

**WOODLAND PARK BOARD OF REVIEW  
MEETING MINUTES  
City Hall Council Chambers  
Regular Meeting on February 21, 2019  
3:30 PM**

- I. **CALL TO ORDER AND ROLL CALL:** Chairman Mac McVicker called the meeting to order at 3:30 p.m. Other Board Members present were Vice-Chair Derrick Carpenter, Jeff Cahill, Alternate Jeff Smith, and Alternate Matt Cockroft. Regular Members Jim Olsen and Steve McCann were absent. City personnel present were City Planning Director, Sally Riley and Planning Technician, David Burgess. Alternate Members Jeff Smith and Matt Cockroft were appointed as voting members for this meeting.
- II. **PLEDGE OF ALLEGIANCE:** Chairman McVicker led the pledge.
- III. **INTRODUCTION OF NEW MEMBERS:** Director Riley introduced and welcomed new Alternate Members Jeff Smith and Matt Cockroft to the Board.
- IV. **ELECTION OF OFFICERS:** Mr. Carpenter nominated Mr. McVicker as Chairman, and Jeff Cahill seconded. Mr. McVicker was elected unanimously as Chairman of the Board. Mr. Cahill nominated Mr. Carpenter as Vice-Chair, and Mr. McVicker seconded. Mr. Carpenter was elected unanimously as Vice-Chair of the Board. These positions are valid until December 31, 2019.
- V. **APPROVAL OF MEETING MINUTES – FEBRUARY 15, 2018:** It was moved by Mr. Cahill and seconded by Mr. Carpenter to approve the minutes. The motion to approve the minutes passed unanimously.
- VI. **CONSENT ITEMS:** None.
- VII. **COMPLAINTS:** None.
- VIII. **VARIANCE OR APPEAL HEARINGS:** None.
- IX. **UNFINISHED BUSINESS:** None.
- X. **NEW BUSINESS:** Pikes Peak Regional Building Department (PPRBD) Electronic Plan Review presentation and discussion.  
  
There were several contractors and design professionals who were invited and present for this presentation. Dan Huyvaert, PPRBD Director of Information Technology and Jay Eenhuis, PPRBD Deputy Building Official for Plans Review, presented information on how to obtain a Web Account with PPRBD, and how to submit residential plans online for plan review and permitting. They answered various questions from the audience.
- XI. **DISCUSSION OR COMMENT:** Mr. Burgess explained that the City Planning Department has implemented new site development requirements. The first new requirement will apply to foundations that are located within five feet of the requisite setback. These will require that a Colorado Licensed Professional Land Surveyor survey the foundation location, in order to verify that it is constructed as shown on the approved Site Plan. He explained the reason for this new requirement is due to several recent projects that had to appear before the City’s Board of Adjustment (BOA), due to foundations constructed

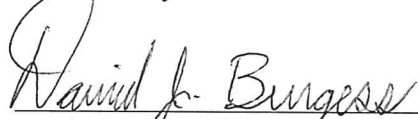
within the requisite setback. He added that the BOA should not be hearing variance requests after the structure is complete, and that City Staff would likely no longer support such variance requests.

Mr. Burgess stated the next change is a similar requirement to assure that driveway grades do not exceed 17 percent between the right-of-way line and the garage or structure. He explained that this variance is granted through the City's Public Works Department, and that they will likely no longer grant this slope variance to projects after construction. This requirement will also require the services of a Colorado Licensed Professional Land Surveyor to establish a site benchmark, and corresponding elevation of the constructed foundation. The Public Works Department will still consider slope variance requests prior to construction, if exceptional topography of the lot warrants a steeper slope, and does not pose a safety hazard.

Mr. Burgess concluded his comments mentioning the December 2018 and January 2019 Planning and Building Department Monthly Reports that were distributed to the Board members prior to the meeting, noting some of the Building Permit activity shown on these reports.

**XII. ADJOURNMENT:** Chairman McVicker adjourned the meeting at approximately 4:50 p.m. by unanimous vote.

Recorded by:

  
\_\_\_\_\_  
David J. Burgess, Planning Technician

Approved this 17th day of October, 2019

  
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Mac McVicker, Chair