



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JANUARY 18, 2024
101 W. 8TH STREET
6:15 p.m.

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*

The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

ATTENTION: To ensure your written comments are included in the City Council packet, public comments must be received by 4 p.m. on the day before City Council meetings. Comments may be submitted to ryan.muse@coqs.us.

Written comments may be submitted after this deadline and will be shared via email to City Council but are not guaranteed to make it into the meeting packet. Submit comments at any time directly to City Council via email at citycouncil@coqs.us.

TIME	ITEM	WORK SESSION	ACTION
3:00 pm	1.	Tourism Fund	Information/Discussion
3:45 pm	2.	Planning and Zoning Commission Interview	Information/Discussion
4:00 pm	3.	Council Employee 2024 Goals and Objectives	Information/Discussion
4:45 pm	4.	Urban Renewal Authority	Information/Discussion
5:00 pm	5.	South Bridge - Project Optimization Presentation	Information/Discussion

ZOOM INSTRUCTIONS

You are invited to a Zoom webinar. When: Jan 18, 2024 06:00 PM Mountain Time (US and Canada) Topic: 2024/01/18 Regular City Council Meeting. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89156912084?pwd=U2pxaHRsRjVXSXdUVkRWwK8xbnYrdz09> Passcode: 336531 Or One tap mobile: +17193594580,,89156912084# US +12532158782,,89156912084# US (Tacoma) Or Telephone: Dial(for higher quality, dial a number based on your current location): +1 719 359 4580 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 253 205 0468 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US +1 646 931 3860 US +1 689 278 1000 US +1 929 205 6099 US (New York)+1 301 715 8592 US (Washington DC) +1 305 224 1968 US Webinar ID: 891 5691 2084 International numbers available: <https://us02web.zoom.us/j/89156912084?pwd=U2pxaHRsRjVXSXdUVkRWwK8xbnYrdz09>

REGULAR SESSION

- 6:15 6. Roll Call
- 7. Agenda Changes & Conflicts
- 8. Council Announcements
- 9. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)
- 10. Consent Agenda
 - A. January 4, 2024 Council Minutes
 - B. Ordinance 2024-01; Code Amendment to Title 070 establishing Storm Water Fee In Lieu. Second Reading
 - C. Ordinance 2024-02; Boards and Commissions Term Limits. Second Reading

ACTIONS AND/OR PRESENTATIONS

- | | |
|---|--------------------------|
| 11. Planning and Zoning Commission Appointments | Discussion and/or Action |
| 12. Update on 27th Street Underpass | Information/Discussion |
| 13. Athletic Fields in Glenwood | Discussion and/or Action |
| 14. Planning File #63-23, "The Benedict" Major Site/Architectural Plan Review | Discussion and/or Action |

- | | |
|---|--------------------------|
| 15. Resolution 2024-04 Support for a Grant application to the Department of Local Affairs (DOLA) for a Local Capacity Planning Grant to Assist with the Cost of a Housing Manager | Discussion and/or Action |
| 16. Resolution 2024-05; Setting a Special Election | Discussion and/or Action |
| 17. Council Comments | |
| 18. Report from City Administration | |
| A. City Manger | |
| B. City Attorney | |
| C. Correspondence Incoming/Outgoing | |
| 19. Council Social Event Location | Information Only |
| 20. Adjournment | |

View the City of Glenwood Springs Accessibility Policy at www.cogs.us/ADA/ / Ver el Póliza de Accesibilidad de la Ciudad de Glenwood Springs en www.cogs.us/ADA



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Tourism Fund
Action Requested:	NA
Department:	City Administration
Presented By:	Steve Boyd
Strategic Goals:	Generate Sustainable Economic Development
Background Info:	The Glenwood Springs Chamber Association is the contractor that handles our tourism marketing activities and will present an update to Council.
Issues:	The revenue forecast for our accommodations tax funding the Tourism Fund is \$1.75 million in 2024. 7.5% is allocated to grants, and another 7.5% is set aside for activities that mitigate the impact of the tourism industry on the City. The remaining \$1,487,500 is available for promotional purposes.
Fiscal Impact:	This presentation will cover the use of those funds.
Legal Review:	NA
Staff Recommendation:	NA

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF GLENWOOD SPRINGS, a municipality under the laws of the State of Colorado ("City") and GLENWOOD SPRINGS CHAMBER RESORT ASSOCIATION, a Colorado corporation ("Chamber"), is effective January 1, 2024 no matter the date on which it was signed.

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Scope of Agreement. Chamber agrees to perform for the City Tourism Promotion Services more particularly described in the Marketing Plan attached hereto as **Exhibit "A"** and incorporated herein ("Marketing Plan").

2. Consideration. The City agrees to pay the Chamber in accordance with the proposed budget attached hereto as **Exhibit "B"** incorporated herein.

3. Term. This Agreement shall be effective from January 1, 2024 through December 31, 2024.

4. Independent Contractor. Chamber is providing services independently and is not an employee of the City. Chamber shall not be entitled to any benefits provided to City employees. Chamber understands the difference in status between an independent contractor and an employee and acknowledges and stipulates that Chamber is neither eligible nor entitled to statutory or legal benefits or provisions of labor codes or other such similar statutes. The parties further agree that the City shall not withhold from Chamber unemployment insurance, social security or any other withholdings. Chamber agrees to be responsible for all such payments required by law.

4.1 Chamber acknowledges and agrees that it is not entitled to unemployment insurance benefits unless unemployment compensation is provided by Chamber or some other entity. Chamber also acknowledges and agrees to report all payments received from the City on its federal and state income tax returns and is obligated to pay any and all resulting federal and state income tax obligations. Chamber will indemnify the City for any such payments required but not paid.

4.2 Chamber acknowledges and agrees that it is not covered by the City's workers' compensation coverage and is not entitled to workers' compensation benefits. The City will be held harmless, and Chamber will indemnify the City for any liability arising out of or caused by Chamber's business and/or persons engaged in operations covered by this Agreement.

4.3 In making and performing this contract, Chamber acts and at all times shall act as an independent contractor and shall maintain operations that are separate and distinct from the City. Nothing contained in this Agreement shall be construed or applied as to create or imply the relationship of partners, joint adventurers, or of employer or employee between the parties hereto.

5. Definitions. For purposes of this Agreement the following definitions shall apply:

Ad Production Expense. Design and creative (photographs/videos) work for tourism-related ads or other print or electronic materials.

Associated Staff. Refers to any staff hired by the Chamber, who is expressly involved with the promotion of tourism, directed by the Director of Tourism Promotion, and paid through budgeted funds allocated through the Tourism Promotion Marketing budget.

Association Memberships. Memberships in tourism-related or industry specific organizations.

Billboard. Advertising on mass transit and billboards.

Bookkeeping Services. Covers costs of bookkeeping, for the tourism promotion fund, e.g., accounts payable/receivable; billing co-op advertising partners; providing detailed P&L statements; tracking reimbursable marketing expenses for postage and printing, any tourism promotion fund bills which have been paid by the Chamber.

Building Costs & Equipment. Includes office space for the Director of Tourism Promotion and any associated staff; telephone system, telephones and regular monthly long distance and local phone bills; desks and furniture; office equipment to include computers, fax machine, use of copier and any other equipment; ; software including database management software; virus protection; and all other software; high speed internet access; IT support on related equipment; equipment maintenance; use of common areas.

Cooperative Advertising. Joint advertising efforts between the tourism promotion department and various tourism-related businesses.

Direct Mail. Bulk direct mailing to individuals regarding specific advertising campaigns, including design, printing, postage and handling. These costs may include services provided by the Chamber or by a mail house.

Distribution. Distribution, storage and shipping of brochures to distribution outlets and costs of brochure distribution companies.

Financial Interest. Any undertaking or activity in which the Chamber will receive money from the City other than for payment of services pursuant to this Agreement.

Fulfillment. Postage costs incurred from responding to specific requests for tourism-related information.

Internet Listings, Website & Links. Infrastructure improvements, search engine optimization, marketing, promotion and sales of the Glenwood Springs visitor destination on visitglenwood.com and its' social channels.

Outside Consultants. Outside professionals retained to accomplish specific goals of the Marketing Plan.

Print Advertising. Advertising in news publications, and various industry and trade publications, such as travel guides, state guides, and travel magazines.

Promotional Items. Giveaway items such as Glenwood Springs branded merchandise.

Public Relations & Social Media. Public Relations initiatives include press releases, articles, Internet placements and media familiarization tours. Social Media initiatives include targeted online advertising and posts. Also, includes, payments to outside consultants providing public relations and social media services.

Research and Tracking. Research to gain adequate knowledge of our target audience and demographics for branding issues and determining how promotional initiatives can be best executed. Budget will also fund tracking measures of marketing, advertising, and public relations.

Special Events & Group Marketing. For events/tour groups/meetings/businesses coming to Glenwood Springs, the Chamber may provide support as appropriate and determined by the Director of Tourism Promotion.

Tourism Promotion Board. Nine member board as created and defined in the Glenwood Springs Municipal Code Article 020.020.

Trade Shows. Includes shows geared toward the travel industry. This area also includes marketing items for shows and promotional items purchased for giveaways at shows and for conventions and groups.

Travel. Covers travel expenses for the Director of Tourism Promotion and Associated Staff. Purpose is for attendance at trade shows or other out-of-town business meetings and functions. Includes transportation, lodging, meals and incidentals, does not include alcohol or personal entertainment.

TV/Radio. Television and radio advertising budget utilized for messages and promotions.

Visitor Center/Visitor Services. Includes staffing, space and furnishings, and all ancillary costs, for visitor information center, provided by the Chamber. Visitor Center shall be open year-round as follows:

November through May: Monday – Friday 9 a.m. to 5 p.m.

Saturday 10 a.m. to 2 p.m.

June through October: Monday – Friday 9 a.m. to 5 p.m.,

Saturday 10 a.m. to 2 p.m.

Sunday 10 a.m. to 2 p.m.

The GSCRA may adjust hours as necessary based on demand.

Holiday Hours (10 a.m. to 2 p.m.) – Memorial Day, Independence Day, Labor Day

Holiday closures - Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day. Special closures – Strawberry Days or other chamber Special Events.

NOTE: Special circumstances may cause closure.

6. Duties of Chamber.

6.1 Implement the Marketing Plan in cooperation with the Tourism Promotion Board and City Council.

6.2 Provide periodic updates with at least an annual presentation to the City Council regarding the status of the Marketing Plan.

6.3 Recommend and implement changes and amendments, as needed to the Marketing Plan approved by City Council or its designee.

7. Payment for Services. Invoices shall be paid within fourteen (14) days of receipt subject to the following:

- 7.1 Invoices shall be in a form approved by the Finance Director and shall have backup for all expenses listed thereon.
- 7.2 All expenditures shall be approved for payment by City Council or its designee.
- 7.3 Travel expenses for any persons other than the Director of Tourism Promotion and associated staff shall be pre-approved by the City Council or its designee. Expenses incurred for meals and mileage shall be reimbursed at the current applicable I.R.S. rate.
- 7.4 No credit card expenditures, other than the Director of Tourism Promotion and associated staff shall be reimbursed and such expenditures shall comply with the Chamber's written credit card policy adopted December 21, 2005 and attached hereto as **Exhibit "C."**
- 7.5 Separate Accounts. Any money received and disbursed pursuant to this Agreement shall be reflected in a separate account maintained by the Chamber, and shall be strictly segregated from all other monies received, handled, or disbursed by the Chamber pursuant to activities other than described herein. Such monies shall be accounted for in the same manner as used by the City for its own accounts.
- 7.6 Record Keeping and Inspections. The Chamber shall cooperate fully with the Tourism Promotion Board and City Council or its designee to maintain full and complete records of any and all activities performed pursuant to this Agreement and shall make such records available for inspection by the City upon request and during the Chamber's regular business hours. The City also reserves the right to inspect, review and audit any phase of the Chamber's performance hereunder either on a continuing or spot-check basis.

8. Disclosure of Financial Interest. Chamber shall disclose in writing to the City any Financial Interest it has in any transaction including without limitation special events, publications and activities for which City funds are used in whole or in part, including without limitation promotion, Printing, storage or Distribution.

9. City Representative; Work Product.

- 9.1 A City Council representative shall sit as an ad hoc non-voting member of both the Chamber Resort Association and the Tourism Promotion Board during the term of this Agreement.

- 9.2 All work product created pursuant to this Agreement paid for with Tourism Promotion Funds is and shall remain the property of the City, including but not limited to URL addresses, web content, contact lists and research information, printed materials, photographic and video assets, and all consultant work products, except for the domain name glenwoodchamber.com that is registered and paid for by the Chamber.

10. Indemnity, Insurance and Governmental Immunity Act.

- 10.1 Chamber hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorneys' fees, litigation, judgments, damages, claims, and demands of any kind whatsoever arising from or out of any negligent act or omission or other tortious conduct of Chamber, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.
- 10.2 Chamber has provided proof of general liability insurance to the City upon execution of this Agreement. City may require increased coverage based on particular project requirements.
- 10.3 Nothing herein shall be interpreted as a waiver of governmental immunity, to which the parties would otherwise be entitled under §24-10-101, et seq., C.R.S., as amended.

11. Termination. The City or the Chamber may terminate this Agreement at any time by providing a minimum thirty (30) calendar days' written notice to the other party. If the parties have mutually determined that the work has become infeasible, the parties agree to terminate the Agreement in accordance with this Section 12. In the event this Agreement is terminated, the Chamber shall be compensated for all work performed to date including a pro-rated amount for work items begun but not completed.

12. Agreement Administration and Notice. For purposes of administering this Agreement, the City Manager hereby appoints the City Finance Director to represent the City in carrying out the purposes and intent of this Agreement. Any notices required to be given pursuant to this Agreement shall be delivered as follows:

To the City: Finance Director
 City of Glenwood Springs
 101 West 8th Street

Glenwood Springs, CO 81601

Copies to: City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

To the Chamber: Lisa Langer, Director of Tourism Promotion and
Angela Anderson, President and CEO
Glenwood Springs Chamber Resort Association
P.O. Box 1238, 802 Grand Avenue
Glenwood Springs, CO 81602-1238

13. Entire Agreement. This Agreement constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

14. Governing Law. The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Venue for any action instituted pursuant to this agreement shall lie in Garfield County, Colorado.

15. Authority. Each person signing this Agreement represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

16. Attorneys' Fees. Should this Agreement become the subject of litigation between the City and Chamber, the prevailing party shall be entitled to recovery of all actual costs in connection therewith, including but not limited to attorneys' fees and expert witness fees. All rights concerning remedies and/or attorneys' fees shall survive any termination of this Agreement.

17. Counterparts. This Agreement may be executed in counterparts, including any facsimile copies, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

18. Agreement Subject to Appropriations. It is expressly understood and agreed that the City's performance of this Agreement is subject to appropriations being made by the City Council of the City of Glenwood Springs. In the event City Council fails to make or maintain sufficient appropriations to pay any costs incurred under this Agreement, the Agreement shall be terminated immediately.

Signatures continued on following page

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands
this ____ day of January, 2024.

CITY OF GLENWOOD SPRINGS

ATTEST:

By: _____
Ingrids Wussow, Mayor

Ryan M. Muse, City Clerk

GLENWOOD SPRINGS CHAMBER
RESORT ASSOCIATION, INC.

By: _____
Angela Anderson, President and
Chief Executive Officer

By: _____
Patrick Drake, Chairman

STATE OF COLORADO)
) ss.
COUNTY OF GARFIELD)

The foregoing AGREEMENT FOR PROFESSIONAL SERVICES was
acknowledged before me this ____ day of January, 2024 by Angela Anderson as
President and Chief Executive Officer and Patrick Drake as Chairman of Glenwood
Springs Chamber Resort Association, Inc.

Witness my hand and official seal.

My commission expires: _____

Notary Public



2024 GLENWOOD SPRINGS MARKETING PLAN



**2024 Tourism Promotion Marketing Plan
By Lisa Langer, Director of Tourism**

Table of Contents

The 2024 Marketing Plan..... 3 - 8

- Advertising Scope of Work ~
XUMA Communications and BlizzardPress Google Ads
In-house Digital and Social marketing
- In-house Public Relations plus Meltwater PR Platform
- Travel Guide Printing and Distribution
- Hosting (Website, Photos/Video, Domains, Email Marketing, etc.)
- Internet Management – Content Development/Website Management
- Direct Mail and Fulfillment
- Industry Specific Organizations & Education
- Group and International Marketing / Miscellaneous
- Travel for Sales Summits, Conferences, Meetings
- Consortium Data Program, Wander Maps, Kiosk Software

The Partners and History of Glenwood Springs Tourism..... 9

Tourism Roles, Members, Powers & Duties..... 10 - 11

Tourism Staff Roles & Responsibilities.....12

2024 Tourism Marketing Budget 13

Note: Numbers in parenthesis correspond to related sections of the 2024 Budget

The 2024 Marketing Plan

The tourism budget for 2024 has been set at **\$1,487,500 (1)**. This is an increase of 9.9% over the base budget set for 2023. It is important to note that the tourism budget is based upon 85%* of 2.5% accommodations tax receipts collected from September 1 through August 31 of the year prior to calendar year budget. **Previously, the tourism budget was 92.5% of receipts. The updated percentage was passed by Glenwood Springs City Council on October 21, 2021.*

Non-Marketing/Advertising Expenses include visitor services at the 802 Grand Avenue Visitor Center. The amount of support for 2024 has been set at **\$125,000 (2)**. This amount covers costs incurred by the GSCRA for visitor-related services including management of the Glenwood Springs Visitor Center, D&O insurance for the city's Tourism Management Board, Tourism department's brochure storage, email, and IT hardware/support.

Support Costs for 2024 have been set at **\$223,256 (3)**. This amount includes salaries, benefits, and payroll taxes for both the Director of Tourism and Tourism Project Manager. Also included in this section are bookkeeping services, which include bi-annual audits and annual budget reviews. The combined Visitor Center and Tourism department support costs represent a modest **23.4% (4)** of the total 2024 Tourism Budget.

The Working Tourism Marketing-Management Budget for 2024 is \$1,139,244 (5).

The marketing budget must be somewhat pliable within the parameters of the overall budgeted amount. If opportunities outside of the typical arise, the Tourism Management Board may request additional funding from the Tourism Fund Reserves. The following information summarizes each section of the budget and further explains proposed expenditures.

Advertising – includes Print, Digital, Out-of-Home, Radio & Television, PPC, Media Creative (Graphic Design, video production, Agency-Related Fees & Commissions), social media advertising, Google Ads, and co-ops. Budgeted at \$872,720 increase of 8.4% over 2023. (6)

XUMA Communications is contracted to manage, create and place advertising in close communication with the Director of Tourism. XUMA will manage all aspects of the allocated advertising budget including creative, production and media costs.

I. Agency Responsibilities, Creative Development and Production

Agency fees and production costs to be billed as a monthly retainer for \$9,500 per month.

- Development of overall strategic and creative approach of 2024 marketing based on marketing goals and secondary research
- Development and presentation of strategy and creative
- Develop an overall strategy for media and final media plan
- Develop tactical creative components to support media plan
 - Production of all components (to be mutually agreed upon following approval of media plan), which may include but is not limited to:
 - Television
 - Out-of-Home

- Online Video
 - Digital Banners
 - Print
 - Radio
- Develop tactical creative components separate from paid media
 - Production of all components (to be mutually agreed upon following approval of plan), which may include but is not limited to:
 - Collateral (including but not limited to 2024 travel guide)
 - Videos (including 6-30 second videos for social media)
 - Guerilla marketing efforts
- Ensure all materials are in-line with tourism standards & Glenwood Springs' goals for 2024.
- General account support, including travel, planning sessions, meetings and additional support as required by Glenwood Springs tourism department.

II. Media Strategy. Planning, Buying, Execution, Maintenance and Reporting Media costs and planning fees not to exceed \$660,050

- Development and presentation of media objectives, and strategies by target audience and seasonality. This includes a review of all media types leading to a recommended media mix and spend level recommendation to achieve agreed upon goals.
- Ensure all media strategies are in line with goals
- Strategic development of media plan
- Revisions to media plan based on client input
- Presentation of final media plan
- Media negotiations of rates, positioning, placement and value-added promotional opportunities
- Develop and establish metrics and measurement goals
- Review and analyze media spend to establish success measurements and metrics
- Optimization of all media to maximize effectiveness
- Periodic reporting on all media to ensure effectiveness and make any necessary recommendations
- Ensure that all media and promotions run as ordered; all necessary 'make goods' are received
- Update flowcharts and budget reflecting actual media, spending and achievement of goals against spend
- Media plan and mix to be mutually agreed upon by Glenwood Springs, Thayer and XUMA Communications.

III. Fee Structure

- All agency fees are payable monthly, due in full net 30 days, billed on the last day of each month.
- Agency fees will be billed at a rate of \$175/hour.
- Contract period: January 1, 2024, through December 31, 2024
- **Total contract: \$774,050**

Paid Search Advertising in Google Ads and YouTube is managed by BlizzardPress Marketing with an agreed upon monthly* budget (*fluctuates throughout the year) for a **total of \$40,000**. Google Ads are paid separately from BlizzardPress fees located under Internet Management and charged directly to the tourism credit card. BlizzardPress will provide suggestions to maintain building quality links to the website and evaluate renewing and new online directories.

**Public Relations
Budgeted at \$7,000 (7)**

Scope of Work

In the past, Visit Glenwood Springs has worked with independent contractors to provide Media Pitching, Media Hosting and Press Releases as needed. These responsibilities are now carried out in-house and performed by the Visit Glenwood Springs staff.

The budgeted amount also includes fees for CTO media receptions, posting of press releases and a limited Meltwater Media online platform, including media wires.

Responsibilities Include:

- Pitch story ideas to key writers, editors and media who specialize in travel, tourism and hospitality industries and international news media journalists.
- Serve as official Visit Glenwood Springs spokespersons
- Communicate with in-state tourism industry organizations (Colorado Tourism Office, CO Hotel & Lodging Association, Destination Colorado, Colorado Ski Country, etc.)
- Respond to media leads provided by the Colorado Tourism Office
- Assist and respond to individual media seeking onsite visits
- Create & distribute press releases as needed
- Maintain an updated media list

**Vacation Planner Printing and Distribution
Budgeted at \$41,600 (8)**

Glenwood Springs' tourism produces a 28-page full color travel guide for distribution and direct mail. In 2024, XUMA Communications will produce the piece. The printed piece is shipped and distributed year-round as follows:

- Brochure Express – Montrose, Delta, Grand Junction
- Colorado Activities Center – I-70, Hwys. 285 & 24, Summit County, N. & S. Front Range
- Certified Folder & Display – GJ, Durango, NE. CO Super Cities + web ads
- Vail Distribution – Eagle Airport plus 72 locations in Vail, Avon & Beaver Creek
- Red Wheel Media – Aspen Airport plus curated locations in Aspen and Snowmass

**Hosting (Website, Video, Photos, Domains, Email, Social Media Tools, etc.)
Budgeted at \$24,149 (9)**

- CrowdRiff social media photo aggregator, annual online hosting/management of photo and video library
- Website Hosting
- Website Monitoring monthly service

- Email for website leads through Twilio/Sendgrid
- Domain Renewals & Hosting through GoDaddy.com
- Constant Contact online program for email marketing/e-newsletters
- Social Media Management Tools
- Google docs storage
- Zoom account for virtual meetings

Internet Management Budgeted at \$57,000 (10)

BlizzardPress is contracted to provide marketing services to generate online traffic. Specific tasks are designed to increase ROI within the dictated monthly budget and with the BlizzardPress team, working with the staff of Visit Glenwood Springs, the tourism department of Glenwood Springs Chamber Resort Association (GSCRA).

VisitGlenwood.com has been redesigned to the latest “mobile-first” WordPress platform. Content of the site is managed in-house, however in-depth design elements will continue to be updated and managed through BlizzardPress. BlizzardPress will continue to consult on website usability and search engine optimization through 2024. VisitGlenwood.com is a visitor-first, functional repository, and planning website for Glenwood Springs visitor content. Visit Glenwood Springs is contracted with BlizzardPress to make monthly payments of \$2,250 for a **total of \$27,000**. ResortTrends will continue to provide monthly blogs and content as directed, currently three blogs per month for **total of \$18,000**. Any additional website management content and tools will be allocated from the remaining budgeted amount.

BlizzardPress researches and implements proven Search Engine Optimization & Marketing techniques. The owners work closely with partners to identify those services deemed as most critical to success and strategize to develop services implementation. Please keep in mind that these services are based upon the availability of resources and budget and may be modified as we adapt to changes within the industry and budgetary constraints.

Service Definitions

- Consultation ~ Email/phone correspondence and training with Client, Webmaster and Vendors.
- Search Engine Optimization ~ SEO & Keyword research followed by website and content recommendations, on-page optimization, quarterly site audits including broken Link review/update, XML Sitemap review and submission to Google, Structured Data Review/Update.
- Local Search Citation monitoring with submission recommendations.
- Paid Advertising ~ Google Ads monthly maintenance including Ad copy, bid adjustments, ROI Reporting and performance analysis.

Website Performance Analysis ~ Via Google Analytics, Search Console and Tag Manager will evaluate website traffic, behavior and conversions. Assessment of search engine appearance and performance of on-page optimization, website indexing and usability. Recommendations for increased performance will be provided.

Direct Mail and Fulfillment Budgeted at \$8,000 (11)

There is an increase of vacation/group planning through internet and downloading of online brochures, however, many trip planners still like to receive a hard copy of a destination's brochure before visiting. This area of the 2024 budget addresses the direct fulfillment of such visitor requests. Most of the individual mailing leads are forwarded to Bulk Mail Pros, but requests for larger quantities are handled in-house by tourism staff. Visit Glenwood ships cases of travel planners to welcome centers across Colorado and to group tour operators both domestic and international. Planners are also provided to many groups and meetings participants who visit Glenwood Springs.

Promo Items for Media & Groups / Industry Specific Organizations & Education Budgeted at \$3,000 (12) and \$11,185 (13) respectively

The majority of consumer show representation has been cut, however, staff continues to provide promotional items to group travel leaders, hosted meetings, visiting media and media events.

For Industry Specific Organizations & Education, Visit Glenwood will continue to pay for affiliations with the following organizations:

- Rocky Mountain Lodging (RML) – monthly Colorado occupancy reports
- Colorado Association of Destination Marketing Organizations (CADMO)
- Colorado Tourism Conference – registration for two
- DMA West
- Destination International (this membership new in 2024)
- Visit Denver (DMCVB)
- Travel Industry Alliance of Colorado (TIAC)
- Training specific to marketing (Heidi won tuition waiver for DMA West Tech Summit)
- Other workshops or conferences specific to tourism marketing or management

Group and International Marketing / Miscellaneous Budgeted at \$20,200 (14) and \$1,250 (15) respectively

Group and International Marketing shows:

- Go West Summit – attendance at the western states' marketplace for international tours/travel – the 2025 early-bird summit fee will be paid in 2024
- IPW – Co-op fee for partnership participation in the CO Tourism Office booth
- CTO Familiarization Tours (FAMs) – hosting of tour operators and media
- Tour Colorado membership – this group represents its members at NTA and ABA

Miscellaneous costs include tourism marketing meetings and luncheons held by tourism department staff and office equipment/supplies not covered by GSCRA.

Travel for Conferences / Meetings
Budgeted at \$18,140 (16)

Included in this area are the following expenses/reimbursements:

- Transportation - Air, Train, Bus
- Cell Phone reimbursement - monthly reimbursement for Director of Tourism and Tourism Project Manager
- Lodging – overnight stays for meetings, conferences, sales missions, etc.
- Meals – while on tourism business, meetings, conferences, sales missions
- Mileage – reimbursement for tourism-related travel
- Other Travel – related fees including parking, tips, shuttles, cabs, bag fees, etc.

Consortium Data Program / Wander Maps Program / Kiosk Software
Budgeted at \$75,000 (17)

Visit Glenwood Springs has joined a cooperative data collection program with other Colorado destinations. The cost savings of joining this consortium are significant and we will finally have consistent data and key performance indicators to gauge progress for better decision making.

Wander Maps, a global network of locally built maps, incorporates Glenwood Springs' points of interest into a simple online way-finding program compatible with VisitGlenwood.com. The initial cost of this mapping platform was covered under a Colorado Tourism Office Marketing Grant. Ongoing subscription expenses will be paid through the tourism budget.

The Glenwood Springs Visitor Center will get a new visitor focused kiosk through a Colorado Tourism Office Marketing Grant. The ongoing costs of software for the kiosk will be covered through the tourism budget.

The Partners and History of Glenwood Springs Tourism

Vision

Be the preferred regional tourism destination.

Mission

Manage marketing and responsible promotion for the Glenwood Springs area to benefit the local economy, enhance residents' quality of life, and protect natural resources.

(Approved by the Tourism Management Board at the February 10, 2022 meeting.)

History of Glenwood Springs Tourism Promotion

Tourism Fund creation in 1985

The Tourism Promotion Fund was created by a Chamber-led initiative and approved by Glenwood Springs voters in 1985, to allow for an accommodations tax to be collected by lodges (and paid by consumers) to create a reliable, sustainable and appropriate funding mechanism for continued marketing of the primary industry in Glenwood Springs. Since that "bed tax" was instituted, the Chamber Resort Association has sought and gained voter approvals twice to not only renew the tax, but to increase it to its current level of 2.5% and to remove the sunset clause (approved 2000).

Initially this fund was administered through the City of Glenwood Springs government through a council appointed tourism commission. The commission hired an advertising agency, and the Chamber responded to visitor information requests and information, events for visitors, and public relations functions such as hosting travel writers. Another organization called Central Reservations dealt with hotel reservations. The process was fragmented and inefficient, and a more streamlined approach was undertaken in 1988.

Chamber Resort Association formed in 1988

The Glenwood Springs Chamber Resort Association (GSCRA) was incorporated in 1988 and formed by a merge with the City of Glenwood Springs tourism commission, Central Reservations and the Glenwood Springs Chamber. Since that time, the GSCRA has managed the accommodations tax-based tourism promotion fund and executed its annual tourism marketing plan and related budget. The GSCRA was formed with the input and vision of the mayor, city manager, chamber leadership, hotels, and activities businesses in the community as an economic development initiative. Community leaders recognized that tourism was the main industry in Glenwood Springs and that there should be continuous investment to sustain and grow annual tourism business.

The purpose of the Resort Association was to accomplish the following:

1. Organize area vacation products and services into one-stop-shopping for guests.
2. Combine community promotion and sales efforts for greater efficiency and more return on investment.
3. Create a broader funding base to generate more money for tourism promotion.
4. Insure the stability of funding through the creation of a mandatory funding structure.
5. Allocate these funds by a single budgetary process to maximize the return to area businesses.

Tourism Management Board Roles

The Glenwood Springs Tourism Management Board is a committee of the City of Glenwood Springs Municipal Government, tasked to govern the Tourism Fund. In accordance with Resolution 2021-31, the Tourism Fund is derived from an 85% portion of accommodations tax receipts from September 1 through August 31 of the year prior to budget. Under current city legislation, the total collected accommodations tax funds are to be appropriated with 85 percent toward destination marketing services and programs and 15 percent toward support of tourism-related events or impacts as determined by the city council. The resolution also requires a marketing reserve fund balance at a desired level of 15 percent of prior year's collections (September 1 through August 31). As a committee of the City of Glenwood Springs, the Tourism Management Board must follow open meetings laws in noticing meetings with more than two members in attendance.

The Tourism Management Board determines policy, reviews the budget and expenditures, sets goals and establishes the overall focus to maximize return on investments with Glenwood Springs' tourism marketing dollars. Accountability, oversight, and override authority is provided by the Glenwood Springs City Council. The over-arching goal of the Glenwood Springs Tourism Management Board and its role in the stewardship of the Tourism Fund is to grow tourism business for the economic benefit of Glenwood Springs.

The nine-member Glenwood Springs Tourism Management Board is comprised of community and tourism stakeholders, appointed by the City of Glenwood Springs Council. Each Board member serves a three-year term that can be renewed for a total of two consecutive terms. A board member may be reappointed after one year hiatus per City Council. The Board generally meets the second Thursday of February, April, June, August, October and December, from 2:00 PM to 3:30 PM at Glenwood Springs City Hall. As the selected organization for the destination marketing contract, GSCRA is required to have a presence at each monthly meeting and other meetings as necessary. In close collaboration with the Tourism Management Board, the GSCRA Tourism Department develops, executes and reports on the annual marketing plan and budget and is accountable to the Glenwood Springs Tourism Management Board and City Council.

2024 Tourism Management Board members/affiliations (New Members Join in February)

- Patrick Drake, Chair ~ Blue Sky Adventures – *Citizen/Resident*
- Taylor Thulson, Vice Chair ~ Hotel Colorado – *Lodging*
- Sharon Brady, Treasurer ~ Cooper Wine & Spirits – *Citizen/Resident*
- Kevin Kennedy ~ Marriott Properties – *Lodging*
- Heather Montrose-Cowan ~ Defiance Rafting – *Citizen/Resident*
- Loretta Ayala ~ Glenwood Hot Springs Resort – *Tourism*
- Justine Smith ~ Rocky Mountaineer – *Tourism*
- Justin Bishop ~ Bluebird Cafe – *Restaurant*
- Mike Mercatoris ~ Grind – *GSCRA Board Representative*

Powers and Duties of the Tourism Management Board (GSMC 020.020.030[M]):

(1) To investigate, study and report to the City Council: a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601-postal zip code, and b. Other matters concerning the subject of tourism marketing and promotion may be pertinent to the benefit of the city and the area within the 81601-postal zip code.

(2) To coordinate with City Staff, Community Organizations, Community Businesses, and other Boards and Commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601-postal zip code.

(3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601-postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601-postal zip code in ways that could reasonably be expected to benefit the City.

(4) To establish rules of procedure and order for the Board to follow.

(5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report performance to City Council.

(6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify the marketing priorities of the city.

Tourism Management Board: Amended by City Council May 20, 2021

- a. Two (2) representatives from tourism-related businesses located within the city;
- b. Two (2) representatives from lodging businesses located within the city;
- c. One (1) representative from restaurant or retail businesses located within city;
- d. One (1) representative from the Glenwood Springs Chamber Resort Association; and
- e. Three (3) citizens, who are residents of the city that may have a financial interest in a tourism-related business.

Tourism Department Staff Roles and Responsibilities:

The Director of Tourism serves on the staff of the Glenwood Springs Chamber Resort Association. Through a collaborative approach, he/she works closely with the Glenwood Springs Tourism Management Board to produce and execute an annual marketing plan and corresponding budget to implement the Visit Glenwood Springs' (tourism department) and Board's strategies. Responsibilities include regular reporting on marketing initiatives, advertising placements and budget expenditures to provide transparency and board/community accountability.

The Director of Tourism:

Creates and manages the annual Tourism Fund budget and related marketing plan, with approval by the chamber and tourism boards and the City Council. Manages monthly Tourism Management Board meetings and scheduling. Monthly payables are generated by the Director of Tourism with oversight by GSCRA's contracted bookkeeper, tourism management board treasurer and the City Finance Director. Regular reporting to the City Council is encouraged.

- Generates ideas for new marketing campaigns and collaborates with tourism partners to participate in promotional offerings.
- Works with contracted agencies/vendors to create ads and sales collateral, place media buys and provide digital marketing strategies and solutions.
- Speaks on behalf of Visit Glenwood Springs' tourism community
- Oversees the duties of the Tourism Project Manager.
- Handles day-to-day operations and decision-making including managing public relations and overseeing website, social media, and content creation, coordinating with professional group tour operators and meeting planners.
- Attends appropriate travel and tourism sales missions and conferences.
- Assists with management of the Glenwood Springs Visitor Center.

The Tourism Project Manager:

Serves on the staff of the Glenwood Springs Chamber Resort Association under the management of the Director of Tourism, duties include:

- Website development and content management of VisitGlenwood.com
- Social media management includes Facebook, Twitter, Instagram, Google+, etc.
- Leads data management, culmination, dissemination for mail-house fulfillment
- Act as content curator for photo, video and branding assets
- Create Constant Contact template and maintain data base for email marketing
- Generate ideas/content for new e-news blasts, social and website marketing
- Monitor and report on Google Analytics & social media engagement
- Coordination of website marketing/SEO/Pay-per-click through contractor
- Attendance at monthly tourism management board meetings (transcribe minutes)
- Assistance for groups - responding to group and wedding leads
- Group tour and meetings follow-up (touching base after shows and/or meetings)
- Attendance at appropriate travel industry tradeshow, training, and conferences

		2024 TPF BUDGET - DRAFT	2023	2024
1	CODE	2024 TPF REVENUE (85% of accommodations tax receipts 9/1/2022-8/31/2023)	1,352,748	1,487,500
2	56413	NON-MARKETING/ADVERTISING EXPENSES (VC & TP Dept. Overhead)	150,000	125,000
3		BUDGET FOR SUPPORT COSTS (Salaries, Taxes, Benefits, Accting)	203,354	223,256
4		SUPPORT COSTS IN RELATION TO TOTAL TPF BUDGET	26.0%	23.4%
5		2024 WORKING TOURISM MARKETING BUDGET	999,394	1,139,244
6	56416	Advertising - Includes Print, Online, Out-of-Home, Radio & Television, Media Creative, Graphic Design, photos, video production, agency- related Fees/Commissions, discretionary social ad & content creation	804,845	872,720 8.40%
7	56414	Public Relations	9,500	7,000
8	56415	Vacation Planner Printing/Distribution	38,400	41,600
9	56417	Hosting - Website, Video, Photos, Domains, Email, Social	24,304	24,149
10	56418	Internet Management	30,000	57,000
11	56419	Direct Mail and Fulfillment	7,000	8,000
12	56420	Trade Shows / Swag for Media & Groups	1,500	3,000
13	56421	Industry Specific Organizations & Education	4,905	11,185
14	56424	Group and International Marketing	13,800	20,200
15	56422	Miscellaneous	1,000	1,250
16	56423	Travel for Shows / Conferences / Meetings	14,140	18,140
17	56429	Consortium Data Program / Wander Maps Program / Kiosk Software	50,000.00	75,000
19		2024 TOTAL TOURISM MARKETING EXPENSE	999,394	1,139,244



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Planning and Zoning Commission Interview

Action Requested: Planning and Zoning Commission Interview

Department: Economic and Community Development

Presented By: Hannah Klausman

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: **Upcoming Vacancies**

- Three regular seats with terms from February 2024 through February 2027. These seats will need to be filled this month.

Scheduled Interview

- Linda Holloway

Applicants

- **New applicant with an interview scheduled.**
 - Linda Holloway, a city resident.
- **Reappointment applicants. *New interviews were not scheduled.***
 - Joy White, a city resident. Joy has served one full term on the Commission.
 - Gregory Cowan, a city resident. Gregory has served as an alternate on the Commission since March 2023.
 - John Houghton, a city resident. John has served as an alternate on the Commission since May 2023.

Composition of the Planning and Zoning Commission

- Seven (7) citizens who are residents of the city.

Issues: None.

Fiscal Impact: None.

Legal Review: None.

Staff Recommendation: Staff defers to City Council.

020.020.020 Composition of boards and commissions.

The membership of boards and commissions shall be composed of the following persons:

- (1) *Local Liquor Licensing Authority.*
 - a. The Local Liquor Licensing Authority shall consist of a Hearing Officer appointed by the City Council by resolution and may be removed with or without cause by a majority vote of the City Council.
- (2) *Airport Board.*
 - a. Five (5) citizens, at least four (4) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (3) *Building Board of Appeals.* The Planning and Zoning Commission shall act as the Building Board of Appeals whenever such a board is required by this Code, other ordinances of the City or State or Federal law.
- (4) *Finance Advisory Board:*
 - a. Seven (7) members of which at least six (6) are City residents. One (1) member shall be employed in the finance industry; one (1) member shall be employed by the tourism industry; and one (1) member may be a non-resident, but shall own or be employed by a business within the City.
- (5) *Parks and Recreation Commission.*
 - a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
 - b. Reserved.
 - c. Reserved.
 - d. One (1) youth (under the age of eighteen [18] at appointment) who shall serve a one-year term from June 1 to May 31 of the following year.
- (6) *Planning and Zoning Commission.*
 - a. Seven (7) citizens who are residents of the City.
- (7) *River Commission.*
 - a. Seven (7) citizens, with one (1) alternate, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (8) *Victim's and Witnesses Assistance and Law Enforcement Board.*
 - a. Five (5) citizens, at least four (4) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
 - b. Reserved.
 - c. The Chief of Police as an advisory member, but a nonvoting member of the Board.
- (9) *Transportation Commission.*

-
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (10) Reserved.
- (11) *Glenwood Springs Housing Commission.*
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- Membership should reflect a broad representation of organizations and other entities which are related to housing, including but not limited to the financial community, the building and development community, the real estate industry, and organizations which support low-income residents of the community.
- (12) *Historic Preservation Commission.*
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (13) *Tourism Promotion Board.*
- a. Two (2) representatives from the tourism related businesses located within the City;
 - b. Two (2) representatives from the lodging businesses located within the City;
 - c. One (1) representative from the restaurant or retail businesses located within the City;
 - d. One (1) representative from the Glenwood Springs Chamber Resort Association; and
 - e. Three (3) citizens, at least two (2) who are residents of the City and that shall not have a direct or indirect financial interest in a business referenced in (a), (b) or (c) above and one (1) who is a resident that may have a financial interest in a business referenced in (a), (b) or (c) above.
- (14) *Arts and Culture Board.*
- a. Eight (8) members, at least five (5) of which are residents of the City, three (3) of which may reside outside of the City, and one (1) of which being a youth representative under the age of eighteen (18) or not having completed his or her final year of high school. Those representatives residing outside of the City must reside within the 81601 postal zip code area, own real property or a business within the City, or attend school within the City.
- (15) Council and Staff Participation on Boards and Commissions:
- a. The Mayor may appoint up to two (2) members of Council to act as a liaison between Council and a Board or Commission.
 - b. The City Manager may appoint a member of staff to assist a Board or Commission as necessary to fulfill their duties as provided for in 020.020.030.

(Code 1971 §§ 2-61, 4-75, 4-230, 15-2; 26-84 § 1; 19-89 § 1; 12-90 § 1; 54-90 § 1; 29-91 § 1; 10-93 § 1; 29-93 § 1; 7-94 § 1; 23-94 § 1; 10-95 § 1; 19-95 §§ 1, 2; 40-95 § 1; 28-97 § 1; 29-97 § 1; 1-01 § 1; 61-01 § 2; 14-03 § 1; 9-04 § 1; 20-05 § 2; 7-06 § 2; 13-06, § 2; 10-07 § 2; 6-08 § 2; 12-09 § 2; 12-10 § 2; 2-12 § 2; Ord. No. 2-2016, § 2(Exh. A), 2-4-2016; Ord. No. 16-2017, § 3, 8-17-2017; Ord. No. 2-2018, § 2, 1-18-2018; Ord. No. 6-2018, § 2, 3-1-2018; Ord. No. 21-2018, § 2, 9-20-2018; Ord. No. 2-2021, § 2(Exh. A), 4-15-2021)

020.020.030 Powers and duties of boards and commissions.

(a) *Local Liquor Licensing Authority.*

- (1) *Powers and duties of local liquor licensing authority.* The Local Liquor Licensing Authority shall have the powers granted to local licensing authorities pursuant to C.R.S. Title 12, Articles 46, 47, and 48, as amended.
- (2) *Temporary permits.* The City Clerk is hereby delegated the authority to issue temporary fermented malt beverage permits to license transferees, as authorized by C.R.S. § 12-46-106.5, as amended, and temporary permits for any class of liquor license as authorized by C.R.S. § 12-47-106.5, as amended. Each temporary permit shall authorize the transferee to continue selling fermented malt beverages and other licensed beverages in accordance with state law during the period in which an application to transfer is pending. The City Clerk may issue the temporary permit if: (a) the premises shall have been previously licensed by the State and the license is valid at the time the application for transfer is filed; (b) the application appears to be in order, an application for transfer of the appropriate license has been filed, all fees have been paid, the initial background check has been successfully completed, and the fingerprint cards have been completed; and (c) the application for the temporary permit is filed no later than thirty (30) days after the filing of the application for transfer and associated fees paid. No temporary permit issued by the City Clerk shall be for a period greater than one hundred twenty (120) days from the date of its issuance.
- (3) *Wine tastings.* The Local Liquor Licensing Authority is authorized to issue annual wine tasting permits pursuant to C.R.S. § 12-47-301 with the following conditions: (a) All requirements of C.R.S. § 12-47-301 have been met; and (b) Payment of an annual application fee of one hundred dollars (\$100.00); and (c) No more than one hundred four (104) wine tastings may be held during the term of any permit issued pursuant to this section; and (d) Permit holders shall notify the City Clerk and Police Department at least seven (7) days prior to any wine tasting.
- (4) *Rules, policies and procedures.* The Local Liquor Licensing Authority shall adopt rules, policies and procedures for the implementation of its duties and powers as those have been granted pursuant to C.R.S. Title 12, Articles 46, 47, and 48, as amended.
- (5) *Report to city council.* The Local Liquor Licensing Authority shall be required to report on all actions taken with respect to the issuance of or control over liquor licenses within the City to the City Council. Reports shall be made in a timely fashion to the City Council.
- (6) *Appeal to city council.* Any decision of the Local Liquor Licensing Authority may be appealed to the City Council within ten (10) calendar days, or at the next regularly scheduled meeting. City Council shall have the authority to sustain, modify or overturn the decision of the Local Liquor Licensing Authority. In any event, the City Council shall direct the Local Liquor Licensing Authority to take a particular action. The Local Liquor Licensing Authority shall conform to the written direction of the City Council within ten (10) calendar days from the date of the written directive.
- (7) *Appeal to district court.* Any person applying to the District Court for review of a decision of the Local Liquor Licensing Authority shall apply for review within thirty (30) days of the decision of the Local Liquor Licensing Authority. The thirty-day period shall be inclusive of the appeal process to City Council as outlined in Subparagraph (5) above.

- (b) *Powers and Duties of Airport Board.* The powers and duties of the Airport Board shall be to investigate, study and report to the City Council all matters concerning the airport facilities of the City and other matters concerning the subject of aviation which may be pertinent to the City as shall be requested of the Airport Board by the City Council; and such Board may investigate, study and report to the City Council on such other matters concerning the Municipal Airport as the Board may deem for the best interests of the City.

-
- (c) *Powers and Duties of Building Board of Appeals.* The powers and duties of the Building Board of Appeals shall be to hear appeals in accordance with the International Building Code, International Residential Code, International Fire Code, and the other adopted codes from the International Code Council, as adopted or amended by Title 060 of this Code. Such power shall not include matters of interpretation arising under the Code.
- (d) *Powers and Duties of Finance Advisory Board.* The Finance Advisory Board shall advise and assist the City Manager and Finance Director in the preparation of the City budget, the establishment of accounting systems for the City, the planning of expenses, the projection of revenues and the analysis of the other fiscal matters presented to the Board by the City Council. The Finance Advisory Board shall also be responsible for making recommendations to City Council regarding grants from the City's various grant programs as Council may establish from time to time. No decision of the Finance Advisory Board shall be binding upon the City or anyone acting on its behalf.
- (e) *Powers and duties of Parks and Recreation Commission.* The powers and duties of the Parks and Recreation Commission shall be:
- (1) To investigate, study and report to the City Council all matters concerning City parks and recreation within the City and other matters concerning the subject of parks and recreation which may be pertinent to the City and requested of such Commission by the City Council.
 - (2) To investigate, study and report to the City Council on such other matters concerning parks and recreation within the City as the Commission may deem in the best interests of the City.
 - (3) To provide technical assistance, advice and planning support to the Parks and Recreation Director and City Council regarding tree planting and maintenance needs in the City.
 - (4) To provide recommendations from time to time regarding the administration and implementation of Article 090.050 of this Code.
 - (5) To investigate, study and report to City Council all matters concerning the burial and internment facilities of the City and other such matters as may be requested by City Council from time to time.
 - (6) To investigate, study and report to City Council on such other matters concerning burial and internment facilities and such other similar matters as the Commission may deem in the best interests of the City.
 - (7) To investigate, study and report to City Council any and all matters concerning the use and operation of the City's Community Center.
 - (8) To coordinate with other City boards and commissions on any aspect of the Community Center that may relate to the powers and duties of such other boards and commissions.
 - (9) To investigate, study and report to City Council on grants, donations and other forms of funding to assist in the operation of the Community Center, and to otherwise advise City Council on budgetary needs related to the operation of the Community Center.
- (f) *Powers and duties of Planning and Zoning Commission.* The powers and duties of the Planning and Zoning Commission shall be:
- (1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.
 - (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.

-
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.
 - (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.
 - (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:
 - a. *Review of administrative decisions.* To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. *Variances.* To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
 - (6) To perform such other functions as required by the provisions of Title 070.
 - (7) To service as the Building Board of Appeals.
 - (g) *Powers and duties of River Commission.* The powers and duties of the River Commission shall be:
 - (1) To investigate, study, and report to the City Council any and all matters concerning the use, enjoyment, conservation of the, rivers and streams in the City and its environs and the open space adjacent thereto, including water quality issues, the protection of valuable riparian ecosystems, and water rights matters.
 - (2) To advise the City Council on public access to and use of rivers and streams in the City and the adjacent environs and maintain and update a map related thereto as necessary.
 - (3) To advise the City Council on the use of municipally owned property adjacent to the rivers and City construction projects in the rivers or adjacent open space.
 - (4) To promote and celebrate riverfront cleanup efforts and public awareness of non-point source water pollution.
 - (5) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in the acquisition and improvement of the rivers and adjacent open space, and to otherwise advise the City Council on budgetary needs related to preservation of open space and river improvement.
 - (6) To appoint subcommittees as necessary to carry out the foregoing functions.
 - (7) To coordinate with the Parks and Recreation Commission, Roaring Fork Conservancy, Middle Colorado Watershed Council, and other organizations, stakeholders groups, and property owners as is necessary to carry out the foregoing functions.
 - (8) At the request of City Council hold an annual work session with the City Council to review the actions taken by the River Commission regarding the foregoing functions and discuss future plans.
 - (h) *Powers and duties of the Victim's and Witnesses Assistance and Law Enforcement Board.*

-
- (1) The Board shall designate one (1) of its members as chairman, shall establish rules of procedure and order and shall hold meetings as it might deem necessary.
 - (2) A surcharge equal to twenty-five (25) percent of the fine imposed for violation of all municipal ordinances, including ordinance violations under the Model Traffic Code, is hereby levied on each Municipal Court action resulting in a conviction, plea of guilty or no contest or in a deferred judgment and sentence, which municipal ordinance violation is charged pursuant to City ordinances. All calculated surcharge amounts resulting in dollars and cents shall be rounded to the nearest whole dollar. In the event a portion of the fine is suspended, the surcharge levied shall be computed based upon the original fine, regardless of whether a portion of said fine has been suspended. Said surcharges shall be paid to the Clerk of the Court by the defendant, and said Clerk shall deposit the money so received in the fund hereinafter created.
 - (3) The Victim's and Witnesses Assistance and Law Enforcement Fund, hereinafter referred to as the "Fund," consist of all monies paid as a surcharge as provided in Subsection (2) above. All monies deposited in the Fund shall be deposited in an interest-bearing account, and all interest earned by monies in the Fund shall be credited to the Fund. The City Manager, by and through the Finance Director, shall be responsible for establishing a separate fund for purposes of accounting for the revenues and expenditures. At the conclusion of each fiscal year, all monies remaining in the Fund shall remain in the Fund for allocation as hereinafter set forth.
 - (4) The Board shall disburse monies from the Fund in the following manner:
 - a. First, to the payment of all reasonable and necessary expenses and costs incurred by the Board in the performance of its duties, including but not limited to professional fees, office supplies and meeting expenses.
 - b. Second, not less than fifty (50) percent of the monies remaining in the Fund after the deduction of reasonable expenses and costs shall be allocated for the purchase of victims (and witnesses) services and reimbursements, as hereinafter set forth. No funds shall be paid except in those specific instances where a police report has been filed by the Police Department for an alleged violation of a municipal ordinance, regardless of whether the perpetrator has been identified, arrested or prosecuted.
 - c. Third, any remaining monies may be allocated to the Police Department for the following purposes, including, but not limited to: equipment purchases, training programs for personnel and the employment of additional personnel. Such funds shall not be used by the Police Department for defraying the costs of routine and ongoing operating expenses. No disbursement within this category of expenditure shall be made without the approval of the City Council following a written recommendation by the Board.
 - (5) Disbursement of funds by the Board on behalf of the victim's and witnesses assistance services may be used for the following purposes:
 - a. Provision of services for early crisis intervention;
 - b. Assistance in prompt return of victims' property;
 - c. Assistance to victims and witnesses in arranging transportation to and from court;
 - d. Provision of translator services;
 - e. Protection from threats of harm and other forms of intimidation;
 - f. Reasonable medical and hospital expenses and expenses incurred for dentures, eyeglasses, hearing aids or other prosthetic or medically necessary devices; and

-
- g. Losses resulting from property damage, including repair or replacement of property damaged as a result of crime or payment of the deductible amount on a residential insurance policy in an amount not to exceed five hundred dollars (\$500.00). Victims' recovery due to property damage shall not exceed five hundred dollars (\$500.00) for any crime, but in no case shall a loss be compensable if the aggregate property damages are less than twenty-five dollars (\$25.00).
 - (6) The Board is authorized to accept and evaluate all applications for disbursement of funds, whether emanating from victims, witnesses or law enforcement agencies. Applications for disbursement shall be made upon forms prescribed by the Board, and made available by the Municipal Court and the Police Department. The Board shall establish its own criteria for evaluating applications for disbursement, and nothing herein contained shall obligate the Board to make disbursement of any funds available to it. Upon a finding by the Board that a disbursement shall be made from the Fund, the Board shall submit a written request for payment to the Finance Department, which shall then remit payment in accordance with the request.
 - (7) The Board is required to submit minutes of its meetings to the City Council at the next regular Council meeting following the Board's meeting.
 - (i) *Powers and duties of Transportation Commission.* The powers and duties of the Transportation Commission shall be:
 - (1) To investigate, study and report to the City Council any and all matters concerning transportation issues which directly affect the City.
 - (2) To investigate, study and report to the City Council on other intergovernmental committees, boards or commissions working on transportation issues in the Tri-County (Pitkin, Garfield and Eagle) area.
 - (3) To meet with the City Council on an annual basis to identify which transportation issues require priority attention.
 - (4) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in meeting the transportation needs of the City.
 - (5) To perform functions concerning oversight of transportation issues or functions as delegated by the City Council.
 - (6) To appoint subcommittees as necessary to carry out the foregoing functions subject to the approval of the City Council.
 - (j) Reserved.
 - (k) *Powers and duties of Glenwood Springs Housing Commission.* The powers and duties of the Housing Commission shall be:
 - (1) To investigate, study and report to the City Council any and all matters concerning housing issues which directly affect the City, including the preparation of a Comprehensive Housing Affordability Strategy (CHAS).
 - (2) To assist City Council in defining the nature and scope of housing opportunities in the City.
 - (3) To meet with the City Council on an annual basis to identify which housing issues require priority attention.
 - (4) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in meeting the housing needs of the City.
 - (5) To perform functions concerning oversight of housing issues or functions as delegated by the City Council, including monitoring the implementation of activities as described in the CHAS.

-
- (6) To appoint subcommittees as necessary to carry out the foregoing functions subject to the approval of the City Council.
- (l) *Powers and duties of Historic Preservation Commission.* The powers and duties of the Historic Preservation Commission shall be:
- (1) To recommend to City Council methods for the protection and preservation of the City's historic and cultural heritage, including, but not limited to, the designation of historic landmarks and districts by appropriate regulations.
 - (2) To recommend to City Council methods for enhancing property values and the stabilization of historic neighborhoods.
 - (3) To recommend to City Council methods for increasing economic and financial benefits, including, but not limited to, City attractions.
 - (4) To provide educational opportunities to increase public appreciation of the City's unique heritage.
 - (5) To do any other tasks related to the historic preservation of resources in the community of Glenwood Springs.
- (m) *Powers and duties of Tourism Promotion Board.* The powers and duties of the Tourism Promotion Board shall be:
- (1) To investigate, study and report to the City Council:
 - a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601 postal zip code; and
 - b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601 postal zip code.
 - (2) To coordinate with City staff, community organizations, community businesses, and other boards and commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601 postal zip code.
 - (3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601 postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601 postal zip code in ways that could reasonably be expected to benefit the City.
 - (4) To establish rules of procedure and order for the Board to follow.
 - (5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report problems with performance to City Council.
 - (6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.
 - (7) To complete all other duties as may be directed by City Council.
- (n) *Powers and duties of Arts and Culture Board.* The powers and duties of the Arts and Culture Board shall be:

-
- (1) To promote awareness, access, and appreciation of the fine, performing, and practical arts for City residents and visitors.
 - (2) To advise the City Council in connection with all matters relating to the artistic and cultural development of the City.
 - (3) To provide opportunities for cultural and art experience and education for children and adults.
 - (4) To promote increased interaction and collaboration among artists, art-related organizations, and opportunities for growth and exposure.
 - (5) To promote knowledge and appreciation for cultural forms of artistic expression.
 - (6) To make recommendations to the City Council with respect to fundraising and annual budget appropriations for the arts.
 - (7) To advise and consult with local arts groups as requested by such groups or by the City Council.

(Code 1971 §§ 2-64.1, 2-2, 2-65[a], [b], 2-65.1, 4-78, 4-232, 4-155, 15-2; 26-84 § 3; 19-89 § 3; 12-90 § 1; 54-90 § 3; 39-91 § 3; 10-93 § 2; 29-93 § 3; 7-94 § 3; 17-94 § 1; 23-94 § 3; 10-95 § 3; 11-95; 19-95 § 3; 46-95 § 1; 55-95 § 1; 28-97 § 3; 29-97 § 5; 32-97 § 1; 42-00 § 1; 61-01 § 3, 4, 5; 61-02 § 4; 9-04 § 1; 20-04, § 1; 33-05, § 2; 7-06 § 3; 13-06, § 2; 6-08 § 2; 12-10 § 2; 2-12 § 2; Ord. No. 16-2017, § 4, 8-17-2017; Ord. No. 2-2018, § 3, 1-18-2018; Ord. No. 6-2018, § 3, 3-1-2018; Ord. No. 21-2018, § 3, 9-20-2018; Ord. No. 2-2021, § 2(Exh. A), 4-15-2021)

020.020.040 Appointment, removal, term and vacancies of boards and commissions.

- (a) *Appointment and term of members.* Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule:

- (1) February:
 - Planning and Zoning Commission;
 - Finance Advisory Board;
 - Tourism Promotion Board;
 - Building Board of Appeals.
- (2) March:
 - Transportation Commission;
 - Arts and Culture Board;
 - Parks and Recreation Commission;
 - Airport Board;
 - River Commission.
- (3) April:
 - Local Liquor Licensing Authority;
 - Victim's Witnesses Assistance and Law Enforcement Board;
 - Historic Preservation Commission;

Glenwood Springs Housing Commission.

- (b) *Alternate members.* The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.
- (c) *Limit to term of members.* No board member shall serve more than two (2) successive terms on the same board or commission.
- (d) *Removal of members.* All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.
- (e) *Vacancies.* The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018 , § 2, 4-20-2018; Ord. No. 29-2020 , § 2, 1-7-2021)

[View results](#)

Respondent

20

Anonymous

15:30

Time to complete

Planning and Zoning Commission Application

Thank you for your interest and time commitment in serving your community. Please complete all questions on this application.

Please note that appointments can be for either a regular seat or an alternate seat.

Composition of the Planning and Zoning Commission:

(as defined in Title 020 of the Glenwood Springs Municipal Code)

a. Seven (7) citizens who are residents of the City.

Personal Information

1 Member hip Qualifications *

Are you a resident of Glenwood Springs within city limits? You must be a resident within city limits to qualify

☒ Yes

☐ No

2. Name *

Linda Holloway

3 Home Address *

[REDACTED]

4. Mailing Address *

[REDACTED]

5. Home Phone *

[REDACTED]

6 Work Phone *

[REDACTED]

7. Mobile Phone *

[REDACTED]

8 Email Address *

[REDACTED]

9. Occupation *

n/a

Personal and Professional Interests

10. Why are you interested in serving on the Planning and Zoning Commission? *

To serve the City

11 What do you view as your role if elected as a member to the Planning and Zoning Commission? *

To learn and understand each matter that is before the P&Z

12. What experience have you had in the land use approval process? *

Interest in, and learning about, land use in the City.

13 Do you have any particular area of interest or a particular perspective relating to land use development in Glenwood Springs? *

I am interested in appropriate conservation of what we already have that works and in additional sensible land use

14. Can you describe an experience making a decision that made people unhappy? *

I want to hear and understand different points of view, and how people came to those views.
Then I try to describe what led me to my point of view.

15. Can you separate yourself from personal opinions and represent the City's goals, policies, plans, and the Glenwood Springs Municipal Code in an equitable fashion? *

I believe I can do this.

16. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for meetings. Do you have any existing time commitments that will hamper your ability to serve? *

I have the time to read and prepare for meetings.

17. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? *

I believe I understand the function of P&Z.

18. What experience do you have working with people on a board, commission, or committee? *

I was on the Friends of the Library committee for several years. I also was part of the group regarding the bike and walking paths for the canyon.

19. Please enter today's date. *

12/26/2023



20. Have you served on the Planning and Zoning Commission before? *

☒ No

☐ Yes

Powers and Duties of the Planning and Zoning Commission

(as defined in Title 020 of the Glenwood Springs Municipal Code)

f Powers and Duties

The powers and duties of the Planning and Zoning Commission shall be

- (1) To develop and recommend a master plan subject to the approval of the City Council and its environs in accordance with the provisions of this Code and the laws of the State
- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code
- (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code
- (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including
 - a Review of administrative decisions To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code
 - b Variances To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered
- (6) To perform such other functions as required by the provisions of Title 070
- (7) To serve as the Building Board of Appeals

Appointment, Removal, Term and Vacancies of Boards and Commissions

(Per the Glenwood Springs CO Municipal Code 020 020 040)

(a) Appointment and term of members Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule

February

Planning and Zoning Commission;

(b) Alternate members The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.

(c) Limit to term of members No board member shall serve more than two (2) successive terms on the same board or commission.

(d) Removal of members All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.

(e) Vacancies The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018, § 2, 4-20-2018)



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Council Employee 2024 Goals and Objectives
Action Requested:	Check in with each of Council's direct employees.
Department:	City Administration
Presented By:	Steve Boyd
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	City Council has three employees that it hires and manages: 1. Municipal Court 2. City Manager 3. City Attorney This is a chance for Council to consider performance, prioritize initiatives and offer feedback.
Issues:	NA
Fiscal Impact:	NA
Legal Review:	NA
Staff Recommendation:	NA



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Urban Renewal Authority
Action Requested:	At the last URA meeting the Board directed Staff to present the following questions to the City Council for direction: Should the URA governing documents be amended to include condemnation powers? Should the URA consider expanding the current project boundaries or adding other project areas to the URA? Should the URA governing documents be amended to include a property tax TIF for the existing project area?
Department:	Attorney
Presented By:	Karl Hanlon
Strategic Goals:	Preserve and Improve Infrastructure Generate Sustainable Economic Development
Background Info:	NA
Issues:	NA
Fiscal Impact:	Unknown at this time.
Legal Review:	NA
Staff Recommendation:	NA



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	South Bridge - Project Optimization Presentation
Action Requested:	None
Department:	City Administration
Presented By:	Ryan Gordon
Strategic Goals:	Preserve and Improve Infrastructure
Background Info:	The Engineering Department will present to council the results of the Peer Review/Value Engineering Study that was authorized in September 2023 and will also present value engineering ideas that the Engineering Department has compiled to reduce costs for the South Bridge Project.
Issues:	N/A
Fiscal Impact:	N/A
Legal Review:	N/A
Staff Recommendation:	N/A



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: January 4, 2024 Council Minutes

Action Requested: January 4, 2024 City Council Minutes

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



MINUTES
CITY OF GLENWOOD SPRINGS
CITY COUNCIL MEETING
JANUARY 4, 2024
6:15 PM

Note: Official meeting minutes are located on the City website via YouTube video at the following link: <https://www.youtube.com/user/GlenwoodSprings1885/videos>. The times in agenda items indicate approximately where the item can be found on the YouTube video timeline.

REGULAR SESSION

Item 5. :04 Roll Call

Present: Mayor Pro-Tem Dehm, Councilor Godes, Councilor Weimer, Councilor Kaup, and Councilor Schachter. Also present were; Steve Boyd, City Manager; Joseph Deras, Chief of Police; Yvette Gustad, Finance Director; Ryan Muse, City Clerk; Hannah Klausman, Director of Economic and Community Development; Matt Langhorst, Public Works Director; Karl Hanlon, City Attorney; and Sara Weigel, Executive Administrative Assistant.

Item 6. :04 Agenda changes and conflicts

None.

Item 7. :05 Council Announcements

None.

Item 8. :05 Citizens Appearing Before Council (for items not on the agenda-comments limited to 3 minutes)

None.

Item 9. :05 Consent Agenda

:06 Councilor Kaup moved, seconded by Councilor Schachter, to approve the consent agenda.

Comments were made by Councilor Weimer, Councilor Godes, and Councilor Kaup.

Motion passed unanimously.

Item 10. :08 Tourism Promotion Contract with the Chamber Resort Association

Steve Boyd, City Manager presented.

Comments were made by Councilor Kaup, City Manager Steve Boyd, and City Attorney Karl Hanlon.

:11 Councilor Weimer moved, seconded by Councilor Schachter, to approve the 2024 Tourism Promotion Contract as presented as part of the annual budget process with the Chamber Resort Association.

Comments were made by Councilor Godes, Councilor Schachter, City Manager Steve Boyd, City Attorney Karl Hanlon, Councilor Kaup, and Mayor Pro-Tem Dehm.

Ayes: Schachter, Kaup, Weimer, Dehm

Nays: Godes

Motions passes 4-1

Comments were made by City Manager Steve Boyd, Mayor Pro Tem Dehm, Councilor Kaup, and Councilor Godes.

Item 11. :25 Planning File #45-23, Matters of State Interest 1041 Permit Application, and Location and Extent, Xcel Energy Mitchel Creek Line Rebuild

Comments were made by Mayor Pro-Tem Dehm.

Hannah Klausman, Director of Economic and Community Development presented.

Comments were made by Councilor Godes, Director of Economic and Community Development Hannah Klausman, City Attorney Karl Hanlon, Councilor Schachter, Public Works Director Matt Langhorst, and Councilor Kaup.

Jennifer Chester, Siting and Land Rates Manager for Xcel Energy presented.

Comments were made by Councilor Weimer, Xcel Energy Transmission Engineer Josh Peterson, Councilor Kaup, Manager Jennifer Chester, Councilor Schachter, and Public Works Director Matt Langhorst.

1:29 Mayor Pro-Tem opened the item for public comment.

Public comments were made.

1:36 Mayor Pro-Tem closed the item to public comment.

1:36 Councilor Godes moved, seconded by Councilor Weimer, to approve Planning File #45-23, Matters of State Interest 1041 Permit Application, and Location and Extent, Xcel Energy

Mitchel Creek Line Rebuild with the conditions and recommendations on page 7 and 8 of the staff report.

Comments were made by Councilor Schachter, City Attorney Karl Hanlon, Public Works Director Matt Langhorst, Councilor Kaup, and Mayor Pro-Tem Dehm.

Motion passed unanimously.

Item 12. 1:46 Ordinance 2024-01; Code Amendment to Title 070 establishing Storm Water Fee In Lieu

Ryan Gordon, City Engineer presented.

Comments were made by Councilor Kaup and Councilor Schachter.

1:55 Mayor Pro-Tem Dehm opened the item for public comment.

No public comments were made.

1:55 Mayor Pro-Tem Dehm closed the item to public comment.

1:56 Councilor Godes moved, seconded by Councilor Kaup, to approve Ordinance 2024-01; Code Amendment to Title 070 establishing Storm Water Fee In Lieu.

Motion passed unanimously.

Item 13. 1:56 Resolution 2024-03; Storm Water Fees

Ryan Gordon, City Engineer presented.

Comments were made by Councilor Kaup.

2:02 Councilor Kaup moved, seconded by Councilor Godes, to approve Resolution 2024-03; Storm Water Fees.

Motion passed unanimously.

Item 14. 2:03 Ordinance 2024-02; Boards and Commissions Term Limits

City Attorney Karl Hanlon presented.

Comments were made by Councilor Godes, Councilor Kaup, Councilor Schachter, and Mayor Pro-Tem Dehm.

2:13 Mayor Pro-Tem Dehm opened the item for public comment.

No comments were made.

2:14 Mayor Pro-Tem Dehm closed the item to public comment.

2:14 Councilor Kaup moved, seconded by Councilor Schachter, to approve Ordinance 2024-02; Boards and Commissions Term Limits dependent on the editing of wording as recorded during this session.

Comments were made by Mayor Pro-Tem Dehm.

Motion passed unanimously.

Item 15. 2:15 Resident Occupied Housing Standards

Hannah Klausman, Director of Economic and Community Development presented.

Comments were made by Councilor Schachter, Councilor Godes, Councilor Weimer, and Councilor Kaup.

Item 16. 2:50 Council Comments

Comments were made by Councilor Schachter, Councilor Kaup, Councilor Weimer, and Councilor Godes.

Item 17. 3:05 Report from City Administration

No comments were made.

Item 18. 3:05 Social Event

Comments were made by Councilor Godes.

Item 19. 3:06 Adjournment

3:06 Mayor Pro-Tem Dehm moved, seconded by Councilor Kaup, to adjourn.

Motion passed unanimously.



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Ordinance 2024-01; Code Amendment to Title 070 establishing Storm Water Fee In Lieu. Second Reading

Action Requested: Amend Title 070 to Establish Stormwater Fee in Lieu

Department: Engineering

Presented By: Ryan Gordon

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: Under the current development process, a new development or redevelopment is required to comply with the stormwater standards per the City's Engineering Standards (Chapter 4). The current standards require the development to meet both the stormwater quality and stormwater detention requirements.

To comply with the detention requirements, the development typically needs to construct a pond, dry well or other stormwater facility. These facilities require an engineer to analysis the site, design the size of the system, and the systems can be costly to construct. Additionally, they can be difficult to locate on a property depending on site constraints. A Maintenance Agreement is required between the City and the property owner to ensure that the stormwater facilities function properly over the life of the system. In the future, the City will be required to comply with a state issued MS4 permit that regulates sources of stormwater pollution from pipes and drains that flow from the City to the river – the City does not currently have a MS4 permit, but we anticipate that the state will issue one this decade. The MS4 permit requires that the City develops and runs a program to control stormwater discharges, which will include a water quality element. The City would be responsible for inspecting stormwater facilities – both on public and private property - on a regular basis to confirm they are functioning as designed and in compliance with the MS4 permit.

From the Engineering Department's perspective, we would rather have a regional approach to stormwater treatment where the City would construct and maintain regional stormwater treatment facilities instead of having hundreds of dispersed treatment facilities that are constructed and maintained on private property.

To accomplish and facilitate this goal, the City would like to establish a stormwater fee in lieu process to allow developments to pay the City instead of installing stormwater facilities required under the code. The fee, along with city funds, would be used to design and construct these regional stormwater facilities. The fee in lieu will be an option, not a requirement of a development. The developer could still go through the current process of hiring an engineer, designing a stormwater system, constructing the system and establishing an O&M agreement.

The Engineering Department has reviewed multiple recent stormwater projects within the City, which were used to develop the fee in lieu cost based on the construction costs of those stormwater systems. This fee in lieu does not include the cost of design or long term maintenance costs associated with the stormwater system.

The proposed stormwater fee in lieu is \$50 per cubic foot of required detention or \$365 per 100 square feet of in impervious area. Sites will still be required to meet the city's water quality standards onsite, this fee is only an option for detention requirements.

Issues:

Fiscal Impact:

Legal Review: Legal has reviewed the ordinance.

Staff Recommendation: Staff recommends that Council amends Municipal Code Section 070 to establish a stormwater fee-in-lieu.

ORDINANCE NO. 01

Series of 2024

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING TITLE 070.040.030 OF THE GLENWOOD SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, City Staff is recommending the City take a regional approach to stormwater treatment where the City would construct and maintain regional stormwater treatment facilities instead of having hundreds of dispersed treatment facilities that are constructed and maintained on private property; and

WHEREAS, to develop a regional approach to stormwater treatment, City Staff has recommended changes to Section 070.040.030 of the Glenwood Springs Municipal Code (the “Code”); and

WHEREAS, the recommended amendment to the development code to address the foregoing issues are set forth on **Exhibit A** attached hereto; and

WHEREAS, on December 12, 2023, the Planning and Zoning Commission found that the recommended amendments on **Exhibit A** satisfy the Code Amendment Approval Criteria set forth in Section 070.060.040(c)(3)d.3. and recommended adopting the amendments on **Exhibit A**; and

WHEREAS, the City Council finds and declares that the amendments to the development code on **Exhibit A** satisfy the Code Amendment Approval Criteria set forth in Section 070.060.040(c)(3)d.3. and are proper and necessary to advance the public health, safety, and welfare of the City’s residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 070.060.040(c)(3)d.3 of the Glenwood Springs Municipal Code is hereby amended as set forth in **Exhibit A** attached hereto.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS 4TH DAY OF JANUARY 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED
BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF
SECOND PUBLICATION THIS _____ DAY OF _____ 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

Exhibit A. Proposed Code Amendments

070.040.030 Site Development and Improvement Standards.

* * * *

(e) *Site Development and Improvement Standards.*

(1) *Drainage Plan.* Every development plan shall include a drainage plan that meets the requirements of the City's Engineering Standards.

(2) Fee in Lieu of Stormwater Management

a. Prior to the issuance of the building permit or a change in use of the property, the developer of a property may submit an application to the Director and City Engineer for payment of fee in lieu of onsite Stormwater management requirements in the City's Engineering Standards.

b. The fee in lieu shall be established by resolution of the City Council in an amount that is calculated to approximate the cost of obtaining, developing, and maintaining a public stormwater system.

c. All fees in lieu paid pursuant to this Subsection shall be deposited in a separate fund, which fund may be used to undertake future projects to accommodate stormwater management. These fees may not be used for the general expenses of the City.

(3) *Erosion and Sediment Control, Slope Stabilization, and Revegetation Plan.* Every development plan shall include an erosion and sediment control plan that meets the requirements of the City's Engineering Standards.

~~(3)~~ (4) *Lot and Block Design.*

a. *Lot Size and Access.*

1. Each lot in a development shall be designed to provide an adequate, accessible building site for a structure devoted to the intended use of the land.
2. Lot sizes shall be in conformance with applicable zone district regulations or Planned Unit Development regulations. Where individual water or sewage systems are proposed for each lot, lot sizes shall be in conformance with standards of the Colorado Department of Public Health and Environment.

b. *Solar Access.* Lots and blocks shall be designed to afford the maximum solar access to each building site.

1. *Lot Orientation.*

- i. All residential development is strongly encouraged to consider siting to maximize solar access for individual units as well as for parking areas and internal streets.
- ii. To the maximum extent feasible, a minimum of fifty (50) percent of the single-family lots in a subdivision shall:
 - a. Have a north-south dimension of ninety (90) feet or more; and
 - b. Have a front lot line that is oriented within thirty (30) degrees of a true east-west axis.

-
2. *Lots Adjacent to Railroad Right-of-Way.* If any part of a residential development borders an active railroad right-of-way, lots adjacent to such right-of-way shall either have a minimum depth of one hundred fifty (150) feet or be provided with a landscaped fifty-foot buffer strip adjacent to the railway or a parallel street adjacent to the railway. No dwelling unit shall be located within fifty (50) feet of the active railroad right-of-way.
- ~~{4}~~ {5} *Uniform Street Standards.* Design and improvement of streets shall comply with the City's Engineering Standards.
- ~~{5}~~ {6} *Water Distribution.* The water main distribution system of a development shall be designed to connect with the City water system, to be compatible with the existing system and to make water available to each lot in the proposed development. Fire hydrants shall be located to ensure protection to each lot based on utilization of existing City firefighting equipment and shall be approved by the Fire Chief.
- ~~{6}~~ {7} *Wastewater Collection.*
- a. Where the City wastewater collection system is within four hundred (400) feet of an existing wastewater main collection system, the wastewater collection system shall connect with the City system and provide service to each lot in the proposed development. Design of the system shall be the responsibility of the developer. The system shall be designed as required in the City's Engineering Standards and is subject to the approval of the City Engineer.
 - b. When the City wastewater collection system is not within four hundred (400) feet of an existing wastewater main collection system, the developer shall be responsible for installation of a wastewater collection system for the development. Such system shall meet all federal, state, and local laws and regulations concerning design and installation of the system.
- ~~{7}~~ {8} *Underground Utilities.*
- a. All wires, cables or other equipment for the distribution of electric energy and telecommunication signals, with the exception of transformers, meters, junction boxes, and like equipment, shall be placed underground where practicable.
 - b. Where subdivisions or developments are approved along or with crossing existing overhead power and communications facilities, energy and telecommunications may be obtained from these existing facilities. The connections to these facilities shall be placed underground unless otherwise approved by the Public Works Department due to economic, engineering, or aesthetic reasons.
 - c. Utility easements and rights-of-way shall be provided in the subdivision or development meeting the requirements of City systems for the installation and maintenance of energy distribution, telecommunication facilities, water, wastewater, and storm drainage facilities.

Planning File 68-23, Title 070 Code Amendment

Stormwater Fee In Lieu

Thursday, January 4, 2023 City Council



Proposed Code Amendments

070.040.030 (e) Site Development and Improvement Standards.

(e) *Site Development and Improvement Standards.*

(1) *Drainage Plan.* Every development plan shall include a drainage plan that meets the requirements of the City's Engineering Standards.

(2) Fee in Lieu of Stormwater Management

a. Prior to the issuance of the building permit or a change in use of the property, the developer of a property may submit an application to the Director and City Engineer for payment of fee in lieu of onsite Stormwater management requirements in the City's Engineering Standards.

b. The fee in lieu shall be established by resolution of the City Council in an amount that is calculated to approximate the cost of obtaining, developing, and maintaining a public stormwater system.

c. All fees in lieu paid pursuant to this Subsection shall be deposited in a separate fund, which fund may be used to undertake future projects to accommodate stormwater management. These fees may not be used for the general expenses of the City.

(3) *Erosion and Sediment Control, Slope Stabilization, and Revegetation Plan.* Every development plan shall include an erosion and sediment control plan that meets the requirements of the City's Engineering Standards.

~~(3)~~ (4) *Lot and Block Design.*



Review Criteria and Analysis

Prior to approval the City Council shall consider whether and to what extent the proposed 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. 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.

Planning and Zoning Commission reviewed the application at their December 12, 2023 meeting and recommended approval with a unanimous vote.



Recommendation and Suggested Findings

Action Item:

Consideration of code text amendments to Municipal Code Section 070.040.030 adding a stormwater fee in-lieu.

Planning and Zoning Commission recommends approval of the code text amendments, with the following suggested findings:

The proposed code amendments are:

- 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. 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.





Planning and Zoning Commission Report

Date: December 12, 2023
To: Planning and Zoning Commission
From: Ryan Gordon, City Engineer
Subject: Planning File #68-23 Code Amendments to Title 070 related to Storm-water Development Standards and Fee In-Lieu.

Applicant: City of Glenwood Springs

ACTION ITEMS

Consideration of Code Text Amendments to Title 070 and the Engineering Standards to adopt a stormwater fee-in-lieu.

BACKGROUND

Under the current development process, a new development or redevelopment is required to comply with the stormwater standards per the City's Engineering Standards (Chapter 4). The current standards require the development to meet both the stormwater quality and stormwater detention requirements.

To comply with the detention requirements, the development typically needs to construct a pond, dry well or other stormwater facility. These facilities require an engineer to analyze, size and design and can be costly to construct. Additionally, they can be difficult to locate on a property depending on site constraints. A Maintenance Agreement is required between the City and the property owner to ensure that the stormwater facilities function properly.

The City will be required to comply with a state issued MS4 permit that regulates sources of stormwater pollution from pipes and drains that flow from the City to the river – the City does not currently have a MS4 permit but we anticipate that the state will issue one within the next couple of years. The MS4 permit requires that the City develops and runs a program to control stormwater discharges which will include a water quality element. The City would be responsible for inspecting stormwater facilities – both on public and private property - on a regular basis to confirm they are functioning as designed and in compliance with the MS4 permit.

From the Engineering Department's perspective, a regional approach to stormwater treatment where the City would construct and maintain regional stormwater treatment facilities would be preferred over having hundreds of dispersed treatment facilities that are constructed and maintained on private property.

To accomplish and facilitate this goal, the City would like to establish a stormwater fee in lieu process to allow developments to pay the City instead of installing stormwater facilities required under the code. The fee would be used to design and construct these regional stormwater facilities.

This fee in lieu is not a requirement of a development to pay and they can still go through the current process of hiring an engineer, designing a stormwater system, constructing the system and establishing an O&M agreement.

Engineering has reviewed multiple recent projects in the City and have developed the fee in lieu based on the constructed cost of the stormwater system. This fee in lieu does not include the cost of design or long term maintenance costs associated with the stormwater system.

The stormwater fee in lieu is \$50 per cubic foot of required detention or \$365 per 100 square feet of in impervious area.

PROJECT SUMMARY

This fee in lieu is not a requirement of a development to pay and they can still go through the current process of hiring an engineer, designing a stormwater system, constructing the system and establishing an O&M agreement.

Engineering has reviewed multiple recent projects in the City and have developed the fee in lieu based on the constructed cost of the stormwater system. This fee in lieu does not include the cost of design or long term maintenance costs associated with the stormwater system.

The stormwater fee in lieu is \$50 per cubic foot of required detention or \$365 per 100 square feet of in impervious area.

In order to add a fee in-lieu for Stormwater requirements the following code sections would be added to **070.040.030 - Site Development and Improvement Standards.**

(e) *Site Development and Improvement Standards.*

(1) *Drainage Plan.* Every development plan shall include a drainage plan that meets the requirements of the City's Engineering Standards.

(2) *Fee in Lieu of Stormwater Management*

a. Prior to the issuance of the building permit or a change in use of the property, the developer of a property may submit an application to the Director and City Engineer for payment of fee in lieu of onsite Stormwater management requirements in the City's Engineering Standards.

b. The fee in lieu shall be established by resolution of the City Council in an amount that is calculated to approximate the cost of obtaining, developing, and maintaining a public stormwater system.

c. All fees in lieu paid pursuant to this Subsection shall be deposited in a separate fund, which fund may be used to undertake future projects to accommodate stormwater management. These fees may not be used for the general expenses of the City.

REVIEW CRITERIA AND STAFF 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. Staff analysis is provided in **BOLD.**

i. Is consistent with the Comprehensive Plan and other City policies;

The Comprehensive Plan identifies the following goals that are supported by this proposal:

- **Preserve natural resources and protect against hazards**
- **Advance climate and resiliency goals as a core community value**

ii. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;

The proposed code language does not conflict with other provisions and is modeled after similar fee in-lieu systems the City already has codified.

iii. Is necessary to address a demonstrated community need;

With the impending MS4 designation from the State of Colorado, the City of Glenwood Springs needs the ability to design, monitor, and manage the stormwater system. This code change will assist with that task. Additionally, the requirement to accommodate stormwater management on site is challenging for most developments, and a City wide approach will be more efficient.

iv. Is necessary to respond to substantial changes in conditions and/or policy; and

The State's MS4 requirements are a substantial change for the City of Glenwood Springs.

v. Is consistent with the general purpose and intent of this Code.

Staff finds the proposal consistent with the purpose of the Development Code which is to protect the public health, safety, and welfare of the City and to implement the policies, goals, and strategies adopted by the City of Glenwood Springs, including those set forth in the Glenwood Springs Comprehensive Plan.

Staff finds that the proposal meets the five criteria.

REVIEWING AGENCY COMMENTS

Public Works and Engineering have incorporated comments into the text language.

ACTION ITEMS & STAFF RECOMMENDATIONS

Staff recommends approval of the Code Text Amendments to Title 070 establishing a stormwater fee in-lieu and associated Engineering Standards.

Suggested Findings:

The proposal:

- 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.

MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission

Regular Meeting
December 12, 2023
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Present: Commissioners: Carolyn Cipperly, Amy Connerton, Pete Waller, Matthew Simms, Joy White, Gregory Cowan

Also Present: Community Development Director Hannah Klausman, Senior Planner Watkins Fulk-Gray, City Engineer Ryan Gordon, Assistant City Engineer Asley Dostal, City Transportation Engineer Lee Barger, City Attorney Karl Handlon.

Actions: Commissioner Cipperly made a motion to seat Alternate Commissioner Gregory Cowan, motion seconded by Commissioner Connerton. Voice vote taken; motion passed unanimously.

2. Conflicts of Interest

None

3. Receipt of Minutes

November 14, 2023 Planning and Zoning Commission special meeting minutes

Commissioner Connerton made a motion to approve the minutes, seconded by Commissioner Simms. Voice vote taken, passed unanimously.

September 26, 2023 Planning and Zoning Commission regular meeting minutes

Commissioner Connerton made a motion to approve the amended minutes, seconded by Commissioner Cipperly. Voice vote taken, passed unanimously.

4. Comments from citizens for items not appearing on the agenda

No public comment was offered.

5. New Items

a. Planning File #63-23 Major Site Architectural Plan, The Benedict

Senior Planner Watkins Fulk-Gray presented Action Item 1: Major Site/Architectural Plan for The Benedict at 2800 Midland Ave.

Staff recommend approval with findings and conditions in the staff report.

Commissioner questions, comments, and staff responses included the following:

- More detail about the tax credit program requested. **Staff response:** The project has received a Low-Income Housing Tax Credit (LIHTC) award, which has federal funding sources and is subject to federal regulations like the Fair Housing Act. Often after the 40-year period, projects become free market. Staff is recommended requiring whatever inclusionary zoning requirements are in place after 40 years if the project becomes free market.
- What is the age limit for the project? **Staff response:** Persons age 55 plus.
- More details requested about the cross access. **Staff response:** Staff displayed the site plan and showed the proposed location of the alley cross access. It would connect to the memory care property and the condos' access point.
- Is the city offering fee waivers? **Staff response:** City Council approved fee waivers for system improvement fees in July.
- Will the voluntary deed restriction program apply to this project? **Staff response:** Only the required inclusionary zoning standards will apply.
- Is the drainage report that was done in 2013 still valid? **Staff response:** There was a follow-up study from this year that validated the findings of the 2014 study.
- What can be considered storage per code requirements? **Staff response:** Code defines what can and cannot be considered storage.
- What can be used for screening? **Staff response:** Code offers several ways to do screening with landscaping.
- Would neighbors to the east benefit from screening and landscaping? **Staff response:** There are no code requirements that they screen the development, but the landscaping that would be removed by the proposed cross access is a tradeoff to weigh.
- Does the City need to change its inclusionary zoning requirements with LIHTC projects? **Staff response:** It is something the City may consider.
- Why was the parking reduction approved? **Staff response:** The project offered structured parking, bike parking beyond what is required.
- Clarify the parking and access easement on the neighboring property. **Staff response:** It was an easement recorded in 2015 that gives exclusive use of Lot 2 for six parking spaces that are on lot 1, as well as providing access and an easement for utilities.
- Are the terms of the parking reduction met? **Staff response:** The parking approved in the parking reduction and proposed in the project are the same. There is a thought that since the parking reduction application proposed a project for age 62 and up, rather than age 55 and up, that there is a conflict.
- Does the elevation fronting the street meet code requirements? **Staff response:** It has the required number of architectural features but does not meet building orientation requirements.
- Clarification about how pedestrian access is proposed to work. **Staff response:** Pedestrians will have to cross 27th to go over the bridge and cross 27th again to get to the underpass that is under construction. There is an existing pedestrian island.
- What is the length elevation fronting 27th? **Staff response:** Staff is not able to respond accurately.
- Does the 27th St. elevation's eve line meet design guidelines? **Staff response:** It meets the minimum architectural features requirement.
- Has the cross access idea been vetted with the memory care owners? **Staff response:** They are aware of the concept. There are some challenges in making the cross access work.

- Has there been a complete traffic study and traffic counts for the area? **Staff response:** The traffic memo does provide some specific estimates based on ITE standards, so we know an estimate for the average number of daily trips and the direction they will likely be going. The information provided is part of the reason the City wants to require right-in, right-out changes.
- How does it work and are there examples of the City being involved in the tenant selection plan? **Staff response:** We can't step on Federal law, but the applicant has ownership of the process with our suggestions.
- How to add recommendation for the City to consider adding a pedestrian flashing light without requiring it of this project? **Staff response:** We will take this into consideration and Engineering is aware of this as a place that possibly needs looking at.
- Is the City good with the submitted drainage report? **Staff response:** Water does go directly into the river, but the proposal meets the City's Engineering guidelines and the water quality and stormwater infrastructure is sufficient to meet the needs.

Applicant provided:

- Background about Catholic Charities Housing
- Conditions of approval are acceptable with the exception of the requirement for cross access. Open space requirements would be compromised.
- There are grade issues on the site
- The project will be independent living for residents with amenity spaces

Questions from Commission to Applicant Team

- What will be the minimum age? Applicant response: 55.
- Sizes of units? **Applicant response:** 533sf
- How is affordability affected those after reducing ages 62 down to 55? **Applicant response:** Difficult to say.
- After 40 year lapses, what happens at that point? **Applicant response:** There are various layers of restriction; funding requirements are tied to this 40-year standard. They are not generally in the business of converting to market rate.
- Are seniors required to be working? **Applicant response:** No.
- Will fire trucks be using the proposed cross access? **Applicant response:** Only ambulances will be able to fit.
- Will residents park in the garage and will they be coming from 27th St? Will guests have access to the garage? **Applicant response:** Residents will have spots in the garage, and guests may also. An additional 17 spaces will be available, and some will be shared with the property to the south.
- Why are there only two accessible parking spaces? **Applicant response:** Two are the number that are required.
- Will ambulances fit in the garage? **Applicant response:** Yes, but they would have to back out.
- Will ambulances block the access drive? **Applicant response:** No.
- Can you create a loop access through the Racquet Club condos? **Applicant response:** It is a different property and thus they have not evaluated that.

- Where would the elevator be located? **Applicant response:** Near the front lobby, there is a ramp that allows ADA access.
- Architectural questions **Applicant response:** They wanted to put the entrances away from the busy 27th St. to accommodate parking.

Comments from the City Engineer

- Fire access is difficult, but there are other design options to increase the width of the proposed cross access. A mirror at the garage exit will help safety.

Comments from the Public

- Wynter: Unhappy lack of contact from developers. Concerns with parking, height, merged access shared with the proposed facility.
- Travis: Too big of a project.
- Dean Moffat: This project is too dense; project doesn't seem to fit.
- Darryl Grosjean: My home is in the Terraces and I have no opposition with this project.
- Jerry Thomas/Executive Director at RF Senior Living: Provided information about the senior living facility's operations.
- Mark Belanger/owner group for RF Senior Living: We were opposed but we are now have come around. We think it is still too massive and parking is insufficient.

Commissioner Connerton made a motion to approve Action Item 1 with conditions as written in the packet. Commissioner White seconded the motion.

Discussion after the motion included:

- Extraordinary to see such an affordable housing project proposed, especially for seniors.
- Would like minimum age to increase.
- Would prefer to have more landscaping in between Racquet Club condos and The Benedict.
- Concerns with lack of parking.
- Age 55 sounds young because of the community we are in; many retirement communities are age 55-plus.
- Would be nice if this could be in a different location.
- Would be nice if there were some two-bedroom apartments.
- Applicants should collaborate with adjacent landowners and be good neighbors.
- Need to make sure common access with The Benedict/Racquet Club condos is safe.

Commissioner Waller called the item to question. Motion passed unanimously with a vote of 6-0.

b. Planning File #45-23 1041 Matters of State Interest Permit, Location and Extent, XCEL Line rebuild

Comm Development Director Hannah Klausman presented the Planning File for a Matters of State Interest permit application and explained that Xcel was the first applicant to go through the permit process adopted by Council in 2021. Ms. Klausman detailed the proceedings and review criteria.

- **Action Item 1:** Approval of a Matters of State Interest Permit for an electric transmission line replacement for Xcel Energy from Glenwood Springs Substation to Mitchel Creek Substation.

Staff recommend approval with findings and conditions in the staff report.

Commissioner questions, comments, and staff responses included the following:

- What is the extent of this project. **Staff response:** The project is one segment of a larger rebuild project for Xcel that extends beyond Glenwood canyon towards Parachute.
- Are there traffic stoppages planned on the interstate, State Hwy or other city streets.
Staff response: None are anticipated currently.
- Where would visual impact be greatest?
Staff response: The project includes taller pole heights and larger steel monopole structures.
- Would there be a hybrid component possible underground/overhead.
Staff response: The applicant reviewed underground routes but cost, and disruption of private property were cited as reasons to not select that route.
Applicant Response: as a starting point we propose above ground because of cost as it is lower, steep terrain and rock underground makes this difficult as a trench with conduit and concrete is used, vault rooms are installed with great disturbance on private land, costs may be prohibitive.
- Is eminent domain a component of this project?
Staff response: That is a tool that can be used if necessary, however Xcel is working with landowners on property rights.
- Could the ultimate increase in 115 kV allow for re-review? **Staff response:** yes.
- Is there consideration for the Bighorn sheep in the canyon? **Staff response:** Colorado Parks and Wildlife was a referral agency for wildlife impact and had not responded with concerns.
- Is the City a funding entity in all this. **Staff response:** No.

Applicant was asked and provided specific Commission information:

- Why the height increase? **Applicant response:** static wire infrastructure
- Will there be notification to neighbors regarding construction operations?
Applicant response: Yes, we will do our best to use the helicopter to minimize staging area impact but do our best to minimize this intrusion from the helicopter as well.
- Have other jurisdictions denied such an application or forced it underground? **Applicant response:** Not that we are aware of.
- Anywhere in Colorado where you go underground? **Applicant response:** Denver Metro and others where ROW is inaccessible
- Time extent of helicopter use? **Applicant response:** Portions of the day of a 2-week period, but not likely to be more than a couple hours a day.
- Easements are 30' wide currently, is vegetation managed, what does the new 60' look like. Is it 60' throughout? **Applicant response:** Currently the area has low vegetation to reduce erosion, revegetation management plan will be a part of the project. Yes 60' throughout.
- How are artesian springs mitigated? **Applicant response:** geotechnical investigations 26' deep revealed no contact with springs and they had a mitigation plan should they had found any
- Do the residents of GWS benefit. **COGS Public Works response:** Yes, the City Electric service takes electricity from this line.

Comments from Public Residents

- **Dean Moffatt:** Concerns with the line not following terrain to minimize impact, bighorn sheep have adapted but suffer impacts, we have been forced to deal with this large-scale project.

Commissioner **Simms** made motion to approve Action Item 1 with findings and conditions as described in the staff report.

Commissioner discussion included the following:

- Xcel has been communicative in work in the past and we expect the same with this project.
- The citizens will benefit from clear communication regarding this project.
- There will be taller towers but the benefits as needed from regulation will be a positive element of the project.
- Protection from wildfire impacts is a great benefit from this project.

Commissioner **Cipperly** seconded the motion.

Commissioner Waller called the item to question. Motion passed unanimously with a vote of 6-0.

9:52pm, Connerton motions to stay past 10pm, with Cowan making a second. Motion passed unanimously.

c. Planning File #68-23 Code Amendments to Title 070 related to Storm-water Development Standards and Fee In-Lieu

City Engineer Ryan Gordon (with Assistant City Engineer Ashley Dostal) presented the need for this proposed code with components of stormwater standards, dispersed individual stormwater systems, and regional City managed stormwater systems.

Staff recommend approval with findings and conditions in the staff report.

Commissioner questions, comments, and staff responses included the following:

- Please explain the Table. **City Engineer response:** estimated costs are in cubic foot of storm water. $\$365 \times 100\text{cf} = 1000\text{cf}$ of impervious increases.
- Will this program cover infrastructure costs? **City Engineer response:** Potentially, we have built out areas so we have missed out on capturing funds over the years, but this will allow us to move forward and deal with developments with small stormwater management issues.
- Discuss what other measures are in place or to be put in place to manage this system. **City Engineer response:** as the standards are rewritten other measures will be required for treatment on site to help mitigate negative stormwater impacts, construction management plan, soil erosion measures, and an upcoming Stormwater masterplan will be pursued to help manage this.

- Are there designations for residential vs commercial or those doing more or larger projects, less pervious area, etc.? **City Engineer response:** Yes, larger developments have sand/oil separators to capture more contaminants.
- Is this a required program? **City Engineer response:** Cost of design and engineering are not in the costs of the assessment, but as an applicant works through the numbers and decides that it isn't worth it can certainly opt out.
- Will there be a combined wastewater and stormwater collection system? **City Engineer response:** no plans for that currently.
- How will this be managed over time? **City Engineer response:** individually there are requirements for a Drainage Letter for site development minor (memo) and major (Full drainage analysis and study). Fee-in Lieu would not require any analysis as previously noted. Stormwater management standards apply throughout the life of a project even though a developer has chosen to become involved in the Fee-in-lieu program.
- Fee language should be clear in the proposed changes. **City Legal Response:** The language is rationally connected to the needs and goals of the fee-in-lieu proposal.
- How is maintenance regulated? **City Engineer response:** Individually homeowners sign a maintenance agreement, non-reporting requirement, but if systems fail then the City may step in, fix, and charge for improvements.

No public comment was taken.

Commissioner **Cowan** made motion to approve the recommended ordinance as presented for fee-in-lieu of stormwater detention.

Commissioner **Connerton** seconded the motion.

Commissioner discussion included the following:

- Collective of positive comments regarding this and other efforts by the City to further conservation and present support of the community.
- Commissioner Cipperly to send language to Legal regarding semantics needed to clarify proposed language changes prior to City Council presentation.

Commissioner Waller called the item to question. Motion passed unanimously with a vote of 6-0.

6. Commissioner Comments

- Cowan is appreciative of the process, how commissioners and staff manage the process.
- Comments on staff report format and wanting page numbers.

7. Director Comments

Community Development Director Hannah Klausman detailed the applications expected in January and wished everyone a happy and safe holiday season, thanking them for their service in 2023.

8. Adjournment

Meeting adjourned at 10:09 PM.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Glenwood Springs Post Independent** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(970) 945-8515**.

Notice ID: 4kRrdlb7ofFcjkT63nE8 | **Proof Updated: Dec. 21, 2023 at 01:20pm MST**
Notice Name: Engineering Stormwater Ordinance CC Notice

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Hannah Klausman	Glenwood Springs Post
hannah.klausman@cogs.us	Independent
(970) 384-6455	

Columns Wide: 1	Ad Class: Legals
-----------------	------------------

12/25/2023: Other	15.30
01/01/2024: Other	13.20
Affidavit Fee	10.00

Subtotal	\$38.50
Tax	\$0.00
Processing Fee	\$3.85
Total	\$42.35

Please take notice that the Glenwood Springs City Council will conduct a public hearing to consider on first reading, an Ordinance for Code Text Amendments to Municipal Code Title 070 related to Site and Development Standards including but not limited to Sections 070.040.030. Glenwood Springs City Council will also consider a resolution to update the Engineering Standards related to Chapter 4 Stormwater Standards.

The public hearing will be held on Thursday, January 4th, 2024, after 6:15pm at City Hall, 101 W. 8th Street in Glenwood Springs. Additional information on the hearing and proposed amendments is available for review at the Engineering Department by calling (970) 384-6435.

The City of Glenwood Springs ensures meaningful access to City programs, services, and activities to comply with American Disabilities Act and reasonably provides translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact Bryana Starbuck, Public Information Officer, bryana.starbuck@cogs.us or 970-309-7521.

PUBLISHED IN THE GLENWOOD SPRINGS POST INDEPENDENT ON MONDAY, DECEMBER 25, 2023 AND MONDAY, JANUARY 1, 2024.



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Ordinance 2024-02; Boards and Commissions Term Limits. Second Reading

Action Requested:

Department: City Administration

Presented By: Karl Hanlon

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: Ordinance 2020-29 strictly limited the terms of Boards and Commissions to two-three-year terms with no exceptions. At the Mayor's direction, Ordinance 2024-02 replaces that language with the prior code language allowing Council to reappoint members beyond the two-term limitation.

Issues:

Fiscal Impact: None.

Legal Review: Legal prepared the ordinance.

Staff Recommendation: None.

ORDINANCE NO. 02

Series of 2024

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 020.020.040(C) TO LIMIT BOARD MEMBER TERMS ON BOARDS AND COMMISSIONS.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Section 020.020.040(c) of the Glenwood Springs Municipal Code regulates term limits for members of boards and commissions; and

WHEREAS, the City Council amended Section 020.020.040(c) via Ordinance 29, Series of 2020 strictly limiting the term of Boards and Commission members to two, three-year terms; and

WHEREAS, the City Council has determined that the original language better suits the needs of the City and is in the best interest of the City to allow City Council to appoint members to additional terms if City Council wishes to; and

WHEREAS, the City Charter of the City of Glenwood Springs requires that an ordinance be enacted to effectuate the amendments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ORDAINS:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 020.020.040(c) is hereby amended as follows, with double underlined text added and strike through language deleted:

Section 020.020.040 – Appointment, removal, term and vacancies of boards and commissions.

(c) *Limit to term of members.* Unless it is deemed vital by the City Council that an appointed member of a board or commission be retained in office, each member shall be replaced after having served for six (6) years on a board or commission; however, nothing in this subsection shall be construed to prevent the appointment of a member to a new term where, at the expiration of their current term, they will have served for less than six (6) years. No no Board member shall serve more than

two (2) full successive terms on the same board or commission. An individual may serve multiple non-successive terms on the same board or commission.

INTRODUCED, READ, PASSED, AND ORDERED PUBLISHED BY TITLE ONLY
THIS ____ DAY OF JANUARY 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY TO BE EFFECTIVE IMMEDIATELY THIS ____ DAY OF
_____ 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Planning and Zoning Commission Appointments

Action Requested: Planning and Zoning Commission Appointments

Department: City Administration

Presented By: Hannah Klausman

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: **Upcoming Vacancies**

- Three regular seats with terms from February 2024 through February 2027. These seats will need to be filled this month.
- If an alternate member is moved to a regular seat, that alternate seat will become vacant and staff will advertise for the openings.

Applicants

There are three applicants that currently serve on the Planning and Zoning Commission and have reapplied with interest to continue serving. All three commissioners have excellent attendance records. Additionally, there is a new application from a resident for consideration. All applicants are detailed below.

- Joy White, a city resident. Joy has served one full term on the Commission.
- Gregory Cowan, a city resident. Gregory has served as an alternate on the Commission since March 2023.
- John Houghton, a city resident. John has served as an alternate on the Commission since May 2023.
- Linda Holloway, a city resident. Linda was scheduled for an interview during the January 18, 2024, work session.

Composition of the Planning and Zoning Commission

- Seven (7) citizens who are residents of the city.

Issues: None.

Fiscal Impact: None.

Legal Review: None.

Staff Recommendation: Staff defers to City Council.

020.020.020 Composition of boards and commissions.

The membership of boards and commissions shall be composed of the following persons:

- (1) *Local Liquor Licensing Authority.*
 - a. The Local Liquor Licensing Authority shall consist of a Hearing Officer appointed by the City Council by resolution and may be removed with or without cause by a majority vote of the City Council.
- (2) *Airport Board.*
 - a. Five (5) citizens, at least four (4) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (3) *Building Board of Appeals.* The Planning and Zoning Commission shall act as the Building Board of Appeals whenever such a board is required by this Code, other ordinances of the City or State or Federal law.
- (4) *Finance Advisory Board:*
 - a. Seven (7) members of which at least six (6) are City residents. One (1) member shall be employed in the finance industry; one (1) member shall be employed by the tourism industry; and one (1) member may be a non-resident, but shall own or be employed by a business within the City.
- (5) *Parks and Recreation Commission.*
 - a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
 - b. Reserved.
 - c. Reserved.
 - d. One (1) youth (under the age of eighteen [18] at appointment) who shall serve a one-year term from June 1 to May 31 of the following year.
- (6) *Planning and Zoning Commission.*
 - a. Seven (7) citizens who are residents of the City.
- (7) *River Commission.*
 - a. Seven (7) citizens, with one (1) alternate, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (8) *Victim's and Witnesses Assistance and Law Enforcement Board.*
 - a. Five (5) citizens, at least four (4) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
 - b. Reserved.
 - c. The Chief of Police as an advisory member, but a nonvoting member of the Board.
- (9) *Transportation Commission.*

-
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (10) Reserved.
- (11) *Glenwood Springs Housing Commission.*
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- Membership should reflect a broad representation of organizations and other entities which are related to housing, including but not limited to the financial community, the building and development community, the real estate industry, and organizations which support low-income residents of the community.
- (12) *Historic Preservation Commission.*
- a. Seven (7) citizens, at least six (6) who are residents of the City and one (1) who may reside outside of the City but within the 81601 zip code area or own real property or a business within the City.
- (13) *Tourism Promotion Board.*
- a. Two (2) representatives from the tourism related businesses located within the City;
 - b. Two (2) representatives from the lodging businesses located within the City;
 - c. One (1) representative from the restaurant or retail businesses located within the City;
 - d. One (1) representative from the Glenwood Springs Chamber Resort Association; and
 - e. Three (3) citizens, at least two (2) who are residents of the City and that shall not have a direct or indirect financial interest in a business referenced in (a), (b) or (c) above and one (1) who is a resident that may have a financial interest in a business referenced in (a), (b) or (c) above.
- (14) *Arts and Culture Board.*
- a. Eight (8) members, at least five (5) of which are residents of the City, three (3) of which may reside outside of the City, and one (1) of which being a youth representative under the age of eighteen (18) or not having completed his or her final year of high school. Those representatives residing outside of the City must reside within the 81601 postal zip code area, own real property or a business within the City, or attend school within the City.
- (15) Council and Staff Participation on Boards and Commissions:
- a. The Mayor may appoint up to two (2) members of Council to act as a liaison between Council and a Board or Commission.
 - b. The City Manager may appoint a member of staff to assist a Board or Commission as necessary to fulfill their duties as provided for in 020.020.030.

(Code 1971 §§ 2-61, 4-75, 4-230, 15-2; 26-84 § 1; 19-89 § 1; 12-90 § 1; 54-90 § 1; 29-91 § 1; 10-93 § 1; 29-93 § 1; 7-94 § 1; 23-94 § 1; 10-95 § 1; 19-95 §§ 1, 2; 40-95 § 1; 28-97 § 1; 29-97 § 1; 1-01 § 1; 61-01 § 2; 14-03 § 1; 9-04 § 1; 20-05 § 2; 7-06 § 2; 13-06, § 2; 10-07 § 2; 6-08 § 2; 12-09 § 2; 12-10 § 2; 2-12 § 2; Ord. No. 2-2016, § 2(Exh. A), 2-4-2016; Ord. No. 16-2017, § 3, 8-17-2017; Ord. No. 2-2018, § 2, 1-18-2018; Ord. No. 6-2018, § 2, 3-1-2018; Ord. No. 21-2018, § 2, 9-20-2018; Ord. No. 2-2021, § 2(Exh. A), 4-15-2021)

020.020.030 Powers and duties of boards and commissions.

(a) *Local Liquor Licensing Authority.*

- (1) *Powers and duties of local liquor licensing authority.* The Local Liquor Licensing Authority shall have the powers granted to local licensing authorities pursuant to C.R.S. Title 12, Articles 46, 47, and 48, as amended.
- (2) *Temporary permits.* The City Clerk is hereby delegated the authority to issue temporary fermented malt beverage permits to license transferees, as authorized by C.R.S. § 12-46-106.5, as amended, and temporary permits for any class of liquor license as authorized by C.R.S. § 12-47-106.5, as amended. Each temporary permit shall authorize the transferee to continue selling fermented malt beverages and other licensed beverages in accordance with state law during the period in which an application to transfer is pending. The City Clerk may issue the temporary permit if: (a) the premises shall have been previously licensed by the State and the license is valid at the time the application for transfer is filed; (b) the application appears to be in order, an application for transfer of the appropriate license has been filed, all fees have been paid, the initial background check has been successfully completed, and the fingerprint cards have been completed; and (c) the application for the temporary permit is filed no later than thirty (30) days after the filing of the application for transfer and associated fees paid. No temporary permit issued by the City Clerk shall be for a period greater than one hundred twenty (120) days from the date of its issuance.
- (3) *Wine tastings.* The Local Liquor Licensing Authority is authorized to issue annual wine tasting permits pursuant to C.R.S. § 12-47-301 with the following conditions: (a) All requirements of C.R.S. § 12-47-301 have been met; and (b) Payment of an annual application fee of one hundred dollars (\$100.00); and (c) No more than one hundred four (104) wine tastings may be held during the term of any permit issued pursuant to this section; and (d) Permit holders shall notify the City Clerk and Police Department at least seven (7) days prior to any wine tasting.
- (4) *Rules, policies and procedures.* The Local Liquor Licensing Authority shall adopt rules, policies and procedures for the implementation of its duties and powers as those have been granted pursuant to C.R.S. Title 12, Articles 46, 47, and 48, as amended.
- (5) *Report to city council.* The Local Liquor Licensing Authority shall be required to report on all actions taken with respect to the issuance of or control over liquor licenses within the City to the City Council. Reports shall be made in a timely fashion to the City Council.
- (6) *Appeal to city council.* Any decision of the Local Liquor Licensing Authority may be appealed to the City Council within ten (10) calendar days, or at the next regularly scheduled meeting. City Council shall have the authority to sustain, modify or overturn the decision of the Local Liquor Licensing Authority. In any event, the City Council shall direct the Local Liquor Licensing Authority to take a particular action. The Local Liquor Licensing Authority shall conform to the written direction of the City Council within ten (10) calendar days from the date of the written directive.
- (7) *Appeal to district court.* Any person applying to the District Court for review of a decision of the Local Liquor Licensing Authority shall apply for review within thirty (30) days of the decision of the Local Liquor Licensing Authority. The thirty-day period shall be inclusive of the appeal process to City Council as outlined in Subparagraph (5) above.

- (b) *Powers and Duties of Airport Board.* The powers and duties of the Airport Board shall be to investigate, study and report to the City Council all matters concerning the airport facilities of the City and other matters concerning the subject of aviation which may be pertinent to the City as shall be requested of the Airport Board by the City Council; and such Board may investigate, study and report to the City Council on such other matters concerning the Municipal Airport as the Board may deem for the best interests of the City.

-
- (c) *Powers and Duties of Building Board of Appeals.* The powers and duties of the Building Board of Appeals shall be to hear appeals in accordance with the International Building Code, International Residential Code, International Fire Code, and the other adopted codes from the International Code Council, as adopted or amended by Title 060 of this Code. Such power shall not include matters of interpretation arising under the Code.
- (d) *Powers and Duties of Finance Advisory Board.* The Finance Advisory Board shall advise and assist the City Manager and Finance Director in the preparation of the City budget, the establishment of accounting systems for the City, the planning of expenses, the projection of revenues and the analysis of the other fiscal matters presented to the Board by the City Council. The Finance Advisory Board shall also be responsible for making recommendations to City Council regarding grants from the City's various grant programs as Council may establish from time to time. No decision of the Finance Advisory Board shall be binding upon the City or anyone acting on its behalf.
- (e) *Powers and duties of Parks and Recreation Commission.* The powers and duties of the Parks and Recreation Commission shall be:
- (1) To investigate, study and report to the City Council all matters concerning City parks and recreation within the City and other matters concerning the subject of parks and recreation which may be pertinent to the City and requested of such Commission by the City Council.
 - (2) To investigate, study and report to the City Council on such other matters concerning parks and recreation within the City as the Commission may deem in the best interests of the City.
 - (3) To provide technical assistance, advice and planning support to the Parks and Recreation Director and City Council regarding tree planting and maintenance needs in the City.
 - (4) To provide recommendations from time to time regarding the administration and implementation of Article 090.050 of this Code.
 - (5) To investigate, study and report to City Council all matters concerning the burial and internment facilities of the City and other such matters as may be requested by City Council from time to time.
 - (6) To investigate, study and report to City Council on such other matters concerning burial and internment facilities and such other similar matters as the Commission may deem in the best interests of the City.
 - (7) To investigate, study and report to City Council any and all matters concerning the use and operation of the City's Community Center.
 - (8) To coordinate with other City boards and commissions on any aspect of the Community Center that may relate to the powers and duties of such other boards and commissions.
 - (9) To investigate, study and report to City Council on grants, donations and other forms of funding to assist in the operation of the Community Center, and to otherwise advise City Council on budgetary needs related to the operation of the Community Center.
- (f) *Powers and duties of Planning and Zoning Commission.* The powers and duties of the Planning and Zoning Commission shall be:
- (1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.
 - (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.

-
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.
 - (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.
 - (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:
 - a. *Review of administrative decisions.* To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
 - b. *Variances.* To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.
 - (6) To perform such other functions as required by the provisions of Title 070.
 - (7) To service as the Building Board of Appeals.
 - (g) *Powers and duties of River Commission.* The powers and duties of the River Commission shall be:
 - (1) To investigate, study, and report to the City Council any and all matters concerning the use, enjoyment, conservation of the, rivers and streams in the City and its environs and the open space adjacent thereto, including water quality issues, the protection of valuable riparian ecosystems, and water rights matters.
 - (2) To advise the City Council on public access to and use of rivers and streams in the City and the adjacent environs and maintain and update a map related thereto as necessary.
 - (3) To advise the City Council on the use of municipally owned property adjacent to the rivers and City construction projects in the rivers or adjacent open space.
 - (4) To promote and celebrate riverfront cleanup efforts and public awareness of non-point source water pollution.
 - (5) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in the acquisition and improvement of the rivers and adjacent open space, and to otherwise advise the City Council on budgetary needs related to preservation of open space and river improvement.
 - (6) To appoint subcommittees as necessary to carry out the foregoing functions.
 - (7) To coordinate with the Parks and Recreation Commission, Roaring Fork Conservancy, Middle Colorado Watershed Council, and other organizations, stakeholders groups, and property owners as is necessary to carry out the foregoing functions.
 - (8) At the request of City Council hold an annual work session with the City Council to review the actions taken by the River Commission regarding the foregoing functions and discuss future plans.
 - (h) *Powers and duties of the Victim's and Witnesses Assistance and Law Enforcement Board.*

-
- (1) The Board shall designate one (1) of its members as chairman, shall establish rules of procedure and order and shall hold meetings as it might deem necessary.
 - (2) A surcharge equal to twenty-five (25) percent of the fine imposed for violation of all municipal ordinances, including ordinance violations under the Model Traffic Code, is hereby levied on each Municipal Court action resulting in a conviction, plea of guilty or no contest or in a deferred judgment and sentence, which municipal ordinance violation is charged pursuant to City ordinances. All calculated surcharge amounts resulting in dollars and cents shall be rounded to the nearest whole dollar. In the event a portion of the fine is suspended, the surcharge levied shall be computed based upon the original fine, regardless of whether a portion of said fine has been suspended. Said surcharges shall be paid to the Clerk of the Court by the defendant, and said Clerk shall deposit the money so received in the fund hereinafter created.
 - (3) The Victim's and Witnesses Assistance and Law Enforcement Fund, hereinafter referred to as the "Fund," consist of all monies paid as a surcharge as provided in Subsection (2) above. All monies deposited in the Fund shall be deposited in an interest-bearing account, and all interest earned by monies in the Fund shall be credited to the Fund. The City Manager, by and through the Finance Director, shall be responsible for establishing a separate fund for purposes of accounting for the revenues and expenditures. At the conclusion of each fiscal year, all monies remaining in the Fund shall remain in the Fund for allocation as hereinafter set forth.
 - (4) The Board shall disburse monies from the Fund in the following manner:
 - a. First, to the payment of all reasonable and necessary expenses and costs incurred by the Board in the performance of its duties, including but not limited to professional fees, office supplies and meeting expenses.
 - b. Second, not less than fifty (50) percent of the monies remaining in the Fund after the deduction of reasonable expenses and costs shall be allocated for the purchase of victims (and witnesses) services and reimbursements, as hereinafter set forth. No funds shall be paid except in those specific instances where a police report has been filed by the Police Department for an alleged violation of a municipal ordinance, regardless of whether the perpetrator has been identified, arrested or prosecuted.
 - c. Third, any remaining monies may be allocated to the Police Department for the following purposes, including, but not limited to: equipment purchases, training programs for personnel and the employment of additional personnel. Such funds shall not be used by the Police Department for defraying the costs of routine and ongoing operating expenses. No disbursement within this category of expenditure shall be made without the approval of the City Council following a written recommendation by the Board.
 - (5) Disbursement of funds by the Board on behalf of the victim's and witnesses assistance services may be used for the following purposes:
 - a. Provision of services for early crisis intervention;
 - b. Assistance in prompt return of victims' property;
 - c. Assistance to victims and witnesses in arranging transportation to and from court;
 - d. Provision of translator services;
 - e. Protection from threats of harm and other forms of intimidation;
 - f. Reasonable medical and hospital expenses and expenses incurred for dentures, eyeglasses, hearing aids or other prosthetic or medically necessary devices; and

-
- g. Losses resulting from property damage, including repair or replacement of property damaged as a result of crime or payment of the deductible amount on a residential insurance policy in an amount not to exceed five hundred dollars (\$500.00). Victims' recovery due to property damage shall not exceed five hundred dollars (\$500.00) for any crime, but in no case shall a loss be compensable if the aggregate property damages are less than twenty-five dollars (\$25.00).
- (6) The Board is authorized to accept and evaluate all applications for disbursement of funds, whether emanating from victims, witnesses or law enforcement agencies. Applications for disbursement shall be made upon forms prescribed by the Board, and made available by the Municipal Court and the Police Department. The Board shall establish its own criteria for evaluating applications for disbursement, and nothing herein contained shall obligate the Board to make disbursement of any funds available to it. Upon a finding by the Board that a disbursement shall be made from the Fund, the Board shall submit a written request for payment to the Finance Department, which shall then remit payment in accordance with the request.
- (7) The Board is required to submit minutes of its meetings to the City Council at the next regular Council meeting following the Board's meeting.
- (i) *Powers and duties of Transportation Commission.* The powers and duties of the Transportation Commission shall be:
- (1) To investigate, study and report to the City Council any and all matters concerning transportation issues which directly affect the City.
 - (2) To investigate, study and report to the City Council on other intergovernmental committees, boards or commissions working on transportation issues in the Tri-County (Pitkin, Garfield and Eagle) area.
 - (3) To meet with the City Council on an annual basis to identify which transportation issues require priority attention.
 - (4) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in meeting the transportation needs of the City.
 - (5) To perform functions concerning oversight of transportation issues or functions as delegated by the City Council.
 - (6) To appoint subcommittees as necessary to carry out the foregoing functions subject to the approval of the City Council.
- (j) Reserved.
- (k) *Powers and duties of Glenwood Springs Housing Commission.* The powers and duties of the Housing Commission shall be:
- (1) To investigate, study and report to the City Council any and all matters concerning housing issues which directly affect the City, including the preparation of a Comprehensive Housing Affordability Strategy (CHAS).
 - (2) To assist City Council in defining the nature and scope of housing opportunities in the City.
 - (3) To meet with the City Council on an annual basis to identify which housing issues require priority attention.
 - (4) To investigate, study and report to the City Council on grants, donations and other forms of funding to assist in meeting the housing needs of the City.
 - (5) To perform functions concerning oversight of housing issues or functions as delegated by the City Council, including monitoring the implementation of activities as described in the CHAS.

-
- (6) To appoint subcommittees as necessary to carry out the foregoing functions subject to the approval of the City Council.
- (l) *Powers and duties of Historic Preservation Commission.* The powers and duties of the Historic Preservation Commission shall be:
- (1) To recommend to City Council methods for the protection and preservation of the City's historic and cultural heritage, including, but not limited to, the designation of historic landmarks and districts by appropriate regulations.
 - (2) To recommend to City Council methods for enhancing property values and the stabilization of historic neighborhoods.
 - (3) To recommend to City Council methods for increasing economic and financial benefits, including, but not limited to, City attractions.
 - (4) To provide educational opportunities to increase public appreciation of the City's unique heritage.
 - (5) To do any other tasks related to the historic preservation of resources in the community of Glenwood Springs.
- (m) *Powers and duties of Tourism Promotion Board.* The powers and duties of the Tourism Promotion Board shall be:
- (1) To investigate, study and report to the City Council:
 - a. All matters concerning tourism marketing and promotion that pertain to the benefit of Glenwood Springs and the area within the 81601 postal zip code; and
 - b. Other matters concerning the subject of tourism marketing and promotion which may be pertinent to the benefit of the City and the area within the 81601 postal zip code.
 - (2) To coordinate with City staff, community organizations, community businesses, and other boards and commissions, when applicable to efficiently market and promote tourism to the benefit of Glenwood Springs and the area within the 81601 postal zip code.
 - (3) To, at its discretion, and in addition to initiatives that directly market and promote features and attractions within the City and the area within the 81601 postal zip code, market and promote the geographical proximity of Glenwood Springs to other features and attractions outside of the 81601 postal zip code in ways that could reasonably be expected to benefit the City.
 - (4) To establish rules of procedure and order for the Board to follow.
 - (5) To review tourism marketing plans; to set tourism marketing goals, to determine the methods to accomplish and measure success in accomplishing those goals; to determine the appropriate staff and marketing contractor(s)/vendor(s) resources needed; to recommend to the City Council an annual tourism marketing budget; to recommend, to the City Council, award of contract(s) for the best candidate for contract staff and marketing contractor(s)/vendor(s), deemed necessary, based upon an approved Request for Proposal, Request for Qualification or other process; and to provide oversight of performance of contract staff and marketing vendor(s)/contractor(s) contract terms to ensure the efficient and effective implementation of the marketing goals and to report problems with performance to City Council.
 - (6) To meet with the City Council on an annual basis, or as often as requested by the City Council, to identify marketing priorities of the City.
 - (7) To complete all other duties as may be directed by City Council.
- (n) *Powers and duties of Arts and Culture Board.* The powers and duties of the Arts and Culture Board shall be:

-
- (1) To promote awareness, access, and appreciation of the fine, performing, and practical arts for City residents and visitors.
 - (2) To advise the City Council in connection with all matters relating to the artistic and cultural development of the City.
 - (3) To provide opportunities for cultural and art experience and education for children and adults.
 - (4) To promote increased interaction and collaboration among artists, art-related organizations, and opportunities for growth and exposure.
 - (5) To promote knowledge and appreciation for cultural forms of artistic expression.
 - (6) To make recommendations to the City Council with respect to fundraising and annual budget appropriations for the arts.
 - (7) To advise and consult with local arts groups as requested by such groups or by the City Council.

(Code 1971 §§ 2-64.1, 2-2, 2-65[a], [b], 2-65.1, 4-78, 4-232, 4-155, 15-2; 26-84 § 3; 19-89 § 3; 12-90 § 1; 54-90 § 3; 39-91 § 3; 10-93 § 2; 29-93 § 3; 7-94 § 3; 17-94 § 1; 23-94 § 3; 10-95 § 3; 11-95; 19-95 § 3; 46-95 § 1; 55-95 § 1; 28-97 § 3; 29-97 § 5; 32-97 § 1; 42-00 § 1; 61-01 § 3, 4, 5; 61-02 § 4; 9-04 § 1; 20-04, § 1; 33-05, § 2; 7-06 § 3; 13-06, § 2; 6-08 § 2; 12-10 § 2; 2-12 § 2; Ord. No. 16-2017, § 4, 8-17-2017; Ord. No. 2-2018, § 3, 1-18-2018; Ord. No. 6-2018, § 3, 3-1-2018; Ord. No. 21-2018, § 3, 9-20-2018; Ord. No. 2-2021, § 2(Exh. A), 4-15-2021)

020.020.040 Appointment, removal, term and vacancies of boards and commissions.

- (a) *Appointment and term of members.* Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule:

- (1) February:
 - Planning and Zoning Commission;
 - Finance Advisory Board;
 - Tourism Promotion Board;
 - Building Board of Appeals.
- (2) March:
 - Transportation Commission;
 - Arts and Culture Board;
 - Parks and Recreation Commission;
 - Airport Board;
 - River Commission.
- (3) April:
 - Local Liquor Licensing Authority;
 - Victim's Witnesses Assistance and Law Enforcement Board;
 - Historic Preservation Commission;

Glenwood Springs Housing Commission.

- (b) *Alternate members.* The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.
- (c) *Limit to term of members.* No board member shall serve more than two (2) successive terms on the same board or commission.
- (d) *Removal of members.* All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.
- (e) *Vacancies.* The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018 , § 2, 4-20-2018; Ord. No. 29-2020 , § 2, 1-7-2021)

[View results](#)

Respondent

20

Anonymous

15:30

Time to complete

Planning and Zoning Commission Application

Thank you for your interest and time commitment in serving your community. Please complete all questions on this application.

Please note that appointments can be for either a regular seat or an alternate seat.

Composition of the Planning and Zoning Commission:

(as defined in Title 020 of the Glenwood Springs Municipal Code)

a. Seven (7) citizens who are residents of the City.

Personal Information

1 Member hip Qualifications *

Are you a resident of Glenwood Springs within city limits? You must be a resident within city limits to qualify

☒ Yes

☐ No

2. Name *

Linda Holloway

3 Home Address *

[REDACTED]

4. Mailing Address *

[REDACTED]

5. Home Phone *

[REDACTED]

6 Work Phone *

[REDACTED]

7. Mobile Phone *

[REDACTED]

8 Email Address *

[REDACTED]

9. Occupation *

n/a

Personal and Professional Interests

10. Why are you interested in serving on the Planning and Zoning Commission? *

To serve the City

11 What do you view as your role if elected as a member to the Planning and Zoning Commission? *

To learn and understand each matter that is before the P&Z

12. What experience have you had in the land use approval process? *

Interest in, and learning about, land use in the City.

13 Do you have any particular area of interest or a particular perspective relating to land use development in Glenwood Springs? *

I am interested in appropriate conservation of what we already have that works and in additional sensible land use

14. Can you describe an experience making a decision that made people unhappy? *

I want to hear and understand different points of view, and how people came to those views.

Then I try to describe what led me to my point of view.

15. Can you separate yourself from personal opinions and represent the City's goals, policies, plans, and the Glenwood Springs Municipal Code in an equitable fashion? *

I believe I can do this.

16. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for meetings. Do you have any existing time commitments that will hamper your ability to serve? *

I have the time to read and prepare for meetings.

17. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? *

I believe I understand the function of P&Z.

18. What experience do you have working with people on a board, commission, or committee? *

I was on the Friends of the Library committee for several years. I also was part of the group regarding the bike and walking paths for the canyon.

19. Please enter today's date. *

12/26/2023



20. Have you served on the Planning and Zoning Commission before? *

☒ No

☐ Yes

Powers and Duties of the Planning and Zoning Commission

(as defined in Title 020 of the Glenwood Springs Municipal Code)

f Powers and Duties

The powers and duties of the Planning and Zoning Commission shall be

- (1) To develop and recommend a master plan subject to the approval of the City Council and its environs in accordance with the provisions of this Code and the laws of the State
- (2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State
- (3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code
- (4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code
- (5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including
 - a Review of administrative decisions To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code
 - b Variances To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered
- (6) To perform such other functions as required by the provisions of Title 070
- (7) To serve as the Building Board of Appeals

Appointment, Removal, Term and Vacancies of Boards and Commissions

(Per the Glenwood Springs CO Municipal Code 020 020 040)

(a) Appointment and term of members Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule

February

Planning and Zoning Commission;

(b) Alternate members The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.

(c) Limit to term of members No board member shall serve more than two (2) successive terms on the same board or commission.

(d) Removal of members All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.

(e) Vacancies The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018, § 2, 4-20-2018)

[View results](#)

Respondent

18

Anonymous

55:15

Time to complete

Planning and Zoning Commission Application

Thank you for your interest and time commitment in serving your community. Please complete all questions on this application.

Please note that appointments can be for either a regular seat or an alternate seat.

Composition of the Planning and Zoning Commission:

(as defined in Title 020 of the Glenwood Springs Municipal Code)

a. Seven (7) citizens who are residents of the City.

Personal Information

1. Membership Qualifications *

Are you a resident of Glenwood Springs within city limits? You must be a resident within city limits to qualify.

☒ Yes

☐ No

2. Name *

Gregory Cowan

3. Home Address *

[REDACTED]

4. Mailing Address *

[REDACTED]

5. Home Phone *

[REDACTED]

6. Work Phone *

[REDACTED]

7. Mobile Phone *

[REDACTED]

8. Email Address *

9. Occupation *

Owner/Operator of Defiance Rafting Company and Defiance River Outfitters

Personal and Professional Interests

10. Why are you interested in serving on the Planning and Zoning Commission? *

As a resident, I care about maintaining the authentic, historical, and unique characteristics of my community. And as a business owner focused on visitors to our community, I understand the challenges that exist in maintaining those attributes while simultaneously sharing in their appeal.

11. What do you view as your role if selected as a member to the Planning and Zoning Commission? *

I am applying for the open alternate position. I will approach the role as though I am an active member by diving in and doing the requisite homework to become well-versed on—not only the Commission's guiding documents—but the specific issues presented before P&Z.

12. What experience have you had in the land use approval process? *

I worked alongside COGS Community Development on the land use change and approval process when Defiance acquired a distressed property in West Glenwood.

In my previous role as a public lands attorney, I engaged in myriad land use discussions between local government, state government, and the federal government.

13. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs? *

I'm interested in creating ways to maximize economic vitality and single-family livability in an inventory-restricted environment.

14. Can you describe an experience making a decision that made people unhappy? *

As a business owner, I am often in the position of having to communicate unfortunate news alongside the good. It's not fun. But I've found it's important to be honest while providing supporting rationale with the people you are leaving unhappy; doing so simultaneously acknowledges their presence and concerns in a non-patronizing manner.

15. Can you separate yourself from personal opinions and represent the City's goals, policies, plans, and the Glenwood Springs Municipal Code in an equitable fashion? *

I can. In my formal role as a legal advisor for local governments, I took my responsibility for understanding the issues, legal parameters, and the personalities engaging in the issues seriously. It ultimately led my counsel to be solutions-oriented and grounded in the facts.

16. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for meetings. Do you have any existing time commitments that will hamper your ability to serve? *

Yes, it is a responsibility I can fold into existing obligations.

17. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? *

Generally, yes. With the caveat that I have much to learn from this particular commission and the dynamics between city staff and the city council.

18. What experience do you have working with people on a board, commission, or committee? *

I provided legal counsel to the counties of Wyoming on public lands issues. I presented before individual county boards, state legislative committees, and state agencies. I also facilitated meetings between county commissioners and federal officials.

19. Please enter today's date. *

2/17/2023



20. Have you served on the Planning and Zoning Commission before? *

☒ No

☐ Yes

Powers and Duties of the Planning and Zoning Commission

(as defined in Title 020 of the Glenwood Springs Municipal Code)

f. Powers and Duties

The powers and duties of the Planning and Zoning Commission shall be:

(1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.

(2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.

(3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.

(4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.

(5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:

- a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
- b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.

(6) To perform such other functions as required by the provisions of Title 070.

(7) To service as the Building Board of Appeals.

Appointment, Removal, Term and Vacancies of Boards and Commissions

(a) Appointment and term of members. Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule:

February:

Planning and Zoning Commission;

(b) Alternate members. The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.

(c) Limit to term of members. No board member shall serve more than two (2) successive terms on the same board or commission.

(d) Removal of members. All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.

(e) Vacancies. The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018 , § 2, 4-20-2018)

[View results](#)

Respondent

19

Anonymous

03:09

Time to complete

Planning and Zoning Commission Application

Thank you for your interest and time commitment in serving your community. Please complete all questions on this application.

Please note that appointments can be for either a regular seat or an alternate seat.

Composition of the Planning and Zoning Commission:

(as defined in Title 020 of the Glenwood Springs Municipal Code)

a. Seven (7) citizens who are residents of the City.

Personal Information

1. Membership Qualifications *

Are you a resident of Glenwood Springs within city limits? You must be a resident within city limits to qualify.

☒ Yes

☐ No

2. Name *

John Houghton

3. Home Address *

[REDACTED]

4. Mailing Address *

[REDACTED]

5. Home Phone *

[REDACTED]

6. Work Phone *

[REDACTED]

7. Mobile Phone *

[Redacted]

8. Email Address *

[Redacted]

9. Occupation *

Permit Coordinator, Pitkin County Community Development

Personal and Professional Interests

10. Why are you interested in serving on the Planning and Zoning Commission?

*

I love living in Glenwood and I have strong feelings about the path that I think the city should be pursuing when it comes to land use, development, and redevelopment.

11. What do you view as your role if selected as a member to the Planning and Zoning Commission? *

I view the role of the planning and zoning commission as one of stewardship for the built environment and the city's inhabitants. It is the responsibility of the planning and zoning commission to take staff input, ask thoughtful questions, and provide informed recommendations or decisions on both short and long term issues. At times it may also be necessary to interpret the land use code.

12. What experience have you had in the land use approval process? *

I interact with land use approvals daily in my role as a permit coordinator. Cases I've worked on have had BOCC resolutions, administrative decisions, letters of exemption, board of adjustment variances, and planning and zoning resolutions. I routinely take the first pass at ensuring proposed development complies with the conditions of land use approval.

13. Do you have any particular areas of interest or a particular perspective relating to land use development in Glenwood Springs? *

I'm interested in the development of "missing middle" housing, infill housing, transit-oriented development (zoning that encourages dense, mixed use around public transit), and exploring how responsible development fits into the city's strategic vision and climate goals.

14. Can you describe an experience making a decision that made people unhappy? *

In one of my previous jobs as a high school rowing coach I frequently had to make tough decisions that disappointed both athletes and parents. It's difficult to tell someone who has worked hard and done all that's been asked of them that it's not enough. When having these discussions I always focused on how the decisions helped the team.

15. Can you separate yourself from personal opinions and represent the City's goals, policies, plans, and the Glenwood Springs Municipal Code in an equitable fashion? *

Yes I can, I am familiar with enacting policies and code in an equitable manner through my work at Pitkin County.

16. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for meetings. Do you have any existing time commitments that will hamper your ability to serve? *

I do not have any existing time commitments that would prevent me from serving.

17. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? *

I am aware that the Planning and Zoning Commission will at times need to make decisions on contentious issues such as what is a qualifying hardship for a variance or deciding if there is an error in an administrative decision. I am also aware that Glenwood Springs municipal code designates the planning and zoning commission as the building board of appeals and in instances where an applicant disagrees with a determination by the building official the planning and zoning commission will need to hear the appeal.

18. What experience do you have working with people on a board, commission, or committee? *

I have no experience on a public facing board, commission, or committee. I am obviously familiar with collaboration and working as a team.

19. Please enter today's date. *

4/19/2023



20. Have you served on the Planning and Zoning Commission before? *

☒ No

☐ Yes

Powers and Duties of the Planning and Zoning Commission

(as defined in Title 020 of the Glenwood Springs Municipal Code)

f. Powers and Duties

The powers and duties of the Planning and Zoning Commission shall be:

(1) To develop and recommend a master plan subject to the approval of the City Council and its environ in accordance with the provisions of this Code and the laws of the State.

(2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State.

(3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code.

(4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code.

(5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including:

- a. Review of administrative decisions. To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code.
- b. Variances. To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site. Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions. Variances from permitted and special review uses in zone district text shall not be considered.

(6) To perform such other functions as required by the provisions of Title 070.

(7) To service as the Building Board of Appeals.

Appointment, Removal, Term and Vacancies of Boards and Commissions

(a) Appointment and term of members. Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office. Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule:

February:

Planning and Zoning Commission;

(b) Alternate members. The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission. If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting. The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended. The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member.

(c) Limit to term of members. No board member shall serve more than two (2) successive terms on the same board or commission.

(d) Removal of members. All appointed members of a board or commission shall be subject to removal, at any time, by the City Council. In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated.

(e) Vacancies. The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term.

(Code 1971 §§ 2-63, 2-64, 2-67; 6-95 § 1; 10-07 § 2; Ord. No. 9-2018 , § 2, 4-20-2018)

[View results](#)

Respondent

21

Anonymous

19:37

Time to complete

Planning and Zoning Commission Application

Thank you for your interest and time commitment in serving your community. Please complete all questions on this application.

Please note that appointments can be for either a regular seat or an alternate seat.

Composition of the Planning and Zoning Commission:

(as defined in Title 020 of the Glenwood Springs Municipal Code)

a. Seven (7) citizens who are residents of the City.

Personal Information

1 Member hip Qualifications *

Are you a resident of Glenwood Springs within city limits? You must be a resident within city limits to qualify

☒ Yes

☐ No

2. Name *

Joy C White

3 Home Address *

[REDACTED]

4. Mailing Address *

[REDACTED]

5. Home Phone *

[REDACTED]

6 Work Phone *

[REDACTED]

7. Mobile Phone *

[REDACTED]

8 Email Address *

[REDACTED]

9. Occupation *

Real Estate Broker

Personal and Professional Interests

10. Why are you interested in serving on the Planning and Zoning Commission? *

I am passionate about strategic planning in this beautiful community that we call home. I enjoy serving our community to provide insight into housing and community needs as it relates to development and overall city planning

11 What do you view as your role if elected as a member to the Planning and Zoning Commission? *

A commissioner that is mindful of the comprehensive plan and the goals that the residents of Glenwood Springs has established to create the community we envision for a Glenwood future; balanced with the raw data that dictates needs for development to create a sustainable and livable, mountain-town environment.

12. What experience have you had in the land use approval process? *

I have been on the Planning and Zoning Commission for two years now and have had the opportunity to hear and be a part of the approval process of many planning file applications

13 Do you have any particular area of interest or a particular perspective relating to land use development in Glenwood Springs? *

Because I work in the housing industry, it is incredibly important for me to see sustainable living situations for a broad sector of Glenwood Springs residents

14. Can you describe an experience making a decision that made people unhappy? *

I negotiate real estate transactions and in doing so there are most times one or two parties that I am having to bring to a middle ground to reach an overarching goal. This often leaves one or more party initially feeling unhappy through transaction negotiations, but with careful navigation it is hopeful that people understand that ultimately the larger goal is accomplished.

15. Can you separate yourself from personal opinions and represent the City's goals, policies, plans, and the Glenwood Springs Municipal Code in an equitable fashion? *

Yes, I have found through my experience on P&Z that there are statutes, ordinances and code that dictate much of what we can and cannot do as a quasi-judicial commission. It has been imperative to use these tools as guidelines through the decision-making process regardless of my personal opinions.

16. The Planning and Zoning Commission members generally attend two meetings a month and can have extensive packet materials to review in preparation for meetings. Do you have any existing time commitments that will hamper your ability to serve? *

No

17. Are you aware of and understand the quasi-judicial function of the Planning and Zoning Commission? *

Yes

18. What experience do you have working with people on a board, commission, or committee? *

I have worked on various volunteer boards over the years through non-profit involvement and have just completed my 2nd year on the Planning and Zoning Commission.

19. Please enter today's date. *

1/3/2024



20. Have you served on the Planning and Zoning Commission before? *

☐ No

☒ Yes

Reappointment Applicants

21. Why do you think you should be reappointed? *

I believe I bring a sincere perspective to the commission that intends to uphold our comprehensive plan that has been crafted by the community; while also understanding our governing legal guidelines that must be upheld. I am passionate about continued knowledge of city development and hope to continue to bring my first-hand knowledge of housing challenges to the commission.

22. Have you served two full successive terms on the Planning and Zoning Commission? *

Yes

(as defined in Title 020 of the Glenwood Springs Municipal Code)

f Powers and Duties

The powers and duties of the Planning and Zoning Commission shall be

(1) To develop and recommend a master plan subject to the approval of the City Council and its environs in accordance with the provisions of this Code and the laws of the State

(2) To recommend to the City Council boundaries of zone districts and regulations to be enforced therein, in accordance with the provisions of this Code and the laws of the State

(3) To review proposals relating to subdivision, development and use of land and make decisions or recommendations on such proposals, in accordance with the procedures and provisions set forth in this Code

(4) To hear and decide appeals wherein there is a question of interpretation of the zone district map, the master plan or related documents and similar questions as they may arise in the administration of this Code

(5) The Planning and Zoning Commission shall have the duty and power to act on appeals with regard to matters arising from enforcement of provisions of Title 070 of this Code, including

- a Review of administrative decisions To hear and decide appeals where it is alleged there is error in any action, including any order, interpretation, requirement, decision or determination made by an administrative official of the city in the enforcement of Title 070 of this Code
- b Variances To hear and decide requests for variances from the zoning provisions and sign regulation provisions where there are unique, unnecessary and unreasonable hardships in the way of carrying out the strict letter of said provisions; and to hear and decide requests for variances to allow deviations from restrictions upon the construction and placement of buildings and other structures on site Examples of such variances include, but are not limited to, modifications of minimum area requirements, building coverage and setback restrictions Variances from permitted and special review uses in zone district text shall not be considered

(6) To perform such other functions as required by the provisions of Title 070

(7) To serve as the Building Board of Appeals

Appointment, Removal, Term and Vacancies of Boards and Commissions

(Per the Glenwood Springs CO Municipal Code 020 020 040)

(a) Appointment and term of members Except as otherwise provided, all appointments to the boards and commissions shall be by the City Council for terms of three (3) years each, and each member shall serve until his/her successor is appointed and takes office; provided, however, that the initial terms of office may be shortened by the City Council so as to provide overlapping terms of office Appointments shall expire the day before the first regular meeting of the City Council in each month according to the following schedule

February

Planning and Zoning Commission;

(b) Alternate members The City Council at its discretion may appoint up to three (3) persons as alternate members for each board or commission If a regular member of a board or commission is to be absent from a meeting, the presiding officer for the meeting may select an alternate member to fill such absence and to attend and serve at the meeting The alternate member may exercise all powers at the meeting which the absent regular member could exercise, and the alternate's powers and privileges shall terminate at the end of the meeting attended The presiding officer may at his/her discretion select the same alternate to serve at successive meetings in the absence of any member

(c) Limit to term of members No board member shall serve more than two (2) successive terms on the same board or commission

(d) Removal of members All appointed members of a board or commission shall be subject to removal, at any time, by the City Council In the event an appointed member of a board or commission ceases to qualify for membership, his or her appointment is immediately terminated

(e) Vacancies The City Council shall fill all vacancies on boards and commissions by appointment for the unexpired term

(Code 1971 §§ 2 63, 2 64, 2 67; 6 95 § 1; 10 07 § 2; Ord No 9 2018 , § 2, 4-20 2018)



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Update on 27th Street Underpass

Action Requested: Update on project status.

Department: City Administration

Presented By:

Strategic Goals: Provide Efficient and Responsive City Government
Preserve and Improve Infrastructure

Background Info: NA

Issues: NA

Fiscal Impact: NA

Legal Review: NA

Staff Recommendation: NA



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Athletic Fields in Glenwood

Action Requested: Hear a presentation about the possibility of building a soccer field.

Department: City Administration

Presented By: Steve Boyd

Strategic Goals: Protect and Preserve our Quality of Life

Background Info: Community members want to address Council with an idea to build a soccer field in the open space adjacent to the 14th Street pedestrian bridge.

Issues: Unknown at this time.

Fiscal Impact: Unknown at this time.

Legal Review: NA

Staff Recommendation: NA



Mission Statement

To identify vital projects for Glenwood Springs sports and to find a way to fund and build them to

create legacy projects for our kids and the community

Goals

To create a board and expand the projects we are able and willing to do through more fundraising and connections in the community (for the kids of Glenwood Springs)

Previous projects

Hoop d' Ville Basketball Tournaments to raise money for sports projects throughout Glenwood



Complete reconstruction and replacement of Public Basketball Courts at Sayre Park-2022



High School Football Sheds-scraped and repainted -2023



BEFORE

AFTER

Basketballs distributed to any kids in need of a basketball to have or shoot with-2023



Purchased a mini bus to transfer valley kids to various events for basketball, baseball, football, and soccer games



Started a commercial lemonade stand to help kids learn business basics and earn credits for sports gear by working the stand at various events (Strawberry Days, Glenwood Springs 4th of July, Garfield County Events)



Future Projects

Mini projects

- *Additional basketball holders and balls at other parks
- *Paint dugouts, sheds, etc. for schools and parks
- *Get football field at high school healthy and green again

Larger projects

- *New entrance into the GWS Football Stadium
- *Permanent outfield fencing at Sopris (for youth baseball tournaments)
- *Indoor batting cage in Glenwood -middle school?

Board

Michael Picore-Founder	Football/Basketball/baseball
Whit Whitaker	Football/Baseball/basketball
Tom Will	Baseball/Basketball
Ryan Ivy	Baseball/basketball
Jason Neuman	Football/Baseball
Matt Langhorst	Football/Baseball/basketball
Nick Adams	GWS Parks & Rec BMX

Ask for City Council

We are asking for a commitment to move forward with developing the land below the high school as a new City of GWS park. We would work with the City, the School District and our Foundation in developing plans to plan and develop the new park.

Plan for Land

- | | |
|----------------|--|
| Phase 1 | Get approval from city and find funding to move forward with a survey and landscape plans for 2 initial fields (1 baseball, 1 soccer, indoor batting cage, bathroom/changing room) |
| Phase 2 | Move forward with irrigation/drainage and get fields in place.

Install baseball fields fencing, dugouts

River path put in for walking/biking-lighting

Building built for bathrooms/changing rooms and indoor batting cage |

Funding

- 1.) capital raising through private donations-\$250k
- 2.) pursue grants through City/State
- 3.) naming of park for majority of funding

Support for Park

Michael & Kristi Picore

Bay Equity Home Loans

GWS Education Foundation Founder, Hoop d'Ville Foundation Founder, Founder-Restaurant Takeovers, GWS Winter Wonderland Founder, Chamber of Commerce Board Member, Citizen of the Year, Youth football, basketball, baseball and softball coach. 7th grade girls middle school coach

Kirstie Ennis

Kirstie Ennis Foundation Founder, ESPY Award Winner, International Hall of Fame Recipient, Loretta King Freedom Award Recipient

Craig Denney

GWS High School Athletic Director

John Neil

Founder Neil Garing Insurance, Citizen of the Year

Jennifer Rose

GM Bighorn Toyota,
Athena YP Recipient, Board Member Dealer Council, Toyota Advertising Board, Riverbridge Fundraising Board, GWS Winter Wonderland Founder, Volunteer GWS Education Foundation Volunteer, Ambassador Board Habitat for Humanity

Sandi Decrow

GWS Middle School Vice Principal

Jim Yellico

Garfield County Assessor, Youth for Christ

Jon & Tara Harman

CB Realtor/GWS Chamber of Commerce

Colton & Sharaya Cowan	First String Owner/CMU-HR Vice President Youth soccer and basketball coach, All State GWS Women's Basketball, All State Football Grand Valley, All American Mesa University Women's Basketball, GJ Blackout Basketball Operations Youth basketball, soccer coach
Sean & Shauna DeMoraes	Owner Sothebys Realty
Rocky & Kimmie Rauman	Realtor EXP Realty Youth football/wrestling coach
Steve Zeder	Owner Bighorn Toyota
James & Andrea Ring	Decypher/Buddy Program
Joy & Kevin White	CB Realtor/Teacher RE-1
Patrick & Isabel Drake	Owners Blue Sky Raftin Youth football coach
Kyle & Megan Kappeli	Owners PPM Youth basketball coach, 8 th grade boys bkb coach
Caleb & Kelsey Koski	
Phil & Jennifer Stowe	Owners Mountain Pest Youth basketball coach, GWS Varsity Track coach
Justin & Rebecca Hale	Owners Citadel Security Youth baseball, football and softball coach
Robert Peters	Youth baseball, basketball coach

Hollis & Anne Marie Kelley	Edward Jones Youth baseball/basketball coach
David & Kuree Perez	Owners Aspen Tile Youth baseball/basketball coach, head coach of Goats
Jordan Decrow	GWS Assistant Athletic Director Varsity Women's coach
Jeremy & Becky Joslin	Bay Equity Home Loans/Dahl Plumbing GWS Varsity Hockey Coach, GWS Varsity Swim Coach
Mike & Debbie Wilde	Former Youthzone Director, Citizens of the Year
Angie & Scott Anderson	CEO GWS Chamber of Commerce/RE-1 Teacher
Steve Carter	Remax Realtor GWS Varsity Football Coach
Trey Fox	Owner-CPA GWS Varsity Football Coach
Jason & Gina Neuman	Owners DM Neuman Construction Youth football, baseball coach
Katie and Buck Erickson	Bay Equity Home Loans/Aspen SkiCo-Buttermilk youth ski coach
Nate & Gracie Grinzinger	Crown Mountain Rec Manager Youth baseball coach
Kevin & Sharon Brady	Cooper Wine & Spirits Youth baseball coach

Ted & Amber Gallegos	Regional Manager Bay Equity Home Loans Youth soccer coach, wrestling coach
Peter Freidel	Raymond James Advisor 7 th Grade asst. basketball coach
Bill & Ann Marie Deter	Bank of Colorado Manager/CMC
Dave Cardiff	GWS Football Coach
John Stelzreide	Alpine Bank Market Manager
Trenton Halligan	Owner Culvers-Rifle Chaos Basketball Founder, youth basketball coach
Laurie & Josh Taylor	All Kids Dental/CMC Youth basketball/soccer Coach, 7 th grade girls basketball coach
Arnold & Allison Nimmo	Co. Fire District Youth football/basketball/baseball coach
Lucas & Gracie Huttenhower	Martin Ins/RE-1 youth football, basketball coach
Danny & Andrea Stewart	Carbondale Chamber of Commerce Youth football/basketball coach
Tina & Derrick Cox	RE-1/Valley View Hospital
Mike Vidakovich	Carbondale Girls Varsity Coach, 1979 State Champion Mens Basketball
Brian & Jennifer Markovich	Grand Valley Hospital Youth football coach

John & Kirby Ingelhart	Mountain West Ins./Eschelman Const. Sub Teacher Re-2, Two Rivers Pres. United Mountain Soccer, Asst. Coach Coal Ridge Men's Soccer, U13 Co. Mtn. United Soccer Coach
Susie Meraz & Mario Delgadillo	Bay Equity Home Loans
Ray Alexander & Brandy Held	Roaring Fork Swap/Roaring Fork Road & Weather
Jess & Taylor Westley	Partner Mountain West Ins. Youth football/basketball coach, Tae Kwon Do Coach
Steve & Jennifer Van Dyke	Owner River Valley Ranch Golf Club/Partner-Property Shop Youth golf and basketball coach
Stephanie Delgadillo	Bay Equity Home Loans
Amanda & Bryan Schard	Owners-Aspen Valley Tile and Stone/Bay Equity
Nick Adams & Becky Ciani	GWS Rec Director/Realtor Coldwell Banker MM Youth BMX
Whit & Sophie Whitaker	Youth baseball, basketball, football coach
Tom & Summer Will	Youth baseball and basketball coach
Ryan Ivy	Youth baseball/basketball coach
John & Amanda Murray	Owners-Murray Dental Youth football/hockey coach
Janelle & Gus Lundin	Owner Property Shop/Lundin & Lundin CPA Athena YP Recipient

Initial Plan for new park in Glenwood Springs





HIGH SCHOOL
PARKING LOT

WALKING ACCESS TO
FIELDS FROM HIGH
SCHOOL PARKING AREA.

WALKING ACCESS TO FIELDS FROM
ADJACENT NEIGHBORHOOD.

FIELD SIZED FOR MINORS,
MAJORS AND 50-70 BASEBALL
LEAGUES.

70.0'

BATTING CAGES
50'X100'

230.0'

180.0'

HIGH SCHOOL
SOCCER FIELD, ALSO
FITS UP TO TWO U-6
THROUGH U-10 FIELDS.

300.0'

FIELD TO DOUBLE
AS PARAGLIDER
LANDING ZONE.

RIVER WALK
TRAIL.

CHANGING ROOM/
BATHROOMS
30'X30'

WALKING ACCESS TO FIELDS
FROM HIGH SCHOOL PARKING
AREA AND ADJACENT
NEIGHBORHOOD.

HIGH SCHOOL
PARKING LOT



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Planning File #63-23, "The Benedict" Major Site/Architectural Plan Review
Action Requested:	Approval, continuance, or denial of a Major Site/Architectural Plan Review for The Benedict, a proposed development at 2800 Midland Ave.
Department:	Economic and Community Development
Presented By:	Watkins Fulk-Gray, Hannah Klausman
Strategic Goals:	Protect and Preserve our Quality of Life
Background Info:	The Benedict is a proposed affordable senior housing project proposed by a partnership spearheaded by Catholic Charities Housing, which is an arm of the Catholic Archdiocese of Denver. Catholic Charities Housing owns and operates about 2,000 affordable homes in Colorado. The proposed project is located on an approximately half-acre lot on the 27th St. roundabout at the corner of Midland Ave. and 27th St. The Benedict proposal includes 34 one-bedroom apartments affordable for people aged 55 or older who make between 30% and 80% area median income (AMI), which equates to monthly rent of approximately \$558 to \$1,489. Planning & Zoning Commission unanimously recommended approval of the project on December 12th with the conditions as written in the P&Z Staff Report, which is an attachment here. The P&Z Staff Report also contains greater detail about the project and about code compliance than this report does. The project includes a parking reduction approved administratively in January of 2023. The applicant received approval for a reduction from 58 spaces to 42 spaces by meeting the following parking alternative methods in the Municipal Code: providing structured parking (an underground parking garage for 25 spaces), providing bicycle parking beyond code requirements, and supplying bus passes to all residents that do not qualify for free bus passes. City Council also approved a waiver of the project's system improvement fees, totaling approximately \$360,000, in July 2023.
Issues:	The proposed development meets all requirements of the Municipal Code except the following standards: 1. Planting strip requirements a. Width of planting strip: tapers from 0 feet to the required five feet b. Street trees: none included in landscaping plan 2. Building orientation 3. Height transitions on east side of proposed building

The planting strip's noncompliant elements, planting strip width and lack of street trees, are due to the existing substandard planting strip along 27th St. that the applicant does not propose modifying. The existing planting strip was designed and installed with the roundabout, and altering the planting strip to make it a conforming width would be challenging given the existing configuration of the roundabout. No street trees are proposed because of the presence of underground utilities. Staff has found that the architectural design for the elevation facing toward the east does not meet height transition standards. All of these items can be waived by the flexible application of code standards permitted by Section 070.045.080, Incentives for Residential Development. Staff has recommended as a condition of approval that the applicant demonstrate the infeasibility of meeting the street tree requirement as part of Final Plans Review. If it proves to not be possible to plant street trees, Staff recommends using the flexibility allowed by 070.045.080 for this and all three of the above

noncompliant elements.

Staff would like to highlight one aspect of the project in which the Staff recommendation and a recommended condition of approval have changed from what was presented to the P&Z. At the December 12th P&Z meeting, Staff recommended requiring an alley on the site's east side for vehicular cross access. Cross access between neighboring properties can be useful for improving circulation and emergency access, but is not necessary or appropriate in all circumstances, which is why the Municipal Code allows the City Engineer and Community Development Director to waive the requirement. After discussion and meetings with the applicant team, Staff has determined that requiring vehicular cross access is not worth the limited benefit to emergency responders, the loss of landscaped area, and the cost to the applicant. (The applicants also contend that requiring vehicular cross access would force an encroachment on the Racquet Club property, only result in a very narrow drive aisle, conflict with a sewer line, force the removal of a parking space, require moving an electric transformer, and cause an unsafe situation for vehicles exiting the parking garage. Staff has included the applicant response detailing these challenges as an attachment to this report.) Rather than full vehicular access, Staff has proposed a "hammerhead"-style turnaround extending approximately 30 feet past the garage entrance. This would provide a place for ambulances and police vehicles to stage on the north end of the property, as well as assist trash trucks and other large vehicles to turn around.

Another notable element of this project is how it relates to the City's inclusionary zoning standards. Inclusionary zoning, as contained in Section 070.045.070, requires that 20% of the units be deed restricted for both affordability and resident occupancy. As a highly affordable project with rents set to 30%-80% AMI, or \$550-\$1,500 per month the expected rent range for a one-bedroom, the affordability requirement will be surpassed by a wide margin. However, due to the project's federal funding, it is not possible for the project to meet the City's resident occupancy requirements. These requirements mean that 20% of the units, or seven units, should be occupied by a "full-time employee" (as defined by the Housing Guidelines), with certain exceptions for retired or disabled persons. While Staff believes it very likely that at least seven units will be occupied by people employed locally, the closest the City can come to requiring compliance with this standard is with two conditions that require compliance "to the extent permissible" by federal law and that require compliance with the City's inclusionary zoning standards (in whatever form they may exist) if the project is converted to free market at the end of the 40-year LIHTC period.

Eleven of the proposed units will count toward the City's commitment made under Proposition 123 to increase the supply of affordable housing by 3% per year until 2027. For rental projects to satisfy the State's minimum requirements, units must be available at 60% AMI or lower, and Staff is not aware of any non-LIHTC developments that have reached this level affordability. This project represents about 17% of the City's total commitment requirements.

Fiscal Impact:

City Council agreed on July 20, 2023, to waive all system improvement fees for this project in the estimated total of approximately \$360,000. This equates to a subsidy of approximately \$10,600 per unit. If the City were to attempt to provide this type of subsidy without a LIHTC award, it would require an estimated \$1,000-\$1,500 per unit per month, for an annual subsidy of \$34,000 to \$51,000 per year. Over the 40 years of affordability required by the LIHTC program, this would amount to \$1.4 to \$2 million of subsidy per unit.

Legal Review:

N/A

Staff Recommendation:

Below are Staff's recommended findings of fact. Findings 1-4 are responses to the four standard criteria of approval for site/architectural plan reviews and findings 5-7 are from section II(k)(2)(b) of the Housing Guidelines and are specific to the project elements that are noncompliant with the Code, as described in this and the P&Z report.

1. The site/architectural plan is consistent with the general purpose and intent of this Code;
2. The site/architectural plan is consistent with the dimensional, design, development, and all other standards of this Code;

3. The site/architectural plan is consistent with any previously approved plat, PUD, or any other precedent land use approval;
4. The site/architectural plan is consistent with the Comprehensive Plan and other adopted City policies and plans;
5. The flexibility request does not harm the public health, safety, or welfare;
6. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code, including 070.040.050(d), Streetscape Requirements and 070.040.080(e), Residential Building Design and Character; and
7. The flexibility requested will not violate building or fire code requirements.

After discussion with nearby residents, Staff recommends two additional minor conditions of approval to the ones written in the P&Z staff report, which appear below as conditions #7(k) and #7(l). Below is the complete list of Staff's recommended conditions of approval.

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The 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.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.
5. All gas line relocations shall be coordinated with Black Hills Energy.
6. If the development converts to a free market project at the end of the LIHTC term, any inclusionary zoning or similar requirements in effect at that time shall apply to the development.
7. As part of the Final Plans Review, the following elements of the project shall be modified:
 - a. Revise landscaping plan to meet code requirements regarding required number of native and drought-resistant plantings.
 - b. Revise the landscaping plan to include the required number of street trees unless it is demonstrated to the satisfaction of the Public Works Director and City Engineer that there is no available location to accommodate both the Public Works Department's utility spacing needs, sight distance requirements, and tree plantings.
 - c. Revise landscaping plan to show hydrozones and comply with hydrozone plant grouping requirements per the Municipal Code.
 - d. Revise landscaping plan to include a hedge or another approved method of screening the off-street parking spaces found in Section 070.40.060(h)(6)(c)(3)(ii).
 - e. The transformer shall be screened in a manner congruent with Section 070.040.050(f) of the Municipal Code.
 - f. Delineate the project's common open space on plans.
 - g. Modify the proposed exterior building colors to be more earth toned.
 - h. Create a hammerhead-style turnaround adjacent to the garage entrance to the satisfaction of the Fire Department.
 - i. Modify the lighting plan so that the maximum light level does not exceed 10.0 foot-candles.
 - j. Include details on the plans for storage space for each individual unit.
 - k. Include a stop sign or similar traffic calming mechanism at the juncture of the Racquet Club condos' driveway and The Benedict's driveway. The specific traffic calming mechanism and location shall be approved by the City Engineer.
 - l. Move and/or modify locations of transformer and electric vault to allow construction of cross access.

8. Prior to issuance of the building permit, the owner shall:
 - a. Submit to the Community Development Director proof that the tenant selection plan includes a preference for qualified residents that meet the City's Housing Guidelines standards for resident occupancy to the extent permissible by state and federal programs.
 - b. Record an easement allowing cross access to and from the adjacent lot to the south and the adjacent lot to the east using the vehicular cross access required by condition 7(h) herein.



Planning and Zoning Commission Report

Date: December 12, 2023
To: Planning and Zoning Commission
From: Watkins Fulk-Gray, AICP, Senior Planner
Subject: Planning File #63-23 – Major Site/Architectural Plan for
“The Benedict” at 2800 Midland Ave.

REQUEST	Consideration of a Major Site/Architectural Plan for a 34-unit multifamily building
APPLICANT	Kyle Mead, Shopworks Architecture
OWNER	Justin Raddatz, Catholic Charities Housing
LOCATION	2800 Midland Ave. (PIN 218521151002)
ZONE	RE (Resort)
SURROUNDING LAND USES	North: Residential South: Convalescent home East: Residential West: Residential
LOT SIZE	23,880 square feet (0.548 acres), based on provided survey

ACTION ITEM

Per Section 070.060.050 of the *Glenwood Springs Municipal Code* (the “Code”), the Planning and Zoning Commission (Commission) is a recommending body for Major Site/Architectural Plans. Final approval is in the purview of City Council.

Action 1 – Major Site Plan & Architectural Plan – consideration of a Major Site & Architectural Plan for development of a 34-unit multifamily residential building.

Staff recommendation: *Staff recommends **approval** of the Major Site/Architectural Plan for development of a 34-unit multifamily residential building with findings and conditions at the end of this staff report.*

BACKGROUND

Project Summary

The Benedict is an affordable senior housing project proposed by a partnership spearheaded by Catholic Charities Housing, which is an arm of the Catholic Archdiocese of Denver. Catholic Charities Housing owns and operates about 2,000 affordable homes in Colorado. The proposed project is located on an approximately half-acre lot on the 27th St. roundabout at the corner of Midland Ave. and 27th St. The Benedict proposal includes 34 one-bedroom apartments affordable for people

aged 55 or older who make between 30% and 80% area median income (AMI), which equates to monthly rent of approximately \$558 to \$1,489.

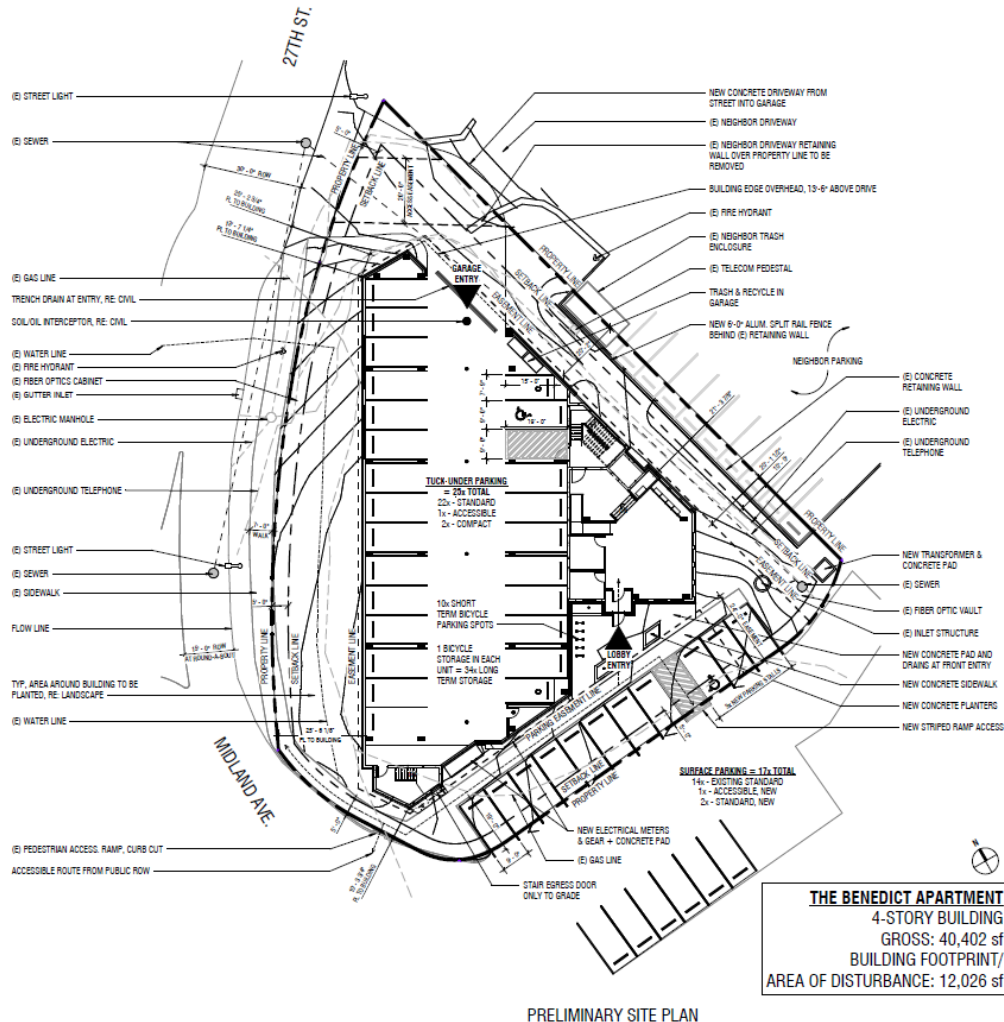
Location and Background

An approximately 0.55-acre lot, the site has an irregular shape that arcs with the roundabout and the curve of 27th St., resulting in a long street frontage. The lot was created in 2015 by plat. The existing and proposed access to the site is via 27th St. in a 20-foot access easement shared with the Racquet Club condos to the east. In addition to the access easement, there are numerous utility easements on the lot.

The site location, which is Lot 2 of the Stoney River Minor Subdivision, sits in the middle of several high-density residential uses. To the south is Roaring Fork Senior Living, an assisted living and memory care center classified in the zoning code as a “convalescent home” (a type of residential use) that was approved in 2013. To the west across the roundabout are The Terraces condominium buildings. Cottonwood Landing townhomes lie to the north on Woodberry Drive, accessed from 27th St. Finally, the three buildings of the Racquet Club condominiums are immediately to the east of The Benedict’s site.

The nearest transit stop, excluding an unused Ride Glenwood stop nearby on Midland, is the 27th St. Bus Rapid Transit (BRT) station. The 27th St. station provides the highest level of service available from the Roaring Fork Transit Authority (RFTA), and an underpass linking the west side of Highway 82 to the station is scheduled for completion in October 2024. It is about a quarter-mile from the project site.

A fee waiver for The Benedict’s system improvement fees was approved by City Council in July of 2023, based on conceptual plans for a 34-unit affordable senior living development. A parking reduction was administratively approved in January 2023, and is contingent upon the development being compliant with the conceptual plans submitted with the parking reduction request. This parking reduction will be discussed later in this report.



Above: The project site plan.

PROJECT ANALYSIS

The application is a Major Site/Architectural Plan Application for a 34-unit multifamily residential development. The following section provides further details on the compliance of the proposed project with Code standards.

CODE STANDARD		PROPOSED	REQUIREMENT MET
Lot Standards	N/A, no minimum per RE Zone District	N/A	N/A
Lot Coverage	N/A	44.8%	N/A
Open Space	20% of parcel; 4,776 sf (based on survey provided)	13,186 sf	YES
Landscape	10% of parcel; 2,388 sf (based on survey provided)	27.4%; 6,584 sf	YES

Parking Area Landscaping			
Surface Area Landscape	10% of total parking area not part of structured parking (325 sf required)	406	YES
Interior Landscape	10 sf per parking space not part of structured parking; (170 sf required)	406	YES
Setback			
Front	5' minimum, 60' maximum	13'7.25"	YES
Rear	10'	20'1.5"	YES
Side	5'	10'3.75"	YES
Height	60 ft.	57'2.25"	YES
Parking	1.5 per unit + 1 guest space per 5 units; 58 required; HOWEVER: parking reduction issued requiring 42 spaces	42	YES
Sidewalk	8-foot width	8 feet	YES
Bike Parking	6 spaces	44	YES
Trash Enclosure	Required to be enclosed	Enclosed	YES
Architectural Elements	Four sided, 5 elements	5+	YES
Storage	1 cubic ft per 3 square feet floor area per unit (4,700 cubic feet required total)	Not provided; applicant to provide and Staff to verify at Final Plans	UNDETERMINED
Affordable Housing	7 deed restricted for resident occupancy and affordability	34	YES

Incentives for Residential Developments (Section 070.45.080)

This analysis will show that not all aspects of the development code are met with this project as proposed. Section 070.045.080 of the land use code offers incentives for new developments that provide affordable residential units, including site design flexibility. Section 070.045.080 states that site flexibility includes, but is not limited to, minimum lot size, building height, lot coverage, impervious coverage, setbacks, and landscaping. Parking is not allowed as one of the flexible applications. This project is therefore eligible for a flexible application of some of the code's standards. These are the areas in which the project does not meet the strict standards of the code:

1. Planting strip requirements
 - a. Width of planting strip: tapers from 0 feet to the required five feet
 - b. Street trees: none included in landscaping plan
2. Building orientation
3. Height transitions on east side of proposed building

All of the above items are eligible to be approved under the flexible application approach permitted by 070.45.080 and can be approved by City Council. Staff recommends utilizing this approach for

the above items except street trees.

These items will be discussed in more detail in subsequent sections.

Site Layout and Building Design (Section 070.040.080)

Section 070.040.080 Residential Site and Building design provides standards for multi-family developments related to building orientation, architectural elements, height, and façade articulation. This proposed project meets the requirements such as four-sided design, building height, and material, but does not meet other design standards.

Building Materials

The primary materials are brick and cement board in a reverse board-n-batten pattern and lap siding. These are approved primary materials. Other materials include wood trim, cementitious trim, metal accents, and asphalt shingles. The cement board siding is proposed to be painted off-white and gray.

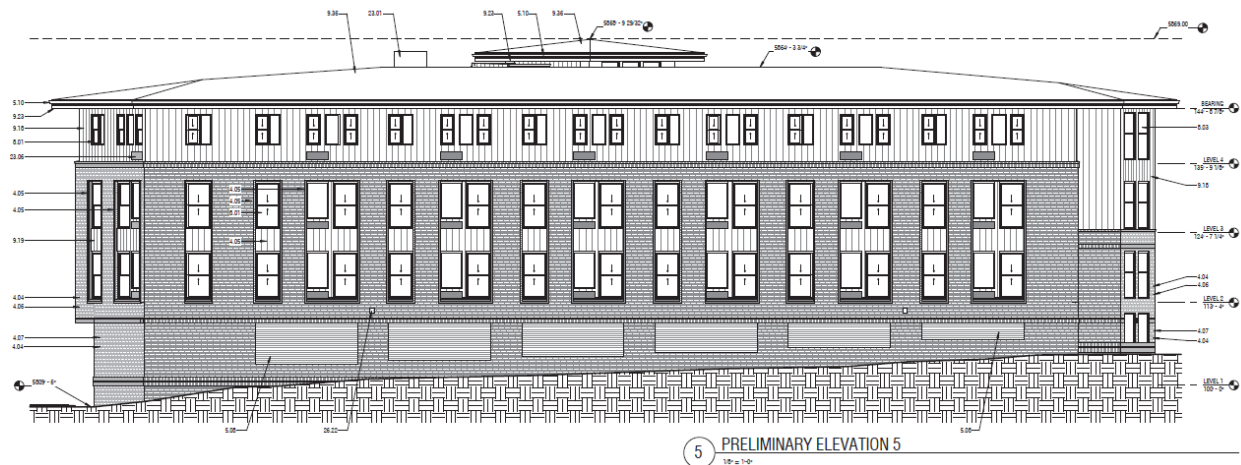
Building Color

Code requires that the predominant exterior colors on a multi-family building be earth tones to minimize visual impact, with darker accent colors to be utilized on garage door surfaces. White and other highly reflective colors are prohibited, except on accent materials. While the applicant proposes off-white colors for portions of the exterior, Staff believes that the proposed colors have the potential to appear brighter and more reflective in the sunshine than what is intended to be allowed by Section 070.040.080(e)(6) of the Code. Staff has recommended conditions of approval to modify the exterior building colors to be more earth toned.

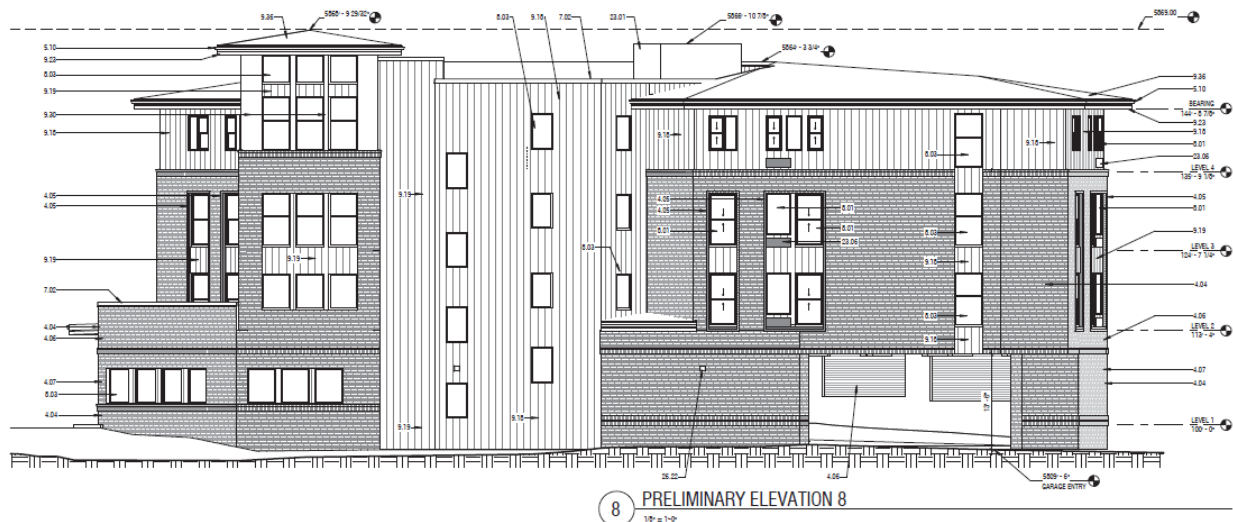
Building Orientation

Code requires that all multi-family buildings shall have an entrance oriented toward the street, and, to the maximum extent feasible, the primary entrance and façade of individual buildings shall be oriented toward either the street or common open space areas. The proposed design does not have entrances either for individual units or the primary building entrance along the street frontage (27th Street).

One of the goals of the building orientation standards is to promote a pedestrian-friendly environment. The requirement that entrances be oriented to the street can serve to form connections between the public and private sphere and to make the streetscape more inviting to pedestrians. However, the presence of structured parking, which is a feature the City encourages, does not make ground-level unit entrances possible. While this code standard is not being met, the applicants have stated that they are amenable to modifications to the plans such as changes to brick patterns and colors and modifications to the louver openings along 27th St. to make the streetscape more attractive. Staff leaves to the discretion of P&Z and City Council the option of a specific condition of approval requiring changes to the building's 27th St. streetscape such as brick and louver modifications. For the issue of building orientation and entrances on the street, Staff recommends a flexible application of the strict code standard, as permitted by Section 070.45.080.



Above: The elevation drawings for the building along 27th St.



Above: Building elevations as viewed from the east.

Lot Coverage

Residential zone districts are subject to lot coverage requirements. This project is not considered “infill residential,” as defined in the code, because the RE zone district is a mixed-use rather than a residential district (though residential uses are allowed). Therefore, the maximum lot coverage requirements for “infill residential” do not apply.

Massing and Form

Section 070.040.080(e)(8)(c) contains design standards for projects on block faces that contain 75% or more single-family homes. This section does not apply to The Benedict because there are no single-family homes in the block faces that the project is a part of.

Height Transitions

The maximum proposed height of The Benedict is 57’2.25.” According to plans for Roaring Fork Senior Living, its maximum height is in the mid-50-foot range. (The specific height cannot be determined by the plans due to a difference in how maximum height was measured at the time the

project was approved). The Terraces are four stories, the fourth story being part of the sloping roofline, but because the base elevation is considerably above The Benedict's, it appears significantly taller than the other nearby developments. Cottonwood Landing is three stories with a partial fourth story accommodated through a pitched roof. The Racquet Club condominiums are four stories, with two stories built below the grade of the front parking lot using the sloping grade of the riverbank, and the topmost story accommodated by a mansard roof. Having been built into the riverbank slope, the Racquet Club condos' maximum height will be significantly lower than The Benedict's, which is compounded by the approximately six feet of grade difference between the two lots.

Section 070.040.080(e)(8)(b) of the Municipal Code requires that new buildings which exceed the height of adjacent dwellings by one or more stories use three of the four mitigation techniques listed in code to make the proposed building more compatible with neighboring residential development.

Adjacent dwellings to the south:

The heights of the buildings at Roaring Fork Senior Living is comparable to that proposed by The Benedict. Staff finds that the standards in 070.040.080(e)(8)(b) do not apply to the buildings to the south because their maximum height is close to that of the proposed building.



Above: The view from the project site to the south.

Adjacent dwellings to the east:

While the condominiums to the east have the same number of stories as most of the proposed building, The Benedict will be substantially taller due to the grade difference between the two lots and the fact that the Racquet Club condominiums are built onto the riverbank. Staff finds that the following mitigation techniques have been incorporated into the proposed design:

1. 070.040.080(e)(8)(b)(3), *Utilizing a roof pitch and overhang similar to that of the neighboring structures.* The proposed building has overhangs similar to those of the Racquet Club condos. It also has a similar roof pitch as the flatter part of the mansard roofs of those condos.
2. 070.040.080(e)(8)(b)(4), *Utilizing dormers and sloping roofs to accommodate upper stories.* The proposal uses sloping roofs to accommodate the upper (fourth) story.

As the proposed design does not include three techniques from 070.040.080(e)(8)(b), it does not meet the code standard for height transitions on the site's east side. Staff proposes applying flexibility to this code standard as allowed by 070.045.090.



Above: The view to the east from the project site.

Adjacent dwellings to the north:

Because 27th St. separates The Benedict site from Cottonwood Landing to the north, Cottonwood

Landing is not considered “adjacent.” Therefore, the standards of 070.040.080(e)(8)(b) do not apply.



Above: Cottonwood Landing townhomes to the north.

Adjacent dwellings to the west:

The Terraces condominiums to the west are separated from the site by Midland Ave. and the roundabout, making them also not adjacent to The Benedict. Section 070.040.080(e)(8)(b) does not apply.



Above: The Terraces to the west.

Storage

Multifamily dwellings must provide at least one cubic foot of enclosed storage space per three square feet of gross floor area per unit. No information about storage has been provided by the applicant, but they indicate that the project can meet this requirement. A condition of approval has been suggested requiring the applicant to submit this information at Final Plan Review.

Common Open Space

Code requires 20% of the site be common open space. Based on the survey provided by the applicant, the required amount of common open space is 4,776 square feet. Setbacks, landscaped areas, and the proposed second level terrace can be considered part of common open space, but interior parking lot landscaping areas cannot. The areas proposed as common open space are not delineated on the plans, but the applicant plans to incorporate a much greater amount of common open space than what is required. A condition of approval has been included ensuring that the Final Plans Review delineates the common open space so that Staff can determine that what is proposed as common open space can be counted as such.

Landscaping

For a property zoned RE, the Code requires that 10% of the parcel be landscaped. The total amount of required landscaped area for this lot is 2,388 square feet, based on the lot area shown in the

applicant's survey. The proposed development will have 6,584 square feet of landscaping, which meets the requirement. Requirements for planting by type is found in the table below.

Plant Material	Code Requirement	Required	Provided	Meets Req.
Trees	1 per 400 sf req. landscaped area (2,388 sf)	6	4	YES – Via shrub substitution
Shrubs	1 per 100 sf req. landscaped area (2,388 sf)	24	191	YES
Perennials	1 per 50 sf req. landscaped area (2,388 sf)	48	112	YES
Street trees	One tree per 75 feet of street frontage	3	0	NO
Native and drought-resistant species	Native and drought tolerant species must account for 75% of plantings	231, based on total of 307 plantings	131; 43%	NO

Based on required landscaped area of 2,388 sf

As the table above shows, the planting program does not include a sufficient proportion of plantings that are native and drought-resistant species. A condition of approval has been included to address this shortcoming.

Planting Strip

Typically, a planting strip at least five feet in width providing separation between street and sidewalk is required with new development. There is currently a planting strip in place along 27th St. that tapers from zero to the required five feet. Because the planting strip is not a uniform five-foot minimum in width, it technically does not meet Code requirements. Staff recommends the flexible application of Code standards be applied to this requirement, per the incentives available in Section 070.045.080, Incentives for Residential Development.

As the table above shows, no street trees are included in the landscaping plan, while three are required. The applicant has indicated that this shortcoming is due to the presence of water, sewer, and other utility infrastructure under the surface. The City's Public Works Department does have policies for proper spacing between utility lines and plants with large root systems. However, there are discrepancies on the plans that make it difficult to verify if there is no place to put street trees. Staff has recommended a condition of approval asking the applicant to provide more information to either demonstrate that there is no way to provide street trees or to revise the landscaping plan to include them. Street trees are important because of the shade they provide pedestrians, their role in reducing the urban heat island effect, and their visual contribution to the streetscape.

Parking Lot Landscaping

For parking lots with fewer than 20 spaces, the Code requires that 10% of the total parking area be designated for landscaping, including 10 square feet of interior parking landscaping per parking space. The total parking area is approximately 3,250 square feet, requiring 325 square feet of

parking area landscaping (including 170 square feet of interior parking area landscaping). These landscaping areas will be included in the terminus islands and areas immediately adjacent to the 17 off-street parking spaces. Structured parking, such as what is proposed on the bottom level of the building, is exempt from parking area landscaping requirements.

The Municipal Code also requires screening for parking areas within side or rear setback areas adjacent to a residential use, which the twelve off-street parking spaces are. Staff has included a recommended condition of approval to use one of the five approved screening methods on the two ends of the row of off-street parking.

Off-Street Parking and Loading

The code standard for off-street parking in multifamily developments is 1.5 spaces per multifamily unit, plus one guest parking space per five multifamily units. The number of off-street parking spaces required is therefore 58. However, the project in January of 2023 applied for and received an administrative parking reduction of 29%, or 17 spaces, through a combination of parking reduction measures including providing structured parking, providing bicycle parking beyond the code requirement, and providing free transit passes to residents. While not an approved parking reduction method, the findings for the parking reduction also noted that a study from the Institute of Traffic Engineers suggests that there is a reduced trip generation for senior housing developments compared to other types of housing.

The Benedict proposes 42 off-street parking spaces, including 25 in structured parking, 11 surface parking spaces on the south end of the lot, and six surface parking spaces on a neighboring property, which is permitted through a 2015 parking and access easement. The total of 42 off-street parking spaces is equal to what was proposed in the January 2023 parking reduction application. The programmed parking therefore meets Code requirements.

Access and Circulation

The primary access to the site is proposed as the existing shared driveway that also serves the Racquet Club condominiums from 27th St. A 1990 access agreement grants access through The Benedict lot for the condos. Currently, traffic can enter the driveway from either direction on 27th St. and can exit onto 27th St. going either right or left. However, the City's Engineering Department recommends two changes to create better and safer traffic conditions after the completion of this project.

First, Engineering recommends a "right-in, right-out" modification to 27th St. enforced with a "wishbone" at the access point to The Benedict and the Racquet Club condos. A "wishbone" is a curb-like structure in the median of the street that physically prevents a left turn out of The Benedict and the condominiums. To go left from here, vehicles would need to use the eastern roundabout at 27th St. and S. Grand Ave., where they can then reverse back over the river and continue west on 27th. This modification is necessary to avoid conflicting left turns from The Benedict's and Cottonwood Landing's offset access points and generally for safe traffic movement on 27th St.

Secondly, Engineering also recommends the project be modified to include a new vehicular circulation method with a paved cross access between the off-street parking and roundabout

access point off of the roundabout, along the proposed building's east side, connecting to the existing access point off of 27th St. This cross access is required by 070.040.070(e)(4)(c), unless waived by the Community Development Director and City Engineer. A condition of approval has been recommended for a modification to the plans to include this cross access and to require allowing vehicular access to and from adjacent properties.

Pedestrian circulation on the site will be provided by the existing eight-foot sidewalk that spans from the property boundary at the roundabout to the edge of the property along 27th St. and an internal walkway from the roundabout to the plaza entrance of the building on the property's south side.

Traffic Impact

The preliminary traffic memo provided by the applicants states that the number of parking spaces provided is likely sufficient to satisfy the average maximum estimated parking demand for the development (though demonstrating that it meets the maximum parking demand is not a requirement of approval) and states that the existing roadway and intersection infrastructure is likely sufficient to accommodate the additional traffic generated by The Benedict. The traffic memo's assumptions about parking demand are based on publications from the Institute of Transportation Engineers.

Drainage and Geotechnical

The applicants submitted a soil study/geotechnical study and a drainage study. According to the City's 1978 geohazards study, this site lies in a rockfall hazard zone. It is therefore subject to the Hillside Development standards in Section 070.040.020(b), though there are no steep slopes on the site. The geotechnical study prepared for the applicants does not recommend mitigation for debris flow or rockfall due to the past grading of the property and the existing development on all sides of the property. The project meets the requirements of 070.040.020(b), though Section 070.040.020(b)(4)(e), Viewshed Protection, merits further explanation. These requirements are intended for "retaining the essential visual qualities" of areas of precious natural vistas rather than infill lots surrounded by development such as the subject lot. It is Staff's view that the principles in 070.040.020(b)(4)(e), if adhered to in a strict form, would prohibit development on this lot, which is not the intent of the regulations. Section 070.040.020(b)(4)(e) contains principles rather than prescriptive standards, and Staff believes that no project redesign is necessary.

The drainage study finds that the existing stormwater infrastructure is adequate to serve the proposed development. A condition of approval has been recommended requiring the project to comply with recommendations identified in the drainage report.

Community Housing

Section 070.045.70 requires all residential and mixed-use developments proposing the construction of ten or more new dwelling units or residential lots to set aside a portion of these as affordable units and to be occupied by members of the local workforce. These requirements are called "inclusionary zoning" standards. This project goes well above the City's inclusionary zoning requirements for affordability, proposing all of the units to be affordable for people who earn 30% to 80% of AMI, which is a deep level of affordability that rarely materializes in Glenwood Springs.

While the affordability component of the proposal exceeds Code requirements, the proposal does not include the resident occupancy requirement that requires 20% of the units be set aside for members of the local workforce. The applicant team has indicated that such a requirement is infeasible because of federal law requirements that control the use of the project's federal funding. Staff has identified two potential solutions to this conflict. A "tenant selection plan" will be the administrative tool the operator of the development uses to pick who is offered the opportunity to be a tenant. A condition of approval has been recommended that would require their tenant selection plan to include a priority for members of the local workforce as defined in the City's Housing Guidelines.

The low-income housing tax credit (LIHTC) award from the Colorado Housing Finance Authority (CHFA) that makes the deep affordability of this project possible requires affordability for 40 years. As a second potential solution to the conflict between federal requirements attached to the project's funding and the City's inclusionary zoning, Staff has recommended as a condition of approval that if the project is to be converted to a market-rate project after 40 years, then whatever inclusionary zoning requirements the City has at that time should apply to the project moving forward. If the project were converted to market-rate and today's requirements are still in effect, 20% of the units (seven units) will have to be kept affordable for tenants earning 100% AMI or less and who meet the local occupancy requirements.

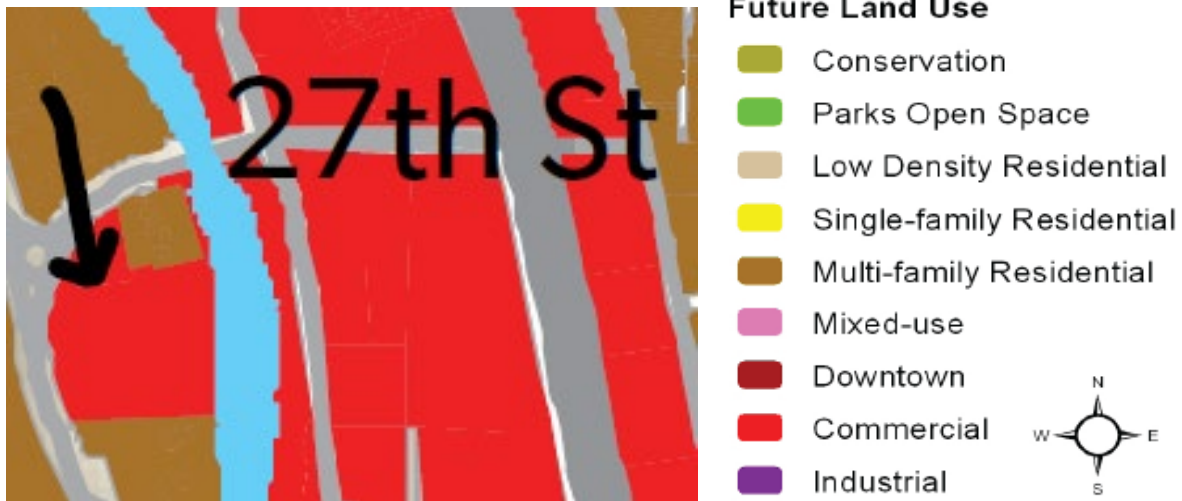
Lighting

The Code sets a maximum of 10.0 foot-candles for illumination brightness. Three locations in the project's plaza are estimated to exceed this 10.0 limit. A condition of approval has been suggested requiring modification to the site lighting in order to not exceed this limit.

COMPREHENSIVE PLAN COMPATIBILITY

Below is staff's analysis of the proposed project and its compatibility with the Comprehensive Plan.

The subject property is shown on the Future Land Use Map (FLUM) in the Comprehensive Plan as Commercial. The Comprehensive Plan's definition of the "commercial" future land use designation states "a wide range of general retail goods and services for both regional and local markets." Similar to the existing senior living facility to the south that also is designated Commercial on the FLUM, The Benedict proposes a type of residential development and is not compliance with the future land use map.



The following describes how the proposed project supports or does not support specific goals, policies, and actions from the Comprehensive Plan.

Comprehensive Plan goals impacted by this proposal:

Goal: Maintain Glenwood Springs as the regional tourism, retail, commercial, and governmental center of Garfield County.

Staff comment: While a half-acre parcel is not likely to tip the competitive balance of Glenwood's commercial activity, the project site's future land use designation is Commercial, so the proposed residential use would take away from what could be new commercial land uses. However, commercial competitiveness does not only depend on the development of vacant land for commercial purposes.

Goal: Direct development to locations and building forms that are cost effective to serve.

Staff comment: The project site is already served by City infrastructure and emergency services.

Goal: Provide equitable and diverse housing for the entire community.

Staff comment: The proposed development would fill a community need. According to the 2023 Strategic Housing Plan Update, Glenwood has a current need of about 745 dwelling units between 30% and 80% AMI, the tenant income range targeted by this proposal. The Plan Update does not break down housing need by age, but the 2019 Greater Roaring Fork Regional Housing Study projected that the share of people 65 years or older to be 44% of the projected population growth in Glenwood Springs. Eligible tenants for The Benedict must be 55 or older.

Goal: Support social diversity.

Staff comment: Social diversity is supported by the presence of a variety of housing types, features, and price points. This project would provide affordable housing for seniors, which is not a segment of housing need that the free market typically provides.

Comprehensive Plan policies or actions impacted by this proposal:

Policy or action: Encourage a compact urban form.

Staff comment: The proposal involves infill development of a prominent vacant parcel of land that is surrounded on all sides by development. This means development would occur inward and not push development outward.

Policy or action: Support appropriate mass, scale and density of new development.

Staff comment: The proposed building will certainly appear tall and massive next to the Racquet Club condominiums to the east, which is partly because of the site layout of these condominium buildings that are built into the riverbank. However, the The Benedict's proposed height is less than that allowed by its zoning. Multifamily housing is also the current land use on all sides of the project location.

Policy or action: Create a community for all.

Staff comment: The proposed project would create housing for a segment of the population not typically served by the free market, creating a new opportunity for low-income seniors to remain in the community.

Policy of action: Increase housing density.

Staff comment: The proposal is a dense multifamily dwelling that will increase density in this neighborhood.

Policy or action: Identify potential parcels for the development of senior housing and identify partners to develop.

Staff comment: The proposed project is a senior housing development. The applicant has brought the project forward independently.

Policy or action: Direct growth to areas where utilities and services can be provided efficiently.

Staff comment: The project site is already served by all utilities and services.

REVIEWING AGENCY COMMENTS

An overview of any comments received from referral agencies is provided below. Comments are also attached with application information.

Engineering Department – Due to the increase in traffic that The Benedict is predicted to cause, the Engineering Department recommends the installation of a “wishbone” road improvement that enforces a right-in, right-out traffic pattern for residents of both The Benedict and the existing condos. By allowing only right turns, motorists will need to use the eastern roundabout on 27th St. to drive west from The Benedict and from the existing condos. Engineering also recommends a cross access vehicular circulation method be created for use of neighboring properties.

Public Work, Water, Wastewater, Electric – The Public Works Department sent a standard list of conditions and questions, most of which will be addressed at the building permit phase. A condition of approval has been suggested requiring compliance with this condition list.

Fire Department – The Fire Department requests a handful of conditions:

- The elevator should have a cab big enough to accommodate a stretcher
- The sidewalks on the south side of the property should remain as shown in the drawings for Fire Department access
- Electrical vehicle charging stations, if any, should be shown on the plans along with the locations of shut-offs
- Existing fire hydrants should be maintained and kept clear during construction

A condition of approval has been suggested requiring compliance with this condition list.

SITE/ARCHITECTURAL PLAN REVIEW APPROVAL CRITERIA

A Major Site/Architectural Plan Review application must meet the approval criteria outlined in Section 070.060.050(a)(6) of the code as outlined below. Staff analysis follows each criteria.

- a. The site/architectural plan is consistent with the general purpose and intent of this Code;*

The proposed plan is consistent with the general purpose and intent of the Municipal Code, including the proposed use and the intent of the development standards.

- b. The site/architectural plan is consistent with the dimensional, design, development, and all other standards of this Code;*

With the exceptions noted in this report that are permitted a flexible application of code requirements by 070.045.080, the proposal is consistent with all Code standards.

- c. The site/architectural plan is consistent with any previously approved plat, PUD, or any other precedent land use approval;*

Staff believes the proposal is consistent with the Stoney River Minor Subdivision plat and the administratively-approved parking reduction.

- d. The site/architectural plan is consistent with the Comprehensive Plan and other adopted City policies and plans.*

As noted in the section analyzing Comprehensive Plan consistency, many of the Plan's goals, policies, and actions support this project, though the Plan's FLUM does not support it. Staff recommends approaching this criterion of approval as a question of whether the project meets the aims of the Comprehensive Plan on the balance, weighing both the reasons for and against. Using this approach the project is supported by the Comprehensive Plan because it meets many of the housing and land use goals, policies, and actions.

Staff believes the proposal is consistent with the Strategic Housing Plan Update, which was adopted in 2023. The Plan Update calls for the creation or preservation of 1,346 affordable dwelling units to meet current demand, and this project would supply new affordable units.

ACTION ALTERNATIVES AND STAFF RECOMMENDATION:

The Planning and Zoning Commission may approve, approve with conditions, or deny the Major Site/Architectural Plan. The Commission may also continue the hearing with a request for specific information necessary to determine compliance with the Municipal Code and City goals and policies.

Action 1 – Major Site/Architectural Plan –Major Site/Architectural Plan for development of a 34-unit multifamily residential building.

Staff Recommendation/Suggested Motion

Staff recommends **approval** of the Major Site/Architectural Plan with the following **findings and conditions**:

Suggested Findings:

1. The site/architectural plan is consistent with general purpose and intent of the Code;
2. The site/architectural plan is consistent with dimensional, design, development, and all other standards of this Code;
3. The site/architectural plan is not in conflict with precedent land use approvals; and
4. The site/architectural plan is consistent the Comprehensive Plan and other adopted City policies and plans, including the Strategic Housing Plan Update.

Suggested Conditions

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The 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.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
 4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.
 5. All gas line relocations shall be coordinated with Black Hills Energy.
 6. If the development converts to a free market project at the end of the LIHTC term, any inclusionary zoning or similar requirements in effect at that time shall apply to the development.
 7. As part of the Final Plans Review, the following elements of the project shall be modified:
 - a. Revise landscaping plan to meet code requirements regarding required number of native and drought-resistant plantings.
 - b. Revise the landscaping plan to include the required number of street trees unless it is demonstrated to the satisfaction of the Public Works Director and City Engineer that there is no available location to accommodate both the Public Works Department's utility spacing needs, sight distance requirements, and tree plantings.
 - c. Revise landscaping plan to show hydrozones and comply with hydrozone plant grouping requirements per the Municipal Code.
 - d. Revise landscaping plan to include a hedge or another approved method of screening the off-street parking spaces found in Section 070.40.060(h)(6)(c)(3)(ii).
 - e. The transformer shall be screened in a manner congruent with Section 070.040.050(f) of the Municipal Code.
 - f. Delineate the project's common open space on plans.
 - g. Modify the proposed exterior building colors to be more earth toned.
 - h. Create a vehicular cross access from the lot's south side to the existing access to 27th St. on the lot's north side.
 - i. Modify the lighting plan so that the maximum light level does not exceed 10.0 foot-candles.
 - j. Include details on the plans for storage space for each individual unit.
 8. Prior to issuance of the building permit, the owner shall:
 - a. Submit to the Community Development Director proof that the tenant selection plan includes a preference for qualified residents that meet the City's Housing Guidelines standards for resident occupancy to the extent permissible by state and federal programs.
 - b. Record an easement allowing cross access to and from the adjacent lot to the south and the adjacent lot to the east using the vehicular cross access required by condition 7(h) herein.
-
-

ALTERNATIVE MOTION

***A member of City Council has requested that land use applications include suggested motions for both approval and denial. In most instances, Staff has worked diligently with the applicant to

address requirements outlined in the *Glenwood Springs Municipal Code* (Code) applicable to any given proposal. Therefore, we are usually in support of an application by the time it reaches the Planning and Zoning Commission and/or City Council. However, if the Planning and Zoning Commission does not believe the application meets the Code's minimum standards, your denial motion should be based on one or more of the same approval criteria applicable to the application. You should support your findings with information outlining the shortcomings of the request as shown in the example below:

MOTION TO DENY

Action 1:

Consideration of a Major Site/Architectural Plan review for the construction of a 34-unit multifamily building in the RE (Resort) Zone District. I move to **DENY** finding that -

1. The site/architectural plan is not consistent with general purpose and intent of the Code because **[insert reasoning]**;
2. The site/architectural plan is not consistent with dimensional, design, development, and other standards of this Code **[insert where you find inconsistencies with Code requirements]**; and
3. The site/architectural plan is not in conformance with **[insert applicable Comprehensive Plan or other City plan or policy sections here]** of the Comprehensive Plan and other City plans and policies.

Planning File #63-23

Major Site/Architectural Plan
2800 Midland Ave.

City Council

January 4, 2024



Project Summary

Applicant proposes a 34-unit deeply affordable senior housing project for residents age 55+. It has received competitive LIHTC funding. The property is currently a vacant lot.

- Four-story building
- Approx. half-acre lot
- Zoned RE (Resort)
- Multifamily housing exists on all four sides
- Quarter-mile from 27th St. BRT station
- 42 parking spaces, including structured (underground garage) parking
- Maximum height 57'2"



Site location



View from site toward west

Site



South: Roaring Fork Senior Living



East: Racquet Club condos



West: The Terraces



North: Cottonwood Landing

Compliance with Code Requirements

CODE STANDARD		PROPOSED	REQUIREMENT MET
Lot Standards	N/A, no minimum per RE Zone District	N/A	N/A
Lot Coverage	N/A	44.8%	N/A
Open Space	20% of parcel; 4,776 sf (based on survey provided)	13,186 sf	YES
Landscape	10% of parcel; 2,388 sf (based on survey provided)	27.4%; 6,584 sf	YES
Parking Area Landscaping			
Surface Area Landscape	10% of total parking area not part of structured parking (325 sf required)	406	YES
Interior Landscape	10 sf per parking space not part of structured parking; (170 sf required)	406	YES
Setback			
Front	5' minimum, 60' maximum	13'7.25"	YES
Rear	10'	20'1.5"	YES
Side	5'	10'3.75"	YES
Height	60 ft.	57'2.25"	YES
Parking	1.5 per unit + 1 guest space per 5 units; 58 required; HOWEVER: parking reduction issued requiring 42 spaces	42	YES
Sidewalk	8-foot width	8 feet	YES
Bike Parking	6 spaces	44	YES
Trash Enclosure	Required to be enclosed	Enclosed	YES
Architectural Elements	Four sided, 5 elements	5+	YES
Storage	1 cubic ft per 3 square feet floor area per unit (4,700 cubic feet required total)	Not provided; applicant to provide and Staff to verify at Final Plans	UNDETERMINED
Affordable Housing	7 deed restricted for resident occupancy and affordability	34	YES

Meets all code requirements except those noted on the following slides

Code Flexibility and Incentives for Affordable Housing

- Section 070.045.080 offers incentives for affordable housing, including a density bonus and site design flexibility.
- Site design flexibility: “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.”
- Housing Guidelines further state that height is limited to one additional floor and that parking cannot be included for flexibility consideration.



Code Flexibility and Incentives for Affordable Housing

The following project elements do not meet Code requirements and are the site flexibility incentive:

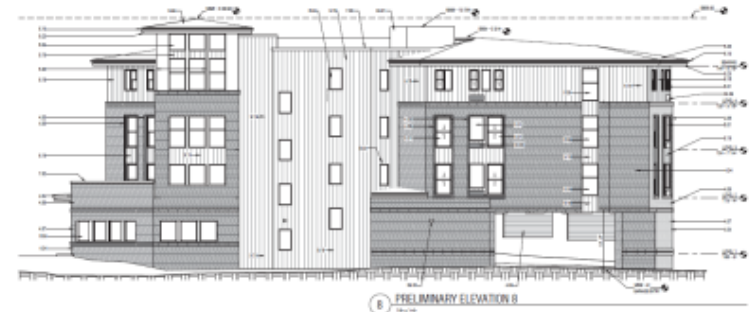
Building orientation: All units with frontage along the primary street that faces the street and to the maximum extent feasible the primary entrance and façade of the building should be oriented towards primary streets.

Height transitions, east elevation: A new building with a height that exceeds that of an adjacent existing dwelling by one story or more shall provide a transition using techniques in Code. Proposal utilizes 2 rather than the required 3 techniques listed in Code.

Planting strip and street trees: A uniform five-foot planting strip is required by code. The existing planting strip tapers from zero feet to five feet, not meeting code requirements. Street trees are not included in project due to underground utilities.



Packet Page 148



Other Notable Project Details

Traffic, Access, and Circulation

Traffic

Traffic memo forecasts 164 for average daily trips, with the majority to and from the south on Highway 82.

Access & Circulation

The proposed project has two existing access points, both defined by easements.

Right-in, right-out change to 27th St. access: Engineering recommends the 27th St. access to both this development and the existing Racquet Club condos become right-in, right-out only, enforced by a “wishbone” street improvement.

Cross access circulation: Engineering recommends a new cross access for abutting developments, per 070.040.070(e)(4)(c). This has been listed as a suggested condition of approval.



Community Housing Requirements

Community Housing

It is required that 20% of all units (7 units) shall be resident occupied and restricted to incomes no higher than 100% AMI.

Project proposes: Deep affordability, with all units restricted to incomes 30% to 80% AMI for 40 years.

- Rent will be approximately \$550 to \$1,500 per month for all units
- Glenwood's inclusionary zoning would require 7 units at \$1,737 or lower

However, local residency/local workforce requirement likely not permissible by federal law

Staff recommends: Requiring compliance after 40 years, compliance with local workforce preference to extent permissible by federal law.



Referral Comments

Engineering Department

The following changes to the project are requested:

- Right-in, right-out enforced with “wishbone”
- Cross access for abutting properties and emergency response

Public Works

Standard comments; recommended compliance with them through a condition of approval.

Fire Department

The following changes to the project are requested:

- Elevator to be large-style cab that can accommodate an EMS stretcher
- Sidewalks access on south to remain
- Electrical vehicle charging stations, if any, to be shown with locations of shut-offs
- Existing fire hydrants to be maintained and kept clear during construction



Consistency with Comprehensive Plan

The proposed project meets the following Comprehensive Plan goals, policies, or actions:

- Direct development to locations and building forms that are cost effective to serve
- Provide equitable and diverse housing for the entire community
- Support social diversity
- Encourage a compact urban form
- Support appropriate mass, scale and density of new development
- Create a community for all
- Increase housing density
- Identify potential parcels for the development of senior housing and identify partners to develop
- Direct growth to areas where utilities and services can be provided efficiently

The proposal does NOT meet the following Comprehensive Plan elements:

- Future Land Use Map (FLUM)
- Maintain Glenwood Springs as the regional tourism, retail, commercial, and governmental center of Garfield County (goal)



Public Comments

One written public comment received. These comments noted:

- Concern with the intensity of the project, particularly with regards to parking
- Concern that the administrative parking reduction differs from the proposed project (parking reduction application stated that tenants would be 62 or older, project now states 55 or older)
- Concern that the 27th St. access is not allowed by the access easement



Criteria of Approval for Major Site/Architectural Plan Reviews

- 1. The site/architectural plan is consistent with the general purpose and intent of this Code;*
- 2. The site/architectural plan is consistent with dimensional, design, development and all other standards of this Code;*
- 3. The site/architectural plan is consistent with any previously approved plat, PUD, or any other precedent land use approval; and*
- 4. The site/architectural plan is consistent with the Comprehensive Plan and other adopted City policies and plans.*

*** Additional findings required for site design flexibility per 070.045.080 ***





Action 1:

Consideration of a Major Site/Architectural Plan for a 34-unit multifamily building.

Staff Recommendation:

Staff recommends Planning & Zoning Commission **approve** the Major Site/Architectural Plan with findings and conditions from the staff report.

Recommended Findings:

1. The site/architectural plan is consistent with general purpose and intent of the Code;
2. The site/architectural plan is consistent with dimensional, design, development, and all other standards of this Code;
3. The site/architectural plan is not in conflict with precedent land use approvals; and
4. The site/architectural plan is consistent the Comprehensive Plan and other adopted City policies and plans, including the Strategic Housing Plan Update.
5. The flexibility request does not harm the public health, safety, or welfare;
6. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code, including 070.040.050(d), Streetscape Requirements and 070.040.080(e), Residential Building Design and Character; and
7. The flexibility requested will not violate building or fire code requirements.

MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission

Regular Meeting
December 12, 2023
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

5. New Items

a. Planning File #63-23 Major Site Architectural Plan, The Benedict

Senior Planner Watkins Fulk-Gray presented Action Item 1: Major Site/Architectural Plan for The Benedict at 2800 Midland Ave.

Staff recommends approval of application with findings and conditions in the staff report.

Commissioner questions, comments, and staff responses included the following:

- More detail about the tax credit program requested. **Staff response:** The project has received a Low-Income Housing Tax Credit (LIHTC) award, which has federal funding sources and is subject to federal regulations like the Fair Housing Act. Often after the 40-year period, projects become free market. Staff is recommended requiring whatever inclusionary zoning requirements are in place after 40 years if the project becomes free market.
- What is the age limit for the project? **Staff response:** Persons age 55 plus.
- More details requested about the cross access. **Staff response:** Staff displayed the site plan and showed the proposed location of the alley cross access. It would connect to the memory care property and the condos' access point.
- Is the city offering fee waivers? **Staff response:** City Council approved fee waivers for system improvement fees in July.
- Will the voluntary deed restriction program apply to this project? **Staff response:** Only the required inclusionary zoning standards will apply.
- Is the drainage report that was done in 2013 still valid? **Staff response:** There was a follow-up study from this year that validated the findings of the 2014 study.
- What can be considered storage per code requirements? **Staff response:** Code defines what can and cannot be considered storage.
- What can be used for screening? **Staff response:** Code offers several ways to do screening with landscaping.
- Would neighbors to the east benefit from screening and landscaping? **Staff response:** There are no code requirements that they screen the development, but the landscaping that would be removed by the proposed cross access is a tradeoff to weigh.
- Does the City need to change its inclusionary zoning requirements with LIHTC projects? **Staff response:** It is something the City may consider.

- Why was the parking reduction approved? **Staff response:** The project offered structured parking, bike parking beyond what is required.
- Clarify the parking and access easement on the neighboring property. **Staff response:** It was an easement recorded in 2015 that gives exclusive use of Lot 2 for six parking spaces that are on lot 1, as well as providing access and an easement for utilities.
- Are the terms of the parking reduction met? **Staff response:** The parking approved in the parking reduction and proposed in the project are the same. There is a thought that since the parking reduction application proposed a project for age 62 and up, rather than age 55 and up, that there is a conflict.
- Does the elevation fronting the street meet code requirements? **Staff response:** It has the required number of architectural features but does not meet building orientation requirements.
- Clarification about how pedestrian access is proposed to work. **Staff response:** Pedestrians will have to cross 27th to go over the bridge and cross 27th again to get to the underpass that is under construction. There is an existing pedestrian island.
- What is the length elevation fronting 27th? **Staff response:** Staff is not able to respond accurately.
- Does the 27th St. elevation's eve line meet design guidelines? **Staff response:** It meets the minimum architectural features requirement.
- Has the cross access idea been vetted with the memory care owners? **Staff response:** They are aware of the concept. There are some challenges in making the cross access work.
- Has there been a complete traffic study and traffic counts for the area? **Staff response:** The traffic memo does provide some specific estimates based on ITE standards, so we know an estimate for the average number of daily trips and the direction they will likely be going. The information provided is part of the reason the City wants to require right-in, right-out changes.
- How does it work and are there examples of the City being involved in the tenant selection plan? **Staff response:** We can't step on Federal law, but the applicant has ownership of the process with our suggestions.
- How to add recommendation for the City to consider adding a pedestrian flashing light without requiring it of this project? **Staff response:** We will take this into consideration and Engineering is aware of this as a place that possibly needs looking at.
- Is the City good with the submitted drainage report? **Staff response:** Water does go directly into the river, but the proposal meets the City's Engineering guidelines and the water quality and stormwater infrastructure is sufficient to meet the needs.

Applicant provided:

- Background about Catholic Charities Housing
- Conditions of approval are acceptable with the exception of the requirement for cross access. Open space requirements would be compromised.
- There are grade issues on the site
- The project will be independent living for residents with amenity spaces

Questions from Commission to Applicant Team

- What will be the minimum age? **Applicant response:** 55.
- Sizes of units? **Applicant response:** 533sf
- How is affordability affected those after reducing ages 62 down to 55? **Applicant response:** Difficult to say.
- After 40 year lapses, what happens at that point? **Applicant response:** There are various layers of restriction; funding requirements are tied to this 40-year standard. They are not generally in the business of converting to market rate.
- Are seniors required to be working? **Applicant response:** No.
- Will fire trucks be using the proposed cross access? **Applicant response:** Only ambulances will be able to fit.
- Will residents park in the garage and will they be coming from 27th St? Will guests have access to the garage? **Applicant response:** Residents will have spots in the garage, and guests may also. An additional 17 spaces will be available, and some will be shared with the property to the south.
- Why are there only two accessible parking spaces? **Applicant response:** Two are the number that are required.
- Will ambulances fit in the garage? **Applicant response:** Yes, but they would have to back out.
- Will ambulances block the access drive? **Applicant response:** No.
- Can you create a loop access through the Racquet Club condos? **Applicant response:** It is a different property and thus they have not evaluated that.
- Where would the elevator be located? **Applicant response:** Near the front lobby, there is a ramp that allows ADA access.
- Architectural questions **Applicant response:** They wanted to put the entrances away from the busy 27th St. to accommodate parking.

Comments from the City Engineer

- Fire access is difficult, but there are other design options to increase the width of the proposed cross access. A mirror at the garage exit will help safety.

Comments from the Public

- Wynter: Unhappy lack of contact from developers. Concerns with parking, height, merged access shared with the proposed facility.
- Travis: Too big of a project.
- Dean Moffat: This project is too dense; project doesn't seem to fit.
- Darryl Grosjean: My home is in the Terraces and I have no opposition with this project.
- Jerry Thomas/Executive Director at RF Senior Living: Provided information about the senior living facility's operations.
- Mark Belanger/owner group for RF Senior Living: We were opposed but we are now have come around. We think it is still too massive and parking is insufficient.

Commissioner Connerton made a motion to approve Action Item 1 with conditions as written in the packet. Commissioner White seconded the motion.

Discussion after the motion included:

- Extraordinary to see such an affordable housing project proposed, especially for seniors.
- Would like minimum age to increase.
- Would prefer to have more landscaping in between Racquet Club condos and The Benedict.
- Concerns with lack of parking.
- Age 55 sounds young because of the community we are in; many retirement communities are age 55-plus.
- Would be nice if this could be in a different location.
- Would be nice if there were some two-bedroom apartments.
- Applicants should collaborate with adjacent land owners and be good neighbors.
- Need to make sure common access with The Benedict/Racquet Club condos is safe.

Motion passed unanimously 6-0.



January 17, 2023

City of Glenwood Springs
City Council
101 8th Street
Glenwood Springs, CO 81601

Re: Formal Request to Remove Condition of Approval for Hammerhead Turnaround

Dear City of Glenwood Springs City Council,

On behalf of the proposed Benedict Apartments senior affordable housing project, the development team would like to formally request that the Condition of Approval #7H (creating a hammerhead-style turnaround) be removed. Below are graphics detailing the request compared to the Benedict team's proposal:



Figure 1: Applicant's Proposal

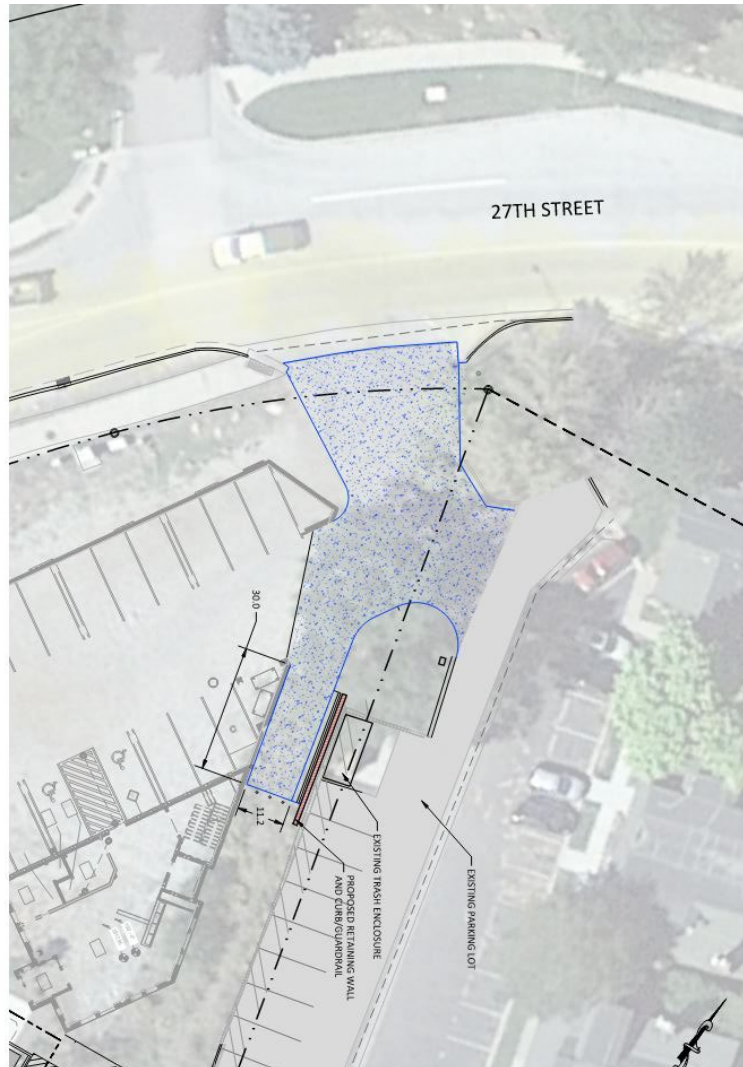


Figure 2: Hammerhead Turn-Around Condition of Approval

City Staff initially recommended a Condition of Approval that an alley cross-connection be created on December 4, 2023, prior to the Planning Commission hearing on December 12, 2023. The development team looked into the detailed logistics of making such a change and presented those findings to Planning Commission at the hearing. Since that hearing, our team discussed concerns with Staff and the neighbors; the details of those concerns are outlined in an exhibit in the agenda packet.

Upon further discussion with Staff, Staff revised the recommended Condition of Approval to be a “hammerhead-style turnaround” for emergency vehicles. Although the design and cost implications of this request are less than the original request, the development team is still opposed to implementing this change; the following paragraphs detail the reasoning for the team’s opposition to the Condition of Approval.



Part 1: Code Implications

The Development Team has not seen where this requirement is coming from in the code. As such, we are concerned that this request is not based on a legal requirement, but rather on a design preference by Staff.

Staff's initial request for the cross-access alley was based on Glenwood Springs Land Development Code Section 070.040.070(e)(4)(c), which states, "**To facilitate vehicular access between abutting developments, encourage shared parking, and minimize access points along streets**, new single-family townhouse, multifamily, nonresidential, and mixed-use development shall comply with the following standards:

1. The internal vehicular circulation system **shall be designed to allow for vehicular cross-access between the development's common vehicle use areas and common vehicle use areas in an abutting** single-family townhouse, multifamily, nonresidential, or mixed-use development, or to the boundary of abutting vacant land zoned to allow single-family townhouse, multifamily, nonresidential or mixed-use development.
2. Required vehicular cross access between the abutting lots shall be provided through the use of a service street (if the lots front on a major thoroughfare right-of-way), a single two-way driveway or drive aisle, or two (2) one-way driveways or aisles that are sufficiently wide to accommodate traffic by automobiles, service vehicles, loading vehicles, and emergency vehicles.
3. **The Director, in conjunction with the City Engineer, may waive or modify the requirement for vehicular cross access on determining that such cross access is impractical or undesirable because it** would require crossing a significant physical barrier or environmentally sensitive area (for example, railroad, watercourse, floodplain, wetlands, steep slopes), or would create unsafe conditions or impeded the application of other design requirements in this Code."

The development team greatly appreciates the open conversations with Staff, and Staff's willingness to explore alternative options to the original cross-access alley Condition of Approval. However, we believe that we are already meeting the intent of the code by providing or improving **two existing points of access** – one at Midland and one at 27th (right-in, right-out at 27th, per City condition of approval). The proposed project already has vehicular cross-access into the abutting condos to the east (Racquet Club Condos) and to the abutting senior housing to the south (Roaring Fork Senior Living). Due to the site's location and the **significant physical barrier** of the grade difference, creating *another* point of access for a turnaround would be impractical.

Part 2: Alternative Turnaround Available

In addition to the project currently meeting the intent of the code, Staff has indicated the reason for this request is due to emergency vehicles' access and turning movements. Below is an exhibit detailing that an ambulance would be able to turn into the proposed garage and turn around easier than if this "hammerhead-style turnaround" is implemented. Furthermore, with the right-in, right-out requirement, if an emergency vehicle were coming from downtown Glenwood Springs, they would be precluded from using this hammerhead turnaround.

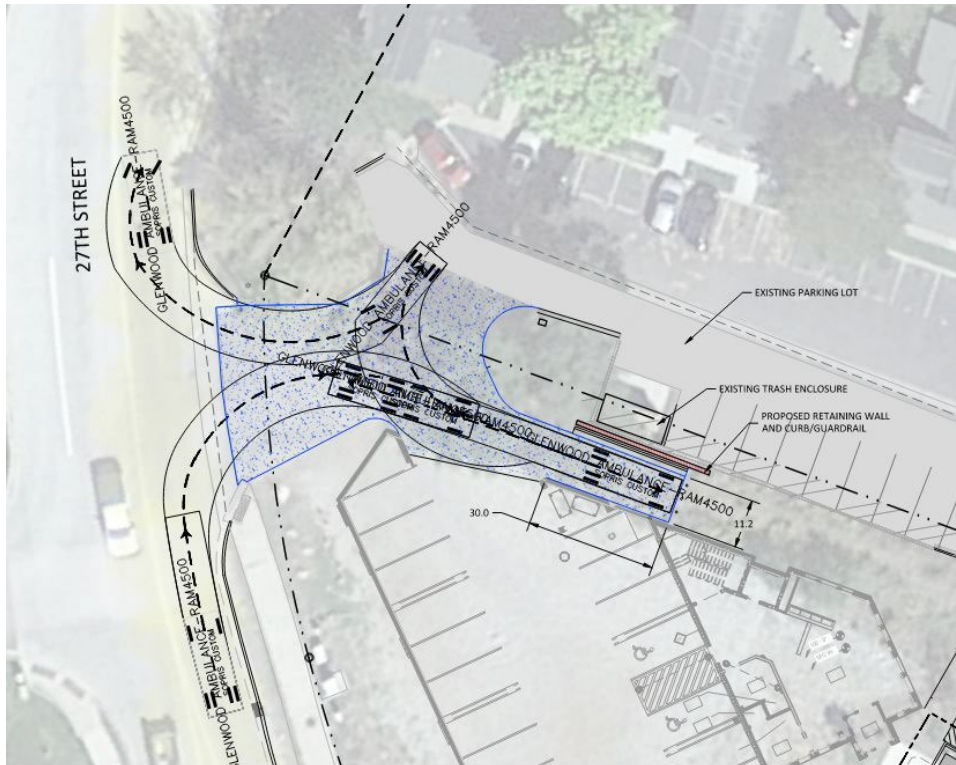


Figure 3: Ambulance Movement in Hammerhead Turn-Around

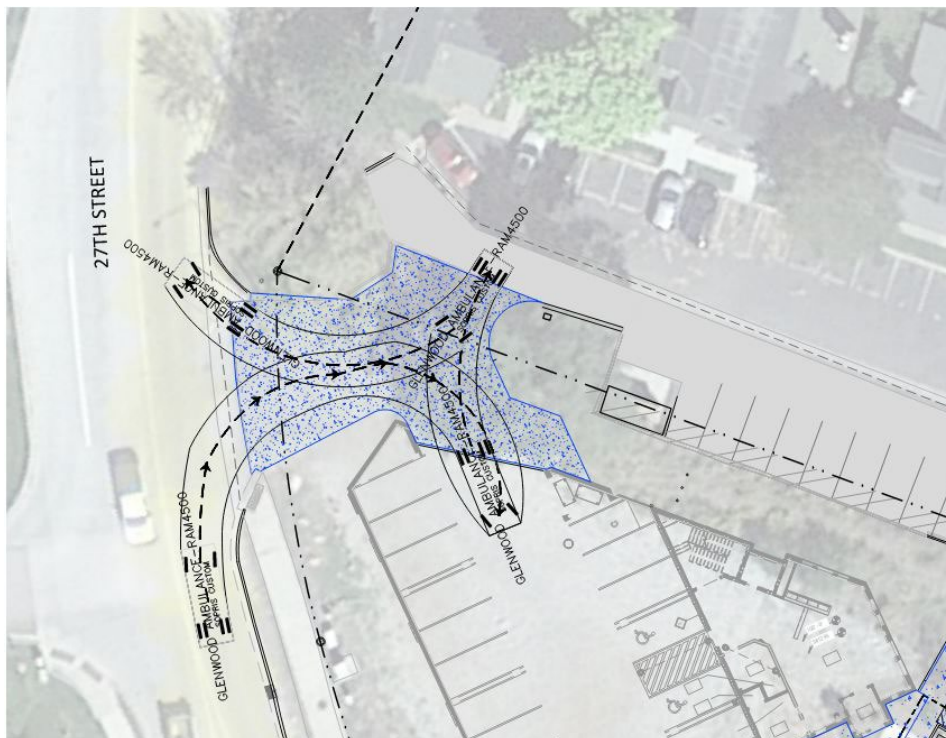


Figure 4: Ambulance Movement in Applicant-Proposed Garage



Part 3: Design implications, Neighbor Disturbance, Aesthetics

1. The property to the east (Racquet Club Condos) is at a lower grade than the subject property. As such, the proposed retaining wall would still need to become a 4-foot-tall structural wall with a 30-inch guardrail on top.
2. Construction excavation for the necessary footings would be around 9 feet deep. This would also require removal and replacement of two parking spaces in the Racquet Club parking lot and the trash enclosure, increased down-time for both parking and trash pick-up, and construction disturbance in their parking lot for approximately two (2) months.
3. There is a larger grade difference at the northeast corner of the parcel than there is at the southwest corner, meaning the retaining wall would be a bit taller. Aesthetically, with the retaining wall and guardrail required to construct this turnaround, it will enhance the severity of the grade difference and building heights.

The exhibit below details the elevation (including footings, guardrail, and building at the human scale) if the hammerhead turnaround is required.

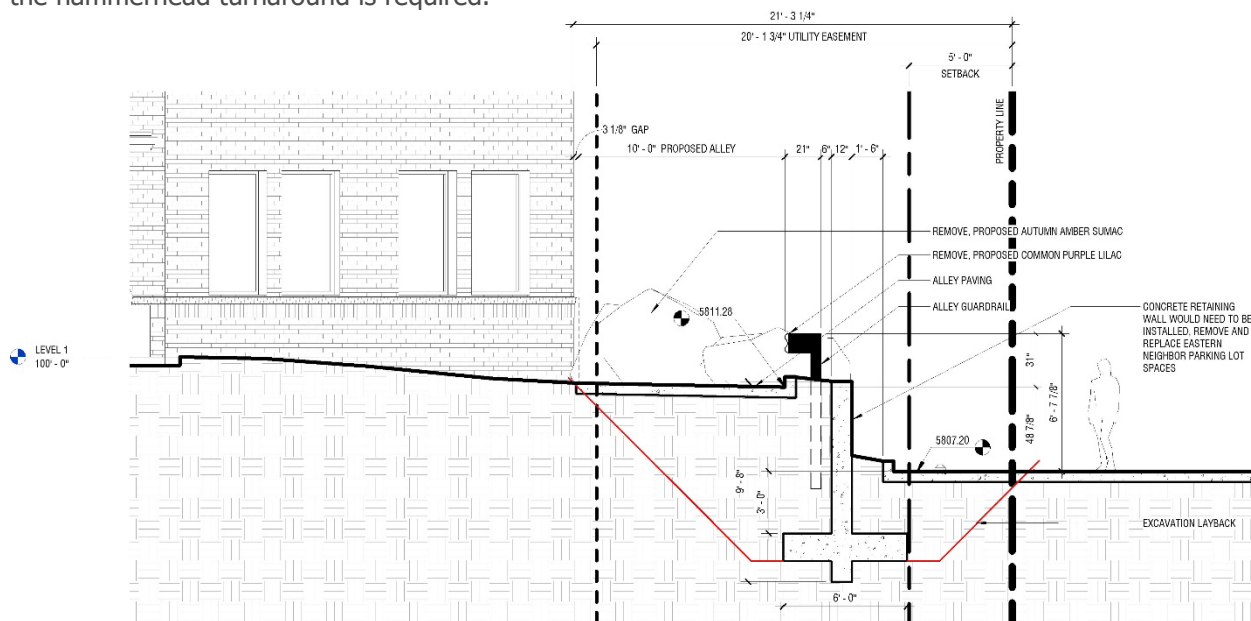


Figure 5: Elevation for Hammerhead Turnaround

Part 4: Cost Implications

The Benedict is an entirely affordable senior housing project with a limited budget. The Colorado Housing and Finance Authority (CHFA) awarded highly competitive and limited Low-Income Housing Tax Credits (LIHTC) to the project at the beginning of 2023. During the Planning Commission hearing, the development team was unsure of the most accurate cost increase that this alley would incur; however, we now have accurate figures to share. Redesign fees would add approximately \$7,000 to the project's budget, and the added construction costs would be \$301,000. In total, this would add \$308,000 to the project, a 1.65% increase. The financing sources for the development are limited by the maximum rents that can be charged for Low Income Senior Housing, the limited tax credit equity available to the project, limited State funding, and increased interest rates. Adding \$308,000 to the total cost of the project is not financially feasible.



Part 5: Schedule

In addition to the added cost, the requested alley would add approximately 10-12 weeks to the project's entitlements schedule. Redesigning the site would take about 4-5 weeks; revising and recording the new access and shared parking easements would add 6-7 weeks to the project's timeline. Easements must be recorded on the plat or by a separate instrument prior to the site plan being recorded. The site plan must be recorded prior to the issuance of a building permit, and one of the stipulations of the LIHTC is that building permits must be issued by June 1, 2024. Our current internal schedule shows this project receiving a building permit by the end of April 2024 (which is an aggressive schedule), but if the alley is added, we would anticipate not receiving building permits until July 2024. Additionally, impacts to the Racquet Club parking lot would take approximately 8 weeks (excavation, concrete, backfill), but it's worth noting that the timing would have to be carefully managed, as patching the asphalt cannot occur from November to April.

Due to all the aforementioned reasons, the development team requests that this Condition of Approval be removed from the list of other Conditions, and that the project be approved as the original design intended. Thank you very much for your time and consideration.

Sincerely,
Norris Design

A handwritten signature in black ink that reads "Mallory Redmon".

Mallory Redmon
Planner

Introduction

Dear City of Glenwood Springs City Council,

On behalf of the proposed Benedict Apartments senior affordable housing project, the development team would like to formally request that the Condition of Approval regarding vehicular cross access be removed from the list of Conditions of Approval. To the right are graphics detailing the request compared to the Benedict team's proposal.

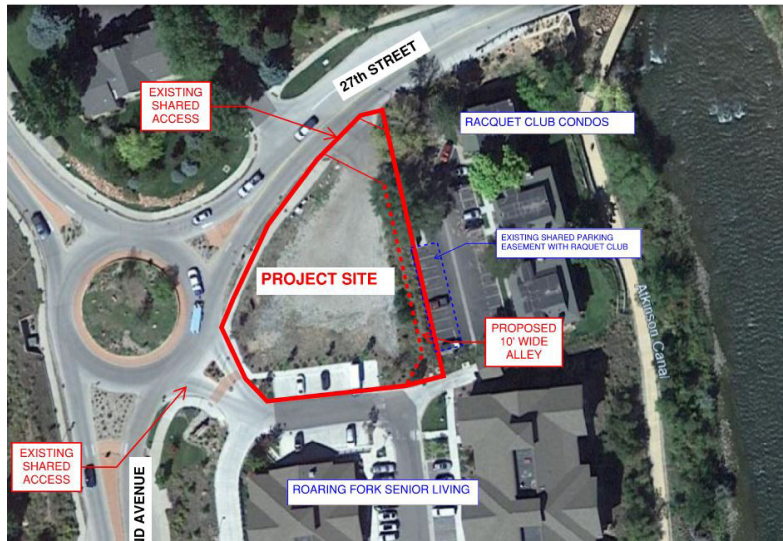
When City Staff requested that this alley be created on December 4, 2023, the development team looked into the detailed logistics of making such a change and presented those findings to Planning Commission at the hearing on December 12, 2023. Since that hearing, our team has continued to discuss concerns with Staff and the neighbors. The details of these concerns are outlined in the following paragraphs, and confirm that including the alley will be a detriment to both the Benedict and the existing Racquet Club Condos.



Applicant's Proposal



Cross Access Condition of Approval



Aerial Image Detailing Cross Access Condition of Approval

Part 1: Design Implications

If the project is required to build the alley connection, there are a couple of logistical considerations:

1. The property to the east (Racquet Club Condos) is at a lower grade than the subject property. As such, the proposed retaining wall would need to become a 4-foot-tall structural wall with a 30-inch guardrail on top.
2. Construction excavation would be around 9 feet deep, which could involve conflict with the sewer main. This would also require removal of the Racquet Club parking lot and trash enclosure, increased down-time for both parking and trash pick-up, and construction disturbance in their parking lot, for approximately two (2) months.
3. The alley itself would be 10 feet wide, leaving a 12-inch buffer on either side of an ambulance (between the vehicle's side mirror and the building, and between the other side mirror and the guardrail).
4. All proposed landscaping in this area would be removed (a total of 2,145 square feet), including the existing, old-growth tree on the Racquet Club Condos' property. This landscaping (existing and proposed) is used to screen the existing Racquet Club Condos' trash enclosure, as well as provide a transitional buffer between the subject property and the Racquet Club Condo property.
5. An additional 400 square feet of snow storage would be needed, which creates a design challenge for the rest of the site.
6. Currently, the loading zone is proposed near the ADA van accessible parking space, which would be removed if this alley connection is required. Finding a new loading zone space would be especially challenging and may not be possible if the alley is required. A loading space is required by City code, and without it the project would not be in compliance.

Part 2: Compliance with Code Intent

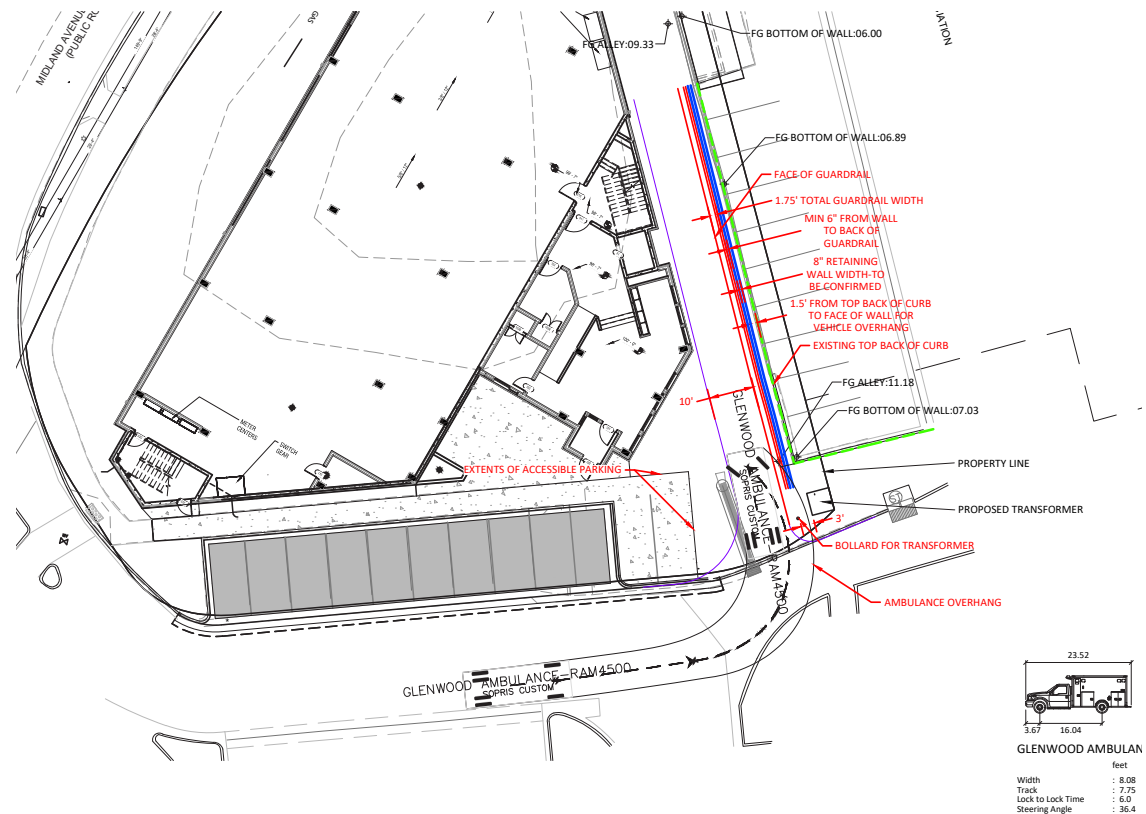
1. City Staff's request for this additional cross access is based on Glenwood Springs Land Development Code Section 070.040.070(e)(4)(c), which states, "To facilitate vehicular access between abutting developments, encourage shared parking, and minimize access points along streets, new single-family townhouse, multifamily, nonresidential, and mixed-use development shall comply with the following standards:
2. 1. The internal vehicular circulation system shall be designed to allow for vehicular cross-access between the development's common vehicle use areas and common vehicle use areas in an abutting single-family townhouse, multifamily, nonresidential, or mixed-use development, or to the boundary of abutting vacant land zoned to allow single-family townhouse, multifamily, nonresidential or mixed-use development.
3. 2. Required vehicular cross access between the abutting lots shall be provided through the use of a service street (if the lots front on a major thoroughfare right-of-way), a single two-way driveway or drive aisle, or two (2) one-way driveways or aisles that are sufficiently wide to accommodate traffic by automobiles, service vehicles, loading vehicles, and emergency vehicles.
4. 3. The Director, in conjunction with the City Engineer, may waive or modify the requirement for vehicular cross access on determining that such cross access is impractical or undesirable because it would require crossing a significant physical barrier or environmentally sensitive area (for example, railroad, watercourse, floodplain, wetlands, steep slopes), or would create unsafe conditions or impeded the application of other design requirements in this Code."
5. We believe that we are meeting the intent of the code by providing or improving two existing points of access – one at Midland and one at 27th (right-in, right-out at 27th, per City condition of approval). The proposed project already has vehicular cross-access into the abutting condos to the east (Racquet Club Condos) and to the abutting senior housing to the south (Roaring Fork Senior Living). Due to the site's location and the significant physical barrier of the grade difference, creating another point of cross access would create unsafe conditions for pedestrians and vehicles, as detailed below.

Part 3: Safety Concerns

In addition to meeting the intent of the code, the development team is incredibly concerned that the addition of this cross access would negatively impact vehicular and pedestrian safety.

Emergency Access

Sopris Engineering, in first analyzing this request, contacted the Fire Department to understand how this point of cross access would be used. The Fire Department confirmed that fire trucks would not use the alley, but an ambulance would use the alley. Utilizing Auto-Turn, which is an industry-standard AutoCAD plug-in used to determine emergency vehicle access, Sopris Engineering determined that a Glenwood Springs standard ambulance is not able to complete the turn without hitting the guardrail or transformer. It is worth noting that the transformer is required to have 4-foot clearance bollards all the way around in order to protect it from potential collisions. Even if the team were to move the transformer, an emergency vehicle would still hit the guardrail.



Ambulance Auto-Turn Exhibit

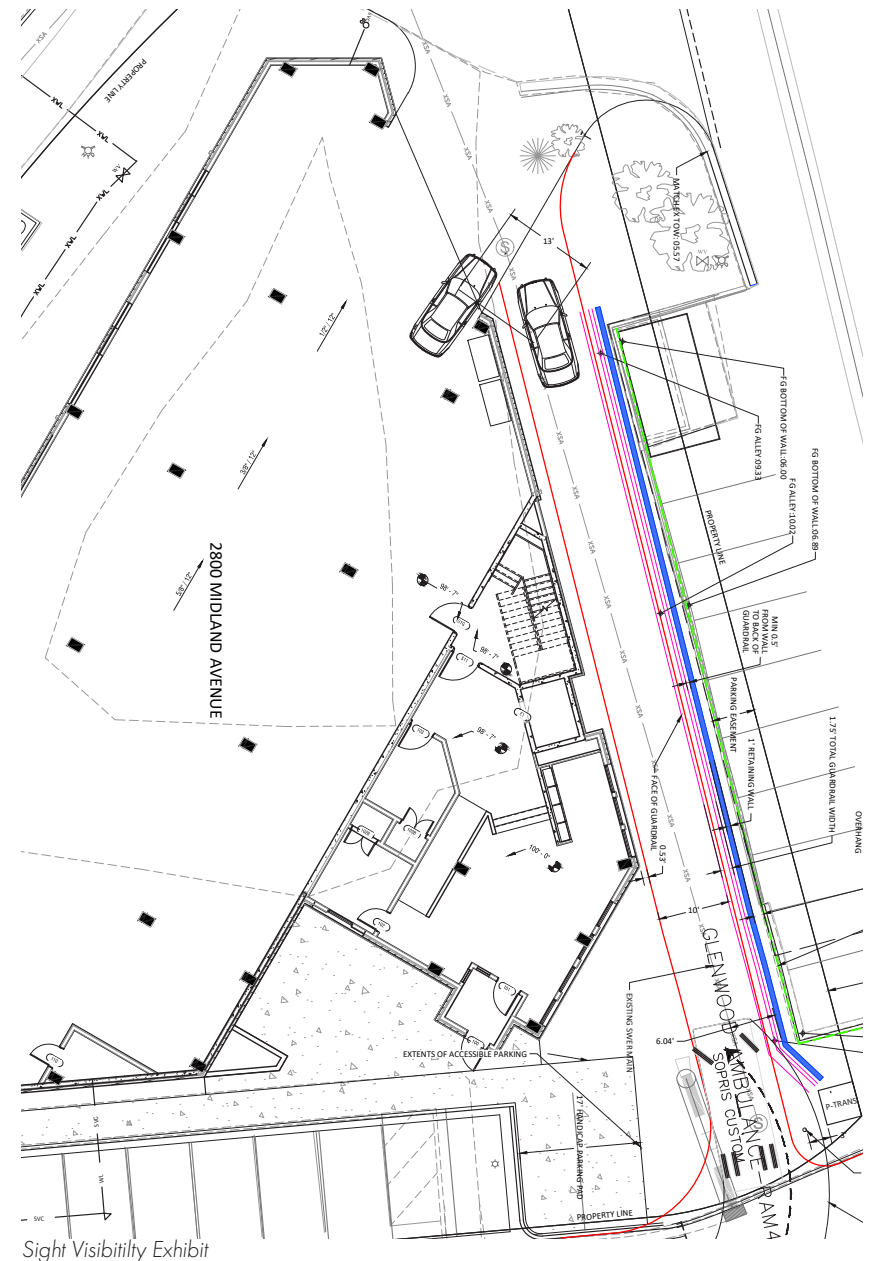
Part 3: Safety Concerns (continued)

Sight Visibility

The entrance to the project's garage is located on the northeast portion of the site, near 27th Street. If the alley were to be built, visibility exiting the garage would need to look over their shoulder around the acute angle to the right in order to see oncoming vehicles, and to do so would need to pull far into the drive aisle, risking a potential collision with vehicles or pedestrians. There are design mitigation techniques, such as adding mirrors, but the risk would still remain if a driver was distracted.

Pedestrian/Vehicular Safety

The development team anticipates that pedestrians will use this alley to gain access to 27th Street, regardless of whether it's signed for vehicles only. As such, the team looked into roadway safety standards. CDOT recommends a minimum of 14 feet of roadway width in order to allow vehicles and pedestrians (or cyclists) to pass each other safely. The proposed alley is only 10 feet wide, which is not wide enough for safe passing. Additionally, it is worth noting that only the Roaring Fork Senior Living residents or the Benedict residents would be able to use this alley; as the Racquet Club Condos are at a lower grade, those residents would have to go to the existing shared access point at 27th Street and turn left onto the alley if they hoped to use it to exit at Midland. Given the circulation of the existing roundabout, this cross-access point would not benefit the residents of the Racquet Club Condos.



Part 4: Cost

The Benedict is an entirely affordable senior housing project with a limited budget. The Colorado Housing and Finance Authority (CHFA) awarded highly competitive and limited Low-Income Housing Tax Credits (LIHTC) to the project at the beginning of 2023. During the Planning Commission hearing, the development team was unsure of the most accurate cost increase that this alley would incur; however, we now have accurate figures to share. Redesign fees would add approximately \$13,500 to the project's budget, and the added construction costs would be \$602,000. In total, this would add \$615,500 to the project, a 3.3% increase. The financing sources for the development are limited by the maximum rents that can be charged for Low Income Senior Housing, the limited tax credit equity available to the project, limited State funding, and increased interest rates. Adding \$615,500 to the total cost of the project is not financially feasible.

Part 5: Schedule

In addition to the added cost, the requested alley would add approximately 10-12 weeks to the project's entitlements schedule. Redesigning the site would take about 4-5 weeks; revising and recording the new access and shared parking easements would add 6-7 weeks to the project's timeline. Easements must be recorded on the plat or by a separate instrument prior to the site plan being recorded. The site plan must be recorded prior to the issuance of a building permit, and one of the stipulations of the LIHTC is that building permits must be issued by June 1, 2024. Our current internal schedule shows this project receiving a building permit by the end of April 2024 (which is an aggressive schedule), but if the alley is added, we would anticipate not receiving building permits until July 2024. Additionally, impacts to the Racquet Club parking lot would take approximately 8 weeks (excavation, concrete, backfill), but it's worth noting that the timing would have to be carefully managed, as patching the asphalt cannot occur from November to April.

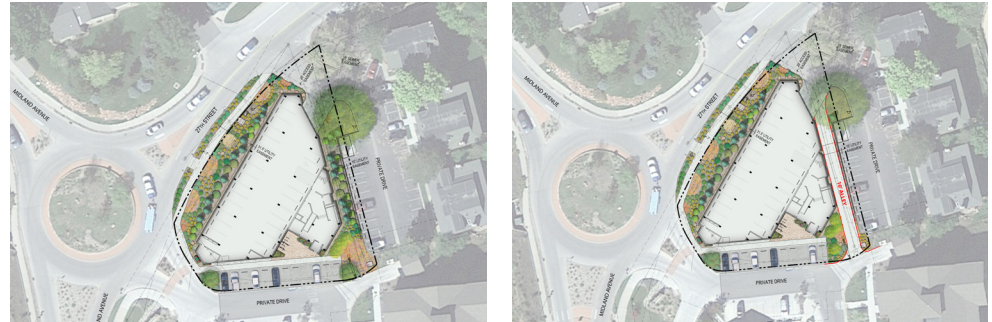
Part 6: Neighbor Disturbance and Aesthetics

Aesthetics

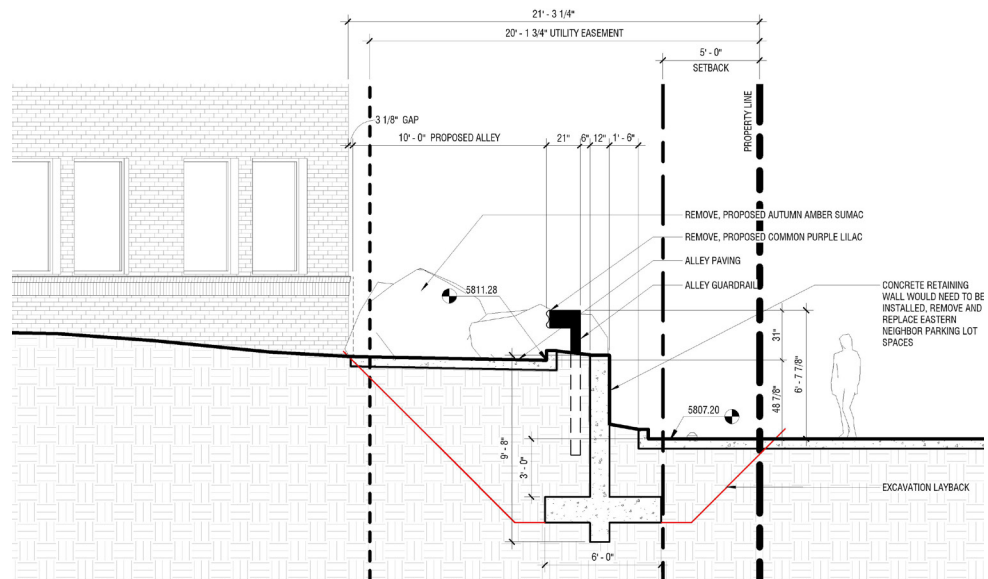
Due to the existing grade difference between the Racquet Club Condos and the Benedict's site, the development team has spent quite a bit of time with Staff to adjust the visual scale and provide a transition between the two properties. The proposed landscaping in this area helps to accomplish this goal by providing a transitional buffer zone. By removing this landscaping, the alley would create an aesthetically severe façade on the east side.

Neighbor Disturbance

The Racquet Club Condos have (9) parking spaces which are partially located on the Benedict's property. As such, there is an existing 6-foot wide parking easement, but the parking spaces themselves are to be used by Racquet Club Condo owners only (not by residents of the Benedict, and the spaces are not counted toward the Benedict's parking counts). In order to construct this alley, those (9) spaces (and the existing trash enclosure) would have to be removed and replaced during construction. As stated previously, this request would add about two (2) months to the construction schedule, rendering these parking spaces unusable during that time. It is unknown what additional work would be needed in the rest of Racquet Club Condo parking lot in order to restore full usability to the Racquet Club residents.



Applicant's Proposal Compared to Cross Access Condition of Approval
Loss of Landscape Buffering



Building Elevation with Alley Exhibit
Structural Needs for Cross Access

Conclusion

Due to all the aforementioned reasons, the development team requests that this Condition of Approval be removed from the list of other Conditions, and that the project be approved as the original design intended. Thank you very much for your time and consideration.

Sincerely,
The Benedict Apartments Development Team

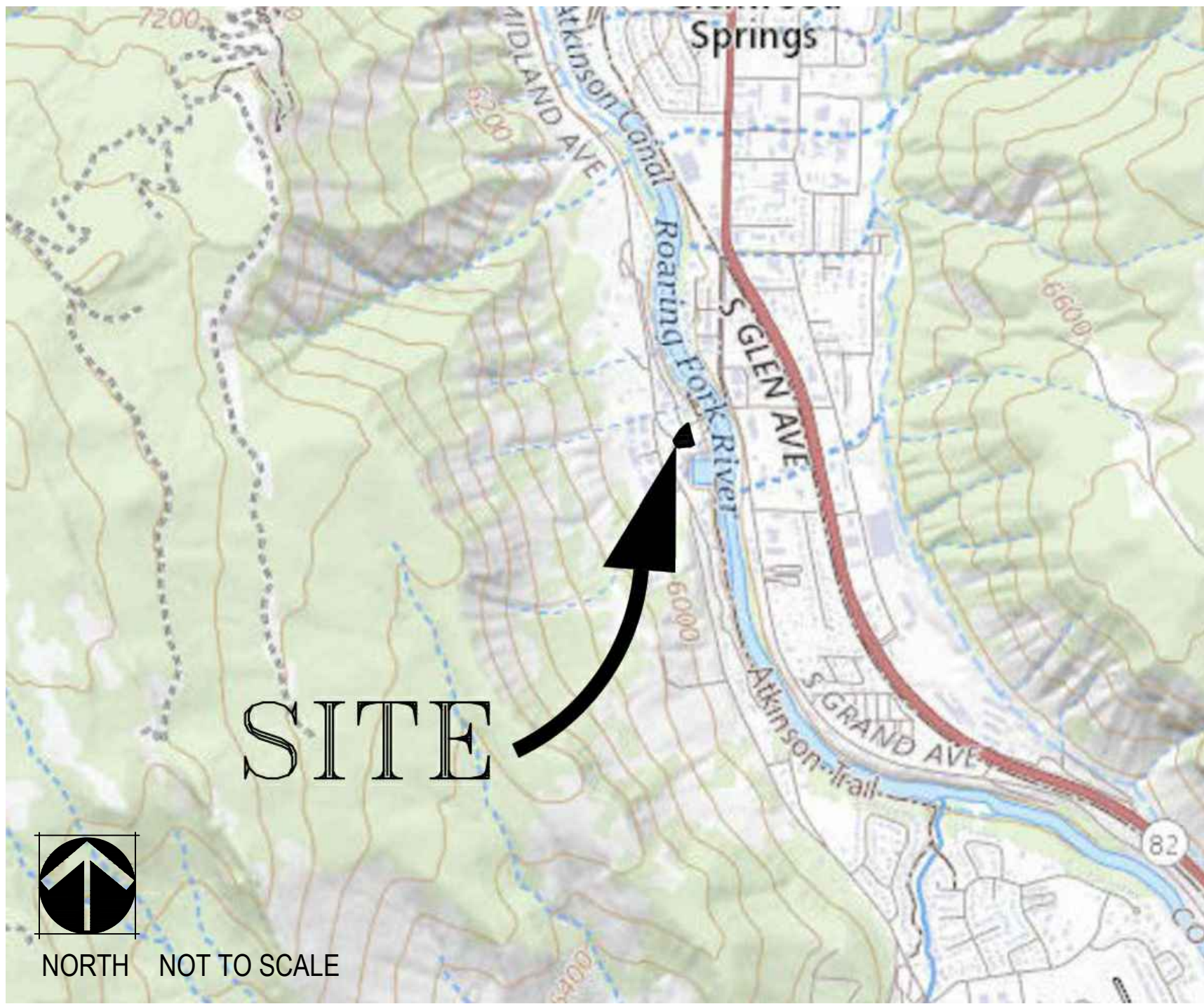


Applicant's Proposal

THE BENEDICT

LOT 2 STONEY RIVER MINOR SUBDIVISION, ACCORDING TO THE RECORDED
PLAT THEREOF RECORDED MAY 27, 2015 UNDER RECEPTION 863126,
COUNTY OF GARFIELD, STATE OF COLORADO

VICINITY MAP



FEMA STATEMENT

This property is not in a flood plain.

GEOLOGIC HAZARDS DISCLOSURE

This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. There are no hazards to note. A final Geologic Hazard Report will be submitted upon application of a building permit.

SHEET INDEX

COVER SHEET	CS-001
EXISTING CONDITIONS	C-1.0
SITE PLAN	C-2.0
GRADING AND DRAINAGE PLAN	C-3.0
UTILITY PLAN	C-4.0
LANDSCAPE COVER SHEET	LP-001
LANDSCAPE NOTES	LP-002
PLANT LIST	LP-003
LANDSCAPE PLAN	LP-101
LANDSCAPE PLAN	LP-102
SNOW STORAGE PLAN	LP-103
PLANTING DETAILS	LP-201
PLANTING DETAILS	LP-202
ARCHITECTURAL SITE PLAN	A-01
BUILDING ELEVATIONS	A-02
BUILDING ELEVATIONS	A-03
BUILDING ELEVATIONS	A-04
BUILDING ELEVATIONS	A-05
MATERIAL BOARD	A-06
SITE LIGHTING PLAN	E-01

Project Description					
Lot Size Information	Acres	Square feet	Lot Coverage	Existing (Sq Ft & %)	Proposed (Sq. Ft. & %)
	0.55	23,958		23,880 SF; 100%	10,694 SF; 44.8%
Limits of Disturbance	Existing (Sq & %)	Proposed (Sq. Ft. & %)	Average Slope within Limits of Disturbance	Percentage %	
	23,880 SF; 100%	12,026 SF; 50.3%		5%	
Off-street Parking Spaces	Existing # Vehicle Spaces	Proposed # Vehicle Spaces	Bicycle Parking	Existing # Spaces	Proposed # Spaces
	14	42		0	10 guest; 34 in unit
Residential Units	# Existing Units	# Proposed Units	Non-residential Uses	Type of Use(s)	Gross Floor Area (Sq. Ft.)
	0	34		A-3, B	3,268 SF
Open Space	Existing (Sq ft & %)	Proposed (Sq Ft & %)	Total Landscaped area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
	0	13,186 SF		439 SF; 1.8%	6584; 27.4%
Building Height	Existing	Proposed	Total Impervious Area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
	0'	58'-10.5"		4,191 SF; 18%	17,972 SF; 75%
Snow Storage	Required (sq ft)	Proposed (sq ft)	Other		
	765 SF	765 SF			

APPLICANT / LAND OWNER

CATHOLIC CHARITIES HOUSING
CONTACT: JUSTIN RADDATZ
6240 SMITH ROAD
DENVER, CO 80216
303.433.4094
JRADDATZ@CCDENVER.ORG

ARCHITECT

SHOPWORKS ARCHITECTURE
CONTACT: KYLE MEAD
301 W. 45TH AVENUE
DENVER, CO 80216
303.433.4094
KYLE@SHOPWORKSARC.COM

PLANNER / LANDSCAPE ARCHITECT

NORRIS DESIGN
CONTACT: ANTHONY YORK
409 MAIN STREET, SUITE 207
FRISCO, CO 80443
PO BOX 2320
970.368.7068
AYORK@NORRIS-DESIGN.COM

CIVIL ENGINEER

SOPRIS ENGINEERING
CONTACT: STEPHANIE HELFENBEIN
502 MAIN STREET, #A-3
CARBONDALE, CO 81623
970.704.0593
STEPHANIE@SOPRISENG.COM

BASIS OF BEARING AND BENCHMARKS

SCHEDULE B EXCEPTIONS TO TITLE:

THIS PROPERTY IS SUBJECT TO THE FOLLOWING EXCEPTIONS TO TITLE AS LISTED IN NCS NUMBER CCH2108725NT PREPARED BY CHICAGO TITLE INSURANCE COMPANY:

9. RESERVATIONS CONTAINED IN THE PATENT:

FROM: THE UNITED STATES OF AMERICA
TO: LEWIS BAILOR
RECORDING DATE: MARCH 14, 1891
RECORDING NO.: BOOK 12 PAGE 72

WHICH AMONG OTHER THINGS RECITES AS FOLLOWS:
A RIGHT OF WAY THEREON FOR DITCHES OR RESERVOIRS CONSTRUCTED BY THE AUTHORITY OF THE UNITED STATES OF AMERICA. THE RIGHT OF THE PROPRIETOR OF A VEIN OR LODE TO EXTRACT AND REMOVE HIS ORE THEREFROM SHOULD THE SAME BE FOUND TO PENETRATE OR INTERSECT THE PREMISES HEREBY GRANTED AS PROVIDED BY LAW.
NOTHING TO PLOT.

10. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE QUIT-CLAIM DEED AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: NOVEMBER 15, 1892
RECORDING NO.: BOOK 20 PAGE 241

11. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE WARRANTY DEED AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: JULY 15, 1909
RECORDING NO.: BOOK 79 PAGE 80

30' SANITARY SEWER EASEMENT ALONG THE WESTERLY SIDE OF SUBJECT PROPERTY AS INDICATED ON THE PLAT OF GLENWOOD SPRINGS RACQUET CLUB PLANNED UNIT DEVELOPMENT: **PLOTTED HEREON.**

RECORDING DATE: OCTOBER 3, 1979
RECORDING NO.: RECEPTION NO. 298203

AND AS SHOWN ON THE PLAT OF LOTS 1 & 2, GLENWOOD SPRINGS RACQUET CLUB PLANNED UNIT DEVELOPMENT, AS AMENDED:

RECORDING DATE: MAY 22, 1981
RECORDING NO.: RECEPTION NO. 315113

12. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE ORDINANCE NO. 10-79 AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MARCH 12, 1982
RECORDING NO.: BOOK 894 PAGE 509

13. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE ORDINANCE NO. 39, SERIES OF 1985 AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: JANUARY 8, 1988
RECORDING NO.: BOOK 727 PAGE 430

14. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: **PLOTTED HEREON AS REC. # 421379**

GRANTED TO: CITY OF GLENWOOD SPRINGS, COLORADO
PURPOSE: PUBLIC UTILITY EASEMENT
RECORDING DATE: FEBRUARY 20, 1991
RECORDING NO.: BOOK 799 PAGE 230

15. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: **NOTHING TO PLOT.**

GRANTED TO: CITY OF GLENWOOD SPRINGS
PURPOSE: PUBLIC ACCESS EASEMENT
RECORDING DATE: JULY 2, 2010
RECORDING NO.: RECEPTION NO. 788060

16. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE MEMORANDUM OF AGREEMENT TO PLAT AND RECONVEY AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: SEPTEMBER 5, 2012
RECORDING NO.: RECEPTION NO. 823720

AMENDMENT TO AGREEMENT TO PLAT AND RECONVEY: **NOTHING TO PLOT.**

RECORDING DATE: JANUARY 28, 2015
RECORDING NO.: RECEPTION NO. 858695

17. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE AGREEMENT AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MARCH 7, 2014
RECORDING NO.: RECEPTION NO. 846979

18. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE AGREEMENT REGARDING EASEMENTS AND LIFT STATION OWNERSHIP AS SET FORTH BELOW: **PLOTTED HEREON.**

RECORDING DATE: OCTOBER 8, 2014
RECORDING NO.: RECEPTION NO. 854488

19. EASEMENTS, NOTES, TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS AS SHOWN ON THE PLAT OF STONEY RIVER MINOR SUBDIVISION: **PLOTTED HEREON.**

RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863126

20. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE SUBDIVISION AND DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF GLENWOOD SPRINGS AND GLENWOOD SPRINGS LAND, LLC RELATING TO DEVELOPMENT OF THE STONEY RIVER ASSISTED LIVING AND MEMORY CARE FACILITIES AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863127

21. RECIPROCAL EASEMENTS, FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS CREATED BY THE FOLLOWING DOCUMENT: **PLOTTED HEREON.**

DOCUMENT: DECLARATION OF EASEMENTS
EXECUTED BY: GLENWOOD SPRINGS LAND, LLC, AN ILLINOIS LIMITED LIABILITY COMPANY
PURPOSE: INGRESS AND EGRESS FOR VEHICLES AND PEDESTRIANS
RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863128

THE BENEDICT
MAJOR SITE PLAN
GLENWOOD SPRINGS, COLORADO

OWNER:
CATHOLIC CHARITIES
HOUSING
6240 SMITH ROAD
DENVER, CO 80216

NOT FOR
CONSTRUCTION

DATE:
10/17/23 Submittal 01

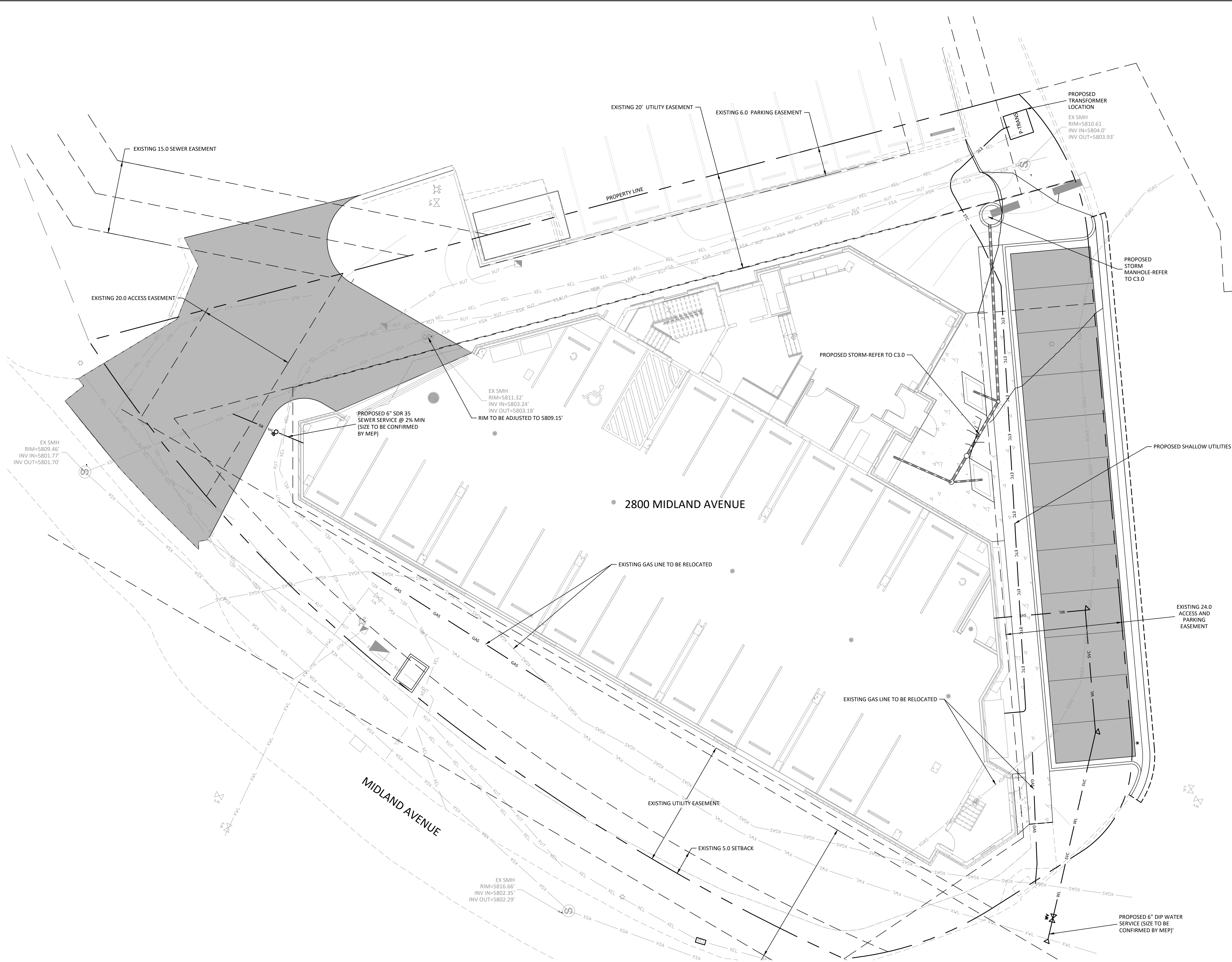
SHEET TITLE:
COVER

CS-001





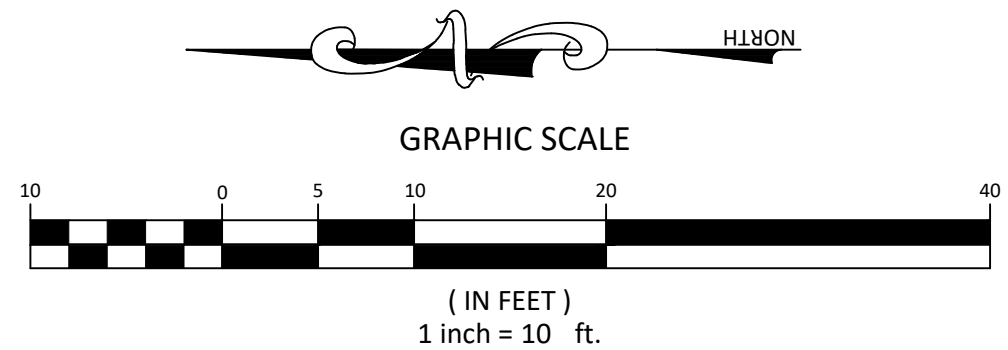
G:\2021\131256 BENEDICT\SYNCH\LOCAL DWGS\131256-DE.DWG - Oct 12, 2023 - 4:38pm



PROPOSED LEGEND	
	PROPOSED CONTOUR
	PROPOSED CONTOUR INTERVAL
	PROPOSED 8" WATER MAIN
	PROPOSED 12" WATER MAIN
	PROPOSED 8" SANITARY SEWER MAIN
	PROPOSED 12" SANITARY SEWER MAIN
	PROPOSED ELEC, TELE, CABLE, GAS
	PROPOSED ELEC, TELE, CABLE
	PROPOSED GAS
	PROPOSED TELEPHONE
	PROPOSED UNDERGROUND ELECTRIC
	PROPOSED OVERHEAD ELECTRIC
	PROPOSED CABLE
	PROPOSED FIBER OPTIC
	PROPOSED IRRIGATION PIPE
	PROPOSED SWALE OR DITCH
	PROPOSED STORM SEWER

	PROPOSED CONCRETE
	PROPOSED ASPHALT
	PROPOSED SAWCUT

EXISTING LEGEND	
	EXISTING CONTOUR
	EXISTING CONTOUR INTERVAL
	EXISTING 8" WATER MAIN
	EXISTING 8" SANITARY SEWER MAIN
	EXISTING ELEC, TELE, CABLE, GAS
	EXISTING ELEC, TELE, CABLE
	EXISTING GAS
	EXISTING TELEPHONE
	EXISTING UNDERGROUND ELECTRIC
	EXISTING OVERHEAD ELECTRIC
	EXISTING CABLE
	EXISTING FIBER OPTIC
	EXISTING IRRIGATION PIPE
	EXISTING STORM SEWER
	EXISTING EASEMENT
	EXISTING PROPERTY LINE
	EXISTING WIRE FENCE
	EXISTING ROCK WALL
	EXISTING ELECTRIC MANHOLE
	EXISTING DRAINAGE DRY-WELL
	EXISTING SEWER MANHOLE
	EXISTING TELEPHONE MANHOLE
	EXISTING UTILITY MANHOLE
	EXISTING GUY WIRE
	EXISTING POWER POLE
	EXISTING FIRE HYDRANT
	EXISTING WATER VALVE
	EXISTING CURB STOP
	EXISTING GAS METER
	EXISTING ELECTRIC TRANSFORMER
	EXISTING ELECTRIC METER
	EXISTING TELEPHONE PEDESTAL
	EXISTING CATV PEDESTAL
	EXISTING SEWER CLEANOUT
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING STORM INLET



SOPRIS ENGINEERING LLC
502 MAIN STREET • SUITE A3 • CARBONDALE CO 81623
(970) 704-0311 • soprisengineering.com

DATE:	10-17-23
JOB NO.	31256
DESIGNED BY	SOH 10/17/23
DRAWN BY	SOH 10/17/23
CHECKED BY	

THE BENEDICT
MAJOR SITE PLAN
GLENWOOD SPRINGS, COLORADO

DATE	REVISION

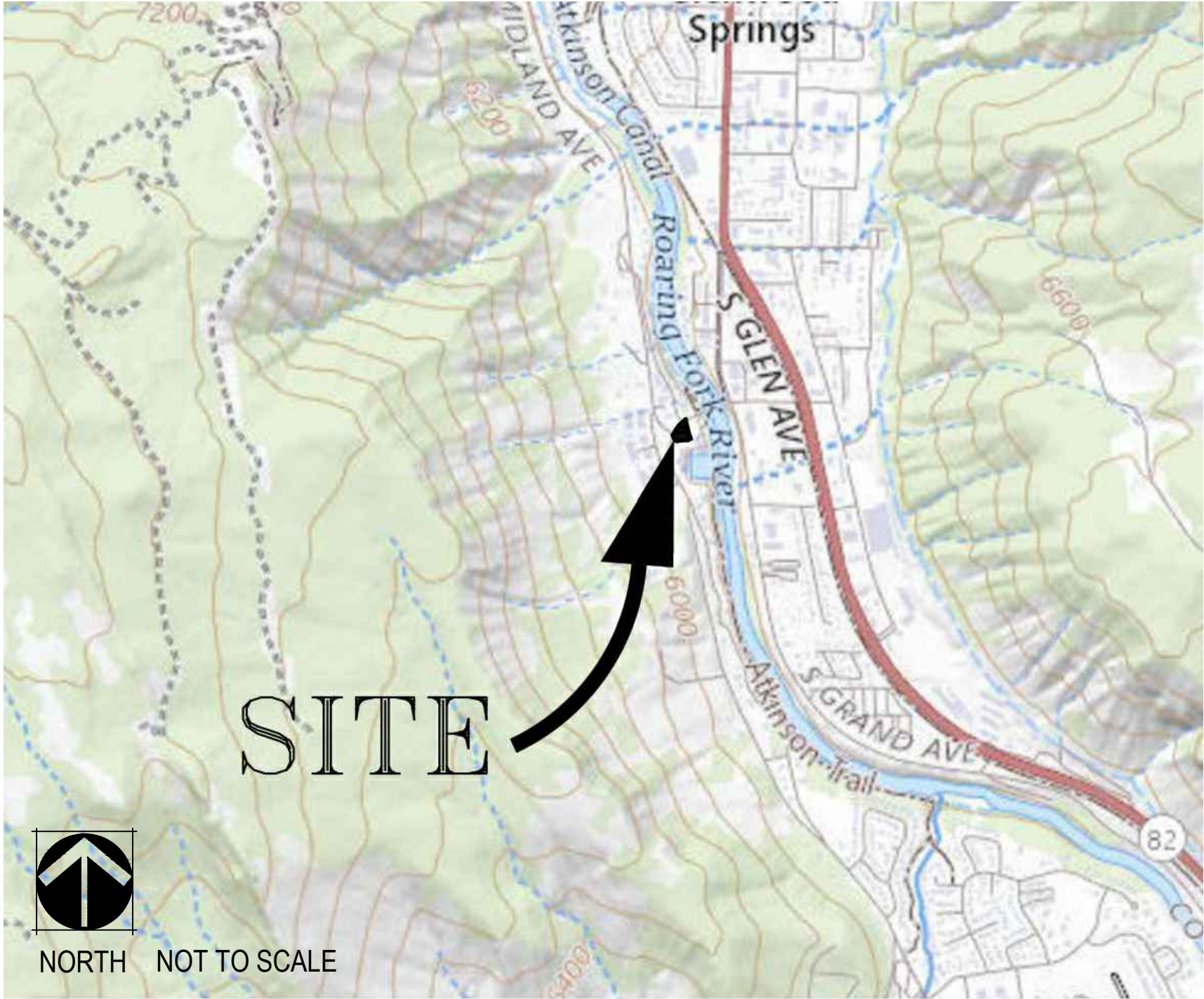
TITLE	UTILITY PLAN
DRAWING NO.	C-4.0

THE BENEDICT

LANDSCAPE PLAN

LOT 2 STONEY RIVER MINOR SUBDIVISION, ACCORDING TO THE RECORDED
PLAT THEREOF RECORDED MAY 27, 2015 UNDER RECEPTION 863126,
COUNTY OF GARFIELD, STATE OF COLORADO

VICINITY MAP



APPLICANT / LAND OWNER

CATHOLIC CHARITIES HOUSING
CONTACT: JUSTIN RADDATZ
6240 SMITH ROAD
DENVER, CO 80216
303.433.4094
JRADDATZ@CCDENVER.ORG

ARCHITECT

SHOPWORKS ARCHITECTURE
CONTACT: KYLE MEAD
301 W. 45TH AVENUE
DENVER, CO 80216
303.433.4094
KYLE@SHOPWORKSARC.COM

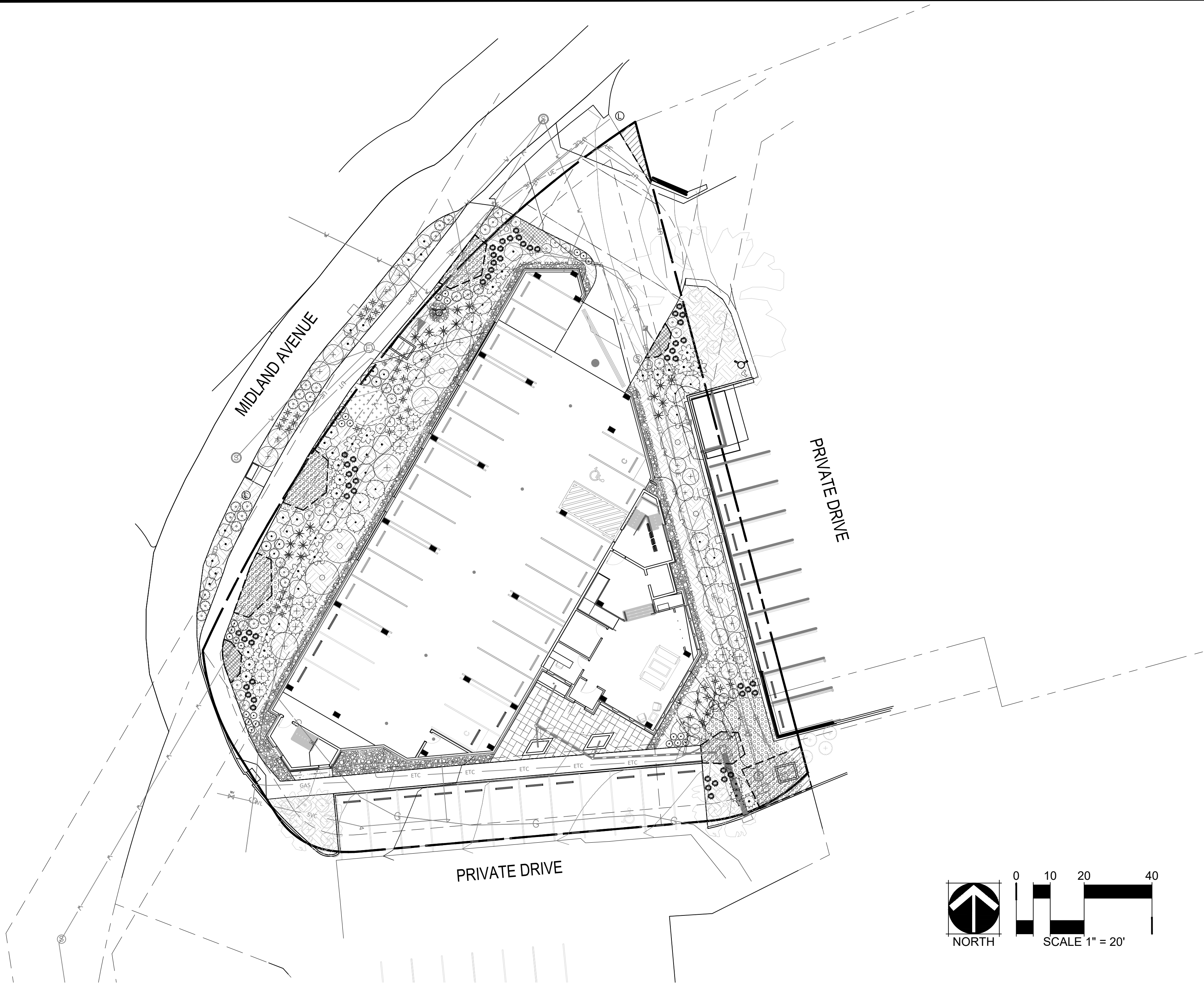
PLANNER / LANDSCAPE ARCHITECT

NORRIS DESIGN
CONTACT: ANTHONY YORK
409 MAIN STREET, SUITE 207
FRISCO, CO 80443
PO BOX 2320
970.368.7068
AYORK@NORRIS-DESIGN.COM

CIVIL ENGINEER

SOPRIS ENGINEERING
CONTACT: STEPHANIE HELFENBEIN
502 MAIN STREET, #A-3
CARBONDALE, CO 81623
970.704.0593
STEPHANIE@SOPRISENG.COM

OVERALL LANDSCAPE PLAN



OVERALL LANDSCAPE REQUIREMENTS

	REQUIRED	EXISTING	PROVIDED
LANDSCAPE AREA (SQUARE FEET)	4,775 (20% OF SITE)	439	5,393
TREES	12 (1 TREE PER 400 SF)	2	4
SHRUBS	48 (1 TREE PER 100 SF)	10	191
PERENNIALS	96 (1 TREE PER 50 SF)	0	112

NOTES:
EXISTING TREES MAY BE USED TO SATISFY THE LANDSCAPE REQUIREMENTS. UP
TO 50 PERCENT OF REQUIRED TREES MAY BE SUBSTITUTED WITH SHRUBS (ABOVE
REQUIRED AMOUNT) AT A RATE OF 10 SHRUBS PER 1 TREE.
SEE TOWN OF GLENWOOD SPRINGS, CODE SECTION 070.040.050 LANDSCAPING

SHEET INDEX

COVER SHEET	LP-001
LANDSCAPE NOTES	LP-002
PLANT LIST	LP-003
LANDSCAPE PLAN	LP-101
LANDSCAPE PLAN	LP-102
SNOW STORAGE PLAN	LP-103
PLANTING DETAILS	LP-201

THE BENEDICT
MAJOR SITE PLAN
LANDSCAPE PLAN
GLENWOOD SPRINGS, COLORADO

OWNER:
CATHOLIC CHARITIES
HOUSING
6240 SMITH ROAD
DENVER, CO 80216

NOT FOR
CONSTRUCTION

DATE:
10-17-2023

COVER

LP-001

GENERAL NOTES

1. THESE PLANS SHALL NOT BE UTILIZED FOR CONSTRUCTION OR PERMITTING UNLESS STATED FOR SUCH USE IN THE TITLE BLOCK.
2. DRAWINGS ARE INTENDED TO BE PRINTED ON 24" X 36" PAPER. PRINTING THESE DRAWINGS AT A DIFFERENT SIZE WILL IMPACT THE SCALE. VERIFY THE GRAPHIC SCALE BEFORE REFERENCING ANY MEASUREMENTS ON THESE SHEETS. THE RECIPIENT OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR ANY ERRORS RESULTING FROM INCORRECT PRINTING, COPYING, OR ANY OTHER CHANGES THAT ALTER THE SCALE OF THE DRAWINGS.
3. VERIFY ALL PLAN DIMENSIONS PRIOR TO START OF CONSTRUCTION. NOTIFY THE OWNER'S REPRESENTATIVE TO ADDRESS ANY QUESTIONS OR CLARIFY ANY DISCREPANCIES.
4. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
5. SUBMIT A CHANGE ORDER FOR APPROVAL FOR ANY CHANGES TO WORK SCOPE RESULTING FROM FIELD CONDITIONS OR DIRECTION BY OWNER'S REPRESENTATIVE WHICH REQUIRE ADDITIONAL COST TO THE OWNER PRIOR TO PERFORMANCE OF WORK.
6. THE CONTRACTOR SHALL PROVIDE A STAKED LAYOUT OF ALL SITE IMPROVEMENTS FOR INSPECTION BY THE OWNER'S REPRESENTATIVE AND MAKE MODIFICATIONS AS REQUIRED. ALL LAYOUT INFORMATION IS AVAILABLE IN DIGITAL FORMAT FOR USE BY THE CONTRACTOR.
7. IF A GEOTECHNICAL SOILS REPORT IS NOT AVAILABLE AT THE TIME OF CONSTRUCTION, NORRIS DESIGN RECOMMENDS A REPORT BE AUTHORIZED BY THE OWNER AND THAT ALL RECOMMENDATIONS OF THE REPORT ARE FOLLOWED DURING CONSTRUCTION. THE CONTRACTOR SHALL USE THESE CONTRACT DOCUMENTS AS A BASIS FOR THE BID. IF THE OWNER ELECTS TO PROVIDE A GEOTECHNICAL REPORT, THE CONTRACTOR SHALL REVIEW THE REPORT AND SUBMIT AN APPROPRIATE CHANGE ORDER TO THE OWNER'S REPRESENTATIVE IF ADDITIONAL COSTS ARE REQUESTED.
8. CONTRACTOR SHALL CONFIRM THAT SITE CONDITIONS ARE SIMILAR TO THE PLANS, WITHIN TOLERANCES STATED IN THE CONTRACT DOCUMENTS, AND SATISFACTORY TO THE CONTRACTOR PRIOR TO START OF WORK. SHOULD SITE CONDITIONS BE DIFFERENT THAN REPRESENTED ON THE PLANS OR UNSATISFACTORY TO THE CONTRACTOR, THE CONTRACTOR SHALL CONTACT THE OWNER'S REPRESENTATIVE FOR CLARIFICATION AND FURTHER DIRECTION.
9. CONTRACTOR IS RESPONSIBLE TO PAY FOR, AND OBTAIN, ANY REQUIRED APPLICATIONS, PERMITTING, LICENSES, INSPECTIONS AND METERS ASSOCIATED WITH WORK.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO ANY VIOLATIONS OR NON-CONFORMANCE WITH THE PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS, JURISDICTIONAL CODES, AND REGULATORY AGENCIES.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL UTILITY LOCATES PRIOR TO ANY EXCAVATION. REFER TO ENGINEERING UTILITY PLANS FOR ALL PROPOSED UTILITY LOCATIONS AND DETAILS. NOTIFY OWNER'S REPRESENTATIVE IF EXISTING OR PROPOSED UTILITIES INTERFERE WITH THE ABILITY TO PERFORM WORK.
12. UNLESS IDENTIFIED ON THE PLANS FOR DEMOLITION OR REMOVAL, THE CONTRACTOR IS RESPONSIBLE FOR THE COST TO REPAIR UTILITIES, ADJACENT OR EXISTING LANDSCAPE, ADJACENT OR EXISTING PAVING, OR ANY PUBLIC AND PRIVATE PROPERTY THAT IS DAMAGED BY THE CONTRACTOR OR THEIR SUBCONTRACTOR'S OPERATIONS DURING INSTALLATION, ESTABLISHMENT OR DURING THE SPECIFIED MAINTENANCE PERIOD. ALL DAMAGES SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITIONS AS DETERMINED BY THE OWNER'S REPRESENTATIVE. CONTRACTOR SHALL BE RESPONSIBLE FOR LOGGING ANY DAMAGES PRIOR TO START OF CONSTRUCTION AND DURING THE CONTRACT PERIOD.
13. ALL WORK SHALL BE CONFINED TO THE AREA WITHIN THE CONSTRUCTION LIMITS AS SHOWN ON THE PLANS. ANY AREAS OR IMPROVEMENTS DISTURBED OUTSIDE THESE LIMITS SHALL BE RETURNED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE. IN THE EVENT THE CONTRACTOR REQUIRES A MODIFICATION TO THE CONSTRUCTION LIMITS, WRITTEN PERMISSION MUST BE OBTAINED FROM THE OWNER'S REPRESENTATIVE PRIOR TO ANY DISTURBANCE OUTSIDE OF THE LIMITS OF WORK.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY OF THEIR TRENCHES OR EXCAVATIONS THAT SETTLE.
15. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREPARE AND SUBMIT A TRAFFIC CONTROL PLAN TO THE APPROPRIATE JURISDICTIONAL AGENCIES AND THE OWNER'S REPRESENTATIVE IF THEIR WORK AND OPERATIONS AFFECT OR IMPACT THE PUBLIC RIGHTS-OF-WAY. OBTAIN APPROVAL PRIOR TO ANY WORK WHICH AFFECTS OR IMPACTS THE PUBLIC RIGHTS-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THIS REQUIREMENT DURING THE CONTRACT PERIOD.
16. SIGHT TRIANGLES AND SIGHT LINES SHALL REMAIN UNOBSTRUCTED BY EQUIPMENT, CONSTRUCTION MATERIALS, PLANT MATERIAL OR ANY OTHER VISUAL OBSTACLE DURING THE CONTRACT PERIOD AND AT MATURITY OF PLANTS PER LOCAL JURISDICTIONAL REQUIREMENTS. NO PLANT MATERIAL OTHER THAN GROUND COVER IS ALLOWED TO BE PLANTED ADJACENT TO FIRE HYDRANTS AS STIPULATED BY JURISDICTIONAL REQUIREMENTS.
17. COORDINATE SITE ACCESS, STAGING, STORAGE AND CLEANOUT AREAS WITH OWNER'S REPRESENTATIVE.
18. CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY SAFETY FENCING AND BARRIERS

LAYOUT NOTES

1. WRITTEN DIMENSIONS WILL TAKE PRECEDENCE OVER SCALED DIMENSIONS.
2. SHOULD SITE CONDITIONS BE DIFFERENT THAN WHAT IS INDICATED ON THE DRAWINGS CONTACT THE LANDSCAPE ARCHITECT IMMEDIATELY FOR CLARIFICATION.
3. CURVED WALKS AND CURB EDGES ARE INTENDED TO BE CONSTRUCTED WITH SMOOTH FLOWING CURVES. ANYTHING OTHER THAN SMOOTH FLOWING CURVES WILL BE REJECTED.
4. THE CONTRACTOR SHALL OBTAIN, AT HIS EXPENSE, ALL PERMITS WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK.
5. THE CONTRACTOR SHALL PROVIDE A STAKED LAYOUT OF ALL SITE IMPROVEMENTS FOR INSPECTION BY THE OWNER'S REPRESENTATIVE AND MAKE MODIFICATIONS AS REQUIRED AT NO ADDITIONAL COST TO THE OWNER.
6. THE CONTRACTOR SHALL INSTALL SLEEVING FOR IRRIGATION IMPROVEMENTS PRIOR TO INSTALLING CONCRETE FLATWORK. REFER TO IRRIGATION PLANS.
7. LAYOUT WALKS, SCORE JOINTS AND PAVING PATTERNS AS CLOSELY AS POSSIBLE TO PLANS, DETAILS, AND SPECIFICATIONS. DO NOT DEVIATE FROM PLANS UNLESS SPECIFIC APPROVAL IS OBTAINED FROM THE OWNER'S REPRESENTATIVE.
8. ALL WORK SHALL BE CONFINED TO THE AREA WITHIN THE CONSTRUCTION LIMITS AS SHOWN ON THE PLANS. ANY AREAS OR IMPROVEMENTS DISTURBED OUTSIDE THESE LIMITS SHALL BE RETURNED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE. IN THE EVENT THE CONTRACTOR REQUIRES A MODIFICATION TO THE CONSTRUCTION LIMITS, WRITTEN PERMISSION MUST BE OBTAINED FROM THE LANDSCAPE ARCHITECT PRIOR TO ANY DISTURBANCE OUTSIDE OF THE LIMITS OF WORK. SEE TECHNICAL SPECIFICATIONS.
9. CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY FENCING AROUND ALL PLAY STRUCTURES UNTIL PROPER FALL SURFACE IS COMPLETELY INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
10. CONTRACTOR IS RESPONSIBLE FOR SUPERVISING ALL SAFETY SURFACING AND PAVEMENT DURING THE CURING PROCESS.

- AROUND ALL IMPROVEMENTS SUCH AS WALLS, PLAY STRUCTURES, EXCAVATIONS, ETC. ASSOCIATED WITH THEIR WORK UNTIL SUCH FACILITIES ARE COMPLETELY INSTALLED PER THE PLANS, SPECIFICATIONS AND MANUFACTURER'S RECOMMENDATIONS.
19. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF THEIR MATERIAL STOCK PILES AND WORK FROM VANDALISM, EROSION OR UNINTENDED DISTURBANCE DURING THE CONSTRUCTION PERIOD AND UNTIL FINAL ACCEPTANCE IS ISSUED.
 20. THE CONTRACTOR SHALL KNOW, UNDERSTAND AND ABIDE BY ANY STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ASSOCIATED WITH THE SITE. IF A STORM WATER POLLUTION PREVENTION PLAN IS NOT PROVIDED BY THE OWNER'S REPRESENTATIVE, REQUEST A COPY BEFORE PERFORMANCE OF ANY SITE WORK.
 21. MAINTAIN ANY STORM WATER MANAGEMENT FACILITIES THAT EXIST ON SITE FOR FULL FUNCTIONALITY. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ANY NEW STORM WATER MANAGEMENT FACILITIES THAT ARE IDENTIFIED IN THE SCOPE OF WORK TO FULL FUNCTIONALITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER FOR FAILURE TO MAINTAIN STORM WATER MANAGEMENT FACILITIES DURING THE CONTRACT PERIOD.
 22. THE CONTRACTOR SHALL PREVENT SEDIMENT, DEBRIS AND ALL OTHER POLLUTANTS FROM EXITING THE SITE OR ENTERING THE STORM SEWER SYSTEM DURING ALL DEMOLITION OR CONSTRUCTION OPERATIONS THAT ARE PART OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE REQUIREMENTS DURING THEIR CONTRACTED COURSE OF WORK.
 23. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREVENT ANY IMPACTS TO ADJACENT WATERWAYS, WETLANDS, OR OTHER ENVIRONMENTALLY SENSITIVE AREAS RESULTING FROM WORK DONE AS PART OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE STANDARDS DURING THEIR CONTRACTED COURSE OF WORK.
 24. THE CONTRACTOR AND/OR THEIR AUTHORIZED AGENTS SHALL INSURE THAT ALL LOADS OF CONSTRUCTION MATERIAL IMPORTED TO OR EXPORTED FROM THE PROJECT SITE SHALL BE PROPERLY COVERED TO PREVENT LOSS OF MATERIAL DURING TRANSPORT. TRANSPORTATION METHODS ON PUBLIC RIGHT-OF WAYS SHALL CONFORM TO JURISDICTIONAL REQUIREMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE REQUIREMENTS.
 25. THE CLEANING OF EQUIPMENT IS PROHIBITED AT THE JOB SITE UNLESS AUTHORIZED BY THE OWNER'S REPRESENTATIVE IN A DESIGNATED AREA. THE DISCHARGE OF WATER, WASTE CONCRETE, POLLUTANTS, OR OTHER MATERIALS SHALL ONLY OCCUR IN AREAS DESIGNED FOR SUCH USE AND APPROVED BY THE OWNER'S REPRESENTATIVE.
 26. THE CLEANING OF CONCRETE EQUIPMENT IS PROHIBITED AT THE JOB SITE EXCEPT IN DESIGNATED CONCRETE WASHOUT AREAS. THE DISCHARGE OF WATER CONTAINING WASTE CONCRETE IN THE STORM SEWER IS PROHIBITED.
 27. OPEN SPACE SWALES: IF SWALES ARE EXISTING ON SITE AND ARE NOT INTENDED TO BE MODIFIED AS PART OF THE PLANS, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAINTAIN THE CONVEYANCE OF WATER WITHIN THE SWALES DURING THE CONTRACT PERIOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DIVERSION OR PUMPING OF WATER IF REQUIRED TO COMPLETE WORK. ANY SWALES DISTURBED BY THE CONTRACTOR SHALL BE REPAIRED/RESTORED TO THEIR ORIGINAL CONDITION. IF THE SWALE NEEDS TO BE DISTURBED OR MODIFIED FOR ANY REASON, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR APPROVAL PRIOR TO DISTURBANCE.
 28. DETENTION AND WATER QUALITY PONDS: IF DETENTION PONDS AND WATER QUALITY PONDS ARE EXISTING ON SITE AND ARE NOT INTENDED TO BE MODIFIED AS PART OF THE PLANS, THE CONTRACTOR SHALL MINIMIZE DISTURBANCE TO THE PONDS, DRAINAGE STRUCTURES AND SPILLWAYS DURING CONSTRUCTION. ALL PONDS, DRAINAGE STRUCTURES AND SPILLWAYS SHALL BE MAINTAINED IN OPERABLE CONDITIONS AT ALL TIMES. ANY POND OR SPILLWAY AREAS DISTURBED BY THE CONTRACTOR SHALL BE REPAIRED/RESTORED TO THEIR ORIGINAL CONDITION. IF THE POND NEEDS TO BE DISTURBED OR MODIFIED FOR ANY REASON, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR APPROVAL PRIOR TO DISTURBANCE.
 29. MAINTENANCE ACCESS BENCHES: IF MAINTENANCE BENCHES OR ACCESS ROADS EXIST ON SITE AND ARE NOT INTENDED TO BE MODIFIED AS PART OF THE PLANS, THE CONTRACTOR SHALL MINIMIZE DISTURBANCE TO THE BENCHES OR ACCESS ROADS DURING CONSTRUCTION. ANY BENCHES OR ACCESS ROADS DISTURBED BY THE CONTRACTOR SHALL BE REPAIRED/RESTORED TO THEIR ORIGINAL CONDITION. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING BENCHES AND ACCESS ROADS DURING THE CONSTRUCTION PERIOD. IF ACCESS NEEDS TO BE BLOCKED FOR ANY REASON, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR APPROVAL PRIOR TO INTERRUPTION OF ACCESS.
 30. LOCAL, STATE AND FEDERAL JURISDICTIONAL REQUIREMENTS, RESTRICTIONS OR PROCEDURES SHALL SUPERSEDE THESE PLANS, NOTES AND SPECIFICATIONS WHEN MORE STRINGENT. NOTIFY THE OWNER'S REPRESENTATIVE IF CONFLICTS OCCUR.

LANDSCAPE NOTES

1. THE CONTRACTOR SHALL FOLLOW THE LANDSCAPE PLANS AND SPECIFICATIONS AS CLOSELY AS POSSIBLE. ANY SUBSTITUTION OR ALTERATION SHALL NOT BE ALLOWED WITHOUT APPROVAL OF THE OWNER'S REPRESENTATIVE. OVERALL PLANT QUANTITY AND QUALITY SHALL BE CONSISTENT WITH THE PLANS.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL PLANT QUANTITIES. GRAPHIC QUANTITIES TAKES PRECEDENCE OVER WRITTEN QUANTITIES.
3. THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO INSPECT AND TAG ALL PLANT MATERIAL PRIOR TO SHIPPING TO THE SITE. IN ALL CASES, THE OWNER'S REPRESENTATIVE MAY REJECT PLANT MATERIAL AT THE SITE IF MATERIAL IS DAMAGED, DISEASED, OR DECLINING IN HEALTH AT THE TIME OF ONSITE INSPECTIONS OR IF THE PLANT MATERIAL DOES NOT MEET THE MINIMUM SPECIFIED STANDARD IDENTIFIED ON THE PLANS AND IN THE SPECIFICATIONS. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER'S REPRESENTATIVE FOR INSPECTION AND APPROVAL OF ALL MATERIALS AND PRODUCTS PRIOR TO INSTALLATION.
4. THE OWNER'S REPRESENTATIVE MAY ELECT TO UPSIZE PLANT MATERIAL AT THEIR DISCRETION BASED ON SELECTION, AVAILABILITY, OR TO ENHANCE SPECIFIC AREAS OF THE PROJECT. THE CONTRACTOR SHALL VERIFY PLANT MATERIAL SIZES WITH OWNER'S REPRESENTATIVE PRIOR TO PURCHASING, SHIPPING OR STOCKING OF PLANT MATERIALS. SUBMIT CHANGE ORDER REQUEST TO OWNER'S REPRESENTATIVE FOR APPROVAL IF ADDITIONAL COST IS REQUESTED BY THE CONTRACTOR PRIOR TO INSTALLATION. RE-STOCKING CHARGES WILL NOT BE APPROVED IF THE CONTRACTOR FAILS TO SUBMIT A REQUEST FOR MATERIAL CHANGES.
5. THE CONTRACTOR SHALL WARRANTY ALL CONTRACTED WORK AND MATERIALS FOR A PERIOD OF ONE YEAR AFTER SUBSTANTIAL COMPLETION HAS BEEN ISSUED BY THE OWNER'S REPRESENTATIVE FOR THE ENTIRE PROJECT UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS OR SPECIFICATIONS.
6. IN NO CASE SHALL IRRIGATION BE EMITTED WITHIN THE MINIMUM DISTANCE FROM BUILDING OR WALL FOUNDATIONS AS STIPULATED IN THE GEOTECHNICAL REPORT. ALL IRRIGATION DISTRIBUTION LINES, HEADS AND EMITTERS SHALL BE KEPT OUTSIDE THE MINIMUM DISTANCE AWAY FROM ALL BUILDING AND WALL FOUNDATIONS AS STIPULATED IN THE GEOTECHNICAL REPORT.
7. LANDSCAPE MATERIAL LOCATIONS SHALL HAVE PRECEDENCE OVER IRRIGATION MAINLINE AND LATERAL LOCATIONS. COORDINATE INSTALLATION OF IRRIGATION EQUIPMENT SO THAT IT DOES NOT INTERFERE WITH THE PLANTING OF TREES OR OTHER LANDSCAPE MATERIAL.
8. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING POSITIVE DRAINAGE EXISTS IN ALL LANDSCAPE AREAS. SURFACE DRAINAGE ON LANDSCAPE AREAS SHALL NOT FLOW TOWARD STRUCTURES AND FOUNDATIONS. MAINTAIN SLOPE AWAY FROM FOUNDATIONS PER THE GEOTECHNICAL REPORT RECOMMENDATIONS. ALL LANDSCAPE AREAS BETWEEN WALKS AND CURBS SHALL DRAIN FREELY TO THE CURB UNLESS OTHERWISE IDENTIFIED ON THE GRADING PLAN. IN NO CASE SHALL THE GRADE, TURF THATCH, OR OTHER LANDSCAPE MATERIALS DAM WATER AGAINST WALKS. MINIMUM SLOPES ON LANDSCAPE AREAS SHALL BE 2%; MAXIMUM SLOPE SHALL BE 25% UNLESS SPECIFICALLY IDENTIFIED ON THE PLANS OR APPROVED BY THE OWNER'S REPRESENTATIVE.
9. PRIOR TO INSTALLATION OF PLANT MATERIALS, AREAS THAT HAVE BEEN COMPACTED OR DISTURBED BY CONSTRUCTION ACTIVITY SHALL BE THOROUGHLY LOOSENED TO A DEPTH OF 8" - 12" AND AMENDED PER SPECIFICATIONS.
10. ALL LANDSCAPED AREAS ARE TO RECEIVE ORGANIC SOIL PREPARATION AS NOTED IN THE TECHNICAL SPECIFICATIONS.
11. TREES SHALL NOT BE LOCATED IN DRAINAGE SWALES, DRAINAGE AREAS, OR UTILITY EASEMENTS. CONTACT OWNER'S REPRESENTATIVE FOR RELOCATION OF PLANTS IN QUESTIONABLE AREAS PRIOR TO INSTALLATION.
12. AT SEED AREA BOUNDARIES ADJACENT TO EXISTING NATIVE AREAS, OVERLAP ABUTTING NATIVE AREAS BY THE FULL WIDTH OF THE SEEDER.
13. EXISTING TURF AREAS THAT ARE DISTURBED DURING CONSTRUCTION, ESTABLISHMENT AND THE MAINTENANCE PERIOD SHALL BE RESTORED WITH NEW SOD TO MATCH EXISTING TURF SPECIES. DISTURBED NATIVE AREAS WHICH ARE TO REMAIN SHALL BE OVER SEEDED AND RESTORED WITH SPECIFIED SEED MIX.
14. CONTRACTOR SHALL OVER SEED ALL MAINTENANCE OR SERVICE ACCESS BENCHES AND ROADS WITH SPECIFIED SEED MIX UNLESS OTHERWISE NOTED ON THE PLANS.
15. ALL SEEDED SLOPES EXCEEDING 25% IN GRADE (4:1) SHALL RECEIVE EROSION CONTROL BLANKETS. PRIOR TO INSTALLATION, NOTIFY OWNER'S REPRESENTATIVE FOR APPROVAL OF LOCATION AND ANY ADDITIONAL COST IF A CHANGE ORDER IS NECESSARY.
16. WHEN COMPLETE, ALL GRADES SHALL BE WITHIN +/- 1/8" OF FINISHED GRADES AS SHOWN ON THE PLANS.
17. THE CONTRACTOR IS EXPECTED TO KNOW AND UNDERSTAND THE TOWN AND COUNTY SPECIFICATIONS FOR LANDSCAPE AND IRRIGATION. IN CASES OF DISCREPANCIES THE HIGHER OF THE TWO STANDARDS SHALL HAVE PRECEDENCE.
18. THE DEVELOPER, HIS SUCCESSORS AND ASSIGNS SHALL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE AND REPLACEMENT OF ALL IMPROVEMENTS SHOWN OR INDICATED ON THE APPROVED LANDSCAPE PLAN ON FILE IN THE PLANNING DEPARTMENT.
19. AS DIRECTED ON PLANS, ALL TREES, SHRUBS, ORNAMENTAL GRASSES, PERENNIALS AND DESIGNATED AREAS OF NATIVE SEED SHALL BE IRRIGATED. ALL TREES, SHRUBS ORNAMENTAL GRASSES TO BE DRIP IRRIGATED. PERENNIALS AND SEED AREAS TO BE SPRAYED.
20. ALL EXISTING TREES SHALL BE PROTECTED AND PRESERVED TO THE EXTENT POSSIBLE.

PLANT LIST

DECIDUOUS ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	WATER USE	HEIGHT	SPREAD
AC GI	2	ACER GINNALA	AMUR MAPLE	B & B	2.5" CAL.	MOD	20'-25'	20'-25'
AM GR	2	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	B & B	2.5" CAL.	MOD	20'-25'	20'-25'
DECIDUOUS SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	WATER USE	HEIGHT	SPREAD
AM RE	4	AMELANCHIER ALNIFOLIA 'REGENT'	REGENT SERVICEBERRY	CONT.	#5	LOW	7'-8'	7'-8'
PE LS	24	PEROVSKIA ATRIPLICIFOLIA 'LITTLE SPIRE' TM	LITTLE SPIRE RUSSIAN SAGE	CONT.	#5	VERY LOW	2'-3'	2'-3'
PO PB	32	POTENTILLA FRUTICOSA 'PINK BEAUTY'	PINK BEAUTY POTENTILLA	CONT.	#5	LOW	2'-3'	2'-3'
PR BE	6	PRUNUS BESSEYI	WESTERN SAND CHERRY	CONT.	#5	LOW	6'-7'	5'-6'
RH AU	13	RHUS TRILOBATA 'AUTUMN AMBER'	AUTUMN AMBER SUMAC	CONT.	#5	VERY LOW	1'-2'	5'-6'
RO WO	8	ROSA WOODSII	MOUNTAIN ROSE	CONT.	#5	LOW	5'-6'	5'-6'
SY PA	5	SYRINGA MEYERI 'PALIBIN'	DWARF KOREAN LILAC	CONT.	#5	LOW	5'-6'	5'-6'
SY VU	6	SYRINGA VULGARIS	COMMON PURPLE LILAC	CONT.	#5	LOW	9'-12'	9'-10'
EVERGREEN SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	WATER USE	HEIGHT	SPREAD
BE RP	28	BERBERIS REPENS	CREeping BARBERRY	CONT.	5 GAL.	LOW	1'-2'	1'-2'
JU PN	17	JUNIPERUS PROCUMBENS 'NANA'	DWARF CREEPING JUNIPER	CONT.	5 GAL.	LOW	1'-2'	3'-4'
JU BL	12	JUNIPERUS SQUAMATA 'BLUE STAR'	BLUE STAR JUNIPER	CONT.	5 GAL.	LOW	3'-4'	4'-5'
PI NI	12	PICEA ABIES 'NIDIFORMIS'	BIRD'S NEST SPRUCE	CONT.	5 GAL.	LOW	4'-5'	4'-5'
PI GG	13	PICEA PUNGENS 'GENTRY'S GEM'	GENTRY'S GEM SPRUCE	CONT.	5 GAL.	MOD	4'-5'	4'-5'
PI MG	11	PICEA PUNGENS 'MONTGOMERY'	MONTGOMERY SPRUCE	CONT.	5 GAL.	MOD	5'-6'	5'-6'
ORNAMENTAL GRASSES	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	WATER USE	HEIGHT	SPREAD
CA KF	55	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	CONT.	#1	LOW	4'-5'	1'-2'
PE AL	18	PENNISETUM ALOPECUROIDES	CHINESE FOUNTAIN GRASS	CONT.	#1	LOW	3'-4'	3'-4'
SC SC	39	SCHIZACHYRIUM SCOPARIUM 'BLAZE'	BLAZE LITTLE BLUESTEM	CONT.	#1	LOW	3'-4'	2'-3'

By my count:
Native: 154
Drought resistant: 181
Native & drought: 131
Total plantings: 307
% native: 50%
% drought resistant: 59%
% native & drought: 43%

Note: counts include the 2 picea that are unclear

XERISCAPE WILDFLOWER SEED MIXTURE

COMMON NAME	% OF TOTAL	OZ. PER 1,000 S.F.
ENGELMANN DAISY	12%	0.96 OZ.
ROCKY MOUNTAIN BEEPLANT	10%	0.80 OZ.
BLUE FLAX	10%	0.80 OZ.
MAXMILANS SUNFLOWER	10%	0.80 OZ.
PLAINS COREOPSIS	10%	0.80 OZ.
CALIFORNIA POPPY	10%	0.80 OZ.
PALMER'S PENSTEMON	10%	0.80 OZ.
BLANKETFLOWER	8%	0.64 OZ.
PALE EVENING PRIMROSE	5%	0.40 OZ.
PRAIRIE CONEFLOWER	5%	0.40 OZ.
MEXICAN HAT	5%	0.40 OZ.
FIRECRACKER PENSTEMON	2%	0.16 OZ.
ROCKY MOUNTAIN PENSTEMON	2%	0.16 OZ.
DOTTED GAYFEATHER	1%	0.08 OZ.
TOTAL	100%	8.0 OZ.

WESTERN NATIVE SEED.COM
SPREAD SEED AT A RATE OF 8 OUNCES PER 1,000 SQUARE FEET

SITE AMENITY SCHEDULE



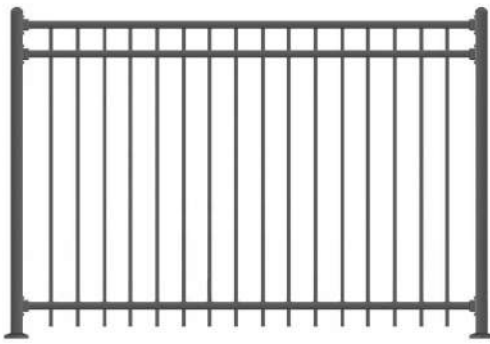
1 DESCRIPTION: BENCH
MANUFACTURER: TBD
MODEL: TBD
COLOR / FINISH: STANDARD BLACK
NOTES: INSTALL PER MANUFACTURER'S SPECIFICATIONS OR APPROVED EQUAL



2 DESCRIPTION: BOULDER
MANUFACTURER: LOCAL SOURCE
MODEL: N/A
COLOR / FINISH: NATURAL FINISH
NOTES: REFER TO LANDSCAPE DETAILS FOR INSTALLATION SPECIFICATIONS



3 DESCRIPTION: BIKE RACK
MANUFACTURER: TBD
MODEL: TBD
COLOR / FINISH: STANDARD BLACK
NOTES: INSTALL PER MANUFACTURER'S SPECIFICATIONS OR APPROVED EQUAL



4 DESCRIPTION: 4' METAL PICKET FENCE
MANUFACTURER: TBD
MODEL: TBD
COLOR / FINISH: STANDARD BLACK
NOTES: INSTALL PER MANUFACTURER'S SPECIFICATIONS OR APPROVED EQUAL



5 DESCRIPTION: CONCRETE PLANTER
COLOR / FINISH: MATCH ARCHITECTURE

THE BENEDICT

MAJOR SITE PLAN
LANDSCAPE PLAN
GLENWOOD SPRINGS, COLORADO

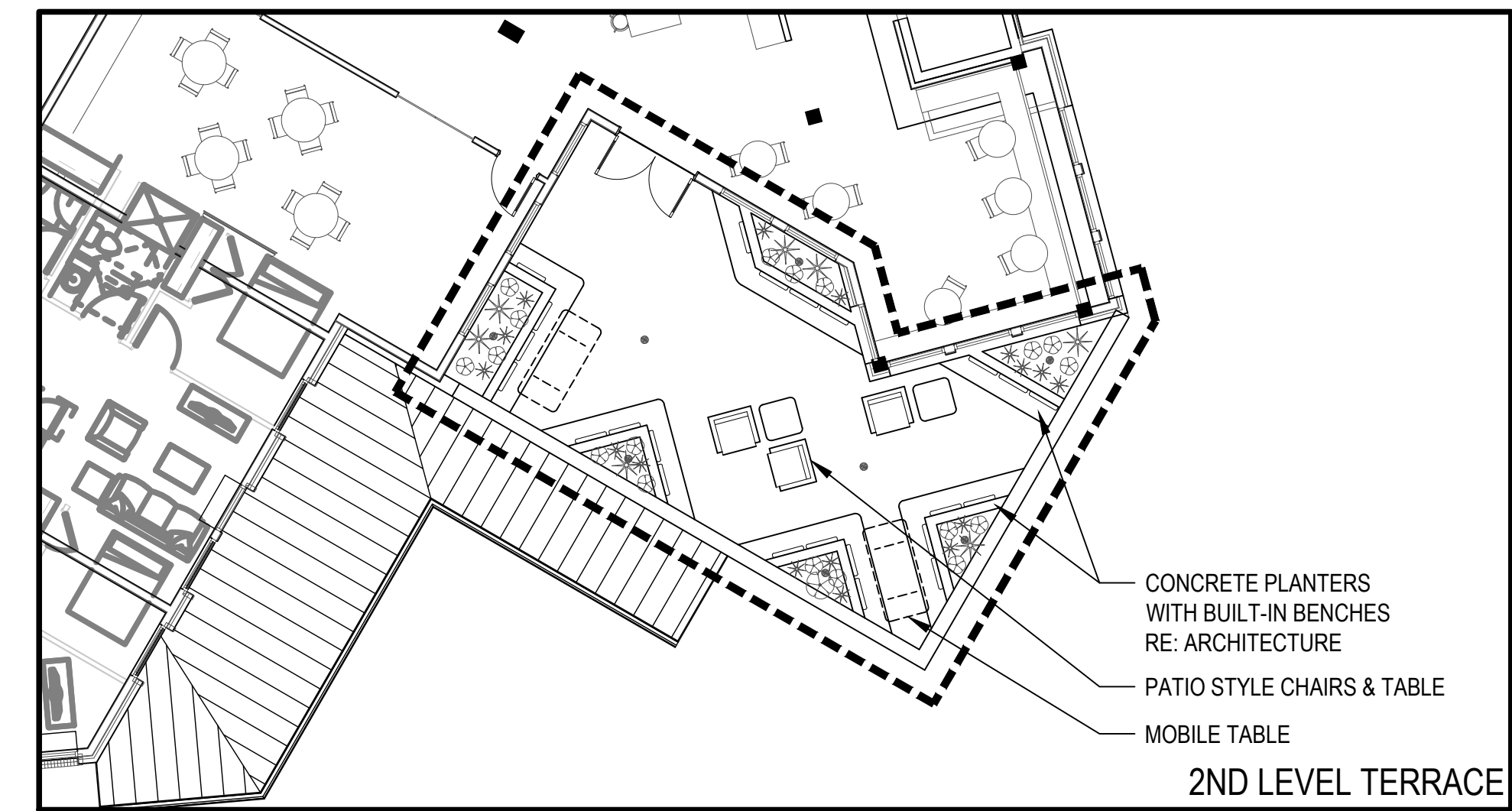
OWNER:
CATHOLIC CHARITIES
HOUSING
6240 SMITH ROAD
DENVER, CO 80216

NOT FOR
CONSTRUCTION

DATE:
10-17-2023

LANDSCAPE
PLAN

LP-101



LEGEND

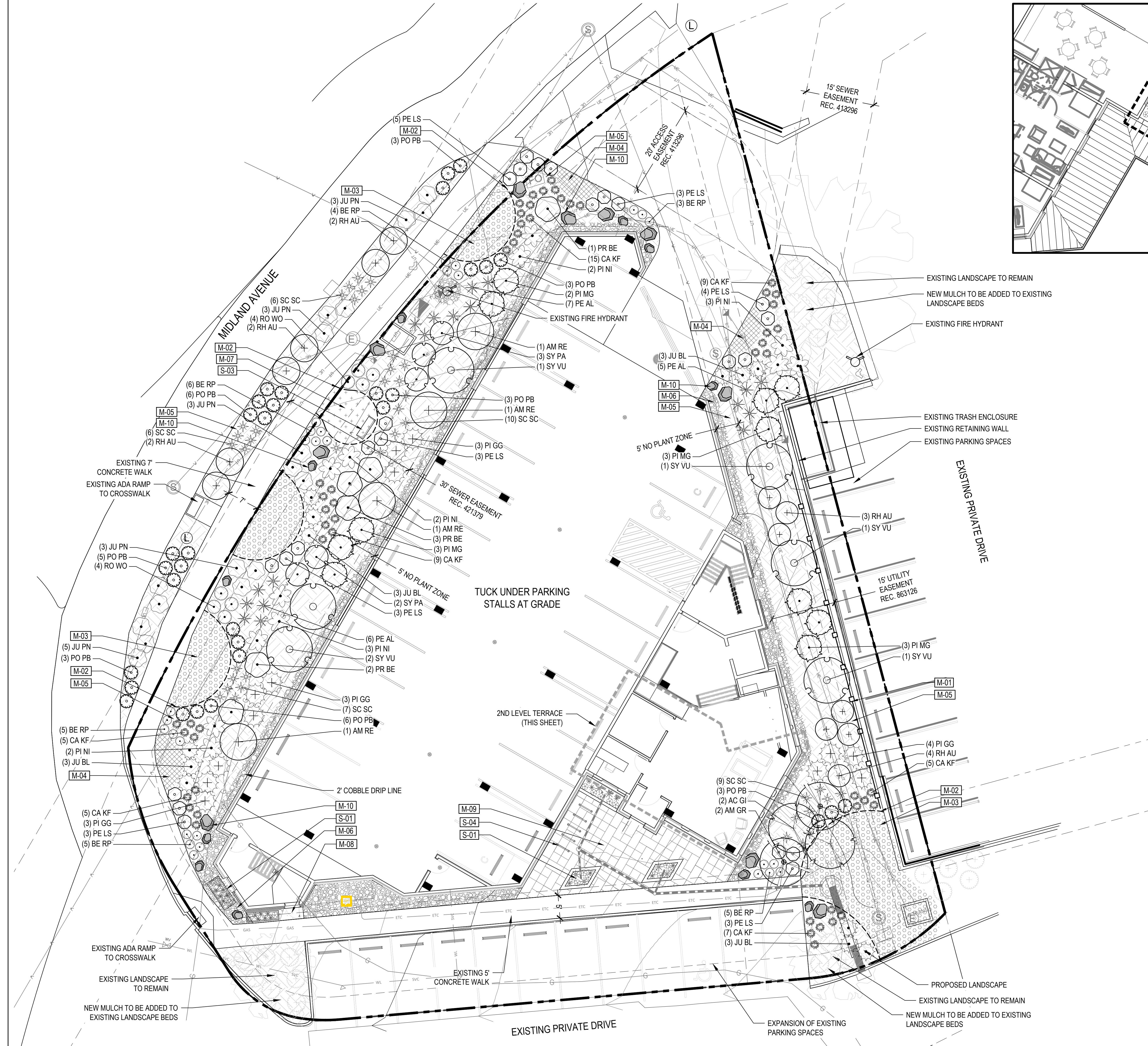
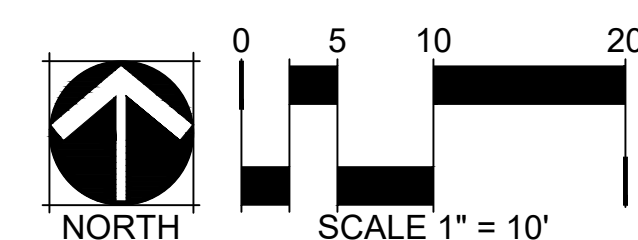
	EXISTING TREE
	DECIDUOUS TREE
	SHRUB
	ORNAMENTAL GRASSE
	S-01 CONCRETE PLANTER WITH PERENNIAL MIX
	S-02 ROOF DECK CHAIRS & TABLE
	S-03 BENCH
	S-04 BIKE RACK
	M-10 LANDSCAPE BOULDERS
	PROPERTY LINE
	EASEMENT
	M-01 6' METAL PICKET FENCE
	M-02 PLASTIC EDGER
	M-03 NATIVE WILDFLOWER SEED
	M-04 PERENNIAL MIX
	M-05 CEDAR MULCH
	M-06 COBBLE ROCK
	M-07 CRUSHER FINES
	M-08 STANDARD CONCRETE
	M-09 STAINED & STAMPED CONCRETE

NOTES

- THESE PLANS SHALL NOT BE UTILIZED FOR CONSTRUCTION OR PERMITTING UNLESS STATED FOR SUCH USE IN THE TITLE BLOCK.
- EROSION CONTROL BLANKETS SHALL BE USED ON DISTURBED SLOPES STEEPER THAN 3:1. ALL TREES, SHRUBS, AND PERENNIALS SHALL BE IRRIGATED. ALL TREES AND SHRUBS TO BE DRIP IRRIGATED.
- PLANT SYMBOLS ARE SHOWN AT APPROXIMATELY MATURE SIZE.
- ALL PLANT SYMBOLS SHOWN IN SNOW STORAGE AREAS SHALL BE PLANTS TOLERANT OF SNOW LOAD.
- ALL PLANTINGS SHALL BE PLANTED TO AVOID CONFLICTS WITH SIGHT TRIANGLES AND EXISTING AND PROPOSED UTILITIES. NOTIFY LANDSCAPE ARCHITECT OF CONFLICTS.
- FINAL PLANT LOCATION SHALL BE FIELD VERIFIED.
- PRESERVE AND PROTECT EXISTING TREES AS POSSIBLE.

IRRIGATION:

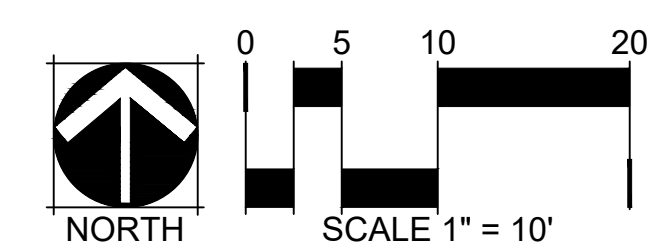
- ALL INSTALLED LANDSCAPE SHALL BE IRRIGATED.
- ALL TREES AND SHRUB AREAS SHALL BE DRIP IRRIGATED.
- ALL MAINLINES SHALL HAVE CONDUIT UNDER CONCRETE SURFACES.
- IRRIGATION SHALL COMPLY WITH TOWN STANDARDS.





SNOW STORAGE CALCULATIONS

PAVED AREA	3,784 SQUARE FEET
REQUIRED SNOW STORAGE:	756 SQUARE FEET
PROVIDED SNOW STORAGE:	765 SQUARE FEET

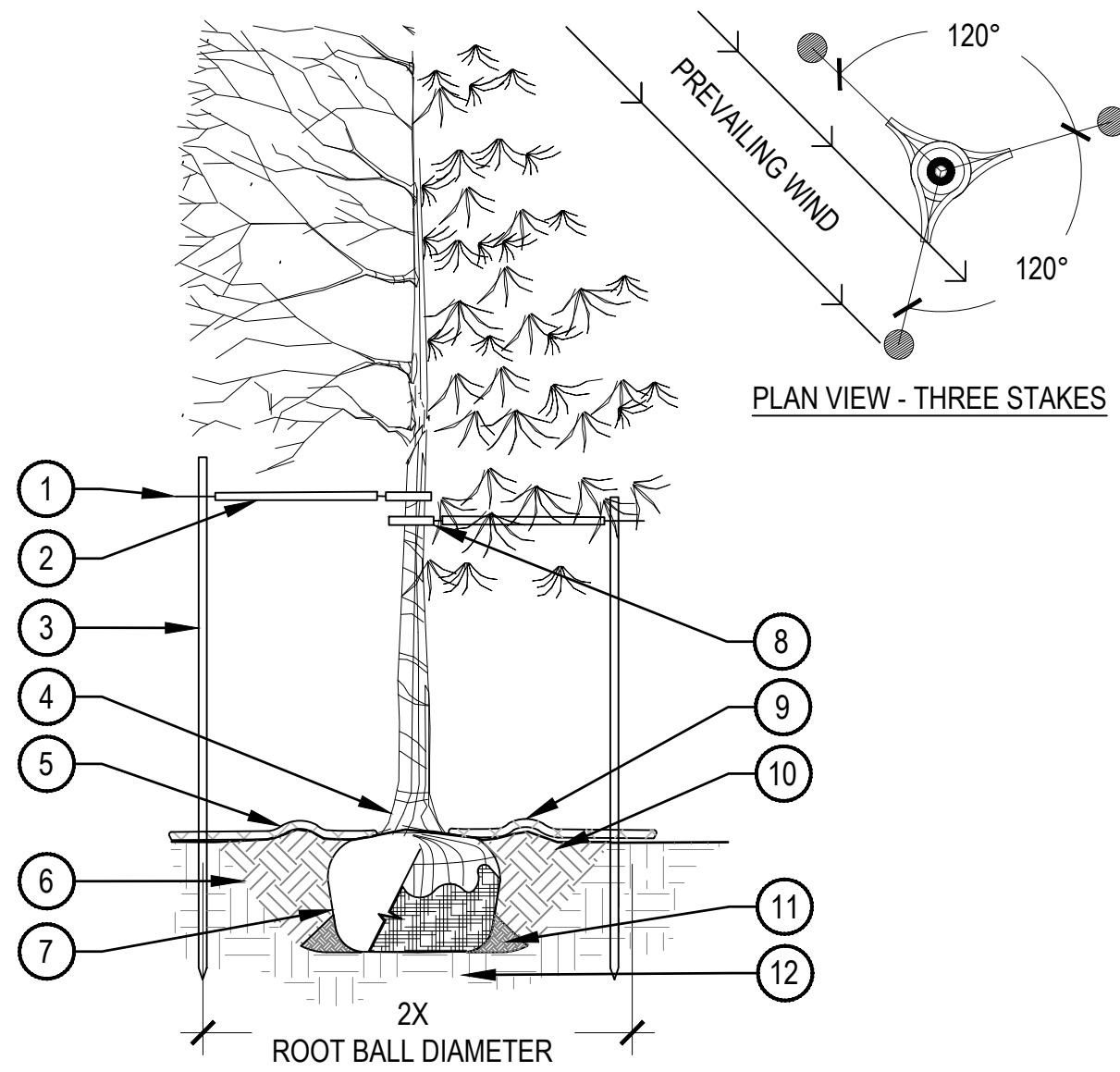


PRUNING NOTES:

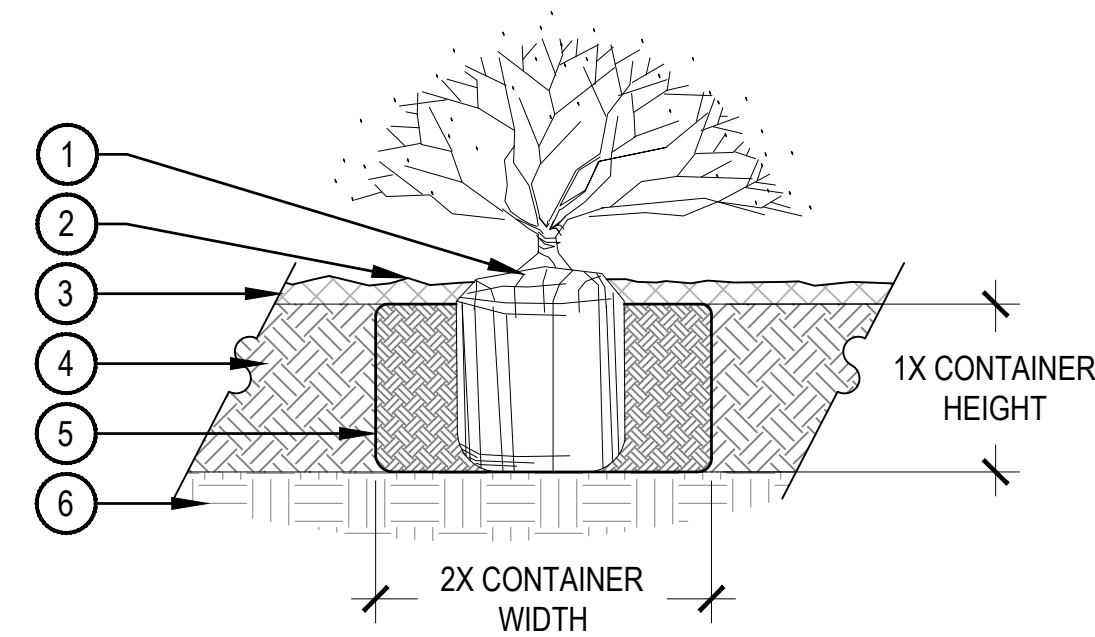
- ALL PRUNING SHALL COMPLY WITH ANSI A300 STANDARDS.
- DO NOT HEAVILY PRUNE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS AND BROKEN BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED. HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

STAKING NOTES:

- STAKE TREES PER DIAGRAM. AFTER A MINIMUM OF (3) THREE YEARS CONFIRM TREE IS ESTABLISHED. CHECK FOR ROOTBALL STABILITY. APPLY HAND PRESSURE TO TRUNK OF TREE, WHEN ROOTBALL DOES NOT MOVE, REMOVE STAKING.
 - 2" CALIPER SIZE AND UNDER DECIDUOUS AND ASPEN TREES - MINIMUM 2 STAKES - ONE ON N.W. SIDE, ONE ON S.W. SIDE (OR PREVAILING WIND SIDE AND 180° FROM THAT SIDE).
 - EVERGREEN TREES - 3 STAKES PER DIAGRAM.
 - 3" CALIPER SIZE AND LARGER - 3 STAKES PER DIAGRAM.
- WIRE OR CABLE SHALL BE MINIMUM 12 GAUGE. TIGHTEN WIRE OR CABLE ONLY ENOUGH TO KEEP FROM SLIPPING. ALLOW FOR SOME TRUNK MOVEMENT. NYLON STRAPS SHALL BE LONG ENOUGH TO ACCOMMODATE 1-1/2" OF GROWTH AND BUFFER ALL BRANCHES FROM WIRE.
- ADJUST STAKING, STRAPS AND GUY WIRES ANNUALLY.
- TREATED WOOD POST PREFERRED. METAL T STAKES WITH PLASTIC SAFETY CAPS ACCEPTABLE WITH APPROVAL FROM OWNER.



- GALVANIZED WIRE
- PLACE MINIMUM 1/2" PVC PIPE AROUND EACH WIRE, EXPOSED WIRE SHALL BE MAXIMUM 2" EACH SIDE
- INSTALL STAKING PER SPECIFICATIONS
- PLANT TREE SO THAT FIRST ORDER MAJOR ROOT IS 1'-2" ABOVE FINAL GRADE
- 2'-0" RADIUS MULCH RING, CENTERED ON TRUNK, 3" DEPTH, ON TOP OF WEED FABRIC, DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK, FINISHED GRADE REFERENCES TOP OF MULCH
- 1:1 SLOPE ON SIDES OF PLANTING HOLE
- REMOVE ALL TWINE, ROPE, BURLAP AND WIRE FROM THE ENTIRE ROOTBALL AND TRUNK
- GROMMETED NYLON STRAPS
- 4'-6" HIGH WATER SAUCER IN NON-TURF AREAS
- BACKFILL AROUND ROOTBALL WITH PLANT MIX, PLANT MIX SHALL CONSIST OF EQUAL PARTS TOPSOIL, COMPOST, EXCAVATED SOIL, PLUS MYCORRHIZAL INOCULANT PER SPECIFICATIONS
- PLACE SOIL AROUND ROOT BALL FIRMLY, DO NOT COMPACT OR TAMP, SETTLE SOIL WITH WATER TO FILL ALL AIR POCKETS
- PLACE ROOT BALL ON UNDISTURBED SOIL TO PREVENT SETTLEMENT



NOTE:

- BROKEN OR CRUMBLING ROOT-BALLS WILL BE REJECTED.
- CARE SHOULD BE TAKEN NOT TO DAMAGE THE SHRUB OR ROOT-BALL WHEN REMOVING IT FROM ITS CONTAINER.
- ALL JUNIPERS SHOULD BE PLANTED SO THE TOP OF THE ROOT-BALL OCCURS ABOVE THE FINISH GRADE OF THE MULCH LAYER.
- DIG PLANT PIT TWICE AS WIDE AND AS HIGH AS THE CONTAINER.
- PRUNE ALL DEAD OR DAMAGED WOOD PRIOR TO PLANTING, DO NOT PRUNE MORE THAN 20% OF LIMBS.

1 TREE PLANTING DETAIL

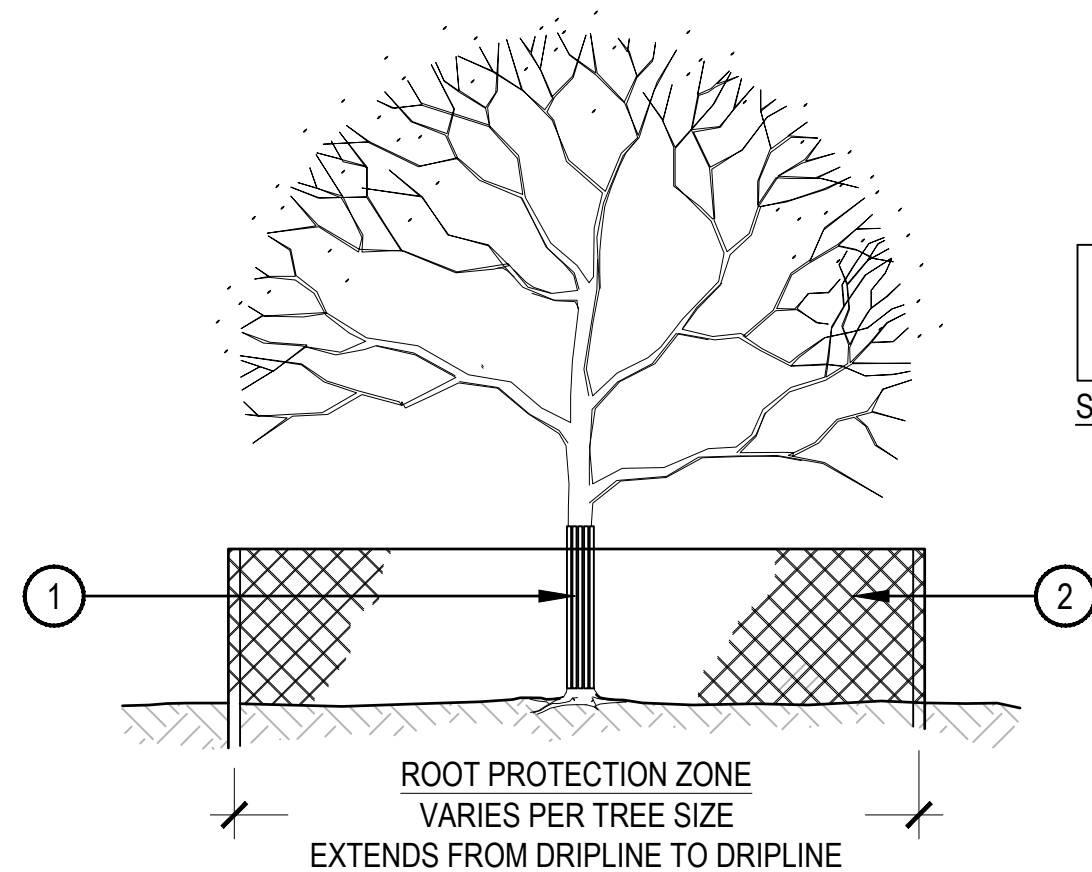
SCALE: 3/16" = 1'-0"

2 SHRUB PLANTING

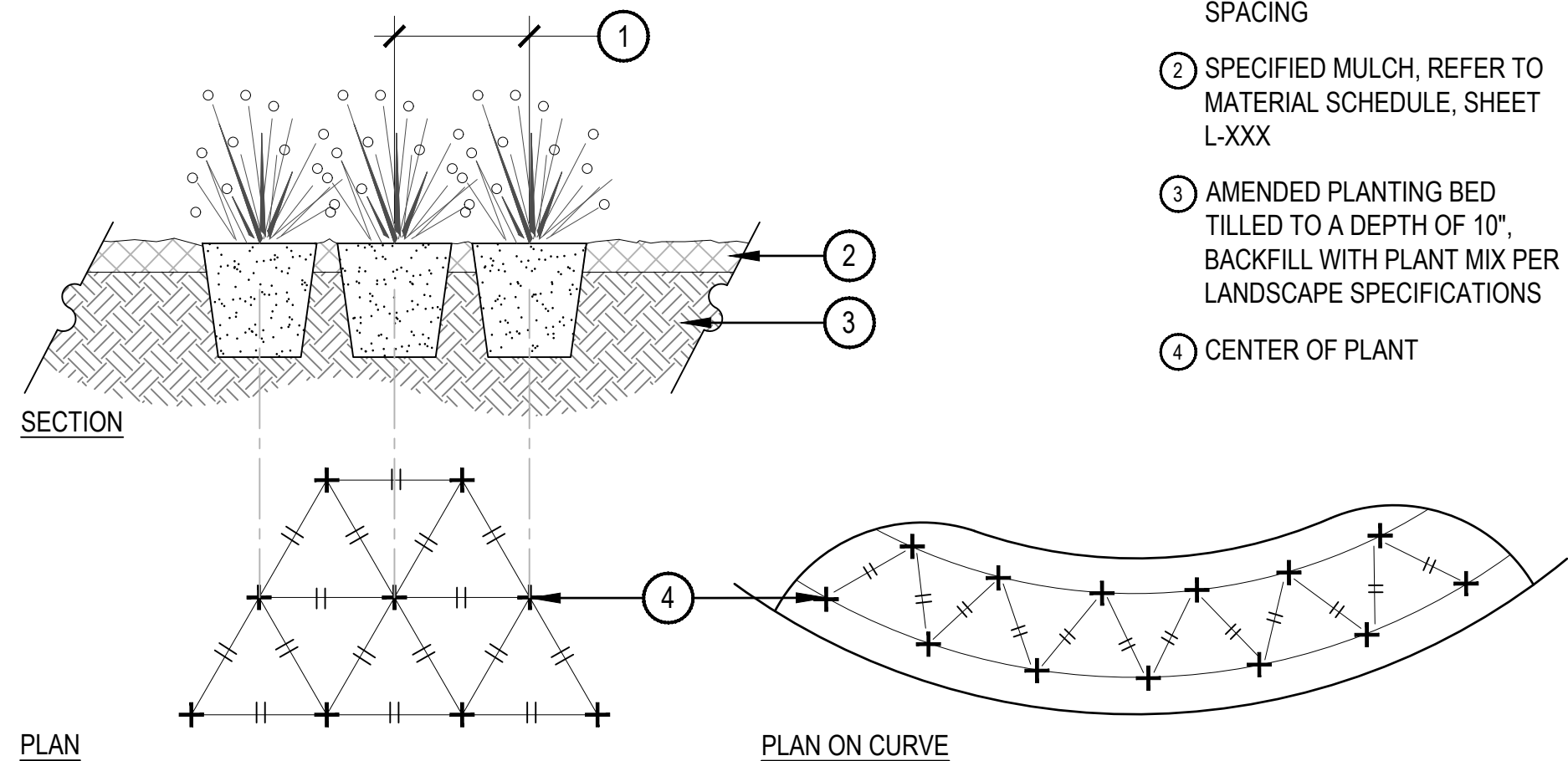
SCALE: 1 1/2" = 1'-0"

NOTES:

- TREES TO BE PROTECTED AND PRESERVED SHALL BE IDENTIFIED ON THE TRUNK WITH WHITE SURVEY TAPE. GROUPING OF MORE THAN ONE TREE MAY OCCUR.
- TO PREVENT ROOT SMOTHERING, SOIL STOCKPILES, SUPPLIES, EQUIPMENT OR ANY OTHER MATERIAL SHALL NOT BE PLACED OR STORED WITHIN THE DRIP LINE OR WITHIN 15 FEET OF A TREE TRUNK, WHICHEVER IS GREATER.
- FENCING MATERIAL SHALL BE SET AT THE DRIP LINE OR 15 FEET FROM TREE TRUNK, WHICHEVER IS GREATER, AND MAINTAINED IN AN UPRIGHT POSITION THROUGHOUT THE DURATION OF CONSTRUCTION ACTIVITIES.
- FENCING MATERIAL SHALL BE BRIGHT, CONTRASTING COLOR, DURABLE, AND A MINIMUM OF FOUR FEET IN HEIGHT. TREE ROOTS SHALL NOT BE CUT UNLESS CUTTING IS UNAVOIDABLE.
- WHEN ROOT CUTTING IS UNAVOIDABLE, A CLEAN SHARP CUT SHALL BE MADE TO AVOID SHREDDING OR SMASHING. ROOT CUTS SHOULD BE MADE BACK TO A LATERAL ROOT. ROOTS SHALL BE CUT NO MORE THAN 1/3 OF THE RADIUS FROM DRIPLINE TO TRUNK. WHENEVER POSSIBLE, ROOTS SHOULD BE CUT BETWEEN LATE FALL AND BUD OPENING, DURING DORMANCY PERIOD. ROOT STIMULATOR SHALL BE APPLIED TO CUT ROOTS. EXPOSED ROOTS SHALL BE COVERED IMMEDIATELY TO PREVENT DEHYDRATION. ROOTS SHALL BE COVERED WITH SOIL OR BURLAP AND KEPT MOIST. WATERING OF PROTECTED TREES IN WHICH ROOTS WERE CUT SHALL BE PROVIDED BY THE CONTRACTOR.
- WHEN ROOT CUTTING IS UNAVOIDABLE, A CLEAN SHARP CUT SHALL BE MADE TO AVOID SHREDDING OR SMASHING. ROOT CUTS SHOULD BE MADE BACK TO A LATERAL ROOT. WHENEVER POSSIBLE, ROOTS SHOULD BE CUT BETWEEN LATE FALL AND BUD OPENING, DURING DORMANCY PERIOD. EXPOSED ROOTS SHALL BE COVERED IMMEDIATELY TO PREVENT DEHYDRATION. ROOTS SHALL BE COVERED WITH SOIL OR BURLAP AND KEPT MOIST. WATERING OF PROTECTED TREES IN WHICH ROOTS WERE CUT SHALL BE PROVIDED BY THE CONTRACTOR.
- ANY GRADE CHANGES (SUCH AS THE REMOVAL OF TOPSOIL OR ADDITION OF FILL MATERIAL) WITHIN THE DRIP LINE SHOULD BE AVOIDED FOR EXISTING TREES TO REMAIN. RETAINING WALLS AND TREE WELLS ARE ACCEPTABLE ONLY WHEN CONSTRUCTED PRIOR TO GRADE CHANGE.



- TRUNK PROTECTION - 1" BOARDS NO LESS THAN 5' LONG OR TO REACH FIRST SCAFFOLD BRANCH. WIRE TO HOLD BOARDS IN PLACE, NO NAILS PERMITTED. INCLUDE WRAPPING OF BURLAP UNDER BOARDS.
- BRANCH PROTECTION - PROTECT LOWER BRANCHES OF TREE CANOPY. PROVIDE CONSTRUCTION FENCING OR EQUAL AT DRIPLINE MINIMUM.
- PLACE SIGNS EVERY 50', PLACE SIGNS WHERE VISIBLE, ATTACH TO FENCING.



NOTES:

- WHEN PLANTED ON A CURVE, ORIENT ROWS TO FOLLOW THE LONG AXIS OF AREAS WHERE PLANTS ARE MASSSED.

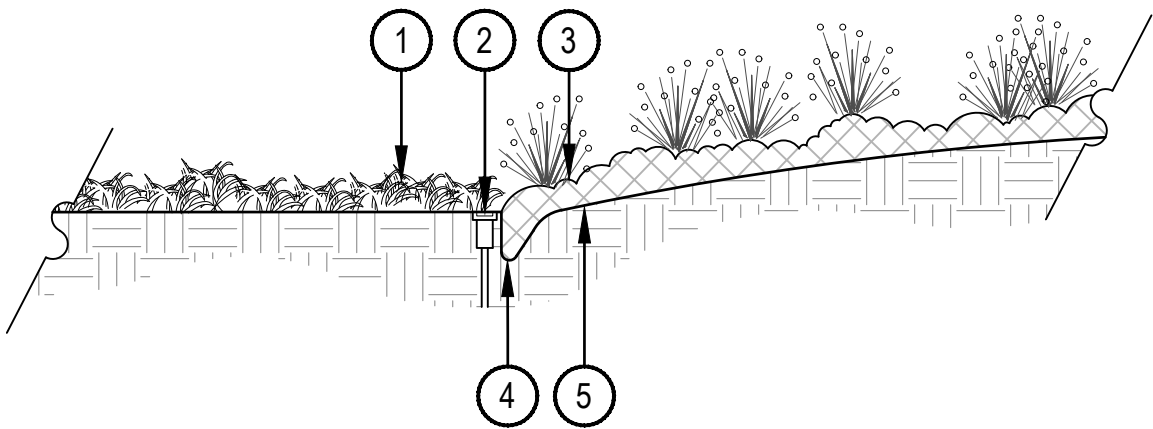
3 TREE PROTECTION

SCALE: 1/8" = 1'-0"

4 ORNAMENTAL GRASS AND PERENNIAL PLANT LAYOUT

SCALE: 1" = 1'-0"

- TURFGRASS OR DYLAND SEED
- IRRIGATION HEADS SHOULD BE LOCATED ADJACENT TO MULCH BEDS, OFFSET HEAD INTO GRASS AREA TO ENSURE STABLE SUPPORT
- PLANTING BED
- VERTICAL SPADE CUT EDGE FILLED WITH SPECIFIED MULCH, TAPER EDGE OF BED SO MULCH IS DEEPER AGAINST SPADED EDGE
- SPECIFIED DEPTH OF MULCH, TYPICALLY WOOD MULCH 3"-4" DEEP

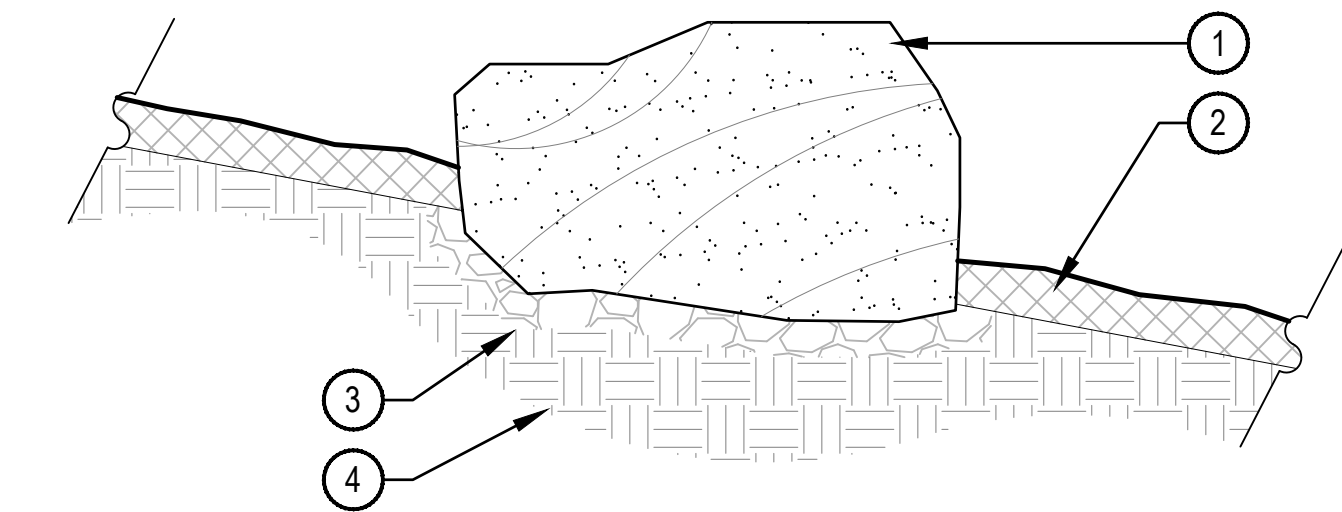


5 SPADE CUT EDGE

SCALE: 1/2" = 1'-0"

6 LANDSCAPE BOULDER

SCALE: 3/4" = 1'-0"



NOTES:

- THESE ARE FREE STANDING BOULDERS ONLY. BOULDERS ASSOCIATED WITH THE BOULDER RETAINING WALLS, PARK ENTRY SIGNS AND INTERPRETIVE SIGNS ARE NOT INCLUDED IN THIS COUNT.
- THE OWNERS REPRESENTATIVE SHALL APPROVE LOCATIONS AND SIZES OF ALL BOULDERS PRIOR TO PLACING.
- CONTRACTOR SHALL SUBMIT SAMPLE OR PHOTOS FOR APPROVAL.

Prepared by:
Cameron Hemenway
cameron@shopworks
arc.com
720-681-6417

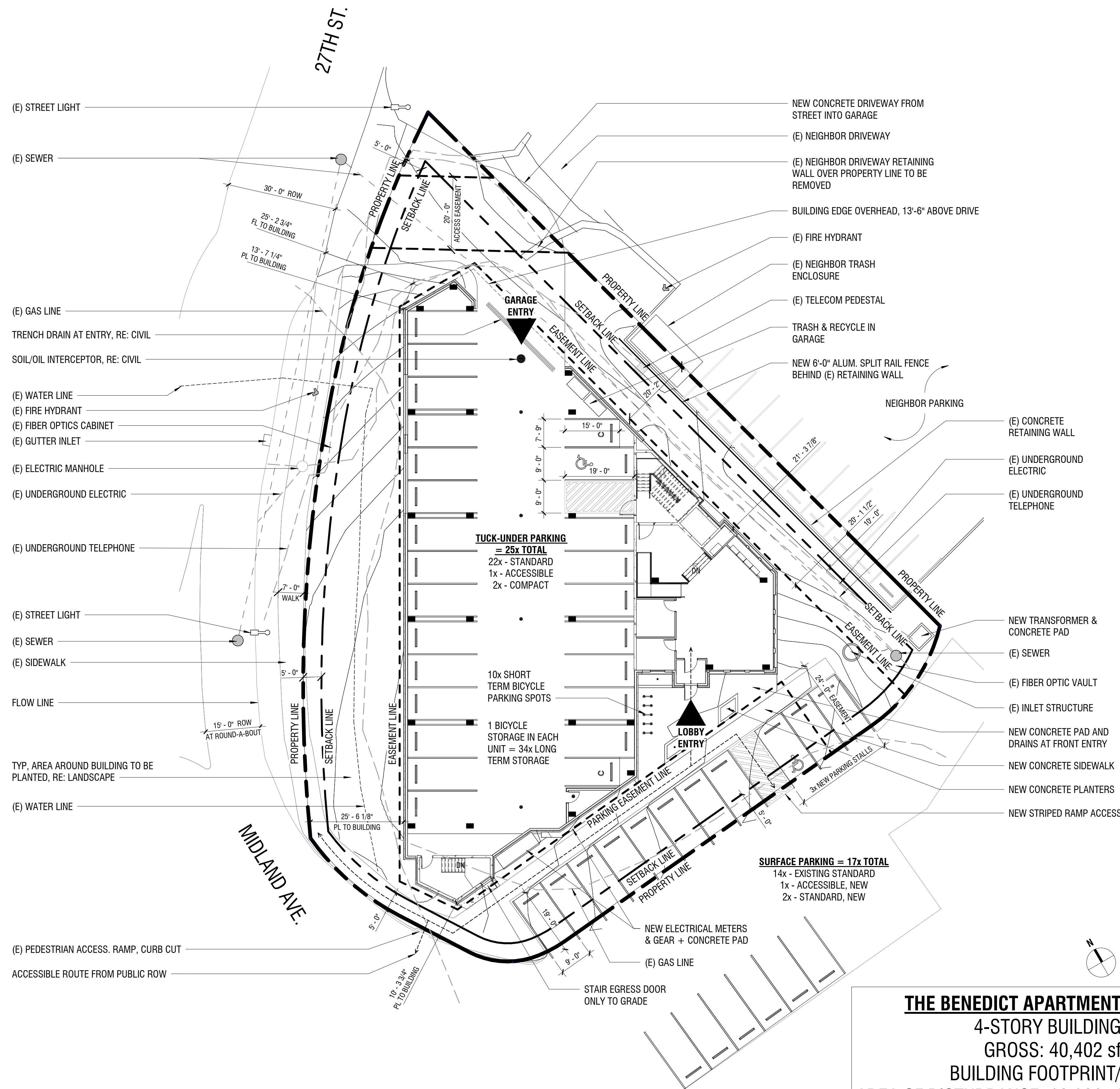
NOT FOR
CONSTRUCTION

DATE: 0/17/23

SHEET TITLE:
ARCHITECTURAL
SITE PLAN

SHEET NUMBER:

A-01



THE BENEDICT APARTMENT
4-STORY BUILDING
GROSS: 40,402 sf
BUILDING FOOTPRINT/
AREA OF DISTURBANCE: 12,026 sf

PRELIMINARY SITE PLAN

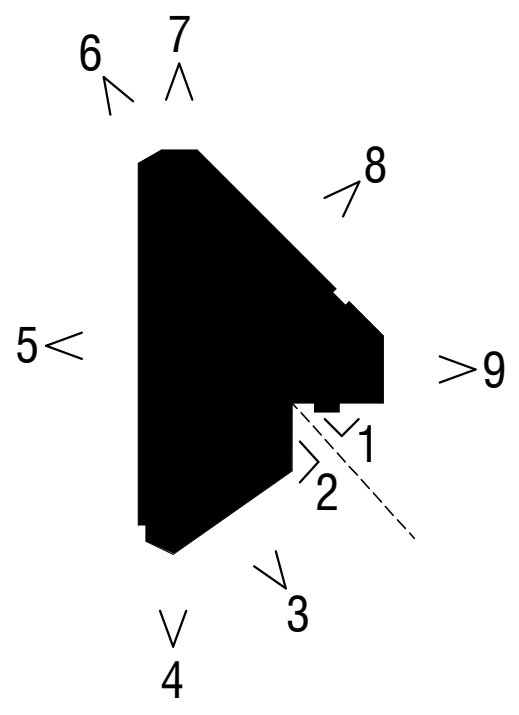
$$1/16'' = 1'-0''$$

CHECKED BY: KM
DRAWN BY: CH2



3 PRELIMINARY ELEVATION 3
1/8" = 1'-0"

KEYNOTES PER SHEET	
Key Value	Keynote Text
3.01	CONCRETE PAD, RE: CIVIL
3.05	CONCRETE PLANTER, RE: LANDSCAPE
4.04	BRICK, NORMAN
4.05	BRICK, ACCENT FRAME
4.06	BRICK, SMOOTH
4.07	BRICK, ROCKFACE
5.08	METAL MECHANICAL LOUVER, PAINT TO MATCH ADJACENT
5.10	METAL GUTTER, PRE-FINISHED - DARK GREY
5.32	ALUMINUM, SPLIT RAIL FENCE, 6'-0" - BLACK
7.01	60 MIL CLASS A, TPO ROOF MEMBRANE ON (R-30) RIGID INSULATION, 1/2" DENS DECK COVERBOARD, 6 MIL AIR BARRIER
7.02	METAL PARAPET CAPPRE-FINISHED, CONTINUOUS
8.01	VINYL WINDOW, TYP. AT UNITS, RE: WINDOW TYPES
8.03	ALUMINUM CLAD WOOD WINDOW (SIERRA PACIFIC), TYP. AT AMENITY: RE WINDOW TYPES
8.04	HM EXT. DOOR, INSULATED, PAINTED, RE: DOOR TYPES
9.11	CEMENTITIOUS SIDING, 6" LAP BOARD, RUSTIC, FACTORY PRIMED, FIELD PAINTED - OFF WHITE
9.18	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - OFF WHITE
9.19	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.23	CEMENTITIOUS FASCIA TRIM, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.30	ALASKAN YELLOW CEDAR, EXT. TRIM, CLEAR FINISH
9.36	ASPHALT ROOF SHINGLE - DARK GREY
23.01	DOAS W/ ERV UNIT ON ROOF CURB; RE: MECHANICAL
23.06	42" PTAC UNIT; RE: WINDOW DETAILS AND MECHANICAL
26.01	TRANSFORMER AND CONNECTION CABINET, RE: ELECTRICAL
26.03	ELECTRIC METERS, RE: ELECTRICAL
26.15	EXTERIOR WALL SCONCE, RE: ELECTRICAL
26.22	SURFACE MOUNTED FIXTURE, RE: ELECTRICAL



VIEW KEY PLAN



2 PRELIMINARY ELEVATION 2
1/8" = 1'-0"



1 PRELIMINARY ELEVATION 1
1/8" = 1'-0"

CHECKED BY: Author
DRAWN BY:

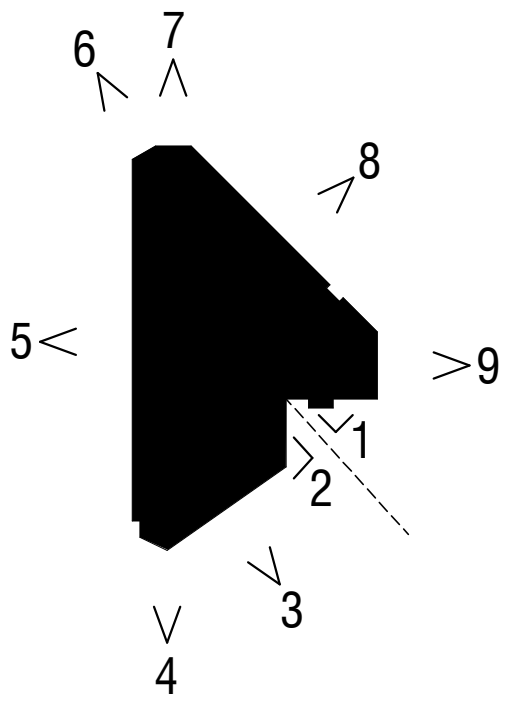


5 PRELIMINARY ELEVATION 5
1/8" = 1'-0"

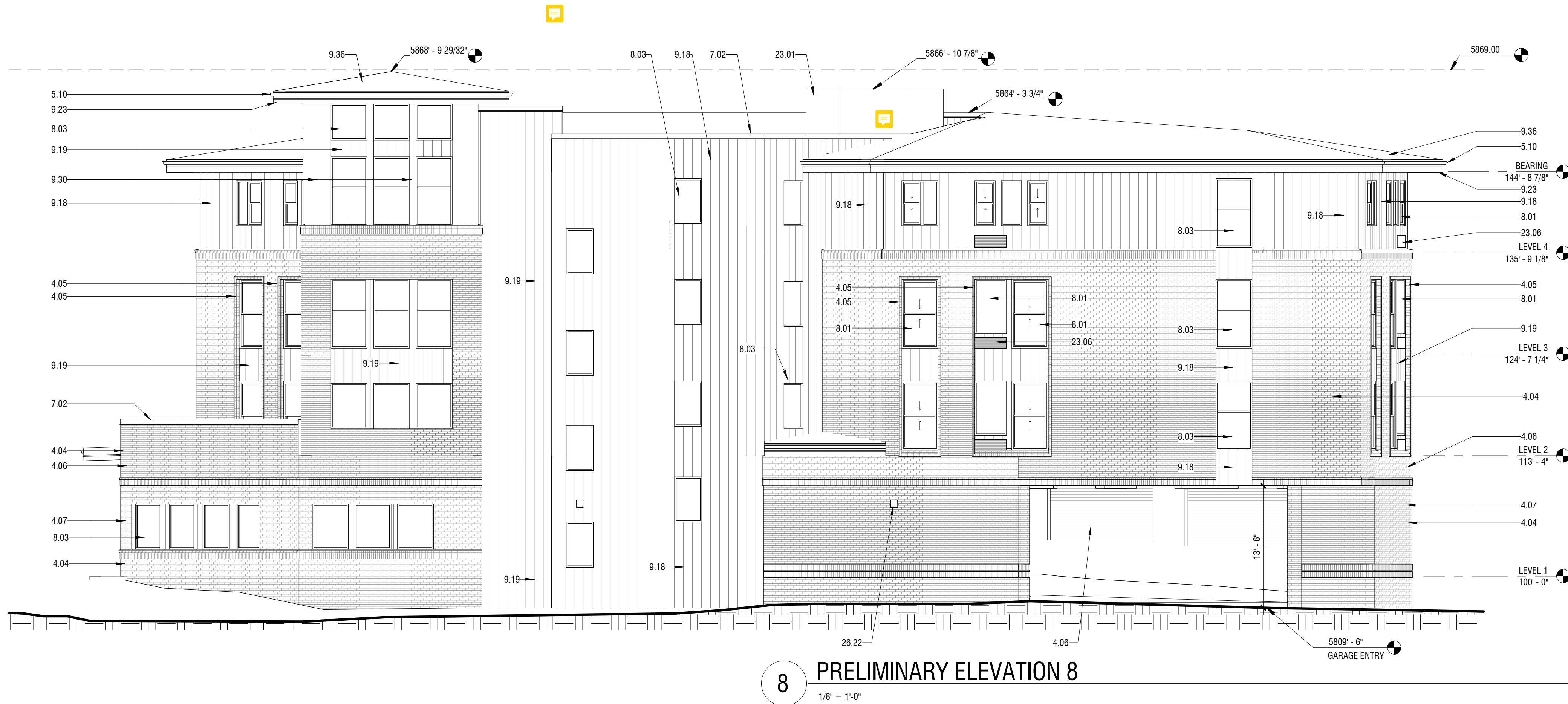


4 PRELIMINARY ELEVATION 4
1/8" = 1'-0"

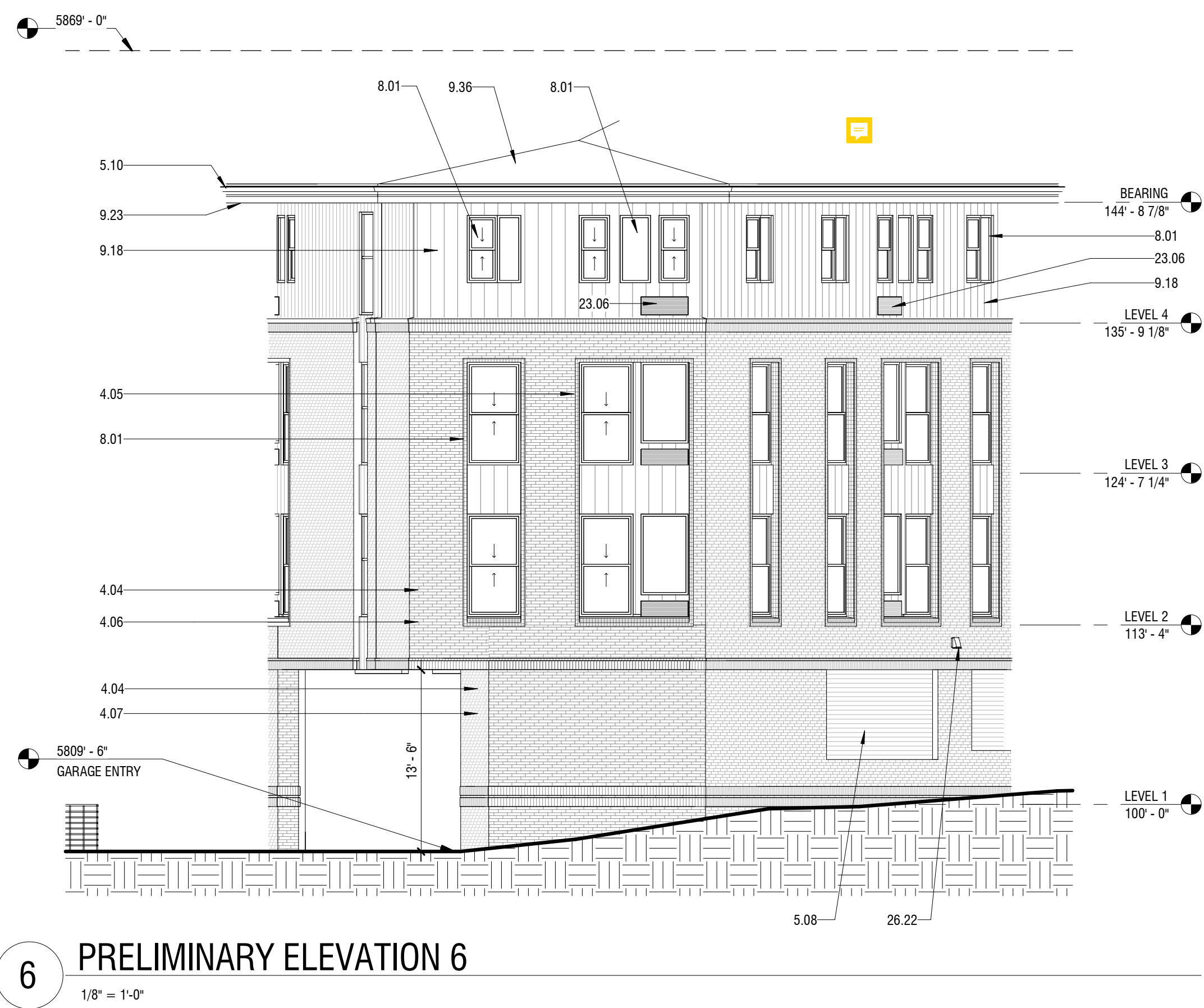
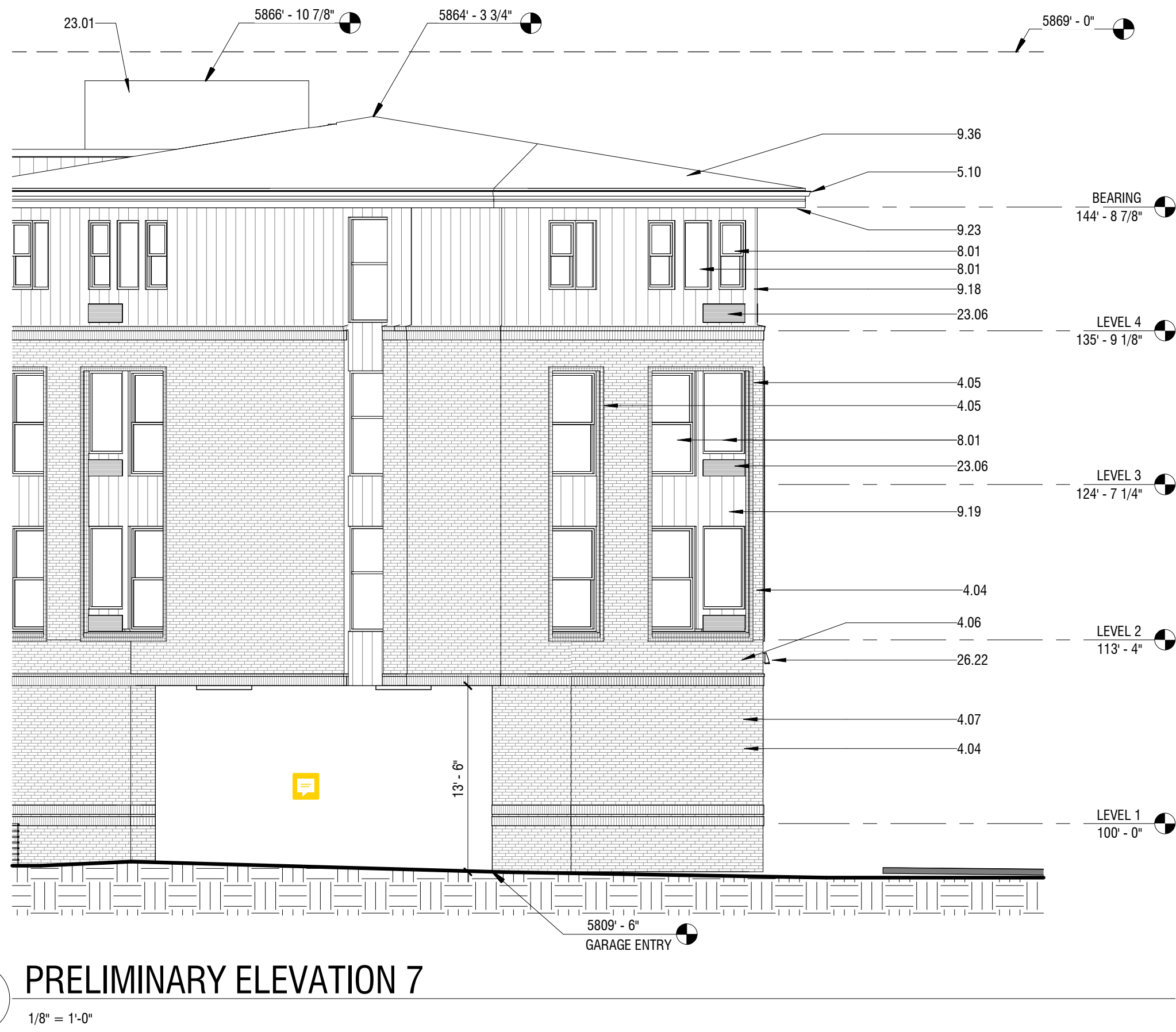
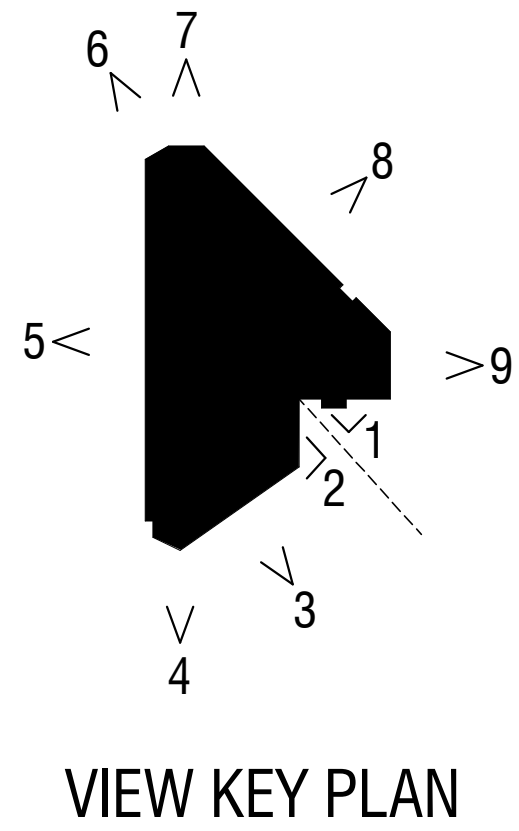
KEYNOTES PER SHEET	
Key Value	Keynote Text
4.04	BRICK, NORMAN
4.05	BRICK, ACCENT FRAME
4.06	BRICK, SMOOTH
4.07	BRICK, ROCKFACE
5.08	METAL MECHANICAL LOUVER, PAINT TO MATCH ADJACENT
5.10	METAL GUTTER, PRE-FINISHED - DARK GREY
8.01	VINYL WINDOW, TYP. AT UNITS, RE: WINDOW TYPES
8.03	ALUMINUM CLAD WOOD WINDOW (SIERRA PACIFIC), TYP. AT AMENITY, RE: WINDOW TYPES
8.04	HM EXT. DOOR, INSULATED, PAINTED, RE: DOOR TYPES
9.18	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - OFF WHITE
9.19	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.23	CEMENTITIOUS FASCIA TRIM, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.36	ASPHALT ROOF SHINGLE - DARK GREY
23.01	DOAS W/ ERY UNIT ON ROOF CURB, RE: MECHANICAL
23.06	42" PTAC UNIT, RE: WINDOW DETAILS AND MECHANICAL
26.01	TRANSFORMER AND CONNECTION CABINET, RE: ELECTRICAL
26.03	ELECTRIC METERS, RE: ELECTRICAL
26.15	EXTERIOR WALL SCONCE, RE: ELECTRICAL
26.22	SURFACE MOUNTED FIXTURE, RE: ELECTRICAL



VIEW KEY PLAN



KEYNOTES PER SHEET	
Key Value	Keynote Text
4.04	BRICK, NORMAN
4.05	BRICK, ACCENT FRAME
4.06	BRICK, SMOOTH
4.07	BRICK, ROCKFACE
5.08	METAL MECHANICAL LOUVER, PAINT TO MATCH ADJACENT
5.10	METAL GUTTER, PRE-FINISHED - DARK GREY
7.02	METAL PARAPET CAPPRE-FINISHED, CONTINUOUS
8.01	VINYL WINDOW, TYP. AT UNITS, RE: WINDOW TYPES
8.03	ALUMINUM CLAD WOOD WINDOW (SIERRA PACIFIC), TYP. AT AMENITY: RE WINDOW TYPES
9.18	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - OFF WHITE
9.19	CEMENTITIOUS REVERSE BOARD-N-BATTEN SIDING, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.23	CEMENTITIOUS FASCIA TRIM, RUSTIC, FACTORY PRIMED, FIELD PAINTED - DARK GREY
9.30	ALASKAN YELLOW CEDAR, EXT. TRIM, CLEAR FINISH
9.36	ASPHALT ROOF SHINGLE - DARK GREY
23.01	DOAS W/ ERY UNIT ON ROOF CURB; RE: MECHANICAL
23.06	42" PTAC UNIT, RE: WINDOW DETAILS AND MECHANICAL
26.22	SURFACE MOUNTED FIXTURE, RE: ELECTRICAL



KEYNOTES PER SHEET	
Key Value	Keynote Text

THE BENEDICT

MAJOR SITE PLAN

GLENWOOD SPRINGS, COLORADO

Prepared for:
Justin Raddatz
Catholic Charities
Housing
JRaddatz@ccdenver.org
720-639-7608

Prepared by:
Cameron Hemenway
cameron@shopworks
arc.com
720-681-6417

NOT FOR
CONSTRUCTION

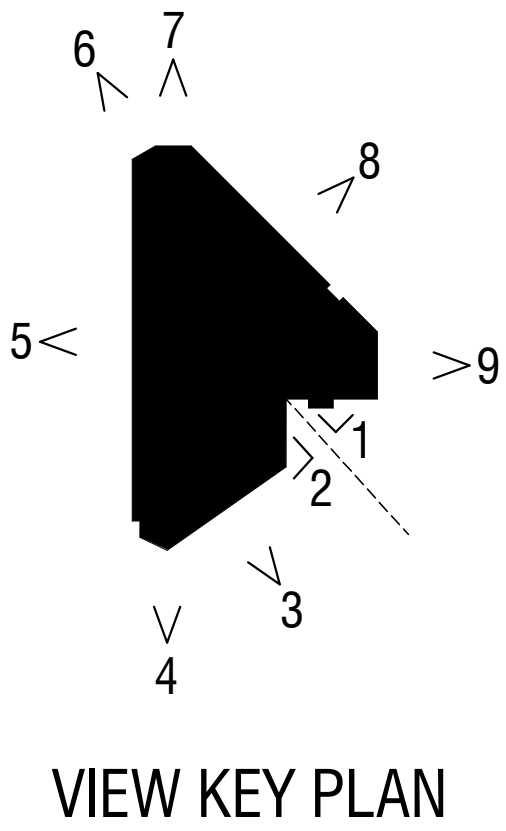
DATE:
10/17/23

SHEET TITLE:

BUILDING
ELEVATIONS

SHEET NUMBER:

A-05



9

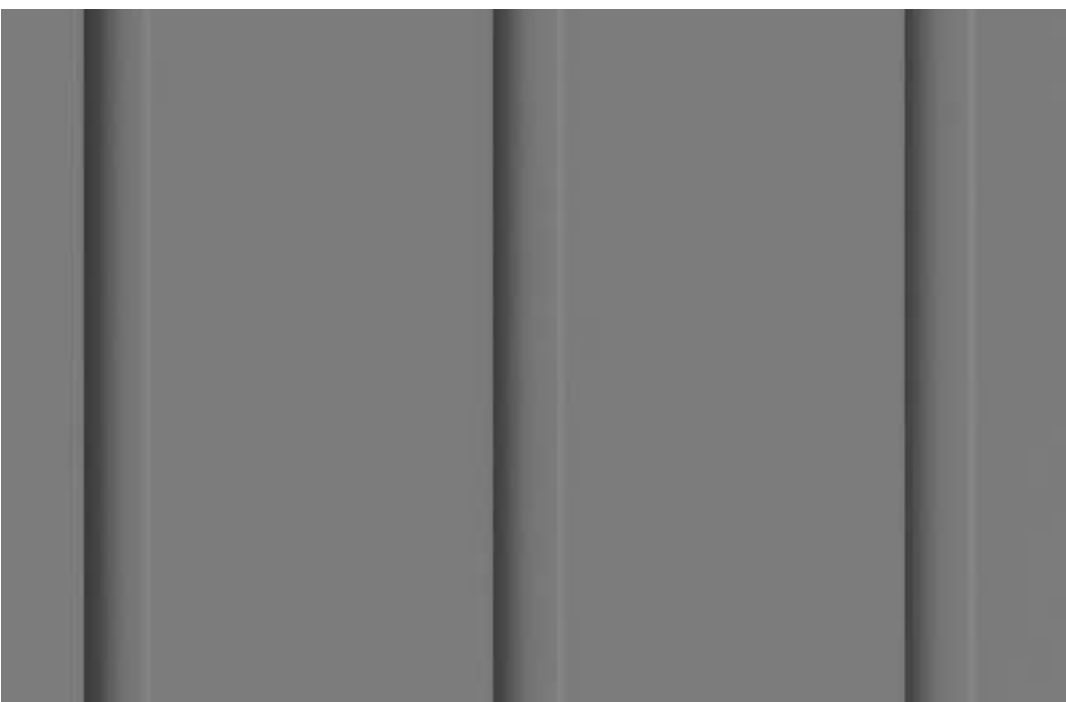
PRELIMINARY ELEVATION 9

1/8" = 1'-0"

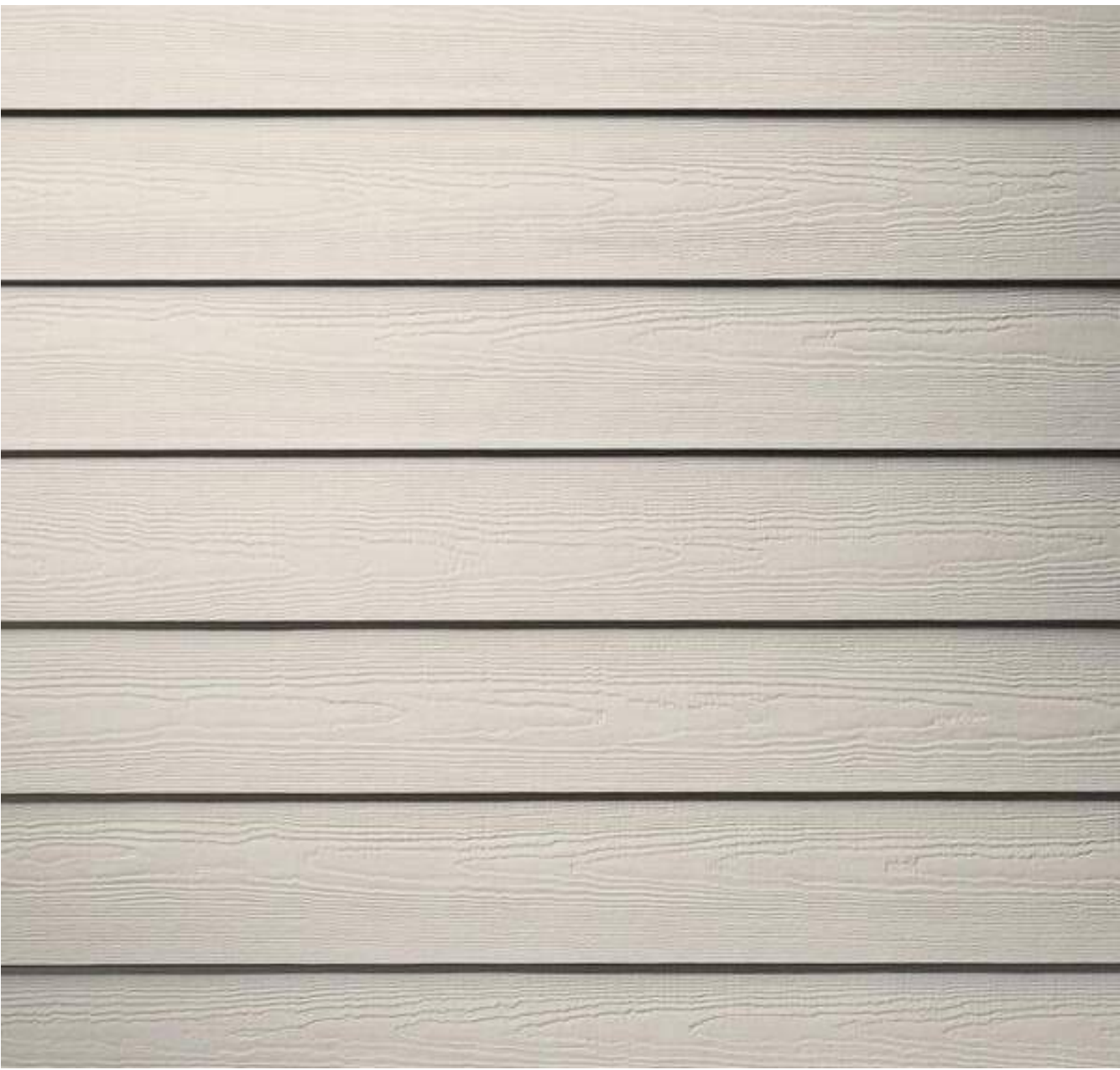
CHECKED BY: Checker
DRAWN BY: Author



REVERSE BOARD-N-BATTEN: PAINTED OFF WHITE



REVERSE BOARD-N-BATTEN: PAINTED DARK GREY



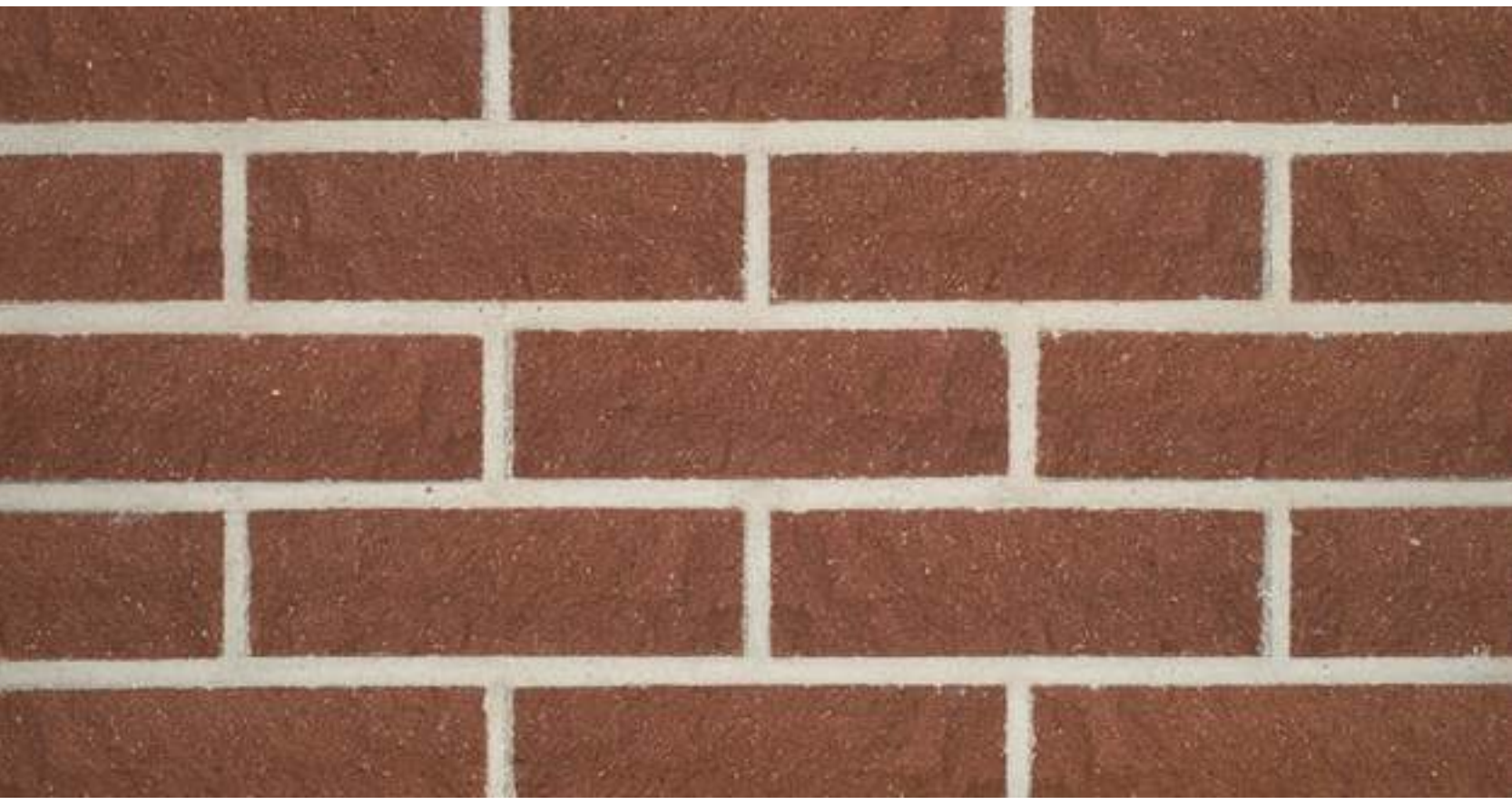
LAP SIDING: 4" & 6" REVEAL, PAINTED OFF WHITE



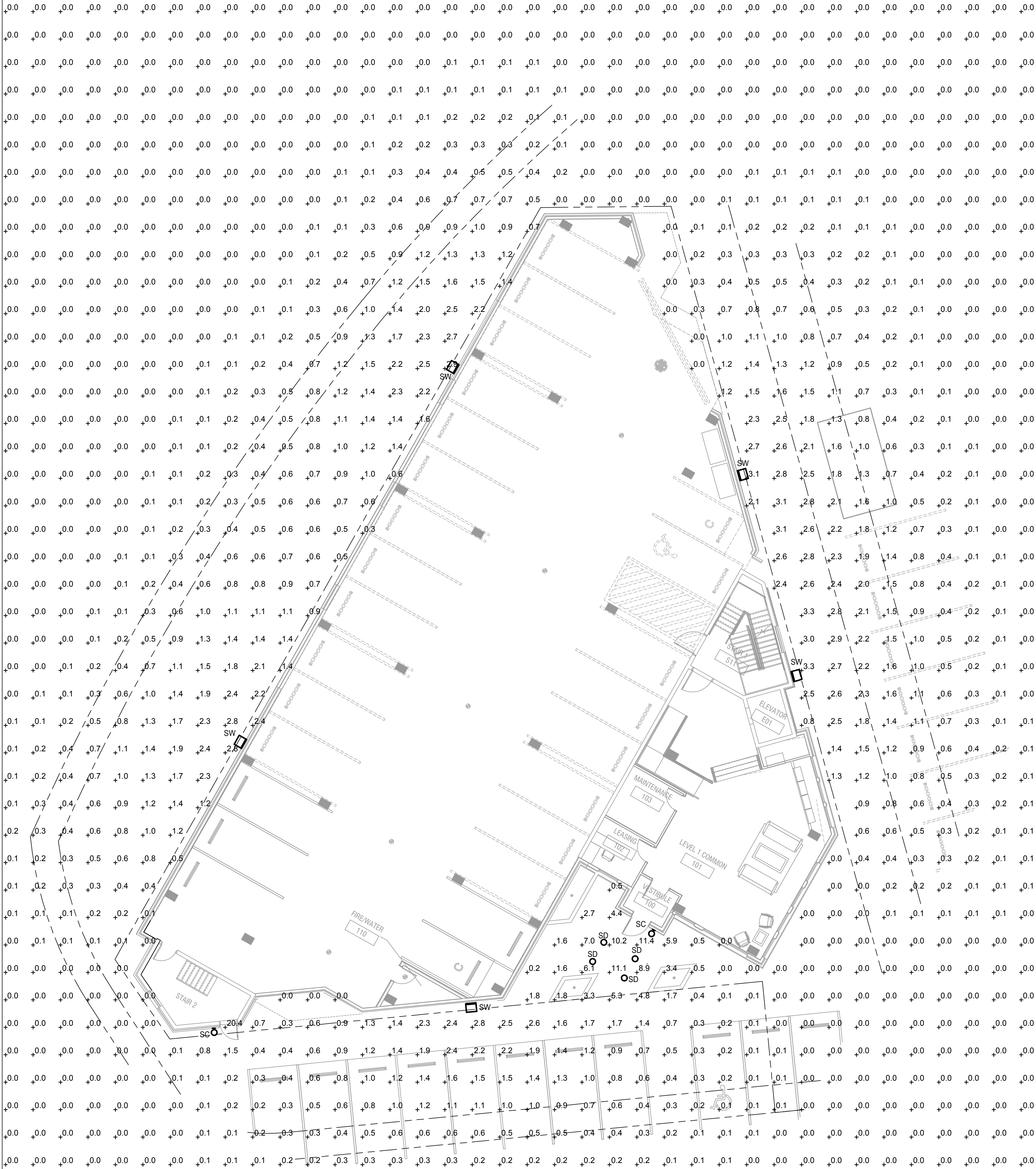
MALARKEY: WINDSOR, BLACK OAK



SUMMIT BRICK: MORNING SAGE, SEMI-SMOOTH TEXTURE



SUMMIT BRICK: PLUM, ROCKFACE TEXTURE



SCHEDULE										
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
	SC		LITHONIA	OLLWD LED P1 40K 120 DDB	LED WALL CYLINDER	LED	1	500		9
	SD		LITHONIA	LDN6 30/05 LO6AR LS	6IN LDN, 3000K, 500LM, CLEAR, SPECULAR REFLECTOR, CRI80	LED	1	548		6
	SW		LITHONIA	WDGE2 LED P3 30K 80CRI	WDGE2 LED WITH P3 - PERFORMANCE PACKAGE, 3000K, 80CRI, TYPE 3 MEDIUM OPTIC	LED	1	3063		32
Installation Height (above finished grade)										
8'-0"										
Installation Details										
Wall Mounted										
CEILING										
Wall Mounted										

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Site	+	0.5 fc	20.4 fc	0.0 fc	N/A	N/A



2 FIXTURE TYPE SD
N.T.S.



1 FIXTURE TYPE SC
N.T.S.



3 FIXTURE TYPE SW
N.T.S.

THE BENEDICT
MAJOR SITE PLAN
GLENWOOD SPRINGS, COLORADO

OWNER:
CATHOLIC CHARITIES
HOUSING
6240 SMITH ROAD
DENVER, CO 80216

NOT FOR
CONSTRUCTION

DATE:
10-17-2023

SHEET TITLE:
SITE LIGHTING
PLAN
1" = 10'

E01



October 17, 2023

City of Glenwood Springs
Community Development Department
101 W. 8th Street
Glenwood Springs, CO 81601

Re: The Benedict – Major Site Architectural Plan Pre-Application

Dear City of Glenwood Springs:

Shopworks Architecture and Norris Design, on behalf of Catholic Charities Housing, are pleased to submit this pre-application for a new multifamily housing community in Glenwood Springs at 2800 Midland Avenue. The proposal includes 34 multifamily units, all of which are deed-restricted for affordability.

This proposal includes three levels of apartments over one level of tuck-under parking. A parking reduction of 30% has been approved by the City, and the CHFA Low-Income Housing Tax Credit (LIHTC) has been awarded.

Construction of the project is proposed to be completed in one phase.

EXISTING CONDITIONS

The 0.547-acre parcel is currently vacant and surrounded by residential development. To the east are multifamily condos; to the south and east is senior housing; and to the north of Midland Avenue is attached single-family residential.

PROPOSAL

The Benedict includes 34 multifamily apartment units, all of which are deed-restricted for affordability. Tuck-under parking is provided on the first level, with 42 parking spaces provided. On the three levels above parking, the project proposes amenity areas, a lobby, and the residential units.

ACCESS AND CIRCULATION

Access is provided via two existing driveways off Midland Ave. There is an existing access easement on the northern drive access and the southern access is a private drive shared with the senior housing. An existing access easement is located on the northern drive access (Rec. #413296).

ARCHITECTURAL CHARACTER

The exterior design of the buildings promotes a distinctive multi-family character with materials, massing, and details that will complement and enhance adjacent residential areas. The 4-story massing is broken up with varying roof forms to establish a pleasing rhythm on the façade. A strategically placed amenity area on the 2nd floor helps to break up the massing and give the buildings a pedestrian scale. The primary exterior materials are brick and board and batten. The building exterior is highly detailed with a distinct base, middle, and top to create a noticeably human scaled pedestrian experience.

LANDSCAPE CHARACTER

The landscape is designed to complement the architecture and reflect the local environment's water limitations with native plant species. The plan proposes large, aesthetically pleasing



planting beds around the building. Due to utility easements restricting space for new trees, these proposed beds provide shrubs and ornamental trees to meet planting requirements. At the main building access along the south side of the site, enhanced paving and raised planters integrated into the architecture define the entrance. Five bike racks are provided near this entrance and additional perennial planters along the south building elevation bring pedestrian scale to the facade. Two existing landscape islands with trees and shrubs at either end of the existing parking aisle will be protected during construction. Along Midland Avenue, a small nook with a bench and crusher fines surfacing creates a pleasant space for residents and nearby pedestrians. Layered landscape screens the tuck under parking stalls with large shrubs and layered with shrubs and ornamental grasses. Adjacent to the east site boundary, plants offer screening of the existing trash enclosure, and a metal picket fence provides safety for the grade change to the existing parking aisle. Pockets of wildflowers throughout the site provide seasonal colors and space for seasonal sidewalk snow storage. The plant palette consists of native and low water demand species, suitable to the local region and chosen from the Town of Glenwood Spring's approved plant list. All landscape areas will be maintained by the Owner.

NEIGHBORHOOD MEETING

A Neighborhood Meeting was held on Wednesday from 5:00 – 6:00 PM at the Glenwood Springs Community Center. Four neighbors attended. The meeting was conducted in an open-house format, with 7 foam boards portraying the project's concept and related information displayed on easels across the room. Members of the development team were available for questions and comments throughout the meeting, and comment cards were provided at the final table in the room. At the end of the meeting, no comment cards were returned; however, the neighbors in attendance expressed concerns over traffic congestion and views of Mt. Sopris being obstructed. Neighbors were offered business cards for the development team and the opportunity to leave their information to be added to a distribution list for future information on the project.

COMPLIANCE WITH APPROVAL CRITERIA

The approval criteria for all site and architectural plan types is found in the Glenwood Springs Land Development Code Sec. 070.060.050(6):

"In reviewing a proposed site/architectural plan application, the Director, Planning Commission, and/or City Council shall consider whether:

- a. The site/architectural plan is consistent with the general purpose and intent of this Code.
The site plan is consistent with the general purpose and intent of the code. The development team has worked with City Staff and referral agencies to ensure that any potential impacts of the development are considered and have been mitigated for public health and safety.
- b. The site/architectural plan is consistent with the dimensional, design, development, and all other standards of this Code;
The site plan is consistent with the dimensional, design, development and other standards of the Code. The only item on the site plan that is not consistent with the development standards in the Code is the parking requirements. A parking reduction request was approved by City Staff in January of 2023.
- c. The site/architectural plan is consistent with any previously approved plat, PUD, or any other precedent land use approval; and
There are no precedent land use approvals such as a PUD for this project site; as such, this criteria is not applicable. The Major Site and Architectural Plan that is the subject of this review will be the first land use approval for the site.
- d. The site/architectural plan is consistent with the Comprehensive Plan and other adopted City policies and plans."



The proposed Major Site and Architectural Plan is consistent with the Comprehensive Plan in several ways:

1. Provide equitable and diverse housing for the entire community
 - a. The proposed plan provides deed-restricted housing for both income and age (affordable senior housing) in an area surrounded by residential and other senior housing.
2. Address transportation needs and provide multiple convenient travel choices
 - a. The site is located at the corner of Midland Ave. and 27th St., approximately 0.3 miles away from the nearest public transit station (the RFTA Park and Ride Station at 27th St. and S. Glen Ave.). Additionally, the developer is committed to providing transit passes and rideshare services for future residents who can no longer or do not wish to drive, as many seniors no longer drive.
3. Support social diversity
 - a. Affordable senior housing is needed in both Glenwood Springs and beyond. This project supports social diversity and aims to reduce the gap of affordable livability for senior residents.

This application has been prepared by and for the following parties to the benefit of the residents of Glenwood Springs:

Owner

Catholic Charities Housing
Justin Raddatz
6240 Smith Road
Denver, CO 80216
720-639-7608
jraddatz@ccdenver.org

Architect

Shopworks Architecture
Kyle Mead
301 W. 45th Avenue
Denver, CO 80216
303-433-4094 ext. 105
kyle@shopworksarc.com

Developer

Blueline Development, Inc.
1004 South Avenue West
Missoula, MT 59801
Gabrielle Carazo
Darcy McClure
908.463.5868
gabby@bluelinedevelopment.com
darcy@bluelinedevelopment.com

Civil Engineer/Survey

Sopris Engineering, LLC
Stephanie Helfenbein
502 Main St., Ste. A-3
Carbondale, CO 81623
720-704-0593
stephanie@sopriseng.com



Landscape Architecture/ Entitlements

Norris Design
Elena Scott
Mallory Redmon
Anthony York
409 Main Street
Frisco, CO 80443
303-892-1166
escott@norris-design.com
mredmon@norris-design.com
ayork@norris-design.com

Thank you for your consideration of our application. We look forward to meeting with you to discuss further. Should you have any concerns or questions, you may reach out to either of us directly at kyle@shopworksarc.com/720-681-6405 or at mredmon@norris-design.com/303-892-1166.

Sincerely,

Mallory Redmon

Kyle Mead, Shopworks Architecture
Mallory Redmon, Norris Design



October 17, 2023

Mr. Watkins Fulk-Gray
City of Glenwood Springs
Community Development Department
101 W. 8th Street
Glenwood Springs, CO 81601

Re: The Benedict Apartments – Neighborhood Meeting Summary

Dear Watkins,

In preparation for the submittal of a new Major Site Architectural Plan application for the Benedict Apartments project, the development team hosted a Neighborhood Meeting on Wednesday from 5:00 – 6:00 PM at the Glenwood Springs Community Center. Four neighbors attended, and although not all signed in, a sign-in sheet is attached to this letter for reference. Also attached to this letter is a copy of the notice letter that was sent to neighbors within 300' of the property line, along with the addresses and a notice vicinity map.

The meeting was conducted in an open-house format, with 7 foam boards portraying the project's concept and related information displayed on easels across the room. A .PDF copy of these boards are attached to this letter for reference. Members of the development team were available for questions and comments throughout the meeting, and comment cards were provided at the final table in the room. At the end of the meeting, no comment cards were returned; however, the neighbors in attendance expressed concerns over traffic congestion and views of Mt. Sopris being obstructed. Neighbors were offered business cards for the development team and the opportunity to leave their information to be added to a distribution list for future information on the project.

Sincerely,
Norris Design

Mallory Redmon
Planner

Notice of Neighborhood Meeting
The Benedict Apartments
2800 Midland Ave., Glenwood Springs, CO 81601
Major Site and Architectural Plan Review

Dear Neighbor,

On behalf of Catholic Charities Housing and its partners, we would like to invite you to an open house neighborhood meeting, on **Wednesday, September 27, 2023**, regarding a proposed multifamily residential community in the City of Glenwood Springs.

The proposed community includes approximately 34 for-rent apartments, all of which are proposed to be affordable. Tuck-under parking with additional surface parking across the site is proposed. Additionally, sidewalk improvements, as well as enhanced landscaping are included as part of the community.

This proposal requires a Major Site and Architectural Plan Review with the City, which will include public hearings (Planning Commission and City Council) at a later date. This neighborhood meeting is for informational purposes and aimed at answering questions and soliciting feedback from the community. The meeting will be an open house format, and you are welcome to attend at any time from 5-6pm to learn more about the project. You are receiving this notice because you own property within 300 feet of the subject property. A vicinity map is included with this notice. Representatives from the design team will be in attendance to present information and answer questions. Below are the specific details regarding the time and location of the meeting.

Meeting Information
Wednesday, September 27, 2023 from 5:00 – 6:00 PM
Glenwood Springs Community Center
Sopris Rooms (A + B)
100 Wulfsohn Road
Glenwood Spring, Colorado 81601

The Design Team Includes:

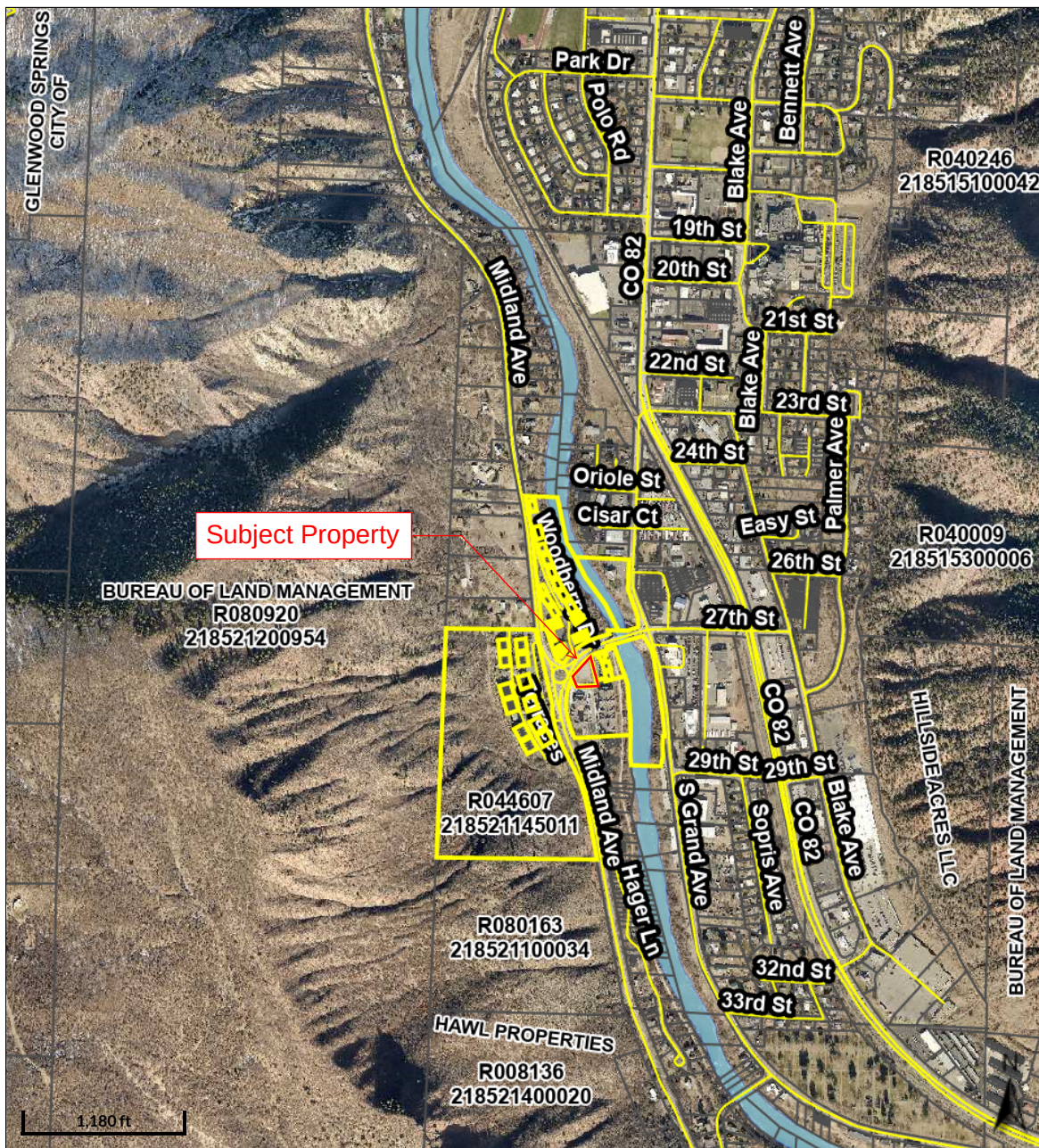
Catholic Charities Housing – Applicant / Developer
Sopris Engineering – Civil / Traffic Engineering
Shopworks Architecture – Architect
Norris Design – Planning / Landscape Architecture

We appreciate your interest and look forward to meeting local community members and hearing feedback on the proposal. If you have any questions or comments prior to the meeting, please contact Mallory Redmon at 303.892.1166 or mredmon@norris-design.com.

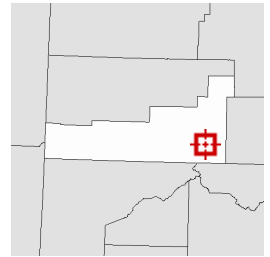
Sincerely,
Norris Design

Mallory Redmon

Mallory Redmon
Planner



Overview



Legend

- Parcels
- Roads
- Parcel/Account Numbers
- Owner Name
- Lakes & Rivers
- County Boundary Line

Date created: 8/24/2023
 Last Data Uploaded: 8/24/2023 2:09:00 AM

Developed by **Schneider**
 GEOSPATIAL

OwnerName	OwnerAddress1	OwnerCityStZip
2800 MIDLAND LLC	6240 SMITH ROAD	DENVER CO 80216
ROARING FORK SENIOR REALTY LLC	155 W CENTRAL AVENUE	SPRINGBORO OH 45066
DALEY RF PROPERTY OWNER LLC	565 SANCTUARY DRIVE APT 8305	LONGBOAT KEY FL 34228
ROSS, GREGORY M	PO BOX 24754	SILVERTHORNE CO 80497
ORTNER, AVA K & THORPE, DONALD A JR	25289 SUTTON COURT	NOVI MI 48374
APODACA, ANTHONY	2685 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
BROCHIER, LUBA M G KOHN	2687 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
CHESLIK, JILL E	2665 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
VANDERHOOF, LINDA YOUNG LIVING TRUST	2663 WOODBERRY DIVE	GLENWOOD SPRINGS CO 81601
1315 GRAND LLC	PO BOX 2478	GLENWOOD SPRINGS CO 81602
POMEROY, FLINN & BOUGHTON, WOODSON HAGOO	2662 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
WALTER, JARED A	68 BEAVER COURT	GLENWOOD SPRINGS CO 81601
JONES, COURTNEY	2664 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
CASTRO, YOLANDA & ANTONIO GEOVANNI	2666 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
STANFIELD, TRACY A	87 W SUNLIGHT COURT	GLENWOOD SPRINGS CO 81601
FIEDLER, GRANT L & JENSENA L I	PO BOX 588	RIFLE CO 81650
ARNHOLD, RICK A	PO BOX 5785	EAGLE CO 81631
LAROCHE, BEATRICE SANDRINA	PO BOX 1755	GLENWOOD SPRINGS CO 81602
RICHARDSON SINGER TRUST	PO BOX 181	GLENWOOD SPRINGS CO 81602
KORTHALS, CATHERINE	42WO46 RETREAT COURT	SAINT CHARLES IL 60175
FLOTTMEYER, WENDY	2642 WOODBERRY DRIVE #2	GLENWOOD SPRINGS CO 81601
SALUGA, FAITH & ESQUIVEL, CARLOS A	2644 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
FIGUEROA, DEBRA M & DYLAN T	2646 WOODBERRY DRIVE	GLENWOOD SPRINGS CO 81601
RIVERS LLC	730 15TH STREET	BOULDER CO 80302
GLENWOOD SPRINGS, CITY OF	101 W 8TH STREET	GLENWOOD SPRINGS CO 81601
TERRACE GROUP LLC	1732 WAZEE # 206	DENVER CO 80202
GLENWOOD SPRINGS RACQUET CLUB ASSOCIATIO	PO BOX 1107	GLENWOOD SPRINGS CO 81602
COTTONWOOD LANDING TOWNHOUSE ASSOCIATION	1512 GRAND AVENUE SUITE 109	GLENWOOD SPRINGS CO 81601

**PROOF OF PUBLIC NOTICE
PRE-APPLICATION NEIGHBORHOOD MEETING**

I hereby affirm that Public Notice requirements of the Municipal Code of Glenwood Springs have been met for the Pre-Application Neighborhood Meeting held:

at 100 Wulfsohn Rd., Glenwood Springs, CO 81601

(Location)

on September 27, 2023

(Date)

Attached are:

1. A list of names and addresses of owners of record of all property within 300 feet of the subject property and registered neighborhood groups that have boundaries including the proposed project site.

Date mailed: 9/11/23;

2. A list of the meeting attendees;
3. A summary of the meeting.

Name: Mallory Redmon
Applicant

Date: September 27, 2023

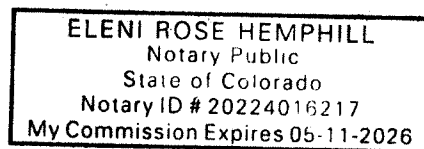
Subscribed and sworn to before me, a notary public in and for the County of
Denver, State of Colorado, this 27th day of
September 2023, A.D.

Witness my hand and official seal

(SEAL)

Eleni Rose Hemphill
Notary Public

My commission expires: 5/11/26





Certificate of Mailing — Firm

Name and Address of Sender Norris Design, Inc 1101 Bannock Street Denver, CO 80204 <i>The Benedict</i> <i>0249-01-3445</i>		TOTAL NO. of Pieces Listed by Sender <i>6</i> <i>(28 TOTAL)</i>	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>  U.S. POSTAGE PAID DENVER, CO 80204 SEP 11, 23 AMOUNT \$12.85 R2303S104340-15 0000		
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.	COTTONWOOD LANDING TOWNHOUSE ASSOCIATION 1512 GRAND AVENUE SUITE 109 GLENWOOD SPRINGS CO 81601					
2.	GLENWOOD SPRINGS RACQUET CLUB ASSOCIATION PO BOX 1107 GLENWOOD SPRINGS CO 81602					
3.	TERRACE GROUP LLC 1732 WAZEE # 206 DENVER CO 80202					
4.	GLENWOOD SPRINGS, CITY OF 101 W 8TH STREET GLENWOOD SPRINGS CO 81601					
5.	RIVERS LLC 730 15TH STREET BOULDER CO 80302					
6.	FIGUEROA, DEBRA M & DYLAN T 2646 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601					



Certificate of Mailing — Firm

Name and Address of Sender Norris Design, Inc 1101 Bannock Street Denver, CO 80204 <i>The Benedict</i> <i>0249-01-3445</i>		TOTAL NO. of Pieces Listed by Sender <i>6</i> <i>(28 TOTAL)</i>	TOTAL NO. of Pieces Received at Post Office™ 	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
USPS® Tracking Number Firm-specific Identifier		Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.		SALUGA, FAITH & ESQUIVEL, CARLOS A 2644 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601					
2.		FLOTTMEYER, WENDY 2642 WOODBERRY DRIVE #2 GLENWOOD SPRINGS CO 81601					
3.		KORTHALS, CATHERINE 42WO46 RETREAT COURT SAINT CHARLES IL 60175					
4.		RICHARDSON SINGER TRUST PO BOX 181 GLENWOOD SPRINGS CO 81602					
5.		LAROCHE, BEATRICE SANDRINA PO BOX 1755 GLENWOOD SPRINGS CO 81602					
6.		ARNHOLD, RICK A PO BOX 5785 EAGLE CO 81631					



Certificate of Mailing — Firm

Name and Address of Sender Norris Design, Inc 1101 Bannock Street Denver, CO 80204 <i>The Benedict</i> <i>0249-01-3445</i>	TOTAL NO. of Pieces Listed by Sender <i>6</i> <i>(28 TOTAL)</i>	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					

MILE HIGH STATION DENVER CO 80204
SEP 11 2023
WJ

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.	FIEDLER, GRANT L & JENSEN L I PO BOX 588 RIFLE CO 81650				
2.	STANFIELD, TRACY A 87 W SUNLIGHT COURT GLENWOOD SPRINGS CO 81601				
3.	CASTRO, YOLANDA & ANTONIO GEOVANNI 2666 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601				
4.	JONES, COURTNEY 2664 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601				
5.	WALTER, JARED A 68 BEAVER COURT GLENWOOD SPRINGS CO 81601				
6.	POMEROY, FLINN & BOUGHTON, WOODSON HAGOO 2662 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601				



Certificate of Mailing — Firm

Name and Address of Sender Norris Design, Inc 1101 Bannock Street Denver, CO 80204 <i>The Benedict</i> <i>0249-01-3445</i>	TOTAL NO. of Pieces Listed by Sender <i>6</i> <i>(28 TOTAL)</i>	TOTAL NO. of Pieces Received at Post Office™ 	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.	1315 GRAND LLC PO BOX 2478 GLENWOOD SPRINGS CO 81602					
2.	VANDERHOOF, LINDA YOUNG LIVING TRUST 2663 WOODBERRY DIVE GLENWOOD SPRINGS CO 81601					
3.	CHESLIK, JILL E 2665 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601					
4.	BROCHIER, LUBA M G KOHN 2687 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601					
5.	APODACA, ANTHONY 2685 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601					
6.	ORTNER, AVA K & THORPE, DONALD A JR 25289 SUTTON COURT NOVI MI 48374					



Certificate of Mailing — Firm

Name and Address of Sender Norris Design, Inc 1101 Bannock Street Denver, CO 80204 <i>The Benedict</i> <i>0249-01-3445</i>	TOTAL NO. of Pieces Listed by Sender 4 (28 TOTAL)	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>  DJ			
Postmaster, per (name of receiving employee)						
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.	ROSS, GREGORY M PO BOX 24754 SILVERTHORNE CO 80497					
2.	DALEY RF PROPERTY OWNER LLC 565 SANCTUARY DRIVE APT 8305 LONGBOAT KEY FL 34228					
3.	ROARING FORK SENIOR REALTY LLC 155 W CENTRAL AVENUE SPRINGBORO OH 45066					
4.	2800 MIDLAND LLC 6240 SMITH ROAD DENVER CO 80216					
5.						
6.						

Welcome!

Development Team:



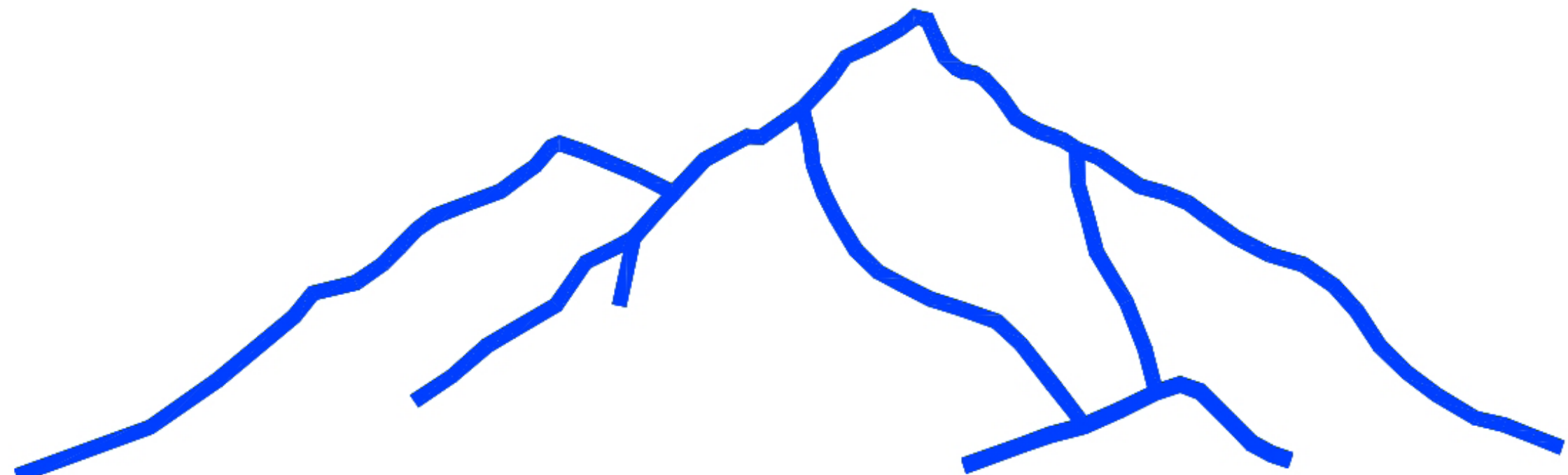
Applicant/Developer



Architecture



Planning Services and Landscape Architecture



SOPRIS ENGINEERING LLC

Engineering Services

How to Participate:

1. Boards around the room are numbered to help guide you.
2. The development team is here to answer questions.
3. Comment cards are provided at the end. Please feel free to send additional comments or questions to Mallory Redmon at Norris Design: mredmon@norris-design.com

History

Fritz Benedict was a prolific architect from the 1940's-1980's in Aspen, CO. He is best known for setting buildings into the landscape in a harmonious way, which reflects his landscape training and Frank Lloyd Wright's influence. He pioneered in passive solar and earth shelter design, exemplified in his own solar and sod-roofed residence at Stillwater Ranch (1958). His masterwork, the Edmundson Waterfall House, an homage to Wright's Fallingwater, shared many of the characteristics of Wrightian design - above all, an intimate and specific relation to its site.



Fritz Benedict
1914-1995

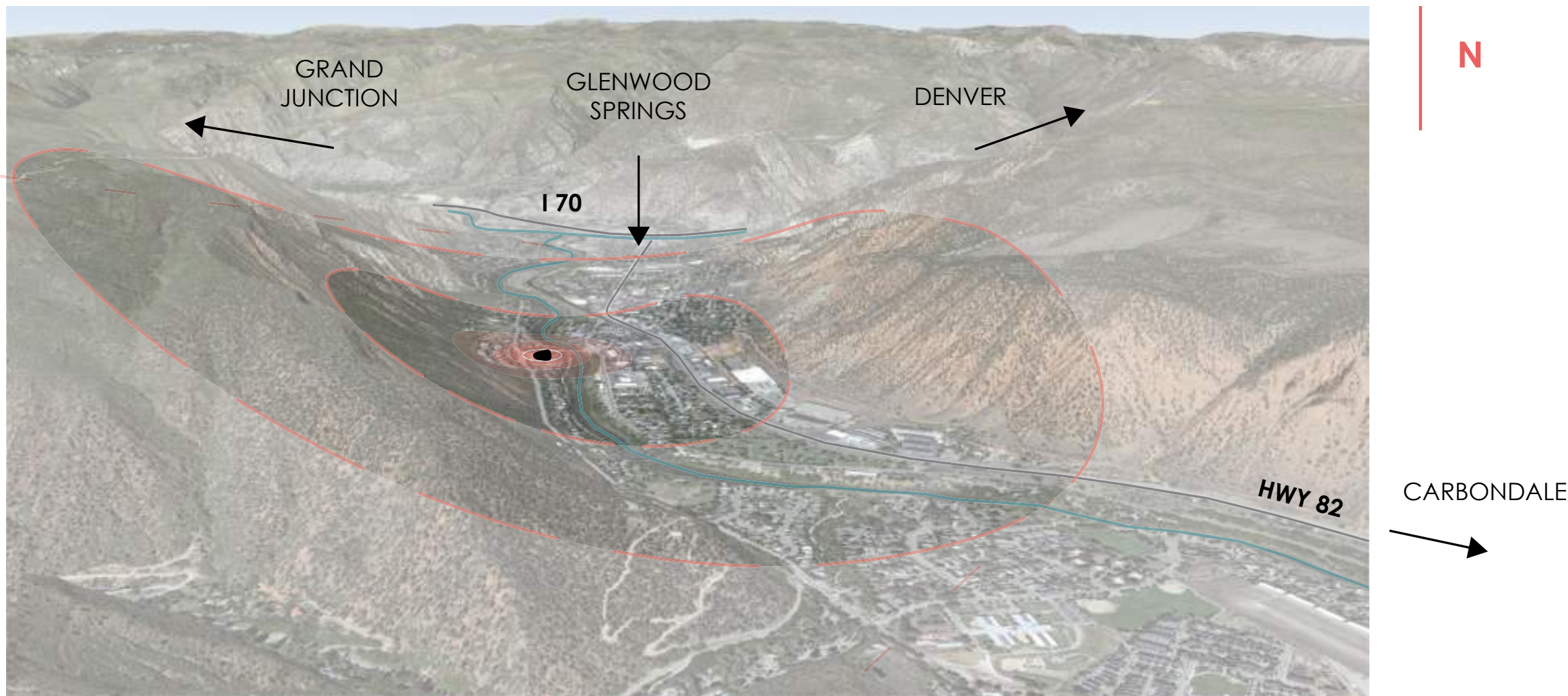
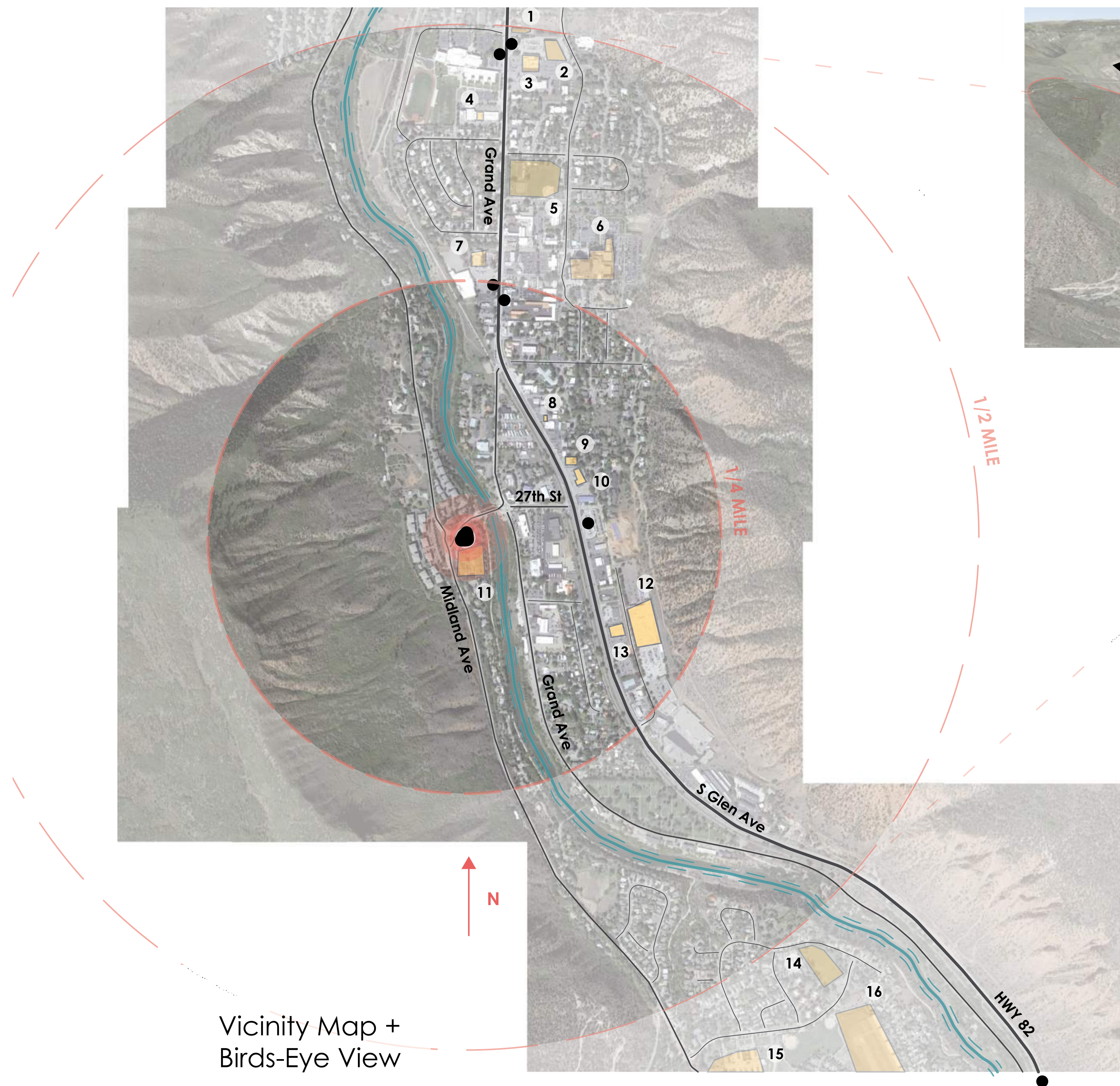


Bidwell-Mountain Plaza Building (1965)



Aspen - Pitkin County Library (1966)

Vicinity Map



Main Roads	—
Secondary Roads	—
Side Roads	—
Bus Stops	●
River	—

1 The UPS Store	9 Community Thrift
2 City Market	10 Ace Hardware
3 Walgreens	11 Roaring Fork Senior Living
4 ZA Pizza	12 Walmart
5 Sayre Park	13 AutoZone
6 Glenwood Springs Hospital	14 Sullivan Park
7 US Banks	15 Mountain Valley
8 Sweet Coloradough Donuts	Developmental Services
	16 Glenwood Springs Airport

Vicinity Map +
Birds-Eye View

Proposed Site Plan

THE BENEDICT APARTMENTS

LOT SIZE	±0.548 ACRES (28,879.80 SF)
LOT COVERAGE	37%
BUILDING FOOTPRINT	10,841 SF
CONSTRUCTION TYPE	TYPE V
SPRINKLER SYSTEM	NFPA 13
NUMBER OF STORIES	4-STORIES
TOTAL BUILDING HEIGHT	APPROX. 55'-0" (60' MAX)
DWELLING UNITS TOTAL	34 1-BED UNITS
SURFACE PARKING STALLS	17
TUCK-UNDER PARKING STALLS	25
TOTAL PARKING STALLS	39
ACCESSIBLE PARKING	3
JURISDICTION	GARFIELD COUNTY
BUILDING CODES	2021 - INTERNATIONAL BUILDING CODE 2021 - INTERNATIONAL MECHANICAL CODE 2021 - INTERNATIONAL PLUMBING CODE 2021 - INTERNATIONAL ENERGY CODE 2021 - INTERNATIONAL FIRE CODE 2020 - NATIONAL ELECTRICAL CODE
LOCAL AMENDMENTS	2022 - ORDINANCE NO. 06
ZONING	RE (RESORT)
PRIMARY STREET	27TH STREET
SIDE STREET	MIDLAND AVENUE
FRONT SETBACK	5'-0"
SIDE SETBACK	5'-0"
REAR SETBACK	10'-0"
MAXIMUM HEIGHT	60'-0"
ENERGY COMPLIANCE	NGBS BRONZE

PROJECT SUMMARY:
NEW CONSTRUCTION OF A 4-STORY APARTMENT BUILDING WITH 35 UNITS, RESIDENTIAL AMENITIES, AND COURTYARD ACCESS ON LEVEL 2. THERE ARE (39) TOTAL (STANDARD AND COMPACT) PARKING STALLS IN ADDITION TO (3) ACCESSIBLE PARKING STALLS. TUCK-UNDER PARKING IS ROUGHLY AT GRADE ON THE WEST, AND SURFACE PARKING TO THE SOUTH.



LOBBY LEVEL

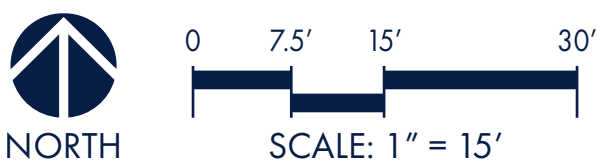


AMENITY LEVEL



LEVELS 3-4

Preliminary Site Plan



4

Elevations



View fromRoaring Fork Senior Living



Max 60' from lowest grade

5

Site Plan Compliance with the Comprehensive Plan

- 1. Promote long-term, sustainable, and diverse economic development.
- 2. Provide equitable and diverse housing for the entire community.
- 3. Encourage redevelopment and prioritize public investment in identified revitalized areas to spur private investment.





October 17, 2023

City of Glenwood Springs
Community Development Department
101 W. 8th Street
Glenwood Springs, CO 81601

Re: The Benedict – Housing Mitigation Plan

This Housing Mitigation Plan demonstrates compliance with the Glenwood Springs Community Housing Guidelines, which apply to *Article 070.045 – Community Housing Standards and Guidelines* in the Glenwood Springs Municipal Code.

The proposal includes 34 multifamily units, all of which are deed-restricted for affordability. This proposal includes three levels of rental apartments over one level of tuck-under parking. All of the units are in one building, which will be constructed in one phase. The Benedict has been awarded a CHFA Low-Income Housing Tax Credit (LIHTC) to construct the project.

1. A Provision of Affordable Units - Total number of units as Community Housing Units (CH), description of each type of unit, bedroom configuration and net square footage

Per the Code, a minimum of Twenty (20) percent of the total residential units in any new residential or mixed-use development proposing to create ten (10) or more residential dwelling units. The Benedict proposes 100 (100) percent of the development to be affordable at Area Median Income (AMI) rates of thirty (30) percent to eighty (80) percent. See Table 1.

Table 1 – Unit Size and Type

Unit Type	Unit Quantity	Bedrooms	Bathrooms	Sq. Ft.	Type
1.1	25	1	1	537	Rental
1.2	9	1	1	549	Rental
Total	34	34	34	540 (avg.)	Rental

2. Will the property be Subdivided?

Property shall consist of a multi-family development and not a subdivision. The existing lot is 0.547-acres.

3. Targeted Income Category

The Benedict will include rental units between 30% to 80% AMI. See Table 2 below.

Table 2 – AMI Designation

AMI	Unit Quantity
30%	7
40%	4
70%	17
80%	6
Total	34



4. Calculation of average size of finished net square footage for both market rate units and community housing units, excluding garages and unfinished basements.

All the units are proposed as affordable. See Table 3 for additional square footage information for the building.

Table 3 – Building Square Footage

Area	Square Feet
Leasable Area (Units)	18,366
Parking	8,668
Amenity Area	4,400
Circulation / Support	7,686
Balcony	814
Total	39,934

5. Location of community housing units and/or lots within the development.

All units are community housing units. See floor plans included with the submittal packet.

6. A phasing / construction plan schedule

The property will be built in one phase estimated at 15 months.

7. An estimate of homeowners association assessments

No homeowners association will be assessed for the rental units. Per LIHTC requirements, the rental rate includes rent and utilities.



The Benedict Apartments – Public Art Plan

The Benedict Apartments will pay a fee-in-lieu in the approximate amount of \$1336.56 for the Public Art Plan. This fee-in-lieu satisfies the requirements outlined in the Glenwood Springs Municipal Code Section 090.080. The fee will be paid upon issuance of the building permit.

THIS PROPERTY IS SUBJECT TO THE FOLLOWING EXCEPTIONS TO TITLE AS LISTED IN NCS NUMBER CCHI2108725NT
PREPARED BY CHICAGO TITLE INSURANCE COMPANY:

FROM: THE UNITED STATES OF AMERICA
TO: LEWIS BAILOR
RECORDING DATE: MARCH 14, 1891
RECORDING NO.: BOOK 12 PAGE 72

10. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE QUIT-CLAIM DEED AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: NOVEMBER 15, 1892
RECORDING NO.: BOOK 20 PAGE 241

11. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE WARRANTY DEED AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: JULY 15, 1909
RECORDING NO.: BOOK 79 PAGE 80

RECORDING DATE: OCTOBER 3, 1979
RECORDING NO.: RECEPTION NO. 298203

RECORDING DATE: MAY 22, 1981
RECORDING NO.: RECEPTION NO. 315113

12. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE ORDINANCE NO. 10-79 AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MARCH 12, 1982
RECORDING NO.: BOOK 894 PAGE 509

13. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE ORDINANCE NO. 39 SERIES OF 1985 AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: JANUARY 8, 1988
RECORDING NO.: BOOK 727 PAGE 430

14. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: **PLOTTED HEREON AS REC. # 421379**

GRANTED TO: CITY OF GLENWOOD SPRINGS, COLORADO
PURPOSE: PUBLIC UTILITY EASEMENT
RECORDING DATE: FEBRUARY 20, 1991
RECORDING NO.: BOOK 799 PAGE 230

15. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: **NOTHING TO PLOT.**

GRANTED TO: CITY OF GLENWOOD SPRINGS
PURPOSE: PUBLIC ACCESS EASEMENT
RECORDING DATE: JULY 2, 2010
RECORDING NO.: RECEPTION NO. 788060

16. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE MEMORANDUM OF AGREEMENT TO PLAT AND RECONVEY AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: SEPTEMBER 5, 2012
RECORDING NO.: RECEPTION NO. 823720

AMENDMENT TO AGREEMENT TO PLAT AND RECONVEY: **NOTHING TO PLOT.**

RECORDING DATE: JANUARY 28, 2015
RECORDING NO.: RECEPTION NO. 858695

17. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE AGREEMENT AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MARCH 7, 2014
RECORDING NO.: RECEPTION NO. 846979

18. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE AGREEMENT REGARDING EASEMENTS AND LIFT STATION OWNERSHIP AS SET FORTH BELOW: **PLOTTED HEREON.**

RECORDING DATE: OCTOBER 8, 2014
RECORDING NO.: RECEPTION NO. 854488

19. EASEMENTS, NOTES, TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS AS SHOWN ON THE PLAT OF STONEY RIVER MINOR SUBDIVISION: **PLOTTED HEREON.**

RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863126

20. TERMS, CONDITIONS, PROVISIONS, AGREEMENTS AND OBLIGATIONS CONTAINED IN THE SUBDIVISION AND DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF GLENWOOD SPRINGS AND GLENWOOD SPRINGS LAND, LLC RELATING TO DEVELOPMENT OF THE STONEY RIVER ASSISTED LIVING AND MEMORY CARE FACILITIES AS SET FORTH BELOW: **NOTHING TO PLOT.**

RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863127

21. RECIPROCAL EASEMENTS, FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS CREATED BY THE FOLLOWING DOCUMENT: **PLOTTED HEREON.**

DOCUMENT: DECLARATION OF EASEMENTS
EXECUTED BY: GLENWOOD SPRINGS LAND, LLC, AN ILLINOIS LIMITED LIABILITY COMPANY
PURPOSE: INGRESS AND EGRESS FOR VEHICLES AND PEDESTRIANS
RECORDING DATE: MAY 27, 2015
RECORDING NO.: RECEPTION NO. 863128

[illegible]

TO: ARCHDIOCESAN HOUSING, INC., A COLORADO NONPROFIT CORPORATION, CHICAGO TITLE INSURANCE COMPANY, AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS:

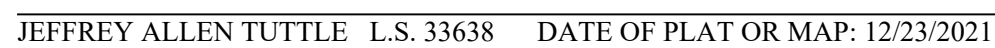
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(A), 6(B), 7(A), 7(B)(1), 7(C), 8, 9, 10, 11(B), 13, 14, 16, 17, 18 AND 19 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON DECEMBER 29, 2021.

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	33.54'	46.50'	41°19'51"	S64° 19' 41"W	32.82'
C2	8.37'	36.50'	13°08'09"	N88° 26' 20"W	8.35'
C3	19.42'	22.50'	49°27'50"	N57° 08' 20"W	18.83'
C4	32.67'	69.00'	27°07'52"	N18° 50' 29"W	32.37'
C5	115.14'	421.09'	15°40'01"	N32° 17' 00"E	114.78'
C6	88.84'	307.94'	16°31'45"	N48° 22' 45"E	88.53'

- THIS ALTA LAND TITLE SURVEY IS BASED UPON INFORMATION PROVIDED BY CHICAGO TITLE INSURANCE COMPANY IN NCS NUMBER CCH12108725NT, LOCAL OFFICE NUMBER 100-N0035793-010-TO2 DATED NOVEMBER 18, 2021. THIS PROPERTY DESCRIBED IN SAID NCS NUMBER CCH12108725NT AS FOLLOWS:

PARCEL A:
LOT 2 STONEY RIVER MINOR SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF RECORDED MAY 27, 2015 UNDER RECEPTION NO. 863126, COUNTY OF GARFIELD, STATE OF COLORADO.

PARCEL B:
THOSE EASEMENT RIGHTS AS DEFINED AND DESCRIBED IN DECLARATION OF EASEMENTS RECORDED MAY 27, 2015 UNDER RECEPTION NO. 863128,
GARFIELD COUNTY RECORDS.



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. IN NO EVENT MAY ANY 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
923 COOPER AVENUE
GLENWOOD SPRINGS, COLORADO 81601
(970) 928-9708 (FAX 947-9007)
Email- jeff@tss-us.com



TUTTLE SURVEYING SERVICES

ALTA/NSPS LAND
TITLE SURVEY

2800 MIDLAND AVENUE
GLENWOOD SPRINGS, CO 81601

Drawn by: JG
Date: 12/29/2021

1
OF 2

MEMORANDUM

To: City of Glenwood Springs, Planning and Engineering Departments

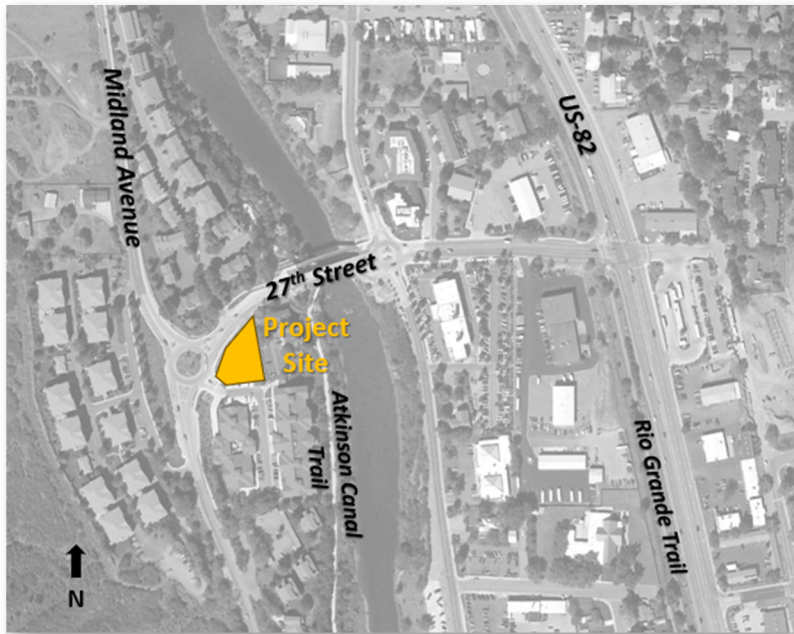
From: Mandy Ricks, EIT
Cassie Slade, PE, PTOE

Date: October 17, 2023

Project: The Benedict Project – Glenwood Springs, Colorado

Subject: Traffic Assessment Letter

The Fox Tuttle Transportation Group has completed a preliminary transportation analysis for the proposed affordable housing development, The Benedict, in Glenwood Springs, Colorado. The project property is located on the vacant site east of the roundabout intersection of Midland Avenue and 27th Street, as shown in the vicinity map in **Figure 1**. Access to the property is on 27th Street with the existing full movement access. The Benedict is proposed as a single building with parking on the first level and



affordable housing units on the remaining three (3) floors. It is proposed that there will be 34 affordable multifamily dwelling units in the building, all one-bedroom apartments. The site will include 42 parking spaces total with some on the ground level of the building and others as surface parking accessed by the private drive.

The purpose of this "trip generation memo" is to determine how many vehicular trips would be generated by the proposed project.

Figure 1. Vicinity Map

Existing Multi-Modal Amenities

Pedestrian and Bicycle

There are currently non-continuous sidewalks on 27th Street along the north side and along most of the south side as well. 27th Street provides access to the Atkinson Canal Trail, the Rio Grande Trail, and the 27th Street Station RFTA Park-and-Ride. There are also sidewalks along the east side of Midland Avenue. There are no on-street bicycle facilities within the study area; however, bicyclists are permitted to travel in the general travel lanes and shoulders, and many bicyclists utilize the trails to connect through town and nearby communities.

The Atkinson Canal Trail is a 1.4-mile paved multi-use trail that parallels the Roaring Fork River along the west side. Access to the trail is less than 200 feet from the property site.

The Rio Grande Trail connects Glenwood Springs to Aspen. The 42-mile trail is a rail-to-trails project that provides multi-modal connectivity through the Roaring Fork Valley. Trail users are protected from vehicular traffic, except at intersections, making the Rio Grande Trail a safer option for pedestrians and bicyclists. Residents of The Benedict can access the trail by traveling approximately 0.21-mile east of 27th Street.

Transit

The Roaring Fork Transportation Authority (RFTA) provides public transportation service between communities adjacent to and within the Roaring Fork Valley. The 27th Street Station, an RFTA Park-and-Ride, is located 0.3-mile east of the project site. It provides access to the Ride Glenwood Springs route, the Local Valley route, the Hogback route, and the VelociRFTA route.

The Ride Glenwood Springs bus is a free bus with stops across Glenwood Springs. It runs from the Glenwood Springs Mall on the northwest side of town to the Roaring Fork Marketplace on the southeast corner of Glenwood Springs, with the closest stop to The Benedict near the 27th Street Station.

The Local Valley bus route travels between Glenwood Springs and Aspen with stops along SH 82. The Hogback route connects riders from Rifle, Silt, New Castle, and Glenwood Springs, ending at the 27th Street Station.

The Bus Rapid Transit, named VelociRFTA, is an express transit service with parking available at the 27th Street Station Park-and-Ride. It travels between Aspen and Glenwood Springs with limited stops in the Roaring Fork Valley.

Trip Generation

To estimate the future volume of trips associated with The Benedict property, the anticipated land use was multiplied by the trip data contained in the Institute of Transportation Engineers' (ITE) Trip Generation Manual¹. The most applicable land use category was multiplied by the trip rate for the daily, AM peak hour, and PM peak hour to approximate the projected traffic. **Table 1** summarizes the estimated total vehicle trips for the project based on ITE rates. For conservative purposes, there were no adjustments made for multi-modal users or internal capture.

Table 1. Trip Generation Estimate

Land Use	Size	Unit	Average Daily Trips				AM Peak Hour Trips				PM Peak Hour Trips			
			Rate	Total	In	Out	Rate	Total	In	Out	Rate	Total	In	Out
ITE #223: Affordable Housing	34	DU	4.81	164	82	82	0.50	17	4	13	0.50	17	10	7

Source: ITE Trip Generation Manual and Handbook, 11th Edition, 2021.

It was estimated the proposed The Benedict project will generate up to 164 vehicle trips per day (vpd) with up to 17 vehicles per hour (vph) in the AM peak hour and up to 17 vph in the PM peak hour.

Trip Distribution and Assignment

The estimated trip volumes were distributed based on existing traffic characteristics, land uses, and traffic patterns in the area. The overall assumed distribution percentages are listed below and shown on **Figure 2**:

- 10% to/from the north via Midland Avenue
- 10% to/from the south via Midland Avenue
- 30% to/from the north via US 82
- 50% to/from the south via US 82

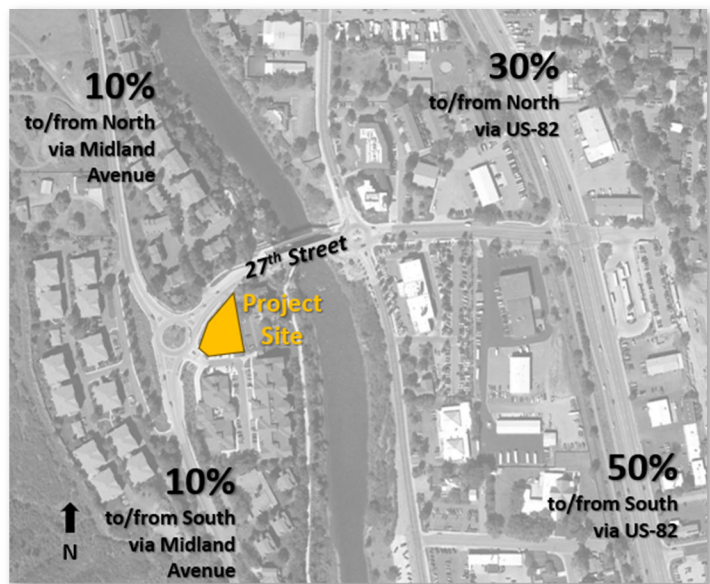
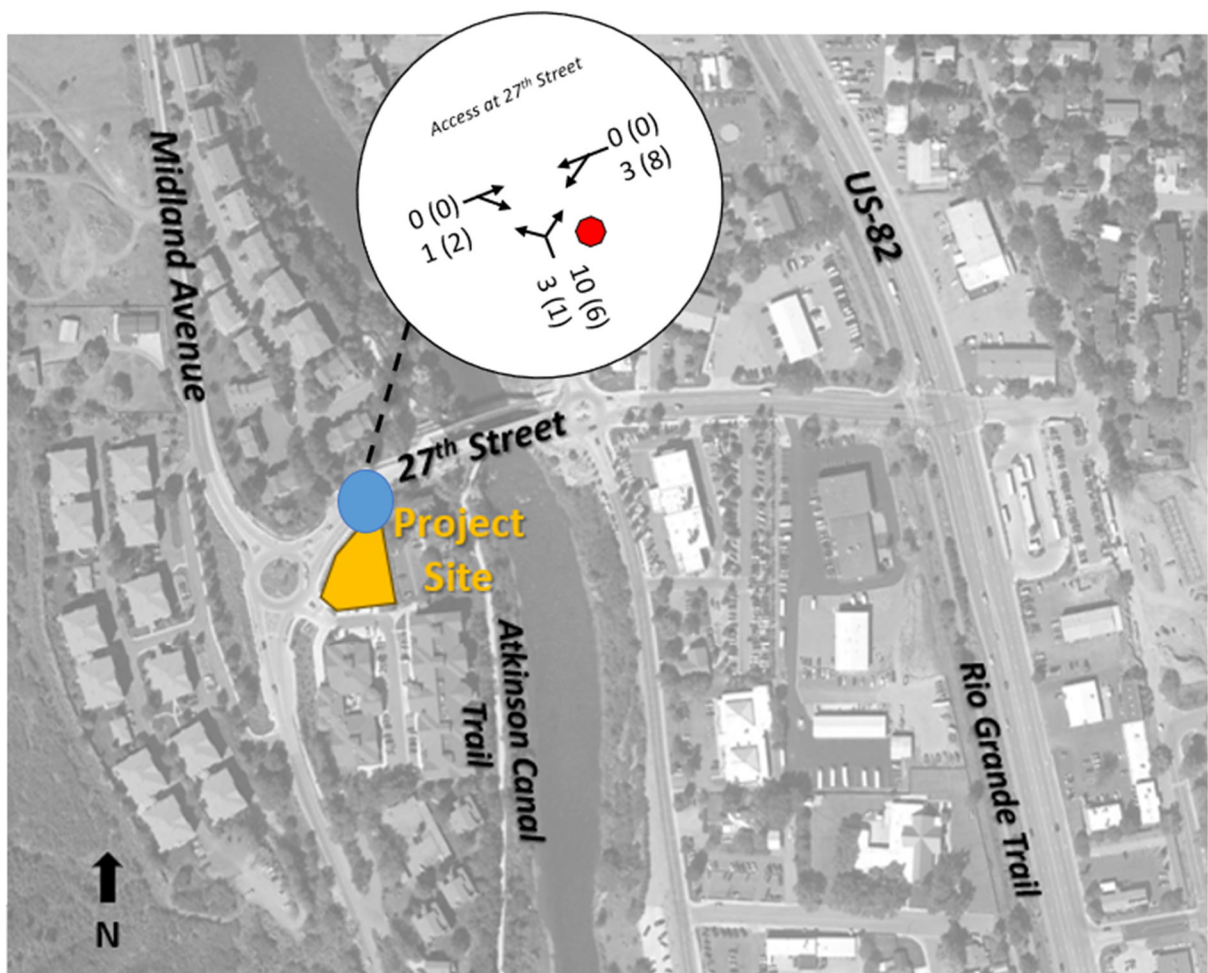


Figure 2. Anticipated Trip Distribution

¹ Trip Generation Manual. 11th Edition. Institute of Transportation Engineers. Washington, DC. 2021.

Using these distribution assumptions, the projected site traffic from **Table 1** was assigned to the access intersection of 27th Street and Midland Avenue for the weekday AM and PM peak hours. **Figure 3** summarizes the site-generated trip assignment.

Figure 3. Estimated Site-Generated Trip Assignment



Legend

- XX (XX) AM and PM site generated peak hour trips
- ← Existing lane configuration

Parking Plan

It is generally agreed that affordable housing communities generate less automobile trips, and subsequent parking demand, than other residential uses. This observation is supported by various field studies that have been conducted nationally, field studies that we have conducted in the region for other projects, and local field studies conducted at similar projects in nearby communities. Unfortunately, there is no industry standard for how to reduce typical residential trip generation and parking rates for lower-income residential projects. The reduction of auto trips and parking demand for affordable housing communities is due to these projects typically being located in areas with better access to transit use and closer proximity to retail, schools, and employment where non-auto modes can be effectively utilized.

ITE published a Parking Generation report (5th Edition) that summarizes data obtained from research and experience by transportation engineering and planning professionals. This publication contains peak parking demand data and parking rates based on field studies at specific land use categories. The Parking Generation report provides parking demand for “Affordable Housing”. The ITE data for this land use type was based on 29 sites which had an average parking demand of 0.99 space per dwelling unit with the lowest demand at 0.32 spaces per dwelling unit and the 85th percentile at 1.33 spaces per unit.

Applying the ITE average rate of $P = 0.99x$ for this land use, **The Benedict project is anticipated to generate a peak parking demand of 34 parking spaces for 34 apartment units.**

Conclusions

The Benedict project proposes to build multifamily affordable housing units on the vacant property east of the Midland Avenue/27th Street roundabout. The four-story building will include 25 parking spaces on the first level and 34 dwelling units on the next three (3) floors. There will also be 17 surface level parking along the east and south sides of the building, for a total of 42 off-street parking spaces. The number of parking spaces is anticipated to accommodate the estimated peak parking demand of 34 spaces. The traffic assessment estimated that The Benedict project would generate up to 164 vehicle trips per day (vpd) with up to 17 vehicles per hour (vph) in each of the peak hours. **It is anticipated that the existing roadway network and intersections will be able to accommodate the anticipated The Benedict traffic without the need for additional analysis or mitigation.**

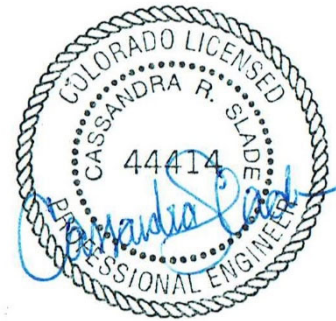
Hopefully, the contents of this memorandum are helpful. If you have any questions, please give me a call.

Sincerely,

FOX TUTTLE TRANSPORTATION GROUP, LLC



Cassie Slade, P.E., PTOE
Principal





Kumar & Associates, Inc.®
Geotechnical and Materials Engineers
and Environmental Scientists

5020 County Road 154
Glenwood Springs, CO 81601
phone: (970) 945-7988
fax: (970) 945-8454

email: kaglenwood@kumarusa.com

www.kumarusa.com

An Employee Owned Company

Office Locations: Denver (HQ), Parker, Colorado Springs, Fort Collins, Glenwood Springs, and Summit County, Colorado

**SUBSOIL STUDY
FOR FOUNDATION DESIGN
PROPOSED RESIDENTIAL BUILDING
2800 MIDLAND AVENUE
GLENWOOD SPRINGS, COLORADO**

PROJECT NO. 21-7-881

JANUARY 6, 2022

PREPARED FOR:

**ARCHDIOCESAN HOUSING
ATTN: JUSTIN RADDATZ
6240 SMITH ROAD
DENVER, COLORADO 80216
jraddatz@archhousing.com**

TABLE OF CONTENTS

PURPOSE AND SCOPE OF STUDY	- 1 -
PROPOSED CONSTRUCTION	- 1 -
SITE CONDITIONS.....	- 1 -
GEOLOGY REPORT	- 2 -
FIELD EXPLORATION	- 2 -
SUBSURFACE CONDITIONS	- 2 -
FOUNDATION BEARING CONDITIONS	- 3 -
DESIGN RECOMMENDATIONS	- 3 -
FOUNDATIONS	- 3 -
FOUNDATION AND RETAINING WALLS	- 4 -
FLOOR SLABS	- 5 -
UNDERDRAIN SYSTEM	- 6 -
SURFACE DRAINAGE.....	- 6 -
LIMITATIONS.....	- 7 -
FIGURE 1 - LOCATION OF EXPLORATORY BORINGS	
FIGURE 2 - LOGS OF EXPLORATORY BORINGS	
FIGURE 3 - LEGEND AND NOTES	
FIGURE 4 - SWELL-CONSOLIDATION TEST RESULTS	
TABLE 1- SUMMARY OF LABORATORY TEST RESULTS	

PURPOSE AND SCOPE OF STUDY

This report presents the results of a subsoil study for a proposed residential building to be located at 2800 Midland Avenue, Glenwood Springs, Colorado. The project site is shown on Figure 1. The purpose of the study was to develop recommendations for the foundation design. The study was conducted in accordance with our proposal for geotechnical engineering services to Archdiocesan Housing dated October 22, 2021.

A field exploration program consisting of exploratory borings was conducted to obtain information on the subsurface conditions. Samples of the subsoils obtained during the field exploration were tested in the laboratory to determine their classification, compressibility or swell and other engineering characteristics. The results of the field exploration and laboratory testing were analyzed to develop recommendations for foundation types, depths and allowable pressures for the proposed building foundation. This report summarizes the data obtained during this study and presents our conclusions, design recommendations and other geotechnical engineering considerations based on the proposed construction and the subsurface conditions encountered.

PROPOSED CONSTRUCTION

The proposed development plan was conceptual at the time of our study. In general, the building will be a multi-level structure located within the majority of the building envelope area shown on Figure 1. Ground floor will be slab-on-grade or structural above crawlspace with an elevation near the existing site grade. Grading for the structure is assumed to be relatively minor with cut depths between about 2 to 5 feet. We assume relatively light foundation loadings, typical of the proposed type of construction.

When building location, grading and loading information have been developed, we should be notified to re-evaluate the recommendations presented in this report.

SITE CONDITIONS

The lot was vacant at the time of our study and had been used for construction staging or parking. The ground surface slopes gently down to the northeast at around 5 to 8% grade and about 5 feet of elevation difference across the general building area. The lot was mostly devoid of vegetation with road gravel surface except for the perimeter with landscape bushes and relatively small trees.

GEOLOGY REPORT

The subject property is mapped as being in an area potentially impacted by debris flow and rockfall (Lincoln-DeVore, 1978). The debris flow potential is from a series of coalescing ephemeral drainages and the rockfall is from the steep valley side several hundred feet west of the property. Considering the past grading of the property, existing uphill structure development and location across Midland Avenue, in our opinion, mitigation of a potential debris flow or rockfall event is not warranted. Proper grading to not adversely impact adjacent properties from potential storm runoff should be provided as described in the “Surface Drainage” section of this report.

The subsoils at the site are mapped as alluvial fan deposits with a moderate potential for hydro-compression (Lincoln-DeVore, 1978). Based on the subsoil information obtained for this study, the hydro-compression potential is low considering the deposit depth of around 20 feet and our evaluation of the soil compressibility potential. Foundation design recommendations provided below should be followed to mitigate the risk of foundation settlement and distress.

FIELD EXPLORATION

The field exploration for the project was conducted on December 20, 2021. Three exploratory borings were drilled at the approximate locations shown on Figure 1 to evaluate the subsurface conditions. The borings were advanced with 4-inch diameter continuous flight augers powered by a truck-mounted CME-45B drill rig. The borings were logged by a representative of Kumar & Associates.

Samples of the subsoils were taken with 1⅜ inch and 2-inch I.D. spoon samplers. The samplers were driven into the subsoils at various depths with blows from a 140 pound hammer falling 30 inches. This test is similar to the standard penetration test described by ASTM Method D-1586. The penetration resistance values are an indication of the relative density or consistency of the subsoils. Depths at which the samples were taken and the penetration resistance values are shown on the Logs of Exploratory Borings, Figure 2. The samples were returned to our laboratory for review by the project engineer and testing.

SUBSURFACE CONDITIONS

Graphic logs of the subsurface conditions encountered at the site are shown on Figure 2. The subsoils encountered, below about 6 to 7 feet of man-placed fill, consist of very stiff to medium stiff with depth, sandy clay and silt with scattered gravel overlying dense, silty sandy gravel and cobbles with probable boulders below about 25 feet. Drilling in the coarse granular soils with

auger equipment was difficult due to the cobbles and boulders and drilling refusal was encountered in the deposit. The fill material varied in gradation and consistency but was mainly granular soil and medium dense.

Laboratory testing performed on samples obtained from the borings included natural moisture content and density, finer than sand size gradation analyses, liquid and plastic limits and unconfined compressive strength. Results of swell-consolidation testing performed on relatively undisturbed drive samples of the clay and silt soils, presented on Figure 4, indicate low to moderate compressibility under conditions of loading and wetting. Results of unconfined compressive strength testing indicate the clay and silt soil to be stiff to very stiff. The liquid and plastic limits testing indicates low plasticity. The laboratory testing is summarized in Table 1.

No free water was encountered in the borings at the time of drilling and the subsoils were slightly moist to moist.

FOUNDATION BEARING CONDITIONS

The natural clay and silt soils have low bearing capacity and low to moderate compressibility under loading with low additional collapse potential when wetted. The existing fill soils appear relatively well compacted but their suitability for building support should be further evaluated at the time of construction and the need for sub-excavation and replacement with structural fill. Lightly loaded spread footings placed on suitable compacted fill soils or the natural clay and silt soils can be used for the building support with a risk of settlement depending mainly on the building loading and potential subsurface wetting. If relatively heavy foundation loads are proposed, deep foundation support, such as with driven piles or drilled piers extending down into the dense gravel and cobbles soils should be used.

Presented below are recommendations for a shallow foundation bearing within the upper soils. If a deep foundation is desired, we should be contacted for additional analysis and recommendations.

DESIGN RECOMMENDATIONS

FOUNDATIONS

Considering the subsurface conditions encountered in the exploratory borings and the nature of the proposed construction, we recommend the building be founded with spread footings bearing on adequately compacted structural fill or the natural soils.

The design and construction criteria presented below should be observed for a spread footing foundation system.

- 1) Footings placed on structural fill or the undisturbed natural soils should be designed for an allowable bearing pressure of 2,000 psf. Based on experience, we expect settlement of footings designed and constructed as discussed in this section will be about 1 inch or less with up to around 1 inch of additional differential settlement if the bearing soils are wetted. When the building foundation loadings have been determined, we should perform foundation settlement analysis.
- 2) The footings should have a minimum width of 18 inches for continuous walls and 2 feet for isolated pads.
- 3) Exterior footings and footings beneath unheated areas should be provided with adequate soil cover above their bearing elevation for frost protection. Placement of foundations at least 36 inches below exterior grade is typically used in this area.
- 4) Continuous foundation walls should be heavily reinforced top and bottom to span local anomalies such as by assuming an unsupported length of at least 14 feet. Foundation walls acting as retaining structures should also be designed to resist lateral earth pressures as discussed in the "Foundation and Retaining Walls" section of this report.
- 5) Loose or disturbed soils should be removed and the footing bearing level extended down to the relatively dense fill soils or firm natural soils. The exposed soils in footing area should then be evaluated for relative compaction of at least 98% standard Proctor density and removed and replaced compacted as need to achieve the minimum recommended density.
- 6) A representative of the geotechnical engineer should observe all footing excavations prior to concrete placement to evaluate bearing conditions.

FOUNDATION AND RETAINING WALLS

Foundation walls and retaining structures which are laterally supported and can be expected to undergo only a slight amount of deflection should be designed for a lateral earth pressure computed on the basis of an equivalent fluid unit weight of at least 50 pcf for backfill consisting of the on-site predominantly granular soils. Cantilevered retaining structures which are separate from the building and can be expected to deflect sufficiently to mobilize the full active earth pressure condition should be designed for a lateral earth pressure computed on the basis of an equivalent fluid unit weight of at least 40 pcf for backfill consisting of the on-site predominantly granular soils. Backfill should not contain organics, debris or rock larger than about 6 inches.

All foundation and retaining structures should be designed for appropriate hydrostatic and surcharge pressures such as adjacent footings, traffic, construction materials and equipment. The pressures recommended above assume drained conditions behind the walls and a horizontal backfill surface. The buildup of water behind a wall or an upward sloping backfill surface will increase the lateral pressure imposed on a foundation wall or retaining structure. An underdrain should be provided to prevent hydrostatic pressure buildup behind walls.

Backfill should be placed in uniform lifts and compacted to at least 90% of the maximum standard Proctor density at near optimum moisture content. Backfill placed in pavement and walkway areas should be compacted to at least 95% of the maximum standard Proctor density. Care should be taken not to overcompact the backfill or use large equipment near the wall, since this could cause excessive lateral pressure on the wall. Some settlement of deep foundation wall backfill should be expected, even if the material is placed correctly, and could result in distress to facilities constructed on the backfill.

The lateral resistance of foundation or retaining wall footings will be a combination of the sliding resistance of the footing on the foundation materials and passive earth pressure against the side of the footing. Resistance to sliding at the bottoms of the footings can be calculated based on a coefficient of friction of 0.40. Passive pressure of compacted backfill against the sides of the footings can be calculated using an equivalent fluid unit weight of 400 pcf. The coefficient of friction and passive pressure values recommended above assume ultimate soil strength. Suitable factors of safety should be included in the design to limit the strain which will occur at the ultimate strength, particularly in the case of passive resistance. Fill placed against the sides of the footings to resist lateral loads should be a granular material compacted to at least 95% of the maximum standard Proctor density at a moisture content near optimum.

FLOOR SLABS

The natural on-site soils and adequately compacted fill materials are suitable to support lightly loaded slab-on-grade construction. To reduce the effects of some differential movement, floor slabs should be separated from all bearing walls and columns with expansion joints which allow unrestrained vertical movement. Floor slab control joints should be used to reduce damage due to shrinkage cracking. The requirements for joint spacing and slab reinforcement should be established by the designer based on experience and the intended slab use. A minimum 4-inch layer of relatively well graded sand and gravel, such as road base, should be placed beneath slabs for support. This material should consist of minus 2-inch aggregate with at least 50% retained on the No. 4 sieve and less than 12% passing the No. 200 sieve.

All fill materials for support of floor slabs should be compacted to at least 95% of maximum standard Proctor density at a moisture content near optimum. Required fill can consist of the onsite predominantly granular soils devoid of vegetation, topsoil and oversized rock.

UNDERDRAIN SYSTEM

It is our understanding the proposed finished floor elevation at the lowest level is at or above the surrounding grade and the crawlspace (if provided) is relatively shallow. Therefore, a foundation drain system is not required. It has been our experience in the area that local perched groundwater can develop during times of heavy precipitation or seasonal runoff. Frozen ground during spring runoff can create a perched condition. We recommend below-grade construction, such as retaining walls and basement areas, be protected from wetting and hydrostatic pressure buildup by an underdrain and wall drain system.

If the finished floor elevation of the proposed structure is revised to have a floor level below the surrounding grade, we should be contacted to provide recommendations for an underdrain system. All earth retaining structures should be properly drained.

SURFACE DRAINAGE

The following drainage precautions should be observed during construction and maintained at all times after the building has been completed:

- 1) Inundation of the foundation excavations and underslab areas should be avoided during construction.
- 2) Exterior backfill should be adjusted to near optimum moisture and compacted to at least 95% of the maximum standard Proctor density in pavement and slab areas and to at least 90% of the maximum standard Proctor density in landscape areas.
- 3) The ground surface surrounding the exterior of the building should be sloped to drain away from the foundation in all directions. We recommend a minimum slope of 6 inches in the first 10 feet in unpaved areas and a minimum slope of 2 inches in the first 10 feet in paved areas.
- 4) Roof downspouts and drains should discharge well beyond the limits of all backfill.
- 5) Landscaping which requires regular heavy irrigation should be located at least 5 feet from foundation walls. Consideration should be given to use of xeriscape to reduce the potential for wetting of soils below the building caused by irrigation.

LIMITATIONS

This study has been conducted in accordance with generally accepted geotechnical engineering principles and practices in this area at this time. We make no warranty either express or implied. The conclusions and recommendations submitted in this report are based upon the data obtained from the exploratory borings drilled at the locations indicated on Figure 1, the proposed type of construction and our experience in the area. Our services do not include determining the presence, prevention or possibility of mold or other biological contaminants (MOBC) developing in the future. If the client is concerned about MOBC, then a professional in this special field of practice should be consulted. Our findings include interpolation and extrapolation of the subsurface conditions identified at the exploratory borings and variations in the subsurface conditions may not become evident until excavation is performed. If conditions encountered during construction appear different from those described in this report, we should be notified so that re-evaluation of the recommendations may be made.

This report has been prepared for the exclusive use by our client for design purposes. We are not responsible for technical interpretations by others of our information. As the project evolves, we should provide continued consultation and field services during construction to review and monitor the implementation of our recommendations, and to verify that the recommendations have been appropriately interpreted. Significant design changes may require additional analysis or modifications to the recommendations presented herein. We recommend on-site observation of excavations and foundation bearing strata and testing of structural fill by a representative of the geotechnical engineer.

Respectfully Submitted,

Kumar & Associates, Inc.

Steven L. Pawlak, P.E.

Reviewed by:



Daniel E. Hardin, P.E.

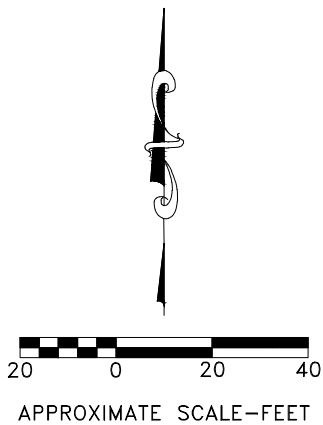
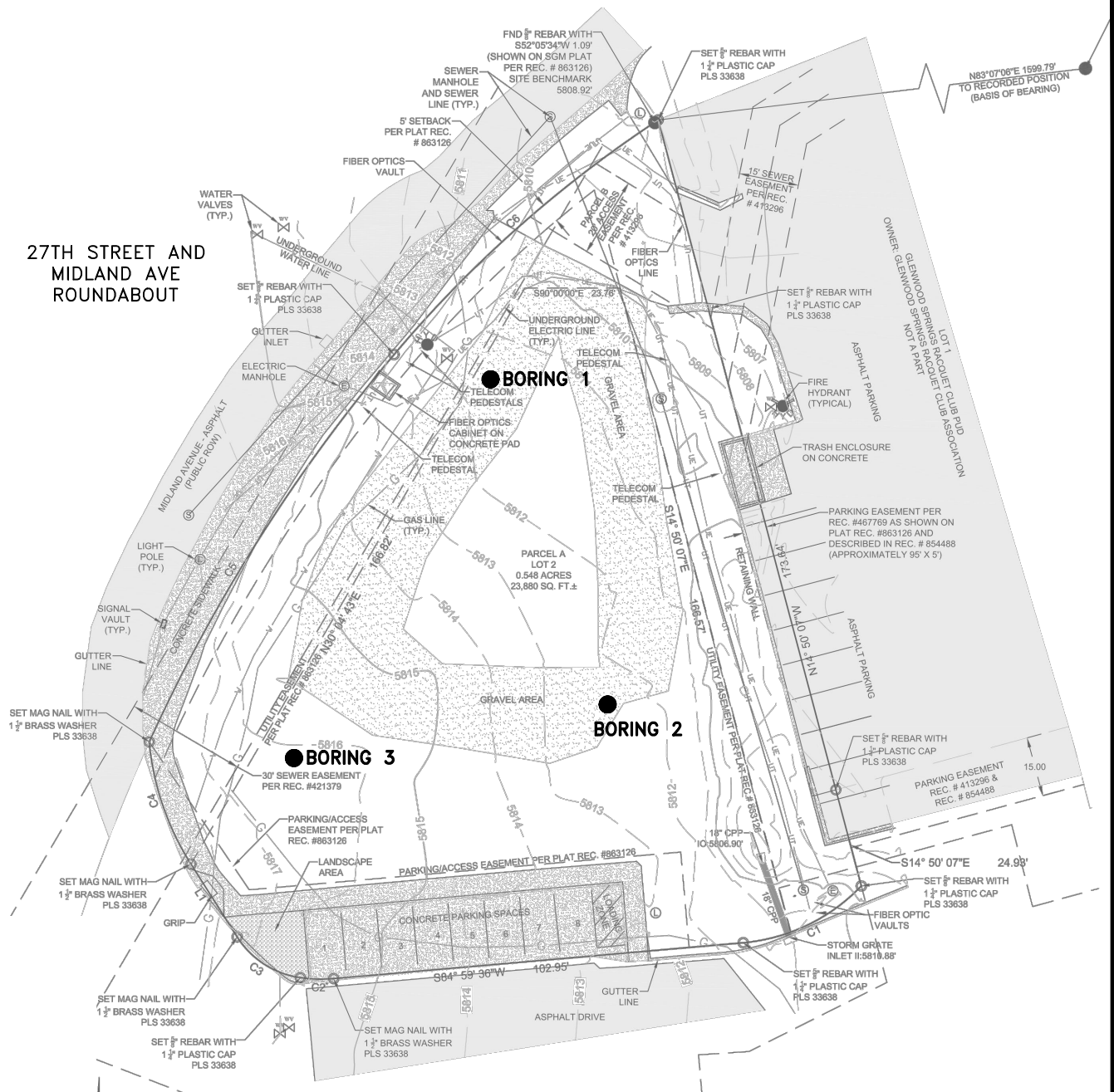
SLP/kac

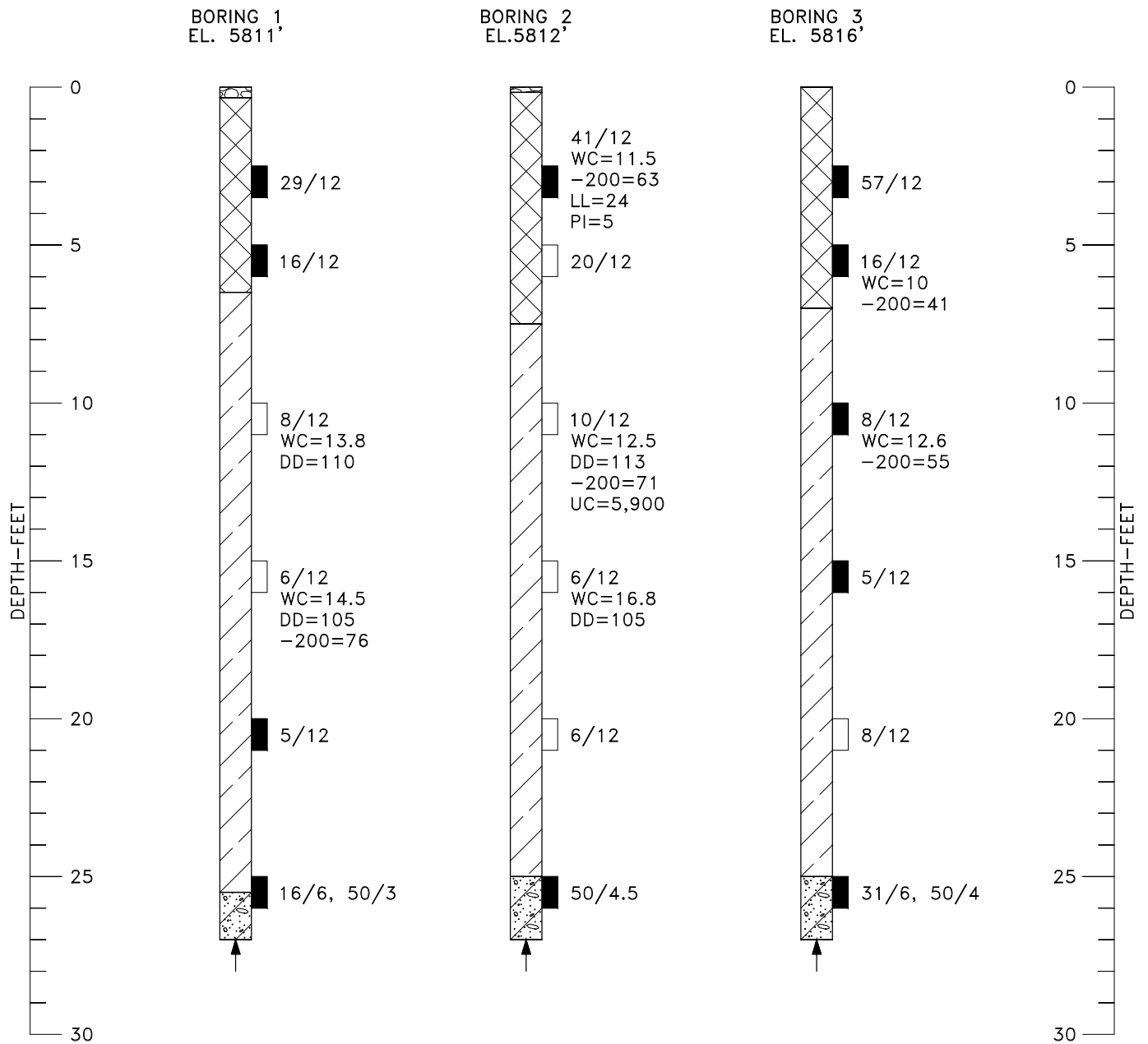


REFERENCE

Lincoln-DeVore, 1978. *Geologic Hazards of the Glenwood Springs Metropolitan Area, Garfield County, Colorado*. Colorado Geological Survey Open File Report 78-10.

27TH STREET AND
MIDLAND AVE
ROUNDBOUT





LEGEND



ROAD BASE; 2 TO 4 INCHES THICK.



FILL: MIXED SILT, CLAY AND SAND, WITH GRAVEL AND COBBLES, SOME DEBRIS AND ASPHALT FRAGMENTS, MEDIUM DENSE, SLIGHTLY MOIST TO MOIST, MIXED GRAY-BROWN.



CLAY AND SILT (CL-ML); SANDY TO VERY SANDY, SCATTERED GRAVEL, VERY STIFF TO MEDIUM STIFF WITH DEPTH, SLIGHTLY MOIST TO MOIST WITH DEPTH, RED, BROWN-RED, TRACE CALCAREOUS.



GRAVEL AND COBBLES (GM); SILTY, SANDY, PROBABLE BOULDERS, DENSE, SLIGHTLY MOIST, MIXED LIGHT GRAY-BROWN, ROUNDED ROCK.



DRIVE SAMPLE, 2-INCH I.D. CALIFORNIA LINER SAMPLE.



DRIVE SAMPLE, 1 3/8-INCH I.D. SPLIT SPOON STANDARD PENETRATION TEST.

29/12

DRIVE SAMPLE BLOW COUNT. INDICATES THAT 29 BLOWS OF A 140-POUND HAMMER FALLING 30 INCHES WERE REQUIRED TO DRIVE THE SAMPLER 12 INCHES.



PRACTICAL AUGER REFUSAL.

NOTES

1. THE EXPLORATORY BORINGS WERE DRILLED ON DECEMBER 20, 2021 WITH A 4-INCH DIAMETER CONTINUOUS-FLIGHT POWER AUGER.
2. THE LOCATIONS OF THE EXPLORATORY BORINGS WERE MEASURED APPROXIMATELY BY PACING FROM FEATURES SHOWN ON THE SITE PLAN PROVIDED.
3. THE ELEVATIONS OF THE EXPLORATORY BORINGS WERE OBTAINED BY INTERPOLATION BETWEEN CONTOURS ON THE SITE PLAN PROVIDED.
4. THE EXPLORATORY BORING LOCATIONS AND ELEVATIONS SHOULD BE CONSIDERED ACCURATE ONLY TO THE DEGREE IMPLIED BY THE METHOD USED.
5. THE LINES BETWEEN MATERIALS SHOWN ON THE EXPLORATORY BORING LOGS REPRESENT THE APPROXIMATE BOUNDARIES BETWEEN MATERIAL TYPES AND THE TRANSITIONS MAY BE GRADUAL.
6. GROUNDWATER WAS NOT ENCOUNTERED IN THE BORINGS AT THE TIME OF DRILLING.
7. LABORATORY TEST RESULTS:
 - WC = WATER CONTENT (%) (ASTM D2216);
 - DD = DRY DENSITY (pcf) (ASTM D2216);
 - 200 = PERCENTAGE PASSING NO. 200 SIEVE (ASTM D1140);
 - LL = LIQUID LIMIT (ASTM D4318);
 - PI = PLASTICITY INDEX (ASTM D4318);
 - UC = UNCONFINED COMPRESSIVE STRENGTH (psf) (ASTM D 2166).

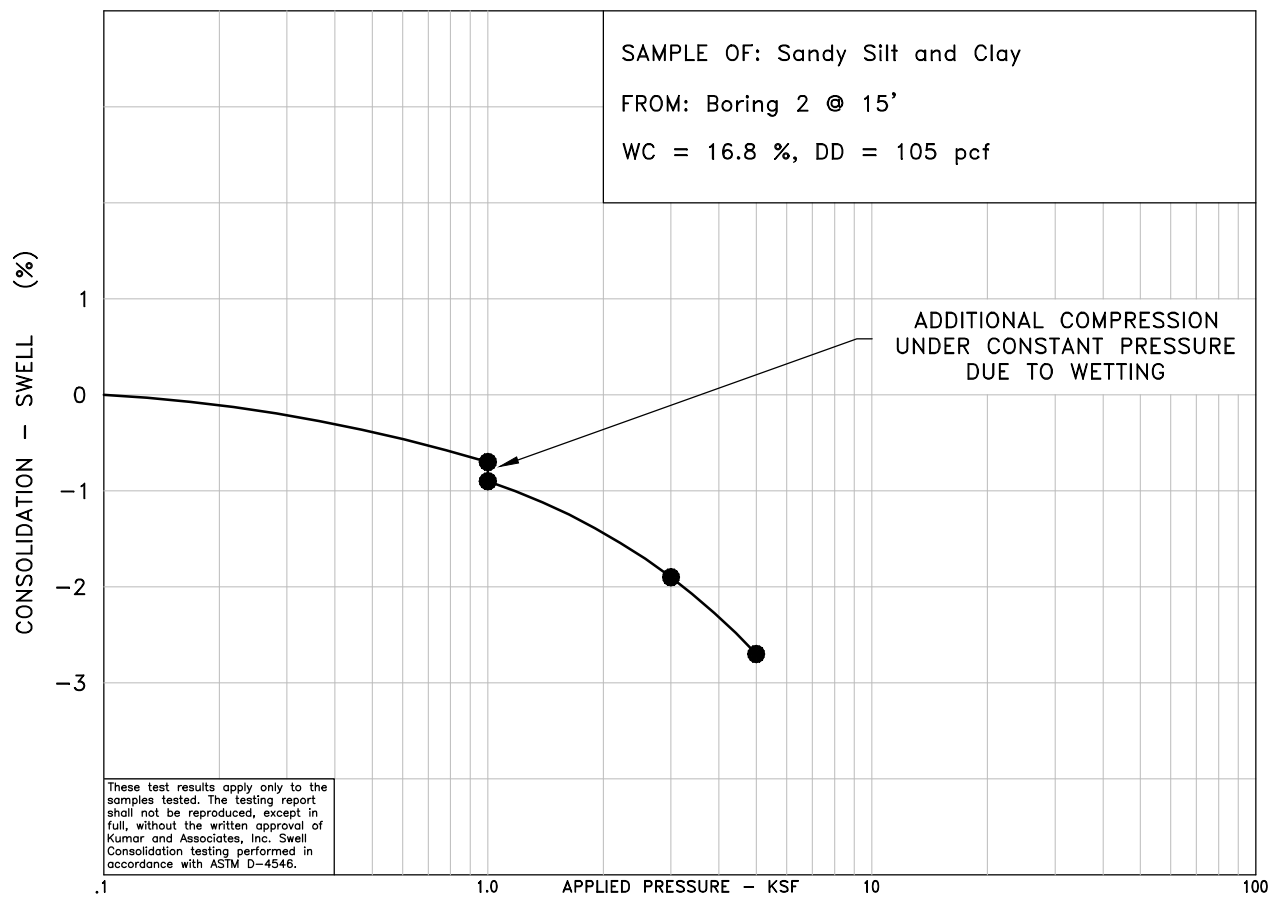
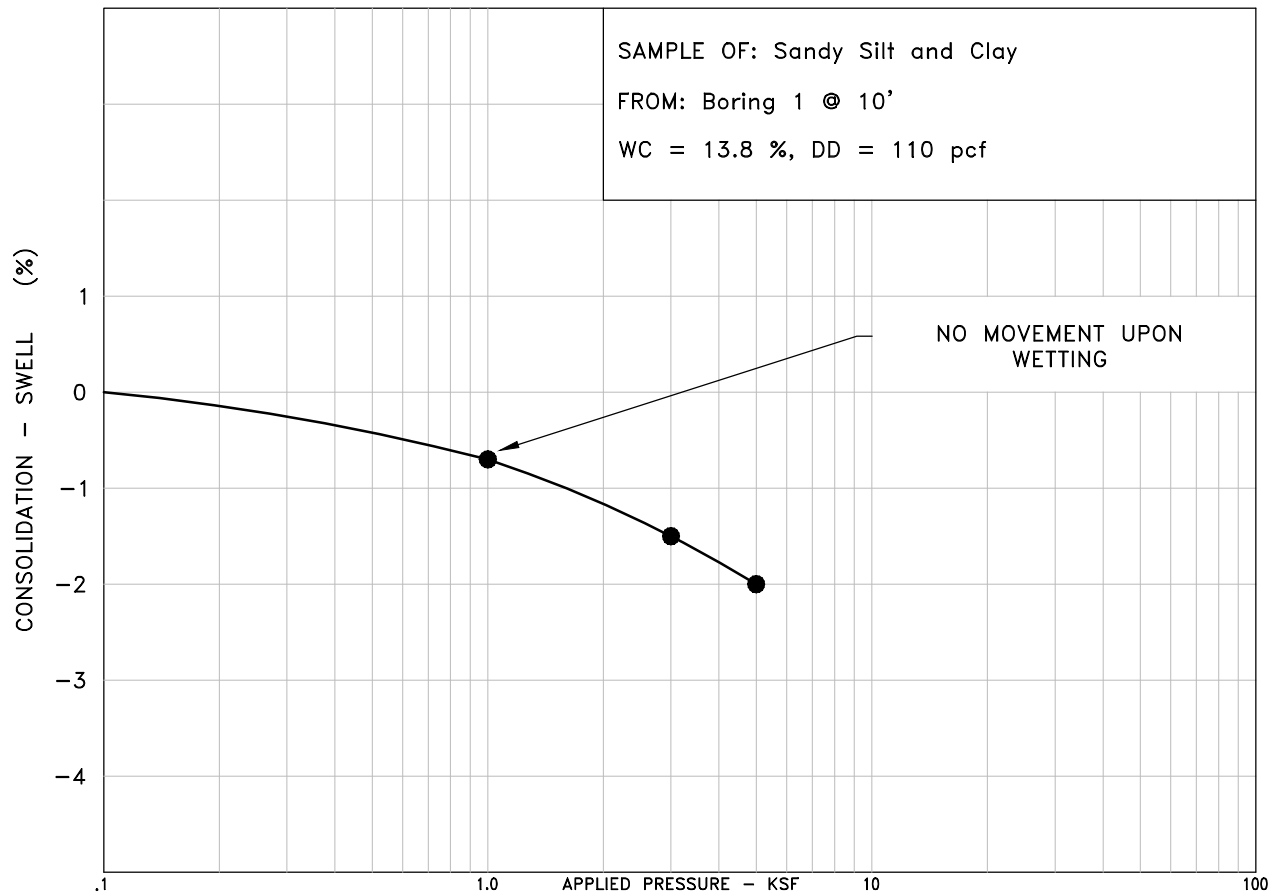


TABLE 1
SUMMARY OF LABORATORY TEST RESULTS

Project No. 21-7-881

SAMPLE LOCATION		NATURAL MOISTURE CONTENT (%)	NATURAL DRY DENSITY (pcf)	GRADATION		PERCENT PASSING NO. 200 SIEVE	ATTERBERG LIMITS		UNCONFINED COMPRESSIVE STRENGTH (psf)		SOIL TYPE
BORING	DEPTH (ft)			GRAVEL (%)	SAND (%)		LIQUID LIMIT (%)	PLASTIC INDEX (%)			
1	10	13.8	110								Sandy Silt and Clay
	15	14.5	105			76					Sandy Silt and Clay
2	2½	11.5				63	24	5			Sandy Silt and Clay with Gravel (Fill)
	10	12.5	113			71			5,900		Sandy Silt and Clay
	15	16.8	105								Sandy Silt and Clay
3	5	10.0				41					Silty Clayey Sand with Gravel (Fill)
	10	12.6				55					Sandy Silt and Clay with Gravel

ENGINEERING NARRATIVE
FOR
The Benedict
Major Site Plan Application
Glenwood Springs, Colorado

Prepared by:
Sopris Engineering, LLC
502 Main Street Suite A3
Carbondale, Colorado 81623

SE Project Number: 31256
October 17, 2023



Yancy Nichol, PE
Principal

A handwritten signature in blue ink that reads "Stephanie Helfenbein".

Stephanie Helfenbein
Project Engineer



1.0 INTRODUCTION AND PURPOSE

1.1 Project Description

The site is located to south east of the 27th Street/Midland Avenue roundabout and west of the Roaring Fork River in Glenwood Springs, Colorado. The site is currently undeveloped and consists largely of gravel and very little vegetation. It is planned to be developed into an affordable housing development consisting of 34-one-bedroom units.

1.2 Existing Site Description (Refer to C1.0: Existing Conditions)

The existing site consists largely of a gravel covered area with very little vegetation. It slopes generally to the northeast at 5%-8%, with an approximate grade difference across the building footprint of 5-feet. Midland Avenue is along the site's eastern boundary with a shared access/drive along the southern boundary. There is an existing residential development to the east whose access crosses the site. The site is surrounded by utilities and there is an existing 18" culvert at the southeast corner of the site which we understand was previously installed as part of the overall Stony River Development.

The existing conditions are based upon a site topographic survey prepared by Tuttle Survey Services (TSS). The utility information shown on the existing conditions map was also included on the TSS survey, supplemented with sewer manhole depth information from Sopris Engineering. The utility locations shown on the drawings should be verified for construction purposes.

2.0 ACCESS/SITE IMPROVEMENTS

Two accesses are proposed for the site:

- The existing access at the south side of the 27th Street bridge currently serving the existing multi-family development east of the site is proposed to also serve as access to the proposed parking garage. There is an existing retaining wall along the south side of the access which will need to be slightly modified to accommodate the access into the garage. We will coordinate with the adjacent property owner on the necessary modifications.

- There is also an existing access at the south west side of the site which we understand was constructed as part of the Stony River Development to serve the entire development site. There are eight existing parking spaces on the south side of the site which are within a parking/access easement. These parking spaces are proposed to be removed and replaced with twelve spaces, four of which will not be included within the parking/access easement. A new valley pan and sidewalk will be installed adjacent to the parking. Due to the existing slope of the access, we do cannot propose any handicap parking spaces along the south side of the building.

3.0 UTILITIES

The existing and proposed sewer, water, electric, telephone, cable, and gas locations described below are shown on C4.0- *Utility Plan*.

3.1 Sanitary Sewer

The site will be served by the City of Glenwood Springs Wastewater department. There are existing sewer mains along the eastern boundary as well as along the western boundary. We propose installing a new 6" sewer service at the northern corner of the property to serve the project site. Sewer service size is to be confirmed by MEP.



According to the 2023 West Glenwood Sanitation District's EQR schedule, total site sewer usage is equal to 34 EQRs. We have assumed that the waste generated per 1 EQR is 300 gallons per day (gpd). The total waste generated onsite is 10,200 gpd and is summarized in Table 1 below:

TABLE 1 - SEWER USAGE SUMMARY					
Use	# Units	EQR/Unit	# EQRs	GPD/EQR	GPD
Multi Family	34	1.0	34	300	10,200
TOTAL =			34	TOTAL =	10,200

3.2 Potable Water System

The proposed development will be served by the City of Glenwood Spring's water system. There is an existing water main which runs along the western property line on which we propose to install a new 6" water service and route to the water entry room which is proposed at the south side of the building. Water service size to be confirmed by MEP. The service will be sized to provide a reliable water supply adequate to meet fire flow requirements and in-house needs of the proposed development with some irrigation.

The water usage was calculated based upon the City of Glenwood Springs municipal code, section 080.060.020. Total water usage is summarized in Table 2 below:

TABLE 2 - PROPOSED WATER USAGE SUMMARY						
Multi Family	# Units	Unit	EQR/Unit	# EQRs	GPD/EQR	GPD
1 BDR-537 SF	22	0.06/100 SF	0.32	7.1	350	2,481
1 BDR-549 SF	9	0.06/100 SF	0.33	3.0	350	1,038
1 BDR-694 SF	3	0.06/100 SF	0.42	1.2	350	437
2nd Floor Amenity Restrooms (1 toilet/1 sink)	2	0.25/EACH	0.25	0.5	350	175
Irrigated Space > 3500 SF (Rounded to the next highest 1000)	4000	0.1/2000 SF	0.10	0.2	350	70
			TOTAL	12.0	TOTAL	4,201

3.3 Shallow Utilities

- **Electric:**

SERVICE PROVIDER AND CONTACT: City of Glenwood Springs Electric Department

The City of Glenwood Springs (COGS) has existing facilities on and near the site which will be utilized to meet the needs of the proposed development. As building plans are further developed, it will be necessary to coordinate with COGS Electric Department with the needs of the development to determine what if any upgrades need to be made to their existing infrastructure to serve the subject site. A will serve letter has been requested and will be provided upon receipt.

- **Telephone:**

SERVICE PROVIDER AND CONTACT: CenturyLink/Lumen



CenturyLink has existing facilities on and near the site which will be utilized to meet the needs of the proposed development. As building plans are further developed, it will be necessary to coordinate with CenturyLink with the needs of the development to determine what if any upgrades need to be made to their existing infrastructure to serve the subject site. A will serve letter has been requested and will be provided upon receipt.

- **Cable:**

SERVICE PROVIDER AND CONTACT: Comcast

Comcast Cable has existing facilities on and near the site which will be utilized to meet the needs of the proposed development. As building plans are further developed, it will be necessary to coordinate with Comcast with the needs of the development to determine what if any upgrades need to be made to their existing infrastructure to serve the subject site. A will serve letter has been requested and will be provided upon receipt.

- **Gas:**

SERVICE PROVIDER AND CONTACT: Black Hills Energy

Black Hills Energy has existing facilities on and near the site which will be utilized to meet the needs of the proposed development. As building plans are further developed, it will be necessary to coordinate with Black Hills Energy with the needs of the development to determine what if any upgrades need to be made to their existing infrastructure to serve the subject site. A will serve letter has been requested and will be provided upon receipt.

The existing and proposed shallow utilities are shown on *C4.0 Utility Plan*

4.0 DRAINAGE

Please refer to the Drainage Report included with the application.

5.0 FLOOD ZONES

The site is outside of any flood hazard zones.

6.0 CONCLUSIONS

Through this preliminary design process, the following has been determined:

- The development can be served by all required utilities.
- Water service required for domestic and fire suppression capabilities will be provided to the proposed building.



DRAINAGE NARRATIVE
FOR
The Benedict
Major Site Plan Application
Glenwood Springs, Colorado

Prepared by:
Sopris Engineering, LLC
502 Main Street Suite A3
Carbondale, Colorado 81623

SE Project Number: 31256
October 17, 2023



I hereby affirm that this report and the accompanying plans for the Benedict, located at 2800 Midland Glenwood Springs, Colorado, was prepared by me (or under my direct supervision) for the owners thereof in accordance with the provisions of the City of Glenwood Springs Stormwater, Drainage, Water Quality and Erosion Control Chapter and approved variances and exceptions listed thereto. I understand that it is the policy of the City of Glenwood Springs that Glenwood Springs does not and will not assume liability for drainage facilities designed by others.

Yancy Nichol, PE
License No. 28377
Licensed Professional Engineer, State of Colorado



I. Purpose of Narrative

- To demonstrate compliance with the *2014 Supplemental Drainage and Erosion Control Report* for the Stony River Development prepared by SGM
- To comply with design standards of the City of Glenwood Springs

II. Project Location, Background & Overview

The project site is located at 2800 Midland Avenue, in Glenwood Springs, Colorado. The site encompasses approximately 0.548 acres and it currently exists as a vacant lot along the southeast side of Midland Avenue just south of the 27th Street Bridge. There is very little, to no existing vegetation and the site is largely covered by gravel. It appears to have been filled as part of the previous stages of development and may have been utilized as a staging area. The site generally slopes to the north east with slopes in the range of 5%-8%. The site is almost directly adjacent the Roaring Fork River and the Roaring Fork River receives all drainage from the site.

The project site is Lot 2 of the Stony River Minor Subdivision and was included in an overall drainage study for the entire development, prepared by SGM in 2014. The study is included with this application for reference. This study is not being prepared to reanalyze the entire development and associated offsite drainage basins, only to confirm that what is being proposed is in compliance with the original 2014 study and assumptions.

III. Hydrologic Methods and Assumptions

Onsite drainage areas were analyzed using the Rational Method (Equation 1):

$$\text{Equation 1: } Q = C * I * A$$

Q = Runoff Flow Rate (cfs); C = Runoff Coefficient, I=Rainfall Intensity (in/hr); A=Area of Basin (acres)

The runoff coefficient (C) is a variable that represents the ratio of runoff to rainfall volumes during a storm event. The determination of C mainly depends on the soil type, watershed impervious and storm event frequency. Each drainage basin was studied to determine the percent of impervious area. The Mile High Flood District (MHFD)(formerly UDFCD) out of Denver, CO has developed runoff coefficient tables in Chapter 6 of Volume 1 of their Urban Storm Drainage Criteria Manual. This table was used to determine the corresponding 25-year weighted average runoff coefficients based on a Type B hydrologic soil classification.

The design rainfall duration used in the Rational Method is referred to as the time of concentration. The time of concentration is the cumulative travel time, including overland flow and channelized flow, for runoff to get from the furthest point upstream of a basin to a designated DP. A minimum time of concentration of 10 minutes was used for all developed basins given the size of the basins and the relatively short travel distances.

Precipitation data for the site was taken from the NOAA Atlas 14, Volume 8, Version 2 rainfall data specific to Glenwood Spring, Colorado.



Existing and Developed Onsite Drainage Basins

Onsite Basins

There is one on site basin which is divided into two basins to align with the developed site as well as the original 2014 drainage study. They are detailed on the attached Drainage Basin Map. The basins currently exist as gravel areas with little to no vegetation. The developed basins consist largely of roof surface with a minor area that is sidewalk. The site has been analyzed for the peak rainfall runoff for the 25-year, 10-minute storm duration and the summary of the analysis is included in the table below:

25-YR EXISTING PEAK RUNOFF SUMMARY						DESIGN POINT ID	25-YR POST DEVELOPMENT PEAK RUNOFF SUMMARY						POST DEVELOPMENT- PRE
BASIN I.D.	% IMPERVIOUS	C ₂₅	I ₂₅ (in/hr)	AREA (acres)	Q ₂₅ (cfs)		BASIN I.D.	% IMPERVIOUS	C ₂₅	I ₂₅ (in/hr)	AREA (acres)	Q ₂₅ (cfs)	
EX-NORTH	2%	0.26	3.78	0.103	0.10	DP-NORTH	DE-NORTH	100%	0.88	3.78	0.103	0.34	0.24
EX-SOUTH	2%	0.26	3.78	0.196	0.19	DP-SOUTH	DE-SOUTH	100%	0.88	3.78	0.196	0.65	0.46

The two basins are compared to the 2014 "Roaring Fork Skilled Nursing Facility North and South Basins from table 2 of the 2014 report included below:

Basin ID	Area (Acres)	Q ₂₅ (cfs) Generated Within the Basin	Inlet/Design Point
Roaring Fork Skilled Nursing Facility (South)	0.24	0.96	20
Roaring Fork Skilled Nursing Facility (North)	0.04	0.17	Off-Site through Basin 6 to Roaring Fork River

With developoment, both the north and south basin will not generate more runoff than was included in the report and is therefore in compliance with the orignal report. Additionally, no on site detention was required in the original 2014 and we are not propping any due to our close proximity to the Roaring Fork River.

Water Quality Treatment

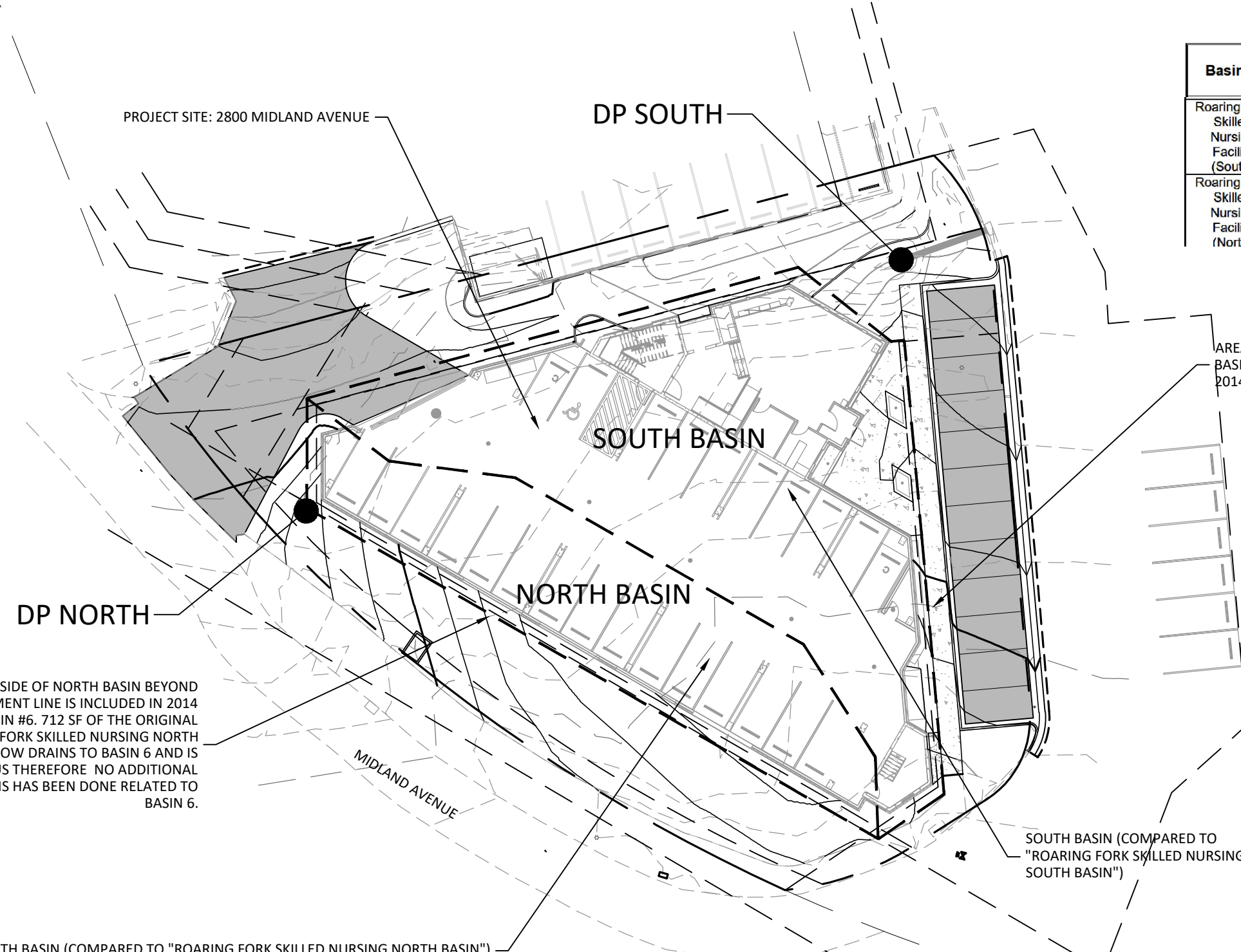
We are not proposing any water quality treatment as all of our runoff is from roof/sidewalks and will have no pollutants.

Conclusions

The result of this drainage narrative is that the proposed development is in compliance with the original 2014 study and that the existing stormwater infrastructure is adequate to serve the development.



G:\2021\31256 BENEDICTS\CIVIL\CIVIL DWGS\DE\31256-DE-DRAINAGE.DWG - Oct 16, 2023 - 4:45pm



EXCERPT FROM TABLE 2: 25 YEAR PEAK FLOWS
FOR ON SITE BASINS FROM 2014 REPORT

Basin ID	Area (Acres)	Q ₂₅ (cfs) Generated Within the Basin	Inlet/Design Point
Roaring Fork Skilled Nursing Facility (South)	0.24	0.96	20
Roaring Fork Skilled Nursing Facility (North)	0.04	0.17	Off-Site through Basin 6 to Roaring Fork River

NOTE: REFER TO 2014 SGM STONY RIVER DEVELOPMENT SUPPLEMENTAL DRAINAGE AND EROSION CONTROL REPORT FOR ADDITIONAL INFORMATION.

25-YR EXISTING PEAK RUNOFF SUMMARY							25-YR POST DEVELOPMENT PEAK RUNOFF SUMMARY						POST DEVELOPMENT- PRE
BASIN I.D.	% IMPERVIOUS	C ₂₅	I ₂₅ (in/hr)	AREA (acres)	Q ₂₅ (cfs)	DESIGN POINT ID	BASIN I.D.	% IMPERVIOUS	C ₂₅	I ₂₅ (in/hr)	AREA (acres)	Q ₂₅ (cfs)	
EX-NORTH	2%	0.26	3.78	0.103	0.10	DP-NORTH	DE-NORTH	100%	0.88	3.78	0.103	0.34	0.24
EX-SOUTH	2%	0.26	3.78	0.196	0.19	DP-SOUTH	DE-SOUTH	100%	0.88	3.78	0.196	0.65	0.46



SCALE: 1"=30'



SOPRIS ENGINEERING LLC
502 MAIN STREET • SUITE A3 • CARBONDALE CO 81623
(970) 704-0311 • soprisengineering.com

NO.	REVISION	BY	DATE
THE BENEDICT GLENWOOD SPRINGS, COLORADO			
DRAINAGE MAP			
DATE: 10-17-23			
JOB NO. 31256			
SHEET 1 OF 1			

Engineering
Department
Ashley Dostal,
Asst. City Engineer

Date: December 5th, 2023

To: Catholic Charities Housing

Re: 2800 Midland Ave, Benedict, for **Major Site Plan Review**

All references to “City of Glenwood Springs Engineering Specifications”

Department Comments, Off-site

1. No improvements to be required to the pedestrian roundabout.

Department Comments, Onsite

1. The section of 27th Street to which the site gains access is classified as an arterial. As such, the City will require access points and curb cuts to be consolidated and to restrict access or limit turning movements. Located on the inside of the curve of 27th Street, this driveway is currently problematic for vehicles entering the roadway from a sight distance perspective. A minimum of 325’ is required, measured from the driver’s eye to the middle of the oncoming travel lane. In this case, a right-in, right-out access to 27th Street is preferred to reduce the number of conflicting movements that can be made at this driveway, which is also influenced by the adjacent, offset intersection to the north at Woodberry Drive. The movements restricted by the right-in, right-out control will be accommodated by U-turn movements at the adjacent roundabouts. This could add about 12 trips to the 27th and Midland roundabout in the PM peak that would be entering the Benedict site from points east and about 7 trips to the 27th/S. Grand roundabout in the AM peak for trips leaving the site destined for points west. Additionally, the landscaping on the 27th Street side of the building should be carefully considered so that it does not further restrict sight distance from the driveway to the west.
2. Under the City of Glenwood Springs Municipal Code, in section *070.040.070.e.4.c Cross access between abutting development* requires a circulation with the project. The fire department currently gets approx. 300 calls a year to the memory care center and this housing will increase this number. With the requirement of the right-in right-out and all three properties having dead-ends, Engineering recommends as a condition of approval to have an access between the apartments to the east and the subject property proposed building. The City of Glenwood Springs Fire Department has also given their approval of this driveway access.

Watkins Fulk-Gray

From: Robin Pitt
Sent: Wednesday, November 22, 2023 8:55 AM
To: Watkins Fulk-Gray
Subject: RE: Land Use Referral, #63-23 "The Benedict"

Here are FD comments for this project:

- Elevator to be large style cab that can accommodate an EMS stretcher
- Sidewalks on south side near main entrance and access ramp to shared parking/driveway to Memory Care to remain as shown in drawings for FD access.
- Conversations to be had with Memory Care to include FD access to both existing buildings and the new building and fire truck/ambulance parking during EMS calls. GSFD historically runs a large volume of calls to Memory Care- a typical response includes 1 ambulance, 1 fire engine and 1 battalion chief vehicle.
- Electrical vehicle charging stations to be shown and locations of shut-offs
- Existing fire hydrants need to be maintained and kept clear during construction process.

Thanks,

Robin Pitt

Fire Marshal
Glenwood Springs Fire Department
970-384-6433 (office) | 970-379-9814 (cell)

[*Accessibility Policy / Póliza de accesibilidad*](#)

From: Watkins Fulk-Gray <watkins.fulkgray@cogs.us>
Sent: Thursday, November 16, 2023 4:02 PM
To: Ashley Dostal <ashley.dostal@cogs.us>; Ben Colia <benjamin.colia@cogs.us>; Bill Kimminau <bill.kimminau@cogs.us>; Bryana Starbuck <bryana.starbuck@cogs.us>; Dan Roper <daniel.roper@cogs.us>; Derek Wheatley <derek.wheatley@cogs.us>; Doug Hazzard <doug.hazzard@cogs.us>; Emery Ellingson <emery.ellingson@cogs.us>; Hannah Klausman <hannah.klausman@cogs.us>; Jim Hardcastle <james.hardcastle@cogs.us>; John Hassell <john.hassell@cogs.us>; Joseph Deras <joseph.deras@cogs.us>; Karl Hanlon <kjh@mountainlawfirm.com>; Lee Barger <lee.barger@cogs.us>; Matthew Langhorst <matthew.langhorst@cogs.us>; paul.ficklin@blackhillscorp.com; Peter Hayes <peter.hayes@cogs.us>; Richard J. Peterson-Cremer <rjp@mountainlawfirm.com>; Robin Pitt <robin.pitt@cogs.us>; Rodney Tarullo <rodney.tarullo@cogs.us>; Ryan Gordon <ryan.gordon@cogs.us>; Sara Weigel <sara.weigel@cogs.us>; Sharpe, Jason <jason.sharpe@centurylink.com>; Victor Meraz <victor.meraz@cogs.us>; Warren Hays <warren.hays@cogs.us>
Subject: RE: Land Use Referral, #63-23 "The Benedict"

Hello all,

This is a friendly reminder to send me comments about this 34-unit affordable housing development, The Benedict. We will meet with the applicant team and discuss this project at the coming Department Review meeting on Tuesday, 11/21.

Thank you,
Watkins Fulk-Gray

From: Watkins Fulk-Gray

Sent: Thursday, October 26, 2023 6:43 PM

To: Ashley Dostal <ashley.dostal@cogs.us>; Ben Colia <benjamin.colia@cogs.us>; Bill Kimminau <bill.kimminau@cogs.us>; brian.killian@state.co.us; Bryana Starbuck <bryana.starbuck@cogs.us>; Dan Roper <daniel.roper@cogs.us>; Derek Wheatley <derek.wheatley@cogs.us>; Doug Hazzard <doug.hazzard@cogs.us>; Emery Ellingson <emery.ellingson@cogs.us>; Hannah Klausman <hannah.klausman@cogs.us>; Jim Hardcastle <james.hardcastle@cogs.us>; John Hassell <john.hassell@cogs.us>; Joseph Deras <joseph.deras@cogs.us>; Karl J. Hanlon; Lee Barger <lee.barger@cogs.us>; Matthew Langhorst <matthew.langhorst@cogs.us>; paul.ficklin@blackhillscorp.com; Peter Hayes <peter.hayes@cogs.us>; Richard J. Peterson-Cremer <rjp@mountainlawfirm.com>; Robin Pitt <robin.pitt@cogs.us>; Rodney Tarullo <rodney.tarullo@cogs.us>; Ryan Gordon <ryan.gordon@cogs.us>; samantha.canetti@state.co.us; Sara Weigel <sara.weigel@cogs.us>; Sharpe, Jason <jason.sharpe@centurylink.com>; Victor Meraz <victor.meraz@cogs.us>; Warren Hays <warren.hays@cogs.us>; Watkins Fulk-Gray <watkins.fulkgray@cogs.us>

Subject: Land Use Referral, #63-23 "The Benedict"

Referral Agencies,

The City has received the applications described below. Please review the submittal materials and provide comments as applicable. Please let me know if you have any questions.

Planning Item 63-23 Major Site/Architectural Plan Review for 2800 Midland Ave., The Benedict

Applicant: Kyle Mead, Shopworks Architecture
Owner: Justin Raddatz, Catholic Charities Housing
Location: 2800 Midland Ave
Zone: RE (Resort)
Parcel: 218521151002

Project Description:

Construction of a 34-unit multifamily building, all of which will be deed restricted for affordability and rented to adults age 55 and over. The proposed building will be approximately 58 feet tall with 42 parking spaces. Application materials available at ☐ [63-23 Major Site-Arch 2800 Midland The Benedict](#). Please let Watkins Fulk-Gray know if the link doesn't work.

This application is scheduled for a department review on Tuesday, November 21 at 1:30pm. Departments are encouraged to submit comments as applicable by November 14, 2023. Please submit comments and questions to Watkins Fulk-Gray at watkins.fulkgray@cogs.us or by calling 970-384-6428.

Thank you,

Watkins Fulk-Gray

Watkins Fulk-Gray, AICP

Senior Planner, Economic and Community Development
City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601
970.384.6428 (o)

** City Hall is open to the public on Mondays-Thursdays from 7:30 a.m.-5:30 p.m. and closed on Fridays. Phone calls and emails will be returned during the new business hours.

** El ayuntamiento está abierto al público de lunes a jueves de 7:30 a.m. a 5:30 p.m. y está cerrado los viernes. Se contestarán llamadas telefónicas y correos electrónicos durante el nuevo horario laboral.

Planning Item: 63-23
Applicant: Kyle Mead, Shopworks Architecture
Owner: Justin Raddatz, Catholic Charities Housing
Location: 2800 Midland Avenue
Parcel: 2185-21-151-002
Date of Comments: 11-22-2023

The following are W/WW, Electric, and Public Works comments based on the application cover sheet dated 10-17-2023 Submittal 01.

W/WW Department Comments

- All sanitary sewer, sewer laterals, water mains and water services shall have a tracer wire installed.
- The water, sewer and electric details need to follow city standards details at the City of Glenwood Springs Engineering Department website, Engineering Standards.
- All services that are to be used for combined fire sprinkler/domestic water must be designed and constructed to NFPA24 requirements and will be considered private. Design needs to show in detail thrust blocks and calculations, restrains, etc. This must be noted on the plans.
- The water service shown to the building is a single 6". Does the developer plan to feed all units with a single meter or individual meters. Water and sewer billings may be based on number of units versus meter count with the flat fee. This will be looked at in more detail at the time of building permit.
- The city will need to see a detail for the fire riser room that shows fire/domestic services, meter, and backflow installation at time of building permit.

W/WW Department Contact Information:

- Utility Billing – 970-384-6400 (Account setup; Water Meter Purchase)
 - Community Development Department – 970-384-6411 (Improvements Fees)
-

Electric Department Comments

- Owner will be responsible for cost associated with line extensions and or relocations through the ROW/property and all infrastructure for the new development.
- Final service layout, transformer locations and site planning will need to be coordinated with the City of Glenwood Springs Electric Department. The proposed transformer location will need to be approved for access to the location by city staff.

- Owners GC/excavation company will be responsible for all trenching, including the line extension trenches to new transformer locations, electric primary and secondary conduit installation, electric pull vaults and transformer vaults.
- The City of Glenwood Springs Electric Department Costing Proposal will be paid in full prior to any work commencing. Any additions to the proposal will be due at time of completion of work or any saving will be refunded at time of completion of work.
- Developer can install a 2" conduit from transformer locations to the building. The city can provide 100% Fiber to The Home (FTTH) internet and voice services (VoIP) provided by our Community Broadband Network. Please reach out to CBN to find out details for your project if you are interested in another data/phone service option outside the ones noted in the engineering report.
- Developer to supply a Load Calculation form to the City of Glenwood Springs Electric Department for the building and supply it as part of the submittal packet to Comm Dev.

Electric Department Contact Information:

- Doug Hazzard – 970-384-6353 (Electric Superintendent)
- CBN – 970-384-4800 (CBN Main Office)
- Utility Billing – 970-384-6400 (Account setup)

PW Department Comments

- The amount of vegetation adjacent to the building, within the 5' noted in the geotech report, should be looked at and approved by the geotechnical engineer.
- Site plans between civil, landscape and architectural should all be coordinated and depict the same site planning. There are discrepancies.
- Being that this will be a moderate to heavy structurally loaded building, will the developer be designing the foundation around deep foundation supports?
- Will the development site planning include a right in/right out design at the entrance shared with the condominium units? Are the existing owners on board with that design?

Public Works Contact Information:

- Matthew Langhorst – 970-384-6438 (PW Director)

PROOF OF PUBLIC NOTICE

I hereby affirm that Public Notice requirements of the Municipal Code of Glenwood Springs have been met for the Public Hearing before the

Planning and Zoning Commission

(Planning and Zoning Commission or City Council)

to be held on December 12, 2023.

Attached are:

1. Notarized Proof of Publication from the Glenwood Springs Post Independent.

Dates Published: 11/29/23 and 12/6/23

2. A list of names and addresses of owners of record of all property within 300 feet of the subject property.

Date mailed: 11/17/23

The property was posted with a sign or signs meeting the specifications of the City of Glenwood Springs Community Development Department.

Date posted: 11/20/23

Mallory Redmon, on behalf of
Name: Catholic Charities Housing
Applicant

Mallory Redmon

Date: 12/6/23

Subscribed and sworn to before me, a notary public in and for the County of
Denver, State of Colorado, this 6th day of
December 2023, A.D.

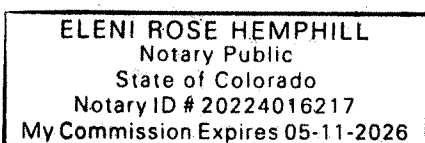
Witness my hand and official seal

(SEAL)

Eleni Rose Hemphill

Notary Public

My commission expires: 5/11/26





Certificate of Mailing — Firm

Name and Address of Sender Norris Design 1101 Bannock St. Denver, CO 80204		TOTAL NO. of Pieces Listed by Sender 28	TOTAL NO. of Pieces Received at Post Office™ 28	Affix Stamp Here Postmark with Date of Receipt.			
USPS® Tracking Number Firm-specific Identifier		Postmaster, per (name of receiving employee) <i>Carla Zelnick</i>		 U.S. POSTAGE PAID AURORA, CO 80014 NOV 17, 23 AMOUNT \$15.96 R2305H130536-09			
1.	COTTONWOOD LANDING TOWNHOUSE ASSOCIATION 1512 GRAND AVENUE SUITE 109 GLENWOOD SPRINGS CO 81601			Postage	Fee	Special Handling	Parcel Airlift
2.	GLENWOOD SPRINGS, CITY OF 101 W 8TH STREET GLENWOOD SPRINGS CO 81601						
3.	TERRACE GROUP LLC 1732 WAZEE # 206 DENVER CO 80202						
4.	GLENWOOD SPRINGS RACQUET CLUB ASSOCIATION PO BOX 1107 GLENWOOD SPRINGS CO 81602						
5.	SALUGA, FAITH & ESQUIVEL, CARLOS A 2644 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601						
6.	FIGUEROA, DEBRA M & DYLAN T 2646 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601						



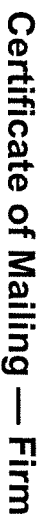
Certificate of Mailing — Firm

Name and Address of Sender		TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here Postmark with Date of Receipt.		
Norris Design 1101 Bannock St. Denver, CO 80204		28				
USPS® Tracking Number Firm-specific Identifier		Postmaster, per (name of receiving employee)		Postage	Fee	Special Handling
1.	RIVERS LLC 730 15TH STREET BOULDER CO 80302					
2.	RICHARDSON SINGER TRUST PO BOX 181 GLENWOOD SPRINGS CO 81602					
3.	KORTHALS, CATHERINE 42WO46 RETREAT COURT SAINT CHARLES IL 60175					
4.	FLOTTMEYER, WENDY 2642 WOODBERRY DRIVE #2 GLENWOOD SPRINGS CO 81601					
5.	FIEDLER, GRANT L & JENSENA L I PO BOX 588 RIFLE CO 81650					
6.	ARNHOLD, RICK A PO BOX 5785 EAGLE CO 81631					



Certificate of Mailing — Firm

Name and Address of Sender		TOTAL NO. of Pieces Listed by Sender		TOTAL NO. of Pieces Received at Post Office™		Affix Stamp Here Postmark with Date of Receipt.					
Norris Design 1101 Bannock St. Denver, CO 80204		28		Postmaster, per (name of receiving employee)							
USPS® Tracking Number		Address (Name, Street, City, State and ZIP+4)		Postage		Fee		Special Handling		Parcel Airlift	
Firm-specific Identifier											
1.		DALEY RE PROPERTY OWNER LLC 565 SANCTUARY DRIVE APT 8305 LONGBOAT KEY FL 34228									
2.		2800 MIDLAND LLC 6240 SMITH ROAD DENVER CO 80216									
3.		ROARING FORK SENIOR REALTY LLC 155 W CENTRAL AVENUE SPRINGBORO OH 45066									
4.		CHESLIK, JILL E 2665 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601									
5.		VANDERHOOF, LINDA YOUNG LIVING TRUST 2663 WOODBERRY DIVE GLENWOOD SPRINGS CO 81601									
6.		BROCHIER, LUBA M G KOHN 2687 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601									



Affix Stamp Here
Postmark with Date of Receipt.

28

Postmaster, per (name of receiving employee)

Parcel Airlift

(Name, Street, City, State, and ZIP Code™)

SILVERTHORNE CO 80497

LENWOOD SPRINGS CO 81601

ORTNER, AVA K & THORPE, DONALD A JR
25289 SUTTON COURT

25289 SUTTON COURT
NOVI MI 48374

STANFIELD, TRACY A

87 W SUNLIGHT COURT
GLENWOOD SPRINGS CO 81601

1315 GRAND LLC

GLENWOOD SPRINGS CO 81602

POMEROY, FLINN & BOUGHTON, WOODSON

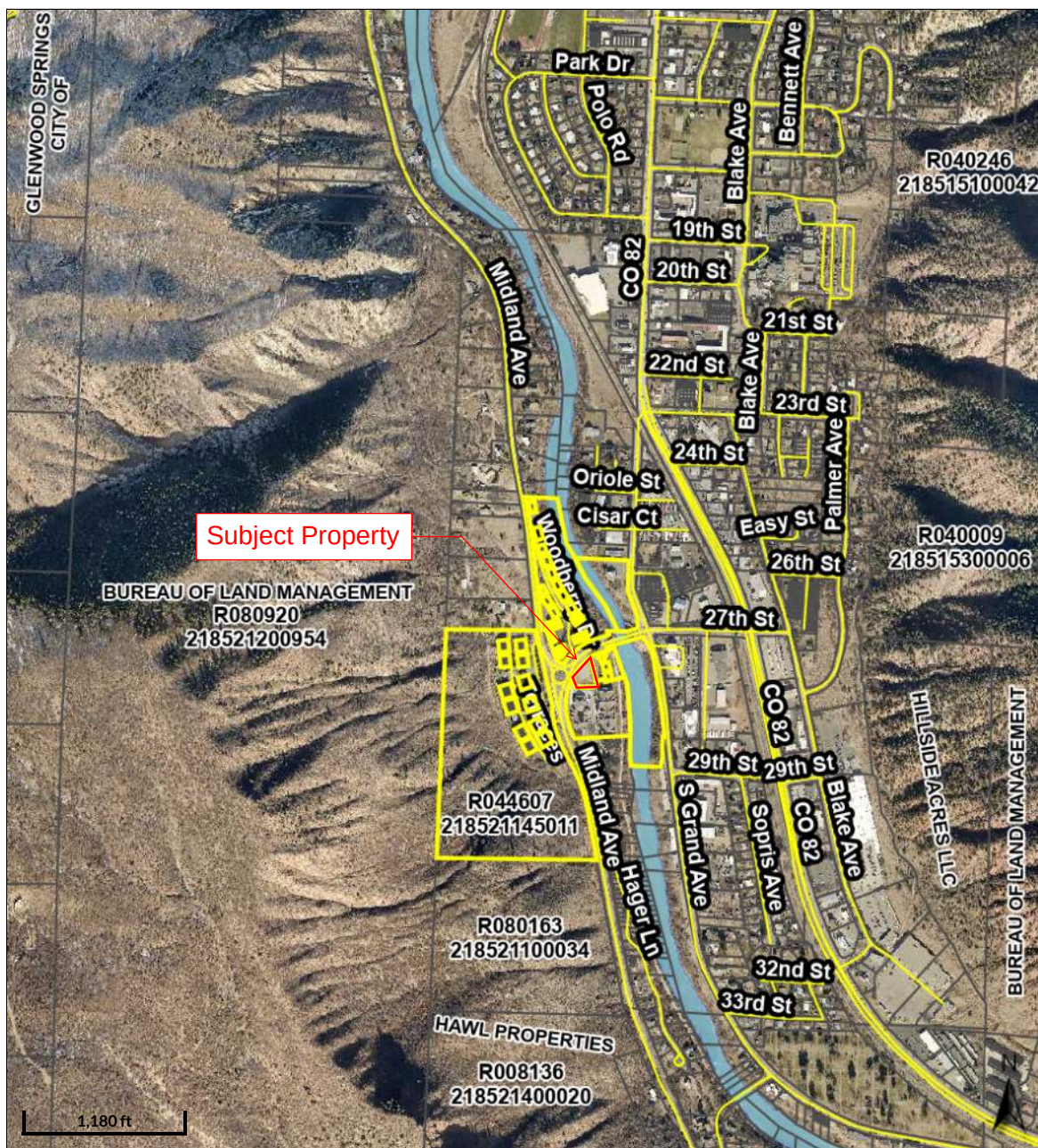
HAG00

2662 WOODBURN DR
WOODBURN SPRINGS CO 81601

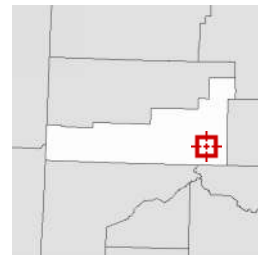


Certificate of Mailing — Firm

Name and Address of Sender		TOTAL NO. of Pieces Listed by Sender		TOTAL NO. of Pieces Received at Post Office™		Affix Stamp Here <i>Postmark with Date of Receipt.</i>					
Norris Design 1101 Bannock St. Denver, CO 80204		28		Postmaster, per (name of receiving employee)							
USPS® Tracking Number Firm-specific Identifier		Address (Name, Street, City, State, and ZIP Code™)		Postage		Fee		Special Handling		Parcel Airlift	
1.		JONES, COURTNEY 2664 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601									
2.		LAROCHÉ, BEATRICE SANDRINA PO BOX 1755 GLENWOOD SPRINGS CO 81602									
3.		CASTRO, YOLANDA & ANTONIO GEOVANNI 2666 WOODBERRY DRIVE GLENWOOD SPRINGS CO 81601									
4.		WALTER, JARED A 68 BEAVER COURT GLENWOOD SPRINGS CO 81601									
5.											
6.											



Overview



Legend

- Parcels
- Roads
- Parcel/Account Numbers
- Owner Name
- Lakes & Rivers
- County Boundary Line

Date created: 8/24/2023
Last Data Uploaded: 8/24/2023 2:09:00 AM

Developed by  **Schneider**
GEOSPATIAL

PROOF OF PUBLICATION
GLENWOOD SPRINGS POST INDEPENDENT

STATE OF COLORADO } SS
COUNTY OF GARFIELD }

See Proof on Next Page

I, Peter Baumann, do solemnly swear that I am Publisher of , says: The Glenwood Springs Post Independent, that the same weekly newspaper printed, in whole or in part and published in the County of Garfield, State of Colorado, and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said County of Garfield for a period of more than fifty-two consecutive weeks next prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as a periodical under the provisions of the Act of March 3, 1879, or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of 2 insertions; and that the first publication of said notice was in the issue of said newspaper dated 29 Nov 2023, 6 Dec 2023 in the issue of said newspaper.

Total cost for publication: **\$51.92**

That said newspaper was regularly issued and circulated on those dates.



Publisher

Subscribed to and sworn to me this 6th day of December, 2023



Notary Public, Garfield County, Colorado

My commission expires: February, 22, 2026



Advertiser:
Swift Communications
200 Lindbergh Drive
Gypsum, CO 81637
970.777.3126

Please take notice that the Glenwood Springs Planning and Zoning Commission will conduct a public hearing to consider an application for a Major Site Architectural Plan for the property located at 2800 Midland Avenue in the City of Glenwood Springs, Colorado, and is zoned RE (Resort). The proposed project includes 34 for-rent apartments, all of which are proposed to be affordable. Tuck-under parking with additional surface parking across the site is proposed. Additionally, sidewalk improvements, as well as enhanced landscaping are included as part of the community. The application is submitted by Catholic Charities Housing and its partners, and the property is owned by Catholic Charities Housing. The public hearing will be held on Tuesday, December 12, 2023 at 6:00 PM in the Council Chambers, Glenwood Springs City Hall, 101 W. 8th Street, Glenwood Springs, Colorado. Additional information on the application is available for review at the Community Development Department at City Hall, or by calling (970) 384-6411.

**PUBLISHED IN THE GLENWOOD SPRINGS
POST INDEPENDENT ON WEDNESDAY,
NOVEMBER 29, 2023 AND WEDNESDAY,
DECEMBER 6, 2023.**

Date: January 17, 2024

To: City Council
City of Glenwood Springs
citycouncil@cogs.us

cc: Watkins Fulk-Gray
watkins.fulkgray@cogs.us

From: Roaring Fork Senior Realty LLC
Representing the owners of 2800 Midland Avenue (Lot 1):
Mark A. Belanger and Larry B. Dillin, Managers
Mark@DillinCorp.com Larry@DillinCorp.com

RE: THE BENEDICT – 2700 MIDLAND AVENUE (aka Lot 2 – Stoney River Minor Subdivision)
Application for Major Site/Architectural Approval

As owners of the assisted living and memory care property operated by Ascent Living Communities at 2800 Midland Avenue, known as ‘Roaring Fork Senior Living,’ we appreciate that there is a substantial unmet need in Glenwood Springs for affordable housing options for seniors.

We reiterate here our perspective and the conclusions stated in our December 11, 2023 memo to the PZC:

- We do not object to the use proposed by the applicant for the ½-acre lot located at 2700 Midland adjacent to our property. We do, however, have serious concerns regarding the *intensity* of the development proposal for this parcel.
- We believe that, if developed as proposed:
 - The Benedict project will generate parking demand and delivery/loading traffic which cannot practically be met on the applicant’s parcel.
 - *As a result, the increased traffic and parking demand from the proposed project will negatively impact business operations at Roaring Fork Senior Living.*

Despite the potential for such negative impacts to our property, we continue to stand willing to work cooperatively with the applicant in an effort to address the issues created by the current plan.

By way of update to our December 11 communication, following the Dec. 12 PZC hearing:

- We were informed yesterday (January 16) that the applicant has offered to lease three of the proposed 34 apartments units with no on-site parking availability to the respective residents, making the spaces that would have gone to tenants of those units available only for non-resident use (e.g., building staff).
 - *This is a helpful step but inadequate to address the parking needs of the proposed development.*
- No effort has been made by the applicant to craft a ‘**Parking Management Agreement**’ as suggested by Planning staff (to which both the applicant and Roaring Fork Senior Living’s landowners would be signatories).
 - *Such an agreement would help to reduce the inevitable conflicts that will result from the proposed high-intensity development of the subject parcel and the existing and future business operations on our adjacent property.*
 - *We propose that the negotiation and execution of such an agreement be imposed as a condition to the City Council’s approval of the application, with completion required prior to the commencement of any construction activity on the subject parcel.*

We also note the following:

The applicant has failed to address the approval conditions set forth by the PZC.

- The requirement of a cross-access driveway has not been met.

- The applicant has not collaborated with us, as owner of the adjacent property to the south, as directed by the PZC.

Proposed building massing does not meet Code requirements.

- The plan proposes an incongruous juxtaposition of four-story massing against the adjacent properties' maximum two-story massing.
 - We note that our adjacent development is maximum two-story massing, not the three-story massing used in staff's evaluation of this requirement.

Existing easement restrictions will be violated if the development proceeds as proposed.

- As noted in our prior communication, the applicant has proposed a site plan which violates the very easement and deed restrictions created at the City's insistence in the 2015 Stoney River Minor Subdivision. We are a beneficiary of those restrictions.

Parking reduction approvals were granted on representations which have since changed.

- This fact was made known through our December 11 communication. The applicant has failed to address this change in representations.

Summary

As a property owner seriously impacted by the current application, we have serious and legitimate concerns about the impact of the proposed development on the existing business operations at our property. The applicant has proposed a density in excess of 60 dwelling units per acre.

- We believe that the intensity of the use proposed in the current application will exacerbate an already tight parking situation on our property.
- We believe that the intensity of the use proposed in the current application is inappropriate for the subject parcel without modification to the proposed plan.

Nonetheless, we are willing to work with the applicant and the City to find alternative solutions to address our concerns.

Our concerns could be addressed by a condition to the approval of the proposed plan, directing the applicant now (that is, *prior to the issuance of any building/foundation permit arising from the proposed plan*) to:

1. Obtain rights to use, or the construction of additional off-site parking for us as Lot 1 owner to use, not less than 6 additional off-street parking spaces; and
2. Collaborate with us in the crafting and implementation of a mutually-agreeable management plan for parking, loading, maintenance and enforcement within the remaining shared access and parking easement area.

In the context of such requirements, we could be convinced that the existing easement restrictions should be modified to permit the applicant's development to proceed as proposed.

We stand ready to work collaboratively with the applicant in the above context.

City Council,
Please accept this as my comments in regard to the following development:
Planning File #63-23 – Major Site/Architectural Plan for “The Benedict” at 2800 Midland Ave.

Citizen's Name: Matt Spidell
Address: 2504 Woodberry Drive
Commenting as: A neighbor to the proposed development

I'm excited to see a development and use that adds synergy to the existing assisted living facility. I'm excited to see the elevations have a variety of materials. I'm pleased to see affordability as an aspect of the project through deed restrictions. This falls in line with the city's strategic planning goals.

What would I like to see? Close attention is paid to safe traffic circulation or possible ways to slow down traffic on the roundabout during peak commuter times. Possibly, though, speed control signs. At this point, getting in and out of the Cottonwood Townhomes is difficult before this development is built. Any help in that regard is appreciated. The main issue is traffic coming east over the 27th Street bridge heading to the roundabout. This may be more of an indirect comment, not specifically related to his development, but taking a left from Cottonwood onto 27th is difficult from 7:30-8:30 am and 4:30-6:30 pm.

Thanks for the opportunity to provide feedback on this project.
Regards,
Matt Spidell



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Resolution 2024-04 Support for a Grant application to the Department of Local Affairs (DOLA) for a Local Capacity Planning Grant to Assist with the Cost of a Housing Manager
Action Requested:	Approval of Resolution 2024-04 supporting a grant application to DOLA for Local Capacity Planning to hire a Housing Manager/Director for the City of Glenwood Springs.
Department:	Economic and Community Development
Presented By:	Hannah Klausman
Strategic Goals:	Provide Efficient and Responsive City Government Protect and Preserve our Quality of Life Generate Sustainable Economic Development
Background Info:	In November 2022, Colorado voters passed State Proposition 123 which expanded state funding for affordable housing by setting aside a small portion of annual state income tax revenue, equivalent to 0.1 percent of taxable income. The funding generated by proposition 123 is allocated to a defined set of programs, including Capacity Building for local governments. The law defines affordable housing as at or below 60% of area median income for rental housing, and at or below 100% of area median income for ownership housing. In order for a municipality to be eligible to receive funding, it must meet specific standards, including a commitment to increasing affordable housing and creating a fast-track approval process for affordable housing. The City of Glenwood Springs submitted a baseline affordable housing commitment letter for Proposition 123 and was approved. City Council approved the commitment to increase affordable housing by 64 units by 2026, with an annualized goal of 21 units, based on 3% annual increases over the baseline amount of 715. The commitment makes the City of Glenwood Springs eligible to apply for all Proposition 123 funding grants, including the Local Capacity Planning grant. City staff has not yet started evaluating a fast-track process for affordable housing projects. The fast-track approval process requires that municipalities reach a decision on permit or zoning applications within 90 days of submittal. This grant application would support hiring a Housing Director that would be tasked with evaluating the current land use approval processes, working with stakeholders to recommend changes, and implementing a fast-track process that meets the Proposition 123 requirements. This will prepare the City of Glenwood Springs to be ready to submit an approved fast-track process by the deadline of November 2026 and continue to be eligible for other funding sources.
Issues:	The grant application deadline is February 15, 2024.
Fiscal Impact:	If funded, the grant will fund 50% of the expected salary and benefits cost for the Housing Director position for the first 2 years in the amount of \$150,000. The other half of the position will be paid for with 2C tax funding as recommended by the Workforce Housing Fund Advisory Board and approved by Council.
Legal Review:	Legal has reviewed the Resolution.

Staff Recommendation: Staff recommends approval of Resolution 2024-04 supporting the grant application to partially fund a Housing Director position.

RESOLUTION 2024 - 04

A RESOLUTION OF THE CITY COUNCIL OF GLENWOOD SPRINGS, COLORADO, SUPPORTING A GRANT APPLICATION FOR A GRANT FROM THE DEPARTMENT OF LOCAL AFFAIRS (DOLA) COMMUNITY DEVELOPMENT OFFICE'S (CDO) LOCAL PLANNING CAPACITY GRANT PROGRAM (LPC) FOR THE GLENWOOD SPRINGS' AFFORDABLE AND WORKFORCE HOUSING DIRECTOR PROJECT, AND THE ACCEPTANCE AND APPROPRIATION OF ANY GRANT FUNDS AWARDED

WHEREAS, the City of Glenwood Springs is a political subdivision of the State of Colorado, and has a Prop 123 baseline and commitment accepted by the Division of Housing, and therefore, an eligible applicant for a grant awarded by the Local Planning Capacity Grant Program (LPC); and

WHEREAS, the City of Glenwood Springs intends to submit a Grant Application for the Glenwood Springs Housing Director Project requesting a total award of \$150,000 over two years; and

WHEREAS, the City will provide \$150,000 in a local match for the \$150,000 Grant; and

WHEREAS, the City Council strongly supports the need to build affordable housing in Glenwood Springs.

WHEREAS, the City of Glenwood Springs supports the completion of the project if a grant is awarded by the LPC.

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

Section 1. The above recitals are hereby incorporated as findings by the City.

Section 2. The City strongly supports the DOLA LPC Grant application.

Section 3. The City Council of the City of Glenwood Springs will authorize the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with DOLA.

Section 4. If a grant is awarded, the City Council of the City of Glenwood Springs hereby authorizes the Mayor or Mayor Pro Tem to sign a Grant Agreement with DOLA.

INTRODUCED, READ, AND PASSED THIS 18th DAY OF JANUARY 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

Ingrid Wussow, Mayor

ATTEST:

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item:	Resolution 2024-05; Setting a Special Election
Action Requested:	Council must approve the Resolution setting the date for the election. Council has the option to set the name of the ballot question.
Department:	City Clerk
Presented By:	Ryan Muse
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	On October 19, 2023, a Statement of Intent to Circulate a petition was submitted to the City Clerk starting a 90-day timeline to gather 10% of registered voters in the last regularly scheduled election, which equaled 596 voters. The completed petition was submitted on January 2, 2024, within the 90-day timeline, and it was determined the petition was valid.
Issues:	Because the County has to perform a May and June primary, the only date they will be able to assist us with the use of their equipment is on April 23,
Fiscal Impact:	Elections typically cost between \$10,000-\$13,000.
Legal Review:	Legal has reviewed the charter change.
Staff Recommendation:	Approve the Resolution.

RESOLUTION 2024- 05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, CALLING A SPECIAL ELECTION TO OCCUR ON APRIL 23, 2024 AND REFERRING TO THE REGISTERED ELECTORS OF THE CITY OF GLENWOOD SPRINGS A QUESTION WHETHER SECTION 13.2 SHALL BE AMENDED AND A NEW SECTION 13.9 BE ADDED TO THE CITY OF GLENWOOD SPRINGS HOME RULE CHARTER.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter (the “Charter”); and

WHEREAS, a member of the public has circulated a petition to amend the Charter in the manner set forth in Section 3 of this Resolution, below (the “Question”); and

WHEREAS, in accordance with the Charter, Municipal Code and State Statute the City Clerk has determined the petition contains sufficient signatures; and

WHEREAS, the City Council is required by Charter to refer such question to the registered electors of the City; and

WHEREAS, Section 2.4 of the Charter states that any special election shall be called by resolution or ordinance and set forth the purpose of such election.

WHEREAS, Section 13.14 of the Charter states that the Charter may be amended as provided in the Colorado Constitution; and

WHEREAS, City Council finds and determines that it is in the public interest to call a special election for the purpose of referring the Question to the electors.

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

Section 1. The above recitals are hereby incorporated as findings.

Section 2. Pursuant to the Glenwood Springs Municipal Charter, the City Council hereby calls a special election to be held on April 23, 2024.

Section 3. The form of the ballot shall be as follows:

SHALL SECTIONS 13.2 and 13.19 OF THE CITY OF GLENWOOD SPRINGS HOME RULE CHARTER BE AMENDED AS SET FORTH BELOW, WITH NEW LANGUAGE IN **BOLD AND UNDERLINE** AND **~~STRIKE THROUGH~~** LANGUAGE DELETED?

Sec. 13.2 – Restriction on sales of land and water rights.

Neither lands owned ~~and used~~ by the City ~~for park, airport, or governmental purposes~~, nor water rights, shall be sold, or conveyed without an affirmative vote of a majority of the qualified electors. Nothing in this provision, however, shall prohibit the City from exchanging, or changing point of diversion of water rights without such vote.

The City shall continue to own, operate, repair, and maintain the Glenwood Springs municipal airport, including its facilities, improvements, and runway, in at least the general condition and configuration that existed on January 1, 2021, unless and until a majority of the qualified electors of the City approve the sale or permanent closure of the airport. Nothing in this provision shall (i) prohibit the City from constructing a tunnel under the airport runway, improving the airport, or extending the runway, or (ii) compel the City to use non-airport enterprise funds to operate, repair, maintain, or improve the airport.

Sec. 13.19 – Growth Accountability.

Upon City approval of any annexation, or upon approval of any residential housing to be built on City owned land, Council shall, on its own motion, submit the ordinance, question, or issue to the electorate as provided in Article V of this Charter.

Any application for a development permit which includes more than four new dwelling units shall be subject to review by the Planning and Zoning Commission and by Council, and shall require approval by Council.

The City shall amend the City ordinances to be consistent with this Charter Amendment.

_____ YES

_____ NO

Section 4. Upon an affirmative vote, the Charter shall be amended as set forth in Section 3 of this Resolution.

INTRODUCED, READ AND PASSED THIS _____ DAY OF _____ 2024.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Ingrid Wussow, Mayor

Ryan M. Muse, City Clerk

WARNING: IT IS AGAINST THE LAW:

For anyone to sign any petition with any name other than his or her own or to knowingly sign his or her own name more than once for the same measure or to sign such petition when not a registered elector.

DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR:

Do not sign this petition unless you have read or had read to you the text of the proposal in its entirety and understand its meaning.

**PETITION TO AMEND CHARTER OF
CITY OF GLENWOOD SPRINGS**

Pursuant to Section 13.14 of the Charter of the City of Glenwood Springs ("Charter") and C.R.S. §31-2-210, this Petition is being circulated to registered electors of the City of Glenwood Springs, Colorado ("City"), to petition for the amendment of Article XIII of the Charter. by the addition of Section 13.19 and revision of Section 13.2, at a special election to be held on or about May 7, 2024. The proposed change to Article 13 of the Charter is set forth below, with new language in **bold and underlined**; deletions are struck-through (~~deletions~~):

Section 13.19 – Growth Accountability

Upon City approval of any annexation, or upon approval of any residential or mixed-use housing to be built on City owned land, Council shall, on its own motion, submit the ordinance, question, or issue to the electorate as provided in Article V of this Charter.

Any application for a development permit which includes more than four new dwelling units shall be subject to review by the Planning and Zoning Commission and by Council, and shall require approval by Council.

The City shall amend the City ordinances to be consistent with this Charter Amendment.

Sec. 13.2 - Restriction on sales of land and water rights.

Neither lands owned ~~and used~~ by the City ~~for park, airport, or governmental purposes~~, nor water rights, shall be sold or conveyed without an affirmative vote of a majority of the qualified electors. Nothing in this provision, however, shall prohibit the City from exchanging, or changing point of diversion of water rights without such vote.

The City shall continue to own, operate, repair, and maintain the Glenwood Springs municipal airport, including its facilities, improvements, and runway, in at least the general condition and

(--- continued ---)

WARNING: IT IS AGAINST THE LAW:

For anyone to sign any petition with any name other than his or her own or to knowingly sign his or her own name more than once for the same measure or to sign such petition when not a registered elector.

DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR:

Do not sign this petition unless you have read or had read to you the text of the proposal in its entirety and understand its meaning.

configuration that existed on January 1, 2021, unless and until most of the qualified electors of the City approve the sale or permanent closure of the airport. Nothing in this provision shall (i) prohibit the City from constructing a tunnel under the airport runway, improving the airport, or extending the runway, or (ii) compel the City to use non-airport enterprise funds to operate, repair, maintain, or improve the airport.

The name and address of the four registered electors who shall represent the signers of this Petition in all matters affecting the same are the following:

1. Jonathan Banks, 1015 Park West Drive, Glenwood Springs, CO 81601
2. Richard Todd, 616 Cowdin Drive, Glenwood Springs, CO 81601
3. Stephanie Davis, 716 Cowdin Drive, Glenwood Springs, CO 81601
4. David Malehorn, 2407 Palmer Avenue, Glenwood Springs, CO 81601

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 extend 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

ATTEST:



Robin S. Clemons, City Clerk

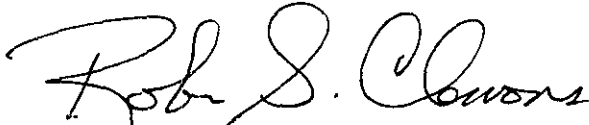
INTRODUCED, READ ON SECOND READING, APPROVED, AND ORDERED
PUBLISHED TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF
SECOND PUBLICATION THIS 4th DAY OF JANUARY, 2001.

CITY OF GLENWOOD SPRINGS, COLORADO



Sam Skramstad, Mayor

ATTEST:



Robin S. Clemons, City Clerk

EFFECTIVE

4/23/05

ORDINANCE NO. 13

Series of 2005

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING THE POWERS, BOARD SIZE AND ADMINISTRATION OF THE GLENWOOD SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY.

WHEREAS, at the general election of 2000 the voters of Glenwood Springs approved the formation and boundaries of the Glenwood Springs Downtown Development Authority (DDA); and

WHEREAS, by Ordinance No. 44, Series 2000 City Council established the powers, duties, board size and administration of the DDA; and

WHEREAS, to more efficiently pursue a capital improvement program for downtown Council desires to amend the powers, duties, board size and administration of the DDA; and

WHEREAS, the revisions to the powers, board size and administration are consistent with the DDA enabling statute.

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

Section 1. The recitals above are hereby incorporated as findings.

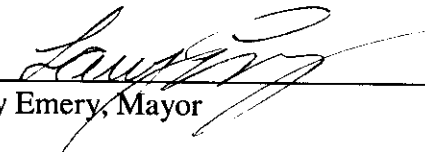
Section 2. The powers, duties, board size and administration of the DDA provided for in Sections 1 and 3 of Ordinance 44, Series 2000 are hereby replaced with those powers, duties, board size and administration as provided for on the attached Exhibit.

Section 3. Any and all ordinances or parts of ordinances in conflict herewith shall hereby be repealed to the extent of the conflict only.

INTRODUCED, READ ON FIRST READING, PASSED, AND ORDERED
PUBLISHED IN FULL THIS 16th DAY OF JUNE, 2005.

COLORADO

CITY OF GLENWOOD SPRINGS,



Larry Emery, Mayor

ATTEST:

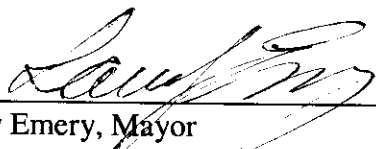


Robin S. Unsworth, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE
DATE OF SECOND PUBLICATION THIS 7th DAY OF JULY, 2005.

COLORADO

CITY OF GLENWOOD SPRINGS,



Larry Emery, Mayor

ATTEST:



Robin S. Unsworth, City Clerk

Downtown Development Authority Amended Powers, Duties, Board Size and Administration

Section I: Powers-Duties. The D.D.A. shall have the following powers and duties.

1. Develop a Capital Improvement Plan consistent with the adopted Plan of Development.
2. Implement the Capital Improvement Plan through any statutorily permissible method.
3. Present an annual budget for Capital Improvements to Council on or before August 1.
4. Any other powers authorized by statute necessary to carry out the purposes identified herein.

Section II: Composition of the Board, Terms

1. The Board shall have no more than seven (7) members who shall serve at the will of the Council.
2. The Six (6) Members shall be appointed from the general public and qualified to serve pursuant to CRS 31-25-806.
3. The Mayor shall appoint one (1) member annually from City Council. Such member's sole function will be to serve as a liaison between Council and the Board and he/she shall not be a voting member of the Board except when there is a tie vote amongst the Board.
4. Except for this initial resizing of the Board, Members shall serve for four (4) years. The initial appointments to the Board shall have terms as follows: two members having terms expiring June 30, 2006, two members having terms expiring June 30, 2007 and two members having terms expiring June 30, 2008.

Section III Administration

1. The City Manager shall serve as the director of the D.D.A. As director the City Manager's duties responsibilities are strictly limited to those matters identified in Section 1.
2. The City Manager may, in his discretion use City staff to assist in the discharge of his duties.
3. The City Finance Director shall serve as the treasurer of the D.D.A. As treasurer the Finance Director's duties and responsibilities shall be limited to keeping the financial records of the D.D.A.



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: City Attorney

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Correspondence Incoming/Outgoing

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Council Social Event Location

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
January 18, 2024

Agenda Item: Adjournment

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation: