



## BOARD OF ADJUSTMENT

Robert Cardenas  
Justin Ceretto

Vacant, Chairperson

Lynne Derby  
Mark Grajeda

**Board of Adjustment Agenda  
Regular Meeting  
Fort Lupton City Hall – 130 S. McKinley Ave.  
Monday, February 10, 2020  
6:00 P.M.**

*(Order & Contents Subject to Change by Action of the Commission)*

### **Call to Order – Roll Call**

### **Approval of Agenda**

**Consent Agenda** – Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Discussion Items.

- a. Approval of the Minutes of the December 9, 2019 Meeting

**Public Comment** - This portion of the Agenda is provided to allow members of the audience to present comments to the Board of Adjustment related to items not otherwise listed on the Agenda.

### **Action Item**

- b. Election of Chairperson

### **Discussion Items**

- c. Update on projects completed by Planning Department
- d. Combining BOA with Planning Commission

### **Future Business**

### **Adjourn**

**RECORD OF PROCEEDINGS  
FORT LUPTON BOARD OF ADJUSTMENT  
December 9, 2019**

The Board of Adjustment of the City of Fort Lupton met in session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Board of Adjustment, on Monday, December 9, 2019 at 6:16 PM.

**ROLL CALL**

Roll was taken and those present were Chairperson Mark Grajeda, Board Members Robert Cardenas, Justin Ceretto, Lynne Derby, and Bruce Fitzgerald. Also present were Planning Director Todd Hodges, City Planner II Alyssa Knutson, and Planning Technician Stephanie Darnell.

**APPROVAL OF AGENDA**

Chairperson Mark Grajeda asked for a motion to approve the agenda. It was moved by Member Lynne Derby and seconded by Member Justin Ceretto to approve the agenda as submitted.

Motion carried unanimously by a voice vote.

**CONSENT AGENDA**

Chairperson Mark Grajeda asked for a motion to approve the consent agenda. It was moved by Member Lynne Derby and seconded by Member Bruce Fitzgerald to approve the consent agenda as submitted.

Motion carried unanimously by a voice vote.

**ACTION ITEM**

**Election of Chairperson**

Chairperson Mark Grajeda stated that his schedule was becoming too busy to serve as chair, so he will not resume the position. He asked if any volunteers for the Chair.

Member Bruce Fitzgerald volunteers to serve as Chair.

Chairperson Mark Grajeda made a motion to nominate Member Bruce Fitzgerald to serve as Chairperson and it was seconded by Member Justin Ceretto.

Motion carried unanimously by a voice vote.

Newly appointed chairperson Bruce Fitzgerald facilitated the remainder of the meeting.

**RECORD OF PROCEEDINGS  
FORT LUPTON BOARD OF ADJUSTMENT  
December 9, 2019**

**DISCUSSION ITEMS**

**Update on projects completed by Planning Department**

Discussion about projects that had gone through Planning Commission took place.

**Combining Board of Adjustment with Planning Commission**

Planning Director Todd Hodges informed the board that City Council will be moving their public hearings to Tuesdays and that resulted in Planning Commission changing to the second and fourth Thursday of the month. He stated that since it had been difficult to get board members, the option to incorporate the Board of Adjustment with the Planning Commission was explored, and is an option that City Council is in support of. He then mentioned to Member Mark Grajeda and Justin Ceretto that their terms are expiring in the coming months.

City Planner II Alyssa Knutson stated that the biggest thing to note was that if the change does move forward, in order to serve on the Board of Adjustment the applicants would need to be approved to serve on Planning Commission as well.

Chair Bruce Fitzgerald asked staff if the Planning Commission meeting would occur before the Board of Adjustment meeting, and everyone on Planning Commission would automatically be serving on the Board of Adjustment.

Mr. Hodges and Ms. Knutson confirmed that that is the way they are envisioning the transition would occur.

Chair Bruce Fitzgerald asked that the projects would still be treated as separate items and the public would know that there's two different boards.

Ms. Knutson stated that everyone would be noted for the public, and it would be treated as different boards. She made a comment that a benefit to this transition is that Planning Commission reviews development cases on a consistent basis as opposed to sporadically.

Member Mark Grajeda asked if a booklet would be provided to them for codes like it had been in the past.

Ms. Knutson stated that the municipal code would be available online, but she will look into options for the board.

A brief discussion about the benefits of incorporating the two boards and what the Planning Commission entails took place.

Chair Bruce Fitzgerald asked if there would be any additional training for the new members.

**RECORD OF PROCEEDINGS  
FORT LUPTON BOARD OF ADJUSTMENT  
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Ms. Knutson stated that the Chair for Planning Commission, Mike Simone, was waiting to get more members to send people to training, but it is something that staff keeps on their radar to make sure members are aware of any training.

Chair Bruce Fitzgerald asked if things would operate as usual until the change happens.

Mr. Hodges confirmed that would be the case.

A brief discussion about the Vincent Village projects, Circle K, marijuana retail, and the Phillips 66 gas station took place.

**FUTURE BUSINESS**

The next Board of Adjustment Meeting to elect a Chair is February 3, 2020.

**ADJOURNMENT**

It was moved by Member Mark Grajeda and seconded by Member Lynne Derby to adjourn the December 9, 2019 Board of Adjustment meeting at 6:52 p.m.

Motion carried on voice vote.

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Stephanie Darnell, Planning Technician

Approved by Board of Adjustment

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Chairperson