



AGENDA  
CITY OF GLENWOOD SPRINGS  
REGULAR CITY COUNCIL MEETING  
MARCH 20, 2025  
101 W. 8<sup>TH</sup> 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@cogs.us](mailto:ryan.muse@cogs.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@cogs.us](mailto:citycouncil@cogs.us).

**WORK SESSION**

- |      |                                            |                        |
|------|--------------------------------------------|------------------------|
| 4:30 | 1. Comprehensive Safety Action Plan Update | Information/Discussion |
| 5:00 | 2. Parking Enforcement                     | Information/Discussion |
| 5:15 | 3. Break to get Dinner                     |                        |
| 5:30 | 4. Slate Annual Report                     | Information/Discussion |

**ZOOM INSTRUCTIONS**

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/83290695486>

Join via audio: +1 719 359 4580 US+1 669 900 6833 US (San Jose)+1 253 205 0468 US+1 253 215 8782 US (Tacoma) IF JOINING BY PHONE ONLY, PRESS \*9 TO RAISE HAND TO SPEAK Webinar ID: 832 9069 5486 International numbers available:

<https://us02web.zoom.us/j/83290695486>

**REGULAR SESSION**

5. Roll Call
6. Agenda Changes
7. Disclosure of any Councilor conflicts of interest
8. Council Announcements
9. Citizens Appearing before Council (for items not on the Agenda-comments limited to 3 minutes) and Council response.
10. Consent Agenda Discussion and/or Action
  - A. March 6, 2025 Council Minutes
  - B. River Commission Appointments
  - C. Tourism Management Board Appointment
  - D. Transportation Commission Appointment
  - E. Public Restroom on North Landing
  - F. Ordinance 2025-07; Code Amendment Section 060 Construction Building Codes related to Residential Fire Sprinkler Regulations. Second Reading.
  - G. Resolution 2025-07; Approving an intergovernmental agreement to participate in the Intermountain Regional Planning Commission for the Intermountain Transportation Planning Region of Colorado
11. Arbor Day Proclamation Presentation

**ACTIONS AND/OR PRESENTATIONS**

- |                         |                        |
|-------------------------|------------------------|
| 12. South Bridge Update | Information/Discussion |
|-------------------------|------------------------|



- |                                                                                                                                                           |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 13. Tax Incentive Requests for Meadows                                                                                                                    | Discussion and/or Action |
| 14. Microtransit update                                                                                                                                   | Information/Discussion   |
| 15. Ordinance 2025-09 Code Amendment, Title 070, Duplexes and Triplexes                                                                                   | Discussion and/or Action |
| 16. Ordinance 2025-10; Code amendment to Section 040.020.170 Economic incentives; sales tax rebate                                                        | Discussion and/or Action |
| 17. Ordinance 2025-11; Code Amendment Title 070 regarding Allowed Uses, Definitions, Natural Medicine Businesses, Shopping Centers and other Code Changes | Discussion and/or Action |
| 18. Resolution 2025-08 Temporary Use/Service Pilot Program Extension                                                                                      | Discussion and/or Action |
| 19. Resolution 2025-06; Fee in Lieu for Housing Variety                                                                                                   | Discussion and/or Action |
| 20. Council Comments                                                                                                                                      |                          |
| 21. Report from City Administration                                                                                                                       |                          |
| A. City Manager                                                                                                                                           |                          |
| B. City Attorney                                                                                                                                          |                          |
| C. Correspondence Incoming/Outgoing                                                                                                                       |                          |
| 22. Social Event Announcement                                                                                                                             |                          |
| 23. Adjournment                                                                                                                                           |                          |

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**City Council  
STAFF REPORT  
City of Glenwood Springs  
March 20, 2025**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>          | Update on Comprehensive Safety Action Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Action Requested:</b>     | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Presented By:</b>         | Lee Barger, Transportation Engineer<br>Jenny Godwin, Consor Engineering<br>Chloe Ward, Alta Planning + Design, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Background Info:</b>      | <p>The Comprehensive Safety Action Plan (CSAP) is being developed to outline projects and strategies to mitigate documented crash trends throughout the City. Using crash data from the last five years, contextual factors, and roadway characteristics, the project team has developed a High Injury Network and a High Risk Network that show where historical crashes have trended and where the potential for future crashes is greatest. Additionally, through various community outreach events, surveys, and online mapping activities, the team has identified problem locations and gauged support for recommended countermeasures or solutions to reduce crashes city-wide. Throughout the process the project team has coordinated with CDOT, RFTA, RFSD, Police, Fire, Public Works, and the Streets Department for support of the countermeasures recommended.</p> <p>Today's update requests your input on the suggested countermeasures before the team begins developing final exhibits for infrastructure and programmatic improvements to make our streets, trails, sidewalks, and transit connections safer.</p> <p>This plan will conclude in late May 2025, and we expect to have the final plan ready for council adoption in June. With the final plan we will begin progressing recommended projects through the design phase for anticipated construction and implementation in late 2025 and beyond.</p> |
| <b>Issues:</b>               | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Action Alternatives:</b>  | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Staff Recommendation:</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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# GLENWOOD SPRINGS COMPREHENSIVE SAFETY ACTION PLAN

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CSAP Update to City Council

March 20, 2025



# Agenda

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- **Comprehensive Safety Action Plan Background**
- **Phase 1 Safety Analysis Findings**
- **High Injury Network & High Risk Network**
- **Phase 1 Engagement Takeaways**
- **Engagement Phase 2**
- **Focus Areas & Prioritization**
- **CSAP Development Preview**



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# Comprehensive Safety Action Plan Background

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# About the Plan

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## Why are we doing this plan?

To address the growing concerns about **transportation-related fatalities and serious injuries** within Glenwood Springs.

By analyzing data and identifying trends, the plan aims to create safer roadways for all users—drivers, pedestrians, bicyclists, and transit riders.

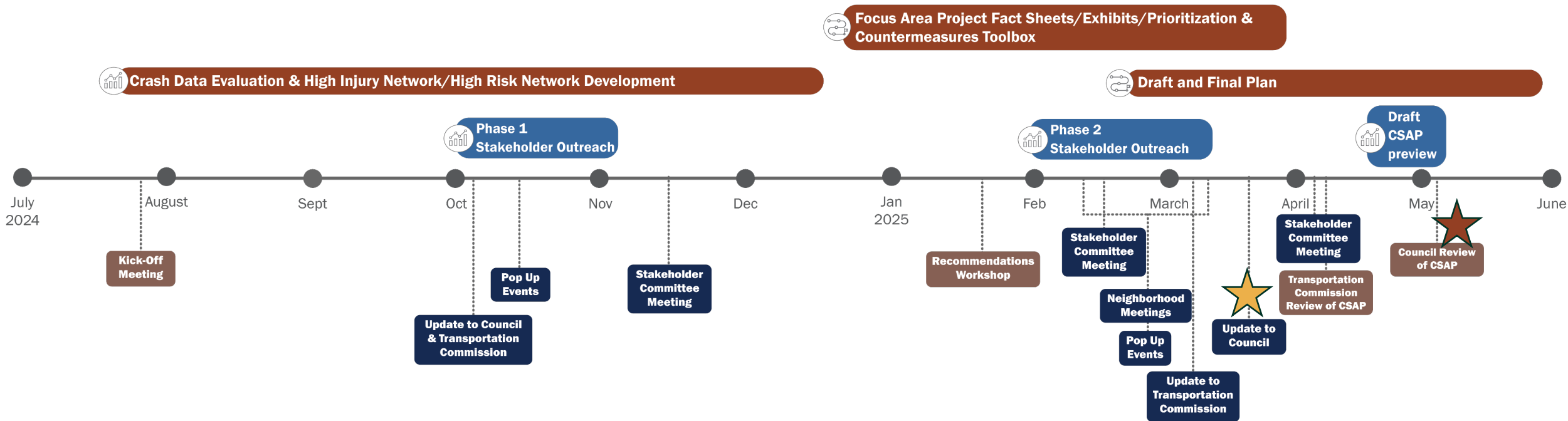
The goal is to reduce accidents and make the transportation network **safer and more efficient** for everyone.

## What is a CSAP?

A strategic approach to improving transportation safety within a specific area by **analyzing data on accidents and safety concerns, identifying problem areas, and developing recommendations** for projects, operational changes, and public awareness campaigns.

The CSAP focuses on creating **actionable steps** to reduce accidents and enhance the safety of the entire transportation system, including positioning the City to apply for future funding opportunities.

# Timeline







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# Phase 1 Safety Analysis Findings

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# Crash Analysis Takeaways

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**5** years of CDOT crash data (Jan 2019 to Dec 2023)

**1,457** Total Crashes (does not include 138 crashes on I-70)

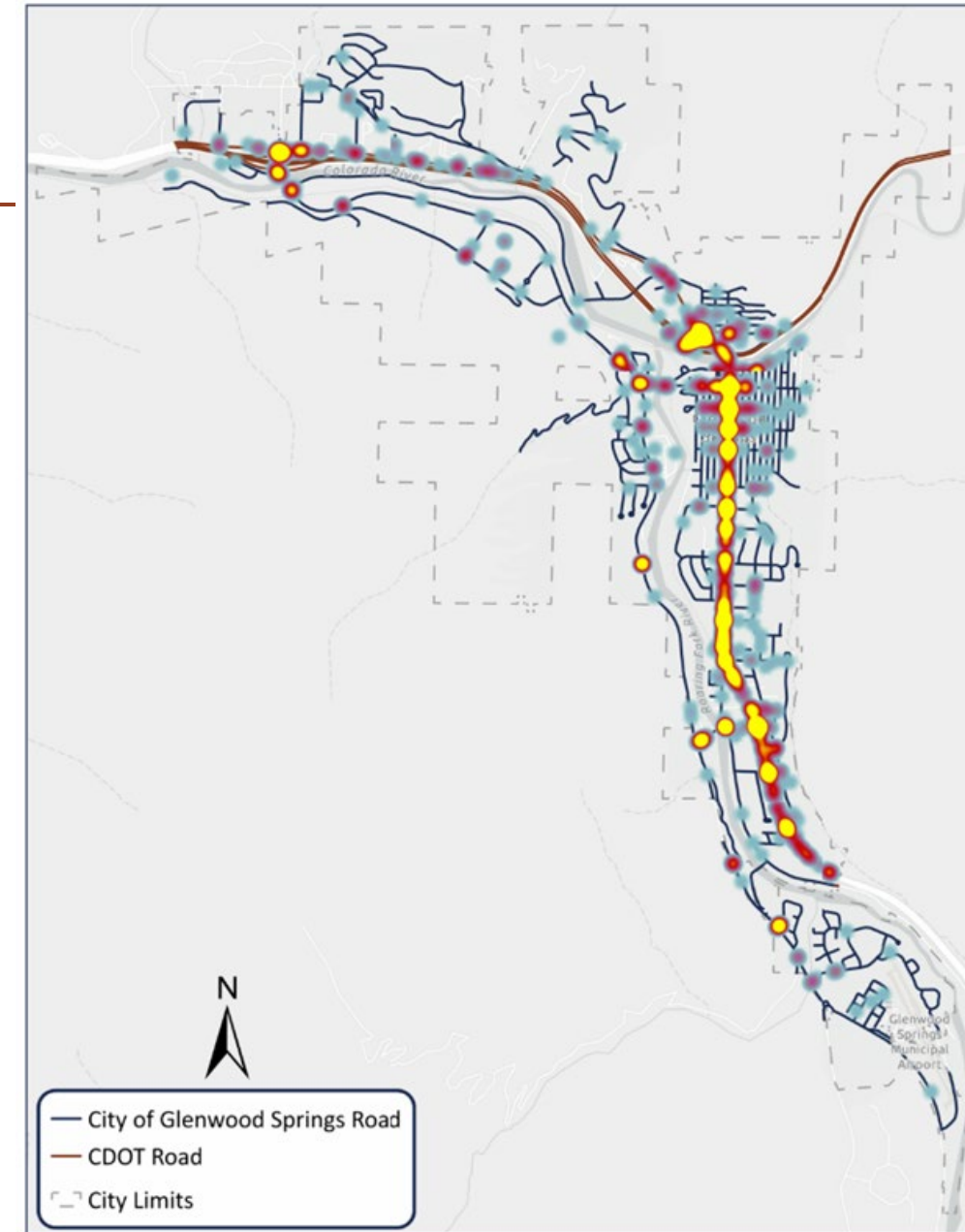
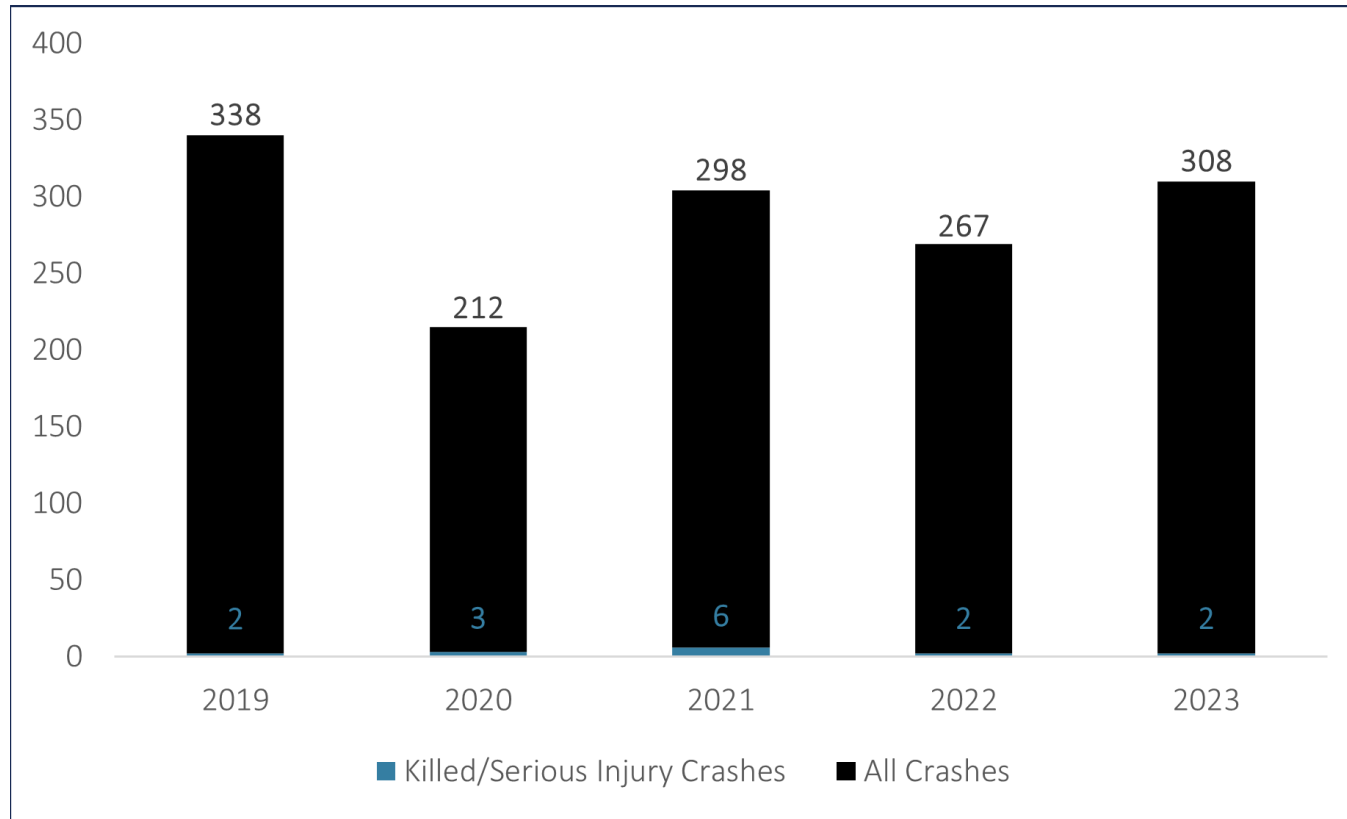
**78%** of crashes resulted in property damage only 

**15**  Crashes + **1**  Crash = **16** Killed or Seriously Injured (KSIs)

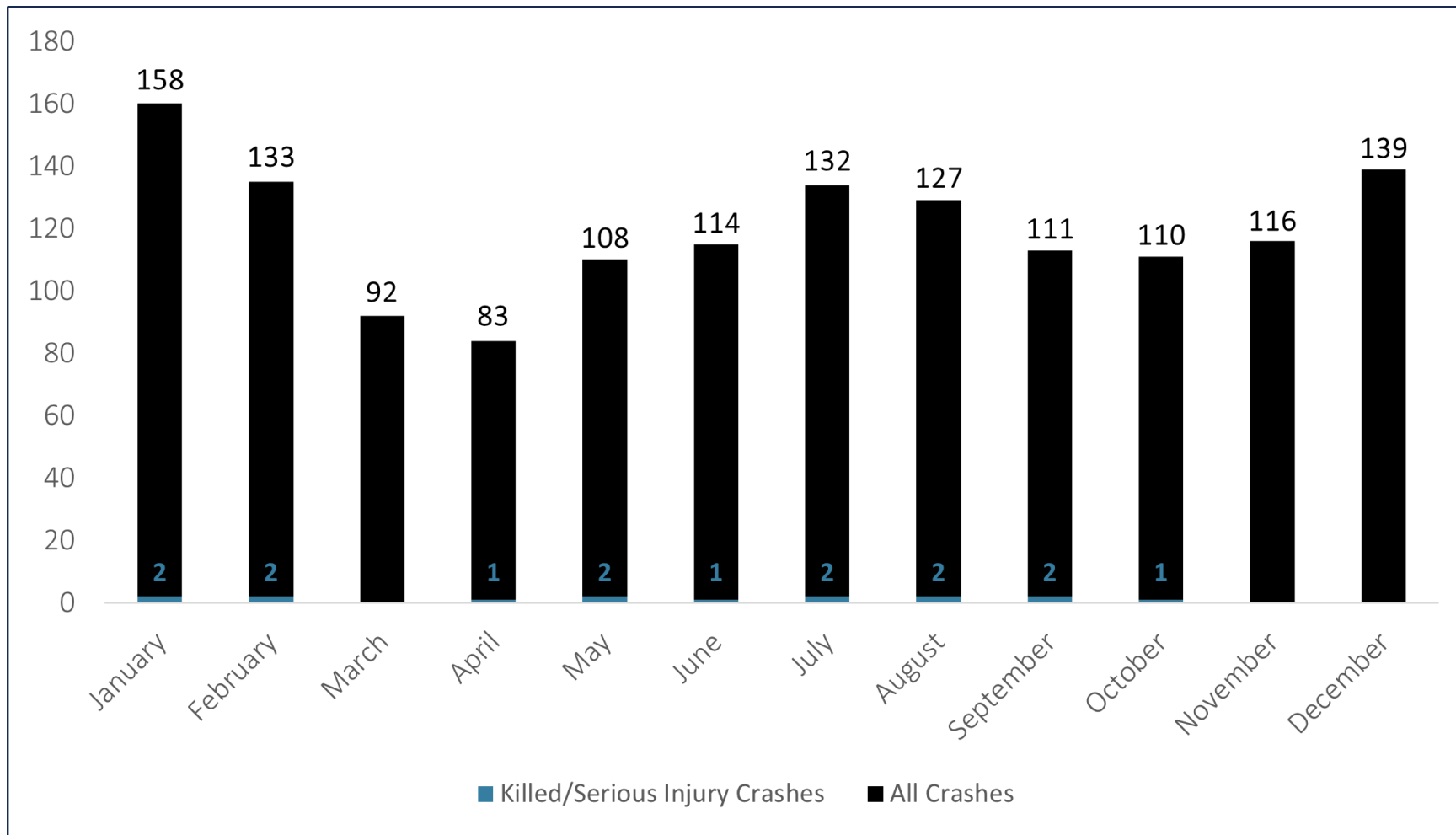
-  crash involved 

**37** Crashes Involving  or 

# Crashes Over Time

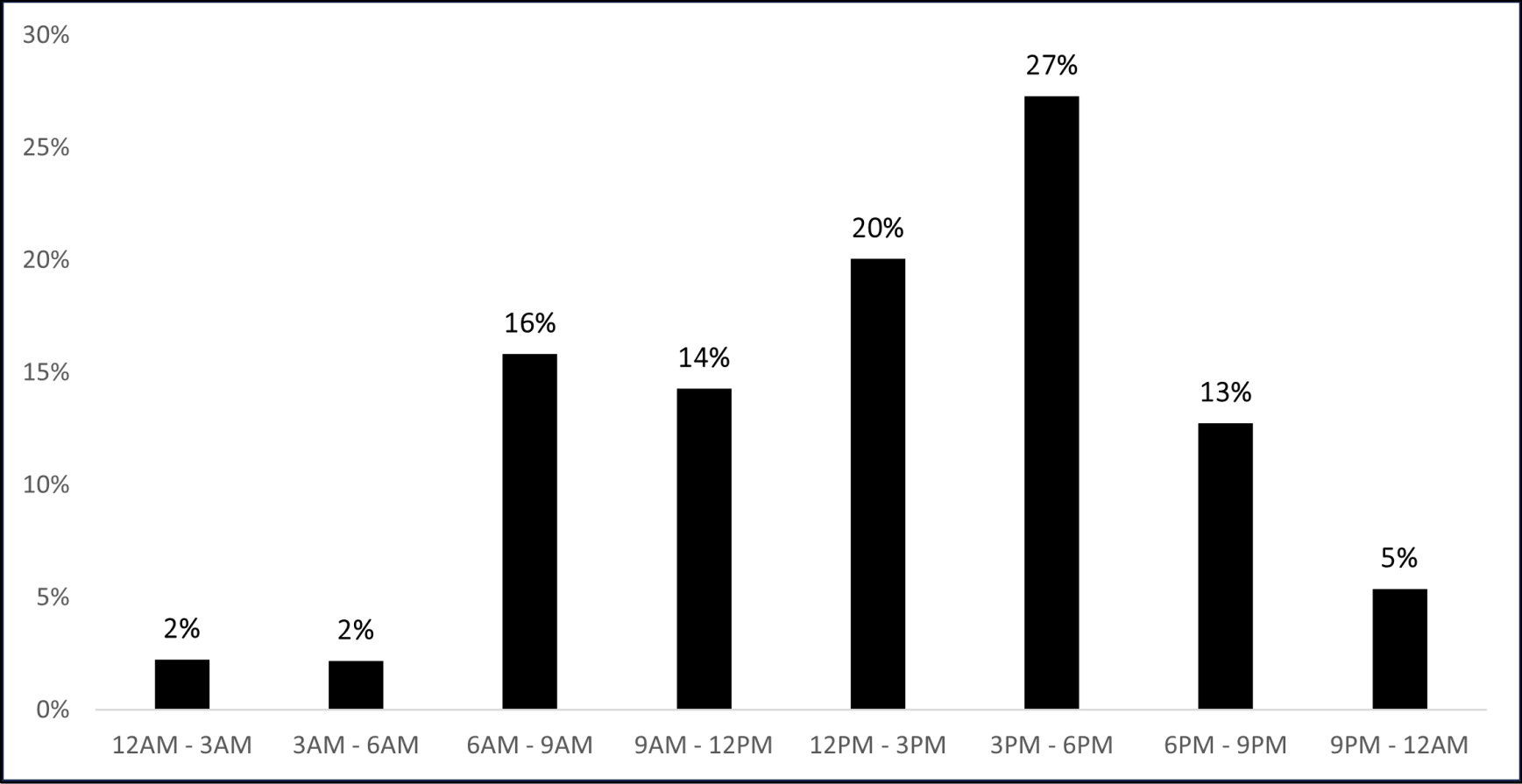


# Seasonal Trends

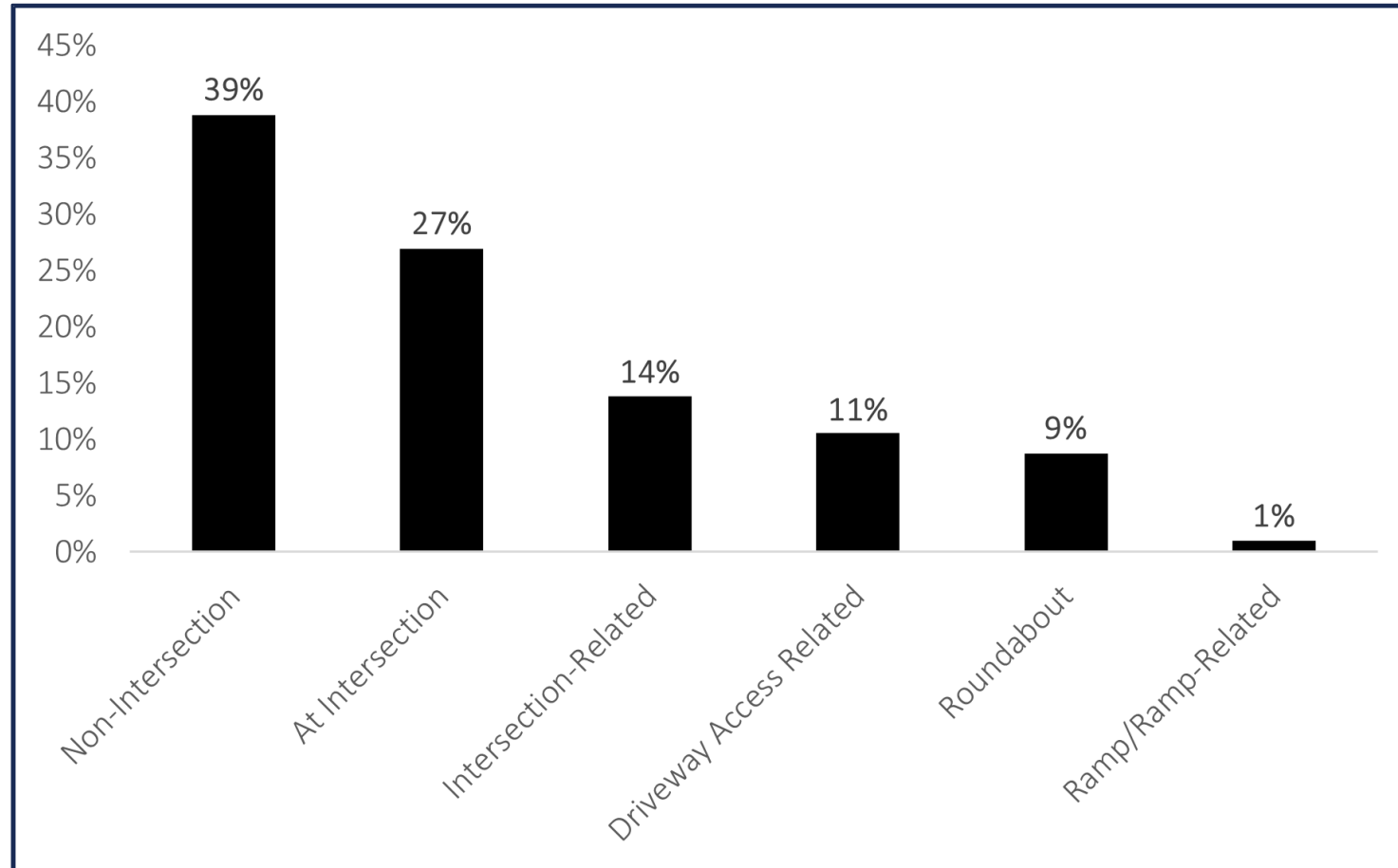


# Time of Day Crash Analysis

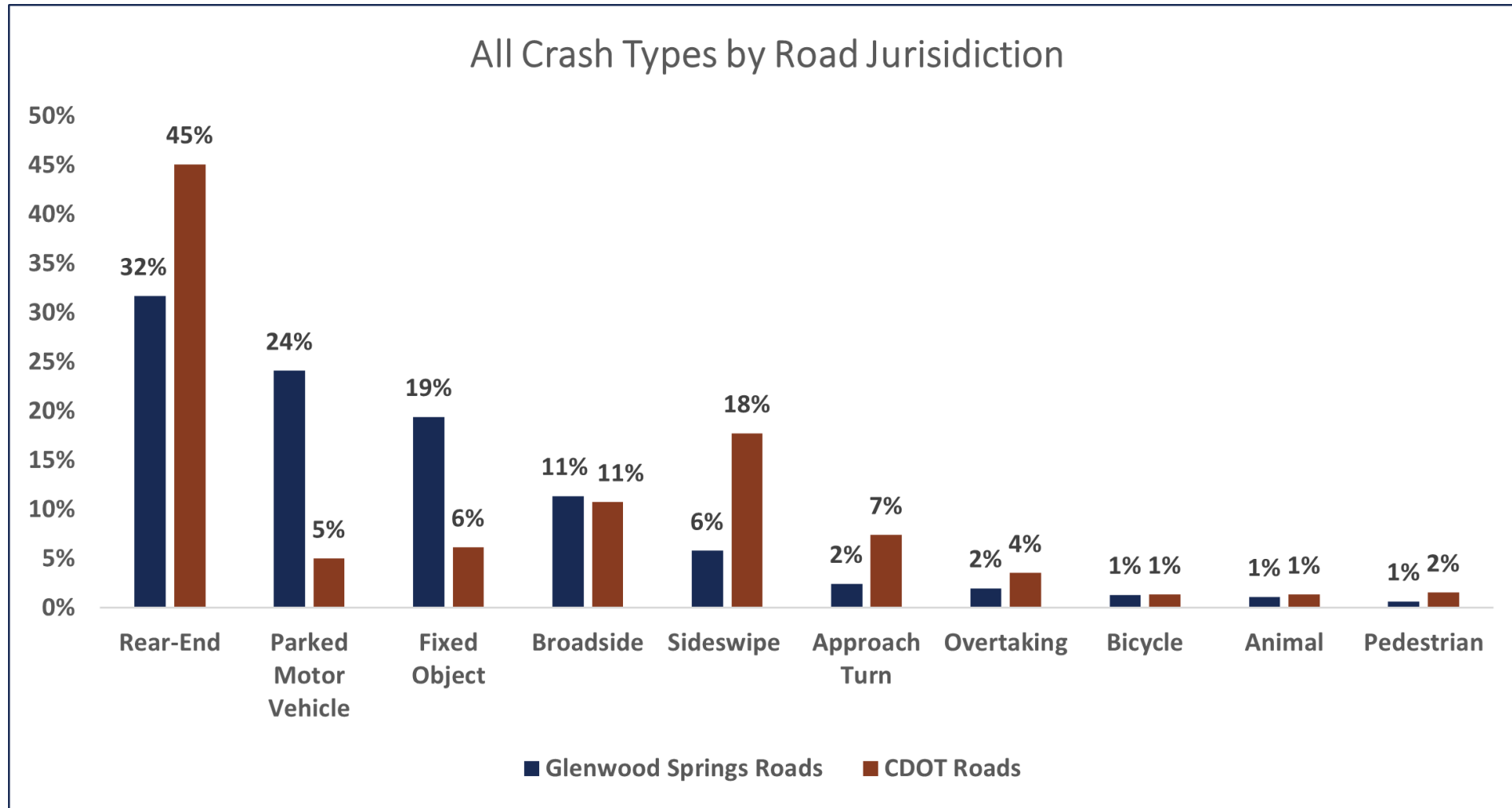
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# Crashes by Facility Type



# Crash Type (City Roadway vs. CDOT Facility)



# Action of Driver at Fault

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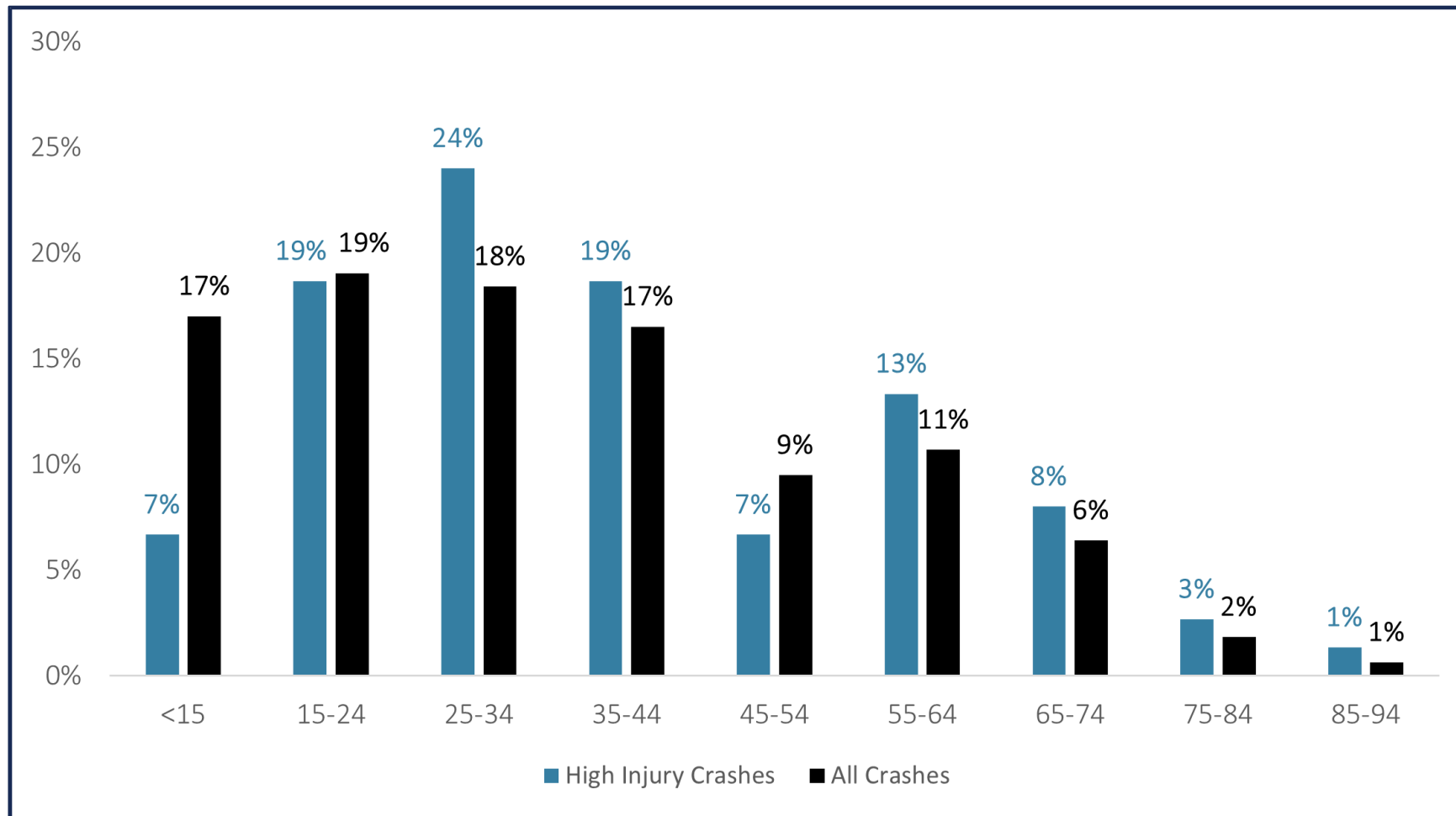
| Driver Action                | % of All Crashes | % of High Injury Crashes |
|------------------------------|------------------|--------------------------|
| Careless Driving             | 39%              | 32%                      |
| Failed to Yield Right-of-Way | 21%              | 14%                      |
| Following Too Closely        | 9%               | 18%                      |
| Traffic Violation            | 9%               | 21%                      |
| Reckless Driving             | 7%               | 1%                       |
| No Contributing Factor       | 4%               | 4%                       |
| Failed to Stop               | 3%               | 2%                       |
| Other                        | 3%               | 2%                       |
| Overcorrection               | 3%               | -                        |
| Too Fast for Conditions      | 1%               | 5%                       |



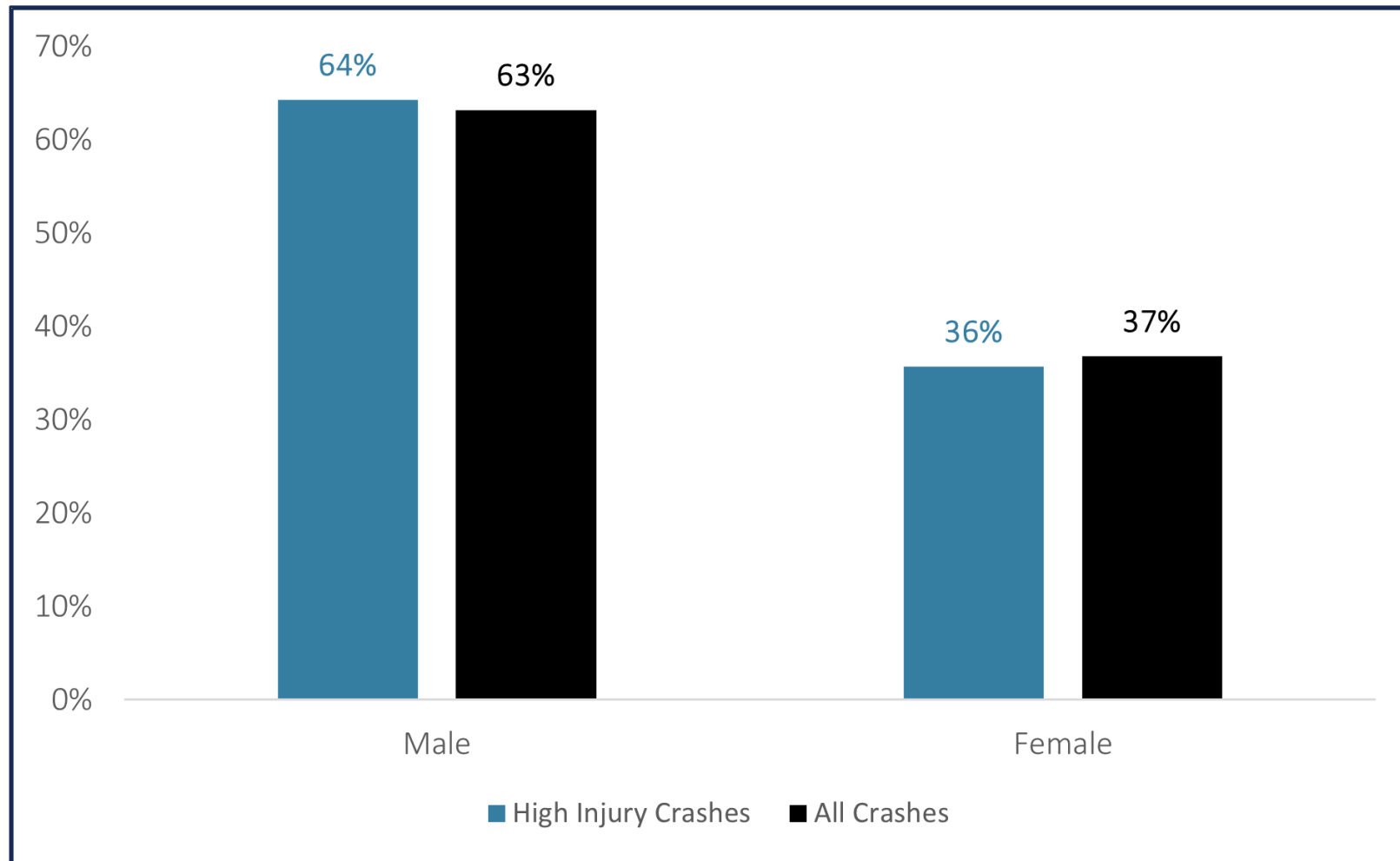
# Contributing Factor of Driver at Fault

| Human Contributing Factor       | % of All Crashes | % of High Injury Crashes |
|---------------------------------|------------------|--------------------------|
| Distracted Driving              | 22%              | 23%                      |
| No Apparent Contributing Factor | 21%              | 36%                      |
| Driver Inexperience             | 17%              | 23%                      |
| Other Contributing Factor       | 11%              | 5%                       |
| Did Not See                     | 10%              | 6%                       |
| Medical                         | 10%              | 3%                       |
| Aggressive Driving              | 6%               | 2%                       |
| Fatigue                         | 2%               | 1%                       |
| Under Influence                 | 2%               | -                        |

# Age of Driver at Fault



# Gender of Driver at Fault



# Bicyclist/Pedestrian Crashes Summary



## 37 Vulnerable Roadway User (VRU) crashes (2019-2023)

- Nearly evenly split between bicyclists and pedestrians
- Majority (65%) occurred at **intersections**, highlighting the need for improved design and enforcement
- Seasonal spikes in Q2 and Q4 align with **warmer weather and increased outdoor activity** (fewest in Q1)

## Contributing Factors

- Key driver behaviors: **Failure to yield, distracted driving, and visibility issues**
- **Turning movements** (left/right turns) present high risks for VRUs

# Transit-Related Crashes Summary



## Crash Analysis

- **High-incidence stops:** SH 82 stops account for **17 crashes**, with four involving severe injuries
- **Transit operator challenges:** Lane-changing conflicts, parking obstacles, and congestion-related risks

## Temporal & Seasonal Trends

- Peak crash periods: **Afternoons (2-7 PM)** coincide with commuter and school traffic
- Winter conditions (snow, ice) exacerbate risks for transit vehicles and passengers



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# High Injury Network & High Risk Network

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# HIN & HRN: What's the Difference?

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## High Injury Network

### Addressing Crashes Today

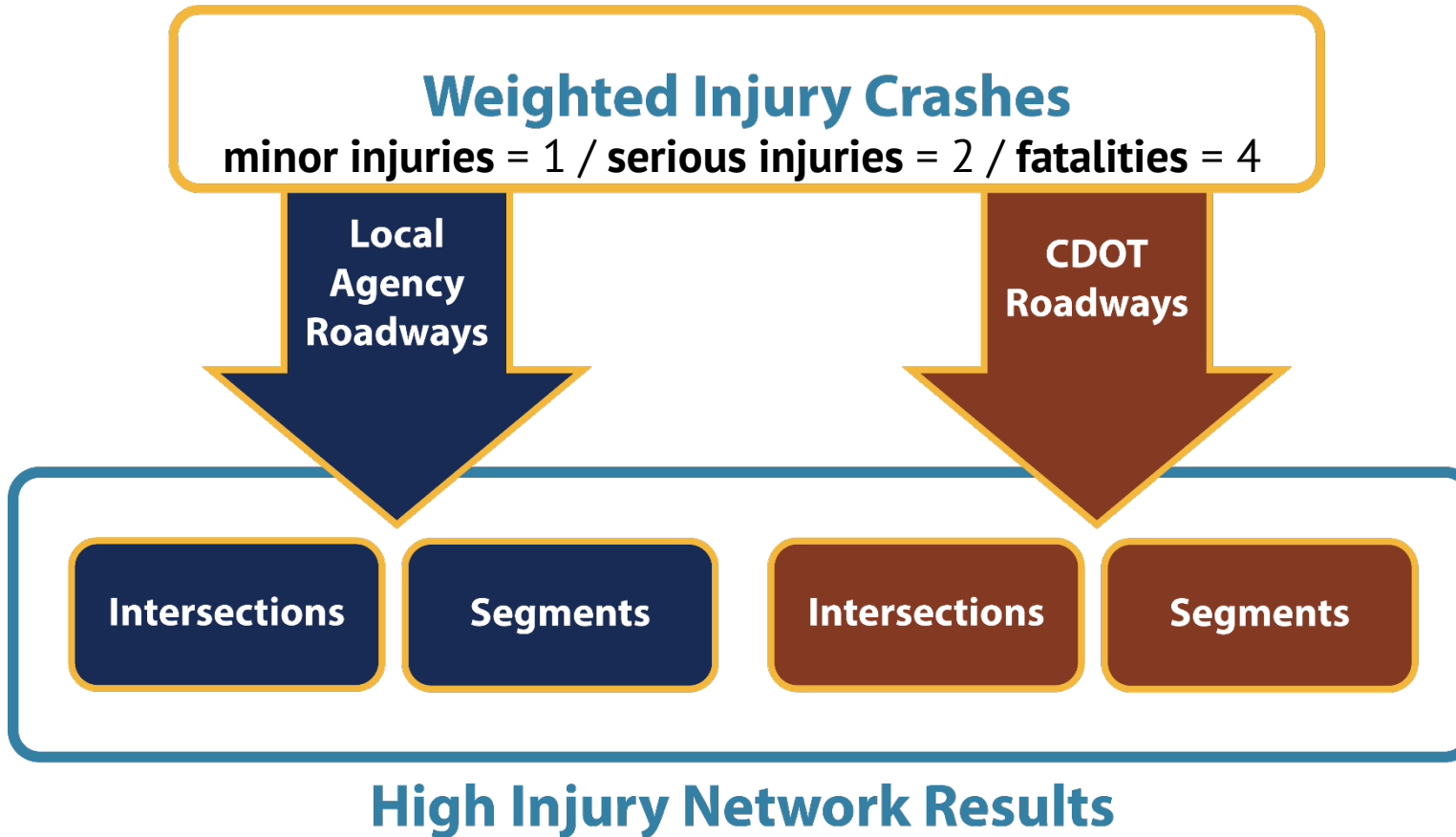
*Identifies locations where the top injury crashes are occurring based on historical crash data*

## High Risk Network

### Preventing Crashes Tomorrow

*Identifies locations where there is high risk for potential crashes based on roadway characteristics*

# High Injury Network Development



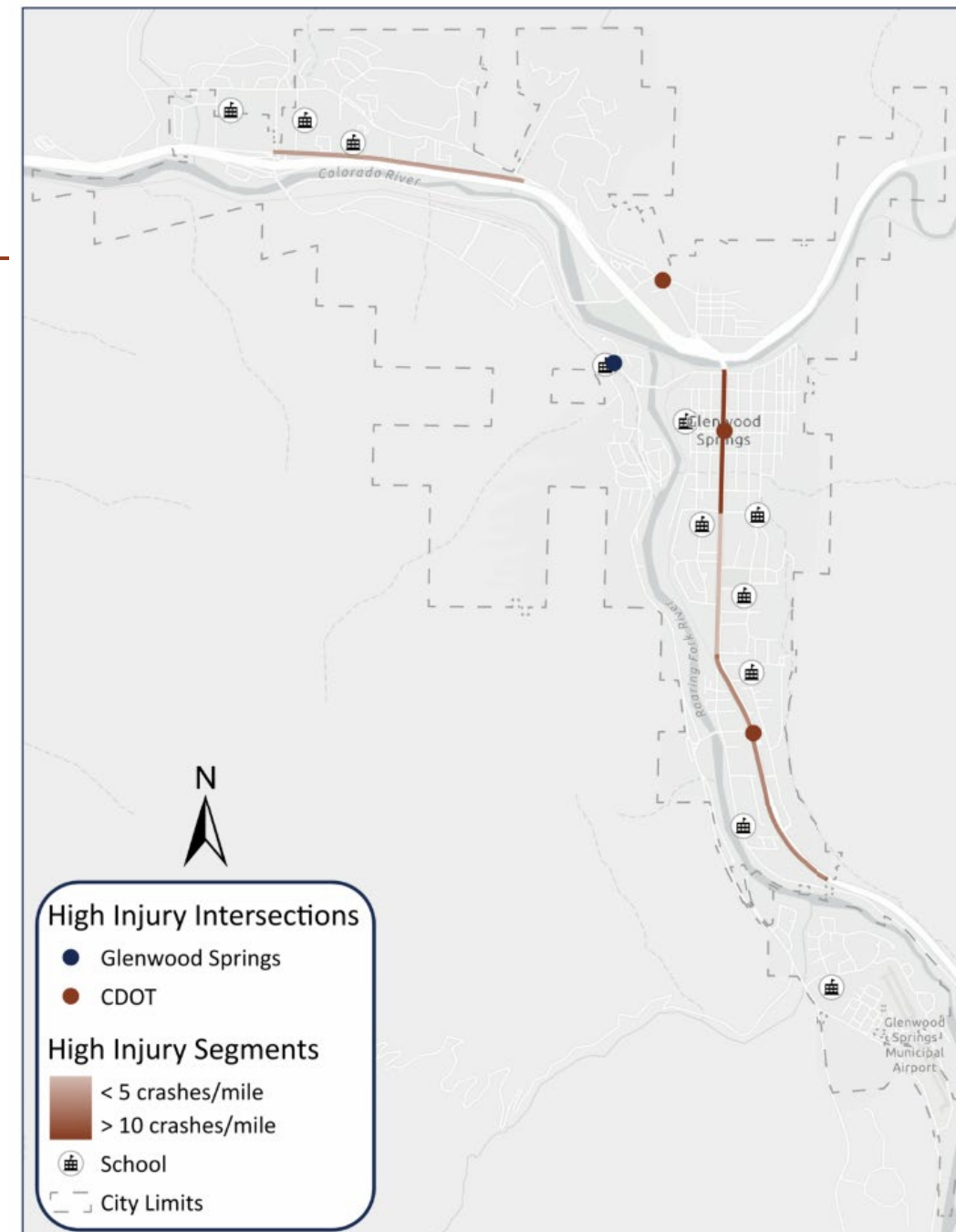
## Why Segment By Roadway Ownership?

- Allows for highlighting areas with a **higher proportion of injury crashes**, while enabling flexibility to determine different thresholds for CDOT and city roadways
- **Crash trends and characteristics** vary
- Applicability of **recommended actions** varies



# High Injury Network (HIN)

- HIN accounts for **3.4 miles** of centerline miles (all on state highways)
  - **2.3 miles** of State Highway 82
    - 7<sup>th</sup> Street to southern city limits
  - **1.1 miles** of Highway 6 (Frontage Road)
    - Highway 6 roundabout to Donegan Road
- HIN includes **4 intersections**
  - SH 82 & 27<sup>th</sup> St
  - SH 82 & 10<sup>th</sup> St
  - Highway 6 & Linden Ave
  - Red Mountain Dr & Midland Ave



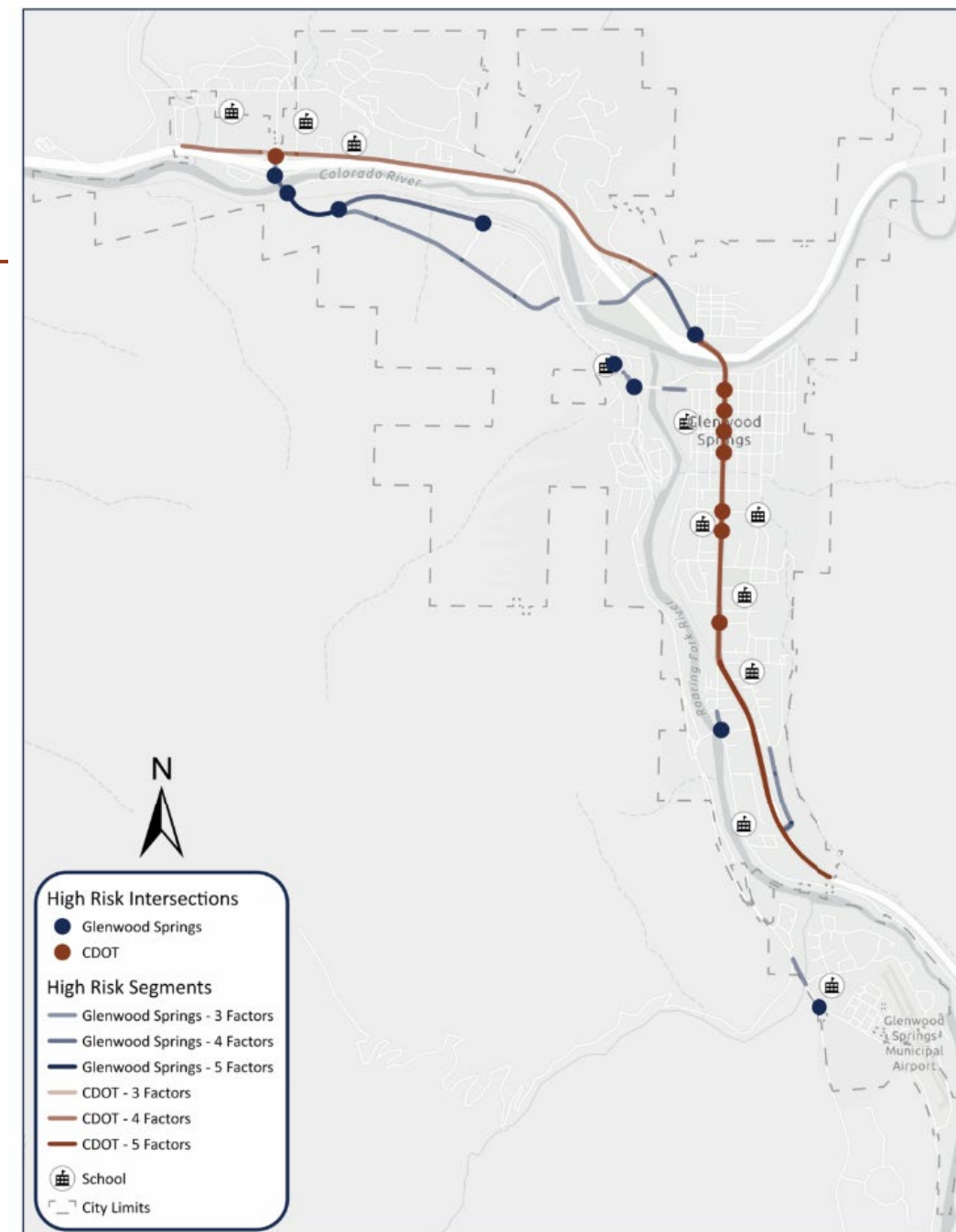
# HIN Segments & Intersections

| Segment   | Roadway Ownership | Limits                           | Weighted Crashes/Mile |
|-----------|-------------------|----------------------------------|-----------------------|
| SH 82     | CDOT              | 7th Street to 14th Street        | 13                    |
| SH 82     | CDOT              | 22nd Street to City Limits       | 8                     |
| SH 82     | CDOT              | 14th Street to 22nd Street       | 5                     |
| Highway 6 | City              | Hwy 6 Roundabout to Donegan Road | 7                     |

| Intersection Name                     | Roadway Ownership | Weighted Crashes | Threshold |
|---------------------------------------|-------------------|------------------|-----------|
| SH 82 & 27th Street                   | CDOT              | 8                | 4         |
| SH 82 & 10th Street                   | CDOT              | 4                |           |
| W 6th Street and Linden Avenue        | City              | 4                | 2.4       |
| Red Mountain Drive and Midland Avenue | City              | 3                |           |

# High Risk Network (HRN)

- HRN accounts for **7.9 miles** of centerline miles
  - **3.3 miles** of city roadways
  - **4.6 miles** of state highways
- HRN includes **17 intersections**
- Includes segments and intersections where **3 or more** risk factors are met
  - At least one of the risk factors must be a roadway characteristic



# High Risk Intersection Factor Thresholds

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| Variable                          | HRN Threshold                                                                      | Type                       |
|-----------------------------------|------------------------------------------------------------------------------------|----------------------------|
| Intersection Control              | Traffic Signal/Roundabout                                                          | Roadway Characteristic     |
| Crossing Type                     | Marked                                                                             | Roadway Characteristic     |
| Trail Crossing (At-Grade)         | Marked/Unmarked/Partially Marked                                                   | Roadway Characteristic     |
| Activity Generators (in .10 mile) | Adjacent to parks                                                                  | Non-Roadway Characteristic |
| Activity Generators (in .10 mile) | Adjacent to transit stops (including RFTA/Ride Glenwood stops, and Amtrak Station) | Non-Roadway Characteristic |
| Land Use/Zoning                   | Mixed Use/Residential                                                              | Non-Roadway Characteristic |

# High Risk Segment Factor Thresholds

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| Variable                          | HRN Threshold                                                 | Type                       |
|-----------------------------------|---------------------------------------------------------------|----------------------------|
| Functional Class                  | Principal & Minor Arterial/Commercial Collector/State Highway | Roadway Characteristic     |
| Number of Lanes                   | 3 or more                                                     | Roadway Characteristic     |
| Posted Speed Limit                | 30 mph or greater                                             | Roadway Characteristic     |
| Activity Generators (in .10 mile) | Adjacent to parks                                             | Non-Roadway Characteristic |
| Activity Generators (in .10 mile) | Adjacent to transit stops                                     | Non-Roadway Characteristic |
| Land Use/Zoning                   | Commercial/Mixed Use/Resort                                   | Non-Roadway Characteristic |

# High Risk Intersections

| Intersection Name                                  | Roadway Ownership | Number of Risk Factors Meeting Threshold |
|----------------------------------------------------|-------------------|------------------------------------------|
| Mel Rey Road/Highway 6 roundabout                  | CDOT              | 6                                        |
| Riverine Road/Midland Avenue roundabout            | City              | 5                                        |
| SH 82 & 9th Avenue                                 | CDOT              | 4                                        |
| SH 82 & 10th Avenue                                | CDOT              | 4                                        |
| SH 82 & 14th Avenue                                | CDOT              | 4                                        |
| SH 82 & 20th Avenue                                | CDOT              | 4                                        |
| Midland Avenue & 8th Street                        | City              | 4                                        |
| Laurel Street/6th Street roundabout                | City              | 4                                        |
| SH 82 & 15th Street                                | CDOT              | 3                                        |
| SH 82 & 11th Street                                | CDOT              | 3                                        |
| SH 82 & 8th Street                                 | CDOT              | 3                                        |
| 27th Street/Grande Avenue roundabout               | City              | 3                                        |
| Midland Avenue & Wulfson Road                      | City              | 3                                        |
| Midland Avenue & Devereux Road                     | City              | 3                                        |
| Midland Avenue & W Meadows Drive                   | City              | 3                                        |
| Midland Avenue & Red Mountain Drive                | City              | 3                                        |
| Midland Avenue/Airport Road/4 Mile Road roundabout | City              | 3                                        |

# High Risk Segments

| Segment        | Roadway Ownership | Limits                                                                             | Number of Risk Factors Meeting Threshold |
|----------------|-------------------|------------------------------------------------------------------------------------|------------------------------------------|
| SH 82          | CDOT              | 23rd Street to Glenwood Springs boundary                                           | 5                                        |
| Midland Avenue | City              | Devereux Road to Wulfson Road                                                      | 5                                        |
| SH 82          | CDOT              | N River Street to 23rd Street                                                      | 4                                        |
| Highway 6      | CDOT              | Center Drive to approach to Mel Dey Road roundabout                                | 4                                        |
| Highway 6      | CDOT              | Mel Rey Road roundabout to Devereux Road                                           | 4                                        |
| Highway 6      | City              | Devereux Road to W 6th Street/Laurel Street roundabout                             | 4                                        |
| Midland Avenue | City              | Wulfson Road to W Meadows Drive                                                    | 4                                        |
| Midland Avenue | City              | South of Riverine Road/Midland Avenue roundabout to Devereux Road                  | 4                                        |
| Highway 6      | CDOT              | West of Mel Rey roundabout to intersection with northern intersection with Mel Rey | 3                                        |
| Mel Rey Road   | City              | Mel Rey Road roundabout to Riverine Road/Midland Avenue roundabout                 | 3                                        |
| Wulfson Road   | City              | Midland Avenue (west junction) to Midland Avenue (east junction)                   | 3                                        |
| Blake Avenue   | City              | SH 82 to Palmer Avenue (south/west of Roaring Fork Marketplace)                    | 3                                        |
| N River Street | City              | SH 82 to 6th Street and to Laurel Street/6th Street roundabout (both forks)        | 3                                        |
| Grand Avenue   | City              | South of Cisar Court to 27th Street                                                | 3                                        |
| Midland Avenue | City              | County Rd 127 to Mount Sopris Drive                                                | 3                                        |
| Midland Avenue | City              | Overline Drive to W 8th Street                                                     | 3                                        |
| 8th Street     | City              | W 7th Street to Defiance Avenue                                                    | 3                                        |
| Devereux Road  | City              | Centennial Drive to Highway 6                                                      | 3                                        |



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# Phase 1 Engagement Takeaways

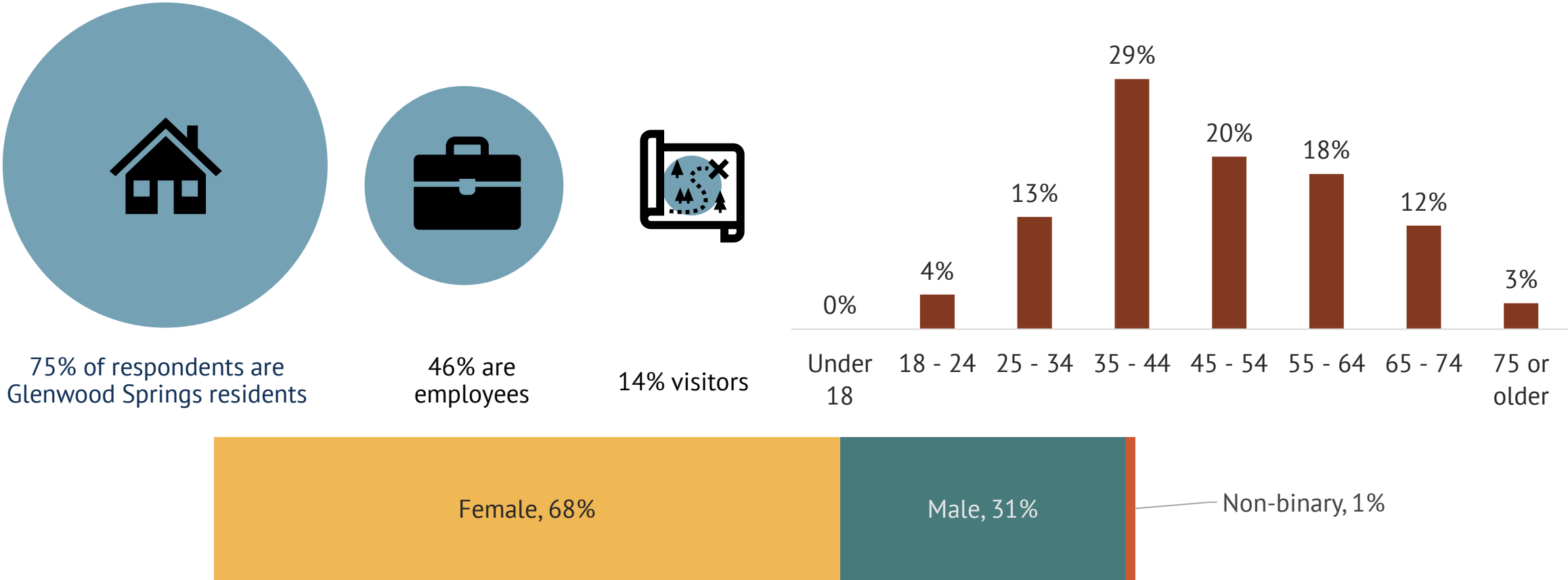
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# Phase 1 Feedback Summary

537 individual respondents to the survey



# Survey - Key Insights

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- **52% of respondents** have been seriously impacted by traffic crashes in Glenwood Springs in the past decade, either personally or through someone they know.



- **96% of respondents** drive in Glenwood Springs regularly (more than once a month), and **half regularly use walking** as a form of transportation.



- The mode citizens reported feeling the **safest using was public transportation (bus or train)**, with 62% saying they felt safe. 47% report feeling safe driving, and 29% biking.



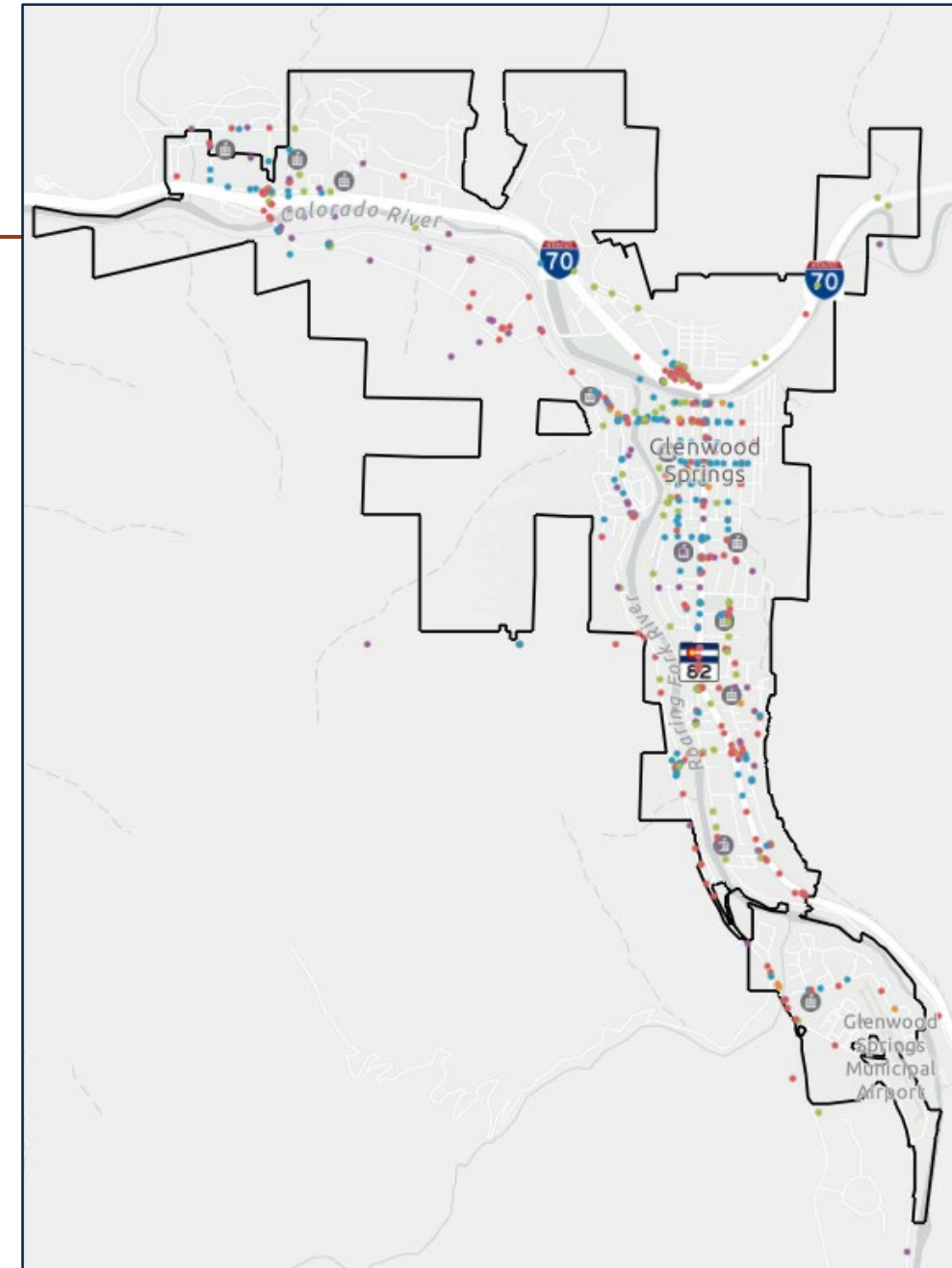
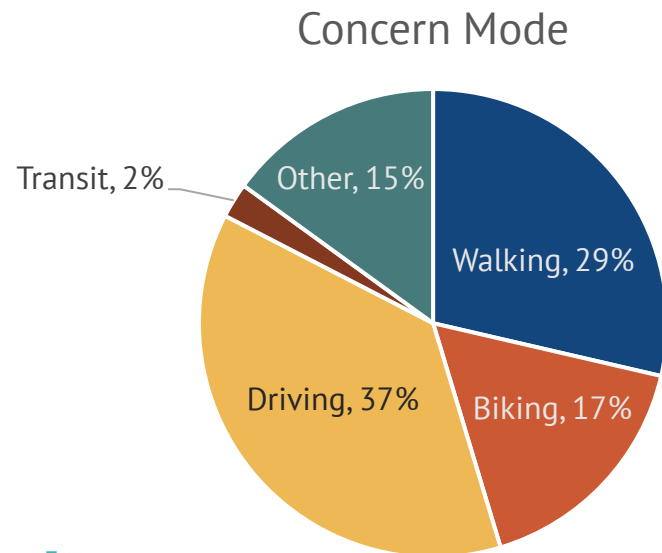
- More than **70% of all respondents** said that **distracted/aggressive drivers** and **speeding/drivers not following traffic laws** were their top two traffic safety concerns.



- The majority of respondents **avoid traveling at certain days/times**, avoid certain streets, and change their routes due to traffic safety issues.

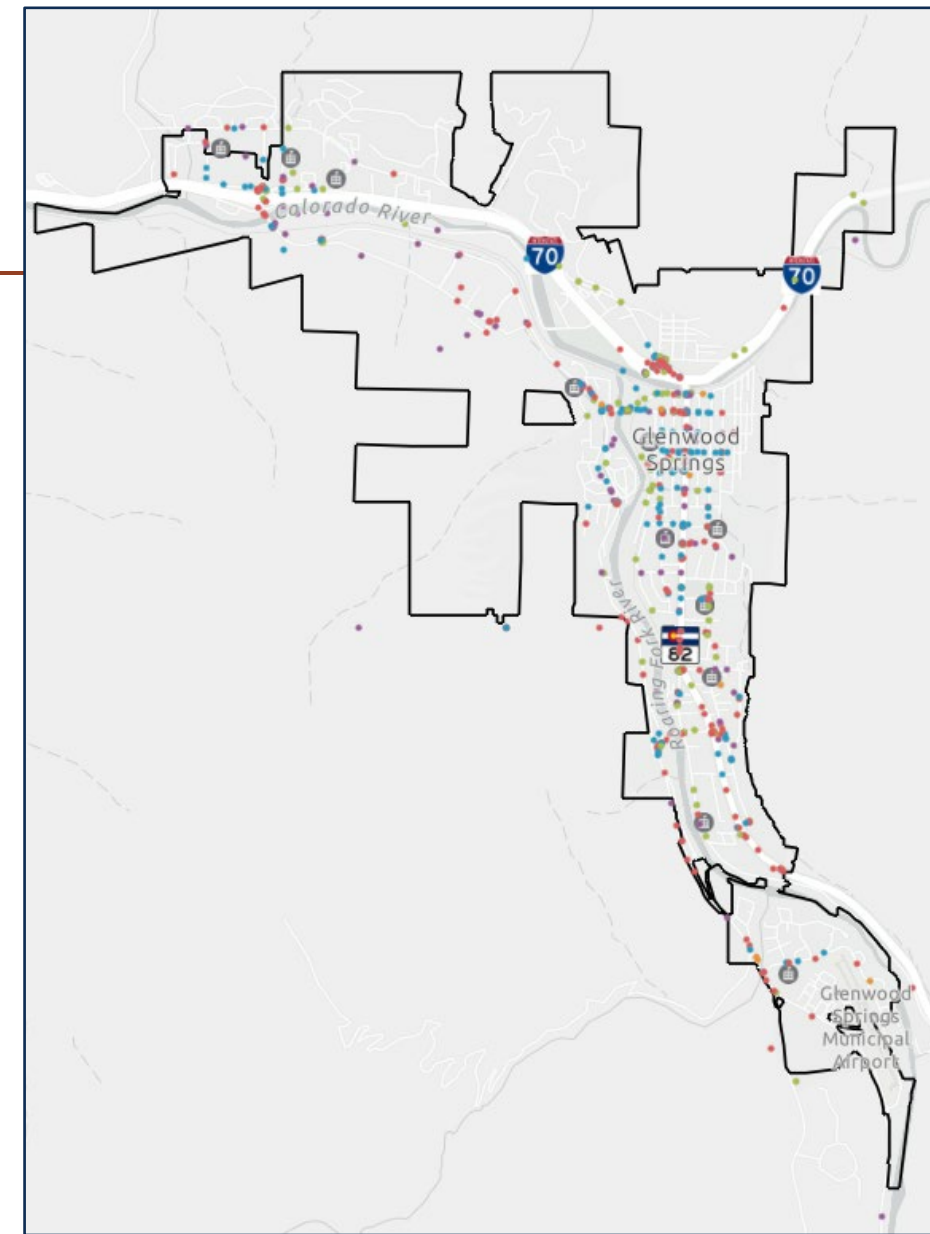
# Mapping - Participation

- 580 points placed on the public safety map
- 37% of points were driving concerns, 29% were walking concerns
- The majority of concerns (92%) are experienced on a weekly, if not daily, basis



# Community Feedback Hotspots

- **Grand Ave/SH 82/23rd St**
- Pitkin Ave: 9th St to 14th St
- **10th St: Pitkin Ave to Palmer Ave**
- Midland Ave/27th St roundabout
- Blake Ave/Hyland Park Dr
- Midland Ave/13th St
- 11th St: School St to Colorado Ave
- SH 82/22<sup>nd</sup> St
- **8th St/Pitkin Ave**
- **8th St/Colorado Ave**
- 12th St Ditch: Pitkin Ave to Bennett Ave
- Around Glenwood Springs Elementary School



**\*Hotspot** = cluster of 5+ comments at location  
not on HIN/HRN



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# Engagement Phase 2

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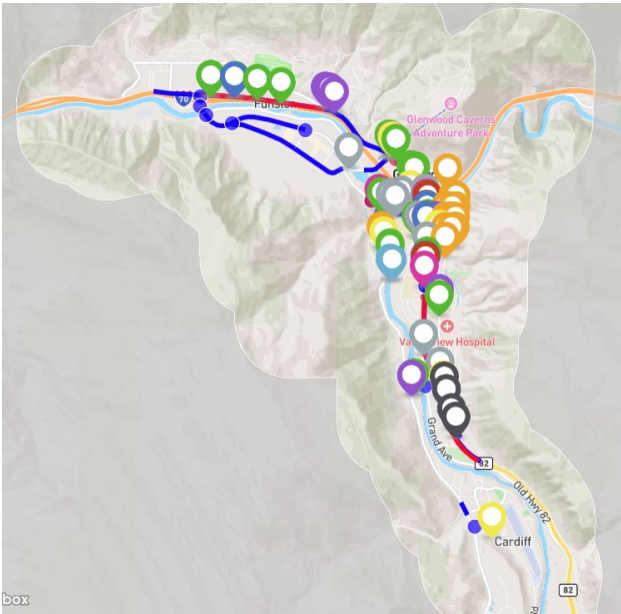


200+ survey responses  
~100 map pins

# Engagement Overview

- **Engagement Window:** February 7 – March 7
- **Online:** Survey & Safety Map
- **Pop-Ups:**
  - **February 13:** RFTA Park and Ride/27th Street Bus Station & Glenwood Springs High School Basketball Game
- **Neighborhood Meetings:**
  - **February 10:** SH 82 Corridor Community Meeting
  - **February 11:** South Glenwood Community Meeting
  - **February 24:** West Glenwood Community Meeting
  - **March 4:** Downtown Community Meeting
  - **March 5:** Midland Corridor Community Meeting

|   |                                                                                                                                                                   |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ● | Instituting No Right on Red<br>Prohibición de girar a la derecha en rojo                                                                                          |
| ● | Instituting Red Light and Speed<br>Enforcement Cameras<br>Instalación de cámaras de control de<br>velocidad en semáforos en rojo                                  |
| ● | Redesigning Specific Neighborhood<br>Roadways to Decrease Vehicle Speeds<br>Rediseño de determinadas vías vecinales<br>para reducir la velocidad de los vehículos |
| ● | Reallocate Roadway Space for increased<br>Multimodal Accessibility<br>Reasignar espacio de carreteras para<br>aumentar la accesibilidad multimodal                |
| ● | Enhancing Crosswalks<br>Mejorar los pasos de peatones                                                                                                             |
| ● | More Signal Time on Crosswalks<br>Más tiempo de señalización en los pasos<br>de peatones                                                                          |
| ● | Improving Lighting on Roads, Sidewalks,<br>Bikeways, and Paths<br>Mejor iluminación de carreteras, aceras,<br>carriles bici y caminos                             |
| ● | Improving Existing & Building New Bike<br>Lanes<br>Construcción de nuevos carriles bici y<br>renovación de los existentes                                         |
| ● | Improving Existing & Building New<br>Sidewalks and Walking Paths<br>Mejorando las banquetas y los caminos<br>peatonales                                           |
| ● | Improving Visibility of Bus-Only Roadway<br>Lanes<br>Mejor visibilidad en los carriles exclusivos<br>para autobuses                                               |





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# Focus Areas & Prioritization

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# Focus Areas

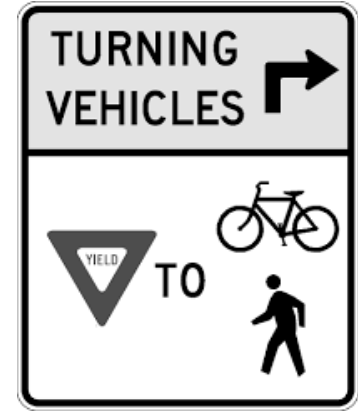
| Location                                                         | Reason for Inclusion | Exhibit Development Details                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SH 82 Corridor<br>7 <sup>th</sup> Street to southern city limits | HIN & HRN Corridor   | <b>Recommendations include:</b> <ul style="list-style-type: none"> <li>Signal timing/phasing updates</li> <li>Targeted median installation</li> <li>BUS-only lane enhancements</li> <li>Evaluate applicability of red-light running cameras</li> <li>Evaluate applicability of speed mitigation measures (particularly at entrance/exit points to city)</li> </ul> |
| SH 82 & 8 <sup>th</sup> Street                                   | HRN Intersection     | <ul style="list-style-type: none"> <li>Evaluate signal phasing enhancements</li> <li>Investigate options to encourage use of underpass and discourage at-grade crossing</li> <li>Enhance visibility at crossings</li> </ul>                                                                                                                                        |
| SH 82 & 10 <sup>th</sup> Street                                  | HIN Intersection     | <b>Recommendations include:</b> <ul style="list-style-type: none"> <li>Add reflective backplates to signals</li> <li>Update signal phasing</li> <li>Evaluate LPI for all walk signal movements</li> <li>Install school crossing signs on signal poles</li> <li>Add “turning vehicles yield to pedestrians” signage</li> </ul>                                      |





# Focus Areas

| Location                                                                                          | Reason for Inclusion    | Exhibit Development Details                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SH 82/23<sup>rd</sup> Street</b>                                                               | <b>Feedback Hotspot</b> | <ul style="list-style-type: none"> <li>Evaluate bicycle/pedestrian movements</li> <li>Integrate recommendations with future 23rd Street north-side 10-foot multi-use path</li> </ul>                                                       |
| <b>W 6<sup>th</sup> Street</b><br>RRFB crossing at 1st Street to Devereux Road                    | <b>HIN Intersection</b> | <ul style="list-style-type: none"> <li>Evaluate approach/departure to existing RRFB</li> <li>Focus on pedestrian connections to nearby destinations</li> <li>Integrate with 6<sup>th</sup> Street Corridor Plan recommendations</li> </ul> |
| <b>8th Street</b><br>Pitkin Avenue to SH 82                                                       | <b>Feedback Hotspot</b> | <ul style="list-style-type: none"> <li>Focus on multimodal upgrades</li> <li>Enhance crossings and sight lines</li> </ul>                                                                                                                  |
| <b>Midland Ave Corridor</b><br>Gilstrap Court to W Meadows Drive, and Overlin Drive to 8th Street | <b>HRN Corridor</b>     | <ul style="list-style-type: none"> <li>Evaluate need for proposed speed limit enforcement and traffic calming measures</li> <li>Evaluate for addition of LPI and enhanced pedestrian crossing at 8th Street intersection</li> </ul>        |



# Focus Areas

| Location                                                                                                           | Reason for Inclusion                                      | Exhibit Development Details                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Glenwood Elementary Safe Routes to School Access</b><br>10 <sup>th</sup> Street: School Street to Palmer Avenue | <b>Feedback Hotspot</b>                                   | <ul style="list-style-type: none"> <li>Evaluate corridor for application of traffic calming treatments</li> <li>Evaluate addition of green-backed striped bike lane to tie into Blake/Pitkin facilities</li> </ul>                                                                                                                                            |
| <b>Highway 6</b><br>Mel Rey Road roundabout to Donegan Road                                                        | <b>HIN Corridor/ Intersection &amp; Roundabout design</b> | <ul style="list-style-type: none"> <li>Evaluate bus stop access improvements (including recommending moving, as needed)</li> <li>Evaluate crossing enhancements (potential RRFBs and raised crossings)</li> <li>Evaluate roundabout design best practices</li> <li>Evaluate I-70 off-ramp stop/yield control</li> <li>Proposed median installation</li> </ul> |

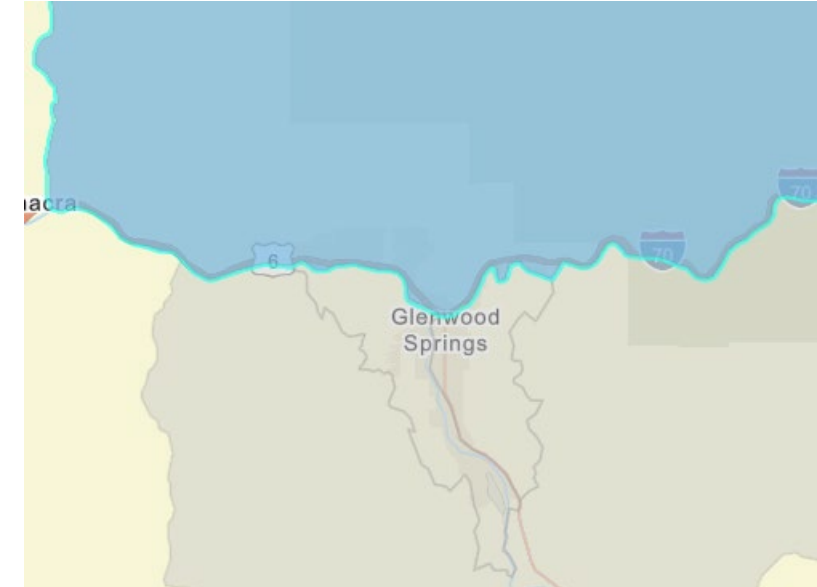


# Equity Index Map Layer Overview

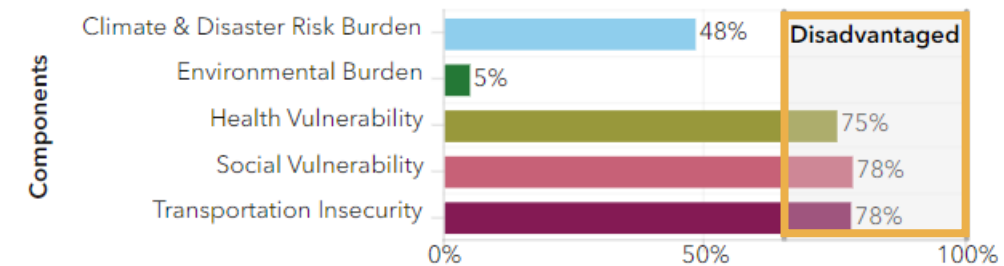
**Goal:** Identify underserved communities through data, analyses, and in collaboration with appropriate partners

## Purpose:

- “Equity Considerations” is an SS4A Action Plan component
  - Beneficial for future grant applications
- Support CSAP prioritization of recommendations (identify focus areas)
  - CSAP Equity Index Layer will provide a more tailored equity index than USDOT’s Equitable Transportation Community Explorer tool (also not currently available online)



Overall Disadvantage Component Scores - Percentile Ranked



# Indicators Included

## Census American Community Survey (ACS) 2018-2022

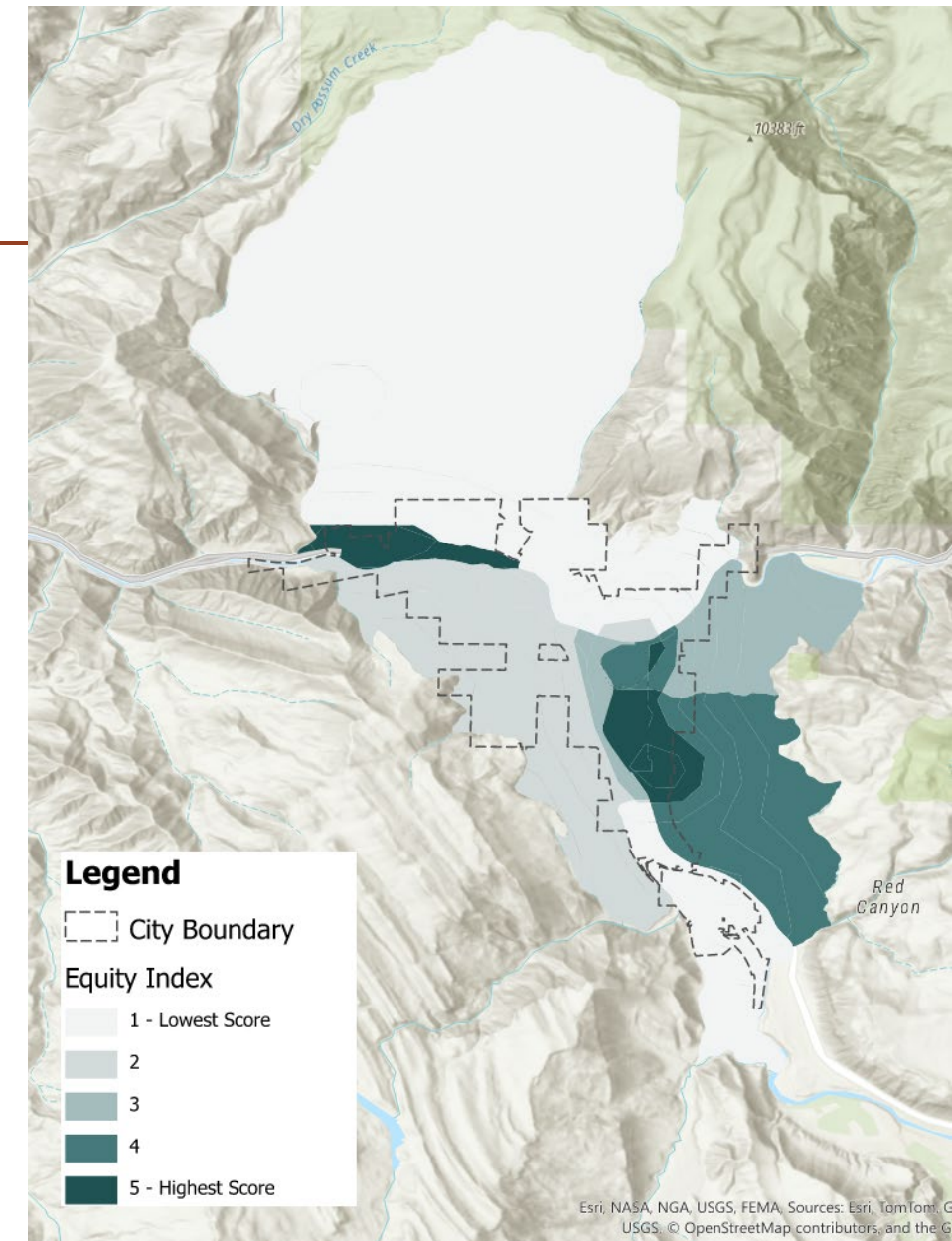
- 17 or Younger
- 60 or Older
- Disability (self reported)
- Housing Cost Burdened (30%+ of income)
- Limited English Household (age 5 or older)
- Low Income (<200% federal poverty line)
- No Vehicle Household
- Person of Color Household (not “white alone)

## Census OnTheMap (2022)

- Concentration of low wage jobs
  - \$1,250 per month or less

## CDPHE EnviroScreen (2018-2024)

- Areas facing higher environmental/health burdens





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# CSAP Development Preview

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# CSAP Outline

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- 1. Public commitment from leadership (Mayor letter)**
- 2. Executive Summary (under 5 pages)**
- 3. Introduction**
  - I. Vision Zero & Safe System overview
  - II. Regional safety goals (Glenwood Springs, Garfield County, CDOT)
  - III. Building upon/updating initial goals from LRSP
    - i. Reduce the number of fatal crashes to Zero by 2030
    - ii. Reduce the number of severe injury intersection crashes by 50% by 2030
    - iii. Reduce the number of severe injury pedestrian/bicycle crashes to Zero by 2030
  - IV. Safety nexus from recent studies & complementary efforts
- 4. Safety Analysis Recap (crash data findings, HIN & HRN)**

# CSAP Outline

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- 5. Community Feedback Themes**
- 6. Systemic Countermeasures (toolbox)**
- 7. Action Plan Strategies**
  - 5. Actionable/trackable metrics
- 8. Strategies for Success**
  - 1. Prioritized projects
  - 2. Fact sheets for priority locations/focus areas
  - 3. Funding recommendations
- 9. Monitoring & Evaluation**
  - 5. Annual progress reporting on Vision Zero/safety goals



# CSAP Next Steps

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- **Ongoing:** Focus area exhibit development with cost estimates
- **~4/28-5/2:** High-level community review of CSAP
- **5/1:** Draft CSAP review/update with Council
- **~June:** CSAP adoption meeting with Council





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# QUESTIONS?

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**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Parking Enforcement

**Action Requested:** Discussion only

**Department:** Police Department

**Presented By:** Joseph Deras

**Strategic Goals:** Protect and Preserve our Quality of Life  
Ensure Public Safety

**Background Info:** The work session will be an update on our parking enforcement efforts and compliance.

**Issues:** None at this time.

**Fiscal Impact:** This will be a revenue generator.

**Legal Review:** NA

**Staff Recommendation:** NA



**City of Glenwood Springs  
Police Department**  
101 W. 8<sup>th</sup> Street  
Glenwood Springs, CO 81601

Telephone (970) 384-6500  
<https://glenwoodpolice.com>

**JOSEPH H. DERAS**  
Chief of Police

DATE: March 10, 2025

TO: Steve Boyd, City Manager

FROM: Joseph Deras, Chief of Public Safety

RE: Parking enforcement strategy

CC: City Council

Mr. Boyd,

**BACKGROUND:**

In 2024 the city adopted technology to enhance the police department's ability to monitor parking violations. The City has entered a contract with a vendor for software, hardware and back-end citation processing. This process has relieved the municipal court from processing the citations and serves as a force multiplier by increasing the number of identified violators.

As we have moved through the year, we have monitored various data points with this system as we anticipate an evolving policy posture related to parking and traffic management systems. We have found there are 21 repeat violators of parking regulations. The violators have 4 or more unpaid citations. The goal is to achieve at least a 70% compliance rate.

As of today, there are 300 unpaid citations which equate to approximately \$12,000. in lost revenue.

In researching this further, we have determined there is no mechanism in place to hold those responsible for their fines/fees. Essentially, violators are in a position to simply disregard the citation (trash etc.) and there is no additional follow-through or accountability beyond a stern warning letter.

The department has evaluated options to close that gap and allow for the recovery of those fees. The adopted budget has a revenue of \$100,000. directly attached to parking fines/fees.

The goal is to identify and modify the behaviors of habitual violators. The options offered below would affect those violators with three or more outstanding fines/violations over 30 days.

**OPTIONS:**

#1: Implement a system to immobilize vehicles until full remittance is made to the city. There are a variety of systems available and widely used in the U.S. The most common is a boot which secures wheels of a vehicle. It is affixed to a vehicle and secured through a locking mechanism. Once any arrears are cured, department personnel remove the device. **NOT RECOMMENDED**

#2: A device called the Barnacle Enforcement Solution. This device is affixed to the windshield of the violator's vehicle. This device is applied with 750 PSI. The violator is required to use an app to pay the parking fees/fines. This includes a deposit. They are provided with an access code, and they use that code to enter into the barnacle and it is then released. The violator takes the barnacle device to a kiosk which may be placed in a few locations around the city. Once they leave the barnacle in the kiosk, their deposit is refunded. The cost of each barnacle is \$3600. per year, per device. If a device is stolen or it is not returned, we would lose the device. The city could pursue a civil claim against the registered owner, and there are court and attorney fees involved. It is anticipated that compliance would increase, yet we would still incur annual leasing costs for the units.

**NOT RECOMMENDED**

#3: This option would authorize police department staff to impound a violator's vehicle. A designated number of unpaid citations would trigger the impound. The vehicle would be held until all fines are remitted. We are aware of other Colorado communities who use all three of the above options. The city of Aspen is utilizing option #3. They deemed a threshold of five (5) unpaid citations triggers the impound. They reported that after a public education campaign and a few impounds, word spread and the scofflaws have all but evaporated.

**RECOMMENDATION:**

The police department recommends adopting the impound policy (option #3). There is no capital outlay for this option. There are monetary risks/exposures in options #1 & 2. Colorado does not have an option to work with the DMV or county authorities to attach outstanding fines to the registered owner or the registration fees to violators. We have NO recovery system in place. As we continue to invest in technologies to enhance our parking and traffic enforcement systems, we need a recovery program to be effective. With this option the registered owner will receive a courtesy notice informing them of the follow-through. In the spirit of warnings, we would direct registered owners to the public outreach we will do, the policy posted on the department's web page and the citations themselves would also serve as notice of the violations. We currently have 300 unpaid parking fines and approximately \$12000.00 in outstanding fines. The department would work with the City Attorney's office to draft language to amend the code and provide the authority for this enforcement.



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

|                              |                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>          | Slate Annual Report                                                                            |
| <b>Action Requested:</b>     | Staff and Slate Communications will share an update on communications and engagement projects. |
| <b>Department:</b>           | City Administration                                                                            |
| <b>Presented By:</b>         | Steve Boyd                                                                                     |
| <b>Strategic Goals:</b>      | Provide Efficient and Responsive City Government<br>Generate Sustainable Economic Development  |
| <b>Background Info:</b>      | Slate has been with the City since March of 2024.                                              |
| <b>Issues:</b>               | NA                                                                                             |
| <b>Fiscal Impact:</b>        | The 2025 budget has \$125,000 in the General Fund for this agreement.                          |
| <b>Legal Review:</b>         | NA                                                                                             |
| <b>Staff Recommendation:</b> | NA                                                                                             |



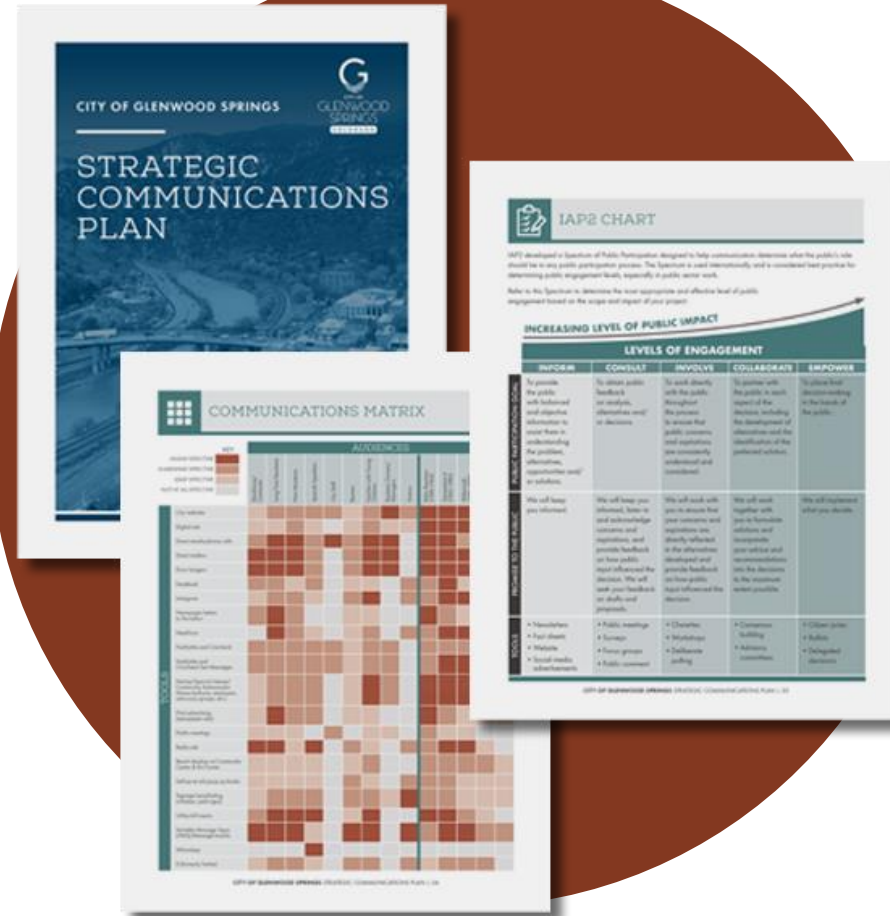
# 2024-2025 Communications Summary

1. Strategic Communications Plan
2. Council Editorial Articles
3. Email Communication
4. Infrastructure Fund Public Information
5. Graphic Design
6. Photo & Video
7. General Communications Partner
8. Other Department Communications Support



# Strategic Communications Plan

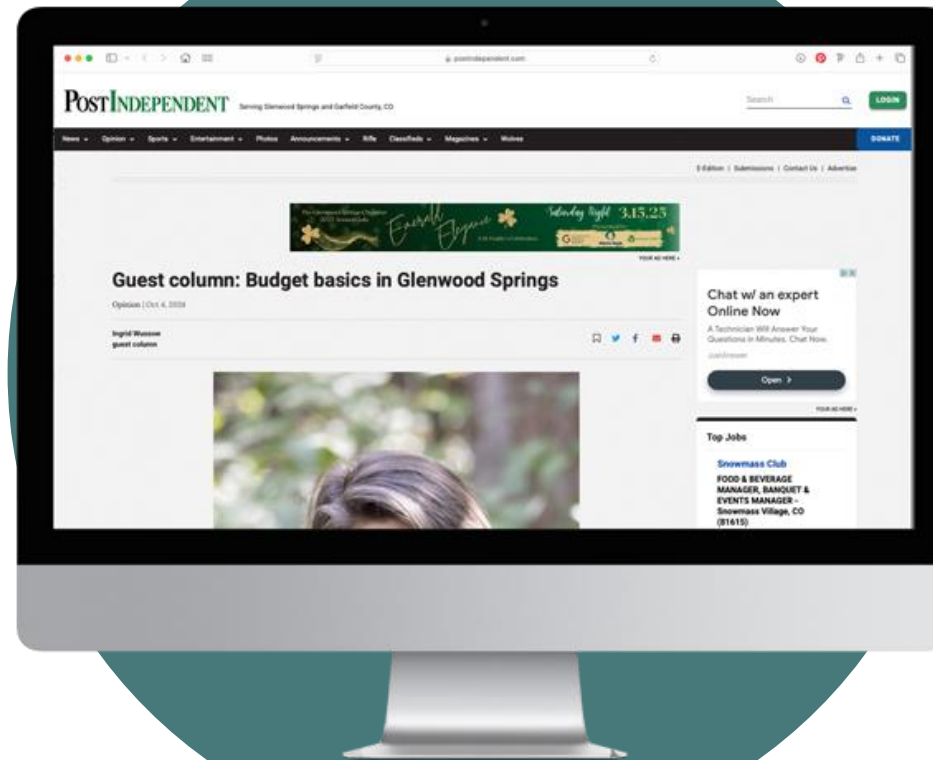
- May-December
- Council member, staff, board and commission, and focus group interviews
- Adopted Strategic Plan on December 5
- Goal: Provide actionable steps to support the City's goals of increasing transparency and community engagement.





# Council Editorials

- 8 published articles varying from the infrastructure fund, affordable housing, budget highlights, community involvement, South Bridge, and more
- Published on City website
- Goal: Share project successes and noteworthy milestones. Highlight the work of staff, departments, and programs that positively impact the community.
- *\*Strategic Plan Action Item*



# Email Communication

- Formalized monthly email newsletter process
- English and Spanish
- Council recap emails following each Council Meeting
- Goal: Tell the full story about City Council decisions.
- *\*Strategic Plan Action Item*



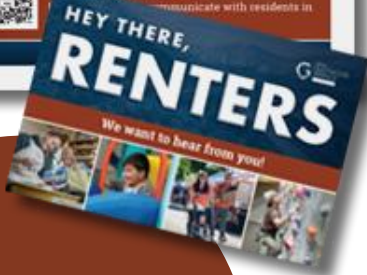
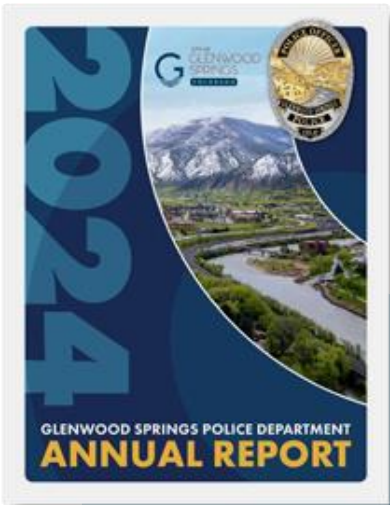
# Infrastructure Fund Public Information

- Fund icon development
- Website landing page
- One-sheeter informational page
- ‘Project Funded By’ signage for current projects
- Video features
- Goal: Transparency and public education



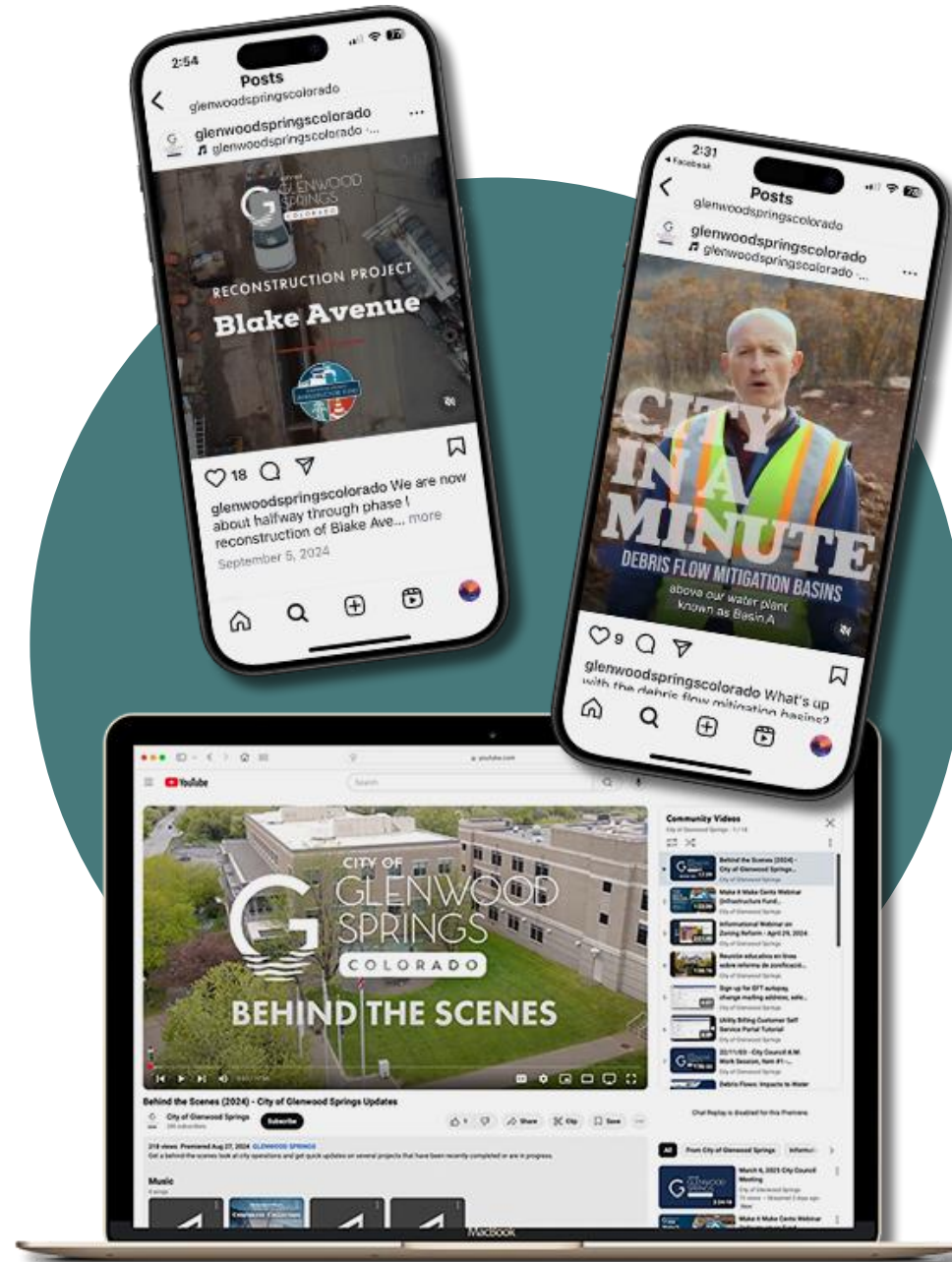


# Graphic Design



# Photo & Video

- Behind the Scenes video
- City in a Minute series
- Infrastructure Fund informational videos





# General Communications Partner

- Strategic communications advising
- Media relations assistance and press release creation
- Crisis communications strategic support
- Weekly check in meetings with staff
- Social media support
- Website update and page creation



# Other Department Support

- Pay As You Throw Program
- Transit and Microtransit
- Broadband
- Fire Department
- Police Department
- Community Development and Affordable Housing
- Engineering and Construction
- Finance





# Questions?





**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** March 6, 2025 Council Minutes

**Action Requested:** March 6, 2025 City Council Minutes

**Department:** City Clerk

**Presented By:**

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:**

**Issues:**

**Fiscal Impact:**

**Legal Review:**

**Staff Recommendation:**



MINUTES  
CITY OF GLENWOOD SPRINGS  
CITY COUNCIL MEETING  
MARCH 6, 2025  
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. 5:10 Roll Call

**Present:** Councilor Simms, Councilor Schachter, Councilor Weimer, Mayor Pro Tem Dehm, and Councilor Zalinski. **Absent:** Mayor Wussow and Councilor Godes.

**Staff Present:** Also present were City Manager Steve Boyd; City Clerk Ryan Muse; City Attorney Karl Hanlon, Finance Director Yvette Gustad, Director of Economic and Community Development Hannah Klausman, Director of Public Works Matthew Langhorst, and City Engineer Ryan Gordon.

### Item 6. 5:23 Agenda Changes & Conflicts

There were none.

### Item 7. 5:35 Council Announcements

There were none.

### Item 8. 5:45 Citizens Appearing Before Council (for items not on the agenda - comments limited to 3 minutes)

John Haines, a Glenwood Springs property owner, made comments about water utility pricing. He was directed to follow up with Public Works Director Matt Langhorst.

Barbara Boyles, a Glenwood Springs property owner, also asked about the water billing for Glenwood in response to the apartment development in West Glenwood Springs.

Matt Langhorst explained the billing and service charges for water billing and how usages affect those bills.

### Item 9. Consent Agenda 13:02

***Councilor Zalinski moved to approve the consent agenda. Councilor Schachter seconded, and the motion passed unanimously.***

### Item 10. 13:46 Proclamation for National Red Cross Month

***Mayor Pro Tem Dehm presented Jacque Whatsitt with a proclamation honoring the National Red Cross.***

## Item 11. 19:33 Award Lincolnwood Drive Roadway and Storm Sewer Replacement Request for Proposal (RFP) 2025-03P

Steve Boyd, City Manager, presented the item to Council as a project funded by 2A money.

***Councilor Schachter moved to approve Award Lincolnwood Drive Roadway and Storm Sewer Replacement Request for Proposal (RFP) 2025-03P as requested. Councilor Zalinski seconded the motion, and it passed unanimously.***

## Item 12. 21:05 Roaring Fork Valley Wildfire Collaborative

Angie Davlin, Executive Director of the Roaring Fork Valley Wildfire Welfare Collaborative and Kevin Warner, White River National Forest representative, presented.

## Item 13. 32:42 South Bridge Update

Ashley Dostal, Assistant City Engineer, gave an update on the South Bridge project.

## Item 14. 34:09 Tax Incentive Request for Safeway Redevelopment

Hannah Klausman, Economic and Community Development Director, and Robert Miller, the applicant, presented.

***Councilor Schachter moved to deny the Tax Incentive Request for Safeway Redevelopment. Councilor Weimer seconded, and the motion passed unanimously.***

## Item 15. 1:27:24 Resolution 2025-05; Electric Rate Tariff Updates for 2025

Matt Langhorst, Public Works Director, presented the resolution.

***Councilor Zalinski moved to approve Resolution 2025-05; Electric Rate Tariff Updates for 2025. Councilor Schachter seconded, and the motion passed unanimously.***

## Item 16. 1:41:43 Pre-Approved Accessory Dwelling Unit Designs

Watkins Fulk-Gray, City Planner, presented.

***Councilor Zalinski moved to approve Pre-Approved Accessory Dwelling Unit Designs. Councilor Simms seconded, and the motion passed unanimously.***

## Item 17. 1:59:49 Ordinance 2025-07; Code Amendment Section 060 Construction Building Codes related to Residential Fire Sprinkler Regulations

Hannah Klausman, Economic and Community Development Director, and Robin Pitt, Fire Marshall presented.

Mayor Pro Tem Dehm opened the floor to public comments.

Danielle, a Glenwood resident, asked for clarification on new Accessory Dwelling Units and requirements for older homes.

Mark Noel, a local architect, had questions about the qualifications for the necessity of sprinklers and commented on the cost of this requirement.

Patty, a Glenwood resident, asked how a person building an ADU would know if they meet the requirements for installing a sprinkler system.

Mayor Pro Tem Dehm closed the floor to public comment.

***Councilor Weimer moved to approve Ordinance 2025-07; Code Amendment Section 060 Construction Building Codes related to Residential Fire Sprinkler Regulations as presented. Councilor Zalinski seconded, and the motion passed unanimously.***

## Item 18. 2:20:27 Council Comments

Councilor Zalinski announced an event that the River Commission will be happening soon. She also addressed the water billing issues that were brought up during this meeting.

## Item 19. 2:23:01 Report from City Administration

City Manager Steve Boyd and City Attorney Karl Hanlon had nothing to report.

## Item 20. 2:23:17 Social Event Announcement

No social event will take place after the meeting.

## Item 21. 2:23:26 Adjournment

***Councilor Simms moved to adjourn the meeting. Councilor Weimer seconded, and the motion passed unanimously.***



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** River Commission Appointments

**Action Requested:** Appoint River Commissioners

**Department:** City Clerk

**Presented By:**

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** Hunter Causey is recommended for his second term on the commission. He was originally appointed in March 2022 and his first term ends in March 2025. Commissioner Kyle Holt's first term is expiring and he does not wish to be reappointed. Alternate member Erin Riccio has applied to fill the full seat. Causey and Riccio are recommended for appointment by Councilors Weimer and Simms.

### **Composition of the River Commission**

- Seven (8) 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 and one (1) youth who is in the 9<sup>th</sup>-12<sup>th</sup> grade in the City and who shall serve a one-year term.

### **Powers and Duties of the River Commission**

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

**(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.

|                              |                          |
|------------------------------|--------------------------|
| <b>Issues:</b>               | N/A                      |
| <b>Fiscal Impact:</b>        | N/A                      |
| <b>Legal Review:</b>         | N/A                      |
| <b>Staff Recommendation:</b> | Staff defers to Council. |

River Commission Application - Submission #3007

Date Submitted: 2/10/2025

River Commission Application

City of Glenwood Springs  
101 W. 8th St.  
Glenwood Springs, CO 81601

Jim Hardcastle; Long Range Principal Planner  
james.hardcastle@cogs.us  
970-384-6427



Thank you for your interest in serving your community. Please answer all questions on this application.

Membership Qualifications\*

You must qualify with one of the options below to be eligible to serve on the River Commission. Please select the option that applies to you.

- ☒ Resident of Glenwood Springs within city limits.
- ☐ Resident outside of Glenwood Springs city limits, but within the 81601 zip code.
- ☐ Owner of real property or a business within Glenwood Springs city limits.
- ☐ Youth resident (under the age of 18) within the 81601 zip code or attending school within city limits.

Please select today's date\*

2/10/2025

Personal Information

First Name\*

Erin

Last Name\*

Riccio

Occupation\*

Advocacy Director at Wilderness Workshop

Home Address\*

[Redacted]

|                                                             |                                     |                           |
|-------------------------------------------------------------|-------------------------------------|---------------------------|
| <b>City*</b><br>Glenwood Springs                            | <b>State*</b><br>CO                 | <b>Zip Code*</b><br>81601 |
| <b>Mobile Phone Number*</b><br>[REDACTED]                   | <b>Email Address*</b><br>[REDACTED] |                           |
| <b>Home Phone Number</b><br>                                | <b>Work Phone Number</b><br>        |                           |
| <b>Mailing Address (If different than home address)</b><br> |                                     |                           |
| <b>City</b><br>                                             | <b>State</b><br>                    | <b>Zip Code</b><br>       |

**Personal and Professional Interests**

**Why are you interested in serving on the River Commission?\***

I am interested in giving back to my community and applying my professional skills of community engagement, event management, and environmental policy alongside my personal passion for river conservation to further the goals of this commission.

**What do you view as the role of a River Commission member?\***

The role of a River Commission is to help connect and educate the Glenwood Springs community to our amazing rivers and to support, consult, and provide expertise to City Council and other commissions, and stakeholders on matters related to our rivers.

**What personal or professional experience do you have relative to the mission of the River Commission (see Powers and Duties at the end)?\***

I have experience with stakeholder engagement, grant writing, public awareness campaigns, and organizing stewardship and restoration projects, including last year's RiverFest.

**Do you actively participate in activities using the City's open spaces, trails or rivers?\***

Yes, I am frequently rafting the Roaring Fork and Colorado Rivers and spending time hiking and biking on city open space and trails.

**Have you previously served in any policy advisory capacity relative to natural resource protection? If so, state your role.\***

I've served on the Glenwood Springs River Commission as an alternative for the past year.

**What do you see as the role that rivers, trails and open spaces play in the character and function of the Glenwood Springs Community?\***

Rivers, trails, and open spaces are essential to the character and function of our community--they are our lifeblood, providing transportation connectivity, natural spaces for fish and wildlife to thrive, and supporting Glenwood's outdoor recreation economy.



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

Yes.

Are you able to attend a monthly meeting of the River Commission held at 7:30 a.m. on the first Wednesday of each month?\*

Yes.

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

I have one year of experience working on the Glenwood Springs River Commission.

Have you previously served on the River Commission?\*

Yes

---

### Reappointment Applicants

These questions only required for reappointment applicants.

Why do you think you should be reappointed?

I have shown myself to be a dedicated member of this commission even as an alternate. I have attended most monthly meetings in the past year and have stepped up to play a big role in things like RiverFest. I would like to continue all of the great work myself and my fellow commissioners have achieved in the past year. I am also very excited to lend my expertise around stakeholder engagement as we progress on the River Corridor Master Plan and other future projects.

Have you served two full successive terms on the River Commission?

No

---

### Powers and Duties of the River Commission

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

## **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:

1. February:

Planning and Zoning Commission;  
Finance Advisory Board;  
Tourism Management 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;  
Workforce Housing Fund Advisory Board;  
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. Unless it is deemed vital by the City Council that an appointed member of a board or commission be retained in office, 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.

(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)

River Commission Application - Submission #3026

Date Submitted: 2/25/2025

River Commission Application

City of Glenwood Springs  
101 W. 8th St.  
Glenwood Springs, CO 81601

Jim Hardcastle; Long Range Principal Planner  
james.hardcastle@cogs.us  
970-384-6427



Thank you for your interest in serving your community. Please answer all questions on this application.

Membership Qualifications\*

You must qualify with one of the options below to be eligible to serve on the River Commission. Please select the option that applies to you.

- ☒ Resident of Glenwood Springs within city limits.
- ☐ Resident outside of Glenwood Springs city limits, but within the 81601 zip code.
- ☒ Owner of real property or a business within Glenwood Springs city limits.
- ☐ Youth resident (under the age of 18) within the 81601 zip code or attending school within city limits.

Please select today's date\*

2/21/2025

Personal Information

First Name\*

Hunter

Last Name\*

Causey

Occupation\*

Water Resources Engineer

Home Address\*

[Redacted]

|                                                                               |                                     |                           |
|-------------------------------------------------------------------------------|-------------------------------------|---------------------------|
| <b>City*</b><br>Glenwood Springs                                              | <b>State*</b><br>CO                 | <b>Zip Code*</b><br>81601 |
| <b>Mobile Phone Number*</b><br>[REDACTED]                                     | <b>Email Address*</b><br>[REDACTED] |                           |
| <b>Home Phone Number</b><br>[REDACTED]                                        | <b>Work Phone Number</b><br>        |                           |
| <b>Mailing Address (If different than home address)</b><br>1028 Palmer Avenue |                                     |                           |
| <b>City</b><br>Glenwood Springs                                               | <b>State</b><br>CO                  | <b>Zip Code</b><br>81601  |

**Personal and Professional Interests**

**Why are you interested in serving on the River Commission?\***

I am interested in continuing to serve on the Glenwood Springs River Commission because I am passionate about connecting people with rivers and doing so in a sustainable way that doesn't impede conservation efforts. I want to help ensure that Glenwood Springs continues to be a model for responsible river stewardship.

**What do you view as the role of a River Commission member?\***

A River Commission member advocates for the health and sustainability of local rivers by providing input on policies, projects, and community initiatives. They collaborate with stakeholders to balance conservation, recreation, and responsible water use while ensuring the long-term vitality of the City's riparian corridor.

**What personal or professional experience do you have relative to the mission of the River Commission (see Powers and Duties at the end)?\***

As an engineer at the Colorado River District, I work on water management, infrastructure, and conservation projects that give me relevant experience. In my personal life, I enjoy rafting, fishing, running, and biking along our Rivers.

**Do you actively participate in activities using the City's open spaces, trails or rivers?\***

I enjoy rafting on our Rivers, biking and running on the city's trails, and relaxing in the city's parks along the river corridor.

**Have you previously served in any policy advisory capacity relative to natural resource protection? If so, state your role.\***

I am currently a COGS River Commissioner. In my role at the River District, I have served on the Yampa/White/Green River Basin Roundtable, and serve as a board member on the Yampa River Fund.

**What do you see as the role that rivers, trails and open spaces play in the character and function of the Glenwood Springs Community?\***

Rivers, trails, and open spaces are essential to Glenwood Springs' identity, providing recreational opportunities, ecological benefits, and economic value through tourism.

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

Yes, as an engineer and public servant, I am experienced in applying policies and regulations objectively.

**Are you able to attend a monthly meeting of the River Commission held at 7:30 a.m. on the first Wednesday of each month?\***

Yes.

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

I currently serve on the Yampa River Fund (YRF) board and have previously been a member of the Yampa/White/Green Basin Roundtable (YWG BRT). These roles have given me experience in collaborating with diverse stakeholders, balancing different perspectives, and making informed decisions to support water management and conservation efforts.

**Have you previously served on the River Commission?\***

Yes

**Reappointment Applicants**

These questions only required for reappointment applicants.

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

I bring experience in water management, engineering expertise, and a strong understanding of regional river issues. I am committed to thoughtful stewardship of Glenwood Springs' rivers and open spaces and enjoy working collaboratively to support the city's goals. Reappointment would allow me to continue contributing my knowledge and experience to the River Commission's important work.

**Have you served two full successive terms on the River Commission?**

No

## **Powers and Duties of the River Commission**

*(as defined in Title 020 of the Glenwood Springs Municipal Code); (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.
-

## **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:

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Finance Advisory Board;  
Tourism Management 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;  
Workforce Housing Fund Advisory Board;  
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. Unless it is deemed vital by the City Council that an appointed member of a board or commission be retained in office, 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.

(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**  
**March 20, 2025**

**Agenda Item:** Tourism Management Board Appointment

**Action Requested:** Appoint Steve Vanderleest to Tourism Management Board

**Department:** City Clerk

**Presented By:**

**Strategic Goals:** Provide Efficient and Responsive City Government  
Protect and Preserve our Quality of Life  
Generate Sustainable Economic Development

**Background Info:** Justine Smith has resigned from her position and is stepping down from the Board. Steve Vanderleest has applied to be her replacement. He is the Guest Experience Manager for the Rocky Mountaineer. Mr. Vanderleest was interviewed by Councilor Zalinski and City Clerk Ryan Muse on March 13, 2025. Councilor Zalinski would like to recommend Mr. Vanderleest "to fill" the seat with a term ending in February 2027. He would then be eligible for two full terms following this initial stint.

### **Composition of the Tourism Management Board**

- Two (2) representatives from tourism-related businesses located within the city;
- Two (2) representatives from lodging businesses located within the city;
- One (1) representative from restaurant or retail businesses located within city;
- One (1) representative from the Glenwood Springs Chamber Resort Association; and
- 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.

### **Powers and Duties of the Tourism Management Board**

(as defined in Title 020 of the Glenwood Springs Municipal Code); (m) Tourism Management Board.

The powers and duties of the Tourism Management Board shall be:

1. To investigate, study and report to the City Council:
  - 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



- 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.

|                              |                          |
|------------------------------|--------------------------|
| <b>Issues:</b>               | N/A                      |
| <b>Fiscal Impact:</b>        | N/A                      |
| <b>Legal Review:</b>         | N/A                      |
| <b>Staff Recommendation:</b> | Staff defers to Council. |

Tourism Management Board Application - Submission #3031

Date Submitted: 2/28/2025

Tourism Management Board Application

City of Glenwood Springs  
101 W. 8th St.  
Glenwood Springs, CO 81601

Steve Boyd, City Manager  
steve.boyd@cogs.us  
970-384-6422



Thank you for your interest in serving your community. Please answer all questions on this application.

Membership Qualifications\*

You must qualify with one of the options below to be eligible to serve on the Tourism Management Board. Please select the option that applies to you.

- ☒ Two (2) representatives from tourism-related businesses located within the City
- ☐ Two (2) representatives from lodging businesses located within the City
- ☐ One (1) representative from restaurant businesses located within the City
- ☐ One (1) representative from the Chamber Resort Association
- ☐ Three (3) citizens who are residents of the City, that may have a financial interest in a tourism-related business.
- ☐ Youth resident (under the age of 18) within the 81601 zip code or attending school within city limits.

Please select today's date\*

2/28/2025

Personal Information

First Name\*

Steve

Last Name\*

Vanderleest

Occupation\*

Guest Experience Manager

Home Address\*

**City\***

Glenwood Springs

**State\***

Colorado

**Zip Code\***

81601

**Mobile Phone Number\***

**Email Address\***

**Home Phone Number**

**Work Phone Number**

**Mailing Address (If different than home address)**

**City**

**State**

**Zip Code**

---

**Personal and Professional Interests**

**Why are you interested in serving on the Tourism Management Board?\***

I would like to be involved in discussions concerning the city's future growth and management.

**What do you view as the role of a Tourism Management Board member?\***

To explore ideas and proposals that not only expand the city's tourism business, but ideas and proposals that help manage that growth.

**Do you have marketing, advertising, or public relations experience or skills?\***

I have some PR experience, I am also a photographer.

**Do you have tourism industry experience or skills?\***

I am currently in my third season with Rocky Mountaineer, this year as Guest Experience Manager

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

I had quite a few of those in my time as an engineer for the City of Glenwood. You cannot please everyone all the time.

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

I can do that.

**Do you have any existing time commitments that will hamper your ability to serve?\***

no

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

I was on the historical society's board for a few years.

**Have you previously served on the Tourism Management Board?\***

No

**Reappointment Applicants**

These questions only required for reappointment applicants.

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

**Have you served two full successive terms on the Tourism Management Board?**

-- Select One --

**Powers and Duties of the Tourism Management Board**

*(as defined in Title 020 of the Glenwood Springs Municipal Code; (m) Powers and Duties of Tourism Management Board)*

The powers and duties of the Tourism Management Board shall be:

1. To investigate, study and report to the City Council:
  - o 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
  - o 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.

## **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:

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Finance Advisory Board;  
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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;  
Workforce Housing Fund Advisory Board;  
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. Unless it is deemed vital by the City Council that an appointed member of a board or commission be retained in office, 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.

(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**  
**March 20, 2025**

**Agenda Item:** Transportation Commission Appointment

**Action Requested:** Appoint Applicant to Commission

**Department:** City Administration

**Presented By:** Ryan Muse

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** Ralph Trepani is terming out of the Commission in March of 2025. Marc Rebert, a local resident, applied for a seat in December of 2024. On February 28th Councilor Erin Zalinski, Mayor Wussow, and City Transportation Planner, Lee Barger, interviewed Mr. Rebert. They are unanimously recommending him for an appointment to the transportation committee and his first term would expire in March of 2028.

### **Alternate**

- **Adam Decker**  
Appointed: Alternate March 2024  
Term Expires: March 2027
- **Nate Klingenstein**  
Appointed: Alternate March 2024  
Term Expires: March 2027

### **Council Liaison**

- **Erin Zalinski**
- **Ingrid Wussow** (Alternate)

### **Composition of Transportation Commission**

- Eight (8) 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 and one (1) youth who is in the 9<sup>th</sup>-12<sup>th</sup> grade in the City and who shall serve a one-year term.

### **Powers and Duties of the Transportation Commission**

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

**(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.

|                              |                          |
|------------------------------|--------------------------|
| <b>Issues:</b>               | N/A                      |
| <b>Fiscal Impact:</b>        | N/A                      |
| <b>Legal Review:</b>         | N/A                      |
| <b>Staff Recommendation:</b> | Staff defers to Council. |

Transportation Commission Application - Submission #2922

Date Submitted: 12/19/2024

Transportation Commission Application

City of Glenwood Springs  
101 W. 8th St.  
Glenwood Springs, CO 81601

Ryan Gordon City Engineer  
ryan.gordon@cogs.us  
970-384-6413



Thank you for your interest in serving your community. Please answer all questions on this application.

Membership Qualifications\*

You must qualify with one of the options below to be eligible to serve on the Transportation Commission. Please select the option that applies to you.

- ☒ Resident of Glenwood Springs within city limits
- ☐ Resident outside of Glenwood Springs city limit, but within the 81601 zip code
- ☐ Owner of real property or a business within Glenwood Springs city limits
- ☐ Youth resident (under the age of 18) within the 81601 zip code or attending school within city limits.

Please select today's date\*

12/19/2024

Personal Information

First Name\*

Marc

Last Name\*

Rebert

Occupation\*

Sales

Home Address\*

503 Spring St, Apt 3



|                                                         |                          |                           |
|---------------------------------------------------------|--------------------------|---------------------------|
| <b>City*</b><br>Glenwood Springs                        | <b>State*</b><br>CO      | <b>Zip Code*</b><br>81601 |
| <b>Mobile Phone Number*</b>                             | <b>Email Address*</b>    |                           |
| <b>Home Phone Number</b>                                | <b>Work Phone Number</b> |                           |
| <b>Mailing Address (If different than home address)</b> |                          |                           |
| <b>City</b>                                             | <b>State</b>             | <b>Zip Code</b>           |

**Personal and Professional Interests**

**Why are you interested in serving on the Transportation Commission?\***

Contribute to making Glenwood Springs a safer, more efficient place for everyone from a transportation perspective. Taking into account the reality of challenges from transiting commuter traffic on CO-82 to the topography and its limitations.

**What do you view as the role of a Transportation Commission member?\***

Understand the transportation needs of the community; the strengths and weaknesses of the current layout, and relay ideas and suggestions to city council in a clear and constructive way.

**Are you familiar with any Glenwood Springs past transit/transportation studies?\***

I had read the one re: transportation demand management; and also participated in the transit expansion survey in 2023.

**Do you have any particular areas of interest or a particular perspective relating to transit or transportation in Glenwood Springs?\***

Biking/Walking: Improve the existing connections to ride/walk within Glenwood Springs. Improve the cohabitation of the different means of transportations.

Grand Avenue: Taking into account the existing traffic flow, help reduce its impact on safety and walkability around the avenue, especially downtown.

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

Yes.

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

At work, I gathered with a team to develop a project to increase our collaboration with other teams and represented my own team. I decided to block time for the rest of my team to be trained and go through a workshop that we developed that was taking time during their regular workday, making several unhappy with that. I alleviated that by demonstrating the value of the changes to increase our efficiencies and outcomes.

**Transportation Commission members generally meet the first Tuesday of each month at 7:30 AM. Special meetings may occur during the month, such as an evening work session with City Council. In addition to meetings, there are monthly packet materials to review in preparation for the meetings. Do you have any existing time commitments that will hamper your ability to serve?\***

No.

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

No experience but wanting to gain a first experience by learning and contributing in a constructive way with the community in mind.

**Have you previously served on the Transportation Commission?\***

No

**Reappointment Applicants**

These questions only required for reappointment applicants.

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

**Have you served two full successive terms on the Transportation Commission?**

-- Select One --

**Powers and Duties of the Transportation Commission**

*(as defined in Title 020 of the Glenwood Springs Municipal Code; (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.

## **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:

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Finance Advisory Board;  
Tourism Management 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;  
Workforce Housing Fund Advisory Board;  
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. Unless it is deemed vital by the City Council that an appointed member of a board or commission be retained in office, 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.

(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**  
**March 20, 2025**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>          | Public Restroom on North Landing                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Action Requested:</b>     | Approval to purchase a prefabricated restroom building for North Landing.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Department:</b>           | Parks & Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Presented By:</b>         | Rod Tarullo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Strategic Goals:</b>      | Preserve and Improve Infrastructure                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Background Info:</b>      | <p>This restroom is provided by Public Restroom Company of Minden, NV. It is the same company that provided the existing restroom on 7th Street and Colorado Ave.</p> <p>The new structure is similar to the 7th Street unit, providing two private stalls. The exterior finishes are also similar to our existing restroom with the addition of a drinking fountain between the two stalls. By using the same company and designs, there is and will be long-term cost savings in maintenance and upkeep.</p> |
| <b>Issues:</b>               | The lead time for this unit is 240 days from order or approximately late November. The park area will be completed before the unit is on site and operational. With its prefabricated design, it will be crane lifted into place and set without adverse impact to the park. We anticipate the unit being open to the public after the first of next year.                                                                                                                                                     |
| <b>Fiscal Impact:</b>        | The total cost of the unit is \$355,955.00, which includes the building delivered to the site, setting the building on the site pad, and turnkey above-ground installation. To award the project the restroom was put in and funded with \$240,000 from Tourism Fund reserves. The final cost came in over our estimate by \$115,955. This item will include an additional appropriation from the project fund in A&I to appropriate that amount.                                                              |
| <b>Legal Review:</b>         | The City Attorney's office has reviewed the agreement for professional services and exhibit A proposal.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Staff Recommendation:</b> | Staff recommends City Council approve the purchase of a prefabricated restroom building for the North Landing park from Public Restroom Company in the amount of \$355,955.                                                                                                                                                                                                                                                                                                                                    |

## AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES is made this 11th day of march 2025 between the CITY OF GLENWOOD SPRINGS, a home rule municipality under the laws of the State of Colorado ("City"), and PUBLIC RESTROOM COMPANY ("Contractor").

WITNESSETH:

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

1. Scope of Agreement. Contractor agrees to provide the City with services as described on **Exhibit A** attached hereto and incorporated herein.

2. Consideration. The City agrees to compensate Contractor for its services in an amount not to exceed \$355,955.00, as more fully described on **Exhibit A** attached hereto and incorporated herein. A bill for approval and payment on a monthly basis until completion of the services. Each bill shall contain a statement of the time that the Contractor's employees spent on the Project since the previous bill, a brief description of the services provided by each such employee, and an itemization of direct expenses actually incurred. Upon reasonable advance request, the City may inspect and copy Contractor's documentation of time and expenses.

3. Term. This Agreement shall be effective as of its full execution by both parties and shall continue until December 31, 2025 or unless earlier terminated due to completion of the services identified in Section 1 or pursuant to this Agreement. Contractor represents, covenants, and agrees that it will not undertake any obligations or make any commitments that will limit or prevent timely completion of this Agreement.

4. 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.

5. Independent Contractor. Contractor is providing services independently and is not an employee of the City. Contractor shall not be entitled to any benefits provided to City employees. Contractor understands the difference in status between an independent contractor and an employee and acknowledges and stipulates that Contractor 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 Contractor unemployment insurance, social security or any other withholdings. Contractor agrees to be responsible for all such payments required by law.

5.1. Contractor acknowledges and agrees that it is not entitled to unemployment insurance benefits unless unemployment compensation are provided by Contractor or some

other entity. Contractor also acknowledges and agrees to report all payments received from the City on his federal and state income tax returns and is obligated to pay any and all resulting federal and state income tax obligations. Contractor will indemnify the City for any such payments required but not paid.

5.2. Contractor 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 Contractor will indemnify the City for any liability arising out of or caused by Contractor's business and/or persons engaged in operations covered by this Agreement.

5.3. In making and performing this contract, Contractor 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.

6. Employees and Subcontractors. The providing of professional services required under Section 1 of this Agreement shall be the responsibility of the Contractor. Contractor may employ or subcontract with additional persons to assist in the performance of this Agreement. Supervision and payment of any such persons shall be the sole and exclusive responsibility of Contractor.

7. Standard of Care. The standard of care applicable to Contractor's services will be the same degree of care, skill, and diligence employed by professionals performing the same or similar services. In case of any conflict between the interests of the City and any other entity, the Contractor shall fully and immediately disclose the issue to the City and shall take no action contrary to the City's interests.

8. Accessibility.

8.1. Contractor shall comply with and the Work Product provided under this Contract shall be in compliance with all applicable provisions of §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by the State of Colorado Office of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. Contractor shall also comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

8.2. The State of Colorado may require Contractor's compliance to the State's Accessibility Standards to be determined by a third party selected by the State to attest to Contractor's Work Product and software is in compliance with §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S.



8.3. Contractor should comply unless digital accessibility compliance is an undue burden. If that is the case, a written letter stating the same should be returned with the executed agreement.

9. Indemnification.

9.1. Contractor hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, from any and all liability, loss, costs, charges, obligations, expenses, attorneys' fees, litigation, judgments, damages, and claims arising from or out of any negligent act or omission or other tortious conduct of Contractor, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

9.2. Accessibility Indemnification. Contractor shall indemnify, save, and hold harmless the Indemnified Parties, against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys' fees and related costs) incurred by any of the Indemnified Parties in relation to Contractor's failure to comply with §§24-85-101, et seq., C.R.S., or the Accessibility. Standards for Individuals with a Disability as established by State of Colorado Office of Information Technology (OIT) pursuant to Section §24-85-103 (2.5), C.R.S.

10. Responsibilities. Contractor shall be responsible for all damages to persons or property caused by the Contractor, its agents, employees or sub-contractors, to the extent caused by its negligent acts, errors and omissions hereunder.

11. Insurance. Contractor agrees to provide proof of general liability insurance to the City, which names the City as an additional insured thereunder, with appropriate endorsements and with single limit liability coverage of at least One Million Dollars (\$1,000,000.00) and proof of professional liability insurance coverage of at least One Million Dollars (\$1,000,000.00) for each claim and aggregate limit. Contractor shall maintain this insurance for the term of this Agreement.

11.1. Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of Contractor's indemnification obligation. Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

11.2. It is understood and agreed, for the benefit of the City, that the following additional considerations shall apply to all coverage specified herein:

11.2.1. All coverage provided herein shall be primary and any insurance maintained by the City shall be considered excess.

11.2.2. The City shall have the right to verify or confirm, at any time, all coverage, information or representations contained herein, and the insured and its undersigned agent shall promptly and fully cooperate in any such audit the City may elect to undertake.

11.2.3. Advice of renewal is required.

11.3. It is understood and agreed that should any policy issued hereunder be cancelled or non-renewed before the expiration date thereof, or sustain a material change in coverage adverse to the City, the issuing company or its authorized agent shall give notice to the City in accordance with policy provisions.

12. Governmental Immunity. Nothing herein shall be interpreted as a waiver of governmental immunity, to which the City would otherwise be entitled under §24-10-101, et seq., C.R.S., as amended.

13. Termination. If at any time the City is dissatisfied with the services of Contractor for any reason whatsoever, the City may terminate this Agreement effective immediately upon the delivery of written notice to Contractor. In the event of any such termination, the City shall pay Contractor for services rendered to the date of termination. In the event of such termination, Contractor shall promptly deliver to the City all drawings, computer programs, computer input and output, plans, photographic images, analyses, tests, maps, surveys, and written materials of any kind generated in the performance of its services under this Agreement up to and including the date of termination.

14. Agreement Administration and Notice. For purposes of administering this Agreement Rod Tarullo, Director of Parks and Recreation, will 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:                      City Manager  
                                            City of Glenwood Springs  
                                            101 West 8<sup>th</sup> Street  
                                            Glenwood Springs, CO 81601

To the Contractor:              Charles E. Kaufman IV, President  
                                            Public Restroom Company  
                                            2587 Business Parkway  
                                            Minden, NV 89423  
                                            888-888-2060

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

16. No Assignment. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

17. 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.



18. 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.

19. No Third-Party Beneficiaries. The parties intend no third-party beneficiaries under this Agreement. Any person other than the City or Contractor receiving services or benefits under this Agreement is an incidental beneficiary only.

20. Attorneys' Fees. Should this Agreement become the subject of litigation between the City and Contractor, 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.

CITY OF GLENWOOD SPRINGS

By: \_\_\_\_\_

Name: Steve Boyd

Title: City Manager

CONTRACTOR

PUBLIC RESTROOM COMPANY

By: \_\_\_\_\_

Name: Charles E, Kaufman IV

Title: President

**Price Proposal:** North Landing Park - City of Glenwood Springs, CO  
**Date:** January 29, 2025  
**Reference:** 12096-12/19/2024-1  
**Sourcewell:** Contract # 081721-PRM

**Our Offer to Sell:**

**1. Prefabricated Restroom Building delivered to site @ \$ 319,337**

Public Restroom Company (PRC) herein bids to *furnish (building only per plans and specifications, delivered to site with all costs except installation including applicable taxes excluding retention.*

(Retention is not allowed as this is materials or a product fully assembled before shipment to the site and therefore not subject to retention.)

**2. Installation: Turnkey Installation of the Building above @ \$ 35,118 with retention allowed.**

Public Restroom Company also includes in this two-part quotation our turnkey installation package for this building. Our national factory authorized installation team will:

- a. Arrive onsite to confirm and verify the Owner/General Contractor provided scope of work in preparation for installation including access to the site.
- b. Verify the building pad size, building corners, finished slab elevation, utility depth and location, meter size and distance from building, and compaction compliance.
- c. Excavate the utility trenches for placement of our prefabricated underground piping tree for the buildings plumbing and electrical, set the kit in place, provide the water test for inspection before backfilling, and then place the site adjacent coarse sand you provide to us alongside the building pad and screed it level for final building placement. We will need onsite water availability for wetting the sand bed before building placement to consolidate the pad.
- d. Set the building on the site pad.
- e. Connect the utility piping stub ups to the building piping stub down building points of connection for water, sewer, and electrical conduit to the building internal electrical panel.

**3. Owner/General Contractor Final Tie In of Utilities and other site work:**

- a. The Owner/Contractor is responsible for making all final plumbing connections at the 6' POC locations.
- b. The Owner/Contractor is responsible for pulling wire and completing all final tie-ins to the electrical panel from the 6' POC location.
- c. The Owner/Contractor is responsible for preparing the pad/foundation. PRC will trench through provided pad/foundation to run utilities to 6' POC locations.

**4. Total Cost of building and installation @ \$ 354,455**

- a. Optional engineered foundation plans @ \$1,500  
(Geotechnical report must be provided to PRC by others)

**OWNER/GENERAL CONTRACTOR SCOPE OF WORK WITH/WITHOUT FOOTINGS:****Scope of Work Background:**

Owner/General Contractor shall survey the site, establish survey for the building pad and prefabricated building slab elevation and front corners, excavate for building footings (if required), locate footing sleeves for electrical, waste, and water, pour the footings (if required), furnish sand base adjacent to subgrade pad, and provide location for utility POC's nominally 6' outside the foundation.

**Preparation of Building Pad:**

Owner/General Contractor is responsible for providing the building subgrade pad or when required footings to frost depth per Public Restroom Company design specifications. PRC will provide detailed drawings for the subgrade building pad, utilities POC's, and if required the footings, attached to this scope of work.

**Subgrade Pad/Foundation Requirements:**

1. Owner/General Contractor shall survey the building site and provide a finished slab elevation for the prefabricated building. The building pad size we require is larger than the final actual building footprint. Provide building front corner stakes with 10' offsets.
2. Excavate the existing site to the depth of the required footings to local code if required.
3. Furnish coarse concrete sand adjacent to subgrade pad so PRC can cut the utility trenches, install underground utilities, and screed sand.
4. If determined that under slab vapor barrier and or insulation is required, Owner/General Contractor shall provide materials and installation.

**Owner/General Contractor verification of site access to allow Building Delivery:**

1. You certify to PRC that suitable delivery access to the proposed building site is available. Suitable access is defined as 14' minimum width, 16' minimum height, and sufficient turning radius for a crane and 70' tractor-trailer.
2. Our cost is based upon the crane we provide being able to get within 35' from the building center and for the delivery truck to be no more than 35' from the crane center picking point.
3. If the path to the building site traverses curbs, underground utilities, landscaping, sidewalks, or other obstacles that could be damaged, it is the Owner/General Contractor's responsibility for repair and all costs, if damage occurs.
4. If trench plating is required, it shall be the cost responsibility of the Owner/General Contractor.
5. If unseen obstacles are present when site installation begins, it is the Owner/General Contractor responsibility to properly mark them and verbally notify PRC before installation.
6. If weather becomes an issue for safety or site installation delays due to weather, Owner/General Contractor or PRC with General Contractor's confirmation may call-off set. If building set is stopped, relocation of the building modules to an onsite or offsite location may incur additional costs to Owner/General Contractor.

**Installation Notice and Site Availability:**

PRC will provide sufficient notice of delivery of the prefabricated building. The Owner/General Contractor shall make the site available during the delivery period. During the delivery period, on an improved site, Owner should stop site watering several days before delivery to minimize the impact on the soils for the heavy equipment needed for installation.

**Caution: *If site is not ready for our field crew to perform their installation and if no notice of delay in readiness from Owner/General Contractor is received, PRC will provide a change order for re-mobilization on a daily basis until the site is ready for us. Ready means that the site pad is completed, the corner required survey stakes are in place, the slab elevation stakes are in place, the location of the front of the building is confirmed on site, and access to the site is available from an improved roadway. Owner/General Contractor shall sign the change order before we will continue delivery.***

**Public Restroom Company will “turn-key” set the buildings including the hook up of utilities inside the building (only) when they are available. PRC will use its own factory trained staff for the installation.**

**Utility Connections:**

1. PRC to complete all internal building plumbing connections and connections from the electrical panel to building's fixtures. The Owner/ Contractor is responsible for making the **final plumbing connections** at the 6' POC locations.
2. The Owner/Contractor is responsible for pulling the wire and completing the final tie-in to the electrical panel from the 6' POC location.
3. The Owner/Contractor is responsible for commissioning the building once final utility connections are made. This includes flushing & testing all water service lines before final startup.

**Special Conditions, Permits, and Inspection Fees:**

Follow any published specifications governing local building procedures for applicable building permit fees, health department fees, all inspection fees, site concrete testing fees, and compaction tests, if required by Owner. PRC is responsible for all required State inspections and final State insignia certification of the building, if applicable.

**Jurisdiction for Off-site Work:**

Jurisdiction, for permitting and inspection of this building shall be either the State agency who manages prefabricated building compliance in the state or the local CBO (when the State does not provide certification.) If the responsibility for building inspection is the local CBO, we will provide a certified plan set, calculations, and a third-party engineer inspection report for any and all closed work the local official cannot see.

**PUBLIC RESTROOM COMPANY SCOPE OF WORK:****Our In Plant/Off-Site Construction Scheduling System:**

PRC has several off-site manufacturing centers in the United States, strategically located, with the proper equipment and trained staff to fabricate our custom buildings to our high-quality fit and finish standards. PRC manages quality control in our off-site production facility to comply with the approved drawings and provides an inspection certification and photos as required. When proprietary materials, which we have designed and fabricated, are part of the project, PRC supplies the manufacturing centers with these proprietary PRC components. We then schedule the in-plant construction process to coordinate with your delivery date through our Operations Division field staff. We guaranty on time at cost delivery weather permitting.

**Special Payment and Progress Billing Terms:**

Invoicing begins on the 30<sup>th</sup> of the month following an order and/or the acceptance of the proposal/contract. The first progress billing invoice will be issued for the commencement of design and engineering of architectural plans. This will be 10% of the contracted amount. Once construction begins invoicing will commence monthly based on plant percentage of completion, supported by photographs.

In the event of project stoppage, additional fees may be assessed for re-mobilization, storage, crane costs, etc. ***Our discounted project costs are based upon timely payments. Delays in payment could change delivery schedules and project costs.***

**Delivery and Installation:****Site Inspection:**

PRC staff, upon site arrival, will verify the required dimensions of the building pad and the corner locations/elevation. We will also verify the delivery path from an accessible road or street and install the underground utilities to the point of connection nominally 6' from the exterior of the building.

**Installation:**

PRC will install the building turn-key, except for any exclusion (listed under "Exclusions," herein.)

**Installation of Utilities under the Prefabricated Building:**

We fabricate off-site an underground utilities (water, and DWV piping and fittings) preassembled plumbing and electrical tree. Our site staff will set the underground tree into code depth excavated trenches and our staff will install the coarse concrete sand to bed the piping per our submitted drawing.

We provide all the buildings under-slab piping including the driven electrical ground rod. The Owner/General Contractor brings utility services to within 6' of the pad and are responsible for final connections at that point.

**Connection of Utilities Post Building Placement:**

After placement of the building on the pad by PRC, our field staff will tie in the water and sewer connection “inside” the building only and terminate at a point of connection (POC) outside the building clearly marked for each utility service. The Owner/General Contractor is responsible for final utility point of service connections at the nominal 6’ from building locations.

**Electrical:**

PRC provides the electrical conduit to the POC 6’ from the building. The Owner/General Contractor pulls the wire and ties it off on the electrical panel.

**Plumbing:**

PRC provides the POC up to 6’ from the building footprint and the Owner/General Contractor connects the water to our stub out location.

**Sewer:**

Some sites depending on the local jurisdiction will require an outside house trap which Owner/General Contractor shall install if needed. PRC will provide you with a sewer point of connection including a clean out to which Owner/General Contractor will terminate the site sewer service.

**Testing of Water, Sewer, and Electrical in Plant and Final Site Utility Connection:**

Before the building leaves the manufacturing center, PRC certifies a pressure water piping test, DWV, and the electrical connections for compliance with code. While the building is fully tested for leaks at the plant before shipment, road vibration may loosen some plumbing slip fittings and require tightening once the building services (water) is completed. Owner/General Contractor is responsible for minor fitting tightening to handle small slip fitting leaks caused by transportation.

**Time of Completion:**

PRC estimates a 240 calendar day schedule to complete our scope of work from receipt of written notice to proceed together with signed approved architectural submittals; including final construction documents and structural calculations from all authorities required to approve them.

**Exclusions/Exceptions:**

1. **Access issues for delivery of the building by a clear unobstructed path of travel from an improved roadway to the final installation pad or foundation may cause site delays and extra cost at each site. This exclusion covers sites whose access is limited by trees, inaccessible roadways, overhead power lines at location where crane will lift building, grade changes disallowing our delivery trailers with only 4” of clearance to grade, berms, or uneven site grades, or when the path of travel is over improvements such as sidewalks, all of which are not within the scope of work by PRC. On some sites without on-site storage availability for buildings that cannot be set, relocation to a proximal crane yard and later relocated to the site for installation, will incur additional fees at rates that vary depending on local rates. PRC will provide written costs for this additional work by change order.**

2. If weather on site causes site delivery issues, the delivery may have to be diverted to an off-site location and the additional costs will be a change order to the bid. Our staff works with the Owner/General Contractor in advance to make sure sound decisions for delivery are made to avoid this issue. But sometimes Owner/General Contractor take risks for weather, but this risk is clearly at the Owner/General Contractor risk, not PRC.
3. Sidewalks outside the building footprint.
4. Trench plates or matting needed for protection of site soils, sidewalks, hardscaping, or site utilities shall be the responsibility of the Owner/General Contractor. Any site soils damage or other site improvements if damaged during installation shall be the responsibility of the Owner/General Contractor.
5. Not responsible for removing any soil, sand, or other debris as a result of trenching or installation.
6. Survey, location of building corners, finish floor elevation, excavation, and construction of subgrade building pad and footings (if required) per PRC plans.
7. Soil conditions not suitable for bearing a minimum of 1500 PSF with compaction to 90% maximum dry density shall require Owner/General Contractor correction before building placement. If no soils testing report is available before bid, Owner/General Contractor must verify site supporting soils at a minimum of 1500 PSF because that is the least we can place our structures on or Owner/General Contractor or engineer of record must design a foundation system to meet the imposed loads of site placement.
8. Improper water pressure, an undersized meter, or improper water volume flow to the building may necessitate a change order for installation of a building internal diaphragm tank to provide the minimum flow rate and static pressure of up to 60 PSI and a minimum of 40 PSI to properly flush the fixtures. Building water service chlorination, post installation, shall be by Owner/General Contractor.
9. Our bid included crane costs are based on a maximum 35' radius from the center pin of the crane (10' back from the rear of the crane) to the building center point of the furthest building module roof. If additional distance requires a larger crane, additional costs will be assessed by change order to the Owner/General Contractor.
10. Bonds, building permits, a site survey, special inspection fees, minor trash removal (nominally one pickup truck of shipping materials), final utility connections to the on-site water, sewer and electrical are by the Owner/General Contractor. Since the building is fully inspected and tested in plant, minor plumbing leaks (if water is not available when building site work installation is completed) is by the Owner/ General Contractor.
11. Site Traffic Control, if applicable, shall be by Owner/ General Contractor, not PRC.
12. Any equipment installation, site work or special inspections other than described within this proposal, shall be by Owner/General Contractor.
13. Backflow certification if applicable by Owner/ General Contractor.
14. Any Fire Suppression Systems by others, not by PRC.
15. Any future transformers, related shut offs, and disconnects for electrical is by others, not by PRC.
16. If determined that under slab vapor barrier and or insulation is required, Owner/General Contractor shall provide materials and installation.



**Insurance and Prevailing Wage Certification:**

PRC shall comply with the required insurance requirements, wage reports, and safety requirements for the project, including OSHA regulations.

**Special Insurance to protect the Building before acceptance:**

As PRC requires payment for each month of off-site construction, and since the building is not on owner property where their insurance will cover the building, we maintain a special policy that insures the property even when paid for off-site until the building is finally accepted by the owner. This special policy protects the Owner's custom ordered materials to be used in the fabrication of the building during this period. PRC provides this Stock Throughput Policy to cover the building materials from supplier to manufacturer, while it is being built off-site, while in transit to the job site, during and after it is installed on-site until final acceptance. This special policy has a \$1,000,000 coverage limit. This exceeds the cost of any single building we have offered for sale herein.

**Errors and Omissions Insurance:**

Our firm employs licensed architects, engineers, and drafting staff to provide design of our buildings. Since these buildings are required to meet accessibility standards and building codes on site, and since we are the designer, we carry Errors and Omissions Insurance (E & O) to protect our clients from any errors. The policy covers a limit of up to \$2,000,000 per occurrence and is more clearly explained in the insurance certificates we provide after receipt of a purchase order.

**WARRANTY:**

All work performed by PUBLIC RESTROOM COMPANY (called "Company") shall be warranted to the Owner to be of good quality, free of faults and defects in material, workmanship, and title for 5 years from last date of installation if building is installed by Company or 1 year if building is installed by Owner or Owner's agent without on-site supervision by Company. Company warranty on building shell including exterior walls, concrete 8" slab/foundation, and roof system is warranted for 20 years structurally. The Company will repair or replace at their sole option any defects in work upon proper notice to the below stated address below.

Owner/General Contractor selected parts and materials that are not PRC approved will not be covered under PRC's 5 year component warranty. These selections will be covered only by any available manufacturer warranty.

Our Company extended warranties shall be Company only and shall have no effect on any required Performance, Payment, or Warranty Bonds where Surety shall assume no liability to the Company, the Owner, or any third parties should the Company fail for any reason to deliver acceptable maintenance warranties beyond the one year period. The warranty extension is solely between the owner and PRC and not the general contractor, bonding company, or architect/engineer of record.

This warranty applies only if all work performed by Company has been fully paid for, including change orders if applicable. Company has no responsibility for any neglect, abuse, or improper handling of building product.



The warranties expressed herein are exclusive, and are in lieu of all other warranties expressed or implied, including those of merchantability and fitness.

There are no warranties which extend beyond those described on the face of this Warranty. The foregoing shall constitute the full liability of the Company and be the sole remedy to the Owner.

**Term of Offer to Sell and Owner/General Contractor Acceptance:**

This offer is valid for acceptance within 90 days or when a part of a public bid for the applicable duration imposed within the Owner's bid documents. Acceptance is by approving our post bid preliminary notice to begin drawings subject to final Owner/General Contractor approval of our submittals and receipt of a contract or a purchase order/contract.

**Special Notice of Possible Project Cost Increases as a Result of Late Payments:**

In the event of delayed or late payment, PRC shall have the right to remedies including late charges, overall project total cost increases, and other damages as allowed by applicable law. The contract price quoted herein is a discounted price based upon our receipt of progress payments as invoiced on the agreed billing schedule of PRC. In the event of non-payment, PRC will provide a 5 day written notice to cure and if payment is still not received, the discounted price for the payment due may increase, to an undetermined amount, to cover work stoppage, remobilization, cancellation of materials and subsequent restocking charges, resale of the contracted building to another party, storage fees, additional crane fees, travel and per diem costs for field crews, and any other cost applicable to the project, as allowed by law. Interest if applicable to non-payment will be assessed at the maximum amount allowed by law or 18% whichever is greater.

**Termination:**

Upon Termination for any reason, Owner/General Contractor shall be liable for the cost of all work performed up to the date of termination. Additionally, Owner/General Contractor shall pay for off-site demolition and disposal of the partially or fully fabricated building as well as any non-returnable materials which were custom-ordered to complete fabrication in PRC's factory location. Any returned materials are subject to return and restocking fees at the Owner/General Contractor expense.

**Venue for Contract Jurisdiction:**

Public Restroom Company requires all contracts accepted by our firm to hold that the venue for legal jurisdiction for this contract offer and acceptance shall be Douglas County, Nevada. In the event of your default, PRC shall be entitled to the full amount due including reasonable attorney fees, costs, storage, expenses of physical recovery, and statutory interest, as allowed by law.

No modifications to this offer shall be authorized unless confirmed in writing by the President of Public Restroom Company.

Offered by: Public Restroom Company by \_\_\_\_\_



Charles E. Kaufman IV, President

This provides conditional acceptance of this preliminary purchase order for this building subject to acceptance of the submittals, furnished by Public Restroom Company. Once you accept the preliminary submittals, this shall become a final purchase agreement or at your discretion the final purchase order or a contract may be substituted with this attached.

Accepted by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Legal Entity Name and Address



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>      | Ordinance 2025-07; Code Amendment Section 060 Construction Building Codes related to Residential Fire Sprinkler Regulations. Second Reading.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Action Requested:</b> | Consideration of Ordinance 2025-07 Considering amending ARTICLE 060.030.20 - Amendments to the International Residential Code to add an exemption for Accessory Dwelling Units and certain one-family dwellings from requiring fire suppression systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department:</b>       | Economic and Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Presented By:</b>     | Hannah Klausman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Strategic Goals:</b>  | Provide Efficient and Responsive City Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Background Info:</b>  | <p>In March 2022, City Council approved Ordinance 06-2022 adopting 2021 Building Codes. Part of the adoption included new regulations requiring fire sprinkler systems for new one- and two-family homes and accessory dwelling units, which was not previously required by the City of Glenwood Springs. Fire sprinkler requirements have been a part of International Code Council requirements since 2009.</p> <p>City Council has requested a review of these requirements in light of escalating costs for constructing low density residential units. The City has historically encouraged ADU production through a variety of programs and flexible regulations. City Council and staff have heard feedback from Single Family Home and Accessory Dwelling unit permit applicants that the sprinkler system requirement is one more added expense making development of these products less feasible.</p> <p>Title 060 of the Glenwood Springs Municipal Code regulates all construction, reconstruction, repair, remodeling, or other construction activity within the City of Glenwood Springs ("Glenwood Springs" or the "City") by the adoption of certain International and National Codes. Amending Title 060 is at the authority of City Council.</p> <p>Planning and Zoning Commission discussed the topic at their regular January 2025 meeting. P&amp;Z encouraged Council to look at what other jurisdictions are doing, the size of homes, and work to balance the priorities of safety and construction costs. P&amp;Z also pointed to considering the ongoing costs of fire suppression systems including maintenance and annual testing requirements.</p> |
| <b>Issues:</b>           | <p><u>Municipal Comparison</u><br/>Other Jurisdictions<br/>Community Development staff reviewed other Jurisdictions in the area that have adopted the Fire Sprinkler codes. Of the 16 other jurisdictions staff looked at, only 3, Snowmass Village, Vail, and Avon, adopted the code as written and therefor require sprinklers in single family dwellings.</p> <ul style="list-style-type: none"><li>• Eagle County, Garfield County, Silt, Parachute, and Gypsum deleted the section from their code adoption therefor not requiring single- and two-family dwellings to have fire sprinklers.</li><li>• Eagle, Grand Junction, and New Castle, amended the code to read "may" be installed instead of a requirement.</li><li>• Basalt and Pitkin County placed square foot thresholds for triggering the requirement of fire sprinklers.</li><li>• Carbondale, and Denver placed other thresholds related to habitable spaces and design.</li><li>• Rifle amended code to not require fire sprinklers, however when not installed, two-hour fire walls are required.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### Cost

Staff has found that fire sprinkler estimates for new construction range from \$2-\$7 a square foot depending on the design. The average Single Family Home square footage over the last 5 years in Glenwood Springs is 2,500 square feet, which could cost between \$5,000 - \$17,500

In some instances, a development will trigger a need to upgrade a water line that serves a property in order to provide adequate water flows and pressure for the fire sprinkler system and general household water needs. In these cases, there can be significant expense related to the construction of the water line upgrade. Costs for water line upgrades are highly dependent on specific site variables and staff does not have an average cost estimate.

Additional costs associated with Fire Sprinkler systems include annual testing and maintenance which add to ongoing costs. Staff is also anecdotally aware of insurance premium reductions that coincide with a structure having a fire sprinkler system but does not exact amounts.

### Incentives

Council discussed options for incentivizing fire sprinkler systems in ADU's and one-family dwellings by offering financial assistance.

**Revolving loan fund** for single-family dwellings to cover the cost of a fire sprinkler system.

**ADU grant funds** from Workforce Housing Fund to cover the cost of a fire sprinkler system in exchange for entering the voluntary deed restriction program

### Size of Unit

Council discussed the impact of larger units versus smaller units in relation to inhabitants evacuating from a building in case of a fire emergency. Smaller area homes could have shorter distances to exits decreasing the time it takes to evacuate a home. Staff took this into consideration and added a proposal to exempt homes that are less than 2,000 square feet.

### Building Design and Access

The Building Official and Fire Marshall reviewed building area types and recommend adding the following language to the amendment:

An automatic residential fire sprinkler system shall be installed in one- and two-family dwelling that have unprotected floor "I" joist in unfinished basements or crawlspaces designed for storage, or any new building in a location difficult to access, as determined by the fire code official. Crawlspaces more than 36 inches in height will be considered as designed for storage or at the discretion of the Building Official.

Carbondale and Basalt Colorado added similar amendments to their code.

Staff has proposed the following amendment to the International Residential Code as adopted by the City of Glenwood Springs. Staff believes this to be a reasonable balanced compromise that achieves the goal of encouraging housing types desired by the City including Accessory Dwelling Units and smaller single family dwellings while still requiring fire sprinkler systems for other situations deemed appropriate for higher risk.

#### **§R313.2.5 One- and two family dwellings automatic fire systems.**

An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings with 2,000 square feet or more, or in dwellings that have unprotected floor "I" joist in unfinished basements or crawlspaces designed for storage, or any new building in a location difficult to access, as determined by the fire code official. Crawlspaces more than 36 inches in height will be considered as designed for storage or at the discretion of the Building Official."

**Exception:** An automatic residential fire sprinkler system shall not be required for Accessory Dwelling Units, and *additions* or *alterations* to existing buildings that are not already provided with an automatic residential sprinkler system.

### **Fiscal Impact:**

Exempting certain types of dwellings from fire sprinkler systems will reduce the cost of construction for those projects.

Based on the number of one- and two-family dwellings including ADU's that come in each year, staff

expects that an incentive program covering the cost of fire sprinkler systems would need to have at least \$50,000 annually to be effective.

**Legal Review:** Legal has drafted the Ordinance and reviewed staff's recommendation.

**Staff Recommendation:** Staff recommends approving Ordinance 2025-07 to Amend Adopted Building code Section 313.2.

## **ORDINANCE NO. 07**

Series of 2025

### **AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 060.030.020 OF THE GLENWOOD SPRINGS MUNICIPAL CODE REGARDING AUTOMATIC FIRE SYSTEMS FOR ONE- AND TWO-FAMILY DWELLINGS.**

**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**, Section 060.030.020 of the Glenwood Springs Municipal Code (the “Code”) sets forth local additions, deletions, or modifications to the International Residential Code; and

**WHEREAS**, the Planning and Zoning Commission discussed requirements at their January 28, 2025, meeting and made recommendations to Council; and

**WHEREAS**, the City Council reviewed the recommendations at their February 20, 2025 Work Session; and

**WHEREAS**, the rising cost of construction and housing makes it cost prohibitive to install automatic fire sprinkler systems in smaller houses; and

**WHEREAS**, smaller dwelling size can ease evacuation from these structures with less distance to travel to reach an exit; and

**WHEREAS**, the City Council finds and declares that the Code amendments as set forth in **Exhibit A** attached hereto and incorporated by this reference are necessary to protect the health, safety, and welfare of the citizens of the City.

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

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

**Section 2.**     **Amendments.** The Code is hereby amended as set forth in the attached **Exhibit A**.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED PUBLISHED BY  
TITLE ONLY THIS 6<sup>TH</sup> DAY OF MARCH 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

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Ingrid Wussow, Mayor

ATTEST:

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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 \_\_\_\_\_ 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

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Ingrid Wussow, Mayor

ATTEST:

---

Ryan Muse, City Clerk

## EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text~~ deleted.

### ARTICLE 060.030 - INTERNATIONAL RESIDENTIAL CODE

\* \* \* \*

#### 060.030.020 Amendments to the International Residential Code.

##### CHAPTER 1—SCOPE AND ADMINISTRATION

###### §R101.1 Title.

These provisions shall be known as the *Residential Code for One- and Two-family Dwellings* of the City of Glenwood Springs, Colorado, and shall be cited as such and will be referred to herein as "this code."

###### §R104.1 General (Duties and Powers of the Building Official).

The Building official or any authorized representative, is hereby authorized and directed to enforce all provisions of this code; however, a guarantee that all buildings and structures have been constructed in accordance with all the provisions of this code is neither intended or implied. The Building Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall not have the effect of waiving requirements specifically provided in this code.

###### §R104.8 Liability.

The adoption of this code, and any previous codes adopted by the City of Glenwood Springs, shall not be deemed to give rise to a duty of care on the part of any public entity, public employee or agent, nor shall this code or any previous codes be deemed to create any civil remedy against a public entity, public employee or agent. The Building Official, member of the Board of Appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer, employee or authorized representative because of an act performed by that officer, employee, or authorized representative in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Building Official or any subordinate, acting in good faith, shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

\* \* \* \*

##### CHAPTER 3—BUILDING PLANNING

\* \* \* \*

###### §R313.2.5 One- and two family dwellings automatic fire systems.

An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings with 2,000 square feet or more, or in dwellings that have unprotected floor "I" joist in unfinished basements or crawlspaces designed for storage, or any new building in a location difficult to access, as determined by the fire code official. Crawlspaces more than 36 inches in height will be considered as designed for storage or at the discretion of the Building Official.



**Exception:** An automatic residential fire sprinkler system shall not be required for Accessory Dwelling Units, and additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

**To:** City of Glenwood Springs City Council and Planning & Zoning Commission

**From:** Scott Beans, PE, NCARB

**Date:** March 1, 2025

**Re:** new ADU – fire sprinklers and landscaping

Greetings,

The owners of 1614 Bennett Avenue in Glenwood Springs intend to construct a new 999-square foot ADU in the rear corner of their property. The property contains an existing 2,500-square foot single-family residence with attached garage, a detached garage, a storage shed + chicken coop, and landscaping, including turf grass, large trees, and various mulch and river-rock planter beds. The ADU is currently in permit review (building permit has been approved, and engineering is still finalizing their review), with construction to begin this spring. The owners intend to move from the existing home into the ADU, and their daughter + family will live in the existing home.

Two conditions required as part of this project are on City Council's upcoming agendas for review. The first is a requirement to bring the property's landscaping into conformance with current landscaping requirements, and the second is a requirement to install fire sprinklers in the new ADU. We understand both of these items are on the agenda and/or have been on the agenda in upcoming work sessions and City Council meetings.

To receive building permit approval (including Planning approval), current plans call for all landscaping to be brought into compliance with current codes; this will entail the removal of existing turf grass (approximately 4,000 square feet, between the front and rear yards), to be replaced with a combination of turf grasses and plants/shrubs. As compared to construction of a new ADU in the rear corner of the lot, this is a significant undertaking in scope, time, and expense. We support removing the requirement that construction of a new ADU requires landscaping throughout the property to be brought into compliance with existing codes.

A condition of construction is the requirement to install fire sprinklers in the new ADU. Installation of this system is difficult to coordinate and execute; it's a small job for a trade with limited subcontractors, and the cost to install the system and new underground lines/connections is another added cost to what the owners intend to be a cost-efficient build. We support removing the requirement to install fire sprinklers in new ADUs.

We appreciate your time and effort reviewing this letter.

Sincerely,



Scott Beans, PE, NCARB



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Resolution 2025-07; Approving an intergovernmental agreement to participate in the Intermountain Regional Planning Commission for the Intermountain Transportation Planning Region of Colorado

**Action Requested:** Approval for Mayor to execute this agreement.

**Department:** Attorney

**Presented By:** Karl Hanlon

**Strategic Goals:** Preserve and Improve Infrastructure  
Ensure Public Safety  
Provide Efficient and Responsive City Government

**Background Info:** Attached is Resolution 2025-07 approving an Intergovernmental Agreement for the Intermountain Transportation Planning Region which includes Eagle, Garfield, Lake, Pitkin and Summit Counties. Approval of the IGA allows the City's appointed representative to participate in and vote on projects and planning for the Intermountain Transportation Planning Region. Council will need to select who they wish to appoint as the City's voting member.

**Issues:** None.

**Fiscal Impact:** None.

**Legal Review:** Legal has reviewed.

**Staff Recommendation:** Staff recommends approval of Resolution 2025-07.

INTERGOVERNMENTAL AGREEMENT FOR A  
REGIONAL PLANNING COMMISSION FOR TRANSPORTATION PLANNING  
Intermountain Regional Planning Commission (IMRPC), representing the Intermountain  
Transportation Planning Region (IMTPR)

THIS AGREEMENT made this eighteenth day of April 2025 by and among the following local  
governments in the Intermountain Transportation Planning Region:

Eagle County  
Town of Avon  
Town of Eagle  
Town of Gypsum  
Town of Minturn  
Town of Red Cliff  
Town of Vail

Garfield County  
Town of Carbondale  
City of Glenwood Springs  
Town of New Castle  
Town of Parachute  
City of Rifle  
Town of Silt

Lake County  
City of Leadville

Pitkin County  
City of Aspen  
Town of Basalt  
Town of Snowmass Village

Summit County  
Town of Blue River  
Town of Breckenridge  
Town of Dillon  
Town of Frisco  
Town of Keystone  
Town of Montezuma  
Town of Silverthorne

CORE Transit  
Roaring Fork Transportation Authority (RFTA)

Participation in this agreement by each aforementioned party is made only upon execution of a Certificate of Participation.

This Agreement is thereby executed in multiple Certificates of Participation, each of which shall constitute an original, but all of which, taken together, shall constitute the same document.

WHEREAS, the parties to this Agreement have the authority pursuant to Article XIV, Section 18 of the Colorado Constitution and Section 29-1-201, et seq., Colorado Revised Statutes, to enter into intergovernmental agreements for the purpose of providing any service or performing any function which they can perform individually, and;

WHEREAS, Section 43-1-1101 C.R.S. recognizes Regional Planning Commissions as the proper forum for transportation planning, and;

WHEREAS, Section 43-1-1102(5) C.R.S. requires that Regional Planning Commissions formed for the purpose of transportation planning must be formed pursuant to Section 30-28-105 C.R.S., and;

WHEREAS, the parties to this Agreement desire to cooperate in developing and maintaining a long range Regional Transportation Plan, the purpose of which is to identify the mobility needs of the Intermountain Transportation Planning Region, and prepare a plan for addressing the needs, and;

WHEREAS, Section 43-1-1103 C.R.S. requires that any Regional Planning Commission formed for the purpose of transportation planning is responsible for regional transportation planning for said region, and;

WHEREAS, the Intermountain Transportation Planning Region, consisting of the areas within the counties of Eagle, Garfield, Lake, Pitkin, and Summit was designated in the Rules Governing Statewide Transportation Planning Process and Transportation Planning Regions (2 CCR 601-22) as adopted by the Transportation Commission of Colorado and effective April 18, 2025, and;

WHEREAS, the parties to this Agreement are governing bodies or officials having charge of public improvements within their jurisdictions in the Intermountain Transportation Planning Region.

NOW, THEREFORE, the parties hereby mutually agree as follows:

1. Designation of Regional Planning Commission. The parties to this Agreement shall have one representative each on the Regional Planning Commission for the Intermountain Transportation Planning Region.
2. Responsibilities of Regional Planning Commission. The Regional Planning Commission shall be responsible, in cooperation with the state and other governmental agencies, for carrying out necessary continuing, cooperative, and comprehensive transportation planning for the Intermountain Transportation Planning Region; for creating, amending, and updating Regional Transportation Plans pursuant to all applicable federal and state laws and rules or regulations including public participation provisions; for recommending the priority for any transportation improvements planned for the region; for abiding by the Regional Planning Commission Bylaws and for participating in the State Transportation Improvement Program development process. The Regional Planning Commission shall keep records of its resolutions, transactions, contractual undertakings, findings, and determinations, which shall be public records.
3. Chairperson and Officers. The Regional Planning Commission shall elect its Chairperson and Vice Chairperson, whose terms shall be two years, with eligibility for reelection. The Chairperson, or the Vice Chairperson, shall be the representative of the Intermountain Transportation Planning Region on the State Transportation Advisory Committee (STAC).

4. Contracting. The Regional Planning Commission may, with the consent of the parties to this Agreement, contract the services of other eligible individuals or entities to carry out all or any portion of the responsibilities assumed by the Regional Planning Commission under this Agreement.

5. Distribution of state or federal funds. The Regional Planning Commission may, through contracts or Memoranda of Agreement, receive and expend state or federal funds designated for regional transportation planning.

6. Meetings must be held at least quarterly and shall be open to the public. Notice of the meeting shall be provided to its members and Contact List and posted on the TPR website no less than one week prior to the meeting. If the meeting provides a virtual option, the meeting link will be included in the public notice.

7. Quorum and Voting. Each member is entitled to one vote, either in person or via email. A quorum is required and shall be as determined by the Bylaws of the Commission.

8. Meeting Minutes and Agendas. The Commission is responsible for recording minutes of its meetings and posting them publicly on its website. The Commission's Administrator and Chairperson are responsible for creating the meeting agenda. The meeting agenda shall be posted on the Commission's website and distributed to members and interested parties on its TPR Contact List.

9. Terms of this Agreement. This Agreement shall remain in full force and effect for so long as the parties to this Agreement consider necessary to complete and maintain Regional Transportation Plans for the Intermountain Transportation Planning Region and for periodic updates or amendments as may be required. Any party to this Agreement may, however, terminate its participation in this Agreement 60 days after providing written notice of such termination to the other parties of this Agreement. This Agreement may be terminated at any time by agreement of all parties to this Agreement unless a grant contract is in effect with the State. In this case, the State must approve such termination and arrangements for completing the project.

10. Modification and Changes. The terms of this Agreement may be modified at any time by agreement of all parties to this Agreement.

CERTIFICATE OF PARTICIPATION

IN THE INTERGOVERNMENTAL AGREEMENT FOR  
A REGIONAL PLANNING COMMISSION FOR TRANSPORTATION PLANNING

Intermountain Transportation Planning Region (IMTPR)

THIS is to certify that [Entity or Official's Name] has agreed to participate in this Intergovernmental Agreement for the Intermountain Regional Planning Commission.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first written above on page 1.

[Name, Title] [Entity Name]

ATTEST:

Date:

[Name, Title]

Seal:

Date:

## **RESOLUTION 2025 - 07**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, APPROVING AN INTERGOVERNMENTAL AGREEMENT TO PARTICIPATE IN THE INTERMOUNTAIN REGIONAL PLANNING COMMISSION FOR THE INTERMOUNTAIN TRANSPORTATION PLANNING REGION OF COLORADO**

**WHEREAS**, the City of Glenwood Springs, Colorado is a home-rule municipality organized under Article XX of the Colorado; and

**WHEREAS**, C.R.S. § 29-1-201, et seq. authorizes and encourages local governments to cooperate by contracting with one another for their mutual benefit; and

**WHEREAS**, C.R.S. § 43-1-1101. recognizes Regional Planning Commissions as the proper forum for transportation planning; and

**WHEREAS**, C.R.S. § 43-1-1102(5) requires that Regional Planning Commissions formed for the purpose of transportation planning must be formed pursuant to C.R.S. § 30-28-105; and

**WHEREAS**, C.R.S. § 43-1-1103 requires that any Regional Planning Commission formed for the purpose of transportation planning is responsible for regional transportation planning for said region; and

**WHEREAS**, the Intermountain Transportation Planning Region (the “IMTPR”), consisting of the areas within the counties of Eagle, Garfield, Lake, Pitkin, and Summit was designated in the Rules Governing Statewide Transportation Planning Process and Transportation Planning Regions (2 CCR 601-22) as adopted by the Transportation Commission of Colorado and effective April 19, 2024; and

**WHEREAS**, the City Council wishes to enter into a joint Intergovernmental Agreement (the “Agreement”) with other parties of the IMTPR of the State of Colorado and wish to participate as a member of the Intermountain Regional Planning Commission (the “Commission”); and

**WHEREAS**, the parties to the Agreement desire to cooperate in developing and maintaining a long-range Regional Transportation Plan, the purpose of which is to identify the mobility needs of the IMTPR, and prepare a plan for addressing the needs; and

**WHEREAS**, the City Council hereby determines that the approval of the Agreement and participation in the IMTPR are in the best interest of the City.

**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 Council of the City of Glenwood Springs.

**Section 2.** The Intergovernmental Agreement attached hereto as **Exhibit A** is approved.

**Section 3.** The City Council hereby appoints \_\_\_\_\_ as the City representative and voting member of the Commission, as provided for in the Agreement.

INTRODUCED, READ, AND PASSED THIS \_\_\_\_\_ DAY OF MARCH 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

\_\_\_\_\_  
Ingrid Wussow, Mayor

ATTEST:

\_\_\_\_\_  
Ryan Muse, City Clerk



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Arbor Day Proclamation

**Action Requested:** Proclaim April 19, 2025 to be Arbor Day in the City of Glenwood Springs.

**Department:** City Clerk

**Presented By:**

**Strategic Goals:** Provide Efficient and Responsive City Government  
Protect and Preserve our Quality of Life  
Preserve and Improve Infrastructure

**Background Info:** The City of Glenwood Springs has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways. This proclamation designates April 19, 2025 as Arbor Day in the City of Glenwood Springs and urges all residents to support efforts to care for our trees and woodlands, to support our City's community forestry program, and to plant trees to gladden the hearts and promote the well-being of present and future generations.

**Issues:** None

**Fiscal Impact:** None

**Legal Review:** None

**Staff Recommendation:** Proclaim April 19, 2025 to be Arbor Day in the City of Glenwood Springs.



\*\*\*

## OFFICIAL PROCLAMATION

\*\*\*

**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, \_\_\_\_\_, Mayor of the City of  
Glenwood Springs, Colorado, do hereby proclaim  
April 19th, 2025 as **ARBOR DAY**  
In the City of \_\_\_\_\_ Glenwood Springs, and I urge all citizens  
to celebrate Arbor Day and to support efforts to protect our  
trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and  
promote the well-being of this and future generations.

**DATED THIS** \_\_\_\_\_ day of \_\_\_\_\_,

Mayor Pro Tem \_\_\_\_\_





**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** South Bridge Update

**Action Requested:**

**Department:** Engineering

**Presented By:** Ryan Gordon

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** Staff will provide council an update on progress on South Bridge

**Issues:** N/A

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** N/A



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>      | Tax Incentive Requests for Meadows                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Action Requested:</b> | Consideration of an Economic Incentive request for the Meadows Shopping Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Department:</b>       | City Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Presented By:</b>     | Hannah Klausman, Karl Hanlon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Strategic Goals:</b>  | Generate Sustainable Economic Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Background Info:</b>  | <p>The City has received an economic assistance request to support bringing a large retail tenant to the vacant space in the Glenwood Meadows shopping center previously occupied by Bed Bath and Beyond. The developers request letter and look book of the new tenant, Barnes and Noble &amp; Cafe, are attached to this report.</p> <p>Similar economic assistance was provided to secure Marshall's and an expanded Vitamin Cottage in 2018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Issues:</b>           | <p>The newly revamped Barnes and Noble concept includes books, cafe, and stationary component. The Meadows shopping center currently includes a Starbucks that is located within the Target store. Glenwood Springs currently has one operating dedicated bookstore located off Bethel Plaza downtown.</p> <p><u>Economic Analysis</u></p> <p>The lack of competition between bookstores in Glenwood Springs limits data on potential impacts on existing businesses. However, we are able to gauge unmet demand for bookstores and compare visitor profiles and demographics.</p> <p>The Meadows shopping center was visited by 2.1 million unique patrons in 2024, of which 25% were tourists. The center has an average trade area drawing from 67 miles. Bethel Plaza and surrounding businesses were visited by 880,000 unique patrons in 2024, of which 65% were tourists. Bethel Plaza has an average trade area drawing from 35 miles. While Bethel Plaza visitation is centered more on tourist visits, Meadows facilitates more residents and local traffic. The City's data also shows that of the visitors shopping at the Meadows, approximately 13% also visit the Downtown Core afterwards on the same day, indicating the two retail areas contribute visitors to both areas.</p> <p>Staff has included some of this data in an attachment to this report titled Trade Area Comparison.</p> <p>According to US Labor Statistics Consumer Expenditure and the US Census Bureau's Census of Retail Trade reports there is a total unmet demand of \$2.2 million annually for "book, periodical, &amp; music stores" within a 30-minute drive of Glenwood Springs.</p> <p>The proposed bookstore and limited-service café has a localized unmet demand of \$6.1 million annually for "limited-service eating places" within a 15 minute drive.</p> |
| <b>Fiscal Impact:</b>    | <p>The proposed tenant has an estimated sales of \$4 - \$5.5 million annually, which would result in an increase of approximately \$160,000 annually in sales tax revenue to the City.</p> <p>The rebate would result in \$750 thousand dollars in collected sales tax revenue being rebated to the Developer, or expire in 7 years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Legal Review:</b>     | Legal has reviewed the proposed incentive agreement and has been involved in conversations with the Developer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Staff Recommendation:** Staff defers to Council for Economic Incentive requests.

**WMG Meadows, LLC  
6900 E Belleview Ave, Suite 300  
Greenwood Village, CO 80111**

3/3/25

Mr. Steve Boyd  
City Manager  
City of Glenwood Springs  
101 W. 8th Street  
Glenwood Springs, CO 81601

RE: Glenwood Meadows Public Assistance  
PRIVILEGED AND CONFIDENTIAL

Dear Steve,

As you know, we withdrew our request for Public Assistance on 2/19 because we were not able to provide the transparency that Council had requested at their Executive Session. We are pleased to report that we now have greater clarity that we can provide on two fronts:

1. Tenant Information. We are pleased to report that we can publicly disclose that the proposed tenant is Barnes & Noble (“BN”). Heretofore, that information was confidential.
2. Our presence at a future Council Meeting. We would welcome the opportunity to discuss this request in person on March 20<sup>th</sup>.

Accordingly, we would like to make a new request for public assistance to bring this exciting tenant to Glenwood Springs. As you know, there have been challenges in re-tenanting the vacated Bed, Bath and Beyond as evidenced by approximately two years the building has sat vacant (and will remain so without this tenant). Further, as our goal is to bring the highest and best mix of users to Glenwood Springs in order to ensure its position as the dominant retail experience in the region, we are picky when evaluating tenants.

Over the past several years, Barnes and Noble dramatically changed its business plan in order to enhance the customer experience. Each store operates as a community gathering place, with an extensive coffee shop and areas designed for different age groups to congregate and interact. This local community mandate applies to everything from store layout and motif to the books that are carried, and even to the “local” rather than “corporate” manner in which the store operates. The Glenwood Meadows community would greatly benefit from such a gathering place. Consider that at the current time, there is no place to grab a coffee and just sit and read. In fact, the only coffee location is in the Target store.

Probably the best way to get a feel for the new Barnes and Noble is to take a look at the attached materials regarding new stores. While their iconic store front signage remains the same, the interior of a new Barnes and Noble store has been dramatically upgraded by its new ownership. Each new store is meant to look and operate like an independent bookstore – unique and highly curated to fit its local community. Each new store adopts a design and inventory that fits into the community. With a large coffee shop area and meeting rooms, there are now two objectives, selling books and being a community gathering place. Creating this “place” is where the improvement money will be spent.

Unfortunately, this very “desirable” tenant knows just how attractive they are and that knowledge, along with a very attractive design results in challenging economics. In our situation at Glenwood Meadows, these difficult economic terms are greatly exacerbated by the fact that few national tenants

are looking to locate in the mountains. The following table reflects our estimate of the total program costs.

| Item                                      | Cost               |
|-------------------------------------------|--------------------|
| Improvements                              | \$1,000,000        |
| Tenant work letter costs                  | 200,000            |
| Commissions, legal, A&E, other soft costs | 300,000            |
| Total                                     | <u>\$1,500,000</u> |

Spending this \$1.5 million would result in sales of approximately \$4.0 – 4.5 million per year and an average incremental annual tax collection of about \$160,000.

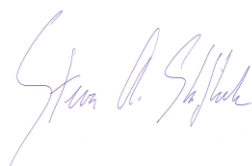
|                         | Existing | Proposed    | Increment        |
|-------------------------|----------|-------------|------------------|
| Building Size (SF)      | 23,029   | 23,029      | 0                |
| Sales (avg for 7 years) | \$0      | \$4,600,000 | \$4,600,000      |
| Sales Tax Rate          | 4.20%    | 4.20%       | 4.20%            |
| Annual Tax Collection   | \$0      | \$193,200   | <b>\$193,200</b> |

Not included is the likely sales increases achieved by the rest of tenants in the center due to the enhanced co-tenancy traffic.

In order to secure this opportunity and help defray a portion of these costs, we are requesting that the City provide assistance in the form of a sales tax reimbursement agreement whereby we be entitled to receive 50% of the Sales Tax remitted by BN in order to cover the extraordinary costs associated with bringing this opportunity to fruition. This agreement would terminate at the earlier of a period of 7 years from when BN opens for business, or when we have received a cumulative total of \$750,000. This arrangement is similar to the partnership we entered into with the City in order to replace the vacant Sports Authority which was re-tenanted with Marshall's and Vitamin Cottage in 2019. To date, those stores have generated more than \$125 million in total sales.

We very much appreciate you considering this request. Please let me know if there is a good time to discuss further, after you have had the chance to review this request.

Sincerely,



Steve Shoflick

Cc: Hannah Klausman  
Karl Hanlon  
Attachment



# BARNES & NOBLE

## BOOKSELLERS

*Stories begin here*



A large, dark gray, stylized ampersand (&) watermark is centered on the page, serving as a background for the text.

*Welcome to our next chapter*



# Barnes & Noble is seeking new stores!

Over the past two years, we've opened the most new stores since 2009 — we're looking to triple that number in 2023–2024.

We've made significant improvements to our business, resulting in an enhanced customer experience and a large increase in comp sales and profitability compared to pre-pandemic.

We are looking for 50+ highly visible new stores this year, with 30 already committed:

- Ideal footprint between 5,000 and 25,000 square feet
- All types of buildings and locations considered
- We attract footfall and support strong co-tenancy, from premium grocers to higher-end box tenants
- We are enhancing our stores with our exciting acquisition of Paper Source







# Philadelphia, PA

1708 Chestnut Street, Philadelphia, PA 19103

**STORE OPENED APRIL 2023**







# Mason, OH

Deerfield Towne Center, 5175 Deerfield Boulevard, Mason, OH 45040

STORE OPENED JAN 2022







# Old Orchard, IL

4999 Old Orchard Shopping Center, Skokie, IL 60077

**STORE OPENED NOVEMBER 2022**

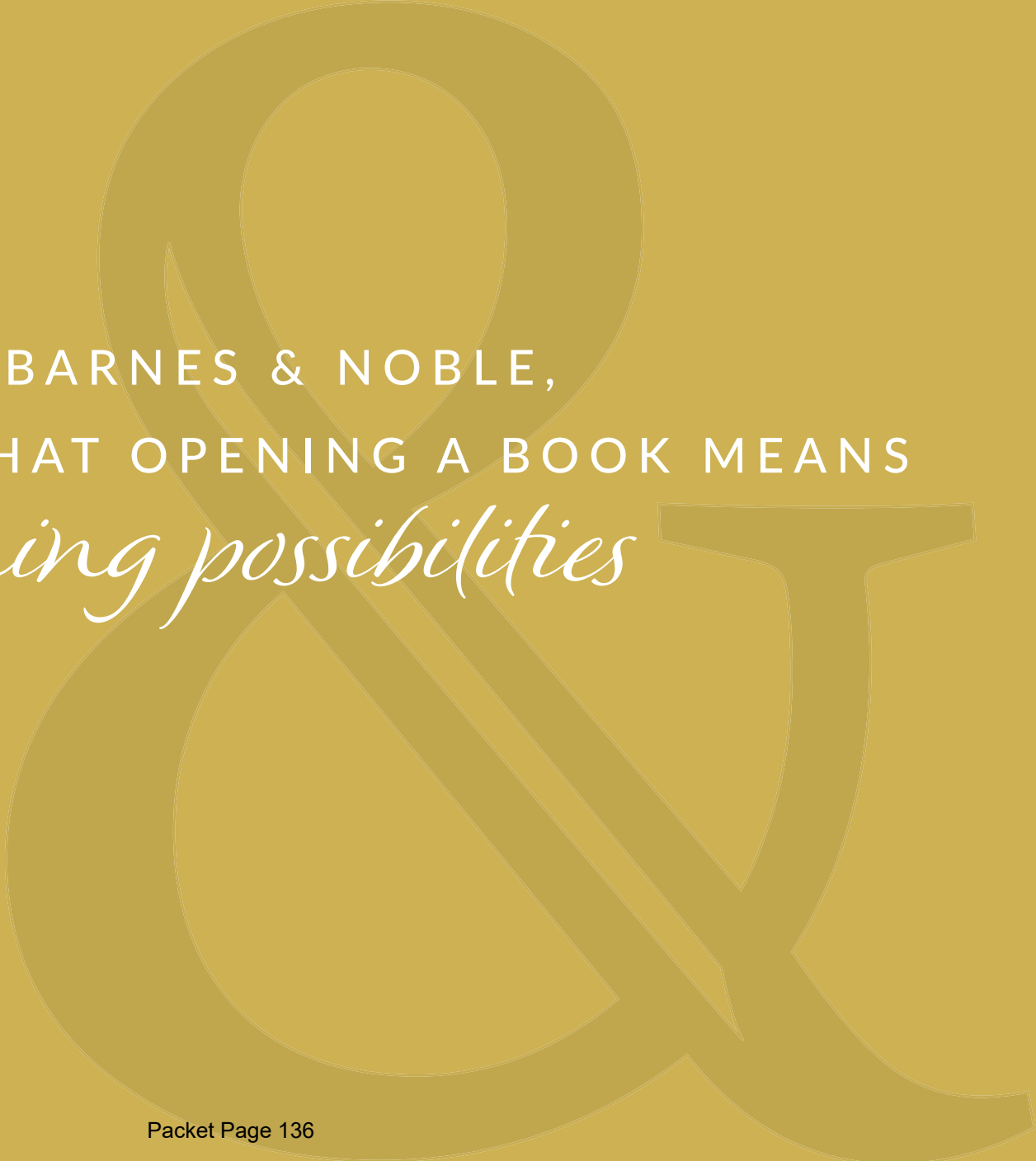




# Pikesville, MD

1809 Reisterstown Road, Festival at Woodholme, Pikesville, MD 21208

**STORE OPENED OCTOBER 2022**

A large, stylized ampersand (&) in a light olive green color serves as a background for the text. The ampersand is composed of thick, rounded strokes, with a large loop at the top and a long, sweeping tail that curves around the bottom right.

AT BARNES & NOBLE,  
WE BELIEVE THAT OPENING A BOOK MEANS  
*opening possibilities*





# Noblesville, IN

17070 Mercantile Blvd, Stony Creek Marketplace, Noblesville, IN 46060

**STORE OPENED AUGUST 2022**







# Bellevue, WA

15600 Northeast 8th Street, Crossroads Shopping Center, Bellevue, WA 98008

**STORE OPENED SEPTEMBER 2022**





# Walnut Creek, CA

1192 Locust Street, Plaza Escuela, Walnut Creek, CA 94596

STORE OPENED SEPTEMBER 2022

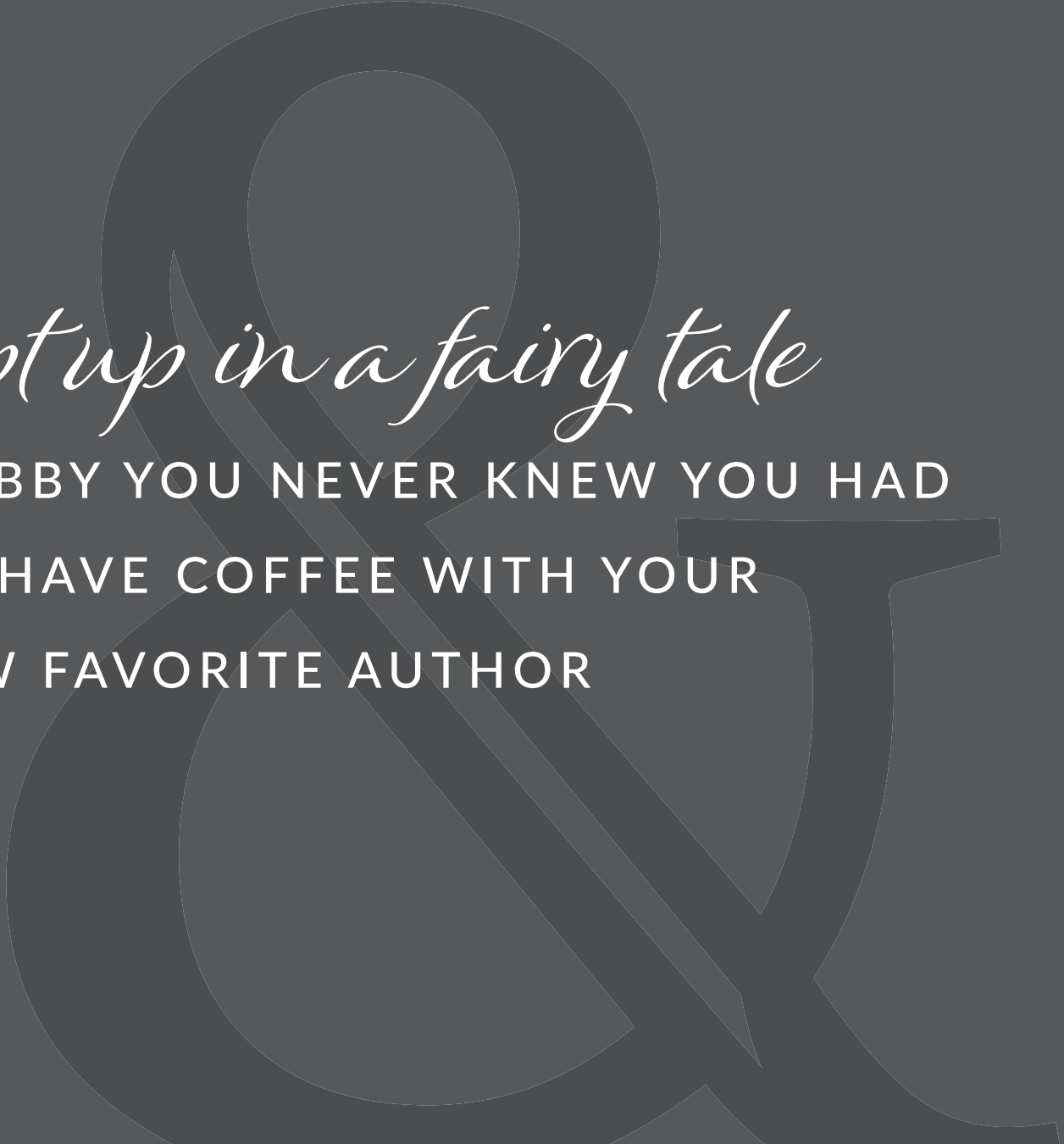




# Holmdel, NJ

2130 Route 35, Commons at Holmdel, Holmdel, NJ 07733

**STORE OPENED NOVEMBER 2022**



*Get swept up in a fairy tale*

DISCOVER A HOBBY YOU NEVER KNEW YOU HAD  
OR EVEN HAVE COFFEE WITH YOUR  
NEW FAVORITE AUTHOR





# Union Plaza, NJ

2401 US Highway 22 W, Union Plaza, Union, NJ 07083

**STORE OPENED MARCH 2023**







UNDER  
10,000 SQUARE FEET

# Dedham, MA

246 Legacy Place, Legacy Place, Dedham, MA 02026

**STORE OPENED NOVEMBER 2022**





# Hillsboro, OR

11125 Northeast Evergreen Parkway, Tanasbourne Town Center, Hillsboro, OR 97006

**STORE OPENED AUGUST 2022**





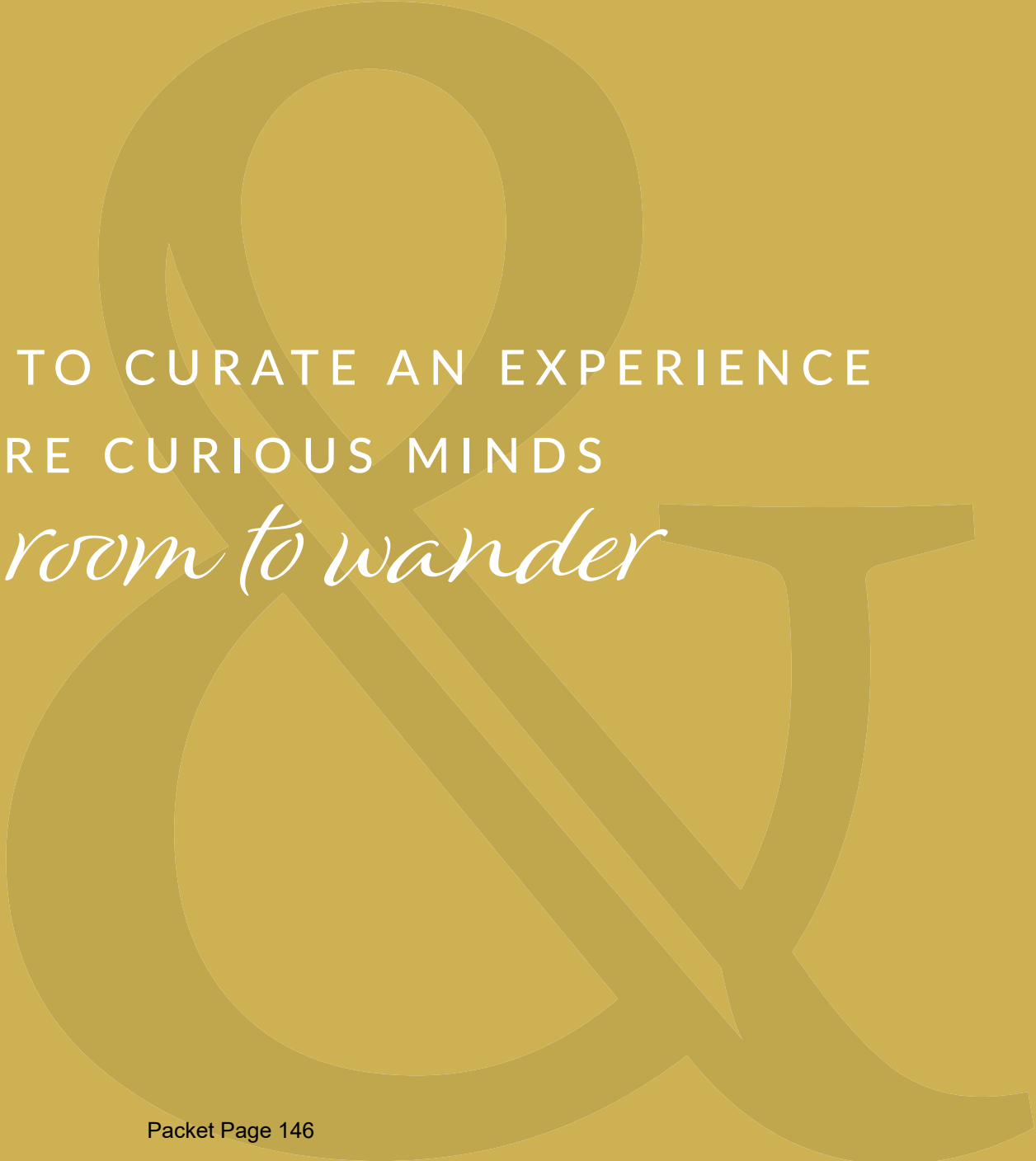
# Riverhead, NY

1470 Old Country Road, Riverhead Shopping Center, Riverhead, NY 11901

**STORE OPENED NOVEMBER 2022**





A large, light-colored ampersand watermark is centered on the page, serving as a background for the text.

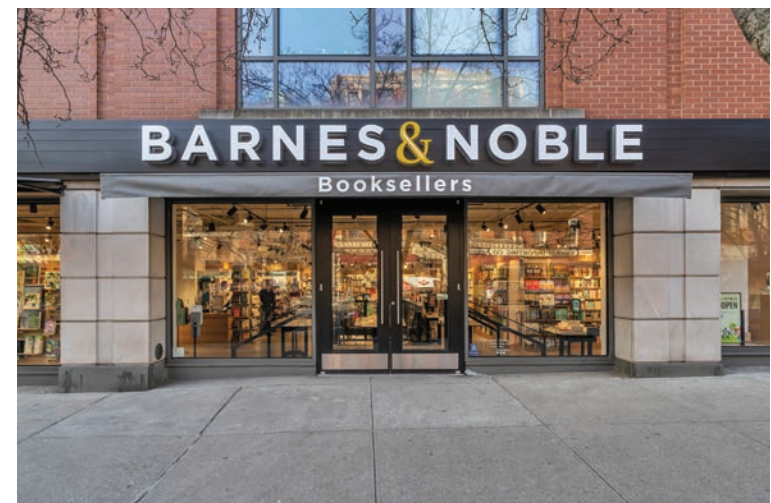
OUR GOAL IS TO CURATE AN EXPERIENCE  
WHERE CURIOUS MINDS  
*have room to wander*



# Brooklyn, NY

194 Atlantic Avenue, Brooklyn, NY 11201

**STORE OPENED JANUARY 2023**







# Blue Springs, MO

1030 Northeast Coronado Drive, Blue Springs, MO 64014

**STORE OPENED MAY 2022**





UNDER  
10,000 SQUARE FEET

# Lynnfield, MA

1115 Market Street, Lynnfield, MA 01940

STORE OPENED NOVEMBER 2022





A PLACE WHERE READERS  
YOUNG AND OLD CAN BE TRANSPORTED TO  
*lands near and far*





# Danbury, CT

7 Backus Avenue, Danbury Fair, Danbury, CT 06810

**STORE OPENED APRIL 2023**





# Tampa, FL

128 South West Shore Boulevard, Tampa, FL 33609

**STORE OPENED MARCH 2023**







# Louisville, KY

4330 Summit Plaza Drive, Paddock Shops, Louisville, KY 40241

**STORE OPENED FEBRUARY 2023**



FIND OUT WHERE THE  
BOOKS ON OUR SHELVES CAN TAKE YOU.

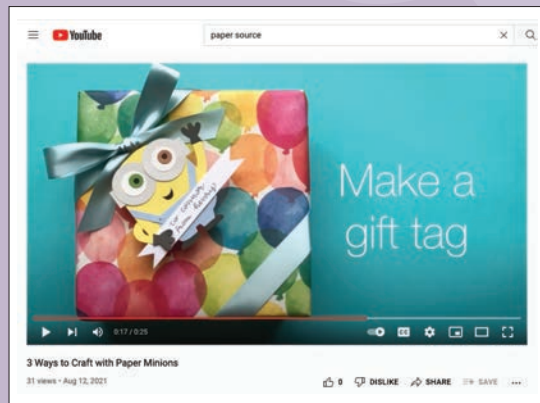
*Be a part of our story*

**BARNES & NOBLE**

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**BOOKSELLERS**

# PAPER SOURCE



# WHO WE ARE



## VISION

To spark delight and be the source for fostering more thoughtful connections.

## ABOUT US

Our heritage is built around curiosity and wonder. Sue Lindstrom, our founder, traveled the world and discovered countless artisanal treasures. She studied the craftsmanship and curated her own collection, bringing the treasures back to the community of artists and customers who visited her family-owned store. It was a natural pursuit that turned out to be something greater — a connected community of creators. This community fostered a lifestyle that brings out the creativity in all of us. Walk into any one of the Paper Source stores to see this heritage made modern.

# SITE REQUIREMENTS



- 1,500 to 2,500 sqft
- 20+ feet of frontage
- Second generation retail preferred
- Lifestyle or suburban street locations
- Drive-up parking preferred vs. deck/underground parking
- Preferred co-tenants: Lululemon, Athleta, Madewell, Urban Outfitters, Altar'd State, Brandy Melville, Anthropologie, Apple, Lifetime, Bluemercury and West Elm
- Affluent areas with HHI of \$100K+







- Packet Page 158

# NEW STORE: ASSEMBLY ROW

## SOMERVILLE, MA



THANK YOU!

BARNES & NOBLE

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PAPER  SOURCE



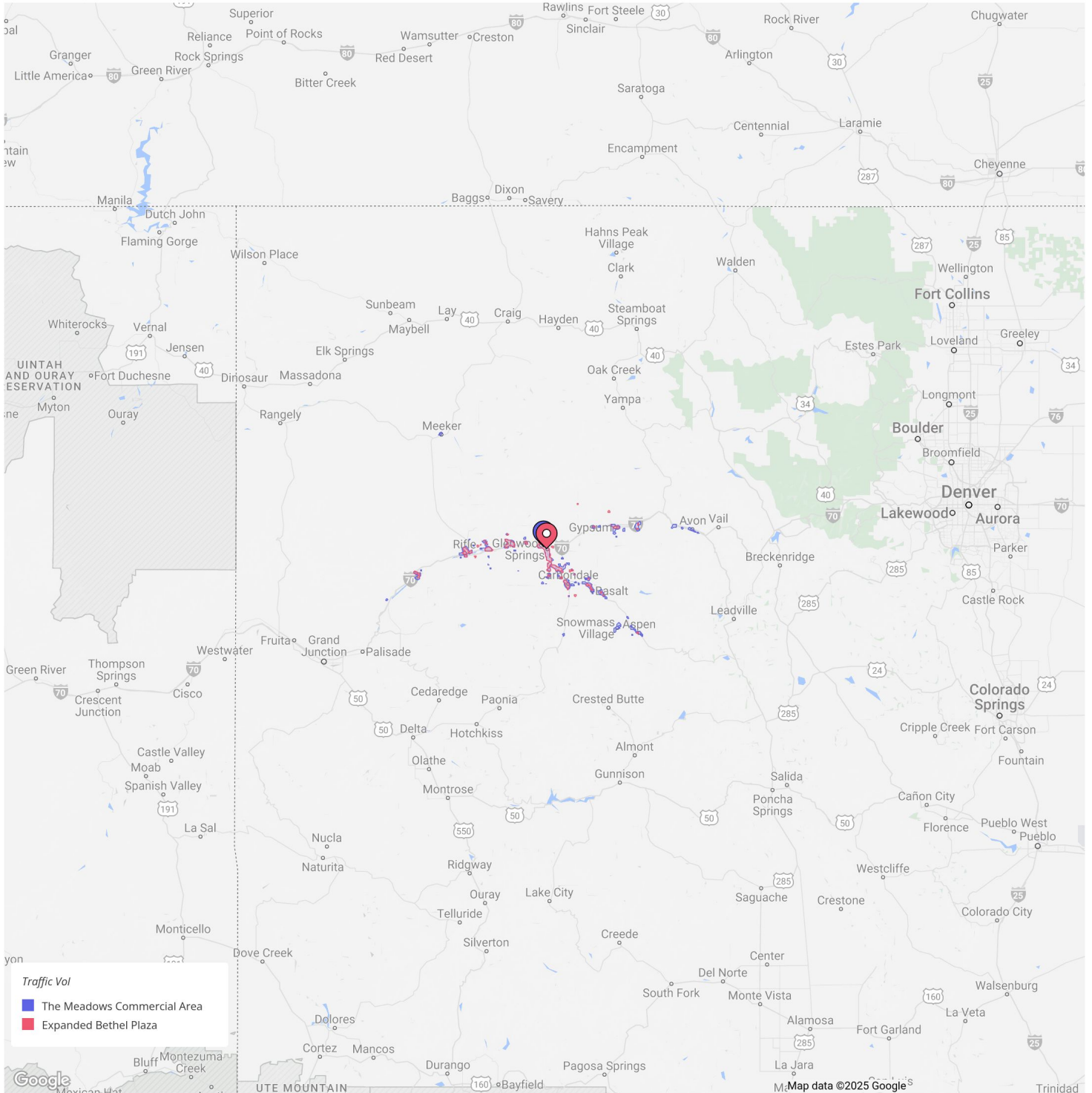


# Trade Area Overlap

Mar 1, 2024 - Feb 28, 2025

## Trade Area Overlap

-  **The Meadows Commercial Area**  
110 W Mdws, Glenwood Springs, CO 81601
-  **Expanded Bethel Plaza**  
208 7th St, Glenwood Springs, CO 81601

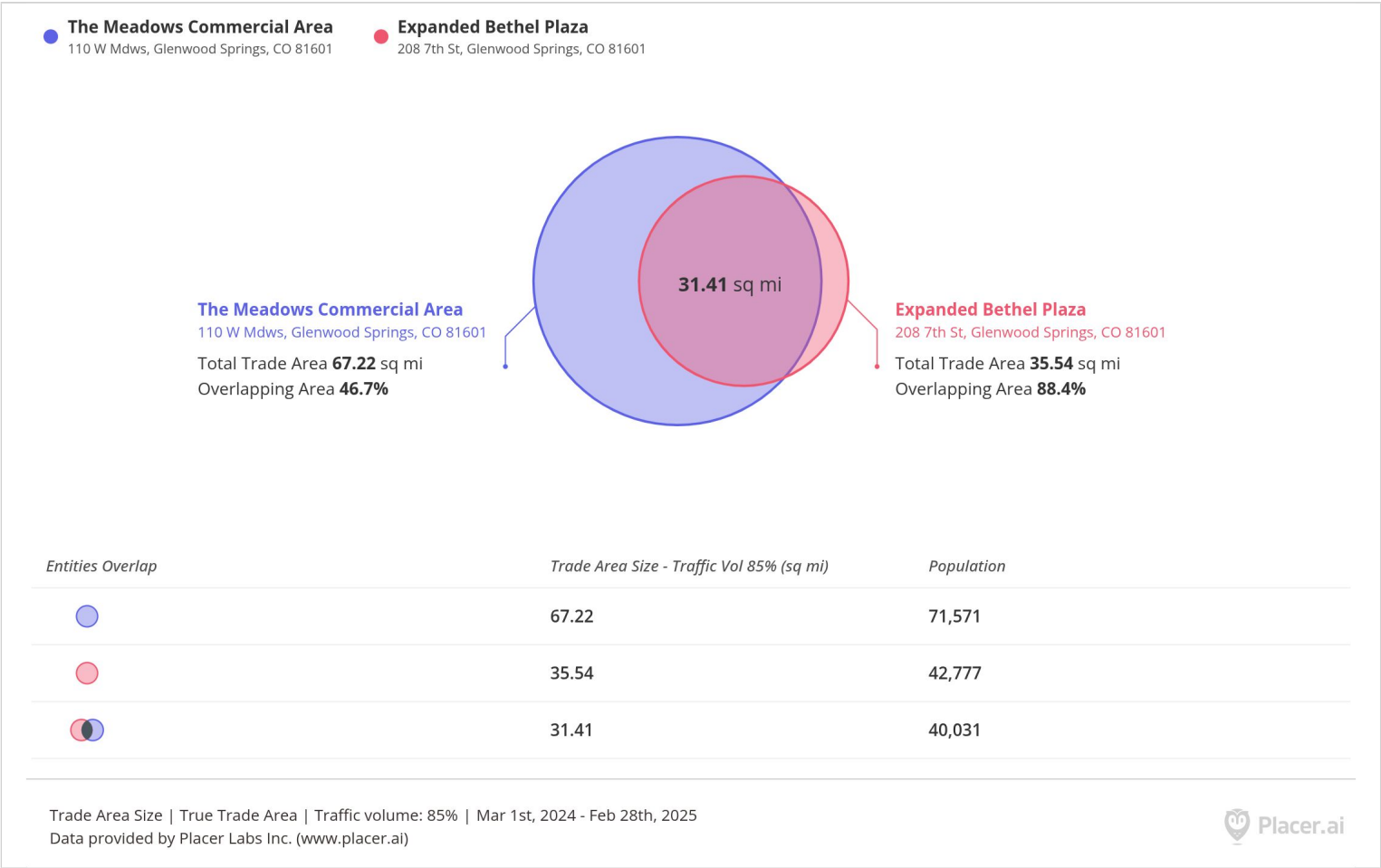






# Trade Area Overlap

Mar 1, 2024 - Feb 28, 2025



**From:**  
**To:** [City Council](#)  
**Subject:** No Barnes and Noble!  
**Date:** Monday, March 17, 2025 11:20:56 PM

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Dear City Council--we are so fortunate to have a wonderful independent bookstore in our town, opened by local residents. As a book lover and an author, I would hate to see Alpenglow Books put out of business because you gave an incentive to a giant chain with no ties to the area. Please say NO to Barnes and Noble!  
Sincerely, Deborah Williams, Glenwood Springs resident since 1979.

**From:**  
**To:** [City Council](#)  
**Subject:** Support Local Book Stores  
**Date:** Tuesday, March 18, 2025 10:13:04 AM

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To Whom It May Concern,

I am writing today as a concerned, 3rd generation Glenwood Springs local. Please do not allow and incentivize Barnes & Noble to go into the former Bed Bath & Beyond space at the Glenwood Springs Meadows. I grew up in a Glenwood that championed the small book stores such as Through the Looking Glass, The Book Train and The Book Grove and I was thrilled when AlpenGlow Books opened downtown in 2024. This business is run by a great local couple and they add to our great town in such a fantastic way, we should allow them to thrive. Please don't encourage and incentivize yet another big box store to trample our amazing small business owners! I already worry about our gear stores being overrun by REI, our local boutiques being squashed by Target and Marshalls, etc.

We only have one grocery store, please put your efforts and energy towards feeding our growing community not giving tax breaks to Barnes & Noble!

Sincerely,

Tess Vanderhoof

Resident - 314 Park Dr. Glenwood Springs

**From:**  
**To:** [City Council](#)  
**Subject:** Barnes and Noble book store possibly coming to empty BBB location  
**Date:** Tuesday, March 18, 2025 10:53:48 AM

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After having read the article/post about the young couple who have opened a fairly new book store, AlpenGlow, in downtown GWS, I have to agree with their concerns.

I do appreciate Barnes and Noble and love to go there when we are in GJ. However, I believe that local owners wanting to thrive in our community, should be given a fair and equal chance at success.

Wondering if there is something more to this story.

Thanks in advance for a response.

Carla and Arlen Wussow



Date: March 17, 2025

To: Glenwood Springs Mayor and City Council

From: Spencer Chu & Katie Hake, Owners: Alpenglow Books & Gifts

RE: March 20, 2025 City Council Meeting, Item 13, Tax Incentive Requests for Meadows

Dear City Council Members,

I am writing to explicitly and vehemently object to the proposal to provide a \$750,000 sales tax rebate to the Glenwood Meadows to fill the former Bed, Bath & Beyond space with a Barnes and Noble. As a resident and bookstore owner in Glenwood Springs, I do not believe that approving this proposal would be in the best interest of our community. In fact, approving this proposal would pull resources away from our community and have a significant negative impact on existing local businesses, including mine, that serve our community. I believe that the City Council should **not** approve this proposal, and I have included a number of reasons and resources below for your consideration.

### **1. Who I Am and Why I Am Sharing My Concerns**

I am coming to you as a concerned citizen because I believe that this proposal will negatively affect our community, and, candidly, I also believe that it will negatively affect my family's business. My wife, Katie Hake, and I opened a new bookstore, Alpenglow Books & Gifts, downtown in 2024. We have put significant personal capital, time, and effort into opening a new business in Glenwood's downtown core, and we have done everything that we can to make it successful with the resources that we have. We have been residents of Glenwood Springs for 6 years and love that we get to call this place home. It has long been a goal of ours to open a small business in our wonderful town, and we hope that we can continue to contribute to our community and help invigorate the downtown core with our efforts.

### **2. Approving this Request would be Inconsistent with Recent Policy and Unfair to Other New Businesses Investing in Glenwood**

During the 3/6/2025 City Council meeting, the Council chose to deny Millco Investments' request for a similar sales tax rebate to bring new tenants to the former Safeway space. This space had been vacant for much longer than the former Bed, Bath & Beyond space and requires significantly greater improvements than those in the Meadows' request. Additionally, the Safeway space had been highlighted in the City's Comprehensive Plan as an area that required revitalization, whereas the Meadows has not been. Mr. Miller and his tenants understand that Glenwood is a very desirable place to do business and are choosing to invest millions of dollars in expanding the businesses available in our town despite receiving no City benefit to do so.

Given that the Council chose to deny that request, it would be extremely inconsistent and unfair for the Council to now approve this request from the Meadows. The City needs to be consistent and clear in how and when it will offer economic incentives to private businesses.

### **3. Consistency & Equal Opportunity**

If the Council chooses to approve this request, it would be a stark example of the City not providing consistent opportunities for financial support across our community. There is no documented process or policy about how and when to request, or if the City will approve, this sort of financial assistance. The lack of a consistent policy around when and why the City would offer these types of rebates produces an uneven playing field for local businesses and entrepreneurs.

Considering and providing these types of rebates on a random and inconsistent basis will cause a lack of trust in the City Council and City Government. The City needs to be upfront and transparent about when and why it is choosing to give significant sums of public funds to private businesses in our community to ensure that there is equal opportunity for success for all businesses in Glenwood.

### **4. The City Should Not Subsidize a Foreign Hedge Fund-Owned Business at the Expense of Locally Owned Businesses and Citizens**

The City should not be offering to pad the profits of a foreign hedge fund (Barnes and Noble is owned by Elliott Advisors UK, per their website) at the expense of our community. As many businesses in Glenwood (both locally and nationally owned) have shown, there is tremendous opportunity in our community, and the vast majority of those businesses have built successful enterprises without financial support from the City. Subsidizing a foreign-held business that has billions of dollars at its disposal at the expense of the citizens of Glenwood Springs would be an irresponsible and foolish thing for our City Council to do.

I understand that competition is a factor when operating any business. If Barnes and Noble chooses to move into the former Bed, Bath, and Beyond space, that is their choice to make as a business with the vast resources at their disposal. However, I will not stand for the City spending \$750,000 of taxpayer money to support a foreign-owned chain in order to destroy local businesses including mine.

### **5. Locally Owned Businesses Provide a Greater Financial Benefit to our Community**

Based on a 10 year longitudinal economic research study done by the Civic Economics consulting group, locally owned independent retailers recirculate 3.8x more of their revenues back into their community than chain retailers. Additionally, independent restaurants recirculate 2.1x more of their revenues back into their community than chain restaurants. If the City chooses to subsidize a national chain at the expense of locally owned businesses, it will reduce the amount of money that will stay in our community. Locally owned businesses not only keep

their profits in our community, they are also more likely to spend with other local retailers for business services (such as banking, legal, accounting/tax, marketing, or construction services) while national chains will spend that money elsewhere.

If the City chooses to proceed with this proposal or others like it, it will subsidize national chain businesses at the expense of locally owned businesses. While there may be a marginal near term sales tax benefit, this rebate is likely to drain capital and economic vibrancy from our community in the long term.

## **6. Closing**

Thank you for your service to our community and for taking the time to review my objections to the proposed rebate. I deeply appreciate all of the time and effort that you, both our City Council and City Staff, put into serving our community. I hope that this information helps you reach the conclusion that this proposal is not in the best interest of our community. I would be happy to discuss further if any member of the Council or City Staff is interested in doing so.

Thank you,  
Spencer Chu, Co-Owner  
Alpenglow Books & Gifts  
720 Grand Ave, 1st Floor  
Glenwood Springs, CO 81601

**From:**  
**To:** [City Council](#)  
**Subject:** B&N  
**Date:** Wednesday, March 19, 2025 9:31:35 AM

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Dear Councilors

We are registering our most hearty objection to the City giving a big box store chain 3/4 of a million dollars to establish here in Glenwood. Our objection would be no less if the amount were \$1. A huge, impersonal chain doesn't need waivers and discounts. They can pay their way just like a small, local business does.

We are delighted to once again have a locally-owned bookstore in town. That is the sort of business that draws visitors to our town. No one comes to shop at the huge chains. No one. They come for the personal experience of unique businesses that are found here and nowhere else.

If you have money to give for business development, give it to our local shop-owners and new business start-ups. The character and desirability of our town depends them.

Victor G (Gil) and Jan Krische  
605 W 9th Pl  
Glenwood



**From:**  
**To:** [City Council](#)  
**Subject:** Barnes and Noble Tax Incentive  
**Date:** Tuesday, March 18, 2025 8:14:43 PM

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It is my opinion that the city of Glenwood should not offer an incentive for Barnes and Noble to move into the Meadows shopping center. If they would like to move into the community and open a new location then they are welcome to do so but the city should not assist them. Barnes and Noble has over 600 locations around the country. They do not need the assistance of a small town to open a new store.

Providing this incentive to a large retail chain to open their store could have a negative impact on current and prospective small business owners in the city. Why should they save money, take out loans and take on the financial risk of opening a new small business if the city is just going to offer tax incentives for a large business chain to move in and possibly bury the small businesses. Equitable competition in business is a good thing but the key is equitable. It isn't true competition if one business is getting a refund on tax revenue and another isn't.

If the city wants to incentivise any businesses to join our community it should be looking toward smaller and locally owned businesses.

Sincerely,

James Parsons  
Glenwood Springs Resident for 7 years  
Geotechnical Engineer for a local engineering company

## Danyelle Rigli

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**From:** Danyelle Rigli  
**Sent:** Wednesday, March 19, 2025 3:39 PM  
**To:** Danyelle Rigli  
**Subject:** FW: Tax Rebate for Barns and Noble

-----Original Message-----

From: Sara Lenart <sjlenart0808@gmail.com>  
Sent: Wednesday, March 19, 2025 11:22 AM  
To: City Council <citycouncil@cogs.us>  
Subject: Tax Rebate for Barns and Noble

Some people who received this message don't often get email from sjlenart0808@gmail.com. Learn why this is important <<https://aka.ms/LearnAboutSenderIdentification>>

Dear City Council Members,

I am writing to you regarding the proposed tax rebate at the former location of Bed Bath and Beyond. I'm not necessarily opposed to a tax rebate to bring in new business at this location, but I am greatly opposed to it going to a major corporation that threatens local small businesses that are already actively serving the community's needs. My understanding is that Barns and Noble is the proposed business.

Alpenglow Books & Gifts opened in 2024 and is currently nominated for "New Business" in the Locals' Choice Awards. They offer a great variety of books and gifts AND host events for the community bringing authors, speakers, book clubs and activities to Glenwood Springs.

Barns and Noble would ruin a small business that has a more significant impact on tourism and community engagement than it ever could.

Thank you for your consideration in this matter,

Sara Lenart  
Glenwood Springs Resident

**From:** [Danyelle Rigli](#)  
**To:** [Danyelle Rigli](#)  
**Subject:** FW: Meadows Tax Incentive  
**Date:** Wednesday, March 19, 2025 5:53:55 PM

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**From:** Breanna Richardson <[breanna.lee.richardson@gmail.com](mailto:breanna.lee.richardson@gmail.com)>  
**Sent:** Wednesday, March 19, 2025 3:36 PM  
**To:** Ingrid Wussow <[ingrid.wussow@cogs.us](mailto:ingrid.wussow@cogs.us)>  
**Subject:** Meadows Tax Incentive

[You don't often get email from [breanna.lee.richardson@gmail.com](mailto:breanna.lee.richardson@gmail.com). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hi Mayor Ingrid,

I hope you are well and appreciated all your hard work at the city. Unfortunately, I will not be able to attend the council meeting this Thursday but would like to express my concern regarding the proposed sale tax incentive request for Barnes and Noble in the Meadows Shopping area. As I concerned citizen, I urge you to vote against this proposal.

While I am a strong advocate for supporting local businesses, I believe that the city should not selectively favor certain retailers. More importantly, I think if the city rebates tax dollars you should focus the efforts on supporting the local businesses where generally the owner is an active community member and tend to financial support our local non profits comparatively to a large corporation that has no direct ties to our community. In this certain case, a company that is owned by Elliot Investment Management one of the largest hedge fund in the world located in London and it is concerning to me they would have Glenwood tax dollars foot the bill for their remodel.

Please consider a vote no for this tax incentive and going forward, if you are going to review this type of an incentives have a consistent and transparent incentive model that would be available to all retail businesses.

Thank you for your time and again, your dedication to the city and citizens of Glenwood Springs!

Breanna and Hunter McCallum  
970-274-6241

Sent from my iPhone





**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Microtransit update

**Action Requested:**

**Department:** Engineering

**Presented By:** Ryan Gordon

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** Staff will provide council and update on the Micro transit program. Here is a summary of the program:  
Time of Service: Monday - Friday 7am - 10pm; Saturday to Sunday - 9am- 10pm  
Wait Time Goal: 15 minutes  
Ride Request: Preferred option is via the mobile app. Riders can also call a number to request a ride  
Vehicles: A total of 4. 2 ADA transit van with 8 passenger seating and 1 wheelchair; 1 standard transit van with 11 passenger seating; 1 mini van with 6 passenger seating.  
Fare: \$1.00 per ride. Riders have the option to save a credit or debit card to their secure profile in the app. We are exploring h non-credit card transaction options.  
Program is planned to begin on May 1st, 2025.

**Issues:** NA

**Fiscal Impact:** NA

**Legal Review:** NA

**Staff Recommendation:** NA



**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>      | Ordinance 2025-09 Code Amendment, Title 070, Duplexes and Triplexes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Action Requested:</b> | Consideration of Code Amendment to increase the zone districts that allow duplexes and triplexes with some limitation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Department:</b>       | Economic and Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Presented By:</b>     | Watkins Fulk-Gray, Hannah Klausman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Strategic Goals:</b>  | Protect and Preserve our Quality of Life<br>Preserve and Improve Infrastructure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Background Info:</b>  | <p>In February, City Council requested Staff bring forward code text amendments that would change where duplexes and triplexes are allowed and establish limits on how many duplexes and triplexes could be developed per year. The City's legal counsel has determined that a yearly limit on duplexes and triplexes would not be allowed by State law prohibiting growth caps. To bring this proposal forward while meeting the intent of City Council's direction, without running afoul of State law, Staff has created a new proposal that uses distance buffers between duplexes and triplexes to limit the number of duplexes and triplexes that can be developed.</p> <p>The topic of duplexes and triplexes was one of the subjects of proposed code amendments that City Council considered in 2023 and 2024, an effort that itself grew out of the Strategic Housing Plan Update in 2023. The proposed code text amendments described in this memo relate only to a subset of the previous changes that were considered. Below is a list of the major meetings or milestones from the zoning reform process that included consideration of duplexes and triplexes:</p> <ul style="list-style-type: none"><li>• Open house for Strategic Housing Plan Update: February 9, 2023</li><li>• Planning &amp; Zoning/City Council joint meeting for Plan Update: June 27, 2023</li><li>• City Council (CC) adoption of Strategic Housing Plan Update: July 20, 2023</li><li>• Planning &amp; Zoning Commission (P&amp;Z) worksession about zoning reform code changes: July 25, 2023</li><li>• Community survey: 8/23 to 9/20, 2023</li><li>• P&amp;Z recommendation: October 3, 2023</li><li>• CC worksession: October 26, 2023</li><li>• CC action item: November 16, 2023</li><li>• CC worksession: February 15, 2024</li><li>• CC worksession: March 21, 2024</li><li>• Public Listening and Education Session: April 29, 2024</li><li>• CC action item: May 16, 2024</li></ul> <p>At the P&amp;Z's special March 10 (2025) meeting, they recommended with a vote of 4-2 that City Council approve the proposed changes that are described in the next section. However, P&amp;Z wished to transmit the following concerns and discussion about these proposed changes:</p> <ul style="list-style-type: none"><li>• Concern that it is too limiting for triplexes and that the proposed changes will not result in actual units built</li><li>• Concern over public involvement in this proposal</li><li>• Concern over having both an administrative review and the Special Use Permit resulting in too much development.</li><li>• Proposal to allow for additions to existing buildings, but not complete tear-downs.</li></ul> |

- Concern over teardowns and historic properties
- Clarifications on ADU and duplex definitions
- Concern that Glenwood is not doing enough to build missing middle housing.
- Concern that the public opportunity to respond is removed with the administrative process.

These concerns, and a detailed description of the proposed changes to where duplexes and triplexes are allowed, follow in the next section.

There are three sets of illustrative photo slideshows of how duplexes and triplexes can blend into single-family predominant neighborhoods included with the packet.

#### **Issues:**

Staff proposes creating a new Administrative Review process, similar to a Special Use Permit process, but with the Director as the permit authority, for duplexes in the RR, RL, and RM1 zone districts and for triplexes in the RM1 district, with required buffers between each administratively-approved project. One triplex unit will be required to be deed restricted for Resident Occupancy. Staff proposes a required buffer of 250 feet between duplexes and triplexes in the RM1 zone and 350 feet in between duplexes in the RR and RL districts. This new Administrative Review procedure will allow duplexes to be built in the RR, RL, and RM1 zones, and triplexes to be built in the RM1 zone, if the Director finds that a project meets the following criteria:

1. In the RR and RL zone district, Administrative Review Duplexes shall be located a minimum of three-hundred-fifty (350) feet from any other Administrative Review duplex. This three-hundred-fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the three-hundred-fifty-foot buffer distance.
2. In the RM1 district, Administrative Review Duplexes/Triplexes shall be located a minimum of two hundred fifty (250) feet from any other Administrative Review Duplex/Triplex. This two-hundred-fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the two-hundred-fifty-foot buffer distance.
3. The use will be consistent with the general purpose and intent of this Code;
4. The use will comply with all applicable standards of this Code;
5. The use is in conformance with the Comprehensive Plan and other City plans and policies;  
and
6. The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.

Staff proposes that the buffers apply only to new duplexes/triplexes approved through the Administrative Review process with separate buffers by housing type. This means that (in the RM1 zone) a duplex could be built next to a triplex, each with its own buffer. In the downtown area, where blocks are around 430 feet long, this probably means that not more than two duplexes and two triplexes could be permitted on one block (including both sides of the street).

Furthermore, Staff proposes that the Special Use Permit (SUP) process that exists already for duplexes in RL and RM1 be maintained if the Administrative Review process is adopted, so that a duplex could be approved by SUP within the buffer area of the Administrative Review-approved duplex. The SUP process involves a public hearing and neighborhood notification, so the community will have a voice when additional density beyond what is allowed by Administrative Review is proposed.

The proposed criteria of approval for duplexes and triplexes will be contained in new Use-Specific Standards. Once the Community Development Director approves an application based on the Use-Specific Standards, the approval will expire after 180 days without a building permit approval, which can be extended upon request. The expiration is to ensure that a property actually moves forward with the proposed duplex or triplex and does not act as a "placeholder," preventing other potential development in the buffer. This is similar to how the vacation rental permitting process works. Decisions can be appealed to the P&Z through the standard process for other administrative decisions, as described in 070.060.070(c).

The Comprehensive Plan contains several goals, policies, and actions that are relevant to these proposed changes:

- Increase housing density
- Provide diversity in housing type
- Create a policy or program to preserve existing missing middle housing and explore ways to develop new missing middle housing.
- Provide incentives for developers to build condos or townhouse units, including identifying and supporting condominiumization opportunities to increase homeownership.
- Require qualified workforce and affordable housing buyers and renters under subsidized housing programs to be employed locally within city limits or in close proximity as determined by deed restriction regulations.

From the Strategic Housing Plan Update, the following goals or findings support the proposed code changes:

- Goal: Update the zoning code to enable up to three units on lots currently zoned for single-unit housing, requiring deed restrictions for additional units
- In 2023, Glenwood had a shortfall of 1,346 homes, which is predicted to increase to 1,858 by 2043
- An estimated 38% of Glenwood residents are cost-burdened by housing costs

Allowing duplexes and triplexes in Glenwood's predominantly single-family neighborhoods will help Glenwood meet these goals in the Comprehensive Plan and Strategic Housing Plan Update because duplexes/triplexes allow more homes to be sited on a lot (creating more housing), provide an alternative to single-family homes, are more affordable than single-family homes, are classic missing-middle housing solutions, could be condominiumized, and with the Staff recommendation, triplexes would include one unit set aside for members of the local workforce.

Expanding the possibilities for building duplexes and triplexes opens more possibilities for housing in Glenwood. They are more affordable than single-family homes because they allow the land cost to be split across two or three homes, rather than one home. This is why duplexes or triplexes that are condominiumized are classic first home purchases and part of the "missing middle"—homes in between single-family and large apartment buildings. These opportunities are created through private development, with no direct cost to taxpayers. As a method of growth, infill housing within established city neighborhoods is more efficient than building on the city's perimeter or outside its borders, because established neighborhoods are already provided with roads, sidewalks, bike lanes, schools, parks, and utilities. Development on the edges of the city typically require creating new infrastructure that must be maintained. While these code amendments will not solve the housing crisis described in the Strategic Housing Plan Update alone, they are part of the City's broader effort that includes accessory dwelling units, rental assistance, down payment assistance, and potentially mobile home park preservation.

The possible negative consequences of allowing more duplexes and triplexes in the RR and RL zones, and particularly in the RM1 zone, is the potential for teardowns and the displacement of renters in existing homes. There are few lots in the RR and RL zones that would be affected by these changes, but approximately 708 lots in the RM1 zone with enough land area to theoretically build a triplex, without taking into account the buffer distance and any other site limitations. Homes with significant deferred maintenance would be candidates for redevelopment, and this may be a welcome change for these owners (but not by renter inhabitants) and may also improve the streetscape with newer buildings. However, the loss of familiar building facades and landscaping features is something that residents notice, and can contribute to the feeling of change to neighborhood character. The City's historic preservation program, which provides modest incentives for owners to landmark their properties, is one effort to combat the loss of historic homes. An additional step to protect older homes could be to create a historic district, with district-wide protection against teardowns.

While allowing redevelopment at greater density will be an incentive for scraping and replacing old

homes with duplexes or triplexes, demolitions of aging structures are allowed already, and large-scale replacements, even in neighborhoods in which multifamily development is allowed, has not been observed. A useful comparison is the teardown and redevelopment pattern in the RM2 zone district, which allows duplexes and multifamily development. In the four demolitions since 2015, none have resulted in an increase in density by redevelopment. Of these four demolitions, two lots are still vacant, and the other two were replaced like-for-like with respect to density.

Besides the recommended distance buffer, there are several other site limitations to how many lots could redevelop as duplexes or triplexes. No changes to parking requirements are proposed, so duplexes must provide three off-street parking spaces and triplexes must provide six. Parking is not allowed within the front setback, meaning more space must be taken up with access drives. Six parking spaces, even without considering the area of the access drive, require more than 1,000 square feet. Building a triplex requires setting aside 20% of the lot for landscaping and 20% for common open space (though they can overlap in some cases). The City's residential design standards, which include height matching requirements for next-door homes, apply to both duplexes and triplexes. Assuming there are no site constraints like easements, steep slopes, utilities, or accessory structures, the City's setback and height limits complete the "building envelope" of a site. In many cases these limitations will prevent the feasibility of duplex or triplex development.

The P&Z questioned if enough public involvement has taken place before possible adoption of these changes. It is true that no direct engagement efforts will have taken place in between when Staff was given direction to draft these changes and City Council's consideration of them. However, as the Background section of this memo makes clear, there have been public engagement events in the past for these issues. A survey in 2023 was conducted that received 559 responses, one of the City's better-performing surveys. The survey faced headwinds because some of the survey's questions were imperfectly written, the respondents were skewed toward wealthier homeowners, and because the topics are challenging to capture in the limited attention span of survey takers. However, the robust participation did find majorities of people in favor of allowing duplexes in the RR, RL, and RM1 zones, and triplexes in the RR and RL zones. (Triplexes at the time of the survey were being considered in the RR and RL zones, unlike this proposal). These responses are in marked contrast to the written and in-person feedback received at public hearings previously, where residents voiced their concern with the potential for added density and pace of change.

The P&Z was also concerned that the deed restriction requirement for one of the triplex units, in combination with the proposed minimum buffers, will mean that little new, net residential development will occur. While deed restrictions are disincentives for developers because they reduce the pool of potential buyers/renters and are an additional challenge in obtaining financing, this consideration must be weighed against the benefit of requiring members of the workforce, who are among those most affected by the housing supply crisis, to be able to benefit from new development. The required buffers represent a compromise position, balancing the need for more housing with fears of rapid neighborhood change.

**Fiscal Impact:** Additional deed restricted units, if required by any code changes, will incur additional staff time.

**Legal Review:** Legal has drafted the attached ordinance and exhibits.

**Staff Recommendation:** Planning & Zoning Commission recommend approval of the Ordinance 2025-09



**ORDINANCE NO. \_\_**

Series of 2025

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,  
COLORADO, AMENDING TITLE 070 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**, the Strategic Housing Plan Update adopted in July 2023; and

**WHEREAS**, at the request of the Planning and Zoning Commission, City Staff conducted a survey of the community resulting in certain recommended changes to sections of Title 070 of the Glenwood Springs Municipal Code (the “Code”); and

**WHEREAS**, at a special meeting of the Planning and Zoning Commission, the Commission recommended by a vote of 4-2 that City Council adopt certain changes to sections of Title 070 of the Code; and

**WHEREAS**, adoption of the resulting recommended changes to the Code will fulfill a requirement of a grant received from the Colorado Department of Local Affairs to update the City’s Strategic Housing Plan; and

**WHEREAS**, recommended amendments to the development code to address the foregoing issues are set forth on **Exhibit A** attached hereto; 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)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.** Title 070 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 \_\_\_\_ DAY OF MARCH 2025.

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 \_\_\_\_\_, 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

---

Ingrid Wussow, Mayor

ATTEST:

---

Ryan Muse, City Clerk

## EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text~~ deleted.

### TITLE 070 – DEVELOPMENT CODE

\* \* \* \*

### ARTICLE 070.020 – ZONING DISTRICTS

\* \* \* \*

#### 070.020.020 Summary of Dimensional Standards.

(a) *Residential Districts.*

| Table 020.2: Summary of Residential Dimensional Standards                                               |           |                        |                   |                       |                       |                       |
|---------------------------------------------------------------------------------------------------------|-----------|------------------------|-------------------|-----------------------|-----------------------|-----------------------|
|                                                                                                         | RR        | RL                     | RM1               | RM2                   | RH                    | RT                    |
| <b>Lot Standards, Minimum</b>                                                                           |           |                        |                   |                       |                       |                       |
| Lot area                                                                                                | 40,000 sf | 20,000 sf              | 6,000 sf          | —                     | —                     | —                     |
| Lot area, lots created prior to March 1, 1965                                                           |           |                        | 5,000 sf          |                       |                       |                       |
| Lot area, single-family detached                                                                        | —         | —                      | —                 | 5,000 sf/unit         | 4,500 sf/unit         | 5,000 sf/unit         |
| Lot area, attached dwellings sharing common wall                                                        | —         | —                      | 7,500 sf          | 2,500 sf/unit         | 2,250 sf/unit         | 2,500 sf/unit         |
| Landscaped area (for multifamily dwellings)                                                             | —         | —                      | <u>20 percent</u> | 20 percent            | 20 percent            | 20 percent            |
| <b>Setbacks, Minimum</b>                                                                                |           |                        |                   |                       |                       |                       |
| Front (from arterial streets)                                                                           | 50 feet   | 50 feet                | 30 feet           | 30 feet               | 15 feet               | 15 feet               |
| Front (from other streets)                                                                              | 25 feet   | 25 feet                | 20 feet           | 20 feet               | 10 feet               | 10 feet               |
| Side                                                                                                    | 10 feet   | 10 feet <sup>[1]</sup> | 5 feet            | 5 feet <sup>[2]</sup> | 5 feet <sup>[2]</sup> | 5 feet <sup>[2]</sup> |
| Rear                                                                                                    | 25 feet   | 25 feet                | 15 feet           | 10 feet               | 10 feet               | 10 feet               |
| <b>Building Standards, Maximum</b>                                                                      |           |                        |                   |                       |                       |                       |
| Building height                                                                                         | 27 feet   | 27 feet                | 27 feet           | 27 feet               | 40 feet               | 40 feet               |
| Notes:                                                                                                  |           |                        |                   |                       |                       |                       |
| [1] Or one-half the height of the principal building, whichever is greater.                             |           |                        |                   |                       |                       |                       |
| [2] For attached dwellings sharing a common wall, interior side setbacks may be permitted at zero feet. |           |                        |                   |                       |                       |                       |

\* \* \* \*

## 070.030 – USE REGULATIONS

\* \* \* \*

### 070.030.020 - Table of Allowed Uses.

\* \* \* \*

(f) Table of Allowed Uses.

| Table 030.1: Table of Allowed Uses |                                  |                                 |             |              |          |          |          |                            |          |          |          |                        |    |    |    |          |                          |                                                                     |
|------------------------------------|----------------------------------|---------------------------------|-------------|--------------|----------|----------|----------|----------------------------|----------|----------|----------|------------------------|----|----|----|----------|--------------------------|---------------------------------------------------------------------|
| P = permitted by right             |                                  | S = special use permit required |             |              |          |          |          | AR = Administrative Review |          |          |          | Blank = use prohibited |    |    |    |          |                          |                                                                     |
|                                    | Districts →                      |                                 |             |              |          |          |          |                            |          |          |          |                        |    |    |    |          |                          |                                                                     |
| Use Category                       | Use Type                         | RR                              | RL          | RM1          | RM2      | RH       | RT       | M1                         | M2       | M3       | CO       | RE                     | I1 | I2 | IN | HP       | Use-Specific Standards   | Required Minimum Parking                                            |
| <b>RESIDENTIAL USES</b>            |                                  |                                 |             |              |          |          |          |                            |          |          |          |                        |    |    |    |          |                          |                                                                     |
| Household Living                   | Dwelling, live-work              |                                 |             |              |          |          | P        | P                          | P        | P        | P        | P                      | P  | P  |    |          | 070.030.030(c)(2)        | 1 per dwelling unit                                                 |
|                                    | Dwelling, multifamily            |                                 |             |              | P        | P        | P        | P                          | P        | P        | P        | P                      |    |    |    |          | 070.030.030(c)(1)        | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                                    | Dwelling, townhouse              |                                 |             |              | P        | P        | P        | P                          | P        | P        | P        | P                      |    |    |    | S        | 070.030.030(c)(1)        | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                                    | Dwelling, single-family detached | P                               | P           | P            | P        | P        | P        | P                          | P        |          | P        | P                      |    |    |    | S        | 070.030.030(c)(1)        | 1 per dwelling unit                                                 |
|                                    | <u>Dwelling, three-family</u>    |                                 |             | <u>AR[1]</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u>                   | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u>               |    |    |    | <u>S</u> | <u>070.030.030(c)(4)</u> | <u>1.5 per dwelling unit, plus 1 guest space</u>                    |
|                                    | Dwelling, two-family             | <u>AR</u>                       | <u>AR/S</u> | <u>AR/S</u>  | P        | P        | P        | P                          | P        |          | P        |                        |    |    |    | S        | <u>070.030.030(c)(4)</u> | 1.5 per dwelling unit                                               |
|                                    | Mobile home park                 |                                 |             |              |          | S        | S        | S                          |          |          | P        |                        |    |    |    |          | 070.030.030(c)(3)        | 1 per dwelling unit                                                 |
|                                    | Accessory dwelling unit          | P                               | P           | P            | P        | P        | P        | P                          | P        |          | P        | P                      |    |    |    | S        | 070.030.040(d)(1)        | 1 per unit                                                          |
| Group Living                       | Convalescent or nursing home     |                                 |             |              |          | S        | S        | P                          | P        |          | P        | P                      |    |    | P  |          |                          | 1 per 3 beds                                                        |

[1] Triplexes allowed only when one unit is deed restricted for Resident Occupancy in accordance with the City's Community Housing Standards and Guidelines.

\* \* \* \*

#### **070.030.030 - Use-Specific Standards.**

\* \* \* \*

##### *(c) Residential Uses.*

\* \* \* \*

##### (4) Duplex/Triplex Administrative Review.

- a. Purpose. To encourage residential infill and allow for greater housing development, the Duplex/Triplex administrative review procedure is intended to allow limited density increases from the zoning standards of this Code with approval by the Director.
- b. Applicability. The Duplex/Triplex procedure is available.
  1. Duplexes in the Rural Residential (RR), Residential Low Density (RL) zone districts, and Residential Medium Density (RM1) zone district.
  2. Triplexes in the Residential Medium Density (RM1) zone district.
- c. Use Restrictions
  1. In the RR and RL zone district, Administrative Review Duplexes shall be located a minimum of two hundred fifty (350) feet from any other Administrative Review Duplex. This two hundred fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the two hundred fifty-foot buffer distance.
  2. In the RM1 district, Administrative Review Duplexes/Triplexes shall be located a minimum of two hundred fifty (250) feet from any other Administrative Review Duplex/Triplex. This two hundred fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the two hundred fifty-foot buffer distance.
  3. In the RL and RM1 districts, duplexes shall be allowed by Special Use Permit, pursuant to 070.060.050(e), including within the minimum buffers established in (1) and (2) above.
- d. Pre-Application Meeting Required. An applicant proposing a Duplex or Triplex in the applicable zone districts shall request and attend a pre-application meeting prior to submitting application materials for a building permit.
- e. Application Submittal and Handling.
- f. Decision-Making Responsibility. Duplex/Triplex Administrative Reviews shall receive written approval from the Director.
- h. Criteria for Approval. The Director shall review the application and shall approve, approve with conditions, or deny the application. In reviewing a proposed Administrative Review permit application, the Director shall consider whether:



- i. The use will be consistent with the general purpose and intent of this Code;
  - ii. The use will comply with all applicable standards of this Code;
  - iii. The use is in conformance with the Comprehensive Plan and other City plans and policies; and
  - iv. The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.
- g. Effect of Approval. Duplex/Triplex Administrative Reviews shall apply only to the specific site for which it is requested and shall not establish a precedent for approval of other requests.
- h. Expiration of Duplex/Triplex Administrative Reviews. An administrative review shall automatically expire if the associated building permit is not approved within 180 days of receiving Director approval or if approval of the concurrently reviewed building permit expires, is revoked, or otherwise deemed invalid. An applicant can request an extension to the Director for an additional 180 days upon demonstration of justifiable cause.

\* \* \* \*

## **ARTICLE 070.070 - RULES OF CONSTRUCTION AND DEFINITIONS**

\* \* \* \*

### **070.070.020 - Definitions of Use Categories and Specific Use Types.**

#### **(a) Residential Uses.**

- (1) *Household Living.* Uses in this category are characterized by residential occupancy of a dwelling unit by a household. Tenancy is arranged on a month-to-month or longer basis. Common accessory uses include recreational activities, gardens, personal storage buildings, and residential parking.

\* \* \* \*

f. *Dwelling, Three-Family.* A building designed as a single structure that contains three (3) separate dwelling units, each of which is designed to be occupied as a separate residence by one (1) family or household.

g.f. *Mobile Home Park.* Any plat of ground upon which two (2) or more mobile homes are located and occupied for dwelling or sleeping purposes, regardless of whether or not a charge is made for such accommodations.

h.g. *Accessory Dwelling Unit.* A separate, complete, dwelling unit containing separate facilities for sleeping, cooking, and sanitation that is contained within or attached to a detached single-family dwelling, or detached from it on the same property.

\* \* \* \*

# Planning File #06-25

## Code Text Amendments Regarding Duplexes/Triplexes

City Council

March 20, 2025



# Zoning Changes

- **Topic for tonight:** Possible changes to where duplexes and triplexes are allowed

**Table 030.1: Table of Allowed Uses**  
P = permitted by right    S = special use permit required    Blank = use prohibited

| Use Category            | Districts →<br>Use Type          | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP | Use-Specific Standards | Required Minimum Parking                                            |
|-------------------------|----------------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|------------------------|---------------------------------------------------------------------|
| <b>RESIDENTIAL USES</b> |                                  |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |                        |                                                                     |
| Household Living        | Dwelling, <u>live-work</u>       |    |    |     |     |    | P  | P  | P  | P  | P  | P  | P  | P  |    |    | 070.030.030(c)(2)      | 1 per dwelling unit                                                 |
|                         | Dwelling, multifamily            |    |    |     | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    |    | 070.030.030(c)(1)      | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                         | Dwelling, townhouse              |    |    |     | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    | S  | 070.030.030(c)(1)      | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                         | Dwelling, single-family detached | P  | P  | P   | P   | P  | P  | P  | P  |    | P  | P  |    |    |    | S  | 070.030.030(c)(1)      | 1 per dwelling unit                                                 |
|                         | Dwelling, two-family             |    | S  | S   | P   | P  | P  | P  | P  |    | P  |    |    |    |    | S  | 070.030.030(c)(1)      | 1.5 per dwelling unit                                               |

- Currently duplexes by Special Use Permit in RL, RM1, triplexes not allowed in RR, RL, or RM1

# Zoning Changes

- Proposed changes to where duplexes and triplexes are allowed

**070.030.020 Table of Allowed Uses.**

(e) *Table of Allowed Uses.*

| Table 030.1: Table of Allowed Uses                                            |                |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    |                                                  |
|-------------------------------------------------------------------------------|----------------|-----------|-------------------------|--------------------------|-----|----|----|----|----|----|----|----|----|----|----|----|--------------------------------------------------|
| P = permitted by right S = special use permit required Blank = use prohibited |                |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    |                                                  |
|                                                                               | Districts<br>→ |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    |                                                  |
| Use Category                                                                  | Use<br>Type    | RR        | RL                      | RM1                      | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP | Use-Specific<br>Standards                        |
| <b>RESIDENTIAL USES</b>                                                       |                |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    |                                                  |
| <u>Dwelling, three-family</u>                                                 |                |           |                         | <u>AR</u> <sup>[1]</sup> | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    | S  | <u>070.030.030(c)(4)</u>                         |
|                                                                               |                |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    | <u>1.5 per dwelling unit, plus 1 guest space</u> |
| Dwelling, two-family                                                          |                | <u>AR</u> | <u>S</u><br><u>AR/S</u> | <u>S</u><br><u>AR/S</u>  | P   | P  | P  | P  | P  |    | P  |    |    |    |    | S  | <u>070.030.030(c)(4)</u>                         |
|                                                                               |                |           |                         |                          |     |    |    |    |    |    |    |    |    |    |    |    | <u>1.5 per dwelling unit</u>                     |

[1] Triplexes allowed only when one unit is deed restricted for Resident Occupancy in accordance with the City's Community Housing Standards and Guidelines.

- Triplexes in RM1 by Administrative Review (AR)
- Duplexes in RR by AR
- Duplexes in RL and RM1 by SUP or AR

# Proposed Changes

- **Allow duplexes in RR and RL by Administrative Review (AR), subject to limitations:**
  - Minimum 350-foot buffer in between other AR-approved duplexes
  - In RL, duplexes still allowed by SUP, even within 350-foot buffer
  - No changes to duplex parking requirements
- **Must meet following criteria:**
  - The use will be consistent with the general purpose and intent of this Code;
  - The use will comply with all applicable standards of this Code;
  - The use is in conformance with the Comprehensive Plan and other City plans and policies; and
  - The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.

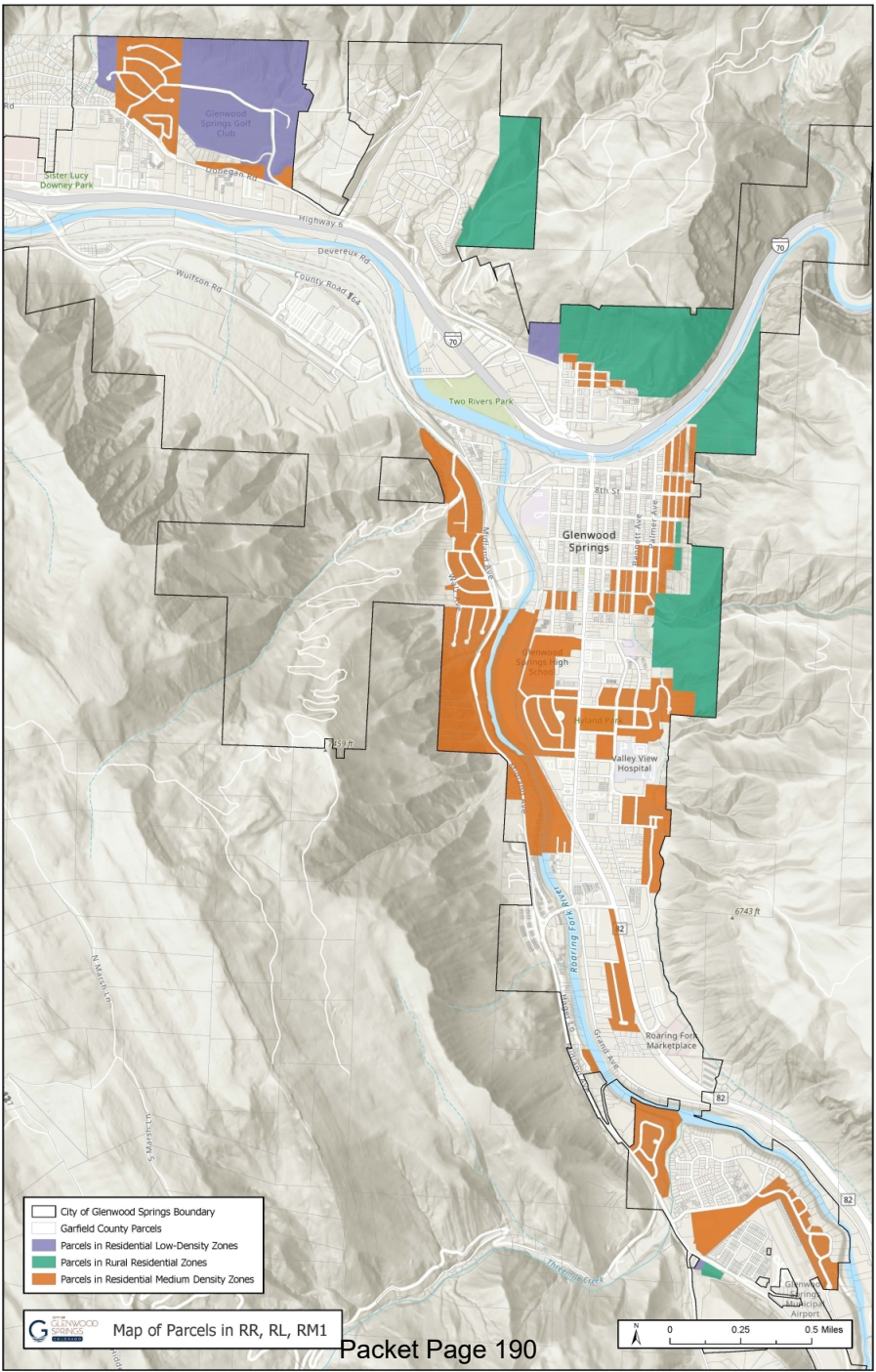




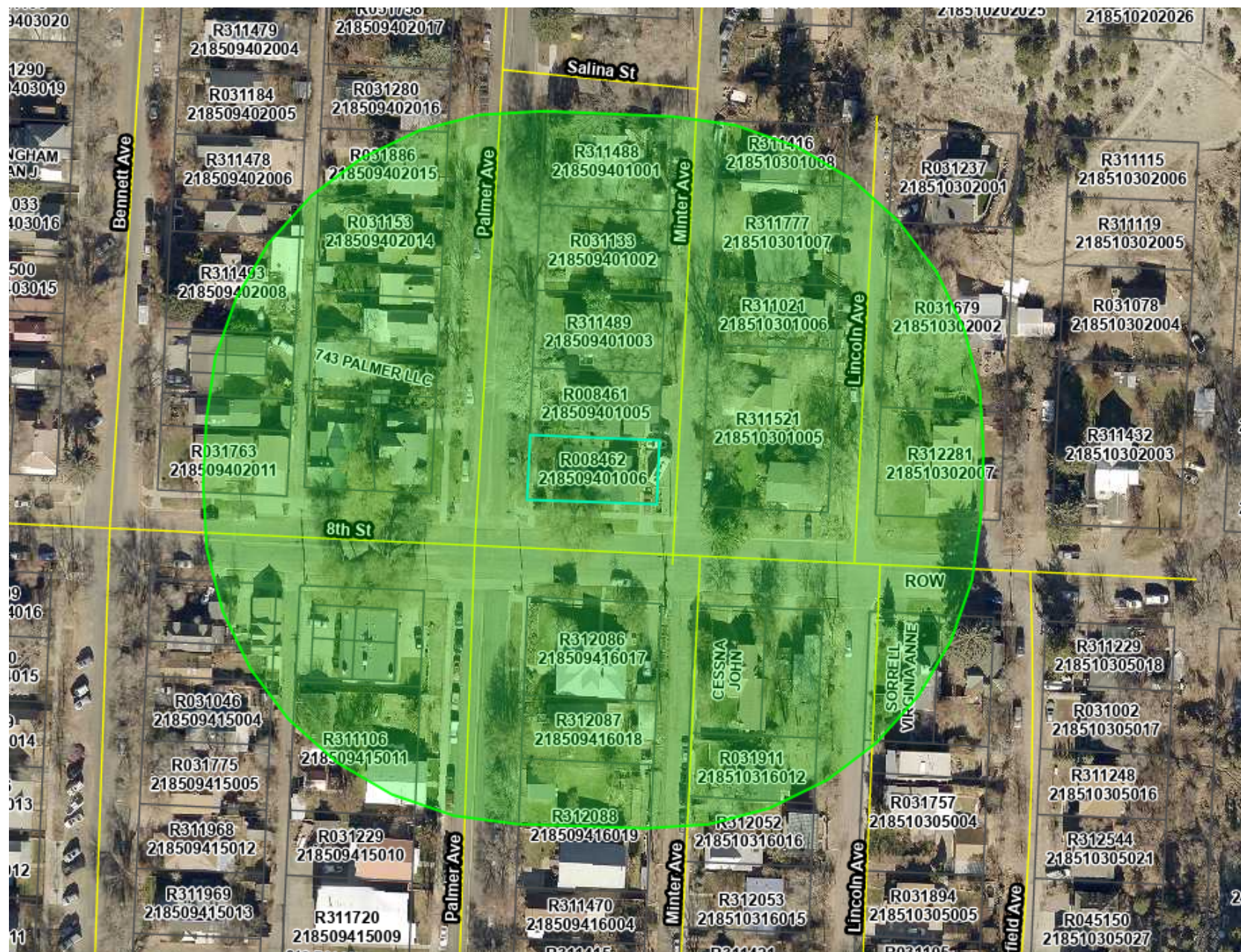
# Proposed Changes

- Allow duplexes and triplexes by Administrative Review in RM1, subject to limitations:
  - Minimum 250-foot buffer in between other AR-approved duplexes and triplexes (*duplexes/triplexes to have own buffers*)
  - Parking requirements the same as existing for duplex/multifamily
  - Duplexes still allowed by SUP, even within buffers
  - One unit must be deed restricted RO
- Must meet following criteria:
  - The use will be consistent with the general purpose and intent of this Code;
  - The use will comply with all applicable standards of this Code;
  - The use is in conformance with the Comprehensive Plan and other City plans and policies; and
  - The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.









# Timeline and Previous Work

- Open house for Strategic Housing Plan Update: February 9, 2023
- P&Z/CC joint meeting for Plan Update: June 27, 2023
- CC adoption of Strategic Housing Plan Update: July 20, 2023
- P&Z worksession about zoning reform code changes: July 25, 2023
- Community survey: 8/23 to 9/20, 2023
- P&Z recommendation: October 3, 2023
- CC worksession: October 26, 2023
- CC action item: November 16, 2023
- CC worksession: February 15, 2024
- CC worksession: March 21, 2024
- Public Listening and Education Session: April 29, 2024
- CC action item: May 16, 2024
- P&Z recommendation for approval: March 10, 2025





# Background

- Strategic Housing Plan Update adopted by City Council on July 20, 2025
- Recommendations from the Plan Update:

- 1. Update the zoning code to enable up to three units on lots currently zoned for single-unit housing, requiring deed restrictions for additional units.*

Ensure adequate parameters on new units related to parking, design, and other neighborhood compatibility factors that accommodate the additional density within established neighborhoods and minimize impacts. For new units, require deed restrictions such as resident occupancy, local employment, and potentially income limits.







## Zoning Changes: Issues

- RR, RL, and RM1 zone districts
  - # of RR parcels: 16
  - # of RL parcels: 41
  - **# of RM1 parcels: 988**
    - With at least 7,500 sf: 708
- Infill development
- Neighborhood impacts
- Cost borne by developers
- Implements recommendations from Plan Update
- Smaller developments
- Promotes affordability

# Comprehensive Plan

## Goals supported:

- Increase housing density
- Provide diversity in housing type

## Policies and Actions supported:

- Provide incentives for developers to build condos or townhouse units, including identifying and supporting condominiumization opportunities to increase homeownership.
- Require qualified workforce and affordable housing buyers and renters under subsidized housing programs to be employed locally within city limits or in close proximity as determined by deed restriction regulations.
- Create a policy or program to preserve existing missing middle housing and explore ways to develop new missing middle housing.





## Planning & Zoning Commission concerns

- Teardowns and historic properties
- Too limiting for triplexes, that the proposed changes will not result in actual units built
- Lack of public involvement in this proposal
- Concern over having both an administrative review and the Special Use Permit
- Clarifications on ADU and duplex definitions
- Concern that the public opportunity to respond is removed with the administrative process.

# Resident Occupancy Deed Restrictions

- Inhabitant must be part of local workforce, with limited exceptions
- Deed restrictions are managed in-house by Housing Development Manager



# Criteria for Text Amendment to Code

1. The proposed amendment is consistent with the Comprehensive Plan and other City policies;
2. The proposed amendment does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
3. The proposed amendment is necessary to address a demonstrated community need;
4. The proposed amendment is necessary to respond to substantial changes in conditions and/or policy;
5. The proposed amendment is consistent with the general purpose and intent of this Code.





# Recommended Findings

- I. Is consistent with the Comprehensive Plan and other City policies;  
**The proposed changes are consistent with the Comprehensive Plan and supports several policies or actions described in the Comprehensive Plan.**
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;  
**The proposed changes to the Code's mitigation requirements do not conflict with the Municipal code.**
- III. Is necessary to address a demonstrated community need;  
**Housing is an important community need. According to the 2023 Strategic Housing Plan Update, Glenwood Springs faces a current shortage of approximately 1,300 dwelling units. The proposed changes would make development of new housing possible. Though the specific code changes do not mandate affordability, they incentivize affordability and will contribute to an environment that can produce greater affordability.**



# Recommended Findings

- IV. Is necessary to respond to substantial changes in conditions and/or policy; and  
**The 2023 Strategic Housing Plan Update found an overall shortfall of around 1,300 dwelling units, a condition that was most likely not present when the existing density limits and minimum lot sizes were created.**
- V. Is consistent with the general purpose and intent of this Code.  
**The proposed amendment is in line with the purpose and intent of the Code.**



## Recommended Motion

I recommend **approval** of the text changes to the Municipal Code sections 070.020 and 070.030 as described in the Staff memo with the findings as written in the Staff memo.













# Questions

## Public Comment

### Commissioner Discussion

# Appendix



# Chart for Area Median Income (AMI)

| County   | HERA | AMI  | 2024 Maximum Rents |        |        |        |        | 2024 Income |          |          |          |
|----------|------|------|--------------------|--------|--------|--------|--------|-------------|----------|----------|----------|
|          |      |      | 0 Bdrm             | 1 Bdrm | 2 Bdrm | 3 Bdrm | 4 Bdrm | 1 Person    | 2 Person | 3 Person | 4 Person |
| Garfield |      | 120% | 2,151              | 2,305  | 2,766  | 3,195  | 3,564  | 86,040      | 98,400   | 110,640  | 122,880  |
| Garfield |      | 100% | 1,792              | 1,921  | 2,305  | 2,662  | 2,970  | 71,700      | 82,000   | 92,200   | 102,400  |
| Garfield |      | 80%  | 1,434              | 1,537  | 1,844  | 2,130  | 2,376  | 57,360      | 65,600   | 73,760   | 81,920   |
| Garfield |      | 70%  | 1,254              | 1,344  | 1,613  | 1,863  | 2,079  | 50,190      | 57,400   | 64,540   | 71,680   |
| Garfield |      | 60%  | 1,075              | 1,152  | 1,383  | 1,597  | 1,782  | 43,020      | 49,200   | 55,320   | 61,440   |
| Garfield |      | 55%  | 985                | 1,056  | 1,267  | 1,464  | 1,633  | 39,435      | 45,100   | 50,710   | 56,320   |
| Garfield |      | 50%  | 896                | 960    | 1,152  | 1,331  | 1,485  | 35,850      | 41,000   | 46,100   | 51,200   |



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SPRINGS  
COLORADO

# 2023 Survey Results – Duplexes

- **RR zone district:**
  - 55.7% in favor of allowing in some form
  - 44.3% opposed
- **RL zone district:**
  - 53.8% in favor of allowing in some form
  - 46.2% opposed
- **RM1 zone district:**
  - 51.1% in favor of allowing in some form
  - 48.9% opposed



# Survey Results – Triplexes

- **RR zone district:**
  - 53.8% in favor of allowing in some form
  - 46.2% opposed
- **RL zone district:**
  - 52.3% in favor of allowing in some form
  - 47.7% opposed
- **RM1 zone district:**
  - 47.5% in favor of allowing in some form
  - 52.5% opposed





# Survey

Considering the development type options in question 6, and including any "other" types you provided in question 7, would you be in favor of allowing a density bonus for these projects? Again, this would allow property owners to have more dwelling units on their property than they would ordinarily be allowed.

Yes, and the bonus unit should be allowed as free market 17% (89)



Yes, if the bonus unit were deed restricted for local employees working in Glenwood 14% (73)



Yes, if the bonus unit were deed restricted for local employees working in Glenwood AND price-capped for affordability 34% (179)



No 36% (190)



# Survey

Density bonuses allow property owners to add dwelling units in exchange for something the City wants. Here are some ideas for things the City wants. Please tell us how important each of the following things is to you:

| Question                                                                                                                    | 1 (least important) | 2   | 3   | 4   | 5 (most important) |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|-----|--------------------|
| Dwelling units large enough for families                                                                                    | 24%                 | 10% | 22% | 19% | 26%                |
| Dwelling units appropriate for people with disabilities (ADA-compliant)                                                     | 23%                 | 18% | 23% | 21% | 15%                |
| Dwelling units available for purchase (condos)                                                                              | 29%                 | 12% | 18% | 17% | 24%                |
| Dwelling units that are deed restricted for local employees working in Glenwood                                             | 20%                 | 9%  | 15% | 20% | 36%                |
| Dwelling units that are deed restricted for local employees working in Glenwood AND that are price-capped for affordability | 22%                 | 7%  | 15% | 19% | 37%                |



# Survey

- Open-ended responses
  - Senior housing
  - Anti-growth sentiment
  - Interest in ADUs
  - Grocery stores
  - Transit-oriented design
- Some confusion about the topic and the phrasing of the question



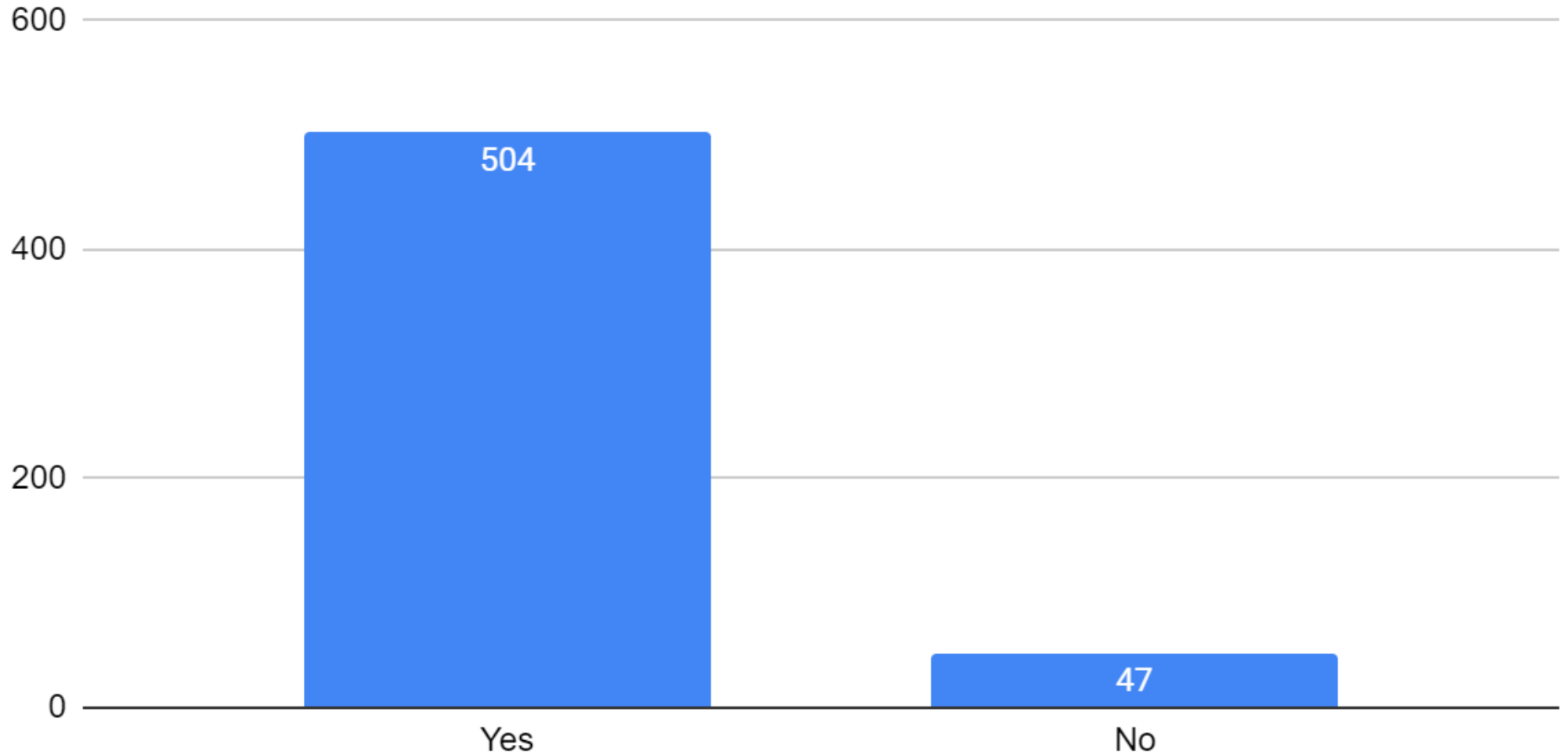
# Survey

- Limitations of survey
  - Skewed toward wealthier homeowners
  - Upzoning questions imperfect
  - Difficulty explaining topics in a survey format
  - Confusion about development on hillsides



# Survey

Do you live in Glenwood Springs



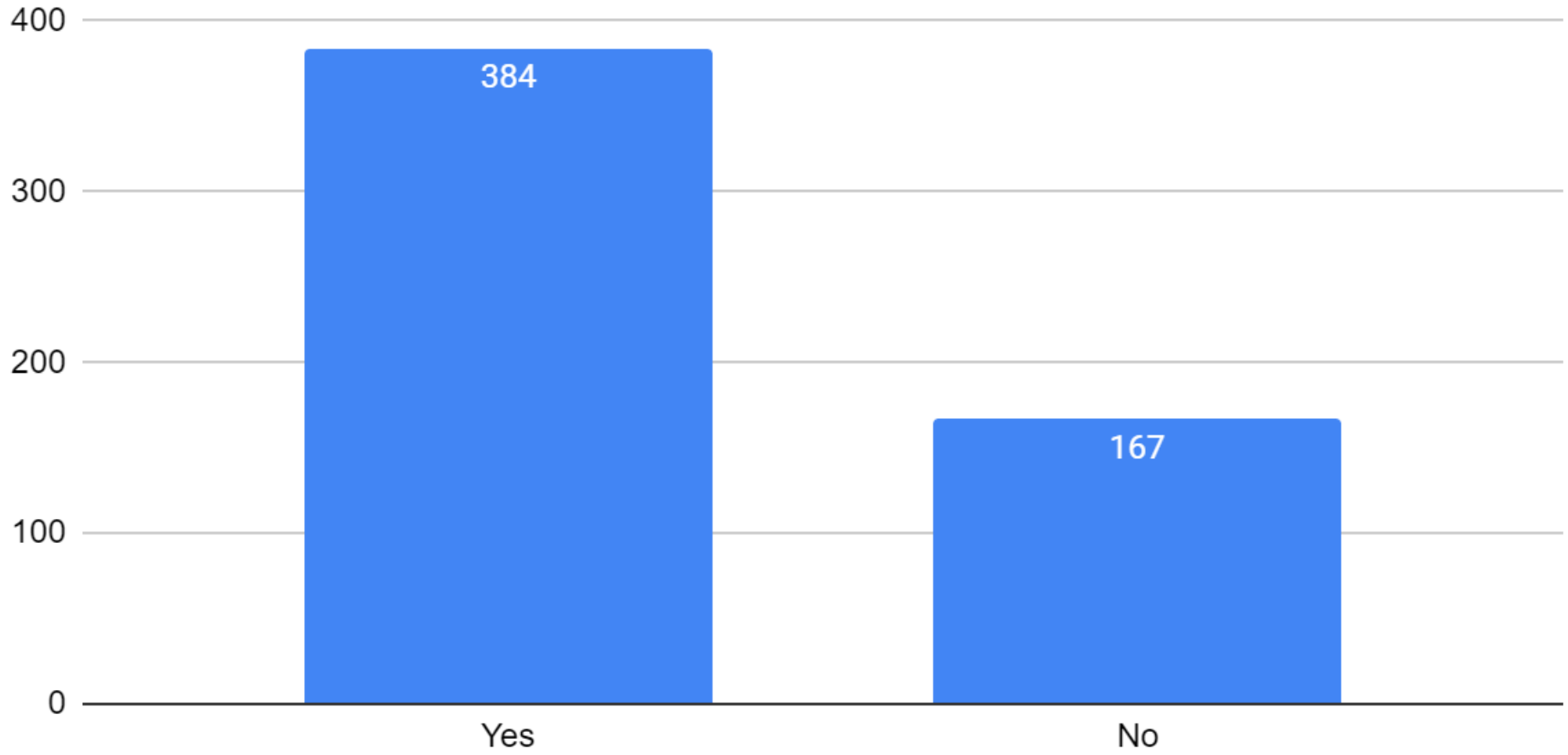
Count of 1 - Do you live in Glenwood Springs

Packet Page 213



# Survey

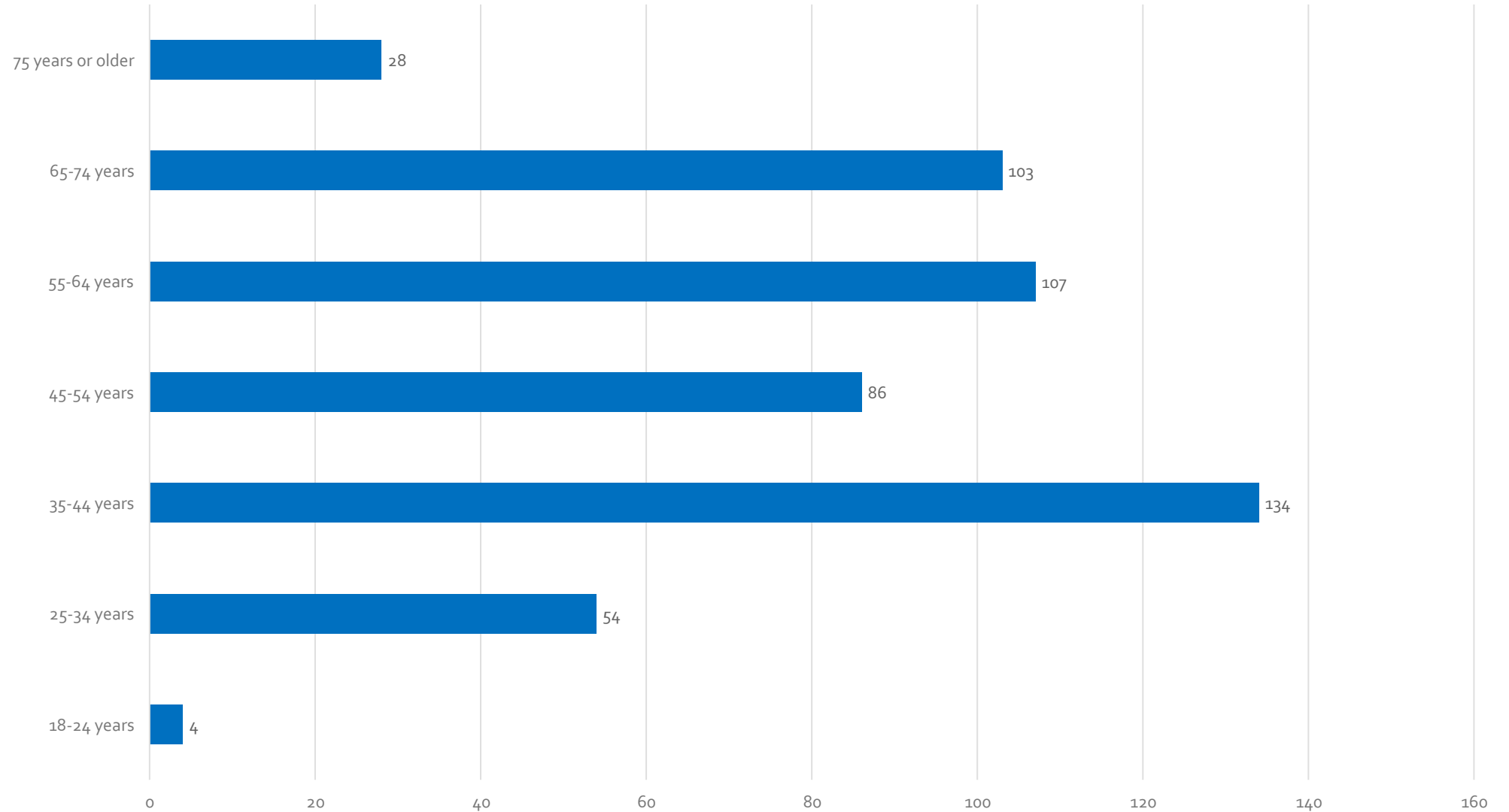
Do you work in Glenwood Springs?



Count of 2 - Do you work in Glenwood Springs?

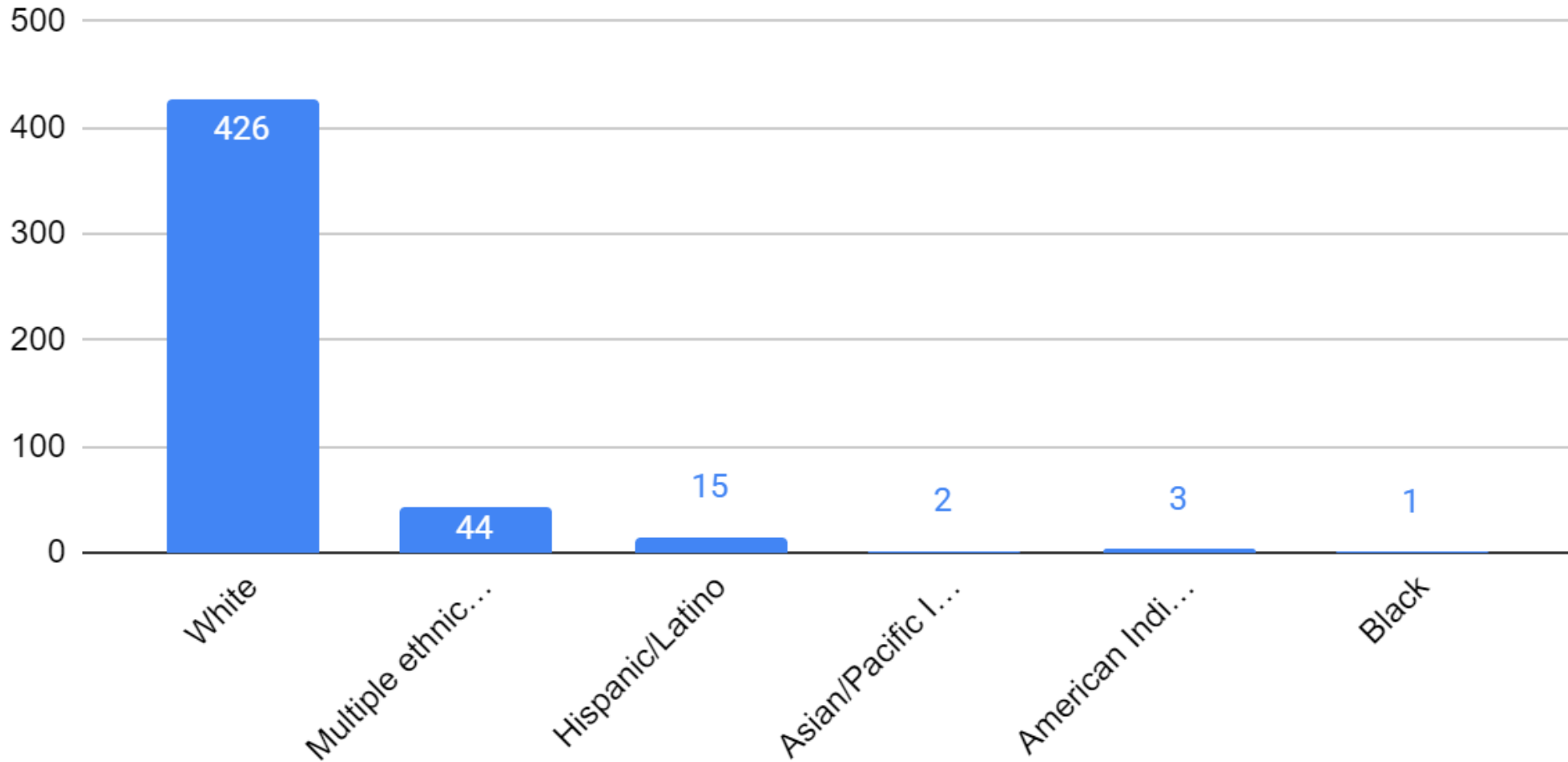
# Survey

Age of Respondents



# Survey

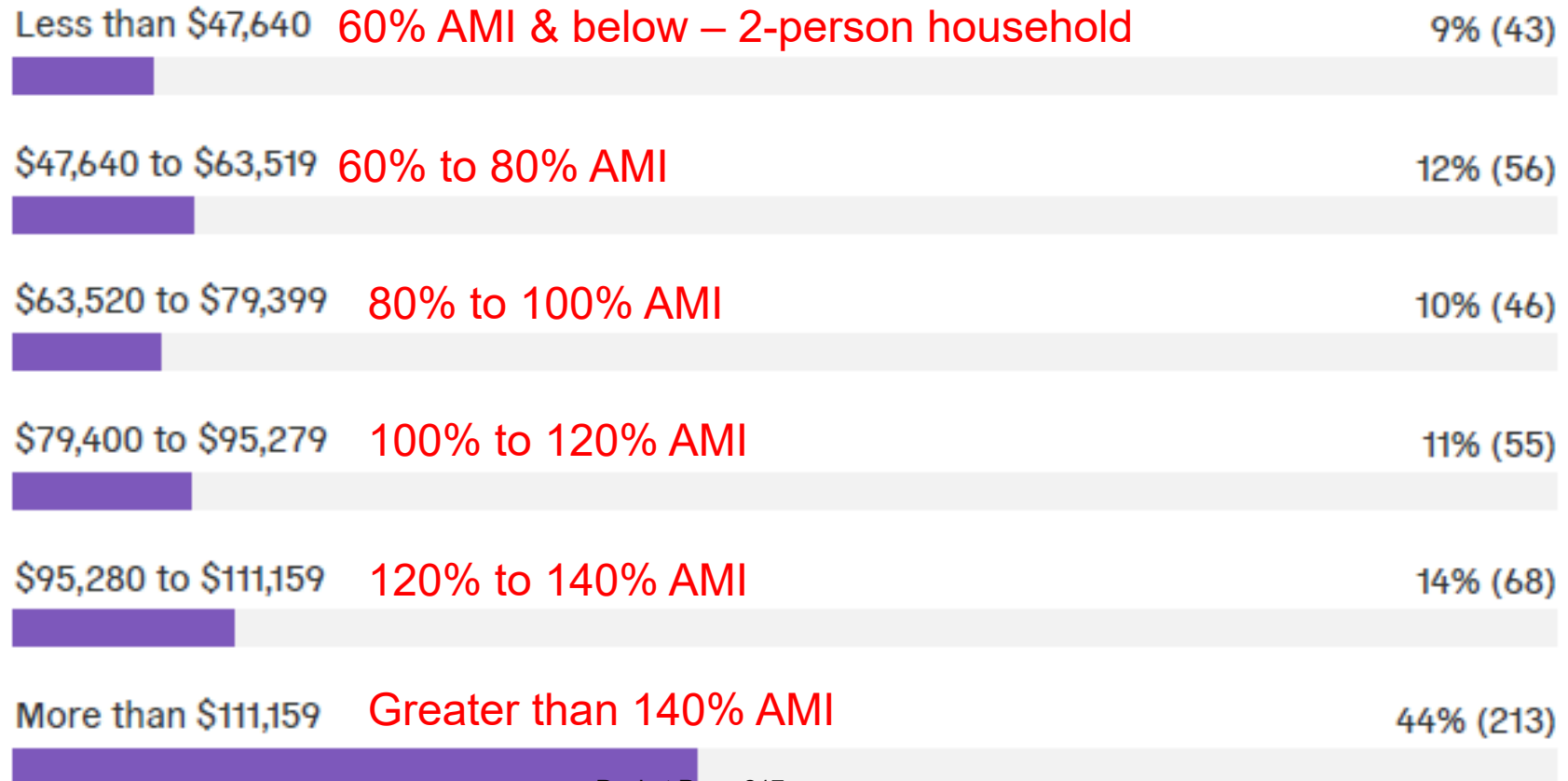
How do you identify your race or ethnicity?



Count of 14 - How do you identify your race or ethnicity?

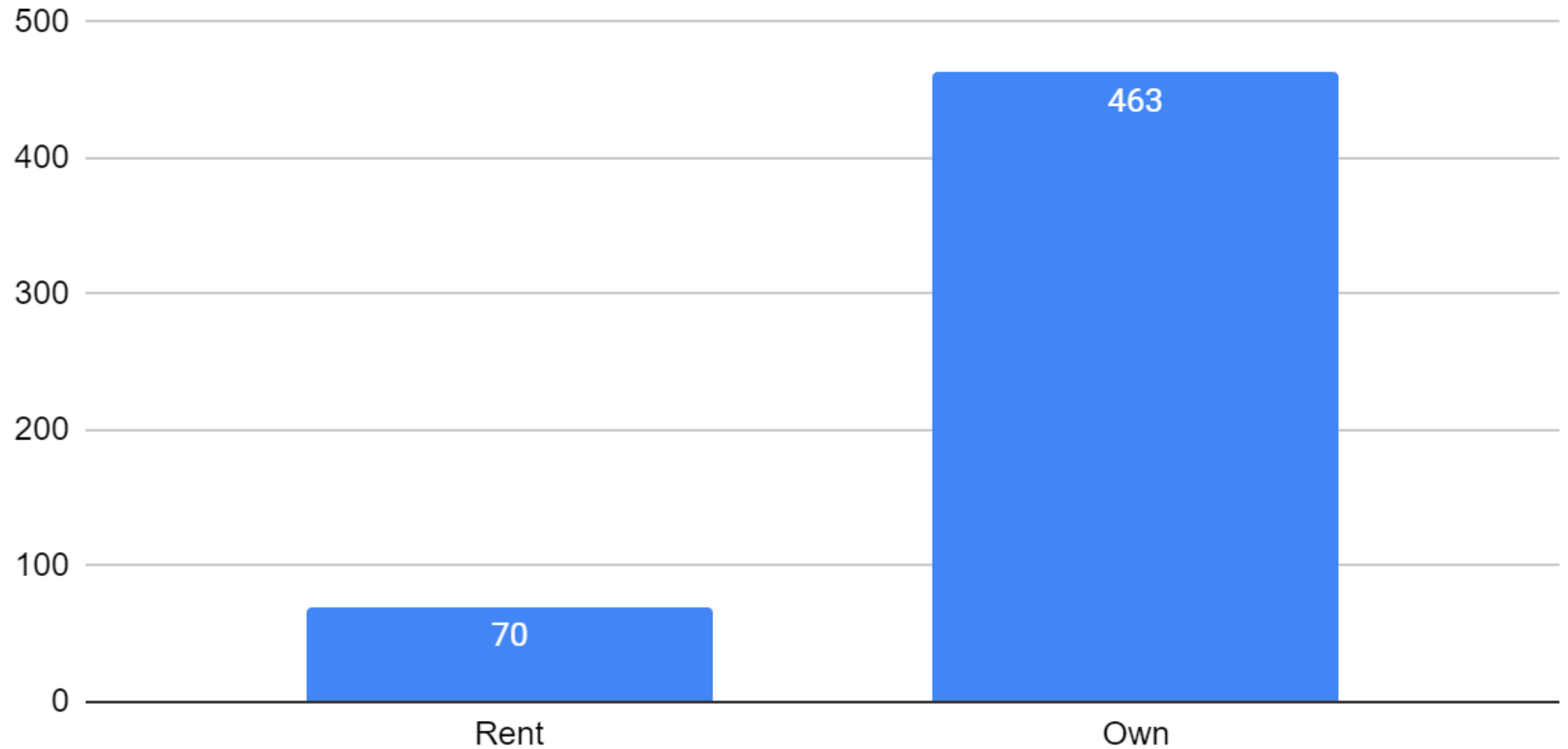
# Survey

How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)



# Survey

Do you rent or own your home?



Count of 10 - Do you rent or own your home?

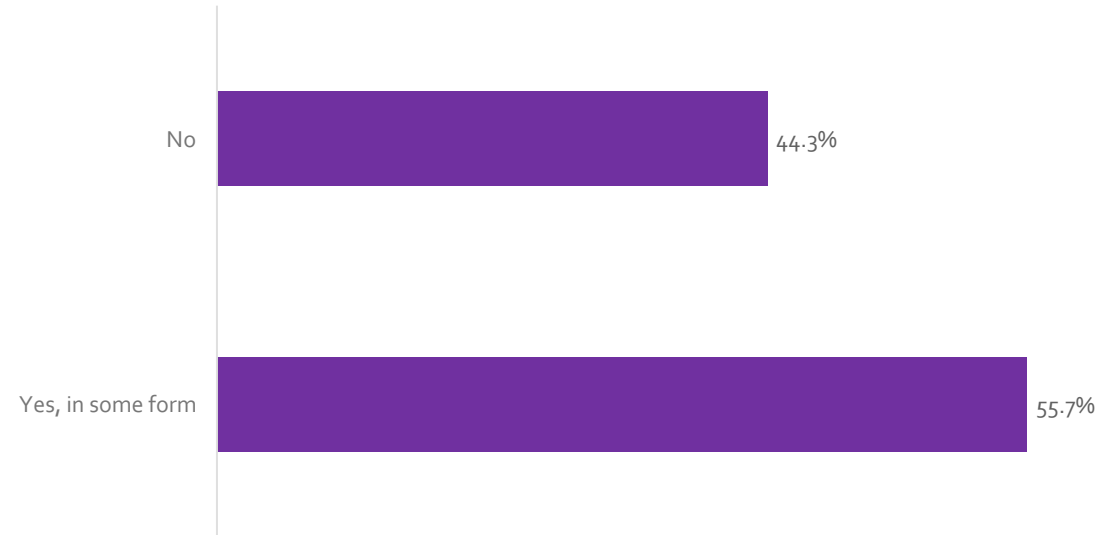


# Survey



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## Support for Allowing Duplexes in RR Zone District



## Support for Allowing Duplexes in RL Zone District



# Survey

## Support for Allowing Duplexes in the RM1 Zone District



# Survey



Support for Allowing Triplexes in the RR Zone District



Support for Allowing Triplexes in the RL Zone District



# Survey

## Support for Allowing Triplexes in the RM1 Zone District





## Planning and Zoning Commission Report

Date: March 10, 2025  
To: Planning and Zoning Commission  
From: Watkins Fulk-Gray, Senior Planner  
Subject: Planning Item 06-25

|           |                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------|
| REQUEST   | Planning Case # 06-25; Consideration of code changes to Title 070 in regards to allowed uses in certain zone districts. |
| APPLICANT | City of Glenwood Springs                                                                                                |
| LOCATION  | Citywide                                                                                                                |

### ACTION ITEMS

Consideration of a Code Amendment to create an administrative permit process to allow duplexes in the RR, RL, and RM1 zone districts, and Triplexes in the RM1 zone district with specific criteria of approval for duplexes and for triplexes in the RM1 zone.

Staff is proposing a code amendment to the zone districts in which duplexes and triplexes are allowed, subject to limitations as described in this memo. The proposed changes include some of those discussed and recommended by Planning and Zoning Commission (P&Z) in 2023. The P&Z is asked to make a recommendation with findings to City Council (CC) about the proposed changes.

---

### **Background & Project Summary**

The P&Z held a worksession in July of 2023 discussing several potential zoning changes aimed at allowing more housing development and made a recommendation to City Council in October of 2023. At that time Staff was recommending changes to which zone districts allow duplexes and triplexes, changes to minimum lot standards, and changes to the density bonus provisions. P&Z was supportive of these changes and recommended minor modifications to some of the Staff proposals. City Council was interested in these changes, but several members of the public were opposed, and City Council indefinitely tabled the changes in May of 2024.

In February 2025 City Council directed Staff to bring forward the concept of allowing duplexes and triplexes in more places with strict limitations on their number. Upon review and recommendation from the City's legal counsel, it was determined that allowing only a specific number of duplexes or triplexes per year would not be allowed by the State prohibition against growth caps with House Bill 23-1255. Staff has therefore brought forward a proposal that is intended to align with City Council's direction, with changes to comply with State law.

This proposal concerns one subset of the original proposal: which zone districts allow duplexes and triplexes. Currently, duplexes are allowed nearly everywhere single-family homes are allowed, but they are allowed only by Special Use Permit in the RL and RM1 zone districts, and duplexes are not allowed in the RR zone district. Triplexes, which are currently considered a form of multifamily housing, are not allowed in the RR, RL, or RM1 zone districts.



Zoning reform proposals have been under discussion since the adoption in 2023 of the Strategic Housing Plan Update. One of the Strategic Housing Plan's primary recommendations was specifically related to duplex and triplex zoning:

1. Update the zoning code to enable up to three units on lots currently zoned for Single-unit housing, requiring deed restrictions for additional units.  
Ensure adequate parameters on new units related to parking, design, and other neighborhood compatibility factors that accommodate the additional density within established neighborhoods and minimize impacts. For new units, require restrictions such as resident occupancy, local employment, and potentially income limits.

Below is a list of the major meetings or milestones from the Zoning Reform process:

- Open house for Strategic Housing Plan Update: February 9, 2023
- P&Z/CC joint meeting for Plan Update: June 27, 2023
- CC adoption of Strategic Housing Plan Update: July 20, 2023
- P&Z worksession about zoning reform code changes: July 25, 2023
- Community survey: 8/23 to 9/20, 2023
- P&Z recommendation: October 3, 2023
- CC worksession: October 26, 2023
- CC action item: November 16, 2023
- CC worksession: February 15, 2024
- CC worksession: March 21, 2024
- Public Listening and Education Session: April 29, 2024
- CC action item: May 16, 2024

At the City Council worksessions and action item meetings in which members of the public have attended, most comments received have been negative toward the proposed changes. Those who have spoken at the meetings have generally been concerned about the potential density and pace of change in Glenwood's neighborhoods.

In contrast to voiced and written opposition at public meetings, the community survey with over 500 responses, showed broader support for allowing duplexes and triplexes in the identified zone districts.

### **Changes to Where Duplexes and Triplexes Are Allowed**

Staff proposes creating a new Administrative Review process, similar to a Special Use review process, for duplexes in the RR, RL, and RM1 zone districts and for triplexes in the RM1 district with required buffers between duplexes and triplexes approved by Administrative Review. Staff proposes a required buffer of 250 feet between duplexes and triplexes in the RM1 zone and 350 feet in between duplexes in the RR and RL districts.

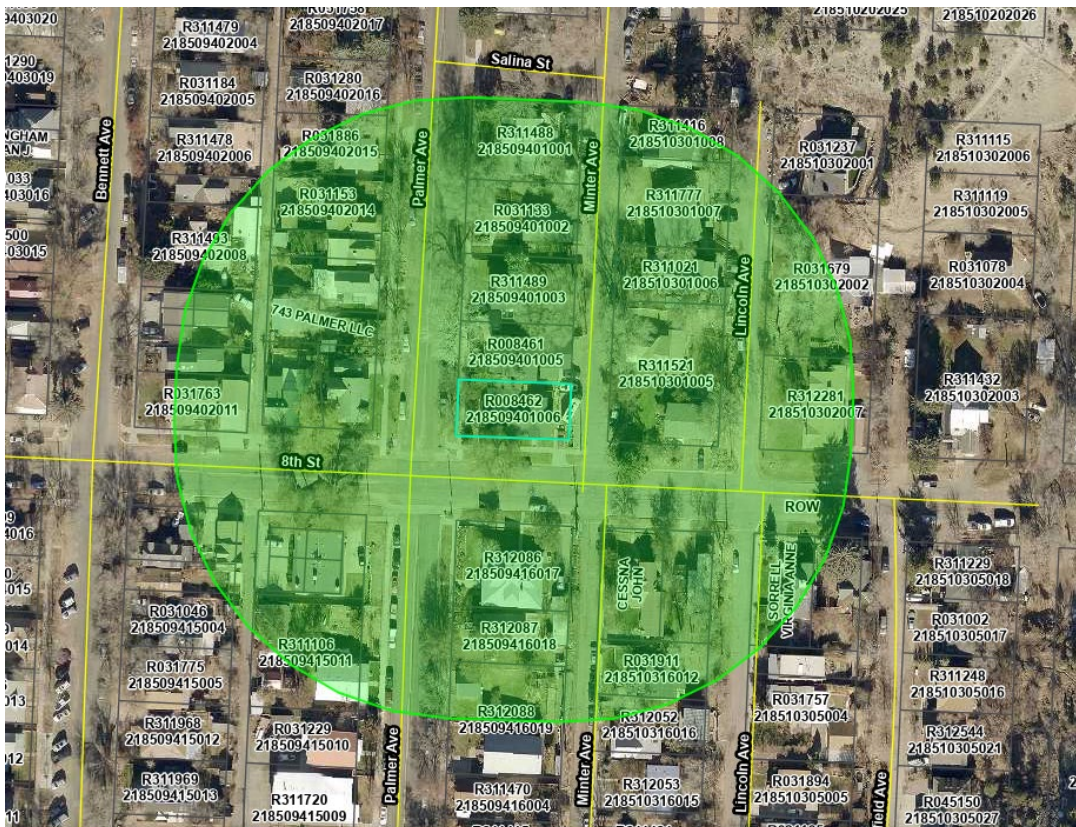
This administrative review will be conducted by the Community Development Director, with appeals going to P&Z. This new Administrative Review procedure will allow duplexes to be built in the RR, RL, and RM1 zones, and triplexes to be built in the RM1 zone, if the Director finds that a project meets the following criteria:

1. In the RR and RL zone district, Administrative Review Duplexes shall be located a minimum of two hundred fifty (350) feet from any other Administrative Review

Duplex. This three hundred fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the three hundred fifty-foot buffer distance.

2. In the RM1 district, Administrative Review Duplexes/Triplexes shall be located a minimum of two hundred fifty (250) feet from any other Administrative Review Duplex/Triplex. This two hundred fifty-foot limitation shall not apply to parcels whose boundaries are not entirely contained within the two hundred fifty-foot buffer distance.
3. The use will be consistent with the general purpose and intent of this Code;
4. The use will comply with all applicable standards of this Code;
5. The use is in conformance with the Comprehensive Plan and other City plans and policies; and
6. The use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the City.

Staff proposes that the buffers apply only to new duplexes/triplexes approved through the Administrative Review process with separate buffers by housing type. This means that (in the RM1 zone) a duplex could be built next to a triplex, each with its own buffer. In the downtown area, where blocks are around 430 feet long, this probably means that not more than two duplexes and two triplexes could be permitted on one block (including both sides of the street). An example of the buffer being applied to a theoretical property is below. The selected property in blue creates a buffer that encompasses most of the block but not all.



Furthermore, Staff proposes that the Special Use Permit (SUP) process that exists already for duplexes in RL and RM1 be maintained and extended to Triplexes in RM1 if the Administrative Review process is adopted, so that a duplex or triplex could be approved by SUP within the buffer area of the Administrative Review-approved duplex or triplex. The SUP process involves a public hearing and neighborhood notification, so the community will have a voice when additional density beyond what is allowed by the required buffer is proposed.

The proposed criteria of approval for duplexes and triplexes will be contained in new Use-Specific Standards. Once the Community Development Director approves an application based on the Use-Specific Standards, the approval will expire after 180 days without a building permit approval which can be extended upon request. The expiration is to ensure that a property actually moves forward with the proposed duplex or triplex and does not hold onto the use thereby preventing other potential properties in the buffer. This is similar to how the vacation rental permitting process works., Denials can be appealed to the P&Z through the standard process for other administration decisions, as described in 070.060.070(c).

#### Analysis of Proposed Changes

In addition to 250- or 350-foot buffer, there are other reasons that not all RR, RL, or RM1 lots would be eligible for increased density from duplexes or triplexes. One limitation is the minimum dimensional standards found in 070.020 of the Municipal Code. Changes to these standards were proposed previously but are not included in this set of changes. The dimensional standards allow attached dwelling units in RM1 only for lots with at least 7,500 square feet per lot. Currently there are 708 lots in the city zoned RM1 with at least 7,500 square feet. However, RR and RL-zoned lots do not currently have minimum lot sizes for attached dwellings. There are 41 RL-zoned lots and 16 RR-zoned lots in Glenwood, although many lots in both these zone districts are in steep areas that would be challenging in which to build at all.

Other important factors that can limit additional density include required site elements such as landscaping, common open space, and parking. Duplexes require three off-street parking spaces and triplexes require six; not all lots have the space to fit six off-street parking spaces in addition to the triplex structure itself and associated site elements like a driveway and landscaping. Therefore, not all sites would have the capacity to be redeveloped for additional density.

This expansion of where duplexes and triplexes are allowed would support infill redevelopment, which has benefits and some drawbacks for the City. As a method of growth, infill development in established neighborhoods is a more efficient use of space and infrastructure than greenfield development of vacant land outside City boundaries, because established neighborhoods are already served by sidewalks, water and sewer, roads, transportation systems, schools, and parks. Infill development with duplexes and triplexes is also an alternative form of growth to the kinds of large apartment buildings that some residents have voiced opposition towards in the past.

However, allowing infill redevelopment of duplexes and triplexes does raise the possibility of more teardowns of older structures. When this happens to renter-occupied homes, renters may be displaced. Teardowns of homes may cause residents to feel that the character of their neighborhoods is changing. To combat the possible teardown of homes, the City has incentives for owners to voluntarily pursue historic designation on their property, which would prevent teardowns and exterior changes to buildings in most circumstances. All new development will also need to meet the

City's design standards. While new development can bring changes to neighborhoods, new duplexes and triplexes also bring new housing, which is essential to the current housing supply shortage. The proposal to require one unit in triplexes to be deed restricted for Resident Occupancy is intended to ensure that new housing created will at least in part be lived in by the local workforce.

**070.030.020 Table of Allowed Uses.**

(e) *Table of Allowed Uses.*

| Table 030.1: Table of Allowed Uses                                                  |                                     |                   |                   |                      |     |    |    |    |    |    |    |    |    |    |    |    |                                                                  |                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------|-------------------|-------------------|----------------------|-----|----|----|----|----|----|----|----|----|----|----|----|------------------------------------------------------------------|---------------------------------------------------------------------|
| P = permitted by right    S = special use permit required    Blank = use prohibited |                                     |                   |                   |                      |     |    |    |    |    |    |    |    |    |    |    |    |                                                                  |                                                                     |
| Districts →                                                                         |                                     |                   |                   |                      |     |    |    |    |    |    |    |    |    |    |    |    |                                                                  |                                                                     |
| Use Category                                                                        | Use Type                            | RR                | RL                | RM1                  | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP | Use-Specific Standards                                           | Required Minimum Parking                                            |
| RESIDENTIAL USES                                                                    |                                     |                   |                   |                      |     |    |    |    |    |    |    |    |    |    |    |    |                                                                  |                                                                     |
| Household Living                                                                    | Dwelling, <a href="#">live-work</a> |                   |                   |                      |     |    | P  | P  | P  | P  | P  | P  | P  | P  |    |    | 070.030.030(c)(2)                                                | 1 per dwelling unit                                                 |
|                                                                                     | Dwelling, multifamily               |                   |                   |                      | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    |    | 070.030.030(c)(1)                                                | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                                                                                     | Dwelling, townhouse                 |                   |                   |                      | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    | S  | 070.030.030(c)(1)                                                | 1.5 per dwelling unit, plus 1 guest space per each 5 dwelling units |
|                                                                                     | Dwelling, single-family detached    | P                 | P                 | P                    | P   | P  | P  | P  | P  |    | P  | P  |    |    |    | S  | 070.030.030(c)(1)                                                | 1 per dwelling unit                                                 |
|                                                                                     | Dwelling, three-family              |                   |                   | <a href="#">P[1]</a> | P   | P  | P  | P  | P  | P  | P  | P  |    |    |    | S  | <a href="#">CREATE USE SPECIFIC STANDARDS AND REFERENCE HERE</a> | 1.5 per dwelling unit, plus 1 guest space                           |
|                                                                                     | Dwelling, two-family                | <a href="#">P</a> | <a href="#">P</a> | <a href="#">P</a>    | P   | P  | P  | P  | P  |    | P  |    |    |    |    | S  | 070.030.030(c)(1)                                                | 1.5 per dwelling unit                                               |
|                                                                                     | Mobile home park                    |                   |                   |                      |     | S  | S  | S  |    |    | P  |    |    |    |    |    | 070.030.030(c)(3)                                                | 1 per dwelling unit                                                 |
|                                                                                     | Accessory dwelling unit             | P                 | P                 | P                    | P   | P  | P  | P  | P  |    | P  | P  |    |    |    | S  | 070.030.040(d)(1)                                                | 1 per unit                                                          |
| Group Living                                                                        | Convalescent or nursing home        |                   |                   |                      |     | S  | S  | P  | P  |    | P  | P  |    |    | P  |    |                                                                  | <a href="#">1 per</a> 3 beds                                        |

[1] Triplexes allowed only when one unit is deed restricted for Resident Occupancy in accordance with the City's Community Housing Standards and Guidelines.

Above: The portion of the Municipal Code showing allowed residential uses by zone district with proposed changes in red.

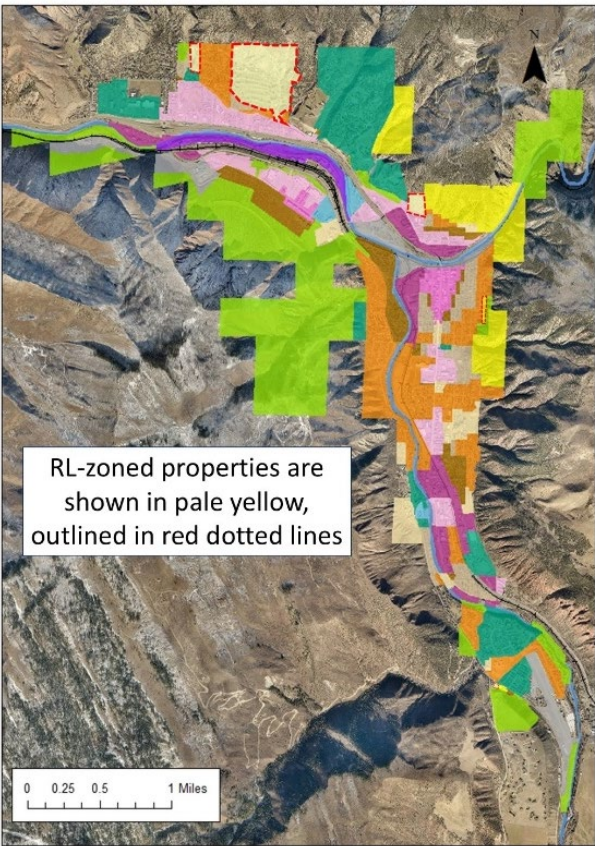
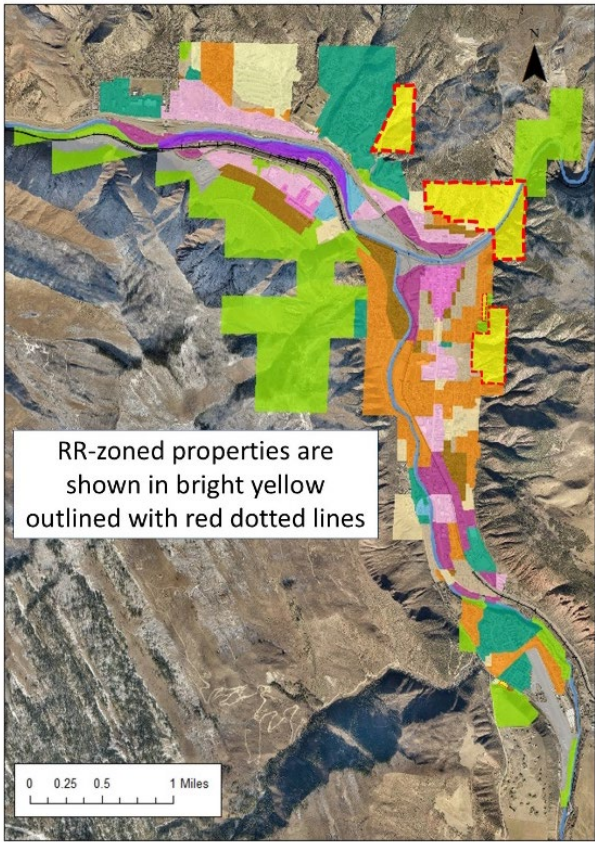
If directed to make the changes discussed in this memo, several changes to the Municipal Code will need to be made to implement these changes:

- Changes to the use chart (section 070.30.020(e)): A “dwelling, three-family” category will be created with associated requirements, such as parking minimums.
- Duplexes will be listed as a permitted use in the use chart in the RR, RL, and RM1 zone districts
- Triplexes will be listed as a permitted use in the use chart in the RM1 district, as well as the other zone districts in which they are already allowed. A footnote will be included explaining that triplexes are only allowed with a deed restriction for at least one of the units.
- Associated changes, such as requiring minimum landscaped areas for triplexes to match current multifamily requirements, will be inserted into the appropriate sections.
- A new section in Use-Specific Standards will be created to establish the duplex/triplex limitations in the aforementioned zone districts.

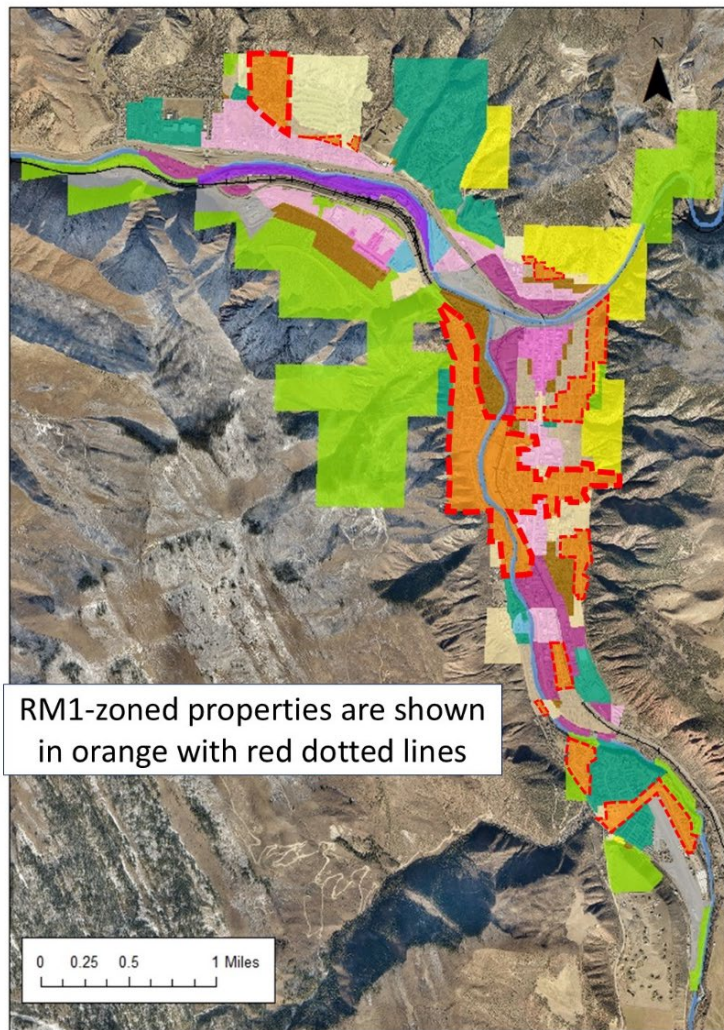
These changes, if approved, will be shown in exhibits to the ordinance that would be adopted by City Council.



Below: An overall map of the City’s zone districts with RR shown in bright yellow with dotted red outline and RL in pale yellow with dotted red outline.







Above: RM1-zoned land shown in orange with dotted red outlines. A public interactive map of the city's zoning is available at: <https://gwsco.maps.arcgis.com/apps/webappviewer/index.html?id=4ddd04a3ec904da8a3bec0c357c7a7d4>

### Connections to adopted City plans

Staff's recommendation is supported by the following planning documents:

- The Strategic Housing Plan Update recommends allowing up to a triplex on lots that are currently restricted to single-family homes in conjunction with deed restrictions. To place a check on the possibility that redevelopment could drive up housing costs, the Plan Update recommends that the second unit of duplexes and the second and third units of a triplex be allowed only with deed restrictions. Staff has elected to recommend only one triplex unit be deed restricted for Resident Occupancy.
- Williford LLC, a consultant contracted to perform policy work for the West Mountain Regional Housing Coalition (WMRHC), created a document with recommended changes to the City's code after reviewing it from the lens of affordable housing. One recommendation was this:  
 "... [W]e recommend allowing duplexes as a use by right in all residential zoning districts, and allowing townhomes and small multifamily development in the RM1 zoning district. These changes can be implemented alone to increase opportunities for

housing supply overall, or they can be used as a density bonus for 100% community housing development. This strategy is in alignment with the direction to incorporate a variety of housing types discussed in the Residential Site and Building Design section of the code.”

- Housing is an important goal stated in the Comprehensive Plan. These goals and action relate closely to the proposed code changes:
  - Increase housing density
  - Provide diversity in housing type
  - Create a policy or program to preserve existing missing middle housing and explore ways to develop new missing middle housing.

The recommended code changes would allow density to increase by providing a greater diversity of housing types that are types of “missing middle” housing.

- The 2020-2025 Strategic Vision Plan contains strategies nested within the goals of “Protect and preserve our quality of life” and “Generate sustainable economic development” that relate to these changes:
  - Develop affordable housing with strategic partners so more people who work in the city can live in the city.
  - Creation of diverse and inclusionary housing.

This proposal would allow the free market to increase the supply of housing, creating opportunities for employers to engage in this task. These recommendations would ensure at least the possibility of diverse and inclusionary housing.

#### **Review Criteria and Staff Analysis**

A code amendment is a legislative decision by the City Council. Prior to recommending approval or denial of a proposed code amendment, the P&Z must consider whether and to what extent the proposed amendment meets the following criteria. Staff analysis is in italics.

- I. Is consistent with the Comprehensive Plan and other City policies;  
*The proposed changes are consistent with the Comprehensive Plan and supports several goals or actions described in the Comprehensive Plan, as described in this memo.*
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;  
*The proposed changes to the Code’s mitigation requirements do not conflict with the Municipal code.*
- III. Is necessary to address a demonstrated community need;  
*Housing is an important community need. According to the 2023 Strategic Housing Plan Update, Glenwood Springs faces a current shortage of approximately 1,300 dwelling units. The proposed changes would make development of new housing possible. Though the specific code changes do not mandate affordability, they incentivize new housing creation and missing middle housing creation, and will contribute to an environment that can produce greater affordability.*
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and  
*The 2023 Strategic Housing Plan Update found an overall shortfall of around 1,300 dwelling units, a condition that was most likely not present when the existing density limits and minimum lot sizes were created.*

- V. Is consistent with the general purpose and intent of this Code.  
*The proposed amendment is in line with the purpose and intent of the Code.*

### **Action Item and Staff Recommendation**

Consideration of code text changes to 070.020 and 070.030 of the Municipal Code, involving changes to allowed uses and Use-Specific Standards.

Staff recommends approval of the code amendments.

### **Suggested Findings:**

The proposed code amendment:

- I. Is consistent with the Comprehensive Plan and other City policies;
- II. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
- III. Is necessary to address a demonstrated community need;
- IV. Is necessary to respond to substantial changes in conditions and/or policy; and
- V. Is consistent with the general purpose and intent of this Code.

### Suggested Motion:

I recommend approval of the text changes to the Municipal Code sections 070.020 and 070.030 as described in the Staff memo with the findings as written in the Staff memo.

### Alternative Motions:

I recommend approval of the text changes to the Municipal Code sections 070.020 and 070.030 as described in the Staff memo with the following changes: [describe changes], and with the following findings: [make findings for how proposed changes meets the five criteria for approval].

Or

I recommend denial of the text changes to the Municipal Code as described in the Staff memo.

**MINUTES**  
**CITY OF GLENWOOD SPRINGS**  
**Planning and Zoning Commission**

Special Meeting  
March 10, 2025  
Council Chambers, First Floor  
101 W. 8TH STREET 6:00 PM

**1. Roll Call**

Present: Commissioners: Amy Connerton, Connie Geiman, Carolyn Cipperly, Chair Peter Waller, Greg Cowan, John Houghton.

Also Present: Community Development Director Hannah Klausman, City Attorney Karl Hanlon, Senior Planner Watkins Fulk-Gray, and Danyelle Rigli Deputy City Clerk.

**2. Conflicts of Interest**

None

**3. Comments from citizens for items not appearing on the agenda**

No public comment was offered.

**4. New Items** Code Amendment Title 070, Allowed Uses for Duplex and Triplex Units  
Senior Planner Watkins Fulk Gray presented text amendment proposals for Title 070 Development Code including the expanded zoning for duplexes and triplexes and associated code edits.

Commissioner Questions and Discussion

What is the definition of duplex and triplex. Could they be detached on one lot? Do they have to be the approximate same side.

**Staff response:** Duplex, A building designed as a single structure that contains two (2) separate dwelling units. Yes, they could exist as detached units on one lot but then they would be considered Single Family detached units.

Asked what the definition of Resident Occupancy means?

**Staff response:** 32 hours per week, minimum of 9 months per year, and for an employer within City limits with the tiered allowance as written in the Housing Guidelines.

What is the duplex requirement for parking?

**Staff response:** No each duplex unit only require 1.5 spots, so 3 total for the building.

What is the difference between the special admin process and the Special Use permit?

**Staff response:** SUP's include a public hearing with public notice with Planning and Zoning Commission, and the administrative special permit is reviewed and decided upon by the Director.

How does this interact with historical houses? How will we prevent tear downs of historic homes.

**Staff response:** If a property is landmarked, then there are restrictions. If it is not landmarked then it can be removed as a right of the property owner like other zone districts. Glenwood Springs does not have a Historic district.

How do you enforce the housing guidelines. Who is enforcing.

**Staff response:** The Housing Guidelines outline how the programs are managed with compliance and implementation. The Housing Development Manager is in charge of managing all the City housing programs.

How were the buffer zone distances developed?

**Staff response:** The goal is to limit the amount that happens so distance buffers can help with that naturally.

Clarification on if the administrative review approves a triplex on a lot, a special use permit could come in and apply for the property next door.

**Staff response:** not for a triplex, only duplexes since duplexes are already special use permits currently.

What was the intention of bringing back this item from Council.

**Staff response:** Council discussed the possibility of placing limits on the previous zoning reform item to alleviate concerns of fast paced growth in duplexes and triplexes. They directed staff to bring back the topic with further protections.

Footnote on the use table mentioned the deed restricted unit is only in RM1, why not in other zones.

**Staff response:** It is only for triplexes. Triplexes are only being added to RM1.

Commissioner Waller opened the application to the public comment.

No public comment received.

Closed public comment.

**Commissioner Connerton motioned to approve of the code amendment. Commissioner Cipperly seconded the motion.**

Commissioner Discussion:

Commissioner Cipperly: Concerns about downtown character and demolition of historic buildings as a result. Wants clarification between a duplex and a property with an ADU because they seem to have overlap.

Commissioner Cipperly: Suggests having a special category for allowing it for an addition onto a building as opposed to a tear down to incentivize preservation. Wants to keep the special use permit. Concerned about public participation.



Commissioner Geiman: Has concern about the changing of the neighborhoods. Thinks it goes against our comprehensive and historic preservation plan where historic preservation is a key priority. Concerned about public participation. Believes having both the special use permit and the administrative review use is too much, and removes public involvement.

Chair Waller: Suggests that it would be good to talk about design standards required for these applications, and the additional architectural standards in place in the downtown core.

Staff presented the design standards that are in code as well as the additional standards for the downtown core including colors, roof forms and materials as well as integration into the surrounding neighborhood.

Commissioner Connerton: The code allows for nice rebuilds. Not concerned for historic houses since it is the owner's right to landmark or not. Should not impose property owners to keep structures. Appreciates the Special Use Permit process, it is a way for everyone to get more involved. I want the language to be changed to three-dwelling and remove the "family" part. Believes staff has adequate criteria to approve items and it is not a "rubber stamped process."

Commissioner Houghton: Explained that the comprehensive plan has competing interests but believes that housing priorities outweigh the historic preservation goals. Triplexes won't be built as this is too restrictive with parking and deed restriction. Too limiting will prevent any development from actually happening. Recommends reducing the parking. Over half the lot is dedicated to NOT building footprint and I think it is still too much of a barrier.

Chair Waller: I am more into the design standards and pushing those requirements over the historic property. I agree with keeping the code standards for parking and having the applicants come in for a variance procedure. I am fearful of pushing this through quickly without further public input. Want the whole story presented so that people know. Concerned about public engagement.

Commissioner Houghton: Only 52% of the community is owner occupied housing. Meaning the other is renter occupied or vacant. We are responsible for all residents not just the property owners. Reminds commission that the 2023 community survey had a large public response and had broad support for the concept of duplexes and to a slightly lesser degree triplexes. That cannot be forgotten.

Commissioner Cowan: This matter has been discussed thoroughly. I think staff has arrived at something that is very workable. Also think the missing middle is very important and that is the heart and soul of Glenwood. I think this proposal does a great job of creating opportunities for these concerns to be mitigated. This builds on previous outreach and that still stands. I support the proposal.

Chair Waller: requests a play back what the main concerns were.

Summary of concerns expressed from Commission members:

Concern that it is too limiting for Triplexes and won't result in actual units built.

Concern over public involvement in this proposal.

Concern over having an administrative special review use and Special Use Permit, possibly allowing too much.

Concern over tear downs and historic properties.

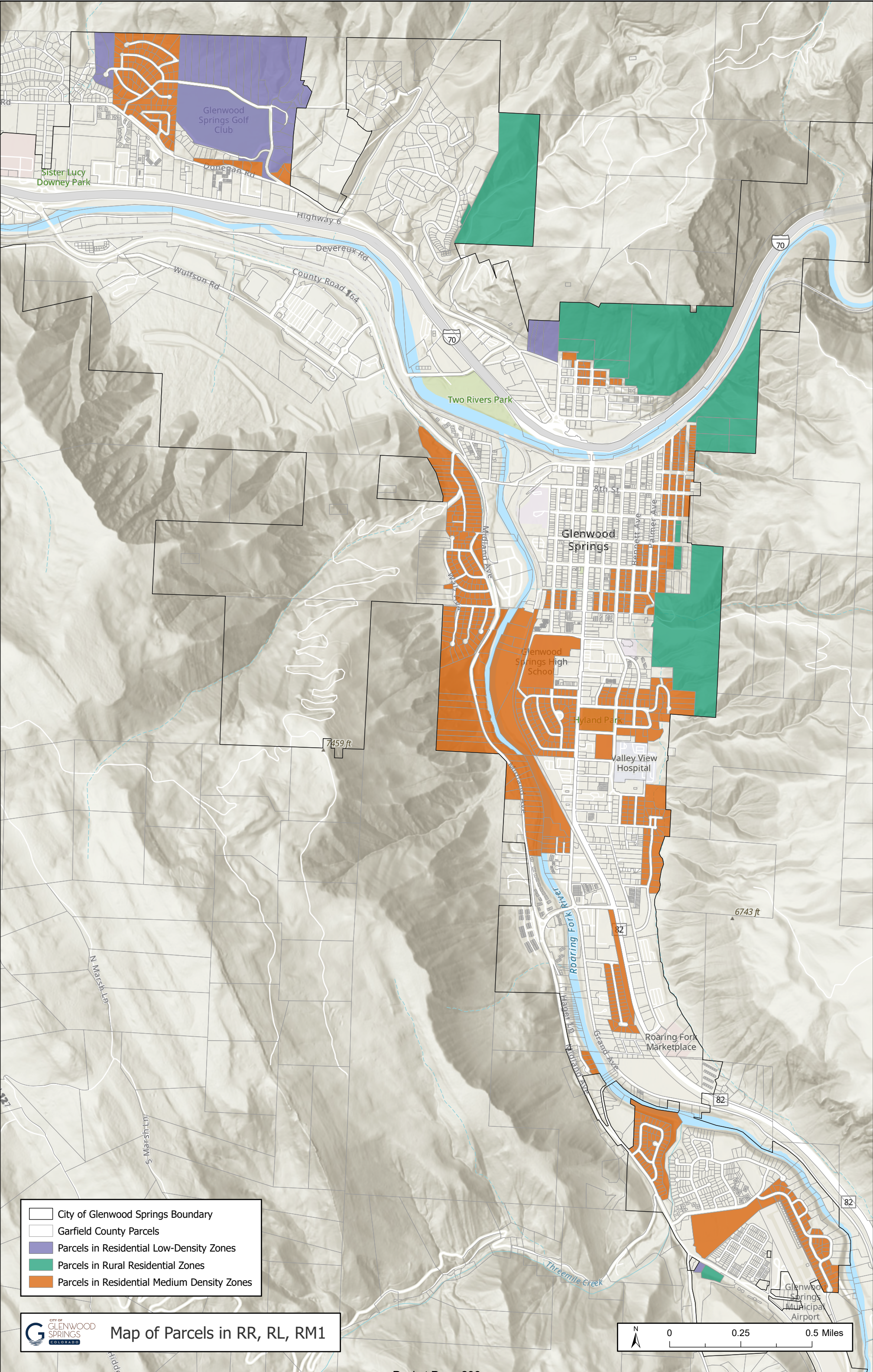
Concern that the public opportunity to respond is removed with the administrative process.

**Commissioner Connerton: Amended the motion to include the noted concerns mentioned by the summary. Seconded by Cowan.**

**Motion passes 4-2 with Commissioners Geiman and Cipperly voting No.**

DRAFT







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## 070.070.020 Definitions of Use Categories and Specific Use Types.

### (a) *Residential Uses.*

- (1) *Household Living.* Uses in this category are characterized by residential occupancy of a dwelling unit by a household. Tenancy is arranged on a month-to-month or longer basis. Common accessory uses include recreational activities, gardens, personal storage buildings, and residential parking.
  - a. *Dwelling, Live-Work.* A dwelling unit combining both a residential living space and also an integrated work space principally used by one (1) or more of the residents. The unit typically has a storefront, workspace or studio, and public display area on the ground floor, with residential located either on the upper floor or in the back of the workspace.
  - b. *Dwelling, Multifamily.* A building or buildings located on a single lot including three (3) or more dwelling units, each of which is designed for one (1) family, with separate housekeeping and cooking facilities for each. Multifamily dwellings are often stacked vertically, sharing both common vertical and horizontal walls and ceilings. Multifamily dwellings do not include those uses meeting the definition of single-family townhouse dwelling.
  - c. *Dwelling, Townhouse.* A building that contains three (3) or more dwelling units, each having primary ground floor access to the outside and are attached to each other by common party walls without openings.
  - d. *Dwelling, Single-Family Detached.* One (1) building on one (1) lot designed to be occupied by not more than one (1) family.
  - e. *Dwelling, Two-Family.* A building designed as a single structure that contains two (2) separate dwelling units, each of which is designed to be occupied as a separate residence by one (1) family or household.
  - f. *Mobile Home Park.* Any plat of ground upon which two (2) or more mobile homes are located and occupied for dwelling or sleeping purposes, regardless of whether or not a charge is made for such accommodations.
  - g. *Accessory Dwelling Unit.* A separate, complete, dwelling unit containing separate facilities for sleeping, cooking, and sanitation that is contained within or attached to a detached single-family dwelling, or detached from it on the same property.

(Ord. No. 19-2018, § 2(Exh. A), 8-2-2018; Ord. No. 15-2020, § 2(Exh. A), 7-2-2020; Ord. No. 27-2020, § 2(Exh. A), 11-19-2020; Ord. No. 3-2021, § 2(Exh. A), 5-20-2021; Ord. No. 18-2022, § 2(Exh. A), 7-21-2022; Ord. No. 15-2023, § 2(Exh. A), 10-5-2023; Ord. No. 13-2024, § 2(Exh. B), 7-18-2024)

















SLOW  
DOWN  
IN TOWN





SLOW  
DOWN  
IN TOWN





























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1912





3832

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GARBAGE  
Recycling  
Kalamazoo  
(268) 884-3000













































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**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Ordinance 2025-10; Code amendment to Section 040.020.170 Economic incentives; sales tax rebate

**Action Requested:** Consideration of a code amendment to Section 040.020.170 Economic incentives; sales tax rebate, to expand the program parameters for Tier one.

**Department:** Economic and Community Development

**Presented By:** Hannah Klausman

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** City Council gave direction to staff at the March 6 Council meeting to look at amendments to the Sales Tax Incentive tiers in Municipal Code [Section 040.020.170](#).

The economic incentives include two tiers of sales tax rebates that can be applied to a consecutive 5 year period by a business. The Tier 1 incentive is limited to 20% of annual sales tax revenue and can only be applied towards water and sewer system improvement fees and electric line extension fees. Tier 2, which expired on July 15, 2022, allowed for up to 50% rebate on annual sales tax revenue and could also be utilized for building permit fees and public improvements up to \$200,000. Tier 2 also had requirements for utilizing local contractors for any construction activities. Code stipulates that the total amount of all rebates received shall not exceed the total amount of fees and costs identified in Paragraph (b) that outlines what the rebate can be applied to as included above.

Council expressed interest in adding Stormwater management costs as a cost that the sales tax rebate could be applied to, as well as expanding the program to be more applicable to smaller existing businesses or businesses that move into a built location.

**Issues:** Staff reviewed Tier 1 and proposes the following amendments for Council review.

1. Increasing the amount of the annual Tier one rebate from twenty (20) percent to not exceed twenty-five (25) percent.
2. Adding building plan review fees and building permit fees to allowable City-imposed fees that the Tier one rebate can be applied to.
3. Adding Stormwater system improvement costs, or fee in-lieu as determined by the Engineering Department to allowable costs the Tier one rebate can be applied to.

The full section of the code and proposed amendments is included as an attachment to this report titled Exhibit A, 040.020.170 Economic incentives sales tax rebate Amendments.

Adding building fees and stormwater improvement costs to Tier one, means that more businesses will be able to access this incentive including existing businesses that do remodeling or additions to expand. Often a business will locate in an existing building and not incur any water, sewer, or fire system improvement fees due to the previous tenant credit. Under these circumstances, the new business might incur heavy remodeling costs with building fees but little to no system improvement fees or electric line extension costs. In amending the program to include these costs, the City would be opening the program to support "infill" business and expansion with the rebate offering.

Staff also proposes removing the Tier two incentive from this section of code as it expired in 2022 and is no longer applicable.



**Fiscal Impact:**

Sales tax rebate incentives are generally not considered to be a financial loss to the City. The program is designed to rebate sales tax dollars generated by the business with the idea that an expanded or new business will bring in additional sales tax revenue in the long term exceeding the rebated amount.

Twenty-five (25) percent of water, sewer, fire system improvement fees, and building and stormwater improvement costs will vary widely depending on the applicant's scope of work.

Building permit fees are based on the valuation of the project so will increase with larger scope businesses and buildings.

**Legal Review:**

Legal has drafted the ordinance and reviewed the proposed amendments.

**Staff Recommendation:**

Staff recommends approval of the Code Amendment.



## ORDINANCE NO. 10

Series of 2025

### **AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 040.020.170 ADDRESSING ECONOMIC INCENTIVES; SALES TAX REBATES 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**, Section 040.020.170 of the Glenwood Springs Municipal Code (the “Code”) addresses economic incentives; sales tax rebate; and

**WHEREAS**, at the Glenwood Springs City Council meeting on March 6, 2025, Council directed City staff to prepare certain changes to sections of Section 040.020.170; and

**WHEREAS**, adoption of the resulting recommended changes to the Code will provide a uniform program to assist with the development and redevelopment of properties and businesses within the City; and

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

**WHEREAS**, the City Council finds and declares that the amendment to Section 040.020.170 of the code on **Exhibit A** 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 040.020.170 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 \_\_\_\_ DAY OF MARCH 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

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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 \_\_\_\_\_ 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

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Ingrid Wussow, Mayor

ATTEST:

---

Ryan Muse, City Clerk



## EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text~~ deleted.

### TITLE 040 – TAXATION

\* \* \* \*

### ARTICLE 040.020 - SALES TAX

\* \* \* \*

#### 040.020.170 Economic incentives; sales tax rebate.

- (a) Qualified businesses may apply for a Tier one or Tier two City sales tax rebate for up to five (5) consecutive years provided that:
  - (1) The amount of the annual Tier one rebate shall not exceed ~~twenty (20)~~ twenty-five (25) percent of their annual City sales tax remittance in any one year; and
  - (2) ~~The amount of the annual Tier two rebate shall not exceed eighty (80) percent of their annual City sales tax remittance in any one year, as further detailed in Subsection (c)(5) below; and~~
  - (2)(3) The total amount of all rebates received shall not exceed the total amount of fees and costs identified in Paragraph (b) below.
- (b) The City sales tax rebate may be applied against the following City-imposed fees, costs and tax:
  - (1) Water and sewer system improvement fees may be available for Tier one ~~and Tier two~~ rebates.
  - (2) Fire and emergency services impact fees may be available for Tier one ~~and Tier two~~ rebates.
  - (3) Cost incurred pursuant to the City Electric Department's Line Extension Policy may be available for Tier one ~~and Tier two~~ rebates.
  - (4) Building fees including the Plan Review and Building Permit Fee, may be available for Tier one ~~Tier two~~ rebates ~~only~~.
  - (5) Stormwater system improvement costs, or fee in-lieu, as determined by the Engineering standards. The costs of City required public improvements at fifty (50) percent of the installation costs to a maximum of two hundred thousand dollars (\$200,000.00) may be available for Tier two rebates only.
- (c) *Qualifications for application.*
  - (1) If applicable, the applicant has collected and remitted on time to the City all applicable sales, use or accommodation taxes; and
  - (2) The applicant is not currently in violation of any development permit or building permit conditions; and



- (3) The applicant is not in default under any agreement with the City; and
- (4) The applicant has paid all other applicable City-imposed fees including those for which the rebate is being applied; and
- (5) ~~Tier two applicants shall use either (a) local contractors and suppliers or (b) local businesses, as defined in Subsection (g), below, for construction of the project. At issuance of the certificate of occupancy, the applicant shall provide documentation of the amounts paid to local contractors and suppliers or local businesses as a percentage of the total costs of the project, excluding land. Projects using either (a) local contractors and suppliers or (b) local businesses for less than fifty (50) percent but more than twenty-five (25) percent of the total costs of the project, excluding land, will be eligible for a forty (40) percent Tier two rebate. Projects using either (a) local contractors and suppliers or (b) local businesses for fifty (50) percent or more of the total costs of the project, excluding land, will be eligible for an eighty (80) percent Tier two rebate. Tier two applicants must provide detailed calculation documentation upon request by the City.~~
- (d) *Application for rebate.*
  - (1) All businesses which qualify for such City sales tax rebates shall apply for the same by making application to the Director of Finance upon forms to be provided by him/her.
  - (2) All applications for City sales tax rebate shall be made to the Director of Finance on or before July 15 of the year following the year for which the tax rebate is sought.
- (e) *Effective date.* This section shall apply to all City-imposed fees after the effective date of Ordinance No. 27, Series of 2005.
- (f) ~~Tier two applicants will only be accepted from May 22, 2009 until July 15, 2022. To apply for a Tier two rebate, an applicant must have a building permit issued on or before July 15, 2022. The amendments contained in Ordinance No. 8, Series of 2009, Ordinance No. 11, Series of 2010, Ordinance No. 12, Series of 2011, Ordinance No. 5, Series of 2012, Ordinance No. 14, Series of 2014, Ordinance No. 11, Series of 2016, Ordinance No. 18, Series of 2018, and Ordinance No. 11, Series of 2020, shall be repealed, effective July 15, 2022, unless otherwise extended by further action of City Council.~~
- (g) ~~"Local business" when applied to construction contracts shall mean a business and/or subcontractor individually applying for Local Business designation which meets criteria in either Subsections (1) and (3) or Subsections (2) and (3) as listed below:~~
  - (1) ~~The business headquarters must be located and primarily doing business within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs. In the event the business is incorporated or otherwise registered, it must be incorporated or otherwise registered in Colorado.~~
  - (2) ~~At least seventy-five (75) percent of the business work force, at the time of application, must reside within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.~~
  - (3) ~~The business shall have at least seventy-five (75) percent of business vehicles registered, at the time of the application, with the government agency having jurisdiction over areas within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.~~





**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Ordinance 2025-11; Code Amendment Title 070 regarding Allowed Uses, Definitions, Natural Medicine Businesses, Shopping Centers and other Code Changes

**Action Requested:** City of Glenwood Springs

**Department:** Economic and Community Development

**Presented By:** Hannah Klausman

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:** In 2022 Colorado voters approved Proposition 122 to decriminalize the sale and use of psychedelic mushrooms. The state completed the regulatory rules and began accepting applications for licensed centers on Dec. 31, 2024. The law allows for state-licensed healing centers where people 21 or older can receive supervised doses of natural psychedelic medicines, giving Coloradans who are struggling with challenging mental health issues the opportunity to receive care.

[The state adopted a comprehensive set of regulations for natural medicine. Colorado Senate Bill 23-290](#), Natural Medicine Regulation and Legalization, established a regulatory framework for a regulated natural medicine program in Colorado. These adopted rules can be reviewed at this link: [Natural Medicine Division Rules](#). State law prohibits local governments from disallowing natural medicine businesses, but enables local governments to regulate the time, place, and manner of operation of the licensed facilities.

Staff held a work session with City Council on January 16, 2025 where Council provided some direction to staff on how to address these types of uses in Title 070 Development Code. Planning and Zoning Commission (Commission) reviewed the Code Amendment at their regular February 2025 meeting and voted 6-0 to recommend approval of the proposed amendments for Natural Medicine Businesses with some additional use specific standards, and shopping centers as an allowed use in the Mixed Use Corridor zone district. The minutes from that meeting are included as an attachment to this report.

Code changes related to Shopping Center zoning classification is part of Staff's continual effort to identify small sections of code that need updating due to current circumstances or changing environment.

Code Amendments to Title 070 require Planning and Zoning Commission to make a recommendation to council, with Council being the final approving authority. Planning and Zoning Commission voted unanimously 6-0 to recommend approval for both the Natural Medicine Business and shopping center code amendments.

**Issues:** Planning and Zoning Commission reviewed Staff's proposal that included zoning for Natural Medicine Healing Centers, Cultivation, Manufacturing, and testing centers. After a robust discussion reviewing the time, place and manner that businesses would operate, the Commission recommended approval with a few minor changes including:

1. Include a 1000 foot buffer to all Natural Medicine Businesses except for healing centers;
2. Apply operating hours of 8am – 10pm for healing centers; and
3. Make healing centers Special Use Permits in Mixed Use and Residential Zone Districts.

Council may wish to review the recommended changes and make further amendments. Specifically, the requirement of a Special Use Permit includes time and expense that may be overly limiting. A



Special Use Permit requires a \$920 fee, 8 weeks of processing time, and a public hearing before the Planning and Zoning Commission. Since Healing Center include existing therapy or counseling offices with existing clientele and services that would not change, a special use permit may be inappropriate.

An alternative would be reducing the special use permit requirements to only Residential Zone Districts or not allowing the use at all, while permitting it in the more commercial oriented Mixed Use districts,

The minutes from the Planning and Zoning Commission discussion, and the original staff report are included as an attachment to this report.

#### Shopping Center Zoning

Currently Shopping Centers are allowed as a use by right in M3, Mixed Use Regional, as well as a special use in CO, Commercial, and I2 River Industrial zones. Retail General uses are allowed in all of the commercial and mixed use zones and some transitional residential zones as seen in the [Table of Allowed Uses](#).

Staff believe that the M1 zoning district is an appropriate district for operations such as these and proposes to amend the Table of Allowed Uses to list it as a Permitted Use in M1, and a Special use in M2, and RE. Special use reviews allow Planning and Zoning Commission to review and application for appropriateness and is utilized in situations where the use can be appropriate but may depend on situational factors that exist on the ground.

**Fiscal Impact:**

None.

**Legal Review:**

Legal has drafted the ordinance and reviewed the recommendation from the Planning and Zoning Commission.

**Staff Recommendation:**

Planning and Zoning Commission recommends that City Council approve Ordinance 2025-11, Code Amendment to zone and codify use standards for Natural Medicine Businesses and shopping centers.



## **ORDINANCE NO. 11**

Series of 2025

### **AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING TITLE 070 OF THE GLENWOOD SPRINGS MUNICIPAL CODE TO ACCOMMODATE THE COLORADO NATURAL MEDICINE HEALTH ACT REQUIREMENTS.**

**WHEREAS,** In 2022 voters in Colorado approved Proposition 122: Access to Natural Psychedelic Substances; and

**WHEREAS,** The Colorado State Legislature subsequently enacted Article 170 to Title 12 of the Colorado Revised Statutes (CRS §12-170) as the Natural Health Medicine Health of Act of 2022 to establish the regulatory framework for the controlled use of natural psychedelic substances and other natural medicines in the State; and

**WHEREAS,** Sections 12-170-107 (1)(2)(3)(4) and (5) of the Natural Medicine Act of 1922 stipulate how local municipalities shall accommodate State licensed health-care facilities and individuals permitted to provide natural medicine services by December 31, 2024; and

**WHEREAS,** the City of Glenwood Springs, Colorado ("the City") is a home rule municipality duly and regularly organized and now validly existing as a body corporate and public under and by virtue of the Colorado Constitution and laws of the State of Colorado; and

**WHEREAS,** pursuant to Article XX, Section 6 of the Colorado Constitution, Section 29-20-101, et seq., C. R. S. and other authorities granted to municipal governments, the City has enacted and enforces regulations governing the use of property within the City's jurisdiction; and

**WHEREAS,** the Planning and Zoning Commission unanimously recommended Town Council adopt this ordinance amending Title 070 of the City's Municipal Code at their meeting on February 25, 2025; and

**WHEREAS,** City Council finds it is necessary and proper to amend Title 070 of the Glenwood Springs Municipal Code as provided in **Exhibit A** attached hereto.

### **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.** Title 070 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 \_\_\_\_ DAY OF MARCH 2025.



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 \_\_\_\_\_ 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

---

Ingrid Wussow, Mayor

ATTEST:

---

Ryan Muse, City Clerk



## EXHIBIT A

The following sections of the Municipal Code are amended as follows with double underlined text added and ~~strike through text~~ deleted.

### TITLE 070 - DEVELOPMENT CODE

\* \* \* \*

### ARTICLE 070.030 - USE REGULATIONS

\* \* \* \*

#### 070.030.020 - Table of Allowed Uses.

\* \* \* \*

| Table 030.1: Table of Allowed Uses                                                  |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
|-------------------------------------------------------------------------------------|----------------------------------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|--------------|-----------------------|
| P = permitted by right    S = special use permit required    Blank = use prohibited |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
|                                                                                     | Districts →                                        |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
| Use Category                                                                        | Use Type                                           | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP | Use-Specific | Required              |
|                                                                                     |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    | Standards    | Minimum               |
|                                                                                     |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              | Parking               |
| * * * *                                                                             |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
| COMMERCIAL USES                                                                     |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
| * * * *                                                                             |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |              |                       |
| Office, Business, and Professional Services                                         | Administrative, professional, or government office |    |    |     |     | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  |    |              | 1 per 300 square feet |



|                                  |                                               |   |   |   |   |   |          |          |          |          |          |          |   |          |          |  |                           |                              |
|----------------------------------|-----------------------------------------------|---|---|---|---|---|----------|----------|----------|----------|----------|----------|---|----------|----------|--|---------------------------|------------------------------|
|                                  | Bank or financial institution                 |   |   |   |   | P | P        | P        | P        | P        | P        | P        | P | P        | P        |  | 070.030.030(e)(13)        | 1 per 300 square feet        |
|                                  | <u>Natural Medicine Center</u>                | - | - | - | - | - | <u>S</u> | <u>S</u> | <u>S</u> | <u>S</u> | <u>P</u> | <u>P</u> | - | <u>P</u> | <u>P</u> |  | <u>070.030.030(e)(20)</u> | <u>1 per 400 square feet</u> |
|                                  | Printing and copying establishment            |   |   |   |   |   | S        | P        | P        | P        | P        | P        | P | P        | P        |  |                           | 1 per 400 square feet        |
| Retail Sales                     | Retail, general <1,500 sq. ft.                |   |   |   |   |   | P        | P        | P        | P        | P        | P        | S | P        | S        |  | 070.030.030(e)(17)        | 1 per 400 square feet        |
|                                  | Retail, general >1,500 sq. ft.                |   |   |   |   |   | S        | P        | P        | P        | P        | P        | S | P        | S        |  | 070.030.030(e)(17)        | 1 per 300 square feet        |
|                                  | Retail, shopping center                       |   |   |   |   |   |          | <u>P</u> | <u>S</u> | P        | S        | <u>S</u> |   | S        |          |  |                           | 1 per 300 square feet        |
| <b>INDUSTRIAL USES</b>           |                                               |   |   |   |   |   |          |          |          |          |          |          |   |          |          |  |                           |                              |
| * * * *                          |                                               |   |   |   |   |   |          |          |          |          |          |          |   |          |          |  |                           |                              |
| <u>Natural Medicine Business</u> | <u>Natural Medicine cultivation facility</u>  | - | - | - | - | - | -        | <u>S</u> | -        | -        | <u>P</u> | -        | - | <u>P</u> | -        |  | <u>070.030.030(e)(20)</u> | 1 per 1,000 square feet      |
|                                  | <u>Natural Medicine Products Manufacturer</u> | - | - | - | - | - | -        | <u>S</u> | -        | -        | <u>P</u> | -        | - | <u>P</u> | -        |  | <u>070.030.030(e)(20)</u> | 1 per 1,000 square feet      |
|                                  | <u>Natural Medicine Testing Facilities</u>    | - | - | - | - | - | -        | <u>S</u> | -        | -        | <u>P</u> | -        | - | <u>P</u> | -        |  | <u>070.030.030(e)(20)</u> | 1 per 1,000 square feet      |



## 070.030.030 - Use-Specific Standards

\* \* \* \*

### (e) *Commercial Uses.*

\* \* \* \*

#### (20) Natural Medicine Treatment Center

- a. Operating Hours. Natural Medicine Treatment Centers operations shall be limited to between the hours of 8am and 10pm.

### (f) *Industrial Uses*

\* \* \* \*

#### (6) Natural Medicine Cultivation, Manufacturing, and Testing Facilities.

- a. Location of a Licensed Business. No Natural Medicine Cultivation, Manufacturing, or Testing Facility business shall be located:
- i. Within one thousand (1,000) feet of another Natural Medicine cultivation, manufacturing, or testing facility.

\* \* \* \*

## ARTICLE 070.070 - RULES OF CONSTRUCTION AND DEFINITIONS

### 070.070.010 - Definitions of Use Categories and Specific Use Types.

\* \* \* \*

### (c) *Commercial Uses.*

\* \* \* \*

- (8) Natural Medicine Business. Uses in this category are primarily engaged in healing offices, cultivating, manufacturing, and testing.
- a. *Healing Center.* A facility where an entity is licensed by the State Licensing Authority pursuant to article 50 of title 44 that permits a Facilitator to provide and supervise Natural Medicine Services for a Participant.
- b. *Natural Medicine Cultivation Facility.* A location where Regulated Natural Medicine is grown, harvested, and prepared in order to be transferred and distributed to either a Healing Center, Facilitator, a Natural Medicine Products Manufacturer, or to another Natural Medicine Cultivation Facility.
- c. *Natural Medicine Products Manufacturer.* A location where a business manufactures Regulated Natural Medicine Products for transfer to a Healing Center, Facilitator, or to another Natural Medicine Products Manufacturer.
- d. *Natural Medicine Testing Facility.* means a public or private laboratory licensed, or approved by the Division, to perform testing and research on Regulated Natural Medicine and Regulated Natural Medicine Product.

### ~~(8)~~(9) Office, Business, and Professional Services.



\* \* \* \*

~~(9)~~(10) *Personal Services.*

\* \* \* \*

~~(10)~~(11) *Recreation and Entertainment, Indoor.*

\* \* \* \*

~~(11)~~(12) *Recreation and Entertainment, Outdoor.*

\* \* \* \*

(d) *Industrial Uses.*

\* \* \* \*

(4) *Natural Medicine Business.* Uses in this category are primarily engaged in healing offices, cultivating, manufacturing, and testing.

\* \* \* \*

~~(4)~~(5) *Storage and Warehousing.*

\* \* \* \*

~~(5)~~(6) *Waste and Salvage.*

\* \* \* \*

~~(6)~~(7) *Utilities.*

\* \* \* \*



# Planning and Zoning Commission Report

**Date:** February 25, 2025  
**To:** Planning & Zoning Commission  
**From:** Hannah Klausman, Director of Community Development  
**Subject:** Code Amendment, Zoning and Use Standards

|                  |                                                                                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REQUEST</b>   | Consideration of a Code Amendment to zone and codify use standards for Natural Medicine Businesses, and shopping centers in Glenwood Springs. |
| <b>APPLICANT</b> | City of Glenwood Springs                                                                                                                      |
| <b>OWNER</b>     | N/A                                                                                                                                           |
| <b>LOCATION</b>  | City Wide                                                                                                                                     |
| <b>ZONE</b>      | City Wide                                                                                                                                     |

## ACTION ITEM

Per Section 070.060.040 of the *Glenwood Springs Municipal Code* (Code), the Planning and Zoning Commission (Commission) is the recommending body for Code Amendment applications and City Council is the deciding body. In reviewing a Code Amendment, Planning and Zoning Commission must adhere to the approval criteria outlined in *Section 070.060.040(c)(d)3 Approval Criteria*.

**Action 1 – Code Amendment** – to consider a Code Amendment to zone and codify use standards for Natural Medicine Businesses in Glenwood Springs to comply with the Colorado Regulated Natural Medicine Rules from Proposition 122 and Senate Bill 23-290.

**Staff recommendation:** *Staff recommends a recommendation for approval with the findings and conditions on page 9-10.*

**Action 2 – Code Amendment** – to consider a Code Amendment to correct the zoning allowances for shopping centers to be included as a permitted use by right in M1 Mixed Use Corridor district, and a special use permit in M2 Mixed Use Central Core and RE Resort zone district.

**Staff recommendation:** *Staff recommends a recommendation for approval with the findings and conditions on page 9-10.*

---

## BACKGROUND

In 2022 Colorado voters approved Proposition 122 to decriminalize the sale and use of psychedelic



mushrooms. The state completed the regulatory rules for the industry in August and began accepting applications for licensed centers on Dec. 31, 2024. The law allows for state-licensed healing centers where people 21 or older can receive supervised doses of natural psychedelic medicines, giving Coloradans who are struggling with challenging mental health issues the opportunity to receive care.

In 2023, the state followed up with [Colorado Senate Bill 23-290](#), Natural Medicine Regulation and Legalization, which amended the Natural Medicine Health Act of 2022 to clarify and establish a regulatory framework for a regulated natural medicine program in Colorado. The state adopted a comprehensive set of regulations for natural medicine on Octo. 21, 2024 as part of its rulemaking process. These adopted rules can be reviewed at this link: [Natural Medicine Division Rules](#)

State law prohibits local governments from disallowing natural medicine businesses, but enables local governments to regulate the time, place, and manner of operation of the licensed facilities. The state was to begin issuing licenses for natural medicine businesses on or after January 1, 2025.

Staff consulted with City Council on January 16, 2025 in a work session where Council provided some direction on how to address these types of uses in Title 070 Development Code.

Other code changes related to Shopping Center zoning classification is part of Staff's continual effort to identify small sections of code that need updating due to current circumstances or changing environment.

Changes to Title 070 require Planning and Zoning Commission to make a recommendation to council. The proposed amendment would define natural medicine healing centers as "offices" and cultivation, production, and testing facilities as an "Industrial Uses" and would enable regulating the natural medicine businesses similar to these existing uses.

---

## PROJECT SUMMARY

### Action Item 1: Natural Medicine Businesses

On May 23, 2023, Colorado Senate Bill 23-290, Natural Medicine Regulation and Legalization ("SB23-290"), also known as the psilocybin or magic mushroom bill, became law. SB23-290 amended the Natural Medicine Health Act of 2022 to clarify and establish a regulatory framework for a regulated natural medicine program in Colorado.

More specifically, the state law and implementing regulations provide the following:

- A state licensing program for natural medicine healing centers, natural medicine cultivation facilities, natural medicine product manufacturers, natural medicine testing facilities, and any other licenses the state licensing authority may find necessary;
- Allowing persons over 21 years of age to possess, share, cultivate, and manufacture certain regulated natural medicine for personal use and without remuneration;



- Providing for occupational licensing of persons who facilitate the use of natural medicine;
- Permitting licensed healing centers to administer and facilitate natural medicine services for persons 21 years of age or older and sets the stage for state licensing, certification, permitting and registration of natural medicine businesses;
- Regulations for the cultivation, manufacturing, testing, storing, distribution, transportation, transferring, and dispensation of regulated natural medicine and related products.
- Distance requirements of 1,000 feet from the property line of childcare centers, preschools, elementary, middle, junior or high schools or residential childcare facilities, using a direct pedestrian route

### Zoning

Section 070.030 of the Municipal Code regulates allowed uses and use-specific standards. Staff has added "Natural Medicine Businesses" as a use category under the header of "Commercial Uses" and "Industrial Uses" in Code Section 070.030.020 Table of Allowed Uses.

Staff has categorized the Natural Medicine Centers as most like an Office use and proposed similar zoning district allowances. Current regulations require therapists to be certified as psilocybin facilitators through DORA (the Department of Regulatory Agencies) and clinics must apply to become licensed healing centers through DOR (the Department of Revenue). Staff has included an article from Colorado Public Radio that provides further detail on how these businesses will operate and what to expect as an attachment to this report.

Staff has categorized the Cultivation, Manufacturing, and Testing facilities to be an industrial use allowed in the CO, and I2 zone districts and a special use review in M1.

Staff has included current Office, Medical Office, and Marijuana zoning for reference and comparison below.

| Table 030.1: Table of Allowed Uses                                                  |                          |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
|-------------------------------------------------------------------------------------|--------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|
| P = permitted by right    S = special use permit required    Blank = use prohibited |                          |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
|                                                                                     | Districts →              |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
| Use Category                                                                        | Use Type                 | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP |
| Health Care Facilities                                                              | Hospital                 |    |    |     |     |    | P  | P  | P  | P  | P  |    |    |    | P  |    |
|                                                                                     | Medical or dental clinic |    |    |     |     |    | P  | P  | P  | P  | P  | P  |    | P  | P  |    |



|                                             |                                                    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |
|---------------------------------------------|----------------------------------------------------|--|--|--|--|--|---|---|---|---|---|---|---|---|---|---|---|
| Office, Business, and Professional Services | Administrative, professional, or government office |  |  |  |  |  | P | P | P | P | P | P | P | P | P | P |   |
|                                             | Bank or financial institution                      |  |  |  |  |  | P | P | P | P | P | P | P | P | P | P |   |
|                                             | Printing and copying establishment                 |  |  |  |  |  |   | S | P | P | P | P | P | P | P | P |   |
| Marijuana Businesses                        | Medical marijuana business, excluding cultivation  |  |  |  |  |  |   |   |   |   | S | S | S | S |   |   | S |
|                                             | Retail marijuana business, excluding cultivation   |  |  |  |  |  |   |   |   |   | S | S |   | S |   |   | S |

The proposed zoning standards for Natural Medicine businesses is below.

| Table 030.1: Table of Allowed Uses                                            |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |  |
|-------------------------------------------------------------------------------|----------------------------------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|--|
| P = permitted by right S = special use permit required Blank = use prohibited |                                                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |  |
|                                                                               | Districts →                                        |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |  |
| Use Category                                                                  | Use Type                                           | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP |  |
| Office, Business, and Professional Services                                   | Administrative, professional, or government office |    |    |     |     | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  |  |
|                                                                               | Bank or financial institution                      |    |    |     |     | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  |  |
|                                                                               | Natural Medicine Center                            |    |    |     |     | P  | P  | P  | P  | P  | P  | P  |    | P  | P  |    |  |
|                                                                               | Printing and copying establishment                 |    |    |     |     | S  | P  | P  | P  | P  | P  | P  | P  | P  | P  |    |  |
| Natural Medicine Business                                                     | Natural Medicine cultivation facility              |    |    |     |     |    | S  |    |    |    | P  |    |    | P  |    |    |  |
|                                                                               | Natural Medicine Products Manufacturer             |    |    |     |     |    | S  |    |    |    | P  |    |    | P  |    |    |  |
|                                                                               | Natural Medicine Testing Facilities                |    |    |     |     |    | S  |    |    |    | P  |    |    | P  |    |    |  |

### Use Specific Standards:

Section 070.030.030 of the Development Code provides additional standards for certain categories of uses to provide further specifications for operating procedures. Typically these standards are aimed at mitigating any impacts from the use on surrounding areas.

When staff met with Council to discuss criteria for Natural Medicine Businesses, the conversation focused on the following items for regulatory consideration.

- Hours of Operation



- Number of Permits
- Distance Buffer Requirements

#### Hours of Operation

The healing centers have been identified as most similar to office uses. Neither office or medical office uses within the City have limited hours of operation. If Planning and Zoning Commission and City Council are interested in limiting hours of operation, staff proposes Marijuana retail establishment hours of 8:00 a.m. and 10:00 p.m. Monday through Sunday.

#### Number of Permits

Planning and Zoning Commission and Council may want to consider limiting the number of businesses that can operate in Glenwood Springs. The City does not limit the number of therapy or medical treatment offices that currently perform comparable work. Healing centers are not recreation or retail establishments.

#### Distance Buffer Requirements

The State requires distance buffers from schools and childcare facilities. Council expressed possible interest in additional buffers similar to Marijuana retail stores that have a buffer requirement of a 1,000 foot distance from another Marijuana retail establishment. Aspen City Council is considering a buffer distance between businesses.

Planning and Zoning may consider adding specific use standards to Natural Medicine Businesses in their recommendation to Council. Staff's current proposal only includes the recommendations of zoning as required by state regulations and defers to the Commission and Council for direction on additional standards if desired.

#### Definitions:

The following definitions will be added to Section 070.070.020 - Definitions of Use Categories and Specific Use Types.

**"Natural Medicine Business"** means any of the following entities licensed pursuant to the Natural Medicine Code:

- i. A Healing Center;
- ii. A Natural Medicine Cultivation Facility;
- iii. A Natural Medicine Products Manufacturer;
- iv. A Natural Medicine Testing Facility.

**"Healing Center"** means a facility where an entity is licensed by the State Licensing Authority pursuant to article 50 of title 44 that permits a Facilitator to provide and supervise Natural Medicine Services for a Participant.

**"Natural Medicine Cultivation Facility"** means a location where Regulated Natural Medicine is grown, harvested, and prepared in order to be transferred and distributed to either a Healing



Center, Facilitator, a Natural Medicine Products Manufacturer, or to another Natural Medicine Cultivation Facility.

**“Natural Medicine Products Manufacturer”** means a person who manufactures Regulated Natural Medicine Products for transfer to a Healing Center, Facilitator, or to another Natural Medicine Products Manufacturer.

**“Natural Medicine Services”** means a preparation session, administration session, and integration session as provided pursuant to article 170.

**“Natural Medicine Testing Facility”** means a public or private laboratory licensed, or approved by the Division, to perform testing and research on Regulated Natural Medicine and Regulated Natural Medicine Product.

#### Action Item 2: Shopping Centers

In the day-to-day implementation of the Development Code Staff often finds sections of code that need small changes to operate as intended. One of those recent items is the allowed zoning district for “Shopping Centers.”

*Retail, Shopping Center.* A development that includes more than one (1) multiple-tenant or single-tenant retail facility, or other retail use located on a development site or on a combination of development sites.

*Retail, General.* A facility or area for the retail sale of general merchandise or food to the general public for direct use and not for wholesale. This use includes but is not limited to sale of general merchandise, appliances, clothing and other apparel, convenience and specialty foods, dry goods, flowers and household plants, hardware and similar consumer goods.

Currently this use is allowed as a use by right in M3, Mixed Use Regional, as well as a special use in CO, Commercial, and I2River Industrial. Retail General uses are allowed in all of the commercial and mixed use zones and some transitional residential zones as seen in the Table below.

| Table 030.1: Table of Allowed Uses                                                  |                                |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
|-------------------------------------------------------------------------------------|--------------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|
| P = permitted by right    S = special use permit required    Blank = use prohibited |                                |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
|                                                                                     | Districts →                    |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |
| Use Category                                                                        | Use Type                       | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP |
|                                                                                     | Retail, general <1,500 sq. ft. |    |    |     |     |    | P  | P  | P  | P  | P  | P  | S  | P  | S  |    |
|                                                                                     | Retail, general >1,500 sq. ft. |    |    |     |     |    | S  | P  | P  | P  | P  | P  | S  | P  | S  |    |
|                                                                                     | Retail, shopping center        |    |    |     |     |    |    |    |    | P  | S  |    |    | S  |    |    |



Staff has provided an example property below located on Highway 6 & 24. It is one parcel with two multi-tenant buildings, which technically falls into the Shopping Center category. The property is located in the M1 Mixed use Corridor zone district where shopping centers are not currently allowed.



*Figure 1Map of a shopping center in West Glenwood*

Staff believe that the M1 zoning district is an appropriate district for operations such as these and proposes to amend the Table of Allowed Uses to list it as a Permitted Use in M1, and a Special use in M2, and RE. Special use reviews allow Planning and Zoning Commission to review and application for appropriateness and is utilized in situations where the use can be appropriate but may depend on situational factors that exist on the ground.

The City Zoning map can be viewed at [City Maps | Glenwood Springs, CO](#) by clicking on the Public interactive map viewer. The zoning districts can be viewed by selecting “Zone District Boundary” layer from the drop down layer list.

Staff has also included the Table of Allowed Uses as an attachment to this report in full.

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## **APPROVAL CRITERIA**

Code Amendment Approval Criteria.

A Code amendment is a legislative decision by the City Council. Prior to recommending approval or approving a proposed Code amendment, the Planning Commission and City Council shall consider whether and to what extent the proposed amendment meets the five criteria listed below. Staff analysis is provided in **bold**.



- i. Is consistent with the Comprehensive Plan and other City policies;  
**Action 1**  
**Natural Medicine businesses do not conflict with the comprehensive plan or city policies.**  
  
**Action 2**  
**Shopping centers are already an allowed and commonly accepted use within the City. The expanded zoning classifications are consistent with secondary development centers identified in the Comprehensive Plan as well as the goal of maintaining the City of Glenwood Spring's regional center status.**
- ii. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;  
**Action 1 and 2**  
**Both proposed amendments are in conformance with the rest of the Code.**
- iii. Is necessary to address a demonstrated community need;  
**Action 1**  
**Natural Medicine Business zoning is required under Senate Bill 23-290.**  
**Action 2**  
**There are existing retail areas that are operating in zone districts that do not allow shopping centers. Staff believes additional allowances for these existing uses is a demonstrated community need.**
- iv. Is necessary to respond to substantial changes in conditions and/or policy; and  
**Action 1**  
**Proposition 122 was passed by the voters of Colorado which is a substantial change in policy.**  
**Action 2**  
**Staff finds that the shopping center amendment is necessary to address existing non-conforming yet appropriate establishments.**
- v. Is consistent with the general purpose and intent of this Code.  
**Action 1**  
**Regulating the manner in which Natural Medicine Businesses occur is consistent with the purpose of the Development Code.**  
**Action 2**  
**A small zoning change to accommodate for changes in conditions is consistent with the purpose of the Development Code.**

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**REVIEWING AGENCY COMMENTS**



None Received.

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**PUBLIC COMMENT**

The Code Amendment was noticed in the local newspaper legal notice section. At the time of publishing agenda packet, no public comment had been received.

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**ACTION ALTERNATIVES AND STAFF RECOMMENDATION:**

The Planning and Zoning Commission may recommend approval, approval with conditions, or denial of the Code Amendment. 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 – Code Amendment**– consideration of a Code Amendment to zone and codify use standards for Natural Medicine Businesses in Glenwood Springs as stipulated in the Colorado Regulated Natural Medicine Rules from Proposition 122.

**Staff Recommendation/Suggested Motion**

Staff recommends **approval** with the following **findings** that the application:

**Suggested Findings:**

- 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.

**Suggested Conditions**

None.

**Action 2 – Code Amendment**– consideration of a Code Amendment to correct the zoning allowances for shopping centers to be included as a permitted use by right in M1 Mixed Use Corridor district, and a special use permit in M2 Mixed Use Central Core and RE Resort zone district.

**Staff Recommendation/Suggested Motion**

Staff recommends **approval** with the following **findings** that the application:

**Suggested Findings:**



- 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.

**Suggested Conditions**

None.



**MINUTES**  
**CITY OF GLENWOOD SPRINGS**  
**Planning and Zoning Commission**

Regular Meeting  
February 25, 2025  
Council Chambers, First Floor  
101 W. 8TH STREET 6:00 PM

**1. Roll Call**

Present: Commissioners: Joy White, Amy Connerton, Pete Waller, John Houghton, Gregory Cowan, Carolyn Cipperly

Also Present: Community Development Director Hannah Klausman, City Attorney Karl Hanlon.

**2. Conflicts of Interest**

None

**3. Receipt of Minutes**

Connerton moved to approve January 28, 2025. Cowan seconded. Cipperly abstained for absence. Motion passes with 5-1 vote.

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

No public comment was offered.

**5. New Items**

**a. Code Amendment to consider Zoning and specific uses for Natural Medicine Businesses and Shopping Center uses.**

Director Klausman presented the text amendment proposals for Title 070 Development Code including adding new uses and zoning standards for Natural Medicine Businesses and expanding shopping centers as an allowed use in more zone districts.

Action Item 1, Natural Medicine Business:

Director Klausman explained that in 2022 Colorado voters approved Proposition 122 to decriminalize the sale and use of psychedelic mushrooms. State law prohibits local governments from disallowing natural medicine businesses, but enables local governments to regulate the time, place, and manner of operation of the licensed facilities. Staff has proposed zoning the treatment centers similar to office or medical office uses, and the cultivation/testing centers as an industrial use.



Commissioner Questions to Staff:

Why are marijuana facilities a special use permit and these uses not a special use permit?

Staff response: Marijuana facilities have substantial odor mitigation that can create impacts to surrounding areas which makes it more appropriate for a Special Use Review. The natural medicine businesses do not have the same impacts to surrounding properties.

Is anyone in the process of applying?

Staff response: Not that we are aware of.

Do we expect smells from the agricultural uses of this business type?

Staff response: Not that will extend beyond the structure itself.

Why is it not analogous to other agricultural uses in the table of uses?

Staff response: Staff found that this proposed use was significantly different than other agricultural uses in code such as commercial outdoor farming.

Clarification on micro treatment centers versus standard. Do we need to separate these uses.

Staff response: Staff proposed these as the same type of use and did not distinguish. Both uses are offering the same services and did not warrant a different use type.

Does this include personal cultivation or commercial cultivation?

Staff response: There is a commercial cultivation business included in the proposal.

If they are a micro center, would they be subject to the distance barrier if they are just adding the service to an existing Therapy office?

What are the zoning regulations for medical office and general office uses by comparison?

Staff response: Medical Office and general professional office are zoned the same, and is the same as staff has proposed for Natural Medicine offices.

Is there a tax revenue associated with these uses?

Legal response: it would be subject to sales tax if it is separately listed from the service.

Do cultivation centers require a public hearing before Planning and Zoning Commission for an application due to agricultural associated impacts.

Staff response: No, staff has proposed it as a use by right which does not require a public hearing. It will have specific standards associated with the use to receive approval.

Will the City be processing the licensing?

Staff response: No, that will be handled by the State.

Chair Waller opened the item up for public comment.

No public comment received.



White motions to approve Action Item 1, Code Amendment to consider zone and codify use standards for Natural Medicine Businesses, with the staff recommendations and findings included in the staff report. Commissioner Connerton seconds the motion.

Discussion:

- Consideration of additional buffer zones between uses of 1000 feet to limit the number of occurrences.
- Should be treated as medical offices as a use.
- No cap on the number of permits, but periodic assessment of how many are coming in.
- Dictate similar operating hours to retail marijuana establishments.
- Concern over the buffer and impact to currently operating therapy offices. This could severely limit buildings that have multiple therapy offices in one building. Willing to consider the buffer for standalone centers and not micro-centers for existing offices.
- Want a periodic review of how the roll out of these businesses is going and adjust as necessary.
- These businesses are different than marijuana retail businesses and should not be given the same regulations as marijuana buffer zones or hours. These are office settings like visiting a therapist or doctor, not a retail or recreational use.
- Consideration of buffer zones from residential districts.
- The marketplace will dictate the number of establishments.
- Buffer zone only applied to cultivation facilities, medicine product manufacturers and testing facilities.
- Consideration of making the treatment centers a special use permit in residential and mixed use zone districts.

Commissioner White amends the motion to include regulation to include 1000 foot buffer zones to all Natural Medicine Businesses except for treatment centers, apply operating hours of 8am – 10pm for treatment centers, and make treatment centers Special Use Permits in Mixed Use and Residential Zone Districts.

Commissioner Connerton seconds the amended motion.

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

**Action Item 2 Code Amendment to zone shopping center uses**

Director Klausman explained the Code Amendment action item to zone shopping centers as an allowed use in the M1 Mixed Use Corridor zone district and a Special use in M2 Mixed Use Core and RE Resort District.

Commissioner Questions:

No questions from the Commission.



**Commissioner Connerton motions to approve Action item 2. Commissioner Cipperly seconds the motion. Motion passed unanimously with a vote of 6-0.**

## **6. Commissioner Comments**

Commissioners Houghton reminded people on the Community Safety Action plan and to participate.

Chair Waller asked for an update on the new permitting software for building and planning applications.

## **7. Director Comments**

Community Development Director Hannah Klausman pointed out that there would be a special meeting scheduled for Monday March 10, 2025.

Director Klausman gave a brief website overview of the new Permitting software that went live on February 24, 2025.

## **8. Adjournment**

Meeting adjourned at 9:30 PM.



# Planning File 04-25 Code Amendment Proposed Zoning

**Double Underline** indicates new added text and  
**Strikethrough** indicates deleted text.

Edits are highlighted in Yellow  
for clear identification

**Table 030.1: Table of Allowed Uses**

**P = permitted by right    S = special use permit required    Blank = use prohibited**

|                                              | Districts →                         |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |                        |                                                                                        |
|----------------------------------------------|-------------------------------------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|------------------------|----------------------------------------------------------------------------------------|
| Use Category                                 | Use Type                            | RR | RL | RM1 | RM2 | RH | RT | M1 | M2 | M3 | CO | RE | I1 | I2 | IN | HP | Use-Specific Standards | Required Minimum Parking                                                               |
| <b>RESIDENTIAL USES</b>                      |                                     |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |                        |                                                                                        |
| <b>PUBLIC, INSTITUTIONAL, AND CIVIC USES</b> |                                     |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |                        |                                                                                        |
| Health Care Facilities                       | Hospital                            |    |    |     |     |    | P  | P  | P  | P  | P  |    |    |    | P  |    |                        | 1 per 400 square feet                                                                  |
|                                              | Medical or dental clinic            |    |    |     |     |    | P  | P  | P  | P  | P  | P  |    | P  | P  |    |                        | 1 per 250 square feet                                                                  |
| <b>COMMERCIAL USES</b>                       |                                     |    |    |     |     |    |    |    |    |    |    |    |    |    |    |    |                        |                                                                                        |
| Food and Beverage Establishments             | Bar, lounge, or tavern              |    |    |     |     |    | S  | P  | P  | P  | P  | P  | P  | P  |    | S  | 070.030.030(e)(5)      | 1 per 200 square feet                                                                  |
|                                              | Microbrewery, distillery, or winery |    |    |     |     |    |    | P  | P  | P  | P  | P  | P  | P  |    | S  | 070.030.030(e)(6)      | 1 per 200 square feet seating/tasting area, plus 1 per 500 square feet production area |
|                                              | Restaurant                          |    |    |     |     |    | S  | P  | P  | P  | P  | P  | S  | P  |    | S  |                        | 1 per 200 square feet                                                                  |



|                                             |                                                    |   |   |   |   |   |          |          |          |          |          |          |   |          |          |   |                    |                       |
|---------------------------------------------|----------------------------------------------------|---|---|---|---|---|----------|----------|----------|----------|----------|----------|---|----------|----------|---|--------------------|-----------------------|
|                                             | Restaurant, with drive-through                     |   |   |   |   |   |          | S        |          | S        | S        |          |   |          |          | S |                    | 1 per 200 square feet |
| Marijuana Businesses                        | Medical marijuana business, excluding cultivation  |   |   |   |   |   |          | S        | S        | S        | S        |          |   | S        |          |   | 070.030.030(e)(11) | 1 per 300 square feet |
|                                             | Retail marijuana business, excluding cultivation   |   |   |   |   |   |          | S        | S        |          | S        |          |   | S        |          |   | 070.030.030(e)(12) | 1 per 300 square feet |
| Office, Business, and Professional Services | Administrative, professional, or government office |   |   |   |   | P | P        | P        | P        | P        | P        | P        | P | P        | P        |   |                    | 1 per 300 square feet |
|                                             | Bank or financial institution                      |   |   |   |   | P | P        | P        | P        | P        | P        | P        | P | P        | P        |   | 070.030.030(e)(13) | 1 per 300 square feet |
|                                             | <u>Natural Medicine Center</u>                     | - | - | - | - | - | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | - | <u>P</u> | <u>P</u> |   | 070.030.030(e)(20) | 1 per 400 square feet |
|                                             | Printing and copying establishment                 |   |   |   |   |   | S        | P        | P        | P        | P        | P        | P | P        | P        |   |                    | 1 per 400 square feet |
| Retail Sales                                | Retail, general <1,500 sq. ft.                     |   |   |   |   |   | P        | P        | P        | P        | P        | P        | S | P        | S        |   | 070.030.030(e)(17) | 1 per 400 square feet |
|                                             | Retail, general >1,500 sq. ft.                     |   |   |   |   |   | S        | P        | P        | P        | P        | P        | S | P        | S        |   | 070.030.030(e)(17) | 1 per 300 square feet |



|                     |                                           |  |  |  |  |  |  |          |          |   |   |          |   |   |  |  |  |                                                         |
|---------------------|-------------------------------------------|--|--|--|--|--|--|----------|----------|---|---|----------|---|---|--|--|--|---------------------------------------------------------|
|                     | Retail, shopping center                   |  |  |  |  |  |  | <u>P</u> | <u>S</u> | P | S | <u>S</u> |   | S |  |  |  | 1 per 300 square feet                                   |
| INDUSTRIAL USES     |                                           |  |  |  |  |  |  |          |          |   |   |          |   |   |  |  |  |                                                         |
| Industrial Services | Airport/<br>aviation-related business     |  |  |  |  |  |  |          |          |   |   |          | S |   |  |  |  | Based on demand study, see Subsection 070.040.060(c)(5) |
|                     | Asphalt or concrete batch plant           |  |  |  |  |  |  |          |          |   |   |          | P |   |  |  |  | Based on demand study, see Subsection 070.040.060(c)(5) |
|                     | Motor or rail freight terminal            |  |  |  |  |  |  |          |          |   |   |          | S | S |  |  |  | Based on demand study, see Subsection 070.040.060(c)(5) |
|                     | Natural resource extraction or processing |  |  |  |  |  |  |          |          |   |   |          | S |   |  |  |  | Based on demand study, see Subsection 070.040.060(c)(5) |



|                              |                                                  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |  |                                                                                                    |
|------------------------------|--------------------------------------------------|--|--|--|--|--|--|---|---|---|---|---|---|---|---|--|----------------------------------------------------------------------------------------------------|
|                              | Printing or publishing facility                  |  |  |  |  |  |  | S | S |   | P |   | P |   |   |  | 1 per 300 square feet office and retail area, plus 1 per 1,000 square feet all other building area |
|                              | Research and development facility                |  |  |  |  |  |  | P | P | P | P |   | P | P | P |  | 1 per 300 square feet office and retail area, plus 1 per 1,000 square feet all other building area |
| Manufacturing and Production | Brewery or bottling plant                        |  |  |  |  |  |  | P | S | S | P | S | P | P | S |  | 070.030.030(f)(1)<br>Based on demand study, see Subsection 070.040.060(c)(5)                       |
|                              | Fabrication, manufacturing, and testing facility |  |  |  |  |  |  | S | S | S | S | S | S | P |   |  | 070.030.030(f)(2)<br>Based on demand study, see Subsection 070.040.060(c)(5)                       |
|                              | Food processing and packing plant                |  |  |  |  |  |  |   |   |   |   |   | P | S |   |  | Based on demand study, see Subsection 070.040.060(c)(5)                                            |



|                           |                                                                   |   |   |   |   |   |   |          |   |   |          |   |   |          |   |  |                   |                                                                                                                                                                                                           |
|---------------------------|-------------------------------------------------------------------|---|---|---|---|---|---|----------|---|---|----------|---|---|----------|---|--|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | Craft manufacturing                                               |   |   |   |   |   |   |          | P | P | P        | P | P | P        | P |  |                   |                                                                                                                                                                                                           |
| Marijuana Businesses      | Marijuana cultivation, with or without retail or medical business |   |   |   |   |   |   |          |   |   |          |   |   | S        |   |  | 070.030.030(f)(3) | 1 per 1,000 square feet storage, warehousing, and distribution area, plus 1 per 35 square feet manufacturing, assembly, packing, preparation, plus 1 per 300 square feet for retail sales and office area |
| Natural Medicine Business | <u>Natural Medicine cultivation facility</u>                      | - | - | - | - | - | - | <u>S</u> | - | - | <u>P</u> | - | - | <u>P</u> | - |  |                   | 1 per 1,000 square feet                                                                                                                                                                                   |
|                           | <u>Natural Medicine Products Manufacturer</u>                     | - | - | - | - | - | - | <u>S</u> | - | - | <u>P</u> | - | - | <u>P</u> | - |  |                   | 1 per 1,000 square feet                                                                                                                                                                                   |
|                           | <u>Natural Medicine Testing Facilities</u>                        | - | - | - | - | - | - | <u>S</u> | - | - | <u>P</u> | - | - | <u>P</u> | - |  |                   | 1 per 1,000 square feet                                                                                                                                                                                   |
| ACCESSORY USES            |                                                                   |   |   |   |   |   |   |          |   |   |          |   |   |          |   |  |                   |                                                                                                                                                                                                           |
| TEMPORARY USES            |                                                                   |   |   |   |   |   |   |          |   |   |          |   |   |          |   |  |                   |                                                                                                                                                                                                           |







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### 070.030.030 Use-Specific Standards.

(a) *Generally.*

- (1) *Applicability.* Use-specific standards shall apply to all zoning districts unless otherwise noted.
- (2) *Cross-References in Table of Allowed Uses.* All uses with use-specific standards as indicated in the right-hand column of Table 030.1 shall comply with the applicable standards in this Section 070.030.030. All development shall also comply with the applicable standards in Article 070.040: Development Standards.
- (3) *Resolution of Conflicting Standards.* In case of a conflict between these use-specific standards and the standards in Article 070.040, Section 070.040.010 Development Standards, these use-specific standards shall apply unless otherwise noted.

...

(e) *Commercial Uses.*

- (1) *Kennel.*

...

**(20) Natural Medicine Treatment Center**

**a. Operating Hours. Natural Medicine Treatment Centers operations shall be limited to between the hours of 8am and 10pm.**

(f) *Industrial Uses.*

- (1) *Brewery or Bottling Plant.*

...

**(6) Natural Medicine Cultivation, Manufacturing, and Testing Facilities**

**a. Location of a Licensed Business. No Natural Medicine Cultivation, Manufacturing, or Testing Facility business shall be located:**

**i. Within one thousand (1,000) feet of another Natural Medicine cultivation, manufacturing, or testing facility.**

...

(Ord. No. 19-2018, § 2(Exh. A), 8-2-2018; Ord. No. 9-2019, §§ 2, 3, 7-18-2019; Ord. No. 27-2020, § 2(Exh. A), 11-19-2020; Ord. No. 3-2021, § 2(Exh. A), 5-20-2021; Ord. No. 18-2021, § 2(Exh. A), 1-6-2022; Ord. No. 04-2022, § 2(Exh. A), 3-3-2022; Ord. No. 18-2022, § 2(Exh. A), 7-21-2022; Ord. No. 20-2022, § 2(Exh. A), 9-1-2022; Ord. No. 28-2022, § 2(Exh. A), 12-1-2022; Ord. No. 15-2023, § 2(Exh. A), 10-5-2023; Ord. No. 9-2024, § 2(Exh. A), 5-16-2024; Ord. No. 13-2024, § 2(Exh. B), 7-18-2024)





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WAYS TO SUPPORT

# Psychedelic healing centers are coming to Colorado in 2025. Here's what to expect



By Molly Cruse · Dec. 18, 2024, 4:00 am

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*A psychedelic mushroom, June 2, 2023.*

---

Starting next year, Colorado will be the second state in the union to offer regulated psychedelic-assisted therapies. Since voters passed [Prop. 122 two years ago](#) state agencies and regulators have been working to establish guidelines and develop infrastructure to prepare for a new landscape for natural medicines in Colorado.

The 2022 voter initiative decriminalized the personal cultivation, possession, consumption and sharing of psychedelic mushrooms (including the psychoactive properties: psilocybin and psilocin) as well as DMT, ibogaine, and mescaline for adults 21 years and older.

Beyond legal personal use, the ballot question opened the door to psilocybin-assisted therapies and healing centers. This new industry is expected to come online next year.

***This story is part of [The Trip](#), a CPR News series on Colorado's new psychedelic movement.***

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## **Timeline: What's coming in 2025? And when can people start visiting healing centers?**

In short, it depends on what kind of healing center. Some might be available as soon as March. There are a few different things in the pipeline.

The state will begin accepting license applications on Dec. 31, 2024, for participation in three prongs of Colorado's new psychedelic landscape: therapy, cultivation, and testing.



grown and manufactured, respectively.

Testing companies will examine dried fungus and related products to ensure they meet the state's safety standards.

And then there's what so many people are talking about: psychedelic-assisted therapy. These natural medicine licenses will be broken into two categories, healing centers and so-called micro-healing centers.

**RELY ON US** to break down Colorado's most complicated issues. Sign up for The Look today.

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The rollout of those licenses will depend on a number of factors, including how quickly grow facilities can start supplying facilities.

But the state is anticipating licenses may start to be issued to businesses in March, with certain operations — such as micro-healing centers and cultivation centers — starting their work almost as soon as they're approved. That's according to Allison Robinette, the director of policy and regulatory affairs for the state's Natural Medicine Division.

Many anticipate standard healing centers could open their doors this summer.

"But we really don't know yet," Robinette said. "This is highly dependent on not only our own processes but also how responsive applicants are."

## Micro-healing centers vs. healing centers

One of the biggest distinctions between Oregon and Colorado's natural medicine programs is Colorado's establishment of a micro-category of licensing for healing



have two.

And, no, the micro-healing center license doesn't (necessarily) involve "micro-dosing."

Think of a healing center as a facility entirely dedicated to psilocybin-assisted therapy — a place where people will visit and take psilocybin under the guidance and care of a facilitator.

In contrast, a micro-healing center is meant as an add-on for current mental health or wellness practitioners who want to add a new component to their therapeutic services. It could be part of a therapist's office, an existing healthcare facility, retreat centers, or (in certain instances) take place at the patient's home. The idea is that micro-healing centers will streamline access for those who already have a mental health provider.

From a regulatory standpoint, micro-healing centers are meant for facilitators who will host just a handful of psilocybin sessions per month rather than offering them as a specialized service. One key distinction between the micro-healing centers and standard healing centers is the amount of regulated psilocybin that can be stored on-site at any given time.





(AP Photo/Jenny Kane)

*Golden Teacher mushrooms are displayed at Epic Healing Eugene, Oregon's first licensed psilocybin service center, on Friday, Aug. 4, 2023, in Eugene, Ore.*

---

According to Robinette, the idea came about after listening to “stakeholder feedback from potential facilitators who are looking to incorporate psilocybin services or natural medicine services as part of the offerings they already have.”

This means your therapist could apply for a license, receive the necessary training and add psychedelic-assisted therapy to their tool kit — which could include different types of treatments (including, maybe, micro-dosing).

Additionally, the state hopes micro-healing centers can help curb high licensing fees for facilitators as well as the high cost for patients — something Oregon has struggled with.

## Who are healing centers for?



This could include people interested in psychedelic-assisted therapy for a range of reasons, including but not limited to spiritual healing, basic mental wellness, or dealing with trauma — such as a history of abuse or the loss of a loved one.

Additionally, proponents of psychedelic treatment, such as Healing Advocacy Fund, believe psilocybin therapies could be revolutionary in helping with certain chronic mental health diagnoses including anxiety, addiction, PTSD, treatment-resistant depression — which affects about one-third of people with depression in the U.S. — and major depressive disorder, a severe form of depression.

While [the FDA still has yet to approve](#) psilocybin therapy as a qualified form of treatment, the federal agency has awarded psilocybin a Breakthrough Therapy Designation.

“Psychedelic drugs show initial promise as potential treatments for mood, anxiety and substance use disorders,” said Tiffany Farchione, M.D., director of the Division of Psychiatry in the FDA’s Center for Drug Evaluation and Research. “However, these are still investigational products.”

Despite a lack of federal approval — and the fact that it remains a Schedule I drug in the eyes of the Drug Enforcement Agency — local advocates are optimistic that psilocybin therapy could be instrumental for patients who have run out of all other options.





Rachel Estabrook/CPR News

*Kate Showalter, the psilocybin patient, and her daughter Rúni. Showalter took part in a major psychedelic study at the University of Colorado, in hopes of treating the “existential distress” caused by her cancer diagnosis.*

---

Erica Messinger, a registered nurse who has worked in rural health care in Montezuma County for over a decade, says she learned about psychedelic therapy after getting frustrated with the lack of options for her patients.

“Psychedelic therapy to me presents a new hope for Coloradans who continue to suffer from debilitating conditions, treatable conditions, despite our best efforts to help them find relief,” Messinger said.

## Is there a safety process?

Yes, it starts with a screening form.



required to fill out a screening form. The form includes questions about the patient's reasons for seeking access, history of psychedelic use, general and mental health history, family medical history, and pharmacology.

According to Vogt, the screening is intended to spot potential health and safety issues for both the patient and facilitator.

"We've focused so much on creating safety buffers; the safety screening, the need for medical clearance, the avoidance of having any type of commercialized dispensary model," said Vogt. "The idea here is that this medicine is only used in a clinical setting under supervision in a safe environment."

Additionally, psilocybin therapy providers and patients will prepare a safety plan for their experience and safe transportation once their psilocybin session has concluded. (They will not be allowed to drive themselves home.)



*(AP Photo/Seth Wenig)*



## What does a session look like?

There are a few steps.

In addition to the required screening, every psychedelic therapy session at a healing center in Colorado will include a three-part process: at least one preparation session, the administration session, and at least one integration session.

In the preparation step the patient will talk with the facilitator about things they're wanting to address and what might arise during the therapy.

The administration step is when the psilocybin is given to the patient. This can typically last around 5 hours, but could last upwards of 12 hours depending on the dose and the patient's needs.

And finally, at least one integration visit takes place a few days after the psychedelic session. This involves helping the patient bring lessons and insights from the experience into their day-to-day life. The patient and facilitator will dive into the things that “came up” over the course of the session and how the patient can “integrate” lasting changes into their life.

## How much will this cost?

In Oregon, a session lasting a few hours can cost patients anywhere from \$1,000 to \$3,000 out of pocket.

It's expensive. And, no, insurance doesn't cover it.

Potential facilitators cite the cost of licensing and training, which includes more than 100 hours of education, as well as the treatments themselves.



risk factors, possibly the consultation with a healthcare provider. Then the preparation, which there's a minimum requirement for one preparation session,” Tasia Poinatte, the Colorado Director of the Healing Advocacy Fund. “Then the session itself, which could be from six to eight hours in many cases. And then the integration afterward.”

There is concern among advocates that cost might be prohibitive to those who need access the most. But Poinatte is hopeful that individual businesses will offer reduced-cost options to lower-income individuals.

“This is still so new,” Poinatte said. “What we need in the longer term for insurance to start to fall into place is evidence that this therapy can be both safe and effective in the real world.”

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*Alejandro A. Alonso Galva is the project editor. Megan Verlee provided editorial guidance. Lauren Antonoff Hart is the digital producer. Hart Van Denburg is the visual editor.*

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**MAR**  
**03** **Indie 102.3's 303 Day**  
4:00pm Number Thirty Eight

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**MAR**  
**24** **Indie 102.3's March Local 303 Meetup feat: Barbara and DNA Picasso**  
6:30pm Bar 404

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**APR**  
**09** **CPR Classical Presents w/ FOCM: QUARTETTO DI CREMONA with Basil Vendryes**  
7:30pm Newman Center for the Performing Arts, Gates Concert Hall

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**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>          | Resolution 2025-08 Temporary Use/Service Pilot Program Extension                                                                                                                                                                                                                                                                                                                                                            |
| <b>Action Requested:</b>     | One year extension of program.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department:</b>           | Economic and Community Development                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Presented By:</b>         | Jim Hardcastle                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Strategic Goals:</b>      | Generate Sustainable Economic Development                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Background Info:</b>      | <p>In April 2024 City Council approved establishing a short-term pilot program regarding mobile services and retail business. Staff proposed to extend the program an additional year to see if utilization increases before making a final recommendation to Council on whether to codify the program indefinitely.</p>                                                                                                    |
| <b>Issues:</b>               | <ul style="list-style-type: none"><li>• Only one service vendor took advantage of the pilot program: Distinguished Barber Studio of Grand Junction, Colorado.</li><li>• Community Development is not aware of any complaints lodged by the public.</li><li>• Offering additional services in the City creates opportunities for customers and promotes competition of services, a component of a healthy economy.</li></ul> |
| <b>Fiscal Impact:</b>        | None expected.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Legal Review:</b>         | Not applicable.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Staff Recommendation:</b> | Staff recommends the extension of the Temporary Use/Service Pilot Program, as approved previously in 2024, and for the period of an additional one (1) year period.                                                                                                                                                                                                                                                         |



## **RESOLUTION 2025-08**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, EXTENDING A SHORT-TERM PILOT PROGRAM REGARDING MOBILE SERVICE AND RETAIL BUSINESSES.**

**WHEREAS**, the City of Glenwood Springs (the "City") does not currently permit mobile service and retail businesses to operate for more than three 14 day periods per year; and

**WHEREAS**, the City does allow for longer periods for other types of mobile or temporary business; and

**WHEREAS**, from May 1, 2024, to April 30, 2025, the City established a pilot program regarding mobile service and retail businesses as provided for in Resolution 2024-18; and

**WHEREAS**, the City Council of the City of Glenwood Springs wishes to extend the short-term pilot program regarding mobile service and retail businesses to determine if they are appropriate for the City.

**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 Council of the City of Glenwood Springs.

**Section 2.** The City extends the pilot program regarding mobile service and retail businesses from May 1, 2025, to April 30, 2026, as provided for herein.

**Section 3.** Each mobile service and retail businesses may apply for a one-time six-month license to be approved by City Council that may be renewed one time by City Council but in no event shall any permit issued pursuant to the pilot program extend past April 30, 2026.

**Section 4.** Each mobile service and retail business shall meet all the requirements of GSMC 050.030 as applicable and determined by the Community Development Director.

**Section 5.** No mobile service or retail business may operate on public property including but not limited to parks, streets, rights of way and other vacant City owned property.

**Section 6.** Each six-month permit shall be \$500.00.

**Section 7.** No more than five permits may be active at any one time under the pilot program.

**Section 8.** The City Manager is directed to develop such application forms and materials as may be needed to implement the pilot program.



INTRODUCED, READ, AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

\_\_\_\_\_  
Ingrid Wussow, Mayor

ATTEST:

\_\_\_\_\_  
Ryan Muse, City Clerk



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1544 Oxbow Drive  
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Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

[\*\\*Direct Mail to Glenwood Springs\*](#)

DATE: April 12, 2024  
TO: Glenwood Springs Mayor and Council  
FROM: Karp Neu Hanlon, P.C.  
RE: Use of Executive Session

---

At the April 4th work session Council gave direction to create a pilot program for mobile service and retail businesses. Based on that direction, staff is proposing the attached 12-month pilot program set forth in Resolution 2024-18 to allow for a limited number of businesses with limited duration. Staff anticipates providing an update on the program at 6 and 12 months to see if there is both interest and if it meets a need in the community. As drafted, all decisions on permits would be made by Council. Requiring Council review and approval will add Community Development Department staff time to prepare packet materials for Council meetings. An alternative would be for Community Development Staff to review and approve the permit comparable to other longer duration temporary permits.





# City Council STAFF REPORT City of Glenwood Springs March 20, 2025

**Agenda Item:** Resolution 2025-06; Fee in Lieu for Housing Variety

**Action Requested:** Consideration of a Housing Variety Fee In-lieu.

**Department:** Economic and Community Development

**Presented By:** Hannah Klausman

**Strategic Goals:** Protect and Preserve our Quality of Life

**Background Info:** City Council passed Ordinance 2023-10 in July of 2023. The ordinance amended the housing variety standards of Section 070.040 Development standards to require projects to provide a variety of housing types and affordability levels within a project. The code also states that a fee in-lieu of providing the required housing variety will be set by Council.

**Issues:** Calculating Fee In-Lieu  
Staff collected residential building permit data from 2022 to present to arrive at an average cost to build per square foot based on valuation data provided by applicants.  
The 2025 average cost to build amount is \$418/square foot. Steps for total fee in-lieu calculation are:

1. The per square foot amount shall be multiplied by the average unit square foot of a project to arrive at a per/unit fee in-lieu.
2. The per/unit fee in-lieu shall be multiplied by the number of units required by housing type to arrive at the total fee in-lieu amount.
3. The total fee in-lieu amount may be prorated to the number of units provided in each category if meeting partial amounts.

## Category 8-9 Incentive

If a project utilized either category 8, Resident Occupancy, or category 9, 35% Affordable Deed Restriction, the fee in-lieu shall be reduced by the below amounts.

Category 8: Reduction of 50% of fee.

Category 9: Reduction of 75% of fee.

## Example Scenario:

A 40 unit project must provide 3 housing types of at least 10 units each. The project only provides the following 2 categories:

Multifamily

Single Family Townhouse

The developer opts to pay the fee in lieu for the third required housing type, which is 25% of the total units, in this case 10 units, using the equation below.

The average unit square footage of the project is 900 square feet.

|                                       |                               |                     |
|---------------------------------------|-------------------------------|---------------------|
| 2025 Average Cost To Build            | \$                            | 418                 |
| Average unit square feet              |                               | 900                 |
|                                       | <b>Per Unit Fee In-Lieu =</b> | <b>\$ 376,200</b>   |
| Number of unmet Housing Variety units |                               | 10                  |
|                                       | <b>Total Fee In-Lieu =</b>    | <b>\$ 3,762,000</b> |



If the developer instead utilized Category 8 or 9 instead of one of the housing types above then the total fee in-lieu would be adjusted as follows:

(total fee in-lieu) x 50% Category 8 Reduction

(total fee in-lieu) x 75% Category 8 Reduction

|                                                     |  |                               |              |
|-----------------------------------------------------|--|-------------------------------|--------------|
| 2025 Average Cost To Build                          |  | \$                            | 418          |
| Average unit square feet                            |  |                               | 900          |
|                                                     |  | <b>Per Unit Fee In-Lieu =</b> | \$ 376,200   |
| Number of unmet Housing Variety units               |  |                               | 10           |
|                                                     |  | <b>Total Fee In-Lieu =</b>    | \$ 3,762,000 |
| Is the project using Category 8 Resident Occupancy? |  | <b>Yes</b>                    | \$ 1,881,000 |
| Is the project using Category 9 Resident Occupancy? |  | <b>Yes</b>                    | \$ 940,500   |

**Fiscal Impact:**

The fee in-lieu could generate substantial income to support the City's Affordable Housing efforts if utilized by developers.

**Legal Review:**

Legal has drafted the ordinance and reviewed the proposed fee in-lieu calculations.

**Staff Recommendation:**

Staff recommends approval of Resolution 2025-06 with a recommendation to review the fee in-lieu after 12 months.



**RESOLUTION 2025 - 06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF GLENWOOD SPRINGS, COLORADO, APPROVING A  
HOUSING VARIETY FEE IN LIEU.**

**WHEREAS**, the City of Glenwood Springs, Colorado is a home-rule municipality organized under Article XX of the Colorado; and

**WHEREAS**, the City Council adopted Ordinance 10, Series of 2023 establishing standards for Housing Variety in new developments; and

**WHEREAS**, a component of the Housing Variety ordinance is the option to pay a fee in lieu of providing some or all of the housing variety requirements; and

**WHEREAS**, the City Council considered a variety of information including construction costs for new housing in determining the amount the fee in lieu should be set at; and

**WHEREAS**, the City Council hereby determines that the fee in lieu set forth on Exhibit A reflect an appropriate amount and are in the best interest of the City.

**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 Council of the City of Glenwood Springs.

**Section 2.** The Fee In Lieu schedule set forth and attached hereto as Exhibit A is approved.

INTRODUCED, READ, AND PASSED THIS \_\_\_\_\_ DAY OF MARCH 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

\_\_\_\_\_  
Ingrid Wussow, Mayor

ATTEST:

\_\_\_\_\_  
Ryan Muse, City Clerk



City of Glenwood Springs  
Housing Variety Fee In-Lieu  
Resolution 2025-06

Fee In-Lieu Calculation

Staff shall calculate the average cost to build for residential development by utilizing building permit valuation data for the previous three (3) years to arrive at a per square foot cost of construction. This amount is based on the reported valuations for labor, materials, all permit fees however does not include the cost of land. If inadequate data exists in any given three year period, staff may use the most recently available cost to build amount with an increase in CPI annually.

The per square foot amount shall be multiplied by the average unit square foot of a project to arrive at a per/unit fee in-lieu.

The per/unit fee in-lieu shall be multiplied by the number of units required by housing type to arrive at the total fee in-lieu amount.

The 2025 average cost to build amount is \$418/square foot.

The total fee in-lieu amount may be prorated to the number of units provided in each category if meeting partial amounts.

**Category 8-9 Incentive**

If a project utilized either category 8, Resident Occupancy, or category 9, Affordable Deed Restriction, the fee in-lieu shall be reduced by the below amounts.

Category 8: Reduction of 50% of fee.

Category 9: Reduction of 75% of fee.

**Example Scenario:**

A 40 unit project must provide 3 housing types of at least 10 units each. The project only provides the following 2 categories:

Multifamily  
Single Family Townhouse

The developer opts to pay the fee in lieu for the third required housing type of 10 units using the equation below.

The average unit square footage of the project is 900 square feet.

**900**(average square feet) x **\$418** (average cost to build) = **\$376, 200** (per unit fee in-lieu)

**\$376, 200** (per unit fee in-lieu) x 10 (unprovided units) = **\$3,762,000** (total fee in-lieu)

If the developer instead utilized Category 8 or 9 instead of one of the housing types above then the total fee in-lieu would be adjusted as follows:



**\$3,762,000** (total fee in-lieu) x 50% Category 8 Reduction = \$1,881,000

**\$3,762,000** (total fee in-lieu) x 75% Category 8 Reduction = \$940,500





March 13, 2025

Dear Glenwood Springs City Council Members and Parks & Rec Commission,

I am writing on behalf of Glenwood Springs Youth Hockey Association (GSYHA) players, parents and volunteers to advocate for more ice time at the Glenwood Community Center Ice Rink.

This season, GSYHA was allotted a total of 4.5 hours/week of ice time, down from the 11 hours/week that were allotted the previous season. It is important to note that 1.25 of these hours were from 6:30-7:45am on Fridays, which is less than ideal for our young players. This left the association with three hours of week-night ice time for four GSYHA programs. These programs included: Learn to Play & Ice Cubs (for beginner skaters/players), an 8U team and a 10U team. GSYHA had to close their registration and was unable to accommodate all interested players due to the lack of ice time.

With the ice time allotted, there were 2-3 programs (upwards of 60 players) on the ice at once. GSYHA did their best to accommodate all programs by dividing the rink into sections, but this resulted in inadequate space per player. More ice time and space for each program is needed in order to adequately run the skills and drills that will allow our players to enjoy and develop in the game.

GSYHA is growing. This season, there were 80 players registered, and registration numbers for the Grizzly Intro Program grew by 103% from last season to this season (see attached table). It is anticipated that GSYHA will add 20-40 new players in the 2025-26 season, taking the total registration to over 100 youth players from our community. Closing the doors on GSYHA would be a disservice to our children, as youth sports programs play a crucial role in the development of social skills, discipline, work ethic, confidence, self-esteem and a lifelong love of physical activity. We need the City of Glenwood to support the growth of this program for our youth.

The association has lost players in older age groups to programs in Aspen, Carbondale, and Grand Junction, with more slated to leave in the upcoming season if the association is unable to secure ice time and promote older divisions. Without GSYHA, Glenwood Springs High School's incredible Demon Hockey team will have fewer and fewer players to funnel into their program. A strong GSYHA ensures a strong Demon hockey program.



GSYHA has done an incredible job this season of recruiting new players, and the future looks bright for Grizzly Hockey. If we want to keep these numbers up and continue to promote youth hockey in Glenwood Springs, we need to dedicate more resources to our players and coaches. The community that has been built around Grizzly Hockey is truly unique and special. Players, parents and volunteers are counting on and investing in the success of this program.

We have been told by the Community Center management that there is nothing that can be done to change the way ice time is scheduled unless we are able to change the established "Reservation Priority Guidelines" (attached) that were created over 20 years ago. Unfortunately, under these guidelines GSYHA is nearly last in line, which means this program gets whatever ice time is left over. We were allotted 4.5 hours of ice time this season because that is all that was left by the time it was our turn to request a schedule. Attached to this letter you will find a proposed update to the current Reservation Priority Guidelines.

I have also attached a proposed schedule that was created by the current GSYHA Director. This proposed schedule respects the other programs that need ice time, while making GSYHA a priority instead of an afterthought.

We ask that you please help us review and amend the reservation priority guidelines so that ice time can be distributed in a more equitable way. Time is of the essence, as the GWS Community Center has already begun creating the fall ice rink schedule.

Thank you for your thoughtful consideration of this matter that is very important to the future of the GSYHA, and all of the players who love being Grizzlies (and hope to someday be Demons!).

Sincerely,

Kelsey Vollmer (GSYHA Volunteer and Parent) and the many players, parents and volunteers of the Glenwood Springs Youth Hockey Association



### **Current Reservation Priority Guidelines Provided by the GWS Community Center:**

1. **Internal Recreation Programming:** Ice time will be allocated for internal Recreation Department programs over the next few months. (This includes public skate and Adult Rec Leagues)
2. **School District Programming:** The school district will have an exclusive reservation window of approximately one month to submit their ice time requests.
3. **Youth Sports Organizations:** Following the school district's reservation period, Youth Sports Organizations will also have an exclusive reservation window of approximately one month.
4. **Adult Sports Organizations:** These groups will then have a designated reservation period of 30 days.
5. **Public Reservations:** Public ice time reservations will be available following the priority reservation periods for internal programs, the school district, Youth Sports Organizations, and Adult Sport Organizations. The public reservation window will begin no later than October 1<sup>st</sup>.

### **Proposed Update to Reservation Priority Guidelines:**

1. **Internal Youth Recreation Programming:** Ice time will be allocated for internal youth Recreation Department programs (to include youth specific learn to skate).
2. **School District Programming:** The school district will have an exclusive reservation window of approximately one month to submit their ice time requests.
3. **Youth Sports Organizations:** Following the school district's reservation period, Youth Sports Organizations will also have an exclusive reservation window of approximately one month.
4. **Internal Recreation Programming:** (not-youth specific - this includes public skate and Adult Rec Leagues)
5. **Adult Sports Organizations:** These groups will then have a designated reservation period of 30 days.
6. **Public Reservations:** Public ice time reservations will be available following the priority reservation periods for internal programs, the school district, Youth Sports Organizations, and Adult Sport Organizations. The public reservation window will begin no later than October 1<sup>st</sup>.



## GSYHA Intro Program Registration Growth

|                                     | 2023-24 Season | 2024-25 Season | % increase |
|-------------------------------------|----------------|----------------|------------|
| <b>Learn to Play &amp; Ice Cubs</b> | 21             | 50             | 138%       |
| <b>8U</b>                           | 12             | 17             | 42%        |
| <b>TOTAL</b>                        | 33             | 67             | 103%       |

## A Comparison: 2024-25 Schedule v. Proposed 2025-26 Schedule - Ice time hours per player/week & per team/week

| Current times      | in hours | players served                    | hrs/player/wk | hrs/team/wk  |                                |
|--------------------|----------|-----------------------------------|---------------|--------------|--------------------------------|
| <b>REC LEAGUE*</b> | 10       | 224                               | 0.04          | 0.7142857143 | *est. 14 teams & 16 per team?? |
| <b>GSHS</b>        | 8.5      | 28                                | 0.30          | 4.25         |                                |
| <b>GSYHA</b>       | 4.5      | 80                                | 0.06          | 1.5          |                                |
|                    |          |                                   |               |              |                                |
| Proposed times     | In hours | players served                    | hrs/player/wk | hrs/team/wk  |                                |
| <b>REC LEAGUE*</b> | 10       | 224                               | 0.04          | 0.7142857143 | *est. 14 teams & 16 per team?? |
| <b>GSHS</b>        | 7        | 30                                | 0.23          | 3.5          |                                |
| <b>GSYHA</b>       | 11.5     | 90                                | 0.13          | 2.3          |                                |
|                    |          |                                   |               |              |                                |
| 2024-25 teams      |          |                                   |               |              |                                |
| REC                | 14       |                                   |               |              |                                |
| GSHS               | 2        |                                   |               |              |                                |
| GSYHA              | 3        | *LTP/Ice Cubs, 8U, & 10U          |               |              |                                |
| LTS                |          |                                   |               |              |                                |
|                    |          |                                   |               |              |                                |
| 2025-26 teams      |          |                                   |               |              |                                |
| REC                | 14       |                                   |               |              |                                |
| GSHS               | 2        |                                   |               |              |                                |
| GSYHA              | 5        | *LTP/Ice Cubs, 8U, 10U, 12U, 19UG |               |              |                                |
| LTS                |          |                                   |               |              |                                |
|                    |          |                                   |               |              |                                |
|                    |          |                                   |               |              |                                |
|                    |          |                                   |               |              |                                |



## Proposed 2025-26 GSYHA Schedule

\*Link to full schedule worksheet available here: [Proposed 2025-26 Schedule](#)

| IDEAL 2025-26 Season |                                         |                              |                                 |                               |                                  |                                  |                                   |
|----------------------|-----------------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------------|----------------------------------|-----------------------------------|
|                      | Sunday                                  | Monday                       | Tuesday                         | Wednesday                     | Thursday                         | Friday                           | Saturday                          |
| 6-6:30a              |                                         |                              | GSHS                            | D/I Hockey                    |                                  |                                  |                                   |
| 6:30-7a              |                                         |                              | 6-7:30a<br>(90m)                | 6-7:15a<br>(75m)              | 19U Girls<br>6:30-7:30a<br>(60m) | 10U / 12U<br>6:30-7:30a<br>(60m) |                                   |
| 7-7:30a              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 7:30-8a              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 8-8:30a              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 8:30-9a              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 9-9:30a              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 9:30-10a             |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 10-10:30a            |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 10:30-11a            |                                         | S+P<br>10:30-11:45a<br>(75m) |                                 | S+P<br>10:30-11:45a<br>(75m)  |                                  | S+P<br>10:30-11:45a<br>(75m)     | S+P<br>10:30-11:45a<br>(75m)      |
| 11-11:30a            |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 11:30-12p            |                                         | MAKE                         |                                 | MAKE                          |                                  | MAKE                             | MAKE                              |
| 12-12:30p            | City / Adult<br>Rec League<br>(6.5 hrs) | Public<br>12-1:30p<br>(90m)  | D/I Hockey<br>12-1:30p<br>(90m) | Public<br>12-1:30p<br>(90m)   | D/I Hockey<br>12-1:30p<br>(90m)  | Public<br>12-1:30p<br>(90m)      | Public<br>12-1:30p<br>(90m)       |
| 12:30-1p             |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 1-1:30p              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 1:30-2p              |                                         | MAKE                         |                                 |                               |                                  |                                  |                                   |
| 2-2:30p              |                                         | Figure<br>1:45-3p<br>(75m)   |                                 |                               |                                  |                                  |                                   |
| 2:30-3p              |                                         |                              |                                 | Public<br>2:30-3:45p<br>(75m) |                                  |                                  |                                   |
| 3-3:30p              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 3:30-4p              |                                         | MAKE                         |                                 | MAKE                          |                                  |                                  |                                   |
| 4-4:30p              |                                         | GSHS<br>4-5:15p<br>(75m)     | MAKE                            | GSHS<br>4-5:15p<br>(75m)      | MAKE                             |                                  | D/I Hockey<br>4-5:45p<br>(105m)   |
| 4:30-5p              |                                         |                              | Cubs<br>4:30-5:15p<br>(45m)     | Cubs<br>4:30-5:15p<br>(45m)   |                                  |                                  |                                   |
| 5-5:30p              |                                         | MAKE                         | 8U                              | MAKE                          | 8U                               |                                  |                                   |
| 5:30-6p              |                                         | 10U<br>(60m)                 | 5:15-6p<br>(45m)                | 10U<br>(60m)                  | 5:15-6p<br>(45m)                 |                                  | MAKE                              |
| 6-6:30p              |                                         | MAKE                         | MAKE                            | MAKE                          | MAKE                             |                                  |                                   |
| 6:30-7p              |                                         | MAKE                         | Public<br>6:15-7:45p<br>(90m)   | MAKE                          | Public<br>6:15-7:45p<br>(90m)    |                                  | City / Public<br>6-7:30p<br>(90m) |
| 7-7:30p              | Queens<br>6:45-8p<br>(75m)              | 12U<br>(60m)                 |                                 | 12U<br>(60m)                  |                                  |                                  |                                   |
| 7:30-8p              |                                         | MAKE                         | MAKE                            | MAKE                          | MAKE                             |                                  |                                   |
| 8-8:30p              |                                         | 19U Girls<br>(75m)           | GSHS<br>8-9:30p<br>(90m)        | 19U Girls<br>(75m)            | GSHS<br>8-9:30p<br>(90m)         |                                  |                                   |
| 8:30-9p              |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 9-9:30p              |                                         | MAKE                         |                                 | MAKE                          |                                  |                                  |                                   |
| 9:30-10p             |                                         | City / Private<br>(75m)      |                                 | City / Private<br>(75m)       |                                  |                                  |                                   |
| 10-10:30p            |                                         |                              |                                 |                               |                                  |                                  |                                   |
| 10:30-11p            |                                         |                              |                                 |                               |                                  |                                  |                                   |



## 2024-25 GSYHA Schedule

| 2024-25 Season |                         |                                 |                                 |                       |                     |                       |                       |
|----------------|-------------------------|---------------------------------|---------------------------------|-----------------------|---------------------|-----------------------|-----------------------|
|                | Sunday                  | Monday                          | Tuesday                         | Wednesday             | Thursday            | Friday                | Saturday              |
| 6-6:30a        |                         |                                 |                                 | D/I Hockey            |                     |                       |                       |
| 6:30-7a        |                         |                                 |                                 | 6-7:15a<br>(75m)      |                     | 10U<br>(75m)          |                       |
| 7-7:30a        |                         |                                 |                                 |                       |                     |                       |                       |
| 7:30-8a        |                         |                                 |                                 |                       |                     |                       |                       |
| 8-8:30a        |                         |                                 |                                 |                       |                     |                       |                       |
| 8:30-9a        |                         |                                 |                                 |                       |                     |                       |                       |
| 9-9:30a        |                         |                                 |                                 |                       |                     |                       |                       |
| 9:30-10a       |                         |                                 |                                 |                       |                     |                       |                       |
| 10-10:30a      |                         |                                 |                                 |                       |                     |                       |                       |
| 10:30-11a      |                         | S+P                             |                                 | S+P                   |                     | S+P                   | S+P                   |
| 11-11:30a      |                         | 10:30-11:45a<br>(75m)           |                                 | 10:30-11:45a<br>(75m) |                     | 10:30-11:45a<br>(75m) | 10:30-11:45a<br>(75m) |
| 11:30-12p      |                         | MAKE                            |                                 | MAKE                  |                     | MAKE                  | MAKE                  |
| 12-12:30p      | City / Adult            | Public                          | D/I Hockey                      | Public                | D/I Hockey          | Public                | Public                |
| 12:30-1p       | Rec League<br>(6.5 hrs) | 12-1:30p<br>(90m)               | 12-1:30p<br>(90m)               | 12-1:30p<br>(90m)     | 12-1:30p<br>(90m)   | 12-1:30p<br>(90m)     | 12-1:30p<br>(90m)     |
| 1-1:30p        |                         |                                 |                                 |                       |                     |                       |                       |
| 1:30-2p        |                         | MAKE                            |                                 |                       |                     |                       |                       |
| 2-2:30p        |                         | Figure                          |                                 |                       |                     |                       |                       |
| 2:30-3p        |                         | 1:45-3p<br>(75m)                |                                 |                       |                     |                       |                       |
| 3-3:30p        |                         |                                 |                                 | Public                |                     |                       |                       |
| 3:30-4p        |                         |                                 |                                 | 2:30-4p<br>(90m)      |                     |                       |                       |
| 4-4:30p        |                         | GSHS                            |                                 |                       |                     | D/I Hockey            | D/I Hockey            |
| 4:30-5p        |                         | 4-5:30p<br>(90m)                |                                 | GSHS                  | GSHS                | 4-5:45p<br>(105m)     | 4-5:45p<br>(105m)     |
| 5-5:30p        |                         |                                 | Ice Cubs & 8U<br>& 10U (shared) | 4:15-5:45p<br>(90m)   | 4:15-5:45p<br>(90m) |                       |                       |
| 5:30-6p        |                         | MAKE                            | **59 players**                  |                       |                     |                       |                       |
| 6-6:30p        |                         | Ice Cubs & 8U<br>(60m - shared) | MAKE                            | MAKE                  | MAKE                | MAKE                  | MAKE                  |
| 6:30-7p        |                         | **46 players**                  | City / Public                   | City / Adult          | City / Public       | City / Public         | City / Public         |
| 7-7:30p        |                         | **no make**                     | 6-7:30p<br>(90m)                | Rec League            | 6-7:30p<br>(90m)    | 6-7:30p<br>(90m)      | 6-7:30p<br>(90m)      |
| 7:30-8p        |                         | 10U<br>(75m)                    |                                 | 6-9:30p<br>(3.5hrs)   |                     |                       |                       |
| 8-8:30p        |                         | MAKE                            | MAKE                            |                       | MAKE                |                       |                       |
| 8:30-9p        |                         | GSHS                            | GSHS                            |                       | GSHS                |                       |                       |
| 9-9:30p        |                         | 8:15-9:30p<br>(75m)             | 7:45-9p<br>(75m)                |                       | 7:45-9:15p<br>(90m) |                       |                       |
| 9:30-10p       |                         |                                 |                                 |                       |                     |                       |                       |
| 10-10:30p      |                         |                                 |                                 |                       |                     |                       |                       |





**City Council**  
**STAFF REPORT**  
**City of Glenwood Springs**  
**March 20, 2025**

**Agenda Item:** Social Event Announcement

**Action Requested:** City Council will announce the location of their social event following the meeting.

**Department:** City Clerk

**Presented By:**

**Strategic Goals:** Provide Efficient and Responsive City Government

**Background Info:**

**Issues:**

**Fiscal Impact:**

**Legal Review:**

**Staff Recommendation:**