

## MEETING RECORD

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**DATE:** 09/23/2020  
**TIME:** 3:00-5:00 PM  
**RE:** Planning and Development Subcommittee Meeting  
**ATTENDEES:** Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, Josh Birks, James Hays

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### Begin Meeting Record 09/23/2020

#### Updates

- Master Plan - A joint City Council session has been scheduled for October 19<sup>th</sup> to discuss the Master Plan Update in a study session format. Formal adoption will take place in November or December.
- Terminal design - We are still waiting for the capital projects grant from FAA, which needs to be in place to officially get started. Preliminary work has taken place to define the scope of work and to determine requirements of the Cities. The first design charrette will likely be held in December.

#### **Agenda Item #1: Meeting Minutes Review, August 26<sup>th</sup>**

- **Tom moved to approve the minutes. The motion, seconded by Diane passed unanimously.**

#### **Agenda Item #2: FNL Development Guide**

- Staff has created a guide to serve as a step-by-step checklist that will be distributed to potential developers along with the Land Use and Design Standards. The guide outlines submittal requirements for PDSC and Airport Commission review and contains a generalized timeline.
- PDSC review will be moved down in the checklist so it takes place right before Commission review.
- Some developments won't require a full concept review. Some simple hangar projects can go through a building consultation to discuss building/fire code details.
- City of Loveland site development plan (SDP) review will likely be required for project with multiple buildings, multiple uses, or very large buildings.
- Site plans, building elevations, and landscape plans should be submitted to PDSC and Commission so that members can have a clear picture of what the layout and aesthetics will look like.
- Intent to lease agreements will generally be limited to three months, but more complex projects that have to go through City SDP review may be granted more time.

#### **Agenda Item #3: Airport Land Use and Design Standards**

- The Land Use and Design Standards have been presented to the Airport Commission on two occasions and the Commission didn't feel like they were ready to be adopted. Some feedback was provided and has been incorporated into the new draft where appropriate. Much of the feedback was related to building code and existing development issues that Planning Staff from the Cities recommended against addressing with these standards.
- The updated draft includes much more specificity on landscaping and includes a list of preferred plants.
- The updated draft includes more specificity on fences and walls and doesn't allow chain-link fencing along corridors or development area 3.
- A separate corridor streetscape plan was recommended to be created to set expectations for the high-visibility areas. A vision needs to be established, road classifications should be determined, and a funding plan needs to be developed. This will require coordination with adjacent land-owners. Commission direction is needed to move forward with this.

- There needs to be a balance between functionality and aesthetics. We shouldn't prohibit corrugated metal paneling on hangars, but we should limit it in highly-visible areas.
- The Standards have been consolidated to eliminate redundant requirements that apply to multiple development areas.
- If the Commission is not ready to approve these Standards, we need to get specific feedback. Much of the feedback so far is general in nature or relates to other issues. The feedback that has been received needs to be addressed when we present this to the Commission again.
- It's important to understand that these standards won't be perfect and can be amended over time.
- Not having adopted standards has created confusion with the Discovery Air project. Expectations need to be understood early in the development process.

#### **Agenda Item #4: Strategic Work Plan – Economic Development**

- Diane and Josh are working on draft plan to clarify goals and identify action items.
- Work done by the regional economic development teams relating to industry clusters and sector targeting will be incorporated.
- Staff is working with Loveland Economic Development to develop a brochure that identifies resources and incentives that area available.
- Economic development directors from other cities and the county should be brought into the conversation. Josh will reach out and invite them to the October PDSC meeting

#### **Agenda Item #5: Strategic Work Plan – Education**

- This is one of the Strategic Work Plan items that needs more focus. A PDSC work session or extended regular meeting to solely focus on education may be helpful.
- We should schedule a follow-up to the meeting we had with last summer with local school districts and colleges.
- Partnerships with Aims Community College should be further explored. We will invite their Director of Aviation to provide and update to the PDSC on their efforts and recent developments. It was advised to include the education discussion on a separate PDSC meeting to allow for enough time to discuss and focus on the economic development work items.

**End Meeting Record**