



AGENDA
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission
Regular Meeting
JANUARY 26, 2021
Council Chambers, First Floor
101 W. 8TH STREET
6:00 PM

1 Meeting Attendance Instructions

- A. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87400053343>

Or iPhone one-tap :

US: +16699006833,,87400053343# or +12532158782,,87400053343#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 874 0005 3343

International numbers available: <https://us02web.zoom.us/j/87400053343>

2 Roll Call

3 Receipt of the Minutes

- A. Minutes December 15, 2020

- B. Minutes January 12, 2021

4 Comments from citizens appearing for items not on the agenda

5 New Items

- A. Planning File 40-20 Special Use Permit to operate a Large Child Care Center at 536 S. Hyland Park Drive, a property in the RM1-residential medium density zoning district (PIN#218516130002 and #218516121006)
- B. Downtown Development Authority 2020 Plan of Development Update
- C. Planning Item 02-21 Inclusionary Housing Code Amendment
- D. Planning File 01-21, Section 070.140.120, Voluntary Deed Restriction Program Code Revision
- E. Accessory Dwelling Unit Density Discussion

6 Continued Items

- A. Planning File 66-20- Consideration of various code text amendments to Municipal Code Title 070 Sections including but not exclusive of Sections 070.030, 070.040, 070.060 and 070.070 regarding Use Regulations; Accessory Uses; Landscaping, Screening and Fencing; Off-street Parking; Signs; Administration and Procedures; and Rules of Construction and Definitions. Continued from December 15, 2020. **THIS ITEM WILL BE CONTINUED TO FEBRUARY 23, 2021.**

- 7 Commissioner Comments
- 8 Director Comments
- 9 Adjournment



MINUTES
City of Glenwood Springs
Planning and Zoning Commission
Regular Meeting
December 15, 2020
Zoom
6:00PM

1. Roll Call

Present at roll call were Commissioners: George Shaver, Marco Dehm, Carolyn Cipperly, Sumner Schachter, Ben West, Kathryn Grosscup, Amber Wissing

Absent at roll call were Commissioners: None

Also present were: Jenn Ooton, Asst. City Manager, Gretchen Ricehill, Asst. Economic/Community Development Director, Emery Ellingson, Planner I, Anna S. Itenberg, City Attorney's Office, Alissa Owsley, IT Director, Steve Boyd, Chief Operating Officer

1. Receipt of Minutes

Commissioner Schachter asked for clarification on the minutes from the 11/17/2020 meeting. Schachter asked the minutes to clarify that staff would bring additional items to the Commission concerning housing. Commissioner Schachter made motion to accept, seconded by Grosscup.

Commissioner Dehm called for the question.

Motion passed 6-0. Commissioner West abstained citing absence at the 11/17 meeting.

2. Public Comments

Comments from citizens appearing for items not on the agenda. No citizens were present.

3. New Items

- a. Planning File 59-20: Consideration of a Special Use Permit to allow accessory outdoor storage at 51079 Highway 6 & 24 (PIN 2185-061-06-004)

Emery Ellingson, Planner I made a presentation to the Commission on the Special Use Permit application. Staff indicated approval of the application with all findings and conditions on page 6 of the staff report.

Commissioner Grosscup asked about the original code violation that prompted the application, specifically about the west of the property. Staff explained that there was originally a storage container placed to the west of Big O on mall property and that container was being removed and was not part of the application. Grosscup also asked staff to confirm the screening fence length, location, and height. Staff explained the fence would be 44' in length and 6' high from the southeast property corner to the southwest corner of the Big O structure.

Commissioner Cipperly expressed concern that the proposed screening fence would not effectively screen the containers from view. Cipperly suggested additional fencing on east side of property.

Commissioner Schachter asked to confirm why screening was not required on the north and east side of the property. Ellingson explained that the containers were not required to be screened from the north because the mall property was not public right-of-way. Schachter also asked to confirm the definition of temporary storage containers and if that definition was a temporal definition. Staff confirmed that temporary was not a temporal definition and that the containers were intended for long term use. Schachter asked to confirm that condition 4 of the recommended conditions included Fire Department requirements which was confirmed by staff. Schachter also asked how proposed code amendments would affect this application. Staff explained that that approval of this item were separate from the proposed code amendments on outdoor storage.

Lori Mitzushima, Big O Tires provided a short presentation on the application. Lori Mitzushima indicated that Big O Tires would install screening beyond the required 44' at the request of mall ownership on the south end of the property and possible screening on the north side of the property.

Commissioner Dehm asked if the applicant had considered landscaping to screen instead of fencing. Applicant indicated concerns about year-round maintenance if landscaping were used for screening.

Commissioner Schachter made a motion to approve the item with findings and condition on page 6 of the staff report. Commissioner Shaver seconded the motion.

Community Development Director Jenn Ooton asked if the Commission would consider continuing the item to a future meeting to allow additional time for public input.

Commissioner Shaver withdrew the second. Commissioner Schachter withdrew the original motion.

Commissioner Shaver made a motion to continue the item to a future meeting at a to be determined date. Commissioner Schachter seconded the motion.

Commissioner Dehm called for the question.

Motion to continue the item passed unanimously.

4. Continued Items

- a. Planning File 66-20: Consideration of various code text amendments to Municipal Code Title 070 Sections including but not exclusive of Sections 070.030, 070.040, 070.060, and 070.070 regarding Use Regulations; Accessory Uses; Landscaping; Screening and Fencing; Off-street Parking; Signs; Administration and Procedures; and Rules of Construction and Definitions. Continued from November 17, 2020.

Assistant Director Ricehill introduced the item and summarized the proposed code amendments to the Commission.

Outdoor storage

Commissioner Wissing asked if the proposed code amendments for outdoor storage would apply to outdoor storage associated with construction projects. Ricehill explained that outdoor storage associated with construction would be tied to an active building permit, which could be for a long period of time.

Commissioner Shaver suggested a time limit for outdoor storage associated with construction projects. Shaver also suggested using a square footage maximum rather than setting individual container size.

Commissioner Cipperly expressed support for a square footage maximum and possible additional restrictions on outdoor storage associated with construction. Cipperly also suggested that screening requirement could include other uses in addition to residential uses such as resort or lodging.

Commissioner Dehm questioned how the screening requirements would function in larger commercial parking lots. Commissioner Dehm also stated a preference for combining landscaping with fencing for screening rather than solely fencing.

Solar panels

Commissioner Cipperly suggested an increase the 10 kw limit for solar panels. Staff indicated the 10 kw limit was based on criteria for gaining SolSmart designation and that the limit on size was requested by the Electric Department.

Commissioner Schachter expressed concern about allowing solar systems to be installed on buildings that were already non-conforming, especially non-conforming in building height.

Commissioner Dehm suggested different language regarding limit of the small system which would be more flexible than the 10 kw. Commissioner Grosscup stated 10 kw seemed like a good starting point for residential homes. Commission members continued discussion on kilowatt limits for residential use.

Commissioner Cipperly also asked to confirm if landscaping requirement applied to small projects and staff explained that requirement only applied to large projects.

Commissioner Shaver asked if solar panels could be reviewed on an individual basis via administrative review.

Commission directed staff to further review the proposed code amendments on solar structure installation.

Off-street parking and loading

Commissioner Shaver asked if the parking changes would affect areas outside the GID. Staff confirmed it would apply to areas outside the GID.

Sign Code

Commission discussed different options for limiting window signage such as transparency limits and square footage limits by percentage.

Commissioner Shaver asked for explanation on allowing temporary signs for 45 days past the event. Staff explained this was carried over from previous code.

City Attorney Anna Itenberg provided further explanation on the sign code and illegality of content-based restrictions. Commission further discussed proposed sign code changes including time limits, temporary signs, and signage in the (RT) Residential Transitional Zoning District.

Commissioner Schachter stated was not in favor of removing 10 sf limit in the RT Zoning District.

Commissioner Cipperly asked what requirements would be in place if the 10 sf was removed. Staff explained the current signage requirements.

Construction Plans

Commissioner Cipperly stated technical plans implied shop drawings and suggested "Pre Application Review". Commissioners recommended "final plan" review.

Location & Extent

Commissioner Dehm asked if the 10,000 square foot threshold referred to building or lot size, which staff confirmed as being building size. Commissioner Cipperly expressed support for a smaller threshold than 10,000 square feet. Commissioner Dehm suggested 5,000 square feet.

Commission agreed to change the 10,000 square foot limit to 5,000 square feet.

Sensitive Area Protection (d) Development in Waterways and Areas of Special Flood Hazard

Commission discussed the definitions of base flood level and flood plain.

Commissioner Dehm opened the item to public comment. No members of the public presented for the item.

Commissioner Schachter made a motion to approve the item with findings and conditions on page 2 of the staff report. Commissioner Cipperly seconded the motion. This motion included the following alterations:

- Removal of items 2,5,6,17,18,22, and 23 from the list of proposed code amendments in the staff report. Commission directed staff to revise these items.
- Change in item 19 to read as the following:
 - o (3) Location and Extent Procedure a. Figure 060-10 identifies the applicable steps from the common review procedures in 070.060.030 that apply to the location and review. Additions or modifications to the common review procedures are noted below. Projects that are less than 5,000 ~~10,000~~ square feet gross floor area are subject to staff review following procedures in 070.060,030(e)- Staff Review and Action. In reviewing the proposed location and extent application, the Director shall consider the Location and Extent Approval Criteria in 070.060.050(e)(3)e.3.

Commissioner Dehm called for the question.

Motion passed unanimously.

5. Commissioner Comments

Commissioner Schachter reminded Commission of the Colorado Department of Health presentation at the upcoming City Council meeting.

6. Director Comments

Director Jenn Ooton reminded Commission of an upcoming public discussion with the Glenwood Springs Police Department. Ooton also provided the Commission with updates on possible future meeting arrangements and technology.

7. Adjournment

Meeting was adjourned at 8:30 PM.

DRAFT



MINUTES
City of Glenwood Springs
Planning and Zoning Commission
Regular Meeting
January 12, 2021
Zoom
6:00PM

1. Roll Call

Present at roll call were Commissioners: George Shaver, Marco Dehm, Carolyn Cipperly, Ben West, Kathryn Grosscup, Amber Wissing

Absent at roll call were Commissioners: Sumner Schachter

Also present were: Jenn Ooton, Asst. City Manager, Emery Ellingson, Planner I, Anna S. Itenberg, City Attorney's Office, Alissa Owsley, IT Director

2. Public Comments

Comments from citizens appearing for items not on the agenda. No citizens were present.

3. Continued Items

- a. Planning File 59-20: Consideration of a Special Use Permit to allow accessory outdoor storage at 51079 Highway 6 & 24 (PIN 2185-061-06-004)

Emery Ellingson, Planner I made a presentation to the Commission on the Special Use Permit application. Staff indicated approval of the application with all findings and conditions on page 6 of the staff report.

Commissioner Grosscup asked the applicant for confirmation on the fence length. The applicant Lori Mitzushima, Big O Tire explained that Big O would be installing a fence longer than the 44' required by the City. At the mall request, Big O Tire would install a screening fence from the southeast corner of the property to the west side of the Big O Tire building.

Commissioner Cipperly asked for more information from the applicant to the distance of the containers to the east property line and that the containers had already been installed. The

applicant indicated the containers were already there and that they would confirm the distance. Commissioner Cipperly also asked if the proposed containers would reduce vehicle access on the property. Martin Landeros, Big O Tire explained the containers would not prevent access to the utility area on the south side of the property.

Commissioner Dehm asked staff to confirm if the proposed fencing would meet code. Staff confirmed that the applicant would be required to meet fence design standards for the entire fence which would be 6' in height and appropriate materials. Staff also confirmed that 44' foot fence was what required to meet Code as part of this application.

Commissioner Shaver asked if there was conversation on a fence from the southwest corner and stated the screening could go as far as the first tree. Commissioner Grosscup stated that the standalone fence just for screening purposes seemed a little out of place. Commissioner Dehm asked if there would be other options to screen. Staff explained the options afforded by code to screen an outdoor storage area.

Commissioner Cipperly also suggested that the screening fence could extend from the southeast corner to the north but that it was not critical.

Commissioner Dehm opened the item to public comment. No members of the public were present to comment. Commissioner Dehm closed the public comment portion.

Commissioner Grosscup made a motion to approve the item with findings and conditions listed on page 6 of the staff report. Commissioner Wissing seconded the motion.

Commissioner Dehm called for the question.

Motion passed unanimously, 6-0.

4. Commissioner Comments

Commissioner Wissing informed the Commission of intent to continue Planning & Zoning Commission for another term.

Commissioner Cipperly asked if there was further interest for the future vacant P & Z positions.

5. Director Comments

Director Jenn Ooton reminded the Commission of an upcoming joint meeting with City Council.

6. Adjournment

Meeting was adjourned at 6:39 PM.



Planning & Zoning Commission Staff Report

Date: January 26, 2021

To: Planning & Zoning Commission

From: Gretchen Ricehill, Asst. Director Community Development Dept.

Subject: #40-20- Special Use Permit – Child Care Center in the RM1 zoning district

REQUEST	Consideration of a Special Use Permit to convert an existing single-family residence into a Child Care Center
APPLICANT	Margaret Brown, Little CO Academy
OWNER	Valley View Hospital Association
ZONE	RM1-Residential Medium Density
LOCATION:	536 S Hyland Park Drive (PIN#218516130002 & 218516121006)
SURROUNDING LAND USES	North: Residential South: Hospital East: Residential West: Religious/Institution
LOT SIZE	57194 square feet total (1.313 acres)

ACTION ITEM SUMMARY

Action 1: Consideration of a Special Use Permit to convert an existing single-family residence into a Child Care Center

Staff Recommendation: Staff recommends that the Planning and Zoning Commission approve the Special Use Permit with suggested findings on page 6 and 7 and conditions on page 7 of this report.

PROJECT SUMMARY

Margaret Brown proposes to convert an existing 2800 square foot single family residence at 536 S Hyland Park Drive into a Child Care Center serving up to 43 children (see aerial map below). Constructed in the 1950s, the home is single story with a walk out basement and has been vacant for approximately four years. The conversion will include interior remodeling to accommodate the child care use including removal of non-structural walls; creation of four classrooms; upgrading and expanding a restroom; and making site upgrades including adding two trees, maintaining and removing overgrown landscaping, improving and expanding the impervious driveway and parking areas.

The intent is to provide day care primarily for Valley View Hospital employees. Pick up/drop off times will vary but generally would be between 6:30 and 8AM, and 4 and 5:30PM. Ms. Brown recently provided care for up to 20 Valley View employee children in the lower level of St. Barnabas Church located just west of the subject property. Serving up to 43 children will require 8 employees.



For reference, a Child Care Center is defined as:

A facility that is maintained for the whole or part of a day for the care of five (5) or more children who are eighteen (18) years of age or younger and who are not related to the owner, operator, or manager of the facility, whether such facility is operated with or without compensation for such care and with or without stated educational purposes. The term includes facilities commonly known as day care centers, school-age child care centers, before and after school programs, nursery schools, kindergartens, preschools, day camps, summer camps, and centers for developmentally disabled children and those facilities that give twenty-four-hour care for children and includes those facilities for children under the age of six (6) years with stated educational purposes operated in conjunction with a public, private or parochial college or a private or parochial school; except that the term shall not apply to any kindergarten maintained in connection with a public, private or parochial elementary school system of at least six (6) grades or operated as a component of a school district's preschool program operated pursuant to the Colorado Preschool and Kindergarten Program Act, 22-28-101, et seq. of the Colorado Revised Statutes, as amended. The term shall not include any facility licensed as a family child care home or foster care home.

Attached to this report are current photos of the property and the surrounding neighborhood.

Review Process & Approval Criteria:

The Planning and Zoning Commission is the deciding body for Special Review Use applications. When considering Child Care Centers, the Code requires compliance with two conditions related to the specific use, and criteria that apply generally to all special review uses.

Child Care Center Criteria

A child care center shall comply with the following conditions:

- 1. The applicant shall provide documentation of preliminary approval from the State of Colorado, Department of Human Services.**

Ms. Brown has been and will be in contact with Garfield County and the State Department of Human Services, the regulatory agencies that oversee child care uses. Prior to the city issuing a certificate of occupancy, the applicant shall provide evidence of County and/or State approval.

- 2. Buffering of play areas through the use of fencing or a landscape screen in compliance with the height restrictions of this Code may be required when play areas are adjacent to residential uses.**

Two play areas are proposed in the back yard: the first for infants/toddlers is located on the southwest side, facing a religious institution and the hospital; and the second, for toddlers/pre-k children is located on the southeast side of the home, facing a single-family home. The toddler/pre-k play area will be screened with a new wooden fence. The infant/toddler play area on the southwest side of the home is already partially contained within a wooden fence. Ms. Brown will add a vinyl coated chain link fence on the interior side of the play area for added security and to reduce the size of the currently fenced yard area.

Special Use Permit Criteria

- 1. The use will be compatible with the surrounding area**
- 2. The impacts of the use on surrounding areas have been adequately minimized**

Compatibility is the ability of two things to exist together without conflict or problems. The proposed child care center is located in an area of single family detached homes and institutional uses (religious uses and the hospital). The property is immediately adjacent to a single family residence on the east; a religious use on the west, and hospital with surface parking on the south. Across S Hyland to the north are single family residences.

Conversion from residential to a child care center requires site and building upgrades but generally the structure's residential appearance and residential character of the neighborhood are maintained. Certain site improvements are needed to accommodate on-site parking above what is normally expected of a single family home. Plans call for expanding portions of the driveway to park 7 vehicles, one of which is an accessible space. Impacts have been minimized by maintaining the existing approximate 12 foot driveway width at the street, and locating the first parking stall about 25-30 feet from the front property line. The existing mature landscaping in the front yard will serve to screen the parked vehicles from the street. Further, the proposed parking is located on the west side of the property which is immediately adjacent to a religious use.

Staff finds that there is a potential impact from added traffic in the neighborhood. According to the traffic letter submitted with the application, the child care center will result in an increase of traffic, primarily for 1.5 hours each morning and afternoon during drop/off and pick/up times. The traffic engineer found that existing neighborhood traffic amounts to 103

vehicle trips/weekday. With a morning peak of 17 vehicles/hour from 8:15 to 9:15, and 15 vehicles/hour from 5 to 6 PM.

The child care center is projected to increase traffic to 162 vehicles/day (adding 61 vehicle trips/day). There are two different drop off and pick up times due to the separate hospital shifts. For the purposes of calculating added traffic in the neighborhood, the project traffic engineer calculated that this use generates 34 vehicle trips during each of the AM and PM peak drop off/pick up times. While this use undoubtedly increases traffic in a portion of the neighborhood, staff does not find that the added traffic is necessarily incompatible with the surrounding area which includes the hospital, St. Stephen's school, religious, and commercial uses. As stated in the application, this child care center primarily serves Valley View hospital employees that are already commuting to work on the city's road network (primarily Blake Avenue). So, existing traffic will be pulled into the neighborhood from Blake Avenue for about 1.5 hours during the morning and again in the evening.

See additional discussion under criteria #6 below.

3. The use will be consistent with the general purposes and intent of this Code

Municipal Code Article 070.010-General Provisions indicates that the Code is intended to create the best built environment by, among other things-

- Promoting orderly, efficient, and integrated development within the city; and,
- Regulating the development and use of land based upon the impact of such development or use on surrounding areas or the city.

The proposed use converts an existing single family home to a child care center. By and large the proposed change of use does not change the exterior residential character of the home. According to the traffic letter submitted with the application, the child care center will result in an increase of traffic into the neighborhood, primarily for 1.5 hours each morning and afternoon. See additional discussion under criteria #6 below.

4. The use will comply with all applicable standards of this Code

The proposed use is in substantial compliance with applicable standards of the Code. With regard to parking: the Code calculates parking depending on the type of use. In this case, child care uses are required to provide 1 space per 250 sf floor area. Floor area excludes non-habitable areas such as bathrooms, hallways, storage, utility areas, and closets. The applicant calculated that they needed to provide 9 parking spaces (see parking assessment on PDF pg 68 of the application). However, staff noted that two bathroom areas and some closets were included in floor area calculations. If these bathroom spaces are excluded, 8 on site spaces are required.

Plans call for 7 on site spaces: 6 spaces plus 1 accessible space. In this case, Ms. Brown requested a reduction of 1 space, or 12.5% of the 8-space requirement. Code allows the Director to approve parking alternatives to reduce on-site requirements up to a maximum of 30% of the parking requirement. Parking alternatives include use of shared or off-site spaces, on-street parking, and bicycle parking over the required minimum. Ms. Brown proposes both on-street and off-site parking. This property roughly has a 210-foot frontage which is sufficient to support 8 on street spaces. Currently Valley View Hospital leases parking from St. Barnabas Church. Ms. Brown will sub-lease 2 spaces from Valley View Hospital in the St. Barnabas church parking lot as shown in the aerial below. These spaces are about 200 feet

from the proposed child care center. The Director approved the 1-space parking reduction subject to Ms. Brown also providing bicycle parking over the minimum, amounting 8 bicycle parking spaces.



Note: Based on a 2012 parking evaluation prepared by Valley View Hospital for a land use application, the Hospital was required to provide 584 spaces. It received a 15% reduction (87 spaces) for having a bus pass program, bringing the total down to 497 spaces. The hospital reported that it had 555 on site spaces and leases for off-site parking, including at St. Barnabas church. Since 2012, the hospital has developed three off site parking areas which increased its parking supply by 162 spaces.

5. The use is in conformance with the Comprehensive Plan and other City plans and policies

The proposed use is supported by the following Comprehensive Plan goals

- Promote long-term, sustainable, diverse economic development
- Build on role as a regional medical and education center
- Direct development to locations and building forms that are cost-effective to serve

The proposed use converts a vacant single family residence to a child care facility that primarily serves employees of Valley View Hospital. The proposal reuses a vacant structure that is already served by utilities and transportation networks. Additionally, providing child care to hospital employees is key to supporting the hospital's function and ensuring its continued role as a regional medical center.

6. The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.

As noted above, traffic will increase in the neighborhood, primarily during the 6:30 and 8AM, and 4 and 5:30PM primary pick up/drop off times. According to the traffic letter included with the application, it is expected that 100% of the traffic will enter the neighborhood from the Blake Ave/S Hyland Park Drive intersection. Parents will drop-off/pick up their children using available on-site spaces and on street parking in front of the property. The site and landscaping plans show that that 8 spaces can be accommodated along the street directly in front of this property. Plans call for improving the existing 12-foot wide driveway to accommodate additional parking and a by-pass area. This should allow sufficient area to allow parents to both enter and exit the driveway in a forward manner.

For those employees and parents using on street parking, when leaving the child care center it is expected that they will circulate north through the neighborhood via N Hyland Park Drive.

Others, that park on site will most likely attempt a U-turn and exit the neighborhood heading west to the intersection of S Hyland and Blake Avenue.

S Hyland Park Drive is about 60 feet wide and is classified as a “local street” per the city’s Engineering Standards. According to those standards, local streets are designed to support up to 1500 vehicle trips or less per day. Currently, and with the proposed added traffic from the child care use, the vehicle trips per day do not reach the 1500 trip level. Additionally, the traffic letter did not recommend street upgrades as a result of the proposed use.

REVIEWING AGENCY COMMENTS

Written comments were received from the City’s Engineering Department and are attached for your review. We also received verbal comments from the Fire and Electric departments. Although Ms. Brown has already provided some of the requested information, all comments have been incorporated in the recommended conditions.

Regarding the Fire Department’s comments, Ms. Brown has been working with the Fire Marshall to address fire code requirements. This property will not be required to install fire sprinkler suppression system as there will be sufficient exits following construction.

PUBLIC COMMENTS

Attached for review are written comments received from the public prior to finalizing this report. Additional comments received will be read into the record during Tuesday’s meeting.

One of the written comments pointed out that this property is subject to certain covenants, recorded at R#190440, dated 1955. Among other things, the covenants state that no lot shall be used except for residential purposes. Municipalities do not enforce private homeowner covenants therefore staff considers applicability and enforceability of this covenant a private matter between the subdivision property owners.

REQUIRED ACTIONS

Action Alternatives

The Planning and Zoning Commission may approve, approve with conditions, deny or continue this application to a future hearing with a request for additional specific information which it finds necessary to determine compliance with the Municipal Code and city goals and policies.

NOTE: The Planning and Zoning Commission will not vote on this item at the January 26th meeting. As has been the policy since meeting remotely, to accommodate public comment the Commission will continue this item to the February 23, 2021 meeting. The action and recommendations below are for information only and will be considered on February 23.

*** *** ***

Action 1: Consideration of a Special Use Permit to convert an existing single-family residence into a Child Care Center.

Staff Recommendation: Staff recommends that the Planning and Zoning Commission approve the Special Use Permit with suggested findings on page 6 and 7 and conditions on page 7 of this report.

Suggested Findings:

1. The proposal is consistent with the Comprehensive Plan and other City plans and policies;
2. The proposal is consistent with the general purpose and intent of this Code; and

3. The proposal minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the city.

Suggested Conditions:

1. The applicant/owner shall comply with all verbal representations made in the public hearings, as outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.
2. Any future physical changes to or improvements on the property are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
3. Prior to construction the applicant/owner shall-
 - a. Submit a building permit application issued through the Community Development Department.
 - b. Submit a grading permit issued through the Engineering Department.
 - c. Submit a drainage letter and plan that meets the requirements of the Engineering Standards.
4. Prior to submitting a building permit application, the applicant/owner shall –
 - a. Revise plans to show one or more bicycle parking areas sufficient to accommodate eight bicycles.
 - b. Submit electric load information as required by the City's Electric Department.
5. Prior to the city issuing a certificate of occupancy, the applicant/owner shall-
 - a. Provide evidence of County and/or State approval.
 - b. Submit an as-built survey showing improvements on the property.
 - c. Submit a stamped drainage certification letter prepared by the project engineer.

Site Photographs



536 S. Hyland Park Dr- subject property



Looking N-NE from subject property



Looking west from subject property

LITTLE CO ACADEMY LLC
SPECIAL USE PERMIT APPLICATION
536 South Hyland Park Drive
December 1, 2020

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LAND USE APPLICATION

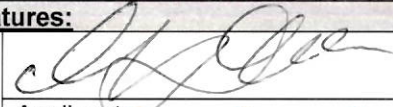
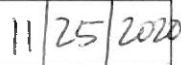
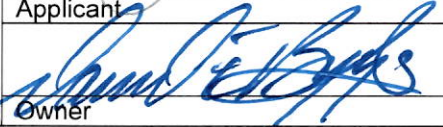
City of Glenwood Springs
Economic and Community Development Dept.
101 West 8th Street
Glenwood Springs, CO 81601
970-384-6411

Ordinance Amendments		Development Permits	
☐ Rezoning		☐ Site/Architectural Plan Review	
☐ Rezoning to Planned Unit Development (PUD)		☐ Administrative	
☐ Annexation		☐ Minor	
☐ Condominiumization		☐ Major	
☐ Annexation		☐ Master Plan	
☐ Street Vacation		☐ Construction Plans	
		☐ Location & Extent	
Subdivisions		☐ Right of Way Encroachment License	
☐ Minor Subdivision		☐ Floodplain Development Permit	
☐ Preliminary Plat		☒ Special Use Permit	
☐ Final Plat		Flexibility and Relief Procedures	
☐ Vacation of Right-of-Way		☐ Variance	
		☐ Administrative Adjustment	
Other Land Use Applications		☐ Appeal	
☐ Outdoor Seating			

Applicant/Property Owner Information:			
Applicant		Owner	
Little Co Academy / Margaret Brown		Valley View Hospital Association	
Relationship to Owner		Owner	
Leasee			
Applicant Address		Owner Address	
1043 Park West Drive	Glenwood Springs, CO 81601	1906 Blake Ave	Glenwood Springs, CO 81601
Phone 801-850-3221	Email Address maggie.brown@littlecoacademy.com	Phone 970-384-6535	Email Address daniel.biggs@vvh.org

Property Information:	
Address	Parcel Number
536 South Hyland Park Drive	218516130002 & 218516121006
Subdivision	Lot and Block Number
Brittany Place Subdivision & Hyland Pk Add (PT of BLK 1-6)	Section: 16 Township: 6 Range: 89
Zone District RM1	Existing Land Use Residential

General Project Description:
Convert existing single story (with walk-out basement) single family residence to Large Child Care Center with on-site & off-site parking, exterior ADA improvements, and required fenced in outdoor play areas.

Signatures:		
The owner or applicant must be present at the hearing. All public hearings must be properly noticed according to G.S.M.C. Section 070.010.030. Signatures of all owners of the property must appear before the application is accepted. Partnerships or corporations may have the authorized general partner or corporate officer sign the	 Applicant	 Date
	 Owner	 Date

City of Glenwood Springs Receipt for 800 Fee

Article II

Maggie Brown <maggie.brown@littlecoacademy.com>

Tue 11/24/2020 6:49 PM

To: Dustin Anderson <dustin@peakarchitecture.com>

Begin forwarded message:

From: support@www.colorado.gov

Date: November 24, 2020 at 18:48:24 MST

Subject: City of Glenwood Springs Receipt

Payment Receipt Confirmation

Your payment was successfully processed.

Transaction Summary

Description	Amount
City of Glenwood Springs Transaction	\$800.00
Service Fee	\$1.00
TOTAL	\$801.00

Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
Planning	Planning	\$800.00	1	\$800.00
	Service Fee	\$1.00		\$1.00
TOTAL				\$801.00

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price includes a service fee of \$.75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

Payment Receipt Confirmation

Article II

Your payment was successfully processed.

Customer Information

Customer Name	Margaret Brown
Company Name	Little Co
Local Reference ID	02b026e6-53a7-414b-86c8-5534ab6aad18
Receipt Date	11/24/2020
Receipt Time	06:48:18 PM MST

Payment Information

Payment Type	Electronic Check
Account Number	*****1134
Order ID	156780590
Billing Name	Little Co Academy

Billing Information

Billing Address	536 S Hyland Park Dr
Billing City, State	Glenwood Springs, CO
ZIP/Postal Code	81601
Country	US
Phone Number	8018503221

This receipt has been emailed to the address below.

Email Address	Maggie.brown@littlecoacademy.com
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PROJECT DESCRIPTION

Narrative Describing the project and addressing how the application meets the general special use permit approval criteria and applicable use-specific standards listed in 070.030.030.

The proposed Little Co Academy Project at 536 South Hyland Park Drive would convert a Single-Family Residence, Zoned RM1, into a four classroom Childcare Center with a Special Use Permit under 070.030.020 – Table of Allowed Uses. The former program could not continue its former lease for space at St. Barnabas' Church in the lower level, at S. Hyland Park Dr. & Blake Ave, down the street from proposed Project. The Valley View Hospital Association owns; Lot 2, Brittney Place and Lot: 4 with existing SFR with existing portable accessory storage structure and adjacent lot East, Block: 4 Hyland Park – refer to Articles IV & V.

The Project would increase capacity from near 20 children in its former space at St. Barnabas' to about 40-43 children with the proposed Special Use Permit approval. Net area calculations provided within will need to be again verified with final inspection for final occupancy, per letter from Mark Lapka, Childcare Program Licensing Specialist for Garfield County Department of Human Services (Article VII). The residence has been vacant for several years. Approval of this Special Use permit would return activity to the site and provide a much-needed community service – increasing childcare capacity for workforce. Within the lease agreement, VVH employees would have first right of refusal for enrollment openings.

The applicant, Margaret (Maggie) Brown, has a lease agreement in place with Valley View Hospital Association, owner of both lots. A letter (Article IV) addressing this is provided within, additionally granting 5 off-site parking spaces on St. Barnabas' lot, within 500 feet of both entries of proposed childcare center, which is leased by Valley View Hospital Association for 30%+ of our onsite parking requirement. Maggie has also personally reached out to adjacent neighbors to better understand their support and concerns.

PEAK Architecture LLC will be assisting Maggie with the Special Use Permit application and project team coordination & documentation. Our current project team consists of traffic study, civil site planning & grading, structural observations, and asbestos & radon testing. We are prepared to assist answer any plan review questions in preparation for the P&Z meeting we are scheduled for.

Neighborhood Context

The Hyland Park neighborhood is largely residential with a concentration of well-spaced mid-century modern style architecture on west facing slope with framed views up-valley and over Glenwood Springs. Most single-family residences are either split level or single story with walk-out basement/garages with established mature landscapes. At the intersection of S. Hyland Dr. and Blake Avenue is St. Barnabas', transitioning from single family building typology to Valley View Hospital with various parking lots. Across from the (West) end of S. Hyland Dr. is Sayre Park with marked crosswalks on Blake Ave at either end of the park.

The proposed project intends to retain original neighborhood consistent architectural elements with a two-story approach, requiring on grade access for both sides of the upper level. The covered front porch/deck addition may need to be remodeled with complementary design should additional structural elements are required to increase live/dead loads and to address ADA access to the front door as well as the back door of the upper level. The accessible route is entirely within the existing fenced in back yard and bordering proposed new play area offering screening from the S. Hyland Dr and neighbors. A portion of an existing deck in the rear of the house will be retained and remodeled to become an exterior egress path to grade with new ramp adjacent to existing stairs.

The site has established landscaping and an abundance mix of trees, ranging from mature blue spruce to a mix of hardwoods including native gamble oak stand and various ages of apple trees. Some larger evergreens and cottonwoods have been removed since original survey work, for unknown reasons. An established, yet poorly maintained apple orchard to the south, providing great southern facing, fenced outdoor space behind the proposed childcare center, acting as a buffer to adjacent Valley View Hospital.

Existing fences provide varied amounts of screening, we propose to use similar style and height wood fencing for outward facing play area fencing and screening for parking to neighboring residential lot west.

Proposed site improvements shall reference Civil drawings & letter (Articles XI & XIV) in regard to site grading & drainage and accessible route design. Some areas of crusher fines paths in the play area may increase slightly to double as the required 10% other play area surface. The lower play area is accessed directly by infant/waddler age groups located in the lower level. A new vinyl coated chain-link fence will define the play area within an existing 4-5-foot-tall wood fence to restrict area within a near flat lawn with two existing paved areas serving its 10% other surface.

On-Site Parking

Driveway, parking & site improvements are intended to be non-pervious to reduce initial project budget for the viability of the program without external funding. The onsite parking calculation of 9 based on Office and Childcare Uses. In addition, an onsite ADA parking space outside of the existing garage on concrete pad. The ADA parking space is currently well screened with medium sized deciduous and evergreen trees and shrubs. Existing off-site parking for three spaces are accounted for in our calculations with an additional 2 spaces provided in the lease agreement. Street frontage of both lots along S. Hyland Park Dr. account for approximately 7-8 parallel parking spaces intended for drop-off/pick-up and continued availability to public parking. Please see traffic study within for peak hour vehicle traffic generated by new Use and existing traffic observed within Article XIII.

New landscaping of three 2-4" caliper deciduous trees will provide for parking & fence screening, adding to the existing trees in the place where two large evergreens were previously (by others) removed. Existing mature trees, shrubs, and planting beds will offer shading and screening from adjacent lots. Where necessary, additional native grasses and shrubs will help further screen the lot from the street and adjacent lots. Some trees & vegetation around the house may need to be removed as landscaping has been neglected and overgrown, potentially threatening the structure and/or building envelope with vines and trees adjacent to the foundation and growing on the brick clad masonry walls. This will also address fuel reduction to promote defensible spaces referenced in Fire Wise guidelines.

The orientation of the ranch style SFR is rather unique with a near quarter turn to the street allowing for a walk-out basement with garage facing away from the street. With the building rotation, with proposed plantings and relocated shed + garbage enclosure to break up the existing brick wall and help block the back areas where most child activity will take place. A proposed fenced in site yard play area to the East will provide play area to older children with direct access from both sides of the building.

The Building

The existing residence, built in 1952, is wood framed with parallel flanking masonry walls, timber rafters with structural panel roof sheathing (metal roofing), single-story with walkout cast in place concrete basement. Much of the existing structure will remain with most of the new/replaced windows and doors on the rear of the structure. An area of deck appears to be settling and will be removed as it is not appearing original nor a program asset to the proposed use to remodel.

The interior will have some walls removed on the upper level, indicated nonstructural in the stamped structural engineer letter within. Further investigation for structure of the main level will need to be assessed prior to Building Permitting. This will address any structural considerations such as a drop beam and post in the lower-level proposed office space. Renovated restroom spaces will be made on the upper level to better suit function and improve egress to the front door. Existing residential bathroom to remain on lower level for adults/staff, retaining a shower.

The Child Care Program

Little Co Academy LLC strives to provide a tuition based childcare program to provide services to VVH and general public, subject to available spaces. Generally, the specific children in the program may vary, though may follow a set schedule for tuition to be forecasted to better sustain the program with projecting expenses and income. At this point, "drop-off" child care is not intended. Provided the intended patrons

(parents) work for the hospital, extended time/days may be necessary to support essential healthcare staff, though 24-hour child care is not intended. A new Program Director has been selected for Little Co Academy LLC. Employee/Teacher screening & hiring would be required to meet state & all local minimum codes, age specific to each classroom.

Points of Entry

As each classroom requires two means of egress, preferably to grade when not required. Points of entry could be limited to the main upstairs and downstairs entrances adjacent to the offices for checking in. This does help with site security, along with placement of windows adjacent to the door and security cameras as budget permits, for increased visibility to outside.

Office

A small portion of Office Use occurs inside the front door for visual command of the upper-level entry, check in, and a space on the main level. A sink is available for filling water bottles and washable insulated beverage dispensers for infant, waddler and toddler rooms. The existing gas range will be covered with non-flammable metallic cover and control knobs removed. If not existing, a keyed gas shutoff may be appropriate to avoid unintentional use of range. Existing range hood to remain. Refrigerator to be relocated to the lower level storage to provide desk space within this small area. A larger Office Use occurs on the lower level, where file storage and two workstations could be accommodated with a closable check in window for acoustic privacy when needed for private staff/parent discussions. Outside the main office, a new secondary egress hall and door will serve Infant, Waddler, Restroom, Office, and mechanical room.

Infant Room

The infant room is on a walk-out level with concrete sidewalk outside a new egress door. The secondary egress near the rear of the room accesses the new egress hall. A diaper changing station with adjacent hand wash sink utilizing existing residential bar sink for plumbing and wastewater. A cabinet is planned to cover the existing brick masonry fireplace with a solid surface countertop with a secured mini refrigerator for pre-prepared bottle storage and food. A crockpot would be utilized for warming bottles and water for cereals, inaccessible and secured from children/infants. Drinking water provided from washable insulated beverage dispenser. Infant cribs will be utilized for sleeping to accommodate the group size of the room, with one crib equipped for emergency egress of children. Cubbies could be located outside in the widened egress hall to provide more space in infant room.

Waddler Room

Similar to the infant room, though a hand wash station would be added for independent hand washing. Like the infant room a diaper changing station with handwash and open wall cabinet for separated diapers/wipes access. Separate area for drinking water from washable insulated beverage dispenser. Stackable cots on a portable base or secured on shelving. Cubbies for storing personal items with bins to secure spare clothes and age-appropriate movable furniture for eating and activities.

Toddler Room

Similar to the Waddler room, the Toddler room may no longer will need cold storage for bottles or crockpot for heating bottles/cereal. A hand wash station for independent hand washing in addition to a hand wash adjacent to diaper changing station. The toddler room will also have an age-appropriate size/height toilet & accessory. Stackable cots, cubbies and age-appropriate movable furniture for eating and activities.

Pre-K Room

This larger room will host a larger occupancy of 20 children, depending on specific age groups this Occupancy could increase. There will be a larger restroom with a hand wash station & soap dispenser and two toilets with divider between for additional privacy. Portable stackable cots, cubbies and varied seating/table arrangements and activity centers. A durable changing surface shall be provided for accidents and/or appropriate mats for changing and isolating soiled clothes.

Other Spaces

An existing storage room will reduce in size to make way for the larger office and egress hall. Existing sink will be replaced, and surfaces updated with resilient surfaces. Existing washer and dryer to remain or be replaced with similar equipment. An existing mechanical room houses a natural gas boiler for baseboard heat and a natural gas fired hot water heater. At this time, this equipment is expected to remain until needing replaced or end of service life. An existing security alarm will be replaced by a monitored fire security alarm system, new system location TBD.

Outdoor Play Areas

The infant/toddler play area is located directly outside in the existing fenced in back yard. Two paved areas could be utilized for 10% other surface with existing deciduous trees providing seasonal shade. It will be separated from the accessible route from the ADA parking space to the upper play area and upstairs to either front or rear doors.

The Toddler/Pre-K play area is located adjacent upstairs by way of accessible routes. The new fence surrounding the play area is outside of the front setback and proposed to be wooden fence, similar to existing backyard fencing.

Any play area should not be shared with other age groups at the same time.

Mechanical | Electrical | Plumbing | Systems

The existing mechanical system is currently hydronic radiant baseboard. The baseboard radiators are hot to touch and should be protected for use when occupied by children, though could remain as a secondary heat source. New ductless mini split, hyper heat pumps to provide separate zone heating and cooling for all four classrooms. The existing garage is currently uninsulated and unconditioned, a warm board application could provide radiant heat in this space and infant room if A/C is unnecessary based on heat gain/loss calculations and project budget. New exhaust fans with motion sensing timer/switches shall be installed for restrooms. Each classroom to have an adjustable rate cold climate defrosting ERV size appropriate for the volume of air to provide fresh air changes and expel stale air. All new ducted venting systems shall have dampers.

Plumbing waste lines within the house may have reached service life, making new locations possible, a new waste drain would need to connect to the house drain connected with new clean-outs. Existing house sewer to the public sewer has been scoped and will require cutting/jetting with liner.

Electrical service does appear to be original and service panel is within the proposed waddler room. A licensed electrician or electrical engineer should assess the existing service for capacity prior to building permit application. All existing lighting shall be re-lamped with dimmable LED or fixture replaced with LED fixtures appropriate for placement. Exterior lighting shall be limited to dark sky compliant fixtures, only projecting light downwards and not trespass beyond property boundaries. Motion sensing timer/switch for any shielded flood lighting or parking/path lighting.

A monitored fire alarm system to be designed by service professional as design build installation coordinated with the Glenwood Springs Fire Department requirements. Smoke & Carbon Monoxide detectors shall be placed in each room and egress hall downstairs or as required otherwise. Horn strobes shall be in each space and located outside for emergency responders to quickly locate. The telephone line will be necessary to retain for connection to monitoring service.

Without exiting fire sprinkler system in the structure, in addition to the monitored fire alarm system, additional exits are provided for each room – two exits each. New doors shall have lever handles and swing in the direction of egress. Some renovation may be required to better address accessible halls as indicated on the floor plans.

A fire hydrant is located across the street at the intersection of S. Hyland Dr. and Bennett Ave.

All Special Use Permits require an application and public hearing before the Planning and Zoning Commission. In reviewing a proposed special use permit application, the Planning Commission considers whether:

1. The use will be compatible with the surrounding area;
2. The impacts of the use on surrounding areas have been adequately minimized;
3. The use will be consistent with the general purpose and intent of this Code;
4. The use will comply with all applicable standards of this Code;
5. The use is in conformance with the Comprehensive Plan and other City plans and policies; and
6. The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the city.
7. Make sure you also address how you intend parents will pick up/drop off their children.

Additional criteria for specific uses are listed in Section 070.030.030.

(d) *Public, Institutional, and Civic Uses.*

Child Care Center. A child care center shall comply with the following conditions:

1. The applicant shall provide documentation of preliminary approval from the State of Colorado, Department of Human Services;
[Response: See letter within regarding preliminary site inspection & approval subject final inspection by Mark Lapka]
and
2. Buffering of play areas through the use of fencing or a landscape screen in compliance with the height restrictions of this Code may be required when play areas are adjacent to residential uses.
[Response: Lower play area is located within existing fenced in backyard. Upper play area is screened by mature trees, established shrubs, planting beds and fencing]

(Extra)

Colorado Child Care Regulations

7.702.71 Building Site

A. General

1. Centers can be located in a private residence only when that portion of the residence to which children have access is used exclusively for the care of children during the hours the center is in operation or is separate from the living quarters of the family.
2. No other business can operate in the rooms used by the center during the hours of child care.
3. Rooms licensed for specific ages of children cannot be used for other ages of children without the prior written approval of the licensing authority

7.702.73 Space Requirements

A. Indoor Area Requirements

1. There must be open, indoor play space of at least thirty (30) square feet of floor space per child, including space for movable furniture and equipment. Indoor space must be exclusive of kitchen, toilet rooms, office, staff rooms, hallways and stairways, closets, laundry, furnace rooms, and space occupied by permanent built-in cabinets and permanent storage shelves inaccessible to children. Child care centers in operation prior to January 1, 1966, and which continue operation under the same governing body, must provide open indoor play space of at least twentyfive (25) square feet of floor space per child, including space for readily movable furniture and equipment, and with the exclusions noted in the preceding paragraph.
2. Adequate storage space must be provided for indoor and outdoor equipment and supplies. Space for reserve supplies must be in addition to the designated space allotment for children's play activities.

3. Diaper change areas must be located and arranged so as to provide privacy for older children in need of diaper changing. See also Section 7.702.53, B.

B. Outdoor Area Requirements

1. The center must provide an outdoor play area that is adjacent to or safely accessible to the indoor facilities. When the area is not adjacent, staff members must accompany children to and from the play area. Drop-in child care centers are not required to provide an outdoor play area. CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 80
2. The outdoor play area must provide a minimum of seventy-five (75) square feet of space per child for a group of children using the total play area at any one time. The total play area must accommodate at least thirty-three percent (33%) of the licensed capacity of the center or a minimum of 1500 square feet, whichever is greater.
3. The play area must be fenced or have natural barriers, such as hedges or stationary walls at least four (4) feet high, to restrict children from unsafe areas.
4. The play area must be designed so that all parts are visible and easily supervised.
5. The playground area must have at least two (2) different types of surfaces. Each type of surface must cover at least ten percent (10%) of the playground area.
6. A shaded area in the fenced play area of at least one hundred fifty (150) square feet must be provided by means of trees or other cover to guard children against the hazards of excessive sun and heat.
7. In the infant program, the outdoor play area must be a minimum of four hundred (400) square feet.
8. In the infant program, the outdoor area can be used by other age groups at the center, but it must not be used by any other group of children while infants are using it.
9. The total outdoor play area for toddler age groups must be a minimum of seven hundred fifty (750) square feet if licensed for ten (10) toddlers and one thousand fifty (1,050) square feet if licensed for fourteen (14) or more toddlers, or seventy-five (75) square feet per child for the largest group size for which the program is licensed.
10. In the toddler program, the outdoor play area can be shared by infants, but infants and toddlers must not be allowed to use the play area at the same time.

7.702.75 Toilet Facilities

- A. Toilet facilities for the staff and other adults must be in separate compartments or separated by a partition from children's facilities, except in centers licensed for thirty (30) or fewer children and in centers with programs of four (4) hours or less.
- B. Toilet rooms for children must be separate from rooms used for other purposes and must be located on the same floor as the inside play area. CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 81

- C. A minimum of one (1) lavatory and one (1) flush toilet must be provided for each 15 or fewer children. Drop-in child care centers must provide a minimum of one 1 lavatory and one 1 flush toilet for each 20 or fewer children.
- D. The same toilet facilities must not be used simultaneously by school-age children of both sexes, and toilets for school-age children must be separated by partitions to provide privacy.
- E. Toilet facilities are not required for children less than two (2) years of age.
- F. Toilet facilities must be provided for children two (2) years of age and older.
- G. Toilet rooms for children must be located within the toddler program. Drop-in child care centers need not provide a toilet in the toddler classroom if the facility is licensed for ten (10) or fewer toddlers. A diaper change table and hand washing sink is required in every toddler classroom meeting requirements at Section 7.702.53, B.
- H. Each infant classroom must have one diaper changing station and hand washing sink meeting requirements at Section 7.702.53, B.
- I. One designated diaper change area is required for every twenty-four (24) preschool age children.

7.702.76 Office Facilities

- A. Office space separate from areas used by children, other than for isolation purposes, must be provided for staff to perform administrative duties.
- B. The office must have sufficient space for maintenance and safe storage of children's and staff records and the center's business records.

7.702.8 FIRE AND OTHER SAFETY REQUIREMENTS

7.702.81 General Requirements

- A. Buildings must be kept in good repair and maintained in a safe condition.
- B. Major cleaning is prohibited in rooms occupied by children.
- C. Volatile substances such as gasoline, kerosene, fuel oil, and oil-based paints, firearms, explosives, and other hazardous items must not be stored in any area of the building used for child care. Plastic bags and sharp tools and instruments must be stored in areas inaccessible to children.
- D. Combustibles such as cleaning rags, mops, and cleaning compounds must be stored in well ventilated areas, separated from flammable materials, and stored in areas inaccessible to children.
- E. All heating units, gas or electric, must be installed and maintained with safety devices to prevent fire, explosions, and other hazards. No open-flame gas or oil stoves, unscreened fireplaces, hot plates, or unvented heaters can be used for heating purposes. All heating elements, including hot

water pipes, must be insulated or installed in such a way that children cannot come in contact with them.

- F. Nothing flammable or combustible can be stored within three (3) feet of a furnace or hot water heater. CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 82
- G. In rooms used by children, all electrical outlets that are accessible to children must have protective covers, or safety outlets must be installed.
- H. Except in part-day preschools, permanently located battery-powered lights must be provided in locations readily accessible to staff in the event of electric power failure. Batteries must be checked regularly.
- I. Closets, attics, basements, cellars, furnace rooms, and exit routes must be kept free from accumulation of extraneous materials such as discarded furniture, furnishings, newspapers, and magazines.
- J. Children less than two (2) years of age must be excluded from the kitchen. When children age two (2) and older prepare food at the center, they may use only equipment and appliances that do not present a safety hazard. Staff-child ratios must be maintained.
- K. First Aid supplies must be maintained and made accessible to staff throughout the center and stored in areas inaccessible to children.
- L. All outdoor areas available to children's activities must be maintained in a safe condition by removal of debris, dilapidated structures, and broken or worn play equipment. The center must identify hazardous, high-risk areas. These areas must be made inaccessible to children.
- M. Playground surfaces must be checked on a daily basis for the presence of dangerous or other foreign materials. Playground equipment must be checked for safety on a monthly basis.
- N. Window blind cords must be secured out of children's reach to prevent strangulation.
- O. Items labeled "keep out of reach of children" must be inaccessible to children.
- P. Staples must be inaccessible to children less than three (3) years of age.
- Q. Thumb tacks must not be used in areas accessible to children less than three (3) years of age.

7.702.82 Fire Safety

- A. Every building and structure must have sufficient exits to permit the prompt escape of occupants in case of fire or other emergency. Additional safeguards must be provided for life safety in case any single safeguard is ineffective due to some human or mechanical failure.
- B. Every building or structure must be constructed, arranged, equipped, maintained, and operated as to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.
- C. In every building or structure, exits must be arranged and maintained so as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening to prevent free escape from the inside of any building can be installed. Only

panic hardware or single-action hardware is permitted on a door or on a pair of doors. All door hardware must be within the reach of children.

- D. No child of less than first grade school level can be cared for in areas above or below the main floor of exit unless allowed by the Uniform Building Code and approved by the local fire department. CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 83
- E. One exit from each room must be directly to the exterior of the building or to a common hallway leading to the exterior. The exit path must not go through another classroom to get to the hallway.
- F. Each center must have at least two (2) approved, alternate means of egress from each floor of the building or to a common hallway leading to the exterior. They must be at different locations.
- G. All stairways, interior and exterior, that are used by children must be provided with handrails within reach of the children.
- H. If the center has a security lock on outside exit doors, the center must obtain written permission from the local fire department; and there must be a written sign attached to the door instructing center staff that the security lock is not to be utilized when children are present at the center.
- I. Every exit must be clearly visible, or the route to reach it must be conspicuously indicated. Each path of escape must be clearly marked.
- J. Every building and structure must have an automatic or department- approved manually operated fire alarm system to warn occupants of the existence of fire or to facilitate the orderly conduct of fire exit drills.

SITE IMPROVEMENT SURVEY

COMPLETE PLAN SET

Site Plan

Preliminary Grading Plan

Only If any exterior work is needed such as expansion of driveway, additional parking, site drainage, and utility replacement/ upgrades.



Valley View Hospital

Article IV

11/25/2020

Dear Maggie,

This letter serves as formal notice of our intent to establish a mutually agreeable lease for the use of property owned by Valley View Hospital for the purposes of establishing and operating a childcare center. This lease will allow LittleCo Academy the use of property, including the home and any structure on Lot 2, Brittany Place Subdivision and Lot 4, Block 4 Hyland Park. The Hospital will also designate five parking spaces on its owned or leased property nearest to the previously identified lots for LittleCo Academy to use for parking. The lease will contain appropriate terms, termination, and conditions consistent with operation of this kind of business.

Establishment of this lease is conditional on but not limited to the following: LittleCo Academy obtaining all appropriate licensing and government approvals to operate in at this location and that Valley View Hospital will have right of first refusal on all open available positions to allow its essential healthcare workers to have their children enrolled at LittleCo Academy.

We are anxious for and look forward to your success in operating this new childcare center in our community.

With Sincere Regard,



Daniel E. Biggs

Chief Operating Officer

PeopleCare.

That's Valley View.

Att: Maggie Brown

Article V Article V



Reception #: 890910
04/04/2017 02:20:42 PM Jean Alberico
1 of 4 Rec Fee:\$20.00 Doc Fee:65.00 GARFIELD COUNTY CO

PERSONAL REPRESENTATIVE'S DEED

DF 65.00

THIS DEED, made by Lindsie R. Fagan, Personal Representative of the Estate of Joseph E. Llewellyn, Deceased, and Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased, Grantors, of Garfield County, Colorado to Valley View Hospital Association, Grantee, whose legal address is 1906 Blake Ave
Glenwood Springs, Co. 81601

WHEREAS, Joseph E. Llewellyn died on October 18, 2016;

WHEREAS, Lindsie R. Fagan was duly appointed as Personal Representative of the Estate of Joseph E. Llewellyn, Deceased on November 1, 2016 in the District Court of Garfield County, Colorado, Case No. 2016PR030082 and is now qualified and acting in said capacity;

WHEREAS, Mary K. Kent died on October 28, 2016;

WHEREAS, Paul S. Oldford was duly appointed as Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased on November 14, 2016 in the District Court of Garfield County, Colorado, Case No. 2016PR030084 and is now qualified and acting in said capacity;

THEREFORE, pursuant to the powers conferred upon Grantors under the Colorado Fiduciaries' Powers Act and the Colorado Probate Code, and for a valuable consideration, Grantors hereby sell and convey to Grantee, all of Grantors' right title, interest, claim, and demand which Grantors have in the following property in Garfield County, Colorado:

See Exhibit A

Also known as 536 Hyland Park Drive, Glenwood Springs, CO 81601, with all appurtenances, subject to those items set forth by reference to Section B-2 of Commonwealth Title Company of Garfield County, Inc. Title Commitment No. 1701055.

Doc Fee 65.00
4

Reception#: 890910
04/04/2017 02:20:42 PM Jean Alberico
2 of 4 Rec Fee:\$28.00 Doc Fee:\$55.00 GARFIELD COUNTY CO

This Deed constitutes a bargain and sale deed as described in C.R.S. § 38-30-115.

Executed this 29 day of March, 2017.

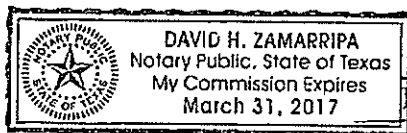
Lindsie R. Fagan, Personal Representative
Lindsie R. Fagan, Personal Representative of the Estate of
Joseph E. Llewellyn, Deceased

Texas
STATE OF ~~COLORADO~~)
Becken) ss.
COUNTY OF ~~GARFIELD~~)

The foregoing instrument was acknowledged before me on this 29 day of March, 2017, by Lindsie R. Fagan, Personal Representative of the Estate of Joseph E. Llewellyn, Deceased.

Witness my hand and official seal.

My commission expires: 3/31/17.



[Signature]
Notary Public

Paul S. Oldford, Personal Representative of the Estate of
Mary K. Kent aka Mary K. Oldford, Deceased

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased.

Witness my hand and official seal.

My commission expires: _____.



Reception#: 890910
04/04/2017 02:20:42 PM Jean Alberico
3 of 4 Rec Fee:\$28.00 Doc Fee:65.00 GARFIELD COUNTY CO

This Deed constitutes a bargain and sale deed as described in C.R.S. § 38-30-115.

Executed this _____ day of _____, 2017.

Lindsie R. Fagan, Personal Representative of the Estate of
Joseph E. Llewellyn, Deceased

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

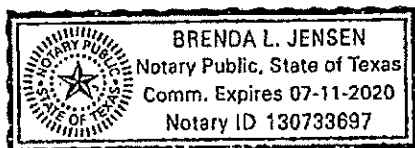
The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by Lindsie R. Fagan, Personal Representative of the Estate of Joseph E. Llewellyn, Deceased.
Witness my hand and official seal.
My commission expires: _____.

Notary Public *

Paul S. Oldford, Personal Representative of the Estate of
Mary K. Kent aka Mary K. Oldford, Deceased 3/30/17

~~STATE OF COLORADO~~)
~~COUNTY OF GARFIELD~~)
TEXAS
COLLIN) ss.

~~STATE OF COLORADO~~)
~~COUNTY OF GARFIELD~~)
The foregoing instrument was acknowledged before me on this 30 day of MARCH, 2017, by Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased.
Witness my hand and official seal.
My commission expires: 7-11-2020.



Brenda L. Jensen
Notary Public



Reception#: 890910
04/04/2017 02:20:42 PM Jean Alberico
4 of 4 Rec Fee:\$28.00 Doc Fee:65.00 GARFIELD COUNTY CO

EXHIBIT "A"

Parcel 1:

Lot 4
Block 4
Hyland Park Addition
City of Glenwood Springs

ATTN: Maggie Brown



Reception#: 890911
04/04/2017 02:20:42 PM Jean Alberico
1 of 4 Rec Fee:\$28.00 Doc Fee:15.00 GARFIELD COUNTY CO

Article VI

DF 15.00

PERSONAL REPRESENTATIVE'S DEED

THIS DEED, made by Lindsie R. Fagan, Personal Representative of the Estate of Joseph E. Llewellyn, Deceased, and Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased, Grantors, of Garfield County, Colorado to Valley View Hospital Association, Grantee, whose legal address is 1906 Blake Ave
Glenwood Springs, Co. 81601

WHEREAS, Joseph E. Llewellyn died on October 18, 2016;

WHEREAS, Lindsie R. Fagan was duly appointed as Personal Representative of the Estate of Joseph E. Llewellyn, Deceased on November 1, 2016 in the District Court of Garfield County, Colorado, Case No. 2016PR030082 and is now qualified and acting in said capacity;

WHEREAS, Mary K. Kent died on October 28, 2016;

WHEREAS, Paul S. Oldford was duly appointed as Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased on November 14, 2016 in the District Court of Garfield County, Colorado, Case No. 2016PR030084 and is now qualified and acting in said capacity;

THEREFORE, pursuant to the powers conferred upon Grantors under the Colorado Fiduciaries' Powers Act and the Colorado Probate Code, and for a valuable consideration, Grantors hereby sell and convey to Grantee, all of Grantors' right title, interest, claim, and demand which Grantors have in the following property in Garfield County, Colorado:

See Exhibit A

Also known as TBD Hyland Park Drive, Glenwood Springs, CO 81601, with all appurtenances, subject to those items set forth by reference to Section B-2 of Commonwealth Title Company of Garfield County, Inc. Title Commitment No. 1701055.

QUT-1701055-6WS

DF 15.00
4

Reception#: 890811
04/04/2017 02:20:42 PM Jean Riberico
2 of 4 Rec Fee:\$28.00 Doc Fee:15.00 GARFIELD COUNTY CO

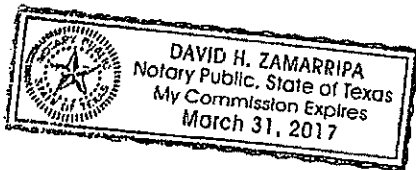
This Deed constitutes a bargain and sale deed as described in C.R.S. § 38-30-115.

Executed this 29 day of March, 2017.

Lindsie R. Fagan, Personal Representative
Lindsie R. Fagan, Personal Representative of the Estate of
Joseph E. Llewellyn, Deceased

Texas
STATE OF COLORADO)
Bexar) ss.
COUNTY OF GARFIELD)

The foregoing instrument was acknowledged before me on this 29 day of March, 2017, by Lindsie R. Fagan, Personal Representative of the Estate of Joseph E. Llewellyn, Deceased.
Witness my hand and official seal.
My commission expires: 3/31/17.



[Signature]
Notary Public

Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2017, by Paul S. Oldford, Personal Representative of the Estate of Mary K. Kent aka Mary K. Oldford, Deceased.
Witness my hand and official seal.
My commission expires: _____.

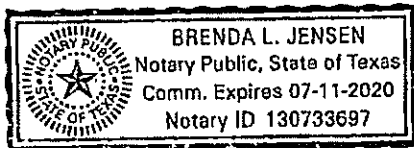
Executed this _____ day of _____, 2017.

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

Notary Public

TEXAS
STATE OF ~~COLORADO~~)
 COLLIN) ss.
COUNTY OF ~~GARFIELD~~)

Brenda L Jensen
Notary Public





Reception#: 890911
04/04/2017 02:20:42 PM Jean Alberico
4 of 4 Rec Fee:\$28.00 Doc Fee:15.00 GARFIELD COUNTY CO

EXHIBIT "A"

Parcel 2:

Lot 2
Brittany Place Subdivision
City of Glenwood Springs

Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
FAX 303-866-4453
Phone 303-866-5948

Page 1 of 3

Report of Inspection

Name : Margaret Brown/ Little Co Academy

License Number : 1748392

Local Address: 536 Hyland Park Drive

Phone: (801) 850-3221

City: Glenwood Springs

Zip Code: 81601

County: Garfield

Purpose of visit: Pre-Licensing

Date of Contact: 11/25/2020

Person Interviewed: Margaret Brown

Title: Owner

Other Person Interviewed: Dunstin Anderson PEAK Architecture LLC

Division Representative: Mark Lap 

Rules that apply to your license are: Center Rules, General Rules, Special Activity Rules

A review and discussion of the facility plans was conducted 11-25-2020. Plans submitted for review and the discussion of structural changes are approved on this date with the understanding that the final measurement will determine capacity.

No violations observed or identified at the time of the inspection.

Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
FAX 303-866-4453
Phone 303-866-5948

Page 2 of 3

Report of Inspection

Name : Margaret Brown/ Little Co Academy

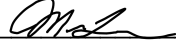
License Number : 1748392

I have read and understand the above violations that were cited during the Department's visit. I understand I must correct all items cited on the Report of Inspection (ROI) according to the date required under each violation. I understand that written verification of these corrections are due by 11/30/2020. If I have any difficulties completing the corrections by this date, I will respond in writing and request an extension; this extension must state the planned date of completion for the violation (s). I will send a follow-up letter verifying that all corrections have been made by the date indicated in the extension.

My signature below acknowledges receipt and understanding of this Report of Inspection and violations; it is not an acknowledgment of guilt as it relates to the violations.

Licensee Representative: _____

Title/Position: Owner

Date: 11-30-2020Division Representative: 

If you believe a regulation presents undue hardship or that it has been too stringently applied, you have the right to appeal § 26-6-106 (3), C.R.S.

You have been notified in this report of inspection of each observed rule violation and required correction. Therefore, any subsequent violation of the same type as an initial violation, or failure to correct an initial violation, may also be considered willful or deliberate.

Your opportunity to respond to and correct the listed rule violations is your meaningful opportunity to comply with all lawful requirements pursuant to § 24-4-104(3), C.R.S.

Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
FAX 303-866-4453
Phone 303-866-5948

Page 3 of 3

Report of Inspection

Name : Margaret Brown/ Little Co Academy

License Number : 1748392

The Department may deny, revoke, suspend, change to probationary or fine a licensee pursuant to § 26-6-108 (1-3), C.R.S. If the licensee fails to disclose any weapons, ammunition, medication, drugs, or hazardous items located in the license facility or furnishes or makes any misleading or false statements or reports to the Department adverse licensing action may be recommended.

The provider may give additional feedback to the Office of Early Childhood at

<https://www.coloradoofficeofearlychildhood.com/>

Traffic Memorandum

To: **Terri Partch, City Engineer**
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

From: Kari J. McDowell Schroeder, PE, PTOE

Date: November 11, 2020

Re: **Little Academy Day Care Center**
536 S Hyland Park Drive
Glenwood Springs, Colorado

Project Background:

McDowell Engineering has prepared a memorandum summarizing the anticipated impacts to the surrounding roadway network from a proposed day care center located in Glenwood Springs, Colorado. The proposed location is 536 S Hyland Park Drive and is currently a residential home. The day care center is proposing to provide care for 44 students with two drop-off and pick-up times. The proposed drop-off times are 6:30AM and 8:00AM. The proposed pick-up times are 4:00PM and 5:30PM. The proposed parking location for parents dropping off and picking up children on site at 536 S Hyland Park Drive. Employees will utilize on-street parking on S Hyland Park Drive and in the driveway of the existing residence.

The location of the proposed day care center is shown in vicinity map in **Figure 1**.



Figure 1: Vicinity Map

Traffic Data:

McDowell Engineering collected 24-hour traffic data on S Hyland Park Drive west of Bennet Avenue in the eastbound (EB) and westbound (WB) directions, Tuesday October 6, 2020.

Peak Traffic

The peak traffic hours occurred from 8:15am to 9:15am and 5:00pm to 6:00pm. Traffic totaled 103 vehicles per day (vpd) with a morning peak of 17 vehicles per hour (vph) and evening peak of 15.

Vehicular Speeds

The 85th percentile speed is the speed at or below which 85 percent of the free-flowing vehicles travel. The 85th Percentile benchmark is useful for the basis of traffic engineering, modeling analysis, and setting speed limits. The results of the traffic data collected yielded an observed speed for each vehicle within the 24-hour count duration.

McDowell Engineering's speed study yielded an observed speed for each vehicle within the 24-hour count duration.

- Speed limit is assumed to be 20mph. No posted speed limit signs were observed in the vicinity of the count area.
- Mean speeds are 14.4mph EB and 15.9mph WB
- 85th Percentile speeds are 17.9mph EB and 20.3mph WB

Vehicle Classification

Vehicle classification data was also collected on S Hyland Park Drive. 64.1% of vehicles are passenger cars (F2). 23.3% are other two-axle vehicles and four-tire single unit vehicles (F3), examples include pickups, vans, and ambulances. 7.8% of traffic are two-axle, six-tire, single-unit trucks (F5), examples include recreational vehicles or campers with two axles and dual rear wheels. The remaining traffic was less than 2% each of motorcycles (F1), buses (F4) and three-axle single-unit trucks (F6).

All traffic data collected is enclosed at the end of the memo.

Trip Generation:

Existing: The project site is currently a residential home and will be converted to a day care center. Therefore, trips from the existing use were not included in the trip generation.

Proposed Day Care Center: The anticipated traffic generation for this project was calculated using the Institute of Transportation Engineers' 10th Edition of the *Trip Generation Manual*¹. ITE land use #565 (Day Care Center) was used in the trip generation analysis. ITE's fitted curve equations for this land use has a high b coefficient² for the average weekday, resulting in exaggerated volumes for small class sizes. Therefore, the average rate was applied for calculating the average weekday trips. The fitted curve equation was used for the morning and evening peak hours.

¹ Trip Generation Handbook. Institute of Transportation Engineers, 2012.

² Trip Generation Manual, 10th Edition, Institute of Transportation Engineers, 2017. Page 243

The morning and evening peak hour traffic is based on only half of the students due to the two different drop-off and pick-up times. For the purpose of this memorandum, each of the two (2) morning and two (2) evening peak hours were analyzed using half (22) of the total number of students. The average weekday traffic was calculated based on 44 students. See **Table 1** notes #4 and #5 below.

A ten percent multimodal reduction was used. The project site is in a residential neighborhood with businesses less than a mile away, including Valley View Hospital. The site has pedestrian connectivity to Blake Avenue through existing sidewalks.

Total New Trips: The proposed day care facility is expected to generate 162 external vehicle trips over the course of an average weekday (vpd), including 17 trips (18vph inbound + 16vph outbound = 34vph / 2 = 17vph) during each morning peak hour (vph) and 17 trips during each evening peak hour (16vph inbound + 18vph outbound = 34vph / 2 = 17vph).

Refer to **Table 1** for trip generation calculations and further breakdown of these trips.

Table 1 – Project Trip Generation

Estimated Project-Generated Traffic ¹															
ITE Code	Units ²		Eq. Coef	ITE Trip Generation Equation ³			Average Weekday Trips (VPD)	Morning Peak Hour ⁴		Evening Peak Hour ⁵		% Trips	% Trips		
				Avg. Weekday	AM Peak Hour	PM Peak Hour		Inbound	Outbound	Inbound	Outbound				
Proposed Land Use															
Daycare															
#565 - Day Care Center	44	Students	Type a= b=	Rate 4.09	B 0.77 0.74	B 0.78 0.68	180	53% 20	47% 18	47% 18	53% 20				
Multi-Modal Reduction	-10%						-18	-2	-2	-2	-2				
Proposed New Trips							162	18	16	16	18				

Notes:

¹ Values obtained from *Trip Generation, 10th Edition*, Institute of Transportation Engineers, 2017.

² DU = Dwelling Units, kSF = 1,000 Square Feet

³ Fitted curve equations from ITE Land Uses - Equation Type A is $T = a * X + b$, Equation Type B is $\ln(T) = a * \ln(X) + b$, Rate is $T = a * X$

⁴ Morning Peak Hour generates 17 vehicles per hour based on 22 students arriving at each drop-off time (6:30 AM and 8:00 AM)

⁵ Evening Peak Hour generates 17 vehicles per hour based on 22 students arriving at each drop-off time (4:00 PM and 5:30 PM)

Transportation Network Access:

The site-generated traffic access from an existing drive access to S Hyland Park Drive. This existing access will be used for employee generated traffic and parent parking for to drop-off/pick-up students. It is anticipated that 100% of the day care center traffic will originate and have a destination to/from Blake Avenue to S Hyland Park Drive.

The existing traffic volumes on S Hyland Park Drive are lower than traffic generated from the proposed project. The later drop-off and pick-up times do coincide with the morning and evening peak hours observed on S Hyland Park Drive.

Auxiliary Turn Lanes:

S Hyland Park Drive functions as a Local Street per the City's Engineering Standards³ based upon average daily trips being less than 1,500 vehicle trips per day. The Engineering Standards address left turn lanes utilizing the "Leisch nomograph" from the ITE Guidelines for Major Urban Street Design. The nomographs are not applicable as they refer to 4 lane unsignalized highways, and the minimum opposing volume is 100 vehicles per hour. Therefore, per the *State Highway Access Code*⁴, the volumes required to trigger a left or right deceleration lane on an equivalent roadway classification, which would be either the Non-Rural Arterial Highway (NR-C) or Frontage Road (F-R), are both 25 and 50 vph, respectively. Therefore, no auxiliary turn lanes are required at the site access.

Conclusion:

Based on anticipated uses and operations, the proposed site access plan will adequately serve the proposed day care center. If operational changes occur where there is only one pick up and one drop off time, the site access plan will still adequately serve the proposed day care center.

Please call if you would like any additional information or have any questions regarding this matter.

Sincerely,
McDowell Engineering, LLC



Kari J. McDowell, PE, PTOE
Traffic Engineer

Enc: Speed, Volume, and Vehicle Classification Data

³ City of Glenwood Springs Engineering Standards, Chapter 5 – Transportation Standards, <https://cogs.us/423/Engineering-Standards>

⁴ State Highway Access Code. State of Colorado, 2002.





Vehicle Speed Report Summary

Location: S HYLAND PARK DR W/O BENNETT AVE
 Count Direction: Eastbound / Westbound
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

	Speed Range (mph)																	Total
	0 - 10	10 - 15	15 - 20	20 - 25	25 - 30	30 - 35	35 - 40	40 - 45	45 - 50	50 - 55	55 - 60	60 - 65	65 - 70	70 - 75	75 - 80	80 - 85	85 +	Volume
Study Total																		
Eastbound	5	26	13	4	0	0	0	0	0	0	0	0	0	0	0	0	0	48
Percent	10.4%	54.2%	27.1%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%
Westbound	6	20	21	4	4	0	0	0	0	0	0	0	0	0	0	0	0	55
Percent	10.9%	36.4%	38.2%	7.3%	7.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%
Total	11	46	34	8	4	0	0	0	0	0	0	0	0	0	0	0	0	103
Percent	10.7%	44.7%	33.0%	7.8%	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%

Total Study Percentile Speed Summary			Total Study Speed Statistics		
Eastbound			Eastbound		
50th Percentile (Median)	13.6	mph	Mean (Average) Speed	14.4	mph
85th Percentile	17.9	mph	10 mph Pace	8.1 - 18.1	mph
95th Percentile	22.1	mph	Percent in Pace	89.6	%
Westbound			Westbound		
50th Percentile (Median)	15.8	mph	Mean (Average) Speed	15.9	mph
85th Percentile	20.3	mph	10 mph Pace	10.0 - 20.0	mph
95th Percentile	27.3	mph	Percent in Pace	76.4	%

Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01



Tuesday, October 6, 2020
 Eastbound

Eastbound	Time	Speed Range (mph)																	Total Volume
		0 - 10	10 - 15	15 - 20	20 - 25	25 - 30	30 - 35	35 - 40	40 - 45	45 - 50	50 - 55	55 - 60	60 - 65	65 - 70	70 - 75	75 - 80	80 - 85	85 +	
	12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	7:00 AM	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
	8:00 AM	1	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	9
	9:00 AM	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	10:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	11:00 AM	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	5
	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1:00 PM	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	2:00 PM	1	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
	3:00 PM	0	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
	4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5:00 PM	1	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	6:00 PM	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
	7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	8:00 PM	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		5	26	13	4	0	0	0	0	0	0	0	0	0	0	0	0	0	48
Percent		10.4%	54.2%	27.1%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Daily Percentile Speed Summary			Speed Statistics		
50th Percentile (Median)	13.6	mph	Mean (Average) Speed	14.4	mph
85th Percentile	17.9	mph	10 mph Pace	8.1 - 18.1	mph
95th Percentile	22.1	mph	Percent in Pace	89.6	%



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

Tuesday, October 6, 2020
 Westbound

Time	Speed Range (mph)																		Total Volume
	0 - 10	10 - 15	15 - 20	20 - 25	25 - 30	30 - 35	35 - 40	40 - 45	45 - 50	50 - 55	55 - 60	60 - 65	65 - 70	70 - 75	75 - 80	80 - 85	85 +		
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:00 AM	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
8:00 AM	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
9:00 AM	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
10:00 AM	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
11:00 AM	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
12:00 PM	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
1:00 PM	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
2:00 PM	1	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
3:00 PM	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
4:00 PM	0	2	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	
5:00 PM	1	1	4	0	3	0	0	0	0	0	0	0	0	0	0	0	0	9	
6:00 PM	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:00 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
9:00 PM	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Total	6	20	21	4	4	0	0	0	0	0	0	0	0	0	0	0	0	55	
Percent	10.9%	36.4%	38.2%	7.3%	7.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Daily Percentile Speed Summary			Speed Statistics		
50th Percentile (Median)	15.8	mph	Mean (Average) Speed	15.9	mph
85th Percentile	20.3	mph	10 mph Pace	10.0 - 20.0	mph
95th Percentile	27.3	mph	Percent in Pace	76.36	%

Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01



**Total Study Average
Eastbound**

Time	Speed Range (mph)																		Total Volume
	0 - 10	10 - 15	15 - 20	20 - 25	25 - 30	30 - 35	35 - 40	40 - 45	45 - 50	50 - 55	55 - 60	60 - 65	65 - 70	70 - 75	75 - 80	80 - 85	85 +		
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
7:00 AM	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
8:00 AM	1	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	9	
9:00 AM	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
10:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
11:00 AM	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	5	
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1:00 PM	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
2:00 PM	1	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	
3:00 PM	0	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:00 PM	1	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
6:00 PM	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:00 PM	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	5	26	13	4	0	0	0	0	0	0	0	0	0	0	0	0	0	48	
Percent	10.4%	54.2%	27.1%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Note: Average only considered on days with 24-hours of data.

Total Study Percentile Speed Summary			Total Study Speed Statistics		
50th Percentile (Median)	13.6	mph	Mean (Average) Speed	14.4	mph
85th Percentile	17.9	mph	10 mph Pace	8.1 - 18.1	mph
95th Percentile	22.1	mph	Percent in Pace	89.6	%

Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01



**Total Study Average
Westbound**

Westbound Time	Speed Range (mph)																		Total Volume
	0 - 10	10 - 15	15 - 20	20 - 25	25 - 30	30 - 35	35 - 40	40 - 45	45 - 50	50 - 55	55 - 60	60 - 65	65 - 70	70 - 75	75 - 80	80 - 85	85 +		
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:00 AM	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
8:00 AM	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
9:00 AM	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
10:00 AM	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
11:00 AM	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
12:00 PM	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
1:00 PM	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	
2:00 PM	1	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
3:00 PM	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
4:00 PM	0	2	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	
5:00 PM	1	1	4	0	3	0	0	0	0	0	0	0	0	0	0	0	0	9	
6:00 PM	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8:00 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
9:00 PM	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Total	6	20	21	4	4	0	0	0	0	0	0	0	0	0	0	0	0	55	
Percent	10.9%	36.4%	38.2%	7.3%	7.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Note: Average only considered on days with 24-hours of data.

Total Study Percentile Speed Summary			Total Study Speed Statistics		
50th Percentile (Median)	15.8	mph	Mean (Average) Speed	15.9	mph
85th Percentile	20.3	mph	10 mph Pace	10.0 - 20.0	mph
95th Percentile	27.3	mph	Percent in Pace	76.4	%

Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 - 10/12/2020
 Site Code: 01

Time	Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Monday			Mid-Week Average		
	10/6/2020			10/7/2020			10/8/2020			10/9/2020			10/10/2020			10/11/2020			10/12/2020			Mid-Week Average		
	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total
12:00 AM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
1:00 AM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
2:00 AM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
3:00 AM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
4:00 AM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
5:00 AM	0	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	1	1
6:00 AM	1	0	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	0	1
7:00 AM	4	4	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	8
8:00 AM	9	4	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	4	13
9:00 AM	3	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	4	7
10:00 AM	1	3	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	4
11:00 AM	5	1	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	1	6
12:00 PM	0	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	3	3
1:00 PM	2	3	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	3	5
2:00 PM	7	4	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	4	11
3:00 PM	5	6	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	6	11
4:00 PM	0	8	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	8	8
5:00 PM	6	9	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	9	15
6:00 PM	4	2	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	2	6
7:00 PM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
8:00 PM	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	2
9:00 PM	0	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	1	1
10:00 PM	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0
11:00 PM	0	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	1	1
Total	48	55	103	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48	55	103
Percent	47%	53%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47%	53%	-

1. Mid-week average includes data between Tuesday and Thursday.



Vehicle Classification Report Summary

Location: S HYLAND PARK DR W/O BENNETT AVE

Count Direction: Eastbound / Westbound

Date Range: 10/6/2020 to 10/6/2020

Site Code: 01

	FHWA Vehicle Classification													Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	Volume
Study Total														
Eastbound	1	34	9	0	4	0	0	0	0	0	0	0	0	48
Percent	2.1%	70.8%	18.8%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%
Westbound	1	32	15	1	4	2	0	0	0	0	0	0	0	55
Percent	1.8%	58.2%	27.3%	1.8%	7.3%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%
Total	2	66	24	1	8	2	0	0	0	0	0	0	0	103
Percent	1.9%	64.1%	23.3%	1.0%	7.8%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100%

FHWA Vehicle Classification

Class 1 - Motorcycles	Class 8 - Four or Fewer Axle Single-Trailer Trucks
Class 2 - Passenger Cars	Class 9 - Five-Axle Single-Trailer Trucks
Class 3 - Other Two-Axle, Four-Tire Single Unit Vehicles	Class 10 - Six or More Axle Single-Trailer Trucks
Class 4 - Buses	Class 11 - Five or fewer Axle Multi-Trailer Trucks
Class 5 - Two-Axle, Six-Tire, Single-Unit Trucks	Class 12 - Six-Axle Multi-Trailer Trucks
Class 6 - Three-Axle Single-Unit Trucks	Class 13 - Seven or More Axle Multi-Trailer Trucks
Class 7 - Four or More Axle Single-Unit Trucks	

Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
Date Range: 10/6/2020 to 10/6/2020
Site Code: 01

Tuesday, October 6, 2020
Eastbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	1	4	3	0	1	0	0	0	0	0	0	0	0	9
9:00 AM	0	2	1	0	0	0	0	0	0	0	0	0	0	3
10:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
11:00 AM	0	4	1	0	0	0	0	0	0	0	0	0	0	5
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 PM	0	2	0	0	0	0	0	0	0	0	0	0	0	2
2:00 PM	0	6	0	0	1	0	0	0	0	0	0	0	0	7
3:00 PM	0	3	2	0	0	0	0	0	0	0	0	0	0	5
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	6	0	0	0	0	0	0	0	0	0	0	0	6
6:00 PM	0	2	2	0	0	0	0	0	0	0	0	0	0	4
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	34	9	0	4	0	0	0	0	0	0	0	0	48
Percent	2.1%	70.8%	18.8%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

Tuesday, October 6, 2020
 Westbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
9:00 AM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
10:00 AM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
11:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
12:00 PM	0	0	3	0	0	0	0	0	0	0	0	0	0	3
1:00 PM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
2:00 PM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
3:00 PM	0	3	3	0	0	0	0	0	0	0	0	0	0	6
4:00 PM	1	2	3	1	1	0	0	0	0	0	0	0	0	8
5:00 PM	0	8	1	0	0	0	0	0	0	0	0	0	0	9
6:00 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	2
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	32	15	1	4	2	0	0	0	0	0	0	0	55
Percent	1.8%	58.2%	27.3%	1.8%	7.3%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

Total Study Average Eastbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	1	4	3	0	1	0	0	0	0	0	0	0	0	9
9:00 AM	0	2	1	0	0	0	0	0	0	0	0	0	0	3
10:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
11:00 AM	0	4	1	0	0	0	0	0	0	0	0	0	0	5
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 PM	0	2	0	0	0	0	0	0	0	0	0	0	0	2
2:00 PM	0	6	0	0	1	0	0	0	0	0	0	0	0	7
3:00 PM	0	3	2	0	0	0	0	0	0	0	0	0	0	5
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	6	0	0	0	0	0	0	0	0	0	0	0	6
6:00 PM	0	2	2	0	0	0	0	0	0	0	0	0	0	4
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	34	9	0	4	0	0	0	0	0	0	0	0	48
Percent	2.1%	70.8%	18.8%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Note: Average only considered on days with 24-hours of data.

Mark Skaggs:425-250-0777
 mark.skaggs@idaxdata.com

Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

Total Study Average Westbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
9:00 AM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
10:00 AM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
11:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
12:00 PM	0	0	3	0	0	0	0	0	0	0	0	0	0	3
1:00 PM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
2:00 PM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
3:00 PM	0	3	3	0	0	0	0	0	0	0	0	0	0	6
4:00 PM	1	2	3	1	1	0	0	0	0	0	0	0	0	8
5:00 PM	0	8	1	0	0	0	0	0	0	0	0	0	0	9
6:00 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	2
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	32	15	1	4	2	0	0	0	0	0	0	0	55
Percent	1.8%	58.2%	27.3%	1.8%	7.3%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Note: Average only considered on days with 24-hours of data.

Mark Skaggs:425-250-0777
 mark.skaggs@idaxdata.com

Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
Date Range: 10/6/2020 to 10/6/2020
Site Code: 01

3-Day (Tuesday - Thursday) Average Eastbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	1	4	3	0	1	0	0	0	0	0	0	0	0	9
9:00 AM	0	2	1	0	0	0	0	0	0	0	0	0	0	3
10:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
11:00 AM	0	4	1	0	0	0	0	0	0	0	0	0	0	5
12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 PM	0	2	0	0	0	0	0	0	0	0	0	0	0	2
2:00 PM	0	6	0	0	1	0	0	0	0	0	0	0	0	7
3:00 PM	0	3	2	0	0	0	0	0	0	0	0	0	0	5
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	6	0	0	0	0	0	0	0	0	0	0	0	6
6:00 PM	0	2	2	0	0	0	0	0	0	0	0	0	0	4
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	34	9	0	4	0	0	0	0	0	0	0	0	48
Percent	2.1%	70.8%	18.8%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Mark Skaggs:425-250-0777
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Article VIII



Location: S HYLAND PARK DR W/O BENNETT AVE
 Date Range: 10/6/2020 to 10/6/2020
 Site Code: 01

3-Day (Tuesday - Thursday) Average Westbound

Time	FHWA Vehicle Classification													Total Volume
	1	2	3	4	5	6	7	8	9	10	11	12	13	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
8:00 AM	0	3	0	0	1	0	0	0	0	0	0	0	0	4
9:00 AM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
10:00 AM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
11:00 AM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
12:00 PM	0	0	3	0	0	0	0	0	0	0	0	0	0	3
1:00 PM	0	2	0	0	0	1	0	0	0	0	0	0	0	3
2:00 PM	0	3	1	0	0	0	0	0	0	0	0	0	0	4
3:00 PM	0	3	3	0	0	0	0	0	0	0	0	0	0	6
4:00 PM	1	2	3	1	1	0	0	0	0	0	0	0	0	8
5:00 PM	0	8	1	0	0	0	0	0	0	0	0	0	0	9
6:00 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	2
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	1
9:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	32	15	1	4	2	0	0	0	0	0	0	0	55
Percent	1.8%	58.2%	27.3%	1.8%	7.3%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Mark Skaggs:425-250-0777
 mark.skaggs@idaxdata.com

536 Hyland Park Drive Engineering Memo

11/25/2020

This memo is in reference to the application for a special use permit of a childcare center at 536 Hyland Park Drive. Given the need for childcare in our community, along with the cost implications of a childcare facility, we are attempting to minimize the alterations to the site. The budget set aside for the improvements has a direct correlation with the viability of this project. The applicant does not own the property so long-term investments on the site are limited. The proposed conditions to the site require several minor changes to meet the needs of it's special use permit. The items that needed to be addressed are listed below, along with their correlated impacts to the site.

- **Parking:** City of Glenwood Springs requires Nine (9) parking spaces for the proposed uses, along with an ADA parking space for meeting ADA compliancy.
 - The ADA parking will utilize the existing concrete pad on grade at the lower level of the building.
 - One gravel parallel parking space has been added along the driveway. Additional space in this gravel strip will be utilized as a pull-off to minimize conflicts with entering and exiting the site. To exit the site, vehicles using these parking spaces will have to pull down the driveway further to be able to turn around. The 12' drive aisle is met within the driveway, and the dimensions meet requirements for 1 parallel parking space.
 - Five parking spaces will use the gravel parking area to the southwest of the building. This area has been expanded slightly to the west with additional gravel surface, and an existing shed has been moved to allow for better vehicular movement on the site. All parking spaces meet the dimensions of the development code.
 - Three additional parking spaces will be rented from a neighboring site with additional parking. See information regarding this with the special use submittal.
 - Currently, we are proposing to maintain the access at 12' wide. As per the traffic study, at the peak hour there will be 17 vehicles accessing the site. This parking area will mostly be used by employees, and a portion of the drop-off for the children will occur in the public parking in the right of way. Widening of the access is possible, but it does not appear to be essential given the traffic load. If there are any issues, the designated pull-off area will allow for vehicular movement to continue.
- **ADA Access:** From the ADA parking space, the lower level can be easily accessed. From there, ADA ramps are proposed to go around the south side of the building. The ramps allow for access to the main level via the back deck or the front entry. The ramps are proposed to be crusher fine pathways when at grade, and wooden ramps when necessary.
- **Stormwater:** All proposed surfaces on the site are not considered impervious and do not negatively impact the stormwater leaving the site. The proposed parking and vehicular access alterations are additional gravel surface. Walkways are proposed as either crusher fines or decking with pervious earth below. The proposed conditions do not increase the flow rate off

the site and does not negatively impact the neighboring properties. There are no known existing issues with drainage on the site that need to be addressed during the renovation.

- **Utilities:** Currently, no alterations to the existing services will be necessary. This will be verified further in the design process and will be addressed in the Building Permit.
- **Grading:** All proposed grading on the site meet the requirements set by the municipal code. No proposed slopes are in excess of 3:1 in landscaped areas, and the vehicular access does not have any excessive grades. These grades will be further developed for permit submittal and will be shown in the grading and drainage plan.

As discussed with the client, we are open to discussion regarding variances or agreements, or changes to the design. Our approach is an attempt to make the project financially viable while still appealing the city requirements. If there are any comments regarding the design or the submittal process, feel free to contact me directly.

Jay Engstrom

Owner, P.E.

Birdhouse Designs LLC

Jay@birdhouse-designs.com

(970) 404 - 1144

oddo



July 24, 2020

Maggie Brown

maggie.brown@littlecoacademy.com

RE: Structural Observation, 536 S. Hyland, Glenwood Springs, Colorado
Oddo Engineering Project No: 2020-45

Dear Maggie,

On July 23, 2020, Robert Oddo, P.E. with Oddo Engineering conducted a structural observation of the existing condition of the wall in question and the roof beams above for the above reference building. Our scope of service was to determine if an existing wall can be removed to make two rooms into one for an open space. Our observation was limited to the present condition and was limited to areas easily accessible with no material testing. Existing structural drawings were not available.

We observed the non-load bearing wall beneath the structural 4 x 12 timber ridge beam and low closet walls in adjacent bedrooms. We conducted a structural calculation and determined that the existing 4 x 12 ridge beam, 12'-0" long, is adequate for the current snow load without a wall below.

In summary, it is acceptable to remove the non-load bearing wall, approximately 12'-0" long, beneath the 4 x 12 ridge beam and low closet walls per the proposed remodel in the bedrooms.

If you have any questions please feel free to give us a call to discuss.

Sincerely,

Robert A. Oddo
ODDO ENGINEERING, INC.
Robert A. Oddo, P.E.
Principal



7/24/2020

P20/2020-45 536 S Hyland Oddo Report 7-24-20



**HealthSafe Inspections Inc
390 Apple Drive
Basalt CO 81621
970-920-2100**

**Jim Baker CDPHE Asbestos Building Inspector #13437
Ben Baker CDPHE Asbestos Building Inspector #25863**

ASBESTOS REPORT

DATE

08/28/2020

CLIENT

Attn: Maggie Brown

**LittleCo Academy
1043 Park West Dr
Glenwood Springs CO 81601**

PROPERTY ADDRESS

536 South Hyland Park Drive, Glenwood Springs, Colorado 81601



CLIENT BACKGROUND & PLANS

The Client, Maggie Brown, is planning a renovation-remodel-demolition of the wall separating the two main-floor west bedrooms, the framed wall and cabinets along the SE of the kitchen and the basement east room island, which will have impacts of **disturbance, detachment, deconstruction, demolition and disposal (5D)** of drywall, wallpaper and sink coating building materials, of which some are *suspect* asbestos containing materials (ACM) or *suspect* asbestos containing building materials (ACBM). Prior to **5D**, Maggie is required to have an asbestos inspection by a State of Colorado CDPHE certified asbestos inspector who will collect bulk samples of the *suspect* ACM/ACBM and have those samples analyzed at a certified laboratory for asbestos content. Maggie hired HealthSafe Inspections, Inc. (hereinafter, HealthSafe) to perform a limited/unlimited asbestos inspection for these areas to be impacted.

VISUAL INSPECTION & LABORATORY FINDINGS

An inspection was conducted by Ben Baker of HealthSafe on Tuesday, August 18, 2020 with Maggie present during the initial survey, inspection and sample collecting. All suspect ACM/ACBM were identified by homogenous materials and sampled randomly respective to the scope of those materials slated for **5D**. The *suspect* ACM/ACBM collected and analyzed by EPA 600 Method PLM analysis are the following:

1. **Orange Peel Surfacing Texture**, a homogeneous spray-applied surfacing material/texture [samples 1-3: OP-1,2,3], collected randomly from the main-floor SW bedroom above the north man door, NW bedroom above the south man door and NW bedroom closet east exterior wall, respectively, using the AHERA random sampling grid # 15. This surfacing material/texture is on the walls of the main-floor west bedrooms. The estimated impact area of 5D is more than 10 sf, but less than 1,000 sf (± 300 sf), requiring a minimum of at least three surfacing/texture material samples. The PLM analytical estimated results: **2% Chrysotile asbestos** in samples 1 and 2 with **EPA 400 Point Count** results of **0.75% and 0.5% Chrysotile asbestos**, respectively.
2. **Drywall System Joint Compound**: a homogeneous miscellaneous seam taping compound requiring at least two samples [samples 4-5: JC-1,2], collected from the main-floor NW bedroom closet SW corner and the SE kitchen wall west side above the countertop near the outside corner, respectively. This material is applied to the interior drywall system. The PLM analytical *estimated* results: **2% Chrysotile asbestos** in sample 4 from the closet and **NONE DETECTED** in sample 5 from the kitchen wall.
3. **Drywall System**, a homogeneous taped and joint compounded drywall system (classified as a miscellaneous material as a complete integral system) [samples 6-7: J-1,2], collected from the main-floor NW bedroom closet SW corner and the SE kitchen wall west side above the countertop near the outside corner,

respectively. These composite layered taped and joint compounded drywall materials are on the ceilings and walls of the house interior with NO applied surfacing material/texture on the kitchen wall an orange peel applied surfacing material/texture in the bedrooms. The estimated impact area of 5D is more than 10 sf, but less than 1,000 sf (± 400 sf), requiring a minimum of at least two composite core samples of all layers. The PLM analytical estimated results: **2% Chrysotile asbestos** in the joint compound of sample 6 from the bedroom with a **total composite concentration** of **0.5% Chrysotile asbestos** and NONE DETECTED in sample 7 from the SE kitchen wall.

4. **Kitchen Wall Wallpaper**, a homogeneous miscellaneous material requiring a minimum of at least two samples [samples 8-9: WP-1,2], collected from the east side of the east framed kitchen wall from the north side and lower south side, respectively. The PLM analytical estimated results: NONE DETECTED.
5. **Basement Sink Coating**, a homogeneous miscellaneous material requiring a minimum of at least two samples [samples 10-11: SNK-CT-1,2], collected from the basement island sink east and west, respectively. The PLM analytical estimated results: NONE DETECTED.

A total of 11 suspect homogeneous ACM/ACBM bulk samples were collected and 11 samples were analyzed. The bulk samples were analyzed by EPA 600 PLM analytical methods by a NVLAP accredited laboratory in accordance with Colorado State Regulation 8 for the presence of asbestos mineral fibers.

See supporting Hayes Microbial Consulting, Inc. data report #20028433_2.

HEALTHSAFE CONCLUSIONS

- There is asbestos in the orange peel surfacing texture in the main-floor west bedrooms proven by EPA 400 Point Count method to be at a concentration below that of which is regulated by the State of Colorado. This will NOT require asbestos abatement by a State-Certified and State-Permitted contractor. Any contractor can remove and dispose of the asbestos containing materials following the proper Federal OSHA regulations. All waste and debris must be disposed of at an approved facility that accepts friable asbestos containing materials. See EPA 40 CFR 763.121 Worker Protection Rule, OSHA 29 CFR 1910.134 Respirator Protection Standard, OSHA 29 CFR 1910.1001 General Industry Standard and OSHA 29 CFR 1926.1101 Construction Standard regulations when dealing with asbestos hazards.
- There is asbestos in the joint compound in the bedrooms at a total composite concentration of less than that of which is regulated by the State of Colorado. Federal OSHA regulations apply when handling asbestos hazards at any concentration.
- There is NO asbestos in the SE framed kitchen wall and the basement sink coating. NO asbestos abatement will be required for any of these building

materials. All non-asbestos containing building waste and debris can be disposed of in any landfill which accepts normal, non-hazardous building waste.

Sincerely Submitted,

Ben Baker

Ben Baker

COLORADO & FEDERAL ASBESTOS REGULATIONS SUMMARY

Regulation No. 8 Part B – Asbestos of the Colorado Department of Public Health and Environment (CDPHE), Air Quality Control Commission requires a State-certified Asbestos Building Inspector to inspect and collect bulk samples of all suspect asbestos containing materials (ACM) or suspect asbestos containing building materials (ACBM) prior to their disturbance, removal or demolition and disposal. The suspect materials shall be analyzed by a NVLAP accredited laboratory by polarized light microscopy (PLM) using EPA 600 analytical method. A material which is estimated to contain more than 1% asbestos is classified as ACM/ACBM and regulated by the State and Federal governments. Any friable (able to crush or reduce to powder by finger pressure) asbestos with trace amounts of asbestos fibers or less than 1% must be point-counted using EPA 400 analytical method to prove that it is indeed less than 1%; if not, it must be classified as ACM/ACBM and shall be treated as a State and Federal regulated material. Any friable asbestos containing material (greater than 1% asbestos concentration) or ACM/ACBM that could be rendered friable during its removal or demolition and disposal shall require an asbestos abatement by a certified asbestos abatement contractor to remove and dispose of the material(s).

A Colorado State (CDPHE) issued asbestos abatement permit is required for the following trigger levels of ACM/ACBM:

- 1. Residential buildings** of four or fewer units--if more than 32 square feet of any surface coverage (e.g., gypsum wallboard or drywall and associated applied surfacing materials/textures, acoustic sprays, joint compounds, plaster, etc.), 50 feet of asbestos covered or asbestos insulated pipe or any material which would fill a 55-gallon drum is going to be disturbed, removed or disposed of, an asbestos abatement permit is required.
- 2. Residential complexes** with more than four residential units, **public access areas** to a residential building, **commercial and retail buildings, public and civic buildings, industrial buildings**--if more than 160 square feet of surfacing materials, 260 linear feet or more than 35 cubic feet (NESHAP) or 55-gallon drum (CDPHE) of suspect ACM/ACBM is going to be disturbed, removed or disposed of, an asbestos abatement permit is required under NESHAP and by the CDPHE. See note below on OSHA.

The regulations require an absolute minimum of 3 samples (EPA suggests 9) per homogenous suspect surfacing and TSI materials and an absolute minimum of 2 samples of homogenous miscellaneous materials or any number of “samples sufficient to determine whether a material is ACM” (Reg8.IV.D.3). More samples are required based on surface area or volume. These are minimums; the asbestos building inspector has the field responsibility to determine homogenous materials and the number of samples to collect per material; more than the minimum number of samples may be necessary at the discretion of the inspector. An assessment of friability and functional space conditions of the materials are also the inspector’s field responsibilities.

OSHA compliance is required for all employers and employees no matter the quantity of asbestos present with strict regulations regarding 10 sf or more of TSI or friable surfacing materials, and therefore it does not matter what the quantity or State trigger levels are: all suspect ACM/ACBM shall be inspected and tested for asbestos prior to their disturbance, removal and disposal for worker protection and safety. See EPA 40 CFR 763.121 Worker Protection Rule, OSHA 29 CFR 1910.134 Respirator Protection Standard, OSHA 29 CFR 1910.1001 General Industry Standard and OSHA 29 CFR 1926.1101 Construction Standard regulations when dealing with asbestos hazards.

Note: County or City regulations may be more stringent.

Analysis Report prepared for

HealthSafe Inspections

390 Apple Drive
Basalt, CO 81621

Phone: (970) 920-2100

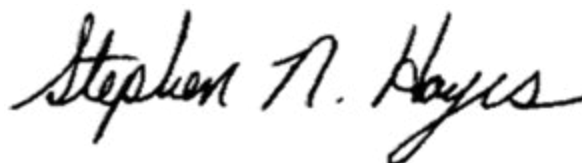
Maggie Brown
536 S Hyland Park Dr
Glenwood Springs, CO 81601

Collected: **August 18, 2020**
Received: **August 19, 2020**
Reported: **August 26, 2020**

We would like to thank you for trusting Hayes Microbial for your analytical needs!
We received 11 samples by FedEx in good condition for this project on August 19th, 2020.

The results in this analysis pertain only to this job, collected on the stated date, and should not be used in the interpretation of any other job. This report may not be duplicated, except in full, without the written consent of Hayes Microbial Consulting, LLC..

This laboratory bears no responsibility for sample collection activities, analytical method limitations, or your use of the test results. Interpretation and use of test results are your responsibility. Any reference to health effects or interpretation of mold levels is strictly the opinion of Hayes Microbial. In no event, shall Hayes Microbial or any of its employees be liable for lost profits or any special, incidental or consequential damages arising out of the use of these test results.



Steve Hayes, BSMT(ASCP)
Laboratory Director
Hayes Microbial Consulting, LLC.



EPA Laboratory ID: VA01419



Lab ID: #188863



DPH License: #PH-0198

#	Sample	Material Description	Non-Asbestos Fibers	Asbestos Fibers
1	1 - OP-1	Brittle / Cream		2% Chrysotile
2	2 - OP-2	Brittle / Cream		2% Chrysotile
3	3 - OP-3	Paint-Like / Yellow		None Detected
4	4 - JC-1	Joint Compound / Cream		2% Chrysotile
5	5 - JC-2	Joint Compound / White		None Detected
6	6 - J-1	Drywall / White/Brown	5% Cellulose Fibers	None Detected
		Joint Compound / Cream		2% Chrysotile
		Joint Compound / Drywall / White/Brown	5% Cellulose Fibers	0.50% Chrysotile
		Lab Note: Composite of Drywall & Joint Compound.		
7	7 - J-2	Drywall / White/Brown	5% Cellulose Fibers	None Detected
		Joint Compound / White		None Detected
		Joint Compound / Drywall / White/Brown	5% Cellulose Fibers	None Detected
		Lab Note: Composite of Drywall & Joint Compound.		

#	Sample	Material Description	Non-Asbestos Fibers	Asbestos Fibers
8	8 - WP-1	Paper / White	65% Cellulose Fibers	None Detected
		Adhesive-Like / Yellow		None Detected
9	9 - WP-2	Paper / White	65% Cellulose Fibers	None Detected
		Adhesive-Like / Yellow		None Detected
10	10 - SNK-CT-1	Debris / Purple		None Detected
11	11 - SNK-CT-2	Debris / Purple		None Detected

Asbestos 400 Point Count

#	Sample	Material Description	Total Points	Non-Asbestos Fibers	Asbestos Fibers
1	1 - OP-1	Brittle / Cream	400		0.75% Chrysotile
2	2 - OP-2	Brittle / Cream	400		0.50% Chrysotile

Analysis Details	All samples were received in acceptable condition unless otherwise noted on the report. This report must not be used by the client to claim product certification, approval, or endorsement by AIHA, NIST, NVLAP, NY ELAP, or any agency. The results relate only to the items tested. Hayes Microbial Consulting reserves the right to dispose of all samples after a period of 60 days in compliance with state and federal guidelines.
PLM Analysis	All Polarized Light Microscopy (PLM) results include an inherent uncertainty of measurement associated with estimating percentages by PLM. Materials with interfering matrix, low asbestos content, or small fiber size may require additional analysis via TEM Analysis.
TEM Analysis	Analysis by TEM is capable of providing positive identification of asbestos type(s) and semi-quantitation of asbestos content.
Definitions	'None Detected' - Below the detected reporting limit of 1% unless point counting is performed, then the detected reporting limit is .25%.
New York ELAP	Per NY ELAP198.6 (NOB), TEM is the only reliable method to declare an NOB material as Non-Asbestos Containing. Any NY ELAP samples that are subcontracted to another laboratory will display the name and ELAP Lab Identification number in the report page heading of those samples. The original report provided to Hayes Microbial Consulting is available upon request.



Colorado Department
of Public Health
and Environment

ASBESTOS CERTIFICATION*

This certifies that

Benjamin L Baker

Certification No.: 25863

has met the requirements of 25-7-507, C.R.S. and Air Quality Control
Commission Regulation No. 8, Part B, and is hereby certified by the
state of Colorado in the following discipline:

Building Inspector*

Issued: September 25, 2019

Expires: September 25, 2020

** This certificate is valid only with the possession of a
current Division-approved training course certification
in the discipline specified above.*

Jaqueline Banda
Authorized APCD Representative

SEAL



Colorado Department
of Public Health
and Environment

ASBESTOS CONSULTING FIRM

This certifies that

HealthSafe Inspections, Inc.

Registration No.: ACF - 18234

has met the registration requirements of 25-7-507, C.R.S. and the Air Quality Control Commission Regulation No. 8, Part B, and is hereby authorized to perform asbestos consulting activities as required under Regulation No 8, Part B, in the state of Colorado.

Issued: May 14, 2020

Expires: May 14, 2021

Authorized APCD Representative

SEAL

Radon Test Result: 1.1 ±0.3 pCi/L**Test Started 08/19/20 at 7:00 pm****Test Ended 08/23/20 at 4:00 pm**

Closed house conditions maintained during test.

Location Basement

MARGARET BROWN
536 HYLAND PARK DR
GLENWOOD SPRINGS, CO 81601-4276

Air Chek**PO Box 2000****Naples, NC 28760****www.radon.com****Your Test Result**

This result has been rounded to one-tenth (0.1) of a pCi/L (picocurie per liter). This test result reflects the amount of radon measured in this sample AFTER it arrived at our laboratory. All analysis calculations are automatically adjusted to reflect the length of test, the amount of moisture in the sample, temperature, time from the end of test, and the amount of radiation measured. If your test kit was used prior to the Use By date, ALL the testing protocols and instructions were carefully followed, and the data recorded properly on the test packet, then it is reasonable to assume this is an accurate assessment of the average level of the radon this sample was exposed to during the test period.

This radon test was provided to you by GARFIELD CPHD / 970-625-5200.

INTERPRETING YOUR TEST RESULT

The U.S. EPA recommended action level for indoor radon is 4.0 pCi/L. The EPA indicates that there is little short-term risk with test results in this range (0.0 to 1.9).

However, radon often changes due to seasonal weather patterns, so you may want to test again in another season or after structural changes as conditions may change over time. EPA recommends testing every 2 years. Future test kits can be purchased directly at radon.com.

You may be able to obtain additional information about radon related subjects by calling your **state radon officer at 800-846-3986**.

**LONG TERM RADON TEST KITS**

The EPA suggests re-testing for radon every 2 years.

www.radon.com/testkits**FIND A RADON PROFESSIONAL**

Licensed. Insured. Certified.

www.radon.com/findpro**Health Risks**

The primary health risk from long-term exposure to radon is lung cancer. The risk of developing a lung cancer from radon exposure depends both on how much radon is present and how long you are exposed to radon. The higher the radon level or the longer the time of exposure, even if the levels are relatively low, the greater the risk. EPA has set an Action Level for radon at 4 pCi/L; however radon concentrations less than 4 pCi/L still pose some health risks. The Indoor Radon Abatement Act set a goal for indoor radon concentrations to equal the amount of radon found outdoors, which is estimated to be ~ 0.4 pCi/L.

Conducting Follow-up Measurements

USEPA protocol describes two general types of radon measurements: short-term tests conducted from 48 hours up to 90 days, and long-term tests that last from 91 to 365 days. Your first test (initial/screening) should be a short-term 'worst-case' screening to see if there is a potential for high exposure to radon. Screening tests should be conducted under closed-building conditions, in the lowest lived-in area in the house, because the highest concentrations of radon will usually be found in a room closest to the underlying soil. Tests made under these conditions are less likely to miss a house with a potential for high concentrations. On the other hand, if the results of worst-case screening tests are very low, there is a high probability that the average annual concentrations in the house are also low.

(Continued on Back)

Most states have a radon office to assist citizens with general questions about radon and radon reduction techniques. Many states maintain a list of licensed or certified radon testing and mitigation professionals. You can visit www.state-radon.info to find the list of state radon contacts, as well as links to additional radon resources in your area.

Conducting Follow-up Measurements

The higher your initial (screening) tests, the sooner you should conduct follow-up measurements. The EPA states that you should retest the same location that was tested initially.

For additional or follow-up testing, make sure at least one test is conducted in the **lowest lived-in level** of the home. Also choose regularly used rooms, such as family rooms, dens, playrooms, or bedrooms. A bedroom on the lower level may be a good choice, because people generally spend the most time in their bedrooms (approximately one-third of the year). If there are children, it may be appropriate to test their rooms or other areas where they spend a lot of time, especially at the lower levels. All short-term follow-up tests **must** be conducted under closed-building conditions. If closed-building conditions cannot be maintained, a long-term measurement conducted under normal living conditions could be used to help estimate average annual exposures.

Tests **should not be conducted** in a kitchen or a bathroom because high humidity, exhaust fans, and other factors can adversely affect the test results. Tests **should not be conducted** in storage areas or laundry rooms, because relatively little time is spent there. Although radon in water may be a contributor to the concentration of airborne radon, radon in air should be **confirmed** before a test for radon in water is performed.

It is recommended that before spending any time or money on radon mitigation, one should conduct multiple (two or more) tests to be certain there is a need. A few more tests will most certainly cost considerably less than any mitigation work.

If follow-up measurements have **confirmed** that the average annual level of radon is equal to or greater than 4 pCi/L, the USEPA recommends that the building or home be mitigated for radon. Consider also that a future buyer is likely to demand that the building pass a radon test before purchasing.

Variations in Radon Levels - What can affect your test results and why it may be important to conduct confirmation tests.

When tests are performed in different seasons or under different weather conditions, the initial screening and follow-up tests may vary considerably. Radon levels can vary significantly between seasons, so different results **are often expected**. Even during normal weather, indoor radon levels may rise and fall by a factor of two on a daily cycle; for example, from 5 pCi/L to 10 pCi/L in 24 hours. During rapidly changing or stormy weather, the levels may change more dramatically.

If you are comparing tests, or are averaging a series of tests, bear in mind that any radon test returns only the average of the levels present during a **specific period of time** at the **precise location** of the test. Conditions during a different test period or at a different location in the building are **expected to be different**.

Test results can also vary if the radon test instructions were not carefully followed. A laboratory measuring radon in samples taken outside the lab **must rely on the person conducting the test**. For example, the wrong starting or ending date of a test will significantly affect the calculated result. The location of each radon test can also influence the result. For example, a test placed in the blowing air stream of a fan is likely to collect more radon than it would under normal conditions. Also, three tests conducted in one home, but in three different rooms, **would be expected to have at least slightly different test results**.

Test results from a properly used activated charcoal test will more closely reflect the average radon concentrations over the last three to four days of the test period. This happens because the radon collected by the activated charcoal has a radioactive half-life of only four days. This means, for example, over one-half of the radon collected during the first three days of a seven day test 'died' before the test ended.

If you have further questions regarding this test or need advice on follow-up testing, call fax or email our technical service department listed below.

Thank you for choosing the Air Chek test device

PERFORMING RADON TESTS FOR A REAL ESTATE TRANSACTION

EPA guidelines recommend that at least two short-term tests should be conducted, either together or sequentially, in the lowest level of the building usable by the buyers. If the average of all the tests is 4 pCi/L or more, the recommendation is to have the building mitigated by a certified professional. If the average is below 4 pCi/L, then no further action is necessary at this time, although testing in the future is recommended. It is **highly recommended** that any property transaction tests be conducted by a certified radon professional. To locate a listed or certified radon tester, contact your state radon office (www.state-radon.info) or go to www.nrpp.info to download a list of professionals certified by the National Radon Proficiency Program (NRPP).

Also visit www.epa.gov/radon to download the latest copy of their publication: *Home Buyer's and Seller's Guide to Radon*.

Limitation of Liability: While we at Air Chek make every effort to maintain the highest possible quality control and include several checks and verification steps in our procedures, we make **NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS** with respect to any item furnished, information supplied or services rendered you by Air Chek. Before any action is taken on the basis of test results given to you by Air Chek, we recommend that further testing be done. Neither Air Chek, nor any of our employees or agents, shall be liable under any claim, charge, or demand, whether in contract, tort or otherwise, for any and all losses, costs, charges, claims, demands, fees, expenses, injuries or damages (including without limitation **INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH ARE EXCLUDED**) of any nature or kind arising out of, connected with, resulting from, or sustained as a result of any item furnished, information supplied, or service rendered to you by Air Chek.

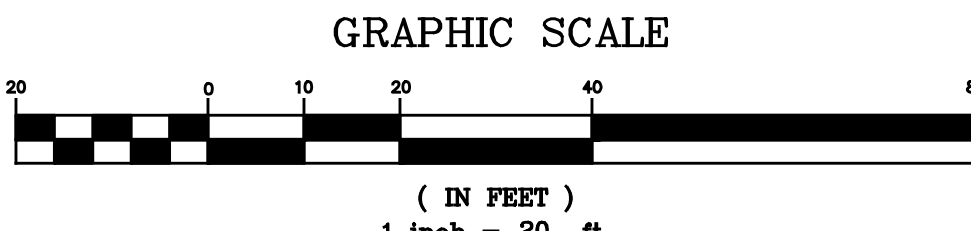
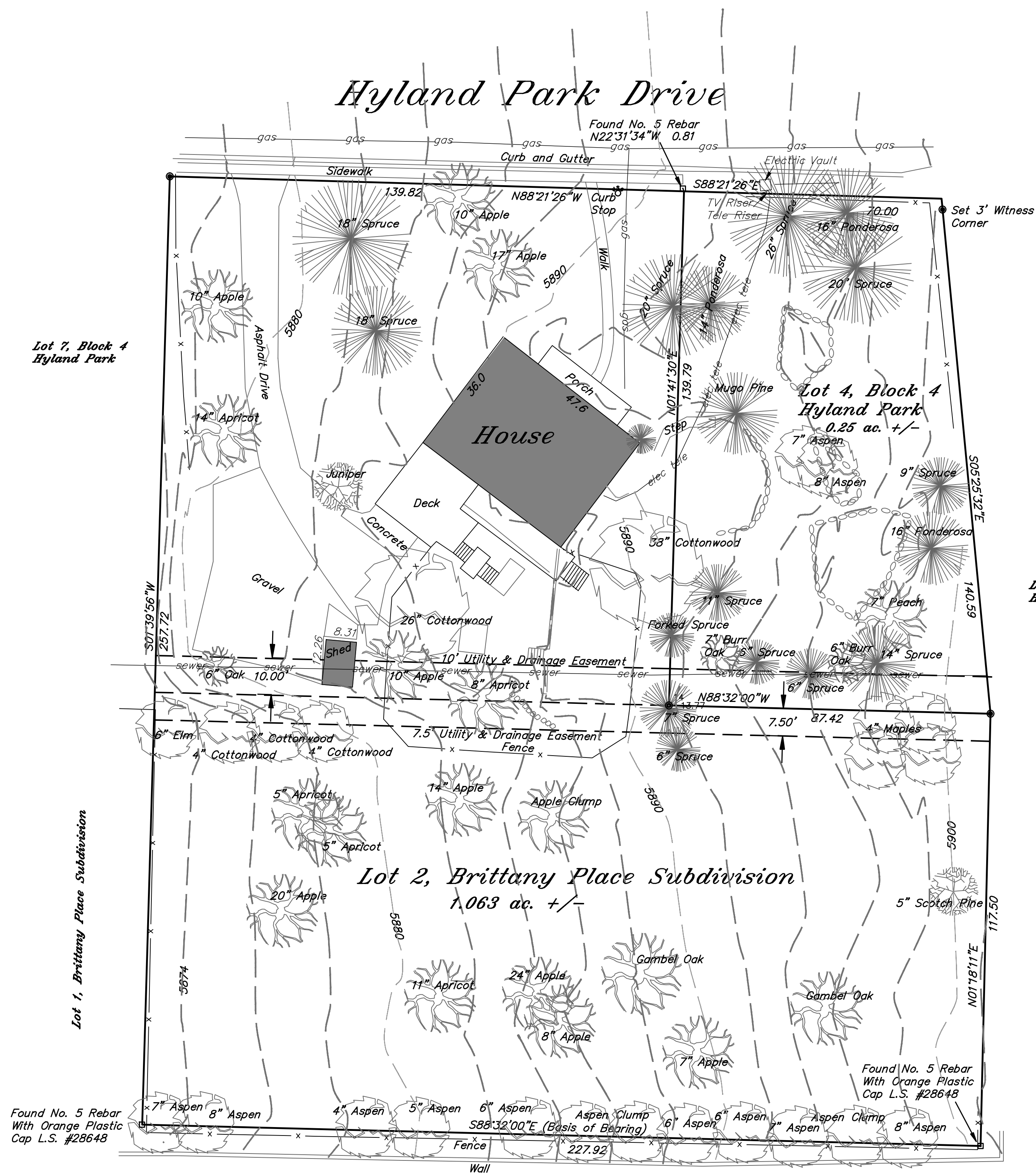
Notice to Pennsylvania Residents: The Radon Certification Act requires that anyone who provides any radon-related service or product to the general public must be certified by the Pennsylvania Department of Environmental Protection. You are entitled to evidence of certification from any person who provides such services or products. You are also entitled to a price list for services or products offered. All radon measurement data will be sent to the Department as required in the Act and will be kept confidential. If you have any questions, comments, or complaints concerning persons who provide radon-related services, please contact the Department of Environmental Protection, P.O. Box 8469, Harrisburg, PA 17105-8469 (717-783-4594).

The radon test kit(s) used for this report is certified by the National Radon Proficiency Program (NRPP), Lab ID: 101138AL, for use in all fifty states. It is also listed or certified for use in all states that have a radon program.

For technical information, call (800) 247-2435. Office hours are Mon-Fri 8:30 to 5:30 Eastern
You can reach us by Fax at (828) 684-8498 or by email at info@radon.com
Web Site: www.radon.com

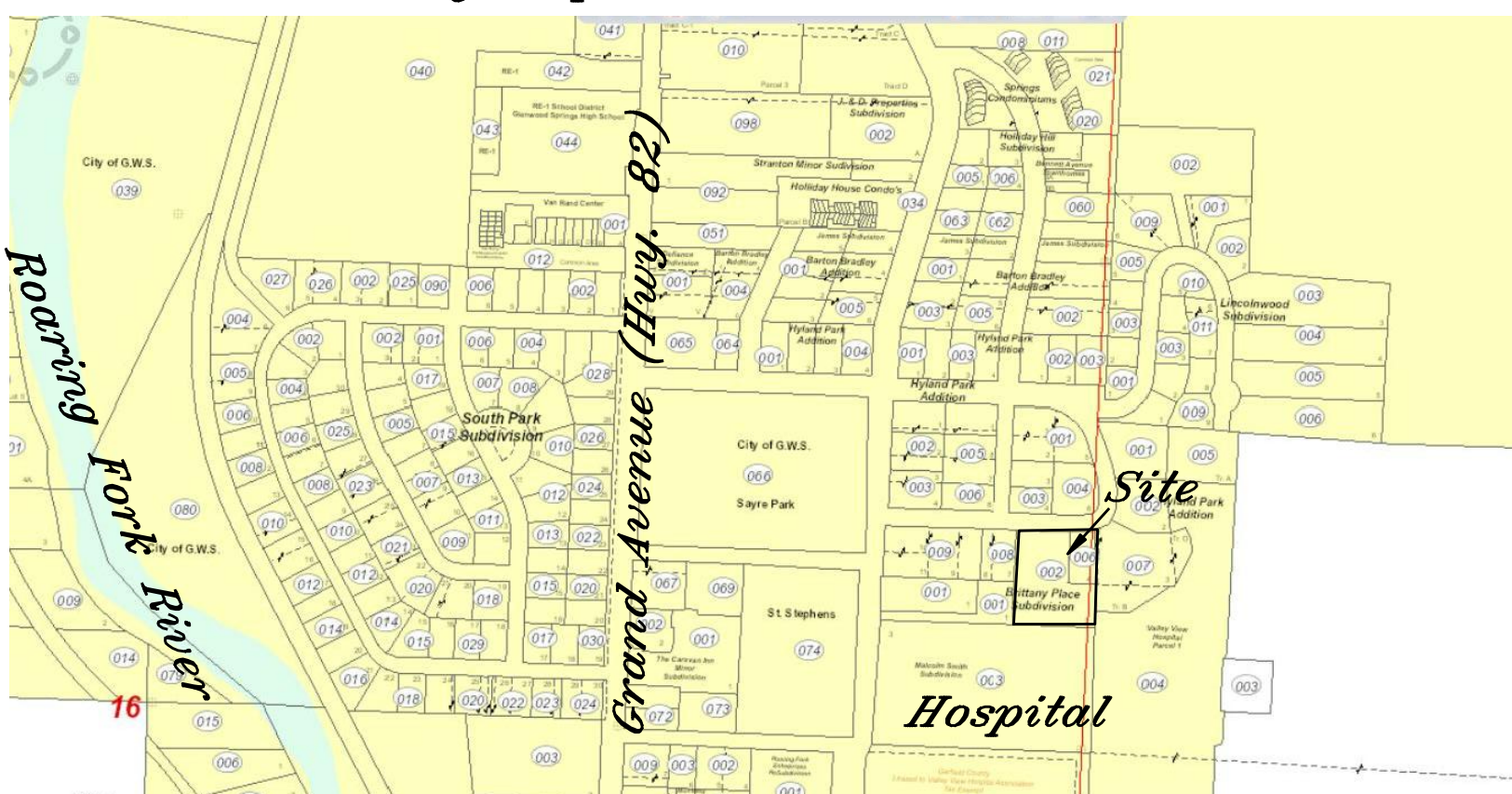
Improvement Survey Map

Lot 2, Brittany Place Subdivision (Parcel A) and
Lot 4, Block 4, Hyland Park Addition (Parcel B)
City of Glenwood Springs, County of Garfield, State of Colorado



- Legend and Notes:
- □ indicates found monument as described hereon.
 - ● indicates set No. 5 rebar with red plastic cap L.S. #33638.
 - Bearings are based upon a #5 rebar with a orange plastic cap L.S.#28648 found at the southeasterly corner and at the southwaesterly corner both of the subject lot using a bearing of S88°32'00"E between the two described monuments.
 - This survey does not represent a title search by this surveyor to determine ownership or to discover easements or other encumbrances of record. All information pertaining to ownership, easements or other encumbrances of record has been taken from a title insurance commitment issued by Land Title Guarantee Company, dated August 23, 2013 as Order Number GW63008282.
 - The unit of measurement used in this survey was the US Survey Foot.
 - Date of Survey- May 21, 2013.

Vicinity Map 1"=500'



- THIS PROPERTY IS SUBJECT TO THE FOLLOWING EXCEPTIONS PER SAID TITLE COMMITMENT:
8. RIGHT OF PROPRIETOR OF A VEIN OR LODE TO EXTRACT AND REMOVE HIS ORE THEREFROM SHOULD THE SAME BE FOUND TO PENETRATE OR INTERSECT THE PREMISES AS RESERVED IN UNITED STATES PATENT RECORDED MARCH 27, 1888, IN BOOK 12 AT PAGE 2.
 9. TERMS, CONDITIONS, AND PROVISIONS OF SUBDIVIDER'S AGREEMENT RECORDED JANUARY 20, 1982, IN BOOK 591 AT PAGE 46 AND AS AMENDED IN INSTRUMENT RECORDED MARCH 28, 1983, IN BOOK 623 AT PAGE 699.
 10. EASEMENTS, RIGHTS OF WAY AND OTHER MATTERS AS SHOWN ON THE PLAT OF BRITTANY PLACE SUBDIVISION RECORDED MARCH 28, 1983 AS RECEPTION NO. 340299.
 11. UTILITY EASEMENTS AS RESERVED IN INSTRUMENT RECORDED JULY 7, 1955 IN BOOK 285 AT PAGE 539 AS RECEPTION NO. 190440, SAID EASEMENTS BEING SPECIFICALLY REFERRED TO IN PARAGRAPH 6, OF SAID INSTRUMENT AS FOLLOWS: A. EASEMENTS FOR INSTALLATION AND MAINTENANCE OF UTILITIES AND DRAINAGE FACILITIES ARE RESERVED, AS SHOWN ON THE PLAT AND OVER THE AREA 10 FEET OF EACH LOT.
 12. EASEMENT, RIGHTS OF WAY AND OTHER MATTERS AS SET FORTH ON THE PLAT OF HYLAND PARK ADDITION RECORDED JULY 21, 1955 AS RECEPTION NO. 190620.
 13. RESTRICTIVE COVENANTS, WHICH DO NOT CONTAIN A FORFEITURE OR REVERTER CLAUSE, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS CONTAINED IN INSTRUMENT RECORDED JULY 07, 1955, IN BOOK 285 AT PAGE 538.
 14. UNDIVIDED ONE-HALF INTEREST IN ALL OIL, GAS AND OTHER MINERAL RIGHTS, AS RESERVED BY J.E. SAYRE IN THE DEED TO KENNETH C. BALCOMB, JR. RECORDED JANUARY 7, 1955 IN BOOK 581 AT PAGE 503 AS RECEPTION NO. 188304, AND ANY AND ALL ASSIGNMENTS THEREOF OR INTERESTS THEREIN. (ITEMS ABOVE AFFECT PARCEL A)
 15. RIGHT OF PROPRIETOR OF A VEIN OR LODE TO EXTRACT AND REMOVE HIS ORE THEREFROM SHOULD THE SAME BE FOUND TO PENETRATE OR INTERSECT THE PREMISES AS RESERVED IN UNITED STATES PATENT RECORDED MARCH 27, 1888, IN BOOK 12 AT PAGE 2.
 16. UTILITY EASEMENTS AS RESERVED IN INSTRUMENT RECORDED JULY 7, 1955 IN BOOK 285 AT PAGE 539 AS RECEPTION NO. 190440, SAID EASEMENTS BEING SPECIFICALLY REFERRED TO IN PARAGRAPH 6, OF SAID INSTRUMENT AS FOLLOWS: A. EASEMENTS FOR INSTALLATION AND MAINTENANCE OF UTILITIES AND DRAINAGE FACILITIES ARE RESERVED, AS SHOWN ON THE PLAT AND OVER THE AREA 10 FEET OF EACH LOT.
 17. EASEMENT, RIGHTS OF WAY AND OTHER MATTERS AS SET FORTH ON THE PLAT OF HYLAND PARK ADDITION RECORDED JULY 21, 1955 AS RECEPTION NO. 190620.
 18. RESTRICTIVE COVENANTS, WHICH DO NOT CONTAIN A FORFEITURE OR REVERTER CLAUSE, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS CONTAINED IN INSTRUMENT RECORDED JULY 07, 1955, IN BOOK 285 AT PAGE 538.
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Surveyor's Certificate:
I, Jeffrey Allen Tuttle, being a Professional Land Surveyor in the State of Colorado, do hereby certify that this improvement survey was made under my supervision and is true and correct to the best of my belief and knowledge. I further certify that the improvements on the above described parcel on this date, May 21, 2013, except utility connections are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described premises by improvements on any adjoining premises except as indicated, and that there is no apparent evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

Jeffrey Allen Tuttle L.S. 33638 Date 11/25/2020

Notice:
According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. No event may any legal action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

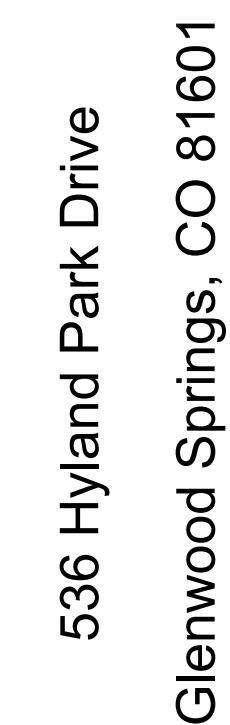
TUTTLE SURVEYING SERVICES
P.O. Box 983
Glenwood Springs, Colorado 81602
(970) 928-9708 (FAX 947-9007)
jeff@tss-us.com



Improvement Survey Map

536 Hyland Park Drive
Glenwood Springs, Co. 81601

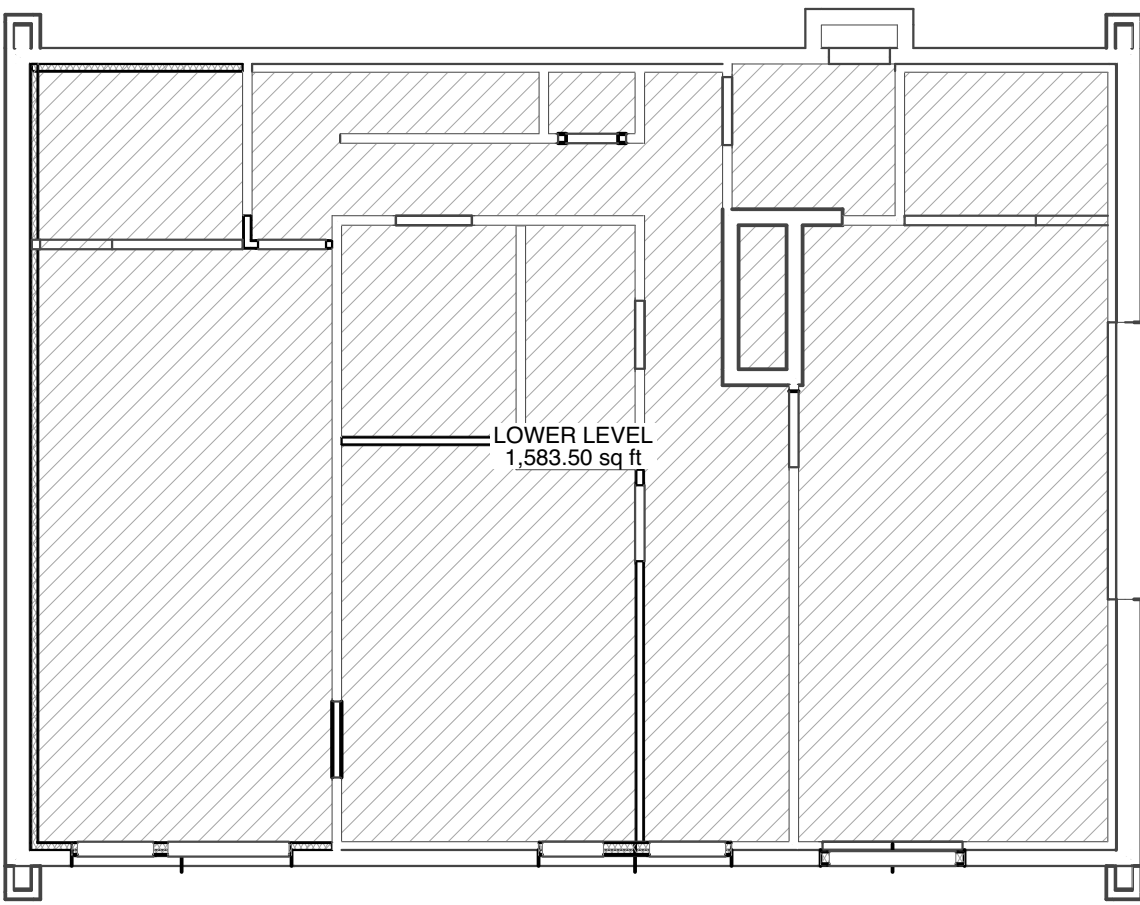
Drawn by: JT
Date: 11/25/2020



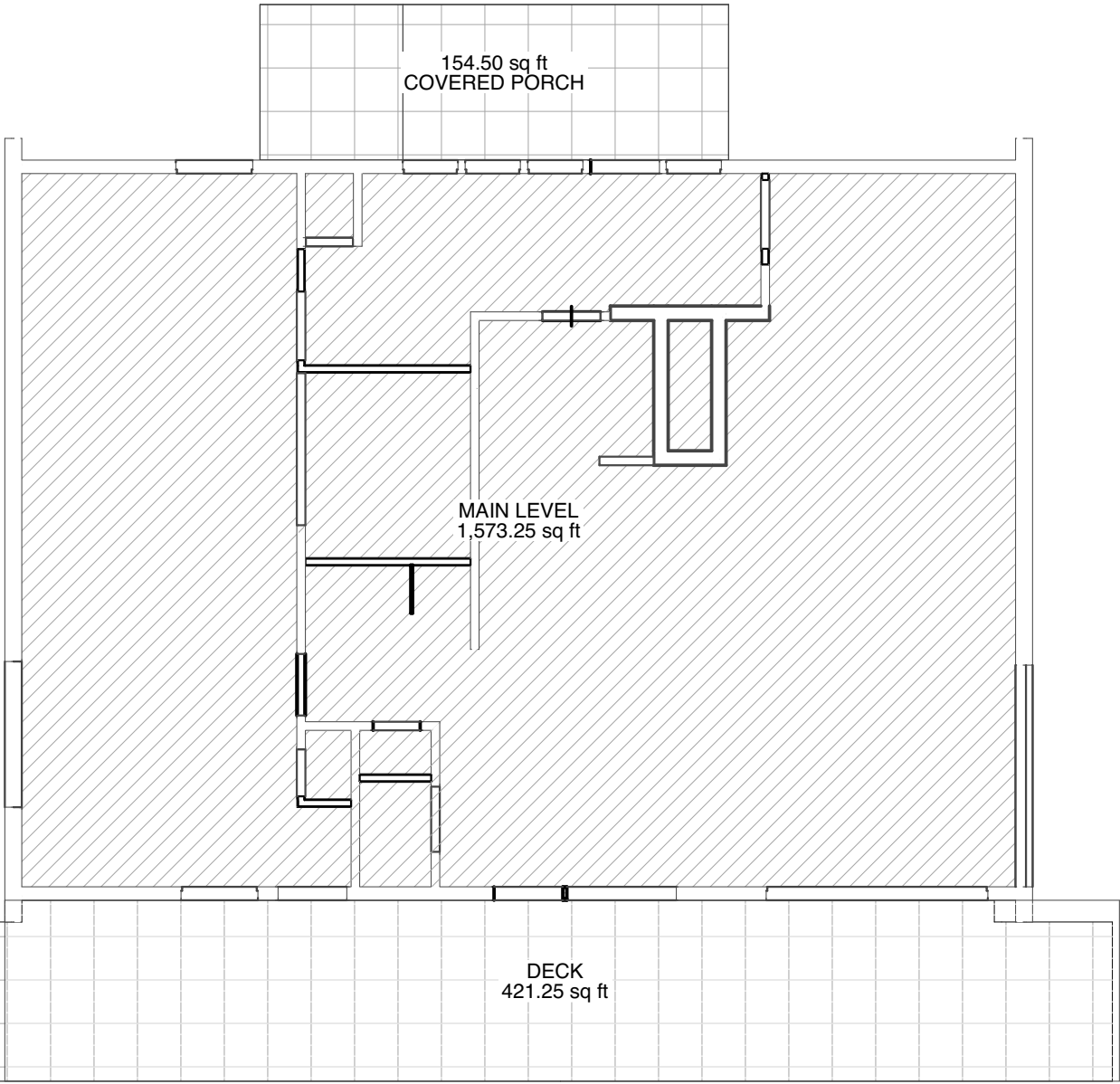
Date _____

Job #: 2020-09
Not For Construction

C.01
of 1 total pages



PROPOSED LOWER LEVEL AREA 1/8" = 1'-0"



PROPOSED MAIN LEVEL AREA 1/8" = 1'-0"

TOTAL GROSS FLOOR AREA LOT AREA = 11,000 SF		
CONDITIONED SPACE	EXISTING	PROPOSED
LOWER LEVEL	1,583.50 SF	1,583.50 SF
MAIN LEVEL	1,573.25 SF	1,573.25 SF
TOTAL	3,156.75 SF	3,156.75 SF
COVERED DECK/PATIO	154.50 SF	154.50 SF
UNCOVERED DECK/PATIO	421.25 SF	421.25 SF

Project Description					
Lot Size Information	Acres	Square feet	Lot Coverage	Existing (Sq Ft & %)	Proposed (Sq. Ft. & %)
	1.313 Ac	57,194 Sq Ft		2,867.50 Sq Ft 5%	2,735.50 Sq Ft 4.7%
Limits of Disturbance	Existing (Sq & %)	Proposed (Sq. Ft. & %)	Average Slope within Limits of Disturbance	Percentage %	
	0	12,452.75 Sq Ft 22%		10.4%	
Off-street Parking Spaces	Existing # Vehicle Spaces	Proposed # Vehicle Spaces	Bicycle Parking	Existing # Spaces	Proposed # Spaces
	3	6 ON-SITE 1 ON-SITE ADA 3 OFFSITE, <500FT		0	3
Residential Units	# Existing Units	# Proposed Units	Non-residential Uses	Type of Use(s)	Gross Floor Area (Sq. Ft.)
	1	0		1. EDUCATION 2. OFFICE	3,156.75 Sq Ft
Open Space	Existing (Sq ft & %)	Proposed (Sq Ft & %)	Total Landscaped area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
	N/A	N/A		51,068.75 Sq Ft 89 %	46,136 Sq Ft 80 %
Building Height	Existing	Proposed	Total Impervious Area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
	21'-0"	21'-0" (NO CHANGE)		4,484.25 Sq Ft 8%	3,521.25 Sq Ft 8 %
Snow Storage	Required (sq ft)	Proposed (sq ft)	Other		
	0'	1,236.75 Sq Ft			

Geologic hazards disclosure.
This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are moderate soil hazard and adjacent to moderate slope hazard.
A final Geological Hazard Report will be submitted upon application of a building permit.



VICINITY MAP

LITTLE CO ACADEMY CHILDCARE CENTER

SPECIAL USE PERMIT
PLANNING DOCUMENTS - NOT FOR CONSTRUCTION

536 SOUTH HYLAND PARK
GLENWOOD SPRINGS, CO 81601

CODE EDITIONS: 2015 IBC, 2015 IEBC, 2015 IMC, 2015 IECC, 2015 IPC, 2015 IFC, 2015 IFGC, 2016 NEC
COPHE-DIVISION OF ENVIRONMENTAL HEALTH AND SUSTAINABILITY 6 CCR 1010-7
SCOPE OF WORK INCLUDES: SPECIAL USE PERMIT FOR CHANGE IN USE FROM SFR TO CHILD CARE CENTER
THE 3 BEDROOM/3 BATH/1CAR GARAGE SFR WILL BE REMODELED TO HAVE FOUR CLASSROOMS, UPDATED MEANS OF EGRESS
SITE IMPROVEMENTS INCLUDE REQUIRED ON-SITE + OFF-SITE PARKING, ADA PARKING, ACCESSIBLE ROUTE, BIKE PARKING
RELOCATE EXISTING SHED WITH FENCE LINKING TO HOUSE FORMING A SCREENED TRASH & HVAC ENCLOSURE
TWO PLAY AREAS WITH MULTIPLE SURFACES AND NATURAL SHADING ARE LINKED BY NEW RAMP WITH 42" GUARD & HAND RAILS
REMODEL OF INTERIOR TO MEET MINIMUM REQUIREMENTS FOR STATE LICENSING & LIFE SAFETY SYSTEMS WITH INCREASED EXITS

CVR	COVER
Z-001	SITE PLAN
Z-002	LOT COVERAGE
Z-003	LANDSCAPE PLANS
Z-004	NET AREA CALCULATIONS
A-101	LOWER LEVEL
A-102	MAIN LEVEL
A-103	ROOF PLAN
A-200	ELEVATIONS
A-201	ELEVATIONS
A-203	ELEVATIONS
A-204	ELEVATIONS

SHEET INDEX



104 MIDLAND AVE, #204
PO BOX 1087
BASALT, CO 81621
dustin@peakarchitecture.com
P: 970.279.5485

12/1/20

LITTLE CO ACADEMY

536 S Hyland Park Dr.
Glenwood Springs CO
81601

CONSULTANTS

SURVEYOR

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727 Blake Avenue
Glenwood Springs, Colorado 81601
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CIVIL

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Jay Engstrom
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jay@birdhousedesigns.com

GEOTECHNICAL

TBD

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Glenwood Springs, CO 81601
Robert Oddo
(970) 945 1006
bob@oddogws.com

TRAFFIC

McDowell Engineering
Karl J. McDowell Schroeder, PE PTOE
(970) 623 0788

APPLICANT

MAGGIE BROWN
(801)850-3221
maggie.brown@littlcoacademy.com

12/1/20 DATE OF PUBLICATION

75%SD 12/1/20 SPECIAL USE PERMIT
30%SD 11/12/20 CONCEPT SITE PLAN

PROJECT NO: 2012
DRAWN BY: DJA
COPYRIGHT PEAK Architecture LLC

ZONE DISTRICT: RM1
PARCEL ID # 218516130002 &
218516121006
LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

CVR
COVER

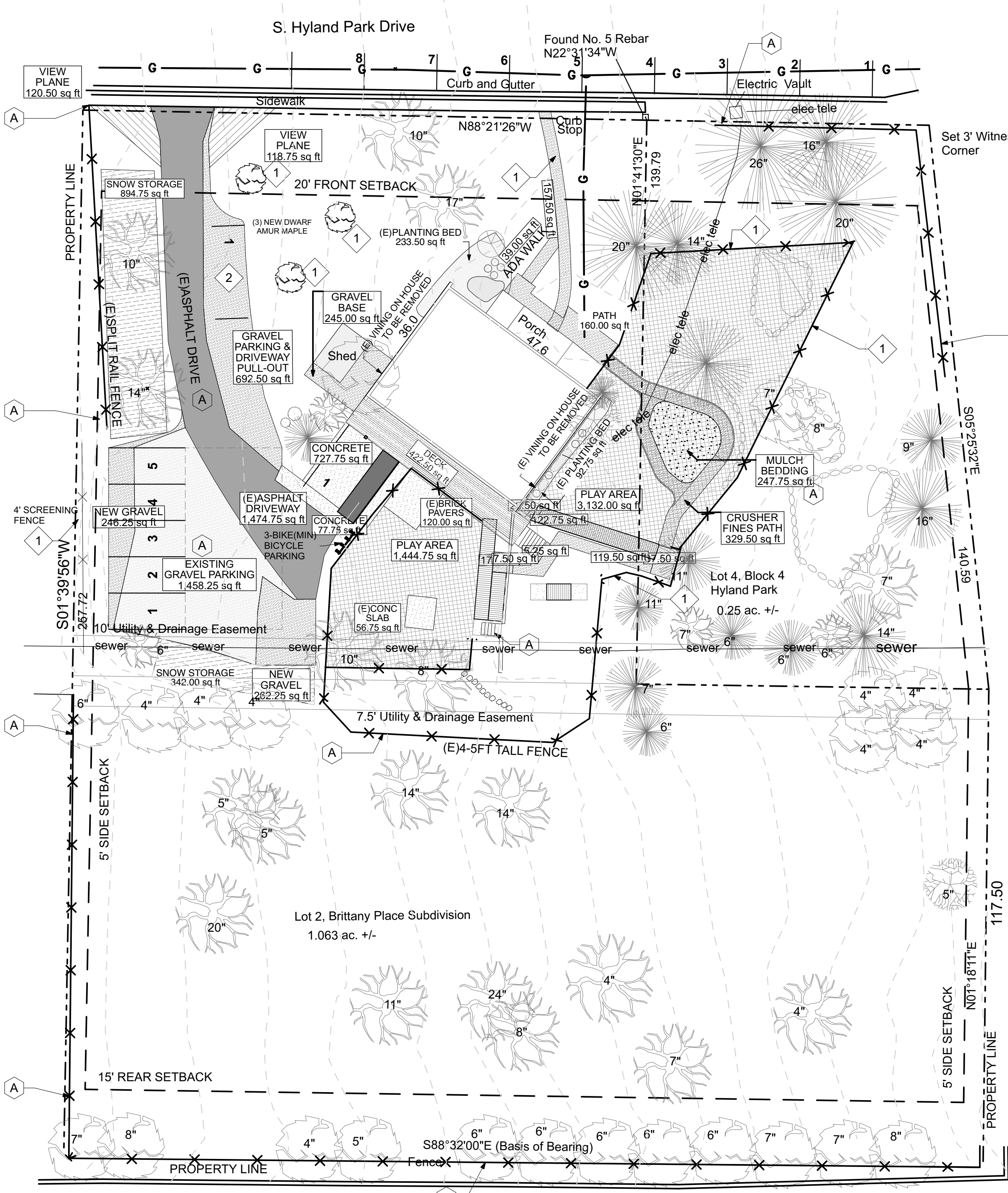
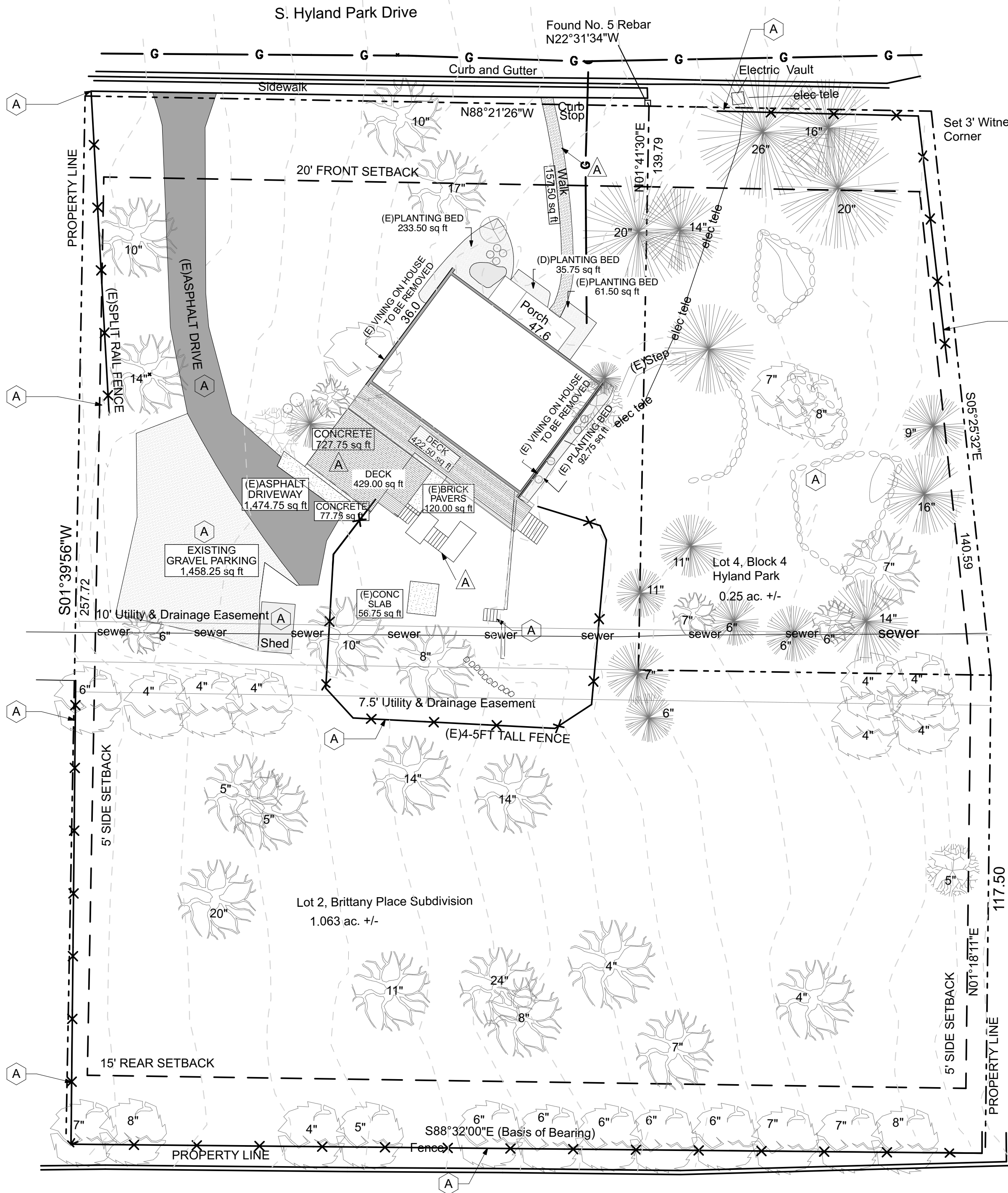
PARKING REQUIREMENTS FROM USES:
(252 NET SF)OFFICE @ 300SF/SPACE = 1 SPACE
(1883 NET SF)CLASSROOM @ 150SF/SPACE = 8 SPACES
ADA <25 SPACES = 1 SPACE

OFF-SITE PARKING REDUCTION@ 30% = 3 SPACES
ON-SITE PARKING = 6 SPACES
+1 ADA SPACE

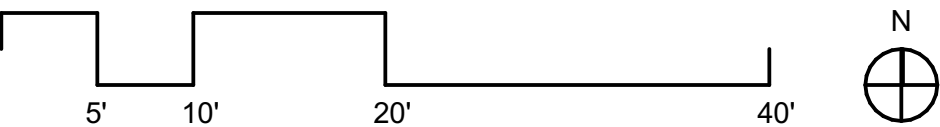
TOTAL PARKING
OFF-SITE = 5 SPACES
ON-SITE = 6 SPACES
ON-SITE ADA = 1 SPACE
STREET PARKING = 7-8 SPACES
3 MINIMUM BICYCLE PARKING SPACES

- EXISTING
PROPOSED
DEMO

SITE PLAN LEGEND



NOTE: SEE CIVIL DRAWINGS FOR SNOW STORAGE, ADA ACCESSIBLE SITE PATHS, SITE GRADING & DRAINAGE



PEAK
ARCHITECTURE
104 MIDLAND AVE, #204
PO BOX 1087
BASALT, CO 81621
dustin@peakarchitecture.com
P: 970.279.5485

12/1/20

LITTLE CO ACADEMY

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81601

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CIVIL

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GEOTECHNICAL

TBD

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TRAFFIC

McDowell Engineering
Karl J. McDowell Schroeder, PE PTOE
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APPLICANT

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30%SD 11/12/20 CONCEPT SITE PLAN

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ZONE DISTRICT: RM1
PARCEL ID #218516130002 &
218516121006
LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

Z-001
SITE PLAN



104 MIDLAND AVE, #204
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81601

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12/1/20 DATE OF PUBLICATION

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30%SD 11/12/20 CONCEPT SITE PLAN

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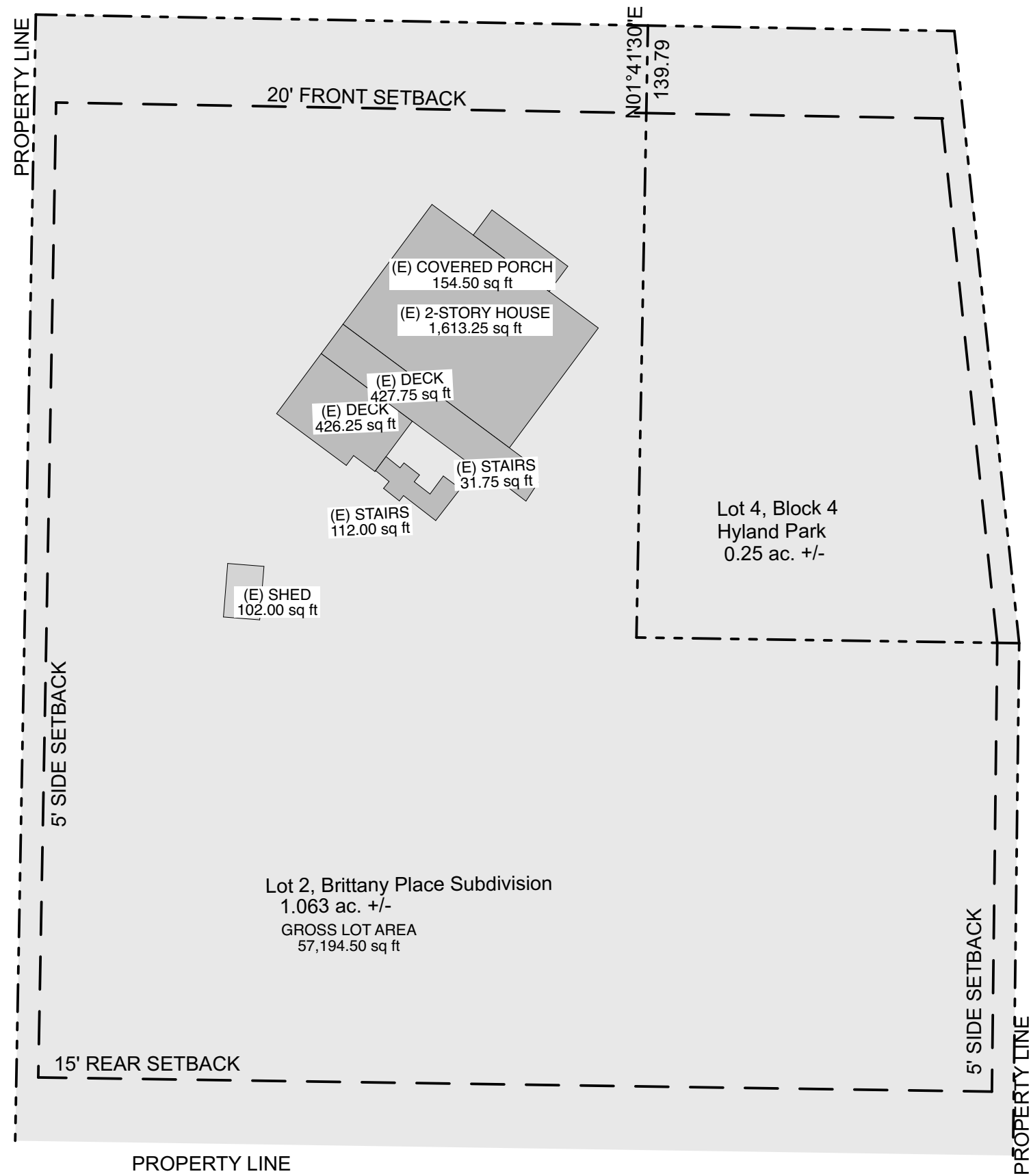
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PARCEL ID # 218516130002 &
218516121006
LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

Z-002

LOT COVERAGE

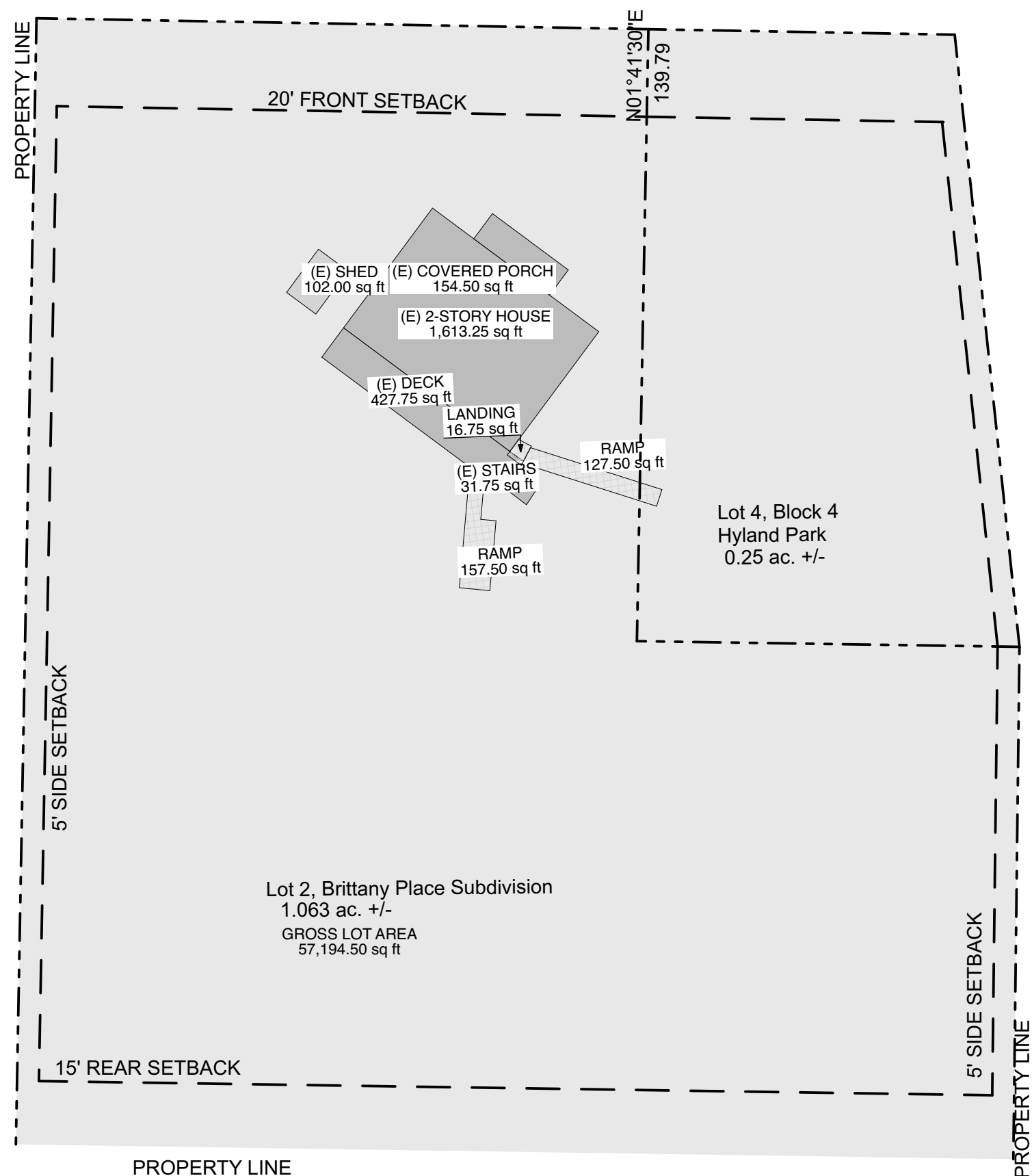
S. Hyland Park Drive



(E) LOT COVERAGE

1" = 30'

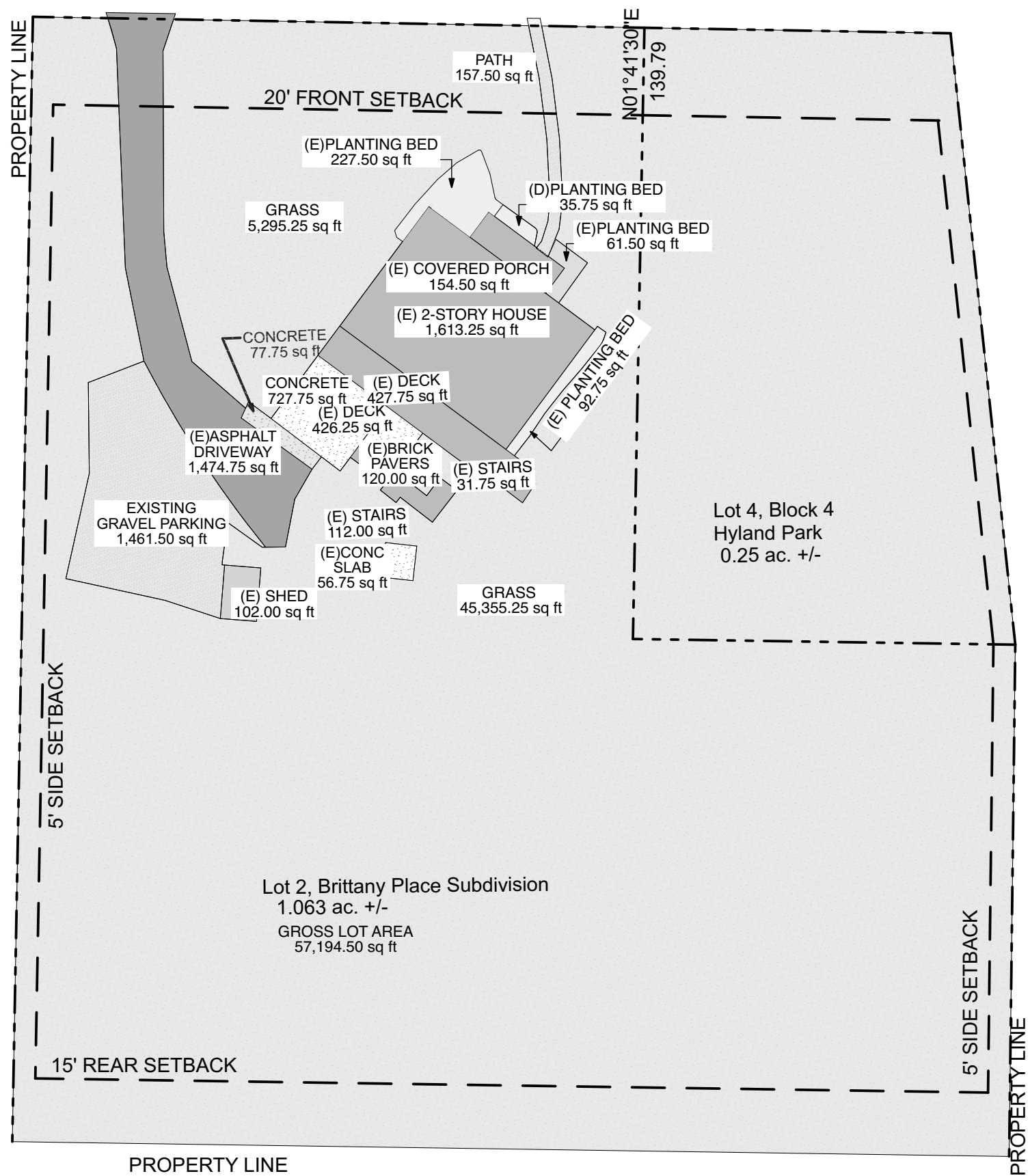
S. Hyland Park Drive



(P) LOT COVERAGE

1" = 30'

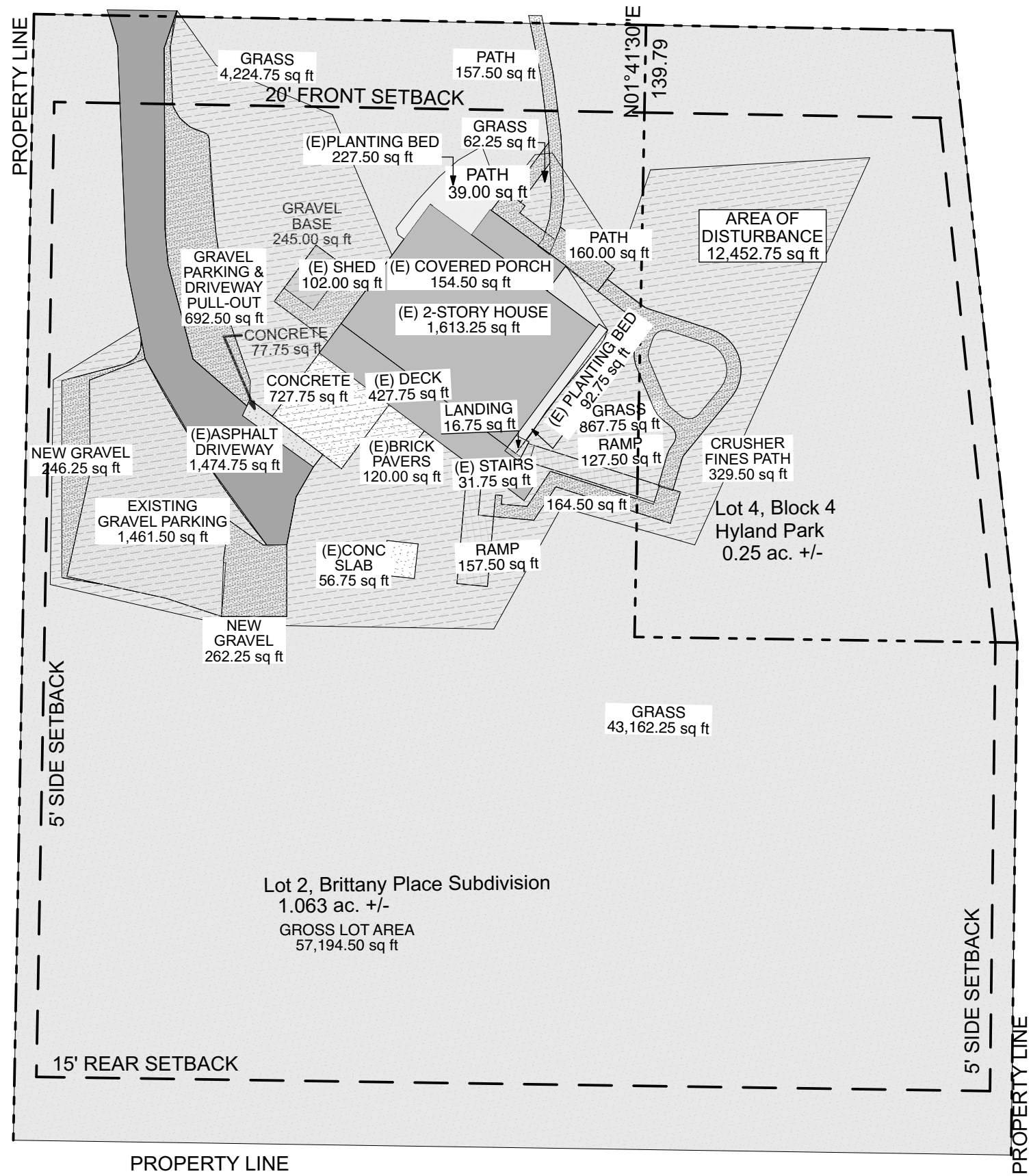
S. Hyland Park Drive



(E) IM/PERVIOUS LOT

1" = 30'

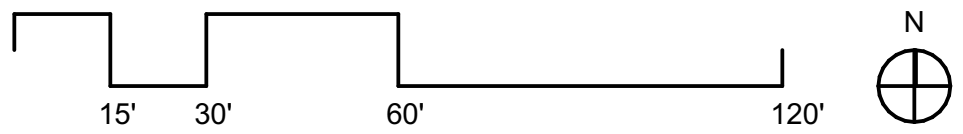
S. Hyland Park Drive



IM/PERVIOUS LOT

1" = 30'

LOT COVERAGE LEGEND			
	GROSS LOT AREA	57,194 SF	
		EXISTING	PROPOSED
	BUILDING FOOTPRINT W/ DECK	2,765.50 SF	2,339.25 SF
	ADU (SHED)	102 SF	102 SF
	RAMPS	0 SF	294.25 SF
TOTAL LOT COVERAGE		2,867.50 SF	2,735.50 SF
TOTAL % LOT COVERAGE		5%	4.7 %
IMPERVIOUS SITE AREA			
	ASPHALT	1,474.75 SF	1,474.75 SF
	CONCRETE/ PAVERS	1,139.75 SF	1,139.75 SF
	BUILDING FOOTPRINT & ADU	1,869.75 SF	1,869.75 SF
TOTAL IMPERVIOUS AREA		4,484.25 SF	3,521.25 SF
TOTAL IMPERVIOUS AREA		8 %	8 %
PERVIOUS SITE AREA			
	GRAVEL & CRUSHER FINES	1,461.5 SF	3,761.25 SF
	PLANTING AREA	417.50 SF	320.25 SF
	STAIRS & RAMPS	143.75 SF	326 SF
	GRASS AREA	50,651.25 SF	48,561.75 SF
TOTAL PERVIOUS AREA		52,674 SF	52,969.25 SF
TOTAL PERVIOUS AREA		92%	92%





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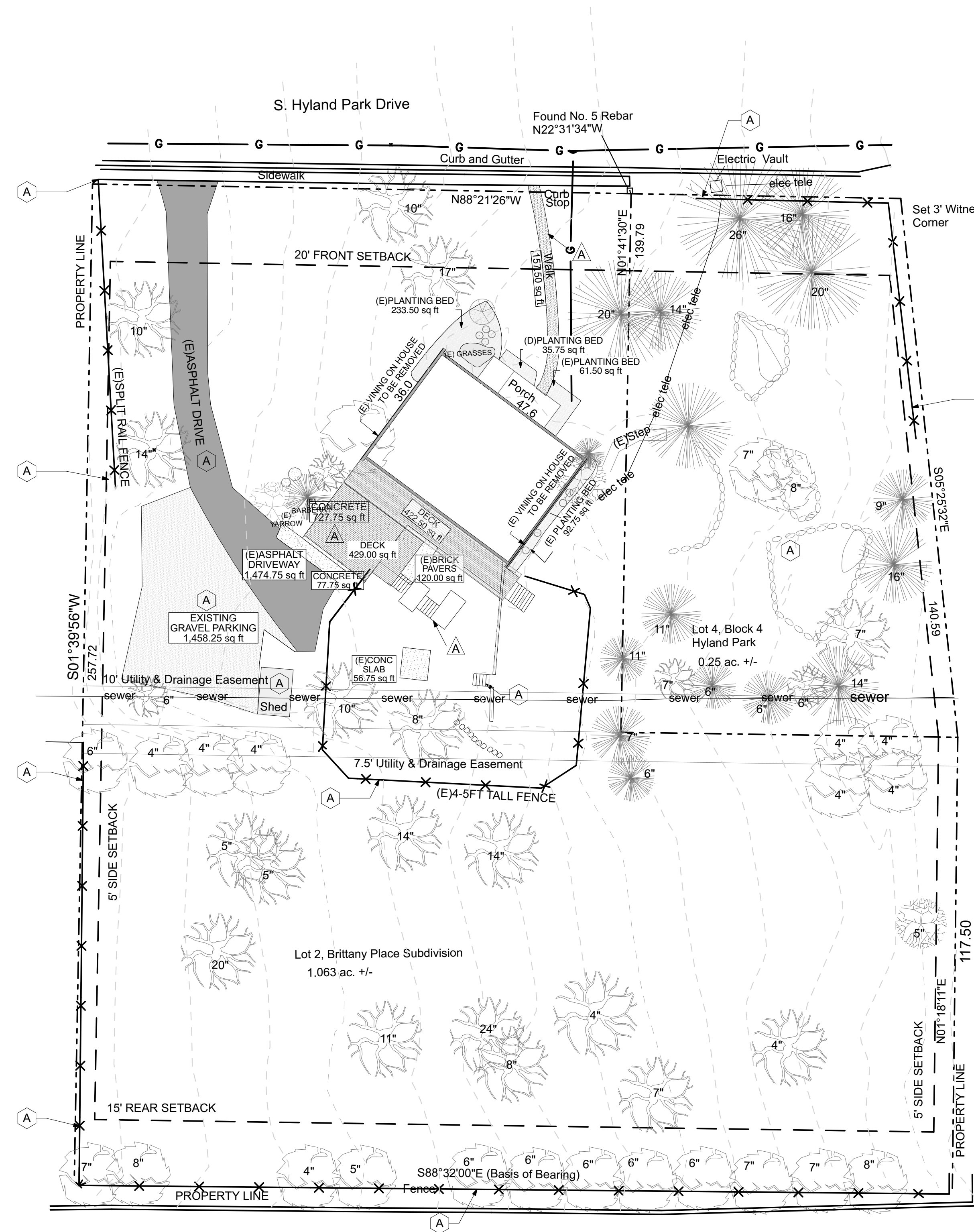
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PARCEL ID # 218516130002 &
218516121006
LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

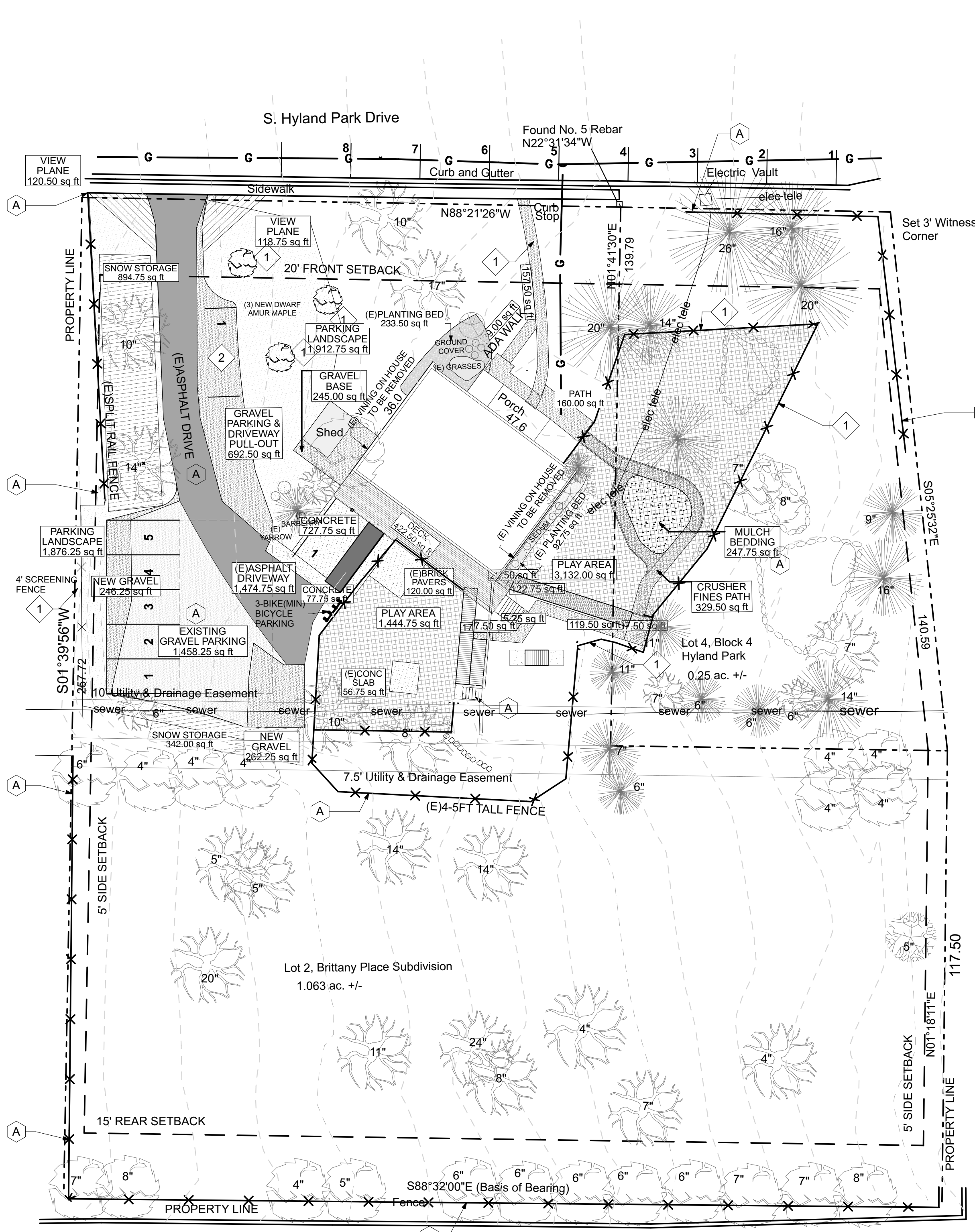
Z-003

LANDSCAPE PLANS



EXISTING LANDSCAPE

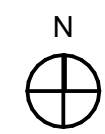
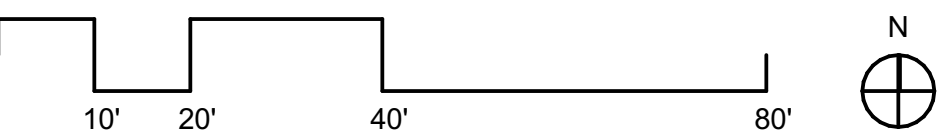
1" = 20'

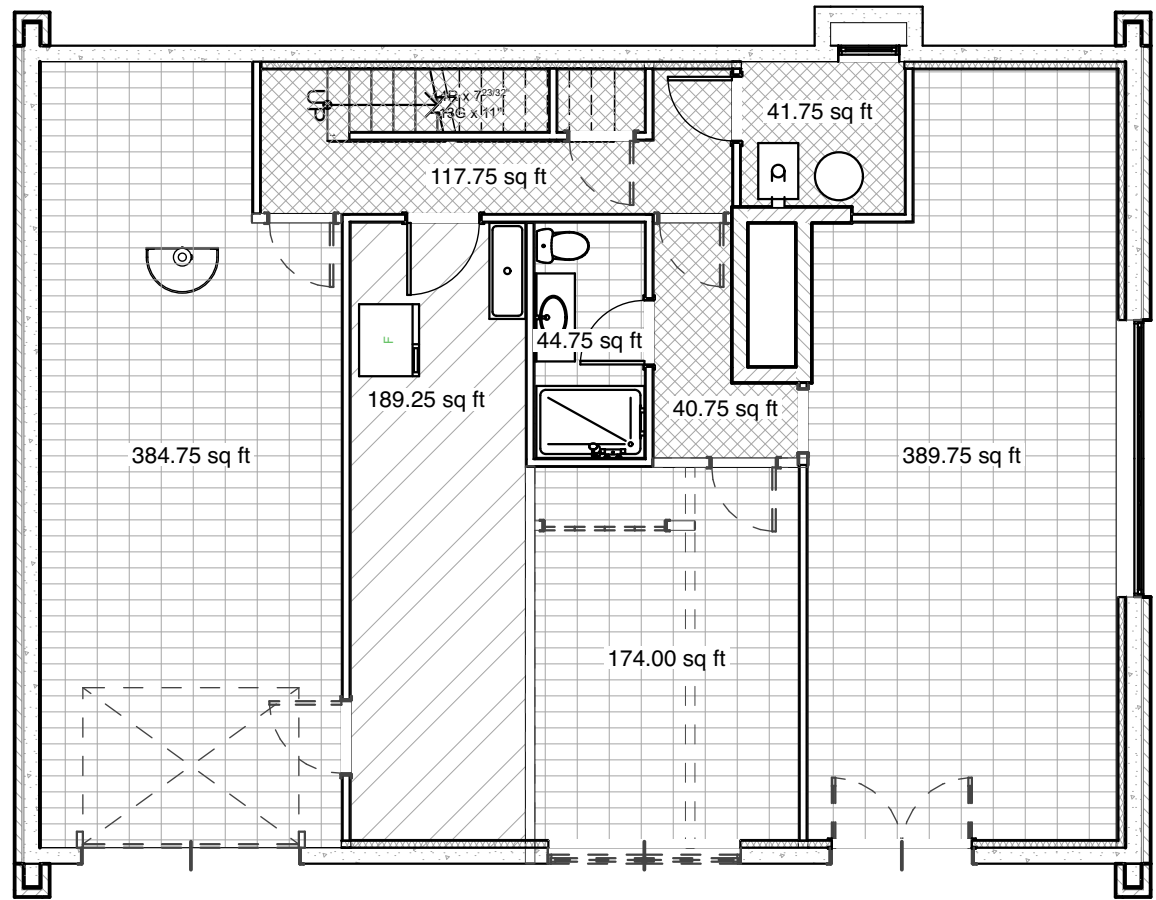


PROPOSED LANDSCAPE

1" = 20'

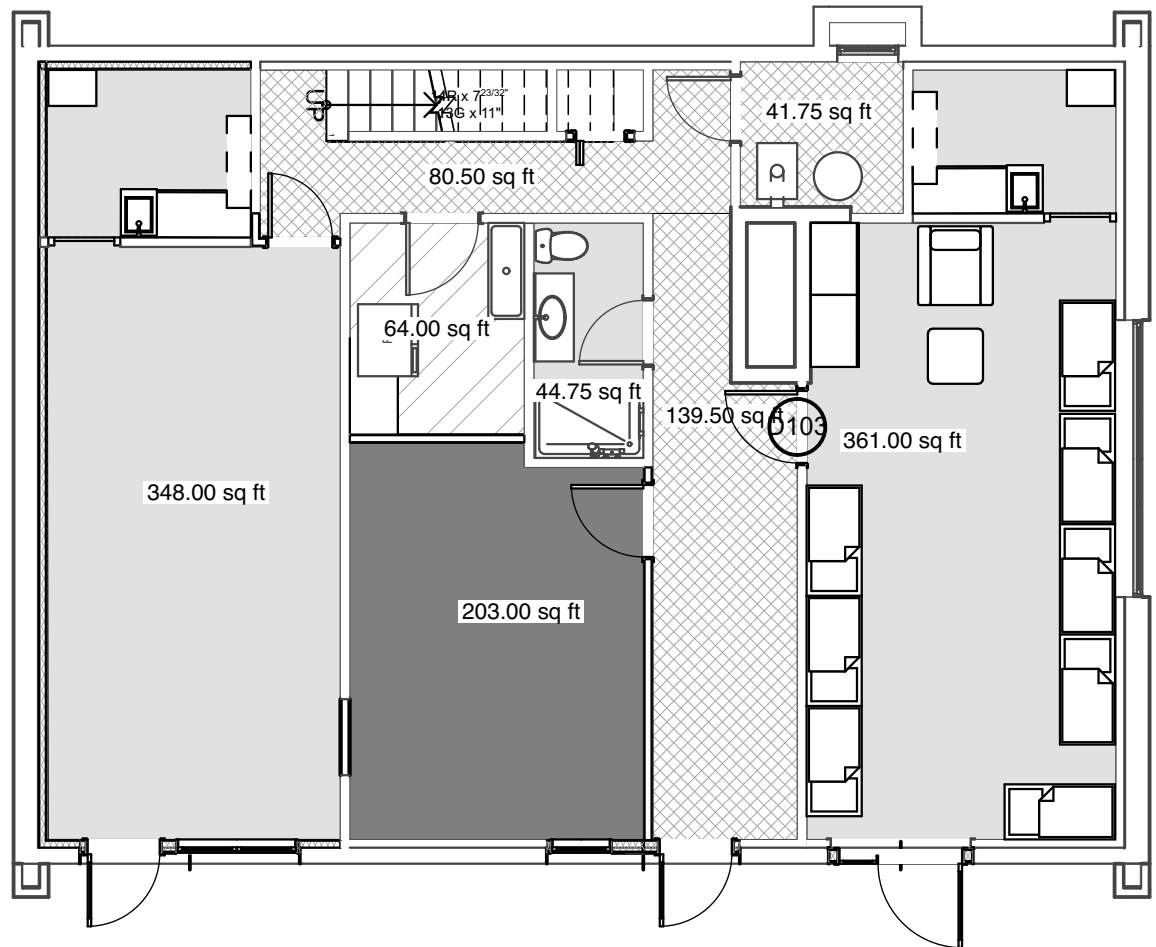
LANDSCAPE AREA CHART





(E) LOWER LEVEL NET AREA

1/8" = 1'-0"



LOWER LEVEL NET AREA

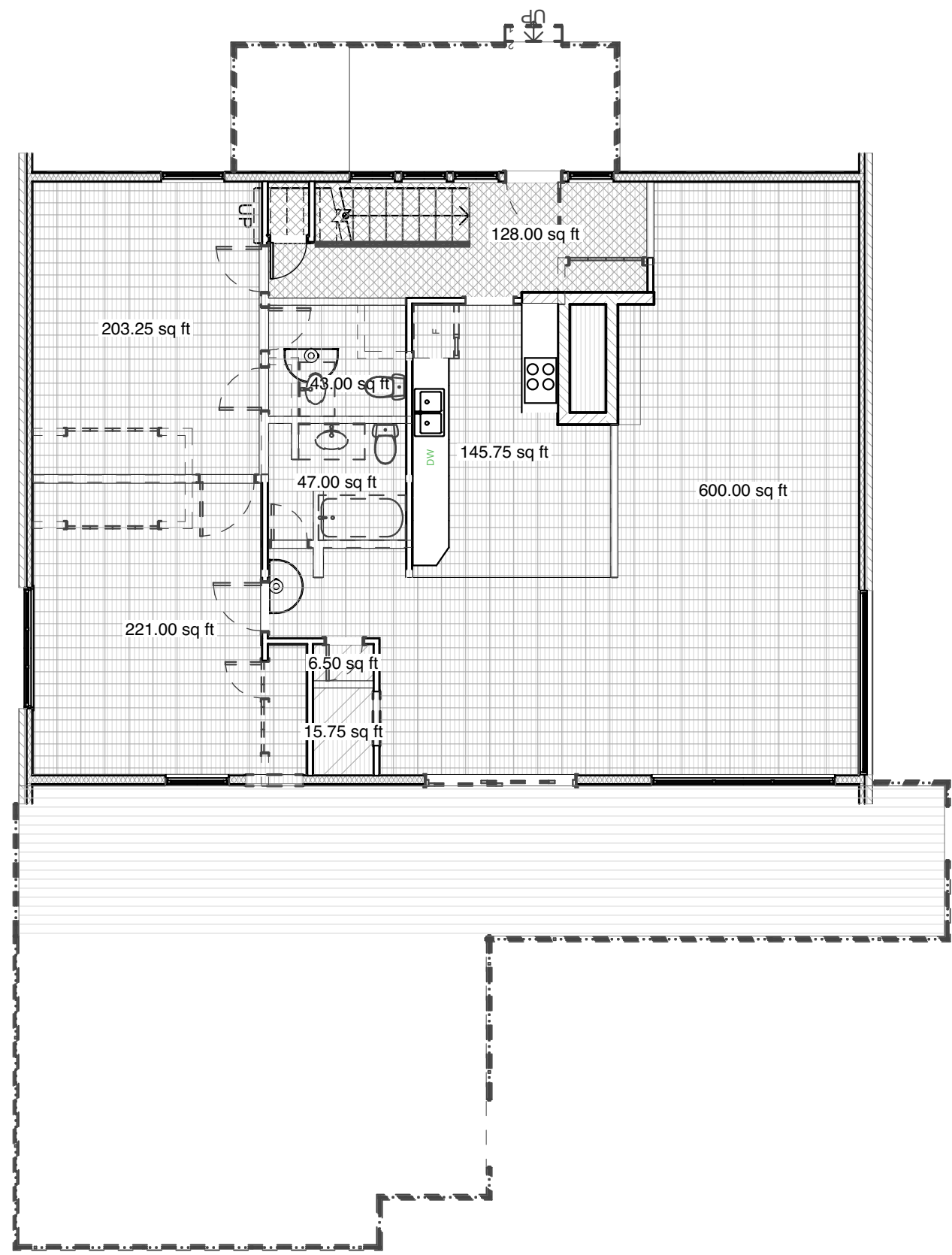
1/8" = 1'-0"

NET AREA LEGEND	
	CHILD CARE
	OFFICE
	STORAGE
	OTHER
	RESIDENTIAL

PARKING REQUIREMENTS FROM USES:
(252 NET SF)OFFICE @ 300SF/SPACE = 1 SPACE
(1883 NET SF)CLASSROOM @ 150SF/SPACE = 8 SPACES
ADA <25 SPACES = 1 SPACE

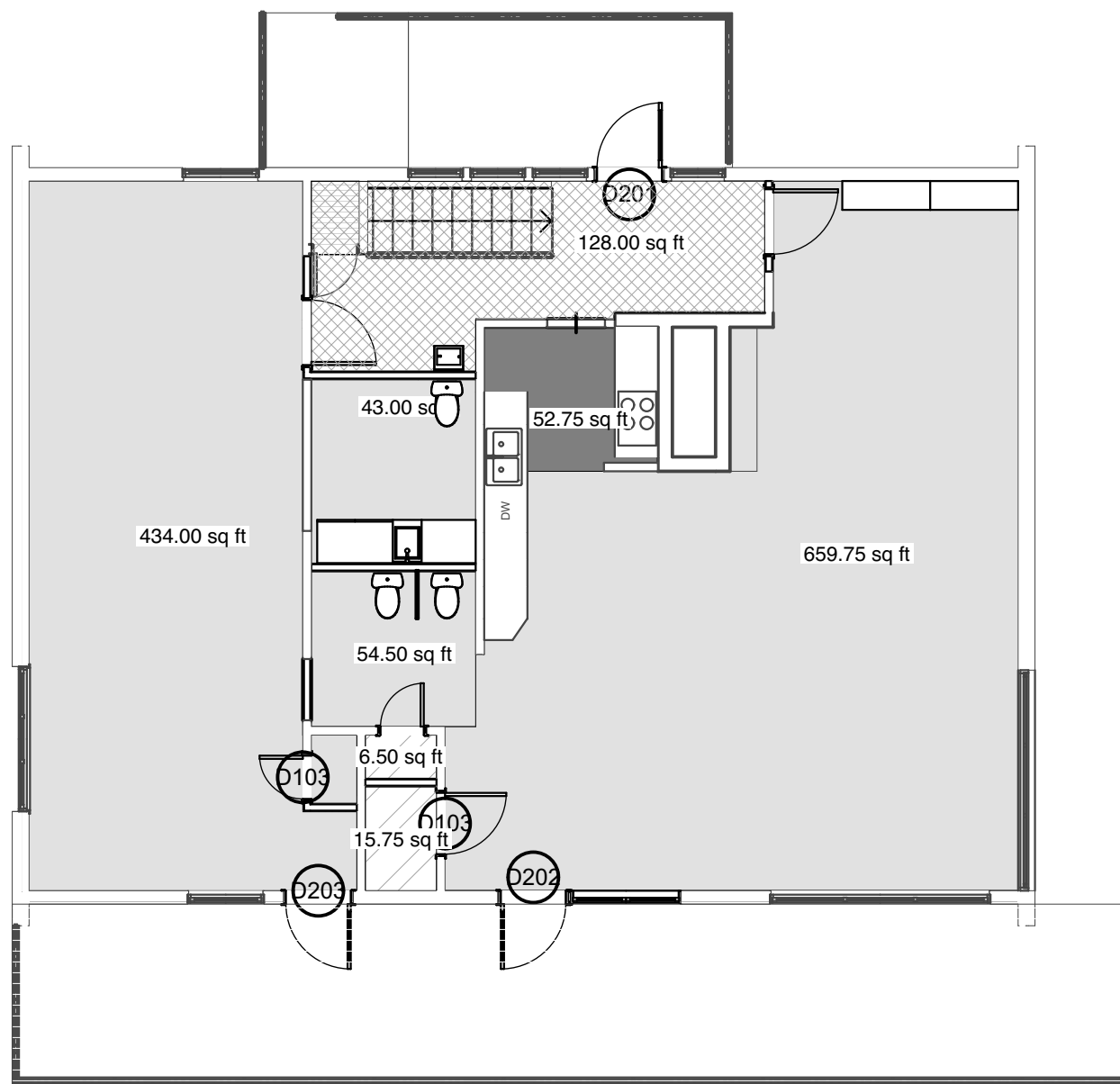
OFF-SITE PARKING REDUCTION@ 30% = 3 SPACES
ON-SITE PARKING = 6 SPACES
+1 ADA SPACE

TOTAL PARKING
OFF-SITE = 5 SPACES
ON-SITE = 6 SPACES
ON-SITE ADA = 1 SPACE
STREET PARKING = 7-8 SPACES
3 MINIMUM BICYCLE PARKING SPACES



(E) MAIN LEVEL NET AREA

1/8" = 1'-0"



MAIN LEVEL NET AREA

1/8" = 1'-0"

(E) Zone List		
Zone Category	Zone Name	Measured Net Area
Other	(E)CLOSET	9.24
	(E)ENTRY/HALL	127.94
	(E)HALL	40.74
	(E)HALL	108.01
	(E)MECH	41.70
		327.63 sq ft
Residential	(E) KITCHEN	145.77
	(E)BATH	42.94
	(E)BATH	44.67
	(E)BATH	46.92
	(E)BEDROOM	203.18
	(E)BEDROOM	218.50
	(E)DINING	176.07
	(E)FAMILY ROOM	389.85
	(E)GARAGE	384.66
	(E)LIVING_RM	424.00
	(E)MUD/LAUNDRY	189.27
	(E)OFFICE/BEDROOM	173.95
		2,439.78 sq ft
		2,767.41 sq ft

(E) Use List

1' = 1'-0"

Proposed Use Net Areas

1' = 1'-0"



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LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
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HYLAND PARK

SHEET TITLE

Z-004
NET AREA
CALCULATIONS



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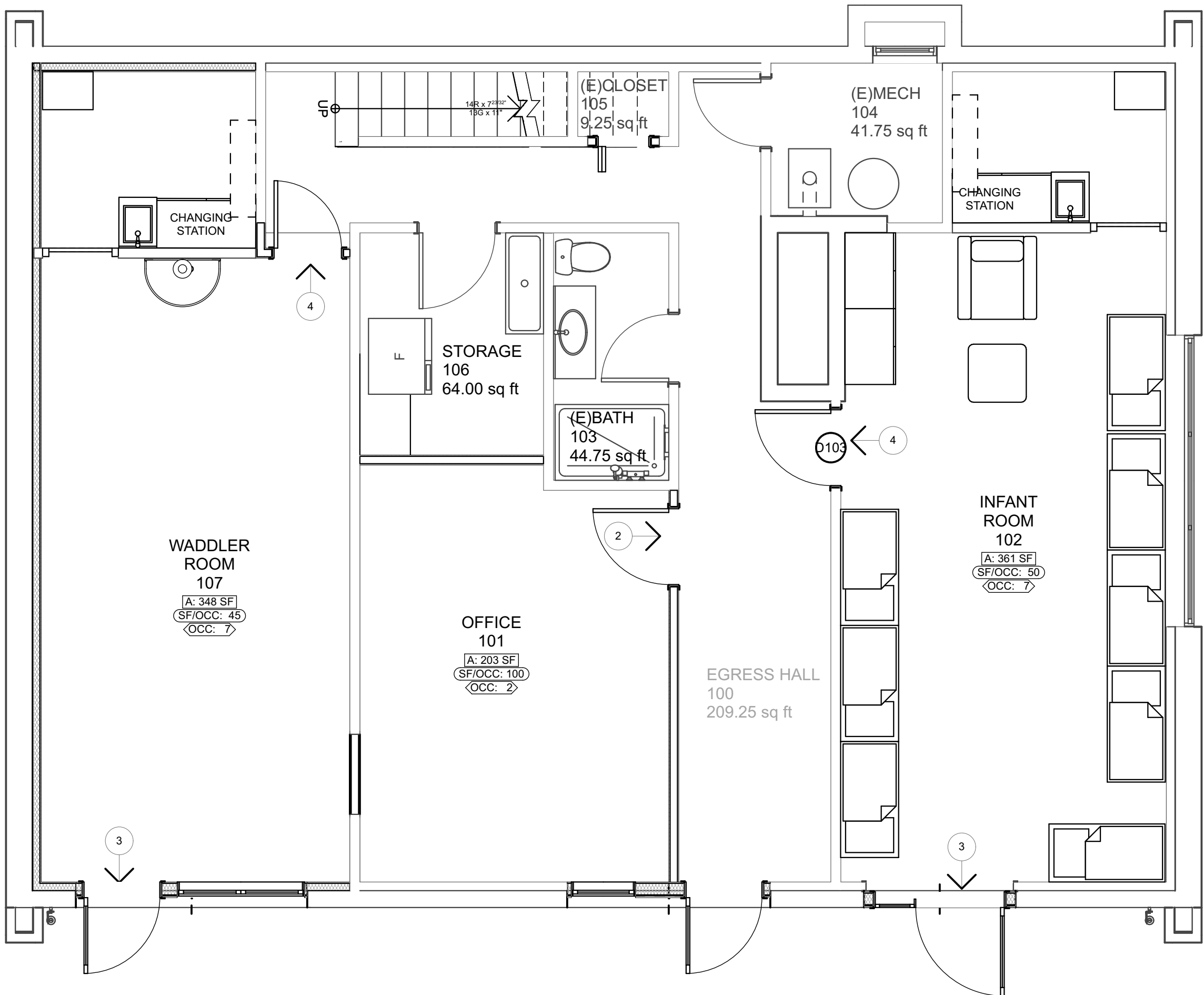
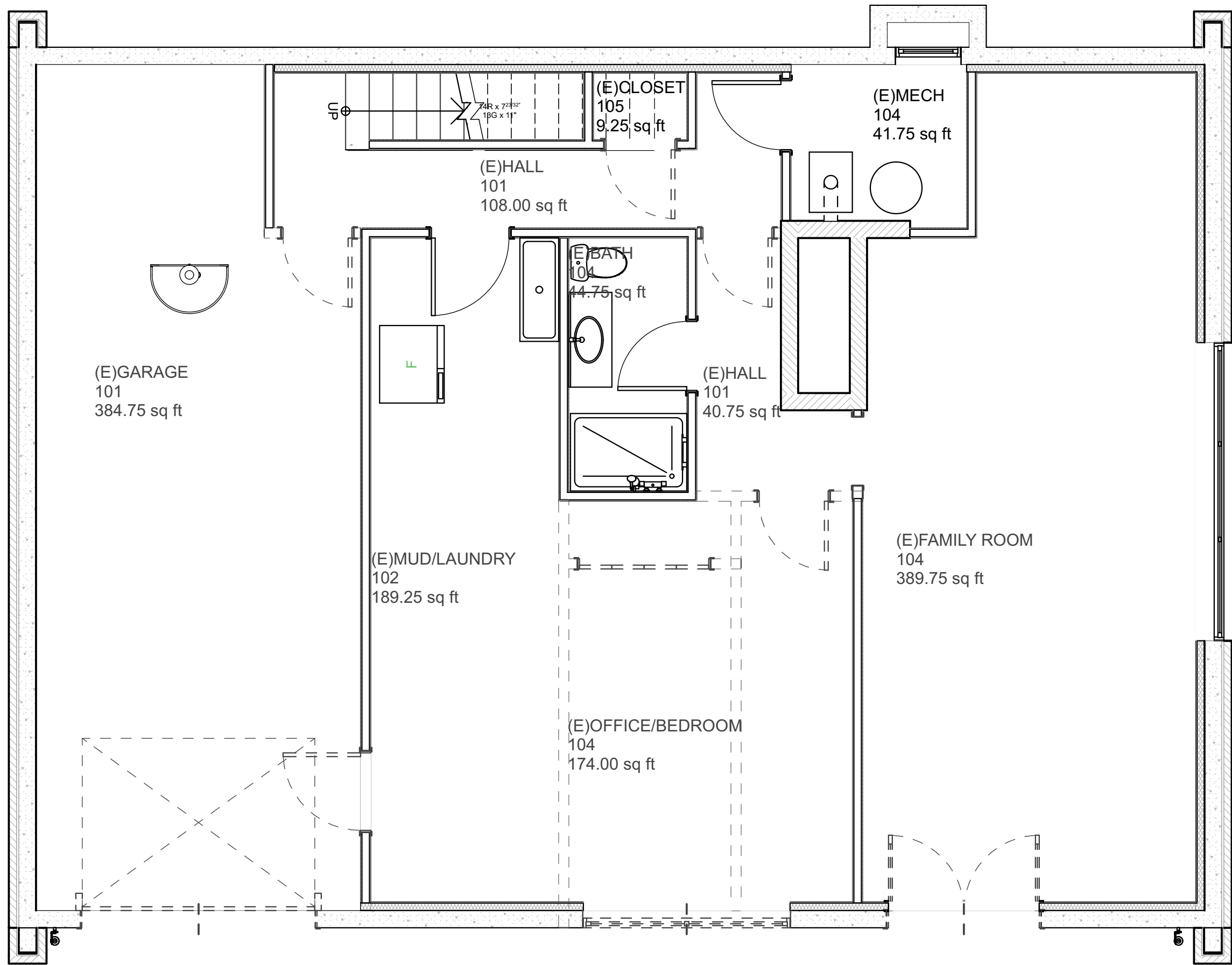
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SHEET TITLE

A-101
LOWER LEVEL

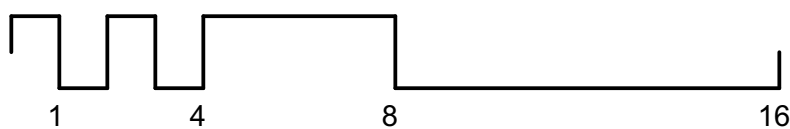


EXISTING LOWER LEVEL

1/4" = 1'-0"

PROPOSED LOWER LEVEL

1/4" = 1'-0"





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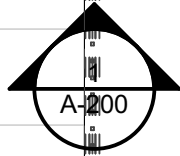
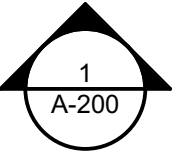
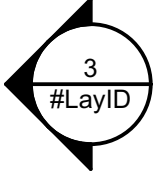
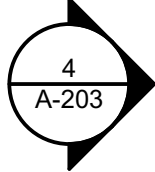
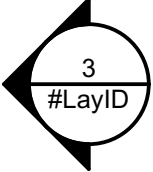
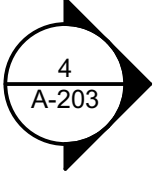
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PARCEL ID # 218516130002 &
218516121006
LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
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HYLAND PARK

SHEET TITLE

A-102

MAIN LEVEL

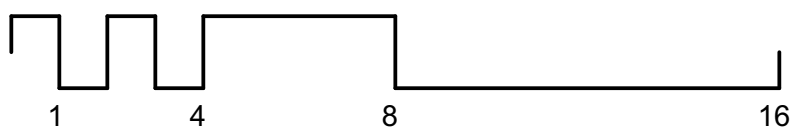


EXISTING MAIN LEVEL

1/4" = 1'-0"

PROPOSED MAIN LEVEL

1/4" = 1'-0"





2/1/20

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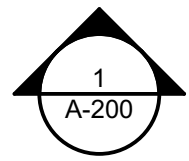
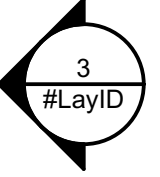
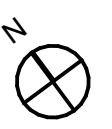
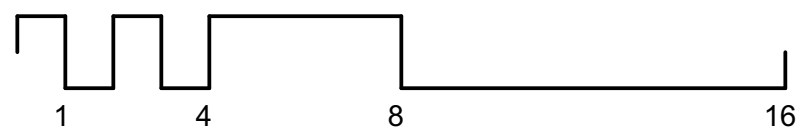
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PROJECT NO:	2012
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SHEET TITLE

ROOF PLAN


$$\frac{1}{4}'' = 1'-0''$$
$$\underline{1/4'' = 1'-0''}$$


1

(E) SW ELEVATION

1/4" = 1'-0"

1

PROPOSED SW ELEVATION

1/4" = 1'-0"

11250 LED Outdoor Wall Sconce
By Kichler

Product Options

Finish: Textured Architectural Bronze, Textured Black

Details

- Designed in 2015
- Material: Metal
- Dark Sky compliant, Title 24 compliant
- ETL Listed Item
- Made in China

Dimensions

Fixture: Width 5", Height 7", Depth 6.5", Weight 2.28lbs

Lighting

- 11 Watt, 1274 Lumens, 120 V/60/277 V/60 Integrated LED, CRI: 90 Color Temp: 3000K
- Life span: 40000 hours

Additional Details

Product URL:

<https://www.ylighting.com/11250-led-outdoor-wall-sconce-by-kichler-uu530320.html>

Rating: ETL Listed Item

Product ID: uu530320

Prepared by:

Prepared for:

Project:

Room:

Phase/Arch:

Approval:



Notes



12/1/20

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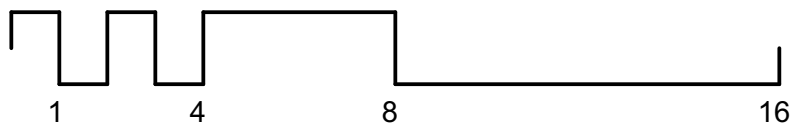
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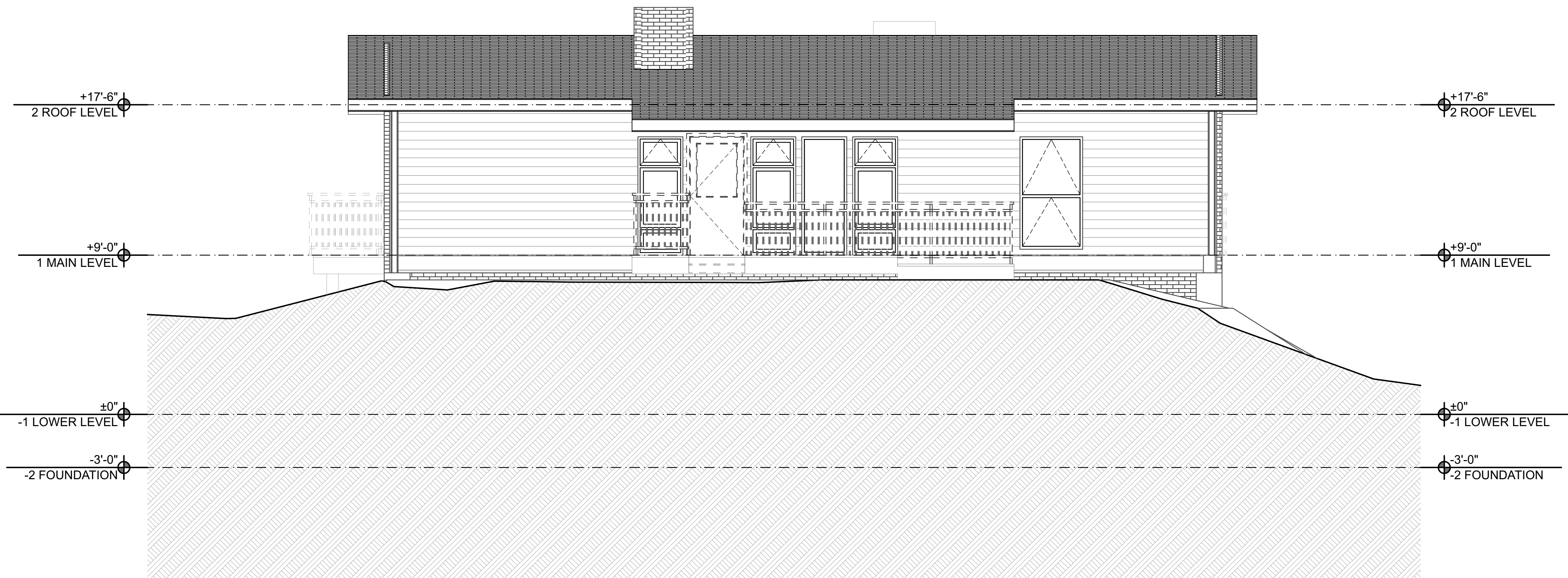
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SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

A-200

ELEVATIONS





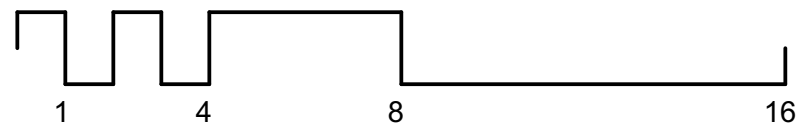
(E)NE ELEVATION

1/4" = 1'-0"



PROPOSED NE ELEVATION

1/4" = 1'-0"



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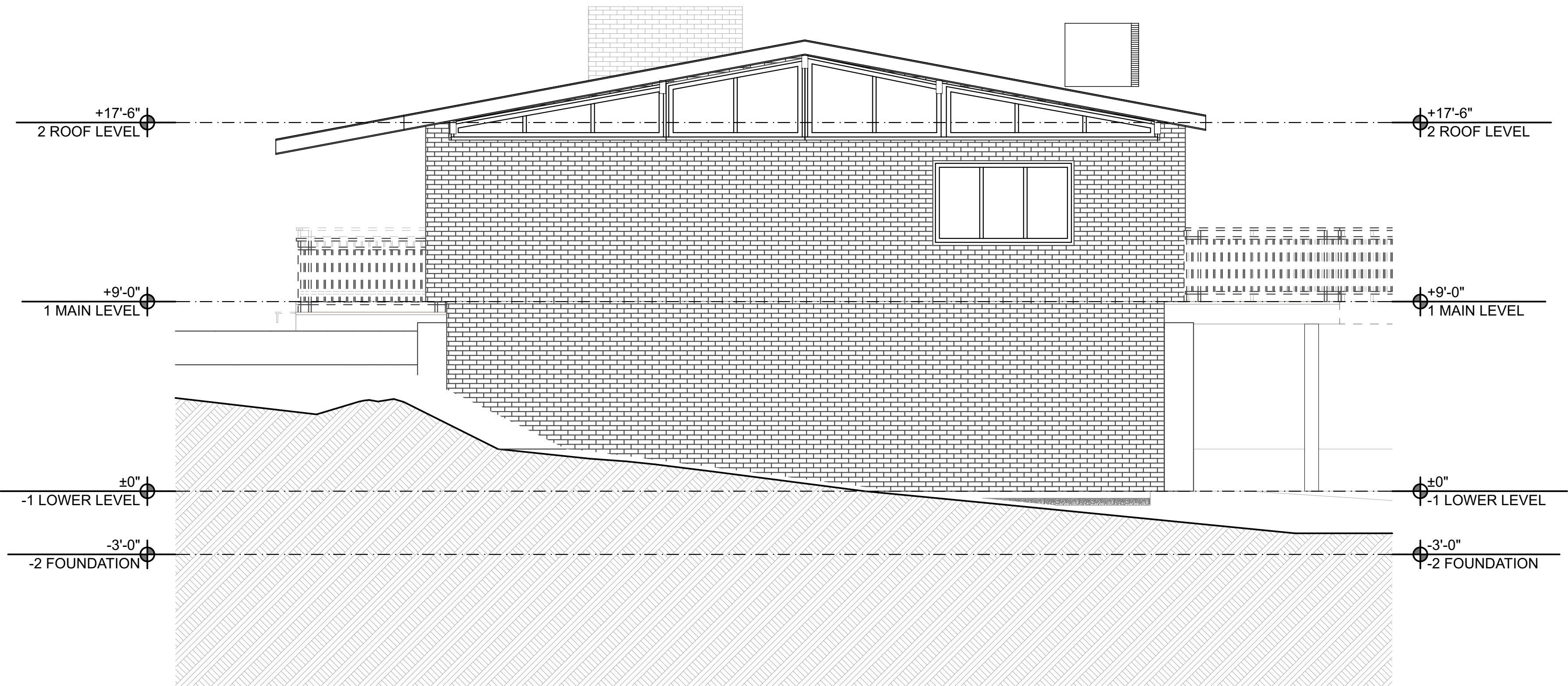
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LEGAL DESCRIPTION
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HYLAND PARK

SHEET TITLE

A-201

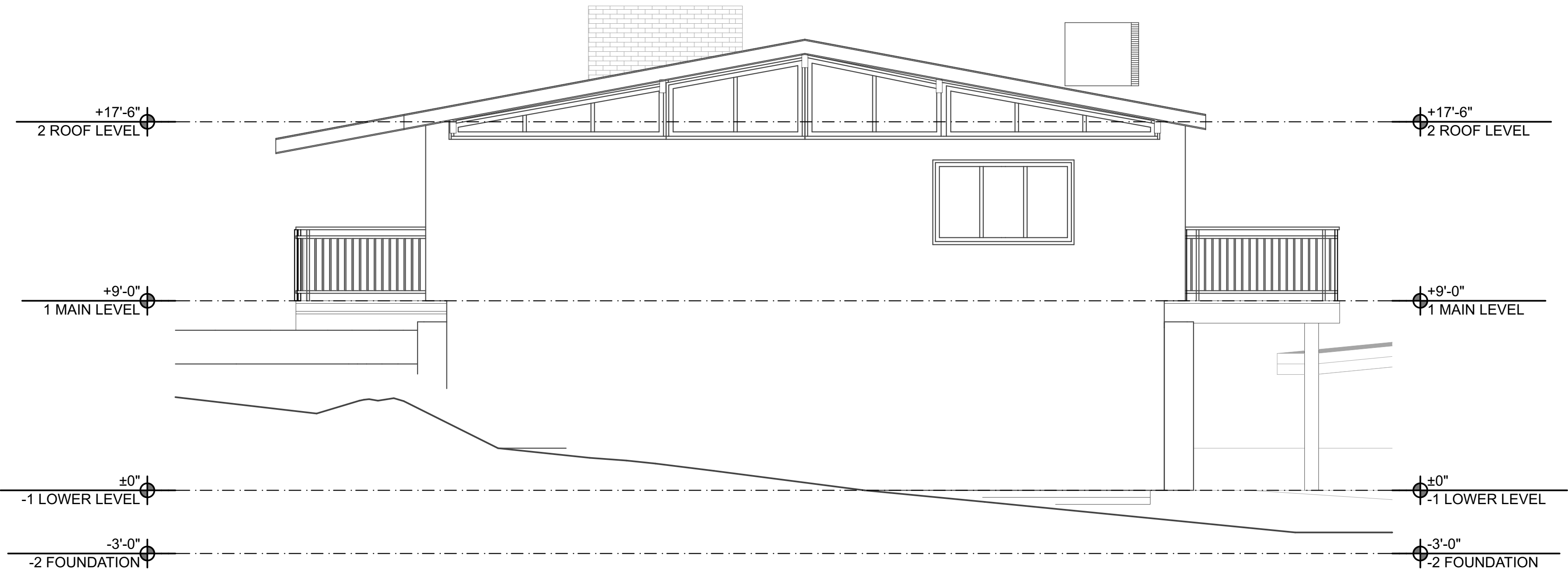
ELEVATIONS



2

(E) NW ELEVATION

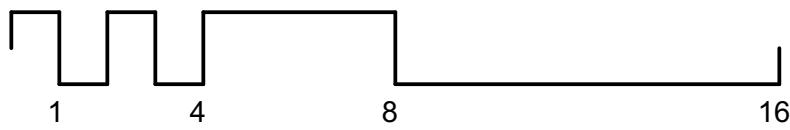
1/4" = 1'-0"



2

PROPOSED NW ELEVATION

1/4" = 1'-0"



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APPLICANT

MAGGIE BROWN
(801)850-3221
maggie.brown@littlecoacademy.com

12/1/20 DATE OF PUBLICATION

75%SD 12/1/20 SPECIAL USE PERMIT

30%SD 11/12/20 CONCEPT SITE PLAN

PROJECT NO: 2012

DRAWN BY: DJA

COPYRIGHT PEAK Architecture LLC

ZONE DISTRICT: RM1

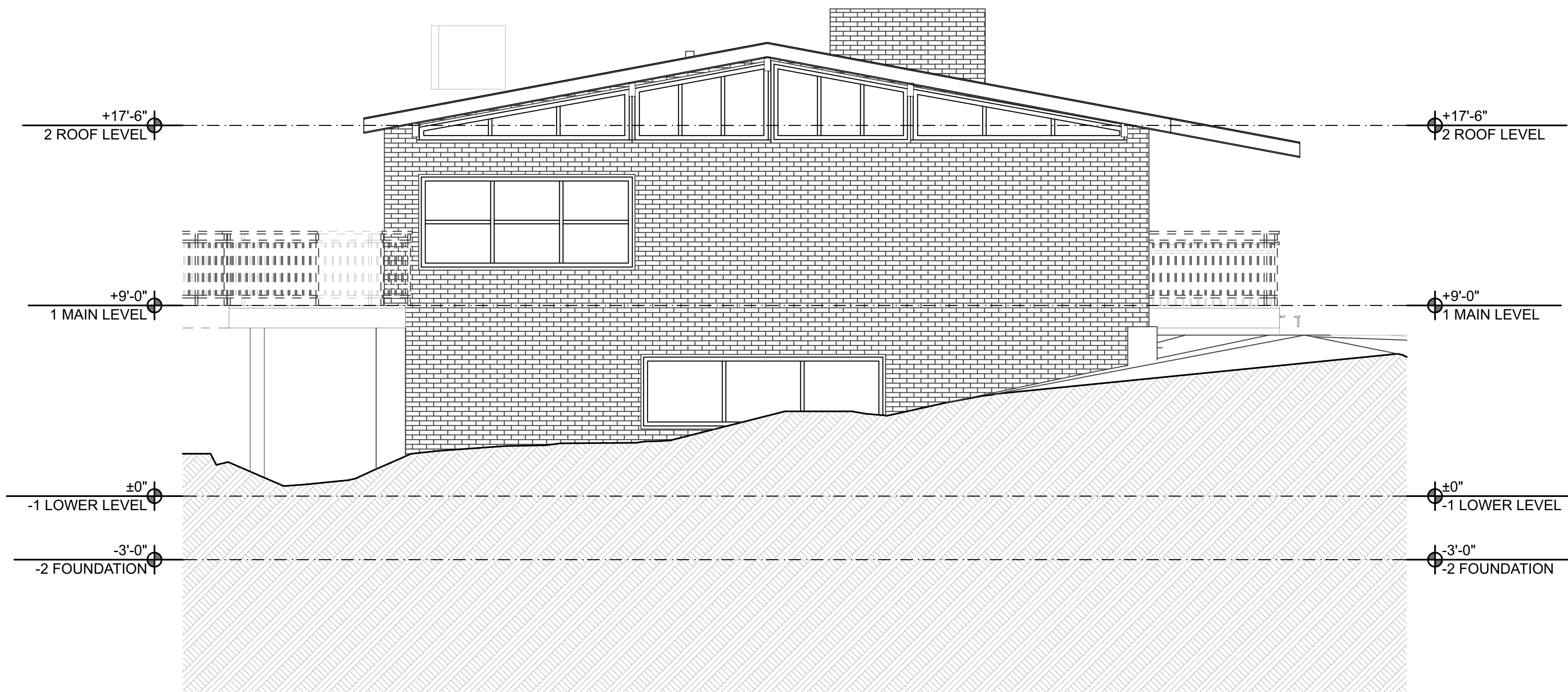
PARCEL ID # 218516130002 &
218516121006

LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

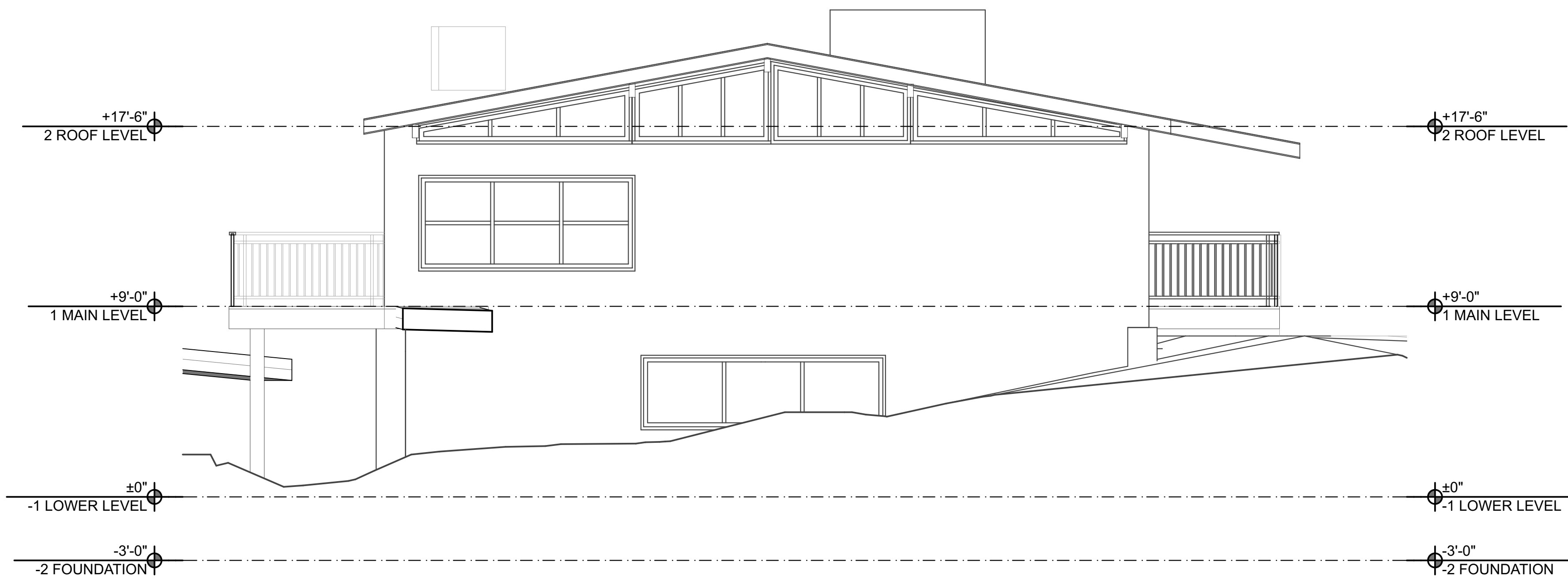
A-203

ELEVATIONS



(E) SE ELEVATION

1/4" = 1'-0"



PROPOSED SE ELEVATION

1/4" = 1'-0"



104 MIDLAND AVE, #204
PO BOX 1087
BASALT, CO 81621
dustin@peakarchitecture.com
P: 970.279.5485

12/1/20

LITTLE CO ACADEMY

536 S Hyland Park Dr.
Glenwood Springs CO
81601

CONSULTANTS

SURVEYOR

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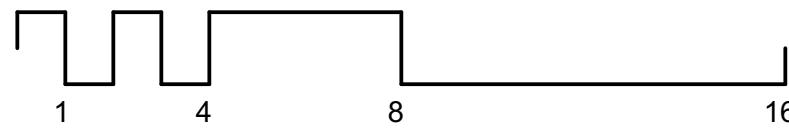
PARCEL ID # 218516130002 &
218516121006

LEGAL DESCRIPTION
LOT 2, BRITTANY PLACE
SUBDIVISION & LOT: 4 BLOCK: 4
HYLAND PARK

SHEET TITLE

A-204

ELEVATIONS



**Engineering
Department**

**Jessica Bowser
Asst. City
Engineer**

Date: December 18, 2020

To: Community Development

Re: 40-20-Child Care Center at 536 S Hyland Special Use Permit

Please see the following engineering comments for the Child Care Center at 536 S Hyland Special Use Permit.

Comments:

1. Crusher fines and gravel parking, if installed correctly, would be more impervious than landscaping. Since this property does drain directly west to the neighboring property, a drainage letter will be required. This letter should address any increase in runoff from the site.
 - a. Will directly drain to the neighboring property (west) when it begins to melt.

Comments to be addressed prior to construction:

2. The work within the site will require a grading permit through engineering.

Comments to be addressed prior to Certificate of Occupancy:

3. An as-built survey and a drainage certification letter from the engineer will be required to verify the site versus what was proposed.

From: Judy Oakes <jostitch@centurylink.net>
Sent: Friday, January 22, 2021 10:14 AM
To: Gretchen E Ricehill <gretchen.ricehill@cogs.us>
Subject: application for Special Use Permit @ 536 S. Hyland Park Drive

FROM: Judith L. Oakes (owner) and Frederick C. Oakes, Jr.
1607 Bennett Avenue, Glenwood Springs, CO 81601

TO: Glenwood Springs Planning and Zoning Commission

I have owned and resided in my home at 1607 Bennett Avenue since July, 1991, and wish to state my strong opposition to the application for a Special Use Permit to allow a large child care center at 536 S. Hyland Park Drive.

This is a well-established mature neighborhood with single-family homes, east of the heavily-traveled Blake Avenue. It lies within the Covenant-Protected area, as noted in records recorded 7/7/1995, stipulations which preclude commercial use. Residents in this neighborhood travel to and from their jobs each day, but the streets are not busy thoroughfares. Families stroll with their children and dogs, students walk to the school bus stops, and people walk for exercise in the streets, as much of the area lacks sidewalks.

St. Barnabas Church at the corner of S. Hyland Park Drive and Blake has previously housed a child care center, and conducts regular worship activities, with traffic impacts primarily focused around their parking lot and on Blake Ave. The proposed new child care center is not contiguous with that property, as it is located farther east up the hill, among the private homes.

My husband and I believe this is not an appropriate location for operating a business. The traffic impacts of having parents driving into the area and parking to drop off and pick up as many as 44 infants and toddlers each day would be significant. Carrying or escorting babies and little children with diaper bags and other gear would be difficult and pose potential safety concerns, with the steep hill, winter road conditions, and without an adjacent and convenient parking lot.

Approval of this large child care center in the middle of a residential neighborhood would set an undesirable precedent. Several years ago a day spa complete with a therapy pool was proposed in a private home on North Hyland Park Drive. The request was opposed by residents in the neighborhood as an inappropriate use, and was ultimately denied by Planning & Zoning.

We object to this proposal on the basis of negative traffic and safety issues, and because approval would set a precedent of allowing an active commercial business operation to encroach into this quiet residential neighborhood.

From: Barbra Corcoran <barbrasexauercorcoran@gmail.com>
Sent: Thursday, January 21, 2021 7:37 PM
To: Gretchen E Ricehill <gretchen.ricehill@cogs.us>
Subject: Opposition to Child Care Center at 536 S.Hyland Park Drive

Hi Gretchen,

I am writing to oppose the child care center at 526 S. Hyland Park Drive. I live at 1617 Lincolnwood Drive. I have 4 children and our neighborhood, which has seen a turnover to a lot of families with young children who walk to school, bus stops, etc., is not prepared for the kind of traffic this would bring on. Lincolnwood is a dead end street, Hyland Drive has very few homes, and this kind of traffic would be a change to our way of life.

There is a much better location, as we have seen, at St. Barnabas Church for a child care facility. I am a Social Worker, a mom of four, and I work at Mountain Family Health Centers, just around the corner from this facility. I know we need child care in our community. My coworkers need child care at Mountain Family, Valley View Employees need child care. Let's find a better solution rather than this residential neighborhood please!

I suggest we look to some of neighboring churches for a solution that has better parking, drop off access, etc.

Thanks for your consideration,

Barb Corcoran
970-319-2092

Gretchen Ricehill – Planning Department – City of Glenwood Springs
City Hall – 101 W. 8th Street
Glenwood Springs, CO 81601

Graham L. Jackson
1628 Bennett Ave
Glenwood Springs, CO 81601

January 20, 2021

Members of the Planning and Zoning Committee:

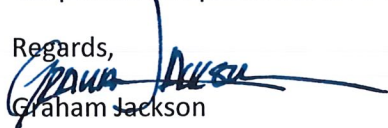
I write to you today in opposition to the application for a Special Use Permit for 536 South Highland Park Drive. I understand that Margaret Brown and the Little Co Academy have made an application to install a childcare facility at that location. As a resident of the Highland Park Addition neighborhood, I have grave concerns that such a facility will have major negative consequences on our neighborhood and our children.

The Highland Park Addition neighborhood is a few blocks of quiet, modest, family homes. My wife and I have resided in our home there since 2014 and I spent most of my childhood on the same street. I taught my sons to ride a bicycle on the same stretch of Bennett Avenue, Glenwood Springs pavement where I took my first ride without training wheels years ago. Despite our proximity to the hospital and the grocery store the neighborhood has always been a place of limited traffic; it is not a through-street to anywhere. It has no direct connection to the hospital complex save for a walking path that connects parking lots behind the Episcopal Church. Families walk and children ride bikes, visit friends' houses, and walk to and from St. Stephens school and Sayre Park. It is this quiet, family-friendly nature that drove my wife and I to purchase our home and raise our family here.

Except for some parking that bleeds off Blake Avenue, very little hospital traffic uses our neighborhood streets. The application's traffic study predicts in excess of 100 additional vehicles through our streets per day, up to 34 additional vehicle trips to-and-from per hour during peak hours. The location is well up the hill from the arterial Blake Avenue and additional traffic would be routed into the heart of our neighborhood at times when children are walking to school or playing with friends. This traffic would significantly change the character of our neighborhood and could be a severe danger to our children.

Our properties are zoned RM1 and our covenants allow only residential use. Valley View Hospital owns the property in question, they have chosen to ignore neighborhood concerns and these covenants in agreeing to lease the property for commercial use. A lease letter from Valley View Hospital included with the application requires that the hospital has the right to any open childcare enrollment slots for children of their employees. Non-hospital families in the community will see no benefit from this additional childcare. This facility would be a perk for Valley View employees at the detriment of our neighborhood. As a father with children in daycare, I fully understand the need for childcare in our valley. But zoning regulations exist for precisely this reason and there are plenty of options for commercial lease space. This single-family home in a quiet neighborhood is not the appropriate location for the proposed large daycare facility.

I urge you to preserve the character of our neighborhood and the safety of our children and to deny the permit for special use for 536 South Highland Park Drive.

Regards,

Graham Jackson

Amanda N. Maurer
1716 Bennett Avenue
Glenwood Springs, CO 81601
amanda@ommpc.com
Cell: 970-618-8919

January 20, 2021

Gretchen Ricehill, Assistant Econ/Comm Devel Director
Emery Ellingson, Planner
Community Development – City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601
VIA EMAIL ONLY TO: gretchen.ricehill@cogs.us and emery.ellingson@cogs.us

RE: 536 South Hyland Park Drive Special Use Permit Application

Dear Gretchen and Emery –

I am a homeowner at 1716 Bennett Avenue. My home is located across the street and one house away from 536 South Hyland Park Drive and is on the cross street of Bennett between S. Hyland Park and N. Hyland Park Drive.

When I purchased my home March 10, 2017, I relied upon Protective Covenants recorded for the Hyland Park Addition in the Garfield County land records at Reception No. 190440 that this is a single-family residential subdivision only allowing modification to the recorded Protective Covenants if a majority of owners consent to an amendment that would subsequently be recorded. No amendment has been recorded and the covenants are still in effect. I have reviewed a title commitment obtained for the two 536 South Hyland lots, and the same covenants apply to the subject property. The referenced SUP application extends well beyond a residential family day care into a large commercial child care center, and approval would be a violation of the Protective Covenants for this property. As a general rule, City ordinances cannot abrogate private covenants that are more restrictive than applicable zoning ordinances. Approval of this SUP application by the City would violate the private property rights of the land owners in the Hyland Park Addition. Even though one lot of the subject property is in the Brittany Place subdivision, I have confirmed in my review of the title commitment, the same covenants still encumber both lots. I request the City make it a condition precedent to further review that the applicant obtain a properly approved, signed and recorded amendment to the Protective Covenants or withdraw the application.

In addition to the legal issue of the Protective Covenants, as a neighbor to the subject property and frequent driver on the affected streets, I have serious concerns about the traffic volume and increased service requirements that approval of this SUP would bring to the neighborhood. The traffic study suggests that only S. Hyland and Blake would see increased traffic. This is erroneous, as traffic will likely

increase on the entire Hyland Park circle and on Bennett. There are no stop signs at Blake and S. Hyland, and it is already difficult to turn off of S. Hyland on to Blake during peak morning and afternoon traffic due to the volume on Blake. Even if an additional 4-way stop was installed at Blake and S. Hyland, this would require 80 U-turns at the top of S. Hyland Drive every day to accommodate drop off and pick up without affecting connecting streets. It is extremely unlikely the child care traffic would choose a U-turn over continuing along Hyland Park and exiting at N. Hyland Park and Blake with the 4-way stop. This would be a significant increase in traffic, 2.5 times the existing traffic per the study, and would cause safety concerns for all residents, especially for numerous children that frequently walk in the neighborhood along streets without developed sidewalks.

The subject property is on a hillside, and dropping off small children on an uphill incline with parallel parking only is concerning and unrealistic.

The traffic study attempts to minimize impact by describing an average vehicle increase of 17 vehicles per hour, but then goes on to describe this would be over at least two hours each morning and again in the late afternoon/evening, with drop off and pick-up hours extended due to the nature of work schedules at Valley View. In addition, nursing mothers would likely want to stop in during the day, children have frequent doctors and dentist appointments, child care centers are "school communities" that often schedule extra events around all major holidays and invite parents and family to participate with children at the school, plus schedule preschool graduations and other special events. These types of issues with traffic and parking are not addressed in the application.

Garbage service would likely increase beyond regular residential service and may require additional commercial service if a commercial dumpster is required to meet the needs of 43 children and 9 staff each week. Bears, turkeys, foxes, deer and other wildlife frequent the neighborhood, and the SUP application does not appear to address any necessary wildlife issues, including any plan to ensure additional trash is not left out on the property that would further attract bears.

Overall, the applicant has attempted to meet a community need with the SUP request, but this is not the appropriate location for a myriad of reasons, the first and foremost being it would be illegal to approve this permit in complete disregard to the recorded Protective Covenants.

I plan to attend the January 26, 2021 meeting if there are any questions regarding this letter.

Sincerely,



Amanda N. Maurer

From: wenonah Recio <wenonahrecio@hotmail.com>

Sent: Wednesday, January 20, 2021 10:32 AM

To: Gretchen E Ricehill <gretchen.ricehill@cogs.us>

Subject: Proposed preschool on S.Hyland

To whom it may concern,

I am writing in regards to the proposed preschool to be built in the residential area of S.Hyland park drive in Glenwood Springs. I am a homeowner for over 15 years on Lincolnwood drive just up the street from this location. I have 4 children that walk to school or the park/bus stop several times a day. There are an average of over 15 children in our area that also make this walk. It is highly concerning the amount of traffic this establishment would increase on our residential streets. I feel this is very unsafe for our children in many ways. If there are over 40 children and 9 staff members at the preschool the number of cars and traffic cannot be sustained on the residential streets. Blake avenue is already too congested, and cars drive much faster than the speed limit which already is a concern for our children who walk these routes to and from school. I have worked at a local preschool and know that drop off and pick up times can be very busy and this was with a roster of only 15 children and 2 staff, I can't imagine the amount of traffic this would cause especially without a parking lot for all these cars to drop off!

Drivers are already distracted with phones and in a hurry to get to and from work, our children are not always looking for cars when walking. This seems like a disastrous combination waiting to happen.

I along with my family and neighbors am highly against this happening in our neighborhood! I am aware of the great need for daycare centers, however, this is not the appropriate location! Please consider our children that live and walk in this neighborhood everyday! Their safety should be a priority and this business would put them in jeopardy!

Thank you for your consideration,

Wenonah Recio, Botanicals Floral Art.

Date: January 22, 2021

To: Members of Glenwood Springs Planning & Zoning Commission

Re: Special Use Permit for 536 S. Hyland Park Drive

My name is Sheri Scruby and I own and live at 530 Hyland Park Drive, two doors up the hill from the proposed location. Over the past 20 years I have witnessed many changes in the surrounding area. Despite pressure from the ever-expanding footprint of the medical complex to the south, with the ensuing traffic and parking consequences, we have managed to maintain the pedestrian-friendly, residential spirit of our neighborhood.

The current proposed Special Use Permit for 536 Hyland Park Drive, to be developed as a Large Child Care Center (i.e. an enterprise with considerable impacts, *one that is seven times what the City Code allows for daycare in a home*), is not consistent with our subdivision and would adversely affect the safety, quality of life, nature of our neighborhood, and property values.

Aside from the issues pertaining to parking, deliveries, dumpster trash service, and other events that happen with a school of this size, the increased traffic would be a major problem. The traffic study provided with the permit does not adequately reflect the impact. North and South Hyland Park Drives form a horseshoe bisected by Bennett Street with Lincolnwood access at the top of the hill (see attachment). Most parents will not enter and exit our neighborhood the same way they came in.

The drop-offs of pre-school children, toddlers and infants are not "Kiss and Go" - they take time and contact with the staff. Imagine the event created twice daily - cars parallel parked on an incline, on both sides of the street, parents carrying small children, diaper bags and other necessities - several hours of arriving and leaving for 40 plus children that will not take place in a parking lot.

All of the streets are steep; the intersection at Lincolnwood (the only access point for residents of that street) is busy and has obstructed views; the two yield signs are not always well-respected; it's a recipe for an accident.

Valley View Hospital created a daycare crisis for their workers with young children when they closed The Early Learning Center last year. To now offer favorable lease terms to LittleCO Academy, provide spaces at the St. Barnabas Church lot to meet their inadequate parking requirements (the lot is filled to capacity every day) and in return request that spaces at the center be first offered to children of VVH employees, is not a good solution for this problem.

The Hyland Park addition to the City of Glenwood Springs, protected by covenants in 1955 (see attachment), is a great place to live and share community. It is not suitable for the use outlined in the SUP, and the application must be denied.

Recorded July 7, 1955 at 11:30 A.M. Book 285 Page 538

Reception No. 190440 Chas. S. Keegan, Recorder

PROTECTIVE COVENANTS TO RUN WITH THE
LAND COMMONLY KNOWN AND PLATTED AS THE
HYLAND PARK ADDITION TO THE
CITY OF GLENWOOD SPRINGS, COLORADO

I, the undersigned owner of a tract of land known and platted as Hyland Park Addition to the City of Glenwood Springs, Colorado, do hereby covenant and agree that the use of that tract of land, as hereinafter described, shall be restricted by the terms and conditions as hereinafter set out in this declaration of protective covenants, subject to which all conveyances of lots in said Subdivision will be made, hereafter, the covenants herein set out being common to all the lots in said Subdivision. I further covenant and agree herein that the hereinafter set out restrictions shall be binding upon myself, my heirs, executors, administrators and assigns. The Subdivision to be affected hereby is the following described tract of land, to-wit:

A tract of land located in Sections 15 and 16, Tp. 6 S., R. 89 W. of the 6th P.M., Garfield County, Colorado, more particularly described as follows: Beginning at a point whence the NE corner of Section 16, Tp. 6 S., R. 89 W. of the Sixth Principal Meridian bears E. 1°23' E. 1576 feet, thence N. 88°35' W. 1307.0 feet to the center line of State Highway No. 82; thence S. 1°31' W. 807.2 feet along center line of State Highway No. 82, thence S. 88°34' E. 220.0 feet; thence S. 1°30' W. 10.83 feet; thence S. 88°34' E. 123.0 feet; thence E. 1°30' E. 135.83 feet; thence S. 88°34' E. 964.1 feet; thence S. 87°09' E. 230.0 feet; thence W. 6°20' W. 304.32 feet; thence N. 1°25' E. 150.05 feet; thence E. 87°09' W. 188.09 feet; thence E. 1°23' E. 232.15 feet to the point of beginning.

That the protective covenants to run with the land so described are as follows:

1. No lot shall be used except for residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one detached single-family dwelling not to exceed two and one-half stories in height and a private garage for not more than two cars.

2. No building shall be erected, placed, or altered on any lot until the construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee as to quality of workmanship and materials, harmony of external design with the existing structures, and as to location with respect to topography and finish grade elevation.

3. No dwelling shall be permitted on any lot at a cost of less than \$9,000.00, based upon cost levels prevailing on the date these covenants are recorded, it being the intention and purpose of the covenant to assure that all dwellings shall be of a quality of workmanship and materials substantially the same or better than that

4. No building shall be located on any lot nearer than 35 feet to the front lot line, or nearer than 15 feet to the side street line. No building shall be located nearer than 5 feet to an interior lot line, except that no side yard shall be required for a garage. No dwelling shall be located on any lot nearer than 25 feet to the rear lot line. For the purposes of this covenant, eaves, steps, and open porches shall not be considered as a part of the building, provided, however, that this shall not be construed to permit any portion of a building, on a lot to encroach upon another lot.
5. No dwelling shall be erected or placed on any lot having a width of less than 70 feet at the minimum building set back line nor shall any dwelling be erected or placed on any lot having an area of less than 9800 square feet, except that a dwelling may be erected or placed on Lots No. 1, 2, 3, or 4, in Block 6, in said Subdivision, as shown on the recorded plat.
6. Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat and over the area 10 feet of each lot.
7. No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.
8. No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence either temporarily or permanently.
9. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that dogs, cats or other household pets may be kept provided that they are not kept, bred, or maintained for any commercial purposes.
10. The Architectural Control Committee is composed of Kenneth Balcomb, D. H. Hammar, and D. L. Ready, all of Glenwood Springs, Colorado. A majority of the Committee may designate a representative to act for it. In the event of death or resignation of any member of the Committee, the remaining members shall have full authority to designate a successor. Neither the members of the Committee, nor its designated representative shall be entitled to any compensation for services performed pursuant to this covenant. At any time, the then record owners of a majority of the lots shall have the power through a duly recorded written instrument to change the membership of the Committee or to withdraw from the Committee or restore to it any of its powers and duties.
11. The Committee's approval or disapproval as required in these covenants shall be in writing. In the event the Committee, or its designated representative, fails to approve or disapprove within 30 days after plans and specifications have been submitted to it, or in any event, if no suit to enjoin the construction has been commenced prior to the completion thereof, approval will not be required and the related covenant shall be deemed to have been fully complied with.

13. No oil drilling, or other development operations, oil refining, quarrying, or mining operations of any kind shall be permitted upon or in any lot, nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted upon or in any lot. No derrick or other structure designed for use in boring for oil or natural gas shall be erected, maintained or permitted upon any lot.

14. No lots shall be used or maintained as a dumping ground for rubbish. Trash, garbage or other waste shall not be kept except in sanitary containers. All incinerators or other equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition.

15. These covenants are to run with the land and shall be binding on all parties and all persons claiming under them for a period of 25 years from the date these covenants are recorded, after which time said covenants shall be automatically extended for successive periods of 10 years unless an instrument signed by a majority of the then owners of the lots have been recorded, agreeing to change said covenants in whole or in part.

16. Enforcement shall be by proceedings at law or in equity against any person or persons violating or attempting to violate any covenant either to restrain violation or to recover damages.

17. Invalidation of any one of these covenants by judgement or court order shall in nowise effect any of the other provisions which shall remain in full force and effect.

Executed at Glenwood Springs, County of Garfield, Colorado
this 7th day of July, 1955.

/S/ Kenneth C. Balcomb, Jr

STATE OF COLORADO)
COUNTY OF GARFIELD) ss.

The above and foregoing instrument was acknowledged this 7 day of July, 1955, by Kenneth C. Balcomb, Jr.

My commission expires February 24, 1958.

WITNESS my hand and notarial seal.

/S/ Charles S. Keegan
Notary Public





Planning and Zoning Commission Report

Date: January 26, 2021
To: Planning and Zoning Commission
From: Laura Kirk
Subject: Downtown Development Authority 2020 Plan of Development Update

REQUEST	Consideration of the Downtown Development Authority 2020 Plan of Development Update
APPLICANT	Downtown Development Authority
OWNER	Various
LOCATION	Various
ZONE	Various
SURROUNDING LAND USES	
LOT SIZE	

ACTION ITEMS

Consideration of the Downtown Development Authority 2020 Plan of Development Update

BACKGROUND

In November of 2000, the voters of Glenwood Springs approved the establishment of the Downtown Development Authority. The 2001 Plan of Development was created as a statutorily required step in the formation of the DDA. A Plan of Development is an official public document expressing a community vision for the downtown area. The 2001 Plan of Development was general in nature presenting goals and specific objectives of the DDA while listing specific examples of projects for consideration by the DDA. The Plan also established a revenue stream for the downtown through Tax Increment Financing.

The 2001 document is now outdated with many projects either completed or no longer relevant. In keeping with the desire to have a living and evolving policy document, the DDA worked with Downtown Colorado, Inc (DCI) to update the Plan over the course of 2020. DCI is a state-wide association representing Downtown Development Authorities and other commercial districts in Colorado. DCI's familiarity with DDA's across the state provided technical assistance and expertise during the Plan update process.

The Plan update recognizes that Downtown Glenwood Springs is a very different place than it was nearly twenty years ago. The updated Plan accomplishes the following:

- Reflects advances and changes in Downtown over the last 20 years!
- Aligns the Plan with City of Glenwood Springs plans and policies that have been adopted and implemented since 2001.
- Refreshes the mission statement, outlines desired outcomes in the downtown district, and suggests sample strategies for future action.
- Creates a strong policy foundation to be used to develop action plans for resource allocations by the

DDA and the City of Glenwood Springs.

No change to the TIF is proposed as a part of the Plan update. The TIF expires in 2027; the DDA Board and the Council will need to decide before that time period about a variety of options for the TIF. The sales and property taxes that accrue to the DDA do not represent any kind of a tax increase, but are strictly an apportionment of revenues generated by the district to be spent in the district.

Partners have played a key role in the update of the Plan including City Staff, the Glenwood Springs Chamber Resort Association, various City Commissions, and the DDA Board. The DDA Board approved the Plan Update by unanimous vote at our December, 2020 Board meeting. Final adoption of the Plan requires approval by the Planning and Zoning Commission and the Glenwood Springs City Council.

PROJECT SUMMARY

N/A

REVIEW CRITERIA AND STAFF ANALYSIS

N/A

REVIEWING AGENCY COMMENTS

As indicated above, development of the Plan has been a collaborative effort between the DDA, city staff, city boards/commissions, and outside organizations. Comments about the plan components were provided at each step of the drafting process.

ACTION ITEMS & STAFF RECOMMENDATIONS

Action 1: Consideration of the Downtown Development Authority 2020 Plan of Development Update

The Downtown Development Authority and Community Development Department staff recommend that the Planning and Zoning Commission forward the the 2020 Plan of Development Update to the City Council for approval with the findings in the staff report.

Suggested Findings:

1. The 2001 Plan of Development was statutorily required for the formation of the Downtown Development Authority.
2. The 2020 Plan of Development Update continues to fulfill the mission of the Downtown Development Authority to strengthen downtown as the retail, entertainment, office, government, and tourist hub of the area.
3. The 2020 Plan of Development Update is in conformance with the Comprehensive Plan in that it -
 - a. Promotes long-term sustainable diverse economic development;
 - b. Maintains Glenwood Springs as the regional tourism, retail, commercial and governmental center of Garfield County;
 - c. Preserves small town character while maintaining the livability of Glenwood Springs and increases the

vibrancy and commercial success of Downtown;

d. Addresses transportation needs and provides multiple convenient travel choices;

e. Encourages housing;

f. Supports social diversity; and

g. Preserves cultural and natural resources.



Downtown Development Authority City of Glenwood Springs 2020 Plan of Development Update

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Appendix A: DDA Bylaws

Appendix B: Duties of DDA

Appendix C: DDA 25 Year Plan

Appendix D: DDA District Boundary Map



PLAN OF DEVELOPMENT BACKGROUND

PURPOSE OF THE DDA + PLAN OF DEVELOPMENT

A Downtown Development Authority (DDA) Plan of Development is an official public document expressing a community vision for the downtown area. The Glenwood Springs DDA's Plan of Development will outline key concepts and priorities for the downtown as well as identify opportunities and partnerships that will strengthen the downtown. The Plan will be used as a guide to inspire and share future projects, policies, and action steps.

The Downtown Development Authority and its associated Plan of Development should be a living and evolving policy document. The purpose of the plan is to coordinate the needs and priorities for the Downtown area in conjunction with broader City of Glenwood Springs community goals by:

- Sharing the vision and values for Downtown
- Serving as a guide for policy that can inform practical implementation
- Targeting resources
- Building understanding of partners and opportunities
- Capitalizing on the momentum of previous downtown work

CREATION OF THE DDA + PLAN OF DEVELOPMENT

The City of Glenwood Springs decided to create a Downtown Development Authority (DDA) in 2001 to spur revitalization efforts and protect the historic downtown as an active, beautiful, and connected downtown hub. The 2001 Plan of Development was created as a statutorily required step in the formation of the DDA which established a revenue stream for the downtown district through Tax Increment Financing. The original plan was general in nature presenting goals and specific objectives of the DDA while listing specific examples of projects for consideration by the DDA.

DDA MISSION

The Glenwood Springs DDA's mission is to create vitality for the downtown; its plans and projects include strengthening downtown as the retail, entertainment, office, government, and tourist hub of the area. The DDA ensures access for all.

DOWNTOWN DEVELOPMENT AUTHORITY PURPOSE

The City of Glenwood Springs created a DDA through City Ordinance No. 21, Series 2000 defining the boundaries of a proposed Authority and submitting the question of establishing the DDA to a vote. On November 7, 2000 the Glenwood Springs Community approved, through a vote, the establishment of the Downtown Development Authority. In January, 2001, City Council passed Ordinance No. 44, Series of 2000 establishing the Board of Directors of the DDA and establishing its powers and duties. Although the state's DDA statute enables a council to enact a property tax mill levy increase or a sales tax increase after a vote, it was decided not to ask for any property or sales tax increases. Instead, it was decided that the Glenwood Springs DDA would rely on Tax Increment Financing for its funding stream.

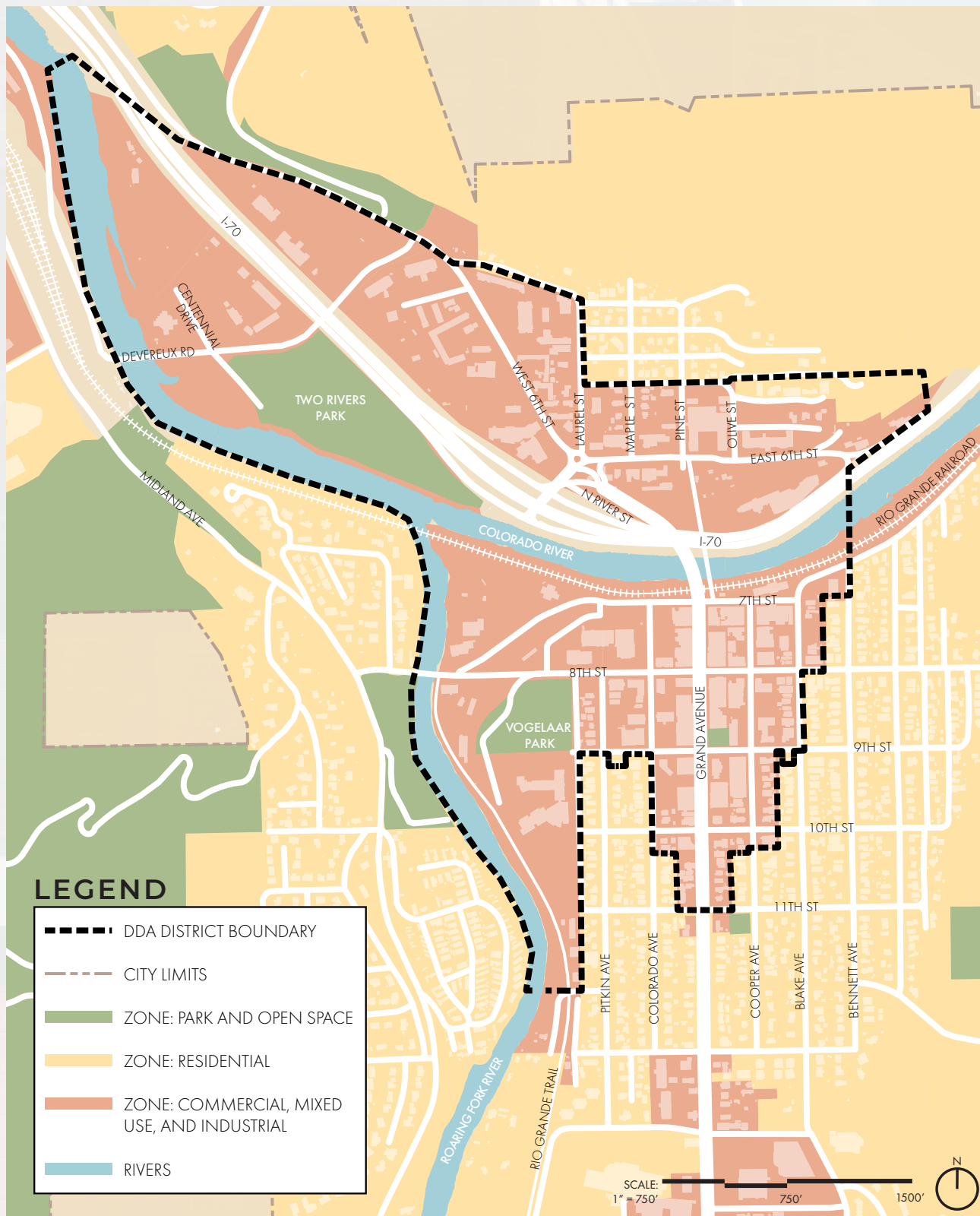
The 2001 Plan of Development provided the necessary documentation for establishment of the TIF setting up a baseline of sales and property taxes to fund the DDA. The sales and property taxes that accrue to the DDA do not represent any kind of a tax increase, but are strictly an apportionment of revenues generated by the district to be spent in the district. The TIF expires in 2027, the DDA board and council will need to decide before that time period about a variety of options for extension of the TIF.

The DDA has several overarching goals: it seeks to enhance and broaden the downtown experience for residents and guests through infrastructure, beautification, pedestrian access and connections to open space, views and river corridors. Revenues to the DDA are earmarked and used exclusively for the purposes of downtown vitalization. Additional funding sources include grants and municipal partnerships.

HOW TO GET INVOLVED

The DDA is a strong partner for downtown initiatives and works with many groups in the community. The DDA is pleased to engage with businesses, organizations, and property owners, as well as interested citizens. The bylaws, in Appendix A, share governance and other details of the organizational management. Per the bylaws, the DDA is led by an executive director, who reports to the DDA board. The board includes seven community representatives appointed by the Council, further information about the DDA structure can be found in the appendices.





CITY OF GLENWOOD DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT BOUNDARY

PLAN OF DEVELOPMENT USES

The Core Values and Outcome Areas shared in this Plan should inform decisions by City Council, the Downtown Development Authority (DDA), the Glenwood Springs Chamber Resort Association, the Planning & Zoning Commission, other City boards and commissions, staff, key partners, residents, property owners, developers and other stakeholders in the Downtown area.

- **Staff & Decision-Makers:** The City, DDA and Chamber should reference the Plan when developing work plans, allocating funding for programs and projects, reviewing development proposals, and adopting new regulations that impact Downtown.
- **Residents, Businesses & Property Owners:** Property owners, business owners, residents and community interest groups should use this Plan as the foundation for conversations with decision-makers and developers about the needs and priorities for Downtown.
- **Developers:** Applicants for building and development projects should reference the Plan when proposing new infill or redevelopment projects and as a starting point for a dialogue with neighbors and stakeholder groups about such proposals.
- **Partners & Other Stakeholders:** Private sector partners, non-profit organizations, and other partner organizations should review the Plan to better understand the community's vision and priorities for Downtown.



DDA PLAN OF DEVELOPMENT UPDATE

The current Plan of Development was completed in 2001 and Downtown Glenwood Springs is a very different place than it was nearly 20 years ago. While the purpose of the DDA remains relevant, it is time to update the Plan of Development for several reasons. The updated Plan of Development will:

- Reflect advances and changes in Downtown in the last 20 years!
- Align the plan with the City of Glenwood Springs Land Use Code, Comprehensive Plan and any future updates, Area Wide Plan, 6th Street Master Plan, City Economic Development Strategy, existing Housing Study, Arts and Culture Plan, and other relevant City plans.
- Integrate the core values that Glenwood Springs encourages such as our local and regional residential needs, placemaking, access, equity, and a dedicated downtown advocate.
- Create a strong policy foundation to be used to develop action plans for resource allocations by the DDA & the City of Glenwood Springs.



GLENWOOD SPRINGS DOWNTOWN EXISTING CONDITIONS

The downtown district includes a rich mix of business types and entities bordering both sides of the Colorado River, connected by the Grand Avenue Bridge. Several cultural and historic icons exist within the DDA including the Hotel Colorado, the Glenwood Hot Springs, the Hotel Denver, the old Train Station, and Two Rivers Park. These renowned institutions are synonymous with Glenwood Springs; images of these buildings inextricably tied to the sense of place that is Glenwood for both locals and tourists worldwide.

By latest tally, the DDA district includes over 200 business entities, a mixture of retail, restaurants, hotels, attractions, and other uses. Beyond the historic entities noted above, the downtown is defined by restaurants located along 7th Street providing a rich mixture of eating establishments and vitality along this important vehicular and pedestrian route. That same energy

winds up Grand Avenue along the wing streets and Grand itself with a variety of restaurant and retail experiences. Cooper Avenue to the east adds to the downtown vibe. Across the river to the north, 6th Street offers added shopping and dining opportunities, with the Iron Mountain Hot Springs and Adventure Park on the northern boundary of the district.

The downtown is in a constant state of evolution as business ownership changes, and opportunities present themselves for redevelopment or new development. The DDA is uniquely placed to track and monitor the business mix, and with partners, to maintain and enhance our business mix for diversity and character.



GLENWOOD SPRINGS DDA ACCOMPLISHMENTS

Since the inception of the DDA, several important projects have been completed to help shape the downtown. Of note:

- **Downtown Library Campus.** The DDA was instrumental in facilitating the collaboration between the library, Colorado Mountain College and the City, to co-locate those facilities in the downtown between 9th and Grand and 9th and Cooper. Without the DDA's involvement, the City risked losing the library to a location outside the downtown area. As a part of this planning process, the City and DDA also developed a public parking lot on Cooper helping to address critical parking demands in the downtown core.
- **Grand Avenue Bridge.** The DDA took a leadership role in negotiations with CDOT during the Grand Avenue Bridge reconstruction project to ensure that the aesthetic of the bridge was appropriate for Glenwood expressive of the city's history and small-town character. The DDA's involvement helped ensure an inviting pedestrian bridge separated from vehicular traffic.
- **Pedestrian Space.** The DDA also played a pivotal role in the touchdown of the bridge between 7th and 8th on Grand, creating an opportunity for enhanced pedestrian activities rather than an underutilized, vacant space.
- **Festival Street.** The 7th Street beautification project was spearheaded by the DDA creating widened sidewalks, a more pleasing association between the street and the adjacent Colorado River corridor, and a festival street capable of carrying vehicular traffic at reduced speeds and functional for street closures for special events be those the weekly farmers market or other scheduled activities.
- **6th Street Roundabout.** In 2020, improvements were completed to the roundabout and adjacent areas at the entry to Glenwood Springs where the ramp to I-70 intersects with Highway 82 and US 6. The entry creates a favorable first impression, welcoming visitors to the community.
- **Public Bathrooms.** The DDA led an effort to add public bathrooms to the downtown, conveniently located at 7th and Colorado. The addition of the bathrooms addressed a long identified need.
- **Façade Grants.** The DDA offers a façade improvement program to eligible projects in the district. The goal of the program is to enhance building facades and thereby the vitality of downtown through a matching grant.
- **Downtown Signage.** The DDA has collaborated with the City to enhance wayfinding in the downtown through a variety of signage efforts.
- **Business + Restaurant Support.** Improvements along 7th Street and under the bridge have been vital to the neighboring restaurants during the 2020 pandemic providing adjacent accessible and attractive outdoor dining opportunities. These improvements have also resulted in new businesses coming to the under bridge and adjacent wing streets bringing added vitality and economic benefit to the downtown.

DOWNTOWN CORE VALUES

Downtown Glenwood Springs has come a long way since the original Plan of Development was written nearly 20 years ago, in 2001. The work of the last nineteen years has created a strong foundation with an infrastructure, partnership, and leadership by the Glenwood Springs DDA. As we review Glenwood Springs vision for the downtown, five core values emerge to help Downtown Glenwood Springs shape effective programming going forward:

- **FOCUS ON THE LOCAL**

Grow a vibrant economic ecosystem where housing, employment, and recreation are accessible for residents. Local engagement results in community pride, patient investment, and creative idea sharing and collaboration.

- **COLLABORATION**

Foster an intersection of partners, projects and ideas interacting in creative problem solving, education, and expanded communication.

- **ACCESS AND EQUITY**

Establish equitable access to downtown for a diversity of users with ease of movement, a sense of safety and awareness, and removal of barriers to entry.

- **YOU ARE HERE**

Create visual and physical cues that illuminate the context of arriving or departing downtown, and that highlight the opportunity to engage in the rich and diverse activities within the downtown district.

- **THE THIRD PLACE**

Establish a contextual relationship for a social environment beyond home and work, where locals engage in a celebration of community.



FOCUS ON THE LOCAL

Grow a vibrant economic ecosystem where housing, employment, and recreation are accessible for residents. Local engagement results in community pride, patient investment, and creative idea sharing and collaboration.



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THE THIRD PLACE

Establish a contextual relationship for a social environment beyond home and work, where locals engage in a celebration of community.

GLENWOOD SPRINGS' DOWNTOWN PLANS OVER TIME

The original plan of development had great ideas and many of them have been accomplished. The table below shows the areas of overlap and demonstrates the continuity of the updated plan in carrying on the purpose of the original.

2001 ORIGINAL PLAN GOALS	2020 UPDATED PLAN OUTCOME AREAS
ECONOMIC DEVELOPMENT Drive Economic Development in the District to maintain and strengthen its role as the center of the community and the region. LAND USE Redevelop underutilized land in the heart of the DDA District including the Confluence area.	ECONOMIC VITALITY Glenwood Springs Downtown Development Authority prioritizes a strong, active, diverse, and fluid downtown economy. We foster an economic environment that allows the downtown to prosper and grow to contribute to the larger economy.
CHARACTER Sustain small town character.	PLACE MAKING Glenwood Springs Downtown Development Authority uses a dynamic approach for the planning, design, and activation of public spaces which considers people, history, culture, recreation, and encourages entrepreneurial solutions to challenges.
ORGANIZATION Establish a management organization to implement the DDA Plan of Development and coordinate collaboration with downtown groups.	LEADERSHIP & ACTIVATION Glenwood Springs Downtown Development Authority effectively guides and directs people, businesses, organizations, and community support entities towards a common goal of downtown vibrancy and sustainable growth.
	COMMUNICATIONS Glenwood Springs Downtown Development Authority effectively advocates, collects, shares, and distributes information to and about downtown.
TRANSPORTATION Resolve issues of transportation within the District in collaboration with city, state, and federal governments and the private sector.	CONNECTIVITY & MOBILITY Glenwood Springs Downtown Development Authority advocates for easily navigable roads, sidewalks, transportation system, and public space for all people.



DOWNTOWN VISION + DESIRED OUTCOMES

VISION + DESIRED OUTCOMES

Downtown Glenwood Springs is a destination bridging our rich history and celebrating small town character with our bright future as a crossroads of recreation, culture, diversity, and entrepreneurship.

The Glenwood Springs Downtown Development Authority (DDA) was established in 2001 to serve the Community of Glenwood Springs by implementing a proactive plan of balanced and directed development, incorporating social and economic diversity while emphasizing solutions for accessibility. The DDA's broad array of accomplishments speaks to the visionary leadership and direction of the DDA since that time. As evidenced in a review of the original to the updated plan, the new plan builds upon that legacy of dynamic leadership, with modernization of terminology, enhanced focus on communications for partnership and awareness, and recognition of the valuable work completed in the DDA's lifetime.

ECONOMIC VITALITY

Glenwood Springs Downtown Development Authority prioritizes a strong, active, diverse, and fluid downtown economy. We foster an economic environment that allows the downtown to prosper and grow to contribute to the larger economy.

PRINCIPLE: The Glenwood Springs Downtown Economy will use creativity, economic diversification, and a local emphasis in downtown projects to ensure economic prosperity and opportunity for a diversity of businesses and ventures.

PLACE MAKING

Glenwood Springs Downtown Development Authority uses a dynamic approach for the planning, design, and activation of public spaces which considers people, history, culture, recreation, and encourages entrepreneurial solutions to challenges.

PRINCIPLE: The Glenwood Springs Placemaking efforts will emphasize the authentic small town character, tone, art, and history of Glenwood Springs.



COMMUNICATIONS

Glenwood Springs Downtown Development Authority effectively advocates, collects, shares, and distributes information to and about downtown.

PRINCIPLE: The Glenwood Springs DDA commits to effective messaging regarding resources for downtown through clear communication and collaboration with partner organizations with the common goal to convey the character, history and sense of place of Downtown Glenwood Springs.

LEADERSHIP & ACTIVATION

Glenwood Springs Downtown Development Authority effectively guides and directs people, businesses, organizations and community support entities towards a common goal of downtown vibrancy and sustainable growth.

PRINCIPLE: The Glenwood Springs DDA is an advocate for downtown perspectives and a resource for partners hoping to engage in downtown.

CONNECTIVITY + MOBILITY

Glenwood Springs Downtown Development Authority advocates for easily navigable roads, sidewalks, transportation system, and public space for all people.

PRINCIPLE: The Glenwood Springs DDA commits to creating a downtown that is bicycle and pedestrian friendly which encourages community movement, connectivity and vitality.

The Glenwood Springs Downtown Development Authority (DDA) Plan of Development is intended to be used as a guide to inspire and shape future projects, policies, and action steps. The DDA Plan of Development is organized into five desired outcome areas to shape these areas of work. These desired outcome areas are neither comprehensive nor exclusive as the DDA and work in downtown must bridge silos and will necessarily connect topics and initiatives beyond the five desired outcome areas. The desired outcome areas are meant to tie Core Values to areas of work, but it is important to consider the relationship between the topic areas as well. Each desired outcome area included in the Plan of Development has a related series of principles, policies and action items that will be fleshed out in the work planning process.

SAMPLE STRATEGIES

SAMPLE STRATEGIES

The following are examples of actions the Glenwood Springs DDA and partners might undertake to implement the plan. Year to year, strategies may vary and will be selected based on opportunities, needs, and market conditions. These strategies should be viewed as a sampling only, their relevance to be determined by the priorities of the time.

ECONOMIC VITALITY

Glenwood Springs Downtown Development Authority prioritizes a strong, active, diverse, and fluid downtown economy. We foster an economic environment that allows the downtown to prosper and grow to contribute to the larger economy.

STRATEGIES

1. ACTIVATE DOWNTOWN WITH COMMERCE + LOCAL USE

- a) Communicate the importance of a vibrant Downtown for a sustainable local ecosystem.
- b) Focus on the local customer base to create a more sustainable and less seasonal, tourist-reliant economy.
- c) Build a loyal local customer base that is age- and culturally diverse.
- d) Partner with the City and the Chamber around support and incentives to encourage business investment, growth, and clusters of restaurants and retail.
- e) Celebrate Glenwood Springs' history and cultural offerings by identifying and attracting creative entrepreneurs to the community.
- f) Connect the downtown commercial to residential through increased communications, physical guides and signage, and activities that invite locals.
- g) Partner with the City to advocate for highest and best use zoning in the downtown area. Consider incentives to support highest and best uses.
- h) Collaborate with the City to identify and secure catalyst sites, promote available properties, and other downtown opportunities.

2. RETAIN AND GROW LOCALLY OWNED AND OPERATED BUSINESS

- a) Promote Downtown as the hub for locally owned businesses and support locally owned businesses.
- b) Continue to partner with the City, County, Chamber, and other economic partners.
- c) Support cultural competency training and education for business owners to help diversify the customer base.
- d) Engage in upskilling training for local front-line employees.
- e) Consider a business attraction and retention strategy that aligns with the City economic development priorities while defining a distinctive value proposition for Downtown.
- f) Create a retail and restaurant strategy to encourage inter-business collaboration in downtown.
- g) Provide support for increased employment and job mobility opportunities for workers with a range of skill sets.

3. LEVERAGE PRIVATE SECTOR INVESTMENTS THROUGH PUBLIC-PRIVATE PARTNERSHIP

- a) Use the Opportunity Areas identified later in this plan document to consider priority development sites.
- b) Consider incentives for public-private partnerships that drive private investment to implement the Glenwood Springs vision for priority sites.
- c) Educate local property owners about funding mechanisms for development and rehabilitation.
- d) Communicate and utilize Glenwood Springs DDA Priorities to shape grant, loan, and partnership programs with entities supporting the DDA vision.
- e) Activate vacant space with installations, pop-up retail, or other fun and attractive ways to connect with the community.

PLACE MAKING

Glenwood Springs Downtown Development Authority uses a dynamic approach for the planning, design, and activation of public spaces which considers people, history, culture, recreation, and encourages entrepreneurial solutions to challenges.

STRATEGIES

1. ENSURE AND CONVEY STANDARDS FOR COMFORT, SAFETY, AND ESTABLISHED NORMS FOR DOWNTOWN ENJOYMENT

- a. Establish standards and roles in partnership with the City in support of a safe, clean and comfortable downtown environment.
- b. Incentivize use and public-private partnerships for beautification of non-traditional public spaces such as alleys, utility boxes, right of ways, etc.
- c. Establish standards and incentives for private property and new construction with guides for enhancement, architectural upgrades, parking areas, and alley access/rear facades.
- d. Design, maintain, and upgrade public spaces to be flexible for accommodating a wide variety of uses, enhance visibility and function, and activate the space.
- e. Collaborate with the City and the Chamber to increase access to public art and celebration of public art.
- f. Integrate findings from the Art Plan Study.

2. ENCOURAGE PROGRAMS AND PROJECTS TO REINFORCE THE AUTHENTIC COMMUNITY CHARACTER

- a. Expand awareness of the Glenwood Springs Downtown brand. Use the brand to establish visual cues and communication such as banners, signage, wayfinding, and other aesthetic features.
- b. Work with the City planning processes to encourage dynamic downtown guidelines, overlays and enhancement, and incentives supported by Glenwood Springs DDA.
- c. Encourage and actively participate in development + redevelopment to achieve a streetscape that is intimate in scale.

- d. Ensure that development which is initiated, encouraged, or facilitated by the DDA enhances the pedestrian, historic architecture, amenities, and landscaping of a small town.
- e. Actively propose, finance, and build image enhancing amenities.

3. ENCOURAGE THE REHABILITATION AND REUSE OF HISTORIC BUILDINGS

- a. Collaborate with the Historic Preservation Commission to provide information to property owners on benefits and importance of preservation and to maintain a historical buildings inventory.
- b. Offer financial incentives for building owners to participate in historic façade renovation.
- c. Assist the City in offering financial incentives for renovation.
- d. Support the Glenwood Historical Society by facilitating and supporting their efforts.
- e. Protect historic buildings through incentives and regulations and assure complimentary design and usage of re-development.
- f. Collaborate with the Historic Preservation Commission. A portion of North Glenwood is eligible as a National Register Historic District. There is also the potential of a second district on the south side of the river. Discussion with the business owners and business community would be important before any final historic designation.

4. ENHANCE EASE OF NAVIGATION AND SENSE OF PLACE WITH VISUAL CUES, COMMUNICATION AND WAYFINDING

- a. Celebrate Glenwood Springs' art, culture, and authentic history by incorporating artwork, murals, sculptures, signs and visual stories. DDA to collaborate with the Arts and Culture Commission planning and implementation processes.
- b. Improve wayfinding signage to enhance accessibility, safety, and comfort for all modes of transportation.
- c. Continue to express arrival with gateway signage and landscaping to distinguish Downtown and guide the experience.
- d. Continue improving existing kiosks to fit better with design ideals and provide greatly expanded information of walking and bike tours and points of interest.

- e. Create and update a digital brochure/map of downtown business that is available to the public.
- f. Integrate the 8th Street Crossing into the heart of town with DDA as partners with the City as the timing is appropriate.
- g. Improve the appeal of signage and banners, both for directions to attractions and for attracting people to different parts of downtown.

5. CONTINUE TO GROW TOURISM ELEMENTS AND OUTSIDE APPEAL

- a. Partner with the Chamber Resort Association to continue to promote Glenwood Springs as a destination and to support downtown events.
- b. Actively recruit niche business in retail, entertainment, and uses appealing to tourists.
- c. Continue to create and promote physical and visual connections to the two rivers as a recreational and tourist attraction.
- d. Embrace technology-based wayfinding innovations to connect visitors, locals, and experiences.

COMMUNICATIONS

Glenwood Springs Downtown Development Authority effectively advocates, collects, shares, and distributes information to and about downtown.

STRATEGIES

1. ESTABLISH UNIFORM MARKETING FOR DOWNTOWN GLENWOOD SPRINGS IN COLLABORATION WITH PARTNERS

- a. Develop brand and standards for Glenwood Springs Downtown.
- b. Establish a downtown communications team made up of people from DDA, Chamber, City, and other relevant partners.
- c. Collaborate with City and Chamber on branding, messaging, and distribution of information for each sphere of outreach.

2. ADVOCATE FOR A VIBRANT BUSINESS COMMUNITY

- a. Create a communication plan with the City and the Chamber to ensure awareness of resources, opportunities, and key topics for downtown businesses and property owners and about downtown initiatives.
- b. Use creative placemaking to engage downtown businesses, property owners, and residents to organize and prioritize their

needs, goals, problems and proposed solutions.

- c. Conduct a first, and continue annually (or more often), a “downtown social” between business people and property owners and the DDA to begin and continue communication and knowledge of one another and shared priorities.
- d. Advocate for the interests of downtown businesses, property owners, and tenants.
- e. Create and share templates for leasing, subleasing, and shared spaces to guide increased partnerships of businesses and property owners in conjunction with the City Economic Development Department.
- f. Establish a quarterly Glenwood Springs Downtown update to be shared with City Council, media, and other partners.
- g. Create an annual communication about the impacts and effectiveness of the DDA.

3. COMMUNICATION AND ADVOCACY STRATEGY AIMED AT LOCAL ENGAGEMENT

- a. Identify platforms and media to best reach local and regional populations considering diverse audiences and interests.
- b. Establish and roll out a campaign, in conjunction with the City and the Chamber, to engage locals in downtown.
- c. Develop platform/place for local community feedback and input.
- d. Support the formation of a business-led ad hoc committee to provide creativity, energy, and drive to efforts in this area.
- e. Utilize storytelling to engage locals with community character, history and place in messaging and through signage, art, and events.

LEADERSHIP & ACTIVATION

Glenwood Springs Downtown Development Authority effectively guides and directs people, businesses, organizations and community support entities towards a common goal of downtown vibrancy and sustainable growth.

STRATEGIES

1. ADVOCATE FOR DOWNTOWN IN BROADER PLANNING EFFORTS

- a. Convey and educate on the need and design of downtown improvements.
- b. Promote improvements that will strengthen the downtown tax base and the basic services it provides for the community.
- c. Advise and contribute to City-led improvements for downtown.
- d. Collaborate with partner efforts to ensure downtown is a factor in planning and the needs of downtown are considered.
- e. Ensure the direction and core values for downtown are included in larger community initiatives.
- f. Support the Glenwood Historical Society by facilitating and supporting their efforts.

2. PREPARE FOR SUSTAINABLE DOWNTOWN MANAGEMENT

- a. Establish effective and clear systems for DDA management.
- b. Establish intergovernmental agreements to ensure city maintenance of improvements in the downtown over time.
- c. Consider options for extending financing for the DDA.
- d. Keep downtown data and documents updated.
- e. Collaborate on identifying and pursuing downtown grants in partnership with the City and Chamber.

CONNECTIVITY + MOBILITY

Glenwood Springs Downtown Development Authority advocates for easily navigable roads, sidewalks, transportation system, and public space for all people.

STRATEGIES

1. FACILITATE SAFE AND ENJOYABLE PEDESTRIAN OR CYCLIST EXPERIENCE

- Recognize issue areas and propose solutions
- Improve pedestrian atmosphere by partnering on construction of improvements and extensions to pedestrian passages.
- Work with the City to plan, design, and construct pedestrian connections in conjunction with partners between various sectors of downtown.
- Consider improvements to walkways adjacent to existing and new parking lots and structures to improve aesthetics.
- Support multi-modal with amenities for bikes and scooters. Encourage bike racks and bike lanes wherever feasible. Propose bike routes, lanes, racks and amenities that connect Downtown to neighborhoods and implement over time. Support efforts to increase accessibility through rentals.
- Work with partners to align wayfinding signage to clarify walking and biking connections to local and regional bus routes.
- Maintain effective relationships with the City, Garfield County, RFTA, and the Colorado Department of Transportation.

2. ENSURE PARKING IMPROVEMENTS AND SOLUTIONS

- Support City and RFTA initiatives to track data and monitor parking changes over time. Advocate for downtown locations and implementation of long-term solutions.
- Ensure awareness of downtown retail, office businesses, and governments into compliance with and enforcement of parking regulations.
- Incorporate local design standards into parking areas including adding landscaping to existing as well as new parking lots and structures.
- Encourage and actively solicit local private-public partnerships to increase the availability of parking.
- Uphold modern urban design concepts of mixed-use parking structures including retail and office space on street levels.



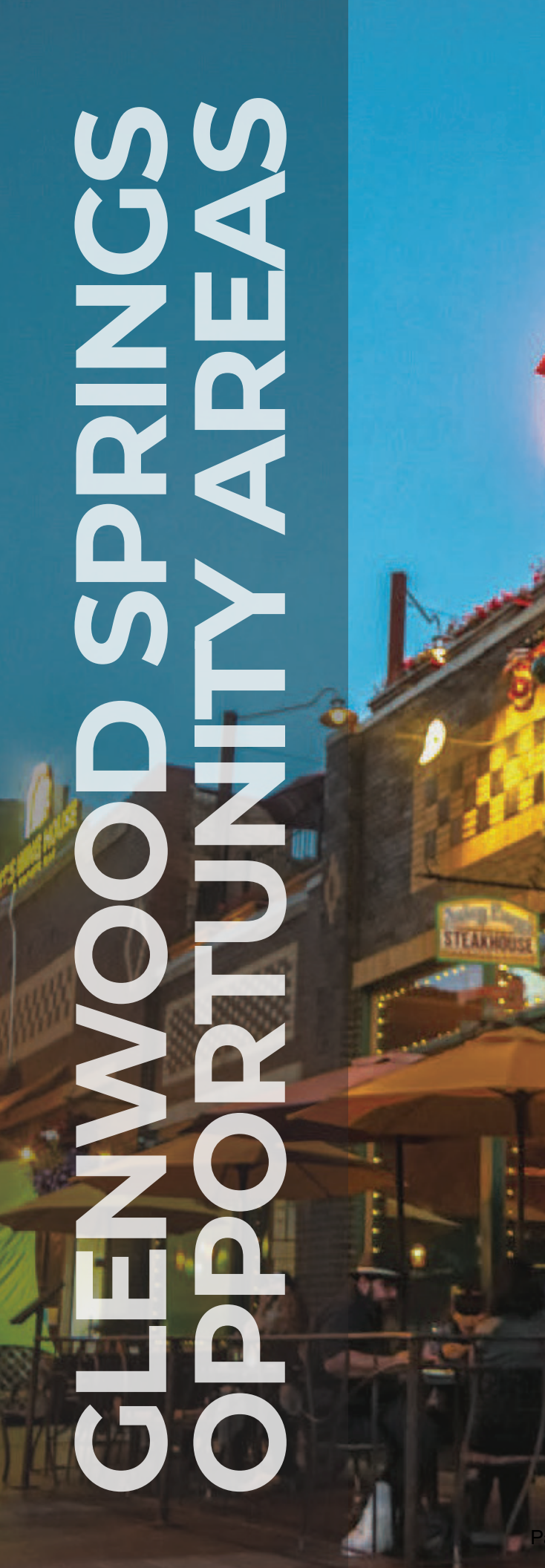
PARTNERS

The Downtown Development Authority depends on collaborative relationships with a variety of entities, most importantly the City and the Glenwood Springs Chamber Resort Association. With these three organizations working in sync, the opportunities for the downtown are limitless. Two of the primary areas where partnership is most strongly required is for general economic development and the support of small business and property owners. We also maintain communication with boards, commissions, and clubs such as Planning and Zoning, the Tourism Board, Historic Preservation, and the Garden Club.

Economic development is a multi-faceted effort that Glenwood Springs prioritizes. This effort must include efforts for the larger community, as well as the region. It is important for partners to push for improvements in access to transportation, housing, and primary job creation. Glenwood Springs Downtown is the dynamic civic and social hub that supports our small business, local investment, and community engagement. The DDA advocates for the needs of downtown business and property owners, for the sense of place that keeps employees, small businesses, and visitors coming.

While there are areas of overlap, each organization has a distinct mission and sphere of influence as noted below.





GLENWOOD SPRINGS OPPORTUNITY AREAS

OPPORTUNITY AREAS

Redevelopment is anticipated in a variety of locations throughout Downtown and in many cases may be on private property. The Plan of Development highlights opportunity sites and concepts that would benefit from reinvestment or have previously been considered with partners. The DDA will serve as an advocate for our core values and desired outcomes with the City, partners, and private sector. The DDA plan of development outlines a variety of guiding principles, priorities and strategies for consideration going forward. This vision is outlined at a broad level as a foundation for a wide range of opportunities to support economic vitality and placemaking in the downtown area. As a companion to this broader vision, the DDA should also adopt a strategic work plan that would focus on specific initiatives in the short to medium term and would be revisited on a more frequent basis. The work plan would focus on individual projects spearheaded by the DDA, City, and Council in response to current circumstances and needs of the downtown area. Types of projects for consideration include the following:

- **6th Street Improvements.** The 6th Street area revitalization is detailed in the study 6th Street Corridor Master Plan. Implementation of this plan would create a more pedestrian and bicycle friendly experience in this important part of the City for locals and tourists alike. Funding for this project area was included in the Access and Infrastructure bond package passed in 2016 and is of utmost importance to revitalization of this area.
- **8th Street Crossing.** The City of Glenwood owns approximately 12 acres of undeveloped land between City Hall and the confluence of the Colorado and Roaring Fork Rivers. This represents an extraordinary opportunity for the City, the community and the DDA to shape the future of the City with a development that creates the appropriate mix of open space, affordable housing, commercial, retail and other uses building on prior work as documented in the Area Wide Plan. The DDA should have a leadership role in this project as it moves forward recognizing that implementation of the project will occur over a 10-20 year timeframe. Evaluation of this project against the DDA's guiding principles and priorities will help to ensure a development that is appropriate for Glenwood.

- **Downtown Vacancies.** Working with the City's Economic Development Specialist, Chamber and others to diversify uses in the downtown core and entice new tenants is critical to a healthy, vibrant environment.
- **Alley development.** Glenwood has an untapped network of alleyways that could provide important and vibrant connections to primary streets and thoroughfares. With a commitment to convert single use trash and recycling to communal block wide compactors, there is an opportunity to reimagine alleys as pedestrian ways with expanded outdoor dining, mural art, lighting, planters, etc., in effect enlarging the footprint of the downtown and enticing people to experience the downtown core in a broader variety of ways.
- **Pedestrian Improvements.** Pedestrian improvements along Cooper (beautification)
 - Many of the City's prominent retail establishments and restaurants are located on Cooper Avenue and have developed a flavor for the arts. Building on this theme creates a greater sense of place for the street and might inform future enhancements to draw increased visitation to this area of town. Streetscape improvements should consider lighting, furniture, planting and other amenities designed in conjunction with the need for ongoing vehicular traffic and parking.
- **Parking Concerns.** Supply and location of parking is a common concern for many downtowns and Glenwood shares this concern. As the City continues to evolve, parking is a complex and important issue that needs to be re-evaluated on a continual basis. The 2020 MOVE plan will provide an analysis of parking alternatives over a long-term horizon looking at the pros and cons of paid parking, potential locations for parking garages, relocation of parking, parking for employees versus shoppers, etc. This plan will create a baseline for discussion and implementation into the future with the ability to adjust and respond to changing dynamics and unforeseen opportunities.
- **More cyclist friendly.** Glenwood Springs sits at the intersection of a significant regional trail system along the Rio Grande from Glenwood to Aspen, to the east through the Canyon, and to the west by way of the future LOVA trail. As a hub location, the City wants to embrace safe and easy bicycle movement through the downtown core. This will support both the trail users and the casual biker exploring the downtown area.
- **Celebration of the Historic District.** The City of Glenwood Springs has a rich and deep history as a spa town along the railway. Celebration of this history is integral to Glenwood's identity and adds immeasurably to the downtown experience. Continued recognition of this history is inextricably tied to Glenwood's sense of place and small-town character and should continue to be recognized as fundamental to future downtown planning and development.

PLAN MONITORING + EVALUATION

Monitoring and evaluating the success of activities guided by the Plan of Development will ensure that the Downtown Development Authority, the City of Glenwood Springs and its partners are on track to achieve the outcomes as outlined in the Plan. The DDA Plan of Development should remain relevant and responsive to changing conditions. To allow for flexibility, the Plan of Development does not include action items, but should be used to create a detailed work plan based on the core values and desired outcomes. The workplan should take into consideration the sample strategies section outlined earlier in the plan.

The work plan will be approved by the DDA Board of Directors and will be reviewed to measure progress toward goals using both a qualitative and quantitative process to evaluate investment and improvements to Downtown. A regular work plan review will examine the priorities of the Downtown and identify opportunities to adapt or implement new strategies. The DDA staff will continually monitor the status of action items and publish an annual status report on the DDA website.

WORK PLAN GUIDELINES

The Glenwood Springs DDA will work on an as needed basis to create a plan of work that outlines specific tactics and projects that will further the vision as laid out in the Plan of Development update. A Tactics Matrix will assist in aligning efforts and ensure that the DDA is adhering to the vision as outlined in the Plan. A format for the matrix follows, to be filled in as part of the Work Plan update.

GLENWOOD SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY TACTICS MATRIX					
	FOCUS ON THE LOCAL Grow a vibrant economic ecosystem	COLLABORATION Foster an intersection of partners	ACCESS + EQUITY Establish equitable access	YOU ARE HERE Create visual and physical cues	THE THIRD PLACE Establish a contextual relationship for a social environment
ECONOMIC VITALITY Prioritizes a strong, active, diverse, and fluid downtown economy					
PLACE MAKING Use a dynamic approach for the planning, design, and activation of public spaces					
COMMUNICATIONS Advocate, collect, share, and distribute information to and about downtown					
LEADERSHIP + ACTIVATION Guide and direct people, businesses, organizations and community support entities towards a common goal of downtown vibrancy and sustainable growth					
CONNECTIVITY + MOBILITY Advocate for easily navigable roads, sidewalks, transportation system, and public space for all people					

ACKNOWLEDGMENTS

In 2020, Glenwood Springs DDA's chose Downtown Colorado, Inc. (DCI) as the lead on the Plan of Development update. DCI is a state-wide association representing Downtown Development Authorities and other commercial districts in Colorado. DCI provides advocacy, information, advisory services, and technical assistance to support vibrant downtowns in our state. DCI works with nearly 500 members, and has provided over 100 downtown plans to Colorado communities.

Partners have played a key role in updating the Glenwood Springs DDA Plan of Development. The DDA has benefitted from input and sharing insights from the numerous planning and engagement efforts from the City of Glenwood Springs Management, Community Planning, and Economic Development Departments, and the Glenwood Springs Chamber Resort Association.

The DDA Plan of Development Steering Committee Members include: Laura Kirk, Executive Director of the Glenwood DDA; Christian Henny, DDA Board President; Jennifer Oton, Assistant City Manager; Matt Nunez, Economic Development Specialist with the City of Glenwood; Gretchen Ricehill, Assistant Community Development Director and Historic Preservation Commission Liaison; Angie Anderson, Executive Director Glenwood Springs Chamber Resort Association, and the DCI consultant team.

DDA MISSION STATEMENT

The Glenwood Springs DDA's mission is to create vitality for the downtown; its plans and projects include strengthening downtown as the retail, entertainment, office, government, and tourist hub of the area. The DDA ensures access for all.

APPENDIX A // DDA Bylaws

GLENWOOD SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY AMENDED AND RESTATED BYLAWS

ARTICLE I GENERAL

Section 1. Establishment. Pursuant to Ordinance No. 44-2000 on January 18, 2001, the City of Glenwood Springs, Colorado established a Downtown Development Authority known as the “Glenwood Springs, Colorado Downtown Development Authority” (hereinafter GSDDA) as a body corporate. Bylaws for the GSDDA were adopted in 2001. These Amended and Restated Bylaws completely repeal and replace those.

Section 2. Purpose. The GSDDA is established to provide for the public health, safety, prosperity, security, and welfare within the downtown district of Glenwood Springs, in the following ways:

- By fostering and coordinating cooperation in the downtown community;
- By assisting in the planning, development, and redevelopment of this area; and
- By promoting, maintaining, and activating the Downtown Plan as adopted, amended and restated.

Section 3. Offices. The GSDDA shall have the power to maintain an office within the boundaries of the Downtown Development Authority district.

Section 4. Seal. The corporate seal of the GSDDA shall be in the form of a circle, and shall have inscribed therein the words “Glenwood Springs Downtown Development Authority, 2001” and the words “Corporate Seal.” The GSDDA shall comply with any statutory requirements regarding the use of the Seal.

ARTICLE II POWERS OF THE BOARD

Pursuant to Ordinance No. 19, Series of 2020 of the City of Glenwood Springs, Colorado, The Board shall have all of the powers now or hereafter authorized by Part 8 of Article 25 of Title 31, Colorado Revised Statutes, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8.

ARTICLE III THE BOARD, OFFICERS, AND EMPLOYEES

Section 1. Board Members. The affairs of GSDDA shall be managed by a Board of no more than eight (8) members. The Glenwood Springs City Council shall appoint seven (7) of these members from the general public and qualified to serve pursuant to C.R.S. § 31-25-806. The Mayor shall appoint one (1) member annually from City Council, and an alternate therefrom. Such member’s sole function will be to serve as a liaison between Council and the GSDDA Board and he/she shall not be a voting member of the Board except when there is a tie vote amongst the Board

or when necessary to have a quorum. Each appointed member from the general public, shall reside within, be a business lessee within, own real property within, or be an officer or director of a corporation having its place of business within the GSDDA district.

Section 2. Constitution and Terms. The board shall be constituted as follows:

- a) All members shall be appointed for staggered 4 year terms, commencing July 1 and ending June 30.
- b) A member shall hold office until his successor has been appointed and qualified. After the terms of the initial members of the Board have expired, the terms of all members (except any member who is a member of the City Council) shall expire four years from the expiration date of the terms of their predecessors.
- c) A Board Member shall serve only two terms.

Section 3. Officers. The Officers shall be a Chair of the Board, a Vice-Chair, a Treasurer, and a Secretary. Such elections shall be held at the second meeting of the GSDDA, and annually thereafter at the first meeting in July. Each officer shall be a member of the Board, except that the office of Treasurer shall be the City of Glenwood Springs Chief Operating Officer. The functions of the Secretary may be delegated to an employee chosen by the Board. The Secretary and Treasurer have final responsibility for the content and accuracy of the documents and records kept by a functioning employee. The Chair shall preside at all meetings of the Authority, sign contracts if authorized by Resolution, deeds, and other instruments of the Authority, with attestation by the Secretary. The Secretary shall sign the Minutes for every meeting of the Board. The Treasurer shall submit and sign the budget.

Section 4. Resignation. Any Board Member may resign at any time by giving written notice to the City Council with a copy to the Chair of the Board. Such resignation shall take effect at the time specified in the letter. The acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies. In the event of one or more vacancies of term expirations, the Authority shall advertise for replacement Board Members to apply for consideration by the City Council. In the event, a Board Member's term has expired, the Board may nominate him for an additional term or nominate a replacement. Within thirty (30) days after the occurrence of a vacancy on the Board, the City Council shall appoint a successor.

Section 6. Removal. If a Board Member has three unexcused absences within a twelve (12) month period, that member's position on the board shall be declared vacant. To secure an excused absence, a Board Member must notify either the Chair or the Secretary prior to the meeting being missed. The Chair shall determine whether an absence is excused, and such determination shall be final.

A Board Member may be removed by the City Council for cause after the Board Member is given reasonable notice of a hearing, and an opportunity to be heard regarding the allegations against him or her.

APPENDIX A // DDA Bylaws

Section 7. Compensation. Members of the Board shall serve without compensation, but they may be reimbursed for actual and necessary expenses.

Section 8. Employees. Pursuant to Section 31-2-815, C.R.S., GSDDA shall hire an Administrator/Director. Such Administrator/Director may be an employee of the City of Glenwood Springs. The Board may, at its discretion, hire other employees who may also be employees of the City of Glenwood Springs.

ARTICLE IV CONFLICT OF INTEREST

No Board Member nor any employee of the Board shall vote or otherwise participate in any matter in which he or she has a specific financial interest; which is defined as a matter in which the member or employee would receive a benefit or incur a cost substantially greater than other property owners in the GSDDA. When such interest appears, it is the duty of the Board Member or employee to make such interest known, and he or she shall thenceforth refrain from voting on or otherwise participating in the particular transaction involving such interest. Willful violation of the provisions of this section constitutes malfeasance on the part of a member of the Board, and is grounds for instant dismissal of any employee, and censure or removal of the Board member.

ARTICLE V MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall be at such time and place as determined by the Board. Regular meetings may be recessed and continued to another date.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chair, or at the request of any two (2) members of the Board.

Section 3. Notice. Notice of all Meetings shall comply with the provisions of the Colorado Open Meetings Law found at Sections 24-6-401 through -402, Colorado Revised Statutes. Notice shall be posted at least 24 hours prior to any Board meeting on the GSDDA's website hosted by the City of Glenwood Springs found at the City's website.

Section 4. Open Meetings. All meetings of the Board shall be open to the public except those dealing with land acquisition or sales, personnel matters, negotiations or legal matters of which the Board is receiving advice from its attorney or any other matter that may be discussed in executive session pursuant to the Colorado Open Meetings Law. The Minutes of the meeting shall reflect the executive session's topic of discussion.

Section 5. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting, and if less than a quorum is present, a majority of those present may continue the meeting from time to time without further notice. The City Council liaison shall count toward a quorum but shall not be allowed to vote.

Section 6. Voting. All resolutions or motions for the transaction of business shall require the affirmative vote of a majority of the members of the Board present at any meeting where a quorum is present.

Section 7. Rules of Order. All meetings shall be conducted under the most recent Edition of Robert's Rules of Order, Revised; except as otherwise provided by these Bylaws, the Glenwood Springs Municipal Charter and Code, and Statutes 35-25-801 *et seq.*, C.R.S 1973, as amended.

ARTICLE VI FINANCE, DEBT, AND INSURANCE

Section 1. Budget. The GSDDA shall annually submit a budget to the Glenwood Springs City Council for review and approval in accordance with the City of Glenwood Spring's annual budget schedule. An annual audit shall be made pertaining to the fiscal affairs of the Authority in conjunction with that of the City.

Section 2. Deposits. All funds of the GSDDA shall be deposited in the City of Glenwood Springs to the credit of the GSDDA. Such deposits shall be made into interest bearing accounts where applicable.

Section 3. Accounting. The GSDDA, as well as the City of Glenwood Springs shall maintain accounting records and records of transaction. All vouchers or the payment of accounts shall be submitted by the Director to the Treasurer for payment from the funds deposited to the credit of GSDDA. Both the Director and the Treasurer shall approve all vouchers for expenditures.

Section 4. Funding. The operations of the GSDDA shall be principally funded from:

- a) Donations to the GSDDA for the performance of its function;
- b) Monies borrowed and repaid from other funds received, under authority of Part B of Article 25 of Title 31, Colorado Revised Statutes;
- c) Tax increment funds as defined in Section 31-25-807(3) if the plan to development, as adopted, provides for such tax increment funding;
- d) Such other sources as may be approved by the Glenwood Springs City Council or the voters within the City of Glenwood Springs.

Section 5. Contracts. The Board may authorize, by resolution, the Chair or the Director to enter into any contract, or execute any instrument in the name of and in behalf of the Authority. Such authority may be general, or confined to specific instances.

Section 6. Property. The GSDDA may hold property in its name as directed by resolution of the Board, and as permitted by Section 31-25-801 *et seq.*, C.R.S. 1973, as amended. The Board may choose to transfer any property to the City of Glenwood Springs. At the end of the term of GSDDA, all remaining property shall be transferred to the City of Glenwood Springs, Colorado, unless otherwise provided.

APPENDIX A // DDA Bylaws

Section 7. Debts. All instruments of debt shall be evidenced by a contract, loan agreement, trust indenture, bond indenture, or some other legally binding written document. No verbal debts of contract shall be binding on the Board.

Section 8. Bonds. All bond issues shall be issued by the City of Glenwood Springs, and subject to its approval, as well as the City's elections. The Board may recommend to the City Council the issuance of Bonds for any project or purpose authorized by law. Any City of Glenwood Springs ordinance or resolution by which bonds are issued, pursuant to the authority granted GSDDA in Part 8 of Article 25 of Title 31, C.R.S., shall specify the maximum net effective interest rate of such bonds.

Section 9. Non-liability for Debts. The private property of a member of the Board shall be exempt from execution or other liability for any debts of the GSDDA. No Board Member shall jointly or severally be liable for the debts or liabilities of the GSDDA.

Section 10. Indemnification. The GSDDA shall indemnify any Board Member or Officer of the GSDDA against expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit, or proceeding, civil or criminal, or for any loss or claim resulting from such action, suit, or proceeding in which he or she is made a party by reason of being or having been a Board Member or Officer, including any matter in which he or she is adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duties for, or on behalf of, the GSDDA; excluding, however, any liability for intentional misconduct, gross negligence, or criminal acts in the office. Provided further, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding which has been made the subjects of compromise settlement, except with the approval of a court of competent jurisdiction, or the Board, acting by a majority vote of Board Members who are not parties to the same or substantially the same action, suit, or proceeding. The foregoing right or indemnification shall not be exclusive of other rights to which such person, his heirs, executors, or administrators may be entitled as a matter of law.

Section 11. Fidelity Bonds. The Board may require fidelity bonds for the faithful performance of any employee's duties. The expense for such bonds shall be paid for by the funds of the GSDDA.

Section 12. Insurance. The Board may participate in the City of Glenwood Springs insurance policies with the approval of the City Council, and the City's insurance providers. The Board may also purchase any insurance policies for the GSDDA as it sees fit. The Board may also purchase insurance for the purpose of indemnifying its Board Members, Officers, and employees to the extent that such indemnification is allowed in Section 11 of Article VI of these Bylaws.

ARTICLE VII AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of all the members of the Board at any duly convened special or regular meeting. Provided, however,

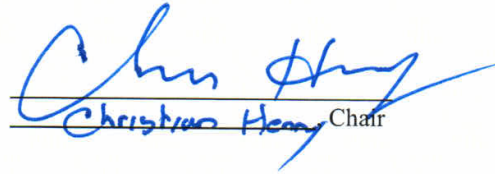
that in no event shall these Bylaws be altered, amended, or repealed so as to be inconsistent with the laws of the State of Colorado or the City of Glenwood Springs.

ARTICLE VIII DISSOLUTION

Upon resolution by a two-thirds (2/3rds) vote of all members of the Board, the Board may request the City Council to dissolve the GSDDA, provided that all statutory requirements are satisfied. The GSDDA may be dissolved by any method authorized by statute.

ADOPTED this 20 day of October, 2020 at the regularly scheduled meeting of the GSDDA.

Vote: X yes; ___ no



Christian Henry Chair

ATTEST:

Secretary

ORDINANCE NO. 44

Series of 2000

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,
COLORADO, ESTABLISHING THE BOARD OF DIRECTORS OF THE
DOWNTOWN DEVELOPMENT AUTHORITY AND ESTABLISHING
ITS POWERS AND DUTIES.**

WHEREAS, the voters of the City of Glenwood Springs approved the creation of a downtown development authority at the general election held on November 7, 2000; and

WHEREAS, Sections 31-25-801 through 31-25-822 of the Colorado Revised Statutes provide qualifications for the membership and makeup of the board of directors of the authority; and

WHEREAS, the statutes also outline the powers and duties available to the board, subject to the revision or enlargement of those specified therein; and

WHEREAS, the City adopted, after numerous public meetings, the Downtown Plan, which is a component of the City's overall comprehensive plan; and

WHEREAS, City Council determines it in the best interest of the redevelopment of the downtown area, as defined in the ordinance approved by the voters, to establish hereinbelow the Board of Directors, as well as the Board's powers and duties.

NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The affairs of the Downtown Development Authority shall be under the direct supervision of the Board of Directors, which shall consist of eleven (11) members appointed by City Council. Two (2) of the members shall be Glenwood Springs Council members, who shall be appointed by City Council when it makes appointments to all City boards and commissions, and the remaining nine (9) shall reside in, be a business lessee, or own property within the central business district, as defined in the ordinance creating the boundaries of the Downtown Development Authority. An officer or director of a corporation having its place of business in the district shall be eligible for appointment to the Board. A majority of the nine (9) non-Council members shall reside or own property in the boundaries of the district. The appointments shall be for the following terms:

Two members – through June 30, 2002

Two members – through June 30, 2003

Two members – through June 30, 2004

Three members – through June 30, 2005

After these initial terms, the terms of all citizen members shall expire four (4) years from the expiration date of the terms of their predecessors.

Section 2. All members shall take and subscribe to the oath of office required of officials of the City prior to the assumption of duties.

Section 3. For purposes of the Authority's business, the City's Downtown Plan, adopted by City Council on June 17, 1999, shall be used as the master plan for the Authority from which other more site specific development plans may be prepared.

Section 4. In addition to the powers customarily vested in a board of directors, the board shall exercise supervisory control over the activities of its staff in the carrying out of the following duties. Additional duties and responsibilities are as follows:

- A. The adoption of its own rules and procedures, subject to those specified in the City's Code of Ordinance and the approval of City Council.
- B. The appointment of a director and other staff members and the provision for their compensation.
- C. The preparation of an annual budget to be presented to City Council during the City's budget process for its approval.
- D. The proposed development projects prepared by the Board shall be submitted to the City's Planning and Commission and approved by City Council.
- E. Any and all powers and duties specified in Sections 31-25-807 and 31-25-808 of the Colorado Revised Statutes not inconsistent with other provisions in this ordinance.

Section 5. Any ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

INTRODUCED, READ AND PASSED ON FIRST READING, ORDERED
PUBLISHED IN FULL THIS 21ST DAY OF DECEMBER, 2000.

CITY OF GLENWOOD SPRINGS, COLORADO



Sam Skramstad, Mayor

APPENDIX B // Duties of DDA

ATTEST:



Robin S. Clemons, City Clerk

INTRODUCED, READ ON SECOND READING, APPROVED, AND ORDERED
PUBLISHED TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF
SECOND PUBLICATION THIS 4th DAY OF JANUARY, 2001.

CITY OF GLENWOOD SPRINGS, COLORADO



Sam Skramstad, Mayor

ATTEST:



Robin S. Clemons, City Clerk

RESOLUTION NO. 2002-3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, APPROVING A TWENTY-FIVE YEAR PLAN OF DEVELOPMENT FOR THE GLENWOOD SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY, INCLUDING PROVISIONS FOR TAX INCREMENT FINANCING.

WHEREAS, by Ordinance No. 21, Series of 2000, the City Council of the City of Glenwood Springs, Colorado, has heretofore determined it prudent and necessary to establish a downtown development authority in the City; and

WHEREAS, pursuant to said Ordinance and Section 31-25-804 of the Colorado Revised Statutes, the question of establishing a downtown development authority in the City was submitted to the electors at the regular election on November 7, 2000; and

WHEREAS, after canvassing the returns of said election, the City Council determined that a majority of qualified electors voting on the question voted in favor thereof; and

WHEREAS, on January 4, 2001, City Council adopted Ordinance No. 44, Series of 2000, creating and establishing the Glenwood Springs Downtown Development Authority; and

WHEREAS, subsequent to its appointment, the Board of Directors of the Authority prepared a Plan of Development for the Authority, as required by C.R.S. Section 31-25-807; and

WHEREAS, the Plan of Development was presented to City Council at its regular meeting on October 19, 2001, and referred the Plan to the Glenwood Springs Planning and Zoning Commission; and

WHEREAS, the City of Glenwood Springs Planning and Zoning Commission, on October 23, 2001, reviewed, modified and recommended the approval of a modified Plan of Development to City Council; and

WHEREAS, the modified Plan of Development was presented to City Council at its regular meeting on November 15, 2001, and a public hearing was held on the proposed Plan, in accordance with C.R.S. Section 31-25-807(4)(c).

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. City Council finds that the Authority's Plan of Development affords maximum opportunity, consistent with the sound needs and plans of the City as a whole, for the development and redevelopment of the area encompassed by the Glenwood Springs Downtown

APPENDIX C // DDA 25 Year Plan

Development Authority.

Section 2. City Council further finds that there is a need to take corrective measures in order to prevent deterioration of property values or structures within the Plan of Development area and the growth of blighted areas therein.

Section 3. City Council hereby adopts the Plan of Development as a twenty-five year plan using the tax increment financing through December 31, 2003, for both ad valorem taxes upon taxable property and for fifty percent (50%) of any municipal sale tax increment that occurs subsequent to the base year's, in accordance with C.R.S. Section 31-25-807, and which are collected with the current boundaries of the Plan of Development. Such financing shall be reviewed during the City's budget process for fiscal year 2004, and the percentage of sales taxes and continuation of ad valorem taxes on taxable property for tax increment financing shall be determined for the following two-year period. Such review and determination shall occur every two (2) years thereafter.

Section 4. Garfield County School District RE-1 has been permitted to participate in an advisory capacity with respect to the Plan of Development and Tax Increment Financing, in accordance with C.R.S. Section 31-25-807(3).

Section 5. Any new area to be subsequently included in the Glenwood Springs Downtown Development Authority in compliance with applicable law after the effective date of this Resolution shall be subject to a separate determination of applicable tax increment financing by City Council and only after City Council's approval of a plan of development for the new area.

Section 6. City Council hereby requests that the City's Finance Director prepare and certify a base year valuation for sales taxes, in accordance with Section 31-25-807(3)(I) of the Colorado Revised Statutes, for the twelve-month period ending on the last day of February 2002.

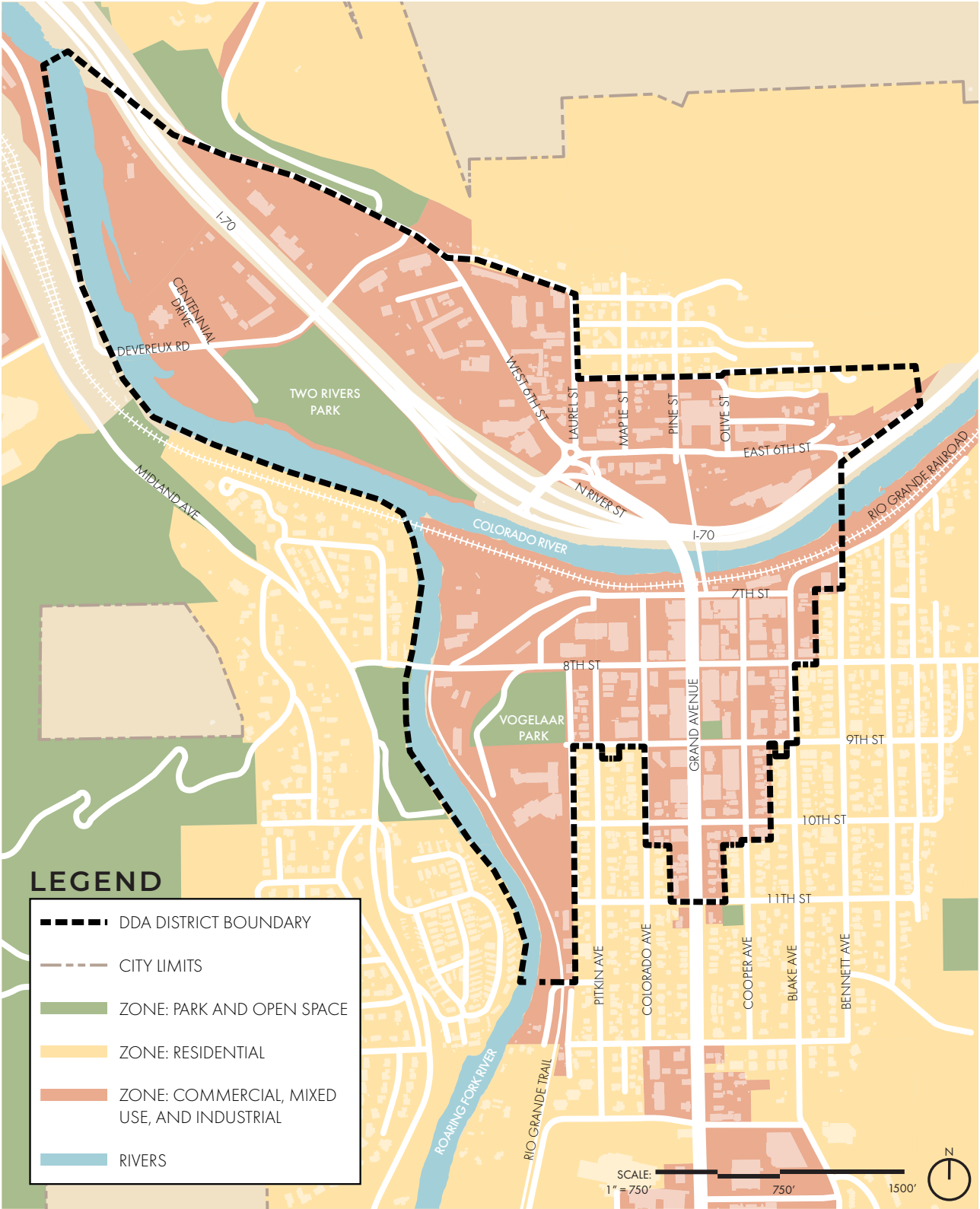
Section 7. City Council hereby requests that the Garfield County Assessor prepare and certify a base year taxable valuation for taxable properties inside the Plan of Development area using values established in the Assessor's last certification date.

INTRODUCED, READ AND PASSED THIS 21st DAY OF MARCH,
2002.

CITY OF GLENWOOD SPRINGS, COLORADO



Rick Davis, Mayor Pro Tem



CITY OF GLENWOOD DOWNTOWN DEVELOPMENT
AUTHORITY DISTRICT BOUNDARY



DOWNTOWN COLORADO

inc.

downtowncoloradoinc.org P: 303.282.0625

DOWNTOWN DEVELOPMENT AUTHORITY

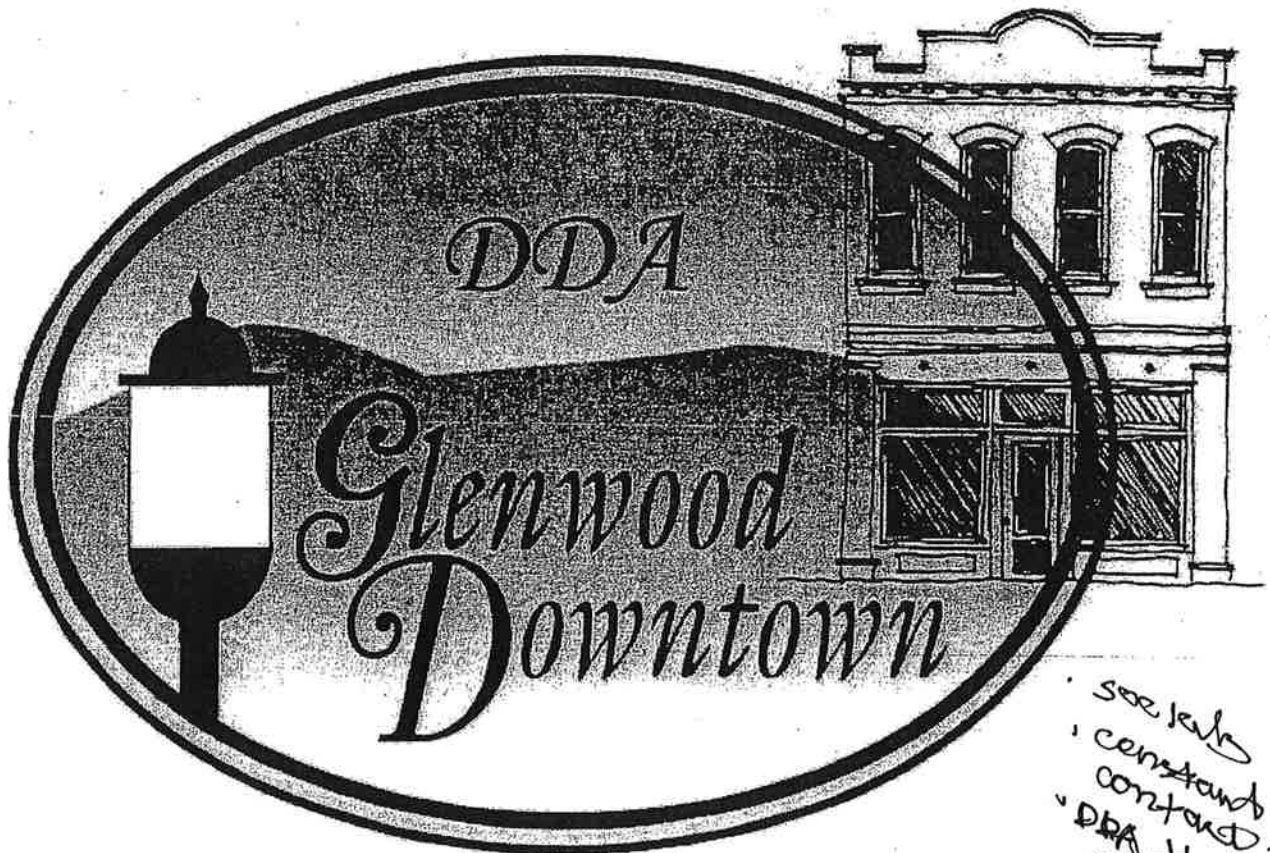
glenwoodspringsdda.com

Glenwood Springs

DOWNTOWN
DEVELOPMENT
AUTHORITY

Plan of Development

October 18, 2001
Revised November 15, 2001



see info
constant
contact
DDA thru
city website
presentation
to p & c

CHANGES IN REVISED PLAN OF DEVELOPMENT

November 15, 2001

On October 23, 2001, the Glenwood Springs Planning and Zoning Commission reviewed the DDA Plan of Development upon referral from City Council. City Council has received a memorandum dated October 29, 2001 from the Commission summarizing its recommendations.

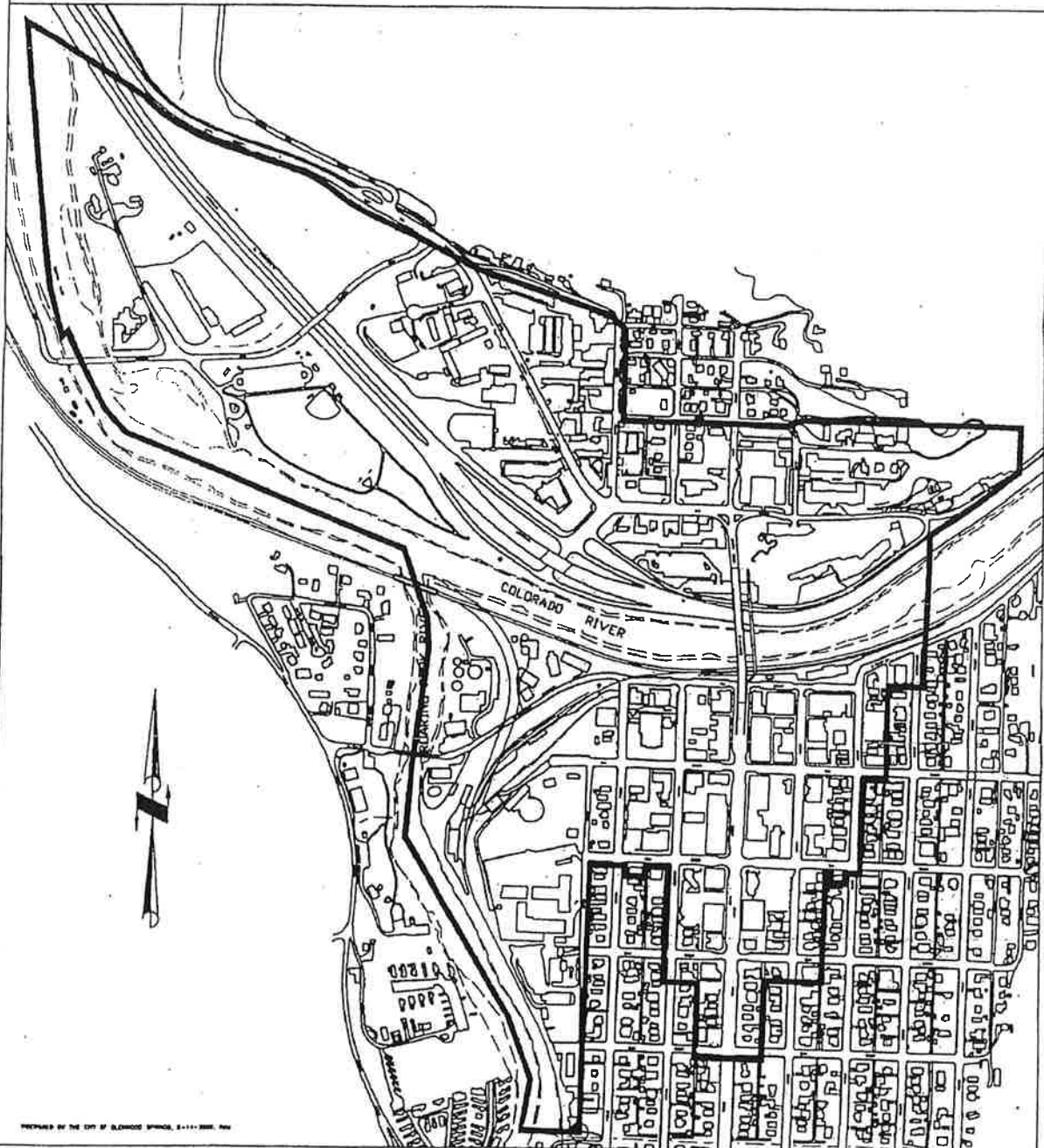
Some of the Commission's recommendations had previously been addressed in the Plan and so referenced in the memo. Others of the Commission's recommendations are contained in this revised Plan of Development, and so noted below. Changes that occurred at the discretion of the DDA are also noted below.

ALL revisions to the first draft of the Plan, which was dated and submitted to Council on October 18, 2001, are listed below:

1. The document has been slightly reorganized to improve the logical flow and to move technical details later than presentation of the key "Implementation Plan." Original section II, E, "Financing Method: TIF," has been moved to the end of the document to a new section IV (page 38 ff.). [Upon recommendation of the DDA Director and concurrence of city administrative and legal staff.]
2. A map of the DDA boundaries has been added at the beginning of the document. [Recommended by P&Z.]
3. The percentage of sales tax increment within the DDA boundaries desired to be received by the DDA has been reduced from 100% to 50%. [DDA Board of Directors as recommended by city administrative staff.]
4. The term "relocation of Colorado Highway 82" has been substituted for any prior references to "by-pass" or "alternate route," and all references to the site of such relocation other than the preferred route established by City Council have been deleted. These are changes to the Downtown Plan and are reflective of current thinking and formal city resolution since adoption of the Downtown Plan. [Planning and Zoning.]
5. An Executive Summary of Tax Increment Financing (TIF) has been added at the beginning of Section IV. The detailed and technical discussion of TIF follows that summary. [DDA Director.]
6. Examples of "projects" in Section III, B. have been numbered for easier reference. [DDA Director.]

BOUNDARY FOR THE CITY OF GLENWOOD SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY

BEGINNING AT THE NORTHWEST CORNER OF BLOCK 4, ORIGINAL TOWNSITE; THENCE S 84° 28' 00" E, 115.00 FEET TO THE NORTHWEST CORNER OF LOT 32, BLOCK 4; THENCE N 01° 32' 00" E, 400.00 FEET TO THE NORTHWEST CORNER OF LOT 29, BLOCK 17; THENCE S 88° 28' 00" E, 290.00 FEET TO THE NORTHWEST CORNER OF LOT 39, BLOCK 16; THENCE N 01° 32' 00" E, 550.00 FEET TO THE NORTHWEST CORNER OF LOT 32, BLOCK 23; THENCE S 88° 28' 00" E, 30.00 FEET; THENCE S 01° 32' 00" W, 50.00 FEET; THENCE S 88° 28' 00" E, 70.00 FEET TO THE SOUTHEAST CORNER OF LOT 31, BLOCK 25; THENCE N 01° 32' 00" E, 50.00 FEET TO THE NORTHEAST CORNER OF BLOCK 25; THENCE S 88° 28' 00" E, 75.00 FEET TO THE NORTHWEST CORNER OF BLOCK 26; THENCE N 01° 32' 00" E, 475.00 FEET TO THE NORTHWEST CORNER OF BLOCK 35; THENCE S 88° 28' 00" E, 115.00 FEET TO THE NORTHWEST CORNER OF LOT 32, BLOCK 33; THENCE N 01° 32' 00" E, 475.00 FEET TO THE NORTHWEST CORNER OF LOT 34, BLOCK 46; THENCE S 88° 28' 00" E, 175.00 FEET TO THE NORTHWEST CORNER OF LOT 9, BLOCK 47; THENCE N 01° 32' 00" E, 757.43 FEET, TO A POINT ON THE SOUTHERLY LINE OF PARCEL A, PROJECT NUMBER 170-20201 SECTION 3; THENCE ALONG THE SOUTHERLY LINE OF PARCEL A, THE FOLLOWING THREE (3) COURSES: (1) N 55° 21' 00" E, 61.42 FEET; (2) N 54° 47' 30" E, 110.10 FEET; (3) N 55° 10' 00" E, 313.70 FEET; THENCE N 01° 17' 40" E, 224.80 FEET TO THE NORTHEAST CORNER OF BLOCK 48; THENCE N 88° 28' 00" W, 1,111.51 FEET TO THE NORTHWEST CORNER OF BLOCK 79; THENCE S 49° 49' 35" W, 10.94 FEET TO THE NORTHEAST CORNER OF BLOCK 73; THENCE N 88° 28' 00" W, 825.00 FEET TO THE NORTHWEST CORNER OF BLOCK 62; THENCE N 01° 32' 00" E, 463.00 FEET TO THE NORTHWEST CORNER OF BLOCK 65; THENCE N 47° 01' 00" W, 106.73 FEET TO THE INTERSECTION OF THE WEST LINE OF THE LAUREL STREET RIGHT-OF-WAY AND THE SOUTHERLY LINE OF THE LINDEN STREET RIGHT-OF-WAY; THENCE NORTHWESTERLY ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF LINDEN STREET THE FOLLOWING TWO COURSES: (1) N 71° 31' 00" W, 431.61 FEET; (2) N 71° 31' 17" W, 282.01 FEET; THENCE N 62° 29' 48" W, 363.40 FEET TO THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 8 AND THE WESTERLY RIGHT-OF-WAY LINE OF DEVEREAUX ROAD; THENCE NORTHWESTERLY ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 8 THE FOLLOWING EIGHT (8) COURSES: (1) N 68° 00' 45" W, 228.51 FEET; (2) 212.01 FEET ALONG THE ARC OF A CURVE; TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 983.00 FEET, A CENTRAL ANGLE OF 12° 19' 55"; THE CHORD OF SAID CURVE BEARS N 38° 50' 47" W, 211.60 FEET; (3) N 37° 07' 48" W, 34.48 FEET; (4) 184.12 FEET ALONG THE ARC OF A CURVE; TO THE LEFT, SAID CURVE HAVING A RADIUS OF 543.00 FEET, A CENTRAL ANGLE OF 19° 30' 00"; THE CHORD OF SAID CURVE BEARS N 62° 23' 49" W, 183.29 FEET; (5) N 72° 06' 49" W, 318.80 FEET; (6) 241.17 FEET ALONG THE ARC OF A CURVE; TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 1176.00 FEET, A CENTRAL ANGLE OF 11° 45' 00"; THE CHORD OF SAID CURVE BEARS N 64° 14' 19" W, 240.35 FEET; (7) N 60° 21' 49" W, 41.30 FEET; (8) 203.12 FEET ALONG THE ARC OF A CURVE; TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 603.00 FEET, A CENTRAL ANGLE OF 19° 17' 55"; THE CHORD OF SAID CURVE BEARS N 50° 42' 31" W, 202.16 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF INTERSTATE 70; THENCE N 57° 49' 42" W, A DISTANCE OF 698.33 FEET TO A POINT ON THE CENTERLINE OF THE COLORADO RIVER; THENCE SOUTHEASTERLY ALONG THE CENTERLINE OF THE COLORADO RIVER (ALSO ALONG THE WESTERLY LINE OF THE PARCEL OF LAND IDENTIFIED AS PARCEL No. 32, NORTH GLENWOOD HEALTH SPA PROPERTY IN THE DEED RECORDED AS RECEPTION NUMBER 43835 IN BOOK 840, AT PAGE 69 IN THE OFFICE OF THE GARFIELD COUNTY, COLORADO, CLERK AND RECORDER) S 05° 24' 18" E, 1,340.40 FEET; THENCE CONTINUING ALONG THE CENTERLINE OF THE COLORADO RIVER THE FOLLOWING FOUR COURSES: (1) S 26° 59' 35" E, 95.27 FEET; (2) S 17° 00' E, 216.13 FEET; (3) S 42° 32' 11" E, 161.44 FEET; (4) S 67° 30' 30" E, 1,513.26 FEET TO THE INTERSECTION OF THE CENTERLINES OF THE COLORADO RIVER AND THE ROARING FORK RIVER; THENCE SOUTHERLY ALONG THE CENTERLINE OF THE ROARING FORK RIVER THE FOLLOWING SEVEN (7) COURSES: (1) S 19° 12' 16" E, 370.19 FEET; (2) S 03° 00' 00" E, 147.85 FEET; (3) S 07° 16' 58" W, 185.13 FEET; (4) S 04° 30' 23" W, 370.45 FEET; (5) S 30° 42' 50" E, 1,241.61 FEET; (6) S 20° 35' 43" E, 341.33 FEET; (7) S 10° 04' 41" W, 261.52 FEET; THENCE S 88° 28' 00" E, 297.52 FEET TO THE SOUTHWEST CORNER OF BLOCK 1; THENCE N 01° 32' 00" E, 1,350.00 FEET TO THE NORTHWEST CORNER OF BLOCK 31; THENCE S 88° 28' 00" E, 175.00 FEET TO THE NORTHWEST CORNER OF BLOCK 22; THENCE S 01° 32' 00" W, 50.00 FEET TO THE SOUTHWEST CORNER OF LOT 1, BLOCK 22; THENCE S 88° 28' 00" E, 160.00 FEET TO THE SOUTHEAST CORNER OF LOT 2, BLOCK 22; THENCE N 01° 32' 00" E, 50.00 FEET TO THE NORTHEAST CORNER OF LOT 1, BLOCK 22; THENCE S 88° 28' 00" E, 115.00 FEET TO THE NORTHEAST CORNER OF BLOCK 12; THENCE S 01° 32' 00" W, 373.00 FEET TO THE NORTHEAST CORNER OF LOT 1, BLOCK 14; THENCE S 88° 28' 00" E, 175.00 FEET TO THE NORTHEAST CORNER OF LOT 5, BLOCK 14; THENCE S 01° 32' 00" W, 373.00 FEET TO THE NORTHEAST CORNER OF LOT 1, BLOCK 3; THENCE S 88° 28' 00" E, 213.00 FEET TO THE NORTHWEST CORNER OF BLOCK 4, THE POINT OF BEGINNING.



Plan of Development
Glenwood Springs Downtown Development Authority
October 18, 2001

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***In addition to the proposed acceptance of this entire Plan of Development, this section contains the only imminent and specific proposals for review and approval by Glenwood Springs City Council through review and recommendation by Glenwood Springs Planning and Zoning.**

Section I

A: CRITICAL CONCEPTS OF THIS PLAN OF DEVELOPMENT

1. This Plan of Development is general in nature, follows the Downtown Plan, and sites examples of projects (see Section III), which may be implemented later. No specific or imminent projects are requested for approval by P&Z or City Council at this time, with two exceptions:

a. **The DDA requests approval of this overall document as the statutorily required "Plan of Development" for a DDA.** (Process detailed in "Scope.." and "...Legal Authority," Sections I., C. and D)."

b. **The DDA requests acceptance of THE SPECIFIC PROPOSALS CONTAINED IN Section III B. 1 – G. 1 – 4, page 24 "Implementation Plan – Organization and Management."** That section, if approved, represents the next logical, practical, and statutorily defined step to establish Tax Increment Financing (TIF). All prior steps have been accomplished. (See Section I., D. and III. B. 1, A. – F.)

2. The "Glenwood Springs Downtown Plan," previously approved by P&Z and adopted by Council is the foundation for the DDA and this Plan of Development. Many relevant sections of that plan are reprinted here, while others have been omitted as superfluous (such as detailed survey results, demographic data, and alternative scenarios not recommended or accepted).

NOTE ESPECIALLY - RE: DOWNTOWN PLAN: Certain sections and key phrases have been deemed outdated by the Planning and Zoning Commission in its review of this Plan. Specifically, the outdated language applies to the preferred route of and the nomenclature for the "relocation of Highway 82." Old language has been ~~struck through~~ and new language appears in ALL CAPS. These changes appear only in Section II. B., pages 11-12, and unless further revised by recommendation of City Council, are adopted with this Plan of Development.

3. According to the City Attorney, the "White Papers" prepared by consultant-authors of the Downtown Plan apparently were not adopted by City Council with the Downtown Plan. Those White Papers contain many general concepts and recommended projects that would normally be a part of a DDA Plan of Development. Therefore, those White Papers are included here by appendix and by reference made a part hereof.

Section I

B: EXECUTIVE SUMMARY:

OVERVIEW AND PURPOSE OF THE DDA PLAN OF DEVELOPMENT

The Glenwood Springs Downtown Development Authority (DDA) respectfully submits this Plan of Development to Glenwood Springs City Council and Glenwood Springs Planning and Zoning Board (P&Z) for review, comment, and recommendation for adoption. This statutorily required Plan of Development is the next legal, logical and practical phase in the evolution of the DDA and the establishment of Tax Increment Financing.

This Plan of Development, especially including Section III. B. 1. "Implementation Plan – Organization, Management and TIF," is a critical supplement to the Glenwood Springs Downtown Plan, which was previously reviewed by P&Z, recommended by P&Z for adoption by City Council, and so adopted by Council on June 17, 1999.

While the previously approved Downtown Plan in its entirety is not a part of this Plan of Development per se, this Plan of Development is a sufficient and necessary extension of the Downtown Plan and is an adjunct to it. There is no disagreement in this Plan with any portions of the previously-approved "Preferred Scenario" in the Downtown Plan and this Plan incorporates into it extensive portions of the Downtown Plan. As noted in "Critical Concepts" earlier, minor changes in language in the Downtown Plan have been made here and are so noted where they occur.

The statutory basis for establishing a Downtown Development Authority and for establishing a revenue stream for the DDA through Tax Increment Financing is presented in Section I., D. It is the purpose of this Plan of Development to continue that statutorily defined process.

Section I

C: SCOPE AND PURPOSE OF THIS PLAN

Adopting precedents established by DDAs in Grand Junction, Colorado (1980) and in Mt. Crested Butte, Colorado (1998), this Plan of Development is general in nature. It does not include or propose specific Development Projects that are being proposed at this time. Rather, it presents the goals and specific objectives of the DDA and lists a number of specific examples of Development Projects that may be undertaken by the DDA. Any specific project to be implemented by the DDA, including a financing plan for the project, will be referred to City Council and subsequently referred to P&Z for thorough review and recommendation. Statutorily, no such Development Project can be undertaken by the DDA without such referral, review, and approval by those bodies.

One important and critical exception to the general nature of the Plan is Section III, B, 1, "Implementation Plan - Organization, Management and TIF." Many of the specific tasks to be accomplished in "Organization, Management" have already been accomplished and are so noted. If there are any specific projects that may be considered as proposed today, those are: 1. The formal acceptance of this Plan of Development. and 2. The establishment of a baseline for Tax Increment Financing (TIF). Upon the review and recommendation of P&Z to City Council, Council will be asked to adopt a Resolution accepting this Plan of Development and establishing Tax Increment Financing.

In order for the DDA to fulfill its goals and objectives, adopted from the previously approved Downtown Plan, and to further plan, propose, and implement specific Development Projects, it must establish this critical revenue stream. As a practical matter, it is not anticipated that the increment to existing taxes within district boundaries will be substantial in the near future. By current estimates,

revenue from TIF at the current growth rate will take one to two years to reach the level of funding recommended by consultants in the Downtown Plan – approximately \$150,000 per year.

Finally, the scope of the Plan of Development will be greater, including undertaking some of the examples that are presented here, and these will become more specific as new development occurs within the district and the TIF increases to a critical mass. It is anticipated, therefore, that this Plan of Development will be amended through the process of referral, review, and approval by Council and P&Z, as statutorily required.

The scope of the plan can expand only as the TIF expands. New development and annexations (if requested by the property owner and approved by Council) will increase TIF, and, therefore, will increase the ability of the DDA to implement more substantial development projects as intended by the Downtown Plan and this Plan of Development. That increased scope thus enables DDA to fulfill its most important function to maintain and revitalize downtown as the heart of Glenwood Springs.

To summarize, the scope of today's Plan in terms of proposing specific development projects is somewhat limited by necessity, but no foundation for growth can be built until this general plan is approved and TIF is established. That is the purpose of this initial Plan of Development.

Section I.

D: LEGAL AUTHORITY, BACKGROUND, AND HISTORY

Colorado Revised Statutes (C.R.S. 31-25-801, et seq.) provides municipalities the authority to establish a Downtown Development Authority "...within central business districts ...to assist municipalities in the development and redevelopment of such districts and in the overall planning to restore or provide for the continuance of the health thereof."

As a result of its research into these statutory provisions enabling the City decided to create a Downtown Development Authority, City Ordinance No. 21, Series 2000 was passed by Council on September 7, 2000 defining the boundaries of a proposed Authority and submitting the question of establishing the DDA to a vote. Such ordinance also specified: "Section 5: In the event the Downtown Development Authority is approved by a majority of those voting thereon, City Council shall comply with the requirements of Colorado law for both the organization of the Authority and for the financing thereof." [Emphasis added.]

On November 7, 2000 a majority of participating electors approved the establishment of the Downtown Development Authority.

On January 4, 2001, City Council passed Ordinance No. 44, Series of 2000 establishing the Board of Directors of the Downtown Development Authority and establishing its powers and duties.

Prior to these statutorily-required steps, and as a precursor to them, in September 1998 the Glenwood Springs Downtown Plan was submitted to City Council as part of its Comprehensive Plan. The Downtown Plan was prepared by consultant planners and consists of significant and sophisticated research, analysis, problem descriptions, professional planning, and the establishment of goals and objectives for the future development of downtown Glenwood Springs.

Council referred the Downtown Plan to Glenwood Springs Planning and Zoning Board (P&Z) where it was reviewed and recommended for approval to Council on January 26, 1999.

On June 17, 1999 the Downtown Plan was adopted by City Council.

The January 4, 2001 Ordinance establishing the DDA included: "Section 3. For purposes of the Authority's business, the City's Downtown Plan, adopted by City Council on June 17, 1999, shall be used as the master plan for the Authority from which other more site specific development plans may be prepared." [Emphasis added.] Therefore, that acceptance of the Downtown Plan as part of establishing the DDA has significant implications for financing the operations and projects of the DDA.

Although the state's DDA statute enables a city council to enact a property tax mill levy increase or a sales tax increase after a vote of the qualified electors, Glenwood Springs City Council, upon the recommendation of the DDA Task Force¹, decided not to ask for any property or sales tax increases. Instead, it was decided that the Glenwood Springs DDA would most likely rely for its funding on a mechanism called Tax Increment Financing with is allowed for a DDA under C.R.S. 31-25-807 (3). (It should be noted that this mechanism, commonly called "TIF," is only a portion of existing tax revenues within the DDA boundaries and is not a new tax or tax increase.)

Pursuant to Colorado State Law, C.R.S. 31-25-807 (2) (d), the Board of Directors of a DDA is charged with submitting a "plan of development" as a prerequisite to establishing a baseline upon which Tax Increment Financing is calculated and becomes available to the DDA. Such a "plan of development" is subject to approval by the "governing body," i.e. City Council. "Plan of development" is defined in C.R.S. 31-25-802, (6.4) as "a plan, as it exists from time to time, for the

¹ It should be noted that the composition of the DDA Task Force was largely comprised of members of the Downtown Plan Advisory Committee.

development or redevelopment of a downtown development area, including all properly approved amendments thereto" [emphasis added].

Conclusion

The previously-approved Glenwood Springs Downtown Plan consists of significant and sophisticated research, analysis, problem descriptions, professional planning, and the establishment of goals and objectives representing the foundation and justification for the statutorily required "Plan of Development" – this document. Taken together, the Glenwood Springs Downtown Plan and this Plan of Development represent the whole of the required "Plan of Development" necessary to establish TIF. Acceptance of this document and approval by Glenwood Springs City Council, preceded by review by the Planning and Zoning Board, provide the next to final legal step for establishment of the baseline of sales and property taxes and allowing, henceforth, the calculation of Tax Increment Financing potentially available to the Downtown Development Authority.

The final step establishing the TIF will be a City Council resolution that will:

- 1. Adopt this Plan of Development.**
- 2. Establish an initial percentage of sales tax increment to be devoted to the DDA.**
- 3. Request the County Assessor to prepare a base year taxable valuation for taxable properties inside the DDA boundaries.**
- 4. Request city staff to certify a base year valuation for sales taxes**
- 5. Establish a fund balance for the DDA.**

Section II

A: THE DOWNTOWN PLAN: ORIGINAL EXECUTIVE SUMMARY

NOTE FROM THE DDA: The final "Glenwood Springs Downtown Plan" was formally adopted by City Council on June 17, 1999. The final plan presents the preferred scenario for development of downtown Glenwood Springs. In order for the Plan of Development to be an adequate permanent record, the background and details to that preferred scenario are important.

EXECUTIVE SUMMARY OF THE DOWNTOWN PLAN

[The Original Executive Summary of the Downtown Plan, here printed verbatim except as indicated by strike-throughs for deletions and CAPS for NEW LANGUAGE.]

Downtown Glenwood Springs is one of the most attractive small city central business districts in the West. Yet it faces some significant challenges in terms of land use, economic development, and transportation/parking. As the region has grown, traffic in the downtown has become a significant problem as well as parking for customers and employees. The downtown is the office, tourism, and entertainment hub of the area, but some businesses struggle to meet competition from outlying shopping areas. And development pressure is increasing on the central business district's historic buildings.

To respond to these and other challenges and opportunities, the City of Glenwood Springs commissioned a team led by Clarion Associates to produce a new downtown neighborhood plan working closely with city staff and an advisory committee comprised of leading citizens and business people with close downtown ties. [Emphasis added]

The project was kicked off in 1997 with a series of meetings with staff, the advisory committee, elected officials, and other stakeholders in the downtown. Working closely with the staff and advisory committee, by mid-1998, the consulting team had produced a preferred scenario for development of downtown Glenwood Springs. The preferred scenario is based on:

- *Results of the community wide survey conducted in late 1997,*
- *Interviews with a wide range of interested parties,*
- *Comments on a series of working papers prepared by the consulting team on key topics including transportation and parking, land use and design, economics/demographics, and implementation and management issues, (See Appendices C-F.), and*
- *Several workshops with the project advisory committee and staff and community workshops with the public.*

From the initial survey and background work, a number of **key goals and objectives** emerged that guided preparation of the preferred development scenario. These included:

- *Downtown should maintain and strengthen its role as the historic center of the community and region-- a retail/entertainment, office/government, and tourist hub.*
- *New development should respect the attractive small-town scale and historic context of the central business district.*
- *The pedestrian atmosphere of the downtown should be preserved and enhanced.*
- *Physical and visual connections to the Roaring Fork and Colorado Rivers should be created.*
- *Steps should be taken to reduce traffic on Grand Avenue to create a safer pedestrian environment and atmosphere more conducive to retail business.*
- *New parking lots and structures should be considered to ease the parking shortage in downtown as well as other strategies.*
- *Downtown needs a well-organized business association with adequate staff and stable funding to manage and promote the central business area.*
- *Underutilized land in the heart of the downtown should be actively redeveloped to maintain and strengthen its role as an office and governmental center and to provide open space and river connections.*

*Retail on
1st floor?*

To translate these general goals and objectives into specific implementation actions and to assist the city and its citizens in choosing preferred approaches to making the goals and objectives a reality, the consulting team drafted three alternative development scenarios, described briefly below:

Current Trends Continue: The city takes only modest new steps to address pressing issues facing the downtown.

Transportation-Oriented Scenario: Improving transportation, access, and parking in the downtown becomes the key focus for the city and the downtown association.

Small-Town Character Scenario: Maintaining the existing small-town scale and character of downtown becomes a high priority of the city.

These three alternative scenarios were considered at a series of community meetings held in Glenwood Springs in June 1998, which were attended by over 125 people. Citizens also submitted

written comments. Based on these meetings and comments, the consulting team produced a preferred scenario that is an amalgam of features of all three of the alternatives, but with the majority based on Scenario 3 above. A detailed description of the preferred scenario is set forth in a later section of the plan.

The consulting team then held several meetings with staff and the advisory committee to further evaluate a range of tools to implement the plan, including incentives, regulations, and management policies and entities. The key implementation tools include:

1. Changes to the city zoning code, including design standards to foster retail development along Grand Avenue and to ensure that new structures throughout downtown are compatible with the existing character of the area in terms of height, setbacks, materials, etc.
2. Creation of an historic district with controls on demolition and alterations of designated historic structures.
3. Creation of a business improvement district to promote and manage the downtown and to assist in the financing and construction of a new parking structure.
4. Formation of an urban renewal authority to assemble land west of the county courthouse and to plan/develop a business park in this area.

The plan, with its preferred scenario and range of implementation tools, is an ambitious, but practical road map to maintaining the existing attractive character of downtown Glenwood Springs, while building a strong foundation for it to flourish from an economic perspective.

Section II

B: THE PREFERRED DEVELOPMENT SCENARIO

[Adopted here verbatim from the Downtown Plan except as noted in the text.]

Summary: Maintaining the existing small-town scale and character of downtown becomes a high priority of the city. Demolition of historic structures is subject to regulation, and new buildings are subject to compatibility standards so that they fit with the existing fabric of the central business district. New, well-designed parking lots and structures are built on the edge of the district primarily for employees; on-street and lots near Grand Avenue are reserved for customers and visitors. The city undertakes a more detailed assessment of building a bypass RELOCATING STATE HIGHWAY 82 USING THE RAILROAD CORRIDOR AS THE PREFERRED ROUTE to remove truck traffic from downtown. A variety of routes are explored, with particular emphasis on an alignment west of the Roaring Fork River, but not on the slopes above Midland Avenue. The Bragdon alignment is one possibility, with the use of Midland Avenue another option to explore.

remove

Access to the river from downtown is improved by RELOCATING HIGHWAY 82 AS NOTED ABOVE moving the bypass to its west bank. The existing rail corridor is dedicated to transit and a hike/bike trail. Steps are taken to make Grand Avenue and the downtown core much more pedestrian-oriented. Sixth Avenue and Grand Avenue are not widened. The Grand Avenue Bridge is ~~MAY BE~~ replaced with a well-designed structure similar in size to the existing bridge. New retail businesses and offices are added in North Glenwood to strengthen the northern part of downtown. Pedestrian connections are improved to the downtown core, and Sixth Avenue is targeted for smaller scale, non-auto oriented development more in keeping with the character of downtown. A new business improvement district is created to spearhead downtown management and promotion, as well as provision of parking and other services. An urban renewal authority ~~is created~~ MAY BE CREATED to develop a mixed-use business park on the west edge of downtown to accommodate modern office buildings and to provide a new public access at the confluence of the Roaring Fork and Colorado Rivers. The area develops with a campus-like setting featuring greenbelts running throughout the property to provide public access between rivers and downtown. The existing city shops and wastewater treatment facility and industrial uses are moved to more appropriate locations outside the downtown. A new city hall is built downtown on the site of the city shops, which helps jumpstart redevelopment of the west end. A county jail remains downtown, either near its present location or possibly on the community center site in north downtown. If built near its present site, steps are taken to design the structure to fit in with the established low-rise character, mass, and scale of the downtown and to mitigate traffic, parking, and other impacts during and after construction. The county and city also explore the feasibility of splitting a jail into two facilities with a smaller 3-story structure, designed for pretrial/presentencing prisoners; built downtown and a larger facility for longer-term, post sentencing incarceration built outside the downtown.

remove

PROS:

- Downtown character and atmosphere maintained.
- Retail preserved and strengthened downtown.
- ~~Bypass RELOCATION OF 82 greatly reduces through traffic.~~
- Development character north of river improved.
- Space provided for compatible office development.
- Connections to river improved and creation of park amenity.
- Broadened tourism base.
- Development interests seeking to do business in areas with unique character attracted to
- Invest in downtown by emphasis on preservation and renovation incentives.

CONS:

- ~~Overall cost of bypass RELOCATING HIGHWAY 82 (potentially \$20-40+ million) high; city's share siphons funds from other regional and community transportation projects.~~
- ~~Bypass alignment adversely affects some existing residential developments along west side of Roaring Fork River.~~
- Control of private property owners' ability to demolish or alter downtown structures spurs some investors to steer clear of downtown.
- Risk of urban renewal authority failure if business park not economically feasible. Associated costs of moving city facilities and existing businesses.
- ~~Property taxes on local downtown businesses increased to fund business improvement district and full-time downtown association staff.~~

[NOTE: End of verbatim section of the Downtown Plan.]

KEY ELEMENTS OF THE PREFERRED DEVELOPMENT SCENARIO

As part of the Preferred Scenario, the Downtown Plan presented twenty-four goals to be achieved to bring that scenario to fruition. These goals were distributed among four major categories:

1. Transportation.
2. Land Use.
3. Organization/Management.
4. Economic/Marketing.

In this Plan of Development the DDA has adopted these broad categories. These goals and possible specific development projects to achieve these goals are detailed later in this Plan in Section III.

Section II

C: KEY LINK: IMPLEMENTING THE DOWNTOWN PLAN THROUGH THE DDA

This section explains the key link between this Plan of Development and the existing Downtown Plan. That link is embodied by role to be played by the Downtown Development Authority as the activating force in the Downtown Plan. Section III., B., 1., "Organization, Management and TIF" provides the step-by-step process for City Council and P&Z to formalize that link through approval of this Plan of Development.

How does a community prevent a professionally designed, well researched, and thoroughly developed plan from simply gathering dust on the shelf – perhaps for many years until it is outdated, maybe forgotten, and possibly irrelevant?

The consultant-authors of the Downtown Plan presented two detailed white papers on the subject of implementation:

1. "Technical Brief: Implementation and Management." Mary Means & Associates in association with Clarion Associates. February 2, 1998.
2. "Implementation Tools." Clarion Associates. October 1998.

For purposes of this DDA Plan of Development, it is important to note that both of these white papers are appended to this document and by reference made a part hereof. The reason for this inclusion is that they include important recommendations that may be considered examples of specific projects that may be implemented later by the DDA.

Key portions of those documents should be noted here:

From Mary Means and Associates:

"The city cannot wait until the plan is done to start thinking about how it will be implemented. Assuming the development of an economic marketing study with recommendations concerning which segments hold promise, there needs to be attention paid now to how the Clarion Team's recommendations will be turned into action, given the absence of a staffed downtown organization. This memorandum is an effort to look at the current situation, present the case for a professional downtown organization, and outline approaches to funding such an organization through a variety of means." [Emphasis added]

Ironically, this very document, the DDA Plan of Development, is necessary because of the delay in adopting the Downtown Plan - about sixteen months after the recommendation was made - and especially because of the delay in forming the DDA itself after adopting the Downtown Plan - almost three full years after the recommendation to form a BID was made. The delay, however, is understandable because the decision was to institute a Downtown Development Authority as opposed to a Business Improvement District (BID). The result, however, despite its complications is a much more powerful and formidable force.

Forming a ~~BID~~ is strongly recommended in both the white papers noted above.

FROM CLARION ASSOCIATES:

"A central feature of the preferred scenario is creation of a business improvement district to:

1. Manage the downtown environment, providing services such as enhanced levels of landscaping, maintenance, and cleaning.
2. Promote and carry out special events, marketing efforts, and similar activities.
3. Undertake business development, including recruitment of targeted businesses.
4. Promote and partially finance management of downtown parking resources, including construction of a parking structure in a partnership with government agencies.
5. Explore establishing cooperative purchasing programs, joint employee benefit programs, etc. for members."

FROM MEANS AND ASSOCIATES:

"Glenwood Springs needs a professionally staffed downtown organization. The organization should have a professional director and an administrative/ program assistant..... The growing mechanism of choice is the *Business Improvement District*, a self-governing method of funding marketing, management and amenity programs for central areas."

From these recommendations, the Downtown Development Task Force extrapolated to a stronger entity and recommended to City Council that it research and develop a "Downtown Development Authority."

As noted earlier in Section I., D., "History and Legal Authority:"

"As a result of its research into these statutory provisions enabling the City to create a Downtown Development Authority, City Ordinance No. 21, Series 2000 was passed by Council on September 7, 2000 defining the boundaries of a proposed Authority and submitting the question of establishing the DDA to a vote. Such ordinance also specified:

'Section 5: In the event the Downtown Development Authority is approved by a majority of those voting thereon, City Council shall comply with the requirements of Colorado law for both the organization of the Authority and for the financing thereof.' [Emphasis added.]

On November 7, 2000 a majority of participating electors approved the establishment of the Downtown Development Authority.

On January 4, 2001, City Council passed Ordinance No. 44, Series of 2000 establishing the Board of Directors of the Downtown Development Authority and establishing its powers and duties."

Section II

D: THE DOWNTOWN DEVELOPMENT AUTHORITY

In the late summer and fall of 2000 prior to the November 7th election that would establish the DDA, the Downtown Plan Task Force and DDA Task Force were looking forward to its establishment and promoting it as a good idea. Their overview is an excellent starting place to a general understanding of the district:

DOWNTOWN DEVELOPMENT AUTHORITY:

"The 'General Improvement District 1980' (GID) was formed in 1979 and was able to construct the parking lots on the corner of 9th and Cooper Ave and on the 700 block of Colorado Avenue, across from the Courthouse. It helped with the financing of the streetscape beautification in downtown Glenwood Springs. The GID is limited to what it can do so now is the time to establish a new entity to replace it.

The Downtown Development Authority will be a district established by the voters of Glenwood Springs and will be involved in overseeing the implementation of the Downtown Plan, which City Council adopted in 1999. It will have the ability to do the things the plan called for from a parking structure to helping in the relocation of State Highway 82. It will be able to continue the development of the downtown area for the benefit of all our Citizens.

When the voters establish the Authority the Glenwood Springs City Council will appoint a board of directors who will draft a development plan², which will be presented to City Council for approval. This plan will establish the guidelines and the activities of the DDA as to what areas the city feels are needed to investigate and develop. The board will then be responsible to carry out this plan and will be responsible to the citizens of Glenwood Springs through the City Council.

To finance any of the projects, the City Council may utilize increment financing³ which is [sic] using the sales taxes collected over a set base amount that is generally the amount of sales taxes collected during a current year. This will NOT be a new tax but an

² A crucial early recognition, this reference is to the statutorily-defined Plan of Development – this document. This forward-looking explanation and promotion document points out very clearly the reason for the Plan of Development.

³ This informal reference is to "Tax Increment Financing" is a critical step in financing a DDA for which this Plan of Development is a statutorily defined precursor.

expanded tax [actually an increment to existing tax due to growth] because of an increase in business. This fund can be used for any project, which the district board and the City Council approve. If it is decided that a bond issue should be used to finance a project, bond issues will have to be presented for the approved [sic] by the voters of Glenwood Springs at a general election.

This proposal is needed to continue the promotion of the core of our city, which is the downtown area. During the development of the comprehensive Plan for the City of Glenwood Springs, it was said over and over that we needed to preserve and enhance our Downtown because this is the core of Glenwood Springs. The Downtown Plan was the first step and now comes the working part which is to start developing this plan into a Downtown we can all continue to be proud of."

Conceptually, there exists a plethora of special districts used for the protection, promotion, and revitalization of city or town central districts. This "alphabet soup" includes, among many, many others:

BID: Business Improvement District

GID: General Improvement District

URA: Urban Renewal Authority

DDA: Downtown Development Authority

Suffice it to say that the choice of the DDA for Glenwood Springs was a good one in that it encompasses many of the powers and responsibilities of the GID and BID and has a great deal more independence and long-term funding potential than the others.

As thoroughly reviewed in Section I., D., "Background, History, and Legal Authority" City Council implemented the necessary legal and practical mechanisms to begin the DDA:

"As a result of its research into these statutory provisions enabling the City to create a Downtown Development Authority, City Ordinance No. 21, Series 2000 was passed by Council on September 7, 2000 defining the boundaries of a proposed Authority and submitting the question of establishing the DDA to a vote.

On November 7, 2000 a majority of participating electors approved the establishment of the Downtown Development Authority.

On January 4, 2001, City Council passed Ordinance No. 44, Series of 2000 establishing the Board of Directors of the Downtown Development Authority and establishing its powers and duties."

Section III: IMPLEMENTATION PLAN:
DDA GOALS, OBJECTIVES, AND PROJECTS

A. DDA BOARD MEMBERS, MISSION, AND GOALS

DDA Board of Directors:

The Glenwood Springs Downtown Development Authority Board consists of the following dedicated community volunteers:

<u>Members</u>	<u>Term Expires</u>	<u>DDA Eligibility</u>
Fred Truden, Chair	June 30, 2002	Lease holder, business mgr.*
Bob Zanella, V.Chair	Council Term	City Council Representative
Marianne Virgilli, Sec.	June 30, 2005	Corporate Officer*
Jean Martensen,	Council Term	City Council Representative
Judy Gillespie	June 30, 2005	Lease holder*
Doug Harr	June 30, 2002	Business Owner*
David Hauter	June 30, 2004	Business Owner*
Jock Jacober	June 30, 2005	Business Owner*
Ken Kranz	June 30, 2002	Corporate Officer*
Thane Lincicome	June 30, 2003	Property Owner*
Ken Melby	June 30, 2003	Property Owner*

*Respective businesses, lease-holdings, or properties are within the DDA boundaries.

Mission Statement:

The Downtown Development Authority (DDA) serves the Community of Glenwood Springs by implementing a proactive plan of balanced and directed development, incorporating social and economic diversity while emphasizing constructive transportation solutions. The DDA helps Glenwood Springs sustain its small town character, preserve its cultural and natural resources, and retain its prominent function as the center of commerce for Garfield County and the Roaring Fork Valley.

Goals of the DDA

Key goals

NOTE: Each Goal is detailed by Objectives in next Section.

1. **Organization:** *Establish a management organization to implement the DDA Plan of Development and coordinate collaboration with downtown groups.*
2. **Character:** *Sustain small town character.*
3. **Transportation:** *Resolve issues of transportation within the District in collaboration with city, state, and federal governments and the private sector.*
4. **Economic Development:** *Drive Economic Development in the District to maintain and strengthen its role as the center of the community and the region.*
5. **Land Use:** *Redevelop underutilized land in the heart of the DDA District including the Confluence area.*

Section III

B. DDA PROJECTS by GOALS AND OBJECTIVES:

1. ORGANIZATION, MANAGEMENT, and TIF

The current organizational level of the DDA is presented thoroughly in previous sections of this Plan of Development including Section I. D. "Legal Authority, Background and History," and in Section III. A., "The DDA Board, Mission, and Goals." Each of these sections should be considered in understanding this section as well.

Importantly, the Glenwood Springs Downtown Plan placed considerable emphasis on the importance on the formation of an organization to manage downtown and to implement the Downtown Plan. Two separate white papers were written on the subject and were cited in detail earlier in Section II, C. of this Plan of Development, "IMPLEMENTING THE DOWNTOWN PLAN THROUGH THE DDA." To emphasize again, as an adjunct to the Downtown Plan the detail contained in it and the white papers are considered to be a part of this document also.

DDA GOAL FOR ORGANIZATION AND MANAGEMENT:

The DDA Board will establish a management organization to implement the DDA Plan of Development and coordinate collaboration with downtown groups.

OBJECTIVES

1. Hire a full-time executive director and staff necessary to implement the DDA Plan of Development, to include the goals delineated herein.

[Organization – continued]

2. Foster cooperation and collaboration in the downtown community and coordinate partnerships with the District stakeholders: retail, professional and government groups, property owners and all agencies and organizations that plan and make decisions about the future of the District.
3. Implement and manage an economic development program, including business recruitment and structuring a balance of office and retail space. } *
4. Establish various funding mechanisms to sustain operations and projects.
5. Establish and execute special events, which will market a positive image of the District as a unified commercial area. --
6. Be a resource and forum for District businesses -

NOTE: The following, especially G., 1-4, is the critical section for approval of this Plan of Development and establishment of the TIF:

SOLUTIONS AND PROJECTS – ORGANIZATION AND MANAGEMENT

- A. Establish a Glenwood Springs Downtown Plan. COMPLETED.
- B. Through a vote of city electors, establish the legal basis for a Downtown Development Authority (DDA) and the ability to establish Tax Increment Financing. COMPLETED.
- C. City Council to enact Ordinance establishing the DDA. COMPLETED.
- D. City Council to appoint DDA Board of Directors. COMPLETED.
- E. DDA Board to adopt a Mission Statement, Goals and Objectives, Committee Structure, and By-laws. COMPLETED.
- F. DDA Board to hire a manager, DDA Director. COMPLETED.
- G. **Develop a funding stream using Tax Increment Financing through four required steps – directly below:**

[Organization - continued]

1. DDA Director will complete, and DDA Board will approve, a general Plan of Development as a supplement to the Glenwood Springs Downtown Plan. TARGET DATE: October 17, 2001.
2. Submit the Plan of Development to Glenwood Springs City Council requesting referral to Glenwood Springs Planning and Zoning Board (P&Z) for review and recommendation. TARGET DATE: October 18, 2001.
3. Plan of Development reviewed by Planning and Zoning, presentation by DDA Director, and request for P&Z positive recommendation to City Council. TARGET DATE: October 23, 2001.
4. Plan of Development along with Resolution establishing Tax Increment Financing (establishing baseline date of November 30, 2001) submitted to City Council for adoption. TARGET DATE: November 8, 2001.

NOTE: The remainder of this section, while important, will required later action and is speculative as of this date.

- H. Recommend to City Council a revised operating budget for DDA based on projected revenues of TIF. TARGET DATE: December 31, 2001.
- I. If necessary, based on work with city staff, DDA will create an "indebtedness" of DDA to City Council for advance of operating revenues to DDA to be repaid from TIF revenues. TARGETDATE: January 1, 2002.
- J. Create and submit to City Council a plan for integration of the General Improvement District (GID), including revenues generated from mill levy, specific use taxes, and Fund Balance, into the DDA maintaining integrity of purpose and boundaries of GID. TARGET DATE: February 1, 2002.
- K. With increased operating revenues established either by I., above, or as a specific development Project approved by Council, DDA may through "RFP: contract with a firm or individual to develop a professional plan for developing the "confluence area and possibly including other areas of the district, refining this Plan of Development including financing options. TARGET DATE: March 1, 2002.
- L. DDA submits to City Council, and to P&Z for review, a more detailed Plan of Development for the "confluence area" including specific proposed projects and financing. TARGET DATE: June 1, 2002.

Section III – B.

DDA PROJECTS by GOALS AND OBJECTIVES:

2. SMALL TOWN CHARACTER

This is obviously a lofty and comprehensive goal the DDA has adopted. Perhaps no other view of the future of Glenwood Springs is more widely held than that of maintaining its small town character. The Downtown Plan, activities of local governments, and, perhaps most importantly, the citizens of this community appear to insist that this is the thread that binds together all other efforts and activities such as healthy economic growth. While it may be overstating the case to say that this collective aspiration is the *raison d'être* of the DDA, no activities of the DDA can be considered without being measured against this standard. As a result, almost all of the activities proposed by this DDA Plan of Development reflect this intent. Therefore, this section should be rather succinct allowing the other activities described to be similarly measured against this standard.

DDA GOAL:

Sustain small town character.

OBJECTIVES

1. Advocate and facilitate mixed uses of housing, office and retail spaces throughout the DDA District.
2. Advocate and adhere to Design Guidelines standards throughout the DDA District. Act as a resource and forum for this information.
3. Advocate Historic Preservation District and its tenets. Act as a resource and forum for this information.
4. Preserve and enhance the pedestrian and biking circulation of the District.

[Small Town Character – continued]

EXAMPLES, SOLUTIONS AND PROJECTS:

SUSTAIN SMALL TOWN CHARACTER

1. This is an all-encompassing goal of the DDA and all other efforts and projects must compliment the listed objectives. Therefore, there are few specific projects that can be listed here that are not duplicative of other areas.
2. Ensure that development which is initiated, encouraged, or facilitated by the DDA enhances the pedestrian, historic architecture, amenities, and landscaping of a small town.
3. Develop a role as the prevailing quasi-governmental group with the most influential role in land use within the entire DDA district.
4. Support the Glenwood Historical Society through active representation by a DDA board member and by facilitating and supporting their efforts.
- 5. Organize a Grand Avenue historic façade renovation project through grant program in conjunction with Colorado Historical Society.
6. Offer financial incentives for building owners to participate in historic façade renovation.
7. Serve in an advisory capacity in implementing design guidelines.
8. Actively propose, finance, and build image-enhancing amenities in the downtown area.
- 9. Assist city in offering financial incentives for renovation vs. demolition.
10. Limit participation to projects which request tax increment assistance to only those which comply with design guidelines.
11. Actively advocate for a balance of height restrictions, which will both enhance downtown infill and preserve limits where necessary to promote small town character.
12. As appropriate, lead, support, and facilitate all efforts to reduce traffic on Grand Avenue, including efforts to build an alternative to state highway 82.

13. DDA amenities and additions in signage, rest and recreation areas will conform to generally accepted practices and design standards of historic preservation.
14. Add and maintain bike racks wherever feasible.
15. Initiate and actively assist other organizations in regularly-scheduled special events downtown that promote small town character.

Section III – B. PROJECTS by GOALS AND OBJECTIVES:

3. TRANSPORTATION AND PARKING

If maintaining small town character may be considered as the all-encompassing goal that ties together the Downtown Plan, this Plan of Development, and the wishes of our citizens, then Transportation and Parking is certainly where “the rubber hits the road.” Perhaps no other lament is heard so often from people who are invested in the quality of life downtown than “the traffic on Grand Avenue is just awful!” The DDA accepts as one of its underlying tenets in this area that the question is not merely one of the quantity of traffic, but perhaps more importantly, the problem is represented by the quality of the traffic – i.e. the continued presence of heavy, noisy truck traffic. In accepting the Preferred Scenario of the Downtown Plan, the DDA endeavors to find its role in solving this troublesome barrier to what our downtown can and should be. The DDA also accepts the charge of helping to implement the Downtown Plan through this Plan of Development by asserting itself as an authoritative and influential collaborator with the city in overcoming this obstruction to a healthy community future.

DDA GOAL:

Resolve issues of transportation within the District in collaboration with city, state, and federal governments and the private sector.

[Transportation and Parking -- continued]

OBJECTIVES

1. Partner with the City to undertake a concerted effort to secure regional, state, federal and private funding in order to speed planning and construction for the relocation of Highway 82 to remove through truck and auto traffic from Grand Avenue.
2. Assist planning for mass transit throughout the two rivers region, to include a major transit station in the confluence Business Park.
3. Partner in planning 8th Street extension to Midland Avenue.
4. Facilitate special taxing authorities to generate funds to build two parking structures in two locations central to the District: one on the north side of the Colorado River and one on the south side.

EXAMPLES, SOLUTIONS AND PROJECTS: TRANSPORTATION AND PARKING

1. In keeping with the expressed desire of the Colorado Department of Transportation to be assured of community consensus before planning for a relocation of Highway 82, the DDA will undertake a thorough survey of downtown property owners, business owners and operators to determine if consensus exists for this change.
2. Actively support the efforts of the City of Glenwood Springs in a lobbying effort to secure state and federal funds to speed the planning and construction to relocate Highway 82.
3. Become an active and vocal partner in planning the 8th Street extension to Midland Avenue
4. Pursue construction of parking structures as a major undertaking of the DDA including, where and when feasible, participation in or bond financing of structures.
5. Uphold modern urban design concepts of mixed-use parking structures including retail and office space on street levels.
6. Encourage and actively solicit local private-public partnerships to increase the availability of parking.

7. Actively partner with the city's Traffic Demand Management efforts including providing support for and participation with staff dedicated to this purpose.
8. Organize downtown retail, office businesses, and governments into compliance with and enforcement of parking regulations to rid main traffic routes of long-term parking.
9. Improve pedestrian atmosphere by partnering with or sole financing and construction of improvements and extensions to pedestrian passages.
10. Facilitate either a formal partnership with or incorporation of the General Improvement District (GID) to increase the efficiency of parking improvement efforts.
11. Incorporate local design standards into parking areas including adding landscaping to existing as well as new parking lots and structures.
12. Add improvements to walkways adjacent to existing and new parking lots and structures to improve aesthetics.
13. Plan, design, and construct pedestrian connections between various sectors of downtown, or partner with other entities to do so.
14. Encourage and actively participate in development and re-development to achieve a streetscape that is intimate in scale.
15. Issue bonds, with council approval, where necessary to accomplish any of the above.

Section III – B. PROJECTS by GOALS AND OBJECTIVES:

4. ECONOMIC DEVELOPMENT AND BUSINESS ASSISTANCE

The Downtown Plan as approved included a specific recommendation and goal of creating a Business Improvement District (BID). That recommendation is supported by two separate white papers, and the expansion of that recommendation into forming a Downtown Development Authority (DDA) is detailed and discussed at length earlier in this document. (Section C., “Implementing the Downtown Plan through the DDA,” page 14 ff). The expansion of the BID recommendation into the formation of a Downtown Development Authority is quite significant as embodied by the scope of this DDA Plan of Development. As much as “Sustaining Small Town Character” is a thread that runs throughout all the goals and objectives of the DDA, and as much as “Transportation and Parking” represents perhaps the most significant barrier to be overcome, the DDA’s commitment to “Economic Development and Business Assistance” may represent the heart of what a DDA is all about. Traditional downtown lies at the heart physically and symbolically of the DDAs efforts. While the scope of the DDA over its long life expectancy may be great, the success of old downtown as the commercial, tourism, and entertainment center of Glenwood Springs may be considered by many as the clearest barometer of the DDA’s success.

DDA GOAL:

Drive Economic Development in the District to maintain and strengthen its role as the center of the community and the region.

[Economic Development – continued]

OBJECTIVES

1. Strengthen the District's role as the center of the community and region with oversight of an appropriate mix of uses: retail/entertainment spaces, office/professional/government offices, housing and tourist activities.
2. Fulfill the broadest market potential of the District's regional function while accommodating additional office development in appropriate locations.
3. Fulfill the broadest market potential of the District's regional function while accommodating additional office development in appropriate locations.
4. Pursue strong business recruitment efforts especially for retail and entertainment uses that appeal to tourists and residents.
5. Recruit and encourage office/commercial/housing development on Cooper, Colorado, Sixth Street and the confluence Business Park as it develops.
6. Work closely with merchants, lodging establishments and the GSCRA to promote the District as a destination along with our Heritage areas.

EXAMPLES, SOLUTIONS AND PROJECTS:

ECONOMIC DEVELOPMENT AND BUSINESS ASISTANCE

NOTE: There are two distinct levels of these activities – “macro” vs. “micro” OR larger, external issues of economic development activities vs. local, internal efforts to strengthen the traditional downtown commercial core. These are presented here with the more local, internal issues considered first.

1. In all activities listed below, the DDA will reach out to the area north of the river and west along 6th Street to incorporate it along with the Hot Springs Pool and the new Glenwood Caverns to further incorporate these into the traditional heart of downtown.

[Economic Development – continued]

2. Create a political voice as advocates for the interests of downtown businesses, property owners, and tenants.
3. Revitalize and strengthen voluntary downtown business efforts and management by providing financial, organization, and DDA staff support to traditional efforts.
4. Create a coalition of key business people and property owners as an ad hoc committee to the DDA to provide creativity, energy, and drive to efforts in this area.
5. Formally survey downtown businesses, property owners, and residents to organize and prioritize their needs, goals, problems and proposed solutions.
6. Conduct a first, and continue annually (or more often), a “downtown social” between business people and property owners and the DDA to begin and continue communication and knowledge of one another and shared priorities.
7. Create a newsletter for downtown.
8. Create a handout brochure/map of downtown business and have updated regularly and available to the public in boxes attached to signage and kiosks.
9. Improve or replace existing kiosks to fit better with design ideals and provide greatly expanded information with brochures, maps of downtown, and maps of walking and bike tours and points of interest.
10. Improve and dramatize the appeal of signage and banners, both for directions to attractions and for attracting people to different parts of downtown (such as south beyond 8th Street, Cooper Avenue downtown, and points west and east such as the Denver Hotel Area).
11. Organize regular dates within each year for special retail events such as sidewalk sales.
12. Conduct regular special events downtown, from four to six per year, such as Oktoberfest, St. Patrick’s Day, and Doc Hollidays.
13. Plan, design, and construct aesthetic, landscape, and pedestrian/customer improvements.
14. Provide financial incentives and matching grants using DDA funds in conjunction with additional funds from the Colorado Historical Society to create a Grand Avenue historic façade renovation project.

[Economic Development – continued]

15. Create a loan program to assist owner-operators of businesses in purchasing their buildings from landlords.
16. Create a rental assistance or tax-relief for retail or other business tenants needed downtown.
17. Serve as an advocate, mediator, and problem solver for retail and entertainment facilities to maintain a presence on the street level in the heart of town.
18. Support and encourage continued diversity among retail/entertainment, office and tourist uses.
19. Partner with the Chamber Resort Association to continue to promote Glenwood Springs as a destination.
20. Conduct market studies and analyses from time to time as to the health and needs of the commercial center of downtown.
21. Actively recruit niche business in retail, entertainment, and uses appealing to tourists.
22. Coordinate all efforts in Transportation and Parking and Land Use to compliment traditional downtown as the heart of Glenwood Springs.

Section III – B. PROJECTS BY GOALS AND OBJECTIVES

5. LAND USE

The Downtown Plan as the cornerstone and foundation of this Plan of Development is recognized for the scope of its vision in Land Use. If “one’s reach should exceed one’s grasp,” the DDA accepts that challenge by accepting the long-term scope and vision of the Downtown Plan while riveting its continued attention to maintaining, enhancing and improving the land use of the existing core. Already in progress are significant steps to expanding the land available to improve and expand the heart of town. Chief among these are ground breaking for the new city hall and the imminent relocation of the Maintenance Operations Center (MOC) and destruction of the buildings freeing up space for higher and better uses that contribute to the vision of the Downtown Plan and this Plan of Development. With the potential for land exchanges and agreements to narrow the Union Pacific railroad wye, access to the valued “confluence area” may soon become a reality. Embracing those opportunities and synthesizing them with traditional needs and problems, private interests, and most of all the recommendations of the Downtown Plan and this DDA Plan of Development could be the greatest challenge to the DDA.

DDA GOAL:

*Redevelop underutilized land in the heart of the DDA District
including the Confluence area.*

[Land Use – continued]

OBJECTIVES

1. Facilitate the redevelopment and improvement of the western gateway to the District ~~while implementing Highway 82 alternate route~~. Continue to create and promote physical and visual connections to the two rivers as a recreational and tourist attraction.
2. Work actively to redevelop underutilized land in the heart of the District to create a dense business core and sustain identity as a small town with a pedestrian friendly atmosphere.
3. Encourage and implement the economic restructuring of Sixth Street while discouraging auto-oriented uses and national chains.
4. Work with the City, Forest Service and County to retain existing office functions within the District and assist with the relocation of shop and non-office functions.
5. Partner with the City government in creating zoning incentives for new housing above commercial uses in selected locations.

EXAMPLES, SOLUTIONS AND PROJECTS: LAND USE

1. Use TIF financing, if needed through financing and RFP and retaining consultants, to lead or contribute to thorough planning of the confluence area, assuring an integration to traditional downtown and the proposed Glenwood Meadows development.
2. Contribute to the Planning and Zoning and City Council processes to influence the proposed Glenwood Meadows project as an integrated link to downtown.
3. Lead or facilitate to develop a joint public-private partnership in developing a performing arts venue with conference/hotel uses.
4. In all cases adhere to the other goals of the DDA including sustaining small town character, following design standards, implementing transportation, traffic, and parking solutions, and assisting businesses.
5. Promote, encourage, and facilitate adherence to design guidelines.

[Land Use – continued]

6. Provide advocacy, leadership, and partnership for current opportunities in land use including the MOC and confluence.
7. As developer and partner adhere to modern standards of urban infill to maximize efficiency and diversity (mixed use).
8. Provide financial or other incentives to maintain the presence of retail, entertainment, and tourist-based uses in the downtown core.
9. Protect historic buildings through incentives and regulations and assure complimentary design and usage with new development or re-development.
10. Create incentives or regulations to clean up alleys including covering/relocation of utility boxes and services, painting/cleaning or rear facades. New construction required to have some architectural treatment of rear facades and rear shop entrances.
11. Assist private developers through financial partnerships or advocacy for redesign, re-development of 6th Street west of Grand Avenue.
12. Partner with significant land owners such as the Hot Springs Pool for the area north of the Colorado River toward providing mixed use or other use preferred by the private owner-developer that compliments the Downtown Plan and this Plan of Development, including possible financial partnership, government advocacy, or other trade-offs.
13. Integrate the confluence into the heart of town with DDA as partners with the city, sub-contractors, or partial owners to develop this area.

Section IV: FINANCING METHOD: TAX INCREMENT FINANCING

The Glenwood Springs Downtown Development Authority specifically proposes through this Plan of Development that Tax Increment Financing (TIF) will be used to finance DDA development projects and, if necessary, for operating and administrative costs. (The particular procedures for approving TIF for operating expenses are noted later within the discussion beginning here.)

Executive Summary of TIF

1. Tax Increment Financing (TIF) is a statutorily created method to finance projects of a Downtown Development Authority (DDA).
2. TIF is not a new tax or increase to any existing tax.
3. All aspects of TIF apply only within the limited boundaries of a DDA (as defined by City Council which created the DDA as authorized by a vote of the people).
4. TIF generates revenue only as growth occurs to existing taxes – both sales and property taxes – within DDA boundaries. That growth is the “Increment” in TIF.
5. The growth, or “increment,” is established by setting a baseline date of current taxes collected.
6. City Councils establish the baseline date and TIF when the DDA’s Plan of Development is accepted by City Council Resolution. THE COUNCIL’S ENACTMENT OF THE PLAN OF DEVELOPMENT WITH TIF REQUIRES THE COUNTY ASSESSOR TO ESTABLISH A BASELINE VALUATION OF THE TIF AND REQUIRES WHOEVER COLLECTS SALES TAXES FOR GLENWOOD SPRINGS TO CALCULATE THE SALES TAXBASE FOR BUSINESSES IN THE TIF AREA BASED ON PRIOR 12 MONTHS.
7. On the date the baseline is established, the sales tax baseline is the total amount collected in the twelve prior months; for property taxes, the baseline is the ASSESSED VALUATION OF ALL REAL PROPERTY IN THE TIF AREA AS OF THE PRIOR FINAL CERTIFICATION OF THE COUNTY ASSESSOR.

8. Beyond those amounts, as tax collections grow, the DDA has available to it:
 - a. A percentage of the sales tax growth, as negotiated with City Council.
 - b. All growth in property taxes FROM NEW CONSTRUCTION within the limited boundaries of the DDA. (Existing property taxes at the baseline level continue to go to their original purposes.) INCREASED PROPERTY VALUES CAUSED BY REASSESSMENT EVERY TWO YEARS IS SPLIT BETWEEN THE DDA AND OTHER TAXING JURISDICTIONS WITH THE DDA GETTING THE PERCENTAGE OF REASSESSMENT GROWTH CALCULATED BY DIVIDING THE CURRENT INCREMENT VALUATION/TIF BASELINE VALUATION.
9. Any school district within the boundaries of the DDA "shall be permitted to participate in an advisory capacity," related to the Plan of Development.
10. On November 15, 2001, the Glenwood Springs DDA will ask City Council for its final approval of the DDA Plan of Development and the establishment of TIF. The local school district has received a copy of the proposed Plan and its comments are solicited in an advisory role. As a courtesy and for their information, other taxing jurisdictions whose boundaries overlap with DDA and TIF are also being provided copies of the Plan and this Executive Summary of TIF.

Detailed Explanation of TAX INCREMENT FINANCING – “TIF”:

Although state law enables a municipality to enact a property tax mill levy or a sales tax rate increase after a vote of the qualified electors, the Glenwood Springs City Council decided not to ask the voters to simultaneously approve any property or sales tax rate increases when establishing the DDA (although this can still be done later). Instead, it was decided that the Glenwood Springs Downtown Development Authority would most likely rely for its funding on a mechanism called Tax Increment Financing (TIF), allowed under Section 31-25-807 (3), Colorado Revised Statutes.

Formally, the DDA may specifically propose implementation of TIF through its Plan of Development, which the present document does. Tax increment financing generates revenues from growth above a base year amount of both property and sales taxes within the district, i.e. DDA boundaries. State law also allows for the DDA to receive 100% of property tax growth within the district and a percentage of the sales tax increment to be negotiated with the municipality. This reallocation is limited for a certain time period, not to exceed 25 years. While this time period may seem long, this time commitment is intended to allow the DDA to issue bonds, if approved by City Council and the voters, for large projects such as a parking structure or other infrastructure or major projects. Part of the theory behind Tax Increment Financing is that in the long run the DDA may spur new infill development that would not otherwise occur without the incentives, improvements, and assistance that the DDA can provide, and thus the DDA reaps some of the increased revenues to reinvest in the downtown core.

2001
+ 25
2026

Additionally, new development outside the core or original DDA boundaries may be annexed into the DDA district through petition of the property owner and approval of City Council. This is a key concept enabling the DDA to invest the funds generated from new development into the downtown core so that the new development enhances rather than detracts from the downtown core - a remarkably stabilizing public policy balance to an irksome old problem.

For example, if a new \$9,000,000 hotel and conference center were constructed, the significant annual property taxes generated from this development would go to the DDA. The DDA, however, could then use these funds to build public facilities or provide development assistance. If public facilities are built, it is anticipated that these facilities make for a better city and central business district to support the new development. In the long run, all taxing jurisdictions benefit by increased valuations of all properties in the DDA and by the eventual end of the DDA at which time all the property taxes of the new developments and a stronger city would start going to the various taxing jurisdictions. As new development or redevelopment occurs, general property values in the area should increase as property is reassessed. After its initial valuation, future increased value from reassessed property remains to the benefit of the various taxing jurisdictions.

The DDA is recommending to the Planning Commission and City Council that the term of any tax increment financing period be twenty-five years after the effective date of the City Council's approval of this Plan of Development. The DDA further recommends, as part of this Plan of Development, that the tax increment will consist of both the increase in incremental property taxes and 50% of the incremental sales taxes generated within the current DDA boundaries over and above the base year during the twenty-five year period. The base year represents total sales taxes collected

during the twelve-month period immediately prior to the month in which City Council adopts the Plan of Development

The DDA Board believes that the City of Glenwood Springs should contribute the sales tax growth (the "increment") to the Downtown Development Authority for several reasons. First, sales tax increment will be the first increment funds that the DDA could receive and will probably be larger than expectedly small property tax increment funds for the first several years. The reason is that property tax increment funds are generated only from re-valuation or new development within the district that will also be gradual, whereas sales tax increment can be generated by a growth in sales taxes from existing development. Second, by including 100% of the sales tax increment within the district, the city is demonstrating that it is a partner in financing the DDA and is not merely taking property tax revenue within the DDA district from other taxing jurisdictions to finance the DDA operations. Third, a Colorado Municipal League (CML) survey in September 1993 found that, of the 18 Colorado cities, which use tax increment financing, only three cities used only the property tax for tax increment purposes. The CML survey cited this propensity to use a sales tax increment as an important reason why tax increment financing was not opposed by the other taxing jurisdictions in all but one case.

When feasible during the twenty-five year term of the Downtown Development Authority's tax increment program, the DDA Board will recommend the issuance of tax increment bonds or other indebtedness in order to pay for large capital construction projects.

When a significant private development project occurs within the DDA district, a potential windfall of property taxes may accrue to the DDA due to the property tax increment law. As a

method to soften the impact on other taxing jurisdictions whose boundaries overlap the DDA district, the DDA hereby expresses its willingness to consider requests to share these revenues with other taxing jurisdictions and use the latitude within state law either to directly finance projects that may benefit the other taxing jurisdictions or to consider releasing some property tax increment funds to the other taxing jurisdictions. Therefore, the DDA Board will consider annually, during its budget deliberations, whether or not it will budget to release property tax increment funds to the other taxing jurisdictions.

It is anticipated that, because property tax increment funds grow slowly at first, there may not be property tax increment releases to other districts in the initial years, but as funds grow, the possibility of a release to these districts also increase.

Possible Use of increment financing for operating or administrative costs of DDA:

Although the DDA statute is clearly written to be "liberally interpreted," (and this view is confirmed by the Glenwood Springs legal authority, the city attorney) it may be argued that tax increment revenues may be used only for "development projects" and not DDA operating or administrative expenses. Those functions are generally thought to be appropriately financed through a DDA mill levy (which would first go to voters), donations, or "indebtedness." To date the City of Glenwood Springs has allocated General Fund dollars to finance DDA operations (with some consideration that GID revenues are also part of the DDA revenue equation).

In limiting tax increment funds to "development projects" and not operating or administrative costs, however, consider definition of a "Development Project" in C.R.S. 31-25-802:

"undertakings and activities of an authority or municipality as authorized in this part 8 in a plan of development area for the development or redevelopment of said area in accordance with a plan of development." [Emphasis added.]

Therefore, it may also be argued that the DDA may use tax increment funds to finance the operating or administrative costs of the DDA as long as they are consistent with the accomplishment of objectives within the DDA's Plan of Development with the following additional provision:

To further and more clearly comply with the statute, it is anticipated that the City of Glenwood Springs and the DDA could enter into an Intergovernmental Agreement for administrative services, which will create an indebtedness of the DDA to the City until repaid by tax increment funds. That "indebtedness" is the key to allowing such use of tax increment funds. Note, however, that so long as the City is willing to finance the operations and administrative costs of the DDA, especially considering that the DDA has not requested a new mill levy for these purposes, then maintaining the tax increment funds for the more narrow definition of "development projects" obviously leaves more money for the DDA to produce sound development projects to benefit its district.

For now and for purposes of this DDA Plan of Development, it is important simply to place in the record the possibility of using tax increment funds at some point for operating or administrative costs of the DDA, so that such consideration may take place whenever necessary because it has already been accepted as part of the DDA Plan of Development. Immediately, however, it is not necessary to place such use in the proposed City Council Resolution to establish TIF. That decision is left to the city's legal authority, the City Attorney.



Planning Commission Report

Date: January 26, 2021
To: Planning and Zoning Commission
From: Hannah Klausman, Senior Planner
Subject: Planning File 02-21, Consideration of code revisions to 070.040.120 Affordable and Workforce Housing to include Inclusionary Zoning.

REQUEST	Consideration of code revisions to 070.040.120 Affordable and Workforce Housing to include Inclusionary Zoning.
APPLICANT	City of Glenwood Springs
LOCATION	City wide
ZONE	All

REQUIRED ACTION

Consideration of code revisions to 070.040.120 Affordable and Workforce Housing to include Inclusionary Housing requirements.

Background

In 2001 City Council first adopted inclusionary housing requirements. Residential property developers in Glenwood Springs were required to provide a percentage of deed-restricted for-sale affordable housing units in their projects. The requirement was suspended in 2011 following the 2008 recession and resulting downturn in the area housing market. In 2017 City Council voted to repeal inclusionary housing requirements from the Municipal Code.

City Council's discussion around the repeal decision focused on:

- Real estate market components that made Glenwood Spring's Community Housing program less effective than in higher priced resort communities.
- Low unit generation.
- Timing with the adoption of a new Development Code and whether it was efficient to include and then suspend or repeal all together.
- The numerous times the requirement suspension had been extended since 2011.
- The proposed regional Housing study would help identify what to target with an affordable housing program.
- A desire to improve the existing program.
- A desire to implement or use existing tools to incentivize affordable housing.

During the years of the requirement, the community housing program generated 10 deed-restricted for-sale units, three of which were cleared due to foreclosure. The remaining seven (7) deed restricted units were released from program requirements in 2018 when other program challenges, including escalating Housing Association fees, became apparent.

City Council has directed Staff to revisit the program and draft a revised inclusionary housing program.

Project Summary

The Community Housing program will apply to all residential and mixed-use developments of five (5) or more new dwelling units, or the creation of five or more residential lots, within Glenwood Springs. The requirements include Twenty (20%) percent of the total residential units in any new residential or mixed-use development be deed restricted for Resident Occupied Community Housing, and ten (10%) percent of the total units be deed restricted to limit the average Initial Sales Price that which is affordable to Households earning 80% Area Median Income (AMI); or rental prices set at rates that are affordable to Households earning 80% AMI, averaged over all the deed restricted units.

Area Median Income for all Colorado Counties is reported on yearly by Colorado Housing and Finance Authority. A graphic showing Garfield County's 2020 rent and income limits is attached in the staff report packet.

Incentives for Community Housing, including possible density bonuses, site design flexibility, tax rebates or reductions, may also apply to all residential developments over one (1) dwelling unit. These specific incentives are intended to build in flexibility to the requirements. Staff does not anticipate submitting further code change proposals for these incentives.

The Community Housing requirements and the existing Voluntary Deed Restriction program would move into a new Title in the Municipal Code. 070.045. The voluntary deed restriction program currently resides in Section 070.040.120, under the Development Standards Title.

Review Criteria and Analysis

A Code amendment is a legislative decision by the City Council. Prior to recommending approval or approving a proposed Code amendment, the Planning Commission and City Council shall consider whether and to what extent the proposed amendment meets the following criteria. Staff analysis is in bold.

- I. Is consistent with the Comprehensive Plan and other City policies;
The proposed amendment upholds the goals of the Comprehensive plans and other City policies including pending approval and adoption of the Recreation Economy for Rural Communities (RERC) Action Plan. The City of Glenwood Springs's Strategic Plan identifies developing affordable housing as important to protect and preserve our quality of life.
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
The small proposed change in depreciation calculations does not conflict with the Municipal code.
- III. Is necessary to address a demonstrated community need;
According to the most recent Regional Housing Study completed in 2018, Glenwood Springs has a 1,200-unit deficit in available homes priced or rented at 80% AMI and below.
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and
From the time inclusionary housing requirements were repealed in 2017, more than 500 residential units have been approved or constructed in Glenwood Springs. Inquiries with the Community Development department indicate this trend to continue.
- V. Is consistent with the general purpose and intent of this Code.
The proposed amendment is in line with the purpose and intent of the Code.

Reviewing Agency Comments

There are no agency comments at this time.

Action Item and Staff Recommendation

Action Item:

Consideration of code revisions to 070.040.120 Affordable and Workforce Housing, to include inclusionary housing requirements.

Staff recommends approval of the code amendment.

Suggested Findings

The proposed code amendment:

- I. Is consistent with the Comprehensive Plan and other City policies;
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
- III. Is necessary to address a demonstrated community need;
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and
- V. Is consistent with the general purpose and intent of this Code.

EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text deleted~~.

The following definitions will be added to 070.070.030 – All Other Terms Defined

For the purposes of this Title, the following terms shall have the meanings set forth below unless the context clearly indicates otherwise:

* * *

Area median income (AMI) means the median household income estimates and program income limits compiled and released annually for Garfield County by the United States Department of Housing and Urban Development (HUD).

* * *

Community housing – A Residential dwelling unit within the City of Glenwood Springs that is deed restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in accordance with a deed restriction approved by the City of Glenwood Springs City Council or its designee.

Community housing rental unit means a community housing unit that is deed-restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in accordance with deed restrictions approved by the City of Glenwood Springs City Council or its designee, to establish a maximum rental prices, as well as residency, employment and income qualifications for owners and occupants.

Community housing residency requirements and guidelines means the requirements adopted by resolution by the City Council, from time to time, which may include, but shall not be limited to, standards concerning the procedure for qualifying to own or rent Community Housing Units; the requirements (e.g. residency) for qualifying to own or rent Community Housing Units; forms of approved deed restrictions; limitations on appreciation of sales prices of Community Housing; procedures for sale of Community Housing; priorities for persons bidding to purchase Community Housing Units; maximum sales and rental rate increases; standards for the number of residents per dwelling unit; quality of construction requirements for new Community Housing Units; and possible incentives for the construction of Community Housing. The Community Housing Residency Requirements and Guidelines, and amendments thereto, shall be adopted following a duly noticed public hearing at which such guidelines are considered.

Community housing for sale unit means a community housing unit that is deed-restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in accordance with a deed restrictions approved by the City of Glenwood Springs City Council or its designee to establish maximum initial sales and resale prices, as well as residency, employment and income qualifications for owners and occupants.

Community housing unit means a residential dwelling unit within the City of Glenwood Springs that is deed restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution of the City Council, and in accordance with a deed restriction approved by the City of Glenwood Springs City Council or its designee.

* * *

Deed restriction means a contract entered into between the City and the owner or purchaser of real property identifying the conditions of occupancy and resale.

* * *

Employee/Qualified resident means a person who is employed on the basis of a minimum of 1,500 hours worked per calendar year in the Employment Area, which averages thirty (30) hours per week for a minimum of ten (10) months per year, physically working the Employment Area and who resides in the Community Housing Unit as their sole and exclusive place of residence a minimum nine (9) months of a twelve (12) month period. Priority will be given to employees/qualified residents employed within the City of Glenwood Springs boundaries.

Employment area means Glenwood Springs municipal boundary.

* * *

Gross income means the total income, including alimony and child support, derived from a business, trust, employment and from income-producing property, before deductions for expenses, depreciation, taxes, and similar allowances.

* * *

Inclusionary community housing means the policy of requiring community housing in residential developments to ensure adequate housing stock for local residents and to maintain or increase the current ratio of primary to second home ownership in the City of Glenwood Springs.

Initial sales price means the maximum price for which a price capped community housing for sale unit may be initially sold.

* * *

Resident occupied community housing means housing with a deed restriction recorded against it requiring that it be owned or occupied by an Employee/Qualified Resident as its Primary Residence as set forth in this Article and the City of Glenwood Springs Housing Residency Requirements and Guidelines.

* * *

A new Article 070.045 of Title 070, Glenwood Springs Municipal Code, is hereby adopted to read as follows.

ARTICLE 070.045– Community Housing Standards and Guidelines – Administration.

070.045.010. – Title.

070.045.020 - Purpose

- (a) Purpose. The purpose and intent of the regulations set forth in this Article is to increase affordable housing choices for year-round residents and to preserve a balance between second homeowners and locals.

070.045.030 - Applicability.

These requirements for Community Housing shall apply to all residential and mixed-use developments proposing the construction of five (5) or more new dwelling units, or the creation of five or more residential lots, within the corporate limits of the City of Glenwood Springs after the effective date of these regulations. Incentives for Community Housing shall also apply to all residential developments over one (1) dwelling unit.

070.045.040 - Administration.

- (b) The Planning Director shall be responsible for the administration of these regulations, and he or she shall have the authority and duty to:
 - (1) Exercise administration of this Article or any guidelines thereof pertaining to all building and developments where applicable.
 - (2) Enforce all terms of this Article or any guidelines thereof.
 - (3) Review and recommend approval or denial of all housing mitigation plans submitted in accordance with this Article or any guidelines thereof.
- (c) The Planning Director may also enter into contracts with other agencies, including regional housing authorities, to administer this Article or any guidelines thereof, subject to approval of the City Council.

070.045.050. - Relationship of regulations to other requirements.

Whenever these regulations are found to be inconsistent with any other resolution, ordinance, code, regulation, or other enactment of the City, the enactment imposing more restrictive standards or requirements shall control.

070.045.060. - Guidelines for implementation.

1. This Article has been implemented in accordance with guidelines adopted by the City Council. The guidelines may be amended from time to time and shall include the following components:
 - (1) Guidelines for the type, size and price for community housing units;
 - (2) Guidelines for qualifications to purchase and occupy community housing units; and
 - (3) Guidelines for the purchase or sale of community housing units.
- (d) The guidelines will provide all general information necessary for the implementation and administration of this Article.

070.045.070 – Mitigation for Residential Developments.

All new residential subdivisions and all new multi-family residential developments shall set aside lots or units for community housing as set forth in this Section.

1. Twenty (20%) percent of the total residential units in any new residential or mixed-use development proposing to create five (5) or more residential dwelling units shall be deed restricted for Resident Occupied Community Housing.
 - (e) Ten (10%) percent of the total residential units in any new residential or mixed-use development proposing to create five (5) or more residential dwelling units shall be deed restricted to limit the **average** Initial Sales Price to no greater than that which is affordable to Households earning no more than **80%** AMI; or to limit the Community housing rental unit rental prices in accordance with guidelines established by the City and generally set at rates that are affordable to Households with incomes no higher than 80% AMI, , **averaged over the total required deed restricted units**.
 - (f) Fractional remainders. The development's mitigation responsibility will be rounded to the nearest whole number: below 0.5 round down (= 0 unit), and round up from 0.5 and higher (= 1 unit).

(g) In lieu of the requirements of subsections (a) and (b) of this section, the development may meet mitigation requirements through a donation of land in an amount determined by the City Council meeting the following requirements:

- (1) Land shall be free of all liens and encumbrances and shall be conveyed by general warranty deed.
- (2) Land shall be properly entitled and capable of supporting the applicable number of Community Housing units.
- (3) Land shall be buildable, have suitable soils and drainage and available utilities, and should not be within an area that has potential geologic hazards associated with development.

070.045.080 – Incentives for Residential Developments (Inclusionary Housing) Over One (1) Dwelling Unit.

1. Any residential or mixed-use development proposing to create one (1) or more residential dwelling units may be eligible for the following incentives when providing deed restricted Community Housing in the form of Resident Occupied Community Housing, For Sale Community Housing and/or Rental Community Housing that is deed restricted in accordance with the City's Community Housing Standards and Guidelines.
- (4) Density Bonus. As part of any new residential or mixed-use development, the City may offer a density bonus.
- (5) Site Design Flexibility. Provided that the housing goals and eligibility requirements are met and provided that the intents and purposes of this Title are not compromised, the City may consider flexible application of design standards including, but not limited to minimum lot size, building height, lot coverage, impervious coverage, setbacks and landscaping.
- (6) Public-Private Partnerships. The City may participate in, or facilitate participation with other governmental entities regarding financing or purchasing of Community Housing units directly from the applicant or by other means of subsidy or participation.
- (7) Tax Rebate or Reduction. The City Council may at its sole discretion waive, reduce or rebate property, construction use, or other tax applicable to the project.

070.045.090. – Acceptable Methods of Community Housing Mitigation

The following methods are provided for an applicant to comply with this Article:

1. Provision of Price Capped for Sale Deed Restricted Community Housing with an **average** maximum Initial Sales Price set at or below **80%** AMI affordability level.

- (h) Provision of Resident Occupied Deed Restricted Community Housing for Rental and For Sale Community Housing Units.
- (i) Conveyance of land to the City in lieu of community housing in an amount determined by the City Council.

070.045.100. - Minimum requirements.

- 1. Deed restrictions. Any community housing required by this Article shall be deed-restricted in accordance with a form of deed restriction enforceable in the State, as approved by the City Attorney, to rental or ownership and occupancy by the project developer or to persons who live or work in the City. Deed restrictions shall be prepared in accordance with the community housing guidelines.
- (j) Housing guidelines. The units shall be developed and shall comply with the size, design and occupancy standards established within the community housing guidelines.
- (k) Timing of occupancy. The units shall be ready for occupancy no later than the occupancy of free market units within the project. If the free market units are to be developed in phases, then the community housing units can be developed in proportion to the phasing of the free market units.

070.045.110. – Housing Plan.

For all projects subject to the requirements for Community Housing, a housing plan shall be submitted as a component of the land use application. For those projects subject to the requirements for Community Housing, land use applications will not be deemed complete without the submission of a Housing Plan. Execution of the Housing Plan shall be a condition of approval for the development permit and shall include, at a minimum, the following information as deemed applicable by the Planning Director:

- 1. Total number of market rate units and Community Housing units proposed in the development;
- (l) Details regarding how the Standards and Guidelines will be met, including unit types, square footage, number of bedrooms per unit, targeted income category, and Initial Sales Price;
- (m) Any proposed alternative method(s) of compliance with the Standards and Guidelines.

070.045.120 - Affordable and Workforce Housing.

- 1. *In General.* Reserved.

(n) Voluntary Provisions.

(1) Deed-Restricted Development.

- a. **Applicability.** Any new development of for-rent residential units in the City not otherwise required to provide housing mitigation may voluntarily with the City enter into an affordable housing deed-restriction agreement consistent with the terms and conditions of this Subsection 070.045.120(b)(1).
- b. **Deed Restriction.** The deed restriction provided for in this Subsection shall be recorded by the owner of the property burdened thereby and remain a covenant and restriction running with the property for a period of thirty (30) years unless otherwise terminated.
- c. **Affordability.**
 1. The gross rental price, including utility allowance and non-optional fees, of any deed-restricted unit shall not, at the time of leasing, exceed the maximum rents established according to Colorado Housing and Finance Authority, Colorado County Income and Rent Table, for one hundred twenty (120) percent of the Garfield County Area Median Income.
 2. The average of all deed-restricted units in a development shall not exceed one hundred (100) percent of the maximum rents established according to the Colorado Housing and Finance Authority, Colorado County Income and Rent Table, as determined at the time each individual unit was leased.
- d. **Impact Fees.** The deed restriction shall provide for a waiver of the following impact and improvement fees required by this Code according to the percentage of new for-rent units restricted thereby:
 1. Any water or sewer tap fee required under 080.040.010(c) or 080.030.010(c), respectively.
 2. Any water or sewer system improvement fee required under Article 080.060.
 3. Any school land dedication required under Subsection 070.040.030(g)(4), School Land Dedication.

4. Any fire and emergency service impact fees required under Subsection 070.040.030(g)(5), Fire and Emergency Services Impact Fee.
5. Any parkland dedication fees required under 070.040.030(g)(2), Parkland Dedication.

Said fees shall be calculated and determined prior to development and remain unpaid, in abeyance, to be depreciated over a period of thirty (30) years from the issuance of a certificate of occupancy for the unit(s) in accordance with the following schedule:

- a. Years 0-3 0% depreciation
 - b. Years 4-10 20% depreciation
 - c. Years 11-30 straight line depreciation from 21% to 100%
6. Any restricted party that knowingly fails to adhere to the requirements of the deed restriction or this Subsection 070.045.120(b)(1) for any portion of a year shall be required to immediately pay the remaining un-depreciated impact and improvement fees upon thirty (30) days' written notice from the City. The restricted party's failure to pay such amount upon notice shall result in an automatic lien upon the property plus a penalty of ten (10) percent of the amount owed, plus the reasonable costs of fees, including attorney fees, spent in collection. Said lien shall thereafter be collected as provided in Section 080.010.100 of the Code.
- e. Occupancy Requirement.
1. Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted unit under this Subsection 070.045.120(b)(1) according to any of the following criteria:
 - i. Employed to primarily work at a physical location within the 81601 postal zip code;
 - ii. Directly employed by a company that has its principal office located within the 81601 postal zip code;
 - iii. Enrolled as a full-time student at a local educational institution;
 - iv. Being sixty-five (65) years of age or greater; or
 - v. Receiving social security disability benefits.

Qualifying occupants may have roommates not employed within the 81601 postal zip code or by a company not having its principal office within the 81601 postal zip code.

2. No occupant of a deed-restricted unit shall engage in any business activity on or in the unit, except as allowed under Subsection 070.030.040(d)(3), Home Occupations, of this Code.
 3. In the rental and occupancy of the units, there shall be no discrimination on the basis of age, race, creed, color, sex, sexual orientation, disability, religion, national origin, marital status, gender identity, or affiliation.
 4. When a unit becomes vacant, the owner shall promptly make it available and actively market said unit for lease to another qualified occupant in accordance with the deed restriction and any rental guidelines adopted by the City.
 5. Each unit shall only be leased and occupied by residents who will utilize the unit as his or her principal place of residence. A "principal place of residence" shall mean the dwelling in which one's habitation is fixed and to which a person, whenever he or she is absent, has a present intention of returning after a departure or absence there from.
 6. In the event the employment or student enrollment status of the occupant of any unit is altered so as to no longer meet the qualifications of this Subsection, said occupant shall be permitted to reside in the unit under the same terms and conditions of the unit lease, except that no extension of the lease term shall be granted.
- f. *Market Conversion.* The owner of a deed-restricted unit may convert a unit to rent or sale at market rate upon written notice to the City. Upon market conversion, the owner shall record an amendment to the deed restriction for the termination thereof. Upon the first rental or sale of any such converted unit, the owner shall pay to the City the amount of any and all proportional, amortized, and depreciated impact and improvement fees then outstanding.
- g. *Reporting Requirement.* The owner of a deed-restricted unit shall annually, between December 1 and December 15, provide a report and proof to the City or its designated representative agency of its compliance with the rental requirements set forth in this Subsection for the prior twelve-month period. Said report shall contain, at a minimum:

1. The number of deed-restricted units rented pursuant to this Subsection;
2. The period each unit was rented and the status by which the were occupant(s) qualified under the deed restriction;
3. The monthly rental price; and
4. The taxes, special assessments, and homeowners' association and management fees, and any other fees or charges, including common utilities, assessed to each unit.

(o) *Housing Units Developed Under Prior Inclusionary Housing Program.* All housing units developed under the provisions of the inclusionary housing program repealed by Ordinance 21, Series of 2017, shall remain subject to the terms and conditions of approval previously agreed upon, including the applicability of the Glenwood Springs Community Housing Guidelines as administered by the Garfield County Housing Authority.



**2020 Income Limit and Maximum Rent Limit Tables
for All Colorado Counties**
20% to 120% of Area Median Income (AMI)

HUD Effective Date: April 01, 2020

- The IRS allows LIHTC projects that placed in service as of 12.31.2008 to use higher HERA Special limits.
- All LIHTC and CHFA Loan projects are "held harmless" from limit decreases. To be "held harmless," a project must be in service before 05.15.2020.
- This year, LIHTC and CHFA Loan projects whose counties experienced a decrease in limits and that place in service before 05.15.2020 may continue to apply the same limits used in 2019.

2020 MAXIMUM RENTS							2020 INCOME LIMITS								
COUNTY	HERA	AMI	0 BDRM	1 BDRM	2 BDRM	3 BDRM	4 BDRM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Garfield	120%	1,776	1,902	2,283	2,637	2,943	71,040	81,120	91,320	101,400	109,560	117,720	125,760	133,920	
Garfield	100%	1,480	1,585	1,902	2,197	2,452	59,200	67,600	76,100	84,500	91,300	98,100	104,800	111,600	
Garfield	80%	1,184	1,268	1,522	1,758	1,962	47,360	54,080	60,880	67,600	73,040	78,480	83,840	89,280	
Garfield	70%	1,036	1,109	1,331	1,538	1,716	41,440	47,320	53,270	59,150	63,910	68,670	73,360	78,120	
Garfield	60%	888	951	1,141	1,318	1,471	35,520	40,560	45,660	50,700	54,780	58,860	62,880	66,960	
Garfield	55%	814	871	1,046	1,208	1,348	32,560	37,180	41,855	46,475	50,215	53,955	57,640	61,380	
Garfield	50%	740	792	951	1,098	1,226	29,600	33,800	38,050	42,250	45,650	49,050	52,400	55,800	
Garfield	45%	666	713	856	988	1,103	26,640	30,420	34,245	38,025	41,085	44,145	47,160	50,220	
Garfield	40%	592	634	761	879	981	23,680	27,040	30,440	33,800	36,520	39,240	41,920	44,640	
Garfield	30%	444	475	570	659	735	17,760	20,280	22,830	25,350	27,390	29,430	31,440	33,480	
Garfield	20%	296	317	380	439	490	11,840	13,520	15,220	16,900	18,260	19,620	20,960	22,320	



Planning Commission Report

Date: January 26, 2021

To: Planning and Zoning Commission

From: Hannah Klausman, Senior Planner

Subject: Planning File 01-21, Consideration of code revisions to 070.040.120 Affordable and Workforce Housing to amend the Voluntary Deed Restriction Program.

REQUEST	Consideration of code revisions to 070.040.120 Affordable and Workforce Housing to amend the Voluntary Deed Restriction Program.
APPLICANT	City of Glenwood Springs
LOCATION	City wide
ZONE	All

Background

In 2016, the City Council of the City of Glenwood Springs adopted requirements for participation in the City's deed restricted development and improvement fee waiver program. The program established system improvement fee waivers for developments that voluntarily enter into an affordable housing deed restriction agreement for 30 years, or unless otherwise terminated.

The voluntary program was established to incentivize developers to create attainable workforce housing. The development agreement stipulates a maximum rent cap averaged to 100% Area Median Income for all units, updated annually by the Colorado Housing and Finance Authority (CHFA). The rent is calculated based on the number of bedrooms. The 2020 Rent Limit table from CHFA below illustrates the maximum rent charges allowable up to 120% AMI for Garfield County.

2020 MAXIMUM RENTS							
COUNTY	HERA	AMI	0 BDRM	1 BDRM	2 BDRM	3 BDRM	4 BDRM
Garfield		120%	1,776	1,902	2,283	2,637	2,943
Garfield		100%	1,480	1,585	1,902	2,197	2,452
Garfield		80%	1,184	1,268	1,522	1,758	1,962

By comparison, The Lofts at Red Mountain, a market rate development that was recently finished has 1-bedroom apartments that range from \$1,875 to \$1,925, and 2-bedroom units that range from \$2,595 to \$2,770 advertised on their website. Six Canyons in West Glenwood, another recent market rate development advertises 1-bedroom apartments starting at \$1,700 and 2-bedrooms that range from \$2,250 to \$2,625. The public benefit of the voluntary program can be seen in the difference between market rate rents and the reduced maximum rent allowable by the voluntarily deed restricted developments.

In exchange for this rent cap, the deed restriction provides the developer with a waiver of the following impact and improvement fees required by Code:

- (1) Any water or sewer tap fee required.
- (2) Any water or sewer system improvement fee required.
- (3) Any school land dedication required.
- (4) Any fire and emergency service impact fees.
- (5) Any parkland dedication fee in lieu required.

Said fees remain unpaid, in abeyance, depreciated over a period of thirty (30) years from the issuance of a certificate of occupancy for the unit(s). Straight line depreciation is used, meaning that each year the development remains in the program, the amount of fees reduces by an equal annual amount. There is currently no penalty for terminating participation before the 30-year timeline.

The agreement stipulates that primary occupants must meet one of the following requirements:

- (i) Employed to primarily work at a physical location within the 81601 postal zip code;
- (ii) Directly employed by a company that has its principal office located within the 81601 postal zip code;
- (iii) Enrolled as a full-time student at a local educational institution;
- (iv) Being sixty-five (65) years of age or greater; or
- (v) Receiving social security disability benefits.

Program Participation

Currently the program has seven (7) participants with a total of 45 units that are deed restricted. The attached Active Units document illustrates active properties, number of units, agreement timeline, and terminations.

To date, two participants have completely exited the program, and a third reduced the number of units that were deed restricted. These early withdrawals represent 14 total units, all of which exited within the first year of participation.

Program Review and Amendment

The voluntary deed restriction program has been operating for three years. Staff, and the City's housing commission evaluated the program's progress and based on perceived challenges, recommended an amendment to Planning and Zoning Commission. Challenges of the program were identified as the ease with which a developer could withdraw early from the program, as well as reporting challenges as detailed by Staff. These aspects are discussed further below under the Issues category.

The Planning and Zoning Commission at their regularly scheduled meeting in November 2020, voted to approve the Housing Commission's recommendation and directed Staff to bring revised code language for review and approval.

Issues

Early Program Withdrawal

The intent of the voluntary program is to provide an incentive to developers to deed restrict rental prices to a maximum 120% AMI in exchange for a waiver of system improvement fees. The benefit to the City is the prolonged public benefit of attainable housing for the Glenwood Springs workforce. When a participant exits the program early, the public benefit is short lived and less desirable.

Annual Reporting

Program participants are required to submit annual reporting to the City of Glenwood Springs to document compliance with the deed restriction standards. The report includes a primary occupant affidavit certifying qualification status,

duration of each qualified occupant stays, and the amount of rent and fees charged for each deed restricted unit in the development. Participating developers have struggled with tenant turnover and tracking, as well as tenants whose qualifications change mid-lease, requiring a new qualified tenant. This has included primary occupants that qualified as being employed within the 81601-zipcode and then changed employment to outside of the allowable area. In these situations, the program standards do include provisions that allow a tenant to complete the lease terms, but do not have the option to renew the lease.

Program Participation and Drawbacks

To date, none of the large apartment developments that have been approved since the voluntary program began in 2017, have participated. Developers have pointed to the qualifications for primary occupancy being prohibitive, and the financial cost being unfeasible. This is important to consider when reviewing what type of developments are using the program and who might in the future.

Inclusionary Zoning Addition

Planning Item 02-21 proposes the introduction of required community housing through the addition of an Inclusionary Zoning program. The program would require all new residential subdivisions and all new multi-family residential developments proposing to create five (5) or more dwelling units to set aside lots or units for community housing.

Project Summary

The proposed program change includes altering the equation for depreciation of fees held in abeyance. Current fees are held in abeyance for a duration of thirty (30) years with straight line depreciation. The proposed change includes deferring depreciation for the first three (3) years of program participation. In years four (4) through ten (10), 20% of the total would depreciate, and years eleven (11) through thirty (30) would be a straight-line depreciation of the remainder.

The intent of the amendment is to discourage early withdrawal from the program while still maintaining a developer benefit of deferred cost. The first three years of participation would have no reduction in the original balance of fees if a participant were to exit. The benefit to the developer remains as cost deferment but exiting prior to year four (4) would not include the added benefit of loan depreciation that the current process includes.

The Voluntary Deed Restriction program will likely move into a new Title in the Municipal Code. 070.045, along with the proposed Inclusionary Housing Requirements. The voluntary deed restriction program currently resides in Section 070.040.120, under the Development Standards Title.

This provision will only apply to participants that enroll in the program after the code revisions take effect. Changes will not alter the existing participant agreement terms.

Review Criteria and Analysis

A Code amendment is a legislative decision by the City Council. Prior to recommending approval or approving a proposed Code amendment, the Planning Commission and City Council shall consider whether and to what extent the proposed amendment meets the following criteria. Staff analysis is in bold.

- I. Is consistent with the Comprehensive Plan and other City policies;
The proposed amendment to the existing program upholds the goals of the Comprehensive plans and other City policies.
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
The small proposed change in depreciation calculations does not conflict with the Municipal code.

- III. Is necessary to address a demonstrated community need;
The code section and proposed changes are part of the City's effort to provide attainable workforce housing. According to the most recent Regional Housing Study from 2018, Glenwood Springs has a 1,400-unit deficit in available homes priced or rented at 120% AMI and below.
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and
The amendment addresses program deficiencies after two years of implementation.
- V. Is consistent with the general purpose and intent of this Code.
The proposed amendment is in line with the purpose and intent of the Code.

Reviewing Agency Comments

Housing Commission discussed the proposed changes. Discussion focused on how to maximize longevity of the public benefit while balancing program benefits and feasibility to developers. It was suggested that depreciation of fees begin between a minimum of 3 years and a maximum of 5 years, after which the depreciation could be straight line for the remainder.

Action Item and Staff Recommendation

Action Item:

Consideration of code revisions to 070.040.120 Affordable and Workforce Housing, to amend the Voluntary Deed Restriction program.

Staff recommends approval of the code amendment.

Suggested Findings

The proposed code amendment to the Voluntary Deed Restricted Program:

- I. Is consistent with the Comprehensive Plan and other City policies;
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
- III. Is necessary to address a demonstrated community need;
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and
- V. Is consistent with the general purpose and intent of this Code.

Deed Restricted Development Reporting

Unit Address	# of Units	Status	Agreement Date	EXIT DATE	REASON FOR EXIT
719 Grand Avenue	1	Active	8/16/2018		
3116 S Grand Ave	1	Active	7/12/2018		
1002 Cooper Ave	3	Active	12/3/2018		
1503 Riverbend Way	23 (9)	Active	11/13/2017	9 Units 2018	Building 5 converted to Free Market
920 Red Mountain Drive	1	Active	4/1/2019		
1217 Colorado Avenue	1	Active	9/17/2020		
Caverns Village, TBD Centennial Street	15	Active	8/11/2020		
744 Cleveland	1	CLOSED	3/19/2018	2/20/2019	Violation of Occupancy, Owner Chose to Exit
210 10th Street	4	CLOSED	6/6/2018	1/14/2019	Property Sold

Total **45**

EXHIBIT A

070.040.120 - Affordable and Workforce Housing.

(a) *In General.* Reserved.

(b) *Voluntary Provisions.*

(1) *Deed-Restricted Development.*

- a. *Applicability.* Any new development of for-rent residential units in the City not otherwise required to provide housing mitigation may voluntarily with the City enter into an affordable housing deed-restriction agreement consistent with the terms and conditions of this Subsection 070.040.120(b)(1).
- b. *Deed Restriction.* The deed restriction provided for in this Subsection shall be recorded by the owner of the property burdened thereby and remain a covenant and restriction running with the property for a period of thirty (30) years unless otherwise terminated.
- c. *Affordability.*
 1. The gross rental price, including utility allowance and non-optional fees, of any deed-restricted unit shall not, at the time of leasing, exceed the maximum rents established according to Colorado Housing and Finance Authority, Colorado County Income and Rent Table, for one hundred twenty (120) percent of the Garfield County Area Median Income.
 2. The average of all deed-restricted units in a development shall not exceed one hundred (100) percent of the maximum rents established according to the Colorado Housing and Finance Authority, Colorado County Income and Rent Table, as determined at the time each individual unit was leased.
- d. *Impact Fees.* The deed restriction shall provide for a waiver of the following impact and improvement fees required by this Code according to the percentage of new for-rent units restricted thereby:
 1. Any water or sewer tap fee required under 080.040.010(c) or 080.030.010(c), respectively.
 2. Any water or sewer system improvement fee required under Article 080.060.
 3. Any school land dedication required under Subsection 070.040.030(g)(4), School Land Dedication.
 4. Any fire and emergency service impact fees required under Subsection 070.040.030(g)(5), Fire and Emergency Services Impact Fee.
 5. Any parkland dedication fees required under 070.040.030(g)(2), Parkland Dedication.

Said fees shall be calculated and determined prior to development and remain unpaid, in abeyance, to be depreciated over a period of thirty (30) years from the issuance of a certificate of occupancy for the unit(s) in accordance with the following schedule: ~~Straight line depreciation shall be used.~~

 - a. Years 0-3 0% depreciation
 - b. Years 4-10 20% depreciation
 - c. Years 11-30 straight line depreciation from 21% to 100%

6. Any restricted party that knowingly fails to adhere to the requirements of the deed restriction or this Subsection 070.040.120(b)(1) for any portion of a year shall be required to immediately pay the remaining un-depreciated impact and improvement fees upon thirty (30) days' written notice from the City. The restricted party's failure to pay such amount upon notice shall result in an automatic lien upon the property plus a penalty of ten (10) percent of the amount owed, plus the reasonable costs of fees, including attorney fees, spent in collection. Said lien shall thereafter be collected as provided in Section 080.010.100 of the Code.

e. *Occupancy Requirement.*

1. Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted unit under this Subsection 070.040.120(b)(1) according to any of the following criteria:
 - i. Employed to primarily work at a physical location within the 81601 postal zip code;
 - ii. Directly employed by a company that has its principal office located within the 81601 postal zip code;
 - iii. Enrolled as a full-time student at a local educational institution;
 - iv. Being sixty-five (65) years of age or greater; or
 - v. Receiving social security disability benefits.

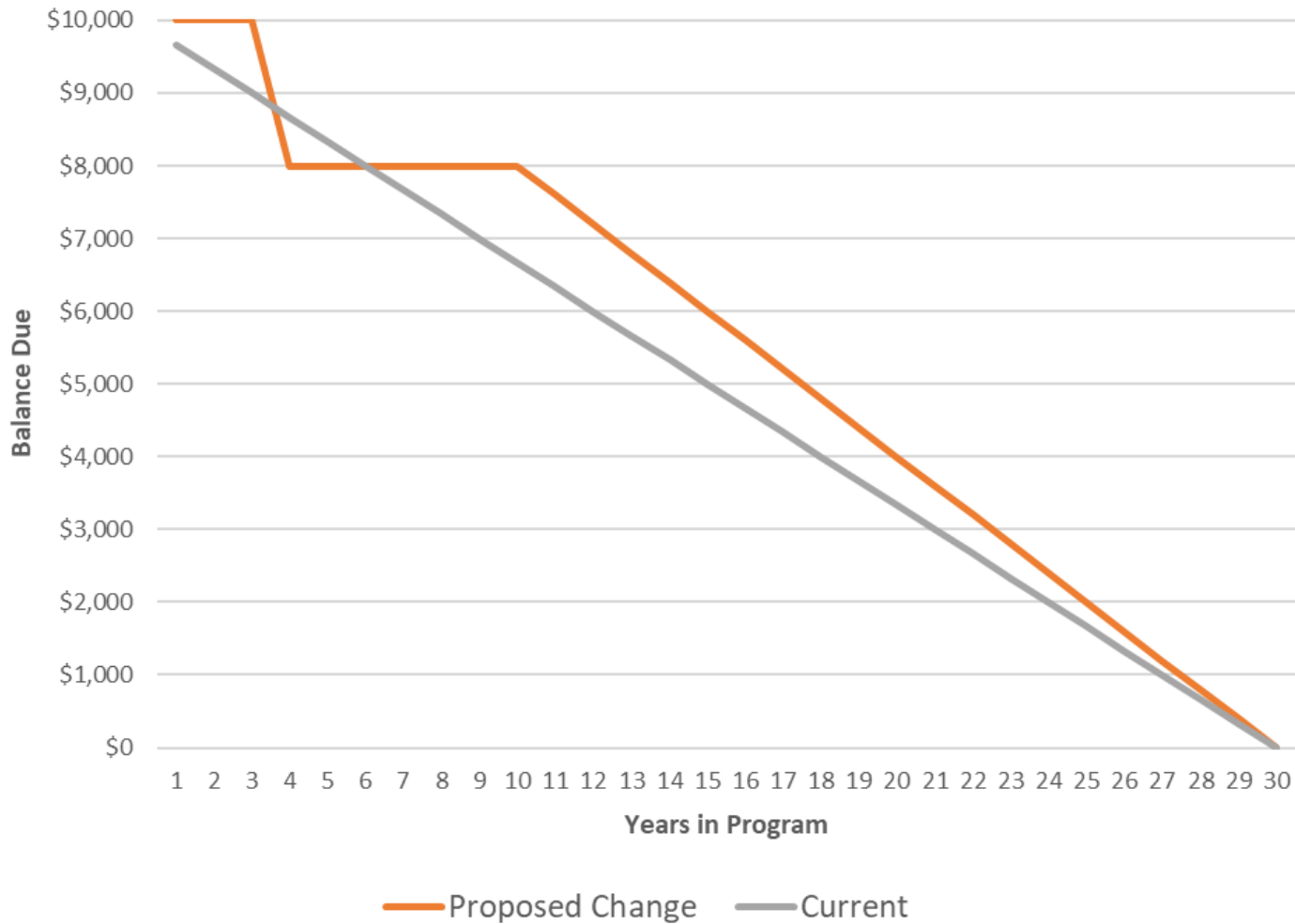
Qualifying occupants may have roommates not employed within the 81601 postal zip code or by a company not having its principal office within the 81601 postal zip code.

2. No occupant of a deed-restricted unit shall engage in any business activity on or in the unit, except as allowed under Subsection 070.030.040(d)(3), Home Occupations, of this Code.
 3. In the rental and occupancy of the units, there shall be no discrimination on the basis of age, race, creed, color, sex, sexual orientation, disability, religion, national origin, marital status, gender identity, or affiliation.
 4. When a unit becomes vacant, the owner shall promptly make it available and actively market said unit for lease to another qualified occupant in accordance with the deed restriction and any rental guidelines adopted by the City.
 5. Each unit shall only be leased and occupied by residents who will utilize the unit as his or her principal place of residence. A "principal place of residence" shall mean the dwelling in which one's habitation is fixed and to which a person, whenever he or she is absent, has a present intention of returning after a departure or absence there from.
 6. In the event the employment or student enrollment status of the occupant of any unit is altered so as to no longer meet the qualifications of this Subsection, said occupant shall be permitted to reside in the unit under the same terms and conditions of the unit lease, except that no extension of the lease term shall be granted.
- f. *Market Conversion.* The owner of a deed-restricted unit may convert a unit to rent or sale at market rate upon written notice to the City. Upon market conversion, the owner shall record an amendment to the deed restriction for the termination thereof. Upon the first rental or sale of any such converted unit, the owner shall pay to the City the amount of any and all proportional, amortized, and depreciated impact and improvement fees then outstanding.
- g. *Reporting Requirement.* The owner of a deed-restricted unit shall annually, between December 1 and December 15, provide a report and proof to the City or its designated

representative agency of its compliance with the rental requirements set forth in this Subsection for the prior twelve-month period. Said report shall contain, at a minimum:

1. The number of deed-restricted units rented pursuant to this Subsection;
 2. The period each unit was rented and the status by which the were occupant(s) qualified under the deed restriction;
 3. The monthly rental price; and
 4. The taxes, special assessments, and homeowners' association and management fees, and any other fees or charges, including common utilities, assessed to each unit.
- (c) *Housing Units Developed Under Prior Inclusionary Housing Program.* All housing units developed under the provisions of the inclusionary housing program repealed by Ordinance 21, Series of 2017, shall remain subject to the terms and conditions of approval previously agreed upon, including the applicability of the Glenwood Springs Community Housing Guidelines as administered by the Garfield County Housing Authority.
- (d) *Repealer.* Any ordinance or resolutions or parts thereof in conflict with Ordinance 21, Series of 2017, are hereby repealed to the extent of such conflict only.

Voluntary Deed Restricted Program 30 Year Amortization



Years	Proposed Change	Current
1	\$10,000.00	\$ 9,666.67
2	\$10,000.00	\$ 9,333.33
3	\$10,000.00	\$ 9,000.00
4	\$ 8,000.00	\$ 8,666.67
5	\$ 8,000.00	\$ 8,333.33
6	\$ 8,000.00	\$ 8,000.00
7	\$ 8,000.00	\$ 7,666.67
8	\$ 8,000.00	\$ 7,333.33
9	\$ 8,000.00	\$ 7,000.00
10	\$ 8,000.00	\$ 6,666.67
11	\$ 7,600.00	\$ 6,333.33
12	\$ 7,200.00	\$ 6,000.00
13	\$ 6,800.00	\$ 5,666.67
14	\$ 6,399.99	\$ 5,333.33
15	\$ 5,999.99	\$ 5,000.00
16	\$ 5,599.99	\$ 4,666.67
17	\$ 5,199.99	\$ 4,333.33
18	\$ 4,799.99	\$ 4,000.00
19	\$ 4,399.99	\$ 3,666.67
20	\$ 3,999.99	\$ 3,333.33
21	\$ 3,599.98	\$ 3,000.00
22	\$ 3,199.98	\$ 2,666.67
23	\$ 2,799.98	\$ 2,333.33
24	\$ 2,399.98	\$ 2,000.00
25	\$ 1,999.98	\$ 1,666.67
26	\$ 1,599.98	\$ 1,333.33
27	\$ 1,199.97	\$ 1,000.00
28	\$ 799.97	\$ 666.67
29	\$ 399.97	\$ 333.33
30	\$ -	\$ -



Planning Commission Report

Date: January 26, 2021
To: Planning and Zoning Commission
From: Hannah Klausman, Senior Planner
Subject: Accessory Dwelling Unit Density Discussion

REQUEST	Discussion on possible code revisions for Accessory Dwelling Unit Standards.
APPLICANT	City of Glenwood Springs
LOCATION	City wide
ZONE	All

REQUIRED ACTION

No Action Required. This item is discussion only to provide Staff with additional direction to move forward with proposed Accessory Dwelling Unit (ADU) standard changes.

Background

Accessory Dwelling Units were adopted as an allowed use in 1998 in residential zone districts to provide affordable rental housing within the current infrastructure. The code requirements have been amended several times since then to clarify intent as well as make changes to review and process. Most recently, ADU standards were amended in March 2020, however the topic of density was set aside for future review.

The Planning and Zoning Commission has held multiple joint work sessions with the Housing Commission to discuss affordable and workforce housing as it relates to municipal code regulations. At the October 2020 joint work session, Planning and Zoning Commissioners indicated a desire to see the number of allowable ADUs on a single lot, reviewed.

The intent of Accessory Dwelling Units as stated in code is to promote small rental housing units on lots with detached single-family dwellings, to increase the stock of attainable rental housing in the community, use available land more efficiently, and minimize the additional infrastructure that must be provided to support such rental units. ADU standards are established to minimize impacts to the surrounding residential neighborhoods and the community

Project Summary

Glenwood Springs Municipal Code allows for one (1) accessory dwelling unit per parcel, and only on a lot where a detached single-family dwelling exists or will be constructed concurrently. Previous discussions have focused on the ability to have a second ADU, as well as the ability to have an ADU with a multifamily development.

Staff has compiled a list of examples of other jurisdictions that allow for more than one ADU on a single lot for review. Those examples include, but are not exclusive of, Tigard, Oregon, Signal Hill, California, Fremont, California, and Sonoma County, California. Guideline documents are included as attachments to this staff report for reference. All of the example jurisdictions allow for a maximum of one (1) detached ADU, with the second ADU allowable as either attached, or completely inside the footprint of the primary structure.

In 2020, California added a new ADU rule change in state bills [AB68](#) and [AB 881](#). The provision permits both an ADU and a Junior ADU (JADU) on the same lot with a proposed or existing single-family dwelling. This means that two possible rental units can be added to one property: an ADU and a JADU. This law applies statewide, throughout California. As such, numerous municipalities in California have adopted multi-ADU density allowance within their code. A summary of JADU regulations from California is included below for reference and discussion.

Rules for a Junior Accessory Dwelling Unit:

- **Size** - 500 sq. ft. max
- **Location** - Must be within a proposed or existing single-family dwelling or accessory structure, such as a detached garage or carport.
- **Expansion** - May include an expansion of up to 150 sq. ft. beyond the footprint of the existing accessory structure, but this expansion is limited to accommodating ingress and egress.
- **Separate Entry** - Exterior access (a separate entrance for the JADU) is required from the proposed or existing single-family dwelling.
- **Parking** - No parking required for a JADU
- **Bathroom** - May have a separate bathroom or shared with the single-family dwelling.
- **Kitchen** - Must meet "Efficiency Kitchen" requirements:
 - The required kitchen sink (16"x16" max.) should have a small drain line (1.5" diameter max.)
 - No appliances that require natural or propane gas
 - A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU
 - Appliances that do not require electrical service greater than 120 volts

Density Considerations

Increasing density of any type within the City of Glenwood requires careful consideration of the impacts to environment as well as surrounding property owners. Density issues can include changing neighborhood character, parking availability, and infrastructure considerations. To adequately address these concerns, it is necessary to heavily involve community input and engagement.

Staff requests additional direction prior to drafting a code language amendment for increased ADU density. Those questions include the following for purposes of discussion.

If a second ADU is to be allowed:

1. Should a second ADU only be allowed for specific type, for example one attached and one detached.
2. Should ADU's be allowable within Multifamily dwellings if entirely within the main structure?
3. Should the second ADU be tied to affordability?

Reviewing Agency Recommendations

The housing commission discussed ADU density at their regularly scheduled January 2021 meeting. The housing commission voted unanimously to recommend the possibility of allowing multiple ADUs on a single lot be tied to an affordability requirement, with a maximum allowable rent set to 120% Area Median Income.

Tigard Municipal Code

[Up](#)[Previous](#)[Next](#)[Main](#)[Search](#)[Print](#)[Title 18 DEVELOPMENT CODE](#)[18.200 RESIDENTIAL DEVELOPMENT STANDARDS](#)[Chapter 18.220 ACCESSORY DWELLING UNITS](#)**18.220.050 Standards**

A. Number of dwelling units.

1. A maximum of 2 accessory dwelling units are allowed per single detached house.
2. A maximum of 1 detached accessory dwelling unit is allowed per single detached house. A second accessory dwelling unit must be attached to the primary dwelling unit.

B. Size.

1. The maximum size of a detached accessory dwelling unit is 800 square feet.
2. The square footage of each attached accessory dwelling unit may not exceed the square footage of the primary dwelling unit.

C. Height.

1. The maximum height of a detached accessory dwelling unit is 25 feet.
2. A structure containing an attached accessory dwelling unit may not exceed the maximum height for a single detached house in the base zone.

D. Setbacks. Accessory dwelling units must meet the setback standards for a single detached house in the base zone, with the exception that a detached accessory dwelling unit may be located within 5 feet of the rear property line if the accessory dwelling unit is 15 feet or less in height.

E. Lot coverage. Accessory dwelling units must meet the lot coverage standards for a single detached house in the base zone.

F. Entrances. Only one attached accessory dwelling unit may have an entrance on the facade facing the front property line. The entrance to a second attached accessory dwelling unit must be oriented to a side, street side, or rear lot line.

G. Home occupations. Type II Home Occupations are prohibited on a lot with two accessory dwelling units.

H. Accessory dwelling units in accessory structures. Accessory dwelling units may be added to existing accessory structures such as garages, subject to the maximum square footage and height restrictions for each, as measured using the method provided in Section [18.40.130](#). (Ord. 20-01 §1; Ord. 19-09 §1; Ord. 18-28 §1; Ord. 18-23 §2; Ord. 17-22 §2) ■

View the [mobile version](#).

Accessory Dwelling Units (ADUs)



Community Development Department

Summary of State Standards: Effective January 1, 2020

I. NEW STATE REGULATIONS FOR ADU APPLICATIONS

A. NUMBER OF UNITS ALLOWED

ADUs on Lots with Single-Family Dwellings

- A maximum of one ADU, and one Junior ADU (JADU) may be allowed on a lot with one or more existing or proposed single-family dwellings. **However, in order to have both, the ADU must be new construction and must be detached.**
- If the ADU is proposed within an existing accessory structure, the ADU may add up to 150 square feet (SF), but only for the purpose of providing ingress/egress. (Any larger expansions would trigger provisions of the local jurisdictions ordinance if one exists).
- A minimum 16' height limit may be required (especially, if existing views of neighboring properties are impacted).
- A minimum of 4' side and rear yard setbacks from property line are required for any new ADU, that is not converted from an existing structure or new structure constructed in the same location and to the same dimensions as the existing structure.

ADUs on Lots with Multi-Family Dwellings

- A minimum of one ADU is allowed within an existing multi-family dwelling structure in areas not used as livable space, including (but not limited to) storage rooms, boiler rooms, passageways, attics, basements, or garages. The total number of ADUs allowed is no more than 25% of the total number of existing multi-family units on the lot (example: 4 existing MFD units on a lot = 1 JADU max; 7 existing MFD units on a lot = 1 JADU max; 8 existing MFD units on a lot = 2 JADUs max). (JADUs are only allowed in single-family units per GC 65852.22.)
- A maximum of two detached ADUs are allowed on a lot with an existing multi-family dwelling, and are subject to a height limit of 16' and 4' side and rear yard setbacks. Detached ADUs may be attached to each other. They may be new construction or converted accessory structures.

B. JUNIOR ACCESSORY DWELLING UNITS

The City must ministerially approve an application to create a JADU within a single-family dwelling provided it meets **all** of the following requirements:

1. The JADU is limited to 500 SF and must be contained within the walls of an existing or proposed single-family residence;
2. The JADU has independent exterior access from the existing residence;
3. The JADU must have a kitchen with provisions for a cooking. Full size kitchen appliances are not required.
4. The JADU is not required to have a dedicated bathroom.

C. GENERAL STANDARDS

Generally the City must ministerially approve ADUs if the unit complies with the following general standards:

- Unit is **not** intended for sale separate from the primary residence, and may be rented.
- Lot is zoned for single-family or multifamily residential use and contains an existing, or is proposing to construct a single-family, or multi-family dwelling unit(s).
- ADU is either attached to the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling.
- Increased floor area of an attached accessory dwelling unit does not exceed 50 percent of the existing living area, with a maximum increase in floor area of 1,200 SF. At least 800 square feet must be allowed per 65852.2(c)(2)(C).
- Total area of floor space for a detached accessory dwelling unit does not exceed 1,200 SF.
- Passageways are not required in conjunction with the construction of an accessory dwelling unit.
- Setbacks are not required for an existing garage that is converted to an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines are required for an accessory dwelling unit.
- No additional parking or other development standards can be applied except for building code requirements.
- No fire sprinklers can be required if they are not also required for the primary residence.
- Local building code requirements that apply to detached dwellings are met, as appropriate.

- Local health officer approval where a private sewage disposal system is being used, if required.

D. EXEMPTION FROM PARKING REQUIREMENTS

- Parking is generally not required for an ADU located within one-half mile walking distance of public transit.
- No replacement parking is required when converting or demolishing a garage, carport or covered parking structure to construct an ADU.
- Tandem parking in a driveway can be considered as replacement or additional parking.

E. EXEMPTION FROM DENSITY REQUIREMENTS

- The addition of an ADU does not cause a lot to exceed the allowable density or floor area ratio.

F. OCCUPANCY RESTRICTIONS

ADUs may not be used for short term rentals of less than 30 days.

G. UTILITY FEES

ADUs shall not be considered new residential uses when calculating connection fees and capacity charges. Where ADUs are being created within an existing structure (primary or accessory), the City cannot require a new or separate utility connections for the ADU and cannot charge any connection fee or capacity charge.

If ADUs that are not contained within existing structures, the City may require separate utility connections between the primary dwelling and the ADU, but any connection fee or capacity charge must be proportionate to the impact of the ADU based on either its size or the number of plumbing fixtures, and shall not exceed the reasonable cost of providing this service

H. SMALL-SITE LOW IMPACT DEVELOPMENT (LID)

- ADUs are still subject to small-site LID requirements, if the structure adds, creates, or replaces more than 800 SF of impervious surface. Therefore, if the ADU (which creates an impervious surface) disturbs more than 800 SF of any surface, then small-site LID provisions apply and a plan is required for City review. Please note that the small site LID plan is required to treat at least 4% of the “tributary area” caused by the ADU. If the ADU disturbs 800 SF or less of surface area, it is exempt from small-site LID.

ACCESSORY DWELLING UNITS

Accessory dwelling units (ADUs), also known as “secondary dwelling units” or “in-law apartments,” are attached or detached residential dwelling units that are subordinate to a primary dwelling on the same lot. ADUs provide independent living facilities for one or more persons and include permanent provisions for living, sleeping, eating, cooking, and sanitation.

There are two types of ADUs:

- **Accessory Dwelling Units (ADUs)** may be detached structures or can be attached to the primary dwelling. The creation of an ADU usually results in an increase in habitable floor space on the property.
- **Junior Accessory Dwelling Units (JADUs)** are constructed within the walls or attached garage of a proposed or existing single-family residence and are 500 square feet or less in size.

General Criteria for ADUs and JADUs on Single-Family Lots

Quantity

- On lots with one single family residence, one junior accessory dwelling unit (JADU) and one accessory dwelling unit (ADU) are permitted.

Occupancy and Rental

- A property owner may rent out both an ADU and the primary residence if the ADU was permitted between January 1, 2020 and December 31, 2024. ADUs permitted prior to this period are still required to have the owner live in either the ADU or the primary residence.
- Owner occupancy is required for properties with a JADU, regardless of the permitting date. On properties with primary dwelling (e.g., a house) and both an ADU and a JADU, the owner is required to live in either the JADU or the primary dwelling.
- An ADU or JADU may not be rented for a term of less than 30 days.
- Prior to building permit issuance, a deed restriction must be recorded with the Alameda County Recorder’s Office prohibiting the sale of the ADU or JADU as a separate residence and verifying that the unit complies with the City’s requirements regarding minimum rental period and owner occupancy, as applicable. Please contact planinfo@fremont.gov for a template asap.

Building Safety

- All ADUs and JADUs must comply with fire safety requirements and any easements on the property.
- A smoke alarm and carbon monoxide detector are required.
- Approval by the county health officer is required if a private sewage disposal system is used.
- A permanent foundation is required.
- ADUs and JADUs shall not be held to a higher standard than the principal residence for fire sprinklers. Fire sprinklers shall only be required if they would be required for an equivalent addition or modification of space on a residential property that was not associated with an ADU or JADU.

Accessory Structure and Garage Conversions

- An attached garage can be converted into an ADU or JADU, subject to fire and life safety requirements.
- Replacement parking is not required for existing parking lost through the conversion or partial conversion of parking area within a garage or carport.
- A lawfully existing accessory structure (such as a detached garage, a barn, a shed, or a carport) may be converted into an ADU without regard to setbacks, provided the finished structure can be made to comply with fire and life safety requirements.
- An ADU created through the conversion of a lawfully existing accessory structure, with no expansion of floor area beyond an up to 150 square-foot addition to provide ingress or egress, is not subject to the maximum size limits that would be applicable to a new, detached ADU.
- A detached ADU can be created within the same footprint of a lawfully existing accessory structure. However, other than an expansion of up to 150 square feet to provide ingress or egress, further expansion beyond the footprint of what was lawfully existing shall be subject to the height and setback restrictions applicable to a new detached ADU (i.e., 16' height, 4' rear and side setbacks).

ADUs Subject to Limited Standards

Consistent with State law, FMC 18.190.005(e) includes provisions for a special class of ADUs (e.g., detached, up to 800 square feet in size, up to 16 feet in height, and with minimum four-foot side and rear yard setbacks) that are subject to limited standards. Such ADUs are not subject to limits on lot coverage, floor area ratio, open space, or the Citywide Design Guidelines.

Additional Criteria for Accessory Dwelling Units (ADUs):

An ADU shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is situated.

Location

- ADUs may be attached to, or located within, a proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure.
- ADUs may be detached from the proposed or existing primary dwelling.
- A minimum setback of four feet from side and rear lot lines shall be required for an ADU which involves the construction of new floor area.
- The minimum front yard setback requirements of the underlying zoning district shall apply to an ADU which involves the construction of new floor area, unless the ADU is subject to the limited standards provided in FMC 18.190.005(e).

Development Standards

- Attached ADUs may not exceed the one- and two-story building height limits applicable to the principal residence or 16 feet in height, whichever is greater.
- Attached ADUs are subject to the same rear and side yard exceptions and adjustments applicable to the principal residence per FMC 18.90 (see also FMC 18.170.040 and 18.170.050), unless the ADU is subject to the limited standards provided in FMC 18.190.005(e).
- New detached ADUs are limited to 16 feet in height.

Size

- The total floor area of an ADU shall be no less than 150 square feet.
- Attached ADUs are limited in size to 50% of the floor area of the primary residence except that the maximum size allowable shall be no less than 850 square feet for a studio or one-bedroom ADU or 1,000 square feet for an ADU with two-bedrooms or more.
- New detached ADUs are limited in size to 1,000 square feet on lots smaller than 10,000 square feet and 1,200 square feet on lots that are 10,000 square feet or larger.

Parking

One parking space is required for an ADU, except that no parking is required if the ADU is:

- A studio (no bedrooms)
- Located within ½ mile (measured by actual walking distance) of public transit, including BART stations, the ACE Station in Centerville, and bus stops.
- Located within the Mission San Jose or Bryant Street Conservation Areas, or on a property that includes a historic register resource or potential historic register resource.
- Located entirely within the existing principal residence and adds no habitable floor space to the property.
- Created through the conversion of a garage, carport, or covered parking structure.
- Located in an area where on-street parking permits are required but are not offered to the occupants of the ADU.
- Located within one block of a designated parking area for one or more car share vehicles available to the general public by subscription.

Where a parking space is required, it may be provided through any of the following methods:

- Conventional garages or carports
- Uncovered paved areas such as extended driveways
- Tandem parking in a garage or driveway
- Parking on other locations on the property (including within the setbacks), unless specific findings are made that parking in these areas is not feasible based on life safety conditions.

Additional Criteria for Junior Accessory Dwelling Units (JADUs):

Junior Accessory Dwelling Units (JADUs) are constructed within the walls of a proposed or existing single-family residence, including an attached garage, subject to fire life safety requirements. JADUs must be 500 square feet or less in size. A private bathroom is not required, provided that the JADU has full access to a bathroom in the primary dwelling. No off-street parking is required.

In addition, the JADU must include:

- An exterior entrance on the side or rear of the house separate from the entrance to the primary dwelling. An outside stairway to a JADU shall not be located in the front of the primary dwelling.
- An interior connection (e.g., an interior door) to the primary dwelling.
- An efficiency kitchen, including a cooking facility with appliances and a food preparation counter that is a reasonable size in relation to the size of the JADU.

JADUs are not considered separate dwelling units for fire protection purposes. A fire wall is not required between the unit and the primary dwelling. No noise attenuation measures are required.

Criteria for Accessory Dwelling Units on Multi-Family Lots

Standard accessory dwelling units are now permitted in conjunction with a multi-family dwelling. ADUs can be created through the conversion of existing space not used as living area (e.g. closets, attics, utility rooms, storage rooms, etc.) provided that the space can meet building code requirements for a dwelling unit. The number of ADUs permitted through the conversion of existing floor area is limited to 25% of the number of existing dwelling units. Additionally, up to two detached ADUs can be constructed on a lot with a multi-family dwelling. These ADUs can be located as close to four feet from the side and rear property lines and must be less than 16 feet in height. An ADU that is on a lot with a primary two-family dwelling or multiple dwelling shall not exceed 1,000 square feet.

Permitting Procedures:

Both ADUs and JADUs require a Limited Ministerial Design Review Permit, a Building Permit, and an Address. Applications must include the items listed below and may be submitted concurrently.

Limited Ministerial Design Review Permit Submittal Requirements:

- A completed Universal Planning Application: <https://www.fremont.gov/580/Planning-Permits>
- A site plan showing the location of the principal residence, the location and type of the proposed ADU or JADU, and parking (if parking is required). The site plan is required even if the ADU or JADU is entirely within the envelope of the existing home.
- Floor plans of the principal residence and the proposed ADU or JADU.
- Elevation drawings for the exteriors of new structures and for existing structures that are proposed to be modified. In some instances, a topographic survey and grading plan also may be required.

Building Permit Submittal Requirements:

- A completed Building Permit Application: <https://www.fremont.gov/557/Building-Permits>
- Complete architectural, structural, mechanical, electrical, plumbing plans.
- Calculations and Reports: Structural calculations, Title 24 energy calculations, geotechnical reports (if applicable), CalGreen mandatory checklist.

Addressing Submittal Requirements (for all ADUs and JADUs):

- A completed New Address Application: <https://www.fremont.gov/641/Addressing-Street-Names>

A fee is required for the Limited Ministerial Design Review permit and building permit and may be required for other permits. An application for an ADU or JADU that meets the applicable standards can be approved by staff without a public hearing. The City will act on an application for an ADU or JADU on a lot with an existing residence within 60 days of receiving a complete application. Permits from the Alameda County Water District (ACWD) and Union Sanitary District (USD) may also be required.

For more information on accessory dwelling units, please contact the Fremont Planning Division at 510-494-4455 or via email at planinfo@fremont.gov.



COUNTY OF SONOMA

Accessory Dwelling Units

Accessory Dwelling Units (ADUs) are backyard cottages up to 1,200 square feet.

Accessory Dwelling Units vs. Junior Accessory Dwelling Units

Find out which situation applies to your property.

[Compare »](#)

Changes in State law related to accessory dwelling units took effect January 1, 2020

Current regulations based on [State law](#) (Gov. Code Section 65852.2) are summarized below. As of January 1, 2020, the County's [ADU ordinance](#) (Section 26-88-060 of the Sonoma County Zoning Ordinance) no longer applies.

[Download a checklist based on the new regulations to help you design your project »](#)

Defining Accessory and Junior Accessory Dwelling Units

Accessory Dwelling Units (ADUs) are known by many names like granny units, in-law units, second units, and backyard cottages. An ADU is a small dwelling unit that may be established in addition to single-family or multifamily dwellings in residential, mixed-use, or agricultural zones. An ADU may be detached, attached to the primary dwelling or other accessory structure, or located within a main dwelling and may involve new construction or conversion of an existing structure (such as a detached garage or other accessory structure, or a portion of a dwelling).

A **Junior Accessory Dwelling Unit (JADU)** is a specific type of ADU that is built within an existing residence, utilizes an existing bedroom, and has a small efficiency kitchen.

[More Information on JADUs »](#)

Criteria and Development Standards

The standards below apply to inland zones. For accessory dwelling unit regulations in the Coastal Zone, see [Section 26C-325.1](#) of the County's [Coastal Zoning Ordinance](#).

Permitted Zones

ADUs are generally allowed in residential, mixed-use, and agricultural and resource zones but are prohibited in the ADU Exclusion (Z) Combining Zone.

[Check Your Parcel's Zoning »](#)

State law does not allow private covenants such as CC&Rs to prohibit the construction or use of an ADU or JADU on a lot zoned for single-family residential use. The County does not enforce those private covenants.

Number of Units Permitted

A maximum of one ADU and one JADU may be permitted on parcels with a single-family dwelling. On parcels with a multifamily development, the number of ADUs permitted within the footprint of the existing structure may be up to 25 percent of the

number of existing units, or one unit, whichever is greater. Up to two detached ADUs may be permitted on a lot with an existing, legal multifamily development.

Maximum and Minimum Sizes

The minimum size of an ADU is 225 square feet. The maximum size of an ADU is 1,200 square feet. ADUs must have permanent provisions for living, sleeping, [eating, cooking](#), and sanitation.

Setbacks

ADUs must meet at least four foot setbacks from rear and side property lines. For units on septic systems, setbacks will be required from septic areas and required septic reserve areas. Setbacks from waterways are also required where the Riparian Corridor Combining Zone applies. Front yard setbacks are determined by the base zoning district ([check your parcel's zoning](#)). In addition, the Fire Code may require additional setbacks from property lines or between buildings.

Minimum Lot Size

There is no minimum lot size for an ADU, but adequate water and sewer or septic must be demonstrated.

Septic System Suitability

Water availability and soil suitability for a septic system are significant factors that determine whether a permit for an accessory dwelling unit can be issued. Property owners are advised to investigate water availability and septic suitability prior to proceeding with design plans. The construction of an accessory dwelling unit represents a new use on the property which must meet current codes with respect to the septic system for the unit. If one septic system is to serve both the main dwelling and accessory unit, the septic system must meet current code requirements and be adequately sized for the proposed sewage discharge (based upon total number of bedrooms in the two units).

Water Availability and Water-Scarce Areas

Accessory dwelling units served by a well in areas with low groundwater availability must meet additional requirements. If the well is located in a Class 3 or Class 4 Groundwater Availability Area, the applicant must provide a well test conducted between July 15 and October 1 demonstrating the well meets minimum water yield requirements according to the County's [Dry Weather Well Testing policies](#). Review [Section 7-12.2 of the Sonoma County Building Code](#) for additional requirements if the property is supplied by a well on another parcel with a water supply easement.

Water-scarce areas are identified on the [Sonoma County Groundwater Availability Map](#) and each parcel's Groundwater Availability Area classification can be found in its [parcel report](#).

How to Apply

Please be aware that multiple permits are typically required to establish an ADU. These permits are explained below.

Step 1: Sanitation

Property owners should investigate the property's septic suitability prior to proceeding with design plans.

- Do you have capacity in your current [septic system](#) or will you do a "bedroom swap" to create capacity for the new unit? Contact a consultant for professional help to research your current system, prepare a findings report, or prepare an application for a bedroom swap.
- Will you need to build a new [septic system](#)? Contact a consultant for professional help to design and apply for a permit for a new system.
- Do you have sewer service? Make sure your sewer provider will provide service to the new unit and contact a professional for help preparing an [application for a sewer permit](#).

Step 2: Water

Before applying for a building permit, find out whether you have any additional requirements related to water. Water requirements may vary based on type of water service and location.

- Do you have a [well](#) in a water-scarce area? Contact a professional to conduct a [dry weather well test](#) (conducted between July 15 and October 1) demonstrating that the well meets minimum water yield requirements according to the County's [Dry Weather Well Testing policies](#). Find you parcel's Groundwater Availability Area classification in the [parcel report](#).
- Do you need a [new well](#)? Contact a professional for help preparing an [application for a new well](#).
- Do you have public water service? *Check with your provider to make sure they will provide service to the new unit.*

Step 3: Building Permit

The type of permits required for [ADUs](#) can vary. At minimum, all units will typically require a building permit but may also require a site review, grading permit, and encroachment permit. All property owners must sign and submit the [Accessory Dwelling Unit Rules and Performance Standards](#) with their building permit.

[See submittal requirements for residential building permits »](#)

[Apply for a building permit online »](#)

More Information

If you have questions for multiple departments, the [Permit Sonoma Permit Center](#) is the best place for prospective applicants to meet with representatives from each permitting department to discuss potential permit requirements, submit applications, or being the process of creating an [ADU](#) or [JADU](#).

A separate planning permit is no longer required but building permits will be routed to a planner for a planning clearance. For zoning questions related to ADUs and JADUs, please contact planner@sonoma-county.org or (707) 565-2900 (option 5).

Frequently Asked Questions

Does my property qualify for an accessory dwelling unit or a junior accessory dwelling unit?

If your property is within a single-family or multifamily zone, has an existing or proposed dwelling, and can provide adequate water supply and sewer or septic capacity, it may qualify for an [ADU](#).

Can accessory dwelling units be used for vacation or short term rentals?

[ADUs](#) may not be rented for periods of less than 30 days or used as vacation rentals.

Who can live in an accessory dwelling unit?

Anyone can live in an ADU and they are not required to be occupied by an owner or relative of the owner.

How much are permitting fees?

Prior to issuance of the building permits for any ADU, the following fees are typically required:

- Development impact fees (e.g.: school, park, and traffic impact fees)
- Sewer and water connection fees (if new connections are created)
- Well and septic plan check and permit

Potential Fee Reductions

Permit fees are typically reduced for many ADUs and JADUs and can vary between roughly \$15-35,000. Units built within the existing footprint of a single-family residence or accessory structure are not subject to sewer or water connection fees or capacity charges.

Traffic and parks mitigation fees in particular are reduced based on the size of the unit:

Size of Unit (square feet)	Percent of Development Impact Fees Assessed
Up to 750	0%

Size of Unit (square feet)	Percent of Development Impact Fees Assessed
751-1,000	50%
1,001-1,200	100%

[Find out more about estimated permitting fees »](#)

[More Frequently Asked Questions »](#)



Contact Information

Planning Division

Permit & Resource Management

Department

County of Sonoma

Contact Planning Division

Email: Planner@sonoma-county.org

Contact Planning by Phone

Monday – Friday

10:00 AM – 12:00 PM

1:00 PM – 3:00 PM

Phone: [\(707\) 565-1900, option 5](tel:(707)565-1900)

CA Relay Service: [711](tel:711)

Address

2550 Ventura Avenue
Santa Rosa, CA 95403

Page Links

1. Compare - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Regulations/Accessory-Units-and-Junior-Units/>
2. State law - https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=4.&article=2.
3. ADU ordinance - https://library.municode.com/ca/sonoma_county/codes/code_of_ordinances?nodeId=CH26SOCOZORE_ART88GEEXSPUSST_S26-88-060ACDWUN
4. Download a checklist based on the new regulations to help you design your project - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Regulations/PDF/Permit-Sonoma-ADU-Checklist-for-Homeowners/>
5. More Information on JADUs - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Junior-Accessory-Units/>
6. Section 26C-325.1 - https://library.municode.com/ca/sonoma_county/codes/code_of_ordinances?nodeId=CH26CCOZOREDI_ARTXXXIIGEUSBUXBULI_S26C-325.1SEDWUN
7. Coastal Zoning Ordinance - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Services/Zoning-and-Parcel-Report/Zoning-Codes-Coastal/>

8. Check Your Parcel's Zoning - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Services/Zoning-and-Parcel-Report/>
9. eating, cooking - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//WorkArea/DownloadAsset.aspx?id=2147552634>
10. Dry Weather Well Testing policies - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Eng-and-Constr/Well-and-Septic/Dry-Weather-Testing/>
11. Section 7-12.2 of the Sonoma County Building Code - https://library.municode.com/ca/sonoma_county/codes/code_of_ordinances?nodeId=CH7BURE_ARTIGE_S7-12BUPEWASCARSEDWUNMAWAAR
12. Sonoma County Groundwater Availability Map - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//WorkArea/DownloadAsset.aspx?id=2147553775>
13. parcel report - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Services/Parcel-Report/>
14. septic system - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Eng-and-Constr/Well-and-Septic/Septic-Systems/>
15. application for a sewer permit - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Eng-and-Constr/Sanitation-Sewer/>
16. well - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Eng-and-Constr/Well-and-Septic/Water-Wells/>
17. Dry Weather Well Testing policies - <http://sonomacounty.ca.gov/PRMD/Eng-and-Constr/Well-and-Septic/Dry-Weather-Testing/>
18. application for a new well - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Eng-and-Constr/Well-and-Septic/Well-and-Septic-Permits/>
19. Accessory Dwelling Unit Rules and Performance Standards - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Regulations/PDF/ADU-Rules-and-Performance-Standards/>
20. See submittal requirements for residential building permits - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Instructions-and-Forms/BPC-002-Residential-Plan-Checklist/>
21. Apply for a building permit online - <https://prmd.sonomacounty.ca.gov/CitizenAccess/Default.aspx>
22. Permit Sonoma Permit Center - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Services/Permit-Center/>
23. Find out more about estimated permitting fees - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Estimated-Fees/>
24. More Frequently Asked Questions - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/FAQs/>
25. Contact Planning Division - <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units//PRMD/Planning/Contact-Us/>



Planning and Zoning Commission Report

Date: January 26, 2021

To: Planning and Zoning Commission

From:

Subject: Planning File 66-20- Consideration of various code text amendments to Municipal Code Title 070 Sections including but not exclusive of Sections 070.030, 070.040, 070.060 and 070.070 regarding Use Regulations; Accessory Uses; Landscaping, Screening and Fencing; Off-street Parking; Signs; Administration and Procedures; and Rules of Construction and Definitions. Continued from December 15, 2020. **THIS ITEM WILL BE CONTINUED TO FEBRUARY 23, 2021.**

REQUEST	
APPLICANT	
OWNER	
LOCATION	
ZONE	
SURROUNDING LAND USES	
LOT SIZE	

ACTION ITEMS

Continue Planning File 66-20 to the February 23, 2021 agenda.

BACKGROUND

None.

PROJECT SUMMARY

There will be no discussion on this item.

REVIEW CRITERIA AND STAFF ANALYSIS

NA

REVIEWING AGENCY COMMENTS

NA

ACTION ITEMS & STAFF RECOMMENDATIONS

Staff requests that the Planning and Zoning Commission continue this item to the February 23, 2021 meeting.

Suggested Findings:

NA