

**LAKESWOOD BOARD OF ADJUSTMENT  
PUBLIC MEETING  
MINUTES**

**September 1, 2009**

**MEMBERS PRESENT:**

Alan Beshany  
Michael Carollo  
Gene Kohls  
Madie Martinek  
Cathy Young

**STAFF PRESENT:**

Jay Hutchison, Director, Planning and Public Works  
Timothy Gelston, Manager, Development Review  
Mark Doering, Principal Planner, Development Review  
Margaret Sawyer, Acting Secretary to the Board

Following are the minutes of September 1, 2009 Lakewood Board of Adjustment Public Meeting. A permanent set of these minutes is retained in the office of the City Clerk.

**ITEM 1: ROLL CALL**

The roll having been called, a quorum was declared and the following business was conducted:

**ITEM 2: INTRODUCTION OF STAFF AND BOARD MEMBERS,**

Tim Gelston, Development Review Manager introduced members of City staff that were present; Margaret Sawyer, Mark Doering and Jay Hutchison. Tim turned the meeting over to Jay for an orientation and background on recent changes.

**ITEM 3: ORIENTATION AND DISCUSSION**

Jay Hutchison, Director of Public Works gave a brief overview of the staff reorganization in Public Works, that Lakewood does occasionally reorganize which is not unusual based on demands and needs for different services or a change in the way we provide services. Mr. Hutchison then walked through each of the components of what used to be the Community

Planning and Development Department and informed how the reorganization occurred and where those components are today.

Mr. Hutchison informed that Becky Clark has moved to the Mayor's and City Manager's Office to continue a number of responsibilities. Her new title is Director of the Lakewood Reinvestment Authority and Project Development. She had been the Director of the Lakewood Reinvestment Authority for a number of years and the growing number of projects were taking more and more time. Those projects are generally along Alameda Avenue and Colfax Avenue, Belmar is one of the larger projects, the Creekside Project at Wadsworth and Colfax one of the larger Reinvestment Authority projects, and a number of other projects. She continues in a role related to the Rooney Valley. The Joint Project Review Committee, a joint effort by the Town of Morrison and the City of Lakewood where she has served as Lakewood's liaison for a number of years and continues to as things develop there. That project has also grown with rezoning on the west side of the Valley in the Lakewood area and some activity anticipated that dwindled with the economy in the Morrison part of the valley. Another area Becky continues to be involved with is business relocations along the West Corridor Light Rail line.

The second component of the former Community Planning and Development Department is the Zoning and Code Enforcement Group, which is now part of the Police Department. A number of years ago that Division was a part of the Police Department, a nice fit with the City's emphasis on community-oriented policing and for neighborhood activity and development, and brings the Police component and Code Enforcement component together under one umbrella for improved coordination.

Third, the Economic Development group moved to the Mayor and City Managers Office under Joni Inman, Director. They will continue with emphasis on employee retention and development and marketing. The City Manager's office in the past has had a lead role in a number of projects and now both groups are doing Economic Development out of the same office.

The Development Review and Comprehensive and Research Divisions have merged with what was the Public Works Department, now Planning and Public Works, for better coordination between groups involved in land development; Engineering, Traffic Engineering, Planning, and to coordinate efforts and streamline decision making for project management.

Jay asked for questions:

Board Member Michael Carollo asked if there was an organization chart for the Planning and Public Works Department.

Jay informed that he would provide that to the Board Members.

Board Member Cathy Young asked Jay what his background was.

Jay informed his background was in Public Works, with an engineering degree.

Tim Gelston added that he would be seen more at the Board meetings and probably various members of his staff.

**ITEM 4: ELECTION OF OFFICERS, Election of Chair and Vice-Chair of the Board of Adjustment.**

Tim informed that the last time the Board met Julia Burroughs was Chairperson and she has since moved on to the Planning Commission. Now there is a vacancy for the Chair position. Rules of the Board are clear that at the first regular meeting of each new year the Board chooses a Chair and Vice-Chair so this election would be to fulfill the remaining years term of the chairmanship. The Board would have an opportunity at the first of 2010 to appoint a new chair.

Vice-Chair Cathy Young called for nominations. Alan Beshany nominated Cathy Young who then declined saying that her 2<sup>nd</sup> term on the Board was coming to an end.

Alan Beshany was nominated by Michael Carollo for Chair of the Board of Adjustment who accepted informing that he would be here another 3-1/2 years.

Tim informed that a ballot was not needed if there was not a contest this evening.

By a vote of 5 ayes – 0 nay, Alan Beshany was elected as Chair.

Michael Carollo was nominated by Gene Kohls for Vice-Chair of the Board of Adjustment. By a vote of 5 ayes – 0 nay, Michael was elected as Vice-Chair.

**APPROVAL OF MINUTES**

Before approval of the January 6, 2009 minutes, Mr. Gelston informed a point of order was that at the time of the January meeting Madie Martinek was not yet on the Board. Therefore, it would not be appropriate for her to vote on approval of the January minutes. He informed that the Board still had a quorum and passage of a motion to approve these minutes would require at least three affirmative votes.

Member Beshany moved to accept the minutes as written.

Minutes from the Regular Meeting of January 6, 2009 were approved by voice vote with 4 aye – 0 nay.

**GENERAL BUSINESS:**

Mr. Gelston advised about the timely approval of minutes. He recently spoke with the City Attorney Paul Kennebeck about how the Board might be able to approve minutes what with the infrequency of meeting which leaves minutes unapproved for a lengthy period of time. From a recordkeeping standpoint this can be problematic and when there are changes in Board

membership there might be a situation where a set of minutes could not be approved. If it seemed appropriate would the Board agree that minutes could be approved via e-mail? When there is not another meeting scheduled in the near future, staff could send the minutes out for Board review and approval. The Board could accept or recommend changes and corrections.

Mr. Gelston requested the Board vote on the matter for staff to handle minute approval through e-mail.

A motion was made to implement minute approval by email and approved by a vote of 5 ayes and 0 nay.

Mr. Gelston reminded Board members of the October 6<sup>th</sup> meeting and encouraged for a full representation of the Board at that meeting.

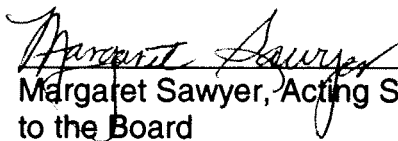
Mr. Gelston thanked the Board members for coming.

### **ADJOURNMENT**

A motion was made by Member Carollo to adjourn and seconded by Member Beshany with a subsequent unanimous vote.

Meeting adjourned at 07:22 PM.

October 6, 2009  
Date Approved

  
Margaret Sawyer, Acting Secretary  
to the Board