

PUBLIC NOTICE



WOODLAND PARK PLANNING COMMISSION REGULAR MEETING AGENDA 7:00 PM – JANUARY 28, 2021 **Revised 1-19-2021**

Due to COVID-19, this meeting will be held electronically via Zoom. The Zoom meeting link is in the calendar on the front page of the City website. Public input is very important to the Planning Commission. Comments are encouraged in writing in advance of the meeting and may be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to sriley@city-woodlandpark.org.

1. **ORDER & ROLL CALL**
2. **ELECTION OF OFFICERS** – Chairman, Vice-Chairman
3. **APPROVE MINUTES** – August 27, 2020
4. **PUBLIC HEARINGS**
 - A. **VAC2020-07:** Request by Erin Obering (Applicant) to vacate a 10' wide by ± 240' long part of an alley located between Lots 3 & Block 9, Fosters Addition including North Half of vacated Chester Avenue as described at 590995 all in the Community Commercial (CC) zone district.
5. **REPORTS**
 - A. Ordinance 1383, Series 2020 – single-family uses in multi-family zones
 - B. Comprehensive Plan update and Zoning Code review
6. **ADJOURN**

Want more info? Contact Planning Department 719.687.5202

**WOODLAND PARK PLANNING COMMISSION
WOODLAND PARK CITY HALL COUNCIL CHAMBERS
VIRTUAL MEETING VIA ZOOM AND
IN-PERSON AT 220 W. SOUTH AVENUE, WOODLAND PARK, CO
MEETING MINUTES *for* AUGUST 27, 2020 – 7:00 PM**

Due to the COVID-19 pandemic, this meeting was a hybrid in-person and virtual electronic meeting. A Zoom link for participation was posted on the front-page of the City website. Public input in the form of written comment submitted in advance of the meeting was strongly encouraged and accommodation for public comment in real time at the meeting was made.

- 1. ORDER AND ROLL CALL:** Chairman Jon DeVaux called the meeting to order at 7:02 p.m. Chairman DeVaux was physically present. Other Commissioners physically in attendance were Lee Brown, Ken Hartsfield, Larry Larsen, and Jerry Penland. Commissioners attending by zoom video were Ellen Carrick, Vickie Good, and Peter Scanlon. Vice-Chairman Geoff Watson joined the meeting by zoom after roll call. No Commissioners were absent. Planning Director Sally Riley and City Planner Lor Pellegrino were both present.
- 2. PLEDGE OF ALLEGIANCE:** Chairman DeVaux led the recitation of the Pledge of Allegiance.
- 3. APPROVAL OF MINUTES:** The July 23, 2020 minutes were approved unanimously as presented.
- 4. PUBLIC HEARINGS:**
 - A. SUB 2020-04:** Consider a 5-year extension of the Top of Paradise Amended Master Plan to August 4, 2025. The remaining area of the Master Plan is 137.92 acres and planned for a maximum of 190 single-family dwelling units developed within the entire 198.5 acres. The subject property is generally located northeast of Thunder Ridge Drive and southeast of Majestic Parkway in the Suburban Residential (SR) zone. The extension is requested by Craig Nelson, Thunder Ridge Haven, LLC and Andrea Rodriguez, Paradise Estates, Inc. representative. (QJ)

Director Riley presented the case using a PowerPoint slide show. She explained that Master Plans (MP) are valid for five years, with the subject plan originally approved in 2005, and was subsequently extended in the five-year increments. This will be the third extension. She gave a brief history and overview of the development, stating that 56 acres with 58 lots of the 198.5 acres have been final platted. She specified ownership of the unplatted areas, being Craig Nelson, who owns the northernmost area, and Andrea Rodriguez, who owns the southern portions. She concluded her presentation by stating that Staff finds this request to be reasonable, and recommends approval of this MP extension request.

Chairman DeVaux opened the hearing to Commissioner discussion. Commissioner Brown asked about the practicability of updating the MP to more accurately reflect areas that have been final and preliminary platted. Director Riley explained that a MP is not intended to be entirely accurate, but more of a conceptual representation of the feasibility for platting and development, and that a preliminary plat is the instrument used to refine lot layouts and roadway configurations.

Chairman DeVaux invited the applicants' presentations. Owner Craig Nelson explained the property he owns has the potential for 44 lots under the MP, and that he has been working with staff and various engineers for preliminary platting and development planning. Commissioner Larsen asked if he intends to develop as the MP Shows. Mr. Nelson replied he does, acknowledging minor layout changes due to topographical challenges. Owner Andrea Rodriguez introduced herself and invited questions from the Commission. No further questions were forthcoming.

Chairman DeVaux opened the hearing to public comment. Tom Cadell (1023 Kings Crown Road) asked what the compelling reasons are to approve or disapprove this extension. Director Riley responded that this will give the neighborhood a concept as to how the area would be developed. If the MP was not extended, the properties would become undeveloped land with no concept for future development, but would remain in the Suburban Residential (SR) zoning district, and could be developed without a MP. Mr. Cadell asked why development hasn't already occurred, and if it make sense to keep extending the MP when the development could have potential impacts to the neighborhood. Director Riley explained there are no time constraints on property owners to develop their property. If the MP was not extended, there would be uncertainty as to how the land would be developed. Chairman DeVaux added that the MP allows for continuity of the development.

Karen Poland (1010 Kings Crown Road) expressed concerns regarding traffic congestion, and does not see any benefit with developing this area. She stated there is "clear cutting" in the development, and that she does not want more development to occur. Director Riley replied that a Preliminary Plat has been approved for "The Haven at Paradise", and with that approval, the developer may begin installing infrastructure along with clearing and grubbing, and that is only occurring within the future roadways. The work being performed is not "clear cutting", adding that erosion control is also required while the property is being developed. Regarding growth, Director Riley explained that Woodland Park has limited water supply projected to serve a population of 13,600 residents. The city is currently at approximately two-thirds of that population. The property owners of the vacant parcels have property rights to develop their property, and that there will be continued development on private property until all available property is developed. Increased traffic will occur as a result, unless a bypass is constructed in the future.

Michelle Shaver (1121 Kings Crown Road) was not objecting to the development, but has safety concerns for pedestrian traffic along Kings Crown Road due to limited visibility on this narrow roadway. The MP shows two additional side streets that will connect to the road that will further increase traffic. She proposed that a sidewalk be constructed, and that the MP be tabled until the road is made safer. She asked what that process would be. Director Riley replied that the Public Works Department would be the authority regarding safety issues in the road right-of-way, and that the Streets Crew Chief could walk this with her. There may be an opportunity to clear trees or shrubbery for better visibility. The current zoning regulations do not require sidewalks for single-family development. She explained that Kings Crown Road was originally a dirt road. Public improvements are costly for a small population, and adding sidewalks would be cost-prohibitive at this point in time. Director Riley encouraged a neighborhood meeting with the Public Works Department to discuss safety improvements.

Tony Perry (330 Ponderosa Court) offered that the MP puts context and certainty on future development, and that the preliminary plat process would help to address community concerns.

Karen Thomas (751 Majestic Parkway) expressed concern regarding traffic and safety. She is also concerned over the clearing and grubbing taking place, and asked who monitors this activity. Director Riley explained that once a developer receives their entitlements when the preliminary plat is approved, the engineering drawings are reviewed and approved by the Public Works Department and the Fire Department, then the developer hires their contractor. A pre-construction meeting takes place with the City Construction Inspector, who monitors the activity to assure the work is staying within the approved scope. The public is always welcome to call City Hall with any concerns they may have with construction activity. Stop Work orders may be issued if the activity is beyond the approved scope, or if drainage and erosion control issues arise that need to be remedied.

Tim Miller (1202 Kings Crown Road) asked if the preliminary plat for “The Haven in Paradise” would remain the same. Director Riley replied it would. Mr. Miller asked if the roadways would remain as proposed. Director Riley affirmed they would, depending on preliminary and final platting, whose approval is a public hearing process. She graphically reviewed the current road system as it exists and as proposed. Director Riley clarified that each new house typically generates ten average daily vehicles trips.

With no further public comment forthcoming, Chairman DeVaux closed the public comment session, and offered rebuttal from the applicants, to which there was none. He next solicited additional deliberations from the Commissioners. Commissioner Larsen encouraged the neighborhood to become familiar with the MP so they know what to expect. Commissioner Hartsfield expressed his support for the MP which gives a good plan for future development in the area.

MOTION: Moved by Commissioner Larsen and seconded by Commissioner Hartsfield THAT the Planning Commission recommend to City Council to approve the extension of the Amended Master Plan to August 24, 2025 as described in the staff report and as presented at this public hearing.

Motion passed unanimously 9-0. Case now moves to City Council for public hearing on September 17, 2020.

B. MUNICIPAL CODE AMENDMENT: Consider an Ordinance amending portions of the Municipal Code including: Title 16 Mobile Homes; Title 18 Zoning, and Title 20 Flood Damage Prevention Regulations. The proposed code amendments are generally related to single-family dwelling units in the MFU and MFS zones. (L)

Director Riley thanked the Commissioners for their dedication, comprehension and resolve in the past year discussing this amendment through numerous work sessions while two separate moratoriums were in affect for this type of development. She reviewed the 10th draft of the Ordinance. She explained the various sections of the Municipal Code (MC) to be amended, with first reading at City Council occurring on September 17, 2020, and a public hearing on October 1, 2020.

She explained that Section 1 of the Ordinance relates to Title 16 of the MC that updates definitions of the various types of manufactured housing as they relate to the building and state codes. Section 2 of the Ordinance reflects changes to zoning regulations in Title 18 of the MC where the majority of the changes occur. Changes include additional definitions and specifics of manufactured housing, along with specifying time constraints for manufactured recreational vehicles in campgrounds and RV parks. She next reviewed the changes to MC §18.09.090, Table of Permitted Uses, which simplifies the table, removes redundancies, clarifies uses, and adds or removes permitted uses, conditional uses, and permitted conditionally uses in all zoning districts in order to mitigate impacts to the districts.

Director Riley stated that Title 20 would remain as-is since it must remain compatible with the state and FEMA regulations. She concluded her presentation stating that Staff favors the Planning Commission to recommend approval of the Ordinance to City Council.

There was discussion regarding changes to §18.15.090 Single Family Use where the amendment stated that only one dwelling unit is allowed on an existing platted lot, *at the effective date of the Ordinance*. Commissioner Good pointed out that this may be subject to misinterpretation that all currently platted properties would be exempt. Director Riley said she would refer this to the City Attorney to review prior to presentation to City Council. Chairman DeVaux opened the hearing for public comment.

Joe Fury (565 Pembroke Drive) asked if the definition of “attached” would preclude bolting two modular units together and considering them a “duplex”. Director replied it would not, since they would then have a common wall, sharing a roof structure. Bolting two independent units together would not meet the building code for fire separation. Mr. Fury stated he likes the code amendments as proposed.

Mike Nakai (225 Morning Star Court) stated that it is not clear to him that a clustered development would be “permitted conditionally” under §18.33.125 and include public hearings. Director Riley stated that it would involve public hearings since a preliminary plat would be required, along with a Site Plan Review.

Commissioner Larsen commented that this Ordinance draft allows for one single-family residential unit in the MFS and MFU zoning districts as a permitted use on an existing platted lot. He does not support this modification, and requests that the Planning Commission amend the ordinance to reinstate the provisions to allow single-family dwellings in these districts as a conditional use on an existing platted lot or subdivision, in order to create higher density neighborhoods. By not allowing for this, the City will be removing lower cost housing opportunities, which conflicts with some stated goals in the 2010 Comprehensive Plan, to encourage a balanced and diverse housing supply. He said that the MC as it exists today provides adequate protections for existing neighborhoods, and has reasonable review criteria and standards to assure quality projects and mitigate development impacts. He states it is important to recognize that the City has very few developable properties, and that most available acreage is found in the MFS and MFU zoning districts. He recommends that the Ordinance be modified to reinstate the single-family dwelling units requiring a subdivision, and make them conditional uses. Also to clarify the single-family use provisions to include one single-family unit on existing platted lots in these two districts, and that any more than one single-family dwelling unit would be required to be constructed within the district zones requiring a subdivision plat, a conditional use, and SPR. He would also like to modify the “Purposes” sections to allow to allow 4 dwelling units per acre in the MFS and MFU zones.

Commissioner Scanlon stated he has much respect for Commissioner Larsen’s knowledge and experience, and that in a perfect world, he would agree with him. However, “getting half a loaf is better than trying to get a full loaf.” The City Council rejected the original recommendation that Commissioner Larsen suggested to revert to. Part of the Planning Commission’s mission is to attempt to put into place a new Ordinance that would prevent a development similar to “The Village at Tamarac” in the future. And to the extent that they can accomplish that, maybe that’s the “half a loaf” that can be accomplished at this time. To send back a recommendation that is exactly like what was originally rejected by the CC would not be politically palatable. The City Council may not accept this current version, but at least it was carefully thought out. He is quite concerned about Commissioner Good’s comment regarding the possible loophole in the language, and that the City Attorney should be consulted so that there isn’t a loophole created with the changes. He is hesitant to approve the changes when they don’t have a final copy of it.

Chairman DeVaux suggested the approval could be subject to the City Attorney’s review. Commissioner Brown proposes that the PC subject to review by the CA recommends approval to City Council the draft of August 20 with the additional changes to

MOTION: Moved by Commissioner Brown THAT the Planning Commission recommends approval to City Council of the August 20, 2020 draft, with the following changes:

- §18.14.005 and §18.15.005; add the word “attached” after the word “accommodate”
- §18.09.090; correct the hyphenation in row 4
- §18.14.090 and §18.15.005; revised to read “only 1 dwelling unit is allowed on a lot or parcel existing at the date of this Ordinance”
- §18.15.090 and §18.15.005; accept the revisions subject to review by the City Attorney.

Seconded by Commissioner Penland.

Motion passed 8-1 with Commissioner Larsen voting against. The Ordinance now moves to City Council for public hearing on October 1, 2020.

5. REPORTS:

A. Chairman's Report: None.

B. Commissioner's Reports: None.

C. Planning Director's Report: The Planning Director stated there are no cases to be heard for the September 10, 2020 meeting, so this meeting is officially canceled. The September 24 meeting will likely be cancelled as well. She reminded the Commission that this is budget season for the City Council where they will be setting priorities. She suggested that the Commission set their top priority, and if that is the Comprehensive Plan update, to write a letter to the City Council supporting the Comprehensive Plan as their number one budget priority.

6. ADJOURNMENT: This regular meeting adjourned at approximately 9:13 pm.

Recorded by: _____
David J. Burgess, Planning and Building Technician

Approved this _____ day of _____, 2020 by _____
Jon DeVaux, Chairman

**CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1383, SERIES 2020**

**AN ORDINANCE AMENDING RELATED PORTIONS OF THE WOODLAND PARK
MUNICIPAL CODE INCLUDING TITLE 16 MOBILE HOMES, TITLE 18 ZONING, AND
TITLE 20 FLOOD DAMAGE PREVENTION REGULATIONS**

WHEREAS, the City of Woodland Park has become aware of several potential inconsistencies and incongruences in the Woodland Park Municipal Code in regards to allowing multiple detached single-family residential dwelling units in the Multi-Family Residential-Suburban District (MFS) and the Multi-Family Residential-Urban District (MFU) on a single property without subdivision; and

WHEREAS, the City Council finds, determines and declares that it is necessary to make amendments to Titles 16, 18 and 20 to the City of Woodland Park Municipal Code to provide for the orderly development of property within the City of Woodland Park; and

WHEREAS, the 2010 Comprehensive Plan Land Use and Growth Objective 1.2 encourages the City to evaluate regulations and requirements so that they are easy to use and understand, enforceable through prompt and fair procedures, and consistent with the Comprehensive Plan; and

WHEREAS, in order to effectuate an adequate public comment timeframe and process for the necessary Municipal Code amendments, the City Council enacted a nine month moratorium in effect until July 23, 2020 and extended the moratorium for another six months to January 2, 2021 for accepting applications to develop more than one detached single-family residential dwelling unit in the MFS and MFU zones (Ordinance No. 1354, Series 2019 and Ordinance No. 1379. Series 2020, and

WHEREAS, the Planning Commission and City Council held public hearings on August 27, 2020 and November 19, 2020 respectively and deems it to be in the City's best interest to proceed with code amendments while the moratorium is in effect; and

WHEREAS, the City Council finds, determines and declares that it is in the best interests of the citizens of Woodland Park to update Titles 16, 18 and 20 of the Municipal Code.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1. The following sections of the Municipal Code in Title 16 Mobile Homes are amended to read as follows:

16.04.020.B. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

16.04.020.C. "Manufactured (HUD) home" means a preconstructed building unit or combination of preconstructed building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

16.04.020.D. "Modular factory-built residential structure or modular" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include any home constructed in compliance with the HUD Code or designed as a mobile home. A factory built residential structure is also known as a modular home

16.04.020.E. "Mobile home" means a manufactured home built prior to the implementation of the HUD Code on June 15, 1976.

16.04.020.F. "Mobile home park" or "Manufactured (HUD) home park" means any lot or a parcel of land for the location and habitation of mobile homes and manufactured HUD homes regardless of whether or not a charge is made for each or any mobile home upon the parcel. Zoning Section 18.09.090.N.8. limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.

[Re-numerate the remaining definitions in 16.04.020.]

Section 2. The following sections of the Municipal Code in Title 18 Zoning are amended to read as follows:

18.06.038.a. "Attached" means, when used to describe dwelling units, dwelling units that are within the same building; e.g., duplex, tri-plex, four-plex, townhouses or apartment buildings. Dwelling units connected only by decks, porches, carports, or features not structurally integral to the dwelling units are not attached.

18.06.159. "Dwelling or residence, single-family" means a building containing only one dwelling unit and, if permitted in accordance with §18.33.135, one accessory dwelling unit.

18.06.160. "Dwelling or residence, two-family" means a building containing two attached dwelling units, commonly referred to as a duplex.

18.06.170. "Dwelling or residence, multi-family" means a building containing more than two attached dwelling units.

18.06.270. "HUD Code" means the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC Section 5401, et seq., as amended.

18.06.307. "Manufactured (HUD) home" means a preconstructed building unit or combination of preconstructed building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- b. Is designed for residential occupancy in either temporary or permanent locations;
- c. Is constructed in compliance with the HUD Code (i.e., HUD homes with a red label constructed on or after June 15, 1976);
- d. Does not have motor power; and
- e. Is not licensed as a recreational vehicle.

18.06.320. "Mobile home" means a manufactured home built prior to the implementation of the HUD Code before June 15, 1976.

18.06.330. "Mobile home park" or "Manufactured (HUD) home park" means any lot or parcel of land used for the location and habitation of mobile homes and/or manufactured (HUD) homes regardless of whether or not a charge or leasing fee is made for each or any mobile home upon the parcel. Zoning Section 18.09.090.N.8 limits mobile homes and/or manufactured (HUD) homes to the Mobile Home Park (MHP) zone.

18.06.333. "Modular factory-built residential structure" means a manufactured home constructed to the building codes adopted by the State Housing Board and City of Woodland Park Municipal Codes Title 15. Modular factory built structures are designed to be installed on a permanent foundation, and does not include homes constructed in compliance with the HUD Code or designed as a mobile home. Factory built residential structures are also known as a modular home.

18.06.405. "Recreational park trailers" means a trailer-type unit that is primarily designed to provide temporary living quarters of no more than 180 days for recreational, camping, or seasonal use that is built on a single chassis mounted on wheels. Recreational park trailers are typically constructed in compliance with applicable American National Standards Institute (ANSI) standard A 119.5. Recreational park trailers are only allowed in recreational vehicle parks and/or campgrounds.

18.06.410. "Recreational vehicle" means a vehicle which is manufactured, constructed, or equipped primarily for use as a self-propelled home, house car, or mobile living quarters, capable of being legally operated on the highways, and containing permanently installed essential living facilities for intermittent or short-term occupation of no more than 180 days. This term shall not include any towed utility trailer, nor shall it include any vehicle defined in the license and registration laws as an automobile or passenger bus.

18.06.420. "Recreational vehicle park" means a lot or parcel of land designated for legal use as a campground and/or recreation vehicle park on which two or more recreational vehicles, camping trailers, recreational park trailers or campers, are parked, or any ~~zoning~~ lot or parcel of land on which unoccupied recreational vehicles, camping trailers, recreational park trailers or campers, whether new or used, are parked for the purposes of inspection, sale, storage or repair.

18.09.010. – Designated.

The city is divided into the following districts:

- A. SR - Suburban residential
- B. UR - Urban residential district
- C. MFS - Multi-family residential suburban district
- D. MFU - Multi-family residential urban district

18.09.090. TABLE OF PERMITTED USES

N. Residential Dwelling Units	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
1. One Single-family dwelling unit on a single platted lot (For Ag district refer to Section 18.17.050)	P	P			P						
2. Clustered Residential Development (subject to 18.33.125)	PC	PC									
3. Two-family dwelling units (i.e., duplex) subject to Chapter 17.32 - Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			C	C							

N. Residential Dwelling Units (continued)	SR	UR	MFS	MFU	MHP		NC	CC	SC	CBD	HSC/ LI
4. Multi-family-dwelling units (3+units) subject to Chapter 17.32- Condominiums and Townhouses except for rental buildings (i.e., single ownership apartments).			C	C			C	C	C	C	
5. Apartment building(s) on a single lot.			C	C			C	C	C	C	
6. One or two dwelling units (duplex) per existing platted lot within a single structure in a commercial zone of NC, CC and CBD commercial zone (subject to 18.33.127)							PC	PC		PC	
7. Accessory Dwelling Unit as defined in Section 18.06.016 and subject to 18.33.135	PC	PC					PC	PC		PC	
8. Manufactured (HUD) homes and mobile homes (pre-1976) in an existing or approved mobile home park in accordance with Title 16.					P						

18.14.005. Purposes (MFS): This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR and UR districts. The maximum density of these dwelling units shall be eight dwelling units per acre. These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

18.15.005. Purposes (MFU). This land use designation is intended to accommodate attached residential dwelling units with residential density levels higher than SR, UR and MFS districts. The maximum density of these dwelling units shall be twenty dwelling units per acre. These areas shall be fully served by municipal water and sewer and be located in areas that can accommodate projected impacts concerning traffic, pedestrian access, parks, schools, commercial centers and places of employment.

Section 3. The following sections of the Municipal Code Title 20 Flood Damage Prevention Regulations are amended to read as follows:

20.02.005. Generally. All words and phrases defined in this chapter shall be deemed specific to this title, Flood Damage Prevention Regulations, and shall not be interpreted to apply to other titles found in this Code. Unless specifically defined in this chapter, words or phrases used in this title shall be interpreted so as to give them the meaning they have in common usage and to give this title its most reasonable application.

Section 4. Savings Clause. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect from after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 19th DAY OF November, 2020


The Honorable Val Carr, Mayor

Attested by City Clerk Suzanne Leclercq

Approved as to form by City Attorney Jason Meyers

WOODLAND PARK COMPREHENSIVE PLAN

Planning Commission Meeting January 28, 2021



Agenda

- Why Plan?
- Past Plans
- 2020-21 Plan Update
 - Consultant Selection
 - Scope of Services
- Way Ahead

Why Plan?

Protect

- Protect the public and provide for quality of life

Develop

- Develop Community Vision and Achieve goals

Honor

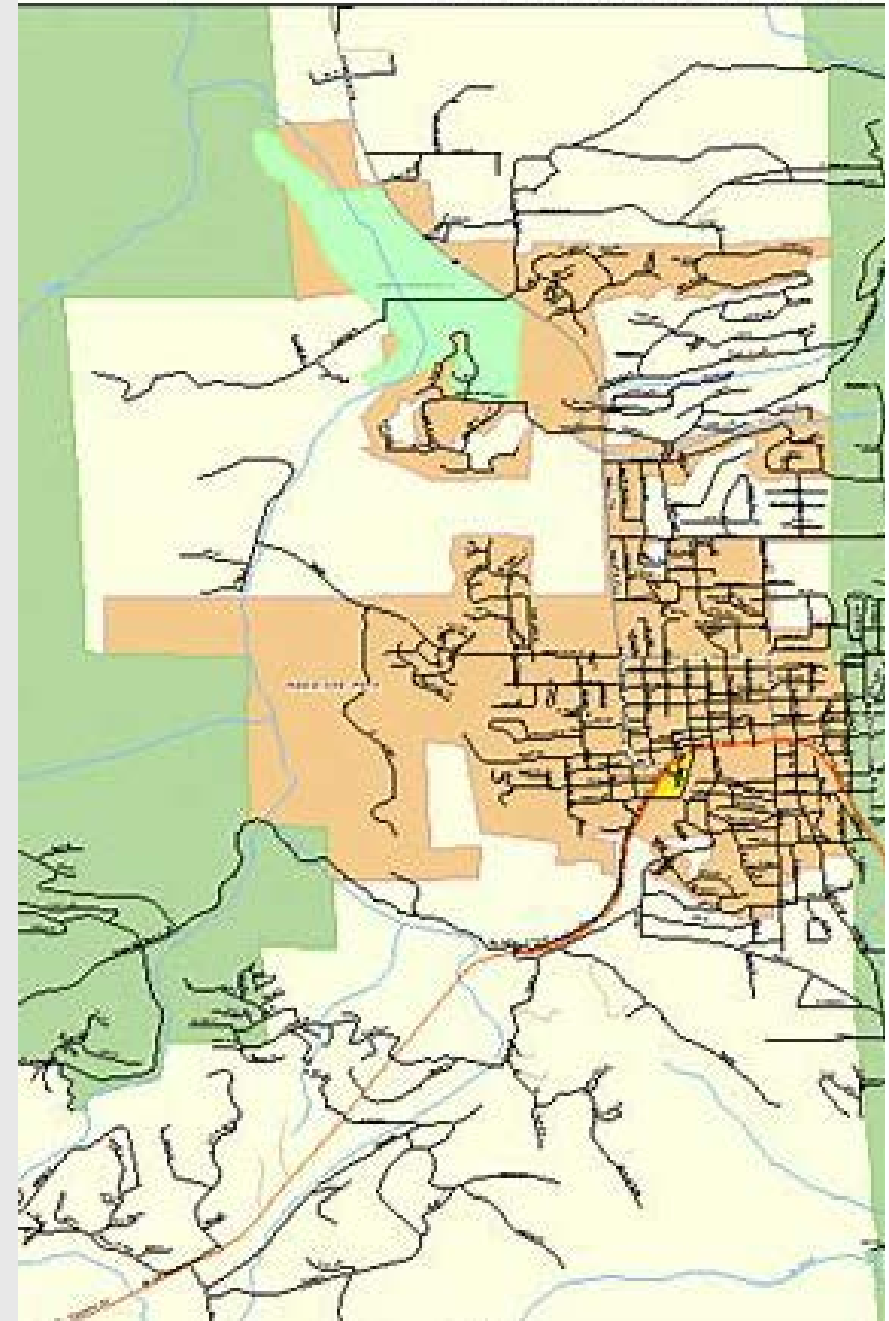
- Protect private property rights

Encourage

- Encourage economic development

Facilitate

- Facilitate decision-making on land use



Why Plan?

Statutory Mandate:

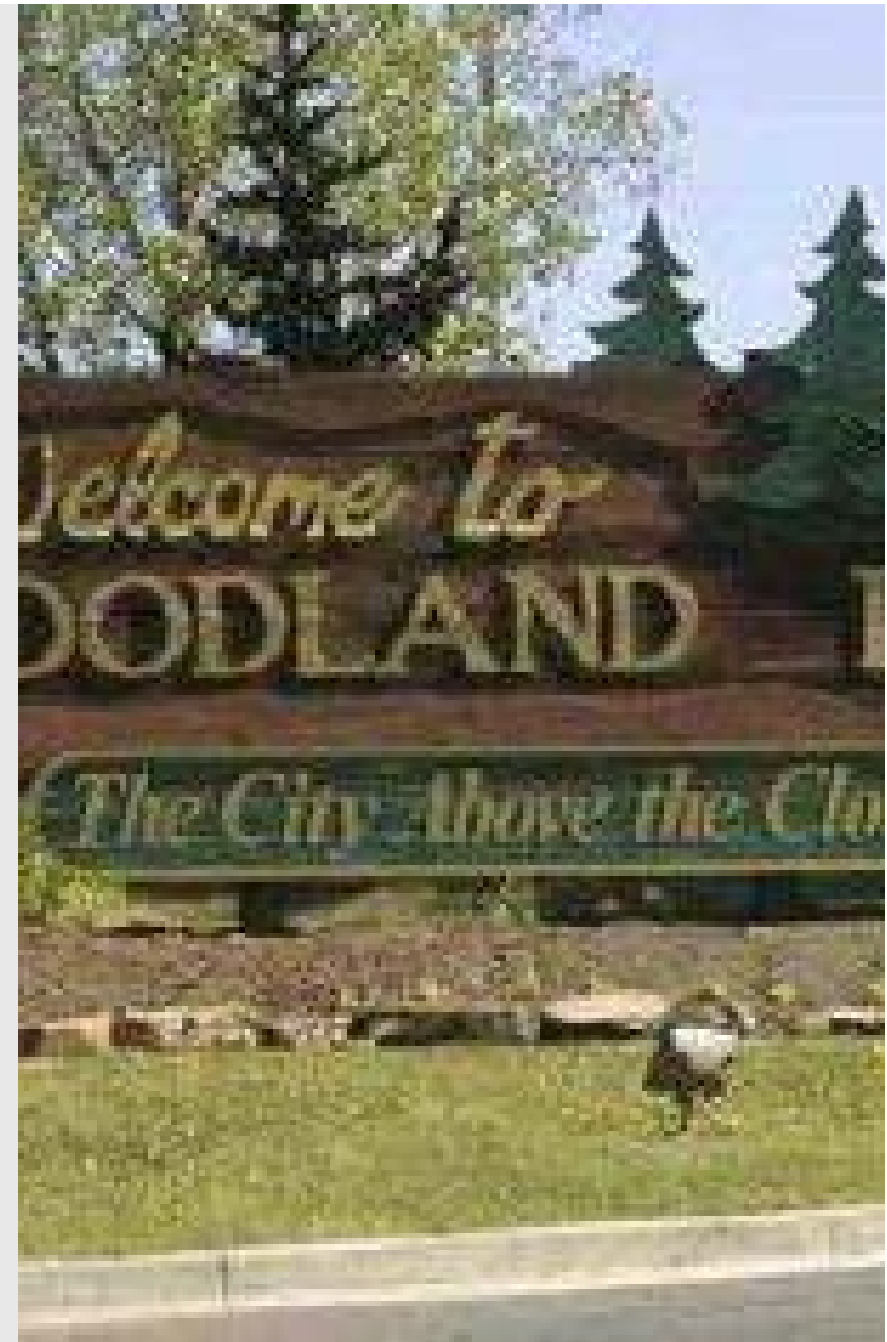
Colorado Revised Statute (CRS) 31-23-206

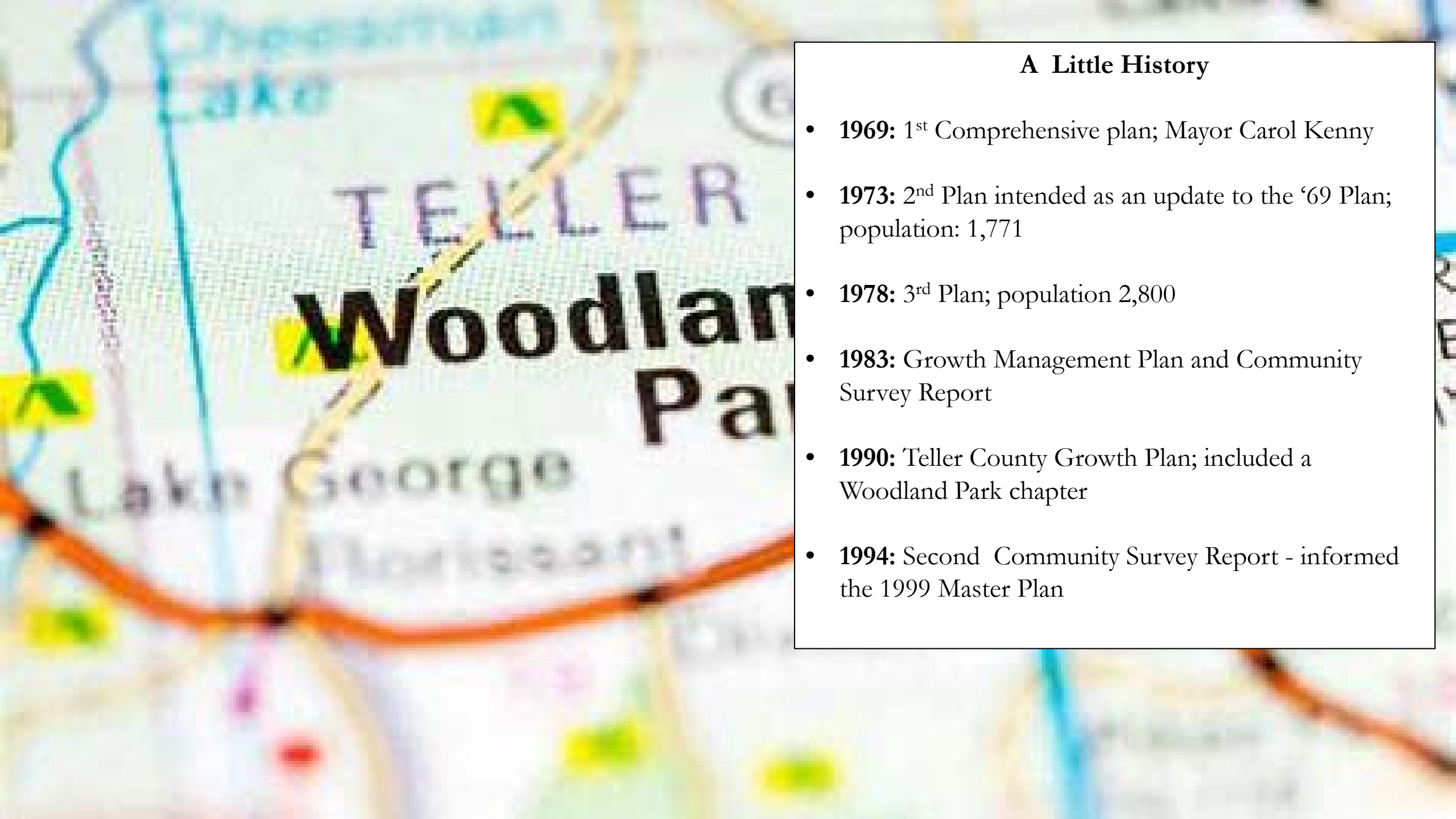
“...it is the duty of the commission to make and adopt a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body having jurisdiction..”



Why Plan?

“...When a commission decides to adopt a master plan, the commission shall conduct public hearings, after notice of such public hearings has been published in a newspaper of general circulation in the municipality in a manner sufficient to notify the public of the time, place, and nature of the public hearing, prior to final adoption of a master plan in order to encourage public participation in and awareness of the development of such plan and shall accept and consider oral and written public comments throughout the process of developing the plan...” (CRS 31-23-206)





A Little History

- **1969:** 1st Comprehensive plan; Mayor Carol Kenny
- **1973:** 2nd Plan intended as an update to the '69 Plan; population: 1,771
- **1978:** 3rd Plan; population 2,800
- **1983:** Growth Management Plan and Community Survey Report
- **1990:** Teller County Growth Plan; included a Woodland Park chapter
- **1994:** Second Community Survey Report - informed the 1999 Master Plan

Past Plans: 1999

Council-
facilitated

- Community input encouraged

57 Pages

- Zoning map included;
no hazard maps

Disaster
Response not
addressed

- Hayman Fire 2002



Past Plans: 2010

Consultant-facilitated process

- Community engagement key to success
- 2011 American Planning Association recognition for Community Engagement

Engagement Process

- Email and postcard survey—588 responses
- Surveys identified community priorities and issues

Community Visioning Workshop

- Keypad polling
- Presentation on transportation challenges (identified through survey)
- Break-out round table discussions

Community Advisory Committee (CAC)

- 22 residents—business owners and community leaders

Subcommittees

- 70 volunteers focused on CAC-determined Plan chapters



2030 Comprehensive Plan Update

Community Evolution

- Turnover in City Council and City Staff
- New Community partners—Charis Bible College, Colorado Health Partners

Disasters and Recovery

- 2012 Waldo Canyon Fire
- 2014 Floods
- 2020 COVID-19

Citizen Mandates

- Woodland Aquatic Center
- RE-2 sales tax approval



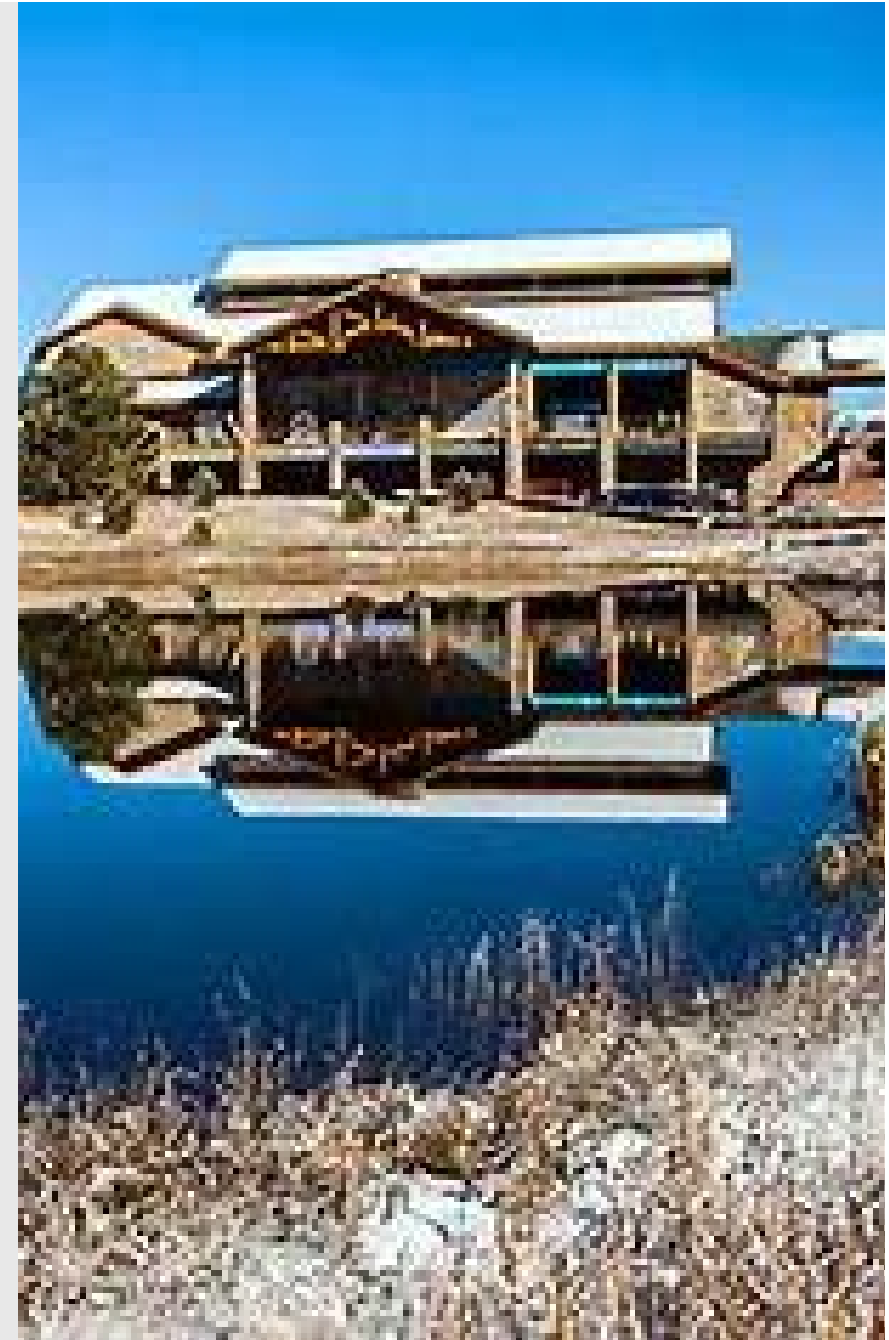
2030 Comprehensive Plan Update

2020 & 2021 Budget

- Line item approval for Comprehensive Plan update--\$50K
- DOLA match: \$50K

Requests for Proposals

- Issued January 2020
- Six Responses
- Selection Board established by resolution (City Manager, Director of Plans, Planning Commissioner Rep, Council Rep, Citizen-at-Large)
- Selection made March 2020 (Logan Simpson)



Consultant Selection

Logan Simpson Advantages

Past Experience

- Green Mountain Fall Comprehensive Plan
- Elevate Eagle Comprehensive Plan , Land Use and Development Code
- Imagine Winter Park Comprehensive Plan
- Experienced “bench strength” able to focus on multiple tasks

Citizen Engagement Plan

- Aware of 2020 elections; plan on engaging City Council and new Mayor immediately
- Will use traditional and non-tradition engagement techniques
- Experience with outreach to multiple demographics

Land Use Code

- Experience in full and partial Code updates
- In-house capacity for overlays, GIS and mapping requirements



2030 Comprehensive Plan Update

Scope of Services

Phase 1: Comprehensive Plan

Phase 2: Code Review



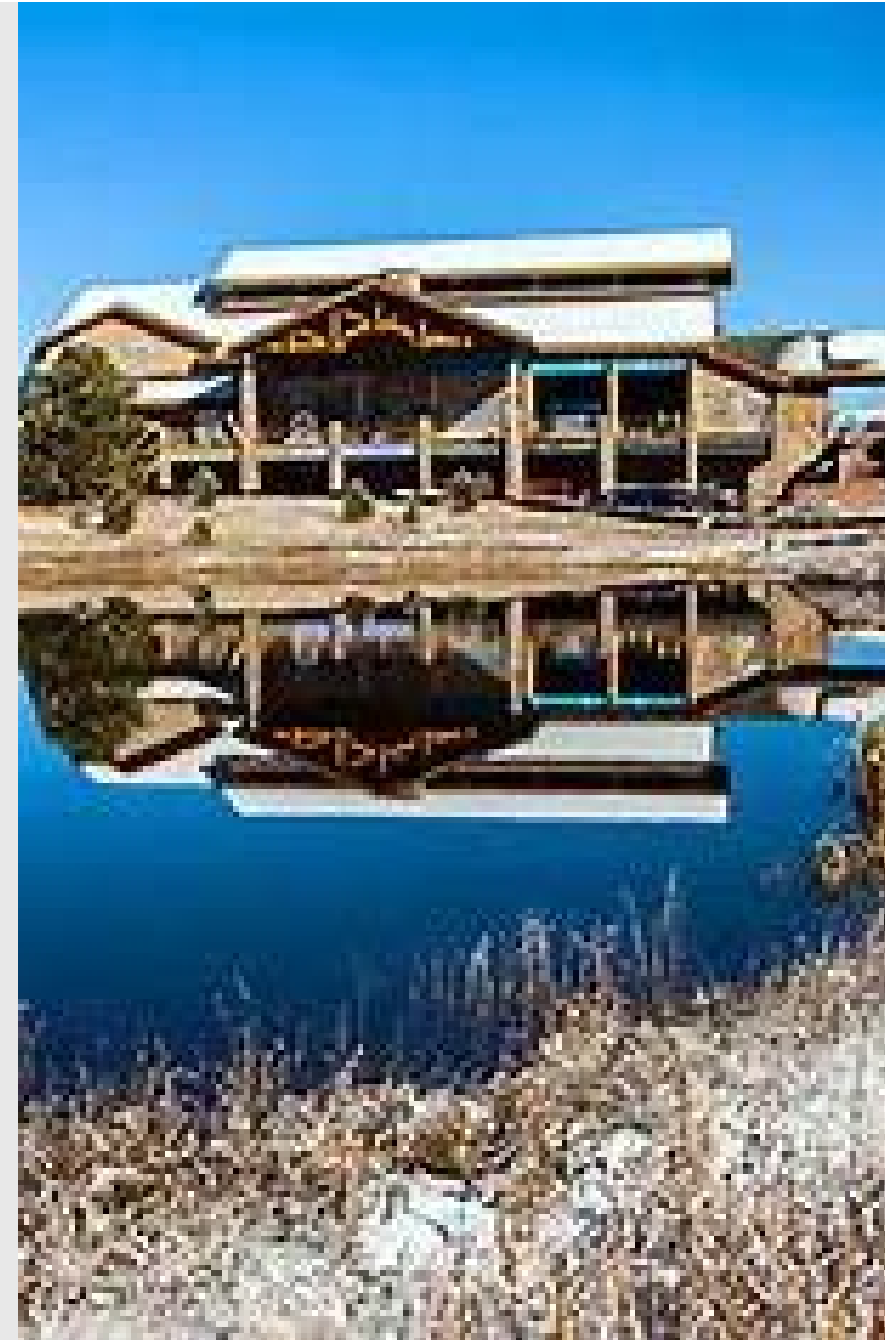
Phase 1 Tasks

- Kick-off Meeting—January 2021
- A kickoff meeting with City Staff, and Logan Simpson will be held via video conference call to:
 - Review project schedule; discuss communication protocols; identify key issues and project milestone goals; begin data acquisition
 - Ongoing project management activities will include weekly to biweekly phone calls
 - Logan Simpson will work with the City Council members and Staff to develop a color palette and general theme that will result in new branding elements for the Plan.



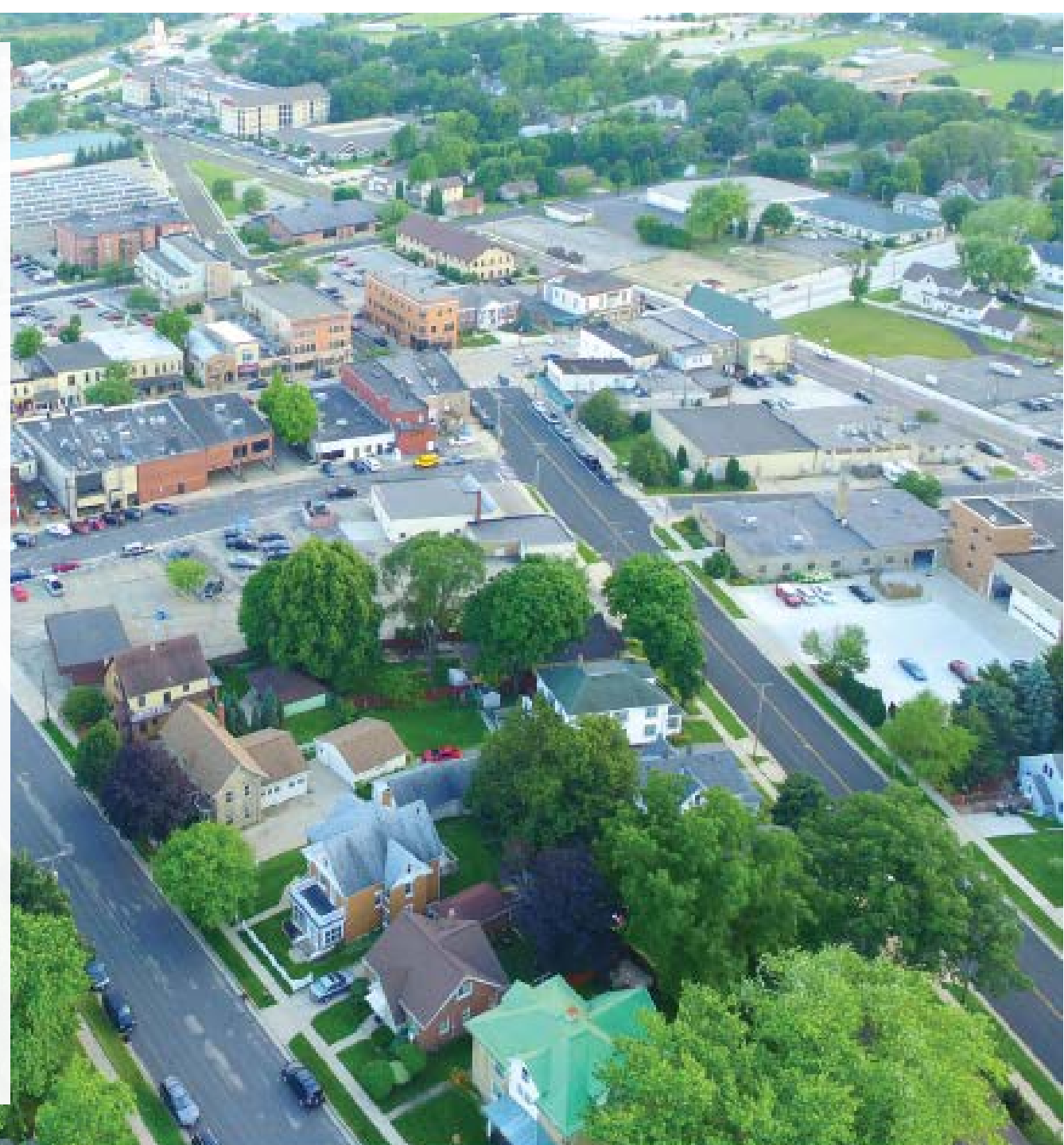
- **Phase 1 Tasks**

- Review Existing Plans (January)
 - review relevant existing plans, policies, guiding documents, and programs (including those documents listed in the RFP) as well as compile a digital plan audit for review by City Staff and the Subcommittees.
 - The plan audit will allow the City Council members, Planning Commission members and Community members to take a hard look at existing goals and policies to determine those that should remain, those that should be tuned up and those that are no longer relevant.



Phase 1 Tasks

- Data Collection and Existing Conditions Analysis (January - February):
 - Data collected via City and County GIS, US Census, internet resources such as Headwater Economics, On the Map and Data USA and more importantly, individual stakeholders in the community
 - Special attention will be paid to content on water availability limitations, buildout, affordable housing needs, the Highway 24 bypass, neighborhoods, senior age-friendly community design provisions and services, the “Ring the Park” trail system, the 3-mile plan, identification of hazards, and regional coordination with Teller County among others.



Phase 1 Tasks

- Community Engagement Plan and Website Development (February - March):
 - Community engagement plan finalized to identify engagement groups, outreach opportunities, target outreach dates, and discussion goals
 - project website developed to house project updates, a document library, and place for community feedback
- Community Kickoff Meeting (March):
 - Kickoff event will be geared towards informing the community of the overall process and identifying what people love about Woodland Park as
 - Online questionnaire will follow the event to ensure those not able to attend in person are able to provide input.



Phase 1 Tasks

- Subcommittee Meetings (March – May):
 - City Council members, Planning Commissioners and staff will engage with Subcommittees for each of the plan elements
 - Subcommittees will draft majority of the plan & edit recommendations with guidance and resources from the Consultant
 - At the initial meeting, existing conditions, community feedback, technical expert recommendations, and plan audit materials will be provided to the subcommittees along with draft updates for review and edits.



Phase 1 Tasks

- Mapping (February - May):
 - Deliverables:
 - Preliminary Future Land Use Map in GIS format
 - Final Future Land Use Map in GIS format



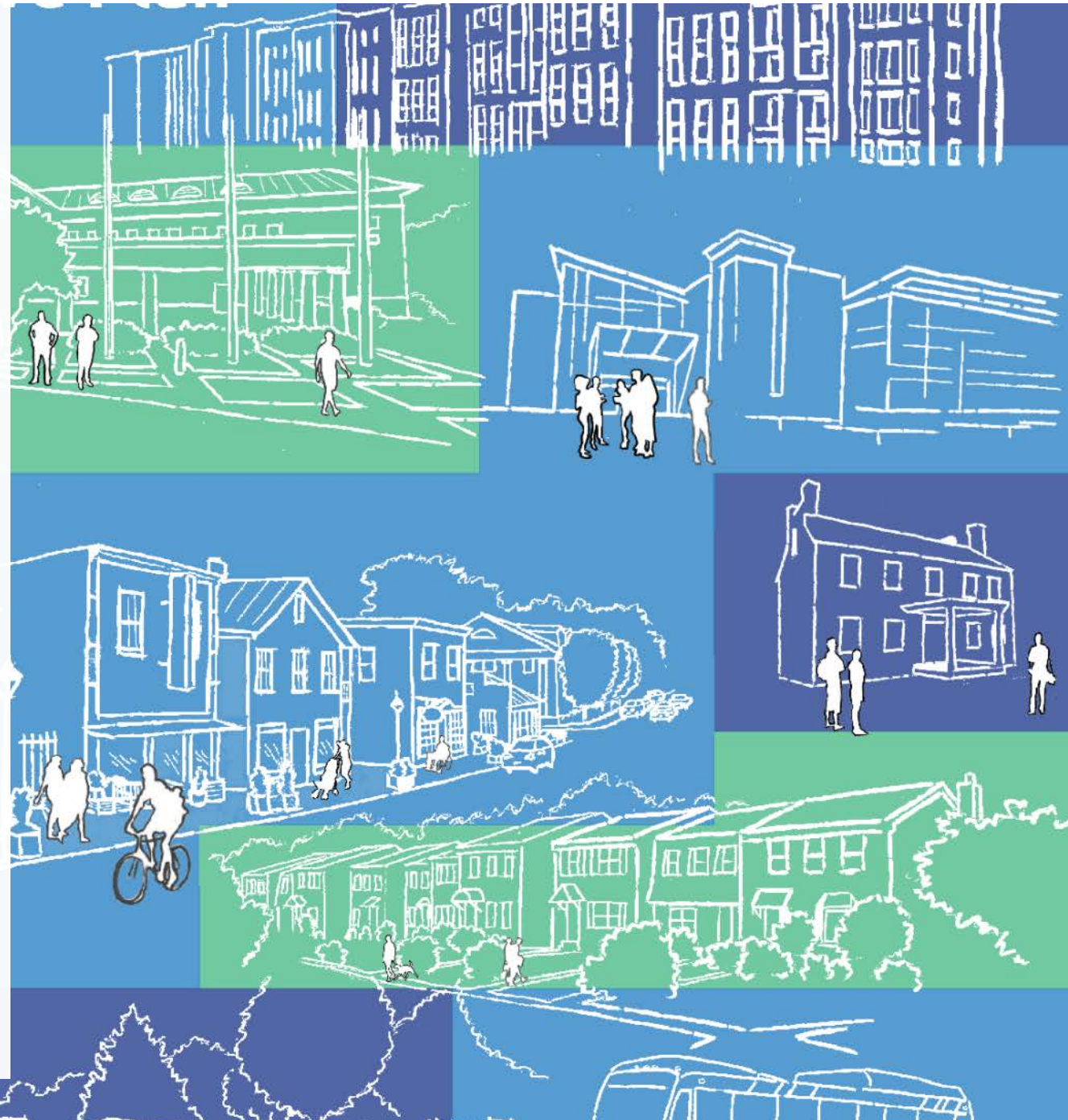
Phase 1 Tasks

- Draft Comprehensive Plan (May)
- Review Draft (May - June): Staff and Subcommittees will review the draft goals, policies, and implementation actions proposed by Consultant in conjunction with the preliminary future land use map recommendations. Comments will be compiled into one document and delivered to our team for incorporation into the final Comprehensive Plan Update document
- Executive Summary (June - July): A highly graphic digital executive summary will be prepared for posting on the City's website to summarize the key goals and objectives of the Comprehensive Plan that the City can utilize in communicating with the public and elected officials through adoption. Adoption of the plan will be the responsibility of City Staff



PHASE 2 CODE REVIEW

- Detailed Code Understanding (July-August): This task will include review of the existing code, planning documents, recent development approvals, variances, and other pertinent documents as well as relevant case law to ensure that our recommendations are consistent with State statutes
- Meeting with City Attorney, Council members and Staff (August): In order to fully understand the issues with the existing code, a video conference meeting will be held with the City Attorney, Council members and staff
- Work Session with PC and CC (August - September): The code assessment will be presented to the Planning Commission and City Council in a work session to vet the concepts
- Draft Code Amendments in Ordinance Form (August - September): Consultant will assist staff in preparing an ordinance for adoption of the code update and provide feedback and proposed edits to the staff drafted code language.
- Adoption (October/November): The City Attorney will bring forward the code ordinance. This process will run concurrent with the staff led Comprehensive Plan Adoption process



Way Ahead

Begin Phase 1

