



**Town of Timnath
 Planning Commission
 Regular Meeting Minutes
 August 24, 2010
 7:00 p.m.**

1. Call to Order

Chair Zachara called the meeting to order at **7:02 p.m.**

a. Roll Call

Chair	Claudine Zachara.....	Y
Vice-Chair	Jan Lindeberg	Y
Commissioner	Jill Grossman-Belisle	Y
Commissioner	Carl Elliott.....	Y
Commissioner	Dick Weiderspon.....	Y
Alternate Commissioner	John Stewart.....	Y
Alternate Commissioner	Polly Tingey.....	N

Community Development Coordinator Linda Griess, Town Planner T.J. Dlubac, H.E.L.P. International representatives Don Wilson, Don Means, Jim Birdsall

2. Consent Agenda: Minutes

a. Minutes: Aug 10, 2010

Commissioner Grossman-Belisle made the motion to approve the **Minutes from the August 10, 2010 meeting**. Commissioner Weiderspon seconded the motion. The Minutes were passed unanimously by voice vote.

3. Business and Discussion items:

a. H.E.L.P. International

Town Planner Dlubac introduced to the Commissioners the upcoming project **H.E.L.P. International**. This site is located east of Three Bell Parkway / CR 3 and north of the railroad tracks. This property was platted in 2007 as Timnath Ranch, 4th Filing and is zoned I-1 Business/Light Industrial District. The applicant has submitted a site plan application for a 15,000 square foot warehouse & distribution center which are permitted uses within this zone. The site will be accessed by Goodman Street. The occupant of the building, H.E.L.P. International, is a non-profit organization which provides disaster relief around the globe, there goods and products will be distributed from this facility.

The site plan meets the intent of a vast majority of the Land Use Code, the following are items which should be addressed on the site plan prior to the site plan getting recorded at the County:

- 1) The area used to determine the required site trees mentions "easements and setbacks". While easements should be subtracted from the overall tree count number, building setbacks should not (trees can be, and should be, placed in building setbacks to screen from adjacent properties). Please remove the setback area from the calculations and provide the updated numbers prior to the Planning Commission meeting. Any necessary changes can be made to the site plan prior to recording the Site Plan. **Has been fixed at the time of planning commission meeting.**
- 2) Note 1 on the H.E.L.P. International Site and Landscape Plan, Sheet 1 of 7, should not specify the Town of Timnath Public Works/Administration Building but should indicate that it shall match an agreed upon fencing material and appearance of industrial properties to the north. **Has been addressed and fixed as of the time of the meeting**
- 3) The symbols for the lighting types are not visible on Sheet 1 of 7. Please make those symbols more visible on the drawing prior to recording the Site Plan. **Has been addressed and fixed**
- 4) Since loading and unloading areas must be screened (16.2.15.C.2.v), please indicate on the site plan where these activities are going to take place and how screening will be attained. **Has been addressed and fixed**
- 5) Since outdoor storage areas must be screened (16.2.19.B.12), please indicate where outdoor storage will take place on the site plan and how screening will be attained. **Has been addressed and fixed**
- 6) There is a "dry well" labeled and located to the west of the main entrance to the building. Please explain the purpose of and reasoning for this item. **Has been addressed and fixed**
- 7) Please provide details of how erosion will be mitigated where the storm pipe outflows into the detention pond.
- 8) Provide a note on the face of the site plan which states that an emergency access easement will be granted to meet PFA's requirements by separate document and must be recorded with Larimer County prior to issuance of a certificate of occupancy. **Has been addressed and fixed**

Jim Birdsall, representative for HELP International, gave an overview of the site plan to the Commissioners and what HELP stands for and discussed the landscaping plan for this project.

Commissioners Comments/Questions: HELP International representative commented on Item #7 that this has been discussed with various engineers and that the problem has been worked out just was not able to make the updates before the meeting.

Commissioner Grossman-Belisle asked a question regarding Item #5 screening of outdoor storage— will they have a screened fence to block the outdoor storage? Reply is that the primary storage will be trailers.

Commissioners asked about the Radio Tower they would like to have a status of this tower. At this time the applicant has decided to remove the communication tower.

There was a concern regarding the property lines that they do not match the water districts lines, this has been fixed.

How many employees are there going to be? Don Wilson, one of the owners of HELP stated that there is a small paid staff, 5 volunteers, Larimer county detention center supplies work release employees 2 times a month (this is done on weekends and supervised by the Larimer County Detention Center personnel). The use of work release employees was discussed further with questions from the Commissioners.

Mr. Wilson also wanted to let the Commissioners know that they do not have any type of Medicines at this location the only medical supplies are bandages and items along this line. Operation is from 9:00AM-4:00PM Monday thru Friday, Thursday nights may have a small crew to load trucks.

REFERRAL COMMENTS: No outstanding concerns

Not Returned: AT&T Communication;; Poudre School District; Poudre Valley REA; Qwest Communications; Omni Trax (Great Western Railway of CO, LLC); Timnath Post Office; Xcel Energy

Returned with No Comments: Timnath Public Works; Comcast

Returned with Comments:

SafeBuilt: Provided information related to ADA requirements.

Fort Collins – Loveland Water District & South Fort Collins Sanitation District:

Asked that a few items be clarified with respect to the site plan and provided information on next steps needed through the district's process.

Larimer County Dept. of Health and Environmental: Provided information for the applicant if the warehouse will be designed for food products.

Poudre Fire Authority: Provided general comments on fire code requirements. PFA also addressed favorability in locating the Fire Department Connection (FDC) on the west side of the building, as opposed to the south side as depicted on the Site Plan.

Timnath Town Engineer: Provided general comments regarding parking, traffic generation, and drafting revisions to the maps.

Timnath Police Department: Requested further information regarding the exterior lighting, alarm/security system, emergency exits, and emergency contact information for the site in case of needed emergency response.

Chairperson Zachara asked for a motion to approve **the H.E.L.P. International Site Plan with condition to provide details of how erosion will be mitigated where the storm pipe outflows into the detention pond as described in the communication is reconciled.** Vice Chair Lindeberg made the motion and Commissioner Grossman-Belisle seconded the motion. The motion passed unanimously by voice vote.

4. Reports:

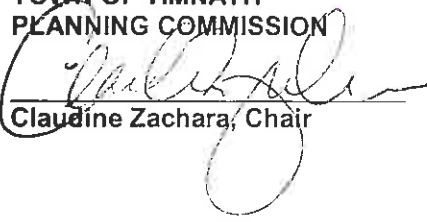
Chair Zachara announced to the other Commissioners that Commissioner Tingey came in before the meeting started tonight, Aug 24, 2010, and has verbally resigned from the Planning Commission, Ms. Tingey stated that there were feelings from the Board of a conflict of interest with her being on the commission with her husband being a partner at Harmony Club. Chair Zachara accepted her resignation and requested that she send an email formally documenting her resignation.

Town Planner Dlubac – updated the Commissioners with the news that a new site plan was received today from another business – a furniture store has applied to go into the lot next to the Administration Bldg.

5. Adjournment

- a. Chair Zachara officially closed the meeting at 7:28 p.m.

TOWN OF TIMNATH
PLANNING COMMISSION



Claudine Zachara, Chair

ATTEST:



Linda Griess, Community Development Coordinator