



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Minutes

### Planning Commission

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Monday, October 8, 2018

6:30 PM

Council Chamber

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#### Regular Meeting & Study Session

#### 1. Roll Call

*Also present: Jocelyn Mills, Community Development Director; Steve Kemp, City Attorney*

**Present** 7 - Commissioner Bolt, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Bridenbaugh, Commissioner Swartzbacker, Chairman Rudnicki, and Commissioner Miller

**Also Present** 2 - Commissioner Coronato, and Commissioner Almond

#### 2. Approval of Agenda

*Chair Rudnicki mentioned that only one public hearing would be heard tonight at the applicant's request. The commission verbalized approval.*

#### 3. Minutes to be Approved

- a. [ID# 18-324](#) Certification of the September 24, 2018 Regular Meeting Minutes

**Attachments:** [PC Minutes 092418](#)

**A motion was made by Vice Chair Stahlman, seconded by Commissioner Swartzbacker, that the minutes from September 24, 2018 be approved. The motion carried by the following vote: 6-0.**

**Aye:** 6 - Commissioner Bolt, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Swartzbacker, Chairman Rudnicki and Commissioner Miller

**Abstain:** 1 - Commissioner Bridenbaugh

#### 4. Public Comment

Public Comment for General Business or Non-Agenda Related Items

*Public Comment - Pam Chadbourne, South Platte River and its assets; welcome back Commissioner Stahlman*

#### 5. General Business

#### 6. Public Hearing

- a. [PC Reso 28-2018](#) A Resolution for a Floodplain Use by Special Exception for Modification of the Rangeview Gulch Floodplain at 6705 S. Santa Fe Drive

**Attachments:** [Staff Report](#)  
[Code and criteria reference links](#)  
[Floodplain Terminology Reference Document](#)  
[PC Resolution 28-2018](#)  
[Outside Referral Agency Matrix](#)  
[Application](#)  
[Letter of Intent](#)  
[Site Plan and Report](#)

*Applicant asked prior to meeting to move item to future or October 22, 2018 meeting and staff and Chair concurred.*

- b. [PC Reso 26-2018](#) PC Resolution 26-2018, An ordinance to amend the city's definitions of lodging uses and other associated definitions into Section 10-2-1 of Littleton's Zoning Code, to amend Section 10-3-1, Land Uses, to amend Section 3-9-2-1, Business License requirements, and to establish new regulations for short-term rentals, Section 10-4-18.

**Attachments:** [PC Resolution 26-2018 Short-Term Rental Regulations 10-8](#)  
[Draft Ordinance - PC recommendations 10-8](#)  
[Land Use Table Update for Short Term Rentals - graphic 10-8](#)  
[Short Term Rentals Comments received and presented at 9-24 mtg](#)

*Legal comments by Steve Kemp, City Attorney*

*Staff presentation by Jocelyn Mills, Community Development Director*

*Public comment by Michael Price, Paul Bingham, Don Bruns, and Pam Chadbourne. Each offered ordinance suggestions or feedback, but did not state whether they were in favor or against the ordinance.*

**A motion was made by Vice Chair Stahlman, seconded by Commissioner Reynolds, to approve PC Resolution 26-2018, to amend the city's definitions of lodging uses and other associated definitions into Section 10-2-1 of Littleton's Zoning Code, to amend Section 10-3-1, Land Uses and short-term rentals, to amend Section 3-9-2-1, Business License requirements for short-term rentals, and to establish new regulations for short-term rentals, Section 10-4-18, which forwards a favorable recommendation to city council, with the following condition(s):**

**1.) that the ultimate recommendation to council include the concept of penalties as described by the staff's intent as elaborated by City Attorney Kemp;**

**2.) The inclusion of minor corrections and clarifications as discussed during the planning commission review and as acknowledged by the staff;**

**3.) That the license fee ultimately recommended to council be appropriately increased based on the conclusion of staff's review of same; and**

4.) That the licensee identify in addition to the responsible party that is on call 24/7 a substitute responsible party that will be available in the event the primary responsible party is unable to fulfill their obligations.

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AMENDMENT to main motion was made by Commissioner Swartzbacker, seconded by Commissioner Reynolds, for condition 5) that the primary local contact not only be contactable 24/7 by the city, but also reside within the city limits. VOTE is 1-6 and amendment FAILS, with Commissioner Swartzbacker voting for the amendment.

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VOTE on MAIN MOTION -- Motion CARRIES 6-1 with Commissioner Swartzbacker against.

**Aye:** 6 - Commissioner Bolt, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Bridenbaugh, Chairman Rudnicki and Commissioner Miller

**Nay:** 1 - Commissioner Swartzbacker

## **7. Comments/Reports**

- a. Community Development Director/Staff
- b. Chair/Members

## **8. Adjourn to Study Session**

Study Session continues in the Community Room

### **Study Session Topics**

- a. [ID# 18-336](#) Envision Littleton Study Session

**Attachments:** [Envision Littleton Plan 2040 DRAFT 100218](#)  
[PC-CC-Presentation100818 and 100918](#)

*Presentation by Jocelyn Mills, Community Development Director; Kathleen Osher, Special Project Manager; Kendig Keast Collaborative*

The public is invited to attend all regular meetings or study sessions of the City Council or any City 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.

I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the October 8, 2018 regular meeting of the Littleton Planning Commission. I have also reviewed the video recording for the [Enter Meeting Date] regular meeting of the Littleton Planning Commission and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.



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Denise Ciernia, Recording Secretary