

III. Commission Members

IV. Chair

9. Adjournment

The public is invited to attend all regular meetings or study sessions of the city council or any city authority, board, or commission. Please call **303-795-3780** at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning city meetings, please call the above referenced number.



Staff Communication

File #: ID# 21-161, **Version:** 1

Agenda Date: 07/26/2021

Subject:
Certification of the June 14, 2021 Regular Meeting Minutes

Prepared by: Wendy Shea-Tamag, Deputy City Clerk

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the June 14, 2021, virtual regular meeting of the Littleton Planning Commission. I have also reviewed the video recording for the June 14, 2021 virtual regular meeting of the Littleton Planning Commission and certify that the video recording is a full, complete, and accurate record of the proceedings.

PROPOSED MOTION:

I move to approve, based on the clerk's certification, the June 14, 2021 minutes of the Littleton Planning Commission



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

Planning Commission

Monday, June 14, 2021

6:30 PM

Virtual via Zoom

Regular Meeting

1. Roll Call

With Commissioner Bolt absent, Alternate I Mirzayi moves into a voting position

Present 8 - Chairman Coronato, Commissioner Miller, Vice Chair Almond, Commissioner Stahlman, Alternate I Mirzayi, Commissioner Hoadley, Commissioner Reynolds, and Alternate II McFadyen

Absent 1 - Commissioner Bolt

2. Approval of Agenda

3. Approval of Minutes

a) [ID# 21-112](#) Certification of the April 12, 2021 Regular Meeting Minutes

Commissioner Reynolds moved and Commissioner Stahlman seconded to approve, based on the clerk's certification, the April 12, 2021 minutes of the Littleton Planning Commission. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Chairman Coronato, Commissioner Miller, Vice Chair Almond, Commissioner Stahlman, Alternate I Mirzayi, Commissioner Hoadley and Commissioner Reynolds

Absent: 1 - Commissioner Bolt

Non-Voting: 1 - Alternate II McFadyen

5. Public Comment

Pam Chadbourne, District I - Requested for the commissioners to be more rigorous and active in public interest and service.

Simon Chiang, District III - Comments held until public hearing.

6. General Business

7. Public Hearing

a) [PC Resolution02-2021](#) PC Resolution 02-2021: Recommending approval of the Sixth Amendment to Area K of the Southbridge Planned Development Plan

Chair Coronato opened the public hearing at 8:33p.m.

Gloria Shone, 7975 S Datura Cr - opposed
Jamie Wood, West Long Ave - neutral
Curt Samuelson, opposed
Simon Chiang, 7965 S Datura Cr - opposed
Pam Chadbourne, District 1 - opposed

Chair Coronato closed the public hearing at 8:49 p.m.

Commissioner Stahlman moved and Commissioner Reynolds seconded to PC Resolution 02-2021 Sixth Amendment to Area K of the Southbridge Planned Development Plan concerning the McDonald Automotive Reconditioning Facility at 1151 W. Mineral Ave. The vote is 3-4 with Chair Coronato, Vice Chair Almond, Alternate I Mirzayi, and Commissioner Miller voting no. The motion fails.

Aye: 3 - Commissioner Stahlman, Commissioner Hoadley and Commissioner Reynolds

Nay: 4 - Chairman Coronato, Commissioner Miller, Vice Chair Almond and Alternate I Mirzayi

Absent: 1 - Commissioner Bolt

Non-Voting: 1 - Alternate II McFadyen

8. Comments / Reports

I. Community Development Director

a) enCodePlus: New site of city code

Community Development Director, Jennifer Henninger, reviewed enCode with commissioners

II. Community Development Staff

No Report

III. Commission Members

No Report

IV. Chair

No Report

9. Adjournment

Chair Coronato adjourned the meeting at 9:44p.m.



Staff Communication

File #: PC Resolution 03-2021, **Version:** 1

Agenda Date: 07/26/2021

Subject:

PC Resolution 03-2021: Recommending approval of Ordinance 16-2021 amending the Littleton City Code Title 10, Chapter 12, Amendment Procedure regarding city-initiated comprehensive rezoning process

Presented By: Reid Betzing, City Attorney

PURPOSE:

Amendments to the City of Littleton zoning regulations must be heard by the planning commission and a recommendation forwarded to the city council for a final decision. Council requested an amendment to the Littleton City Code regarding city-initiated comprehensive rezoning processes prior to consideration of the Unified Land Use Code (ULUC).

PRESENTATIONS:

Staff Presenter(s):	Reid Betzing, City Attorney and Jennifer Q. Henninger, Community Development Director
Additional Presenter(s):	N/A

SUMMARY:

Currently, regulations and procedures for rezoning are designed for small-scale requests from individual property owners. Mailed notification is required to all property owners within 700 feet of the affected property. The current code did not anticipate, nor does it contain special processes for large-scale rezoning initiated by the city government, as many other municipalities do. The ULUC will rename and in some cases rezone many parcels of land in the City of Littleton.

PRIOR ACTIONS OR DISCUSSIONS:

June 15, 2021 city council had a study session regarding city initiated rezonings and direction was given to staff to proceed with creating a new process of comprehensive rezonings.

ANALYSIS:

Staff Analysis

Many other municipalities in the metropolitan area and across the nation have provisions for city-initiated rezonings that are different from the requirements for individual property owners. In rare instances of comprehensive rezoning, these provisions help facilitate the legislative authority of the city council. When City Council decided to rezone the Downtown area to reflect the new DT Zoning district it required over 2000 notifications being mailed and areas of the downtown area to be physically posted. As the ULUC's proposed zoning districts consolidate districts and rename them, the current process would result in tens of thousands of mailings and an unmanageable amount of postings which would be inefficient and impractical. Adding a new process for city-initiated rezonings would be the most practical and efficient method.

Council Goal, Objective, and/or Guiding Principle

Council Goal 1 - Unified Land Use Code

Fiscal Impacts

None.

Alternatives

If an amendment is not adopted, mailed notification may need to be sent to all Littleton property owners and property owners within 700 feet of the municipal limits.

STAFF RECOMMENDATION:

Staff recommends approval of planning commission Resolution 03-2021.

PROPOSED MOTION:

I move to approve PC Resolution number 03-2021 recommending council approval of an amendment to the Littleton City Code regarding city-initiated comprehensive rezoning processes (with the following conditions)

- 1.
- 2.

REFERENCES:

Chapter 12, Amendment Procedure

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-2284>

<<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>>

1 CITY OF LITTLETON, COLORADO

2
3 Resolution No. 03

4
5 Series, 2021

6
7 A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
8 LITTLETON, COLORADO, RECOMMENDING APPROVAL OF
9 ORDINANCE 16, SERIES 2021, AMENDING LITTLETON CITY CODE
10 TITLE TEN, ZONING REGULATIONS, CHAPTER TWELVE,
11 AMENDMENT PROCEDURE, REGARDING CITY-INITIATED
12 COMPREHENSIVE REZONING PROCESSES

13
14 WHEREAS, The City Council of the City of Littleton determined that the official
15 zoning map should not be amended unless the amendment is consistent with the goals and policies
16 of the comprehensive plan and promotes the general welfare of the community; and

17
18 WHEREAS, Title Ten (10), Chapter Twelve (12) of the Littleton City Code
19 establishes procedures for amendments to the official zoning map; and

20
21 WHEREAS, The aforementioned procedures are for city staff review, planning
22 commission review, council review, newly annexed territory but do not include special provisions
23 for city-initiated, comprehensive amendments or rezonings; and

24
25 WHEREAS, The City Council of the City of Littleton has determined a need for
26 special provisions for city-initiated, comprehensive amendments or rezonings to promote and
27 protect the health, safety, and welfare of the community and its inhabitants;

28
29 WHEREAS, On July 26, 2021, the planning commission conducted a public
30 hearing to consider a proposed amendment to Littleton City Code Title 10, Chapter 12 regarding
31 the establishment of special processes for city-initiated, comprehensive amendments and
32 rezonings; and

33
34 WHEREAS, Following the public hearing, after due consideration of all evidence
35 and testimony presented, the planning commission finds in fact the proposed amendment is
36 consistent with the declaration of public policy for rezoning; and

37
38 WHEREAS, Following the public hearing, after due consideration of all evidence
39 and testimony presented, the planning commission finds in fact the proposed amendment promotes
40 and protects the health, safety, and welfare of the community and its inhabitants.

41
42

43 **NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING**
44 **COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**

45
46 **Section 1.** Recommendation. The planning commission hereby recommends
47 council approval of the proposed amendment to Littleton City Code Title 10, Chapter 12 regarding
48 city-initiated comprehensive rezoning processes as provided in Exhibit A, hereto attached and fully
49 incorporated herein by this reference.

50
51

52 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the
53 Planning Commission of the City of Littleton, Colorado, on the 26th day of July 2021, at 6:30 p.m.
54 at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

55 ATTEST:

56
57 _____
58 Wendy Shea-Tamag
59 DEPUTY CITY CLERK

Craig Coronato
CHAIR

60
61 APPROVED AS TO FORM:

62
63 _____
64 Reid Betzing
65 CITY ATTORNEY

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68



EXHIBIT A

10-12-5: CITY-INITIATED COMPREHENSIVE REZONINGS:

(A) Legislative Action: Notwithstanding any other provision in this Code, City-initiated comprehensive rezonings and official zoning map amendments affecting 50 parcels or more which are predominantly under different ownerships shall be deemed legislative in nature, and no mailed notice or posting of notice on any parcel shall be required.

(B) Required Notice: Notice pertaining to any contemplated action by the City Council on such rezonings and official zoning map amendments shall be that applicable to the adoption of an ordinance pursuant to this Code and the City Charter. Notice of public hearing before the Planning Commission shall be in accordance with the requirements of subsection 10-1-9(C)(2) of this Code.

(C) Area Description: While individual legal descriptions are not necessarily required, notice shall describe the area(s) subject to such legislative actions with such specificity as necessary to reasonably apprise all interested parties and citizens of the area(s) and parcels subject to such actions.

(D) Additional Notice: At the discretion of the Director of Community Development, additional forms of notice may be provided, as a courtesy.