AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
APRIL 3, 2025
101 W. 8TH STREET
6:15 p.m.

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate and intended as a guideline for the City Council.*

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

WORK SESSION

4:30 Tax Incentive Guidelines

ZOOM INSTRUCTIONS

Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/85107596240

Join via audio:
+1 719 359 4580 US +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)

If joining the meeting by phone audio only, dial*9 to raise hand to speak during public comment periods.
Webinar ID: 851 0759 6240
International numbers available: https://us02web.zoom.us/u/kbDkWPFtTC

REGULAR SESSION

1. Roll Call
2. Agenda Changes
3. Disclosure of any Councilor conflicts of interest
4. Council Announcements
5. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)
6. Council Response to Citizen Comment
7. Consent Agenda

A.	Award of Qualification (RFQ) 2025-10Q Glenwood Springs Street Sweeper	Discussion and/or Action
B.	Award Request for Proposal (RFP) 2025-11P Green Waste Site Operations and Hauling	Discussion and/or Action
C.	Award Request for Proposal (RFP) 2025-14 Supply and Install Evaporative Condensor	Discussion and/or Action
D.	Resolution 2025-10; Canceling the July 3, 2025 City Council Meeting	Discussion and/or Action
E.	Resolution 2025-11; Intergovernmental Agreement (IGA) with Colorado Department of Transportation for United States Highway 6 Devolution	Discussion and/or Action
F.	Adoption of Council Handbook	Discussion and/or Action
G.	Ordinance 2025-10; Code amendment to Section 040.020.170 Economic incentives; sales tax rebate. Second Reading	Discussion and/or Action

H. Ordinance 2025-11; Code Amendment Title 070 regarding Allowed Uses, Definitions, Natural Medicine Businesses, Shopping Centers and other Code Changes. Second Reading — Discussion and/or Action

I. Transportation Commission Reappointment of Dean Kinkle.

ACTIONS AND/OR PRESENTATIONS

8. Ordinance 2025-12; Parking Citation Enforcement — Discussion and/or Action
9. Planning File #01-25 and #05-25, Major Site/Architectural Plan and 1041 Review for Canyon Vista at 51993 Highway 6 — Discussion and/or Action
10. Ordinance 2025-09; Code Amendment, Title 070, Duplexes and Triplexes — Discussion and/or Action
11. Ordinance 2025-13; Amendment to Section 050.040.070 Suspension and Revocation of Contractor License — Discussion and/or Action
12. Ordinance 2025-08; Modify 020.020.020 to Remove Certain Reqirements for the Composition of the Tourism Management Board — Discussion and/or Action
13. Council Comments
14. Report from City Administration
    A. City Manager
    B. City Attorney
    C. Correspondence Incoming/Outgoing
15. Social Event Announcement
16. Adjournment

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City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Tax Incentive Guidelines

Action Requested: Discussion about strategic designs of incentive programs to help attract business the City wants.

Department: Economic and Community Development

Presented By: Karl Hanlon

Strategic Goals: Generate Sustainable Economic Development

Background Info: Several recent incentive requests for individual properties have come in, highlighting the need for Council to consider a more structured incentive program. Staff has included the following items as attachments to this report:

- Example of a process for economic incentive requests from Durango, CO to help Council conceptualize how requests could be formally managed with clear guidelines. This is only provided as a base concept to be altered specifically to Glenwood Springs needs.
- Example from Littleton Colorado and Silverthorne Colorado on formal policies on Economic Partnership Incentives.
- Data chart detailing retail leakage and unmet demand.

Retail Leakage:
Utilizes GPS data Placer.ai to identify retail categories and specific stores Glenwood Springs residents frequently visit outside of the city to highlight potential gaps in our retail offerings.

Unmet Demand:
Unmet demand is calculated as a function of consumer spending via U.S. Bureau of Labor Statistics' Consumer Expenditure Survey (CE) and supply is calculated as a function of offerings and inventory of stores via U.S. Census Bureau's Census of Retail Trade (CRT) reports.

Issues: This topic can have a financial impact to the City, as well as carrying political ramifications.

Fiscal Impact: Unknown at this time.

Legal Review: NA

Staff Recommendation: NA

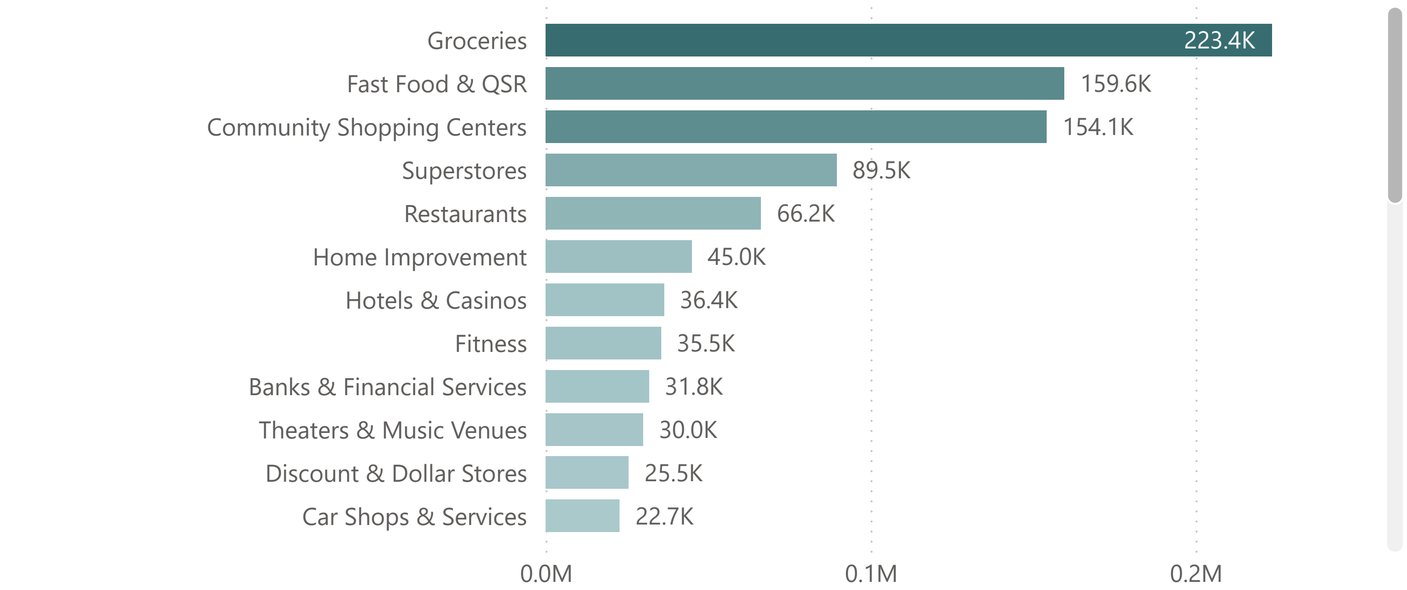
Retail Leakage - Glenwood Springs

Visits generated by GWS residents to businesses in neighboring cities over 2024
Data sourced by Placer.ai

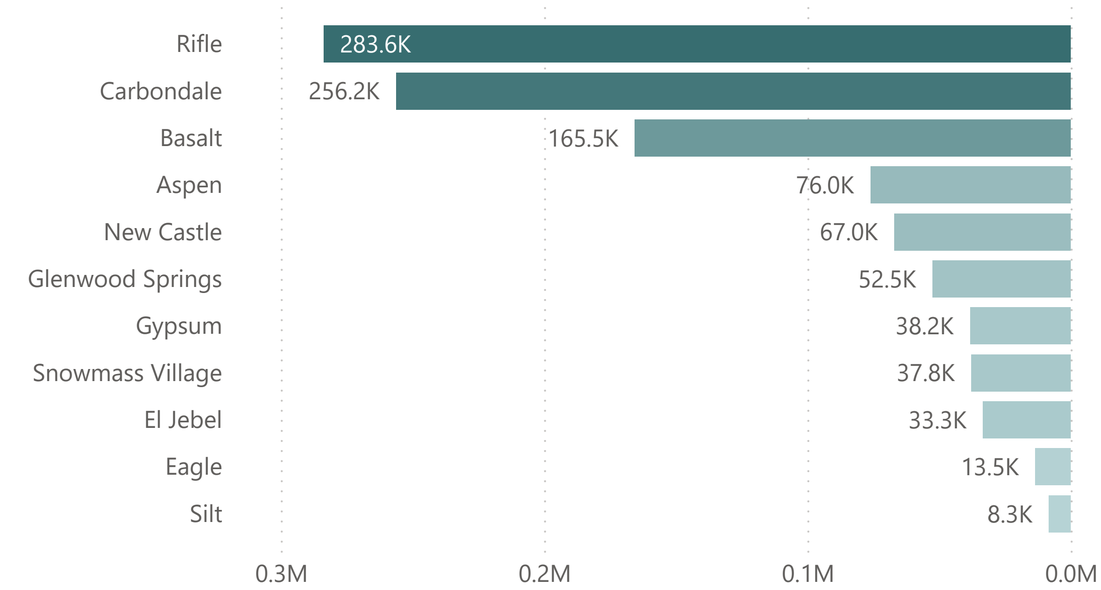
How To

Placer.ai

Retail Leakage by Category

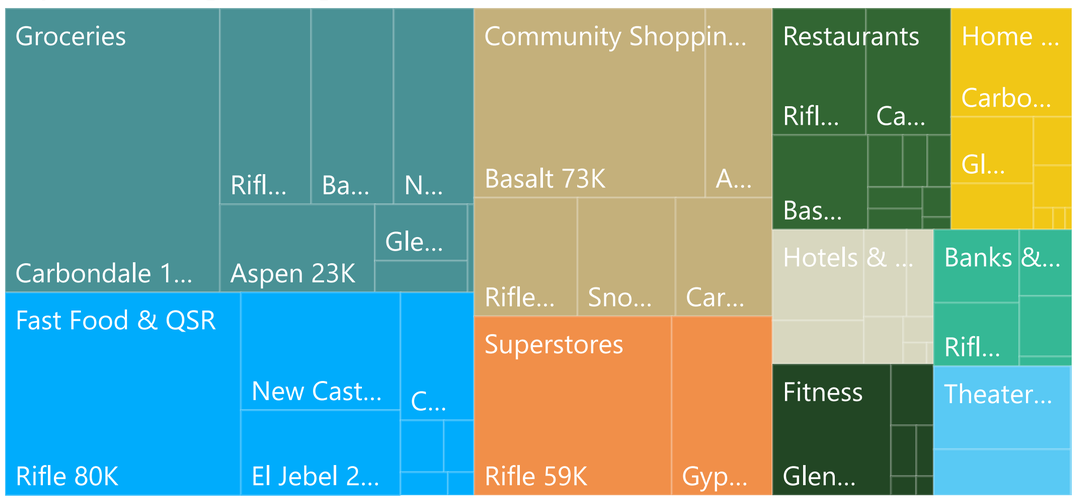


Retail Leakage by City



City	Visits by GWS Residents	Avg Trip Distance	Avg Distance - Home	Avg Distance - Visito
Rifle	283,641	21.14	23.77	
Carbondale	256,219	9.46	12.54	
Basalt	165,531	15.28	18.06	
Aspen	76,047	32.97	35.98	
New Castle	66,985	7.88	10.68	
Glenwood Springs	52,456	2.27	5.34	
Gypsum	38,195	22.07	23.79	
Snowmass Village	37,800	27.61	30.54	
El Jebel	33,287	13.52	16.55	
Eagle	13,460	26.39	28.10	
Silt	8,309	14.52	17.15	
	1,031,929	**19.81**	**22.52**	

Top 10 Leakage Categories



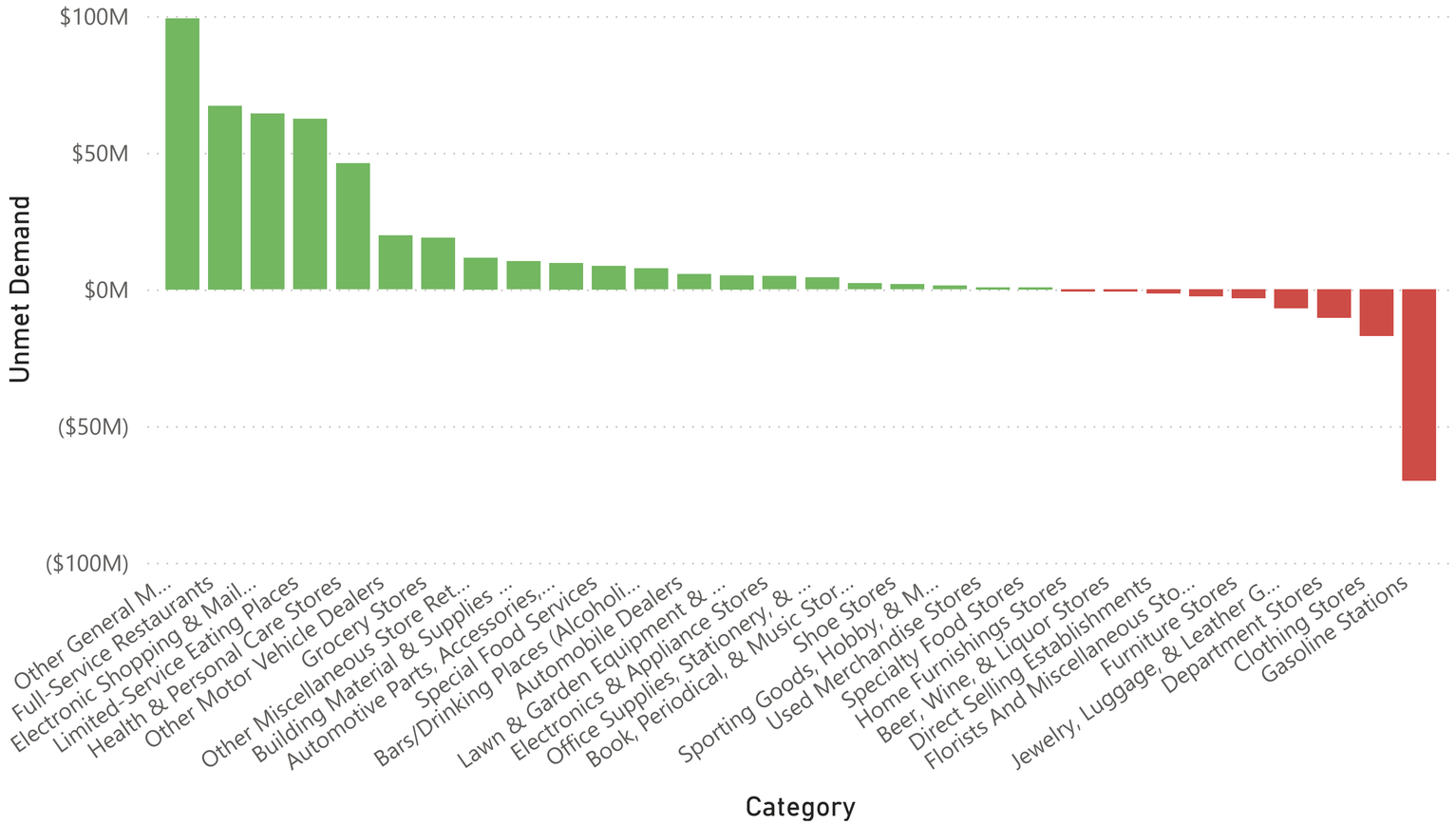
Unmet Demand - Glenwood Springs

Unmet demand is extrapolated from business supply and consumer demand
Data sourced by Placer.ai

How To

Placer.ai

Unmet Demand by Category



Category	Unmet Demand
Other General Merchandise Stores	$99,136,942
Full-Service Restaurants	$67,174,769
Electronic Shopping & Mail-Order Houses	$64,272,411
Limited-Service Eating Places	$62,339,297
Health & Personal Care Stores	$46,036,946
Other Motor Vehicle Dealers	$19,675,270
Grocery Stores	$18,859,276
Other Miscellaneous Store Retailers	$11,561,136
Building Material & Supplies Dealers	$10,298,412
Automotive Parts, Accessories, & Tire Stores	$9,659,147
Special Food Services	$8,613,732
Bars/Drinking Places (Alcoholic Beverages)	$7,592,592
Automobile Dealers	$5,554,778
Lawn & Garden Equipment & Supplies Stores	$5,081,304
Electronics & Appliance Stores	$4,782,150
Office Supplies, Stationery, & Gift Stores	$4,289,981
Book, Periodical, & Music Stores	$2,221,456
Shoe Stores	$1,839,218
Sporting Goods, Hobby, & Musical Instrument Stores	$1,397,923
Used Merchandise Stores	$734,062
Specialty Food Stores	$151,944
Home Furnishings Stores	($558,514)
Beer, Wine, & Liquor Stores	($624,412)
Direct Selling Establishments	($1,549,170)
Florists And Miscellaneous Store Retailers	($2,524,649)
Furniture Stores	($3,262,611)
Jewelry, Luggage, & Leather Goods Stores	($6,901,228)
Department Stores	($10,387,207)

Drive Time

5
10
15
20
25
30
35
40
45

$1.73bn
Demand

$1.39bn
Supply

$338.33M
Unmet Demand

Category

- [ ] Select all
- [ ] Automobile Dealers
- [ ] Automotive Parts, Accessories, & Tire Stores
- [ ] Bars/Drinking Places (Alcoholic Beverages)

Single Drive Time | Multiple Drive Time

B. Consumer Demand Data — By Establishment

B.1. Current Year Estimate

Definition

Industries for the CE survey are categorized and defined by the North American Industry Classification System (NAICS). The definitions for establishments used in Market Outlook's Consumer Demand data are defined here.

Auto Dealers. Industries in the Motor Vehicle and Parts Dealers subsector retail motor vehicles and parts from fixed point-of-sale locations. Establishments in this subsector typically operate from a showroom and/or an open lot where the vehicles are on display. The display of vehicles and the related parts require little by way of display equipment. The personnel generally include both the sales and sales support staff familiar with the requirements for registering and financing a vehicle as well as a staff of parts experts and mechanics trained to provide repair and maintenance services for the vehicles. Specific industries have been included in this subsector to identify the type of vehicle being retailed.

Other Motor Vehicle Dealers. This industry group comprises establishments primarily engaged in retailing new and used vehicles (except automobiles, light trucks, such as sport utility vehicles, and passenger and cargo vans).

Automotive Parts, Accessories, and Tire Stores. This industry comprises one or more of the following: (1) establishments known as automotive supply stores primarily engaged in retailing new, used, and/or rebuilt automotive parts and accessories; (2) automotive supply stores that are primarily engaged in both retailing automotive parts and accessories and repairing automobiles; and (3) establishments primarily engaged in retailing and installing automotive accessories.

Furniture Stores. Industries in the Furniture and Home Furnishings Stores subsector are primarily engaged in retailing new furniture, such as household furniture (e.g., baby furniture, box springs and mattresses) and outdoor furniture; office furniture (except those sold in combination with office supplies and equipment); and/or furniture sold in combination with major appliances, home electronics, home furnishings, and/or floor coverings.. Establishments in this subsector usually operate from showrooms and have substantial areas for the presentation of their products. Many offer interior decorating services in addition to the sale of products.

Home Furnishings Stores. This industry group comprises establishments primarily engaged in retailing new home furnishings (except furniture), such as floor coverings and window treatments.

Electronics and Appliance Stores. Industries in the Electronics and Appliance Stores subsector retail new electronics and appliances from point-of-sale locations. Establishments in this subsector often operate from locations that have special provisions for floor displays requiring special electrical capacity to accommodate the proper demonstration of the products. The staff includes sales personnel knowledgeable in the characteristics and warranties of the line of goods retailed and may also include trained repair personnel to handle the maintenance and repair of the electronic equipment and appliances. The classifications within this subsector are made principally on the type of product and knowledge required to operate each type of store.

Building Material and Supplies Dealers. This industry group comprises establishments primarily engaged in retailing new building materials and supplies from fixed

point-of-sale locations. Establishments in this subsector have display equipment designed to handle lumber and related products that may be kept either indoors or outdoors under covered areas. The staff is usually knowledgeable in the use of the specific products being retailed in the construction, repair, and maintenance of the home.

Lawn and Garden Equipment and Supplies Stores. This industry group comprises establishments primarily engaged in retailing new lawn and garden equipment and supplies. Establishments in this subsector have display equipment designed to handle garden equipment and supplies that may be kept either indoors or outdoors under covered areas. The staff is usually knowledgeable in the use of the specific products being retailed in the maintenance of lawns and gardens.

Grocery Stores. This industry group comprises establishments primarily engaged in retailing a general line of food products primarily from fixed point-of-sale locations. Establishments have special equipment (e.g., freezers, refrigerated display cases, refrigerators) for displaying food items.

Specialty Food Stores. This industry group comprises establishments primarily engaged in retailing specialized lines of food, such as meat, seafood, vegetables, and ethnic foods.

Beer, Wine, and Liquor Stores. This industry comprises establishments primarily engaged in retailing packaged alcoholic beverages, such as ale, beer, wine, and liquor.

Health and Personal Care Stores. Industries in the Health and Personal Care Stores subsector retail health and personal care merchandise from fixed point-of-sale locations. Establishments in this subsector are characterized principally by the products they retail, and some health and personal care stores may have specialized staff trained in dealing with the products. Staff may include pharmacists, opticians, and other professionals engaged in retailing, advising customers, and/or fitting the product sold to the customer's needs.

Gasoline Stations. Industries in the Gasoline Stations subsector retail automotive fuels (e.g., gasoline, diesel fuel, gasohol) and automotive oils or retail these products in combination with convenience store items. These establishments have specialized equipment for the storage and dispensing of automotive fuels.

Clothing Stores. Industries in the Clothing Stores subsector retail new clothing merchandise from fixed point-of-sale locations. Establishments in this subsector have similar display equipment and staff that is knowledgeable regarding fashion trends and the proper match of styles, colors, and combinations of clothing and accessories to the characteristics and tastes of the customer.

Shoe Stores. This industry comprises establishments primarily engaged in retailing all types of new footwear (except hosiery and specialty sports footwear, such as golf shoes, bowling shoes, and spiked shoes). Establishments primarily engaged in retailing new tennis shoes or sneakers are included in this industry. The merchandise is sold from fixed point-of-sale locations.

Jewelry, Luggage, and Leather Goods Stores. This industry group comprises establishments primarily engaged in retailing new jewelry (except costume jewelry); new silver and plated silverware; new watches and clocks; and new luggage with or without a general line of new leather goods and accessories, such as hats, gloves, handbags, ties, and belts. The merchandise is sold from fixed point-of-sale locations.

Sporting Goods, Hobby, and Musical Instrument Stores. Industries in the Sporting Goods, Hobby, Book, and Music Stores subsector are engaged in retailing and providing expertise on use of sporting equipment or other specific leisure activities,

such as games, toys, needlework, and musical instruments. Bookstores are also included in this subsector.

Book, Periodical, and Music Stores. This industry group comprises establishments primarily engaged in retailing new books, newspapers, magazines, and prerecorded audio and video media.

Department Stores. This industry group comprises establishments known as department stores primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel; furniture; appliances and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, and sporting goods. Merchandise lines are normally arranged in separate departments. This includes a variety of display equipment and staff trained to provide information on many lines of products.

Other General Merchandise Stores. This industry comprises establishments primarily engaged in retailing new goods in general merchandise stores (except department stores, warehouse clubs, superstores, and supercenters). These establishments retail a general line of new merchandise, such as apparel, automotive parts, dry goods, hardware, groceries, housewares or home furnishings, and other lines in limited amounts, with none of the lines predominating.

Florists and Misc. Store Retailers. Industries in the Miscellaneous Store Retailers subsector retail merchandise from fixed point-of-sale locations (except new or used motor vehicles and parts; new furniture and home furnishings; new appliances and electronic products; new building materials and garden equipment and supplies; food and beverages; health and personal care goods; gasoline; new clothing and accessories; and new sporting goods, hobby goods, books, and music). Establishments in this subsector include stores with unique characteristics like florists, used merchandise stores, and pet and pet supply stores as well as other store retailers. Florists are primarily engaged in retailing cut flowers, floral arrangements, and potted plants purchased from others. These establishments usually prepare the arrangements they sell.

Office Supplies, Stationary, and Gift Stores. This industry group comprises establishments primarily engaged in one or more of the following: (1) retailing new stationery, school supplies, and office supplies; (2) retailing a combination of new office equipment, furniture, and supplies; (3) retailing new office equipment, furniture, and supplies in combination with retailing new computers; and (4) retailing new gifts, novelty merchandise, souvenirs, greeting cards, seasonal and holiday decorations, and curios.

Used Merchandise Stores. This industry group comprises establishments primarily engaged in one or more of the following: (1) retailing used merchandise, antiques, and secondhand goods (except motor vehicles, such as automobiles, RVs, motorcycles, and boats; motor vehicle parts; tires; and mobile homes); (2) retailing antique furniture and home furnishings, antique glassware, rare books and manuscripts, and other antique objects of art; and (3) retailing used merchandise, such as clothing, shoes, furniture, home furnishings, appliances, electronics, books (except rare), musical instruments, compact discs (CDs), tapes, records, lumber, and building materials.

Other Miscellaneous Store Retailers. This industry group comprises establishments primarily engaged in retailing new miscellaneous specialty store merchandise. Stores included are: pet and pet store supply stores, art dealers, manufactured home dealers, and others. Excluded are motor vehicle and parts dealers; furniture and home furnishings stores; consumer-type electronics and appliance stores;

building material and garden equipment and supplies dealers; food and beverage stores; health and personal care stores; gasoline stations; clothing and clothing accessories stores; sporting goods, hobby, book, and music stores; general merchandise stores; florists; office supplies, stationery, and gift stores; and used merchandise stores.

Electronic Shopping and Mail Order Houses (Non-store Retailers). Industries in the Non-store Retailers subsector retail merchandise using methods, such as infomercials, direct-response advertising, paper and electronic catalogs, door-to-door solicitation, in-home demonstration, selling from portable stalls, and distribution through vending machines. Establishments in this subsector include mail-order houses, vending machine operators, home delivery sales, door-to-door sales, party plan sales, electronic shopping, and sales through portable stalls (e.g., street vendors, except food). Also included are establishments engaged in the direct sale (i.e., non-store) of products, such as home heating oil dealers and newspaper delivery service providers.

Vending Machine Operators (Non-store Retailers). This industry group comprises establishments primarily engaged in retailing merchandise through vending machines that they service.

Direct Selling Establishments (Non-store Retailers). This industry comprises establishments primarily engaged in retailing merchandise (except food for immediate consumption and fuel) via direct sale to the customer by means, such as in-house sales (i.e., party plan merchandising), truck or wagon sales, and portable stalls (i.e., street vendors).

Full-Service Restaurants. Industries in the Food Services and Drinking Places subsector prepare meals, snacks, and beverages to customer order for immediate on-premises and off-premises consumption. There is a wide range of establishments in these industries. Some provide food and drink only; while others provide various combinations of seating space, waiter/waitress services and incidental amenities, such as limited entertainment. The industries in the subsector are grouped based on the type and level of services provided. The industry groups are full-service restaurants; limited-service eating places; special food services, such as food service contractors, caterers, and mobile food services; and drinking places.

Limited-Services Eating Places. This industry group comprises establishments primarily engaged in providing food services where patrons generally order or select items and pay before eating. Most establishments do not have waiter/waitress service, but some provide limited service, such as cooking to order (i.e., per special request), bringing food to seated customers, or providing off-site delivery.

Special Food Services. This industry group comprises establishments primarily engaged in providing food services at one or more of the following locations: (1) the customer's location; (2) a location designated by the customer; or (3) from motorized vehicles or non-motorized carts.

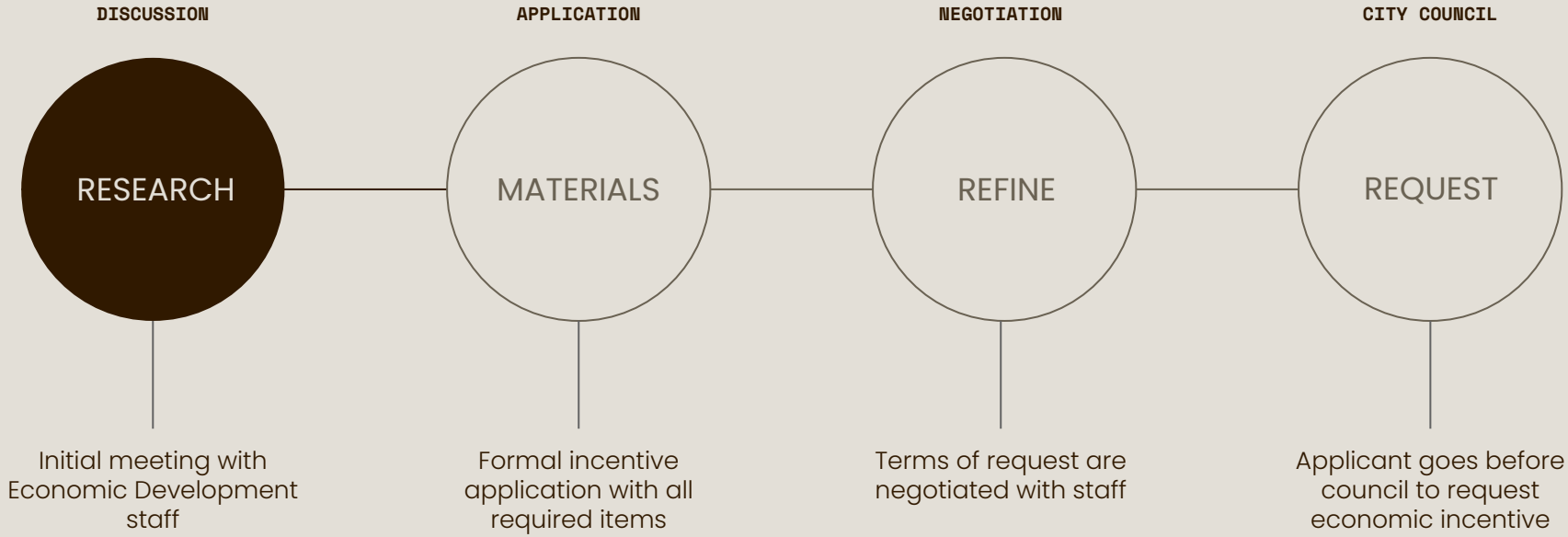
Bar/Drinking Places (Alcoholic Beverages). This industry group comprises establishments primarily engaged in preparing and serving alcoholic beverages for immediate consumption.

Source Bureau of Labor Statistics (BLS)

Methodology The consumer demand data by establishment is derived from the BLS Consumer Expenditure Survey (CE).

Release Date Original product release: April 2004

MILESTONES


DISCUSSION
RESEARCH
Initial meeting with Economic Development staff
APPLICATION
MATERIALS
Formal incentive application with all required items
NEGOTIATION
REFINE
Terms of request are negotiated with staff
CITY COUNCIL
REQUEST
Applicant goes before council to request economic incentive

PROCESS

DISCUSSION

01

Applicant meets with city staff to discuss the project and their incentive request while providing the following:

- Well-developed conceptual site plan
- Evidence of a pre-application meeting

APPLICATION

02

Applicant submits a formal letter or email to economic development staff justifying the incentive request and fulfilling most of the requirements as outlined to the right.

NEGOTIATION

03

Agreement terms are negotiated between economic development staff and the applicant.

CITY COUNCIL

04

Upon City Manager approval, the request will be brought to City Council for review and decision.

If approved, the City will execute an Economic Development Incentive Agreement with the applicant.

Requirements

- ❏ Business owns, or is under contract to buy, the real or personal property
- ❏ Minimum of “X” new jobs OR “X” jobs retained
- ❏ Average salaries or wages at or above 100% Area Median Income
- ❏ Statement with clear and significant local benefit
- ❏ Project addresses a market gap
- ❏ Detailed description of all other grant funding sought for the project to date
- ❏ Comprehensive pro forma detailing project costs and the necessity of local support

ECONOMIC PARTNERSHIP INCENTIVE POLICY

Adopted by City Council Through Resolution 84-2024 on August 6, 2024

The Economic Partnership Incentive Policy is designed to support a robust and resilient economy through diversification of the city's economic base in partnership with private sector businesses. It is the goal of the City of Littleton to promote new development, redevelopment, job retention and expansion, tax base expansion, and to encourage new and existing businesses to make capital investments. Contributing documents supporting this policy include the Comprehensive Economic Development Strategy (March 2024) and the Retail & Mixed-Use Market Analysis (October 2023).

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PROCESS 5
DEFINITIONS 6
THE FINE PRINT 6

INCENTIVE PROGRAMS

The following incentive programs may be available, based on circumstances presented. An incentive request must demonstrate and address in detail how a proposal satisfies the evaluation criteria.

Retail Development Incentive Program

Purpose:

Retail sales are a critical component of the city's tax base and for the city to remain competitive regionally and to maintain a healthy municipal budget, the City of Littleton seeks to promote retail development opportunities throughout the community. The city encourages a wide range of desirable retailers that enhance the Littleton experience and provide benefits to residents while promoting unique retail offerings that benefit tourism.

Eligibility:

Proposed retail projects that address a known retail leakage sector to ensure that Littleton retail can better meet the shopping needs of residents and mitigate environmental costs associated with more extensive vehicle travel that could otherwise be required; or redevelopment of existing commercial or industrial areas that intend to remove blight and improve the financial performance and viability of the property.

Available Incentives:

- Retail Sales Tax Reimbursement
- Use Tax Reimbursement
- Building/Construction Use Tax Reimbursement
- Land Development Impact Fee Credits or Waivers

Evaluation Criteria:

- Tier 3 (Criteria 1 – 11)

Approvals:

- City Council shall consider Retail Development Program incentive requests on a case-by-case basis in accordance with the evaluation criteria.

Primary Employment Incentive Program

Purpose:

This program intends to attract primary new private-sector employers or assist existing private-sector employers currently operating in the City of Littleton with payroll expansion, or capital expansion of existing facilities.

Eligibility:

Proposals that guarantee a minimum of 50 net new jobs within two years of opening the facility or notice of payroll expansion and include a pay rate equal to or greater than 66% (excluding benefits) of the area per capita income; or at least $750,000 in new capital investment.

Available Incentives:

- Use Tax Reimbursement
- Building/Construction Use Tax Reimbursement
- Land Development Impact Fee Credits or Waivers

Evaluation Criteria:

- Tier 2 (Criteria 1 – 8)

Approvals:

- City Council shall consider incentive requests on a case-by-case basis in accordance with the evaluation criteria.

Revitalization Incentive Grant Program

Purpose:

The goal of this program is to encourage private investment in improvements to business storefronts in a way that makes revitalization efforts affordable, creative, and improves the aesthetic of the entire community. The program offers matching funds to business tenants and property owners within the City of Littleton proposing projects that improve the appearance of existing buildings.

Eligibility:

Applications for consideration involve improvements visible from the public right of way and include architectural/design assistance, façade, landscape, parking areas, exterior lighting, and Americans with Disabilities Act (ADA) improvements and signage.

Available Incentives:

- This program is a cash incentive (reimbursement) grant.

Evaluation Criteria:

- Tier 1 (Criteria 1 – 3)

Approvals:

- Funds for this program are appropriated by City Council annually and proposed projects are approved for funding administratively on a case-by-case basis in accordance with the evaluation criteria.

Enterprise Zone Tax Benefit Program

Purpose:

The State of Colorado Enterprise Zone Program provides tax credits for private enterprise to expand and for new businesses to locate in economically distressed areas of Colorado. As a local enterprise zone sub-administrator, Economic Development staff will work with local partners on proposals for contribution projects with defined timelines that improve the economy, create, and retain jobs, expand businesses, and have community support.

Eligibility:

Some areas of Littleton are located within the Enterprise Zone and qualify for assistance. Check with Economic Development staff to determine specific locations. See enterprise-zone-program website for more information.

Available Incentives:

- Businesses are eligible for state income tax credits and sales and use tax exemptions for specific business investments.
- Economic development projects form by incentivizing taxpayers to contribute through state income tax credits.
- Taxpayers who contribute to enterprise zone projects may earn income tax credits.

INCENTIVE TYPES

All incentive types are performance based, meaning that before any monies are disbursed, the proposed project or business shall meet or exceed the specific performance measures identified in the incentive agreement.

Retail Sales Tax Reimbursement

A share-back or partial reimbursement of the city-collected portion of retail sales tax generated from the project, up to 50% maximum. Requests of this incentive type must identify a financial gap and demonstrate how a public partnership will help the feasibility of the project.

Use Tax Reimbursement

A share-back or partial reimbursement of the city-collected portion of use tax. Use Tax is not a separate tax, it is a complement to Sales Tax and is due on the same tangible personal property on which Sales Tax is charged. Use Tax may still be due even though you paid some Sales Tax.

Building/Construction Use Tax Reimbursement
A partial to full reimbursement of the construction use tax generated by constructing a project. All proceeds of the construction use tax reimbursement must be utilized for a public or public-related purpose which advances the public health, safety, and welfare of the community.

Land Development Impact Fee Discounts or Waivers
Land development impact fee discounts or waivers shall not exceed the fees or taxes due with respect to a particular project and any savings will not be monetized. The city does not have the ability to waive or reimburse for outside jurisdiction fees or taxes.

Cash Incentive Grant
The Revitalization Incentive Grant program offers up to $20,000 in matching funds for qualifying projects to business tenants and property owners within the City of Littleton proposing projects that improve the appearance of existing buildings. See application for complete program details.

EVALUATION CRITERIA

The requestor shall provide a written narrative describing how the proposal qualifies the following evaluation criteria for the requested incentive program.

Tier 1

1. The proposal demonstrates a long-term commitment to the city.
2. The proposal provides a positive fiscal and economic impact to the city.
3. The proposal creates a beneficial impact on a particular area of the city, which may include designated enterprise zones and/or areas in need of revitalization or redevelopment.

Tier 2

4. The proposed project represents significant private-sector financial investment.
5. The proposed project is compatible with the designated land use, comprehensive plan, and any associated development plans that ensure adequate infrastructure whether existing or proposed.
6. The extent to which the economic and employment benefits of the incentive accrues to the residents and taxpayers who indirectly subsidize the business because of the foregone tax revenue.
7. The degree to which the proposed project or business positively impacts the diversification of the city's economy.
8. The potential for future expansion and additional job creation.

Tier 3

9. The benefits of the proposed project outweigh the direct public costs of infrastructure costs, utility, increased police, and any other public expenses associated with the project.
10. The incentive must make such a difference in determining that the proposed project would not otherwise be established or expanded in the city if it were not for the availability of the incentive.
11. The incentive granted for the proposed project intends to achieve significant economic growth and/or the creation of new jobs in the city.

Special Consideration

Additional consideration is given to proposed projects that advance policy goals and demonstrate the following:

- Facilitates the development of historically difficult-to-develop or economically-disadvantaged parcels.
- In addition to advancing other goals, the project faces unusual tax or regulatory burdens (e.g., metro district taxes).
- Incentivizes locally-owned businesses prioritized in the City's Comprehensive Economic Development Strategy (CEDS).
- Employs workers in targeted industries/sectors as prioritized by the city's Comprehensive Economic Development Strategy (CEDS).
- The proposed project advances transportation priorities beyond standard development requirements or requires extraordinary investment to meet standards e.g., significant bike/ped infrastructure or transportation services for employees.

PROCESS

To be considered for an incentive agreement, the requestor should begin discussions of a proposal early with Economic Development staff. The process is iterative with the expectation that the requestor be transparent with the project details and negotiations will remain confidential.

For formal submittals, a requestor must present a written request containing the following information in the following order:

- Complete requestor information and identification of the requested incentive program and incentive type.
- A written narrative describing the proposed project with all land use specifications, including:
    - How the project is compliant with the zoning and comprehensive plan and any other adopted plans or policies.
    - How the proposal is compliant with the incentive eligibility requirements.
    - How the proposal is compliant with the incentive evaluation criteria.
- At the requestor's cost, include a cost benefit analysis performed by an objective, third-party consultant to analyze the impact of capital investments, construction costs, salaries, visitor traffic and other benefits. The analysis will be used initially to determine the viability of the proposed project and must show a positive economic impact to the city.
- Explanation of the project impact, as relevant:
    - Total private sector capital investment
    - Total jobs retained or created with wage and benefit information.
    - Total assumed new sales tax generated.
    - Real estate assets developed and/or public infrastructure improvement details and costs.
- A well-developed site plan including project renderings, when relevant.
- A comprehensive financial pro-forma.

Next Steps:

- The Economic Development team will analyze the request in conjunction with the City Manager.
- Depending on the complexity of certain requests, the city may retain professional economic consulting services to analyze and provide a detailed assessment of the request.
- Negotiation of the request may be ongoing until there is concurrence with the terms.
- Administratively approved requests will require an agreement specifying the terms and actions.
- Requests requiring City Council consideration may first be presented to City Council at a study session with formal action taken at a subsequent City Council public hearing where public testimony may be considered.
- All approved incentive requests will require a fully executed agreement specifying the terms and actions.

DEFINITIONS

Building/Construction Use Tax – Calculated as 3.75% of 52.5% of the value of the building permit.

Land Development Impact Fee – Land Development Impact Fee Schedule

Retailer – Businesses that sell goods in small quantities directly to consumers.

Sales Tax – Sales tax is charged on the purchase price of all sales of tangible personal property by a licensed seller when delivery takes place within the boundaries of the city. The sales tax rate for Littleton is 3.75%. Food, food products, drinks & confections, for home consumption, when sold in the same form, condition, quantities, and packaging as is commonly sold by grocers is exempt from sales tax. 3% of sales tax goes to the General Fund, 0.75% goes to the 3A capital improvement fund for infrastructure.

Sales – Sales include merchandise sold (for cash or credit at retail or wholesale) by establishments primarily engaged in retail trade. Services that are incidental to the sale of merchandise, and excise taxes that are paid by the manufacturer or wholesaler and passed along to the retailer are also included. Sales are net, after deductions, of refunds and allowances for merchandise returned by customers. Sales exclude sales taxes collected directly from customers and paid directly to a local, state, or federal tax agency.

Use Tax – One-time tax paid on the purchase price of all furniture, fixtures, equipment and supplies incidental to the business. 3% goes to a separate capital projects fund for city-wide capital and 0.75% goes to the same 3A capital improvement fund for infrastructure.

THE FINE PRINT

Incentives must serve a public purpose, as determined by City Council in its discretion including but not limited to providing significant economic, cultural, and/or social benefits to the citizens of Littleton in the form of jobs, new economic activity, increased tax revenues and/or cultural or social opportunities.

The City of Littleton requires the mutual consent and execution of a written agreement detailing the terms of the incentive. No agreement, when required, is final without formal action by City Council.

Award of incentives is a negotiated process and incentive agreements are entirely discretionary and will be considered on a case-by-case basis by the City Manager who retains the right to determine whether the project and proposed incentive agreement will be presented to City Council for consideration of approval, when required. Previously approved agreements do not establish a precedent for subsequent agreements. Unless specified otherwise, any agreement is a personal agreement between the original requestor and the City of Littleton which is not transferable and does not run with the land.

All incentive agreements shall be performance based, meaning that before any monies are disbursed, the business shall meet or exceed the specific performance measures identified in the incentive agreement. Specific performance measures may include:

(a) meeting the requirements of the eligibility threshold for jobs and wages.
(b) requiring new revenues generated by the business to equal or exceed the total dollar amount of the incentive provided during the period of the incentive agreement by rebate or refund; or
(c) requiring any rebate or refund to come from the revenues generated by that business.

All Incentive Agreements shall be subject to annual appropriations by City Council as required in the Colorado Constitution.

The business and/or property owner must be current in its payment of property taxes to be considered for any economic partnership incentive.

Amendment of this policy may be performed administratively as directed by City Council or as ordinances and policies are adopted. Substantive changes to programs that require City Council approval shall be amended by the City Council.

City of Littleton ~ Economic Development
2255 W. Berry Avenue
Littleton, CO 80120
303-734-8094
economicdev@littletongov.org

Approved by City Council via Resolution 84-2024 on August 6, 2024

Division 9 Enhanced Sales Tax Incentive Program

Sec. 1-10-47. Program established; purpose.

There is hereby established within the Town an enhanced sales tax incentive program ("ESTIP"). The purpose of the enhanced sales tax incentive program is to encourage establishment and/or substantial expansion of retail-sales-tax-generating businesses within the Town, thereby stimulating the economy of and within the Town, providing employment for the residents of the Town and others, expanding the goods available for purchase and consumption by residents of the Town, and increasing the sales taxes collected by the Town. These increased sales tax collections will enable the Town to provide expanded and improved municipal services while at the same time providing public or public-related improvements at no cost, or at deferred cost, to the Town and its taxpayers and residents.

Sec. 1-10-48. Definitions.

The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

Enhanced sales tax shall mean the amount of sales tax collected by the Town, and available to the Town after the deduction of sixty percent (60%) of the two-percent Town sales taxes required by election, over and above a base amount negotiated and agreed upon by the applicant and the Town, and which amount is approved by the Town Council. This base amount shall never be lower than the amount of sales taxes collected by the Town at the property in question in the twelve (12) months prior to the date the ESTIP Agreement is executed plus a reasonable and agreed-upon percentage of anticipated increase in sales taxes, or, in the case of a newly established business, an amount which represents the good faith determination by the applicant and the Town as to the amount of sales taxes which could be generated from the new business without the participation by the applicant in the ESTIP. As an illustration only:

Total sales during a one-month period:	$100,000	
Sales tax available to Town:		
Town	2% of sales	$ 2,000
County	2% of sales	$ 2,000
Town sales tax (gross)	4% of sales	$ 4,000
Less:		
Restricted portion of sales tax	1.2% of sales	$(1,200)
Total sales tax (net)	2.8% of sales	$ 2,800
Less:		
Agreed sales tax base (existing taxes Town receives, i.e. 10% of gross)		$ (400)
Total amount of Enhanced Sales Tax		$ 2,400
Up to 50% available to share under ESTIP		$ 1,200

ESTIP means the enhanced sales tax incentive program created by this Division.

ESTIP Agreement means the signed agreement between the applicant and the Town, which implements the ESTIP for a specific project or property.

Owner shall mean the record owner of the real property upon which one (1) or more businesses is operated.

Tenant shall mean the record operator of a business located in a commercial district in the Town.

Sec. 1-10-49. Participation.

Participation in ESTIP shall be based upon approval by the Town Council exercising its sole and exclusive discretion. Any owner of a newly established retail-sales-tax-generating business or location, or the owner of an existing retail-sales-tax-generating business or location which wishes to expand substantially, which newly established or substantial expansion is accomplished subsequent to the effective date of this Division, may apply to the Town for inclusion within the ESTIP, provided that the new or expanded business is reasonably likely to generate enhanced sales taxes of at least five thousand dollars ($5,000.00) in the first year of operation.

Sec. 1-10-50. Approval of agreement; use of funds generally.

Approval by the Town Council of an ESTIP Agreement entitles the applicant to share in enhanced sales taxes derived from the applicant's property or business in an amount which shall not in any event exceed fifty percent (50%) of the enhanced sales taxes. The applicant may use such amount solely for public and/or public-related purposes such as those specified herein and which are expressly approved by the Town Council as a part of the ESTIP Agreement. The time period in which the enhanced sales taxes may be shared shall not commence until all public or public-related improvements are completed, and may be limited to a specified time, or until a specified amount is reached.

Sec. 1-10-51. Eligible uses.

The uses eligible for the shared enhanced sales taxes shall be strictly limited to those which are public or public-related in nature. For the purposes of this Division, but not by way of limitation, public or public-related purposes shall mean environmental remediation improvements such as streets, sidewalks, curbs, gutters, pedestrian malls, street lights, drainage facilities, snow storage areas, demolition and site restoration for redevelopment, landscaping, decorative structures, enhanced architectural features, public transportation improvements, road and street improvements including traffic control signals, statuaries, fountains, identification signs, traffic safety devices, bicycle paths, off-street parking facilities, benches, public restrooms, information booths, public meeting facilities and all necessary, incidental and appurtenant structures and improvements, installation of utility lines and facilities and relocation extension and improvement of existing utility lines and facilities and any other improvements of a similar nature which are specifically approved by the Town Council upon a finding that said improvements are public or public-related improvements. Public or public-related purposes shall also include redevelopment of existing properties, occupancy of existing vacant space and expansion or creation of jobs in the Town. In the event the applicant is reimbursed for the cost of such improvements from other public funds and/or grants, the amount eligible under the ESTIP program shall be decreased by the amount of such reimbursement.

Sec. 1-10-52. Increments; sharing of funds.

The base figure for sales taxes shall be divided into twelve (12) monthly increments, which shall be reasonably related to the average monthly performance of the business or property in question or similar businesses in the area (i.e., adjusted for seasonal variations). If in any month the agreed-upon figure is not met by the applicant so as to create enhanced sales tax for that month, no funds shall be shared with the applicant for that month, and no increment shall be shared until that deficit, and any other cumulative deficit, has been met, so that at the end of any twelve-month cycle, funds in excess of those enhanced sales taxes agreed to be shared shall not have been shared by any applicant. The Town reserves the right to select larger increments of time, including but not limited to quarterly, biannual and annual, in lieu of the monthly increments provided for in this Section.

Sec. 1-10-53. Revenues restricted.

It is an overriding consideration and determination of the Town Council that existing sources of Town sales tax revenues shall not be used, impaired or otherwise affected by this enhanced sales tax incentive program. Therefore, it is hereby conclusively determined that only enhanced sales taxes generated by the properties or tenants described in an application shall be subject to division under this ESTIP. The Town shall collect and hold all such enhanced sales taxes in a separate account apart from the sales taxes generated by and collected from the other sales-tax-generating uses and businesses within the Town and to provide an accounting system which accomplishes the overriding purpose of this Section.

Sec. 1-10-54. Criteria for approval of application.

(a) Participation in ESTIP shall be based upon approval by the Town Council exercising its sole and exclusive discretion. The Town Council may permit such participation based in part upon the following criteria, as a general guide.

(1) The amount of enhanced sales taxes which are reasonably to be anticipated to be derived by the Town through the expanded or new retail-sales-tax-generating business;

(2) The public benefits which are provided by the applicant through public works, public improvements, additional employment for Town residents, redevelopment of existing properties, occupancy of existing vacant space, etc.;

(3) The amount of estimated expenditures which may be deferred by the Town based upon public improvements to be completed by the applicant;

(4) The conformance of the applicant's property or project with the comprehensive plan and zoning ordinances of the Town; and

(5) The agreement required by Section 1-10-109 below having been reached, which agreement shall contain and conform to all requirements of Section 1-10-109.

(b) Approval shall be by motion adopted by a majority of the entire Town Council.

(Ord. 2021-03 §2(Exh. A))

Sec. 1-10-55. Agreement required.

Each application for participation in ESTIP shall be subject to approval by the Town Council solely on its own merits and in the sole and exclusive discretion of the Town Council. Approval of an application shall require that an agreement be executed by the owner or tenant and the Town, which agreement shall at a minimum contain:

(1) A list of those public or public-related improvements which justify the applicant's approval and the estimated amount which shall be spent on such improvements.

(2) The maximum amount of enhanced sales taxes to be shared and the maximum time during which the agreement shall continue, it being expressly understood that any such agreement shall expire and be of no further force and effect upon the occurrence of the earlier to be reached of the maximum time of the agreement (whether or not the maximum amount to be shared has been reached) or the maximum amount to be shared (whether or not the maximum time set forth has expired).

(3) A statement that the agreement is personal to the applicant, is not transferable and does not run with the land or subsequent tenant.

(4) That the agreement shall never constitute a debt or obligation of the Town within any constitutional or statutory provision.

(5) The base amount of enhanced sales taxes agreed upon by month, or other formally agreed upon time increment as noted in Section 1-10-106 of this Chapter, and the fact that if, in any month as specified, sales taxes received from the property do not at least equal such amount, there shall be no sharing of funds for such month.

(6) The base amount shall consider the historic level of sales at the property in question or a similar property within the area in the event of a new business, and a reasonable allowance for increased sales due to the improvements and upgrades completed as a result of inclusion within this program.

(7) That any enhanced sales taxes subject to sharing shall be escrowed in the event there is a legal challenge to this ESTIP or the approval of any application therefor.

(8) A statement that the obligations, benefits and/or provisions of this agreement may not be assigned in whole or in any part without the express authorization of the Town Council, acting in its sole and exclusive discretion, and further that no third party shall be entitled to rely upon or enforce any provision hereof.

(9) That the agreement shall be subject to the annual appropriation of sufficient funds for payments as provided in this Chapter pursuant to Section 20, Article X of the Colorado Constitution.

(10) That the agreement shall provide that the successful applicant shall have no right, claim, lien or priority in or to the Town's sales tax revenue superior to or on parity with the rights, claims or liens of the holders as any sales tax revenue bonds, notes, certificates or debentures payable from or secured by the Town outstanding as of the effective date of the agreement provided for by this Section; and that all rights of the successful applicant are, and at all times shall be, subordinate and inferior to the rights, claims and liens of the holders of any and all such sales tax revenue bonds, notes, certificates or debentures, payable from or secured by any sales taxes issued by the Town.

(11) Any other provisions agreed upon by the parties and approved by the Town Council.

Sec. 1-10-56. No joint venture; liability.

The Town Council has enacted this ESTIP as a joint benefit to the public at large and to private owners and tenants for the purposes of providing the Town with increased sales tax revenues generated upon and by properties improved as a result of this program. The Town Council further finds that the public benefits of this ESTIP include public improvements and public-related improvements being completed by private owners or tenants through no debt obligation being incurred on the part of the Town, and allowing the applicant an opportunity to improve properties which generate sales activities, which improvements make those properties more competitive in the marketplace and further provide to the applicant additional contingent sources of revenues for upgrading such properties. The Town Council specifically finds and determines that creation of this

ESTIP is consistent with the Town's powers as a home rule municipal corporation and that exercise of such powers in the manner set forth herein is in furtherance of the public health, safety and welfare. Notwithstanding any provision hereof, the Town shall never be a joint venturer in any private entity or activity which participates in this ESTIP, and the Town shall never be liable or responsible for any debt or obligation of any participant in this ESTIP.

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Award of Qualification (RFQ) 2025-10Q Glenwood Springs Street Sweeper

Action Requested: Award Sweeper Bid Award RFQ 2025-10Q to Hardline Equipment for a new D6 Tier 4 Street Sweeper.

Department: Public Works

Presented By: Matthew Langhorst

Strategic Goals: Preserve and Improve Infrastructure

Background Info: The City of Glenwood Springs' operations plan requires that two street sweepers are available at all times for street cleaning. We do this because the nature of a street sweeper is to be inoperable for approximately 25% of its life with maintenance and repair issues. Having two sweepers on hand allows us to keep one operating at all times and a second one on the streets 75% of the time as a pair. The last three years the city has owned two sweepers, but one was down 95% of the time due to parts issues and overall quality of the machine. It was sold last year to make way for a new sweeper. The street crews demo'd and rented several sweepers over the last two years to better understand our needs. With the purchase of a second sweeper that operates consistently, crews should be able to catch up with sweeping needs in the city in 2026. Hardline Equipment's bid was the lowest qualified bid. The total bid was for $303,870, which is $3,870 over what was budgeted for 2025. Staff would like to add an auto greaser, cabin protection, 360 degree cameras and a high pressure washing system to the bid, which would bring the bid to $332,905 in total. We have sufficient contingency in the Capital Projects Fund and staff will included abudget amendment in the Q1 supplemental.

Issues: None at this time.

Fiscal Impact: This was budgeted in the 2025 Capital Projects Fund and will require an amendment of approximately $30,000.

Legal Review: None at this time.

Staff Recommendation: Staff is Recommending Council Approve the Sweeper Bid Award RFQ 2025-10Q to Hardline Equipment for a new D6 Tier 4 Street Sweeper.

7550 Dahlia St.
Commerce City, CO 80022
Office 303.288.8989
HardLineEquipment.com

To whom it may concern,

Thank you for the opportunity to respond to your open bid #2025-10Q for a street sweeper. We are pleased to offer our Dulevo D6 Street sweeper.

With our specialized sales and service staff we have decades of experience in this field and have supplied this equipment to over 100 customers in Colorada, Wyoming, Nebraska and New Mexico.

We feel this equipment exceeds your requirements and will be able to perform your street sweeping operations for years to come. Dulevo manufactures the very best in sweeping technology and their equipment is used worldwide by customers both big and small.

We also pride ourselves on our after-sales service, our factory-trained service support team is on hand to help with any technical issues that may arise. We stock a large number of parts with further support from the Dulevo parts department based out of Georgia.

There are some after-sales support points I would like to highlight:

- Full operator training on delivery of the unit including operation, pre operation checks, cleaning, basic maintenance etc.
- Full service training on delivery of the unit including troubleshooting, diagnosing, preventive maintences and repair etc.
- Refresh training for the life of the unit, especially in the case of new personnel.

Thank you for considering Hardline Equipment and Dulevo to fulfill your sweeper equipment requirements.

Best Regards

Territory Sales Manager
Michael Ferris

	Bidder Complies	
	Yes	No

SPECIFICATIONS FOR A STREET SWEEING VEHICLE

INTENT OF SPECIFICATIONS

It shall be the intent of these specifications to cover the furnishing and delivery of a complete street sweeper. These detailed specifications cover the requirements as to the type of construction, finish, equipment and tests to which the street sweeper shall conform. Minor details of construction and materials, which are not otherwise specified, are left to the discretion of the contractor.

Images and illustrative material in this specification are as accurate as known at the time of publication, but are subject to change without notice. Images and illustrative material is for reference only, and may include optional equipment and accessories and may not include all standard equipment.

GENERAL DESIGN AND CONSTRUCTION

All bidders shall provide a list of the company, manufacturing location, and engineering source for each individual major component, including but not limited to the welded cab assembly, the pumphouse module assembly, the chassis assembly, body and electrical system. X

MANUAL AND SERVICE INFORMATION

The manufacturer shall supply at time of delivery, complete operation and maintenance manuals covering the complete apparatus as delivered. A permanent plate shall be mounted in the driver's compartment which specifies the quantity and type of fluid required including engine oil, engine coolant, transmission, pump transmission lubrication, pump primer and drive axle. X

SAFETY VIDEO

Since video is much more effective than written documentation and can be replaced with new personnel and as a refresher for existing personnel, an apparatus safety video, in DVD format shall be provided at time of delivery. This video shall address key safety considerations for personnel to follow when they are driving, operating, and maintaining the apparatus. Safety procedures for the following shall be included in the video: vehicle pre trip inspection, chassis operation, pump operation and maintenance. X

	Bidder Complies	
	Yes	No
PERFORMANCE TESTS AND REQUIREMENTS A road test shall be conducted with the apparatus fully loaded and a continuous run of ten (10) miles or more shall be done under all driving conditions, during which time the apparatus shall show no loss of power or overheating. The transmission drive shaft or shafts, and rear axle shall run quietly and be free from abnormal vibration or noise throughout the operating range of the apparatus	X	
FAILURE TO MEET TEST In the event the apparatus fails to meet the test requirements of these specifications on the first trial, second trials may be made at the option of the bidder within 30 days of the date of the first trial. Such trials shall be final and conclusive and failure to comply with these requirements shall be cause for rejection. Failure to comply with changes to conform to any clause of the specifications within 30 days after notice is given to the bidder of such changes, shall also be cause for rejection of the apparatus. Permission to keep or store the apparatus in any building owned or occupied by the purchaser or its use by the purchaser during the above-specified period with the permission of the bidder shall not constitute acceptance.	X	
PERFORMANCE BOND, 1 YEAR The successful bidder shall furnish a Performance and Payment bond (Bond) equal to 100 percent of the total contract amount within 30 days of the notice of the award. Such Bond shall be in a form acceptable to the Owner and issued by a surety company included within the Department of Treasury's Listing of Approved Sureties (Department Circular 570) with a minimum A.M. Best Financial Strength Rating of A and Size Category of XV. In the event of a bond issued by a surety of a lesser Size Category, a minimum Financial Strength rating of A+ is required.	X	
Bidder and Bidder's surety agree that the Bond issued hereunder, whether expressly stated or not, also includes the surety's guarantee of the vehicle manufacturer's Basic One (1) Year Limited Warranty period included within this proposal. The owner agrees that the penal amount of this bond shall be simultaneously amended to 100% percent of the total contract amount upon satisfactory acceptance and delivery of the vehicle(s) included herein. Notwithstanding anything contained within this contract to the contrary, the surety's liability for any warranties of any type shall not exceed one (1) year from the date of such satisfactory acceptance and delivery, or the actual Basic One (1) Year Limited Warranty period, whichever is shorter.	X	

	Bidder Complies	
	Yes	No
ELECTRICAL WIRING DIAGRAMS		
Two (2) electrical wiring diagrams, prepared for the model of chassis and body, shall be provided.	X	
SPECIFICATIONS FOR TIER IV FINAL VACUUM ASSISTED REAR DUMPING MECHANICAL SWEEPER		
FUNCTIONAL SPECIFICATIONS		
Collection must be performed mechanically by means of 42" diameter side brooms Conveying waste towards the center of the machine, where a 51” long x 26” diameter main broom aligns debris with the fully enclosed and sealed conveyor.	X	
The dust/particulates must then be vacuumed in and retained in the actual 6.0 cubic yard hopper by suction pressure created in the body itself by two high-capacity hydraulic fans and filtered by a Teflon coated fabric filtering system that completes the sweeping cycle by ensuring only clean air is re-introduced into the environment.	X	
Water will not be permitted on the main broom, only the gutter/side brooms and the adjustable front broom.	X	
Unit must be capable collecting all different types of waste materials including materials such as bottles, sticks, stones, millings, leaves with no need to stop the sweeper for manual adjustment on the elevator.	X	
Unit must be capable of making one pass and collecting all debris in roadway, leaves may require an additional pass if over 4” in depth.	X	
Unit must be capable of following contour of street / curb line while not allowing **ANY** debris to trail while turning machine.	X	
Unit must be equipped with front wheel drive only.	X	
Unit must be equipped with Hydraulic Adjustable rear suspension and front spring suspension.	X	
The system must be able to sweep without water in the winter, when temperatures are below freezing, causing no damage to the water system and permitting limited dust particulates to enter the atmosphere.	X	

	Bidder Complies	
	Yes	No
Two small-size suction fans housed in an appropriately insulated compartment must limit noise levels.	X	
STEERING		
Left hand drive only, or right-hand drive only must be factory installed at manufactures facility. A tiltable steering column must be provided for operator convenience.	X	
Unit must have four-wheel steering for optimal sweeping results in tight areas.	X	
Turning radius shall not exceed 16 ft.	X	
OPERATOR CAB		
The operator's cab shall be designed with large glass surfaces both in the front and on each side door to provide the operator with the widest possible visibility during vehicle handling.	X	
The operator's view while sweeping must be forward always facing allowing them full visibility of the traffic in front of them – looking out the side window or down at side broom must be accomplished by only the use of mirrors.	X	
The driver's cab has two full-size seats with an adjustable spring ride on each seat for the operator's comfort and required to meet applicable road traffic regulations. Jump Seats will NOT be allowed.	X	
Adjustable hydraulic power steering must be installed for drive comfort.	X	
Forward and reverse gear selector for vehicle handling.	X	
Control lever to operate DOT-approved headlights, directional indicators and warning horn.	X	
Sweeping RPM Increase/Decrease push-button.	X	
Road pan indention sweeping push-button.	X	
Turn signal selector lever.	X	
High beam headlight selector lever.	X	

	Bidder Complies	
	Yes	No
The central sweeper control panel must contain the following controls:		
Work light button.	X	
Manual hydraulic suspension button for servicing machine.	X	
Hopper filter shaker button.	X	
Right and left side broom water on/off button.	X	
Automatic rear suspension height positioning button.	X	
Hopper discharge controls:		
Scissors up/down control.	X	
Hopper up/down control.	X	
Tailgate lock and close/unlock and open button.	X	
Sweep function controls:		
Vacuum fan on/off button.	X	
Main broom/conveyor raise/lower – forward/reverse - on/off button.	X	
Left side broom raise/lower - on/off button.	X	
Right side broom raise/lower - on/off button.	X	
The following warning lamps must be installed on the sweeper for safe sweeper functionality.		
The central sweeper touch screen must be positioned in the center of cab for optimal sweeper operation from either side, it must house the electric controls, and individual lighting system to facilitate controls during night work.	X	
Lamp indicator showing when hydraulic suspension is in lowered position mode.	X	

	Bidder Complies	
	Yes	No
Maximum engine coolant temperature lamp.	X	
Insufficient endothermal engine oil pressure lamp.	X	
Insufficient battery charge lamp.	X	
Direction indicator lamp.	X	
High beam indicator lamp.	X	
Container full lamp.	X	
Excessive engine coolant temperature lamp.	X	
Low fuel warning light.	X	
Scissors up indicator lamp.	X	
Machine tilt indicator.	X	
Tilted driver's cab lamp.	X	
Hydraulic oil level indicator lamp.	X	
Hydraulic oil filter indicator lamp.	X	
Engine air filter indicator lamp.	X	
Tailgate closed indicator lamp.		
Diesel engine glow plug pre-heating indicator lamp.	X	
Engine oil pressure indicator lamp.	X	
Parking brake indicator lamp.	X	
Engine diagnostic testing port located in glove box.	X	

	Bidder Complies	
	Yes	No
Water pump indicator lamp.	X	
Low water tank indicator lamp (with automatic water pump shut-off).	X	
The central sweeper control panel must contain the following controls/gauges:		
Front broom (3rd broom) speed control valve (increases/decreases front broom(3rd broom) speed).	X	
Side brooms speed control valve (increases/decreases side broom speed).	X	
Main broom down pressure control valve (increases/decreases main broom down pressure).	X	
Pressure gauge indicating the down pressure of the main broom.	X	
Individual side broom and front broom (3rd broom) fully adjustable water control valves.	X	
Right side broom ***adjustable*** water spray tips valve control knob.	X	
Left side broom ***adjustable*** water spray tips valve control knob.	X	
Right-side of front broom (3rd broom) adjustable water spray tips valve control knob.	X	
Left side of front broom (3rd broom) adjustable water spray tips valve control knob **Front Broom (3rd Broom) Control Panel.**	X	
The side shift (traverse) and elevation control for the front (3rd) broom are operated/obtained with a joystick located on the operator's door control panel.	X	
Front broom (3rd broom) longitudinal and transversal joystick also must be located on the operator's door control panel.	X	
Front broom (3rd broom) directional rotation switch located on the operator's door control panel.	X	
Front broom (3rd broom) water control switch located on the operator's door control panel.	X	
Front broom (3rd broom) arm rotation switch allowing front broom to side shift 180 degrees must also be located on the Operator's door control panel.	X	

	Bidder Complies	
	Yes	No
This control panel allows the front broom to be used accurately and effectively without distracting the operator from driving the vehicle or looking away from traffic.	X	
Sweeper Cabin:		
The cab is to be equipped with an airtight closure system keeping dust particulates out.	X	
A high-capacity filter allowing only clean air to be introduced into the cab and a “DELPHI”-type, three-speed, air-conditioning system for cooling the cab must be included. Roof-top air conditioning systems will **NOT** be acceptable.	X	
A three-speed forced ventilation system heats up the driver’s cab through several ducts that send air to the windshield for optimal defrosting and to the lower part of the cab (feet area) for driver comfort. Each vent must be able to open/close independently of each other.	X	
The cab is completely coated with sound-proofing materials that reduce noise levels to a minimum, making the db levels safe for the operator.	X	
The cab tilting system uses a hydraulic pump and allows for easy access to the endothermal engine and the mechanical parts located behind the cab. Non-tilting cabs will **NOT** be acceptable.	X	
SIDE BROOMS		
The vehicle is provided with two one-piece side brooms, one positioned on the right and another on the left-hand side of the main body.	X	
Both the positioning and rotation of the side brooms are hydraulically operated. **NO** air or electricity will be allowed to control any function on side brooms - **Hydraulic only**.	X	
The two side brooms can be operated either individually or together -according to the different working requirements. Side brooms come equipped with an automatic retractable spring system that retracts them in the case of a collision.	X	
Broom tilt can be mechanically adjusted with respect to the surface, thus allowing for a constantly perfect setting for each type of application. The side broom tilt from inside the cab will **NOT** be acceptable.	X	

	Bidder Complies	
	Yes	No
The rotation rate of the two side brooms can be adjusted directly from the operator's seat with variable values ranging from 0 to 70 rpm.	X	
The total external diameter of the single piece broom is 41.73 inches.	X	
The sweeping member of the broom consists of 3 x .07-inch polypropylene bristles mixed with 3 x .07-inch steel wire. Pure steelwire or pure poly will **NOT** be acceptable.	X	
ROTATING FRONT BROOM (3rd BROOM)		
The front broom (3rd broom) must be hydraulically controlled with full functionality directly from the operator's seat via 2 joysticks and 3 switches. **Front brooms (3rd brooms) that slide only to one side will NOT be acceptable, broom must swing 180 degrees for ease of operation and for cleaning 90-degree corners from operator's seat.**	X	
One joystick positioned on the door allows the operator to perform four essential movements for optimal broom use:	X	
1) lifting	X	
2) lowering	X	
3) right side tilt/shift	X	
4) left side tilt/shift	X	
The front broom (3rd broom) shall be operated accurately and effectively without distracting the operator from vehicle driving operations.	X	
Starting operations of the front broom (3rd broom) must be accomplished by selecting the direction of rotation and by adjusting the broom rotation speed from inside the cab.	X	
The broom must be able to be moved 180° rightward and leftward and must be retracted back in its rest position on both sides of sweeper.	X	
In addition to the front broom (3rd broom) swinging control, two more hydraulic controls must be performed from the door control panel by using the upper joystick: the side-to-side movement controls side tilt and the up/down movement controls the front to back tilt.	X	

	Bidder Complies	
	Yes	No
The support brace of the front broom (3rd broom) is provided with a hydraulic shock absorption system along with a mechanical system equipped with cup springs that are operated in case of small collisions.	X	
In the case of more serious impacts - two safety systems must be installed on the	X	
front broom (3rd broom):		
1) automatic and immediate withdrawal of the moving brooms: a sensor reads the pressures on the front brush in case of collision.	X	
2) if a certain load pressure is reached, a specifically manufactured safety bolt connecting the brush arm to the front truck is broken. This rotates the broom arm backwards, thus avoiding the frontal collision and preventing the components from breaking. Operations can be immediately restarted by simply replacing the broken safety bolt.	X	
The front traverse gear that connects the broom arm must also house the hydraulic power distribution that allows for all the settings described above.	X	
The power distribution must be easily accessed for maintenance operations and must be provided with a special pressure tube that can be connected without having to remove the protective case.	X	
The single piece broom disk must be made of polyurethane and coated with disposable type plastic sheet and be safety orange in color, it must have a diameter of 33.85 inches, while the total external diameter of the broom must be no less than 46 inches.	X	
The sweeping member of the broom consists of 3 x .07-inch polypropylene bristles mixed with 3 x .019-inch steel wire.	X	
Front brooms using chain and sprocket type designs will **NOT** be allowed, the front broom will be hydraulically driven **ONLY**.	X	
MAIN BROOM		
The main broom must be positioned in front of the rear wheels but centrally located with respect to the side brooms.	X	

	Bidder Complies	
	Yes	No
The main broom unit must be supported at the center of the broom to allow for tilting that provides perfect broom adherence to the ground in every condition to eliminate coning of broom. Rigid mounted main brooms are not allowed to float with contour of the street.	X	
The main broom must be lowered to the ground through a 44-year-long hydraulic system that follows the ground's contour and keeps pressure at constant levels.	X	
The down pressure must be adjusted from the operator's seat, which is equipped with a pressure gauge used both to deal with the progressive wear of the broom and meet several different working conditions.	X	
The rotation speed of the main broom during operation must be 150 rpm.	X	
The steel broom roll must be 50.39 inches long, with a total external diameter of the broom not exceeding 25.59 inches.	X	
The sweeping member of the broom must be 3 x .07 inches made with polypropylene bristles. No strip brooms will be allowed.	X	
The disassembly system to remove the broom must allow for quick and easy replacement with no need of specifically qualified mechanics (The replacement must be completed in a maximum of 15 minutes).	X	
CONVEYOR		
Debris and materials are directly thrown by the main broom onto the vertical paddle conveyor and taken into the hopper. Solid type belt conveyors or chain and sprocket drives will **NOT** be allowed.	X	
The external part of the conveyor unit must be made of electrically welded, cataphoresis treated, antiwear, T1-type steel, while the upper part of the body is curved to prevent material accumulation.	X	
The conveyor must consist of a system with two parallel **belts** rotating on two gears bolted onto an upper hydraulically controlled drive shaft and onto two pinions that are free in the lower part of the conveyor. **A solid shaft spanning the entire length of the lower conveyor will NOT be acceptable.**	X	
Eleven flights are to be bolted to the belts and distributed along their length to support special iron and anti-oil linen-faced rubber paddles.	X	

	Bidder Complies	
	Yes	No
Belts movement must be obtained by means of a hydraulic motor flanged in the upper external part of the bodywork and set in such a way as to ensure several revolutions synchronized with that of the main broom.	X	
The two upper gears must be able to split into two parts for easy replacement purposes of the belts. **Chain and Sprocket Drives are NOT Acceptable.**	X	
If the conveyor is clogged, a special safety valve installed on the hydraulic system must bypass the circuit and immediately send an audible warning signal to the cab allowing the system to shut down without damaging any conveyor parts such as the flights. **The conveyor system must stop turning when in bypass mode to prevent pre-mature damage to conveyor and flights.**	X	
To remove the clogged debris, the operator must invert the rotation direction of the conveyor by simply operating the corresponding specific lever in the cab and idling the machine down.	X	
The conveyor system must be rigidly mounted with adjustable bolts for moving conveyor front to back or side to side. **Conveyor systems that are designed to move in and out of the hopper will NOT be acceptable.**	X	
The rigid mounted conveyor must have a replaceable rubber seal mounted around the opening of the conveyor to seal tight against the hopper allowing no dust particulates to escape out of the body. **Conveyors that do NOT seal tight to hopper will NOT be allowed as this will allow material to drop from conveyor onto platform below.**	X	
DUST FILTERING SYSTEM		
The volatile dust and light particulates activated by the main broom must be vacuumed in through a depression created in the hopper by two hydraulically controlled high-speed fans and then retained in the Teflon coated bag filter located in the upper rear section of the hopper. **If the vacuum fans are not located within the hopper area it will NOT be considered acceptable.**	X	
The Teflon-fabric bag filter must have a minimum of 236.80 ft2 surface allowing for long machine working cycles without clogging. Bag House The filtering capacity must be **NO** less than 2.5 microns. **Gore Filtration system is required if it is not Gore material it will NOT be acceptable.**	X	
The filter must also re-introduce only clean air into the environment.	X	

	Bidder Complies	
	Yes	No
The filtering system must also include a filter shaking system that can be directly operated from the operator's seat.	X	
The system must be hydraulically controlled. During the discharge phase the shaker must vigorously shake the filter, thus ensuring dust detachment inside the hopper and reducing regular cleaning requirements. **Sweepers that require filters to be cleaned/washed and dried regularly will not be acceptable.**	X	
The Gore Filter must carry a 5-year warranty against defects or workmanship.	X	
The air must exit the machine from the top and back of the hopper causing no deflection of air to distract the environment.	X	
WATER TANK SYSTEM		
Dust suppression on the side brooms and front broom (3rd broom) must be obtained by a water supply system consisting of an AISI 304 stainless steel 2.5 mm thick tank material with a capacity of exactly 105 gallons. The water tank must be easily emptied through a ball valve mounted at the base of the tank.	X	
The use of an electric water pump and 2 stainless steel nozzles for water placement positioned close to the external perimeter of each side broom and 4 stainless steel nozzles positioned on the front broom (3rd broom) allow for long use sweeping and little amounts of water to be put on surface.	X	
Baffles are installed inside the tank to ensure better resistance and a smoother ride for the operator.	X	
Clean water must be supplied to the tank by a 2.5-inch screw female coupling valve, a 16 ft hydrant hose equipped with brass fittings, a stainless-steel air gap at the top of tank, and an external level indicator.	X	
Unit must have a 1 ½" washdown system with a 3-way ball valve for flushing the conveyor, washing the hopper, washing the scissors area, and filling the water tank. All areas of fill hose must be crimped. **Clamped or Hose Clamped Fill Hoses Will NOT be Acceptable.**	X	
A filter with an internal cartridge must be positioned in an easily accessible area allowing safe operating conditions without clogging the side broom or front broom (3rd broom) stainless steel nozzles.	X	

	Bidder Complies	
	Yes	No
When the tank is empty, the pump must automatically disable, and the operator is warned in the cab by a corresponding warning light.	X	
SWEEPING WIDTH		
A maximum cleaning width of 137.79 inches is reached with the main broom, 2 side brooms, and a front broom (3rd broom) in conjunction with each other. **Any less sweeping width will NOT be allowed.**	X	
STAINLESS STEEL HOPPER		
The hopper must be sealed and made of AISI 304 stainless steel and have a minimum of a 6.0 cu yards usable capacity.	X	
The stainless-steel body sides will be fully covered on each body side with a single piece padded fiberglass panel.	X	
The hopper must be provided with a scissor type system consisting of a single-acting multistage hydraulic cylinder and can be dumped at any height between 45.27 inches and 92” inches.	X	
Emptying of hopper must be performed by means of a double-acting hydraulic cylinder that provides a tilting angle of approx. 45 degrees.	X	
The lift and tilt cylinders must be protected by safety check valves that control any pressure loss.	X	
The hopper scissor lift must come equipped with mechanical stops to ensure maximum safety conditions during maintenance operations in the lower hopper area for access to the upper conveyor opening.	X	
The discharge door of the hopper is positioned in the back and closed by a single double-acting hydraulic cylinder and locked by 2 double acting hydraulic cylinders, 1 located on each side of hopper.	X	
In the closed-door position, the cylinders must create a mechanical dead center preventing the door from being opened in case of loss of pressure in the hydraulic circuit. For the hopper to be raised the hydraulic suspension can be lowered onto the rubber blocks allowing for no swaying while the hopper is in the raised position.	X	

	Bidder Complies	
	Yes	No
The machine must automatically sense if the sweeper is resting at any angle in any direction and not allow for the hopper scissors to raise.	X	
Forward and reverse speed will be limited but allowed while in the hopper or scissor raised position.	X	
In the discharge phase, the hopper, which is positioned at its maximum height must protrude a minimum of 27.55 inches from the rear bumper, thus providing a large area for waste materials to be dispersed around the discharge area leaving the machine free from debris.	X	
The sweeper must be capable of raising into “maintenance mode” while the hopper is in its fully raised and tilted position allowing for 7” of additional clearance.	X	
All the hopper discharge functions are readily indicated by three warning lights located in the driver’s cab.	X	
The rear discharge door must be provided with a mechanical stop that props the door open during hopper washing operations for both safety and ergonomics.	X	
TIER IV FINAL DIESEL ENGINE		
138 horsepower minimal	X	
Unit must be able to sweep a consistent route of no less than 8 hours on a single tank of fuel.	X	
The Def tank **MUST** be no less than 6.8 US Gallons and mounted opposite side of fuel fill cap.	X	
The engine must be provided with a pre-heating device for cold starting during the winter months.	X	
The FPT Model N-45 engine must be a minimum of a Tier IV Final rating, and a maximum of a Step V rated engine**.**	X	
DRIVE TRAIN		
The sweeper must have a closed-circuit hydrostatic drive system on the **front** differential equipped with a hydraulic motor and a load sense piston pump that can be set automatically with variable speeds included between 0 and 20 mph.	X	

	Bidder Complies	
	Yes	No
The forward and reverse gears must be engaged by selecting the corresponding gear with the specific shift control located on the steering column in the cab. **Hydrostat controls selected with your foot will NOT be allowed due safety and ergonomic discomfort for the operator.**	X	
When reverse is engaged, the reverse indicator lights on the rear must be lit and the backup alarm simultaneously signals to ensure maximum safety for all surrounding environments to become aware.	X	
HYDRAULIC SYSTEM		
Both the drive and service hydraulic systems must depend on a single oil tank located in an easily accessible area behind the cab.	X	
The tank must be provided with a level and temperature indicator located on the side of the machine and clearly visible from the ground.	X	
The drive and service hydraulic systems must share a single filter positioned in the upper part of the tank, whose cartridge can be quickly and simply replaced without any oil loss.	X	
A pressure switch must be installed on the filter which allows the operator to be informed in real time by means of an indicator lamp in the cab showing any filter blockage.	X	
A float must send an electrical signal to the cab to inform the operator of any oil level reduction due to probable losses.	X	
STEERING GEAR		
The steering gear must provide power steering to all four wheels, to facilitate vehicle handling while driving.	X	
The sweeper must be equipped with a four-wheel steerable axle system for maximum maneuverability.	X	
Power must be provided to the four-wheel steering by a hydraulic power steering mechanism with incorporated safety valves.	X	
Turning radius shall not be more than 16 ft, and this must be accomplished by all four wheels of the sweeper turning in conjunction with each other while obtaining the same wheel pattern from front and rear tires.	X	

	Bidder Complies	
	Yes	No
WHEELS		
The vehicle has four wheels which are spaced on the outside four corners of the sweeper ensuring maximum possible vehicle stability both during work and during hopper discharge operations performed at various heights up to a maximum of 92”in height.	X	
Front and rear wheels must follow in the same footprint, eliminating the machine from trailing debris while turning. **Any machine that trails material while turning 360 degrees will NOT be accepted.**	X	
All four tires must be the same size.	X	
DRAFT GEAR		
The sweeper must be provided with a draft gear for towing. The tow hook must be removable from front of sweeper and stowed and pinned in a storage area behind the cab.	X	
SUSPENSIONS		
Front suspension must have semi-elliptic springs and gas shock absorbers	X	
Rear suspensions are hydraulically operated and must have two automatic positions: a low position to be used during sweeping mode and dumping mode and a high position to be used during vehicle transport mode and to overcome height differences of up to 7.87 inches.	X	
Intermediate rear suspension settings must be obtained manually from inside the cab for ease of maintenance or heightened dumping.	X	
This hydraulic suspension system must allow for the vehicle chassis to be kept at a given height above the ground through an automatic setting, regardless of the weight of the debris collected.	X	
BRAKING SYSTEM		
The differential axles must be provided with serviceable disk brakes immersed in an oil bath fitted on the axle shafts of the wheels.	X	
The emergency brake must be incorporated into the service brake.	X	

	Bidder Complies	
	Yes	No
The parking brake is a mechanical disc brake that affects the input driveline to the front axle and must be controlled by operating a manual lever provided with an irreversible device.	X	
The parking brake device must also transmit the driving power through a sheathed steel cable.	X	
While the parking brake is applied a light must be displayed on the control panel.	X	
While the parking brake is applied an alarm must sound in the cab while trying to move the vehicle in motion.	X	
Dual hydraulic disc brakes must be provided on **each** of the four wheels to provide equal stopping pressures.	X	
Drum brakes will NOT be acceptable.	X	
ELECTRIC SYSTEM		
The electric system used by the vehicle must be designed according to the applicable road traffic regulations division.	X	
The voltage provided must be 24 Volts, 90 Amps with a 2,160-Watt power alternator.	X	
The electrical system consists of:		
Taillights / head lights / high beams.	X	
Front and rear directional indicators.	X	
Front and side broom lights to illuminate the sweeping area.	X	
DOT Type-approved flashing hazard indicators.	X	
Windshield washers and windshield wiper system.	X	
Horn.	X	
Reverse back up alarm.	X	

DULEVO
FAYAT GROUP

TECHNICAL DATA SHEET

D6 Tier4

DIMENSIONS			
Length	In	**204,4**	**(5190mm)**
Length with third brush	In	**233,1**	**(5920mm)**
Width	In	**92,6**	**(2350mm)**
Height	In	**117,8**	**(2990mm)**
Height with beacon	In	**117,8**	**(2990mm)**
Net weight	lbs	**16754,9**	**(7600Kg)**
Net weight (with third brush)	lbs	**17306,1**	**(7850Kg)**
Payload	lbs	**11684,4**	**(5300Kg)**
PERFORMANCE			
Cleaning performance	ft²/h	**1162080**	**(108000 m²/h)**
SWEEPING WIDTH			
Sweeping width with main broom	In	**51,2**	**(1300mm)**
Sweeping width with Rh side brush	In	**80,8**	**(2050mm)**
Sweeping width with Rh + Lh side brushes	In	**110,3**	**(2800mm)**
Sweeping width with 3rd front brush Rh or Lh	In	**130**	**(3300mm)**
Sweeping width with 3rd front brush Rh and Lh (180°)	In	**141,8**	**(3600mm)**
Max speed	Mph	**20**	
Max reverse speed	Mph	**9,4**	
Working speed	Mph	**0 - 18,7**	
Gradeability	%	**~20**	
CHASSIS			
Material		**S355**	
Thickness	In	**0,2 - 0,4**	**(5 - 8 mm)**

MAIN BROOM		
Length	In	50,4 (1280mm)
Diameter	In	25,6 (650mm)
Material (standard)		PPL
Rotation speed	rpm	150
Transmission		HYDRAULICS
Motor		HYDRAULICS
SIDE BRUSHES		
Diameter	In	41,8 (1060mm)
Material (standard)		PPL / STEEL
Rotation speed	rpm	0 - 70
Transmission		HYDRAULICS
Motor		HYDRAULICS
THIRD FRONT BRUSH (Opt.)		
Diameter	In	50,4 (1280mm)
Material (standard)		PPL / STEEL
Rotation speed	rpm	0 - 60
Transmission		HYDRAULICS
Motor		HYDRAULICS
SUCTION SYSTEM		
Type of suction fan		BLADES
Fan diameter	In	2 x 13,8 (2x350mm)
Depression	mmH²0	965
Air flow	yd³/h	6538,6 (5000m³/h)
Transmission		HYDRAULICS
SUCTION HOSE (Opt.)		
Length of suction hose	In	177,2 (4500mm)
Suction hose diameter	In	6 (150mm)
Depression	mmH²0	965
Air flow	yd³/h	6538,6 (5000m³/h)
DUST FILTER		
Type of filter		BAG FILTER
Bags	n°	19
Filtering capacity	micron	3
Filter surface	ft²	236,8 (22m²)
Filter material		PE/PE 401 - GORE (Opt)
PM10 & 2,5 Filtration EN 15429-3		EUnited 4 STAR
FILTER SHAKER		
Filter cleaning system		HYDRAULICS

WASTE CONTAINER		
Volumetric capacity	yd³	6,1 (4,68m³)
Hopper emptying system		HYDRAULICS
Dumping height	In	45,3 (1150mm)
Maximum dumping height **(Opt.)**	In	94,5 (2400mm)
Dumping angle	°	45
Material		AISI 304
WASTE CONVEYOR		
Width loading inlet	In	53,2 (1350mm)
Height loading inlet	In	13,8 (350mm)
Rubber blade	N°	11
Transmission		HYDRAULICS
Motor		HYDRAULICS
WATER TANK (Opt.)		
Water tank capacity	gal	105,7 (400l)
Additional water tank	gal	171,8 (650l)
Material		AISI 304
WATER SYSTEM (Opt.)		
Type		ELECTRIC
Flow	gal/m	3,5 (13 l/m)
Pressure	Psi	36,3 - 50,8 (2,5 - 3,5Bar)
Nozzles		2 + 2 + 4 (THIRD BRUSH)
Adjustment		VARIABLE IN CAB
ENGINE		
Brand / type		FPT
Type approval		TIER 4 Final
Displacement	In³	273,7 (4485cc)
Cylinders	n°	4
Max power	HP	138 (103 KW)
Working speed	rpm	1500 - 1800
Cooling system		WATER
Fuel		DIESEL
Autonomy / Consumption	gal/h	1,9 (6,96 l/h)
Fuel tank capacity	gal	37 (140l)
Max battery capacity	V/Ah	24 / 135
Battery Nr.	n°	2
Alternator	V/A	28 / 90
TRACTION		
Transmission		HYDRAULICS
Traction pump displacement	cm³	90
Traction motor displacement	cm³	107

WHEELS		
Front tire dimensions		**285/70 R19,5 150 J**
Specific pressure on the ground front wheels	Kg/cm²	**6,7 / 7,3**
Rear tire dimensions		**285/70 R19,5 150 J**
Specific pressure on the ground rear wheels	Kg/cm²	**6,3 / 7,6**
BRAKES		
Type		**DISC**
STEERING		
Type		**HYDRAULICS**
Steering		**FRONT AND REAR**
HYDRAULIC SYSTEM		
Tank capacity	gal	**35,2 (133l)**
SOUND EMISSIONS		
Sound pressure level (LpA)	dB	**67**
Sound power level (LwA)	dB	**99,5**
AIR CONDITIONING SYSTEM		
Cooling power	KW	**9**
Heating power	KW	**13,5**
Air flow	yd³/h	**944,2**
GREASING SYSTEM (Opt.)		
Type		**MANUAL OR AUTOMATIC**
Greasing points	N°	**up to 33**
HIGH PRESSURE SYSTEM (Opt.)		
Type		**HYDRAULICS**
Flow	gal/min	**5,6 (21 l/min)**
Pression	Psi	**2900 (200 Bar)**

Po Box 39
Henderson, Co. 80640

Phone: 303-288-8989
Fax: 303-288-8787
www.hardlineequipment.com

Proposal

Date	No.
3/3/2025	4715

Name / Address	Ship To
City of Glenwood Springs 2222 Devereux Road Glennwood Springs, CO 81601	

P.O. No.	Rep	VIN #	Body S/N #	Body Model #
	MF			

Item	Qty	U/M	Description	Rate	Amount
Misc Equip	1		09500D600A SWEEPER D6 Tier 4 Approx Lead time 150 days plus shipping. Main technical characteristics and standard equipment: - Hydraulic traction with variable pump and hydraulic motor directly connected to the front differential - Hydraulic power steering with four steering wheel system - Self-levelling rear hydraulic suspensions - Type approved lighting system - Two seats (driving on the right) pressurized cab equipped with filtering system, heating and three-point safety belts. - Air conditioning system - Sweeping system made up of: Hydraulically adjustable central cylindrical brush Left and right side brushes with hydraulic sweeping widht extension system Vertical blades conveyor - Suction system made up of:	249,710.00	249,710.00

Proposal Valid For 30 Days From Proposal Date

Total

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P.O. No.	Rep	VIN #	Body S/N #	Body Model #
	MF			

Item	Qty	U/M	Description	Rate	Amount
			Two hydraulically controlled suction turbines Teflon filtering system Hydraulic filter shaker - Belt conveyor with washing system (hydrant connection) - Working hour counter - Speedometer with total miles and working odometer - Container inspection door - Rear-view colour camera - LED flashing lights - LED working lights on the brushes - LED front working lights - LED rear lights, turn signal lights and Drl (daytime running lights) - Hydraulic opening door operated from the cab - Rear rubber bumper - DULEVO TELEMATiC (Subscription included in the warranty period) - User and Maintenance Manual		

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P.O. No.	Rep	VIN #	Body S/N #	Body Model #
	MF			

Item	Qty	U/M	Description	Rate	Amount
Misc Equip			DULD600T.09.19 EQUIPMENT Maxi: -Hydraulic dumping up to 90 In (REGULAR) -180 ° Right hand/Left hand front extendable brush unit -Water sprinkling system for side brushes (Water tank 105,7 Gal) with pneumatic emptying system -Water sprinkling extension for front extendable brush unit -Suction system with Ø 5,9 In hose - Length 177 In -Additional Vortex pre-filter for endothermic engine -Mirror for front brush -Radio with USB and Bluetooth -GORE® Filter (5 years warranty)	37,000.00	37,000.00
Misc Equip			D600T.06.17 Electrically controlled and heated mirrors	850.00	850.00
Misc Equip			HLE 3M reflective tape all 4 sides	410.00	410.00
Misc Equip			HLE Water fill and Washdown System	4,100.00	4,100.00

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Name / Address	Ship To
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P.O. No.	Rep	VIN #	Body S/N #	Body Model #
	MF			

Item	Qty	U/M	Description	Rate	Amount
Freight and Han...			Freight and Handling	11,800.00	11,800.00
			Subtotal		303,870.00
			Recommended Options. Below options are recommended to increase operator efficiency and longevity of the equipment. They are NOT included in our total bid or the required specs. Offered at the discretion of the City to purchase.		
Misc Equip			**HIGHLY RECOMMENDED** HLE Lube Core Auto Greaser All sweepers have extensive moving parts that require daily greasing. To reduce undue wear and tear and extend equipment life we HIGHLY reccomend this option. $14,825	0.00	0.00
Misc Equip			DULD600T.13.32 Cabin proction cage To help protect the unit from low hanging braches and allow the operator to clean hard to reach areas. $2,950	0.00	0.00

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Date	No.
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City of Glenwood Springs 2222 Devereux Road Glennwood Springs, CO 81601	

P.O. No.	Rep	VIN #	Body S/N #	Body Model #
	MF			

Item	Qty	U/M	Description	Rate	Amount
Misc Equip			D600T.21.15 360 Camera Aids with operator visibility in tight areas. $4,900	0.00	0.00
Misc Equip			D600T.02.07 High pressure washing system with gun and reel On board pressure washer using the sweepers water tank. Can be used to clean the machine itself or general cleaning. $6,360	0.00	0.00

Proposal Valid For 30 Days From Proposal Date

Total $303,870.00

Thank you for your business. Sales Tax Notice: Hardline Equipment LLC will be collecting all Sales Taxes due unless Buyer provides exemption documentation acceptable to your jurisdiction. This includes, but not limited to, all affiliated Nexus interstate Sales Taxes for your specific state and jurisdiction. This is subject to change. If Sales Tax is not presented on this document Hardline Equipment reserves the right to collect and remit sales taxes to comply with your state and jurisdiction regulations. By receiving this document, you agree to the collection of Sales Taxes.

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HardLineEquipment.com

References:

Cortez
Darin Howard
dhoward@cortezco.gov
970 560 6836

Carbondale
Michael Taylor
mtaylor@carbondaleco.net
970 510 1329

Casper
Kevin Kraft
kkraft@casperwy.gov
(307)-259-2782

Montrose
Shane Brandt
sbrandt@cityofmontrose.org
719 671 1151

Loveland
Gus Brown
970 962-3361
gus.brown@cityofloveland.org

[for U.S., Canada and non-EC countries]

LIMITED WARRANTY

COVERAGE. DULEVO INTERNATIONAL S.P.A. ("DULEVO") warrants that each DULEVO product purchased from an authorized DULEVO dealer, when properly used, will be free from defects in material and workmanship for a period of 1300 working hours or one year (whichever first occurs) from the date of delivery to the original retail owner (the "Owner"). The Owner's sole and exclusive remedy under this limited warranty for defects in a DULEVO product shall be the repair or replacement, in DULEVO's sole discretion, of the defective part or component.

NOT COVERED. This limited warranty does not apply to, and DULEVO shall have no liability or responsibility in respect of, damages or expenses relating to defects (1) caused by the failure to use, maintain or store the DULEVO product as recommended in the manuals or other literature supplied to the Owner, or (2) in components and parts (including, but not limited to endothermic motors) furnished by third-party manufacturers and distributors as to which such manufacturers and distributors have provided a separate warranty. DULEVO will pass on, and hereby assigns, all warranties provided by such third-party component and part manufacturers and distributors to the Owner. The warranty on any parts or components changed, or other service performed, under this warranty shall not extend the term of the original warranty.

This limited warranty also does not apply to, and DULEVO shall have no liability or responsibility in respect of, damages or expenses relating to:

- a product purchased from any party other than an authorized DULEVO dealer;
- a product, including components and systems, that has been altered or modified from factory specifications;
- equipment and accessories not factory installed by DULEVO;
- the cost to remove, disassemble or reinstall components not installed by DULEVO that require removal to access parts covered by this limited warranty;
- accidents, abuse or improper use, lack of reasonable or proper maintenance, repairs improperly performed or replacement parts or accessories not conforming to DULEVO's specifications, routine maintenance and/or normal wear or deterioration occasioned by the use of the product. Components subject to routine maintenance, normal wear or deterioration specifically includes, but is not limited to:
  - □ brushes, belts and chains with relative pinions and conveyor blades;
  - □ rubber and anti-dust gaskets;
  - □ wheel covers;
  - □ slides;
  - □ any kind of filters;
  - □ controls made by flexible cables;
  - □ control and warning electrical components;
  - □ scrubber electrical aspirators;
  - □ beacon light;
  - □ electrovalves for water systems;
  - □ horn;
  - □ checks and adjustments;
  - □ cleaning of any filters and oil/filters change;
  - □ fitting tightening if any oil or water leaks;
  - □ oil top ups as a result of any leaks;
  - □ cleaning of nozzles and electro-valves in the water system;
  - □ brake adjustment and air bleeding;
  - □ tension regulation on chains and belts;
  - □ adjustment of brushes;
  - □ any intervention for dead or under charged battery; and
  - □ replacement of fuses, bulbs, microswitches, sensors.
- any DULEVO product which has been misused, operated in a negligent manner, operated contrary to any instructions furnished by DULEVO or its component suppliers, or operated in violation of applicable law or regulations;
- any representation or implication relating to speed, range, fuel consumption or estimated performance characteristics;
- window glass and windshield damage or breakage;
- any damage, cost or expense caused by Act of God; and
- loss of time, loss of use, inconvenience, substitution costs, transportation costs, towing, labor costs to repair the product, or compensation for inconvenience or loss of use while the product is being repaired, other incidental or consequential damages or other matters not specifically covered hereunder.

This limited warranty shall be null and void in the event the serial number to the product is altered or otherwise tampered with.

PROCEDURE. In the event of a defect covered by this limited warranty, the Owner shall contact an authorized DULEVO dealer. To obtain warranty service for your DULEVO product, including any allegedly defective part, your specific and detailed claim must be reported to and received by the authorized DULEVO dealer from whom the product was purchased within the applicable warranty period. All warranty repairs must be performed, at DULEVO's discretion, at the DULEVO dealer's servicing location or at a DULEVO-approved servicing facility. The Owner is responsible for all expenses associated with transporting the DULEVO product and/or defective part to and from the DULEVO service location.

DAMAGES. Except as expressly provided by this warranty, DULEVO **SHALL NOT BE RESPONSIBLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ASSOCIATED WITH THE USE OF THE DULEVO PRODUCT OR A CLAIM UNDER THIS AGREEMENT, WHETHER THE CLAIM IS BASED ON CONTRACT, TORT OR OTHERWISE.** The foregoing statements of warranty are exclusive and lieu of all other remedies. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you.

DISCLAIMER. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ALL IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OF TRADE, BY STATUTE OR OTHERWISE, IS HEREBY STRICTLY LIMITED TO THE TERM OF THIS WRITTEN WARRANTY. This Agreement shall be the sole and exclusive remedy available to the Purchaser with respect to this purchase. In the event of any alleged breach of any warranty or any legal action brought by the purchaser based on alleged negligence or other tortious conduct by DULEVO, the owner's sole and exclusive remedy will be repair or replacement of defective materials as stated above. No dealer and no other agent or employee of DULEVO is authorized to modify, extend or enlarge this warranty.

TRANSFER OF LIMITED WARRANTY. This warranty is made by DULEVO with only the original purchaser of the product and does not extend to any third parties. The unexpired portion of this limited warranty may not be transferred to a second owner.

APPLICABLE LAW. This warranty is governed by the laws of the country of Italy. The exclusive jurisdiction and venue for any court action commenced under or relating to this limited warranty or any express or implied warranty(ies) shall be decided in the Courts of **Parma**, Italy. In the event DULEVO prevails in any court action, you agree to reimburse DULEVO for the expenses, including attorney's fees and expenses of litigation, reasonably incurred by DULEVO in defending against the claim.

OTHER RIGHTS. Your acceptance of delivery of the warranted DULEVO product constitutes your acceptance of the terms of this limited warranty. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state and country to country.

ENTIRE AGREEMENT. This document contains the entire warranty given by DULEVO in respect of your DULEVO product and there are no terms, promises, conditions or warranties regarding your DULEVO product other than those contained herein. DULEVO specifically does not authorize any person to extend the time or scope of this warranty or to create or assume for DULEVO any other obligation or liability with respect to DULEVO products.

188890.1

CERTIFIED

EUnited Municipal Equipment

PM 2.5
PM 10

FOR A CLEAN ENVIRONMENT
acc to EN 15429-3

FACSIMILE

SGS

Tests conducted by SGS Institut Fresenius GmbH

We hereby declare this Road Sweeper* has been tested and certified according to the EUnited PM-Test for Road Sweepers and European Standard EN15429-3: 2015 Sweepers - Part 3: Efficiency of particulate matter collection - Testing and Evaluation. The performance level stated has been confirmed by EUnited Municipal Equipment.

DULEVO INTERNATIONAL S.p.a
Manufacturer

Dulevo D6
Model

Via G. Guareschi, 1
Address

Euro 6 C
Type / Version

43012 FONTANELLATO (PR) ITALY
Address

D600T00474
Serial Number

12 / 05 / 2021
Date of Issue

Marco Bardini
Authorized Signature

DULEVO
DULEVO INTERNATIONAL spa
Via G. Guareschi, 1- 43012 FONTANELLATO (PR)
Tel. 0521/827711 - Fax 0521/827795
www.dulevo.com - P.IVA 01767940347

*as defined in European Standard EN15429-1: 2007 Sweepers - Part 1: Classification and Terminology

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item:	Award Request for Proposal (RFP) 2025-11P Green Waste Site Operations and Hauling
Action Requested:	Counicl Approval to Award Green Waste Site Operations and Hauling RFP 2025-11P to Mountain Waste and Recycling for the 2025 Calendar Year.
Department:	Public Works
Presented By:	Matthew Langhorst
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	The City of Glenwood Springs started a Green Waste Collection site adjacent to the airport last year. This service is available every other Saturday from 8am to 12pm, starting in the spring and ending in September. Two proposers bid on the RFP and the low qualified bidder was Mountain Waste and Recycling (MWR). MWR operated the facility for us in 2024. This service is paid for out of Pay as You Throw program revenues.
Issues:	None at this time.
Fiscal Impact:	Budgeted in the 2025 Trash Fund.
Legal Review:	Legal will work with Procurement on the contract.
Staff Recommendation:	Staff supports awarding the Green Waste Site Operations and Hauling RFP 2025-11P to Mountain Waste and Recycling for the 2025 Calendar Year.

CITY OF GLENWOOD SPRINGS COLORADO

Request for Proposals

Green Waste Collection Day Hauling

Solicitation: RFP #2025-11P

Mr. Matt Langhorst Public Works Director
City of Glenwood Springs Colorado
101 West 8th St
Glenwood Springs CO 81601

RE: RFP #2024-24 City-Contracted Recycling Hauling Services

Dear Mr. Langhorst, City of Glenwood Springs (COGS) Leadership, and COGS Evaluation Committee,

Mountain Waste & Recycling is honored by the opportunity to present the following RFP response to provide city-contracted hauling services to the Green Waste Collection site for the City of Glenwood Springs

We understand the critical role safe and effective waste management plays in the well-being of our communities. Our commitment to safety is unwavering, and we prioritize the well-being of our customers, employees, and the environment in all our operations. We strive to minimize our environmental footprint and contribute positively to the communities we serve.

Our goal is to exceed your expectations in delivering site service and hauling services that align seamlessly with the unique needs and values of Glenwood Springs. We understand the decision presented to the evaluating committee and COGS leadership. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for considering our proposal. We are grateful for your time and our team is excited by the prospect of continued collaboration for the prosperity of Glenwood Springs. The rates included with our proposal are valid for 90 days from the Proposal Submittal Due Date of December 20, 2024.

Very Sincerely,

Bill Cira
District Manager
bill.cira@Wasteconnections.com
970-963-3435

Scope of Work

Mountain Waste & Recycling Provide two (2) 40-yard haul off containers at all times for collection of materials.

Provide hauling for the two (2) 40-yard containers when they need to be hauled to the South Canyon landfill for unloading.

Provide staffing at the Green Waste facility every other Saturday from 8am to 12pm to direct customers to the proper location for waste disposal and limit what is being thrown into the containers to yard waste only.

Hauls will be completed as needed and during the time that the landfill is open. All materials will be hauled into the yard waste collection area at the landfill.

Portable Toilet

Mountain Waste & Recycling (MWR) will provide a Portable Toilet for the location for use by those using the facility as well as employees on-site..

Pricing Model - 40 yard Containers

Delivery Fee	**$0.00**
Per Haul for containers to Landfill	**$300.00**

Pricing Model - Staffing

Daily Charge for Staff	$300.00

Insurance Requirements

Mountain Waste & Recycling will comply with all insurance requirements as listed in the RFP.

Start Date

Mountain Waste & Recycling can deliver containers and start service within 4 business days of award of the contract Start Date,

About our Company:

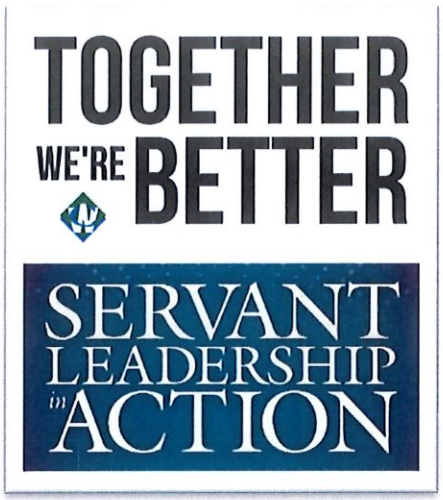
Waste Connections

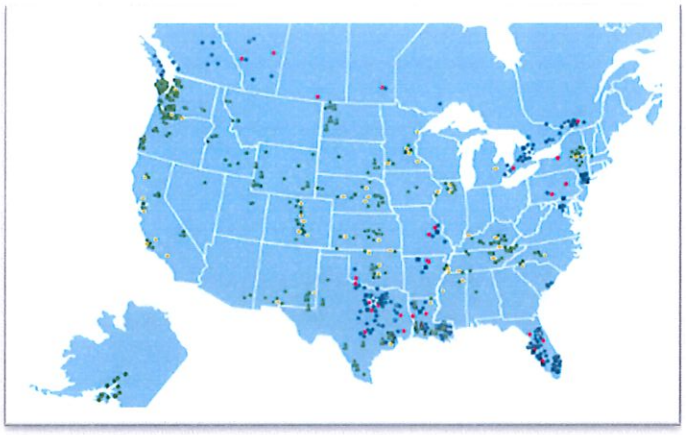
Our parent company, Waste Connections, is the third largest solid waste services company in the United States with over 22,000+ employees, $8 billion in annual revenue, and $17.35 billion in assets. We serve more than 8 million residential, commercial and industrial customers across 43 states in the U.S. and 6 provinces in Canada.

WASTE CONNECTIONS

We have successful partnerships/contracts with over 850 city, county, and joint powers agencies. Our uniquely decentralized business model provides local managers with the authority to run their business and make on the ground decisions without having to "call corporate."

Our company culture is driven by a "Servant Leadership" management philosophy which promotes respect, encouragement, accountability, teamwork, and colleagues who truly care for each other. We don't operate from a "top down" principle but from a "bottom up" perspective. Our company cherishes our employees, expects the highest moral standards from our leadership team, and seeks to give back to the local communities in which we





operate.

Mountain Waste & Recycling, Inc.

Company Information

Corporate Entity: Mountain Waste & Recycling, Inc.
Formerly: InterMountain Waste & Recycling and Mountain Roll-Offs, Inc. (MRI)
FEIN: 47-3905885
Mailing Address: P. O. Box 999
Carbondale, CO 81623

Physical Address: 1058 County Road 100
Carbondale, CO 81623
Main: (970) 963-3435

Mountain Waste & Recycling, Inc. was formed on May 29, 2015, with the merger of Mountain Roll-Offs, Inc. established 2005, and InterMountain Waste & Recycling, established 2010, the two largest independent waste haulers in the Roaring Fork Valley. The combination of the two companies has resulted in the birth of the single largest independent waste and recycling company ever to exist in the mountains of Colorado.

Mountain Waste & Recycling provides service to municipalities, residences, commercial businesses, contractors and most of the largest special events in an area stretching from the Town of Parachute in the west to Vail Pass in the east. This area also includes the entire Roaring Fork/Grand Valley from Parachute to Aspen. The company currently provides a range of services to the governmental entities of Battlement Mesa, Rifle, Silt, New Castle, Glenwood Springs, Aspen, Carbondale, Eagle, Garfield County and Eagle County. We are the provider of choice to these jurisdictions for residential waste and recycling collection, portable restroom services, facility waste and recycling services, and contract transportation of materials.

Mountain Waste serves more than 15,000 residential customers, more than 1,700 commercial customers and to approximately 75% of the contractors who operate/build in the Roaring Fork and Grand Valley. We answer the phone locally and respond in a nimble manner that brings a full scope of services to our customers.

We have a superior local management team that includes people who have more than 80+ years of cumulative waste and recycling expertise. Our focus is on exceeding customer expectations regarding service, accountability and response.

Alignment of Values:

There is a clear alignment of values between the City of Glenwood Springs and Mountain Waste & Recycling. These shared values are an important consideration as COHGS evaluates the many options for the City residents. Our experience has proven that shared values lead to robust partnerships with widespread community benefits. This synergy ensures that waste management practices support both municipal Zero Waste goals and community expectations for safe, friendly service. Collaborating based on common values facilitates smoother transitions, more effective communication, and contributes to the overall success of diversion initiatives, to ensure a cleaner, healthier environment for residents.

City Administration Mission Statement

To meet the health, safety, and welfare needs of our citizens and contribute to their quality of life, the City of Glenwood Springs and its employees believe and will act on the following:

- We provide excellent customer service through positive engagement with all our citizens
- We are guided by integrity and honesty
- We are responsible stewards of the public's resources and the environment
- We empower our employees to innovate and challenge the status quo
- We are dedicated to continuous improvement
- We maintain a safe, supportive, and professional working environment
- We advance the interests of the community openly and transparently.

City Council Support
This includes time spent attending meetings, preparing and reviewing items for the Council packet, and responding to Council inquiries.

Policy Development and Implementation
This includes communicating with departments to help develop policy alternatives for Council consideration and coordinating implementation of policy directives from the Council.

Public Information
This includes time spent responding to and initiating communication with public groups, and individuals to educate, and inform the public about City policy or to solicit public input. This also includes time spent working to facilitate conflict resolution between groups in the community.

Department Oversight
This includes working with various department heads to assist with department issues, or on issues crossing departmental lines. This includes reviewing and administering budgets and internal policies, procedures and practices to ensure the City is operating as efficiently and as effectively as possible.

Intergovernmental Relations
This includes time spent with other local governments, as well as State and Federal agencies and legislators to advocate for the interests of Glenwood Springs. This includes efforts to form partnerships to resolve local and regional issues.

Governance
This includes time spent at meetings and in the community listening to citizens, developing policy and adopting City policy.

Mountain Waste & Recycling Vision and Operating Values

VISION FOR THE FUTURE

Our goal is to create an environment where self-directed, empowered employees strive to consistently fulfill our commitments and seek to create positive impacts through interactions with customers, and fellow employees, always relying on our Operating Values as the foundation for our existence.

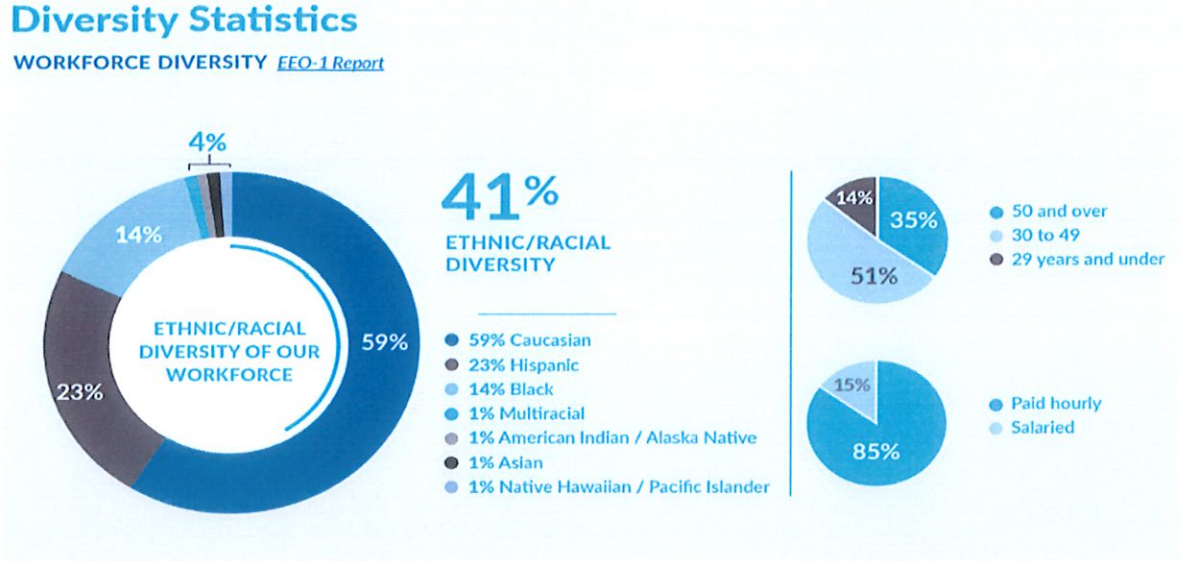
STATEMENT OF OPERATING VALUES

Safety. We strive to assure complete safety for our employees, our customers, and the public in all of our operations. Protection from accident or injury is paramount in all we do.

Integrity. We define integrity as "saying what you will do and then doing it". We keep our promises to our customers, our employees, and our stockholders. Do the right thing, at the right time, for the right reason.

Customer Service. We provide our customers with the best possible service in a courteous, effective manner, showing respect for those we are fortunate to serve.

To be a Great Place To Work. We maintain a growth culture where our employees can maximize their potential personally and professionally. Our objective is to provide an environment where people enjoy what they do and take pride in their work.



MATTERS At Waste Connections, we believe employee engagement, culture and differentiated results are all related — it is why investing in our people, our greatest asset, has always been a top priority.

Waste Connections Veterans Employee Resource Group, officially named the WCN Veterans S.E.R.V.E. Network, with the objective to Support, Empower and Retain, Veteran Employees.
Our Vision Statement: Empowered WCN veteran employees formed to honor, appreciate, and assist in the development of fellow veteran employees in an effort to repay the sacrifices they made for their country.

The Waste Connections Women's Network is an employee resource group of Waste Connections. Our vision is to create a company-wide women's network which provides community, mentorship, and access to professional development tools, inspiring the next generation of female leaders.

CEO ACTION FOR DIVERSITY & INCLUSION

Waste Connections is a proud signatory of the CEO Action for **Diversity and Inclusion™** pledge. CEO Action is now the largest business-led initiative to advance DEI in the workplace, with more than 2,500 CEOs who recognize that diversity, equity, and inclusion is a societal issue, and that collaboration and bold action from the business community - especially CEOs - is vital to driving change at scale.

COMPARABLY

Best Company Culture 2023 | Best CEOs 2023 | Happiest Employees | Best Company Perks & Benefits | Best CEOs for Women 2023 | Best CEOs for Diversity 2023 | Best Career Growth 2023

https://www.comparably.com/companies/waste-connections/awards

Safety Programs

Smith System Driver Safety Training Program:

Mountain Waste & Recycling uses the Smith System to teach drivers to drive differently. Founded in 1952, Smith System is the nation's first fleet driver safety training organization with a program that gives drivers the knowledge and tools to make better decisions behind the wheel, and significantly reduces collisions. The Smith System also helps to reduce vehicle maintenance and improve fuel efficiency, but most importantly, it helps to save lives, protect the communities we serve and ensure everyone goes home safely each day.

SMITH SYSTEM
Drive Different. Save Lives.

In addition to the formal driver training programs, our Driver Supervisors perform regularly scheduled ride-a-longs with each route to ensure ongoing safety, efficiency, and proper work standards are being maintained. We establish an Employee Safety Committee which meets monthly and/or immediately following any type of incident. We also utilize an electronic Safety Board in our driver breakroom which is updated continuously with pertinent information such as weather, road conditions and closures.

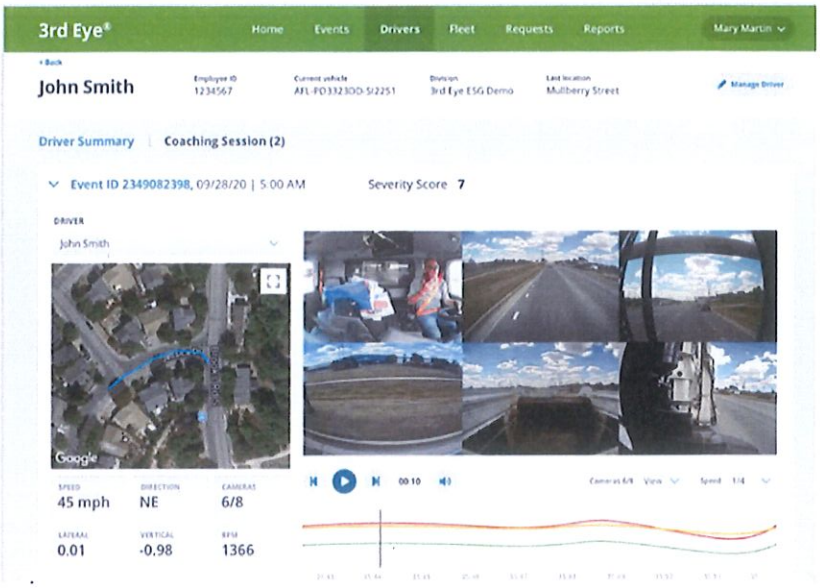
Mountain Waste provides an annual safety bonus incentivizing employees who maintain safe operations. We also employ a wide range of coaching tools and performance metrics which allow continued monitoring and fine-tuning employee skills.

Safety Technology

Lytx and Fleet Management Technology:

Our trucks will come installed with revolutionary 3rd Eye cameras, to provide service verification to customers and governmental agencies, track analytics on route efficiency, and report all safety related concerns for immediate coaching. It is the ultimate system for tracking operational quality control for enhanced safety.

Mounted Tablets and 3rd Eye Software:Our trucks all utilize an on-board tablet system. This **paperless process** allows our drivers to record completed stops and note any service issues in real time, permitting our Customer Service team to proactively contact customers and answer service related questions more effectively. Additionally, our management team can easily locate a driver on route, offer remote support, send work orders, or a quick text which displays directly on the tablet screen. The intuitive interface allows drivers to take a picture of a customer's container with just 2 clicks, and photos automatically upload to the customer's account in our Route Manager Online program.



Example of Dashboard Reporting for Driver Training and Ongoing Coaching

Employee Training

Driver Training

As a trusted and valued service provider in our community, we pride ourselves in presenting a professional image. All drivers are required to wear a company provided uniform while operating in the field. The uniform shirt will inlcude our company logo and the employee's first name. All Personal Protective Equipment (PPE) like hardhats, hi-vis vests, and jackets will also be labeled with the Mouuntain Waste logo. All collection vehicles include unique truck numbers for identification. They will also include our company name and contact information.

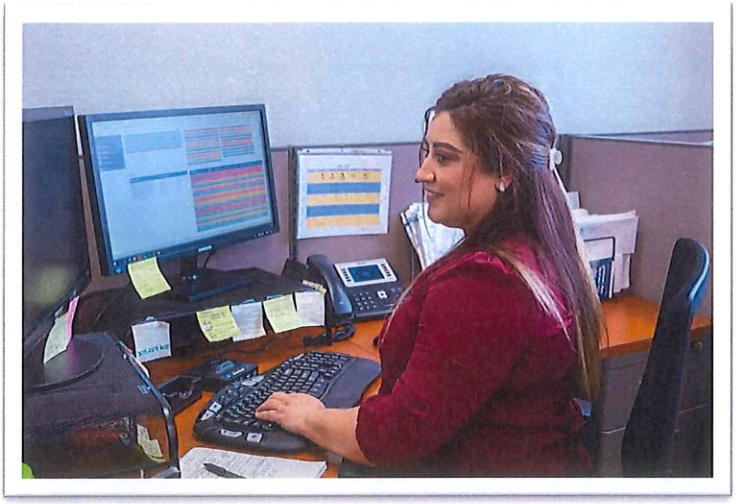
All new Mountain Waste drivers must meet the following *minimum* expectations to be considered for a position with our local Colorado-based team:

- *Must possess a valid Class A or Class B Commercial Drivers License.*
- *All potential employees must complete a pre-employment drug test and background check.*
- *Must have a clean driving record; no more than two moving violations or at fault accidents in the previous 3 years.*
- *We will not consider any driving candidates that have an alcohol or controlled substance related driving offense in the previous 3 years.*
- *We will not consider candidates that have failed a DOT random drug or alcohol test in the previous 3 years.*

Each new employee undergoes an initial **15-day training program** covering all aspects of safety and equipment operating programs. New employees ride with Driver Trainers during the initial training period and are evaluated at 30, 60 and 90 day intervals. Waste Connections also has an extensive **Commercial Driver Safe Work Practices** training program to ensure all personnel are qualified, proficient and safe. All employees are provided ongoing monthly training and mentoring to ensure skills stay current.

Customer Service Represenative Training

Upon joining our team, all new Customer Service Representatives (CSRs) go through our Waste Connections onboarding program to understand our industry, learn the customer account database and billing process, attend office related safety training, and learn how to provide the best customer service to the communities we serve. They also spend time doing ride-alongs with route drivers to build a better understanding of service details, potential route hazards and to develop a rapport with the team. We also evaluate call quality on an ongoing basis throughout a Customer Service Representatives career to ensure the highest level of service to our customers.



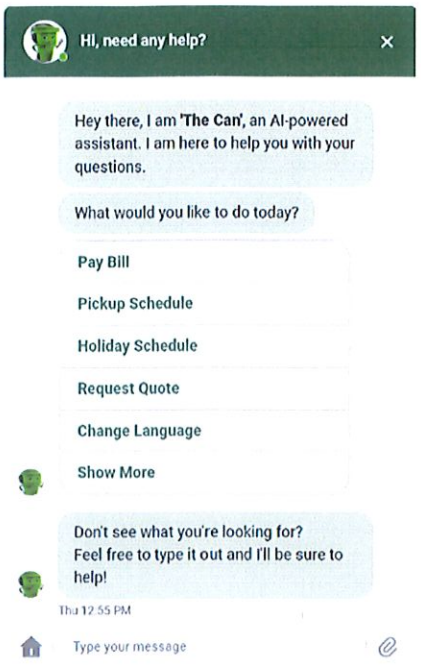
Customer Resources

We take pride in our comprehensive online resrouces designed to assist customers outside regular business hours. These tools empower customers to find answers to their questions, request services, access recycling information, and easily connect with us at their convenience.

Click to Order (online account setup)

This handy online portal allows new customers to review service options and subscribe to curbside collection programs, if they desire a self-service option outside of normal business hours.

The Can (online FAQ)
Our website offers a virtual AI-powered assistant, available 24/7 to support customers with commonly asked questions, recycling information, and directions to other online resources.



The Can – Online FAQ Resource

Mobile App & Waste Wizard
We understand that many of our customers wish to have access to information about our services and their account online, accessible 24/7. Using our Mobile App or web-based widget on the Waste Connections website, allows our customers to access:

- Set Out Reminders – *receive a text or email the night before collection day*
- Recycling Guidelines and Program Updates
- Info on Community Recycling Opportunities/Waste Related Events
- Holiday Service Schedule
- Waste Wizard – *guidance on how to properly dispose of waste & recycling*
- Receive Service Notifications – *any delays due to inclement weather*

Embedding this resource on the CCOB website, provides another point of access for residents to not only check their service schedules, but also access **Waste Wizard** a searchable database to determine if an item is trash or recyclable, and if so, where to take the item for reuse, repurposing or recycling.

Waste Wizard Benefits Include:

- Lower contamination rates
- Increased diversion
- Establishes long-term trust in public recycling programs
- Supports proper disposal of hazardous waste
- Promotes an engaged & educated public
- Changes recycling behavior
- Reduces improper disposal

Customer Service

Mountain Waste & Recycling Customer Service Call Center is located at **1050 County Roas 100 in Carbondale, CO.** Waste Connections believes strongly that outstanding customer service and support is best handled by employees who live, work, and raise their families in the communities we serve.

Our office is open to the public during normal business hours 8am-5pm, Monday-Friday where our team of **three (3) local Customer Service Representatives** are available to answer customer phone calls and electronic communications. We also provide 24/7 access to many online resources including: Online Bill Pay, collection

schedule look-up, Click to Order new services, and Waste Wizard searchable database for education on proper disposal of recycling, household trash, and hazardous waste, as well as options for donating gently used goods.

Route Manager: All customer interactions, including calls, emails, service change requests, driver notes, pickup time of every collection, photos of extra bags, and payments are entered into our Route Manager software database. Route Manager is a waste industry leading database program for managing all account data, service history and billing history.

Our customer service staff has call monitoring visuals on their computer screens at all times which displays if there are any callers on hold, which representatives are on calls, and which are available. Call Center Supervisors have the ability to "live-monitor" any call and will communicate with representatives who may need assistance on a call.

The resolution process to any customer call is guided by two principles:

1) *Our Customer Service Representatives are coached to **act as advocates** for the customers to ensure the customer's complete satisfaction.*
2) *Each Customer Service Representatives **takes ownership of every call** and will make a **commitment** to resolve a customers inquiry during the intital call.*

Our managers and supervisors prioritize customer satisfaction, and are readily available to meet with any customer in person at the customer's location, whenever necessary. This commitment is aimed at ensuring that customers feel heard, understood, and well taken care of, reinforcing our dedication to providing exceptional service and support.

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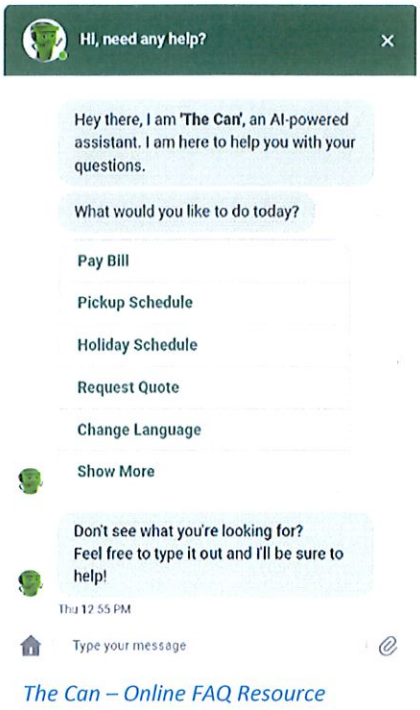

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- Waste Wizard – *guidance on how to properly dispose of waste & recycling*
- Receive Service Notifications – *any delays due to inclement weather*

Embedding this resource on the CCOB website, provides another point of access for residents to not only check their service schedules, but also access **Waste Wizard** a searchable database to determine if an item is trash or recyclable, and if so, where to take the item for reuse, repurposing or recycling.

Waste Wizard Benefits Include:

- Lower contamination rates
- Increased diversion
- Establishes long-term trust in public recycling programs
- Supports proper disposal of hazardous waste
- Promotes an engaged & educated public
- Changes recycling behavior
- Reduces improper disposal

Community Support and Educational Events

At Mountain Waste & Recycling, our success is directly attributed to the support we receive from the communities are fortunate to serve. It is a privilege to reciprocate this support through various means, including charitable donations, organizing engaging "Touch-A-Truck" events for children, supporting local non-profit organizations, and sponsoring community events. This commitment reflects our dedication to being active contributors to the well-being and vibrancy of the areas we call home.

High School Scholarships

As a committed community partner, we recognize the vital role our youth play in continuing the evolution of zero waste efforts.

Veterans Food Drive

In support of Veterans' in 2023 our team collected over ten (10) thousand food items to support local Veterans in need.

Charity Golf Event to support A Precious Child

Each year we host a Charity Golf event with the proceeds benefiting this wonderful children's organization in Broomfield. To further support their mission, Waste Connection will work with customers requesting bulky furniture pick up to **divert gently used items**, for the benefit of A Precious Child Empowerment Resource Center.

Annual Christmas Promise Bike Build Bike Build & Toy Donations

Each holiday season we partner with local charities to ensure families in need have clothing, gifts, food, and other household items needed to make the holidays a joyous time. We also build and donate bikes each year.

Touch-a-Truck Events

Touch-A-Truck events are an exciting opportunity for local school children to get up close with garbage trucks, to explore and learn about waste collection from friendly guides. These event leave a lasting impression, fostering appreciation for the unseen heroes behind the scenes of safely and responsibly serving our communities.

Organization Chart

Principal Officials Involved with City of Glenwood Springs Municipal Service

The team begins with Mark Cerisa Regional Vice-President, who has 20+ years of experience in all aspects of the industry gathered through his service in many areas of the country. He is supported by a team comprised of:

Bill Cira – District Manager: former local manager for Republic Services and Waste Connections and more than 16 years of management in local transportation/service companies.

Herman Aardsma – Operations Manager: former operations leader at Waste Management, MRI and other valley waste companies. Mr. Aardsma brings over 20 years of waste experience to the team along with the knowledge of collection methods and practices unique to this valley.

Jeremy Frees – Service Specialist: former MRI and Waste Management "go to" liaison recognized nationally for his management of major special events such as X Games, Food & Wine, U S Pro Cycling Challenge, and Jazz Aspen Snowmass. Mr. Frees has more than 19 years of waste experience in the Roaring Fork Valley.

Douglas Goldsmith -Sales Manager: former general manager Transit Waste & Recycling and the Bondad Landfill servicing the Four Corners area in Southwest Colorado. Mr. Goldsmith has more than 18 years' experience managing municipality's contracts and events in Colorado

The team is unmatched by any competitor and deeply experienced, not only locally, but nationally.

3. Comparable Project Experience

Name: Glenwood Meadows Shopping Center

Location: Glenwood Meadows Shopping Center
Description of Project: Trash and Recycling serviced at four location in the shopping center on a daily contract
Project Dates: contract award date 2017
Municipal Point of Contact:
Name: Scott Goldhammer
Phone: 720-220-9743

Project budget or cost: *Due to confidentiality constraints with existing contracts, detailed information is not provided in public RFP responses. However, we are available for direct discussions with COGS to share specifics and address inquiries about the project scope.*

Name: Market Place Plaza

Location: Shopping Center from Walmart to REI in Glenwood Springs
Description of Project: Haul roll-off containers from City drop-off to Solid Waste Center
Project Dates: contract award date 2017
Municipal Point of Contact:
Name: Bill Bollock

Phone: (970) 379-4355

Project budget or cost: *Due to confidentiality constraints with existing contracts, detailed information is not provided in public RFP responses. However, we are available for direct discussions with COWS to share specifics and address inquiries about the project scope.*

Name: **M&W Properties Aspen CO**

Location: Five sites in Aspen with daily services for Trash and Recycling collection
Description of Project: Haul roll-off containers to organics facility Glenwood Springs Co
Project Dates: contract award date 2017
Municipal Point of Contact:

Name: Kim Ryan Property Manager
Phone: 970-925-8032

Project budget or cost: *Due to confidentiality constraints with existing contracts, detailed information is not provided in public RFP responses. However, we are available for direct discussions with COGS to share specifics and address inquiries about the project scope.*

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Award Request for Proposal (RFP) 2025-14 Supply and Install Evaporative Condensor

Action Requested: Award Request for Proposal 2025-14P Community Center Ice Rink Center Ice Rink Evaporative Condenser Replacement to Arena Products and Services for $170,249.50.

Department: Parks & Recreation

Presented By: Rod Tarullo

Strategic Goals: Preserve and Improve Infrastructure

Background Info: The condenser at the Community Center's ice rink is original equipment which is over twenty years old. Staff are aware of reduced efficiency and more frequent costly repairs. Additionally, the existing concrete pad which the condenser sits on has become structurally unstable, which has caused structural shifts and operational disruptions. The condenser will not last through another ice season in its current condition.

Ice rink specialists, Arena Products and Services, submitted the sole proposal received for RFP 2025-14P. Their comprehensive solution includes a customized condenser, ongoing support, training, and a properly engineered replacement of the concrete pad with soil compaction and geo-grid reinforcement to ensure long-term stability.

Issues: None

Fiscal Impact: Staff budgeted $156,000 in the 2025 Conservation Trust fund budget based on quotes received in January 2024. Arena Products and Services submitted the sole proposal in the amount of $170,249.50. While the proposal exceeds the allocated Parks and Recreation 2025 capital projects budget by $14,249.50, Arena Products and Services' specialized expertise and the comprehensive nature of their solution justify awarding them the contract. The fund has sufficient reserves and we will include an appropriation in the Q1 budget amendment.

Legal Review: City's standard contract and purchase order.

Staff Recommendation: Award Request for Proposal 2025-14P Community Center Ice Rink Center Ice Rink Evaporative Condenser Replacement to Arena Products and Services for $170,249.50.

Arena Products and Services

PO Box 2230 Elizabeth, CO 80107

Arena Products and Services is a highly specialized company that works solely in the Sport and Recreational Ice industry. We specifically work with ice rink refrigeration and equipment operation exclusively. Our background is in application, construction, installation, and service of artificial ice refrigeration plants and rink floors. We service approximately 75% of all the ice rinks in Colorado.

Our focus is to provide energy efficient, durable, and serviceable systems that will produce the best quality ice available to our Clients customers. APS has been involved with many municipal and private clients in their process of developing their ice rink projects. The company focus is mechanical maintenance, repair, replacement and construction whether new or retrofitting equipment into an existing facility.

To ensure high quality workmanship, our staff consists of only experienced ice rink specialists that have worked in the ice rink industry for many years.

APS Ownership has 40 years of experience in the recreational ice skating industry and specializes on ice rink refrigeration equipment and building systems. Knowledge and experience include leisure rinks, community rinks (single sheet, twin sheet and triple sheet facilities), large arenas, ice resurfacers (Zamboni and Olympia), ice painting, ice maintenance, energy management, industrial refrigeration (Freon and Ammonia based), installations, retrofits (condensers, heat exchangers, compressors, motors, pumps, floors etc.), equipment service/preventive maintenance, dehumidification, chemical analysis (Brine and Glycols), Low “E” ceilings, hockey boards, refrigerated ice slabs (Sand and Concrete) year round and seasonal rinks, startups and shutdowns. APS is very pro-active when it comes to advising their Clients on the value of preventive maintenance and does a considerable amount of service work and training on ice rink refrigeration plants.

Principal Contact Information
Greg Toy, Owner/Member
PO Box 2230
Elizabeth, CO 80107
303-646-2237 Office
720-480-1941 Cell
303-646-1701 Fax
greg@rinkservice.com

Bid Schedule

Thank you for the opportunity to quote you on a new BAC Refrigeration Condenser.
The cost for the condenser is **$151,518.90.** New condenser, all required equipment/parts and shipping.
The cost for labor is **$18,730.60.** Labor and travel related expenses.
The total cost is **$170,249.50.** Total cost of new condenser, equipment/part, labor and travel related expenses.

Quantity: 1 Model VCL-223 EVAPORATIVE CONDENSER

Certified Capacity: 3283.00 MBH based on 90.00°F condensing temp. with an entering air wet bulb of 54.20°F.
Refrigerant:
R-22.

Fan Motor(s):
One (1) 20 HP fan motor(s): Totally Enclosed, Fan Cooled (TEFC),
1 Speed/1 Winding - Premium Efficiency (Inverter Duty), suitable for 460 volt, 3 phase,
60 hertz electrical service and Space Heater.
Drives are based on 0 inches ESP.

NOTE: Inverter Duty fan motors, furnished in accordance with NEMA Standard Mg.1 -- Part 31, are required for applications
using variable frequency drives for fan motor control.

NOTE: Spray Water Pump supplied by others must provide a 284.00 USPGM Flow at 2.00 PSIG at Spray Water Inlet

Equipment Summary

Forced Draft, Counterflow Evaporative Condenser
Quality Assurance - ISO 9001 Compliant
Steel Panels and Structural Members are Constructed of Galvanized Steel
Galvanized Steel Fan Wheel(s)
HDGAF Condensing Coil
Coil Connections Copper Sweat Fittings
PVC Drift Eliminators
Standard Unit Anchorage
Bottom Outlet Connection(s); Pump(s) Omitted for Remote Sump Application
PVC Spray Branches
Extended Bearing Lubrication Lines

Equipment Details - All Information is Per Unit

Unit Type:

This unit will be a factory fabricated, forced draft, counterflow evaporative condenser with vertical discharge.

Quality Assurance:

Each unit is manufactured under closely-controlled conditions using standardized parts to ensure each unit is built precisely to the same high-quality design and construction standards. The design, manufacture, and business processes of Baltimore Aircoil Company are ISO 9001 compliant.

Materials of Construction:

All steel panels and structural elements of the unit are heavy-gauge G-235 (Z700 metric) galvanized steel. This is the heaviest galvanizing commonly available in the industry, and is the accepted standard for normal cooling tower applications. This standard corrosion protection system will provide reliable protection and long life for most industrial cooling, air conditioning and refrigeration applications.

The five-year warranty provided on all BAC evaporative cooling equipment is the most comprehensive fan motor and mechanical equipment warranty available in the industry. Included in the five-year warranty
are the mechanical equipment support, fan(s), fan shaft(s), bearings, sheaves, and fan motor(s).

Fan Wheels:

The centrifugal fan wheels will be constructed of galvanized steel.

Coil Type:

The refrigerant condensing coil shall be fabricated of 1.05" O.D. all prime surface steel at the manufacturer's own facility, and hot-dip galvanized after fabrication (HDGAF). Coil shall have a maximum allowable working pressure of 300 psig (2170 kPa) and is tested at 375 psig (2685 kPa) air pressure under water. The refrigerant condensing coil shall be designed for low pressure drop with sloping tubes for free drainage of liquid refrigerant. The refrigerant condensing coil shall be ASME B31.5 compliant.

Coil Connection Type:

Coil connections are Copper Sweat Fittings. Coils will NOT be charged with Nitrogen prior to shipment.

Drift Eliminators:

Drift eliminators will be constructed of polyvinyl chloride (PVC), and will be removable in easily handled sections. They will impart three distinct changes in air direction to effectively strip entrained moisture from the leaving airstream with minimum air resistance.

Unit Anchorage:

When supported as recommended, the unit has anchorage to resist windloads up to 30 psf (146.6 kg/m^2) acting on the full vertical projected area with 16 psf (78.1 kg/m^2) acting simultaneously on the full horizontal projected area or seismic forces of 112% of the operating weight acting in the horizontal direction, and 14% of the operating weight acting in the vertical direction applied at the center of gravity.

Spray Water Pump Assembly:

The unit is provided with a bolt hole pattern(s) for mating with an ASME Class 150 flat face flange. The bolt hole pattern is located in the depressed area of the cold water basin and appropriately sized for design flow. The flat face flange, full face gasket, and hardware are supplied and installed by others. The strainer is located in the remote sump and therefore deleted from the unit basin. Spray water pump(s) are provided by others.

Spray Distribution System:

Spray header with schedule 40 PVC branches. Removable branches and 360° spray pattern plastic spray nozzles are held in place with snap-in rubber grommets.

Extended Lube Line(s):

Bearing lubrication lines will be extended from each bearing to grease fittings located on the face of the unit for

This quote includes:

1. New BAC Condenser (as describe above)
2. (2) Crane picks
3. Welding/Brazing
4. New PVC piping and fittings
5. New copper pipping and fittings
6. Concrete demolition
7. Dirt/Subsoil Work
8. New reinforced concrete pad
9. New condenser fan VFD
10. New electrical supplies
11. Scrapping Old Condenser
12. Labor
13. Freight
14. Travel Expense

Not Included:

1. New Stand
2. Removing Fence
3. Installing Fence
4. Repairing Existing Stand
5. Pasifation (By Other)
6. Licensing/Permits
7. Special insurance/bounding
8. State/Local Taxes

Project Timeline

If APS is awarded the job, a PO will be placed BAC for the new condenser. Lead time is 8 to 10 weeks. Within that lead time window, we will be ordering the PVC and fittings, copper and fittings, electrical supplies such as disconnect and VFD.

APS will move all RS-45 freon refrigerant from the condenser into the chiller barrel and pull a deep vacuum on the condenser before cutting copper refrigeration lines. We will disconnect all electrical from the outside disconnect to the fan motor. We will cut/remove the water PVC lines. We then will pick the old condenser off the stand with the crane and load it onto a scrap truck. We will also pick the condenser stand and set it off to the side.

S2M will demo and remove the existing concrete pad. They will then remove old dirt, bring new dirt in and compact the soil. S2M will pour a new reinforced concrete pad with metal inserts to weld the stand down.

The concrete pad will have a 7-day cure time before new equipment can be set in place.

After 7 days, we will pick the condenser stand with the crane and set it on the new concrete pad and weld to the metal inserts. We then will pick the new BAC condenser with the crane and set it on the stand and weld to the stand. We will braze all the refrigeration copper pipes to the new unit. Install new PVC water piping to new unit. Install new electrical conduit and wires from outside disconnect to fan motor. Install new condenser VFD, breaker and contactor inside of mechanical room. Pressure test new refrigeration copper lines. After the pressure test is complete, pull a deep 500-micron vacuum on the refrigeration side. Introduce RS-45 freon refrigerant into new unit and complete a startup. The city will need to schedule with their water treatment company to begin the pasifation process that that time.

Applicable Warrant Information

Warranty will be void if pasifation is not complete on new condenser at the time of install. This process involves chemical treatment via the condenser water pump and is an 8-week process. The chemicals will build a protect layer on the refrigerant tube bundle to prevent metal rusting/rotting and causing a freon leak. The city will need to schedule with the water treatment company to begin this process once the new condenser is ready.

Warranties: Seller warrants that the equipment sold under this contract shall be free from defects in material and workmanship for a period of twelve (12) months from the date of equipment startup or eighteen (18) months from the date of shipment, whichever occurs first.
The following original equipment components only are warranted against defects in materials and workmanship for a period of five (5) years from date of shipment: fans, fan shafts, fan motors, bearings, sheaves, gearboxes, driveshafts, couplings, and mechanical equipment support.
Exceptions and details of option-specific warranties follow:

TrilliumSeriesTM Products Seller warrants that the equipment sold under this contract shall be free from defects in material and workmanship for a period of twenty four (24) months from the date of equipment startup or thirty (30) months from the date of shipment, whichever occurs first.

The following original equipment components only are warranted against defects in materials and workmanship for a period of two (2) years from date of shipment: fans and fan motors. The sump and drain pans are warranted against leaks for a period of two (2) years from the date of shipment. Only leaks from the factory seams of the cold water basin are covered; this warranty does not apply to sump field connections, field installed options or modifications by others. Seller does not warrant in any form parts that are considered to be consumable such as AdiabaticTM Pre-Cooler Pads.

JE Premier Series® Construction is warranted to be free from defects in material and workmanship for a period of five (5) years from date of shipment.

EVERTOUGHTM Construction is warranted to be free from defects in material and workmanship for a period of five (5) years from date of shipment excluding heat transfer coils which are warranted to be free from defects in material and workmanship for a period of twelve (12) months from the date of equipment startup or eighteen (18) months from the date of shipment, whichever occurs first.

TriArmor® Corrosion Protection System Cold Water Basins are warranted against leaks and corrosion for a period of ten (10) years from date of shipment.
For the purposes of this warranty, “corrosion”means red rust formation on the interior of the cold water basin panels due to a failure of the TriArmor Corrosion Protection System. The leak or corrosion must be caused by a defect in the application of the TriAmor Corrosion Protection System.
This warranty does not apply to cold water basin field connections, field installed options or modifications by others.

Welded 304 Stainless Steel Cold Water Basins are warranted against leaks for a period of five (5) years from date of shipment. Only leaks from the factory seams of the cold water basin are covered; this warranty does not apply to cold water basin field connections, field installed options or modifications by others.

ENDURADRIVE® Fan System motor is warranted to be free from defects in material and workmanship for a period of seven (7) years from date of shipment with factory authorized start up or five (5) years without factory authorized start up. The ENDURADRIVE Fan System variable frequency drive is warranted to be free from defects in material and workmanship for a period of five (5) years from date of shipment with factory authorized start up or one (1) year without factory authorized start up.

BAC Refrigeration Controls are warranted to be free from defects in material and workmanship for a period of three (3) years from date of shipment with factory authorized start up or two (2) years without factory authorized start up.

Replacement Parts provided by Seller under its original equipment warranty obligations are warranted against defects in materials and workmanship for a period of twelve (12) months from date of shipment or until expiration of their original warranty, whichever occurs first. Parts purchased after expiration of the original equipment warranty are warranted against defects in materials and workmanship for a period of twelve (12) months from date of shipment.

Original Equipment Fan Motors are warranted against defects in materials and workmanship for a period of seven (7) years from date of shipment when space heaters are field-wired at time of initial installation per the motor nameplate.

Written notice of any defect shall be given to Seller immediately upon discovery by Buyer, and shall fully describe the claimed defect. Defective parts shall be repaired or replaced F.O.B. point of shipment, provided that inspection by Seller verifies the claimed defect(s). This shall be Buyer's exclusive remedy. **This warranty does not cover the costs of removing, shipping or reinstalling the equipment. Repairs made without the prior written approval of Seller shall void all warranties covering material and workmanship.** Any descriptions of the product(s) in the contract are for the sole purpose of identification and do not constitute a warranty. In the interest of product improvement, Seller reserves the right to change specifications and product design without incurring any liability therefore. The foregoing express warranties or those set forth elsewhere on this document are the only warranties of Seller applicable to the product(s) sold under this contract**. All other warranties, whether verbal or written, and all warranties implied by law, including any warranties** of merchantability or fitness for a particular purpose, are hereby excluded. Failure on the part of Buyer or of other parties to properly maintain the product(s) sold under this contract, or the opera-tion of such product(s), by Buyer and/or other parties under conditions more severe than those for which such product(s) were designed, shall void all warranties covering materials and workmanship. Seller's warranties do not apply to defects in product(s) for which payment in full has not been received by Seller, and said warranties do not cover normal wear and tear or the erosion, corrosion and/or deterioration of the product(s) from unusual causes. No warranties by Seller shall apply to accessories manufactured by others, inasmuch as they are warranted separately by their respective manufacturers, except as stated above. Buyer assumes liability for and shall bear the costs of compliance with all laws, regulations, codes standards or ordinances applicable to the location, operation and maintenance of the product(s) sold under this contract, including those requirements pertaining to the distances between such product(s) and air-conditioning system duct intakes. No representative or agent of Seller is authorized to enlarge upon the express warranties of Seller.

Cancellation/Changes/Returns: Cancellation of or changes in any order by Buyer shall not be effective without Buyer's notice thereof received, agreed to, and confirmed in writing by Seller. If Seller, in its absolute discretion, approves Buyer's cancellation of an order, Buyer agrees to pay a reasonable cancellation charge. Seller's prior written consent must be obtained before Buyer returns any products, and when so returned will be subject to a handling charge and transportation costs payable by Buyer.

Liability/Indemnification: Seller shall not be liable for any damages caused by delay in delivery of the products. Buyer shall hold harmless and indemnify Seller from and against all liability, claims, losses, damages, and expenses (including attorneys' fees) for personal injury and property damage arising out of Buyer's improper unloading, handling, or use of the products subject to this order, and for Buyer's infringement of anoth-er's property rights. The Seller's maximum liability from any causes whatsoever, whether in breach of contract, tort (including negligence), strict liability, or otherwise, shall not exceed the contract price. Neither Buyer nor Seller shall in any event be liable to the other, whether such liability arises out of breach of contract, tort (including negligence), strict liability or any other cause or form of action, for any consequential, special, indirect or incidental damages, including but not limited to loss of actual or anticipated profits or loss of use arising out of this contract, other than such damages resulting from the willful misconduct of Buyer or Seller.

References

Eagle Pool and Ice in Eagle, CO
Sherly Stanton
Replace existing BAC condenser with new model
Completed in June 2021

Dobson Ice Arena in Vail, CO
Jared Biniecki
Replace existing BAC condenser with new model
Completed in February 2022

Ice Centre at The Promenade in Westminster, CO
Corey Schmidt
Replace existing BAC condenser with new model
Completed in February 2023

EPIC in Fort Collins, CO
Moses Hernandez
Replace existing BAC condenser with new model
Completed in March 2017

APEX Ice Arena in Arvada, CO
Brian Bott
Replace existing BAC condenser with new model
Completed in June 2018

Edge at Foothills in Littleton, CO
Alec Hines
Replace existing BAC condenser with new model
Completed in June 2019

Big Bear Ice Arena in Denver, CO
Vassiliy Larchenko
Replace existing Evapco with new BAC condenser
Completed in March 2019

Cheyenne Ice and Event Center in Cheyenne, WY
Jeff Gillotti
Replace existing BAC condenser with new model
Completed in April 2024

Schedule

Start Date:

April 4, 2025, job is awarded and PO is placed with BAC
8-10 Week lead time once PO is placed with BAC
Mobilization day will be determined once BAC gives a ready to ship date after PO is received and production begins.

On Site:

Day 1: Mobilizes and begin to remove refrigerant from condenser and cut free from the system. Remove all electrical and plumbing. Pick up the old condenser and place on a scrap truck. Pick up stand and set it off to the side.

Day 2: Demo existing concrete pad and start the dirt excavation. Bring in new dirt and compact.

Day 3: Continue demo and dirt work.

Day 4. Finalize dirt work and soil compaction.

Day 5: Start forming, laying rebar and tying. Pour concrete. The concrete has a 7 day cure time.

Remobilize

Day 6: After 7 days from the concrete pour, remobilizes and set stand on new concrete pad and secure stand. Pick up new condenser and place on stand. Begin to reconnect electrical and plumbing.

Day 7: Continue reconnecting electrical and plumbing to new condenser. Once the refrigeration lines are reconnected, start to pull a 24 hour vacuum.

Day 8: After a 24 hour, 500 micron vacuum is achieved, introduce refrigerant to new condenser. Test all electrical and plumbing, your water treatment company can begin the pasifaction process. Start the refrigeration skid and finish commissioning new condenser.

This schedule is a Mon-Fri, 8am-5pm. No overtime or weekends is calculated.

Completion of the job will take approximately 3 weeks.

This is rough schedule that we will be able to fine tune if the project is awarded.

Exceptions

This quote price is good until April 14th, 2025. On April 15th, 2025, BAC will be applying a surcharge on all metals due to tariffs, increasing the price of the condenser.

50% deposit required. 40% required upon new condensers' arrival. The remaining 10% due net 30 days after completion of the job.

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item:	Resolution 2025-10; Canceling the July 3, 2025 City Council Meeting
Action Requested:	Approval to cancel the meeting on July 3rd this year.
Department:	City Administration
Presented By:	Steve Boyd
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	This meeting falls the evening before a national holiday.
Issues:	None
Fiscal Impact:	None
Legal Review:	None
Staff Recommendation:	NA

RESOLUTION 2025-10

A RESOLUTION OF THE CITY COUNCIL OF GLENWOOD SPRINGS COLORADO, CANCELING THE FIRST REGULAR CITY COUNCIL MEETING IN JULY 2025.

WHEREAS, the Municipal Charter provides for two (2) regular meetings each month to occur on the first and third Thursdays of the month; and

WHEREAS, Section 020.030.010(a) of the Municipal Code provides for canceling or rescheduling a regular meeting of City Council by resolution of City Council; and

WHEREAS, City Council desires to cancel the first regular meeting in July 2025 scheduled for July 3, 2023.

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

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

Section 2. full. The regular meeting on July 3, 2025, is hereby canceled.

INTRODUCED, READ, AND PASSED THIS 1st DAY OF APRIL 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

_____
Ingrid Wussow, Mayor

_____
Ryan Muse, City Clerk

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Resolution 2025-11; Intergovernmental Agreement (IGA) with Colorado Department of Transportation for United States Highway 6 Devolution

Action Requested: Council Approval of Resolution 2025-11 Approving the Intergovernmental Agreement Between the Colorado Department of Transportation (CDOT) and the City of Glenwood Springs for the Devolution of Highway 6 and a Portion of the I-70 Exit 116 Interchange System.

Department: Public Works

Presented By: Matthew Langhorst, Ryan Gordon

Strategic Goals: Preserve and Improve Infrastructure
Ensure Public Safety

Background Info: The City of Glenwood Springs and Colorado Department of Transportation (CDOT) have been in discussion for a year pertaining to the possible devolution of US-6 and a portion of the 116 interchange, as shown on the attached right of way (ROW) exhibit. This devolution would allow the city more accessibility and control over the ROW section in question and will relinquish the maintenance of the area from CDOT. This stretch of road is utilized mainly as a city street in its current condition, and with the US6 roadway and bike path planning that is currently under way, ownership of the roadway and ROW would benefit the city through simpler permitting process and grant application processes. If council approves this resolution of support, CDOT staff will bring the ROW exhibit and the resolution in front of the State Transportation Commission for their approval to move the process forward. CDOT has increased their lump sump payment from $196,909 to $350,000 for the takeover and 20-year planned maintenance of the roadway.

Issues: None at this time.

Fiscal Impact: The devolution process will increase the city maintenance responsibilities along the corridor, but it will also decrease the engineering and design costs associated with the corridor planning. Grant applications will also be simpler due to ownership of the corridor, versus having to be co-applicants with CDOT.

Legal Review: Legal has reviewed the IGA and Resolution.

Staff Recommendation: Staff is Recommending Approval of Resolution 2025-11 Approving the Intergovernmental Agreement Between the Colorado Department of Transportation (CDOT) and the City of Glenwood Springs for the Devolution of Highway 6 and a Portion of the I-70 Exit 116 Interchange System.

Transportation Commission Resolution #20250305

Devolution of U.S. Highway 6 & I70 Frontage Road, Glenwood Springs, Garfield County

Approved by the Transportation Commission on March 20th, 2025.

Whereas, CDOT owns approximately 1 linear mile of Highway in the City of Glenwood Springs, Garfield County, identified as U.S. Highway 6 and I70 Frontage Road; and,

Whereas, that portion of U.S. Highway 6 begins west of where Donegan Rd crosses over to meet U.S. Highway 6 (MM 115.35 +/-) and ends at Devereux Rd (MM 116.00 +/-); and,

Whereas, the U.S. Highway 6 begins includes portions of ROW that were acquired for the construction of US 6 under projects FAP145-A and 0821-094; and,

Whereas, that portion of I70 Frontage Road begins at Devereux Rd (MM 116.00 +/-) and ends east of the roundabout where Grant Ave/Laurel Street/N River Street/6th Street converge (MM 116.43 +/-); and,

Whereas, the I70 Frontage Road includes portions of ROW that were acquired for the construction of the I70 Frontage Road under project I-70_1(8)113 Sec 2; and,

Whereas, CDOT Region 3 has determined that abandoning said highway segment would be in the best interest of Colorado taxpayers; and,

Whereas, Colorado Revised Statute (C.R.S) 43-2-106(1)(a) provides that the Transportation Commission may determine that a State Highway, or portion thereof, no longer functions as a state highway, and with the agreement of each affected county or municipality, the state highway, or portion thereof, can be abandoned to the affected county or municipality; and,

Whereas, Title 23, Code of Federal Regulations (CFR), part 620.203(c)(3) allows CDOT to relinquish portions of unneeded frontage roads; and,

Whereas, the City of Glenwood Springs proposed to take ownership of U.S. Highway 6 and I70 Frontage Road between MM115.35 (+/-) and 116.43 (+/-), in exchange for a one-time transfer of $350,000**;** and,

Whereas, the payment is anticipated to be less than the amount CDOT reasonably expects to expend to maintain, preserve, or improve said highway segment of U.S. Highway 6 and I70 Frontage Road over the next 20 years; and,

Whereas, C.R.S. 43-2-106(1)(b) further provides that any county or municipality receiving a payment from CDOT as a result of C.R.S. 43-2-106(1)(a) shall credit the payment to a special fund to be used only for transportation related expenditures; and,

Whereas, the Transportation Commission adopted Resolution #TC-2023-11-03 on December 4th, 2023, authorizing CDOT Region 3 to enter into an Intergovernmental Agreement (IGA) and

agree upon the condition of the abandonment of said highway segment by CDOT and acceptance by the City of Glenwood Springs pursuant to the terms and conditions of the IGA; and,

Whereas, the governing body of the City of Glenwood Springs adopted Resolution 2023-24 on July 20, 2023, authorizing the City of Glenwood Springs to enter into an Intergovernmental Agreement (IGA) and agree upon the condition of the abandonment of said highway segment by CDOT and acceptance by the City of Glenwood Springs pursuant to the terms and conditions of the IGA; and,

Whereas, within 90 days of the official notification of such abandonment by the Transportation Commission, the governing body of the City of Glenwood Springs shall adopt a resolution agreeing to the State's abandonment of the portion of U.S. Highway 6 and I70 Frontage Road and agreeing that said highway segment no longer serves the ongoing purposes of the State Highway system; committing the City of Glenwood Springs to assume ownership of said highway segment in the "as is" condition; and,

Whereas, within 90 days of the governing body of the City of Glenwood Springs resolution accepting the abandoned portion of U.S. Highway 6 and I70 Frontage Road, CDOT will execute a quitclaim deed that will include a reversion provision stating that if the property that is the subject of the quitclaim deed is not used for transportation purposes, title to such property will automatically revert to CDOT; and,

Whereas, concurrent with the execution of the quitclaim deed, CDOT will provide payment of $350,000 to the City of Glenwood Springs, that shall constitute the total consideration from CDOT to the City of Glenwood Springs related to the abandonment and transfer of U.S. Highway 6 and I70 Frontage Road; and,

Whereas, Transportation Commission is authorized pursuant to C.R.S. 43-2-106 to make determinations regarding abandonment of State Highway(s) to affected county(ies) or municipality(ies); and

Whereas, the Transportation Commission has determined that U.S. Highway 6 between MM 115.35 (+/-) and MM 116.00 (+/-) and I70 Frontage Road between MM 116.00 (+/-) and MM 116.43 (+/-) are no longer needed for State Highway; and,

Now Therefore Be It Resolved, pursuant to the provisions of the C.R.S. 43-2-106 and 23 CFR 620.203(c)(3), the Transportation Commission be given authority to abandon that portion of U.S. Highway 6 from MM 115.35 (+/-) to MM 116.00 (+/-) and the I70 Frontage Road from MM 116.00 (+/-) to MM 116.43 (+/-) containing approximately 1 linear mile.

Herman F. Stockinger III

Herman Stockinger, Secretary
Transportation Commission

- Exhibit A -

State Highway 6

A tract of land situated in Section 4, 5, and 9, Township 6 South, Range 89 West of the 6th Principal Meridian being more particularly described as follows:

BEGINNING at the Southerly most corner of Parcel RW-2A Rev1 of CDOT Project No. FBR 0821-094, described in that Warranty Deed recorded as Reception No. 871909 also being a point on the Westerly boundary of Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113, whence the North ¼ corner of Section 9 being a 5" x 8" limestone in a mound of stone 4' x 4' marked 1/4 on South Face, bears N 13°38'09"W a distance of 1867.12 feet;

THENCE along the common boundary of said Parcel RW-2A Rev1 and the Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113 the following two courses:

1. N 45°42'50" E a distance of 6.00 feet;

2. 34.70 feet along a non-tangent curve to the left, having a radius of 20.00 feet, a central angle of 99°24'11", the chord of which bears N 03°59'03" W a distance of 30.51 feet to a point common to the Easterly boundary of said Parcel RW-2 Rev1, the Westerly Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113, and the Westerly Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A;

THENCE along the common boundary of the Westerly Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113 and the Westerly Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A 57.91 feet along a non-tangent curve to the left, having a radius of 348.31 feet, a central angle of 09°31'31", the chord of which bears S 59°39'39" E a distance of 57.84 feet to a point on the boundary common to Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113, Right of Way for Department of Highways State of Colorado U.S.P.W Project No. NRM-145-A, and Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A;

THENCE leaving the boundary of Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A along the common boundary of Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113 and Right of Way for Department of Highways State of Colorado U.S.P.W Project No. NRM-145-A the following two courses:

1. S 02°43'16" W a distance of 34.55 feet;

2. S 87°16'44" E a distance of 205.10 feet to the Southwest corner of that Parcel X of CDOT Project No. S 0130 (2), described in that Quitclaim Deed recorded as Reception No. 916429;

THENCE N 02°43'20" E along the Western boundary of said Parcel X a distance of 75.00 feet to a point the Northern boundary of Right of Way for Department of Highways State of Colorado U.S.P.W Project No. NRM-145-A;

THENCE N 87°16'44" W along said Right of Way a distance of 101.94 feet to the Southeast corner of Parcel No. 102 described in that Warranty Deed recorded as Reception No. 875813;

THENCE along the Northerly boundary of said Parcel No. 102 the following 3 courses:

1. N 51°01'48" W a distance of 26.99 feet;

2. N 12°30'50" W a distance of 5.38 feet;

3. S 02°43'16" W a distance of 21.15 feet to a point the Northern boundary of Right of Way for Department of Highways State of Colorado U.S.P.W Project No. NRM-145-A:

THENCE along said Right of Way the following 2 courses:

1. N 87°16'44" W a distance of 10.86 feet;

2. 74.08 feet along a non-tangent curve to the right, having a radius of 288.57 feet, a central angle of 14°42'31", the chord of which bears N 66°38'33" W a distance of 73.88 feet to the Southeast corner of Parcel RW-4 of CDOT Project No. FBR 0821-094, described in that Warranty Deed recorded as Reception No. 874041;

THENCE along the Northerly boundary of said Parcel RW-4 the following 3 courses:

1. N 02°43'16" E a distance of 40.20;

2. S 62°57'13" W a distance of 33.26 feet;

3. 33.76 feet along a non-tangent curve to the right, having a radius of 81.50 feet, a central angle of 23°44'08", the chord of which bears N 57°04'29" W a distance of 33.52 feet to a point on the Easterly boundary of that parcel described in that Warranty Deed recorded as Reception No. 97306;

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Glenwood Springs, Garfield County, Colorado

Job No.	2023-293.002
Drawn by:	JCE
Date:	240814
Approved:	REB
File:	6thStDevolution

Legal Description

- Exhibit A -

THENCE along Easterly boundary of said parcel the following 2 courses:

1. 92.07 feet along a non–tangent curve to the right, having a radius of 288.31 feet, a central angle of 18°17'48", the chord of which bears N 36°03'11" W a distance of 91.68 feet;

2. N 26°54'11" W a distance of 347.64 feet to the Southeast corner of the first parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE N 26°54'11" W along the Easterly boundary of said first parcel a distance of 329.10 feet to the Southeast corner of that parcel described in that Warranty Deed recorded as Reception No. 97223;

THENCE N 26°54'11" W along the Easterly boundary of said parcel, a distance of 158.50 feet to the Southeast corner of the second parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE along the Easterly boundary of said second parcel the following two courses:

1. N 26°54'11" W a distance of 245.50 feet:

2. 189.69 feet along a non–tangent curve to the left, having a radius of 602.96 feet, a central angle of 18°01'31", the chord of which bears N 35°55'11" W a distance of 188.91 feet to the Southeast corner of the third parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE along the Easterly boundary of said parcel 103.21 feet along a non–tangent curve to the left, having a radius of 602.96 feet, a central angle of 09°48'25", the chord of which bears N 49°50'22" W a distance of 103.08 feet to the Southeast corner of that parcel described in that Deed recorded as Reception No. 344199;

THENCE along the Westerly boundary of said parcel the following 5 courses:

1. N 30°15'25" W a distance of 84.12 feet;

2. N 63°50'55" W a distance of 60.00;

3. 54.90 feet along a non–tangent curve to the left, having a radius of 35.00 feet, a central angle of 89°52'21", the chord of which bears N 18°30'55" W a distance of 49.44 feet;

4. N 63°50'55" W a distance of 912.00 feet;

5. N 63°13'55" W a distance of 246.40 feet to the Easterly most corner of parcel 60–A Rev. 2 of CDOT Project No. I–70–1(8) 113 Sec. 2, described in that Special Warranty Deed recorded as Reception No. 241872;

THENCE along the Western boundary of said Parcel 60A the following 5 courses:

1. S 26°11'19" W a distance of 95.30 feet;

2. N 66°58'41" W a distance of 107.80 feet;

3. 229.10 feet along a non–tangent curve to the right, having a radius of 818.60 feet, a central angle of 16°02'07", the chord of which bears N 51°57'41" W a distance of 228.35 feet;

4. N 36°56'41" W a distance of 299.60 feet;

5. N 33°26'41" W a distance of 352.03 feet to a point on the Eastern Boundary of Parcel 60 of CDOT Project No. I–70–1(8) 113 Sec. 2,described in that Deed recorded as Reception No. 240295;

THENCE S 09°18'11" E along said Parcel 60 a distance of 76.00 feet to a point on the Western boundary of that third parcel described in that Warranty Deed recorded at Reception No. 97534;

THENCE along the Western boundary of that third parcel the following five course:

1. S 33°22'19" E a distance of 505.77 feet;

2. 271.86 feet along a non–tangent curve to the left, having a radius of 602.96 feet, a central angle of 25°50'00", the chord of which bears S 46°16'19" E a distance of 269.56 feet;

3. S 59°10'19" E a distance of 42.29 feet;

4. 241.21 feet along a non–tangent curve to the left, having a radius of 1175.92 feet, a central angle of 11°45'09", the chord of which bears S 65°02'45" E a distance of 240.78 feet;

5. S 70°55'19" E a distance of 45.80 feet to the Southwest corner of the second parcel described in that Warranty Deed recorded at Reception No. 97534;

THENCE along the Western boundary of said second parcel the following three courses:

1. S 70°45'17" E a distance of 333.01 feet;

2. 184.40 feet along a non–tangent curve to the right, having a radius of 542.96 feet, a central angle of 19°27'30", the chord of which bears S 61°02'17" E a distance of 183.51 feet;

3. S 51°19'17" E a distance of 51.51 feet;

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- Exhibit A -

THENCE S 56°55'30" E a distance of 191.29 feet to the Southwest corner of the third parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE along the Western boundary of said third parcel the following three courses:

1. 20.63 feet along a non-tangent curve to the left, having a radius of 984.93 feet, a central angle of 01°12'00", the chord of which bears S 63°41'11" E a distance of 20.63 feet;

2. S 63°45'10" E a distance of 290.53 feet;

3. 178.48 feet along a non-tangent curve to the right, having a radius of 542.96 feet, a central angle of 18°50'02", the chord of which bears S 54°21'11" E a distance of 177.68 feet to the Northwest corner of the second parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE along the Western boundary of said second parcel the following two courses:

1. 170.81 feet along a non-tangent curve to the right, having a radius of 542.96 feet, a central angle of 18°01'30", the chord of which bears S 35°55'11" E a distance of 170.11 feet;

2. S 26°54'11" E a distance of 245.50 feet to the Northwest corner of that parcel described in that Warranty Deed recorded as Reception No. 97223;

THENCE S 26°54'11" E along the Western boundary of said parcel a distance of 158.50 feet to the Northwest corner of the first parcel described in that Warranty Deed recorded as Reception No. 97220;

THENCE S 26°54'11" E along the Western boundary of said first parcel a distance of 329.10 feet to the Northwestern corner of that parcel described in that Warranty Deed recorded as Reception No. 97306;

THENCE along the Western boundary of said parcel the following two courses:

1. S 26°54'11" E a distance of 347.56 feet;

2. 85.92 feet along a non-tangent curve to the left, having a radius of 348.31 feet, a central angle of 14°07'58", the chord of which bears S 33°53'32" E a distance of 85.70 feet to the Northerly most corner of Parcel RW-2 Rev1 of CDOT Project No. FBR 0821-094, described in that Warranty Deed recorded as Reception No. 871909;

THENCE along the Westerly boundary of said Parcel RW-2A Rev1, the following 4 courses:

1. S 48°58'28" W a distance of 6.68 feet;

2. S 43°28'35" E a distance of 87.16 feet

3. S 11°24'33" W a distance of 15.05 feet

4. S 44°17'10" E a distance of 12.00 feet to the Southerly most corner of Parcel RW-2 Rev1, the POINT OF BEGINNING.

The above described parcel contains 306,779 square feet or 7.04 acres, more or less.

All bearings recited hereon are relative to a bearing of N 89°11'49"W between the East Sixteenth Corner of Section 4 and Section 9, being a chiseled "X" on top of a 6' x 2' x 2' limestone boulder in place, to the North Quarter Corner of said Section 9 being a 5"x 8"limestone in a mound of stone 4' x 4' marked ¼ on South face.

Robert E. Brandeberry
Colorado PLS # 38388
For, and on behalf of SGM

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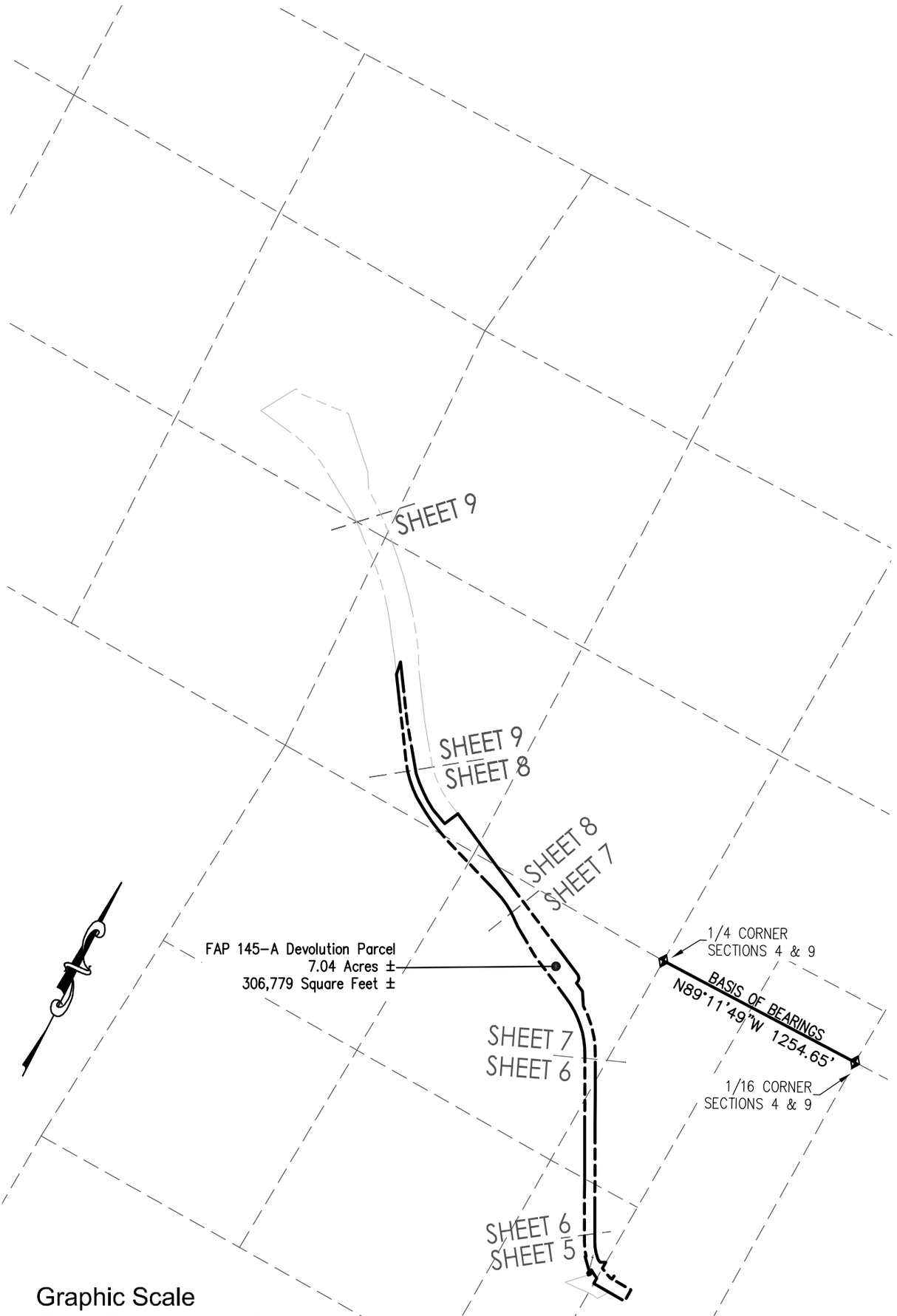
- Exhibit A -



NOTE: This exhibit map is intended only to depict the attached legal description and does not represent a monumented survey.

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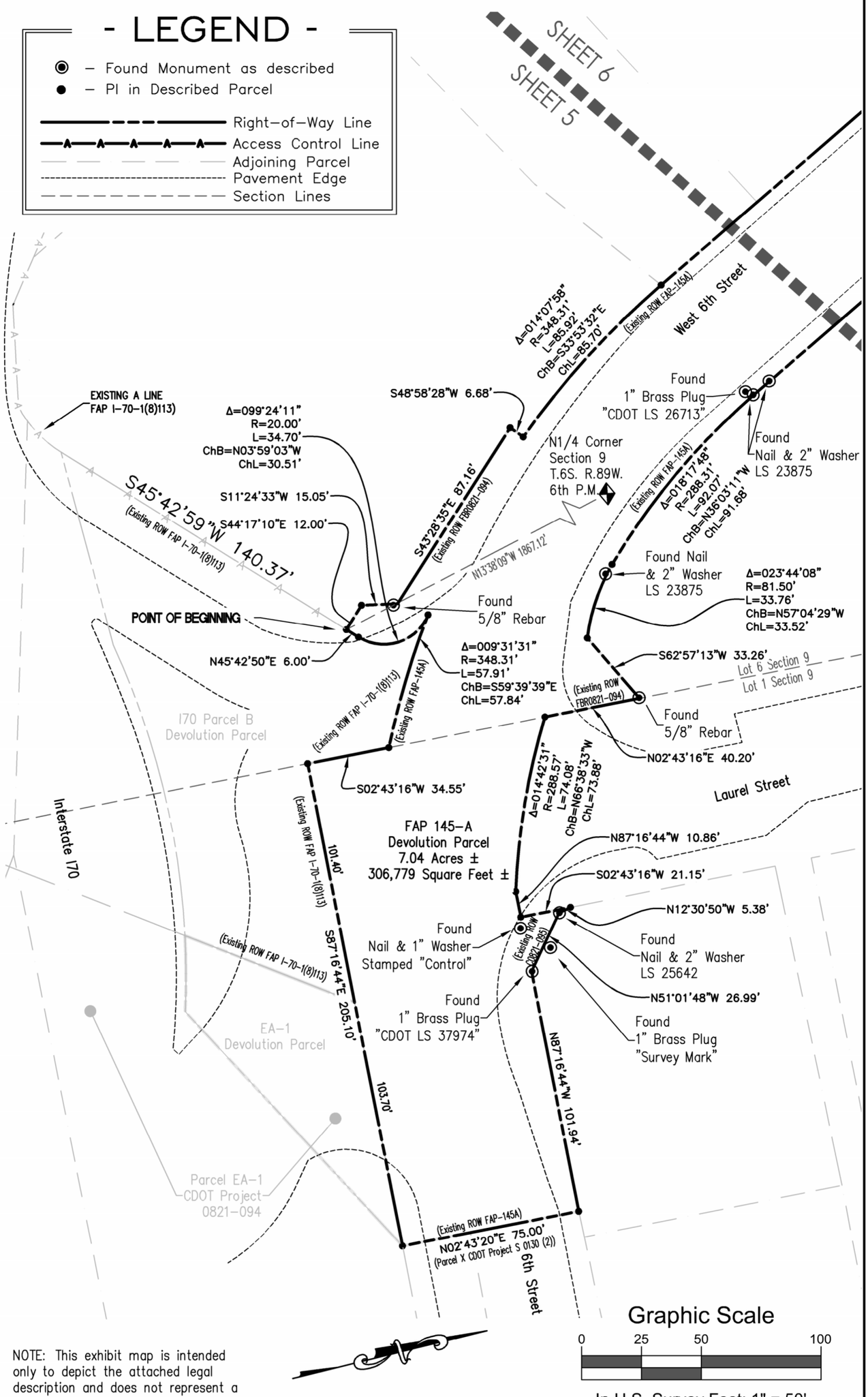
Drawn by:	JCE
Date:	240606
Approved:	REB
File:	6thStDevolution

Exhibit Map

- Exhibit A -



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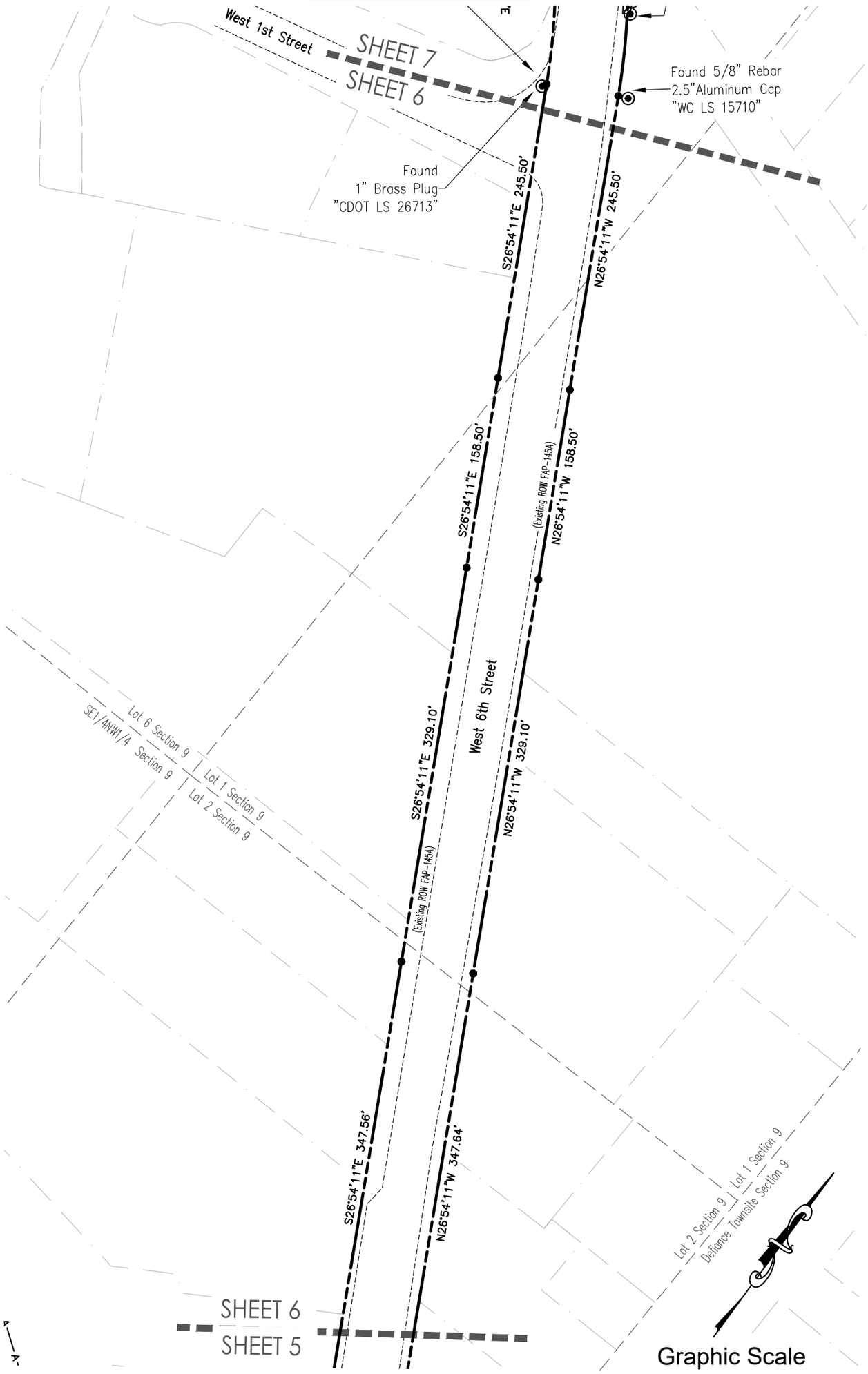

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Graphic Scale

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In U.S. Survey Feet: 1" = 100'

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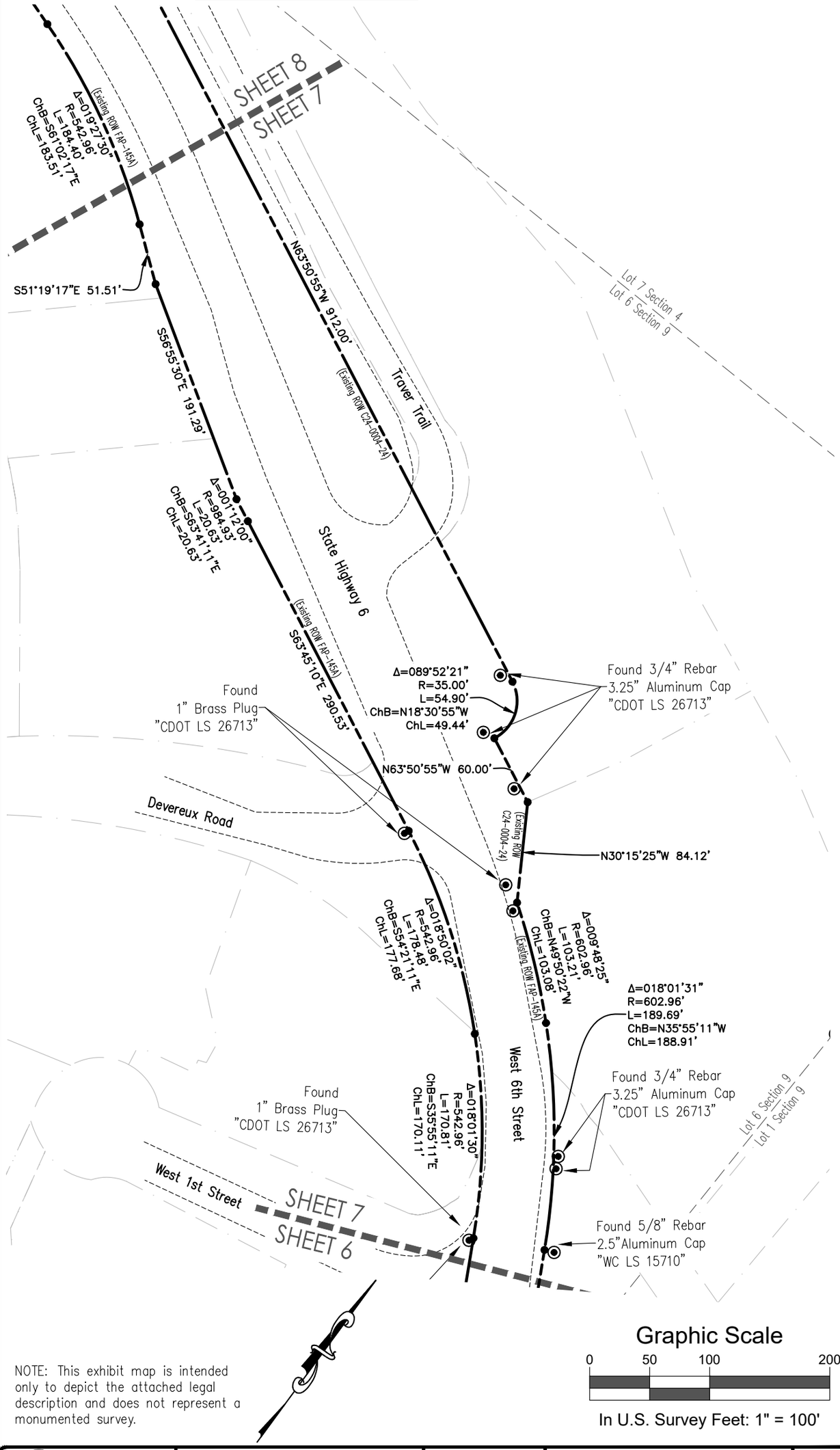
- Exhibit A -



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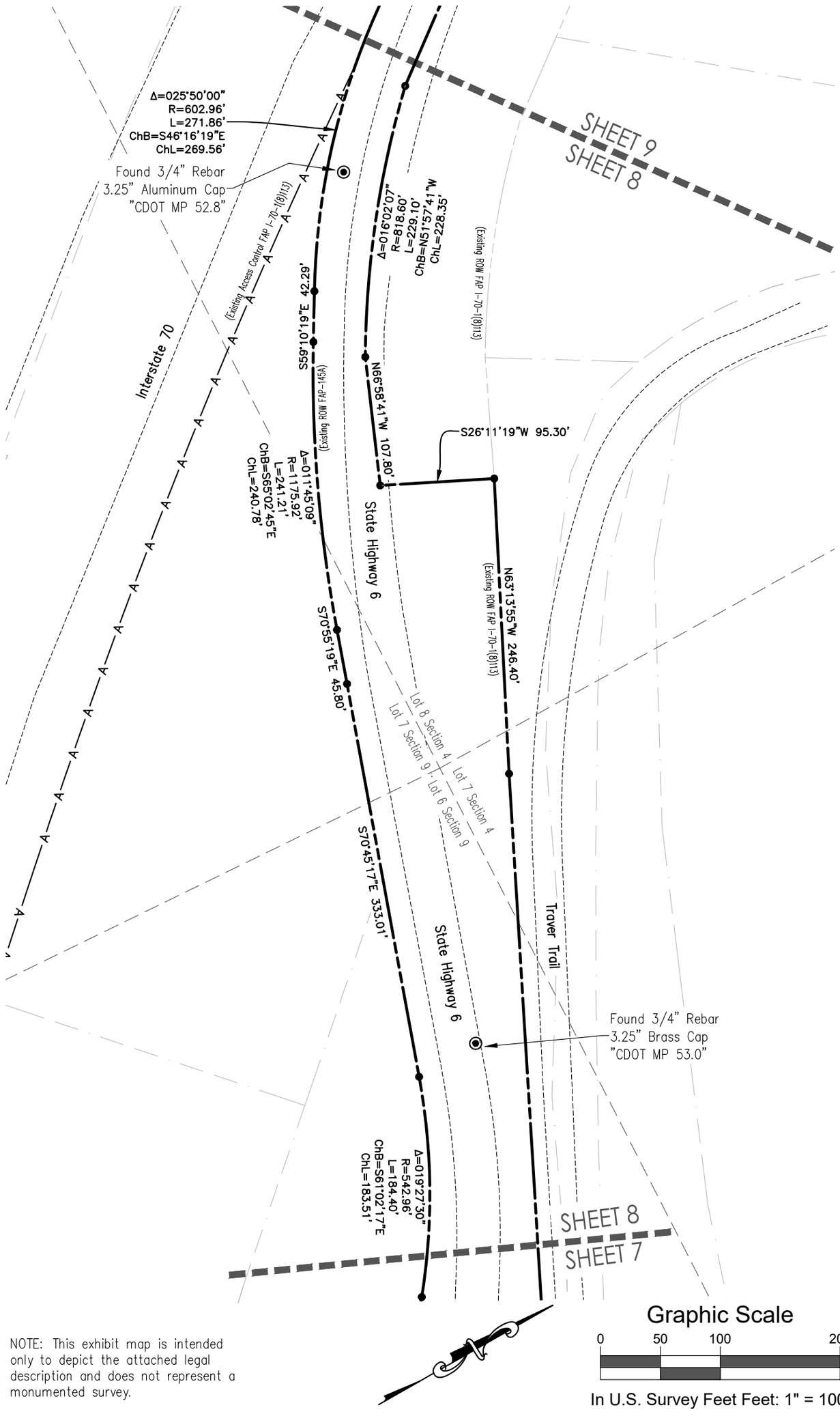
- Exhibit A -



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Graphic Scale

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In U.S. Survey Feet Feet: 1" = 100'

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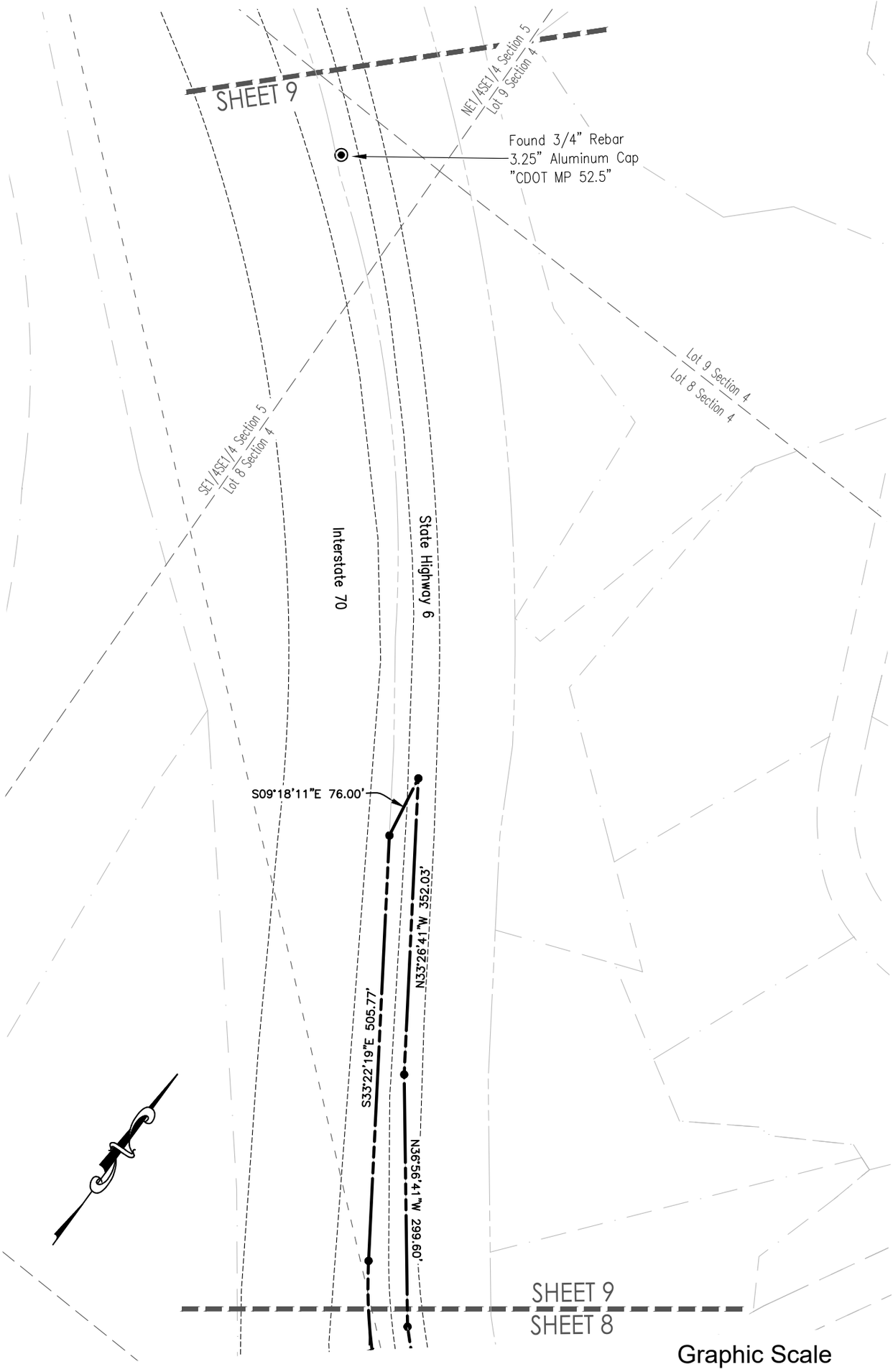

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Graphic Scale

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In U.S. Survey Feet: 1" = 150'

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Exhibit Map

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- Exhibit A -

Portion of Parcel EA-1 CDOT Project 0821-094

A tract of land situated in Section 9, Township 6 South, Range 89 West of the 6th Principal Meridian being more particularly described as follows:

BEGINNING at the Southwest corner of that Parcel X of CDOT Project No. S 0130 (2), described in that Quitclaim Deed recorded as Reception No. 916429 also being a point on the South boundary of Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A, whence the North ¼ corner of Section 9 being a 5" x 8" limestone in a mound of stone 4' x 4' marked 1/4 on South Face, bears N 20°34'10" W a distance of 1979.54 feet;

THENCE S 61°00'32" W a distance of 133.44 feet;

THENCE 31.70 feet along a non-tangent curve to the left, having a radius of 330.17 feet, a central angle of 05°30'05", the chord of which bears N 76°20'51" W a distance of 31.69 feet to a point on the Easterly Right of Way for Department of Highways State of Colorado Federal Aid Project No. I-70-1(8)113;

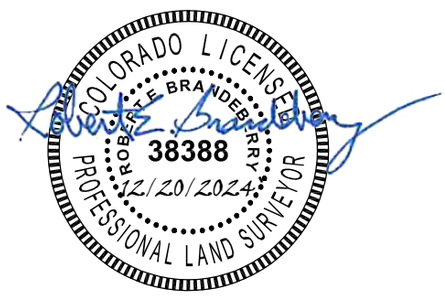
THENCE N 35°15'51" E along said Right of Way a distance of 76.09 feet to a point on the South boundary of Right of Way for Department of Highways State of Colorado Federal Aid Project No. 145-A;

THENCE S 87°16'44" E along said Right of Way a distance of 103.70 feet to the POINT OF BEGINNING.

The above described parcel contains 4,750 square feet or 0.11 acres, more or less.

All bearings recited hereon are relative to a bearing of N 89°11'49"W between the East Sixteenth Corner of Section 4 and Section 9, being a chiseled "X" on top of a 6' x 2' x 2' limestone boulder in place, to the North Quarter Corner of said Section 9 being a 5"x 8"limestone in a mound of stone 4' x 4' marked ¼ on South face.

Robert E. Brandeberry
Colorado PLS # 38388
For, and on behalf of SGM



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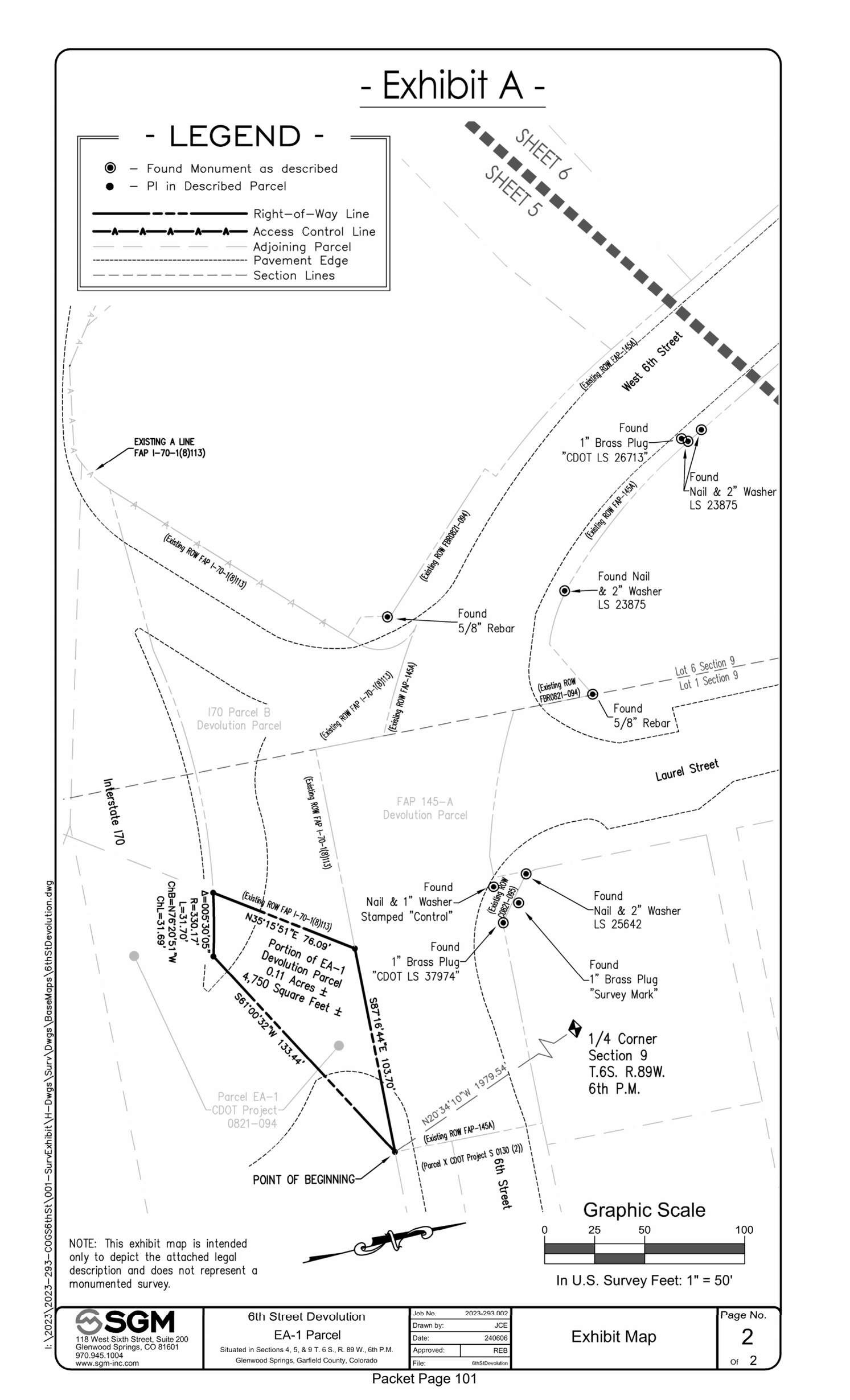

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Exhibit Map

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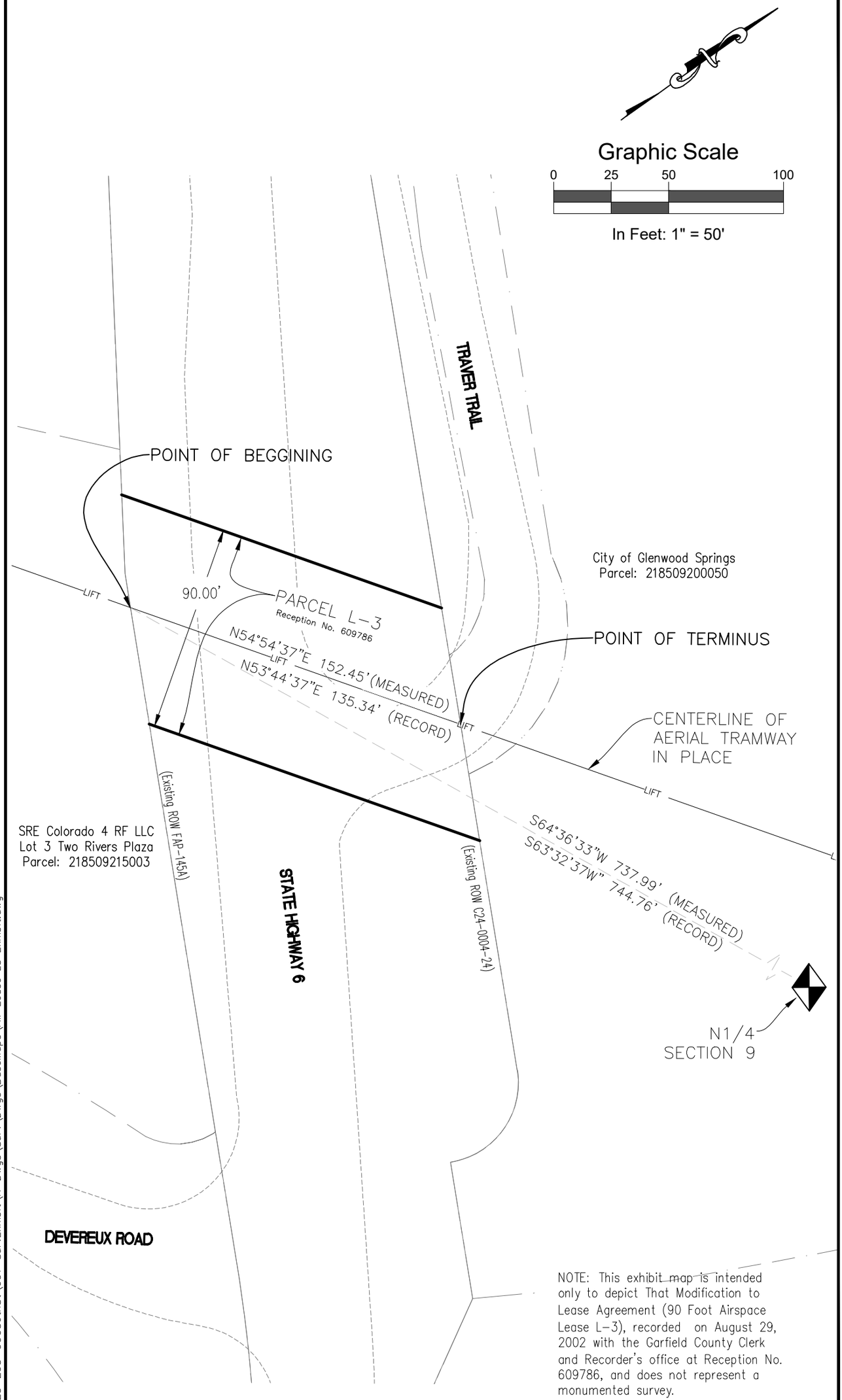

NOTE: This exhibit map is intended only to depict That Modification to Lease Agreement (90 Foot Airspace Lease L-3), recorded on August 29, 2002 with the Garfield County Clerk and Recorder's office at Reception No. 609786, and does not represent a monumented survey.

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SGM
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004
www.sgm-inc.com

Airspace Lease
L-3 CDOT Project C-24-0004-24

Job No.	2023-293.002
Drawn by:	JCE.
Date:	250212
Approved:	REB
File:	Air Lease L3 Exhibit

Exhibit Map

Page No. 1 Of 1

Colorado Department of Transportation
222 South 6th Street
Room 317
Grand Junction, CO 81501
Phone: 970-683-6236
FAX: 970-683-6227
Region 3 DCH

CITY OF GLENWOOD SPRINGS COLORADO

Sheet Revisions		
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mm/dd/yy	XXXXXXXX	XXX

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

SGM
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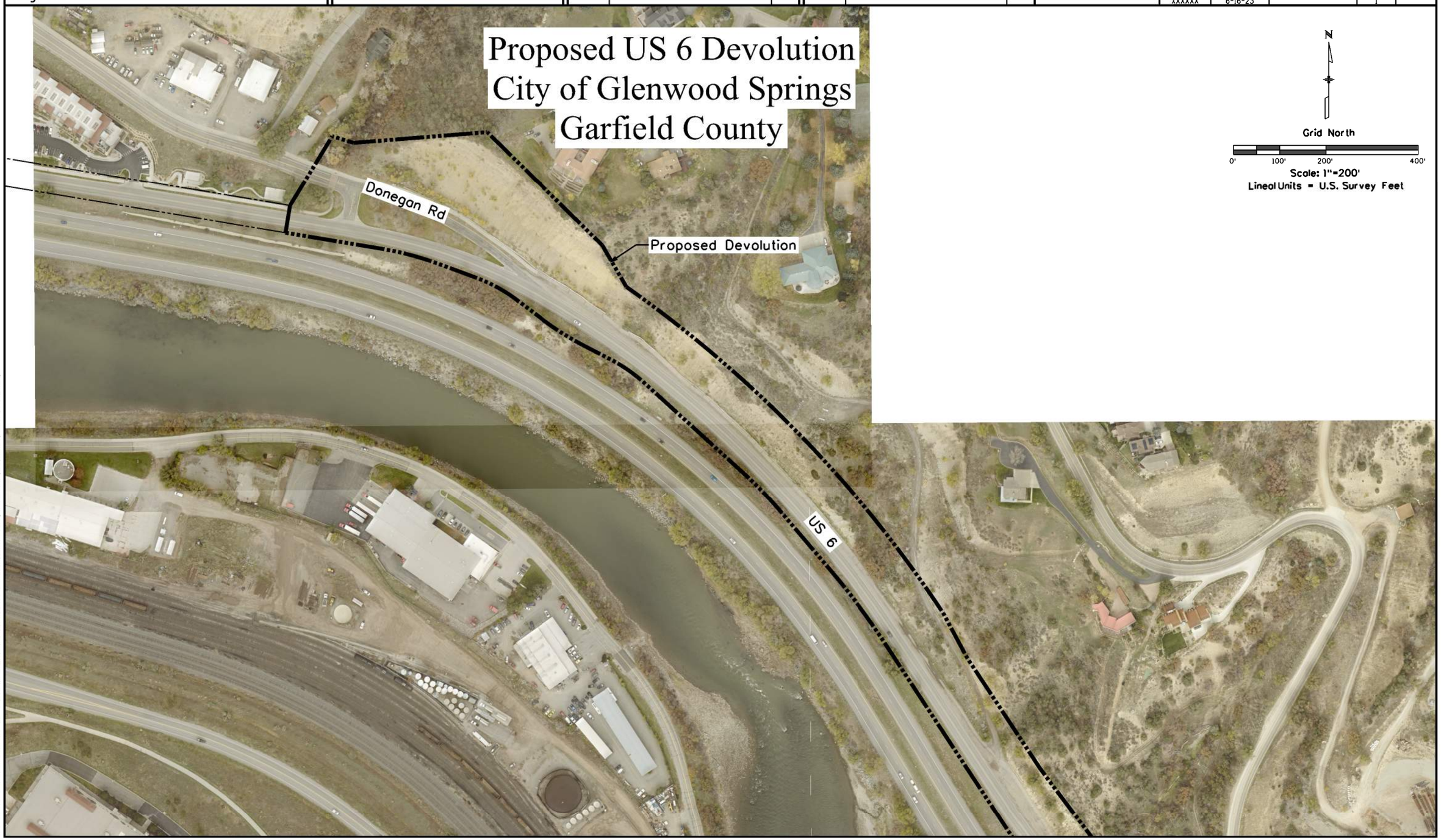
Glenwood Springs, CO 81601
970.945.1004 www.sgm-inc.com

US 6 Devolution
Plan Sheet

Project Number: XXXXX
Project Location: US 6 Glenwood Springs
XXXXX

Project Code:	Last Mod. Date	Subset	Sheet No.
XXXXXX	6-16-23		1

Proposed US 6 Devolution
City of Glenwood Springs
Garfield County



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Scale: 1"=200'
Lineal Units = U.S. Survey Feet

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Region 3 DCH

CITY OF GLENWOOD SPRINGS COLORADO

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Glenwood Springs, CO 81601
970.945.1004 www.sgm-inc.com

US 6 Devolution
Plan Sheet

Project Number: XXXXX
Project Location: US 6 Glenwood Springs
XXXXX

Project Code:	Last Mod. Date	Subset	Sheet No.
XXXXXX	6-16-23		2

Proposed US 6 Devolution
City of Glenwood Springs
Garfield County

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Scale: 1"=200'
Lineal Units = U.S. Survey Feet

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Phone: 970-683-6236
FAX: 970-683-6227
Region 3 DCH

CITY OF GLENWOOD SPRINGS COLORADO

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Sheet Revisions		
Date	Description	Initials
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SGM
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004 www.sgm-inc.com

US 6 Devolution
Plan Sheet

Project Number: XXXXX
Project Location: US 6 Glenwood Springs
XXXXX

Project Code:	Last Mod. Date	Subset	Sheet No.
XXXXXX	6-16-23		3

Proposed US 6 Devolution
City of Glenwood Springs
Garfield County

Proposed Devolution

US 6

I-70

Laurel Street

Maple Street

Pine Street

6th Street

N

Grid North

0' 100' 200' 400'

Scale: 1"=200'
Lineal Units = U.S. Survey Feet

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Colorado Department of Transportation

222 South 6th Street
Room 317
Grand Junction, CO 81501
Phone: 970-683-6236
FAX: 970-683-6227

Region 3 DCH

CITY OF GLENWOOD SPRINGS COLORADO

Sheet Revisions		
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Sheet Revisions		
Date	Description	Initials
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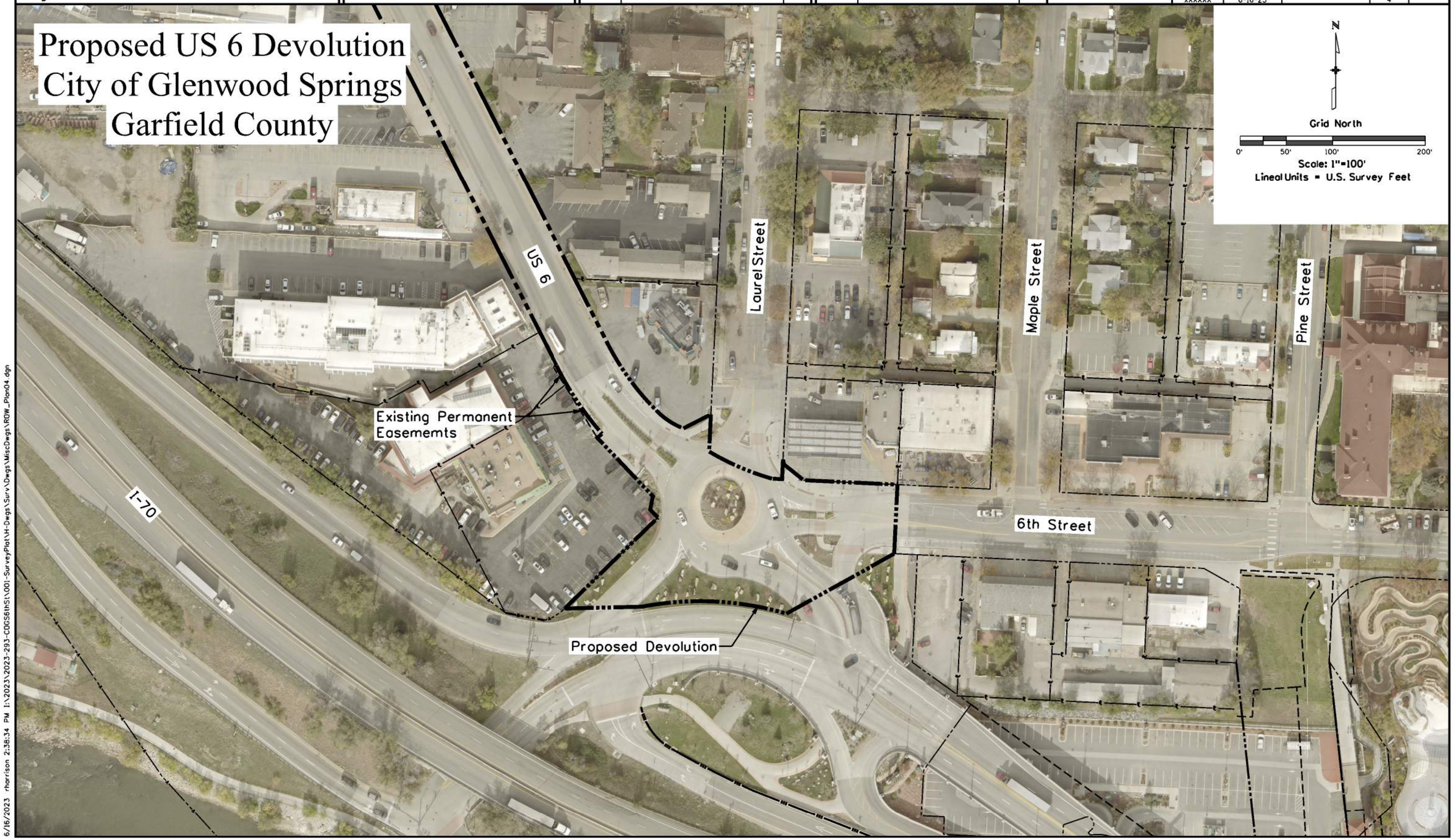
SGM
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004 www.sgm-inc.com

US 6 Devolution			
Plan Sheet			
Project Number: XXXXX			
Project Location: US 6 Glenwood Springs			
XXXXX			
Project Code:	Last Mod. Date	Subset	Sheet No.
XXXXXX	6-16-23		4

Proposed US 6 Devolution
City of Glenwood Springs
Garfield County



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City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item:	Adoption of Council Handbook
Action Requested:	Adoption of the Council Handbook
Department:	City Administration
Presented By:	Steve Boyd
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	Council has updated its operating handbook and is adopting it here.
Issues:	None at this time
Fiscal Impact:	Not applicable
Legal Review:	Legal helped create the document
Staff Recommendation:	Staff defers to Council

City Council Handbook

Updated April 2, 2025

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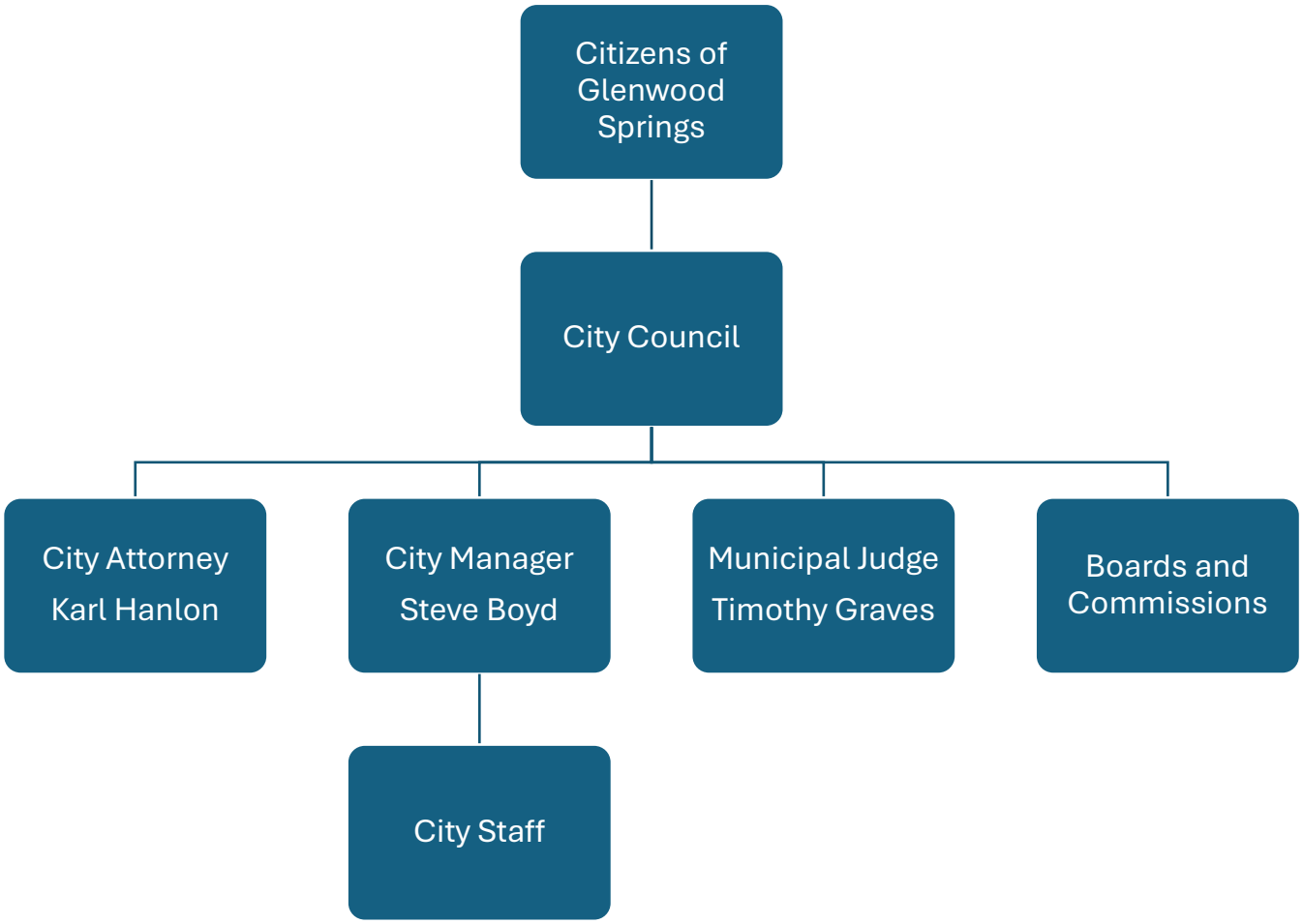
Department Team

Government Org Chart



City Council Staff

City Council has three positions that report directly to the Council:

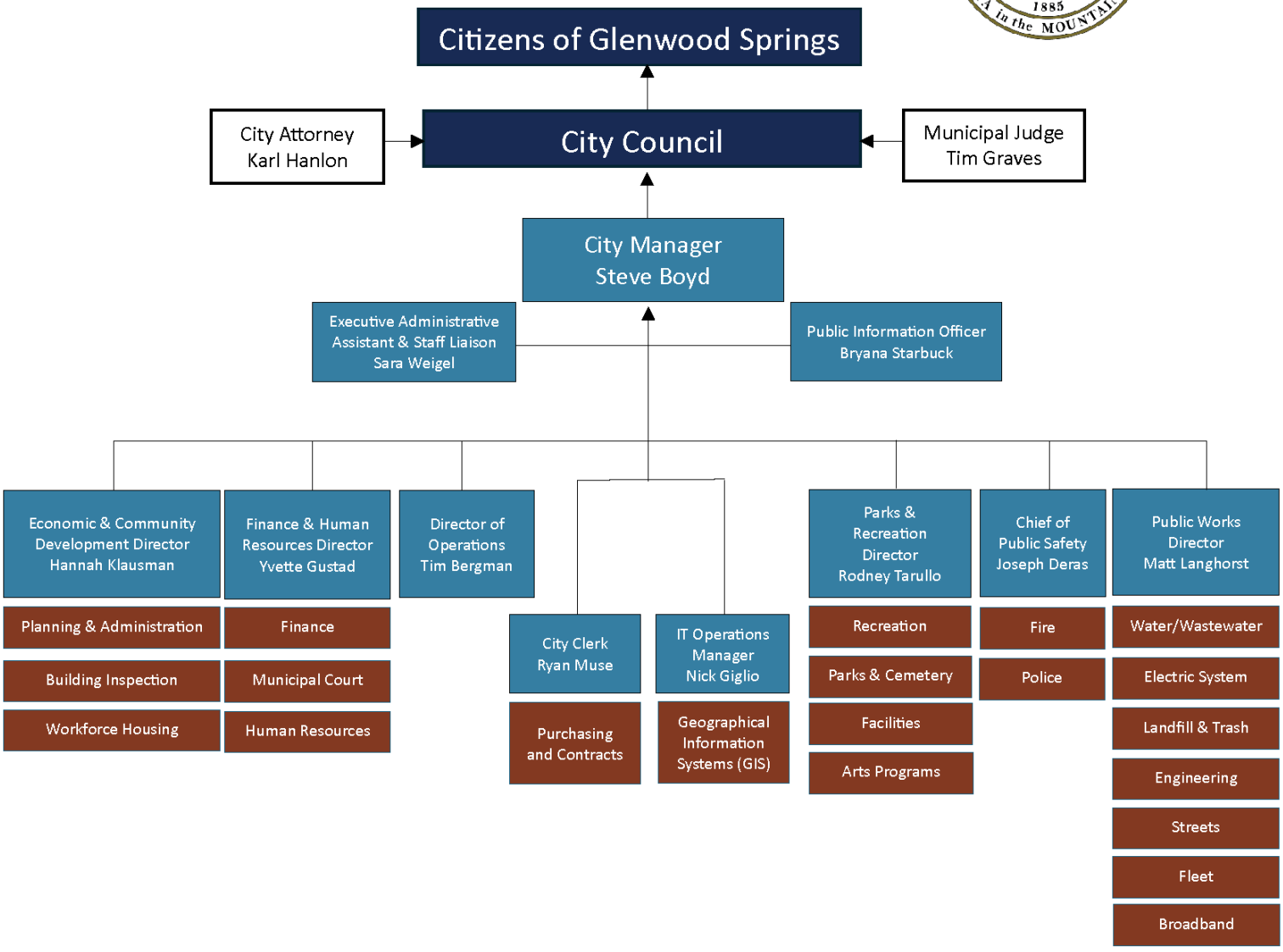
1. City Manager
2. City Attorney
3. Municipal Court Judge

City Council Contact Information

Name and Title	Phone	E-mail
Ingrid Wussow Mayor	[redacted]	ingrid.wussow@cogs.us
Marco Dehm Mayor Pro Tem	[redacted]	marco.dehm@cogs.us
Jonathan Godes Councilor	[redacted]	jonathan.godes@cogs.us
Sumner Schachter Councilor	[redacted]	sumner.schachter@cogs.us
Erin Zalinski Councilor	[redacted]	erin.zalinski@cogs.us
Mitchell Weimer Councilor	[redacted]	mitchell.weimer@cogs.us
Matthew Simms Councilor	[redacted]	matthew.simms@cogs.us

City of Glenwood Springs Org Chart

2025 Organizational Chart



Communication with Staff

City Council is always welcome to contact anyone on staff for routine City business, just like any other resident would. It is helpful to let the staffer know you are reaching out as a resident and not as a City Councilor.

For City Council business, contact with staff members should be limited to Senior Staff. No one on staff other than the City Manager should ask City Councilors for a meeting. If that happens, please inquire as to whether the City Manager is aware.

1. The City Manager is always the primary conduit between City Staff and Council. Questions should be directed to the City Manager or Senior Staff. Please copy the City Manager on all emails with Senior Staff and let the Manager know by email, call, or text if you are going to contact a Senior Staff member. This prevents staff members from having to wonder whether the Manager is being circumvented in any communication.
2. Council members should not set up meetings with department staff directly, but work through the Senior Team, who will attend any meetings with council members. When in doubt about what staff contact is appropriate, Council members should ask the City Manager.
3. All Council members should have the same information with which to make decisions.
4. Council members, including the Mayor, should not get involved in administrative functions. Avoid any staff contacts that may be construed as trying to shape staff recommendations. Council members shall refrain from coercing staff in making recommendations to the Council as a whole.
5. Do not attend staff meetings unless requested by Senior Staff. Even if the Council member does not say anything, the Council member's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do their job objectively. Additionally, in such circumstances, individual council members are receiving information before the rest of the Council.
6. If a Council member wishes to attend a meeting related to City business, as a representative of the City (negotiating session, staff committee meeting etc.), the Council member shall obtain approval of the Council before the meeting with the understanding that the council member will report back to the Council regarding the meeting. The report shall be given at a regular meeting of the Council held in open session. Council members attending meetings of boards, committees, or commissions on which they serve do not need to obtain prior approval of the Council.
7. Depend upon the staff to respond to citizen concerns and complaints. It is the role of council members to pass on concerns and complaints on behalf of their

constituents. It is not appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate senior staff and City Manager. Staff is responsible for making sure the council member knows how the complaint was resolved.

8. Criticize in private, praise in public.
9. Whenever possible, deliver constructive criticism or feedback to a staff member first to the City Manager.

Staff Contact Information

Administration

Name and Title	Phone	E-mail
Steve Boyd City Manager	303-668-8567	steve.boyd@cogs.us
Sara Weigel Executive Administrative Assistant & Staff Liaison	970-384-6449	sara.weigel@cogs.us
Yvette Gustad Finance and HR Director	970-384-6421	yvette.gustad@cogs.us
Bryana Starbuck Public Information Officer	970-384-6441	bryana.starbuck@cogs.us
Tim Bergman Director of Operations	970-384-6420	tim.bergman@cogs.us

City Clerk

Name and Title	Phone	E-mail
Ryan Muse City Clerk	970-384-6406	ryan.muse@cogs.us
Danyelle Rigli Deputy City Clerk	970-384-6403	danyelle.rigli@cogs.us

Legal

Name and Title	Phone	E-mail
Karl Hanlon City Attorney	970-945-2261 x 114	kjh@mountainlawfirm.com
Richard Peterson-Cremer Assistant City Attorney	970-945-2261 x 112	rjp@mountainlawfirm.com

Information Technology

Name and Title	Phone	E-mail
Nick Giglio IT Operations Manager	970-384-6424	nicholas.giglio@cogs.us
Help Desk IT Assistance	970-384-6443	helpdesk@cogs.us

Senior Team

Name and Title	Phone	E-mail
Hannah Klausman Economic & Community Development Director	970-384-6407	hannah.klausman@cogs.us
Yvette Gustad Finance and HR Director	970-384-6421	yvette.gustad@cogs.us
Rod Tarullo Parks & Recreation Director	970-384-6313	rodney.tarullo@cogs.us
Joseph Deras Chief of Public Safety	970-384-6501	joseph.deras@cogs.us
Matt Langhorst Public Works Director	970-384-6438	matthew.langhorst@cogs.us
Tim Bergman Director of Operations	970-384-6420	tim.bergman@cogs.us

Board and Commission Staff Liaisons

Name and Title	Boards/Commissions	Contact
Danyelle Rigli Deputy City Clerk	• Board/Commission Liaison	970-384-6403 danyelle.rigli@cogs.us
Rod Tarullo Parks and Recreation Director	• Arts and Culture • Parks and Recreation	970-384-6313 rodney.tarullo@cogs.us
Steve Boyd City Manager	• Downtown Development Authority (DDA) • Financial Advisory (FAB) • Tourism Management • Transportation • Workforce Housing (WHFAB)	303-668-8567 steve.boyd@cogs.us
Yvette Gustad Finance and HR Director *Treasurer*	• Downtown Development Authority (DDA) • Financial Advisory (FAB) • Rural Fire Protection District • Volunteer Firefighter Pension • Urban Renewal Authority	970-384-6421 yvette.gustad@cogs.us
Emery Ellingson Senior Planner	• Historic Preservation	970-384-6472 emery.ellingson@cogs.us
Watkins Fulk-Gray Senior Planner	• Housing	970-384-6428 watkins.fulkgray@cogs.us
Hannah Klausman Economic & Community Development Director	• Planning and Zoning (P&Z) • Urban Renewal Authority (URA)	970-384-6407 hannah.klausman@cogs.us
Jim Hardcastle Long Range Principal Planner	• River	970-384-6427 james.hardcastle@cogs.us
Ryan Gordon City Engineer	• Transportation	970-384-6413 ryan.gordon@cogs.us
Clare Roberts Senior Police Records Technician	• Victim's and Witnesses Assistance and Law Enforcement (VALE)	970-384-6527 clare.roberts@cogs.us
Mina Bolton Emergency Services Coordinator	• Volunteer Firefighter Pension • Rural Fire Protection District	970-384-6436 mina.bolton@cogs.us
Kevin Rayes Housing Development Manager	• Workforce Housing Fund	970-384-6360 kevin.rayes@cogs.us

Communications

All Communication Policies are located within the Communications Tab of the City's internal intranet site: https://glenwoodsprings.sharepoint.com/sites/Intranet.

The City maintains the highest professional standards with respect to the timeliness, accuracy, and management of all information provided to the public. The City encourages the use of its official branding and social media sites and services. Proactive media contact on behalf of the City, including press releases, media advisories, and other contact with members of the media for coverage of an event, should be coordinated with the City Manager's Office. The Senior Team and the Public Information Officer (PIO) should be notified of media inquiries and scheduled Interviews.

The City's Strategic Communications Plan and Policy governs all media interactions, requests for information, use of official social media platforms, and use of official city branding. This policy outlines the rules and guidelines that should be followed when using City branding or working in social media. This policy controls the use of official social media sites and services by City employees, contractors, or volunteers creating or contributing to blogs, wikis, social networks, virtual worlds, or any other form of social media on behalf of the City. Additionally, this policy provides an overview of responsibilities when using personal social media accounts.

Communication With the Press and Public

It is primarily the responsibility of the Mayor to communicate with the press on specific issues before Council, decisions by Council and other requests the press may have of the Council. Communication with constituents is the responsibility of individual Council members, consistent with the communication policy. Individual Council members should not be discussing decided land use matters with the press or public. The public hearing is the place to voice your opinion and comments made outside the hearing after the decision is made could trigger a judicial appeal of the decision. All incoming Council members, as well as current Council members, should annually attend a media training session with the City's communications team.

Digital Accessibility

The City's Digital Accessibility Plan ensures meaningful access to City programs, services, and activities to comply with the Americans with Disabilities Act (ADA) and reasonably provides translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services.

To request these services, E-mail ADAteam@cogs.us or call 970-384-6441. Please submit requests as soon as possible but no later than three business days (Monday-Thursday, excluding holidays) before scheduled events.

Phone System

City telephones are for business purposes and are not intended for personal calls. In case of an emergency, local calls (both in and out) may be made when other telephones are not available. City telephones should never be used for personal long-distance calls.

Electronic Communications

All electronic communications and information transmitted by, received from, and stored in City equipment is the property of the City.

Users should not expect individual privacy while using City equipment when transmitting, receiving, or storing information, regardless of whether electronic content is produced locally, over the Internet, or through e-mail. Data and information about the operations of the City and its employees are collected and retained only to satisfy legitimate business purposes or as required by law. However, the City may monitor its systems with or without the consent or knowledge of an employee at any time by random monitoring or monitoring any suspected improper use. Monitoring may include printing, reading or remote monitoring of files, Internet content, or electronic messages whether those messages are entering, leaving, or being stored.

City Councilors and employees share a common interest and obligation with regard to ensuring that information and systems are not intentionally, accidentally or improperly disclosed, lost, or misused. City employees are responsible for the protection of work-related electronic data to the extent that they must use City-provided data backup services. Unless authorized by management, storage of City data in areas not protected by backup devices or redundant systems is a violation of this policy.

Deliberate unauthorized acts against the City, including but not limited to misuse, misappropriation, and destruction of information or system resources, and/or the deliberate unauthorized use of software or shareware, will result in disciplinary action up to and including termination.

Email

Individual departments may have additional policies related to email usage that are department-specific. Employees should consult with their supervisor regarding department-specific policies.

Interception

No user may intercept the e-mail of another employee, business, or person except as directed by management for investigation. No employee may receive email as an agent/employee of the City without the knowledge and permission of their Department Head.

Public Records

All electronic correspondence, whether on a City email account, personal email account, or text messages discussing public business are public record and may or may not be subject to the Colorado Open Records Act (CORA) and subject to public inspection. Employees and City Councilors are responsible for understanding what constitutes public records and are therefore responsible for maintaining records in accordance with the retention schedule as defined by the Model Municipal Records Retention Schedules. Do not delete correspondence that meets retention criteria, either sent or received, unless and until the correspondence has been printed and the hard copy filed in accordance with the retention schedules of the City. All copies must be retained per public record schedules. Text messages may be deleted that are transitory in nature and that do not discuss public business.

Any request for public record(s) must be made in writing. The CORA Request Form can be found on the City Clerk's section of the City website. No employee may disclose, forward, reproduce, audit, or in any way make accessible a public record without following the appropriate procedures described below.

- Requests for public records are submitted to the City Clerk, reviewed by the Department Head from which the record originates, and the City Attorney.
- The City Attorney shall make the final determination as to whether an electronic record is subject to public disclosure. No record shall be disseminated without first going through this process.

This policy applies to internal, external, and internet email.

Violations and Enforcement

The Senior Team, or their appointees, will review alleged violations of this policy. Violations of this policy may result in disciplinary action and may include revocation of Internet

access, and/or other disciplinary actions as defined in this Handbook, including termination of employment.

Internet

City employees have an obligation to use their access to the Internet in a responsible and informed way, conforming to network etiquette, customs, and courtesies, and representing the City in a positive manner. Individual departments may have additional policies related to internet usage that are department-specific. Employees should consult with their supervisor regarding department-specific policies.

Use of the internet by City employees constitutes acknowledgment of this policy, whether formally acknowledged or not. **Unacceptable uses and other stipulations are listed below:**

- The creation, downloading, or transmission of any offensive, obscene, or indecent images, data, or other material, or any data capable of being resolved into offensive, obscene, or indecent images or material.
- The creation or transmission of unsolicited commercial or advertising material either to other user organizations or to organizations connected to other networks or other users.
- Deliberate activities with the following characteristics:
- Corrupting or destroying other users' data.
- Violating the privacy of other users.
- Disrupting the work of other users.
- Introduction of malware or viruses.
- Violation of Federal, State, or local laws.
- Transmitting threatening or harassing materials.
- Lobbying any government (elected official or agencies) for purposes of supporting or opposing any issues, programs, or projects except as directed by the City Manager.
- Use of the services to gain unlawful access to information, computational, or communication devices or resources.
- Transmission of material, in violation of applicable copyright laws or patents.
- To misrepresent oneself or the City.
- To express views representing the City without proper authorization.
- Utilization of the internet, email, or application services during work hours to operate a business enterprise for personal gain. Examples include but are not limited to:
    - Operating a home-based business using City resources.

- Conducting or participating in online auctions unrelated to official City business.
- To proselytize for religious purposes.
- Any computer-related activity that the City may deem inappropriate.

Emergencies

In the event of an emergency, one of the most helpful things you can do for your emergency responders is connect residents to official portals for information. When incident staff have relevant or actionable information for you, they will reach out either directly or via the City Manager.

Media Interaction

In general, the Mayor is the one authorized by City Council to talk to the press about City business. If you have a request from the media, the best practice is to refer the requesting party to the Mayor and PIO. In many cases, you may be the best person to answer questions, and the Mayor/PIO will be ok with you doing so. In those instances, be honest and positive. Remember, you are speaking on behalf of City Council and not offering individual opinions. If you don't know the answer, say someone will get back to them. City Council has adopted a Strategic Communication Plan and Policy. All incoming Council members, as well as current Council members, should annually attend a media training session with the City's communications team.

Public Information

There are many ways for residents to connect with City Council and staff. A great summary and landing page for you to point people to is cogs.us/connect. Most large city projects and initiatives have web pages that serve as the hub for project information and public participation opportunities. These can be found on the City's website under Open Gov under Ongoing Projects.

Encourage constituents to use official channels for reporting concerns and complaints. Residents can report concerns such as outages, city park issues, and more from the homepage of our website www.cogs.us, using the Report a Concern button.

Social Media

Council members should attend social media training provided by the City's communication team. As an elected official, rules regarding public forums, open meetings, and open records apply regardless of the social media platform you use. Any time a Council member uses their personal social media accounts to discuss City business, it

becomes a public forum. That means that you cannot hide comments you don't like, block users, or otherwise limit the public's access and ability to comment. This can be particularly disruptive to a Council member's personal life and Council members are encouraged to work with the City's communications team to set up official social media pages to use for City business. Commenting on another Council member's page can result in a violation of the Open Meetings Law if more than two Council members comment.

City Councilors are encouraged to share information from official sources such as City and agency partner pages.

Use of personal social media to discuss City business comes with some gray area which may mean less privacy for you during and potentially after your term. Consider adding a disclaimer on your pages, such as "This is the personal page of…." or "The views expressed are strictly my own".

Important City Documents

These documents are located on the City's website www.cogs.us

- Long Range City Planning
- City Plan Archive
- Budget Archive
- Quarterly Reports Archive
- Strategic Vision 2020-2025 (PDF)

Department Summaries and Functions

City Clerk

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City Departments, and the public rely for the operations and legislative history of the City. The City Clerk serves as the liaison between the public and the City Council and provides the following related services:

- Liquor and Marijuana Licensing
- Procurement and Contracts
- City Insurance
- Public Record Requests
- Municipal Elections & Special Elections
- Municipal Public Auctions
- City Council Agendas & Minutes
- Municipal Code
- Risk Management
- Record Retention Schedule
- Ordinances and Resolutions
- Cemetery Administration

City Manager

The City Manager's office seeks to provide responsive and responsible governance by developing, adopting, and implementing public policy consistent with community needs, and in accordance with Federal and State requirements. The City Manager is the chief administrative officer of the City and is directly responsible to the City Council for the administration of the City. All Council directions to the City shall be through the City Manager who shall have the powers and duties enumerated in the Charter. The City Manager is responsible for the following:

- City Council Support
- Advise Council of the City's Financial Condition and Future Needs
- Executive and Administrative Control: Exercise supervision and control over all executive and administrative departments and recommend to the Council any proposal the City Manager thinks advisable to establish, consolidate, or abolish administrative departments
- Policy Development and Implementation
- Public Information

- Intergovernmental Relations
- Enforcing Laws and Ordinances of the City
- Prepare and Submit Annual Budgets to City Council
- Making Recommendations to City Council as Deemed Necessary or Expedient
- City Council Meetings: Attend and participate in discussions with the Council in an advisory capacity.

Economic and Community Development

The Community Development Department provides a variety of technical and organizational skills to the community to assist in a wide array of public and private land use decisions. The department is empowered to oversee the land use activities within the City. The primary functions are divided between the longer-term planning functions and the implementation functions including zoning, subdivision, and other permitting activities. The second primary division is the Building Department, which reviews and implements the various building and safety codes, reviews construction plans, and conducts inspections to ensure quality and compliance. In addition, the department supports other City programs and policies, including housing, historic preservation, and trail development. Key services provided include:

- Floodplain Management
- Historic Preservation
- Long Range Planning
- Land Use and Development Review
- Sign Permitting
- Zoning Verification
- Building Plan Review
- Contractor Licensing and Information
- Inspections

Finance

The Finance Department manages the fiscal responsibility of public funds in compliance with the municipal code equitably for Glenwood Springs residents. The Department also oversees the Municipal Court. Key services provided include:

- Municipal Court Administration
- Utility Billing (water, sewer, electric, landfill, trash, and recycling)
- Accounts Receivable and Payable Processing
- Payroll Processing
- Budget Preparation

- Investment and Cash Management
- Financial Account Monitoring and Reporting Compliance
- Bond Issuance Coordination, Disbursement Monitoring, and Ongoing Disclosure Compliance
- Monitoring Grants, Leases, and Capitalization of Fixed Assets and Capital Projects
- Business Licensing and Sales Tax Collection
- Collection and Reporting of Sales, Use, and Accommodations Taxes

Human Resources

Human Resources manages the City's nearly 350 employees and ensures compliance with employment laws and regulations. Key services include:

- Recruiting: Finding, interviewing, and hiring new employees
- Onboarding: Supporting new employees through orientation and training
- Benefits: Administering employee benefit programs
- Employee relations: Handling employee questions and issues, and resolving conflicts
- Communication: Communicating company updates, policy changes, and safety rules
- Health and Wellness: Supporting employee health and wellness

Information Systems

The Information Technology Department provides oversight and technical resources to ensure the integrity and availability of technology-based services required for day-to-day municipal operations. Key services include:

- Application Support and Maintenance
- License Tracking
- Server Management
- Network Services
- Phone System
- Equipment Procurement and Maintenance
- Mobile Device Management
- GIS
- Cybersecurity

Legal

The City Attorney is the legal representative of the City and advises the City Council and City officials in matters relating to their official powers and duties. The City Attorney's office

represents the City in all legal proceedings, supervises the drafting of all ordinances, and the preparation of all other legal documents. The City Attorney or Assistant City Attorney attends City Council meetings, Planning and Zoning Commission meetings, and other board or commission meetings as appropriate. As a legal representative for the City, the City Attorney cannot give legal advice to citizens.

Parks and Recreation

Parks and Recreation provide a variety of quality, fun, and safe opportunities for people of all ages. We are a service-based organization that promotes community unity and the health and well-being of the public efficiently and sustainably. We offer year-round recreation and park programs for the residents and guests of Glenwood Springs. Key services include:

- Parks, Trails, and Open Space Management
- Gardens and Forestry Management
- Cemetery Maintenance
- Community Center
- Community Art Center
- Recreational Activities
- City Facilities Maintenance
- Public Art Administration
- Special Events

Public Safety

The Public Safety Department oversees and coordinates public safety functions (police, fire services, and emergency management) with the primary goal of protecting the community from crime, disasters, and other threats by managing and coordinating emergency response efforts across different agencies within the city.

The Fire Department is a dedicated team providing services to an estimated 16,000 full-time residents and a daytime population of over 21,000 in our seventy-two (72) square mile response area. In addition, recreation opportunities afforded by hot springs, ski resorts, white water rafting, cycling, hiking, an amusement park, and more have established Glenwood Springs as a premier tourist destination with a steady influx of visitors. The team provides a wide array of emergent services (Fire, Rescue, EMS, and Haz-Mat Response) and non-emergent services (Fire Prevention and Public Education) to our community and guests.

The Police Department protects the lives and property of the residents and guests of the City of Glenwood Springs and renders assistance as needed. The department performs all duties with courtesy, professionalism, and empathy. Key services include:

- Educating the public about the laws of the City of Glenwood Springs and the State of Colorado and enforcing those laws as necessary
- Code Enforcement
- Parking Enforcement
- Uniformed Patrol
- Criminal Investigations
- Administrative Services: Records management, VIN inspections, etc.
- Community Outreach and Special Programs (School Resource Officers, Alive at 25 Program, etc.)

Public Works

The Public Works Department includes all operations of the utility systems owned by the City, City engineering, all City field operations, streets and alleys, mechanical services, and other public works and utilities functions as deemed necessary by the City Manager. Utility systems include:

- Electric
- Engineering
- Fleet Maintenance
- Recycle Center
- South Canyon Landfill
- Street Maintenance
- SWAT (Special Works Activity Team)
- Trash and Recycling
- Water and Wastewater
- Community Broadband

Authority, Conduct, and Action at Meetings

City Charter

The City Charter establishes the City of government structure, powers, and responsibilities. The Charter and changes to it are voted on by the registered voters of the City. The adoption of a charter is provided for in the State Constitution, and charter cities are often referred to as "home-rule municipalities." The City of Glenwood Springs operates under a Council/Manager form of government. Under the Council/Manager form of government, the City Manager is responsible for the day-to-day administration of the City's operations while the City Council is the policy-making body.

View the City of Glenwood Springs Charter through our Municipal Code Library.

Municipal Code

A municipal code is a collection of laws, ordinances, and regulations that govern a municipality. The municipal code addresses a variety of local issues, including tax implementation, utilities, and land use. All changes to the Code must be made by ordinance. The passage of an ordinance requires two readings at two different meetings. The first reading of an ordinance is also a public hearing where the public may comment on any proposed ordinance. The City of Glenwood Springs Municipal Code includes ordinances enacted by City Council.

View the Glenwood Springs Municipal Code through our Municipal Code Library.

Scope of Authority

The scope of authority and role of City Council is limited by both the Charter and the Municipal Code. Section 3.1 of the Charter provides:

> *All powers of the City not otherwise limited or conferred upon others by this Charter shall be vested in a Council consisting of seven members. It shall have the power to enact and provide for the enforcement of all ordinances necessary to protect life, health, and property; to declare, prevent and summarily abate and remove nuisances; to preserve and enforce good government, general welfare, order, and security of the City and the inhabitants thereof, to enforce ordinances and regulations by ordaining fines and sentencing as established in Section 13.12 of this Charter; to provide for the granting of probation and the conditional suspension of sentences by the Municipal Court; and to delegate to boards and commissions, within*

limitations of the Constitution and this Charter, such functions, powers, and authority of the City as it deems proper and advisable. No enumeration of particular powers granted to the Council shall be construed to impair any general grant of power herein contained or granted by the Constitution, nor to limit any such grant to powers of the same class or classes as those so enumerated.

The Charter goes on to provide for the selection of the Mayor, terms of office, qualifications, meeting timing, and compensation. These are further refined in the Municipal Code Articles Municipal Code Art 020.010 and Municipal Code Art 020.030.

In Charter Section 3.10 the relationship of the Council and the administration is defined. It provides:

Except for the purpose of inquiry, the Council and its members shall deal with the administrative functions of the City solely through the City Manager and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager. Charter Sec. 3.10

In the absence of an action taken by City Council delegating such authority, no individual member has the authority to act on behalf of the City, including directing staff, the City Manager, City Attorney or Municipal Judge, or to bind the City in any way. There are occasions where City Council delegates authority to a member of Council to act on its behalf, such as a member appointed to the Board of Directors of RFTA to act on behalf of City Council. All employee matters except those positions appointed by City Council (City Manager, City Attorney, and Municipal Judge) are assigned to and the responsibility of the City Manager.

Conflicts of Interest

Conflicts of interest are often as much about perception as they are about actual defined conflicts. The perception of impropriety can and often is as damaging to the credibility of City Council decisions as an actual conflict. When in doubt about a conflict-of-interest issue, it is always better to discuss the matter either with the City Attorney or with another Council member. Oftentimes disclosure of a potential conflict on the record will insulate a proceeding from challenge later. This is especially true for quasi-judicial proceedings. The Municipal Code provides extensive guidance on this issue.

View the Municipal Code Municipal Code Art. 020.040 - Conflicts of Interest for detailed information.

Types of Actions by Council

Council actions can be separated into three categories:

1) Administrative, such as approving contracts, hiring appointed officials, and setting utility rates;
2) Legislative, such as adopting municipal code revisions or comprehensive plan amendments; and,
3) Quasi-judicial, such as approving a zoning change affecting a single piece of property, a variance, a special use permit, or a liquor license.

With some exceptions, when City Council is acting in its administrative or legislative role, information gathering and debate can be more informal. When City Council is acting in a quasi-judicial role, process and procedures to ensure substantive and procedural due process are critical.

Legislative Actions

Legislative actions primarily involve the adoption of ordinances that amend the code or set policy for the City. All ordinances require two readings and are effective 10 days after publication on second reading, except for emergency ordinances, which are effective upon passage on second reading. Legislative acts are subject to referendum when the matter is referred to by the voters by either the City Council or via petition. Legislation can also be initiated by petition. All ordinances require a public hearing, and the Charter lays out that the public hearing occurs on first reading. If there are no substantive changes most ordinances are approved on second reading on the consent agenda.

Quasi-judicial Actions

Quasi-judicial actions have three characteristics. They involve a state or local law that:

1) Requires notice be given before the action is taken;
2) Requires a hearing be conducted before the action is taken; and
3) Requires that the application of specific criteria be applied to the individual facts of the matter before them.

When acting in a quasi-judicial role, City Council is charged with being an impartial decision-maker. To ensure impartiality all decisions must be made only on information in the record (typically presented at the hearing or contained in written materials such as the application and staff report).

The City has adopted the following procedure for quasi-judicial hearings that is used by City Council and any other board or commission with quasi-judicial authority:

1. Presentation by staff followed by questions (not comments) from the reviewing body.
2. Presentation by the applicant followed by questions (not comments) from the reviewing body.
3. Public comment.
4. Response, if any, from the applicant to public comment.
5. Comments or additional questions for staff and occasionally the applicant.
6. Motion followed by discussion.
7. Vote.

Although the process is important to the proper exercise of a quasi-judicial role, it is equally important to maintain the appearance of impartiality. Colorado law contains a presumption that quasi-judicial hearings are conducted impartially. This presumption, however, can be overcome with evidence of actual bias, conflicts of interest, personal or private interest, prejudgment, or ex parte contacts. The appearance of impartiality of the Council can be affected by the actions of individual councilors. To maintain the impartiality of quasi-judicial hearings, Council members must attempt to avoid encountering pre-hearing information and, if contact is unavoidable, evaluate whether recusal is needed. When in doubt regarding an issue, Councilors should contact the City Attorney.

Open Records and Open Meetings

As a public official, you should assume that all correspondence, including email and text, is subject to the Open Records Act, requiring public disclosure of those documents. In other words, do not commit anything to writing that you do not want the public to read or the newspaper to publish. There are exceptions to this, including some types of work product and material that is attorney-client communication.

The Open Meetings Act requires public notice of all meetings attended by more than two (2) elected officials. This includes not only in-person meetings but email communications and discussions involving more than two (2) councilors as well as conference calls. As a result, keeping the City Clerk informed regarding event attendance is important to avoid statutory violations.

Prohibited Gifts

In November 2006, the Colorado electorate adopted Amendment 41, adding a new Article XXIX to the Colorado State Constitution. That Article created gift limitations for state and local government officials and employees. One section of Amendment 41 exempted home rule municipalities from the application of the new Article XXIX if the municipality had other

provisions in place (charter, ordinance, resolution) to address those matters. City Council adopted Ordinance No. 8, Series 2007, adding Article 010.060 that defines what constitutes a prohibited gift to city officials (defined to include a Council member, Board or Commission member, and employee).

The rule states that any gift is prohibited if it could improperly influence the official to depart from faithful and impartial discharge of the official's duties or if its primary purpose is to reward an official's action. The Municipal Code provides extensive guidance on this issue. View the Municipal Code Art. 010.060 - Prohibited Gifts to City Officials for detailed information.

Conduct and Procedures for Meetings

All regular meetings, special meetings, work sessions, and conference sessions of the City Council are noticed public meetings and open to the public. The City Council may conduct an executive session under limited exceptions.

Regular Meetings

Regular Meetings are held in Council Chambers at City Hall on the first and third Thursdays of each month unless otherwise designated. Meetings convene at 6:15 p.m. and, per the Municipal Code, must adjourn no later than 11:00 p.m. unless a later time is agreed upon by a unanimous vote of all Council Members present at said meeting. In the event one or more agenda items have not been called before 11:00 p.m. and unanimous approval for extension of the meeting has not been obtained, such items shall be automatically continued to the next regular City Council meeting or a special meeting called per the City Charter.

Special Meetings

Special meetings of the Council shall be called by the City Clerk on the written request of the Mayor, or any two members of the Council, on at least twenty-four hours' written notice to each member of the Council. A special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

Work Sessions

Work sessions may be held at such time and place as a majority of the members may determine. At a work session, no formal vote shall be taken on any matter under discussion, nor shall any member enter a commitment with respect to a vote to be taken subsequently in a formal meeting. To encourage the interchange of ideas at work sessions,

it shall be a standing policy that individual members are not quoted on ideas that they propose. Minutes of these proceedings are not required.

Conference Sessions

The Mayor or the City Manager may call the Council together for a conference session at any time deemed necessary. Each conference session shall be devoted exclusively to matters regarding which the interchange of information preliminary to public action is deemed to be essential. Conference sessions may be held prior to regular or special meetings at such time and place as a majority of the members may determine. No formal vote shall be taken during a conference session on any matter under discussion, nor shall a Council member enter a commitment with another respecting a vote to be taken subsequently in a formal meeting. To encourage the interchange of ideas at conference sessions, it shall be a standing policy that individual members are not quoted on ideas that they propose. Minutes of these proceedings are not required.

Executive Sessions

Executive sessions may be conducted only during a regular or special meeting of City Council; however, no final policy decision, resolution, rule, regulation, formal action, or any action approving a contract or calling for the payment of money shall be adopted or approved at any executive session. Executive sessions only for consideration of the following, to wit:

- Consider the appointment, employment, or dismissal of the City Manager, Municipal Judge, or City Attorney.
- Hear charges or complaints brought against the City Manager, Municipal Judge, or City Attorney.
- Hear testimony and statements concerning people proposed as members of a board or commission.
- Legal matters that come within the attorney-client privilege.
- Discussions with the Chief of Police, District Attorney, or their appointed representatives on matters posing a threat to the security of public buildings, public services, or facilities.
- To determine the City's position relative to issues that may be subject to negotiation, to receive reports on negotiation progress and status, to develop strategy, and to instruct the City's negotiators.

Agendas for Council Meetings

The Municipal Code provides that the City Clerk and City Manager are responsible for setting and assembling the agenda and providing packets to the City Council no later than

noon on the Tuesday preceding the Thursday of each regular meeting of the City Council. In practice, City Council packets often go out electronically on the Friday preceding the next Council meeting. Matters to be considered at special meetings shall be only those as stated in the notice for the meeting.

Any Council member can place an item on a future agenda with the support of two other Council members. If you would like to pull something that is on the consent agenda off and discuss it as a regular agenda item in an evening session, please let the City Manager know at least 24 hours ahead of time. In many cases, the question/issue you have can be addressed at that point, allowing the item to stay on consent. In some cases, the City Manager may choose to move the item prior to the meeting. In other cases, the City Manager may need to do some preparation or be sure someone on staff who is more closely involved in the issue is available to help answer questions during the meeting. In a case where it is not reasonably possible to know ahead of time that you intend to pull something from consent, and the request is first made in the "Agenda Changes" section of the regular meeting, it will take a majority vote of City Council to do so.

Agenda Organization

WORK SESSION

TIME ITEM ACTION

1. *Subject of Work Session*

REGULAR SESSION

2. Roll Call
3. Agenda Changes and Conflicts
4. Council Announcements
5. Citizens Appearing Before Council (for items not on the Agenda – comments limited to 3 minutes)
6. Council Reaction to Citizen Comments
7. Consent Agenda
   All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so requests.

ACTIONS AND/OR PRESENTATIONS

8. *Any Action Items or Presentations*
9. Council Comments

10. Report from City Administration
    a. City Manager
    b. City Attorney
    c. Correspondence Incoming/Outgoing
11. Council Social Event Location
12. Adjournment

Presiding Officer

The Mayor is the presiding officer at the City Council meetings. In their absence, the Mayor Pro Tem takes the chair of City Council. In the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order, and a temporary chairman shall be elected by the members of the Council present. Upon the arrival of the Mayor at the meeting, the Mayor Pro Tem, if then presiding, shall relinquish the chair upon the conclusion of the business immediately before the Council. If a temporary chairman is presiding, they shall relinquish the chair upon the conclusion of the business immediately before the Council to the Mayor or Mayor Pro Tem upon the arrival of either. See Charter Sec. 3.8.

Conduct of City Council Meetings

Public Comment for items not on the agenda.

City Council accepts public comment for items not on the agenda in writing or in person at a City Council meeting. Comments on items not on the agenda are not taken remotely. Public comments are limited to 3 minutes. Comments should be directed to the City Council, not the audience. City Council generally does not directly engage with public commenters but may provide reactions or comments under the "Reactions to Public Comment" agenda item. If a response is needed from City Council at this point in the meeting, it should be handled by the Mayor, who will often refer the person to staff for follow-up after the meeting. A conversation with a member(s) of the public mustn't materialize from citizen comments.

Public Comment on items on the agenda.

City Council generally accepts comments on any item on the agenda. Public comment is required for public hearings, which primarily include ordinances and land use matters. Public comment is limited to three minutes unless the Presiding Officer sets a greater limit. Comments must be directed to the Council and must address the item being considered. In person, in writing, and online comments are accepted for specific agenda items. Meetings generally utilize a simplified Robert's Rules of Order to govern debate, motion, and decisions on matters, except for quasi-judicial public hearings, which utilize the procedures outlined above.

Voting by the Council.

- On any agenda item, the City Manager may ask City Council to take a formal vote on a motion. That will clarify the direction that City Council is giving to the City Manager to avoid differing opinions later on whether or not the Manager appropriately followed City Council's directive.
- The City Clerk shall call all votes.
- All voting upon ordinances, resolutions, and motions shall be in conformity with the Charter.
- Except as otherwise provided in the Charter or in this Code, a motion shall be deemed carried if a quorum is present and a majority of those voting vote "yea."
- No affirmative action may be taken upon a tie vote; and, in the event the matter being voted upon action of City Council, including but not limited to, liquor licenses and items pursuant to Title 070, a tie vote shall be considered to be a denial of the matter.
- In the event a City Council member abstains, the Charter provides that their vote is recorded as a "yea."
- City Council Members not entitled to vote on a motion because of personal or private interest shall be deemed present for purposes of determining whether there is a quorum present.

Types of motions

The following are the motions most commonly used by City Council. While Robert's Rules of Order are generally followed, they do not always effectively address smaller legislative bodies such as a City Council conducting business.

- Main Motion: This is the most common motion used by Council and is used for all items that Council needs to vote on.
- Subsidiary Motion or Motion to Amend the Main Motion: Often, Council members will offer "friendly amendments," and if accepted by the Councilor making the main motion, and the second the main motion can be changed without a vote. In some instances, the proponent is unwilling to alter the main motion, and a Motion to Amend the Main Motion can be used to alter the contents or conditions of the Main motion. A vote is taken on the Motion to Amend, and if successful, then the Main Motion is amended and voted on with the changes.
- Privileged Motion: Urgent or important matter unrelated to pending business.
- Motion to Table Indefinitely: This effectively means the item cannot be brought back. This is rarely ever used and does not apply to quasi-judicial hearings.
- Motion to Continue to a Date Certain: Continues the matter to a specific day and time or to a date to be determined later based on other factors such as schedules, gathering information for Council or availability of necessary participants.

Council Norms and Expectations

Attendance

Section 3.5 of the Charter states that a Council member's office becomes vacant when they are recalled, become incapacitated, resign, miss three consecutive meetings, or move out of the City. Council members typically advise the Mayor, City Manager, and the City Clerk if they are going to be absent from a meeting. Keeping everyone informed is critical to ensure that there is a quorum for meetings. City Council did adopt a remote participation policy during COVID, which remains in place to allow Council members to participate under limited circumstances if they are absent or are sick. Except in instances where a quorum cannot be met any other way, Council members should not feel obligated to attend when they are vacationing, away for work, or under the weather. While not required by the Charter or Municipal Code, Council members are expected to attend work sessions. Often work sessions are critical for Council members to receive information, ask questions, and dive more deeply into issues before formal consideration at a future Council meeting. Examples of this are looking at rate studies, drafts of planning documents, and reviewing projects.

Council members are also assigned by the Mayor to various City boards and commissions as well as to be representatives to outside organizations such as the Roaring Fork Transportation Authority, Colorado Municipal League, and others. Municipal Code Sec. 020.020.020(15). The Mayor traditionally tries to match assignments to Council members' interests and availability. Once assigned, Council members are expected to attend meetings and provide updates to the full Council at regular Council Meetings.

Municipal Elections and the Fair Campaign Practices Act

The Colorado Fair Campaign Practices Act (FCPA) regulates how the City staff and Council can engage in campaign activities. The core requirement of the FCPA is that no public funds can be used to campaign for or against an issue. This includes the use of City-provided phones, email, or social media accounts, as well as staff time. What is permitted is for the City to provide factual information regarding the issue and to answer questions from the press, provided neither the staff nor the council solicited the questions from the press. City Council, in its official capacity, is permitted to adopt a resolution supporting or opposing specific ballot questions, whether local, statewide, or national. Historically, the Council has adopted resolutions regarding local issues and, on rare occasions, has adopted resolutions regarding statewide matters.

This does not mean that, as an individual Council member, you cannot advocate for an issue or a candidate. It just means you cannot use public funds to do so. The FCPA is complex and nuanced,

and it is best practice to confirm with the City Manager or City Attorney that the activity you plan to participate in and the manner you wish to participate in are appropriate under the FCPA.

Decorum During Meetings

It is the goal of the Council to fairly and openly debate and decide issues before it. In order to do that, the presiding officer is responsible for recognizing members who wish to speak, both calling attention to and if necessary, cutting off members who are engaged in personal attacks of the public, staff, or other Council members and to maintain an orderly meeting. The presiding officer may additionally call a recess or, in extreme circumstances, adjourn a meeting if, in the presiding officer's judgment, it is necessary to maintain a safe and courteous environment for the public, staff, or the Council.

Engaging as the Minority

As Council members you are engaged citizens who is passionate about the community and your position on issues. The nature of decision making with a board is that there are times when you or your position is on the losing side. In the course of a four-year term Council members will participate in hundreds of votes on all manner of issues from the mundane to those that generate intense public interest. Each Council member has an opportunity to voice their opinion and make their arguments on the dais. Once the vote is taken the matter is decided and represents the position of the City Council and the City moving forward. Council members are expected to respect this regardless of which side of the vote they were on. Let your personal opinion be reflected in the record, let the vote of City Council reflect the public position.

Security

Staff will brief Council separately on security issues.

Boards and Commissions

The Mayor may appoint up to two members of Council to act as a liaison between Council and a Board or Commission. Mayoral appointments are listed on the City Council Liaison Appointments Webpage. It is important that incoming Council members, as well as current Council members, should annually attend a media training session with the City's communications team. It is important to remember that this is a small community, and in many cases, the people in the best position to advise City Council have personal or financial conflicts of interest when serving on a board or commission. The key in these situations is to make sure that the conflict is disclosed in full. Additional information about the appointed members, meeting dates, etc. can be found on the Boards and Commissions Webpage by selecting an individual Board or Commission.

Arts and Culture Board

The Glenwood Springs Arts & Culture Board (ACB) is committed to promoting awareness, access, and appreciation of the fine, performing, and practical arts for the City of Glenwood Springs. The ACB believes that a healthy arts and culture environment lends itself to a vibrant and forward-thinking community and enriches the local economy. As mortar binds building blocks, it is the ABC's mission to bring people together and encourage meaningful connection through the arts.

Downtown Development Authority Board (DDA)

The purpose of the Downtown Development Authority Board (DDA) is to revitalize downtown by implementing redevelopment projects within the Downtown District of Glenwood Springs. Visit the DDA's Independent Webpage to view the DDA boundary map and current reports.

Financial Advisory Board (FAB)

The Financial Advisory Board (FAB) shall advise and assist the City Manager and Finance Director in the preparation of the City budget, the establishment of accounting systems for the City, the planning of expenses, the projection of revenues, and the analysis of the other fiscal matters presented to the Board by the City Council. The Financial Advisory Board shall also be responsible for making recommendations to Council regarding grants from the City's various grant programs as Council may establish from time to time. No decision of the Financial Advisory Board shall be binding upon the City or anyone acting on its behalf.

Historic Preservation Commission (HPC)

The Historic Preservation Commission's (HPC) role is to recommend ways to protect and preserve the community's historic and cultural heritage. The Commission makes recommendations to City Council regarding methods for enhancing property values and the stabilization of historic neighborhoods, methods for increasing economic and financial benefits, including, but not limited to, City attractions, and methods for the protection and preservation of the City's historic and cultural heritage, including, but not limited to, the designation of historic landmarks and districts by appropriate regulations. The Commission provides educational opportunities to increase public appreciation of the City's unique heritage.

Housing Commission

The Housing Commission works to identify housing needs, recommend policies, investigate funding, and advocate for the creation of safe and accessible housing for residents. The Commission investigates, studies, and reports to the City Council all matters concerning housing issues that directly affect the City, including funding to assist in meeting the housing needs.

Local Liquor Licensing Authority Board

This is not a City board appointed by Council. The Local Liquor Licensing Board shall have the powers granted to local licensing authorities pursuant to Title 12, Articles 46 and 47, Colorado Revised Statutes including temporary permits and wine tastings.

Parks and Recreation Commission

The Parks and Recreation Commission assists the City on matters concerning parks, recreation, the Community Center, tree planting and maintenance, and burial and internment facilities. The Commission values and promotes inclusion, accessibility, and sustainability to help the City provide a comprehensive Parks and Recreation system that contributes to the quality of life for residents of the City, surrounding communities, and visitors.

Planning and Zoning Commission

The Planning and Zoning Commission is a critical, quasi-judicial group with a uniquely essential role in guiding our city's growth and is responsible for reviewing and providing recommendations to the City Council regarding zoning, annexations, large public and private projects, and other activities that involve long-range planning. This commission also makes decisions on certain development proposals. In addition, the Commission shall act as the Building Board of Appeals

whenever such a board is required by this Code, other ordinances of the City, or State or Federal law.

River Commission

The River Commission assists the City on matters concerning the use, enjoyment, and conservation of 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. The Commission coordinates with the Parks and Recreation Commission, Roaring Fork Conservancy, Middle Colorado Watershed Council, and other organizations, stakeholder groups, and property owners as is necessary to carry out the foregoing functions.

Duties include advising City Council on public access to and use of rivers and streams in the City and the adjacent environs, and maintaining and updating a map related thereto as necessary, as well as the use of municipally owned property adjacent to the rivers and City construction projects in the rivers or adjacent open space.

Tourism Management Board

The Tourism Management Board assists the City with all matters concerning tourism marketing and promotion that pertain to or may be pertinent to the benefit of Glenwood Springs and the area within the 81601 postal zip code. This includes promoting features and attractions, as well as reviewing tourism marketing plans. The Board coordinates with City Staff, Community Organizations, Community Businesses, and other Boards and commissions, when applicable, to efficiently market and promote tourism.

Transportation Commission

The Transportation Commission assists the City with any matters concerning transportation issues that directly affect the City. The Commission is responsible for studying and investigating regional transportation systems and various modes of transport like roads, railways, and public transit. In addition, the Commission recommends priorities for annual City infrastructure projects.

Victim's and Witnesses Assistance and Law Enforcement Board (VALE)

The VALE Board reviews and disperses money from the Victim's and Witnesses Assistance and Law Enforcement Fund, which consists of all monies paid as a surcharge on fees imposed for violations of all municipal ordinances, including ordinance violations under the Model Traffic Code.

Volunteer Firefighter Pension Board

The Volunteer Firefighter Pension Board manages and administers a pension fund for volunteer firefighters and their dependents per section 24-4-105, C.R.S. The Board is responsible for keeping and preserving a record of the action and all other matters properly and hearing and deciding each application for benefits.

Workforce Housing Fund Advisory Board

The Workforce Housing Fund Advisory Board advises City Council on the creation of workforce housing programs using 2C funds by evaluating and making recommendations regarding the eligibility of projects for 2C funds and whether funding is within the approved housing plan. The Board works to ensure and advise City Council regarding whether funding is being used as intended, evaluate projects for 2C funding within the approved housing plan, make recommendations within the parameters of established housing programs, and report on expended funds and program metrics to City Council on a twice-yearly basis, which report shall be made public.

Major Funds

The City has 24 separate funds in its budget with different sources of revenue and restrictions with which resources may be appropriated. There are a few government funds with substantial revenue sources that are particularly important to the City:

1. **General Fund** – our largest fund of approximately $30 million, funded primarily with a 1.5% sales tax. This fund has the fewest restrictions on what it can be spent on.
2. **Capital Projects Fund** – this fund buys equipment and performs projects for the departments in the General Fund; Parks and Recreation, Police, Streets, Legal, Engineering, and Administration, including IT, HR, Finance, City Clerk, and Municipal Court. It is funded with a .5% sales tax.
3. **Street and Infrastructure Tax Fund** – Funded with a 1.0% sales tax this fund pays for the repair, maintenance, and rebuilding of City streets and sidewalks, and the utility infrastructure beneath.
4. **Acquisition and Improvement Fund (A&I)** – Funded with 1.0% sales tax, this fund is for large projects like bridge and street replacements. It subsidizes the community center, historic museum, and arts center, and provides maintenance funds for parks and trails near the community center.

View the City budget
View the City's audited financial reports

City Services Provided to Residents and Visitors

The City provides a variety of services for residents. Governmental services include street and alley maintenance, parks maintenance, a Community Center, police and fire departments, a municipal court, city clerk, community development, economic development, building department, and engineering.

It also provides services to residents in Enterprise Funds that are funded with customer fees, including water, wastewater, electric, a landfill, broadband, a cemetery, and trash service.

It is inevitable that sometimes staff won't have an answer immediately and will need to do some research and get back to City Council. Whenever possible, it is important to let staff know of a topic or question you may bring up so the appropriate people can be in attendance and prepared. Surprises can undermine public confidence in staff and City Council, push agenda items to future meetings, and create unnecessary stress.

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

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

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 buildlings.

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

_____

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 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
April 3, 2025

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

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 Revise Statues (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 <u>double underlined text</u> 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 Standards	Required 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
	Natural Medicine Center	-	-	-	-	-	S	S	S	S	P	P	-	P	P		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							P	S	P	S	S		S				1 per 300 square feet
INDUSTRIAL USES																		
*** * * ***																		
Natural Medicine Business	Natural Medicine cultivation facility	-	-	-	-	-	-	S	-	-	P	-	-	P	-		070.030.030(e)(20)	1 per 1,000 square feet
	Natural Medicine Products Manufacturer	-	-	-	-	-	-	S	-	-	P	-	-	P	-		070.030.030(e)(20)	1 per 1,000 square feet
	Natural MedicineTesting Facilities	-	-	-	-	-	-	S	-	-	P	-	-	P	-		070.030.030(e)(20)	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

REQUEST	Consideration of a Code Amendment to zone and codify use standards for Natural Medicine Businesses, and shopping centers in Glenwood Springs.
APPLICANT	City of Glenwood Springs
OWNER	N/A
LOCATION	City Wide
ZONE	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 →	RR	RL	RM1	RM2	RH	RT	M1	M2	M3	CO	RE	I1	I2	IN	HP
Use Category	Use Type															
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	
	Natural Medicine Center						P	P	P	P	P	P		P	P	
	Printing and copying establishment						S	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 MedicineTesting 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.

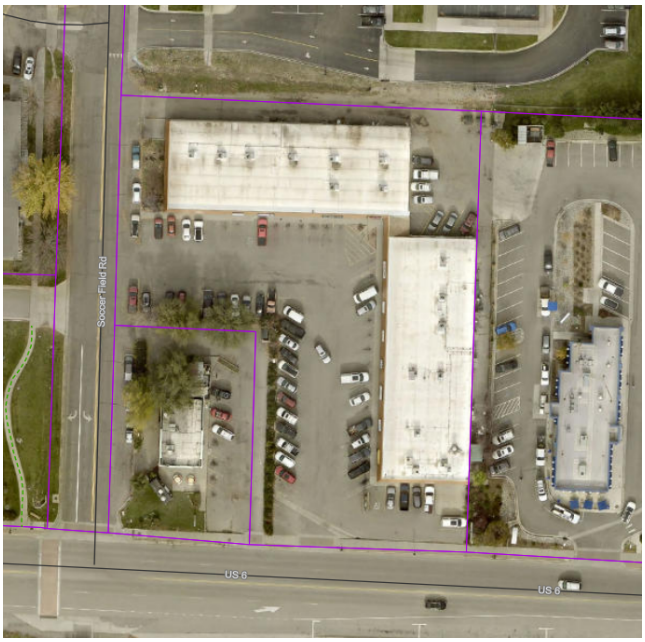


Figure 1Map of a shopping center in West Glenwood

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.

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 accpeted 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 exisiting 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 consisten with the purpose of the Development Code.
Action 2
A small zoning change to accommodate for changes in conditions is consisten with the purpose of the Development Code.

REVIEWING AGENCY COMMENTS

None Received.

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.

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.

DRAFT

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.

DRAFT

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.

DRAFT

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.

DRAFT

Planning File 04-25 Code Amendment
Proposed Zoning

<u>Double Underline</u> 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
RESIDENTIAL USES																		
PUBLIC, INSTITUTIONAL, AND CIVIC USES																		
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
COMMERCIAL USES																		
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
	Natural Medicine Center	-	-	-	-	-	P	P	P	P	P	P	-	P	P		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							P	S	P	S	S		S				1 per 300 square feet
INDUSTRIAL USES																		
Industrial Services	Airport/ 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)	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)	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	Natural Medicine cultivation facility	-	-	-	-	-	-	S	-	-	P	-	-	P	-			1 per 1,000 square feet
	Natural Medicine Products Manufacturer	-	-	-	-	-	-	S	-	-	P	-	-	P	-			1 per 1,000 square feet
	Natural MedicineTesting Facilities	-	-	-	-	-	-	S	-	-	P	-	-	P	-			1 per 1,000 square feet
ACCESSORY USES																		
TEMPORARY USES																		

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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• MORE INFO •

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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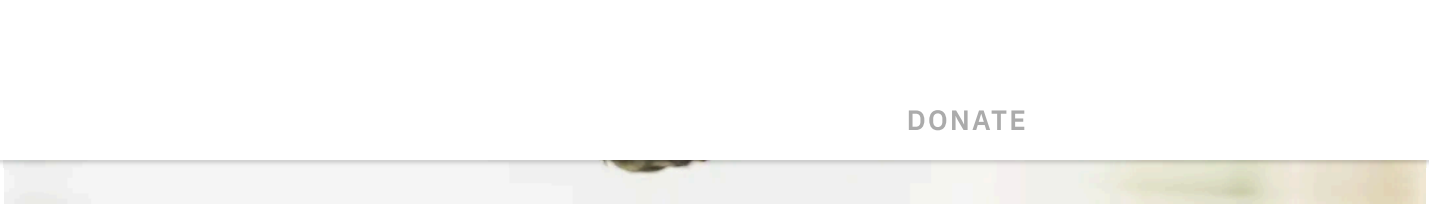

Hart Van Denburg/CPR News

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.

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.

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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?

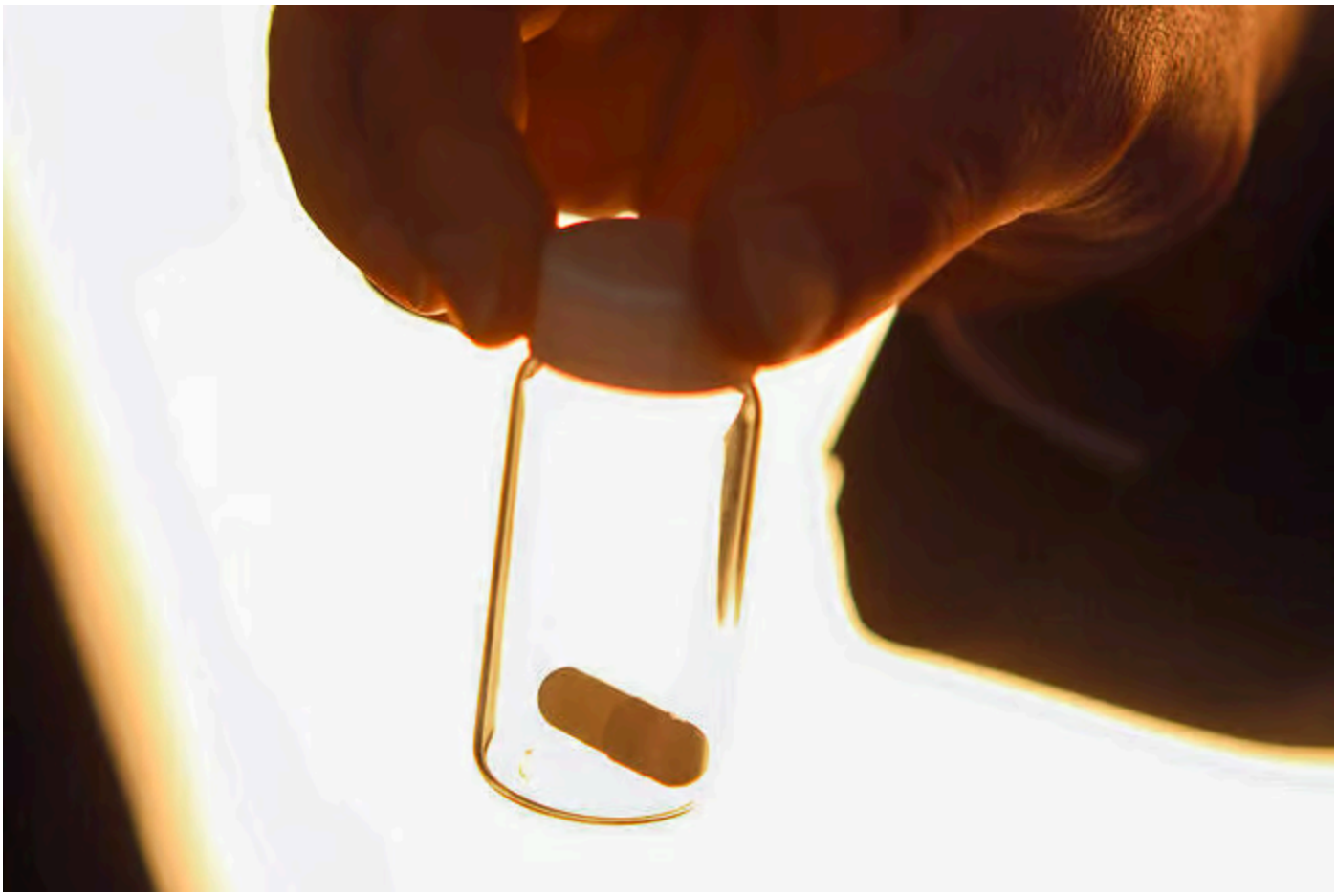
Yes, it starts with a screening form.

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 themself 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 Poinsatte, 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 Poinsatte is hopeful that individual businesses will offer reduced-cost options to lower-income individuals.

"This is still so new," Poinsatte 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."

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

MAR 24
Indie 102.3's March Local 303 Meetup feat: Barbara and DNA Picasso
6:30pm Bar 404

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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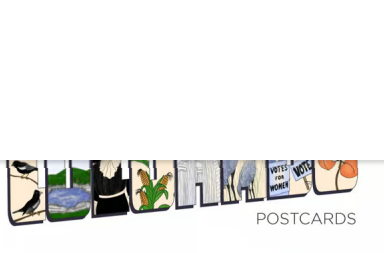

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Transportation Commission Application - Submission #3094

Date Submitted: 3/31/2025

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.

- [x] 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*

3/31/2025

Personal Information

First Name*

Dean

Last Name*

Kinkel

Occupation*

banker

Home Address*

City*

Glenwood Springs

State*

CO

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 Transportation Commission?*

Transportation is a key issue in Glenwood Springs. From commuter traffic to ped and bike safety. Being in the know and being able to help improve our town transportation issues is a very important.

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

To give feedback and suggestions on how to enhance existing infrastructure and communicate to the community.

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

Yes.

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

My home backs up to the Rio Grand Trail so I have a particular interest in its development along that corridor.

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?*

I am a banker. I make decisions that make people unhappy almost everyday.

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. I have been part of the commission for the last 2 years so I have the time blocked off.

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

I have been part of the commission for the last 2 years. I am a member of the Kiwanis Club, Chamber Ambassador and referring youth sports for the Glenwood Rec Center.

Have you previously served on the Transportation Commission?*

Yes

Reappointment Applicants

These questions only required for reappointment applicants.

Why do you think you should be reappointed?

I attend the majority of the meetings and provide a ped/bike perspective as that is my primary transportation. I also live near the high school and grade school with is a vital corridor as well.

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

Yes

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:

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)

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item:	Ordinance 2025-12; Parking Citation Enforcement
Action Requested:	Approval of Ordinance 2025-12 Parking Citation Enforcement
Department:	Police Department
Presented By:	Joseph Deras
Strategic Goals:	Ensure Public Safety
Background Info:	We need a mechanism to enforce people that accumulate multiple parking violations and repeatedly do not remit payment.
Issues:	Parking violations issued by the City are often not criminal offenses served by a sworn officer. Therefore, it is a civil matter that must be dealt with in our City code. This was the subject of a work session in the last Council meeting.
Fiscal Impact:	This will be a nominal revenue generator.
Legal Review:	Legal drafted the Ordinance.
Staff Recommendation:	Staff supports approval of Ordinance 2025-12.

ORDINANCE NO. 12

Series of 2025

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 120.050.020 OF THE GLENWOOD SPRINGS MUNICIPAL CODE REGARDING VEHICLE IMPOUNDMENT FOR UNPAID PARKING INFRACTIONS.

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, the Glenwood Springs Police Department has recommended amending the Glenwood Springs Municipal Code (the "Code") to address impoundment of vehicles for unpaid parking infractions; and

WHEREAS, Section 120.050.020 of the Code sets forth graduated penalties for specific violations of the of the Code; and

WHEREAS, the City Council finds and declares that the amendment to Section 120.050.020 of the Code regarding impoundment of vehicles with unpaid parking infractions as set forth herein is 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. **Recitals**. The foregoing recitals are incorporated herein as if set forth in full.

Amendments. Section 120.050.020 is here by amended as follows, with double underlined text added and ~~strike through~~ language deleted:

120.050.020 Graduated penalties for specific violations.

A person violating the following provisions shall be subject to graduated penalties based on the number of violations per calendar year as follows:

****

(e) Any vehicle registered to the same owner for which there are three or more unpaid parking infractions shall be subject to impoundment in accordance with Section 1816, as amended, of the Model Traffic Code for Glenwood Springs. The registered owner of the vehicle may retrieve the vehicle from impoundment by payment of impoundment fees set by the City Council and all

unpaid parking fines and fees shall be added to such fees. For purposes of this section non-payment shall mean more than 21 days have elapsed since issuance of a parking infraction ticket.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED PUBLISHED BY TITLE ONLY THIS 3RD DAY OF APRIL 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

City of Glenwood Springs
Police Department
101 W. 8th 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
April 3, 2025

Agenda Item: Planning File #01-25 and #05-25, Major Site/Architectural Plan and 1041 Review for Canyon Vista at 51993 Highway 6

Action Requested: Approve Planning Files #01-25 and #05-25 with recommended findings and conditions of approval as recommended by Staff and P&Z.

Department: Economic and Community Development

Presented By: Watkins Fulk-Gray

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: Canyon Vista is a proposed 80-unit affordable housing project. Located between Donegan Rd., Highway 6, the former Rodeway Inn, and the Elks lodge and mobile home park, it is a large site that was formerly the Glenwood Gardens plant nursery. The nursery business has been closed to the public for several years, leaving several greenhouse buildings, including a historic greenhouse originally part of the Redstone Castle complex; two occupied single-family homes, and two abandoned homes. The property slopes continuously uphill from Highway 6 to Donegan. Cohen-Esrey Development Group, the applicant, proposes to construct three buildings containing four studio apartments, 21 one-bed apartments, 52 two-bed apartments, and three three-bed apartments. All 80 of these units would be deed restricted for families earning between 20% and 80% area median income (AMI), a deep level of affordability that will make rents possible that are as low as $358 for a studio and $532 for a three-bedroom at the 20% AMI level, up to $1,434 for a studio or $2,130 for a three-bedroom at 80% AMI . This deep affordability is made possible by a low-income tax credit award and other sources of funding that will be discussed later in this report.

According to the City's 2023 Strategic Housing Plan Update, there were more than 745 Glenwood households earning between 20% and 80% AMI that were housing cost-burdened, meaning they pay more than 30% of the household's income on housing costs. The proposed income range of tenants in Canyon Vista is 20% AMI to 80% AMI. Other key findings from the 2023 Plan Update include the following:

- Most renters, 77%, that earned below 80% AMI were housing cost-burdened
- 44% of all renters in Glenwood (of all income levels) were housing cost-burdened
- 78% of the city's workforce commutes from neighboring communities
- In 2023 there were 988 unfilled jobs in the city
- In 2023 there was a total need of 1,346 homes

These statistics show the strong need for housing in Glenwood and housing for the income ranges targeted by Canyon Vista. The need conveyed through the data, along with the affordable housing mission of the developer, are what drew the developer to Glenwood Springs. While not a silver bullet for all the City's housing issues, potentially transformative projects such as this one are part of Glenwood's broader housing efforts to expand housing availability and affordability, including promoting ADUs, zoning reform, a rental assistance program, a down payment assistance program, and regional efforts.

The Planning & Zoning Commission (P&Z) recommended approval by a vote of 7-0 on March 25 with the conditions reproduced at the end of this report. The March 25 P&Z staff report, included as an attachment, contains more detail about the project and about zoning compliance.

Planning and Zoning Commission reviewed the project at their regularly scheduled March 25, 2025

meeting and voted unanimously to recommend approval of the project to City Council. The minutes from the meeting that detail the discussion the Commission had are included as an attachment to this report.

Issues:

As the P&Z staff report for 3/25/25 describes, the project is in conformance with most zoning requirements. Some minor discrepancies are recommended being fixed with conditions of approval. Seven minor elements of the project are recommended for the application of flexibility permitted through 070.045.080 as one of the incentives the Municipal Code offers for affordable housing projects. Those seven project elements are the following:

1. Parking within front setback
2. Maximum retaining wall heights
3. Required landscaping in between terraced retaining walls
4. Offsets in all retaining walls
5. Width of landscaped islands
6. Height transitions of “Layout C” building on west side
7. Width of planting strip along Highway 6

These seven site design flexibility requests are primarily based on existing conditions or conditions that will not conflict with the reason for the given zoning standard they deviate from. In the case of the parking within the front setback, the site's zoning requires both a minimum and maximum setback that results in a large area that is taken up by the front setback, constraining the site. The applicant proposes to mitigate the visual impact of parking in the front setback by a densely-vegetated buffer across the entire width of the lot. The width of landscaped islands, proposed at six feet rather than nine, allow the project to exceed parking requirements. The three flexibility requests related to retaining wall standards are due to the significant grade change on the property, as well as the fact that their purpose, mitigating visual impact, will be achieved by the construction of the buildings that will mostly block the walls from view. Offsets in the back retaining walls would also hinder the installation of solar panels. The height transition standards that Staff believes apply to the back building's west side will mostly be mitigated by grade difference and by meeting one, but not three, of the required height transition standards. The planting strip along Highway 6 is proposed to become vegetated, but to maintain its existing nonconforming width.

This project won a highly-competitive Low-Income Housing Tax Credit (LIHTC) award from the Colorado Housing and Finance Authority. While this award makes the deep affordability of the project possible, the City has found with other LIHTC projects that the strings on this federal funding present a challenge in meeting the City's inclusionary zoning requirements for Resident Occupancy. Federal regulations, especially the Fair Housing Act, prohibit placing Resident Occupancy restrictions on projects with federal funding. To allow the project to move forward with the best possible chance for at least 20% of the units being occupied by members of Glenwood's workforce (meeting "Resident Occupancy" requirements), the loan approved by City Council in July 2024 is structured to be forgivable each year that the Resident Occupancy requirements are met. Additionally, a condition of approval is recommended that will require full compliance with inclusionary zoning requirements that are then in place when the LIHTC land use restrictions sunset after 40 years.

This project, if approved, would finish out the City's Proposition 123 affordable housing commitment. Forty of the project's 80 units will count toward the Proposition 123 commitment requirement, representing more than half of the total required in Glenwood Springs, which is 64 units. It is highly improbable that any project other than one supported by a LIHTC award and the several other public sources of funding described in the next section could provide such deep affordability.

Fiscal Impact:

In July 2024 City Council approved a $1.57 million loan from the Workforce Housing Fund that will be forgivable for each year that at least 20% of the units are home to members of the local workforce, i.e. meeting the Resident Occupancy definition in the Housing Guidelines. No fee waivers were approved for the project.

Other sources of funding outside the City's loan include the following:

- Low-Income Housing Tax Credit (LIHTC) award
- Private activity bonds from Garfield County
- Vouchers from Garfield County Housing Authority

Legal Review: N/A

Staff Recommendation: The P&Z recommended the following **findings** of fact for the Major Site/Architectural Plan. Findings 1-4 are responses to the four standard criteria of approval for site/architectural plans and findings 5-7 are from the Housing Guidelines, and are specific to the project elements that are recommended for site design flexibility, as described in the Issues section.

1. The site/architectural plan is consistent with general purpose and intent of the Code;
2. The site/architectural plan is consistent with dimensional, design, development, and all other standards of this Code;
3. The site/architectural plan is not in conflict with precedent land use approvals;
4. The site/architectural plan is consistent the Comprehensive Plan and other adopted City policies and plans, including the Strategic Housing Plan Update.
5. The flexibility request does not harm the public health, safety, or welfare;
6. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code including the specific regulation for which the flexibility is sought; and
7. The flexibility requested will not violate building or fire code requirements.

The P&Z recommended the following **conditions**of approval for the Major Site/Architectural Plan:

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The owner shall comply with all verbal representations made in the public hearings, as outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.
5. If the development converts to a free market project at the end of the LIHTC term, any inclusionary zoning or similar requirements in effect at that time shall apply to the development.
6. As part of the Final Plans Review, the following elements of the project shall be modified:
    a. Revise landscaping plan to meet code requirements regarding required number of trees.
    b. Revise landscaping plan to show hydrozones and comply with hydrozone plant grouping requirements per the Municipal Code.
    c. Provide the required minimum amount of storage volume for each unit and provide details for how the storage space will be allocated.
    d. A planting strip shall be incorporated between the curb and sidewalk using the existing hardscaped strip.
7. Incorporate a landscaped buffer at the base of the retaining wall on the east side of the property.
8. All trees with a diameter of 14 inches or greater shall be issued tree removal permits from the Parks and Recreation Department before they are removed.
9. The Final Plan Review submission shall include a photometric plan and other plan details showing that all lighting standards in 070.040.100 are adhered to.

10. The proposed solar arrays shall comply with Section 1205 of the International Fire Code.
11. Raw water shall be used for irrigation whenever it is available.
12. Unless prohibited because of existing agreements with the Elks property or because of CDOT requirements, the existing westbound bus stop near the Elks property shall be relocated to the Canyon Vista property. If the bus stop is relocated, an ADA-compliant hardscape path to the street shall be constructed through the planting strip from the bus shelter.
13. A building permit for the project will not be issued until a Minor Subdivision has been finalized that consolidates the three existing parcels.

The P&Z recommended the following findings of fact for the 1041 Review, the first 19 being standard for all 1041 Reviews and the last three relating to the project's proximity to a Key Facility.

1. The health, welfare, and safety of the residents of this City will be protected and served.
2. The project is in general conformance with the Comprehensive Plan and other duly adopted plans and permit criteria.
3. The project is financially feasible.
4. The project is not subject to significant risk from natural hazards.
5. The project will not have a significant adverse effect on the capability of local governments affected by the project to provide local infrastructure and services, or exceed the capacity of service delivery systems.
6. The project will not have a significant adverse effect on the quality or quantity of recreational opportunities and experience.
7. The project will not significantly degrade air quality.
8. The project will not significantly degrade existing visual quality.
9. The project will not significantly degrade surface water quality.
10. The project will not significantly degrade groundwater quality.
11. The project will not significantly degrade wetlands and riparian areas, terrestrial or aquatic plant or animal life.
12. The project will not significantly deteriorate soils and geologic conditions.
13. The project will not cause a nuisance.
14. The project will not result in unreasonable risk of releases of hazardous materials.
15. Urban development, population densities, and site layout and design of storm water and sanitation systems shall be accomplished in a manner that will prevent the pollution of aquifer recharge areas.
16. The project is reasonably necessary to meet projected community development and population demands in the areas to be served by the project, or to comply with regulatory or technological requirements.
17. The project will be constructed in areas which will result in the proper utilization of existing facilities or systems to ensure the orderly and sustainable development of infrastructure in the City and adjacent communities.
18. Economic impacts including, but not limited to, taxable property, licensed and permitted facilities, and recreation related to the proposed project have been identified and will be compensated for or mitigated.
19. The project will emphasize the most efficient use of water, including the recycling, reuse, and conservation of water.
20. The project will encourage the smooth flow of motorized and nonmotorized traffic.
21. The project will foster the development of such areas in a manner calculated to preserve the smooth flow of such traffic.
22. The project will preserve desirable existing community patterns.

The P&Z recommended the same conditions of approval for the 1041 Review as for the Major Site/Architectural Plan. After consultation with legal, Staff has chosen to separate conditions of approval that are applicable to the 1041 Review criteria of approval from the Major Site Architectural conditions above..

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The owner shall comply with all verbal representations made in the public hearings, as outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.

Planning and Zoning Commission Report

Date: March 25, 2025
To: Planning and Zoning Commission
From: Watkins Fulk-Gray, AICP, Senior Planner
Subject: Planning File #01-25 and #05-25 – Major Site/Architectural Plan and 1041 Review for "Canyon Vista" at 51993 and 52003 Highway 6 & 24

REQUEST	Consideration of a Major Site/Architectural Plan and a 1041 Review for an 80-unit affordable housing project
APPLICANT	Cohen-Esrey Development Group, LLC
OWNER	Margaret MacPherson
LOCATION	51993 and 52003 Highway 6 & 24 (PIN 218505400073 and 218505400072)
ZONE	M1 (Mixed Use Corridor)
SURROUNDING LAND USES	North: Residential South: Highway 6, I-70, Colorado River East: Commercial West: Mixed use
LOT SIZE	3.93 acres, based on provided survey

ACTION ITEMS

Per Section 070.060.050 of the *Glenwood Springs Municipal Code* (the "Code"), the Planning and Zoning Commission (Commission) is a recommending body for both Major Site/Architectural Plans and for 1041 Reviews. Final approval for both applications is in the purview of City Council.

Action 1 – Major Site Plan & Architectural Plan – consideration of Planning File #01-25 for a Major Site & Architectural Plan for development of an 80-unit multifamily residential building.

Staff recommendation: *That the P&Z **recommend approval** of the Major Site/Architectural Plan for development of an 80-unit multifamily residential building with findings and conditions at the end of this staff report.*

Action 2 – 1041 Review – consideration of Planning File #05-25 for a 1041 Review for development of an 80-unit multifamily residential project in a designated area of State interest.

Staff recommendation: *That the P&Z **recommend approval** of the 1041 Review for development of an 80-unit multifamily residential building with findings and conditions at the end of this report.*

BACKGROUND

Project Summary

Canyon Vista is a proposed 80-unit affordable housing project located on Highway 6 between the Elks lodge and RFTA's Iron Mountain Place. The project received the highly competitive Low-Income Housing Tax Credit (LIHTC) award, which involves tax credits to the project that can be sold and transferred on the open market for equity to invest in the project. The project has received the following sources of funding:

- LIHTC award from the Colorado Housing and Finance Authority (CHFA)
- $3.9 million in Garfield County's private activity bonds
- $1.5 million forgivable loan from the City's Workforce Housing Fund
- Waived system improvement fees

Cohen-Esrey, the applicant, is an affordable housing developer specializing in LIHTC projects that has developed multiple affordable housing projects in Colorado. The proposed project sits on three lots that total 3.93 acres on a former plant nursery site. The project proposes three buildings that will contain four studio apartments, 21 one-bed apartments, 52 two-bed apartments, and three three-bed apartments. All of the 80 units will be deed restricted for affordability. Below is a breakdown of the affordability proposed for the project.

Figure 1

AMI	# of Units	Max. Monthly Rent	Income Limit
20%	3	$358 (studio) – $532 (3-bed)	$14,340 (1-person h.h.) – $20,480 (4-person h.h.)
30%	7	$537 – $798	$21,510 – $30,720
40%	7	$717 – $1,065	$28,680 – $40,960
50%	23	$896 – $1,331	$35,850 – $51,200
70%	10	$1,254 – $1,863	$50,190 – $71,680
80%	30	$1,434 – $2,130	$57,360 – $81,920

Above: Number of units, maximum monthly rents, and income limits arranged by area median income (AMI) category.

Figure 1, shown above, displays the number of apartments that will be available at each affordability level proposed, along with the maximum monthly rent and maximum income limit of these affordability levels. The affordability level is expressed as a percentage of "area median income," or AMI, with the average household income being 100% AMI. While the total number of units by AMI is laid out above, the bedroom/bathroom configuration of these units has not yet been established. Instead, maximum rents have been displayed in a range from studio apartment maximum to three-bedroom maximum with the corresponding income limits of households occupying the units in a range from a one-person household (h.h.) to a four-person household.

These low rents would not be possible without the LIHTC award and affordable housing focus of the project's developer.

Location and Background

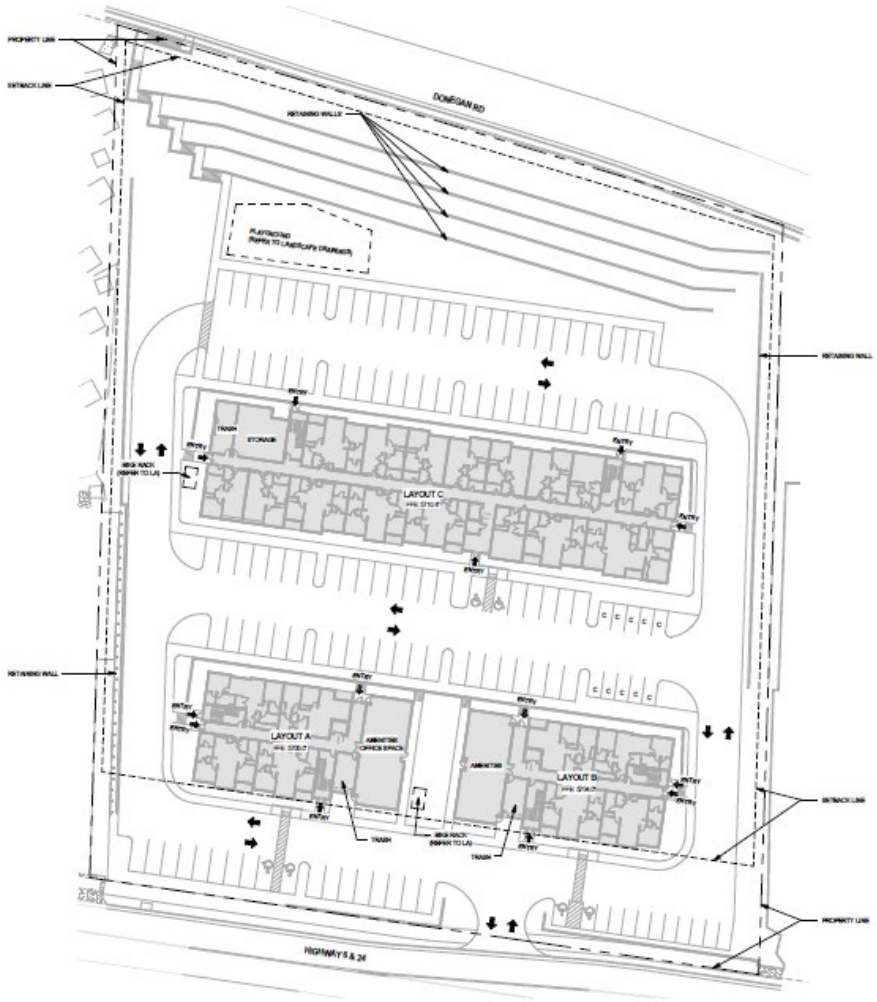
The project site is situated between Highway 6 and Donegan Road, and is accessed by Highway 6. It is the home of the former Glenwood Gardens, a plant nursery that was open to the public. Some plant cultivation still takes place at the property, but the nursery has been closed to the public for almost 10 years. The project site is made up of three separate parcels, which together make up about 3.93 acres. Immediately to the east is a workforce housing project owned by RFTA, which is operated as an Extended-Stay Hotel (a land use category defined by the Municipal Code). To the west is the Elks lodge and a mobile home park, of which at least one mobile home appears to be sited adjacent to one of Canyon Vista's proposed buildings.

There are many structures on the property, including two habitable and occupied homes, two abandoned homes, several hoophouse-stye greenhouses, one historic greenhouse structure, and many accessory structures. The historic greenhouse was built in 1903 in Redstone as part of the Redstone Castle complex, and moved to its current location in 1938. The developers are interested in preserving the greenhouse, but have indicated that it will have to be moved for their project to move forward, and that they cannot spend significant funds on its relocation.

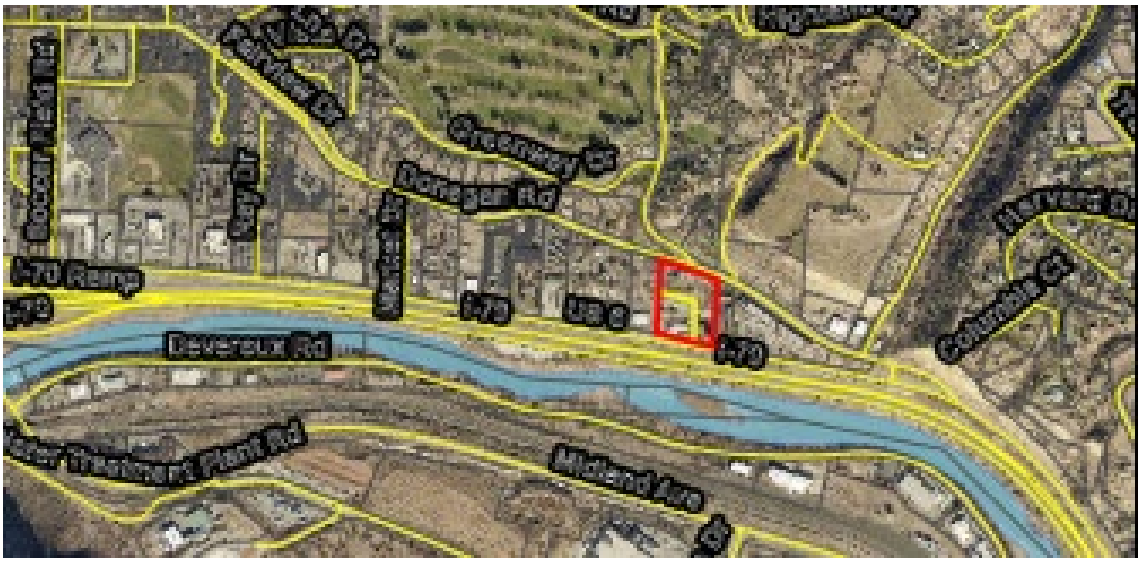
The site is served in the westbound direction by Ride Glenwood, and City Staff is interested using this project as an opportunity to improve the transit service. This will be discussed in more detail in another section.

Certain system improvement fees were waived for this project by City Council on July 18, 2024, and additional contributions to the project were made from the Workforce Housing Fund.

Top-left, moving clockwise: The view toward the north from near the entrance; the historic greenhouse, newer hoophouses, and accessory structures; one of the inhabited single-family homes on the property; upward view inside the historic greenhouse.



Above: A site plan showing the three proposed buildings ("Layout A," "Layout B," and "Layout C") and other project elements.



Above: A vicinity map of the site on Highway 6.

PROJECT ANALYSIS

The application is for a Major Site/Architectural Plan Application for an 80-unit multifamily residential development. Because of its location adjacent to Highway 6, a 1041 Review is also required. The following section provides further details on the compliance of the proposed project with Code standards.

CODE STANDARD		PROPOSED	STANDARD MET?
Lot Standards	None	3.93 acres	YES
Lot Coverage	N/A	N/A/	N/A
Common Open Space	20% of lot area; 34,256 square feet required	34,291 square feet	YES
Parking Area Landscaping			
Surface Area Landscape	20% of total surface parking area (4,501 s.f.)	4,597 s.f.	YES
Interior Landscape	10 s.f. per parking space (1,380 s.f.)	1,468	YES
Trees	1 required per 8 parking spaces (18)	28	YES
Landscaping			
Trees	1 per 400 s.f. of landscaped area (65 trees required)	64	NO
Shrubs	1 per 100 s.f. of landscaped area (257 shrubs required)	260	YES
Perennials	1 per 50 s.f. of landscaped area (514 perennial plantings)	527	YES
Native and drought-resistant species	Minimum of 75% of plantings	78%	YES
Street trees	6 required	8	YES
Total landscaping	15% of lot area; 25,692 square feet required	43,036 square feet	YES
Setback			
Front	5’ minimum, 60’ maximum	60	YES
Rear	7.5’		YES
Side	5’		YES
Height	40 feet (maximum)	39’7”	YES
Parking	136	138	YES

Sidewalk	8 ft. minimum	8’	YES
Bike Parking	9 spaces required	16	YES
Trash Enclosure	Required to be screened	Located inside buildings	YES
Architectural Elements	5 architectural features on every building elevation	5 or more on each elevation	YES
Retaining walls	6 feet maximum; various other standards	13 feet at highest; some required features missing	NO
Storage	1 cubic foot per 3 gross s.f. floor area per unit	Details needed	Needs clarification
Affordable Housing	20% of units deed restricted for affordability and resident occupancy	100%	YES

Note: The project site consists of what are currently three distinct parcels. As noted later in this report, the parcels will need to be consolidated through a Minor Subdivision prior to construction. Though that process has not taken place, the analysis in this table is based on the area of the combined lots.

Incentives for Residential Developments (Section 070.45.080)

This project meets most land use regulations in the Municipal Code. However, there are some, mostly minor, requirements that this proposal does not meet. Section 070.045.080 of the Municipal Code offers incentives for new developments that provide affordable residential units, including site design flexibility. Section 070.045.080 states that site flexibility includes, but is not limited to, minimum lot size, building height, lot coverage, impervious coverage, setbacks, and landscaping. Parking is not allowed as one of the flexible applications. As a project designed for all of its apartments to be affordable for families earning less than the average income, the project is eligible for a flexible application of some of the code’s standards. These are the areas in which the project does not meet the strict standards of the code:

1. Parking within front setback
2. Maximum retaining wall heights
3. Required landscaping in between terraced retaining walls
4. Offsets in all retaining walls
5. Width of landscaped islands
6. Height transitions of “Layout C” building on west side
7. Width of planting strip along Highway 6

All of the above items are eligible to be approved under the flexible application approach permitted by 070.045.080 and can be approved by City Council. Staff recommends utilizing this approach for the above items. Other components of the project, such as landscaping at the base of the east and west retaining walls and the number of proposed tree plantings, are recommended to be changed and brought up to code.

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

Site Layout and Building Design (Section 070.040.080)

Section 070.040.080 Residential Site and Building design provides standards for multifamily developments related to building orientation, architectural elements, height, and façade

articulation. This proposed project meets all of the requirements of Section 070.040.080.

Building Materials
The primary building materials are fiber cement lap siding and stone veneer, which are approved primary materials.

Building Color
Code requires that the predominant exterior colors on a multi-family building be earth tones. The building elevations and color palette adheres to this principle.

Building Orientation
Code requires that all multi-family buildings shall have an entrance oriented toward the street, and, to the maximum extent feasible, the primary entrance and façade of individual buildings shall be oriented toward either the street or common open space areas. The proposed design meets these criteria for all buildings.

Lot Coverage
Residential zone districts are subject to lot coverage requirements. This project is not considered "infill residential," as defined in the code, because the M1 zone district is a mixed-use rather than a residential district (though residential uses are allowed). Therefore, the maximum lot coverage requirements for "infill residential" do not apply.

Massing and Form
Section 070.040.080(e)(8)(c) contains design standards for projects on block faces that contain 75% or more single-family homes. This section does not apply to this site.

Height Transitions
Section 070.040.080(e)(8)(b) of the Municipal Code requires that new buildings which exceed the height of adjacent dwellings by one or more stories use three of the four mitigation techniques listed in code to make the proposed building more compatible with neighboring residential development. A "story" is not a defined term in the Municipal Code, and while most building stories are eight to 12 feet, it is not a standardized concept in the construction industry.

The back building (labelled in the architectural plans as "layout C") is situated adjacent to at least one one-story mobile home. The base of the Canyon Vista buildings will be significantly lower than the mobile homes, which significantly mitigates the transition between them and the proposed building. However, the architectural plans show that the height of the back building (measured to the midpoint of the gable, as directed by code standards) will be 10'7" taller than the adjacent mobile homes. Staff believes this triggers the requirement that the back building incorporate three of the four transition standards in 070.040.080(e)(8)(b). The design includes one of the transition standards (utilizing sloping roofs to accommodate upper stories). Because the height difference between the adjacent mobile homes and the building in question is only one story, and incorporates one of the transition standards, **Staff recommends site design flexibility be applied to this aspect of the project, as permitted by 070.045.080**.

The development on the project's east side is called Iron Mountain Place, and is a RFTA-owned

workforce housing development. It was created through the Extended-Stay Hotel regulations in 070.030.030(e)(10), and as such, it is considered a commercial development rather than a residential one. Height transition standards therefore do not apply on the project's east side.

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

Common Open Space
Code requires 20% of the site be common open space. Based on the survey provided by the applicant, the required amount of common open space is 34,256 square feet, and the plans show 34,291 square feet. Land eligible to be counted as common open space is limited by 070.040.040(c) to contiguous blocks of land at least 15 feet wide (with the exception of trails and paths). For Final Plan Review, Staff will request dimensions for some portions of the designated common open space, but it appears that the proposal does, narrowly, meet the required amount and design of common open space.

Landscaping
For a property zoned M1, 15% of the lot must be reserved for landscaping. This equates to at least 25,692 square feet of landscaping, and the project proposes 43,036 square feet.

Requirements for planting by type is found in the table below.

Plant Material	Code Requirement	Required	Provided	Meets Req?
Trees	1 per 400 sf req. landscaped area (25,692 sf)	65	64	NO
Shrubs	1 per 100 sf req. landscaped area (25,692 sf)	257	260	YES
Perennials	1 per 50 sf req. landscaped area (25,692 sf)	514	527	YES
Street trees	One tree per 75 feet of street frontage	6	8	YES
Native and drought-resistant species	Native and drought tolerant species must account for 75% of plantings	75%	78%	YES

Based on required landscaped area of 25,692 s.f.

As the table above shows, the landscaping plan will need to be changed slightly to provide the required number of trees. This has been included in the recommended conditions of approval, but could also be approved through an administrative adjustment.

Planting Strip

A planting strip at least five feet in width providing separation between street and sidewalk is required with new development. However, the current planting strip in between the street edge and sidewalk tapers from close to five feet to around two feet. This is a very similar situation to two other affordable housing projects, Habitat for Humanity's The Confluence and the project called The Benedict, both of which inherited substandard planting strips that were approved to keep their substandard planting strip width and existing sidewalk alignment. **Staff recommends the same flexibility be applied to this project**.

Parking Lot Landscaping

Multifamily developments are required to provide parking lot landscaping equal to 20% of the total parking area, as well as 10 square feet of "interior parking area" per parking space. The project meets these standards.

Retaining Walls

The site has very significant grade differentials from front to back. The feasibility of the entire project hinges on successfully mitigating this grade differential. To do so the project will utilize retaining walls on the east, rear, and west sides of the property. The rear portion will have four terraced retaining walls on which solar panels will be installed.

The Municipal Code contains numerous standards relating to retaining walls in 070.040.050(f). The plans do not meet some of these standards, and Staff recommends allowing site design flexibility pursuant to 070.045.080 for some of these standards, and recommends fixing some of them through conditions of approval. One of these requirements is incorporating "offsets," meaning recessions or projections of at least two feet "that have the effect of casting shadows." The following table summarizes the relevant retaining wall standards and whether the project meets them:

Retaining wall requirement	Proposed	Standard met?
Maximum height of 6 feet	Rear walls: 6 feet West wall: 13 feet East wall: 8.5 feet	Rear: YES West: NO East: NO
Landscaping incorporated at base of wall	Rear walls: Yes West wall: Majority landscaped East wall: None	Rear: YES West: YES East: NO
Maximum of 3 wall terraces	4 (in rear of property)	NO
Landscaping situated in between terraces	None (rear walls are only terraced retaining walls)	NO
Minimum 4-foot spacing in between terraces	Not shown on plans; applicants indicate minimum requirement will be met	YES
Offsets in all walls longer than 30 feet	None	NO

Staff recommends allowing the site design flexibility permitted affordable housing developments for the following elements:

1. Maximum retaining wall heights for east and west walls

2. Required landscaping in between terraced retaining walls (rear terraced walls)
3. Offsets in all retaining walls (east, rear, west)

It is recommended the project be allowed to exceed the maximum retaining wall heights on the east and west sides because the walls will mostly be blocked from view by buildings, because they will be tapered and portions of the walls will confirm to height requirements, and because the potential redevelopment of the site will be significantly limited by the strict application of retaining wall height limits. The wall offsets required on the east and west walls would mostly be blocked from view from the streetscape and would also reduce the amount of developable land on the site, as well as add unnecessary engineering and construction costs to the project.

For the required landscaping between the terraced walls in the rear retaining walls would be rendered obsolete by the solar panels that will be mounted on these walls. Similarly, offsets would be rendered visually obsolete, and would also add unnecessary engineering challenges.

Off-Street Parking and Loading

The code standard for off-street parking in multifamily developments is 1.5 spaces per multifamily units, plus one guest parking space per five multifamily units. The number of off-street parking spaces required is therefore 136, and the applicants propose 138 spaces.

Access and Circulation

Because Highway 6 and 24 is part of the Colorado Department of Transportation (CDOT) right-of-way, a CDOT access permit will be required for the project. A traffic study has been prepared and accepted by CDOT.

A condition of approval has been recommended that the sidewalk width be shown on the plans, with the minimum width of eight feet. The applicants are in alignment with this intention.

Traffic Impact

The traffic study finds that no turn lanes will be needed and that the level of service will be acceptable with the project as built.

The Engineering Department has requested that the applicant investigate the possibility of relocating a bus stop from in front of the Elks building to in front of Canyon Vista. The current bus stop in front of the Elks has no corresponding eastbound stop at all, an unfortunate constraint on the Ride Glenwood bus system. The Engineering Department believes it may be possible to work with CDOT to establish an eastbound stop in their right-of-way in front of Canyon Vista, and with a relocated westbound stop on Canyon Vista's property, the bus system will be improved. This would also benefit RFTA, who operates Ride Glenwood, because they house some of their drivers next to Canyon Vista.

Drainage and Geotechnical

The applicants submitted a geotechnical study and a drainage study. The geotechnical study notes some soil concerns, and recommends footing foundations for the buildings. The drainage study states that an effective drainage system will be possible to create for the project. Our Engineering and Public Works departments have minor comments about these aspects of the plans that will be addressed in the next phase of review.

Community Housing

Section 070.045.070 requires all residential and mixed-use developments proposing the construction of ten or more new dwelling units or residential lots to set aside a portion of these as affordable units and to be occupied by members of the local workforce. These requirements are called "Inclusionary Zoning" standards. This project goes well above the City's inclusionary zoning requirements for affordability, proposing all of the units to be affordable for people who earn 20% to 80% of AMI, which is a deep level of affordability that rarely materializes in Glenwood Springs.

Without the financing of the Low-Income Housing Tax Credit (LIHTC) program, it is not possible for a free-market project to set rents at the 20% to 80% area-median income level that this project proposes. For this reason LIHTC awards are very competitive; for every five projects seeking LIHTC, only one is awarded. A free-market typical project relies on monthly rental income to recoup its upfront costs; the need to maximize monthly rental income is baked into the pro forma. Free market projects in Glenwood Springs are at a particular advantage because of the overall lack of housing supply, which increases rents above price points that are considered affordable for a large share of the local workforce. According to the 2023 Strategic Housing Plan Update, more than 44 percent of all renters in Glenwood Springs are considered cost burdened (i.e. paying more than 30% of monthly income on housing). Seventy-seven percent of renters earning below 80% of the area median income are cost burdened, and 78% of the Glenwood Springs workforce commutes from neighboring communities where the cost of housing is cheaper.

While LIHTC financing makes this project possible, it also presents a challenge for the project to meet the other half of inclusionary zoning requirements, which stipulate that 20% of the apartments be deed restricted for Resident Occupancy by members of the local workforce. LIHTC projects, with their federal funding sources, are subject to federal Fair Housing Act requirements, which prohibit some local requirements like Resident Occupancy. To incentivize housing members of the local workforce, City Council approved a $1.5 million forgivable loan for the project that will not need to be paid back if at least 20% of the apartments are rented to members of the local workforce. This means that it is likely, though not required, that at least 20% of the residents of Canyon Vista will always meet the definition of Resident Occupancy, even though the Resident Occupancy requirement will not be memorialized in the deed restriction.

The LIHTC award that makes the deep affordability of this project possible requires affordability for 40 years. As an additional solution to the conflict between federal requirements attached to the project's funding and the City's inclusionary zoning requirements, Staff has recommended as a condition of approval that if the project is to be converted into a market-rate project after 40 years, then whatever inclusionary zoning requirements the City has at that time should apply to the project moving forward. If the project were converted to market-rate and today's requirements are still in effect, 20% of the units (16 units) will have to be kept affordable for tenants earning 100% AMI or less and who meet the local occupancy requirements.

Lighting

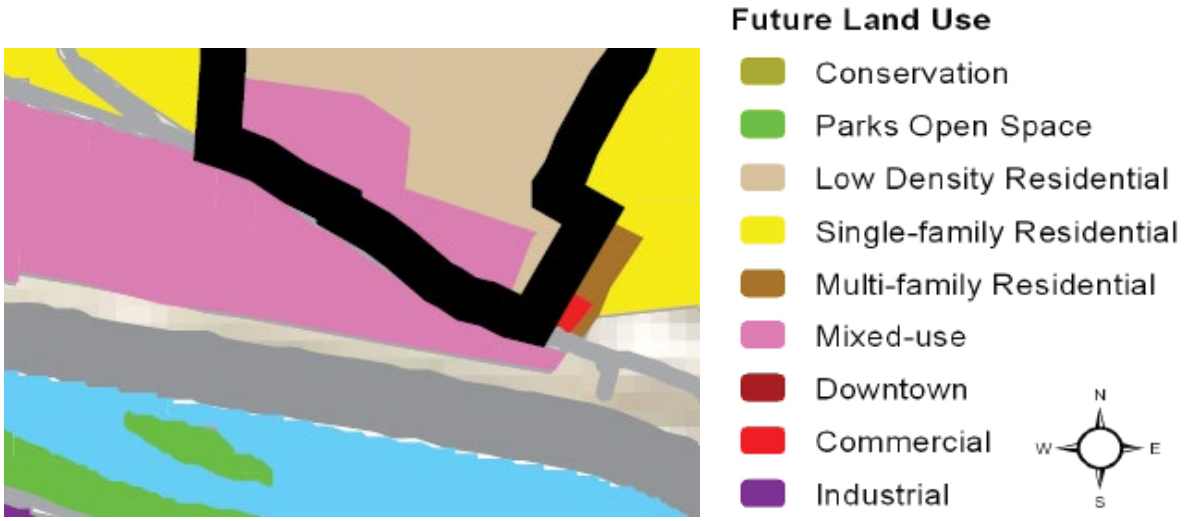
No photometric plan was submitted; photometric plans at the Site/Architectural Plan stage are optional because lighting requirements rarely influence major project components, such as the

placement of buildings. A photometric plan and all lighting information will be required and reviewed in the next application phase. This project will be subject to all exterior lighting requirements of 070.040.100, including the maximum 10.0 foot-candle limit for illumination brightness, minimum and maximum illumination levels for parking area lighting, minimum illumination for walkways, and supplemental lighting standards for Lighting District 1. All lighting fixtures must be "full cut-off," meaning they will be shrouded on the top and sides. The project narrative states the intention of meeting all these requirements.

COMPREHENSIVE PLAN COMPATIBILITY

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

The subject property is shown on the Future Land Use Map (FLUM) in the Comprehensive Plan as Mixed-Use. The Comprehensive Plan's definition of the "Mixed-Use" future land use designation states "The Mixed-Use land use designation allows for a variety of uses including commercial, retail, office, restaurant, entertainment, and multi-family housing co-existing through design either in a horizontal or vertical fashion." The project's multifamily development concept meets the Future Land Use Map intention.



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

Comprehensive Plan goals impacted by this proposal:

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

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

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

Staff comment: The proposed development would fill a community need. According to the 2023 Strategic Housing Plan Update, Glenwood has a current need of about 745 dwelling units between 30% and 80% AMI, the tenant income range targeted by this proposal.

Goal: Support social diversity.

Staff comment: Social diversity is supported by the presence of a variety of housing types, features, and price points. This project would likely provide affordable housing for single people through families.

Comprehensive Plan policies or actions impacted by this proposal:

Policy or action: Encourage a compact urban form.

Staff comment: The proposal involves infill development of and a unit-per-acre typical of multifamily housing.

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

Staff comment: The proposed buildings will be taller and more massive than the mobile home park to the west and somewhat larger than the hotel building to the east. However, the height and size of Canyon Vista will be mitigated by the finished grade of the site being significantly lower than the mobile home park and of the large size of the land area of the project site (almost four acres).

Policy or action: Create a community for all.

Staff comment: The proposed project would create housing for families with income levels not served by the free market, creating housing for income levels identified as having shortfalls in the Strategic Housing Plan Update.

Policy of action: Increase housing density.

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

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

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

1041 REVIEW ANALYSIS

A 1041 Review, the full and proper name of which is a permit reviewed pursuant to the Guidelines and Regulations for Matters of State Interest, is required for certain types of uses and for uses in certain locations. This 1041 Review is triggered by development adjacent to

Highway 6 & 24. Additional standards are required because the project will impact a "Key Facility," Highway 6 & 24. This 1041 Review is a separate action item from the Major Site/Architectural Plan and will need its own motion and findings.

All applications for 1041 Review must be evaluated against the following 19 general criteria. Staff review and analysis are included below with inset text below each criterium**.** Where such terms as "reasonable," "feasible" and "adequate" are used in the foregoing criteria, the Community Development Department Director shall determine in each case what is or is not reasonable, feasible, or adequate. Staff analysis is included by inset and in **BOLD** below the criteria.

(1) The health, welfare, and safety of the residents of this City will be protected and served.

Staff believes the public interest will be served and protected by the creation of important new housing, targeted to the needs identified in the Strategic Housing Plan Update.

(2) The project is in general conformance with the Comprehensive Plan and other duly adopted plans and permit criteria.

The project is in conformance with the Comprehensive Plan and the Strategic Housing Plan Update. The following Comprehensive Plan goals, actions, and policies are supported by the project:

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

The project will address needs identified in the Strategic Housing Plan Update:

- **Reduce the number of cost-burdened households, of which there were an estimated more than 745 at the income levels targeted by this project in 2023**
- **Reduce the estimated 78% of total employees in Glenwood Springs that commute from outside the city**

(3) The project is financially feasible. The determination of financial feasibility of the project may include but is not limited to the following considerations:

a. The business plan submitted by the applicant.

b. Relevant bond issue, loan and other financing approval or certifications (ex: approved bond issue; bond counsel opinion).

The developer has extensive experience and specialty in LIHTC projects, including more than 3,000 affordable apartments across 16 states. Because of the experience the developer brings, Staff judges that the intent to build the project is financially feasible.

(4) The project is not subject to significant risk from natural hazards. The determination of risk from natural hazards to the project may include but is not limited to the following considerations:
   a. Faults and fissures.
   b. Unstable slopes including landslides, rock slides, and avalanche areas.
   c. Expansive or evaporative soils and risk of subsidence.
   d. Wildfire hazard areas.
   e. Floodplains.

In the City's geohazard study, the project site is shown as having a "slight hazard" for debris flow and for hydrocompactive soils. This level of risk does not require submittal of additional materials or additional review by the City. The geotechnical study has been reviewed by the Engineering Department and the construction drawings must be stamped by a qualified engineer.

(5) The project will not have a significant adverse effect on the capability of local governments affected by the project to provide local infrastructure and services, or exceed the capacity of service delivery systems. The determination of the effects on local government services and infrastructure may include but is not limited to the following considerations:
   a. Current and projected capacity of roads, schools, infrastructure, drainage and/or stormwater infrastructure, housing, recreational facilities, emergency services, and other services necessary to accommodate development, and the impact of the project upon the current and projected capacity.
   b. Changes caused by the project in the cost of providing education, transportation networks, water treatment and wastewater treatment, stormwater drainage, channel stabilization, recreation facilities, bridges, emergency services, or other governmental services or facilities.
   c. Need for temporary roads to access the project for construction and maintenance.
   d. Change in demand for public transportation.

Sufficient service capacity exists for the project, and the Public Works Department has issued a can/will serve letter.

(6) The project will not have a significant adverse effect on the quality or quantity of recreational opportunities and experience. The determination of effects of the project

on recreational opportunities and experience may include but is not limited to the following considerations:

a. Changes to existing and projected visitor days.
b. Changes in quality and quantity of fisheries.
c. Changes in instream flows or reservoir levels.
d. Changes in access to recreational resources.
e. Changes to quality and quantity of hiking, biking, or horseback riding trails.
f. Changes to hunting experiences.
g. Changes to open space.
h. Changes to existing conservation easements.
i. Changes to regional or neighborhood parks.
j. Changes to recreational scenic experience..

The project is not expected to impact tourism, fisheries, reservoirs, or any recreational assets.

(7) The project will not significantly degrade air quality. The determination of effects of the project on air quality may include but is not limited to the following considerations:

a. Changes in visibility and microclimates.
b. Applicable air quality standards.

With the City's standard construction management practices, the project construction and functioning of the project is not expected to impact air quality.

(8) The project will not significantly degrade existing visual quality. The determination of visual effects of the project may include but is not limited to the following considerations:

a. Visual changes to ground cover and vegetation, waterfalls and streams, or other natural
b. features.
c. Interference with viewsheds and scenic vistas.
d. Changes in landscape character types of unique land formations.
e. Compatibility of structure size and color with scenic vistas and view sheds.
f. Changes to open space.
g. Changes to existing conservation easements.
h. Changes to impacts to regional or neighborhood parks.

The project will result in three new buildings, but the site is already developed, has been used historically, and the grading is different than what the site was in its historic state. Significant vegetation exists on the site currently, but it is mostly hidden from view of the traveling public by structures. For these reasons Staff does not believe the project will degrade visual quality of the area.

(9) The project will not significantly degrade surface water quality. The determination of effects of the project on surface water quality may include, but is not limited to, the following considerations:

a. Changes to existing water quality, including patterns of water circulation, temperature, conditions of the substrate, extent and persistence of suspended particulates and clarity, odor, color or taste of water.
b. Applicable narrative and numeric water quality standards.
c. Changes in point and nonpoint source pollution loads.
d. Increase in erosion.
e. Changes in sediment loading to waterbodies.
f. Changes in stream channel or shoreline stability.
g. Changes in stormwater runoff flows.
h. Changes in trophic status or in eutrophication rates in lakes and reservoirs.
i. Changes in the capacity or functioning of streams, lakes, or reservoirs.
j. Changes to the topography, natural drainage patterns, soil morphology and productivity, soil erosion potential, and floodplains.
k. Changes to stream sedimentation, geomorphology, and channel stability.

With the conditions of approval recommended, the City's standard construction management requirements, and the stormwater details that will be provided and reviewed at building permit review, Staff believes that surface water quality will not be degraded by the project.

(10) The project will not significantly degrade groundwater quality. The determination of effects of the project on groundwater quality may include, but is not limited to, the following considerations:
a. Changes in aquifer recharge rates, groundwater levels and aquifer capacity including seepage losses through aquifer boundaries and at aquifer-stream interfaces.
b. Changes in capacity and function of wells within the impact area.
c. Changes in quality of well water within the impact area.

With the conditions of approval recommended and the stormwater details that will be provided at building permit review, Staff believes that groundwater quality will not be degraded by the project. The area is served by water service providers and not wells.

(11) The project will not significantly degrade wetlands and riparian areas, terrestrial or aquatic plant or animal life.

No wetlands or riparian areas are present on the property.

(12) The project will not significantly deteriorate soils and geologic conditions. The determination of effects of the project on soils and geologic conditions may include but is not limited to the following considerations:
a. Loss of topsoil due to wind or water forces.
b. Changes in soil erodibility.
c. Physical or chemical soil deterioration.
d. Terrain deformation/mass wasting/subsidence.
e. Compacting, sealing and crusting.

f. Waterlogging.
g. Soil morphology and productivity.

With the City's standard construction management requirements, it is not expected that significant erosion or other soil or geologic problems will occur during construction or afterward.

(13) The project will not cause a nuisance. The determination of nuisance effects of the project may include, but is not limited to, the following considerations: increase in odors, dust, fumes, glare, heat, noise, vibration or artificial light.

With the City's standard construction management requirements, it is not expected that construction will cause a nuisance. Other code standards, such as Performance Standards for All Uses (070.030.030(b)) will be applied to the project to ensure no nuisance situations are created.

(14) The project will not result in an unreasonable risk of releases of hazardous materials. The determination of the risk of release of hazardous materials caused by project may include but is not limited to the following considerations:
a. Plans for compliance with federal and state handling, storage, disposal, and transportation requirements.
b. Use of waste minimization techniques.
c. Adequacy of spill prevention and response plans

No hazardous materials are expected to be used in construction or afterward with this project.

(15) Urban development, population densities, and site layout and design of storm water and sanitation systems shall be accomplished in a manner that will prevent the pollution of aquifer recharge areas. The determination of potential for pollution of the aquifer recharge areas by the project may include, but is not limited to, the following considerations:
a. Proximity of urban development and population densities to aquifer recharge areas.
b. Proximity of stormwater and sanitation systems to aquifer recharge areas.
c. Changes in water quality in the aquifer recharge areas.

There are no known impacts to aquifer recharge zones.

(16) The project shall be reasonably necessary to meet projected community development and population demands in the areas to be served by the project, or to comply with regulatory or technological requirements. The determination of whether the project is reasonably necessary may include but is not limited to the following considerations:
a. Relationship to reasonable growth projections and local land use plans.
b. Relationship to other providers' service areas.
c. Whether the project is not in compliance with regulatory or technological requirements or will not be in compliance in the near future.

The project is necessary because it will help fill an overall housing shortfall and will target some of the AMI segments where the shortfall is most acute.

(17) The project shall be constructed in areas which will result in the proper utilization of existing facilities or systems to ensure the orderly and sustainable development of infrastructure in the City and adjacent communities, including the following considerations:

a. Site selection and construction will not create or encourage growth and development which is incompatible with and cannot be accommodate by the local financial capacity of the area or residents to be served.
b. New systems will not overburden existing systems and current and future demand for services can be met within existing and proposed capacity.
c. The project will not create proliferation of special districts or overlapping of special districts with the boundaries of other special districts or municipalities.
d. The project is the best alternative for the provision of services to the geographical area serviced.
e. To the extent feasible, facilities and systems shall be consolidated with existing facilities and systems in the area.
f. The project will not result in duplicative services or excessive capacity.
g. The project will be administered so as to minimize disruption of utility services and preserve desirable existing community patterns.

The project is sited in an area that is already served by existing facilities and services, and the project will not overburden the existing systems.

(18) Economic impacts including, but not limited to, taxable property, licensed and permitted facilities, and recreation related to the proposed project have been identified and will be compensated for or mitigated.

No undesirable economic impacts are expected. On the contrary, it is expected that this project will support the existing community, help businesses attract and retain employees, and grow the tax base.

(19) The project shall emphasize the most efficient use of water, including the recycling, reuse, and conservation of water, including the following considerations:

a. Whether the project uses readily available conservation techniques.
b. Whether the project recycles water to the greatest extent permissible.
c. Whether the project will use raw water for exterior or irrigation use if available.

A condition of approval has been recommended that would require irrigation to use raw water if it is feasible. The project meets all code requirements for water distribution.

Review Criteria Specific to Areas Around Key Facilities

No permit shall issue for a project related to areas around designated key facilities in which

development may have a material impact upon the key facility or surrounding community unless it contains conditions tailored to mitigate the environmental, infrastructure, and financial impacts to the City. The Key Facility near this project is Highway 6 & 24.

Applications for a project related to areas around designated key facilities in which development may have a material impact upon the key facility or surrounding community shall be subject to the following mandatory special review criteria, shown in **BOLD** with Staff analysis:

1) The project will encourage the smooth flow of motorized and nonmotorized traffic.

   Based on the traffic report submitted, the expected traffic volume from the project can be accommodated with the existing roadway and intersection conditions.

2) The project will foster the development of such areas in a manner calculated to preserve the smooth flow of such traffic.

   The project will not jeopardize the smooth flow of traffic because the access roadway has capacity to accommodate it.

3) The project will preserve desirable existing community patterns.

   The project will transform a large and relatively underused piece of land that is surrounded by more intense development. The resulting development will be more in line, and align with something closer to the development pattern, with the surrounding area.

REVIEWING AGENCY COMMENTS

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

Engineering Department – The Engineering Department has accepted the finding in the traffic report that no turn lanes or intersection improvements are needed for the project. They believe it may be possible to coordinate with CDOT to remove the turn lane for Iron Mountain Place (the development to the east). They have requested the applicant incorporate a bus shelter into the front of the Canyon Vista Streetscape; if this happens and the turn lane in front of Iron Mountain Place goes away, there will be room for both an east and west Ride Glenwood bus stop. This will be an improvement to the system, where there is currently a westbound stop, but no eastbound stop, a suboptimal condition and the only one of its kind on the Ride Glenwood network.

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

Fire Department – The Fire Department that the solar arrays comply with the International Fire Code.

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

SITE/ARCHITECTURAL PLAN REVIEW APPROVAL CRITERIA

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

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

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

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

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

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

Staff believes there are no prior approvals that conflict with the project.

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

Staff believes that the project meets many of the Comprehensive Plan's housing and land use goals, policies, and actions. Staff also believes the proposal is consistent with the Strategic Housing Plan Update, which was adopted in 2023. The Plan Update calls for the creation or preservation of 1,346 affordable dwelling units to meet current demand, and this project would supply new affordable units.

Criteria of Approval for Site Design Flexibility

The following are criteria of approval from the Housing Guidelines that are specific to the site design flexibility requests discussed in this report.

1. *The flexibility request does not harm the public health, safety, or welfare; and*

Staff believes the seven site design flexibility requests will not harm the public health, safety, or welfare. Many of the requests will not be noticeable at all except to someone standing at the base of one of the retaining walls or closely observing specific features on-site.

2. *The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code including the specific regulation for which the flexibility is sought; and*

Staff believes the flexibility requested is in conformance with the Comprehensive Plan and with the intents of the specific regulations.

3. *The flexibility requested will not violate building or fire code requirements.*

Staff does not believe there is any concern with building code or fire code for the requested flexibility requests.

ACTION ALTERNATIVES AND STAFF RECOMMENDATION:

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

Action 1 – Major Site/Architectural Plan –Major Site/Architectural Plan for development of an 80-unit multifamily residential building.

Staff Recommendation/Suggested Motion
Staff recommends that the P&Z **recommend approval** of the Major Site/Architectural Plan with the following **findings** and the **conditions**:

Suggested Findings:
1. The site/architectural plan is consistent with general purpose and intent of the Code;
2. The site/architectural plan is consistent with dimensional, design, development, and all other standards of this Code;
3. The site/architectural plan is not in conflict with precedent land use approvals;
4. The site/architectural plan is consistent the Comprehensive Plan and other adopted City policies and plans, including the Strategic Housing Plan Update.
5. The flexibility request does not harm the public health, safety, or welfare;
6. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code including the specific regulation for which the flexibility is sought; and
7. The flexibility requested will not violate building or fire code requirements.

Suggested Conditions

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The owner shall comply with all verbal representations made in the public hearings, as

outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.

3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.
5. If the development converts to a free market project at the end of the LIHTC term, any inclusionary zoning or similar requirements in effect at that time shall apply to the development.
6. As part of the Final Plans Review, the following elements of the project shall be modified:
    a. Revise landscaping plan to meet code requirements regarding required number of trees.
    b. Revise landscaping plan to show hydrozones and comply with hydrozone plant grouping requirements per the Municipal Code.
    c. Provide the required minimum amount of storage volume for each unit and provide details for how the storage space will be allocated.
    d. A planting strip shall be incorporated between the curb and sidewalk using the existing hardscaped strip.
7. Incorporate a landscaped buffer at the base of the retaining wall on the east side of the property.
8. All trees with a diameter of 14 inches or greater shall be issued tree removal permits from the Parks and Recreation Department before they are removed.
9. The Final Plan Review submission shall include a photometric plan and other plan details showing that all lighting standards in 070.040.100 are adhered to.
10. The proposed solar arrays shall comply with Section 1205 of the International Fire Code.
11. Raw water shall be used for irrigation whenever it is available.
12. Unless prohibited because of existing agreements with the Elks property or because of CDOT requirements, the existing westbound bus stop near the Elks property shall be relocated to the Canyon Vista property. If the bus stop is relocated, an ADA-compliant hardscape path to the street shall be constructed through the planting strip from the bus shelter.

Action 2 – 1041 Review –A 1041 for development of an 80-unit multifamily residential building in an area of State interest.

Staff Recommendation/Suggested Motion
Staff recommends that the P&Z **recommend approval** of the 1041 Review with the following **findings** and the **conditions as recommended under Action 1**:

Suggested Findings:

(1) The health, welfare, and safety of the residents of this City will be protected and served.
(2) The project is in general conformance with the Comprehensive Plan and other duly adopted plans and permit criteria.

(3) The project is financially feasible.
(4) The project is not subject to significant risk from natural hazards.
(5) The project will not have a significant adverse effect on the capability of local governments affected by the project to provide local infrastructure and services, or exceed the capacity of service delivery systems.
(6) The project will not have a significant adverse effect on the quality or quantity of recreational opportunities and experience.
(7) The project will not significantly degrade air quality.
(8) The project will not significantly degrade existing visual quality.
(9) The project will not significantly degrade surface water quality.
(10) The project will not significantly degrade groundwater quality.
(11) The project will not significantly degrade wetlands and riparian areas, terrestrial or aquatic plant or animal life.
(12) The project will not significantly deteriorate soils and geologic conditions.
(13) The project will not cause a nuisance.
(14) The project will not result in unreasonable risk of releases of hazardous materials.
(15) Urban development, population densities, and site layout and design of storm water and sanitation systems shall be accomplished in a manner that will prevent the pollution of aquifer recharge areas.
(16) The project is reasonably necessary to meet projected community development and population demands in the areas to be served by the project, or to comply with regulatory or technological requirements.
(17) The project will be constructed in areas which will result in the proper utilization of existing facilities or systems to ensure the orderly and sustainable development of infrastructure in the City and adjacent communities.
(18) Economic impacts including, but not limited to, taxable property, licensed and permitted facilities, and recreation related to the proposed project have been identified and will be compensated for or mitigated.
(19) The project will emphasize the most efficient use of water, including the recycling, reuse, and conservation of water.
(20) The project will encourage the smooth flow of motorized and nonmotorized traffic.
(21) The project will foster the development of such areas in a manner calculated to preserve the smooth flow of such traffic.
(22) The project will preserve desirable existing community patterns.

Suggested Conditions

Staff recommends the same conditions of approval for the 1041 Review as for the Major Site/Architectural Plan because the two action items relate to the same project.

ALTERNATIVE MOTIONS

If the Planning and Zoning Commission does not believe the application meets the Code's minimum standards, its denial motions should be based on one or more of the same approval criteria applicable to the application. Findings should be supported with information that show the shortcomings of the request as illustrated in the example below:

MOTIONS TO DENY

Action 1:

Consideration of a Major Site/Architectural Plan Review for the construction of an 80-unit multifamily building in the M1 Zone District. I move to **DENY** finding that -

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

Action 2:

Consideration of a 1041 Review for the construction of an 80-unit multifamily building in an area of State interest. I move to **DENY** finding that -

1. [From the 22 criteria of approval, list the criteria you find has not been met, with supporting rationale].

Planning File #01-25 and #05-25

Major Site/Architectural Plan and 1041 Review

51993 Hwy 6

City Council

April 3, 2025

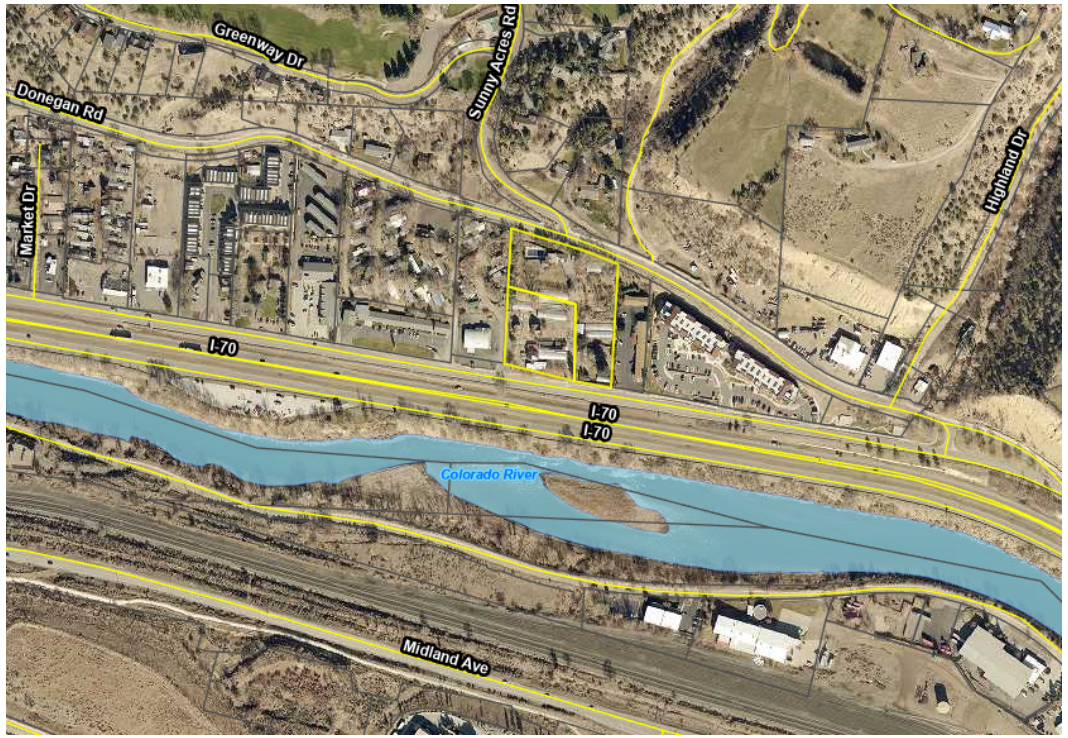
CITY OF GLENWOOD SPRINGS COLORADO

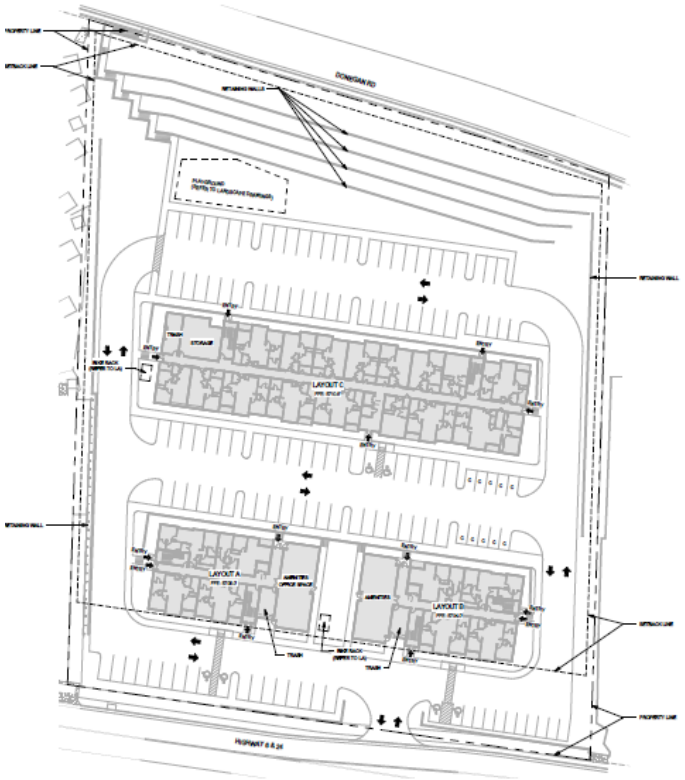
Project Summary

Applicant proposes an 80-unit affordable housing project. It has received competitive LIHTC funding. The property is a former plant nursery, has two occupied single-family homes, two abandoned homes, and many accessory structures.

Studios: 4
One-bed: 21
Two-bed: 52
Three-bed: 3

Site Location





An Affordable Housing Project

- This is an affordable housing project that the free market does not provide
- Funding sources for the project include:
  - Low-Income Housing Tax Credit (LIHTC) program
  - Private activity bonds from Garfield County
  - Garfield County Housing Authority vouchers
  - Workforce Housing Fund
- Site design flexibility is requested by the applicant for some minor aspects of this project

An Affordable Housing Project

AMI	# of Units	Max. Monthly Rent	Income Limit
20%	3	$358 (studio) – $532 (3-bed)	$14,340 (1-person h.h.) – $20,480 (4-person h.h.)
30%	7	$537 – $798	$21,510 – $30,720
40%	7	$717 – $1,065	$28,680 – $40,960
50%	23	$896 – $1,331	$35,850 – $51,200
70%	10	$1,254 – $1,863	$50,190 – $71,680
80%	30	$1,434 – $2,130	$57,360 – $81,920

CITY OF GLENWOOD SPRINGS COLORADO

Zoning Compliance Snapshot

CODE STANDARD		PROPOSED	STANDARD MET?
Common Open Space	20% of lot area; 34,256 square feet required	34,291 square feet	YES
Total landscaping	15% of lot area; 25,692 square feet required	43,036 square feet	YES
Parking	136	138	YES
Sidewalk	8 ft. minimum	8’	YES
Bike Parking	9 spaces required	16	YES
Architectural Elements	5 architectural features on every building elevation	5 or more on each elevation	YES
Retaining walls	6 feet maximum; various other standards	13 feet at highest; some required features missing	NO
Affordable Housing	20% of units deed restricted for affordability and resident occupancy	100%	YES

Height Transitions

Code requirement

A new building with a height that exceeds that of an adjacent existing dwelling by one story or more shall provide a transition using techniques in Code.

East elevations:

Adjacent buildings are not classified residential, so standards don't apply.

West elevations:

Adjacent mobile homes, 10'7" lower than "Layout C" building

Height Transitions

West elevations

Code requirements apply and are not met.

Staff recommends: Staff recommends a flexible application as permitted by 070.045.080.

Parking

Off-street parking

As a multifamily development, the off-street parking requirement is 1.5 spaces per unit plus 1 guest space per 5 units, or 136. **Applicants propose 138.**

Parking in the front setback

Parking spaces and parking lots are not allowed in the front setback, which extends from 5' to 60' from the front property line. **Staff recommends allowing site design flexibility pursuant to 070.045.080 for this aspect of the development.**

Bicycle parking

Required bicycle parking spaces: 9. Proposed: 16.

Traffic, Access, and Circulation

The traffic study found that no turn lanes or intersection improvements will be necessary. CDOT accepted the traffic study.

Retaining Walls

- Many zoning standards:
  1. Maximum height – 6 feet
  2. Landscaping at base of walls
  3. Landscaping in between terraces
  4. Maximum of 3 terraces
  5. Minimum 4-foot spacing between terraces
  6. "Offsets" in retaining walls
- **Applicant requests site design flexibility for items #1, #4, #6**

Community Housing Requirements

Community Housing

Required that 20% of all units shall be resident occupied and restricted to incomes no higher than 100% AMI averaged over the total required deed restricted units.

Project proposes: 100% of units restricted to incomes 30% to 80% AMI for 40 years. No local residency/local workforce requirement.

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

Code Flexibility and Incentives for Affordable Housing

- Section 070.045.080 offers incentives for affordable housing, including a density bonus and site design flexibility.
- Site flexibility: "the City may consider flexible application of design standards including, but not limited to minimum lot size, building height, lot coverage, impervious coverage, setbacks and landscaping."
- Housing Guidelines further state that height is limited to one additional floor and that parking cannot be included for flexibility consideration.

Site Design Flexibility: Incentives for Affordable Housing

1. Parking within front setback
2. Maximum retaining wall heights
3. Required landscaping in between terraced retaining walls
4. Offsets in all retaining walls
5. Width of landscaped islands
6. Height transitions of "Layout C" building on west side
7. Width of planting strip along Highway 6

Referral Comments

Engineering Department

Request incorporating new bus shelter onto Canyon Vista property.

Public Works

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

Fire Department

Standard comments; recommended compliance through a condition of approval.

Consistency with Comprehensive Plan

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

- Direct development to locations and building forms that are cost effective to serve
- Provide equitable and diverse housing for the entire community
- Support social diversity
- Encourage a compact urban form
- Create a community for all
- Increase housing density
- Direct growth to areas where utilities and services can be provided efficiently
- Meets Future Land Use Map

Criteria of Approval for Major Site/Architectural Plan Reviews

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

Action 1:

Consideration of a Major Site/Architectural Plan for an 80-unit multifamily building.

Recommendation:

The P&Z recommends City Council **approve** the Major Site/Architectural Plan with the following findings and conditions from the staff report:

Recommended Findings:

1. The site/architectural plan is consistent with general purpose and intent of the Code;
2. The site/architectural plan is consistent with dimensional, design, development, and all other standards of this Code;
3. The site/architectural plan is not in conflict with precedent land use approvals; and
4. The site/architectural plan is consistent the Comprehensive Plan and other adopted City policies and plans, including the Strategic Housing Plan Update.
5. The flexibility requests do not harm the public health, safety, or welfare; *
6. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code including the specific regulation for which the flexibility is sought; and*
7. The flexibility requested will not violate building or fire code requirements. *

* Denotes finding required for site design flexibility pursuant to 070.045.080

Action 2:

Consideration of a 1041 Review for an 80-unit multifamily building in an area of State interest.

Recommendation:

The P&Z recommends City Council **approve** the 1041 Review with findings and conditions from the staff report.

Recommended Findings:

All 22 recommended findings listed in the staff report.

The conditions of approval include some from the Major Site/Architectural Plan.

Appendix Slides

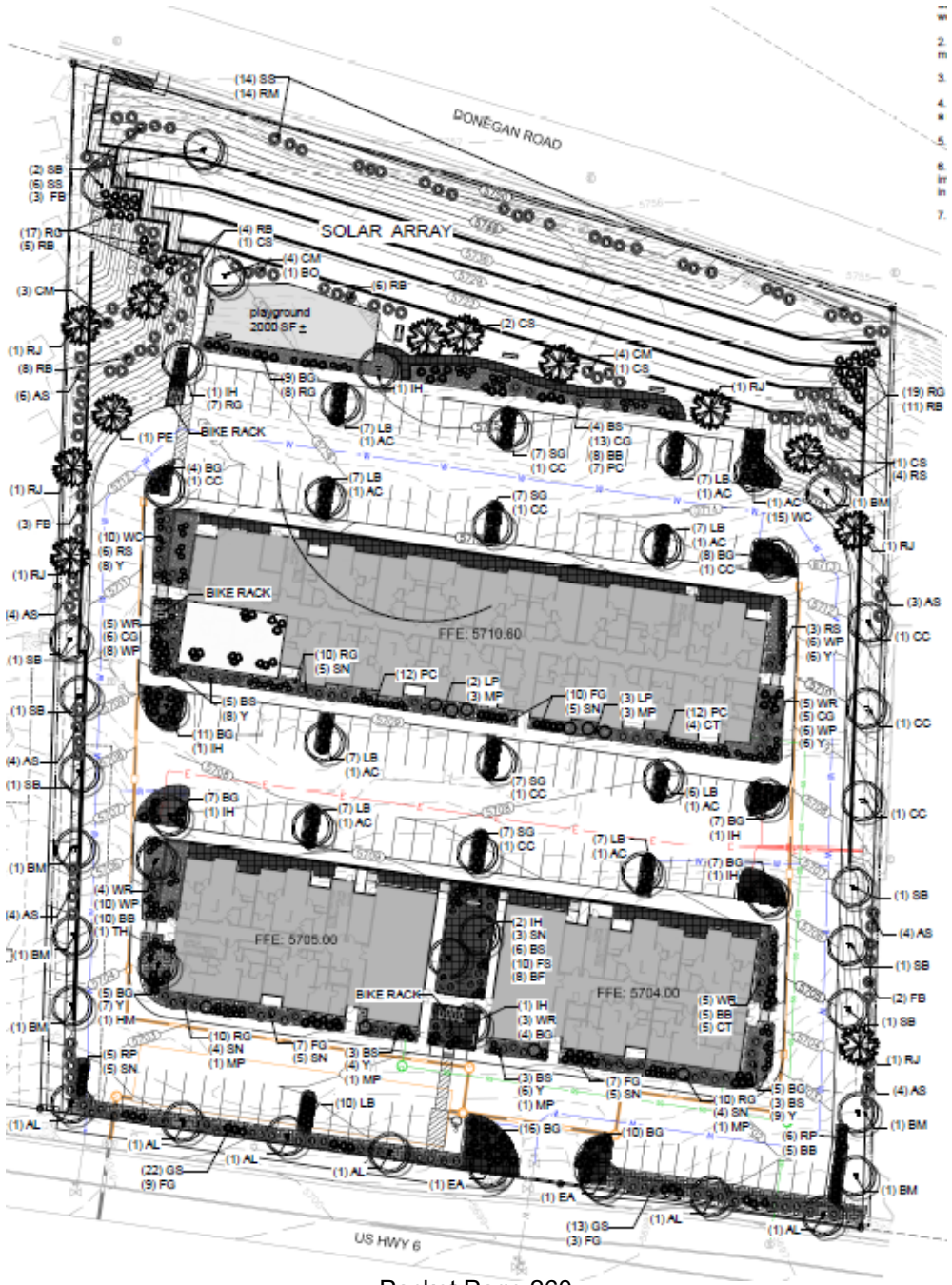
Chart for Area Median Income (AMI)

County	HERA	AMI	2024 Maximum Rents					2024 Income Limits				
			0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	1 Person	2 Person	3 Person	4 Person	5 Person
Garfield		120%	2,151	2,305	2,766	3,195	3,564	86,040	98,400	110,640	122,880	132,720
Garfield		100%	1,792	1,921	2,305	2,662	2,970	71,700	82,000	92,200	102,400	110,600
Garfield		80%	1,434	1,537	1,844	2,130	2,376	57,360	65,600	73,760	81,920	88,480
Garfield		70%	1,254	1,344	1,613	1,863	2,079	50,190	57,400	64,540	71,680	77,420
Garfield		60%	1,075	1,152	1,383	1,597	1,782	43,020	49,200	55,320	61,440	66,360
Garfield		55%	985	1,056	1,267	1,464	1,633	39,435	45,100	50,710	56,320	60,830
Garfield		50%	896	960	1,152	1,331	1,485	35,850	41,000	46,100	51,200	55,300
Garfield		45%	806	864	1,037	1,198	1,336	32,265	36,900	41,490	46,080	49,770
Garfield		40%	717	768	922	1,065	1,188	28,680	32,800	36,880	40,960	44,240
Garfield		30%	537	576	691	798	891	21,510	24,600	27,660	30,720	33,180
Garfield		20%	358	384	461	532	594	14,340	16,400	18,440	20,480	22,120

CITY OF GLENWOOD SPRINGS COLORADO

CITY OF GLENWOOD SPRINGS COLORADO

CITY OF GLENWOOD SPRINGS COLORADO



Full List of Conditions of Approval (Site/Arch)

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The owner shall comply with all verbal representations made in the public hearings, as outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.
5. If the development converts to a free market project at the end of the LIHTC term, any inclusionary zoning or similar requirements in effect at that time shall apply to the development.
6. As part of the Final Plans Review, the following elements of the project shall be modified:
   a. Revise landscaping plan to meet code requirements regarding required number of trees.
   b. Revise landscaping plan to show hydrozones and comply with hydrozone plant grouping requirements per the Municipal Code.
   c. Provide the required minimum amount of storage volume for each unit and provide details for how the storage space will be allocated.
   d. A planting strip shall be incorporated between the curb and sidewalk using the existing hardscaped strip.

Full List of Conditions of Approval (Site/Arch)

7. Incorporate a landscaped buffer at the base of the retaining wall on the east side of the property.
8. All trees with a diameter of 14 inches or greater shall be issued tree removal permits from the Parks and Recreation Department before they are removed.
9. The Final Plan Review submission shall include a photometric plan and other plan details showing that all lighting standards in 070.040.100 are adhered to.
10. The proposed solar arrays shall comply with Section 1205 of the International Fire Code.
11. Raw water shall be used for irrigation whenever it is available.
12. Unless prohibited because of existing agreements with the Elks property or because of CDOT requirements, the existing westbound bus stop near the Elks property shall be relocated to the Canyon Vista property. If the bus stop is relocated, an ADA-compliant hardscape path to the street shall be constructed through the planting strip from the bus shelter.
13. A building permit for the project will not be issued until a Minor Subdivision has been finalized that consolidates the three existing parcels.

Full List of Conditions (1041 Review)

1. The development shall comply with the requirements of the Code. Any future physical changes or improvements to the property or buildings are subject to the review and approval of the Community Development Director for compliance with applicable requirements of the Glenwood Springs Municipal Code.
2. The owner shall comply with all verbal representations made in the public hearings, as outlined in all application materials, and/or as revised per conditions herein and approved by the Community Development Director.
3. The applicant shall comply with recommendations identified in the technical reports submitted as part of the application, including but not limited to the drainage report and subsoil study.
4. The applicant shall comply with all conditions requested in the referral agency comments, including but not limited to the Fire Department's, Public Works Department's, and Engineering's.

Lanscaping requirements

Plant Material	Code Requirement	Required	Provided	Meets Req?
Trees	1 per 400 sf req. landscaped area (25,692 sf)	65	64	NO
Shrubs	1 per 100 sf req. landscaped area (25,692 sf)	257	260	YES
Perennials	1 per 50 sf req. landscaped area (25,692 sf)	514	527	YES
Street trees	One tree per 75 feet of street frontage	6	8	YES
Native and drought-resistant species	Native and drought tolerant species must account for 75% of plantings	75%	78%	YES

CITY OF GLENWOOD SPRINGS COLORADO

Retaining wall requirements

Retaining wall requirement	Proposed	Standard met?
Maximum height of 6 feet	Rear walls: 6 feet West wall: 13 feet East wall: 8.5 feet	Rear: YES West: NO East: NO
Landscaping incorporated at base of wall	Rear walls: Yes West wall: Majority landscaped East wall: None	Rear: YES West: YES East: NO
Maximum of 3 wall terraces	4 (in rear of property)	NO
Landscaping situated in between terraces	None (rear walls are only terraced retaining walls)	NO
Minimum 4-foot spacing in between terraces	Not shown on plans; applicants indicate minimum requirement will be met	YES
Offsets in all walls longer than 30 feet	None	NO

MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission

Regular Meeting
March 25, 2025
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

5.b. Planning Files 01-25 and 05-25; Canyon Vista Major Site/Architectural Plan and 1041 Review, 51993 Highway 6

Senior Planner Watkins Fulk-Gray presented the Major Site/Architectural Plan and 1041 Review applications for an 80-unit affordable housing development.

Action Item 1, Major Site/Architectural Plan:

Fulk-Gray provided site photos, plans, and zoning compliance information about the application. Staff recommends approval with conditions of approval, including special findings for seven areas recommended for the application of site design flexibility. Staff pointed out adding a 13th condition to action item 1 to include the following: Prior to building permit issuance, the applicant shall submit and receive approval for a minor subdivision to combine the lots.

Action Item 2, 1041 Review:

Fulk-Gray explained that the project triggers 1041 Review because of its proximity to Highway 6 and presented the 22 recommended findings. He recommended making the conditions of approval the same for 1041 Review as for the Major Site/Architectural Plan.

Commissioner questions to staff:

Does this project trigger housing variety requirements?
Staff response: The project only needs to meet two types, which this project does.

Clarification of the 1041 review and why it is required for this application.
Staff response: Properties adjacent to Highway 6 with traffic impacts are subject to the 1041 process also known as Matters of State Interest.

Is there a level of flexibility requests that is too much? Is this project's request too much?
Staff response: This is more requests numerically than other projects however they are minor in scope and less impactful.

Is there a way to ensure the old greenhouse is moved somewhere?
Staff response: It is not a requirement, but the applicant has been working on options.

DRAFT

Clarification on the affordability levels and how that works.
Staff response: Tax credit program and requirements sunset at 40 years. Therefore, staff suggests having our requirements apply only if the project turns into a market rate project after the LIHTC period.

Clarification on how the local resident preference possibly violates the Federal Fair Housing Act.
Staff response: Preference for tenancy including employment could jeopardize federal funding. Council approved a forgivable loan tied to 20 percent being local workforce tenants.

Question about water for the site. Will it be the City providing the water or other district?
Legal response: The applicant has a Can and Will serve letter from the City of Glenwood Springs.

Question about traffic report and the presence or consideration of turn lanes?
Staff response: There is not a turn lane currently. CDOT does not require any improvements.

Question on the flat solar panel drawing, will they all be flat on the roof.
Staff response: There will be some on the roof but mostly on the ground

Can this be incentivized to be for sale:
Staff response: No, LIHTC is only for rental projects. Legal explains that the City receives right of first refusal for purchase when and if it sells at the end of LIHTC period.

Question on lighting requirements, do we have one?
Staff response: Staff has included a condition that the photometric plan must comply with code.

Question on screening for parking occurring in the front yard setback?
Staff response: There is a 6 foot wide buffer that provides screening with landscaping so that parking is obscured.

Question on the West Glenwood Sanitation district providing capacity?
Staff response: The Can and will serve letter indicates they have plenty of capacity in their service area.

Applicant Presentation: Nick Emenhiser from Cohen Esrey development group introduced the Land Studio, High Country Engineers and KTGY architects. Land Studio presented a high level overview of the project and how it meets code standards. Cohen Esrey presented information on the Cohen Esrey group and projects completed in other jurisdictions as well as the financing for the project.

KTGY Architects explained that the presence of some flat roofs is designed to house solar panels as well as condensing units for the project. It is screened by surrounding pitched roofs so that those areas are not visible. The outdoor amenity on the rooftop also serves to reduce the bulk of the building on the west side to mitigate height transitions.

Commissioner Questions of Applicant:

DRAFT

Question asked about the Solar panels and has the applicant confirmed with City utility on acceptance of design.
Applicant response: have worked with staff and continuing to get confirmation on design.
Staff Response: Public Works director Matt Langhorst explained the can and will serve letter and that the City does see this as a benefit for the city and project.

Question whether the solar panels will create any glare for the amenities.
Applicant response: Amenities are a bit lower than the panels. The solar panel designers will handle those issues.
Staff pointed out that solar panel glare concern usually doesn't actually pan out as panels are designed to absorb light and not reflect it.

Will the stairs be limited from public use? Will it be lit?
Applicant response: No limit on who can use the stairs. Does not currently have a lighting component.

Question on the statement that the land could fit 131 units and how that got reduced?
Applicant response: The project was right sized to better fit the site and provide for parking.

Question about the moving the bus stop and how it would be done.
Staff response: The applicant would be allowing it to be located on their property, expenses would be covered by the City. The return bus stop is separate from the project but staff is working on that with CDOT.
Applicant response: this will be in the form of an easement.

Questions on lighting and motion activated and dimmer components.
Applicant response: We certainly will try to incorporate elements like those if the lighting designers can make it work.

Question on rent increases with this project.
Applicant response: HUD releases rent and income limits every April for LIHTC projects. so rent increase are regulated by those numbers and are small in nature compared to market rate.

Question on the grade of the property and height of the buildings if there are any changes.
Applicant response: it is about 6-10% across the whole property. We have an accessibility consultant for this project and are making sure to meet all mobility and accessibility for the site.

Chair Waller opened up the item for public comment.

Three residents provided public comment. Those comments included:

- Questions on the provision of water and sewer services.
- Concern related to Mitchell Cooper Water District which the property is within.
- No objection to the proposed project or the property being built other than water district issues.

DRAFT

Chair Waller closed the public hearing.

Legal counsel responded on limitations on engaging with public regarding an active lawsuit and therefor cannot response to all aspects mentioned. Clarified that the current project is not part of any litigation and not part of Planning and Zoning Commissions review this evening.

Commissioner Comments:

- Excited about the project and the social services being on site.
- Applauds the applicant for tailoring the project to the community of location.

Connerton motions to approve action item 1 to approve the 80 unit multifamily project with the findings and conditions as written in the staff report with the addition of item 13 regarding the minor subdivision occurring prior to the issuance of a building permit.

Commissioner Cipperly seconds the motion.

Discussion:

- PZ is a referring body that makes recommendations to City Council.
- Confidence in staff recommendations and requirements included related to utility requirements.
- 100% for the population that will be served by this project and am excited.
- Some concern over comments raised by public regarding Mitchel Cooper.
  Legal response: the litigation is being determined at the 9th Judicial district and not a purview of the Planning and Zoning Commission.

10 minute recess called by Chair Waller to call the public into order.

Meeting resumes. Chair Waller called the question on action item 1.

Motion passes unanimously with a vote of 7-0. Commissioner Geiman recorded an abstention which is counted as an affirmative vote.

Commissioner Connerton motions to approve action item 2, 1041 review for Matters of State Interest with staff suggested findings and conditions in the staff report.

Commissioner Cowan seconds the motion.

Chair Waller called the question.

Motion passes unanimously with a vote of 7-0.

6. Commissioner Comments

Comments that it is nice to see projects come to fruition that staff and the city have worked on to make these projects a realization.

DRAFT

Commissioners want an update on LIHTC projects and how they work.

7. Director Comments

8. Adjournment

Meeting adjourned at 9:00 PM.

DRAFT

Canyon Vista

City of Glenwood Springs, Colorado

Parcel ID's #218505400072 & 218505400073

Major Site & Architectural Plan Review Application

Submitted January 28, 2025 for:

Cohen-Esrey Development Group, LLC
c/o Kyle Ervin
8500 Shawnee Mission Pkwy, Ste 150
Merriam, KS. 66202
kervin@cohenesrey.com

Prepared by:

The Land Studio, Inc.
365 River Bend Way
Glenwood Springs, CO 81601
Phone: (970) 927-3690
dougpratte@thelandstudio.com

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H. Preliminary Engineering Plan Set
I. Architectural Plan Review Set
J. Landscape Plan & Open Space Calculations
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L. Solar Array Layout

Owner/Applicant/Consultant List

OWNER:
Margaret O Macpherson
51993 Hwy 6
Glenwood Springs, CO 81601

APPLICANT:
Cohen-Esrey Development Group, LLC
Attn: Kyle Ervin
8500 Shawnee Mission Pkwy, Suite 150
Merriam, Kansas 66202
(917) 570-1928
kervin@cohenesrey.com

PLANNER & LANDSCAPE ARCHITECT:
The Land Studio, Inc.
Attn: Douglas J. Pratte, PLA
365 River Bend Way
Glenwood Springs, Colorado 81601
(970) 927-3690
dougpratte@thelandstudio.com

ARCHITECT:
KTGY
Attn: Ena Sivcevic
3660 Blake Street, Suite 500
Denver, CO 80205
(303) 389-6022
esivcevic@ktgy.com

CIVIL ENGINEER:
High Country Engineering, Inc.
Attn: Mike Grzesiak
1517 Blake Ave, Suite 101
Glenwood Springs, Colorado 81601
(970) 945-8676
mikeg@hceng.com

GEOTECHNICAL ENGINEER:
CTL Thompson
Attn: James Kellogg
234 Center Dr
Glenwood Springs, CO 81601
(970) 274-6100
jkellogg@ctlthompson.com

TRAFFIC ENGINEER:
SGM
Attn: Dan Cokely
118 W. Sixth St. Suite 200
Glenwood Springs, CO 81601
(970) 379-3378
danc@sgm-inc.com

ACCESSIBILITY CONSULTANT:
Accessibility Services - United Spinal Association
Attn: Nathan Roether
102 Duane Rd.
Fort Totten, NY 11359
(913) 530-7482
nroether@accessibility-services.com

Land Use Application Form

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

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

Applicant/Property Owner Information:

COHEN-ESREY DEVELOPMENT GROUP, LLC		MACPHERSON, MARGARET O	
Applicant		Owner	
UNDER CONTRACT TO PURCHASE PROPERTY			
Relationship to Owner		Owner	
8500 SHAWNEE MISSION PKWY, SUITE 150, MERRIAM, KS 66202		51993 HIGHWAY 6, GLENWOOD SPRINGS CO 81601	
Applicant Address		Owner Address	
917-570-1928	kervin@cohenesrey.com		
Phone	Email Address	Phone	Email Address

Property Information:

51993 & 52003 6 & 24 HWY, GLENWOOD SPRINGS, CO 81601	218505400072 & 218505400073
Address	Parcel Number
SEE PROPERTY DESCRIPTION ON ATTACHED ISP	SEE PROPERTY DESCRIPTION ON ATTACHED ISP
Subdivision	Lot and Block Number
MI - MIXED USE CORRIDOR	GLENWOOD GARDENS COMMERCIAL PROPERTY
Zone District	Existing Land Use

General Project Description:

COHEN-ESREY DEVELOPMENT GROUP, LLC IS APPLYING FOR MAJOR SITE/ARCHITECTURAL PLAN REVIEW TO DEVELOP APPROXIMATELY 60 MULTI-FAMILY RENTAL RESIDENCES AT 51993 & 52003 HWY 6 & 24 (CURRENTLY GLENWOOD GARDENS) TO ADDRESS THE WORKFORCE HOUSING DEMANDS THAT THE CITY OF GLENWOOD SPRINGS IS EXPERIENCING. THE PROPOSED UNIT TYPES INCLUDE (4) STUDIO UNITS, (21) ONE-BEDROOM UNITS, (52) TWO-BEDROOM UNITS, AND (3) THREE-BEDROOM UNITS IN (3) THREE STORY BUILDINGS. SEE ATTACHED DOCUMENTS FOR DETAILS.

Signatures:

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

X [signature]	12/31/24
Applicant	Date
Margaret O MacPherson	01/28/2025
Owner	Date

Project Description

In response to the workforce's immediate need and housing shortage in Glenwood Springs, Cohen-Esrey is submitting this request to the City of Glenwood Springs for Major Site/Architectural Plan Review for 80 affordable family homes in West Glenwood on a 3.93 acre parcel located at 51993 Highway 6 & 24. This cutting-edge, all-electric community will further the local goals of sustainability and deep affordability, offering the only 20% and 80% AMI units in the City of Glenwood Springs and Garfield County. Canyon View proposes use of high-quality, energy efficient design for a higher density residential neighborhood including a solar array on the south facing terraced hillside on the north end of the project. The proposed Solar Array Layout plans are attached as an Exhibit.

The project boasts amenity spaces such as a fitness center, clubhouse, playground, dog wash, dog park, outdoor amphitheater, trash chutes and rooftop deck with panoramic Glenwood views. All units are served by elevators, opening the community for older adults. There are 138 parking spaces and a large (30-85 SF) storage unit attached to every unit. The design evokes modern mountain style, with a nod to Scandinavian minimalism.

Building foundations assume 2-4' over-excavation with 5" slab on grade and spread footings. The structure is wood-framed, with panelized walls and parallel chord trusses. There are 45% pitched roofs with asphalt shingles and 55% flat roof with TPO. Facades were designed to meet building code while responding to the aesthetic preferences in the City's 2023 Comprehensive Plan (Sec 4.2 & 4.5). Elevations are

75% cementitious panel, 15% metal panel and 10% stone. This distribution delivers cost efficiency, and a beautiful design.

Deep affordability was the guiding value as the unit mix was shaped with the City of Glenwood Springs input and proactive market study intel. 50% of the 80 units are at or below 50% AMI. There are 8 vouchers supporting 20%, and 30% AMI units; in addition to unsubsidized 30% and 40% units. 69% of units have two and three bedrooms. The 60% AMI income level and one-bedroom units were minimized based on existing supply analysis and community input. By serving the greatest need, we target the greatest demand.

Ownership

A Deed of Trust and Owner's Policy of Title Insurance are included as an Exhibit to this Application as proof of ownership.

Public Notice

Notice will be mailed to property owners within 300 feet and the mineral owners and lessees on the property.

1/14/25, 4:23 PM Garfield County Land Explorer

Garfield County Land Explorer

Parcel	Physical Address	Owner	Account Num	Mailing Address
218505111003	122 SUNNY ACRES RD GLENWOOD SPRINGS	WINE, KIMBERLY SUE	R550003	122 SUNNY ACRES ROAD GLENWOOD SPRINGS, CO 81601
218505200075	193 131 COUNTY RD GLENWOOD SPRINGS	GLENWOOD SPRINGS GOLF CLUB	R040271	PO BOX 2298 GLENWOOD SPRINGS, CO 81602
218505400003	52039 6 & 24 HWY GLENWOOD SPRINGS	ROARING FORK TRANSPORTATION AUTHORITY	R100030	1340 MAIN STREET CARBONDALE, CO 81623
218505400007	51939 6 & 24 HWY GLENWOOD SPRINGS	GLENWOOD SPRINGS COLORADO LODGE #2286, BENEVOLENT & PROTECTIVE ORDER OF ELKS OF THE USA	R100031	PO BOX 57 GLENWOOD SPRINGS, CO 81602-0057
218505400068	1307 130 COUNTY RD GLENWOOD SPRINGS	STEWART, RICHARD C & MOIRA C	R100024	PO BOX 1416 GLENWOOD SPRINGS, CO 81602-1416
218505400072	52003 6 & 24 HWY GLENWOOD SPRINGS	MACPHERSON, MARGARET O	R100032	51993 HIGHWAY 6 GLENWOOD SPRINGS, CO 81601-2840
218505400073	51993 6 & 24 HWY GLENWOOD SPRINGS	MACPHERSON, MARGARET O	R100037	51993 HIGHWAY 6 GLENWOOD SPRINGS, CO 81601-2840
218505400081	72 131 COUNTY RD GLENWOOD SPRINGS	72 SUNNY ACRES LLC	R100023	1405 DONEGAN ROAD GLENWOOD SPRINGS, CO 81601
218505400095	52089 6 & 24 HWY GLENWOOD SPRINGS	SIX CANYON LLC	R100052	5200 WEST 20TH STREET GREELEY, CO 80634
218505400106	51899 6 & 24 HWY GLENWOOD SPRINGS	WILCOX PROPERTIES LIMITED LIABILITY COMPANY	R530003	12533 E 31ST AVENUE AURORA, CO 80011
218505400107	51871 6 & 24 HWY GLENWOOD SPRINGS	WOLNY INC	R530004	51871 HWY 6 & 24 GLENWOOD SPRINGS, CO 81601
218505400122	Not available GLENWOOD SPRINGS	ZANCANELLA, SHIRLEY L, FAMILY LIMITED PARTNERSHIP	R005125	PO BOX 1908 GLENWOOD SPRINGS, CO 81602
218505412003	1401 DONEGAN RD GLENWOOD SPRINGS	GRAFF, SPENCER & CLAIRE	R530060	1401 DONEGAN ROAD GLENWOOD SPRINGS, CO 81601
ROW	Not available null			
ROW	Not available null			

about:blank 1/1

Garfield County Land Explorer

Parcel	Physical Address	Owner	Account Num	Mailing Address
218505400003	52039 6 & 24 HWY GLENWOOD SPRINGS	ROARING FORK TRANSPORTATION AUTHORITY	R100030	1340 MAIN STREET CARBONDALE, CO 81623
218505400007	51939 6 & 24 HWY GLENWOOD SPRINGS	GLENWOOD SPRINGS COLORADO LODGE #2286, BENEVOLENT & PROTECTIVE ORDER OF ELKS OF THE USA	R100031	PO BOX 57 GLENWOOD SPRINGS, CO 81602-0057
218505400072	52003 6 & 24 HWY GLENWOOD SPRINGS	MACPHERSON, MARGARET O	R100032	51993 HIGHWAY 6 GLENWOOD SPRINGS, CO 81601-2840
218505400073	51993 6 & 24 HWY GLENWOOD SPRINGS	MACPHERSON, MARGARET O	R100037	51993 HIGHWAY 6 GLENWOOD SPRINGS, CO 81601-2840
218505400095	52089 6 & 24 HWY GLENWOOD SPRINGS	SIX CANYON LLC	R100052	5200 WEST 20TH STREET GREELEY, CO 80634
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ROW	Not available null			
ROW	Not available null			

Mineral Interest

The Mineral Rights Affidavit/Certification of Notice Pursuant to C.R.S. 24-65.5-103 is attached as an Exhibit.

Code Compliance

070.020.090: Zone District - Mixed Use Corridor District (M1)

Dimensional Standards:

- Lot area (sq. ft.) none
- Landscaped area , min. 15%
- Setbacks, Front, min. 5 ft
- Front, max (from arterials) 60 ft
- Side, min. 5 ft
- Rear, without alley, min. 7.5 ft
- Building height 40 ft

The proposed residential project complies with the above setbacks which have been illustrated on the Site Plan included in the Major Site & Architectural Plan Review Set attached as an Exhibit.

The proposed maximum building height is 39’-7”, which complies with the allowed maximum building height of 40’. The Architectural Elevations are included in the Major Site & Architectural Plan Review Set which is attached as an Exhibit.

The required Minimum Landscaped Area is (15%) and the proposed landscaped area is 43,036 SF, which is 25.1% of the site. Refer to the Landscape Plan included in the Major Site & Architectural Plan Review Set which is attached as an Exhibit regarding conformance to this standard.

070.030.020: Table of Allowed Uses

The proposed multi-family residential project is a permitted use-by-right in the CO zone district.

070.040.030 (e): Site Development and Improvement Standards

070.040.030 (e) (1): Drainage Plan.

The proposed Grading Plan has been prepared by High Country Engineering for The Canyon Vista project and is included as an Exhibit to this Application.

The Preliminary Drainage Report with attached drainage maps has been prepared by High Country Engineering for The Canyon Vista project. The Preliminary Drainage Report is included as an Exhibit to this Application.

070.040.030 (e) (3): Erosion and Sediment Control, Slope Stabilization, and Revegetation Plan.

The Preliminary Drainage Report with attached drainage maps has been prepared by High Country Engineering for The Canyon Vista project.

070.040.030 (e) (4): Lot and Block Design.

The site has been designed to provide adequate access to each residential unit on the site. The units are generally oriented north/south and each residential unit has access to natural light.

As there is not a minimum or maximum lot area defined for the Mixed Use Corridor (M1) Zone District, the 3.93 acres of the combined parcels complies with this standard.

Refer to the Site Plan included in the Major Site & Architectural Plan Review Set which is attached as an Exhibit regarding compliance with Lot and Block Design standards.

070.040.030 (e) (6): Water Distribution.

Water will be provided by City of Glenwood Springs Water Department. A Will Serve letter has been included from the City of Glenwood Springs. See the Utility Report included as an Exhibit to this Application.

070.040.030 (e) (7) Wastewater Collection

Wastewater service will be provided by West Glenwood Springs. Sanitation District. See the Will Serve letter attached as an Exhibit to this Application. See the Utility Report included as an Exhibit to this Application.

070.040.030 (e) (8): Underground Utilities

Glenwood Electric serves the area with electric service, and single-phase power is available. A Will Serve letter has been included from the City of Glenwood Springs. See the Utility Report included as an Exhibit to this Application. Canyon View also proposes to include a solar array on the south facing terraced hillside on the north end of the project. The proposed Solar Array Layout plans are attached as an Exhibit.

070.040.030 (g): Dedications and Impact Fees

070.040.030 (g) (2): Parkland Dedication
A fee waiver has been requested for the Parkland dedication fee.

070.040.030 (g) (4): School Land Dedication
A fee waiver has been requested for the School Land dedication fee.

070.040.030 (g) (5): Fire and Emergency Services Impact Fee

A fee waiver has been requested for the Fire and Emergency Services Impact Fee.

070.040.040: Common Open Space

- Use Classification: Residential
  Lot Size: 3.93 Acres, 171,190.8 SF
- Required Common Open Space: 34,238 SF (20%)
- Proposed Common Open Space: 34,291 SF (20.03%)

Refer to the Open Space/Landscape Calculations Plan included as an Exhibit to this Application.

070.040.050 (c): Landscaping, Screening, and Fencing

- Lot Standards: Minimum Landscape Area 15%
    - Lot Size: 3.93 Acres, 171,190.8 SF
    - Required Landscape Area = 25,678 SF
    - Proposed Landscape Area= 43,036 SF (25.1%)
- Minimum Plant Material:
    - One tree per 400 square feet of Min. Landscape Area = 64 Trees (64 provided)
    - One shrub per 100 square feet of Min. Landscape Area = 257 Shrubs (260 provided)
    - One perennial per 50 square feet of Min. Landscape Area = 514 Perennials (527 provided)
- Streetscape Requirements:
    - One tree per 75 feet of frontage
    - Highway 6 frontage = 369' at Property Line = 5 street trees, 8 trees provided

070.040.060 (h) 6: Parking Area Landscaping

- Total Parking Area Designated for Landscaping = 20% of Total Surface Parking Area
    - Total Surface Parking Area= 22,507 SF x 20% = 4,501 SF
    - Required Landscape Area= 4,501 SF
    - Proposed Landscape Area= 4597 SF
- Landscaped Islands – Canyon Vista is asking for site design flexibility to provide landscape islands that are 6’ wide rather than 9’ wide. See section 070.045.080 of this Application.
- Planting Materials: Trees, shrubs, groundcover, xeriscaping
    - Trees shall be planted at a rate of 1 tree per 8 parking spaces.
    - 138 parking spaces = 17 trees for the parking area.

Refer to the Landscape Plan included as an Exhibit for the species, sizes, and locations of the proposed plant materials.

070.040.060: Off-Street Parking and Loading

Canyon Vista will have 138 parking spaces per the following:

070.040.060 (c): Calculation of Off-Street Parking and Loading Requirements

138 total parking spaces are proposed of which 23 are compact spaces and 112 are regular parking spaces. This includes 16 visitor parking spaces and 2 office parking spaces. See the Project Summary in the Architectural Plan Set included as an Exhibit to this Application.

070.040.060 (d): Number of Off-Street Parking Spaces Required

138 parking spaces are required, 138 parking spaces have been provided. See the Project Summary in the Architectural Plan Set included as an Exhibit to this Application.

070.040.060 (f): Bicycle Parking

9 Bicycle Parking spaces are required, 16 are provided.

Two dedicated areas to the west of the upper building as well as one area at the front entrance near the plaza have been provided with fixed U-racks to accommodate up to 16 bikes. This area is uncovered. For exact location refer to the Architectural Site Plan included in the Architectural Plan Review Set which is attached as an Exhibit.

070.040.060 (h) (5): Snow Storage Areas

For specific callout, Refer to Civil sheet included in the Major Site & Architectural Plan Review Set which is attached as an Exhibit.

070.040.060 (h) (7): Parking Area Lighting

All Parking Area lighting will meet the requirements of the City of Glenwood Springs Code.

070.040.070: Access and Circulation

070.040.070 (d) (1) On-Site Circulation

Sidewalks, bikeway, and roadways have all been designed to meet the City's Engineering Standards. See the Civil Engineering Site Plan included as an Exhibit to this Application.

070.040.070 (d) (2) Off-Site Circulation.

SGM has prepared a Traffic Impact Study which is attached as an Exhibit to this Application.

070.040.080: Residential Site and Building Design

070.040.080 (d): Residential Site Design Standards

2) Dimensional Standards

a. Front Yard Setbacks - min. 5 ft. max. 60 ft.
b. Side Yard Setbacks – 5 ft.
c. Rear Yard Setbacks – 7.5 ft
d. Lot Coverage – Combined Buildings Footprint is: 31,663 SF

3) Surface Parking Configuration

Canyon Vista is seeking site design flexibility to allow parking within the front yard setback. See Section 070.045.080(2) Site Design Flexibility of this Application for this Site Design Flexibility Request. A 6' planting strip between the parking area and sidewalk will be provided to help screen this parking area. See the Site Plan included with this Application.

4) Refuse Containers

Canyon Vista is providing indoor trash rooms within the buildings.

070.040.080 (e): Residential Building Design and Character

(1) General Intent

To provide 80 affordable housing units, with a mix of 1, 2 and 3 beds and a small office component. Additionally, the project will include amenity spaces such as a fitness center, clubhouse, playground, dog wash, dog park, outdoor

amphitheater, trash chutes and rooftop deck with panoramic Glenwood views. All units are served by elevators, opening the community for older adults. There are 139 parking spaces and a large (30-85 SF) storage unit attached to every unit. The design evokes modern mountain style, with a nod to Scandinavian minimalism.

(2) Building Orientation

Canyon Vista has been designed to allow for a north south solar exposure with entrances that face the street/parking as well as entrances that face common open space. The long sides of buildings are aligned with the primary street frontage.

(3) Variety of Housing Types

Per 070.040.080 e.3.c Exceptions – Projects with more than (40) Units where one hundred (100) percent of the units are restricted at or below one (100) percent median income shall only be required to provide (2) housing types. Of the variety of housing types listed under 070.040.080e.3, Canyon Vista complies with the following:

#5 - Multi-family dwellings other than two-family or townhouse dwellings
#9 - Thirty-five (35) percent of the total number of units deed restricted to an average of one hundred (100) percent area median income. In this case 100% of the units are deed restricted to 30%-80% of the area median income.

(4) Architectural Variety

The Design Team has provided eight different “Architectural Features” from the list in (5)c including: 2. Balconies; 4. Windows; 5. Door openings; 6; Distinct variation in color; 7. Variation in materials; 8. Variation in building heights; 9. Variations in roof form and 11. Projected and recessed building forms. On the side facades the team provided 5 variation features: 4. Windows; 5. Door openings; 6. Distinct variation in color; 7. Variation in materials; 11. Projected and recessed building walls. See the Architectural Plan set included as an Exhibit to this Application for these details.

(5) Four-Sided Design

As noted above, the design utilizes eight of the twelve listed “Architectural Features”. These features are utilized on all four elevations to varying degrees. See the Architectural Plan set included as an Exhibit to this Application.

(6) Building Materials

Primary materials include stone and cementitious siding products. See the Architectural Plan set included as an Exhibit to this Application.

(7) Building Colors

The predominant exterior colors are dark brown, light and dark gray, wood tone, and multi-colored neutral stone. See the Architectural Plan set included as an Exhibit to this Application.

(8) Transitions to Existing Residential

(a) Minimization of Use Impacts

Canyon Vista will provide off-street parking and service areas away from the shared property line. Elevation changes along the property line will also reduce the impact of parking and service areas next to the residential uses to the west. Landscaping along the property line will add to the screening from neighboring residences.

(b) Height Transitions

The proposed buildings are deeply recessed below the existing residential dwellings to the west of the project. When aligned and measured from the adjacent grade of the existing residential units on the west side of the property, the proposed building only projects up one story to the mid-point of the roof. See the site section shown in the Architectural Plan set included as an Exhibit to this Application.

(c) Massing and Form

The proposed buildings successfully reduce the overall bulk by stepping back portions of each building approximately every 30' or less and by creating a central courtyard between the front two buildings.

(9) Garages, Storage and Accessory Structures

No garages are proposed for Canyon Vista.

(e) Storage Space

Each unit will have a storage closet space of between 27 sq. ft and 74 sq. ft depending on the size of the unit.

070.040.100 (f): Exterior Lighting, General Lighting Requirements

All Exterior lighting will conform to the City of Glenwood Springs Lighting Standards.

070.045.070: Mitigation for Residential Development

100% of the residential units will be deed restricted for residents earning between 30% and 80% of the Area Median Income. Canyon Vista is proposing the following affordability limits on the units:

AMI	# of Units	% of Total
20% AMI	3	3.75%
30% AMI	7	8.75%
40% AMI	7	8.75%
50% AMI	23	28.75%
60% AMI	0	0.00%
70% AMI	10	12.50%
80% AMI	30	37.50%
	80	100.00%

070.045.080: Incentives for Residential Development over 1 Dwelling Unit

(2) Site Design Flexibility

Canyon Vista is a residential development proposing to create multi-family residential dwelling units and is eligible for site design flexibility as these 80 community housing units will be deed restricted in accordance with the City's Community Housing Standards and Guidelines. Canyon Vista is asking for Site Design Flexibility in the following areas:

Landscaping: Landscape islands are required to be a minimum of 9' wide for Parking Area Landscaping. We propose to provide 6' wide landscape islands in order to meet the parking requirements for the project while still providing the required number of landscape islands.

Wall Height and Terrace Design: Terraces are required for wall heights above 6'. Due to site constraints, walls along the east and west of the project will not have terracing in order to accommodate a loop road around the outside edge of the project. Walls at the rear of the project will be terraced, but at a greater height than 6'. Solar panels are an integral part of this project and will reside on these terraces. As well retaining walls are required to have a series of recessions and projections. The side walls will not have recessions and projections in order to allow room for the loop road. The rear terraces will not be seen from the front of the project along Highway 6 and 24 and thus the recessions and projections have been eliminated.

Parking in the Front Setback: Due to solar orientation, the best location for parking at Canyon Vista is on the south side of the buildings. As well, the best

location for accessible parking is on the south side of the buildings as the north side contains grade changes that prevent accessibility. As a result, parking is proposed on the south side of the lower buildings along Highway 6 and 24 to take advantage of the good southern exposure and the gentle grades for accessible access. A 6' landscape strip is proposed between the parking area and the path that runs along Highway 6 and 24 in order to help screen this parking area.

070.060.030(b): Pre-Application Conference

Subsection 070.060.030(b) a Pre-Application Conference is required for a Major Site/Architectural Plan Review Application. This Pre-Application conference was held in accordance with this on January 7, 2025. The Pre-Application Conference Summary and Checklist are attached as an Exhibit to this Application.

070.060.030(c): Neighborhood Meeting

A Neighborhood Meeting was held on January 3, 2025, at 10:00 a.m. to present a project overview and receive feedback from the neighborhood group. The Applicant presented a series of slides showing the proposed project with one neighbor in attendance. The neighborhood attendee asked questions about timing for the project, building height, property management, parking, and unit sizes and costs.

The Applicant also reminded the neighbor that they would be receiving public notice as public hearings are scheduled with the City of Glenwood Springs.

The Exhibit showing the list of those notified by mail has been included. A copy of the Exhibit used in the meeting notice has also been included.

070.060.050(a)(6)d. Consistency with Comprehensive Plan

The 80 multi-family affordable housing units proposed in this Canyon Vista Site/Architectural Plan Review Application are a recommended use in the Mixed-Use Future Land Use Designation in the Glenwood Springs Comprehensive Plan for this area. The Mixed-Use land use designation allows for a variety of uses including commercial, retail, office, restaurant, entertainment, and multi-family housing co-existing through design either in a horizontal or vertical fashion.

The proposed mix of project uses within this project include amenity spaces such as a fitness center, clubhouse, playground, dog wash, dog park, outdoor amphitheater, trash chutes and rooftop deck with panoramic Glenwood views. The design evokes modern mountain style, with a nod to Scandinavian minimalism. Facades were designed to meet building code while responding to the aesthetic preferences in the City's 2023 Comprehensive Plan (Sec 4.2 & 4.5).

The Glenwood Spring Comprehensive Plan Brief (3.16.2023) identifies a series of Policy/Actions that this Project seeks to address including but not limited to:

- Transit oriented development next to a transit stop in an area where high frequency transit is available.
- Appropriate density in an area where supporting infrastructure is available.
- Use of development standards that promote high-quality design outcomes.
- Proposal for all electric green buildings, solar array, open space, trees and native vegetation.
- Use of City of Glenwood Springs Site/Architectural Design Standards to create a well-designed project.
- Inclusion of an 8' regional trail along the south side of the project adjacent to Highway 6 & 24 to provide bike and pedestrian connectivity.
- Proposed development of pedestrian access from Donegan Road to the 8' trail along Highway 6 & 24.
- Utilization of funding and incentives provided by the City as well as CHFA/LIHTC funding to develop an affordable housing project to meet the needs of those making 20% to 80% of the Area Median Income.
- Development of a project that is located both near jobs and near transit.
- Proposed use of high-quality, energy efficient design for a higher density residential neighborhood including a solar array on the south facing terraced hillside on the north end of the project. The proposed solar array layout plans are attached as an Exhibit.

Exhibits

A. *Pre-Application Conference Summary*

B. *Neighborhood Meeting Documents*

C. *Title Policy and Warranty Deeds*

D. *Mineral Rights Affidavit*

E. *Geotechnical Report & Letter*

F. *Preliminary Traffic Study*

G. *Preliminary Drainage Report & Preliminary Utility Report*

H. *Preliminary Engineering Plan Set*

I. *Architectural Plan Review Set*

J. *Landscape Plan & Open Space Calculations*

K. *Will Serve Letters*

L. *Solar Array Layout*

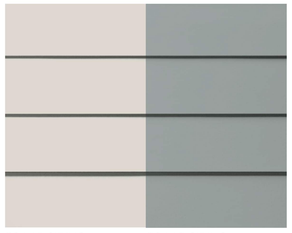
CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993 HWY 6, GLENWOOD SPRINGS, CO 81601

Building
Exterior Palette

ADHERED STONE
ELDERADO STONE:
MOONLIGHT ROUGHCUT



FC LAP SIDING
SW7017, DORIAN GRAY

FC LAP SIDING
SW6255, MORNING FOG

FC PANEL
SW 7675, SEALSKIN

VERTICAL SIDING
ATAS CORRA-LOK
COLOR: MATTE BLACK

ACCENT FC WOOD-LOOK SIDING
WOODTONE RUSTIC SERIES
COLOR: SUMMER WHEAT

INDEX OF DRAWINGS

Sheet Index Order	SHEET #	SHEET INDEX
SDP	1 OF 16	COVER SHEET
SDP	2 OF 16	ARCHITECTURAL SITE PLAN
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SDP	5 OF 16	LAYOUT B - ELEVATIONS
SDP	6 OF 16	LAYOUT B - ELEVATIONS
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SDP	9 OF 16	LAYOUT A&B LEVEL 1 SAMPLE PLAN
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SDP	11 OF 16	LAYOUT A&B LEVEL 3 SAMPLE PLAN
SDP	12 OF 16	LAYOUT C LEVEL 1 SAMPLE PLAN
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SDP	14 OF 16	LAYOUT C LEVEL 3 SAMPLE PLAN
SDP	15 OF 16	HEIGHT TRANSITION SECTION
SDP	16 OF 16	RENDERING

PROJECT SUMMARY

GROSS SITE AREA	3.98	AC +/-			
DWELLING UNITS	80	DU	PARKING PROVIDED	138	SP
DENSITY	20	DU/AC	PARKING RATIO	1.73	SP / DU
CONSTRUCTION TYPE	3 STORY, 3 OVER 1 VA				

TYPE	NET SF*	LAYOUT A	LAYOUT B	LAYOUT C	AVG MIX	MIX	LSF	AVG UNIT SF
S1	520			4	4	5%	2,080	852
1A	630			21	21	26%	13,230	
2A	945	10	10	18	52	65%	35,910	
2B	938	3	3				5,628	
2C	945			2			1,890	
2D	904	3	3				5,424	
3A	1,330			3	3	4%	3,990	
TOTAL		16	16	48	80	100%	68,152	

BUILDING AREA	NET SF*	COMMON SPACE (CORRIDOR & TRASH ROOM) SF	STORAGE SF	BUILDING GROSS SF**
LAYOUT A	14,976	4,349	400	19,725
LAYOUT B	14,976	4,349	400	19,725
LAYOUT C	38,200	8,040	2,820	49,060
TOTAL	68,152	20,358	3,620	88,510
AMENITY/ LEASING OFFICE				2250
OFFICE SPACE				500
ROOF DECK				1335
TOTAL GROSS SF **				92,595

* NET DOES NOT INCLUDE STORAGE

** BUILDING GROSS DOES NOT INCLUDE BALCONIES

PARKING SUMMARY	DU	REQ SP / DU	TOTAL REQ	REDUCTIONS	TOTAL PROVIDED	
COMPACT PARKING	80	1.5	120	20% REDUCTION FOR PROXIMITY TO TRANSIT, 45 STRUCTURED PARKING SPACES, & BIKE STORAGE FOR 30 BIKES BEYOND REQUIRED. TOTAL AFTER REDUCTION = 109	22	138
SURFACE PARKING					98	
VISITOR PARKING	1 PER 5 UNITS		16		16	
OFFICE PARKING	1 PER 300 SQFT		2	2	2	
TOTAL			138	111	138	

*EV = 14 EV-READY SPACES PER CHFA STANDARDS

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COVER SHEET
SHEET 1 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
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ARCHITECTURAL
SITE PLAN
SHEET 2 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
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LAYOUT A - EAST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT A - NORTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

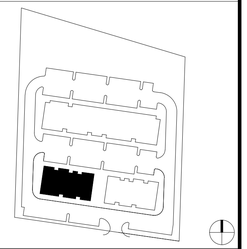
KEYNOTES - SDP

#	
1	FIBER CEMENT LAP SIDING - COLOR 1
2	FIBER CEMENT LAP SIDING - COLOR 2
3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
8	ROOF TRELLIS
9	ASPHALT ROOF SHINGLES
10	FIBER CEMENT BOARD FASCIA, EAVES, PARAPET
11	METAL AWNING
12	METAL HANDRAIL
13	OVERHEAD GARAGE DOOR
14	VINYL WINDOW
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT A EAST		
	SF	%
GROSS WALL AREA	2844	-
NET GLAZING	401	14%
NET FC WOODTONE	164	6%
NET FC PANEL	64	2%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	1122	39%
NET FC STONE VENEER	491	17%

LAYOUT A NORTH		
	SF	%
GROSS WALL AREA	4510	-
NET GLAZING	903	20%
NET FC WOODTONE	-	-
NET FC PANEL	794	18%
NET FC LAP SIDING	656	15%
NET FC VERTICAL SIDING	512	11%
NET FC STONE VENEER	1294	29%

SITE KEY PLAN



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LAYOUT A - ELEVATIONS
SHEET 3 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993 HWY 6, GLENWOOD SPRINGS, CO 81601

LAYOUT A - WEST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT A - SOUTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

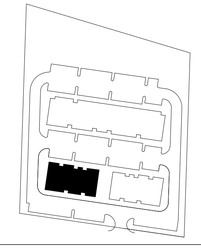
KEYNOTES - SDP

#	
1	FIBER CEMENT LAP SIDING - COLOR 1
2	FIBER CEMENT LAP SIDING - COLOR 2
3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
8	ROOF TRELLIS
9	ASPHALT ROOF SHINGLES
10	FIBER CEMENT BOARD FASCIA, EAVES, PARAPET
11	METAL AWNING
12	METAL HANDRAIL
13	OVERHEAD GARAGE DOOR
14	VINYL WINDOW
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT A WEST		
	SF	%
GROSS WALL AREA	2844	-
NET GLAZING	261	9%
NET FC WOODTONE	168	6%
NET FC PANEL	1867	66%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

LAYOUT A SOUTH		
	SF	%
GROSS WALL AREA	4510	-
NET GLAZING	858	19%
NET FC WOODTONE	-	-
NET FC PANEL	881	20%
NET FC LAP SIDING	546	12%
NET FC VERTICAL SIDING	522	12%
NET FC STONE VENEER	1173	26%

SITE KEY PLAN



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LAYOUT A - ELEVATIONS

SHEET 4 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993 HWY 6, GLENWOOD SPRINGS, CO 81601

LAYOUT B - EAST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT B - NORTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

KEYNOTES - SDP

#	
1	FIBER CEMENT LAP SIDING - COLOR 1
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3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
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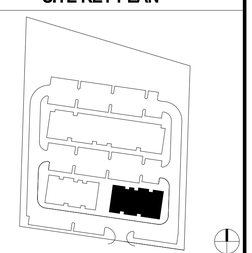
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT B EAST		
	SF	%
GROSS WALL AREA	2844	-
NET GLAZING	261	9%
NET FC WOODTONE	168	6%
NET FC PANEL	1867	66%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

LAYOUT B NORTH		
	SF	%
GROSS WALL AREA	4510	-
NET GLAZING	903	20%
NET FC WOODTONE	-	-
NET FC PANEL	794	18%
NET FC LAP SIDING	656	15%
NET FC VERTICAL SIDING	512	11%
NET FC STONE VENEER	1294	29%

SITE KEY PLAN



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LAYOUT B - ELEVATIONS

SHEET 5 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993 HWY 6, GLENWOOD SPRINGS, CO 81601

LAYOUT B - WEST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT B - SOUTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

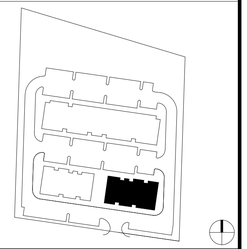
1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

KEYNOTES - SDP

#	
1	FIBER CEMENT LAP SIDING - COLOR 1
2	FIBER CEMENT LAP SIDING - COLOR 2
3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
8	ROOF TRELLIS
9	ASPHALT ROOF SHINGLES
10	FIBER CEMENT BOARD FASCIA, EAVES, PARAPET
11	METAL AWNING
12	METAL HANDRAIL
13	OVERHEAD GARAGE DOOR
14	VINYL WINDOW
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT B WEST		
	SF	%
GROSS WALL AREA	2844	-
NET GLAZING	401	14%
NET FC WOODTONE	164	6%
NET FC PANEL	64	2%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	1122	39%
NET FC STONE VENEER	491	17%
LAYOUT B SOUTH		
	SF	%
GROSS WALL AREA	4510	-
NET GLAZING	858	19%
NET FC WOODTONE	-	-
NET FC PANEL	881	20%
NET FC LAP SIDING	546	12%
NET FC VERTICAL SIDING	522	12%
NET FC STONE VENEER	1173	26%

SITE KEY PLAN



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LAYOUT B - ELEVATIONS
SHEET 6 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

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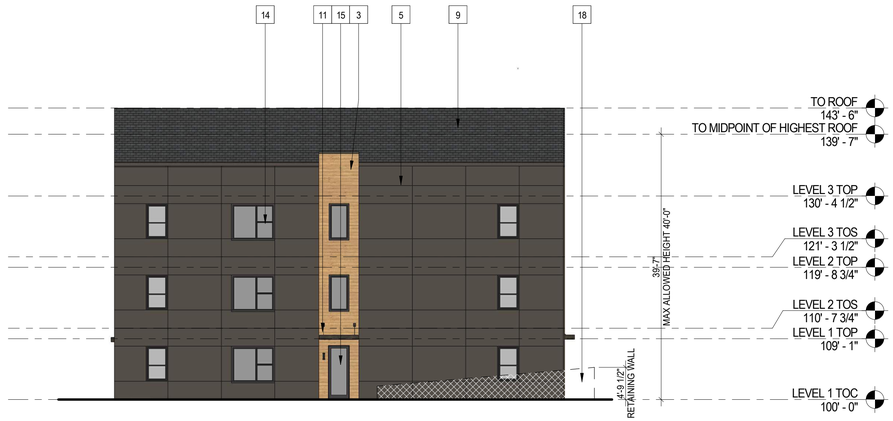


LAYOUT C - EAST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT C - NORTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

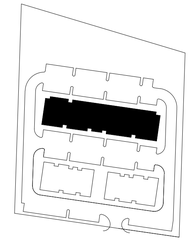
KEYNOTES - SDP

#	
1	FIBER CEMENT LAP SIDING - COLOR 1
2	FIBER CEMENT LAP SIDING - COLOR 2
3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
8	ROOF TRELLIS
9	ASPHALT ROOF SHINGLES
10	FIBER CEMENT BOARD FASCIA, EAVES, PARAPET
11	METAL AWNING
12	METAL HANDRAIL
13	OVERHEAD GARAGE DOOR
14	VINYL WINDOW
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT C EAST		
	SF	%
GROSS WALL AREA	2930	-
NET GLAZING	231	8%
NET FC WOODTONE	167	6%
NET FC PANEL	1955	67%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

LAYOUT C NORTH		
	SF	%
GROSS WALL AREA	10232	-
NET GLAZING	2057	20%
NET FC WOODTONE	2510	25%
NET FC PANEL	262	3%
NET FC LAP SIDING	4371	43%
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

SITE KEY PLAN



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LAYOUT C - ELEVATIONS

SHEET 7 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
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51993 HWY 6, GLENWOOD SPRINGS, CO 81601

LAYOUT C - WEST ELEVATION | SCALE: 3/32" = 1'-0" | 2

LAYOUT C - SOUTH ELEVATION | SCALE: 3/32" = 1'-0" | 1

ELEVATION LEGEND

- LAP SIDING - COLOR 1
- LAP SIDING - COLOR 2
- LAP SIDING - WOOD-LOOK COLOR 3
- FIBER CEMENT PANEL - COLOR 1
- VERTICAL SIDING - COLOR 1
- ADHERED STONE - COLOR 1
- ASPHALT ROOF SHINGLES

ELEVATION NOTES

1. ALL CONDENSERS WILL BE ROOF MOUNTED, AS ALLOWED BY CODE, AND WILL BE SCREENED FROM VIEW.

KEYNOTES - SDP

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1	FIBER CEMENT LAP SIDING - COLOR 1
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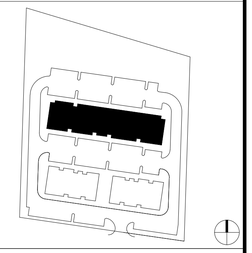
3	FIBER CEMENT LAP SIDING - WOOD-LOOK COLOR 3
4	FIBER CEMENT PANELING - COLOR 1
5	FIBER CEMENT PANELING - COLOR 2
6	FIBER CEMENT VERTICAL SIDING - COLOR 2
7	STONE VENEER - COLOR 1
8	ROOF TRELLIS
9	ASPHALT ROOF SHINGLES
10	FIBER CEMENT BOARD FASCIA, EAVES, PARAPET
11	METAL AWNING
12	METAL HANDRAIL
13	OVERHEAD GARAGE DOOR
14	VINYL WINDOW
15	BUILDING ENTRY
18	RETAINING WALL
19	EXTERIOR WALL MOUNT LIGHT SCONCE
20	STOREFRONT

LAYOUT C WEST		
	SF	%
GROSS WALL AREA	2930	-
NET GLAZING	101	3%
NET FC WOODTONE	162	6%
NET FC PANEL	2018	69%
NET FC LAP SIDING	-	-
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

LAYOUT C SOUTH		
	SF	%
GROSS WALL AREA	10308	-
NET GLAZING	1761	17%
NET FC WOODTONE	3367	33%
NET FC PANEL	-	-
NET FC LAP SIDING	4200	41%
NET FC VERTICAL SIDING	-	-
NET FC STONE VENEER	-	-

SITE KEY PLAN



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LAYOUT C - ELEVATIONS

SHEET 8 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

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LAYOUT A - LEVEL 1 FLOOR PLAN | SCALE: 3/32" = 1'-0" | 1

LAYOUT A&B LEVEL 1 SAMPLE PLAN

SHEET 9 OF 16

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CANYON VISTA HOUSING

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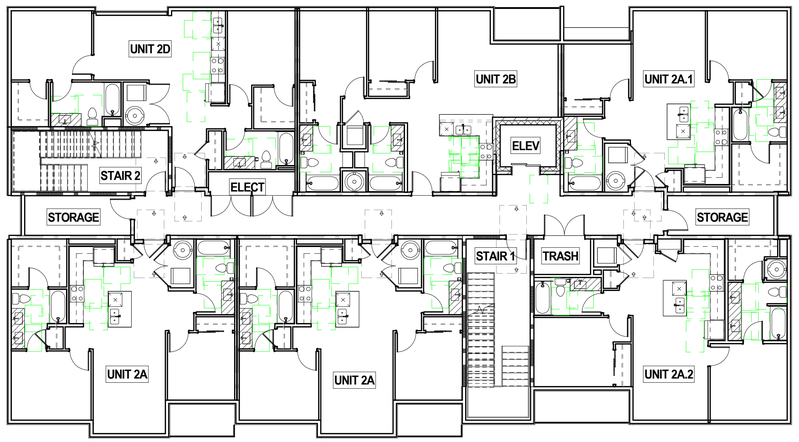

LAYOUT A - LEVEL 2 FLOOR PLAN | SCALE: 3/32" = 1'-0" | 1

LAYOUT A&B LEVEL 2 SAMPLE PLAN

SHEET 10 OF 16

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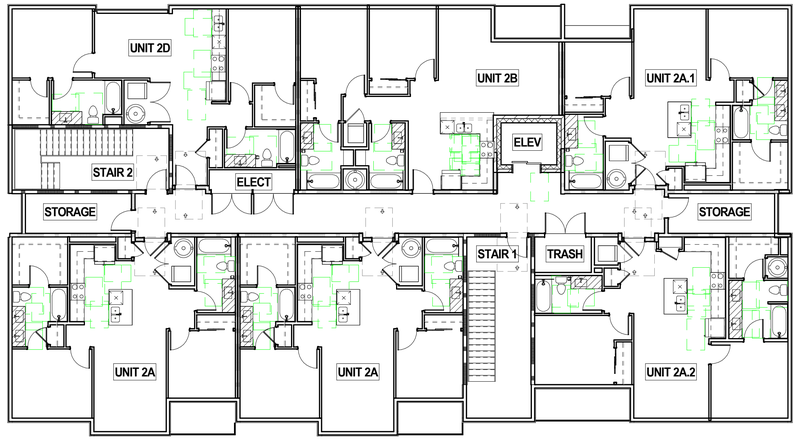

LAYOUT A - LEVEL 3 FLOOR PLAN | SCALE: 3/32" = 1'-0" | 1

LAYOUT A&B LEVEL 3 SAMPLE PLAN

SHEET 11 OF 16

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CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

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LAYOUT C LEVEL 1
SAMPLE PLAN
SHEET 12 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
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LAYOUT C LEVEL 2
SAMPLE PLAN
SHEET 13 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

PARCELS OF LAND SITUATED IN THE NW1 / 4SE1 / 4 OF SECTION 5,TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
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LAYOUT C LEVEL 3
SAMPLE PLAN
SHEET 14 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

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HEIGHT TRANSITION SITE SECTION | SCALE: 1/16" = 1'-0" | 1

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HEIGHT TRANSITION SECTION
SHEET 15 OF 16

CANYON VISTA HOUSING

SITE DEVELOPMENT PLAN

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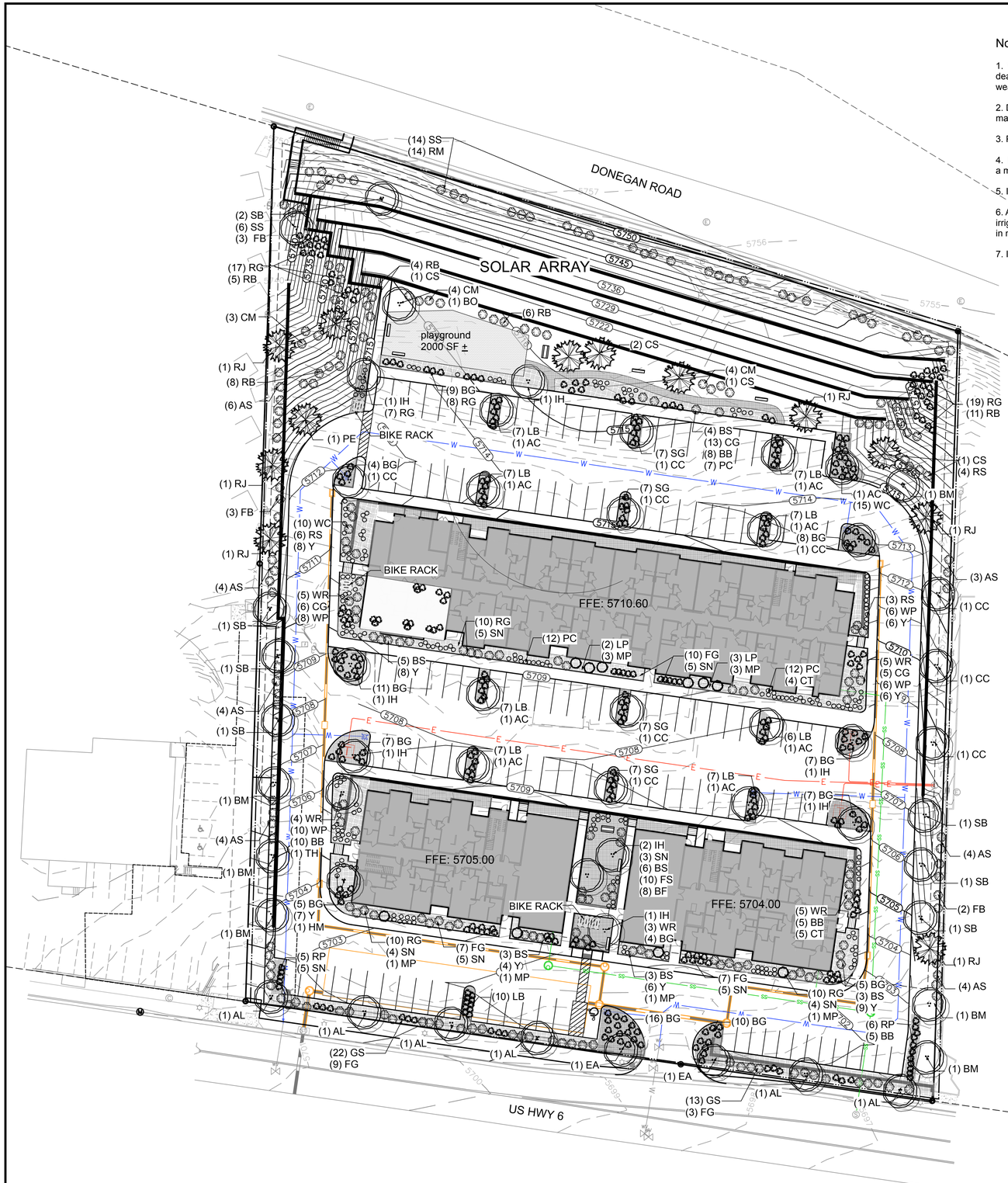
RENDERING
SHEET 16 OF 16



Notes:

1. Warranty plants and trees for one year after final acceptance. Replace dead or dying materials not in vigorous, thriving condition as soon as weather permits.

2. Determine locations of underground utilities and perform work in a manner which will avoid possible damage.

3. Plants shall be specimen quality, typical of their species or variety.

4. Plant trees and shrubs in pits 12' larger than tree ball, backfill with a mix of 2 parts topsoil, 1 part Nutri-Mulch.

5. Install "Weed Restrictor Fabric" between soil and rock or bark mulch.

6. An underground irrigation system will be installed. All seed areas are to be irrigated with an underground system utilizing rotating sprinkler nozzels. All plant material in mulch or rock areas will be irrigated with an underground drip zone system.

7. Install metal edging to all landscape transition areas.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

BIKE RACK
PICNIC TABLE
BENCH
CONIFEROUS TREE
DECIDUOUS TREE
SHRUB
EVERGREEN SHRUB
ORNAMENTAL GRASS
PERENNIALS

DWARF NATIVE GRASS SEED MIX
1/2" CRUSHED GRANITE
CEDAR MULCH

Plant Materials Legend

Trees
All deciduous trees to be 2.5" cal. when available

			Qty	DT and Native	Hydrozones
SB	Sensation Box Elder	Acer negundo 'sensation'	8	yes	1
AC	Amur Chokecherry	Prunus maacki	9	dt	3
EA	European Mountain Ash	Sorbus aucuparia	2	dt	3
IH	Imperial Honeylocust	Gleditsia triacanthos inermis imperial	9	yes	1
TH	Thornless Cockspur Hawthorn	Crataegus crusgalli	1	dt	1
BO	Bur Oak	Quercus macrocarpa	1	dt	1
HM	Hot Wings Maple	Acer tataricum	1	dt	1
PE	Pinyon Pine 6' ht.	Pinus edulis	1	yes	1
RJ	Rocky Mountain Juniper 6'	Juniperus scopulorum	6	yes	1
BM	Bigtooth Maple	Acer grandidentatum	6	yes	2
CS	Colorado Blue Spruce 10' ht.	Picea pungens	5	yes	2
AL	American Linden	Tilia americana	6	no	3
CC	Chokecherry Canada Red	Prunus virginiana	9	yes	2
		Total Trees	64	(44) DT & N	

Shrubs
All shrubs #5 container when available

RS	Russian Sage	Perovskia atriplicifolia	13	dt	1
GS	GrowLow Sumac	Rhus trilobata 'GrowLow'	35	dt	1
MP	Mugo Pine	Pinus mugo	10	dt	1
AS	Autumn Brilliance Serviceberry	Amelanchier x grandiflora 'Autumn Brill'	29	dt	2
SN	Snowberry	Symphoricarpos occidentalis	36	yes	1
BS	Blue Mist Spirea	Caryopteris x clandonensis 'Blue Mist'	24	yes	1
LP	Leadplant	Amorpha canescens	5	yes	1
CM	Curlleaf mountain mahogany	Cercocarpus ledifolius	11	yes	1
RB	Rabbitbrush	Chrysothamnus spp.	33	yes	1
WR	Nearly Wild Rose	Rosa woodsii x 'Nearly wild'	22	yes	2
RM	Rocky Mountin Maple	Acer glabrum	14	yes	2
SS	Smooth Sumac	Rhus glabra	20	yes	2
FB	Fountain Butterfly Bush	Buddleja alternifolia 'Argentea'	8	yes	2
		Total Shrubs	260	(168) DT & N	

Perennials & Grasses
#1 container

BG	Blue Grama 'Blonde ambition'	Bouteloua gracilis 'Blonde Ambition'	93	yes	1
LB	Little Bluestem	Schizachyrium scoparium	65	yes	1
WP	White-tufted Evening Primrose	Oenothera caespitosa	30	yes	1
SG	Scarlet Globemallow	Sphaeralcea coccinea	28	yes	1
FG	Foerster's Feather Reed Grass	Calmagrostis acutifolia 'Karl Foerster'	36	dt	2
CG	Chinese Fountain Grass	Pennisetum alopecuroides	24	dt	2
BF	Blanket Flower	Gailliardia aristata	8	yes	2
RG	Black-Eyed Susan	Rudbeckia fulgida 'Goldstrum'	81	yes	2
CT	Catmint	Nepeta mussinii 'Walkers low'	9	dt	2
RP	Rocky Mountain Penstemon	Penstemon strictus	11	yes	2
Y	Yarrow 'Moonshine'	Achillea millefolium 'moonshine'	48	yes	2
PC	Prairie Coneflower	Ratibida columnifera	31	yes	2
BB	Bee Balm	Monarda fistulosa	28	yes	2
WC	Wine Cups	Callirhoe involucrata	25	yes	2
FS	Fringed Sagebrush	Artemisia frigida	10	yes	2
		Total Perennials & Grasses	527	(458) DT & N	
		Total Plan Material	851		
		DT AND native Plant Material	675 (79% of total plant material)		

The selected plant material can be grouped together on one drip zone with a variety of drip heads to accomodate each individual plan's water needs. A spray irrigation system will be used for the seeded area and a drip irrigation system will be used for all trees, shrubs, perennials, and ornamental grasses.

Landscape requirements

- Lot Standards: Minimum Landscape Area 10%
  - Lot Size: 3.93 Acres, 171,190.8 square feet
  - Required Landscape Area = 25,678 square feet
  - Proposed Landscape Area= 43,036 square feet (25.1%)
- Minimum Plant Material:
  - One tree per 400 square feet of Min. Landscape Area = 64 Trees (64 provided)
  - One shrub per 100 square feet of Min. Landscape Area = 257 Shrubs (258 provided)
  - One perennial per 50 square feet of Min. Landscape Area = 514 Perennials (527 provided)
- Streetscape Requirements:
  - One tree per 75 feet of frontage
  - Highway 6 frontage = 369' at Property Line = 5 Street Trees required, 8 trees provided

Rivendell's Native Low Grow Seed Mix (or approved similar)
Rate: 1/2 lb per 1,000 sq. ft.
20% Blue Fescue
15% Blue Grama
15% Rocky Mountain Fescue
15% Canby Bluegrass
10% Indian Ricegrass
10% Sandberg Bluegrass
10% Sideoats Grama
2.5% Alpine Bluegrass
2.5% Bottlebrush Squirreltail

THE LANDSTUDIO INC.
landscape architecture land planning community planning

LANDSCAPE PLAN
PREPARED 1.27.25

PRELIMINARY NOT FOR CONSTRUCTION

COLORADO 811 CALL BEFORE YOU DIG Utility Notification Center of Colorado

NO.	DATE	REVISION	BY

DRAWN BY: | CHECKED BY: | DATE: | FILE:

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE 101 ;
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 - FAX (970) 945-2555
WWW.HCENG.COM

COHEN-ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

CANYON VISTA MULTI-FAMILY
CONCEPTUAL GRADING
EXHIBIT

PROJECT NO.
2251001.00

PRELIMINARY
NOT FOR
CONSTRUCTION

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

Common Open Space needed= 34,238 SF
Open Space as shown = 34,291 SF

Landscape Area needed = 25,678 SF
Landscape Area as shown = 43,036 SF

Parking Area landscape needed =
20% of totals surface parking area or 4,501 SF
Parking landscape area shown = 4770 SF
Interior landscape parking needed = 1,139 SF
Interior landscape parking shown = 1,468 SF

OPEN SPACE/LANDSCAPE CALCULATIONS

PREPARED 1.27.25

THE LANDSTUDIO INC.
landscape architecture land planning community planning

COLORADO 811
CALL BEFORE
YOU DIG
Utility Notification
Center of Colorado

NO.	DATE	REVISION	BY

DRAWN BY:
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FILE:

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COHEN-ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

CANYON VISTA MULTI-FAMILY
CONCEPTUAL GRADING
EXHIBIT

PROJECT NO.
2251001.00

LEVEL TWO – AUXILIARY TURN LANE ASSESSMENT

CANYON VISTA

Prepared by

SGM

DAN COKLEY, PE, PTOE
LICENSE NO. 29799
1/30/25

COLORADO LICENSED
DANIEL J. COKLEY
29799
01.30.25
PROFESSIONAL ENGINEER

Daniel J Cokley

Digitally signed by Daniel J Cokley
DN: C=US, E=danc@sgm-inc.com, O=SGM Inc., CN=Daniel J Cokley
Date: 2025.01.30 05:58:21-07'00'

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1.0 Introduction

This study is prepared using the guidelines of the Colorado Department of Transportation (CDOT) Level Two Auxiliary Turn Lane Assessment (TLA) and will satisfy City of Glenwood Springs Engineering Standards Chapter 5.11 Traffic Impact Analysis Standards. This TLA provides an estimate for design hour traffic generation to assess the impact of the proposed 80-unit Canyon Vista Apartments site development. The study site is shown outlined in white in the image below and is bounded by Donegan Road to the north, Highway 6 to the south, the Elks to the west and a RFTA housing to the east. The proposed site will have a single access location. The roadway network and study area are depicted in Figure 1.

FIGURE 1 - STUDY AREA

1.1 Project Description

The proposed Canyon Vista development is located at 51993 Highway 6 and is the former location of Glenwood Gardens. The full buildout development of the site will be analyzed in this TLA. A perspective view of the developed project is provided in Figure 2.

FIGURE 2 – PERSPECTIVE PLAN

2.0 Methodology and Assumptions

This Level Two TLA has been prepared in accordance with section 2.3(5) of the State Highway Access Code (SHAC) and the methodology and assumptions have been reviewed and approved by CDOT. The assumptions will provide a conservative analysis for the purposes of assessing operational and safety impacts resulting from the proposed development.

Baseline Traffic – The former Glenwood Gardens land use is calculated using ITE Trip Generation Manual, 11th Ed using Land Use Code 817 – Nursery (Garden Center).

Highway 6 traffic volumes were counted on Tuesday January 28, 2025, and are adjusted by applying a seasonal factor based on CDOT Sta 000214 of 1.16.

Analysis Years
Operational analysis of Baseline traffic (2025), 20-year Background traffic (2045) and 20-year Total traffic (2045) will be completed.

- *Baseline Traffic (2025) – The volumes based on description as outlined above.*
- Background Traffic (2045) – The volumes for this scenario were calculated by applying the 20-year factor of 1.22 from CDOT Sta 100391.
- Total traffic (2025 / 2045) – Canyon Vista buildout traffic volumes generated by SGM were added to the 2025 Baseline and 2045 Background traffic scenarios.

Trip Generation Rates

The proposed trip generation for the development land use rate was developed from the ITE Trip Generation Manual, 11th Edition.

- **ITE Land Use 220** – Multi Family (low-rise), 80-unit apartment building(s).

TABLE 1 - TRIP GENERATION RATES

				Design Hour Rates					
	Number	ITE	Weekday	AM	AM	AM	PM	PM	PM
Land Use	of Units	Code	Rate	Rate	Entering	Exiting	Rate	Entering	Exiting
Multi-Family (Low-rise)	80	220	7.35	0.60	0.14	0.46	0.69	0.43	0.25

TABLE 2 - TRIP DISTRIBUTION

		Basis of	Time Period Used	Weekday Design Hour Distribution				
	ITE Code	Rate	Above	AM IN	AM OUT		PM IN	PM OUT
Multi-Family (Low-rise)	220	Fitted Curve	Peak Hour adjacent Street	23%	77%		63%	37%

Design Hour Volume

The design hour volumes calculated in this study are based upon the peak hour of the adjacent street traffic for the proposed development land use types. The design hour volume used in this study is estimated to be the 30th highest hourly volume of the design year.

Trip Reductions

Multi-modal trips could consist of walking, biking, car-pooling and transit options.

Glenwood Springs is an area known for hiking and biking, along with that comes increased percentages of valley residents who use those modes of transportation for commuting and other trips that typically would have been taken with vehicles. The typical US average walking and biking distance for a commute or other trip is 0.25 miles and 3 miles, respectively. With more prevalent use of alternative transportation in the region, it would be reasonable to assume those distances are increased in the area. The Canyon Vista apartments are within biking distance to downtown and walking distance to transit stops.

Given the multi-modal opportunities, a 5% reduction in trips associated with future residents is applied.

Project Traffic Distribution

Canyon Vista trip distribution is based on previous studies in the vicinity traffic distribution at the project intersection is assumed to be 40% oriented westerly / 60% oriented easterly.

Intersection Capacity Analysis

AM and PM level of service estimates were prepared in accordance with the Highway Capacity Manual 6th Edition (Transportation Research Board, 2016).

For unsignalized intersections, the Highway Capacity Manual defines level of service and delay in terms of seconds of stopped delay per vehicle, which is based on the number of acceptable gaps in the conflicting traffic stream. In general, the traffic movements analyzed are those controlled by stop signs or yield signs, and the left turn movements from the uncontrolled major street. The following table represents the level of service criteria for unsignalized intersections:

TABLE 3 - LEVEL OF SERVICE (LOS) CRITERIA UNSIGNALIZED INTERSECTIONS

Level of Service	Delay (seconds)
A	< 10.0
B	10.1 to 15
C	15.1 to 25
D	25.1 to 35
E	35.1 to 50
F	> 50.0

Source: *Highway Capacity Manual*, 2016

The "overall" intersection level of service at a signalized or an unsignalized intersection corresponds with the average delay experienced on the minor street approaches and the uncontrolled major street movements. The unconflicted major street through movements are considered to have no delay. Because most of the intersection movements are major street movements with no delay, the overall intersection results in a LOS with less delay than the minor street approaches and conflicting major street movements (left turns) experience.

In general, CDOT and the City consider the overall intersection operation of LOS "D" or better acceptable during the peak hours. The goal is to also provide a similar LOS for each controlled intersection movement and/or approach. On busy travel corridors within the Roaring Fork and Colorado River valleys, driveway access to those corridors, like Highway 6, often see LOS E and F, which require driveway users to wait for an acceptable gap for on the order of 30 to 60 seconds.

This study will assess the operational measures of effectiveness (MOE's) including Level of Service (LOS), Delay, and 95th percentile queue.

3.0 Baseline Traffic Conditions (2025)

3.1 Existing Roadways and Intersections

Highway 6 – Is classified as an F-R (Frontage Road) by CDOT and extends from Exit #114 north roundabout on the west to the SH 82 roundabout (near Exit #116) to the east. Near the project access, the posted speed is 40 mph and the road transitions from two 12-ft wide lanes each direction on the west to three 12-ft lanes on the (adding a center turn lane) on the east. The road edge consists of curb, gutter, sidewalk north and asphalt shoulder south. The access locations within 1000 ft of the project access are shown in Figure 3.

FIGURE 3 – HIGHWAY 6 ACCESS MAP

Existing Access - The existing access generally centered on the property will be used for access to the proposed project. This access had been used by the former Glenwood Gardens business for internal traffic and deliveries, plus the single-family home in the north portion of the property. The recent traffic counts indicated 1 vehicle entered and exited during the PM peak hour.

Glenwood Gardens customers had historically used the Elks/Housing access to the west to access parking. The Elks/Housing access will not be used by the proposed project. During the recent traffic counts, 1 vehicle entered and existed during the PM peak hour.

3.2 Baseline Intersection Volumes

Using the ITE Land Use Code 817, the trip generation for the former Glenwood Gardens site was calculated for comparison purposes. The site also contained a single-family residence which adds approximately 9 daily and 1 peak hour PM trip to those accounted below.

TABLE 4 - FORMER GLENWOOD GARDENS TRIP GENERATION

				Weekday Design Hour Traffic			
	Number	ITE	Weekday	AM	AM	PM	PM
Land Use	of Units	Code	Traffic	IN	OUT	IN	OUT
Nursery (Garden Center)	2.5	817	91	3	3	9	9

The Baseline Highway 6 traffic is estimated in Table 5 per the assumptions stated in 2.0.

TABLE 5 - HIGHWAY 6 BASELINE TRAFFIC

	2025 (1/28)		Seasonal	2025 Adjusted	
	AM DHV	PM DHV	Factor	AM DHV	PM DHV
EB Highway 6	311	228	1.16	379	278
WB Highway 6	168	337		205	411

4.0 Background Traffic (2045)

The Baseline 2025 traffic volumes were used as a basis to develop the 20-year Background (2045) traffic volumes by applying the CDOT 20-year factor of 1.22.

TABLE 6 - HIGHWAY 6 BACKGROUND TRAFFIC

	2025 Adjusted		20-yr	2045	
	AM DHV	PM DHV	Factor	AM DHV	PM DHV
EB Highway 6	379	278	1.22	463	339
WB Highway 6	205	411		250	502

5.0 Total Traffic (2025 / 2045) – Baseline / Background plus Project

5.1 Project Intersection

The Canyon Vista project intersection is shown in Figure 4.

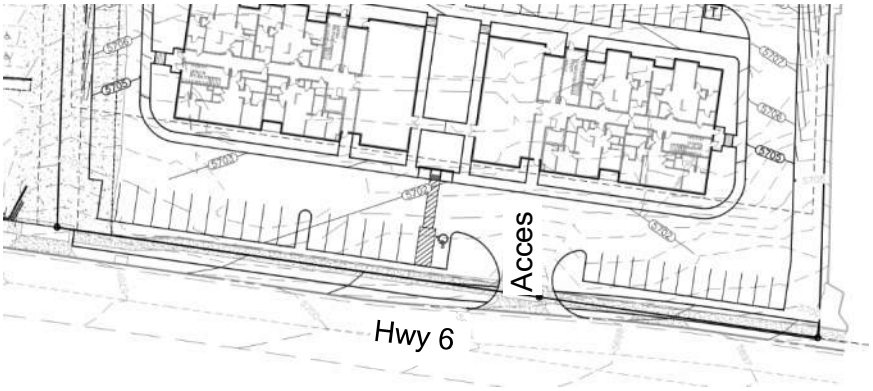


FIGURE 4 - CANYON VISTA INTERSECTION WITH HIGHWAY 6

5.2 Project Access Trip Generation and Assignment

Using the trip generation rate and distribution assumptions provided in 2.0 Methodology the resulting trip generation applying the 5% trip reduction factor is provided in Table 7.

TABLE 7 - ACCESS DESIGN HOURLY VOLUME

				Weekday Design Hour Traffic			
	Number	ITE	Weekday	AM	AM	PM	PM
Land Use	of Units	Code	Traffic	IN	OUT	IN	OUT
Multi-Family (Low-rise)	80	220	588	11	37	35	20
	TOTAL TRIPS:		**588**	**11**	**37**	**35**	**20**
	Transit Reduction		5%	**48**		**55**	
	TOTAL ADJUSTED TRIPS:			**46**		**52**	

The trip distribution and assignment at the project intersection is provided in Table 8.

TABLE 8 - ACCESS TRIP DISTRIBUTION AND ASSIGNMENT

Directional Distribution and Trip Assignment				
	40%		60%	
	West oriented		East oriented	
	IN(EBL)	OUT(SBR)	IN(WBR)	OUT(SBL)
AM	4	14	6	21
PM	13	8	20	11

5.3 Total Traffic Analysis

The PM design hour is analyzed for the Total Traffic scenarios.

The 2025 Baseline plus Canyon Vista traffic volume are presented as 2025 Total traffic volumes and shown in Appendix A. The project intersection operates at an overall LOS A. The southbound movements operate at LOS B. The eastbound left operates at LOS A.

The 2045 Background plus Canyon Vista traffic volume are presented as 2045 Total traffic volumes and shown in Appendix A. The project intersection operates at an overall LOS A. The southbound movements operate at LOS C. The eastbound left operates at LOS A.

The 95th percentile queue lengths for the southbound movements were analyzed to understand the operational aspect of a single versus two lane egress. Results are shown in Table 9. Typically, a car length of 20 ft is used, exiting queues are on the order of two vehicle for either option.

TABLE 9 - 95TH PERCENTILE QUEUE (FT)

95th Percentile Queue Length (ft)		
EBL	SB (2)	SB (1)
IN	OUT	OUT
41	**30**	**40**

5.4 Total Traffic Auxiliary Turn Lane Assessment

Auxiliary turn lane requirements for access to Colorado State Highways and many local roadways are determined using the State Highway Access Code (SHAC) and based on the projected DHVs, the speed limit and geometry of the highway adjacent to the access, and the classification of the highway. The City uses the SHAC as the standard for determining the need for auxiliary lanes.

Project Intersection

For design purposes, the speed limit of Highway 6 adjacent to the project is 40 mph in both directions.

Based on the SHAC 3.13 for a Category F-R – Frontage Road, auxiliary turn lanes shall be installed according to the criteria below:

a. A left turn lane with taper and storage length is required for any access with a projected peak hour left ingress turning volume greater than 25 vph. (Applies to 40 mph and less)
    - EB left volume 13 vph < 25 vph – Lane not warranted
b. A right turn deceleration lane and taper length is required for any access with a projected peak hour right ingress turning volume greater than 50 vph. (Applies to 40 mph and less)
    - WB right volume: 20 vph < 50 vph – Lane not warranted

5.5 Project Access Assessment

The proposed project intersection will generally be centered on the property with a stop sign placed on the south approach and Highway 6 to remain uncontrolled. This access lies within a tangent section of Highway 6. Both the EB and WB approaches can provide adequate entering sight distance for the passenger car design vehicle, with available sight distance of 400 ft based on the 40-mph posted speed.

Consideration needs to be given to the proposed landscaping and grades at the project access to maintain vision for SB entering traffic through the required sight triangle. Photographs of the existing access conditions are provided below.

FIGURE 5 - CANYON VISTA SB APPROACH AT HIGHWAY 6 (W / E)

5.6 State Highway Access Permit Evaluation

Based on the SHAC, an access permit is required when a change of greater than 20% occurs when accessing a state highway. Because there is not an existing permit for access, CDOT has requested an access permit application. The calculated increase in traffic from the former use to the proposed use is approximately 300%.

6.0 Summary of Conclusions and Mitigation

- The project requires a CDOT Access Permit.
- The proposed project intersection
  - Does not warrant auxiliary turn lanes
  - Will operate acceptably as a single lane southbound approach
  - Will operate acceptably in terms of LOS and 95th percentile queue lengths.
  - Has an adequate entering sight distance based on the roadway
  - Will require design of landscaping within the southbound approach sight triangles to maintain the adequate entering sight distance
  - Access shall be constructed per the SHAC
- The project does not require proposed mitigation measures beyond those identified above.

Appendix A - Traffic Volume Figures

Total 2025 PM Volumes

Total 2045 PM Volumes

Appendix B - METHODOLOGY / ASSUMPTIONS

Dan Cokley

Subject: FW: 51993 Hwy 6, Glenwood Springs - FW: Canyon Vista - Traffic Study

From: Vishwamitra - CDOT, Karthik <karthik.vishwamitra@state.co.us>
Sent: Friday, January 24, 2025 12:21 PM
To: Dan Cokley <DanC@sgm-inc.com>
Cc: Killian - CDOT, Brian <brian.killian@state.co.us>; lee.barger@cogs.us
Subject: Re: 51993 Hwy 6, Glenwood Springs - FW: Canyon Vista - Traffic Study

Hi Dan,

CDOT has the following comments on this methodology:
- CDOT cannot accept traffic counts from 2015, even with a growth factor. Please conduct new traffic counts at the access.
- Please clarify the access location. Will this be a new access, or will the project use either of the existing driveways on the east or west of the nursery buildings? A new access point is not likely to meet spacing requirements if the existing access points aren't closed.

Best,

Karthik Vishwamitra, EIT I
Traffic Access Engineer

COLORADO
Department of Transportation

P 970.683.6279 | C 720.655.5071 | E karthik.vishwamitra@state.co.us
222 S. 6th St, Room 100 Grand Junction, CO 81501
www.codot.gov | www.cotrip.org

On Wed, Jan 22, 2025 at 4:06 PM Dan Cokley <DanC@sgm-inc.com> wrote:

> Brian
>
> See attached methodology memo summarizing assumptions to be used for this assessment. Please let me know if you have any comments.
>
> Thanks,
>
> Dan
>
> **From:** Killian - CDOT, Brian <brian.killian@state.co.us>
> **Sent:** Friday, January 17, 2025 8:01 AM

MEMORANDUM

DATE: January 22, 2025

TO: Brian Killian, P.E., CDOT Region 3 Access Manager

FROM: Dan Cokley, PE, PTOE

RE: 51993 Highway 6 Canyon Vista Apartments – Level Two TLA Methodology Proposal

---

This memo documents the initial methodology and assumptions that SGM intends to use for what is scoped as a Level Two – Auxiliary Turn Lane Assessment prepared in accordance with section 2.3(5) of the State Highway Access Code (SHAC).

Baseline Traffic –

- **Site** - The former Glenwood Gardens land use is calculated using ITE Trip Generation Manual, 11th Ed using Land Use Code 817 – Nursery (Garden Center).
- **Highway 6** – Due to the short turnaround and inability to perform traffic counts by the project submittal deadline provided by the Client, we are planning to use volumes estimated from a 2015 Highway 6 volume stated in a highway access permit application for the Oasis Creek Apartments at 52089 Highway 6, and grown to 2025 volumes by using a ratio derived from CDOT Sta 100391 (west leg of intersection with SH 82). The ratio was calculated based on a comparison between 2015 and 2022 counts. That ratio was applied to the Highway 6 2015 volumes near the Canyon Vista access. These volumes will be conservative and are shown below, Background volumes are also presented.

PROVIDE EXISTING TRAFFIC COUNTS FOR ACCESS AND HIGHWAY 6 PERFORMED 1/28/25

	2015		Growth Rate ('15>'22)		Annual	2022		Growth Rate ('22-'25)		2025		20-yr	2045	
	AM DHV	PM DHV	AM	PM	Rate	AM DHV	PM DHV	AM DHV	PM DHV	AM DHV	PM DHV	Factor	AM DHV	PM DHV
EB Highway 6	206	222	1.33	1.91	4.1%	274	423	1.13	1.32	**309**	**558**	1.22	**377**	**681**
WB Highway 6	153	338			9.7%	203	644			**229**	**849**		**280**	**1036**

Analysis Years

Operational analysis of Baseline traffic (2025), 20-year Background traffic (2045) and 20-year Total traffic (2045) will be completed.

- Baseline Traffic (202) – Volumes based on description as outlined above.
- Background Traffic (2045) – The volumes for this scenario were calculated by applying the 20-year factor of 1.22 from CDOT Sta 100391.
- Total traffic (2045) – Canyon Vista buildout traffic volumes generated by SGM were added to the 2045 Background traffic scenario above.

Trip Generation Rates

The proposed trip generation for the development is described by land use, use rates were developed from the ITE Trip Generation Manual, 11th Edition.

- **ITE Land Use 220** – Multi Family (low-rise), 80-unit apartment building(s).

TABLE 1 - TRIP GENERATION RATES

				Design Hour Rates					
	Number	ITE	Weekday	AM	AM	AM	PM	PM	PM
Land Use	of Units	Code	Rate	Rate	Entering	Exiting	Rate	Entering	Exiting
Multi-Family (Low-rise)	80	220	7.35	0.60	0.14	0.46	0.69	0.43	0.25

TABLE 2 - TRIP DISTRIBUTION

	ITE Code	Basis of Rate	Time Period Used Above	Weekday Design Hour Distribution				
				AM IN	AM OUT		PM IN	PM OUT
Multi-Family (Low-rise)	220	Fitted Curve	Peak Hour adjacent Street	23%	77%		63%	37%

Design Hour Volume

The design hour volumes calculated in this study are based upon the peak hour of the adjacent street traffic for the proposed development land use types. The design hour volume used in this study is estimated to be the 30th highest hourly volume of the design year.

Trip Reductions

Multi-modal trips could consist of walking, biking, car-pooling and transit options.

Glenwood Springs is an area known for hiking and biking, along with that comes increased percentages of valley residents who use those modes of transportation for commuting and other trips that typically would have been taken with vehicles. The typical US average walking and biking distance for a commute or other trip is 0.25 miles and 3 miles, respectively. With more prevalent use of alternative transportation in the region, it would be reasonable to assume those distances are increased in the area. The Canyon Vista apartments are within biking distance to downtown and walking distance to transit stops.

Given the multi-modal opportunities, a 5% reduction in trips associated with future residents is conservatively applied.

Project Traffic Distribution

Canyon Vista trip distribution is based on previous studies in the vicinity traffic distribution at the project intersection is assumed to be 40% oriented westerly / 60% oriented easterly. (also based on the previously approved permit for 52089 Highway 6)

To: Dan Cokley <DanC@sgm-inc.com>
Cc: Karthik Vishwamitra - CDOT <karthik.vishwamitra@state.co.us>; lee.barger@cogs.us
Subject: Re: 51993 Hwy 6, Glenwood Springs - FW: Canyon Vista - Traffic Study

Dan,

As long as the DHV at the access is less than 100, a level II TIS is acceptable to CDOT.

Thanks,

Brian Killian
Region 3 Access Program Manager
Traffic & Safety

COLORADO
Department of Transportation

P 970-683-6284 | C 970-210-1101 | F 970-683-6290

222 S. 6th St, Room 100 Grand Junction, CO 81501

brian.killian@state.co.us | www.codot.gov | www.cotrip.org

On Thu, Jan 16, 2025 at 11:19 AM Dan Cokley <DanC@sgm-inc.com> wrote:

> Brian / Karthik (and Lee)
>
> SGM has been asked to put together a proposal for this project in Glenwood Springs. I had done some preliminary work a few years ago based on 141 apartments, I am told there will be 80 unit in this proposal. For the purposes of the proposal, I would like to confirm that a Level Two Auxiliary Lane Assessment will satisfy the Access Permit requirements (and the City). I would intend to provide a Methodology memo that outlines directional distribution, reductions, etc. when we get going on the project.
>
> These folks contacted me this morning and would like a proposal back by Monday because they have a submittal deadline of 1/28/25, any help and your input would be greatly appreciated.
>
> Thanks,
>
> Dan

Appendix C – Traffic Data Summary

EXISTING ACCESS TRAFFIC VOLUMES

Study Name	Hwy6Ph1
Start Date	Tuesday, January 28, 2025 7:00 AM
End Date	Tuesday, January 28, 2025 6:00 PM
Site Code	

Report Summary

		Southbound					Westbound					Eastbound							Crosswalk	
Time Period	**Class.**	**R**	**L**	**U**	**I**	**O**	**R**	**T**	**U**	**I**	**O**	**T**	**L**	**U**	**I**	**O**	**Total**		**destria**	**Total**
Peak 1	Lights	0	0	0	0	0	0	163	0	163	303	303	0	0	303	163	466	N	2	2
Specified Period	%	0%	0%	0%	0%	0%	0%	97%	0%	97%	97%	97%	0%	0%	97%	97%	97%		100%	
7:00 AM - 9:00 AM	Buses	0	0	0	0	0	0	4	0	4	2	2	0	0	2	4	6	E	0	0
One Hour Peak	%	0%	0%	0%	0%	0%	0%	2%	0%	2%	1%	1%	0%	0%	1%	2%	1%		0%	
7:30 AM - 8:30 AM	Trucks	0	0	0	0	0	0	1	0	1	6	6	0	0	6	1	7	W	0	0
	%	0%	0%	0%	0%	0%	0%	1%	0%	1%	2%	2%	0%	0%	2%	1%	1%		0%	
	icycles on Roa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		**2**	**2**
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
	Total	**0**	**0**	**0**	**0**	**0**	**0**	**168**	**0**	**168**	**311**	**311**	**0**	**0**	**311**	**168**	**479**			
	PHF	0	0	0	0	0	0	0.74	0	0.74	0.78	0.78	0	0	0.78	0.74	0.83			
	Approach %				0%	0%				35%	65%				65%	35%				
Peak 2	Lights	1	0	0	1	1	1	326	0	327	220	220	0	0	220	327	548	N	3	3
Specified Period	%	100%	0%	0%	100%	100%	100%	97%	0%	97%	96%	96%	0%	0%	96%	97%	97%		100%	
3:00 PM - 6:00 PM	Buses	0	0	0	0	0	0	7	0	7	4	4	0	0	4	7	11	E	0	0
One Hour Peak	%	0%	0%	0%	0%	0%	0%	2%	0%	2%	2%	2%	0%	0%	2%	2%	2%		0%	
3:30 PM - 4:30 PM	Trucks	0	0	0	0	0	0	4	0	4	4	4	0	0	4	4	8	W	0	0
	%	0%	0%	0%	0%	0%	0%	1%	0%	1%	2%	2%	0%	0%	2%	1%	1%		0%	
	icycles on Roa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		**3**	**3**
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
	Total	**1**	**0**	**0**	**1**	**1**	**1**	**337**	**0**	**338**	**228**	**228**	**0**	**0**	**228**	**338**	**567**			
	PHF	0.25	0	0	0.25	0.25	0.25	0.89	0	0.89	0.83	0.83	0	0	0.83	0.89	0.91			
	Approach %				0%	0%				60%	40%				40%	60%				

SEASONAL ADJUSTMENT FACTOR

ON SH 82, GLEN AVE S/O BLAKE AVE, GLENWOOD SPRINGS (Station Id: 000214)

	JAN	F	M	A	M	JUN	J	A	S	O	N	D
2024	24,342	25,167	25,282	25,975	26,761	28,437	28,327	28,498	28,353	27,595	25,221	26,295
2023	25,068	26,212	26,142	26,769	28,090	28,693	27,297	27,838	27,607	27,064	24,857	24,815
2022	24,413	25,103	25,534	26,301	27,298	28,228	28,481	28,586	28,339	27,382	25,624	24,685
2021	22,534	23,360	24,863	26,000	27,154	29,065	28,564	27,888	27,929	26,946	24,975	23,989
2020	23,732	23,818	19,530	15,080	21,526	24,775	25,592	24,845	26,241	25,786	22,462	22,231
	24,018	**24,732**	**24,270**	**24,025**	**26,166**	**27,840**	**27,652**	**27,531**	**27,694**	**26,955**	**24,628**	**24,403**
	1.00	**1.03**	**1.01**	**1.00**	**1.09**	**1.16**	**1.15**	**1.15**	**1.15**	**1.12**	**1.03**	**1.02**

Trip Generation
ITE Trip Generation, 11th Edition

			Design Hour Rates							Weekday Design Hour Traffic				
Land Use	Number of Units	ITE Code	Weekday Rate	AM Rate	AM Entering	AM Exiting	PM Rate	PM Entering	PM Exiting	Weekday Traffic	AM IN	AM OUT	PM IN	PM OUT
Multi-Family (Low-rise)	80	220	7.35	0.60	0.14	0.46	0.69	0.43	0.25	588	11	37	35	20
								TOTAL TRIPS:		**588**	**11**	**37**	**35**	**20**
								Transit Reduction		5%	**48**		**55**	
								TOTAL ADJUSTED TRIPS:			**46**		**52**	

	ITE Code	Basis of Rate	Time Period Used Above	Weekday Design Hour Distribution AM IN	AM OUT	PM IN	PM OUT
Multi-Family (Low-rise)	220	Fitted Curve	Peak Hour adjacent Street	23%	77%	63%	37%

Directional Distribution and Trip Assignment				
		40%		60%
		West oriented		East oriented
		IN(EBL)	OUT(SBR)	IN(WBR)	OUT(SBL)
	AM	4	14	6	21
	PM	13	8	20	11

95th Percentile Queue Length (ft)		
EBL	SB (2)	SB (1)
IN	OUT	OUT
41	**30**	**40**

CDOT AP %
306%

Auxiliary Lane Requirements **3.13 CATEGORY F-R** - Frontage Road

(4) Auxiliary turn lanes shall be installed on category F-R roadways according to the criteria below:
(a) A left turn lane with storage length plus taper length is required for any access with a projected peak hour left ingress turning volume greater than 25 vph. If the posted speed is greater than 40 mph, a deceleration lane and taper is required for any access with a projected peak hour left ingress turning volume greater than 10 vph. The taper length will be included within the deceleration length.
(b) A right turn lane with storage length plus taper length is required for any access with a projected peak hour right ingress turning volume greater than 50 vph. If the posted speed is greater than 40 mph, a right turn deceleration lane with taper is required for any access with a projected peak hour right ingress turning volume greater than 25 vph. The taper length will be included within the deceleration length.

			Design Hour Rates							Weekday Design Hour Traffic				
Land Use	Number of Units	ITE Code	Weekday Rate	AM Rate	AM Entering	AM Exiting	PM Rate	PM Entering	PM Exiting	Weekday Traffic	AM IN	AM OUT	PM IN	PM OUT
Nursery (Garden Center)	2.5	817	68.10	2.43	1.22	1.22	6.94	3.47	3.47	91	3	3	9	9
								TOTAL TRIPS:		**91**	**3**	**3**	**9**	**9**
											6		**18**	

	ITE Code	Basis of Rate	Time Period Used Above	Weekday Design Hour Distribution AM IN	AM OUT	PM IN	PM OUT
Nursery (Garden Center)	220	Fitted Curve	Peak Hour adjacent Street	50%	50%	50%	50%

	40%		60%	
	West oriented		East oriented	
	in (EB Lt)	out (SB Rt)	in (WB Rt)	out (SB Lt)
AM	1	1	2	2
PM	4	4	5	5

Intersection	
Int Delay, s/veh	0.5

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		Y	
Traffic Vol, veh/h	13	278	411	20	11	8
Future Vol, veh/h	13	278	411	20	11	8
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	14	302	447	22	12	9

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	469	0	-	0	788	458
Stage 1	-	-	-	-	458	-
Stage 2	-	-	-	-	330	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1093	-	-	-	360	603
Stage 1	-	-	-	-	637	-
Stage 2	-	-	-	-	728	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1093	-	-	-	355	603
Mov Cap-2 Maneuver	-	-	-	-	355	-
Stage 1	-	-	-	-	627	-
Stage 2	-	-	-	-	728	-

Approach	EB	WB	SB
HCM Control Delay, s	0.4	0	13.8
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1093	-	-	-	429
HCM Lane V/C Ratio	0.013	-	-	-	0.048
HCM Control Delay (s)	8.3	-	-	-	13.8
HCM Lane LOS	A	-	-	-	B
HCM 95th %tile Q(veh)	0	-	-	-	0.2

Intersection	
Int Delay, s/veh	0.7

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		Y	
Traffic Vol, veh/h	4	463	250	20	21	14
Future Vol, veh/h	4	463	250	20	21	14
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	4	503	272	22	23	15

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	294	0	-	0	794	283
Stage 1	-	-	-	-	283	-
Stage 2	-	-	-	-	511	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1268	-	-	-	357	756
Stage 1	-	-	-	-	765	-
Stage 2	-	-	-	-	602	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1268	-	-	-	356	756
Mov Cap-2 Maneuver	-	-	-	-	356	-
Stage 1	-	-	-	-	762	-
Stage 2	-	-	-	-	602	-

Approach	EB	WB	SB
HCM Control Delay, s	0.1	0	13.7
HCM LOS			B

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1268	-	-	-	452
HCM Lane V/C Ratio	0.003	-	-	-	0.084
HCM Control Delay (s)	7.8	-	-	-	13.7
HCM Lane LOS	A	-	-	-	B
HCM 95th %tile Q(veh)	0	-	-	-	0.3

Intersection	
Int Delay, s/veh	0.5

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑	↑		↾	
Traffic Vol, veh/h	13	339	502	20	11	8
Future Vol, veh/h	13	339	502	20	11	8
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	14	368	546	22	12	9

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	568	0	-	0	953	557
Stage 1	-	-	-	-	557	-
Stage 2	-	-	-	-	396	-
Critical Hdwy	4.12	-	-	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	2.218	-	-	-	3.518	3.318
Pot Cap-1 Maneuver	1004	-	-	-	287	530
Stage 1	-	-	-	-	574	-
Stage 2	-	-	-	-	680	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	1004	-	-	-	282	530
Mov Cap-2 Maneuver	-	-	-	-	282	-
Stage 1	-	-	-	-	564	-
Stage 2	-	-	-	-	680	-

Approach	EB	WB	SB
HCM Control Delay, s	0.3	0	15.9
HCM LOS			C

Minor Lane/Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1004	-	-	-	351
HCM Lane V/C Ratio	0.014	-	-	-	0.059
HCM Control Delay (s)	8.6	-	-	-	15.9
HCM Lane LOS	A	-	-	-	C
HCM 95th %tile Q(veh)	0	-	-	-	0.2

Intersection: 3: Hwy 6 & Canyon Vista

Movement	EB	SB
Directions Served	LT	LR
Maximum Queue (ft)	70	39
Average Queue (ft)	8	15
95th Queue (ft)	41	40
Link Distance (ft)	394	248
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Network Summary

Network wide Queuing Penalty: 0

Intersection: 3: Hwy 6 & Canyon Vista

Movement	EB	SB	SB
Directions Served	LT	L	R
Maximum Queue (ft)	80	31	34
Average Queue (ft)	10	9	8
95th Queue (ft)	45	31	29
Link Distance (ft)	382	247	247
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Network Summary

Network wide Queuing Penalty: 0

Intersection: 3: Hwy 6 & Canyon Vista

Movement	EB	SB
Directions Served	LT	LR
Maximum Queue (ft)	21	32
Average Queue (ft)	5	17
95th Queue (ft)	32	42
Link Distance (ft)	394	248
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Network Summary

Network wide Queuing Penalty: 0

CANYON VISTA MULTI-FAMILY HOUSING

GLENWOOD SPRINGS, COLORADO

MAJOR SITE / ARCHITECTURAL REVIEW

JANUARY 28, 2025

PRELIMINARY NOT FOR CONSTRUCTION

SHEET INDEX

IMPROVEMENT SURVEY PLAT WITH TOPOGRAPHY

SHEET 1 OF 1

CIVIL SHEET SET

C2.0	PRELIMINARY GRADING PLAN
C3.0	PRELIMINARY UTILITY PLAN
C4.0	GSFD AERIAL BUCKET TRUCK VEHICLE TRACKING ANALYSIS

PROJECT TEAM

OWNER
MARGARET O. MCPHERSON
51993 HIGHWAY 6
GLENWOOD SPRINGS, CO 81601

DEVELOPER
COHEN-ESRY DEVELOPMENT GROUP
8500 SHAWNEE MISSION PKWY, SUITE 150
MERRIAM, KS 66202
(913) 671-3300

APPLICANT
COHEN-ESRY DEVELOPMENT GROUP
8500 SHAWNEE MISSION PKWY, SUITE 150
MERRIAM, KS 66202
(913) 671-3300

LANDSCAPE ARCHITECT
THE LAND STUDIO, INC.
365 RIVER BEND WAY
GLENWOOD SPRINGS, CO 81601
(970) 927-3690

CIVIL ENGINEER
HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVE.
GLENWOOD SPRINGS, CO 81601
(970) 945-8676

ARCHITECT
KTGY
3360 BLAKE ST. #500
DENVER, CO 80205
(303) 825-6400

BASIS OF BEARING / BENCHMARK

ALL BEARINGS ARE RELATIVE TO A BEARING OF N01°51'00"E ALONG THE WESTERLY BOUNDARY LINE OF PARCEL 1 AND 2-B AS SHOWN ON THE IMPROVEMENT SURVEY PLAT.

ELEVATIONS ARE BASED ON AN ASSUMED WGS84 ELEVATION OF 5724.12 FEET ON THE NORTHWEST CORNER OF PARCEL NO. 1.

FEMA FLOODPLAIN STATEMENT

PARCELS 1, 2-A AND 2-B ARE LOCATED WITHIN ZONE C ACCORDING TO THE FEMA MAP PANEL 0800711431C EFFECTIVE OCTOBER 15, 1985.

PUBLIC FACILITIES STATEMENT

PUBLIC FACILITIES IMPROVEMENTS INCLUDE:

1. EIGHT FOOT WIDE PEDESTRIAN PATH NORTH OF HIGHWAY 6 WHICH SITS PARTIALLY IN CDOT RIGHT-OF-WAY AND THE SUBJECT PROPERTY.
2. RIDE GLENWOOD SPRINGS BUS SHELTER.

GEOLOGIC HAZARDS DISCLOSURE

THIS PROPERTY IS SUBJECT TO THE FINDINGS SUMMARY AND CONCLUSIONS OF A GEOLOGIC HAZARDS REPORT PREPARED BY LINCOLN-DEVORE DATED 1978, WHICH IDENTIFIED THE FOLLOWING SPECIFIC GEOLOGIC HAZARD/S ON THE PROPERTY: SLIGHT POTENTIAL FOR HYDROCOMPACTION AND RELATED SETTLEMENT HAZARDS, VERY LOW PROBABILITY OF RAPID MAJOR SETTLEMENT, MODERATE PROBABILITY OF SIGNIFICANT LONG-TERM SETTLEMENT.

A COPY OF SAID REPORT HAS BEEN PLACED ON FILE WITH THE CITY OF GLENWOOD SPRINGS COMMUNITY DEVELOPMENT. CONTACT THE COMMUNITY DEVELOPMENT OFFICE AT 101 W. 8TH ST. GLENWOOD SPRINGS , COLORADO, TO VIEW SAID REPORT.

LEGAL DESCRIPTION

PARCEL 1:

A PARCEL OF LAND LOCATED IN THE NW¼SE¼ OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH PRINCIPAL MERIDIAN, BEING A PART OF THAT TRACT OF LAND DESCRIBED IN BOOK 295 AT PAGE 537 IN THE RECORDS OF THE GARFIELD COUNTY CLERK AND RECORDER; LYING NORTHERLY OF U.S. HIGHWAY NO. 24, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24 WHENCE THE SOUTH QUARTER CORNER OF SAID SECTION BEARS S.15°02'40"W. 1864.87 FEET; THENCE N.01°51'00"E. 240.50 FEET; THENCE S.85°58'35"E. 240.19 FEET; THENCE S.01°51'00"W. 258.18 FEET TO A POINT ON
THE NORTH LINE OF U.S. HIGHWAY NO. 24; THENCE N.81°47'00"W. 241.50 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING, COUNTY OF GARFIELD, STATE OF COLORADO.

PARCEL 2:

PARCEL A:
A TRACT OF LAND SITUATE IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M., LYING BETWEEN COUNTY ROAD AND U.S. HIGHWAY NO. 24, AND MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24, WHENCE THE SE CORNER OF SAID SECTION 5 BEARS SOUTH 44 DEGREES 36' E. 2587.76 FEET;
THENCE N. 81 DEGREES 47' W. 140 FEET ALONG THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 1 DEGREES 51' E. 444 FEET TO THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 73 DEGREES 19' E. 143.94 FEET ALONG THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 1 DEGREES 51' W. 422.67 FEET TO THE NORTH LINE OF U.S HIGHWAY NO. 24, THE POINT OF BEGINNING.

PARCEL B:
A TRACT OF LAND SITUATE IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH P.M., LYING BETWEEN COUNTY ROAD AND U.S. HIGHWAY NO. 24, MORE FULLY DESCRIBED AS FOLLOWS:

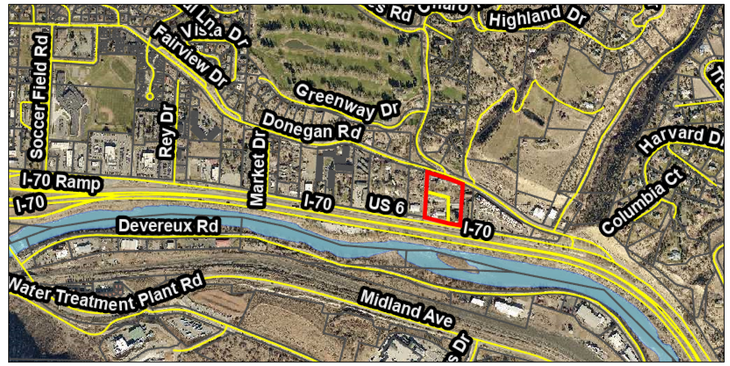
BEGINNING AT A POINT ON THE NORTH LINE OF U.S HIGHWAY 24 WHENCE THE SOUTHEAST CORNER OF SAID SECTION 5 BEARS S. 49 DEGREES 09' E. 2900.85 FEET;
THENCE S. 81 DEGREES 47' E. 241.5 FEET ALONG THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 1 DEGREES 51' E. 444 FEET TO THE SOUTH LINE OF COUNTY ROAD;
THENCE N. 73 DEGREES 19' W. 248.29 FEET ALONG THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 1 DEGREES 51' W. 480.78 FEET TO THE NORTH LINE OF U.S HIGHWAY NO. 24, THE POINT OF BEGINNING.

EXCEPTING A PARCEL OF LAND LOCATED IN THE NW1/4SE14 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH P.M., BEING A PART OF THAT TRACT OF LAND DESCRIBED IN BOOK 295 AT PAGE 537 IN THE RECORDS OF THE GARFIELD COUNTY CLERK AND RECORDER, LYING NORTHERLY OF U.S. HIGHWAY NO. 24, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24 WHENCE THE SOUTHEAST CORNER OF SAID SECTION 5 BEARS S. 49 DEGREES 09' E. 2900.85 FEET;
THENCE N. 01 DEGREES 51'00" E. 240.50 FEET;
THENCE S. 85 DEGREES 58'35" E. 240.19 FEET;
THENCE S. 01 DEGREES 51'00" W. 258.18 FEET TO A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 81 DEGREES 47'00" W. 241.50 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

CITY OF GLENWOOD SPRINGS
COUNTY OF GARFIELD
STATE OF COLORADO

VICINITY MAP



PROJECT SUMMARY TABLE

Project Description

Lot Size Information	Acres	Square Feet	**Lot Coverage**	Existing (Sq. Ft. & %)	Proposed (Sq. Ft. & %)
	3.98	171,190.80			31,663 (18.5%)
Limits of Disturbance	Existing (Sq. Ft. & %)	Proposed (Sq. Ft. & %)	**Average Slope within Limits of Disturbance**	Percentage %	
		170,646 (99.7%)		12.40%	
Off-street Parking Spaces	Existing# Vehicle Spaces	Proposed# Vehicle Spaces	**Bicycle Parking**	Existing # Spaces	Proposed# Spaces
		138		0	16
Residential Units	# Existing Units	# Proposed Units	**Non-residential Uses**	Type of Use(s)	Gross Floor Area (Sq. Ft.)
	1	80		NA	4,085
Open Space	Existing (Sq. Ft. & %)	Proposed (Sq Ft & %)	**Total Landscaped Area**	Existing (Sq. Ft. & %)	Proposed (Sq. Ft. & %)
		34,291 (20.03%)			43,036 (25%)
Building Height	Existing	Proposed	**Total Impervious Area**	Existing (Sq. Ft. & %)	Proposed (Sq. Ft. & %)
		39.6'			110,046 (64%)
Snow Storage	Require (Sq. Ft.)	Proposed (Sq. Ft.)	**Other**		
		13,300			

COLORADO 811 CALL BEFORE YOU DIG Utility Notification Center of Colorado

NO.	DATE	REVISION	BY
1	1/28/25	MAJOR SITE - ARCH. REVIEW	MGG

DRAWN BY: MGG
CHECKED BY: MGG
DATE: 1/27/2025
FILE: SCALE: ########

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE 101,
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 FAX (970) 945-2555
WWW.HCENG.COM

COHEN-ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

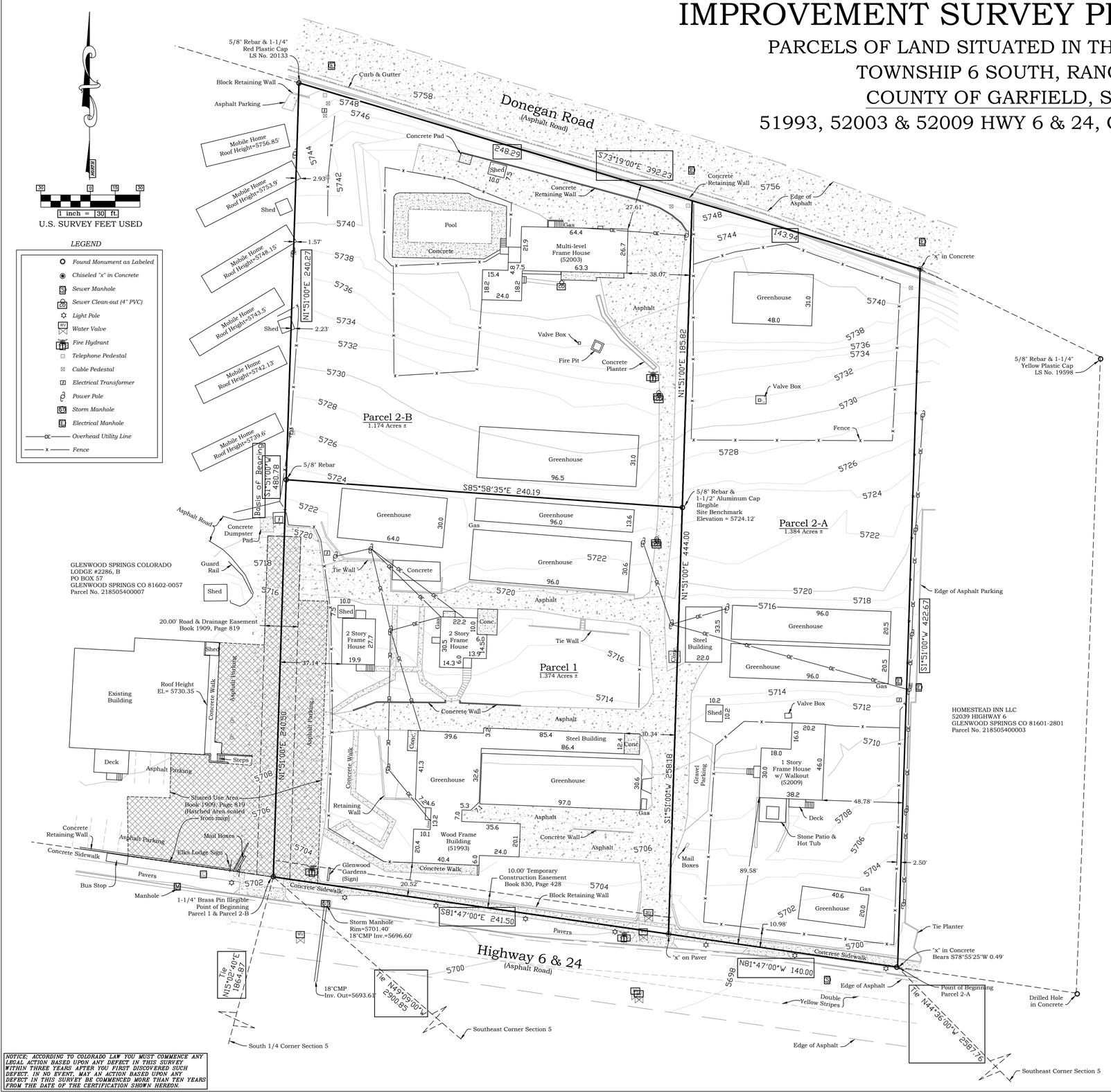
CANYON VISTA MULTI-FAMILY

TITLE SHEET

PROJECT NO.
2251001.00

IMPROVEMENT SURVEY PLAT WITH TOPOGRAPHY

PARCELS OF LAND SITUATED IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993, 52003 & 52009 HWY 6 & 24, GLENWOOD SPRINGS, CO 81601



LEGEND

- *Found Monument as Labeled*
- *Chiseled "x" in Concrete*
- *Sewer Manhole*
- *Sewer Clean-out (4" PVC)*
- *Light Pole*
- *Water Valve*
- *Fire Hydrant*
- *Telephone Pedestal*
- *Cable Pedestal*
- *Electrical Transformer*
- *Power Pole*
- *Storm Manhole*
- *Electrical Manhole*
- *Overhead Utility Line*
- *Fence*

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT. IN NO EVENT, MAY AN ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

PROPERTY DESCRIPTION

PARCEL 1:

A PARCEL OF LAND LOCATED IN THE NW¼SE¼ OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH PRINCIPAL MERIDIAN, BEING A PART OF THAT TRACT OF LAND DESCRIBED IN BOOK 295 AT PAGE 537 IN THE RECORDS OF THE GARFIELD COUNTY CLERK AND RECORDER; LYING NORTHERLY OF U.S. HIGHWAY NO. 24, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24 WHENCE THE SOUTH QUARTER CORNER OF SAID SECTION BEARS S.15°02'40"W. 1864.87 FEET; THENCE N.01°51'00"E. 240.50 FEET; THENCE S.85°58'35"E. 240.19 FEET; THENCE S.01°51'00"W. 258.18 FEET TO A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24; THENCE N.81°47'00"W. 241.50 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING, COUNTY OF GARFIELD, STATE OF COLORADO.

PARCEL 2:

PARCEL A:
A TRACT OF LAND SITUATE IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M., LYING BETWEEN COUNTY ROAD AND U.S. HIGHWAY NO. 24, AND MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24, WHENCE THE SE CORNER OF SAID SECTION 5 BEARS SOUTH 44 DEGREES 36' E. 2587.76 FEET;
THENCE N. 81 DEGREES 47' W. 140 FEET ALONG THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 1 DEGREES 51' E. 444 FEET TO THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 73 DEGREES 19' E. 143.94 FEET ALONG THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 1 DEGREES 51' W. 422.67 FEET TO THE NORTH LINE OF U.S HIGHWAY NO. 24, THE POINT OF BEGINNING.

PARCEL B:
A TRACT OF LAND SITUATE IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH P.M., LYING BETWEEN COUNTY ROAD AND U.S. HIGHWAY NO. 24, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S HIGHWAY 24 WHENCE THE SOUTHEAST CORNER OF SAID SECTION 5 BEARS S. 49 DEGREES 09' E. 2900.85 FEET;
THENCE S. 81 DEGREES 47' E. 241.5 FEET ALONG THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 1 DEGREES 51' E. 444 FEET TO THE SOUTH LINE OF COUNTY ROAD;
THENCE N. 73 DEGREES 19' W. 248.29 FEET ALONG THE SOUTH LINE OF COUNTY ROAD;
THENCE S. 1 DEGREES 51' W. 480.78 FEET TO THE NORTH LINE OF U.S HIGHWAY NO. 24, THE POINT OF BEGINNING.

EXCEPTING A PARCEL OF LAND LOCATED IN THE NW1/4SE14 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST OF THE 6TH P.M., BEING A PART OF THAT TRACT OF LAND DESCRIBED IN BOOK 295 AT PAGE 537 IN THE RECORDS OF THE GARFIELD COUNTY CLERK AND RECORDER, LYING NORTHERLY OF U.S. HIGHWAY NO. 24, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24 WHENCE THE SOUTHEAST CORNER OF SAID SECTION 5 BEARS S. 49 DEGREES 09' E. 2900.85 FEET;
THENCE N. 01 DEGREES 51'00" E. 240.50 FEET;
THENCE S. 85 DEGREES 58'35" E. 240.19 FEET;
THENCE S. 01 DEGREES 51'00" W. 258.18 FEET TO A POINT ON THE NORTH LINE OF U.S. HIGHWAY NO. 24;
THENCE N. 81 DEGREES 47'00" W. 241.50 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

CITY OF GLENWOOD SPRINGS
COUNTY OF GARFIELD
STATE OF COLORADO

NOTES:

1.) THE DATE OF THE FIELD SURVEY WAS JUNE 24, 2022 AND TOPOGRAPHY WAS ADDED ON NOVEMBER 2, 2022.

2.) THIS DOES NOT REPRESENT A TITLE SEARCH BY THIS FIRM OR SURVEYOR.

3.) THIS SURVEY IS BASED ON A TITLE COMMITMENT BY LAND TITLE GUARANTEE COMPANY DATED MAY 20, 2022, FILE NO. ABS63018918.

4.) ALL BEARINGS ARE RELATIVE TO A BEARING OF N01°51'00"E ALONG THE WESTERLY BOUNDARY LINE OF SAID PARCEL AS SHOWN HEREON.

5.) THIS PROPERTY IS SUBJECT TO RESERVATIONS, RESTRICTIONS, COVENANTS AND EASEMENTS OF RECORD OR IN PLACE INCLUDING AN EASEMENT AND RIGHT-OF-WAY RECORDED AT BOOK 283, PAGE 552. (THE EXACT LOCATION IS NOT DEFINED)

6.) ALL ELEVATIONS ARE BASED ON AN ASSUMED WGS84 ELEVATION OF 5724.12 FEET ON THE NORTHWEST CORNER OF PARCEL NO. 1.

7.) THE CONTOUR INTERVALS ARE TWO FEET.

SURVEYOR'S CERTIFICATE:

I, SCOTT R. BLACKARD, BEING A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY TO *SEE BELOW* THAT THIS IMPROVEMENT SURVEY PLAT WAS PREPARED FROM AN ACTUAL MONUMENTED LAND SURVEY OF THE PROPERTY CORNER MONUMENTS, BOTH FOUND AND SET, UNDER MY DIRECT SUPERVISION AND CHECKING; THAT IT IS BASED ON MY KNOWLEDGE, INFORMATION AND BELIEF AND THAT ALL DIMENSIONS, BOTH LINEAR AND ANGULAR WERE DETERMINED BY AN ACCURATE CONTROL SURVEY IN THE FIELD WHICH BALANCED AND CLOSED WITHIN A LIMIT OF 1 IN 15,000 (WHICH COMPLIES WITH COLORADO PROFESSIONAL STANDARDS FOR A LAND SURVEY PLAT AND THE CURRENT ACCURACY STANDARDS FOR ALTA/ACSM LAND TITLE SURVEYS); I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE, JUNE 24, 2022, EXCEPT UTILITY CONNECTIONS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED. THIS IS NOT A GUARANTY OR A WARRANTY.

*LAND TITLE GUARANTEE COMPANY
*FILE NO. ABS63018918
*EFFECTIVE DATE: MAY 20, 2022
*LONGHORN OPPORTUNITY FUND I, LP

SCOTT R. BLACKARD L.S. 38342 DATE
sblackard11@gmail.com

THE SEXTON SURVEY COMPANY
PO BOX 912
SILT, CO 81652
970-456-3081

JOB NO: 22048topo
DATE: 6/25/22
DWG BY: SRB
REV: 7/13/23
REV: 1/22/25

1 of 1

IMPROVEMENT SURVEY PLAT WITH TOPOGRAPHY
PARCELS OF LAND SITUATED IN THE NW1/4SE1/4 OF SECTION 5, TOWNSHIP 6 SOUTH, RANGE 89 WEST, 6TH P.M.
COUNTY OF GARFIELD, STATE OF COLORADO
51993, 52003 & 52009 HWY 6 & 24, GLENWOOD SPRINGS, CO 81601

PRELIMINARY
NOT FOR
CONSTRUCTION

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

LEGEND

EXISTING	PROPOSED
STORM MANHOLE	FIRE HYDRANT
SANITARY MANHOLE	INLET
FIRE HYDRANT	CURB INLET
WATER VALVE	STORM MANHOLE
ELECTRIC MANHOLE	SANITARY MANHOLE
GAS METER	CABLE MANHOLE
TELEPHONE PEDESTAL	ELECTRIC TRANSFORMER
LIGHT POLE	
UTILITY POLE	
SIGN	

BOUNDARY
RIGHT-OF-WAY
EASEMENT
STRUCTURE
ASPHALT
CONCRETE
RETAINING WALL
CENTERLINE ROAD
CURB AND GUTTER
PAVEMENT STRIPING
GUARDRAIL
WATER MAIN
WATER SERVICE
SEWER MAIN
SEWER SERVICE
OVERHEAD ELECTRIC
ELECTRIC
CATV
TELEPHONE
STORM SEWER
CONTOUR
LIMITS OF DISTURBANCE
DRAINAGE FLOW PATTERN
SNOW STORAGE AREA

NOTES

1. SURVEY COMPLETED BY THE SEXTON SURVEY COMPANY. REFER TO IMPROVEMENT SURVEY PLAT WITH TOPOGRAPHY SURVEY DATED 1/22/25 FOR EXISTING CONDITIONS INFORMATION. DATE OF SURVEY JUNE 24, 2022 WITH TOPOGRAPHY ADDED NOVEMBER 2, 2022.
2. ALL BEARINGS ARE RELATIVE TO A BEARING OF N01°51'00"E ALONG THE WESTERLY BOUNDARY LINE OF SAID PARCEL AS SHOWN HEREON.
3. ELEVATIONS ARE BASED ON AN ASSUMED WGS84 ELEVATION OF 5724.12 FEET ON THE NORTHWEST CORNER OF PARCEL NO. 1.
4. APPROXIMATE SNOW STORAGE AREA PROVIDED: 13,300-SF

COLORADO 811
CALL BEFORE YOU DIG
Utility Notification Center of Colorado

NO.	DATE	REVISION	BY
1	1/28/25	MAJOR SITE - ARCH. REVIEW	MGG

DRAWN BY: MGG
CHECKED BY: MGG
DATE:
FILE:

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE 101,
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 · FAX (970) 945-2555
WWW.HCENG.COM

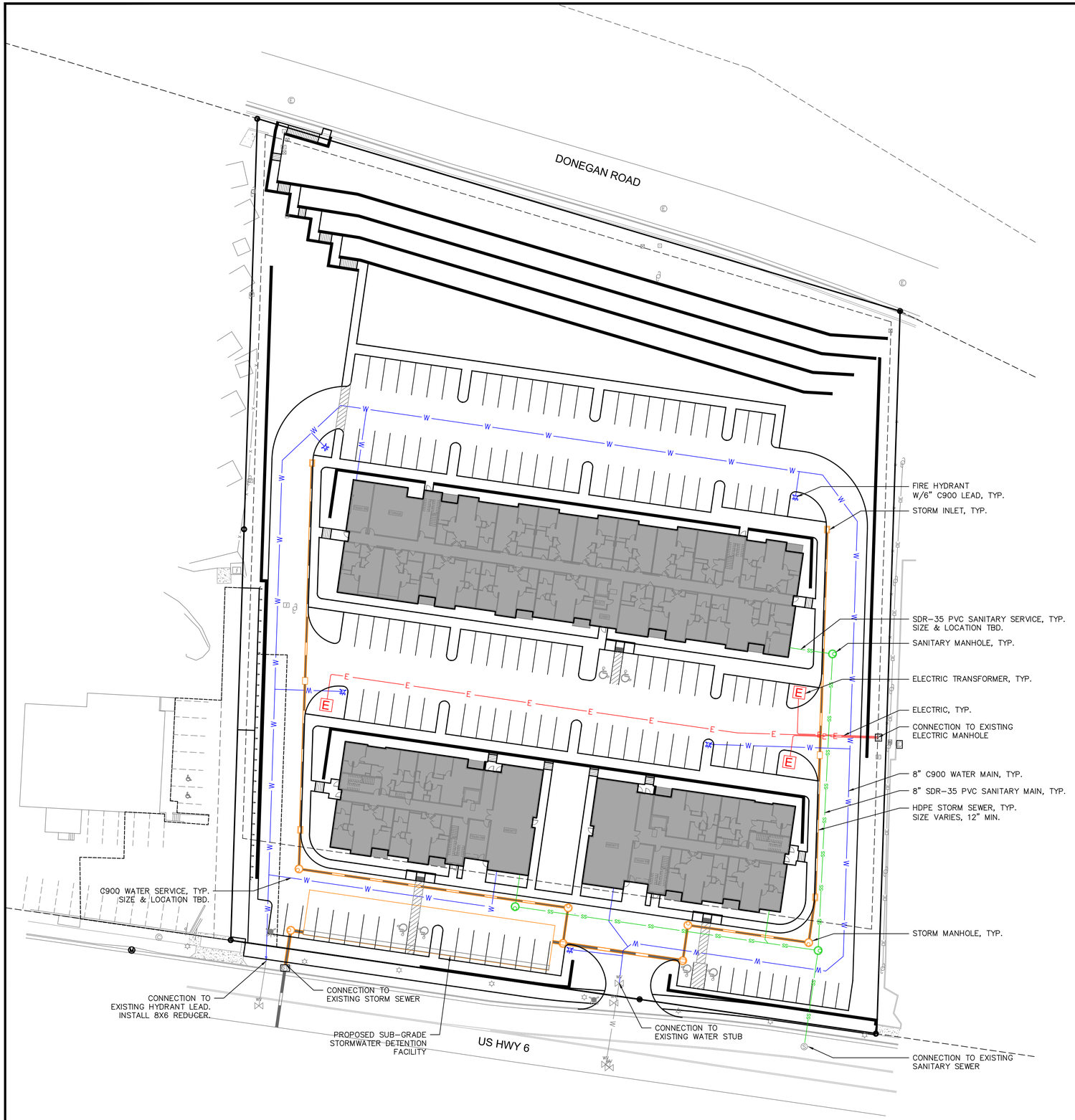
COHEN ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

CANYON VISTA MULTI-FAMILY

PRELIMINARY GRADING PLAN

PROJECT NO.
2251001.00

C2.0



GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)

1 inch = 30 ft.

LEGEND

	EXISTING	PROPOSED
	STORM MANHOLE	FIRE HYDRANT
	SANITARY MANHOLE	INLET
	FIRE HYDRANT	CURB INLET
	WATER VALVE	STORM MANHOLE
	ELECTRIC MANHOLE	SANITARY MANHOLE
	GAS METER	CABLE MANHOLE
	TELEPHONE PEDESTAL	ELECTRIC TRANSFORMER
	LIGHT POLE	
	UTILITY POLE	
	SIGN	
BOUNDARY		
RIGHT-OF-WAY		
EASEMENT		
STRUCTURE		
ASPHALT		
CONCRETE		
RETAINING WALL		
CENTERLINE ROAD		
CURB AND GUTTER		
PAVEMENT STRIPING		
GUARDRAIL		
WATER MAIN	W	W
WATER SERVICE		WS
SEWER MAIN	SS	S
SEWER SERVICE	SS SS	SS SS
OVERHEAD ELECTRIC	OE	
ELECTRIC	E	E
CATV	CTV	C
TELEPHONE	T	T
STORM SEWER		

NOTES

1. SURVEY COMPLETED BY THE SEXTON SURVEY COMPANY. REFER TO IMPROVEMENT SURVEY PLAT WITH TOPOGRAPHY SURVEY DATED 1/22/25 FOR EXISTING CONDITIONS INFORMATION. DATE OF SURVEY JUNE 24, 2022 WITH TOPOGRAPHY ADDED NOVEMBER 2, 2022.
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3. ELEVATIONS ARE BASED ON AN ASSUMED WGS84 ELEVATION OF 5724.12 FEET ON THE NORTHWEST CORNER OF PARCEL NO. 1.

PRELIMINARY
NOT FOR
CONSTRUCTION

COLORADO 811
CALL BEFORE
YOU DIG
Utility Notification
Center of Colorado

NO.	DATE	REVISION	BY
1	1/28/25	MAJOR SITE - ARCH. REVIEW	MGG

DRAWN BY: MGG
CHECKED BY: MGG
DATE:
FILE:

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE 101,
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 · FAX (970) 945-2555
WWW.HCENG.COM

COHEN ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

CANYON VISTA MULTI-FAMILY

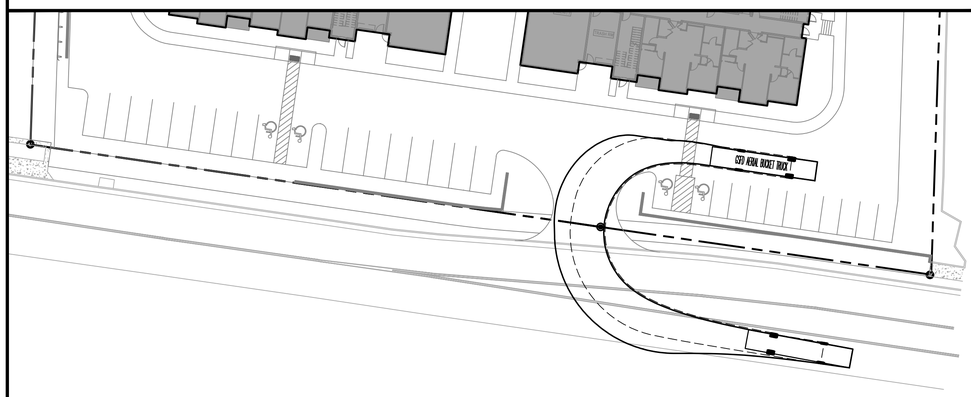
PRELIMINARY UTILITY PLAN

PROJECT NO.
2251001.00

C3.0

WESTBOUND INGRESS / SITE LOOP

MID ROAD LOOP



EASTBOUND EGRESS

0 30' 60'

PRELIMINARY NOT FOR CONSTRUCTION

COLORADO 811
CALL BEFORE YOU DIG
Utility Notification Center of Colorado

NO.	DATE	REVISION	BY
1	1/28/25	MAJOR SITE - ARCH. REVIEW	MGG

DRAWN BY: MGG
CHECKED BY: MGG
DATE: 1/27/2025
FILE:
SCALE 1" = 30'

HIGH COUNTRY ENGINEERING, INC.
1517 BLAKE AVENUE, STE 101
GLENWOOD SPRINGS, CO 81601
PHONE (970) 945-8676 - FAX (970) 945-2555
WWW.HCENG.COM

COHEN-ESRY DEVELOPMENT GROUP
GLENWOOD SPRINGS, CO

CANYON VISTA MULTI-FAMILY

VEHICLE TRACKING ANALYSIS
GSFD AERIAL BUCKET TRUCK

PROJECT NO.
2251001.00

C4.0

Matthew Langhorst, DPW
(970) 384-6438 (o)

CITY OF GLENWOOD SPRINGS
WATER/WASTE WATER

101 West 8th Street
Glenwood Springs, CO 81601

February 7th, 2025

Canyon Vista, LLC
8500 Shawnee Mission Pkwy, STE 150
Merriam, KS 66202

RE: Can and Will Serve letter for proposed Residential Development on Parcels #218505400072 & #218505400073

The purpose of this letter is to provide confirmation that the City of Glenwood Springs can and will serve your parcels of land located at 51993 & 52003 Highway 6&24, of an approximate size of 3.932 acres, in West Glenwood Springs, with domestic water, electrical power and broadband internet. You have indicated that you do not have a current adequate supply of potable and fire suppression water for the redevelopment of your property under the applicable building and safety codes.

It is our understanding that the proposed development will be a change in use from a single-family home and commercial garden center to an affordable housing development. This can and will serve letter is strictly limited to the proposed development projected to have an 80-unit housing development with (4) Studio units, (21) 1-bedroom units, (52) 2-bedroom units and (3) 3-bedroom units. The development will be fully deed restricted with a count of (3) units at 20% AMI, (7) units at 30% AMI, (7) units at 40% AMI, (23 units at 50% AMI, 10 units at 70% AMI and 30 units at 80% AMI. The Canyon Vista project has received a LIHTC award, which stands for Low-Income Housing Tax Credits. This is a highly competitive program that provides tax credits to affordable housing projects which developers sell for cash to fund the projects. The Canyon Vista project would not be possible without the LIHTC award. The city has seen other projects that started as affordable developments, but did not receive their LIHTC awards, and became market rate. LIHTC projects require land use agreements that sunset after 40 years.

The development will have the potential to increase water usage at the parcel from its existing use, but the city has sufficient water availability for the proposed counts noted above. The city's water system can provide CDPHE certified domestic water and fire flow for your development.

Any change to the foregoing proposal deemed material by the City in its' sole discretion will void this can and will serve letter. The cost of any necessary extensions or taps to provide these services is the sole responsibility of the applicant.

Prior to final approval of the water service and associated tap, the following conditions must be met:

1. The applicant must submit a plan, for the City's review and approval, indicating the proposed tap location, the tap size, and any other water infrastructure to be constructed on the site to provide domestic, irrigation or fire flow. Currently there is an 8" tap adjacent to the fire hydrant at the existing entrance to the property. City staff may request the onsite water system be looped to the existing water main within Donegan Road above the property.

2. All applicable tap and system improvements fees, as calculated by the City's Community Development Department, shall become due and payable prior to any taps being made on the City's mains. Mitchell Cooper Ditch and Pipeline Company shares are worth one EQR equivalent per the 1984 agreement when a property comes onto the city's system. This reduction of fees will be honored and calculated into the final improvement fees. If the site calculation for EQRs is lower than the share count for the property, the shareholder will not be paid for these excess shares nor can the shares be transferred to any other property or owner.

3. All water and electrical uses must be metered, with the meters being inspected by the appropriate department. Accounts must be set up with the Finance Department prior to the services being energized. Master meters can be utilized for this development, but please review the new water and sewer rates that were set up January 1st, 2025 and all units behind an electric master meter will be charged an additional fee of $20 per unit service fee.

4. Prior to final permitting on the property an electrical load calculation form will be filled out and approved by the City of Glenwood Springs Electrical Department.

5. The current plans propose a total of 598.9 kW DC solar capacity located on top of the three buildings and within a small solar field on the north end of the property. See attached proposed layout. The city does not allow any panel sizing over 25 kW commercial or 10 kW residential. With the consideration of this being a highly affordable housing development that has LIHTC funding, the city is willing to provide an option beyond the standard 25 kW sizing. If the affordability aspects noted within the project or the LIHTC funding are removed from the project, these options may no longer be available to the property.

    a. The city is willing to allow the solar panel system to be master metered through the house panels feeding the buildings. If solar production is higher than the house panels require at any time of the day, the city will purchase this power at our Avoided Cost Rate set by our bulk power provider, the Municipal Energy Agency of Nebraska (MEAN). This rate generally changes each year but can change at any time. The rate is currently $0.0466 per kWh. The purchase of excess power, if any exists, will be paid back as credit to the three buildings monthly invoices, and will be split between the three buildings evenly.
        i. If the site determines that they would like to install batteries to capture any excess energy and feed it back to the buildings when the panels are not producing, that is an acceptable option also. The net metering option above could be used in this situation in case production is over the use and storage capacity on the site.
    b. The second option for the site is to reduce the panel sizes to 25kW per building and field, which would meet the current standards and allow 100kW to be produced on the site.

6. The city can and will provide broadband internet to the site if the applicant would like that service. This service can be reviewed with the Community Broadband Network (CBN) staff during the permitting process, but generally requires a 2" conduit to be run to each building from a CBN provided main pedestal location on the site.

7. Water services must meet all applicable Municipal Code, CDPHE requirements, Water Department and Engineering Department Rules and Regulations

8. Following completion of project, an as-built drawing preferably in an AutoCAD drawing file format (.dwg) and PDF format of the designed system and associated appurtenances shall be submitted for review and approval by the City.

If you have any questions regarding this matter, please contact me.

Matthew Langhorst
Director of Public Works
970-384-6438

Matthew Langhorst

cc:
Steve Boyd, Chief Organizational Officer and Acting City Manager
Karl Hanlon, Esq, Karp Neu and Hanlon Law Offices

MAJOR SITE/ARCHITECTURAL PLAN REVIEW APPLICATION CHECKLIST

For office use:
Pre-application Meeting Date: 1/7/25 Planning File #: 9-25
Applicant: Cohen-Esrey Lead Planner: Watkins

During or shortly following your pre-application meeting, you will receive this checklist noting the materials that the City will need to process your site/architectural plan application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	**Planning Application** – completed in full and signed by applicant and all property owners of record				√		✓	
2	**Ownership** - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice				√		✓	
3	**Public Noticing** – signed and notarized affidavit proof of public notice including mineral estate owner notification					Refer to Public Noticing Packet	✓	
4	**Neighborhood Meeting** – provide an attendance list and written summary of the neighborhood meeting				√		✓	
5	**Project Description** – narrative describing the project				√		✓	

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
6	**Administrative Adjustment** - refer to the Administrative Adjustment information and criteria page 11.						If applicable	
7	**Variance Request**– refer to the Variance criteria page 15.					Design Variance from Section 070.040.080 (e)(2)Building Orientation	If applicable	
8	**Complete Plan Set including:**				√		✓	
	Cover Sheet						✓	
	Site Plan						✓	
	Preliminary Grading Plan						✓	
	Preliminary Utility Plan						✓	
	Conceptual Architectural Plans						✓	
	Preliminary Landscape Plan						✓	
	Sample materials board					can be digital	✓	
	Lighting Plan						optional	
9	**Engineering Reports including:**				√			
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed					Needs Traffic Impact Study	✓	
	Preliminary Soils & Geotechnical Report						✓	
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards						✓	
10	**Fee**	$3,680				Cash, check or credit card. Check payable		

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
						to the City of Glenwood Springs		
11	**Other Materials** (list other materials that will be required)							
	Cost Reimbursement Agreement						✓	
	Can and Will Serve Letter					If serviced by utilities outside the City.	✓	
	Housing Mitigation Plan					If 10 units or more	✓	
	Public Art Plan						NO ✓	

Auto-turn radius for a bucket truck (fire truck)

Can & will serve for electric and possibly for water ✓

Can & will serve from West Glenwood Sanitation District ✓

Notice of Public Hearing

Date: January 3rd, 2025, at 10AM
Location: Community Center at 108 Wulfsohn Road
Project: Canyon Vista
Project Address: 51993 Hwy 6 & 24, Glenwood Springs, CO
Purpose: 80 units of affordable housing

Please take notice that Cohen Esrey Development Group will conduct a pre-application neighborhood meeting for a major site/architectural review and preliminary plat for the construction of a 80 multi-family apartment development.

The subject property on which the project is proposed is Parcels 1, 2A & 2B in the NW1/ 4SE / 4 of Section 5, Township 6 South, Range 89 West, 6th Principal Meridian, lying between county Road and US HWY No. 24. The property address is 51993 Hwy 6 in the City of Glenwood Springs, CO. The site is approximately 3.9 acres in size and is zoned Mixed Use Corridor (M1). The property is owned by Margaret O. Macpherson and under contract for sale to Cohen Esrey Development Group.

The meeting will be held on Friday, January 3rd at 10:00 AM at the Community Center, 108 Wulfsohn Road.

Canyon Vista is an all-electric, solar-powered, workforce housing community where local families can grow and thrive in the beautiful surroundings of West Glenwood Springs.

CERTIFIED MAIL
U.S. Postal Service
CERTIFIED MAIL® RECEIPT

January 27, 2025

Cohen-Esrey Development Group
8500 Shawnee Mission Parkway, Suite 150
Merriam, KS 66202

Attention: Kyle Ervin
Project Manager

Subject: Site Earth Retaining Walls
Canyon Vista Project
51993 and 52003 Highway 6 and 24
Glenwood Springs, Colorado
Project No. GS06741.000-145

CTL|Thompson, Inc. (CTL|T) performed a geotechnical engineering investigation regarding the Canyon Vista Project proposed at 51993 and 52003 Highway 6 and 24 in Glenwood Springs, Colorado (Project No. GS06741.000-120; report dated May 3, 2023). CTL|T is providing geotechnical/geo-structural engineering consultation for the project. Based on the current development concept, earth retention will be needed for excavation along the north, east, and west sides of the subject site. The scope of CTL|T's services includes evaluation of potential earth retention systems and design of the appropriate systems.

North Earth Retention Systems

Tiered, earth retaining walls are proposed in the north part of the property. The large-block, earth retention wall along the lower (south) side of Donegan Road will remain in place. Solar arrays are proposed on the benches between the retaining walls. In the opinion of CTL|T, mechanically stabilized earth (MSE) walls or large-block walls, such as Redi-Rock, are appropriate for the tiered earth retention walls. Design will need to consider potential foundations for the solar array racks.

An MSE structure consists of alternating layers of compacted structural fill and geogrid reinforcement. Mobilized friction between the geogrid and structural fill results in a zone of reinforced earth that essentially acts as a gravity retaining structure. The structure is faced with masonry blocks that are connected to the geogrid reinforcement.

Large-block walls (e.g., Redi-rock) are constructed with pre-cast concrete blocks that are available in a variety of styles and colors. Walls with heights of 9 to 10 feet can often be designed without geogrid reinforcement behind the wall. For this type of wall, the weight and interlocking nature of the blocks provides resistance to earth pressures in the retained slope.

East and West Earth Retention Systems

Excavations for development of the subject site will extend below the adjacent properties. Single-tier, earth retention walls will be needed along the east and west property boundaries. Grading plans at this writing, indicate maximum wall heights of about 13 feet and 8

feet at the west and east sides of the parcel, respectively. CTL|T opines that large-block earth retaining walls can potentially be used for these locations, depending on final wall heights. Proximity of the walls to the east and west property boundaries would likely preclude use of geogrid reinforcement, which would likely be required for block walls higher than 9 to 10 feet.

An alternative system for higher earth retention walls could be micropiles. A micropile wall consists of small-diameter (less than 8 inches), drilled piers that are installed prior to excavation. Depending on the wall height, the system may require two rows of micropiles on a staggered alignment. In this circumstance, the front row would be vertical and the back row would be battered at about 15 degrees from vertical. In any case, a concrete, micropile cap beam is constructed along the tops of the micropiles to create an integrated wall system. The soils are then excavated to expose the "front" side of the micropiles. Welded-wire mesh and shotcrete is then utilized to create a facing against the exposed side of the vertical micropiles.

Earth Retention Design

When grading plans are finalized, CTL|T will assist the client with selection of an appropriate system for each location that requires earth retention. CTL|T will perform design calculations and develop construction plans for MSE structures and large-block walls. In our experience, it is best to retain a design-build shoring contractor to assist with the design and development of construction plans for micropile systems. This allows the contractor to provide CTL|T with input regarding issues such as equipment constraints, material availability, and construction staging.

In each case, CTL|T will analyze global slope stability of the earth retention systems. A survey of existing and proposed grades will be important to facilitate design. Our analysis, will utilize the final civil engineering plans and will require ground surface contours that extend at least 50 feet beyond the property boundaries. CTL|T will need to coordinate with the designer of the solar arrays to ensure that the tiered wall system at the north is not compromised by foundations for the solar array racks.

CTL|T is available to discuss the contents of this letter. Please contact us if you have questions or need additional information.

CTL|THOMPSON, INC.

James D. Kellogg, P.E.
Senior Principal Engineer
jkellogg@ctlthompson.com

Reviewed by:

Ryan R. Barbone, P.E.
Division Manager
rbarbone@ctlthompson.com

CTL|THOMPSON

Founded in 1971

GEOTECHNICAL ENGINEERING INVESTIGATION

MULTI-FAMILY HOUSING PROJECT
51993 AND 52003 HIGHWAY 6 AND 24
GLENWOOD SPRINGS, COLORADO

Prepared for:

COHEN-ESREY DEVELOPMENT GROUP
8500 Shawnee Mission Pkwy, Suite 150
Merriam, KS, 66202

Attention:
Kyle Ervin
Project Manager

CTL|T Project No. GS06741.000-120

May 3, 2023

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FIGURES 5 THROUGH 7 – SWELL-CONSOLIDATION TEST RESULTS

TABLE I – SUMMARY OF LABORATORY TESTING

APPENDIX A – PAVEMENT MATERIALS AND CONSTRUCTION RECOMMENDATIONS

SCOPE

CTL|Thompson, Inc. (CTL|T) has completed a geotechnical engineering investigation for the multi-family housing project proposed at 51993 and 52003 Highway 6 and 24 in Glenwood Springs, Colorado. We conducted this investigation to evaluate subsurface conditions at the site and provide geotechnical engineering recommendations for the proposed development. The scope of our investigation was set forth in our Proposal No. 22-0247. Our report was prepared from data developed from our field exploration, laboratory testing, engineering analysis, and our experience with similar conditions. This report includes a description of the subsurface conditions encountered in our exploratory borings and provides geotechnical engineering recommendations for design and construction of the building foundations and floor slabs, earthwork, pavements and details influenced by the subsoils. A summary of our conclusions is below.

SUMMARY OF CONCLUSIONS

1. Subsoils encountered in our exploratory borings at the site consisted of sandy to silty clay with occasional gravel underlain in two borings by silty to clayey gravel. Existing fill with a maximum thickness of about 6 feet has been placed as part of landscape grading at several locations. Groundwater was found at the bottom of one boring.

2. The natural subsurface condition has been significantly changed to accommodate past site usage. Our subsurface information indicates the sandy to silty clay at this site has potential for significant consolidation when wetted under building loads. We judge that the buildings can be constructed on footing foundations, provided the soils below the buildings are subexcavated to a depth of 3 feet below bottom of footings and replaced as densely compacted, structural fill. Existing fill should not support new construction.

3. We anticipate lower levels of the buildings will be utilized for parking and storage. We expect lower level floors will be slabs-on-grade. We recommend the soils below slab-on-grade floors be subexcavated to a depth of at least 3 feet and replaced as densely compacted, structural fill.

4. Site grading should be designed and constructed to rapidly convey surface water away from the buildings, pavements, and other flat-work.

SITE CONDITIONS

The project is proposed on property consisting of three parcels referred to on an Improvement Survey Plat by The Sexton Survey Company (dated July 18, 2022) as Parcel 1, Parcel 2-A, and Parcel 2-B. The combined area of the three parcels is 3.932 acres. Parcel 1 is the southwest quarter of the property adjacent to Highway 6 and 24. Parcel 2-A is the eastern half of the property and Parcel 2-B is the northwest quarter of the property below Donegan Road. Existing structures on the property include a wood-framed commercial building, four wood-framed houses and several greenhouses. A swimming pool is adjacent to a multi-level house located on Parcel 2-B. Asphalt paved areas and several landscaping retaining walls are located between buildings on Parcel 1. Elevation on the property varies between 5750 feet and 5700 feet with slopes trending down towards the south. An aerial photograph of the site is shown on Figure 2. A photograph of the site at the time of our subsurface investigation is below.

Drill rig at TH-4 looking northwest

PROPOSED CONSTRUCTION

The project is at the conceptual phase of planning. We reviewed conceptual plans by KTGY Architecture and Planning (dated April 10, 2023). Based on review of conceptual design plans we anticipate three, three-story, wood-framed buildings will likely be constructed. Parking and storage space will be incorporated into the lower levels. Lower-level floors in the buildings are planned as slabs-on-grade. We do not expect buildings will include below-grade areas, such as basements or crawl spaces. The uphill part of the lower level of most buildings will likely be partially below grade based on the building footprints and sloping ground topography. Maximum foundation excavation depths of about 10 feet are likely. Foundation loads along perimeter walls are likely to be between 1,500 and 3,000 pounds per linear foot with maximum interior column loads of less than 60 kips. We should be provided with architectural plans, as they are further developed, so that we can provide geotechnical/geo-structural engineering input. Interior roads will include two switchbacks and a cul-de-sac at the road termination.

SUBSURFACE CONDITIONS

We investigated subsurface conditions by drilling six exploratory borings (TH-1 through TH-6) at the site. The borings were drilled on April 14, 2023 with a 4-inch diameter solid-stem auger and a track-mounted drill rig at the approximate locations shown on Figures 2 and 3. Exploratory drilling operations were directed by our representative, who logged subsurface conditions and obtained representative samples of the soils.

Subsoils encountered in our exploratory borings drilled at the site consisted of sandy to silty clay with occasional gravel underlain at two locations by silty to clayey gravel to the total explored depth of 31 feet. The clay was soft to stiff and moist to very moist. The gravel was medium dense to very dense and moist to wet. Existing fill with a maximum thicknesses of about 6 feet has been placed as

part of landscape grading at several locations. Groundwater was found in the bottom of one boring at a depth of about 31 feet. PVC pipe was installed in five borings, prior to backfilling, to facilitate subsequent checks of groundwater. Graphic logs of the soils found in our exploratory borings are shown on Figure 4. A photograph taken during our field investigation is below.

Drill rig at TH-6 looking north

Samples of the soils obtained from our exploratory borings were returned to our laboratory for pertinent testing. Four samples selected for one-dimensional, swell-consolidation testing exhibited 0.0 to 0.1 percent consolidation when wetted under a load of 1,000 psf. Atterberg limits testing on three samples of the soils indicated liquid limits of 26 to 27, plasticity indices of 10 to 12 percent, and 35 to 77 percent silt and clay (passing No. 200 Sieve). Gradation testing on two samples determined 35 and 10 percent gravel, 33 and 44 percent sand, and 32 and 46 percent silt and clay. One sample of the soil tested contained 0.02 percent water-soluble sulfates. Results of swell-consolidation testing and gradation testing are shown on Figures 5 through 7. Laboratory testing is summarized on Table I.

EARTHWORK

Excavations

We expect maximum excavation depths to the foundation levels will be about 10 feet. We are recommending a minimum 3 feet subexcavation and replacement with structural fill below the building foundations and floor slabs. Therefore, maximum excavation depths may be near 13 feet. Our subsurface investigation indicates that excavations at the site can be accomplished with conventional, heavy-duty excavation equipment, such as a medium size trackhoe. Sides of excavations deeper than 5 feet must be sloped or braced to meet local, state, and federal safety regulations. The sandy to silty clay soil will likely classify as a Type B, and the gravel as Type C soil based on OSHA criteria. Sides of excavations in Type B and Type C soils should be no steeper than 1 to 1 (horizontal to vertical) and 1.5 to 1, respectively. Contractors are responsible for site safety and providing and maintaining safe and stable excavations. Contractors should identify the soils encountered and ensure that OSHA standards are met.

Free groundwater was encountered in one exploratory boring at a depth of 31 feet. We do not expect that excavations for the proposed construction will penetrate a free groundwater table. We suggest excavations be sloped to a gravity discharge or to a temporary sump where water from precipitation can be removed by pumping.

Subexcavation and Structural Fill

Existing fill should be removed from below new construction. The upper subsurface varies significantly as a result of past usage. The sandy to silty clay at the site has potential for significant consolidation when wetted under building loads. We recommend the soils below each building foundation and floor slab be subexcavated to a depth of at least 3 feet and replaced with properly-compacted,

structural fill. The subexcavation process should extend laterally at least 1 foot beyond the perimeter of each building. Structural fill should consist of CDOT Class 6 aggregate base course or similar soil. A sample of the desired import soil should be submitted to our office for approval.

Structural fill should be placed in loose lifts of 8 inches thick or less, moisture-conditioned to within 2 percent of optimum moisture content and compacted to at least 98 percent of standard Proctor (ASTM D 698) maximum dry density. Moisture content and density of structural fill should be checked by a representative of our firm during placement. Observation of the compaction procedure is necessary.

Foundation Wall Backfill

Proper placement and compaction of foundation wall backfill is important to reduce infiltration of surface water and settlement from consolidation of the backfill soils. This is especially important for backfill areas that will support concrete slabs, such as driveways and patios. The soils excavated from the site can be used as backfill, provided they are free of rocks larger than 3-inches in diameter, organics, and debris.

Backfill should be placed in loose lifts of approximately 10 inches thick or less, moisture-conditioned to within 2 percent of optimum moisture content and compacted to at least 95 percent of standard Proctor (ASTM D 698) maximum dry density. Our representative should test moisture content and density of the backfill during placement.

Site Grading Fill

Site grading fill will be required to achieve desired pavement and flatwork subgrade elevations. The on-site soils can be used as common site grading fill,

provided they are free of rocks larger than 3-inches in diameter, organics, and debris.

Site grading fill should be placed in loose lifts of approximately 10 inches thick or less, moisture-conditioned to within 2 percent of optimum moisture content and compacted to at least 95 percent of standard Proctor (ASTM D 698) maximum dry density. Our representative should test moisture content and density of the backfill during placement.

Utility Trench Backfill

Recompaction of trench backfill will have a significant effect on the life and serviceability of pavements. Improper compaction of trench backfill can cause backfill materials to consolidate leading to potentially severe pavement deformity. The on-site soils free of rocks larger than 3 inches in diameter, organics, and debris can be used as utility trench backfill.

Trench backfill should be placed in loose lifts of 10 inches thick or less, moisture-conditioned to within 2 percent of optimum moisture content and compacted to at least 95 percent of standard Proctor (ASTM D698) maximum dry density. Special care is needed for backfill adjacent to manholes and vertical riser pipes. The placement and compaction of backfill should be observed and tested by our firm during construction.

Pavement Subgrade Preparation

Subgrade soils below pavements should be scarified to a depth of at least 8 inches and moisture-conditioned to within 2 percent of optimum moisture content. The subgrade soils should be compacted to at least 95 percent of standard Proc-

tor (ASTM D698) maximum dry density. This process is also recommended beneath all curb, gutter, and sidewalk. During construction, careful attention should be paid to compaction and around manholes and vertical riser pipes.

After the subgrade has been compacted and tested, the areas should be proof-rolled to check for soft or deflecting areas. We recommend proof-rolling with a heavy, pneumatic-tired vehicle, such as a loaded dump truck or water truck. The proof-roll should be performed while moisture contents of the subgrade are still within recommended limits. CTL|T should be called to observe proof-rolling. Areas of soft subgrade should be stabilized. We can provide geotechnical engineering input if areas require stabilization.

FOUNDATIONS

Existing fill should be removed from below new construction. The upper subsurface varies significantly as a result of past usage. Our subsurface information indicates the sandy to silty clay soil at this site has potential for significant consolidation when wetted under building loads. We judge that the buildings can be constructed on footing foundations, provided the soils below the buildings are subexcavated to a depth of at least 3 feet below bottom of footings, moisture-treated, and replaced as properly-compacted, structural fill. The structural fill should be in accordance with recommendations in the Subexcavation and Structural Fill section.

A positive foundation/floor alternative we believe should be considered is a mat foundation supported on a layer of structural fill. Recommended structural fill thickness would be 18 to 24 inches and the mat could be normally reinforced or be constructed with post tensioned reinforcement. We can provide recommendations for a mat foundation for consideration, if requested.

Recommended design and construction criteria for footings are below. These criteria were developed based on our analysis of field and laboratory data, as well as our engineering experience.

1. Footings should be supported on a minimum 3-feet thickness of properly-compacted, structural fill in accordance with the Subexcavation and Structural Fill section.

2. Footings on the structural fill can be designed for a maximum net allowable bearing pressure of 3,000 psf. The weight of backfill soil above the footings can be neglected for bearing pressure calculation.

3. A friction factor of 0.35 can be used to calculate resistance to sliding between the concrete footings and the structural fill soil.

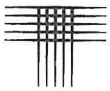
4. Continuous wall footings should have a minimum width of at least 16 inches. Foundations for isolated columns should have minimum dimensions of 24 inches by 24 inches. Larger sizes may be required, depending upon foundation loads.

5. Grade beams and foundation walls should be well-reinforced. We recommend reinforcement sufficient to span an unsupported distance of at least 12 feet.

6. The soils under exterior footings should be protected from freezing. We recommend the bottom of footings be constructed at least 36 inches below finished exterior grades. The building department should be consulted regarding required frost protection requirements.

SLAB-ON-GRADE FLOORS

Lower level floors in the buildings are anticipated to be utilized for vehicle parking and storage. We anticipate lower level floors will be constructed as slabs-on-grade. The sandy to silty clay soil at the site has potential for consolidation when wetted. Past landscape grading has resulted in variable upper soil conditions across the site with variable support characteristics. We recommend subexcavation of the soils below the floor slabs to a depth of at least 3 feet and replaced with structural fill. The structural fill should be in accordance with recommendations in the Subexcavation and Structural Fill section.



Based on our analysis of field and laboratory data, as well as our engineering experience, we recommend the following precautions for slab-on-grade construction at this site.

1. Slabs should be separated from exterior footings and interior columns with slip joints that allow free vertical movement of the slabs.

2. Underslab plumbing should be pressure tested for leaks before the slabs are constructed. Plumbing and utilities which pass through slabs should be isolated from the slabs with sleeves and provided with flexible couplings to slab supported appliances.

3. Exterior concrete flatwork should be isolated from the buildings. The exterior slabs should be well-reinforced to function as independent units. Movements of these slabs should not be transmitted to the buildings.

4. Frequent control joints should be provided, in accordance with American Concrete Institute (ACI) recommendations, to reduce problems associated with shrinkage and curling.

5. The International Building Code (IBC) may require a vapor retarder be placed between the subgrade soils and concrete slab-on-grade floors. The merits of installation of a vapor retarder below floor slabs depend on the sensitivity of floor coverings and building to moisture. A properly installed vaper retarder (10 mil minimum) is more beneficial below concrete slab-on-grade floors where floor coverings will be sensitive to moisture.

BELOW-GRADE CONSTRUCTION

We understand the buildings will not be constructed with below-grade areas, such as basements or crawl spaces. If construction plans evolve to include below-grade areas, we should be informed so that we can provide recommendations for lateral earth pressures and subsurface drainage systems.

SURFACE DRAINAGE

Surface drainage is critical to the performance of foundations, floor slabs, and concrete flatwork. Site grading should be designed to rapidly convey surface water away from the buildings. Proper surface drainage and irrigation practices can help control the amount of surface water that penetrates to foundation levels and contributes to settlement or heave of soils that support foundations and slabs-on-grade. Positive drainage away from the foundation and avoidance of irrigation near the foundation also help to avoid excessive wetting of backfill soils, which can lead to increased backfill settlement and possibly to higher lateral earth pressures, due to increased weight and reduced strength of the backfill. We recommend the following precautions.

1. Where feasible the ground surface surrounding the exterior of the buildings should be sloped to drain away from the buildings in all directions. We recommend a minimum constructed slope of at least 12 inches in the first 10 feet (10 percent) in landscaped areas around the buildings.

2. Backfill around the foundation walls should be moisture-treated compacted pursuant to recommendations in the Foundation Wall Backfill section.

3. The buildings should be provided with roof gutters and downspouts. The downspouts and drains should discharge well beyond the limits of all backfill. Splash blocks and/or extensions should be provided at all downspouts so water discharges onto the ground beyond the backfill.

4. Landscaping should be carefully designed and maintained to minimize irrigation. Plants placed close to foundation walls should be limited to those with low moisture requirements. Sprinklers should not discharge within 5 feet of foundations. Plastic sheeting should not be placed beneath landscaped areas adjacent to foundation walls or grade beams. Geotextile fabric will inhibit weed growth yet still allow natural evaporation to occur.

PAVEMENTS

Based upon our laboratory testing, the on-site sandy clay soils generally classify as AASHTO Group A-6. We estimated a subgrade resilient modulus (M_R) of 3,500 psi for these soils. The pavements will likely be primarily subject to automobile traffic. We used an estimated 20-year Equivalent Single Axle Load (ESAL) value of 73,000 for our calculations. Our recommended minimum pavement section alternatives are on Table 1 below.

Table 1

Recommended Pavement Section Alternatives

Asphalt Concrete + Aggregate Base Course (AC+ABC)	Portland Cement Concrete (PCC)
4.0" AC + 8.0" ABC	6.0" PCC

*A geotextile fabric, such as Mirafi 600x or equivalent, is recommended below the aggregate base course.

Our experience indicates problems with asphalt pavements can occur in areas where heavy trucks drive and turn at low speeds. In areas of concentrated loading and turning movements by heavy trucks, such as entrances and dumpster pads, we recommend Portland cement concrete pavement that is at least 6-inches thick.

The performance of a pavement system is as much a function of the quality of the paving materials and construction, as well as the support characteristics of the subgrade soil. If the pavement system is constructed of interior material, then the life and serviceability of the pavement will be substantially reduced. We have included pavement materials and construction recommendations in Appendix A.

A primary cause of early pavement deterioration is water infiltration into the pavement system. The addition of moisture usually results in softening of base

course and subgrade and the eventual failure of the pavement. We recommend pavement surface be designed for rapid removal of surface water. Final grading should be carefully controlled so that design cross-slope is maintained and low spots in the subgrade, which could trap water are eliminated. Portland cement concrete drainage pans should be considered in areas where water will be flowing across pavement surfaces.

CONCRETE

Concrete in contact with soil can be subject to sulfate attack. We measured water-soluble sulfate concentration of 0.02 percent in a sample of the soil from the site (see Table I). For this level of sulfate concentration, ACI 332-08, "Code Requirements for Residential Concrete", indicates there are no special sulfate resistance requirements for cement in concrete that is in contact with the subsoils.

In our experience, superficial damage may occur to the exposed surfaces of highly permeable concrete. To control this risk and to resist freeze thaw deterioration, the water-to-cementitious materials ratio should not exceed 0.50 for concrete in contact with soils that are likely to stay moist due to surface drainage or high-water tables. Concrete should have a total air content of 6% +/-1.5%. We recommend all foundation walls and grade beams in contact with the subsoils be damp-proofed.

CONSTRUCTION OBSERVATIONS

We recommend that CTL|Thompson, Inc. be retained to provide construction observation and materials testing services for the project. This would allow us the opportunity to verify whether soil conditions are consistent with those found during this investigation. If others perform these observations, they must accept responsibility to judge whether the recommendations in this report remain appropriate. It is also beneficial to projects, from economic and practical standpoints,

when there is continuity between engineering consultation and the construction observation and materials testing phases.

GEOTECHNICAL RISK

The concept of risk is an important aspect of any geotechnical evaluation. The primary reason for this is that the analytical methods used to develop geotechnical recommendations do not comprise an exact science. We never have complete knowledge of subsurface conditions. Our analysis must be tempered with engineering judgment and experience. Therefore, the recommendations in any geotechnical evaluation should not be considered risk-free and are not a guarantee that the interaction between the soils and the proposed structure will lead to performance as desired or intended. Our recommendations in the preceding sections constitute our estimate of those measures that are necessary to help the buildings perform satisfactorily. It is critical that all recommendations in this report are followed.

This report has been prepared for the exclusive use of Cohen-Esrey Development Group. The information, conclusions, and recommendations presented herein are based upon consideration of many factors including, but not limited to, the type of structures proposed, the geologic setting, and the subsurface conditions encountered. The conclusions and recommendations contained in the report are not valid for use by others. Standards of practice continuously change in geotechnical engineering. The recommendations provided in this report are appropriate for about three years. If the proposed project is not constructed within three years, we should be contacted to determine if we should update this report.

LIMITATIONS

Our exploratory borings provide a reasonable characterization of subsurface conditions at the site. Variations in the subsurface conditions not indicated by

borings will occur. We should be provided with architectural plans, as they are further developed, so that we can provide geotechnical/geo-structural engineering input.

This investigation was conducted in a manner consistent with that level of care and skill ordinarily exercised by geotechnical engineers currently practicing under similar conditions in the locality of this project. No warranty, express or implied, is made. If we can be of further service in discussing the contents of this report, please call.

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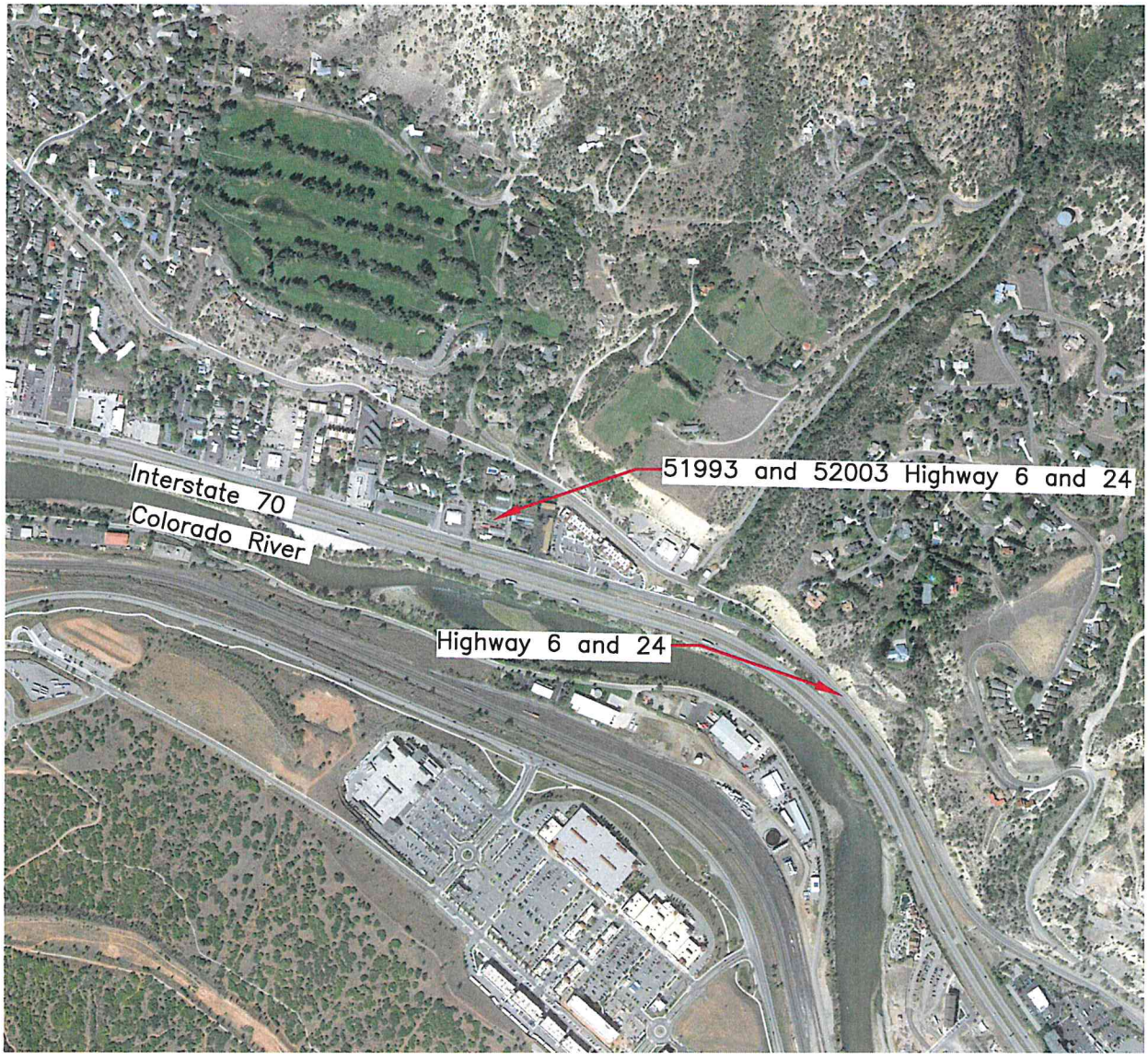
Reviewed by:

Ryan R. Barbone, P.E.
Division Manager
rbarbone@ctlthompson.com

0 500 1,000

SCALE: 1" = 1,000'

NOTE: SATELLITE IMAGE FROM GOOGLE EARTH (COPYRIGHT APRIL 2023)



COHEN-ESREY DEVELOPMENT GROUP
51993 AND 52003 HIGHWAY 6 AND 24
CTL/T PROJECT NO. GS06741.000-120

Vicinity Map

FIG. 1

LEGEND:

TH–1 ● APPROXIMATE LOCATION OF EXPLORATORY BORING

—— APPROXIMATE LOCATION OF PROPERTY BOUNDARIES

NOTE: SATELLITE IMAGE FROM GOOGLE EARTH (DATED APRIL 2023)

0 50 100

SCALE: 1" = 100'

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Aerial Photograph

FIG. 2

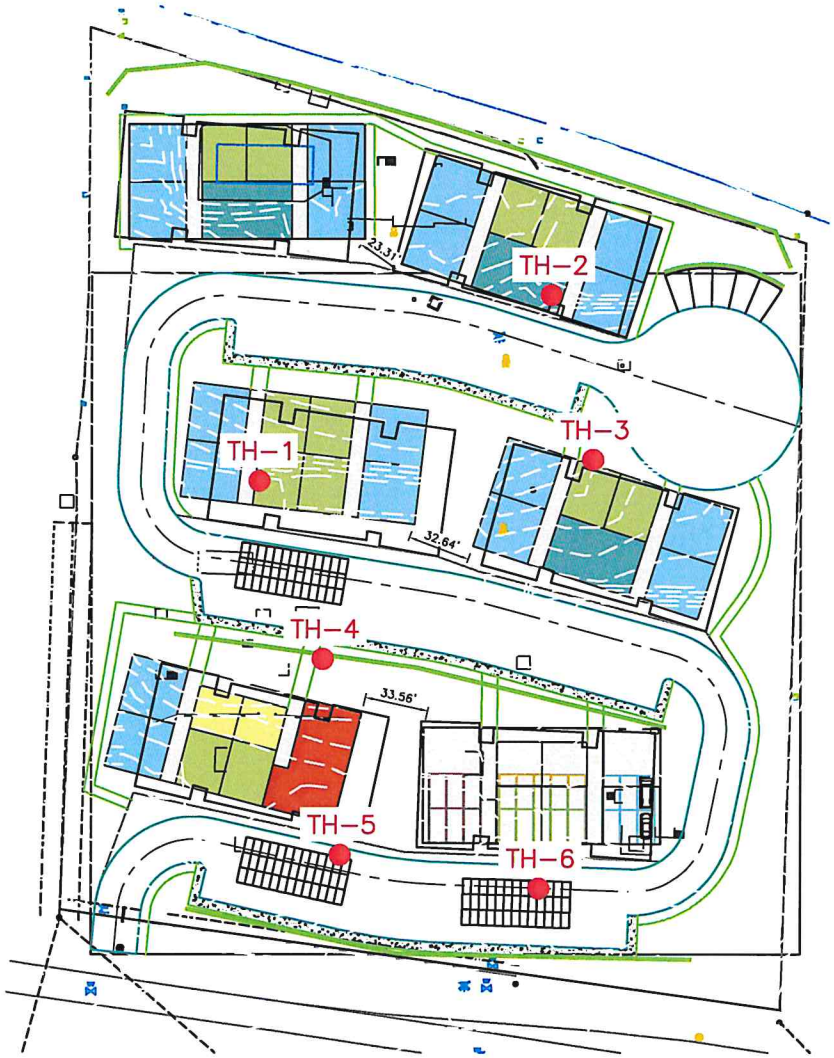
LEGEND:

TH–1 APPROXIMATE LOCATION OF EXPLORATORY BORING

NOTE: BASE DRAWING BY SGM, INC. (DATED MARCH 6, 2023)

0 50 100

SCALE: 1" = 100'



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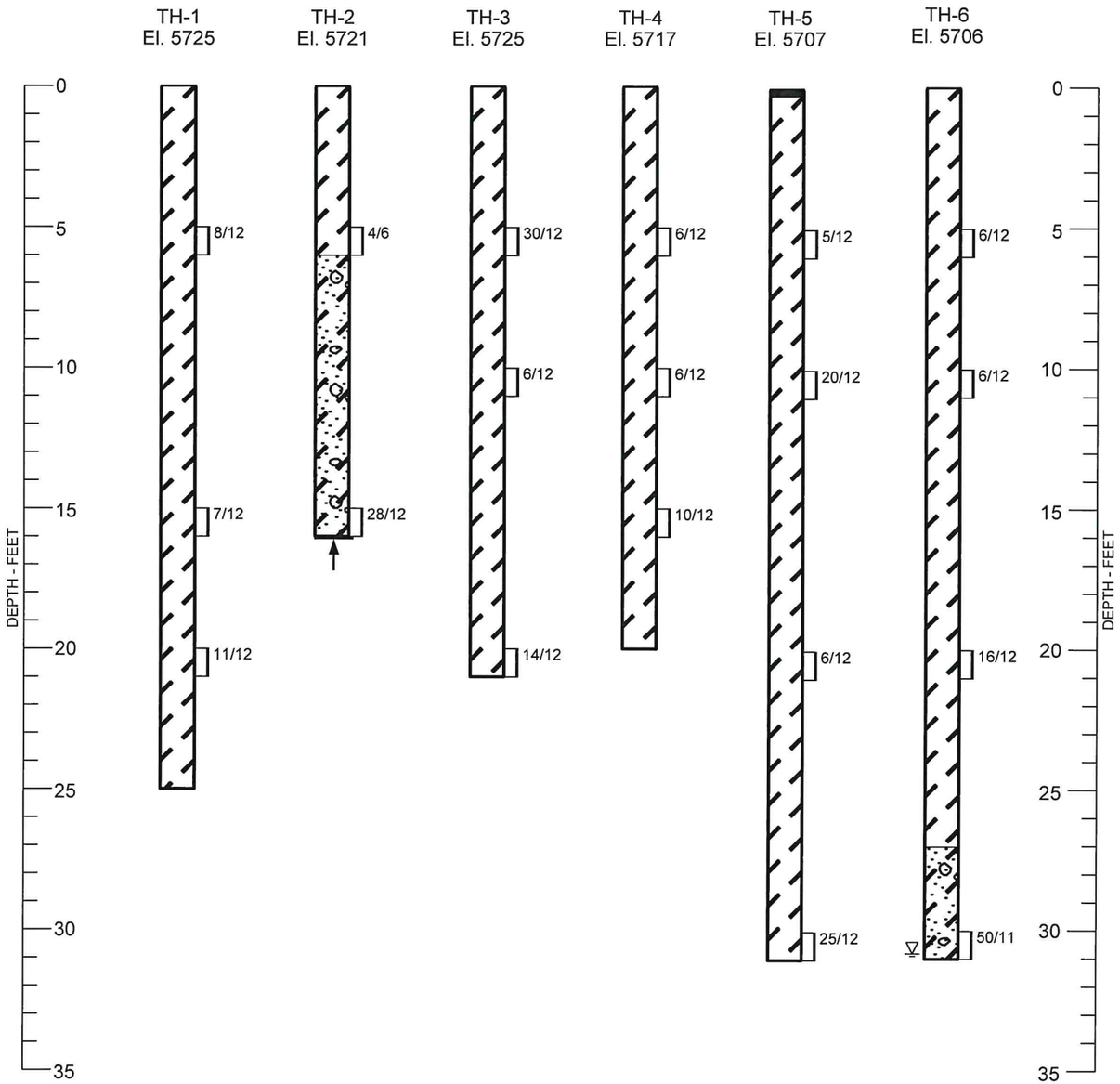
Proposed Site Plan FIG. 3



LEGEND:

ASPHALT CONCRETE PAVEMENT

CLAY, SANDY, SILT, GRAVEL, MOIST TO VERY MOIST, SOFT TO STIFF, DARK BROWN, BROWN. (CL, SC)

GRAVEL, CLAYEY, SAND, SILT, MOIST TO WET, MEDIUM DENSE TO VERY DENSE, BROWN. (GC)

THE SYMBOL 8/12 INDICATES 8 BLOWS OF A 140-POUND HAMMER FALLING 30 INCHES WERE REQUIRED TO DRIVE A 2.5-INCH O.D. CALIFORNIA-BARREL SAMPLER 12 INCHES.

INDICATES PRACTICAL AUGER REFUSAL.

DEPTH AT WHICH GROUNDWATER WAS ENCOUNTERED AT THE TIME OF DRILLING.

NOTES:

1. EXPLORATORY BORINGS WERE DRILLED WITH 4-INCH DIAMETER SOLID-STEM AUGER AND A TRACK-MOUNTED DRILL RIG ON APRIL 14, 2023.
2. PVC PIPE WAS PLACED IN TH-1, TH-3, TH-4, TH-5, AND TH-6 TO FACILITATE SUBSEQUENT CHECKS FOR GROUNDWATER.
3. EXPLORATORY BORINGS ARE SUBJECT TO THE EXPLANATIONS AND LIMITATIONS CONTAINED IN THE REPORT.

COHEN-ESREY DEVELOPMENT GROUP
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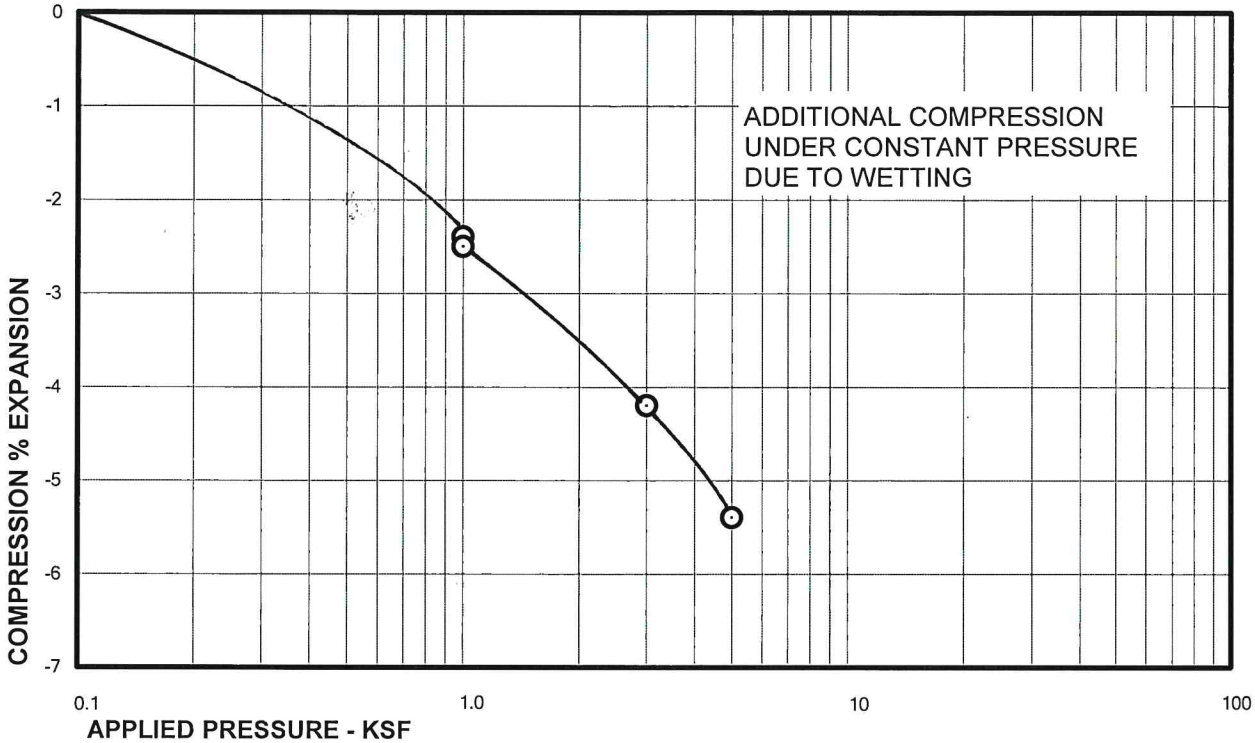
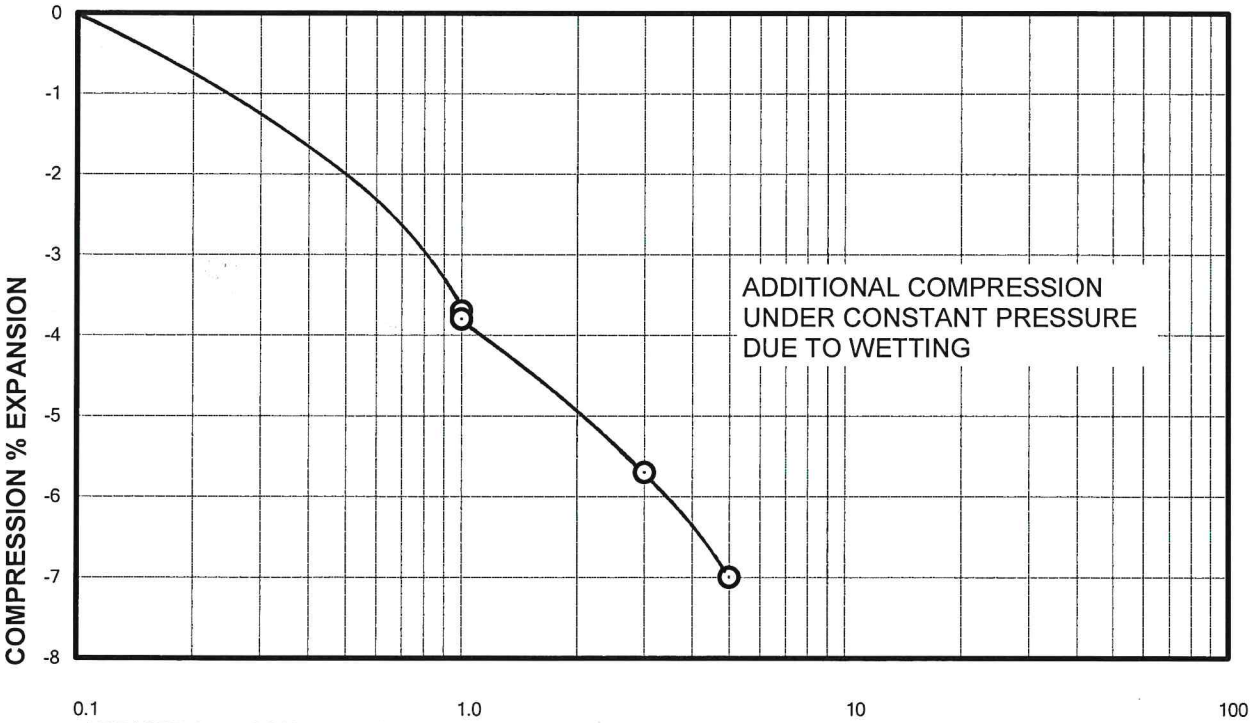
SUMMARY LOGS OF EXPLORATORY BORINGS

FIG. 4



Sample of CLAY, SANDY (CL)
From TH-1 AT 5 FEET

DRY UNIT WEIGHT= 107 PCF
MOISTURE CONTENT= 15.7 %



Sample of CLAY, SANDY (CL)
From TH-4 AT 10 FEET

DRY UNIT WEIGHT= 110 PCF
MOISTURE CONTENT= 12.0 %

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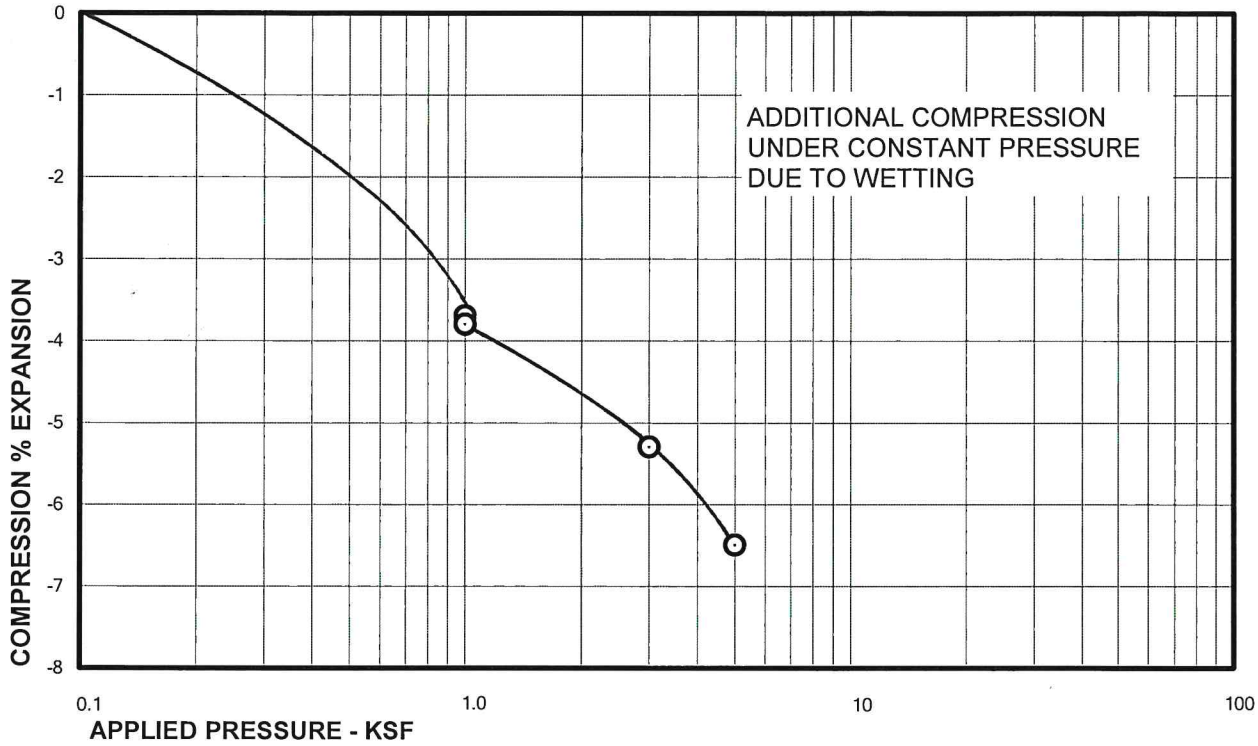
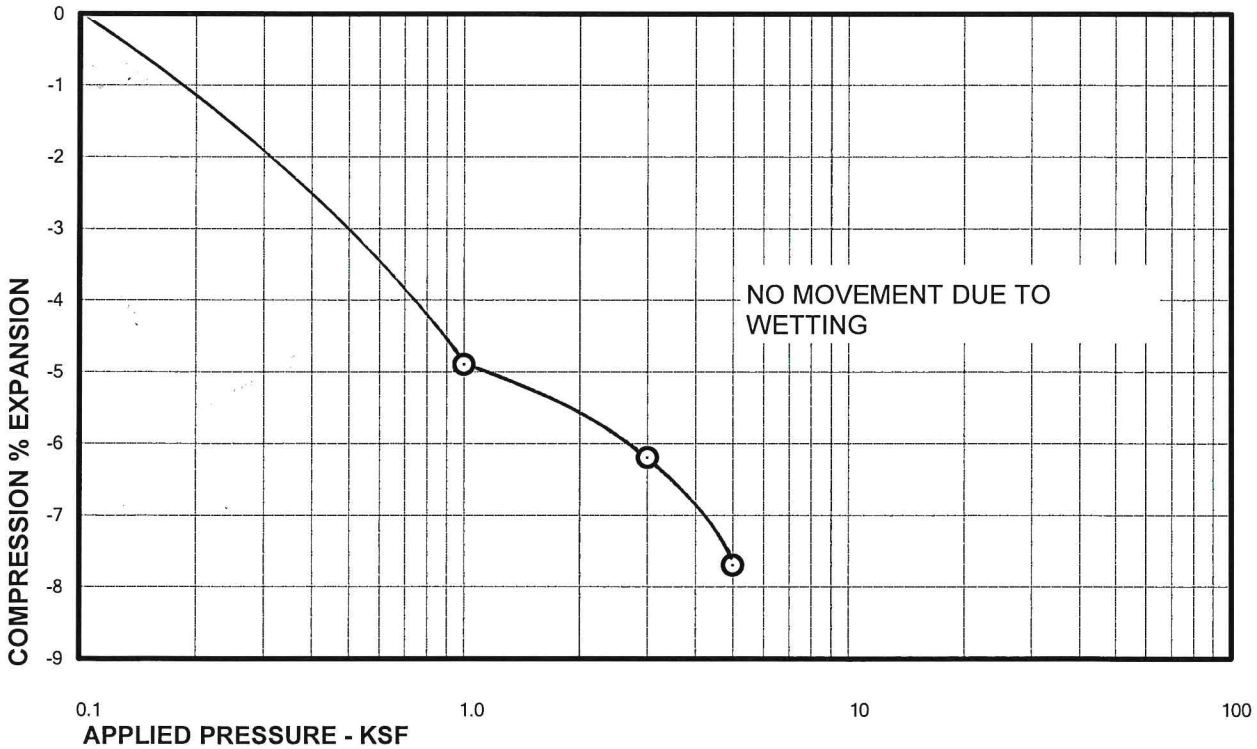
Swell-Consolidation Test Results

FIG. 5



Sample of CLAY, SANDY (CL)
From TH-6 AT 5 FEET

DRY UNIT WEIGHT= 105 PCF
MOISTURE CONTENT= 17.4 %



Sample of CLAY, SANDY (CL)
From TH-6 AT 10 FEET

DRY UNIT WEIGHT= 107 PCF
MOISTURE CONTENT= 14.4 %

COHEN-ESREY DEVELOPMENT GROUP
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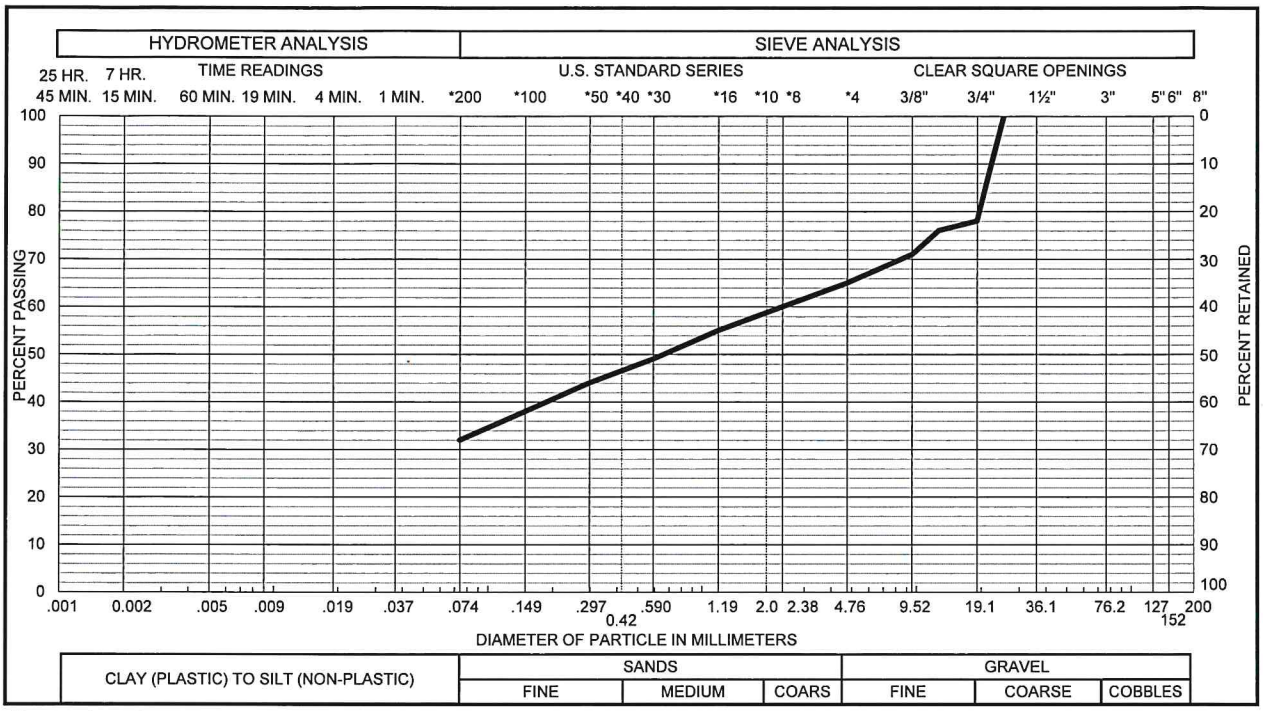
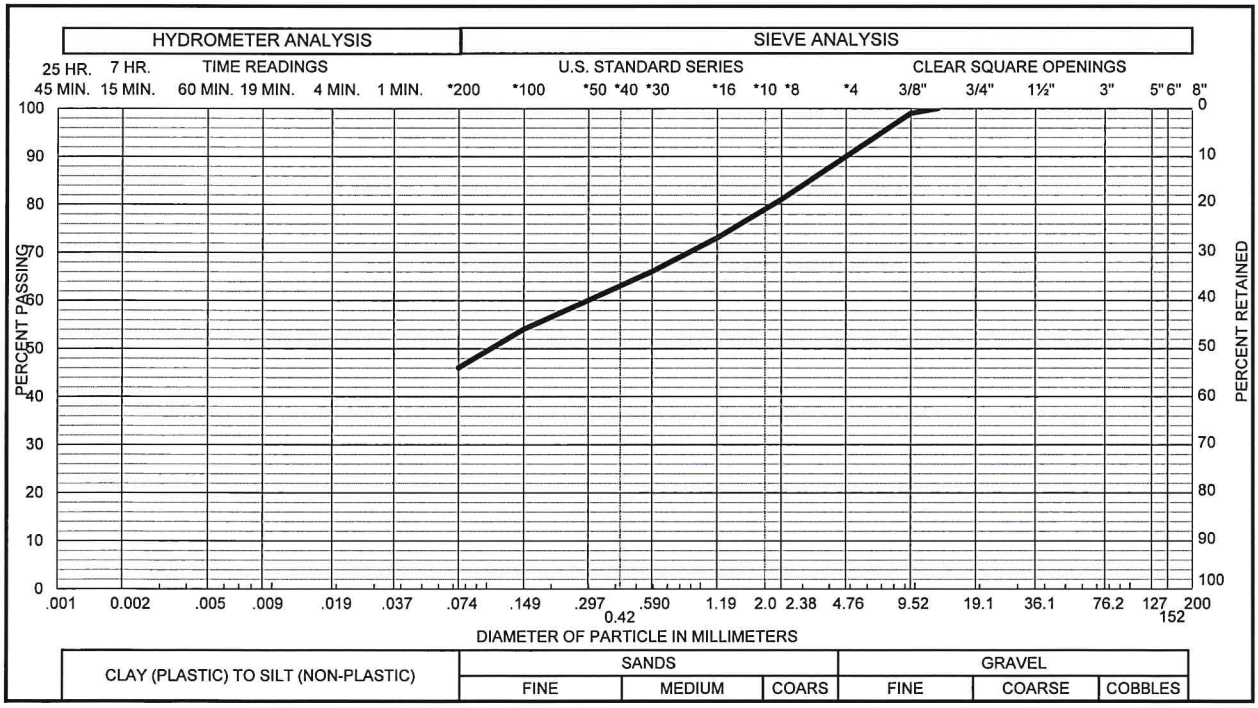
Swell-Consolidation Test Results

FIG. 6



Sample of GRAVEL, CLAYEY (GC)
From TH - 1 AT 10 FEET

GRAVEL	35 %	SAND	33 %
SILT & CLAY	32 %	LIQUID LIMIT	%
PLASTICITY INDEX			%



Sample of SAND, CLAYEY (SC)
From TH - 2 AT 15 FEET

GRAVEL	10 %	SAND	44 %
SILT & CLAY	46 %	LIQUID LIMIT	%
PLASTICITY INDEX			%

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Gradation Test Results

FIG. 7

TABLE I

SUMMARY OF LABORATORY TESTING
CTL|T PROJECT NO. GS06741.000-120

EXPLORATORY BORING	DEPTH (FEET)	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	ATTERBERG LIMITS		*SWELL (%)	SOLUBLE SULFATES (%)	PERCENT GRAVEL (%)	PERCENT SAND (%)	PASSING NO. 200 SIEVE (%)	DESCRIPTION
				LIQUID LIMIT (%)	PLASTICITY INDEX (%)						
TH-1	5	15.7	107			-0.1					CLAY, SANDY (CL)
TH-1	10	11						35	33	32	GRAVEL, CLAYEY (GC)
TH-2	15	4.6						10	44	46	SAND, CLAYEY (SC)
TH-3	10	14.4	114	26	10					39	SAND, CLAYEY (SC)
TH-4	10	12	110			-0.1					CLAY, SANDY (CL)
TH-5	5	14.3	113	27	11					35	SAND, CLAYEY (SC)
TH-5	20	25.1	101	27	12					77	CLAY, SANDY (CL)
TH-6	5	17.2	105			-0.1	0.02				CLAY, SANDY (CL)
TH-6	10	14.4	107			0.0					CLAY, SANDY (CL)

* SWELL MEASURED WITH 1000 PSF APPLIED PRESSURE. NEGATIVE VALUE INDICATES COMPRESSION.

APPENDIX A

PAVEMENT MATERIALS AND CONSTRUCTION RECOMMENDATIONS

PAVEMENT MATERIALS AND CONSTRUCTION RECOMMENDATIONS

Material properties and construction criteria for the pavement alternatives are provided below. These criteria were developed from analysis of the field and laboratory data and our experience. If the materials cannot meet these recommendations, then the pavement design should be reevaluated based upon available materials. Materials planned for construction should be submitted and the applicable laboratory tests performed to verify compliance with the specifications.

Asphalt Concrete (AC)

1. HMA should be composed of a mixture of aggregate, filler, hydrated lime and asphalt cement. Some mixes may require polymer modified asphalt cement or make use of up to 20 percent reclaimed asphalt pavement (RAP). A job mix design is recommended and periodic checks on the job site should be made to verify compliance with specifications.

2. HMA should be relatively impermeable to moisture and should be designed with crushed aggregates that have a minimum of 80 percent of the aggregate retained on the No. 4 sieve with two mechanically fractured faces.

3. Gradations that approach the maximum density line (within 5 percent between the No. 4 and 50 sieves) should be avoided. A gradation with a nominal maximum size of 1 or 2 inches developed on the fine side of the maximum density line should be used.

4. Total void content, voids in the mineral aggregate (VMA) and voids filled should be considered in the selection of the optimum asphalt cement content. The optimum asphalt content should be selected at a total air void content of approximately 4 percent. The mixture should have a minimum VMA of 14 percent and between 65 percent and 80 percent of voids filled.

5. Asphalt cement should meet the requirements of the Superpave Performance Graded (PG) Binders. The minimum performing asphalt cement should be PG 58-28 for use in the Glenwood Springs area.

6. Hydrated lime should be added at the rate of 1 percent by dry weight of the aggregate and should be included in the amount passing the No. 200 sieve. Hydrated lime for aggregate pretreatment should conform to the requirements of ASTM C 207, Type N.

7. Paving should only be performed when subgrade temperatures are above 40°F and air temperature is at least 40°F and rising.

8. HMA should not be placed at a temperature lower than 245°F for mixes containing PG 58-28 asphalt, and 290°F for mixes containing polymer modified asphalt. The breakdown compaction should be completed before the mixture temperature drops 20°F.

9. The maximum compacted lift should be 3.0 inches and joints should be staggered. No joints should be placed within wheel paths.

10. HMA should be compacted to between 92 and 96 percent of Maximum Theoretical Density. The surface shall be sealed with a finish roller prior to the mix cooling to 185°F.

11. Placement and compaction of HMA should be observed and tested by a representative of our firm. Placement should not commence until the subgrade is properly prepared (or stabilized), tested and proof-rolled. Proof rolling should be performed with the heaviest machine available at the time. The proof-roller should be selected from machines providing both mass and high contact pressure.

Aggregate Base Course (ABC)

1. A Class 6 Colorado Department of Transportation (CDOT) specified aggregate base course should be used. A recycled concrete alternative which meets the Class 6 designation is also acceptable.

2. Aggregate base course should have a minimum Hveem stabilometer value of 78. Aggregate base course or recycled concrete material must be moisture stable. The change in R-value from 300 psi to 100 psi exudation pressure should be 12 points or less.

3. Aggregate base course or recycled concrete should be laid in thin lifts not to exceed 8 inches, moisture treated to within 2 percent of optimum moisture content, and compacted to at least 95 percent of maximum modified Proctor dry density (ASTM D 1557, AASHTO T 180).

4. Placement and compaction of aggregate base course or recycled concrete should be observed and tested by a representative of our firm. Placement should not commence until the underlying subgrade is properly prepared and tested.

Portland Cement Concrete (PPC) Recommendations

1. Portland cement concrete should have a minimum compressive strength of 4,200 psi at 28 days and a minimum modulus of rupture (flexural strength) of 650 psi in the field. A CDOT approved Class P mix design is also acceptable. A job mix design is recommended and periodic checks on the job site should be made to verify compliance with specifications.

2. Portland cement Type I or II can be used at this site and should conform to ASTM C 150.

3. Portland cement concrete should not be placed when the subgrade or air temperature is below 40°F.

4. Free water should not be finished into the concrete surface and finishers should not use a steel trowel on the surface. Atomizing nozzle pressure sprayers for applying finishing compounds are recommended whenever the concrete surface becomes difficult to finish.

5. Curing of the Portland cement concrete should be accomplished by the use of a curing compound. The curing compound should be applied in accordance with manufacturer recommendations.

6. Curing procedures should be implemented, as necessary, to protect the pavement against moisture loss, rapid temperature change, freezing, and mechanical injury.

7. Construction joints, including longitudinal joints and transverse joints, should be formed during construction or sawed after the concrete has begun to set, but prior to uncontrolled cracking.

8. All joints should be properly sealed using a rod back-up and approved sealant.

9. Traffic should not be allowed on the pavement until it has properly cured and achieved at least 80 percent of the design strength, with saw joints already cut.

10. Placement of Portland cement concrete should be observed and tested by a representative of our firm. Placement should not commence until the subgrade is properly prepared and tested.

PRELIMINARY
DRAINAGE REPORT
FOR
CANYON VISTA MULTI-FAMILY
GLENWOOD SPRINGS, COLORADO

PREPARED FOR:

Cohen -Esrey Development Group

PREPARED BY:

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(970) 945-8676

January 28, 2025

HCE JOB NUMBER: 2251001.00

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2. Partner Geotechnical Report
3. FEMA FIRM Maps

APPENDICES:
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B. Proposed Drainage Map – Canyon Vista Multi-Family
C. Proposed Hydrologic Calculations
D. Proposed Hydraulic Calculations
E. Hydraulic Analysis

Engineers Certification

I hereby affirm that this report and the accompanying plans for the Phase 1 of Glenwood Meadows Multi-Family was prepared by me (or under my direct supervision) for the owners thereof in accordance with the provisions of the City of Glenwood Springs Stormwater, Drainage, Water Quality and Erosion Control Chapter and approved variances and exceptions listed thereto. I understand that it is the policy of the City of Glenwood Springs that the City of Glenwood Springs does not and will not assume liability for drainage facilities designed by others.

License No._____
Licensed Professional Engineer, State of Colorado

I. GENERAL LOCATION AND DESCRIPTION

A. Location

The site, located within the City of Glenwood Springs, situated in the NW1/4SE1/4 of Section 5, Township 6 South, Range 890 West, 6th P.M. The Plat describes the property with three parcels: Parcel 1, Parcel 2 and Parcel B, noted on the Improvement Survey Plat prepared by The Sexton survey Company with a revision date of 7/13/23. The site is identified as being 3.93+/- acres. The major drainage way downstream of the site is the Colorado River which is approximately 250' south of the site and separated by Highway 6 and 24 and I-70. A Vicinity Map has been included below.

Figure 1- Vicinity Map

B. Description of Existing Property

The subject property consists of three parcels approximately 3.93 acres in size. The existing lot consists of the previously operating Glenwood Gardens and two single family residences with numerous outbuildings associated with the greenhouse business. To the north of the site is Donegan road which is approximately 58' higher than the access off of Highway 6 & 24. A retaining wall separates Donegan road from the property line for about 75% of the Donegan frontage and the other 25% of the wall comes onto the property several feet at the northeast corner. To the west of the property is the Glenwood Springs, Elks Lodge. This property also contains a number of residential structures (10+) north of the lodge, some of which encroach on this property on the northeast corner. Additionally, there is a shared use area located on the southeast corner of the property that is utilized primarily by the Lodge and the other residential units on the Elk Lodge property. On the east is multifamily property that was previously a motel that has been converted to rental units for RFTA employees. The site receives no offsite drainage which would come from Donegan Road above the development since the road has curb and gutter and conveys storm flows west of this development. from undeveloped drainage basins uphill to the southwest. The

existing site is developed with site buildings and native and planted groundcover. Undeveloped vegetation would consist of scrub-oak, junipers, sagebrush and pinion.

C. Proposed Improvements

Proposed development consists of 80 multi-family residential units contained within three buildings. Additional improvements include asphalt parking areas and roadways, sidewalks, site amenities such as picnic tables, gathering areas and a multi-use recreational area. Much of the site will be utilized for a site solar array that will be constructed on the site walls that make up the vertical elevation from the upper parking elevation to the Donegan road elevation.

D. Soils Description

Per the NRCS Web Soil Survey, there are two soil unit types within the property:
8 – Atencio-Azeltine complex, 1 to 3 percent slopes (96.9%), well drained, low runoff, moderately high-high permeability and low water storage capacity, hydrologic soil group (HSG) "B" for Atencio and "A" for Azeltine.
34 – Ildefonso stony loam, 25 to 45 percent slopes (3.1%), well drained, low runoff, moderately high to high permeability and low water storage capacity, HSG "A".

Additional soils information and a soils map can be referenced in **Exhibit 1**.

A site specific geotechnical investigation has been performed by CTL Thompson prepared on May 3, 2023 (Project No. GS06741.000-120). CTL indicated that generally subsurface conditions consist of sandy to silty clay with occasional gravel underlain in two borings by silty to clayey gravel. They also indicated that there is existing fill with a maximum thickness of about 6 feet that has been placed as part of landscape grading at several locations. They also indicated that groundwater was found at the bottom of one boring which would be 20-30 below the area of development. The geotechnical investigation may be referenced in **Exhibit 2**.

E. Major Drainage Way Planning and Influential Parameters

The proposed site is located within FEMA's Flood Insurance Rate (FIRM) Maps 0800711431C, effective date October 15, 1985. According to both maps, the site is located in Zone C which is designated as areas of minimal flooding. FEMA Maps can be referenced in **Exhibit 3**.

F. Master Drainage Plan

The site is not located within any know master drainage area. The Colorado Department of Transportation controls the receiving basin which is the Highway 6 and 24 curb and gutter and storm sewer piping to the Colorado River. The storm inlet adjacent to the Canyon Vista project is an 18" pipe and directly discharges to the Colorado River. A utility permit will be required to make the connection from this development into the curb inlet. Flows into the inlet will be controlled via an orifice release from the detention facilities within the parking and drive areas of the Canyon Vista lower road.

G. Effects of Adjacent Drainage Issues

The Canyon Vista development will not be affected by offsite basins. Donegan road is crowned and does flow in the direction of this property but is curbed and carries storm flow west of the development before discharging to storm piping. In the event of overtopping the curb, storm flows would cascade over numerous retaining walls

and flow internally through the site and discharge on the lower side of the property into Highway 6 and 24 if not detained within the drainage infrastructure. Adjacent flows appear to generally be contained within the adjacent sites and do not affect the proposed development.

An offsite basin was analyzed as part of the contribution to a drop inlet located within the Highway 6 & 24 ROW, since we are proposing to discharge to this inlet.

All drainage from impervious areas of the proposed site will be collected and routed to the internal detention facilities located in the lower access into Canyon Vista. To our knowledge there are currently no adverse drainage impacts on adjacent properties from this site. There are no wetlands or irrigation ditches present on the site.

II. Existing Drainage Basins

A. Basin Descriptions

The existing drainage basin is analyzed as a single basin. The site essentially drains to the south side of the site and into the curb and gutter on Highway 6 and 24. The drop inlet located adjacent to the site directs a portion of the existing stormwater flow to the CDOT ROW and then to the Colorado River. Remaining storm flows drain to the curb and gutter on the CDOT ROW and flow to the east to another storm inlet that flows out the Colorado River.

III. DRAINAGE DESIGN CRITERIA

A. Criteria

This drainage study was prepared in conformance with Chapter 4 – Stormwater; of the City of Glenwood Springs engineering standards. Proposed improvements include development disturbance of approximately 3.93+/- acres, thus this site is subject to "Major Drainage Report" requirements.

The proposed site improvements have been analyzed with the preliminary plan as one basin. With final design more specific areas will be analyzed to determine more accurate storm sewer sizing. One basin is chosen at this level for simplicity and also because the detention basin covers the whole basin.

The site has been analyzed for the post-development drainage conditions using Hydraflow express. Development drainage characteristics are summarized in Table 2 below.

Table 2 –Development Drainage Conditions

BASIN	AREA (AC)	RUNOFF COEF.	TC (MIN)	INTENSITY (IN/HR)	$Q_{100\ (CFS)}$
EXISTING	3.85	0.43	14	3.68	6.1
PROPOSED	3.85	0.71	7	4.58	12.53
OS1	2.15	.67	12	4.37	6.29

hydrologic calculations can be referenced in **Appendix C**.

B. Hydrologic Criteria

The Rational Method has been used to establish peak flow rates at design points for storm drain design. Per the rational method, rainfall intensity was determined using the one-hour rainfall depth, P_1. The 25-year storm event per City of Glenwood Springs is 1.06-inch 1-hour rainfall depth, and the 100-year storm has a 1.33-inch 1-hour rainfall depth. Time of concentration is calculated for each basin to determine the time of peak flow. Calculations can be found in **Appendix C**.

C. Hydraulic Criteria

The City of Glenwood Springs Standards provide criteria for hydraulic modeling of storm sewers that are used on this site. AutoCAD Civil 3D Hydraflow Storm Sewers was used to calculate Hydraulic Grade Lines (HGLs) and Energy Grade Lines (EGLs). Outputs for all hydraulic analysis is provided in **Appendix E**.

IV. DRAINAGE FACILITY DESIGN

A. General Concept

Runoff from the site shall be collected within a proposed storm sewer system and routed to the proposed below grade detention system located with the parking and lower southwest access road. Stormwater management for the development will be handled with a **Landmax or Stormtech** detention system provided by ADS. This system will be located on the southwest corner of the property and will discharge into CDOT storm inlet that is located adjacent to the property. Water quality is managed via the first several rows or chambers of the system that will overflow via a weir to the detention portion of the system. Manholes and cleanouts are provided to clean debris from the system when required. Once the storm passes the system drains to the discharge point, which for this project is the storm inlet located southwest of the project in Highway 6 and 24.

B. Proposed Drainage Basin Description

The current drainage pattern onsite generally slopes from to northwest to southeast and surface discharges to Highway 6 and 24 ROW. Within the ROW storm flows are captured by drop inlets that flow across the I-70 corridor and discharge into the Colorado River. An existing curb inlet is located on the southwest corner of the property and is proposed to be the discharge point of this development.

The site has been analyzed as a single basin. The proposed basin delineation corresponds to a single site detention basin that will be located on the southwest corner of the site. A drainage conditions map, can be referenced in **Appendix B.**

Runoff from proposed parking areas and roadways is to be routed to inlets via curb and gutter and collected with proposed storm sewer systems. Runoff from the proposed buildings is to be collected within roof drain leaders and piped to proposed storm sewer systems. Piping roof drainage instead of surface discharging will reduce the adverse effects of introducing surface drainage back onto the moderately sloped site where there's the potential for scouring and erosion. The onsite storm sewer system will connect to the **Landmax or Stormtech** below grade detention system. Several of the chambers will act as the water quality control volume and will be accessible for cleanout to remove accumulated debris. From these chambers stormwater flows will flow into the rest of the system through weir overflow. The overall detention will need to be approximately 4500 cubic feet and the water quality portion of the system will need to be 2900 cubic feet. We believe this can be handled in an approximate 3900 square foot print as shown on the drainage conditions map in **Appendix B**.

The proposed drainage map shows details of each basin and can be found as part of this report.

V. CONCLUSION

This drainage report has been prepared in accordance with the City of Glenwood Springs requirements. The proposed development shall utilize best management practices, (BMPs), both for construction and long-term to minimize erosion and promote stabilization. Temporary construction BMPs may include sediment control fence, straw bales, erosion control logs, inlet protection and vehicle tracking control. Long-term control includes the existing Glenwood Meadows stormwater management facilities. The proposed drainage design should be effective in providing the required conveyance for stormwater drainage to the existing facilities.

VI. REFERENCES

United States Department of Agriculture, Soil Conservation Service: Rifle Area, Colorado, Parts of Garfield and Mesa Counties

National Oceanic and Atmospheric Administration, Atlas of the Western United States, Volume 14, Precipitation-Frequency Atlas.

Exhibit 1 - WebSoils

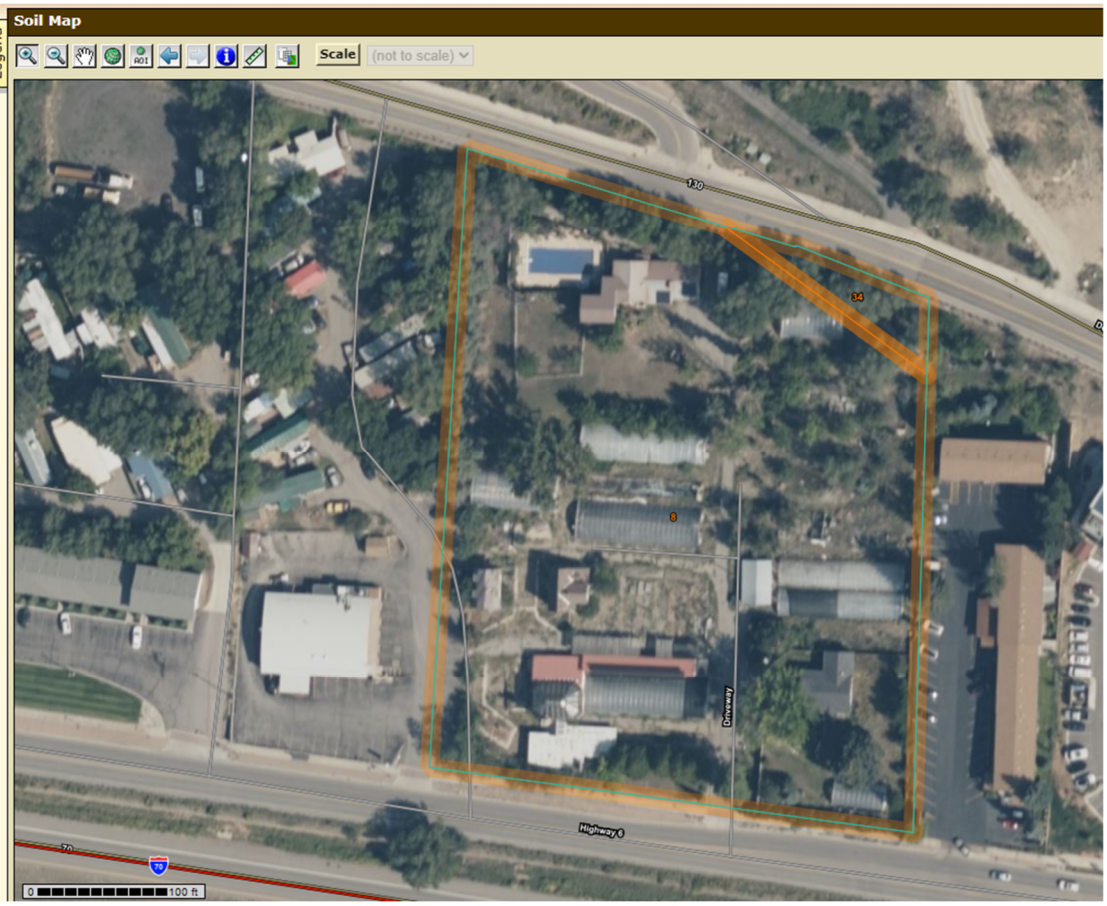
Search

Map Unit Legend

Rifle Area, Colorado, Parts of Garfield and Mesa Counties (CO683)

Rifle Area, Colorado, Parts of Garfield and Mesa Counties (CO683)

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
8	Atencio-Azeltine complex, 1 to 3 percent slopes	3.7	96.9%
34	Ildefonso stony loam, 25 to 45 percent slopes	0.1	3.1%
Totals for Area of Interest		**3.8**	**100.0%**



8—Atencio-Azeltine complex, 1 to 3 percent slopes

Map Unit Setting

- *National map unit symbol:* jnzd
- *Elevation:* 5,000 to 7,000 feet
- *Farmland classification:* Farmland of statewide importance

Map Unit Composition

- *Atencio and similar soils:* 50 percent
- *Azeltine and similar soils:* 45 percent
- *Minor components:* 5 percent
- *Estimates are based on observations, descriptions, and transects of the mapunit.*

Description of Atencio

Setting

- *Landform:* Terraces, alluvial fans
- *Landform position (three-dimensional):* Tread
- *Down-slope shape:* Convex
- *Across-slope shape:* Convex
- *Parent material:* Mixed alluvium derived from sandstone and shale

Typical profile

- *H1 - 0 to 11 inches:* sandy loam
- *H2 - 11 to 23 inches:* gravelly sandy clay loam
- *H3 - 23 to 28 inches:* gravelly sandy loam
- *H4 - 28 to 60 inches:* extremely cobbly sand

Properties and qualities

- *Slope:* 1 to 3 percent
- *Depth to restrictive feature:* More than 80 inches
- *Drainage class:* Well drained
- *Runoff class:* Low
- *Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high (0.20 to 2.00 in/hr)
- *Depth to water table:* More than 80 inches
- *Frequency of flooding:* None
- *Frequency of ponding:* None
- *Calcium carbonate, maximum content:* 10 percent
- *Maximum salinity:* Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
- *Available water supply, 0 to 60 inches:* Low (about 3.8 inches)

Interpretive groups

- *Land capability classification (irrigated):* 4s
- *Land capability classification (nonirrigated):* 4s
- *Hydrologic Soil Group:* B
- *Ecological site:* R048AY306UT - Upland Loam (Wyoming Big Sagebrush)
- *Hydric soil rating:* No

Description of Azeltine

Setting

- *Landform:* Alluvial fans, terraces
- *Landform position (three-dimensional):* Tread
- *Down-slope shape:* Linear, convex
- *Across-slope shape:* Linear, convex
- *Parent material:* Mixed alluvium derived from sandstone and shale

Typical profile

- *H1 - 0 to 18 inches:* gravelly sandy loam
- *H2 - 18 to 60 inches:* extremely gravelly sand

Properties and qualities

- *Slope:* 1 to 3 percent
- *Depth to restrictive feature:* More than 80 inches
- *Drainage class:* Well drained
- *Runoff class:* Very low
- *Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high (0.60 to 6.00 in/hr)
- *Depth to water table:* More than 80 inches
- *Frequency of flooding:* None
- *Frequency of ponding:* None
- *Calcium carbonate, maximum content:* 10 percent
- *Maximum salinity:* Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
- *Available water supply, 0 to 60 inches:* Very low (about 2.5 inches)

Interpretive groups

- *Land capability classification (irrigated):* 4s
- *Land capability classification (nonirrigated):* 4s
- *Hydrologic Soil Group:* A
- *Ecological site:* R048AY306UT - Upland Loam (Wyoming Big Sagebrush)
- *Hydric soil rating:* No

Minor Components

Gravel pits

- *Percent of map unit:* 5 percent
- *Landform:* Terraces, alluvial fans
- *Landform position (three-dimensional):* Tread
- *Hydric soil rating:* No

34—Ildefonso stony loam, 25 to 45 percent slopes

Map Unit Setting

- *National map unit symbol:* jny0
- *Elevation:* 5,000 to 6,500 feet
- *Farmland classification:* Not prime farmland

Map Unit Composition

- *Ildefonso and similar soils:* 90 percent
- *Minor components:* 10 percent
- *Estimates are based on observations, descriptions, and transects of the mapunit.*

Description of Ildefonso

Setting

- *Landform:* Breaks, valley sides, alluvial fans
- *Down-slope shape:* Convex, linear
- *Across-slope shape:* Convex, linear
- *Parent material:* Mixed alluvium derived from basalt

Typical profile

- *H1 - 0 to 8 inches:* stony loam
- *H2 - 8 to 60 inches:* very stony loam

Properties and qualities

- *Slope:* 25 to 45 percent
- *Depth to restrictive feature:* More than 80 inches
- *Drainage class:* Well drained
- *Runoff class:* Medium
- *Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high (0.60 to 6.00 in/hr)
- *Depth to water table:* More than 80 inches
- *Frequency of flooding:* None
- *Frequency of ponding:* None
- *Calcium carbonate, maximum content:* 35 percent
- *Maximum salinity:* Nonsaline to slightly saline (0.0 to 4.0 mmhos/cm)
- *Available water supply, 0 to 60 inches:* Low (about 5.1 inches)

Interpretive groups

- *Land capability classification (irrigated):* None specified
- *Land capability classification (nonirrigated):* 7e
- *Hydrologic Soil Group:* A
- *Ecological site:* R034BY330UT - Upland Stony Loam (Pinyon-Utah Juniper)
- *Hydric soil rating:* No

Minor Components

Ascalon

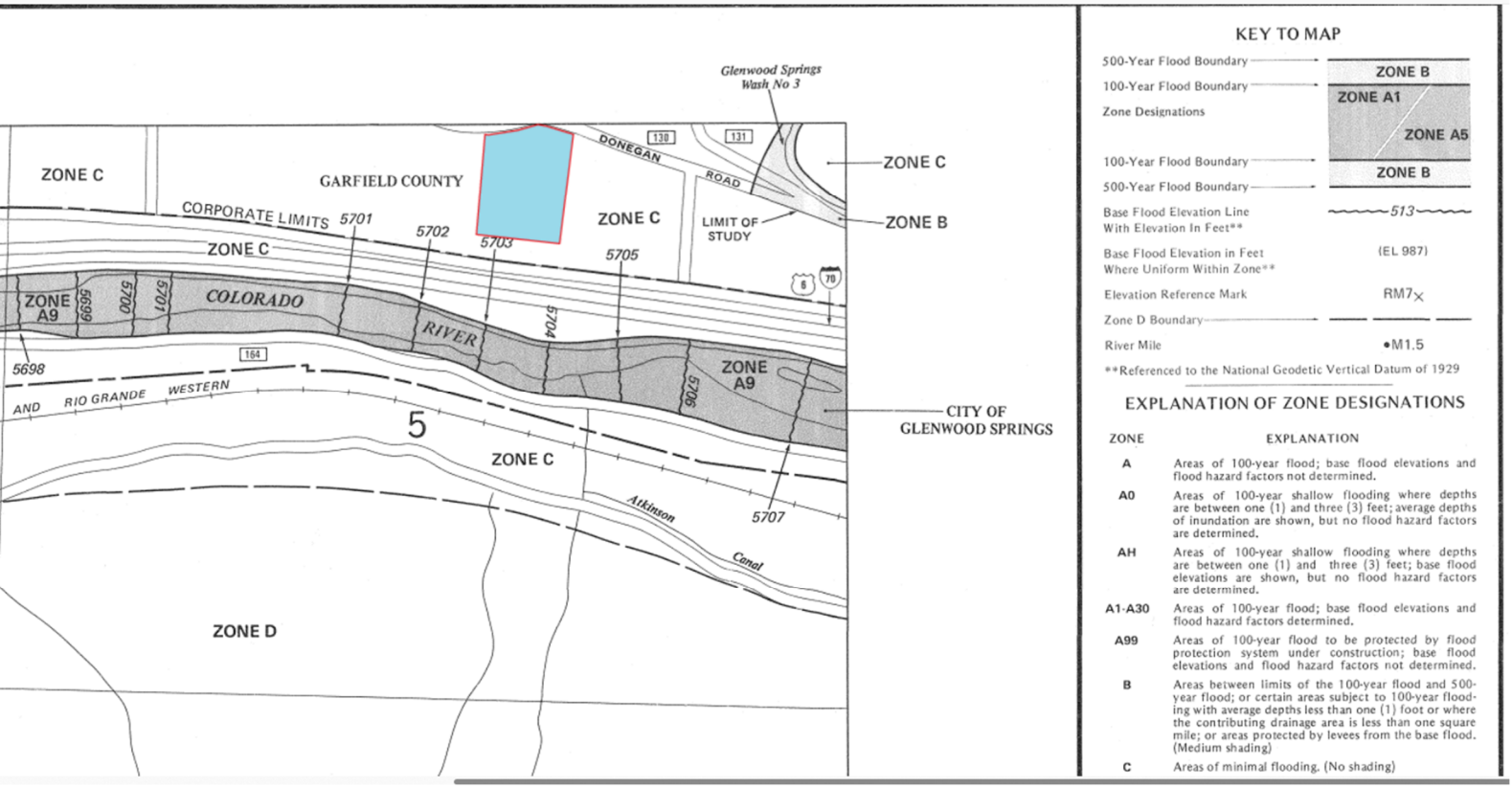
- *Percent of map unit:* 5 percent
- *Hydric soil rating:* No

Potts

- *Percent of map unit:* 5 percent
- *Hydric soil rating:* No

Exhibit 2 – Geotechnical Report

Exhibit 3 - FEMA



Appendix A

NOAA Atlas 14 Vol. 8 Rainfall Data

POINT PRECIPITATION FREQUENCY (PF) ESTIMATES

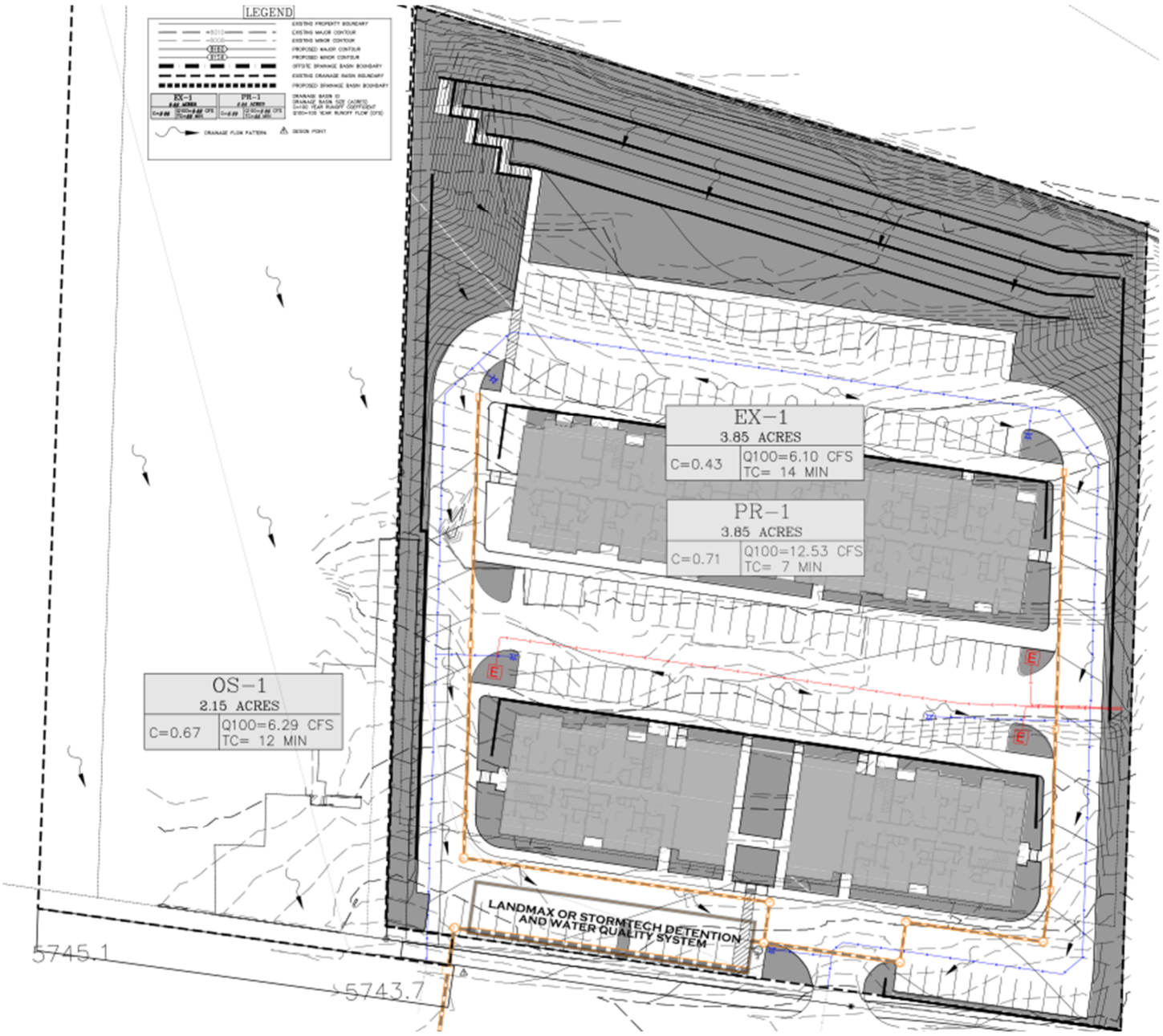
WITH 90% CONFIDENCE INTERVALS AND SUPPLEMENTARY INFORMATION
NOAA Atlas 14, Volume 8, Version 2

PF tabular | PF graphical | Supplementary information | Print page

PDS-based precipitation frequency estimates with 90% confidence intervals (in inches)[1]

Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.124 (0.098-0.161)	0.178 (0.140-0.230)	0.262 (0.206-0.340)	0.330 (0.257-0.430)	0.418 (0.311-0.562)	0.484 (0.353-0.662)	0.547 (0.385-0.769)	0.608 (0.409-0.883)	0.684 (0.443-1.03)	0.739 (0.468-1.14)
10-min	0.182 (0.144-0.236)	0.260 (0.205-0.337)	0.384 (0.301-0.498)	0.483 (0.376-0.630)	0.613 (0.456-0.823)	0.709 (0.516-0.969)	0.801 (0.563-1.13)	0.890 (0.599-1.29)	1.00 (0.648-1.50)	1.08 (0.685-1.66)
15-min	0.222 (0.175-0.287)	0.317 (0.250-0.411)	0.468 (0.367-0.608)	0.588 (0.459-0.768)	0.747 (0.556-1.00)	0.864 (0.630-1.18)	0.976 (0.687-1.37)	1.08 (0.731-1.58)	1.22 (0.790-1.83)	1.32 (0.835-2.03)
30-min	0.295 (0.232-0.381)	0.414 (0.326-0.535)	0.600 (0.471-0.779)	0.747 (0.583-0.975)	0.938 (0.697-1.26)	1.08 (0.783-1.47)	1.21 (0.847-1.69)	1.33 (0.895-1.93)	1.48 (0.957-2.22)	1.59 (1.00-2.44)
60-min	0.390 (0.308-0.505)	0.514 (0.404-0.665)	0.707 (0.555-0.918)	0.861 (0.671-1.12)	1.06 (0.789-1.42)	1.21 (0.879-1.65)	1.34 (0.945-1.89)	1.48 (0.993-2.14)	1.64 (1.06-2.45)	1.75 (1.11-2.69)
2-hr	0.486 (0.387-0.619)	0.614 (0.489-0.783)	0.815 (0.647-1.04)	0.974 (0.769-1.25)	1.18 (0.892-1.56)	1.34 (0.985-1.80)	1.48 (1.05-2.05)	1.62 (1.10-2.32)	1.79 (1.17-2.65)	1.91 (1.22-2.90)
3-hr	0.569 (0.457-0.720)	0.686 (0.551-0.869)	0.873 (0.698-1.11)	1.02 (0.812-1.30)	1.22 (0.930-1.60)	1.37 (1.02-1.83)	1.51 (1.08-2.08)	1.65 (1.13-2.34)	1.83 (1.20-2.68)	1.95 (1.26-2.93)
6-hr	0.742 (0.603-0.925)	0.844 (0.685-1.05)	1.01 (0.820-1.27)	1.16 (0.931-1.46)	1.36 (1.06-1.78)	1.52 (1.15-2.01)	1.68 (1.22-2.29)	1.84 (1.29-2.60)	2.07 (1.38-3.01)	2.24 (1.46-3.32)
12-hr	0.923 (0.759-1.14)	1.05 (0.864-1.30)	1.27 (1.04-1.57)	1.46 (1.18-1.81)	1.72 (1.35-2.22)	1.93 (1.48-2.53)	2.15 (1.59-2.90)	2.38 (1.68-3.30)	2.68 (1.82-3.85)	2.92 (1.92-4.26)
24-hr	1.12 (0.934-1.36)	1.29 (1.07-1.56)	1.57 (1.30-1.91)	1.81 (1.49-2.22)	2.16 (1.72-2.75)	2.44 (1.89-3.15)	2.73 (2.04-3.63)	3.03 (2.16-4.15)	3.45 (2.36-4.87)	3.77 (2.50-5.42)

Appendix B Drainage Map



Appendix C Hydrologic Calculations

HYDROLOGIC COMPUTATIONS

BASIN ID	TOTAL AREA (AC)	SOIL			LAND USE		RESULTS				
		% TYPE A	% TYPE B	% TYPE C	Paved	Open Space	IMP %	C2	C5	C10	C100
PR-1	3.86	0.00%	100.00%	0.00%	2.45	1.41	60.61	0.47	0.50	0.55	0.71
OS1	2.15	0.00%	100.00%	0.00%	1.15	1.00	51.21	0.38	0.42	0.47	0.67
EXISTING	6.00	0.00%	100.00%	0.00%	0.00	6.00	1.00	0.00	0.01	0.07	0.43

LAND USE	% IMP
Paved	95
Open Space	1

Table 6-4. Runoff coefficient equations based on NRCS soil group and storm return period

NRCS Soil Group	Storm Return Period						
	2-Year	5-Year	10-Year	25-Year	50-Year	100-Year	500-Year
A	$C_A = 0.84i^{1.302}$	$C_A = 0.86i^{1.276}$	$C_A = 0.87i^{1.232}$	$C_A = 0.88i^{1.124}$	$C_A = 0.85i+0.025$	$C_A = 0.78i+0.110$	$C_A = 0.65i+0.254$
B	$C_B = 0.84i^{1.169}$	$C_B = 0.86i^{1.088}$	$C_B = 0.81i+0.057$	$C_B = 0.63i+0.249$	$C_B = 0.56i+0.328$	$C_B = 0.47i+0.426$	$C_B = 0.37i+0.536$
C/D	$C_{C/D} = 0.83i^{1.122}$	$C_{C/D} = 0.82i+0.035$	$C_{C/D} = 0.74i+0.132$	$C_{C/D} = 0.56i+0.319$	$C_{C/D} = 0.49i+0.393$	$C_{C/D} = 0.41i+0.484$	$C_{C/D} = 0.32i+0.588$

Where:

i = % imperviousness (expressed as a decimal)

C_A = Runoff coefficient for Natural Resources Conservation Service (NRCS) HSG A soils

C_B = Runoff coefficient for NRCS HSG B soils

$C_{C/D}$ = Runoff coefficient for NRCS HSG C and D soils.

Existing basin 100yr

EX

Hydrograph type	= Rational	Peak discharge (cfs)	= 6.101
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 3.860	Runoff coeff. (C)	= 0.43
Rainfall Inten (in/hr)	= 3.676	Tc by FAA (min)	= 16
IDF Curve	= IDF glenwood springs.IDF	Rec limb factor	= 1.00

Hydrograph Volume = 5,857 (cuft); 0.134 (acft)

FAA Formula Tc Worksheet

Tc = 1.8(1.1 - C) x Flow length^0.5 / Watercourse slope^0.333 — Hydraflow Express by Intelisolve

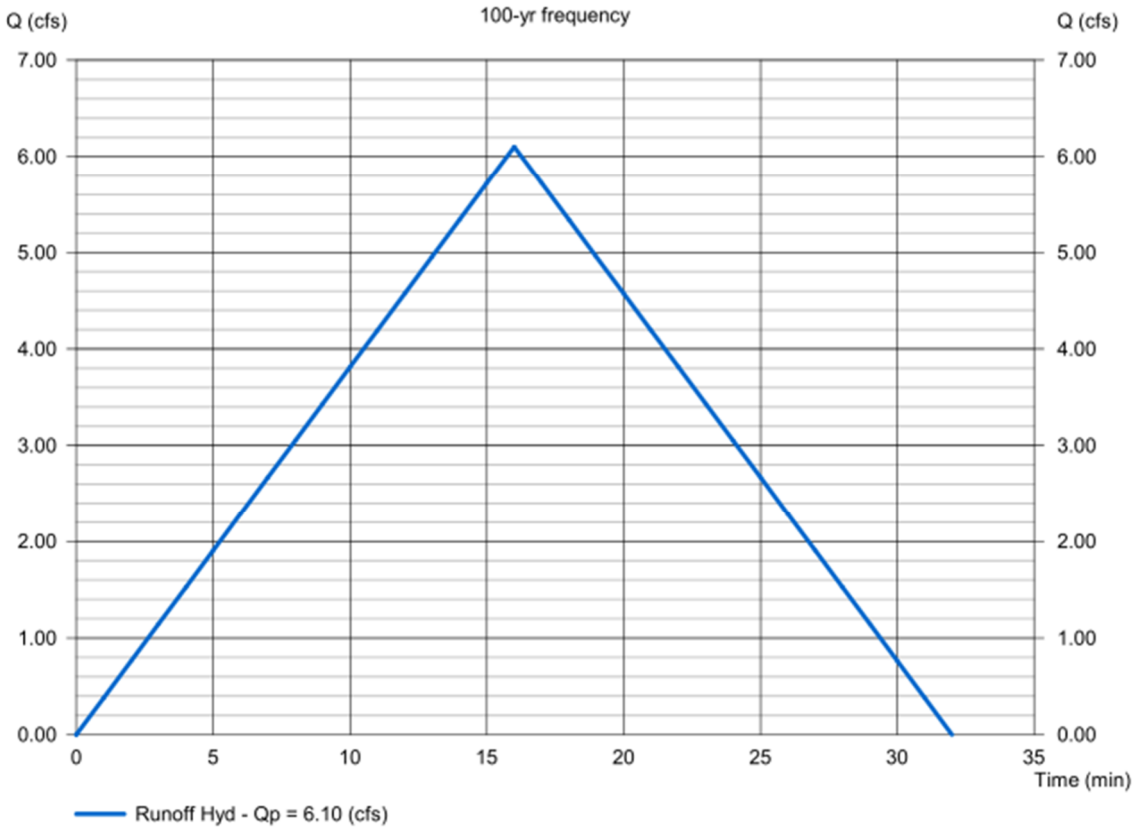
Rational

EX

Description

Flow length (ft)	= 656.00
Watercourse slope (%)	= 7.62
Runoff coefficient (C)	= 0.43
Time of Conc. (min)	**= 16**

Runoff Hydrograph



Proposed basin 100yr

PR

Hydrograph type	= Rational	Peak discharge (cfs)	= 12.53
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 3.850	Runoff coeff. (C)	= 0.71
Rainfall Inten (in/hr)	= 4.582	Tc by FAA (min)	= 11
IDF Curve	= IDF glenwood springs.IDF	Rec limb factor	= 1.00

Hydrograph Volume = 8,267 (cuft); 0.190 (acft)

FAA Formula Tc Worksheet

Tc = 1.8(1.1 - C) x Flow length^0.5 / Watercourse slope^0.333 — Hydraflow Express by Intelisolve

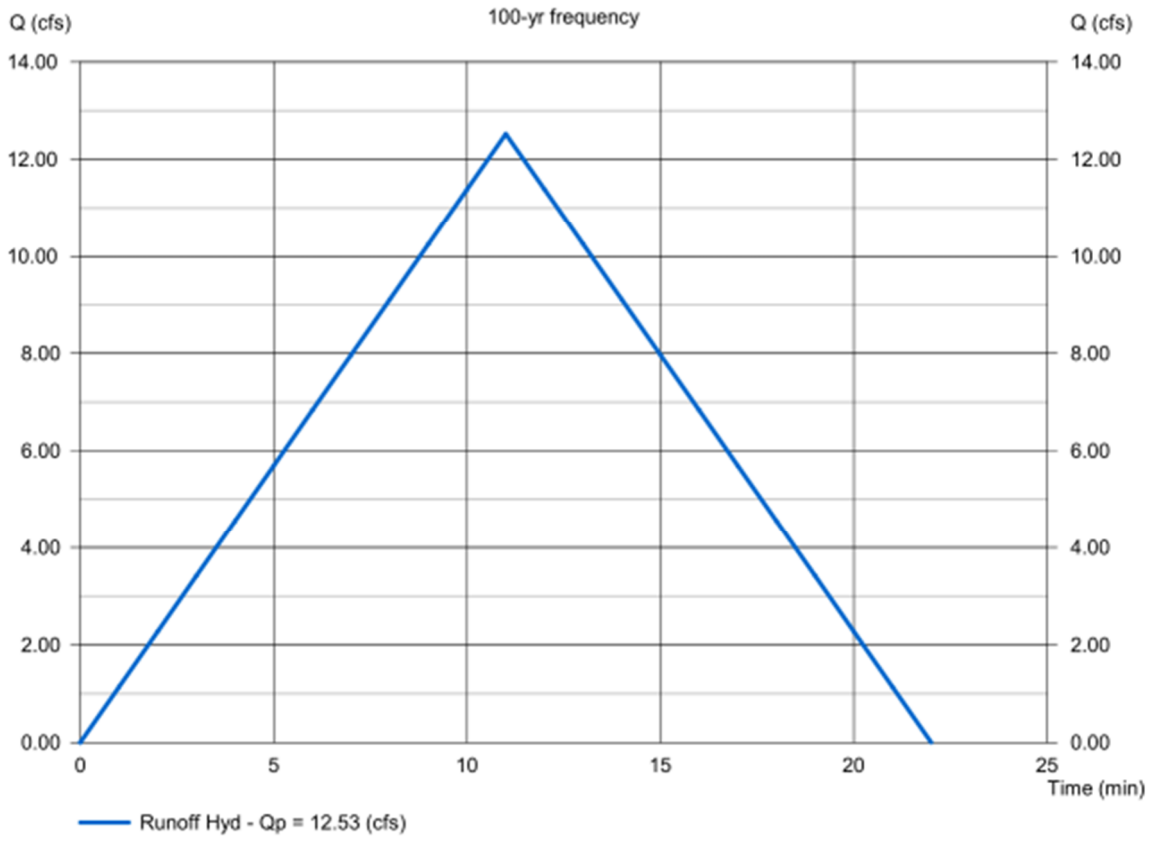
Rational

PR

Description

Flow length (ft)	= 783.00
Watercourse slope (%)	= 6.40
Runoff coefficient (C)	= 0.71
Time of Conc. (min)	**= 11**

Runoff Hydrograph

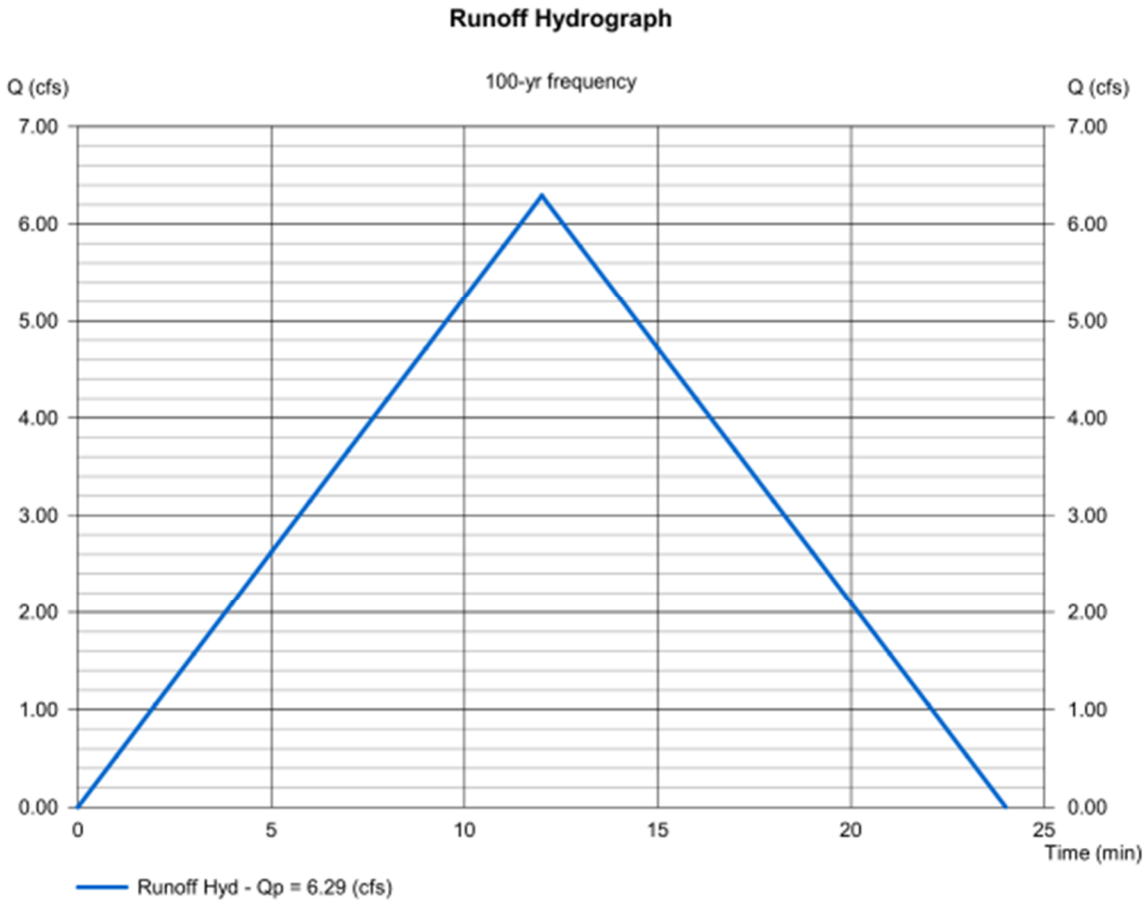


OS1 Basin 100 yr

OS1

Hydrograph type	= Rational	Peak discharge (cfs)	= 6.291
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 2.150	Runoff coeff. (C)	= 0.67
Rainfall Inten (in/hr)	= 4.367	Tc by User (min)	= 12
IDF Curve	= IDF glenwood springs.IDF	Rec limb factor	= 1.00

Hydrograph Volume = 4,529 (cuft); 0.104 (acft)



Proposed Water Quality Control Volume

WQCV

	WQCV =	0.1334	watershed-inches	=	0.06684	ac-ft	=	2911.40	ft^3
	Impervious	0.606							
	a	0.8							
	area (ac)	6.0130							

$$WQCV = 0.70\,Aa(0.91I^3 - 1.19I^2 + 0.78I)/12$$ **EQ. 11.1**

Where:
WQCV = Water Quality Capture Volume (ft3)
A = Area draining to the treatment facility (ft2)
a = Coefficient corresponding to BMP type and from Table 4.11
I = Imperviousness (percent expressed as a decimal)

Proposed Detention 100 yr

PR DENTENTION

Hydrograph type	= Rational	Peak discharge (cfs)	= 12.53
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 3.850	Runoff coeff. (C)	= 0.71
Rainfall Inten (in/hr)	= 4.582	Tc by FAA (min)	= 11
IDF Curve	= IDF glenwood springs.IDF	Rec limb factor	= 1.00

Hydrograph Volume = 8,267 (cuft); 0.190 (acft)

FAA Formula Tc Worksheet

Tc = 1.8(1.1 - C) x Flow length^0.5 / Watercourse slope^0.333 — Hydraflow Express by Intelisolve

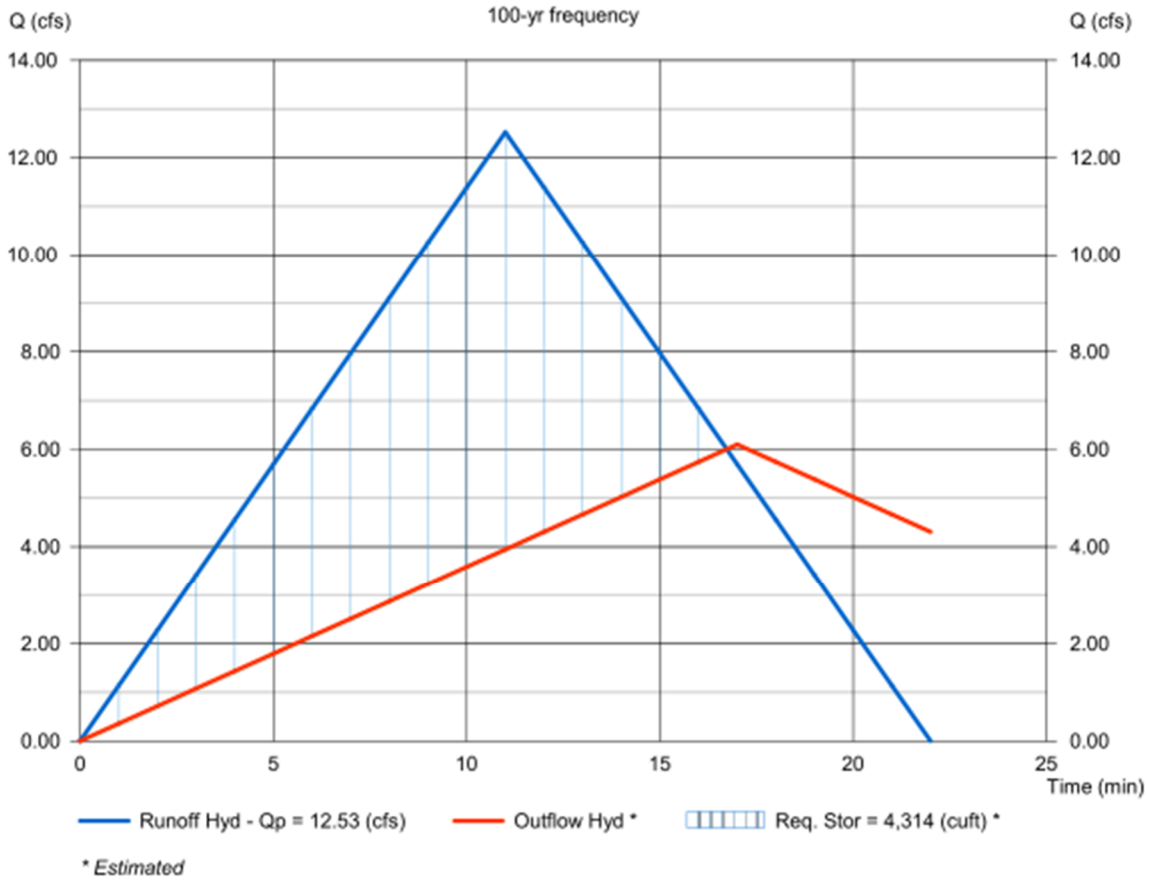
Rational

PR DENTENTION

Description

Flow length (ft)	= 783.00
Watercourse slope (%)	= 6.40
Runoff coefficient (C)	= 0.71
Time of Conc. (min)	**= 11**

Runoff Hydrograph



** Estimated*

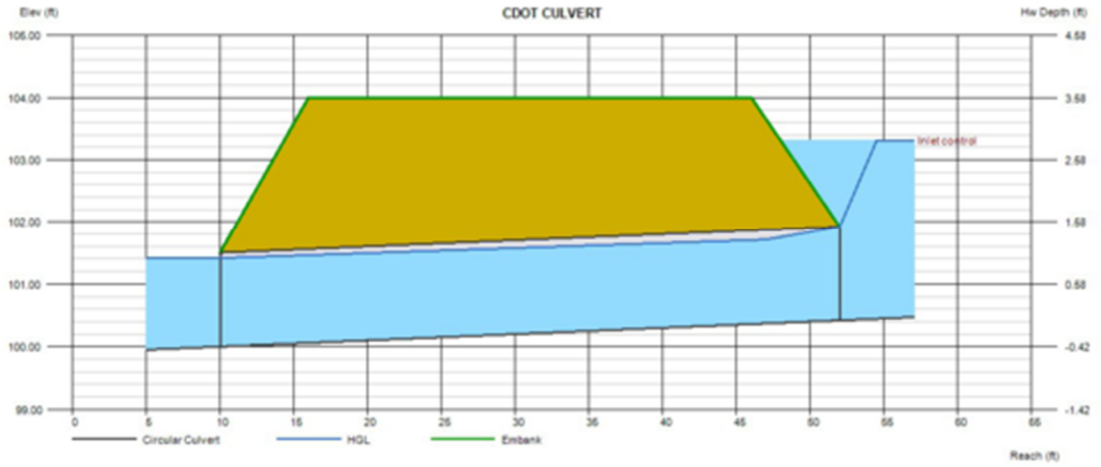
Appendix D Hydraulic Calculations

Culvert Report

Hydraflow Express Extension for Autodesk® Civil 3D® by Autodesk, Inc. Friday, Jan 24 2025

CDOT CULVERT

Invert Elev Dn (ft)	= 100.00	**Calculations**	
Pipe Length (ft)	= 42.00	Qmin (cfs)	= 12.39
Slope (%)	= 1.00	Qmax (cfs)	= 12.39
Invert Elev Up (ft)	= 100.42	Tailwater Elev (ft)	= (dc+D)/2
Rise (in)	= 18.0		
Shape	= Circular	**Highlighted**	
Span (in)	= 18.0	Qtotal (cfs)	= 12.39
No. Barrels	= 1	Qpipe (cfs)	= 12.39
n-Value	= 0.012	Qovertop (cfs)	= 0.00
Culvert Type	= Circular Corrugate Metal Pipe	Veloc Dn (ft/s)	= 7.17
Culvert Entrance	= Headwall	Veloc Up (ft/s)	= 7.47
Coeff. K,M,c,Y,k	= 0.0078, 2, 0.0379, 0.69, 0.5	HGL Dn (ft)	= 101.41
		HGL Up (ft)	= 101.75
Embankment		Hw Elev (ft)	= 103.31
Top Elevation (ft)	= 104.00	Hw/D (ft)	= 1.93
Top Width (ft)	= 30.00	Flow Regime	= Inlet Control
Crest Width (ft)	= 15.00		



Appendix x

CAYON VISTA
MULTI-FAMILY

PRELIMINARY UTILITY REPORT

PREPARED FOR:

Cohen- Esrey Deverlopment Group
(913) 671-3447 | kervin@cohenesrey.com

Prepared By:

HIGH COUNTRY ENGINEERING, INC.
1517 Blake Avenue, Suite 101
Glenwood Springs, CO 81601
(970) 945-8676

HCE Project No. 2251001.00

January 28, 2025

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Dry Utilities ..... **Error! Bookmark not defined.**

REFERENCES 6

INTRODUCTION

Location

The subject property is located in Glenwood Springs, Colorado. Specifically, the property is in northwest Glenwood Springs directly off of Highway 6 & 24. The current address is 51993 Highway 6 & 24.

Existing Land Use

The subject property consists of three parcels approximately 3.93 acres in size. The existing lot consists of the previously operating Glenwood Gardens and two single family residences with numerous outbuildings associated with the greenhouse business. To the north of the site is Donegan road which is approximately 58' higher than the access off of Highway 6 & 24. A retaining wall separates Donegan road from the property line for about 75% of the Donegan frontage and the other 25% of the wall comes onto the property several feet at the northeast corner. To the west of the property is the Glenwood Springs, Elks Lodge. This property also contains a number of residential structures (10+) north of the lodge, some of which encroach on this property on the northeast corner. Additionally, there is a shared use area located on the southeast corner of the property that is utilized primarily by the Lodge and the other residential units on the Elk Lodge property. On the east is multifamily property that was previously a motel that has been converted to rental units for RFTA employees. Access to the development is proposed directly from Highway 6 & 24 near the existing access location.

Proposed Land Use

Proposed development consists of 80 multi-family residential units contained within three buildings. Additional improvements include asphalt parking areas and roadways, sidewalks, site amenities such as picnic tables, gathering areas and a multi-use recreational area. Much of the site will be utilized for a site solar array that will be constructed on the site walls that make up the vertical elevation from the upper parking elevation to the Donegan road elevation.

WASTEWATER SYSTEM

Sanitary Sewer System

An existing West Glenwood Springs Sanitation sewer main is located in Highway 6 & 24. A sanitary sewer manhole is located east of the proposed entrance approximately 110' away. The connection to this system will be into the existing manhole within Highway 6 & 24. An 8-inch gravity sewer main is proposed to be extended into the development on the east side of the buildings with a short leg going to the west to a manhole between the lower two buildings. Services will be extended into the new lines from the three buildings.

The proposed development has and will have minimal system flows and the proposed sanitary system will serve residential uses. A single service is proposed for each building. For calculation purposes, each unit has been considered a single-family residence. In total the system demand has been analyzed for 300 single-family residences. Effluent flows are estimated to be 22,400 gallons per day, with a peak flow of 89,600 gallons per day. These flows will be conveyed by 8" diameter main pipes, and 6" diameter building service pipes. At maximum capacity the pipes are under 80% capacity.

WATER DISTRIBUTION

Water Distribution

The development will be served by the City of Glenwood Springs water by connecting to existing water main located in Highway 6 & 24. Two connections will be made to the main via an existing 6" fire hydrant that will be relocated and an existing 8" line located at the current entrance to the property. Within the property there will also be a loop to connect the 8" stub to the short 6" stub. The loop will be completed with 8-inch Class 52 Ductile Iron Pipe or C900 PVC main. The on-site loop will loop north on the east and west sides of the buildings and connect on the north side of the uppermost building. Fire hydrants will be located on the east and west sides of the uppermost building and the east side of the southeast building and the west side of the southeast building. These locations will provide

ample access for the fire department to pull hoses to the extremities of the buildings within 150’ hose lengths. The proposed 8-inch line provides system demand and fire flows to the development.

Fire Flows for the loop within the property should exceed 2700 gpm at the high point based on a fireflow test provided by the City of Glenwood Springs Fire Department which was run on the hydrant located 270’ east of this site (hydrant 499) and the guage hydrant located on this site (hydrant 500). Test flow at this hydrant was 2674 with a residual reading of 62 psi at the guage hydrant which had a static pressure of 115 psi. Flow available at 20 psi would be around 3640 gpm. Flow at the high point on the property would be 2700 gpm + based on losses in an 8” pipe and a 400’ pipe run. A detailed watercad analysis with demands will be provided with the final plan submittal. The Static pressure at the highest hydrant should be approximately 105 psi which indicates there will be more than adequate pressure for domestic and fire flow to the structures. The proposed 8-inch line provides system demand and fire flows to the development.

System Demand

Glenwood Springs Municipal Code section 080.060.020 classifies multi-family residential units as the greater of 0.25 EQR per bedroom or 0.06 EQR per 100 square feet, not to exceed 1.00 EQR. Assuming a demand of 1 EQR being the equivalent of 350 gpd and a 16-hour day for 80 multi-family residential units and other uses, the Average Daily Demand for the phase I development will be 28,000 gallons per day or for a 16 hour day (29.2 gpm). Peak hour would typically be 4 times the average daily demand or 117 gpm. The overall 117 gpm will be used for determination of service sizes and demand on top of fire flows, which will be the most conservative design approach.

DRY UTILITIES

Electric

The point of contact for electrical service is Doug Hazzard with the City of Glenwood Springs Electric Department (970-384-6353).

Currently power is provided to the property via overhead power lines on the adjacent property to the east that drops to an electric manhole at the pole. From this location we will have a short run to the southwest and a short run to the northwest to transformers that will serve the north building and the south two buildings. The secondary run from the southeast transformer to the southwest building will be approximately 150'. The developer will contract with the City of Glenwood Springs Electric Department for costs associated with extending the electric utility to the site.

Gas

Gas is not proposed for this development.

Cable

Cable TV is proposed to be installed from existing infrastructure adjacent to the develop. The point of contact for Comcast Cable Television service is (970-945-7292). The contractor will contract with Comcast Cable for cable tv service extension.

Telecommunications

Telecommunication is proposed to be installed from existing infrastructure adjacent to the develop. The point of contact for Telecommunications service is Michael Gardner with City of Glenwood Springs broadband.

CONCLUSION

Water and Sewer

This report and the associated plans identify the proposed water, sewer and dry utility layouts for the proposed Canyon View Development. The proposed onsite sanitary sewer will provide adequate capacity to serve the proposed residential development. The existing water main within Highway 6 will provide adequate water service to meet the domestic water demands and fire flows required when construction is completed. All lots will be required to meet building code requirements when constructing the final water system for each building.

REFERENCES

International Fire Code: International Code Council. International Conference of Building Officials, Whittier, CA, 2009.

Uniform Building Code: International Conference of Building Officials. Whittier, CA, 2009.

West Glenwood Springs Sanitation District
51 Riverine Rd.
Glenwood Springs, CO 81601
970.618.5147 phone
wgssanitation@gmail.com

27 January 2025

Via email only kervin@cohenesrey.com

Mr. Kyle Ervin
Cohen-Esrey Development Group
8500 Shawnee Mission Parkway #150
Merriam, KS 66202

Re: 51993 Hwy 6, Glenwood Springs, CO 81601
Can and Will Serve

Dear Kyle:

The District has the capacity in its wastewater treatment plant and can and will serve the above property with 80 EQRs for the proposed Glenwood Gardens multi-family apartment complex with wastewater treatment service so long it complies with the District's following conditions:

1. The payment of all applicable tap fees (currently $7,000/EQR) at the time of issuance of the building permit; and
2. Pursuant to the District's Rules and Regulations, an applicant for sewer service shall reimburse the District for all costs incurred by the District regarding the project, including, but not limited to legal and engineering review.

Please contact and coordinate with the District's Plant Superintendent, Josh Hamel, at 970.274.7805 or 970.945.6069, regarding line specifications and locations.

A copy of the District's Rules and Regulations can be found at www.wgssanitation.org.

If you have any questions, please don't hesitate to contact me. Office hours are limited so email is the best way to contact me

Regards,

Kelly Mullane

Kelly Mullane, District Administrator

cc: Josh Hamel @ jtwgsd@outlook.com

Canyon Vista Terrace Flush Mount Wall With Roofs Canyon Vista,

51993,52003 & 52009 HWY 6 & 24 GLENWOOD SPRINGS, CO 81601

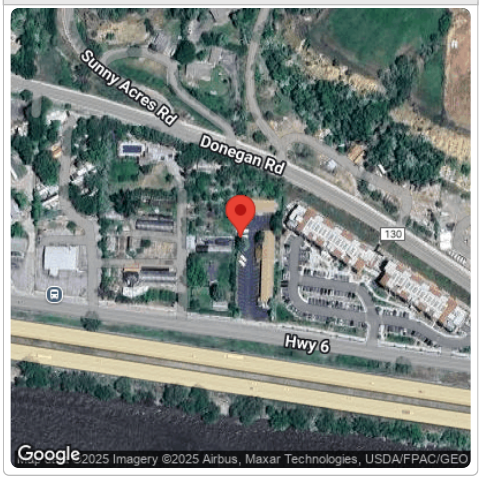
Report

Project Name	Canyon Vista
Project Address	51993,52003 & 52009 HWY 6 & 24 GLENWOOD SPRINGS, CO 81601
Prepared By	Bob Solger bob@solardesignstudio.com

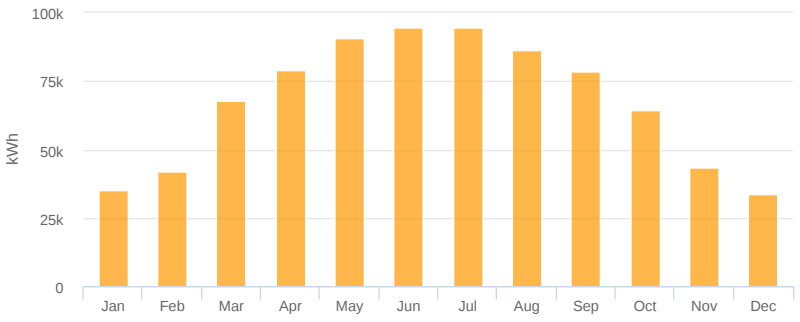
System Metrics

Design	Canyon Vista Terrace Flush Mount Wall With Roofs
Module DC Nameplate	598.9 kW
Inverter AC Nameplate	500.0 kW Load Ratio: 1.20
Annual Production	810.2 MWh
Performance Ratio	73.4%
kWh/kWp	1,352.9
Weather Dataset	TMY, 10km grid (39.55,-107.35), NREL (prospector)
Simulator Version	580f8c12c5-4e172426a9-dad3f09ff2-b4b5a8557b

Project Location

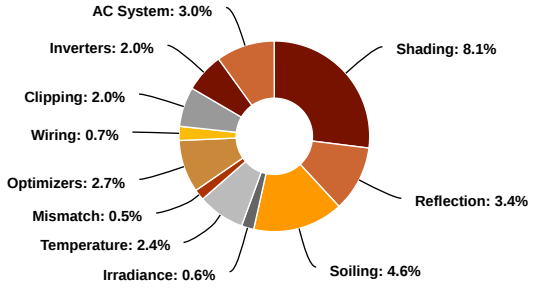


Monthly Production



Month	GHI (kWh/m²)	POA (kWh/m²)	Shaded (kWh/m²)	Nameplate (kWh)	Grid (kWh)
January	64.8	95.0	76.2	40,292.9	35,159.0
February	79.0	101.7	88.2	46,796.7	41,912.5
March	130.3	151.3	139.0	75,630.3	68,019.2
April	164.1	168.2	160.3	89,047.0	79,247.3
May	205.2	194.4	187.4	104,158.2	90,869.1
June	224.1	204.1	197.4	109,640.8	94,417.6
July	223.6	207.8	200.8	111,610.8	94,624.5
August	188.7	187.9	180.6	100,503.3	86,177.5
September	157.0	175.6	164.5	91,559.3	78,458.6
October	119.9	152.0	135.0	75,045.0	64,307.2
November	77.1	112.7	92.1	50,915.6	43,490.8
December	60.0	92.2	71.5	38,629.9	33,489.4

Sources of System Loss



Annual Production

	Description	Output	% Delta
Irradiance (kWh/m²)	Annual Global Horizontal Irradiance	1,693.6	
	POA Irradiance	1,843.0	8.8%
	Shaded Irradiance	1,692.9	-8.1%
	Irradiance after Reflection	1,635.8	-3.4%
	Irradiance after Soiling	1,560.0	-4.6%
	Total Collector Irradiance	**1,559.1**	**-0.1%**
Energy (kWh)	Nameplate	933,829.9	
	Output at Irradiance Levels	927,934.9	-0.6%
	Output at Cell Temperature Derate	905,514.7	-2.4%
	Output After Mismatch	900,539.9	-0.5%
	Optimizer Output	876,341.3	-2.7%
	Optimal DC Output	869,998.5	-0.7%
	Constrained DC Output	852,376.0	-2.0%
	Inverter Output	835,229.6	-2.0%
	Energy to Grid	**810,172.7**	**-3.0%**
Temperature Metrics			
	Avg. Operating Ambient Temp		5.4 °C
	Avg. Operating Cell Temp		19.1 °C
Simulation Metrics			
	Operating Hours		4683
	Solved Hours		4683

Condition Set

Description	Condition Set 1											
Weather Dataset	TMY, 10km grid (39.55,-107.35), NREL (prospector)											
Solar Angle Location	Project Lat/Lng											
Transposition Model	Perez Model											
Temperature Model	Sandia Model											
Temperature Model Parameters	Rack Type	a	b	Temperature Delta								
	Fixed Tilt	-3.56	-0.075	3°C								
	Flush Mount	-2.81	-0.0455	0°C								
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D
	8	8	6	4	4	4	4	4	4	4	4	6
Irradiation Variance	5%											
Cell Temperature Spread	4° C											
Module Binning Range	0% to 0%											
AC System Derate	3.00%											
Module Characterizations	Module	Uploaded By	Characterization									
	JKM590N-72HL4 (1000V) (Jinko Solar)	HelioScope	Spec Sheet Characterization, PAN									
Component Characterizations	Device	Uploaded By	Characterization									
	SE50K (SolarEdge)	HelioScope	Spec Sheet									
	S1200 (SolarEdge)	HelioScope	Mfg Spec Sheet									

Components

Component	Name	Count
Inverters	SE50K (SolarEdge)	10 (500.0 kW)
Combiners	4 input Combiner	8
Combiners	5 input Combiner	2
Strings	10 AWG (Copper)	42 (6,576.1 ft)
Optimizers	S1200 (SolarEdge)	521 (625.2 kW)
Module	Jinko Solar, JKM590N-72HL4 (1000V) (590W)	1,015 (598.9 kW)

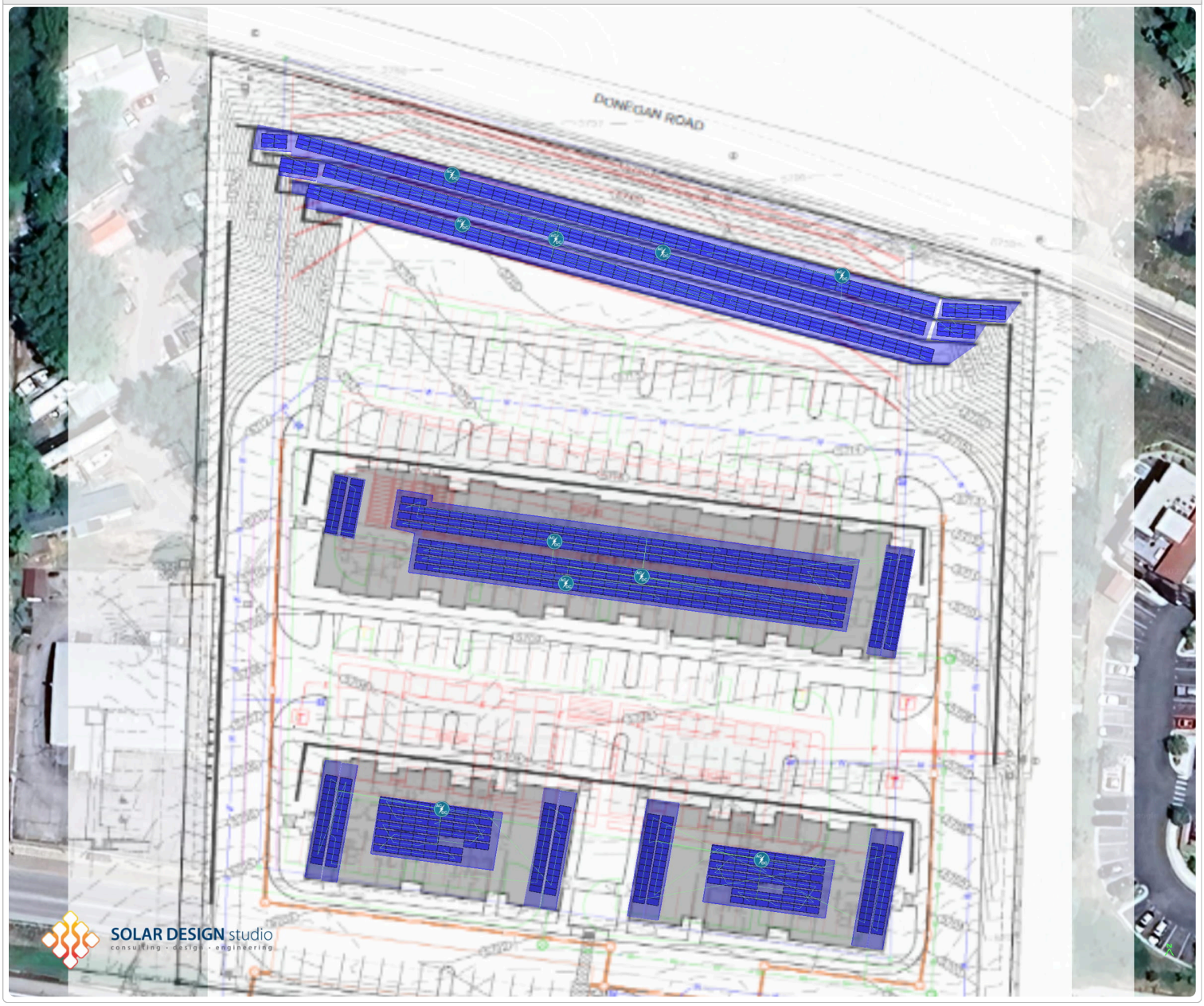
Wiring Zones

Description	Combiner Poles	String Size	Stringing Strategy
Terrace	9	12-25	Along Racking
Middle Bldg	9	12-25	Along Racking
Bldg 1	9	12-25	Along Racking
Bldg 2	9	12-25	Along Racking

Field Segments

Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Terrace Bottom Row	Flush Mount	Landscape (Horizontal)	45°	194.83197°	0.1 ft	3x1	51	153	90.3 kW
Terrace Middle Row	Flush Mount	Landscape (Horizontal)	45°	194.83197°	0.1 ft	3x1	49	147	86.7 kW
Terrace Top Row	Flush Mount	Landscape (Horizontal)	45°	194.83197°	0.1 ft	3x1	52	156	92.0 kW
Terrace Middle Row East	Flush Mount	Landscape (Horizontal)	45°	185.04245°	0.1 ft	3x1	3	9	5.31 kW
Terrace Top Row East	Flush Mount	Landscape (Horizontal)	45°	183.19954°	0.1 ft	3x1	5	15	8.85 kW
Terrace Middle Row West	Flush Mount	Landscape (Horizontal)	45°	189.22989°	0.1 ft	3x1	3	9	5.31 kW
Terrace Top Row West	Flush Mount	Landscape (Horizontal)	45°	184.01418°	0.1 ft	3x1	2	6	3.54 kW
Bldg 2 East Roof	Flush Mount	Portrait (Vertical)	19°	100.46918°	0.1 ft	1x1	15	15	8.85 kW
Bldg 2 West Roof	Flush Mount	Portrait (Vertical)	19°	100.46918°	0.1 ft	1x1	15	15	8.85 kW
Middle Bldg South Roof	Fixed Tilt	Landscape (Horizontal)	Module: 10°	Module: 187.83012°	1.1 ft	1x1	246	246	145.1 kW
Middle Bldg West Roof 2	Flush Mount	Portrait (Vertical)	10°	281.21063°	0.1 ft	1x1	9	9	5.31 kW
Middle Bldg East Roof 2	Flush Mount	Portrait (Vertical)	10°	100.73984°	0.1 ft	1x1	9	9	5.31 kW
Bldg 1 East Roof	Flush Mount	Portrait (Vertical)	19°	100.191505°	0.1 ft	1x1	14	14	8.26 kW
Bldg 1 West Roof	Flush Mount	Portrait (Vertical)	19°	279.8794°	0.1 ft	1x1	14	14	8.26 kW
Bldg 1 West Roof 2	Flush Mount	Portrait (Vertical)	19°	279.8794°	0.1 ft	1x1	14	14	8.26 kW
Bldg 1 East Roof 2	Flush Mount	Portrait (Vertical)	19°	100.191505°	0.1 ft	1x1	14	14	8.26 kW
Bldg 1 Ballast Array	Fixed Tilt	Landscape (Horizontal)	Module: 10°	Module: 187.70146°	1.1 ft	1x1	57	57	33.6 kW
Bldg 2 West Roof 2	Flush Mount	Portrait (Vertical)	19°	279.8794°	0.1 ft	1x1	14	14	8.26 kW
Bldg 2 East Roof 2	Flush Mount	Portrait (Vertical)	19°	100.191505°	0.1 ft	1x1	14	14	8.26 kW
Bldg 2 Ballast Array	Fixed Tilt	Landscape (Horizontal)	Module: 10°	Module: 187.70146°	1.1 ft	1x1	57	57	33.6 kW
Bldg 2 West Roof	Flush Mount	Portrait (Vertical)	19°	279.8794°	0.1 ft	1x1	14	14	8.26 kW
Bldg 2 East Roof	Flush Mount	Portrait (Vertical)	19°	100.191505°	0.1 ft	1x1	14	14	8.26 kW

Detailed Layout2



City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Ordinance 2025-09; Code Amendment, Title 070, Duplexes and Triplexes

Action Requested: Consideration of Code Amendment to increase the zone districts that allow duplexes and triplexes with some limitation.

Department: Economic and Community Development

Presented By: Watkins Fulk-Gray

Strategic Goals: Protect and Preserve our Quality of Life
Preserve and Improve Infrastructure

Background Info: 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.

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:

- Open house for Strategic Housing Plan Update: February 9, 2023
- Planning & Zoning/City Council joint meeting for Plan Update: June 27, 2023
- City Council (CC) adoption of Strategic Housing Plan Update: July 20, 2023
- Planning & Zoning Commission (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 P&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&Z wished to transmit the following concerns and discussion about these proposed changes:

- Concern that it is too limiting for triplexes and that the proposed changes will not result in actual units built
- Concern over public involvement in this proposal
- Concern over having both an administrative review and the Special Use Permit resulting in too much development.
- Proposal to allow for additions to existing buildings, but not complete tear-downs.

- 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**
Lot Standards, Minimum						
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)	—	—	20 percent	20 percent	20 percent	20 percent
Setbacks, Minimum						
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[1]	5 feet	5 feet[2]	5 feet[2]	5 feet[2]
Rear	25 feet	25 feet	15 feet	10 feet	10 feet	10 feet
Building Standards, Maximum						
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
RESIDENTIAL USES																		
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
	Dwelling, three-family			AR[1]	P	P	P	P	P	P	P	P				S	070.030.030(c)(4)	1.5 per dwelling unit, plus 1 guest space
	Dwelling, two-family	AR	AR/S	AR/S	P	P	P	P	P		P					S	070.030.030(c)(4)	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

CITY OF GLENWOOD SPRINGS COLORADO

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

	Districts →	RR	RL	RM1	RM2	RH	RT	M1	M2	M3	CO	RE	I1	I2	IN	HP	Use-Specific Standards	Required Minimum Parking
Use Category	Use Type																	
RESIDENTIAL USES																		
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
	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																		
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	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																		
Dwelling, three-family				AR[1]	P	P	P	P	P	P	P	P				S	070.030.030(c)(4)	1.5 per dwelling unit, plus 1 guest space
Dwelling, two-family		AR	~~S~~ AR/S	~~S~~ AR/S	P	P	P	P	P		P					S	070.030.030(c)(4)	1.5 per dwelling unit

[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

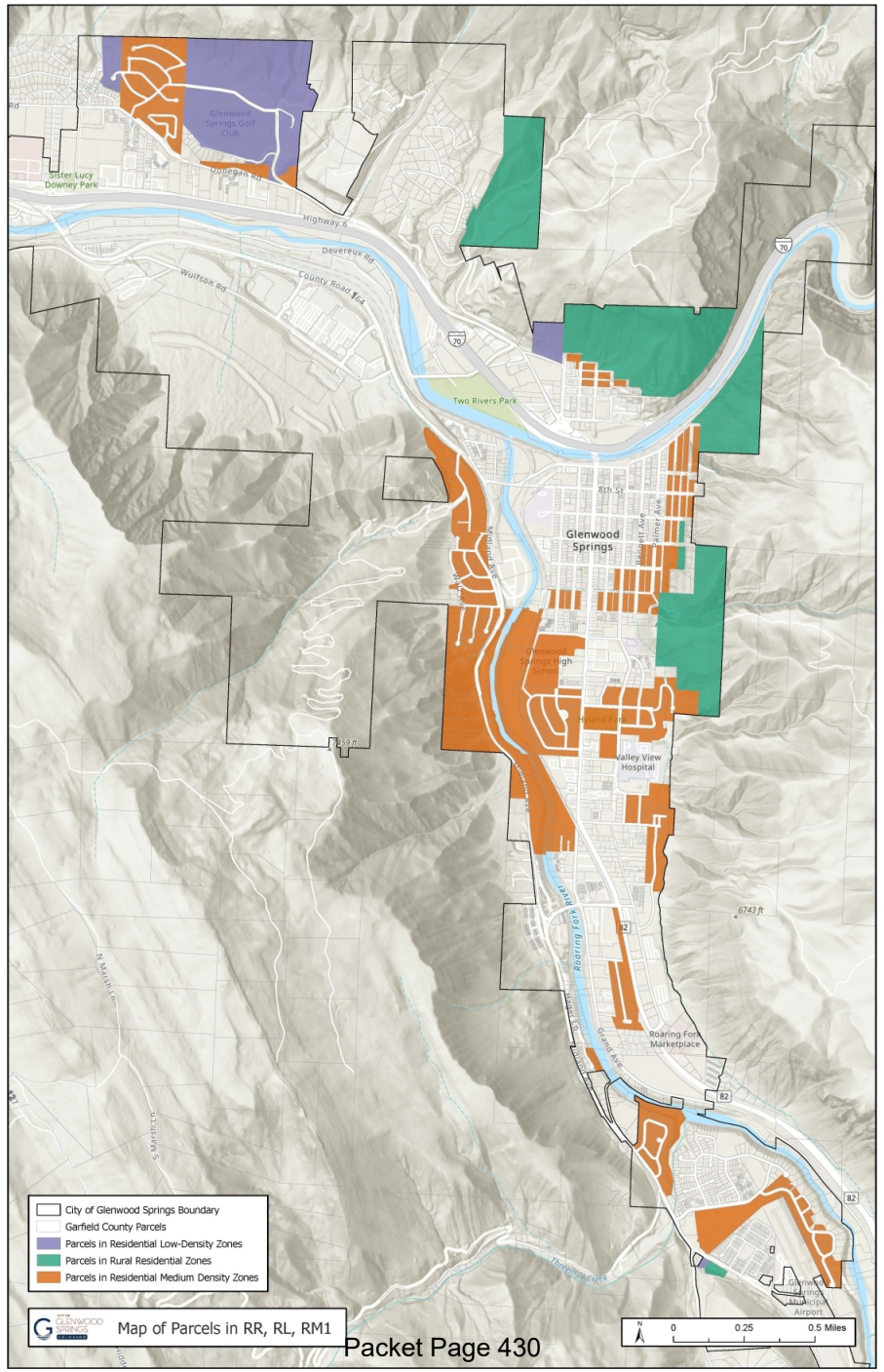
- Allow duplexes in RR and RL by Administrative Review (AR), subject to limitations:
  - Minimum 350-foot buffer in between other AR-approved duplexes
  - In RL, duplexes still allowed by SUP, even within 350-foot buffer
  - No changes to duplex parking requirements
- Must meet following criteria:
  - 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

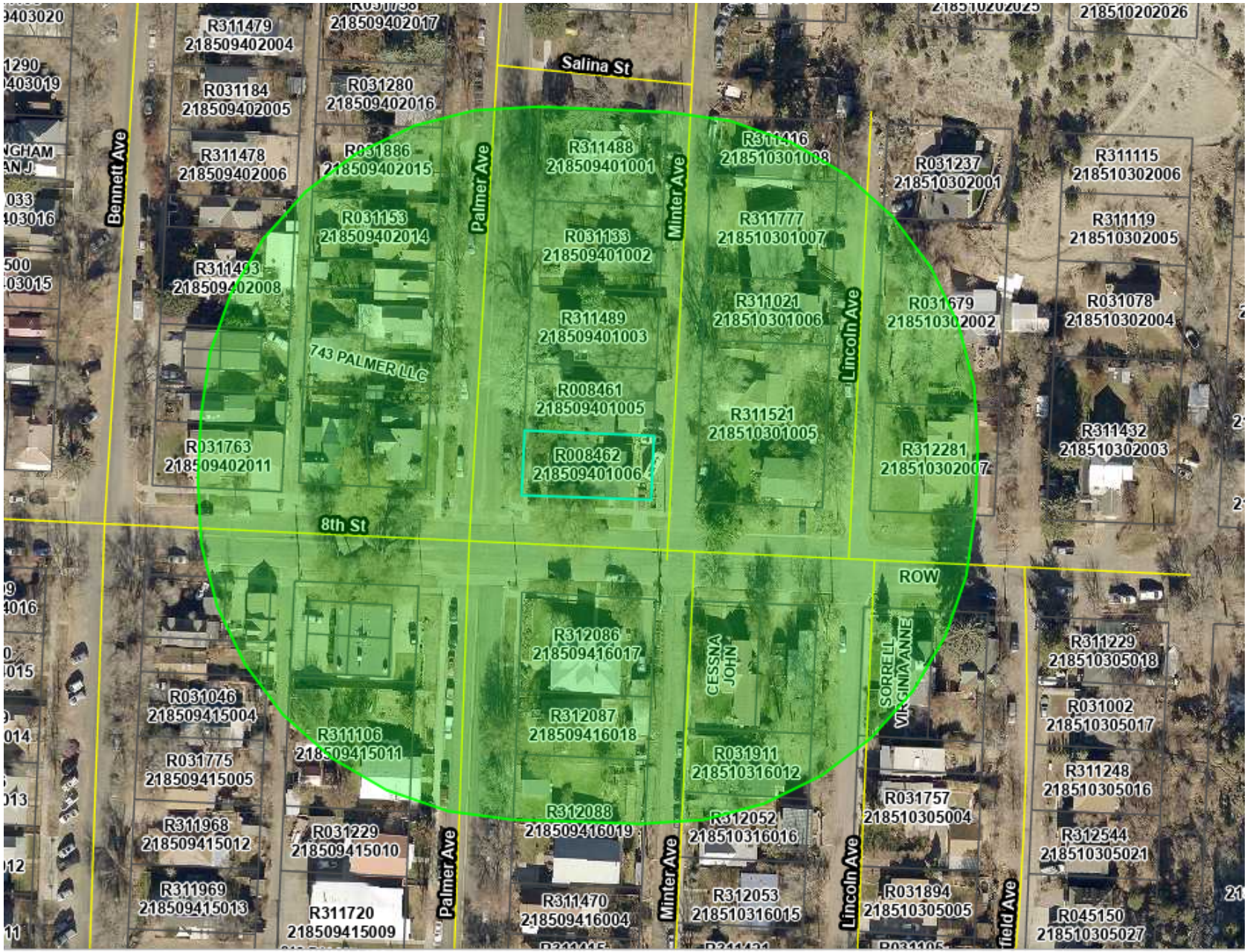
- Allow duplexes and triplexes by Administrative Review in RM1, subject to limitations:
  - Minimum 250-foot buffer in between other AR-approved duplexes and triplexes (*duplexes/triplexes to have own buffers*)
  - Parking requirements the same as existing for duplex/multifamily
  - Duplexes still allowed 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.

CITY OF GLENWOOD SPRINGS COLORADO

CITY OF GLENWOOD SPRINGS COLORADO



CITY OF GLENWOOD SPRINGS COLORADO



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

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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.

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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.

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Questions

Public Comment

Commissioner Discussion

Appendix

Chart for Area Median Income (AMI)

County	HERA	AMI	2024 Maximum Rents					2024 Incor			
			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

CITY OF GLENWOOD SPRINGS COLORADO

2023 Survey Results – Duplexes

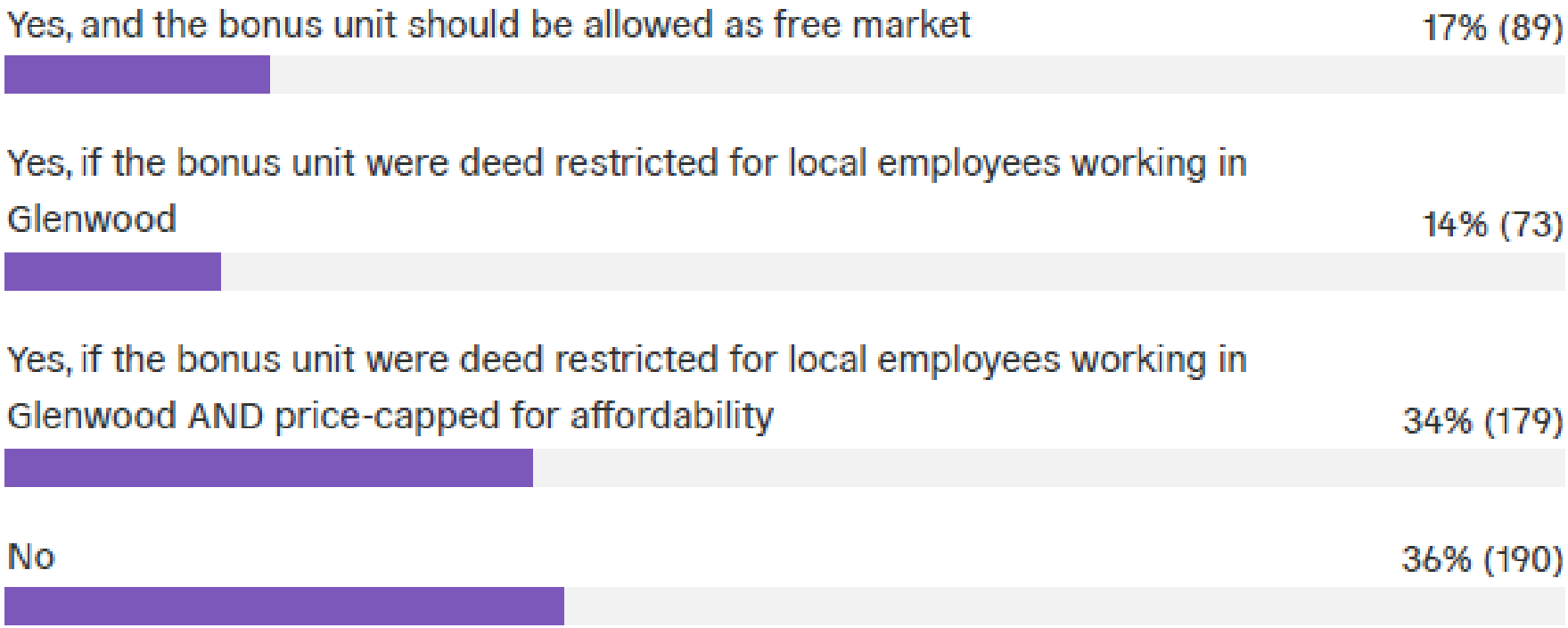
- RR zone district:
  - 55.7% in favor of allowing in some form
  - 44.3% opposed
- RL zone district:
  - 53.8% in favor of allowing in some form
  - 46.2% opposed
- RM1 zone district:
  - 51.1% in favor of allowing in some form
  - 48.9% opposed

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.



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

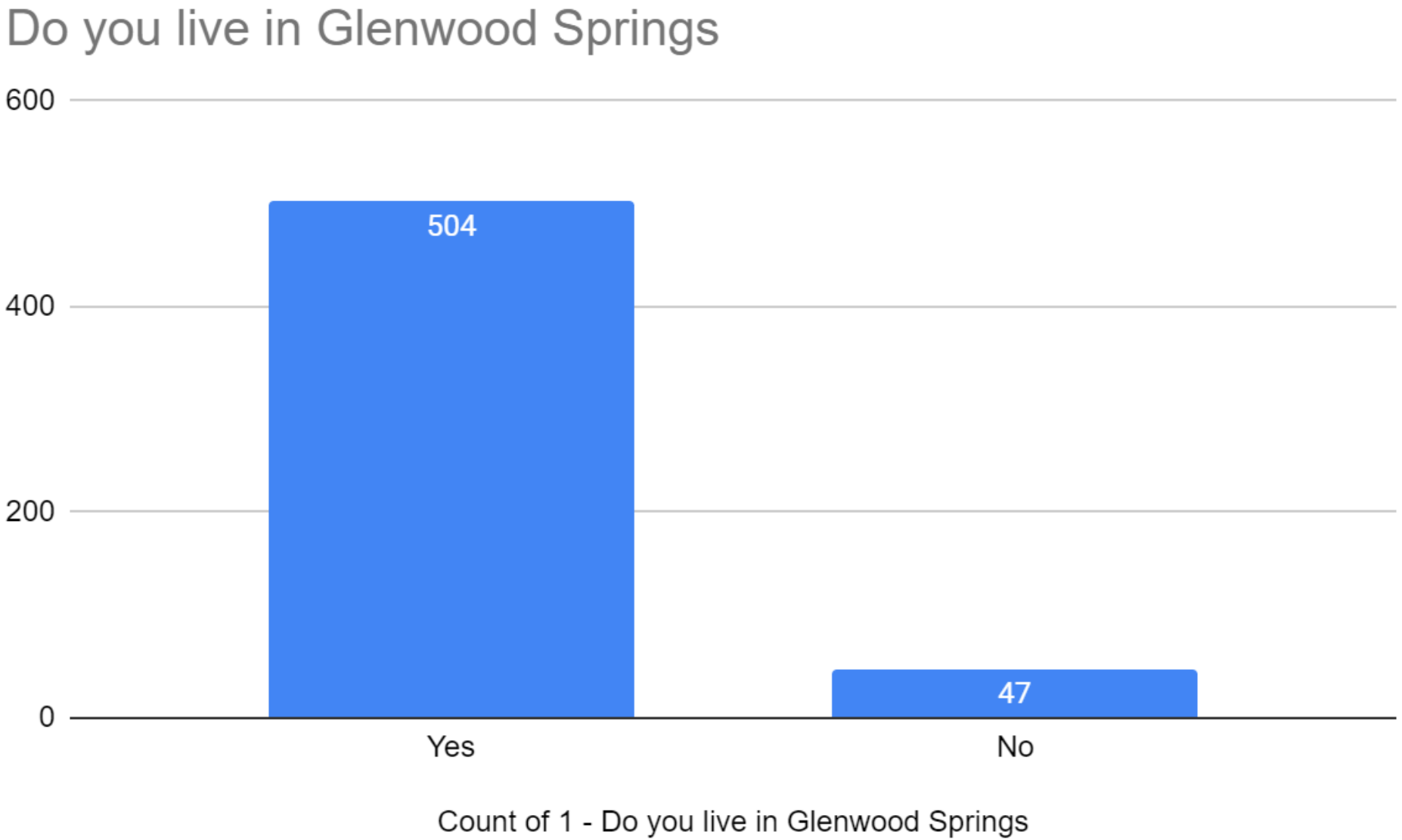
- Open-ended responses
  - Senior housing
  - Anti-growth sentiment
  - Interest in ADUs
  - Grocery stores
  - Transit-oriented design
- Some confusion about the topic and the phrasing of the question

Survey

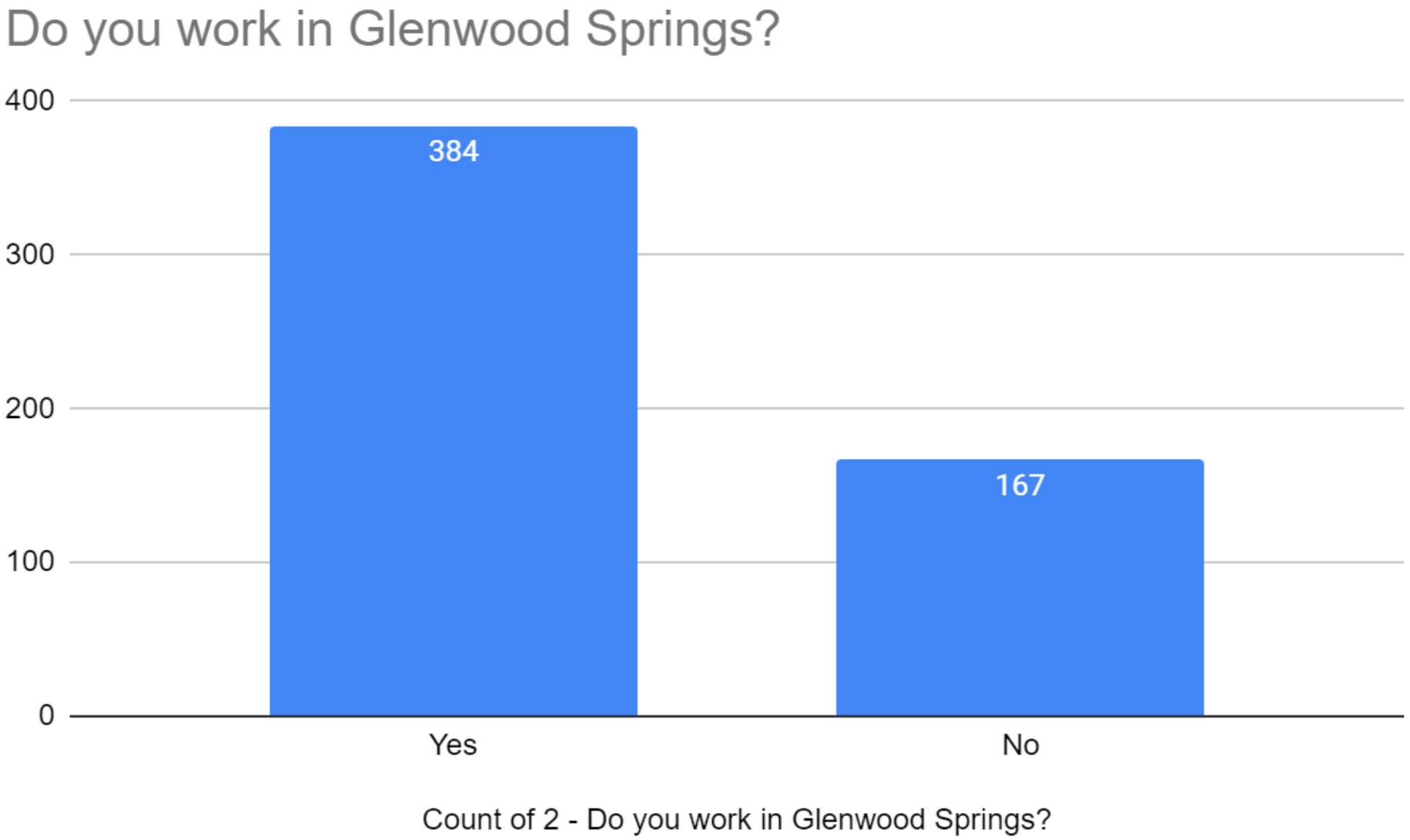
- Limitations of survey
  - Skewed toward wealthier homeowners
  - Upzoning questions imperfect
  - Difficulty explaining topics in a survey format
  - Confusion about development on hillsides

CITY OF GLENWOOD SPRINGS COLORADO

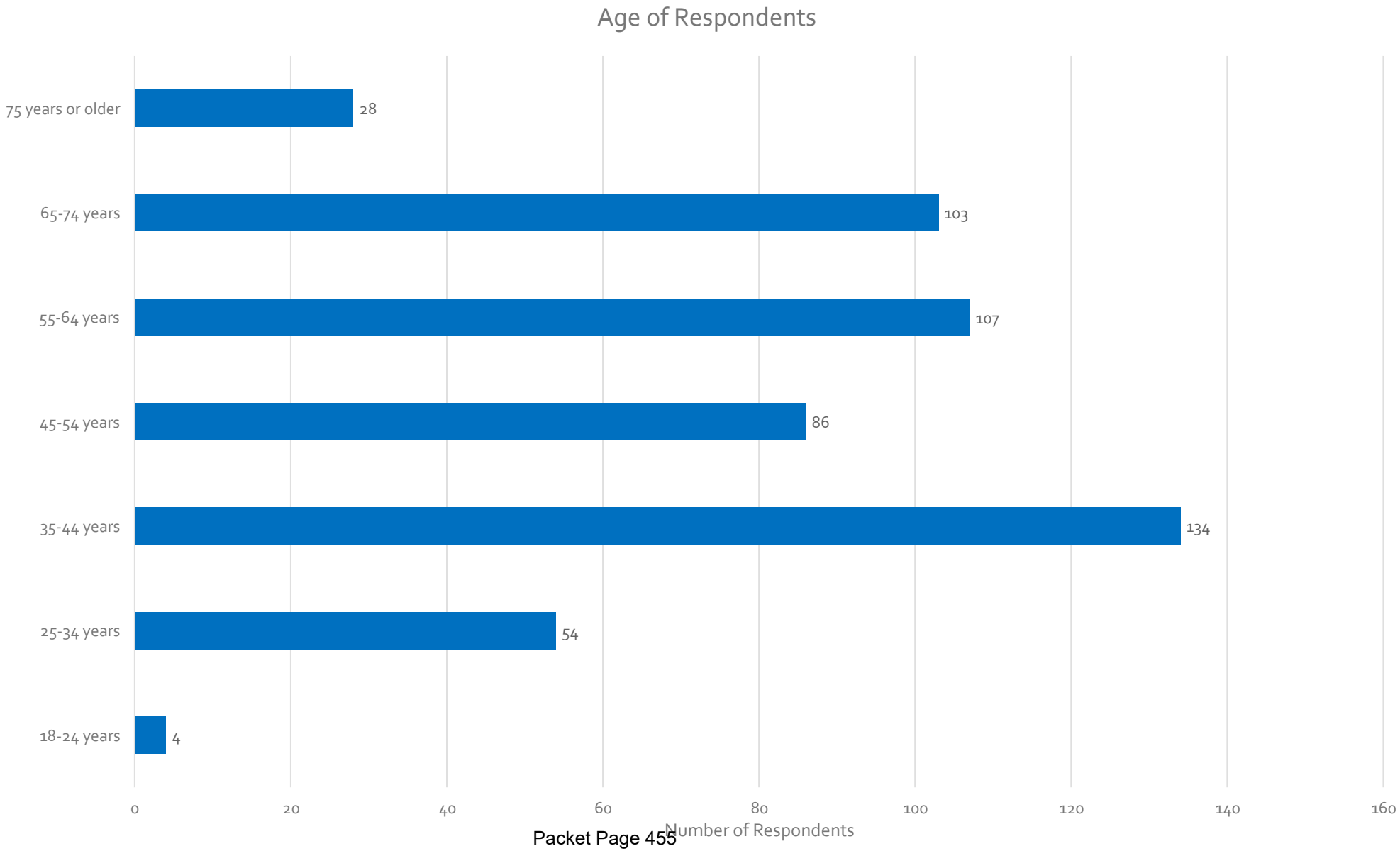
Survey


Do you live in Glenwood Springs
600
400
200
0
504
47
Yes
No
Count of 1 - Do you live in Glenwood Springs

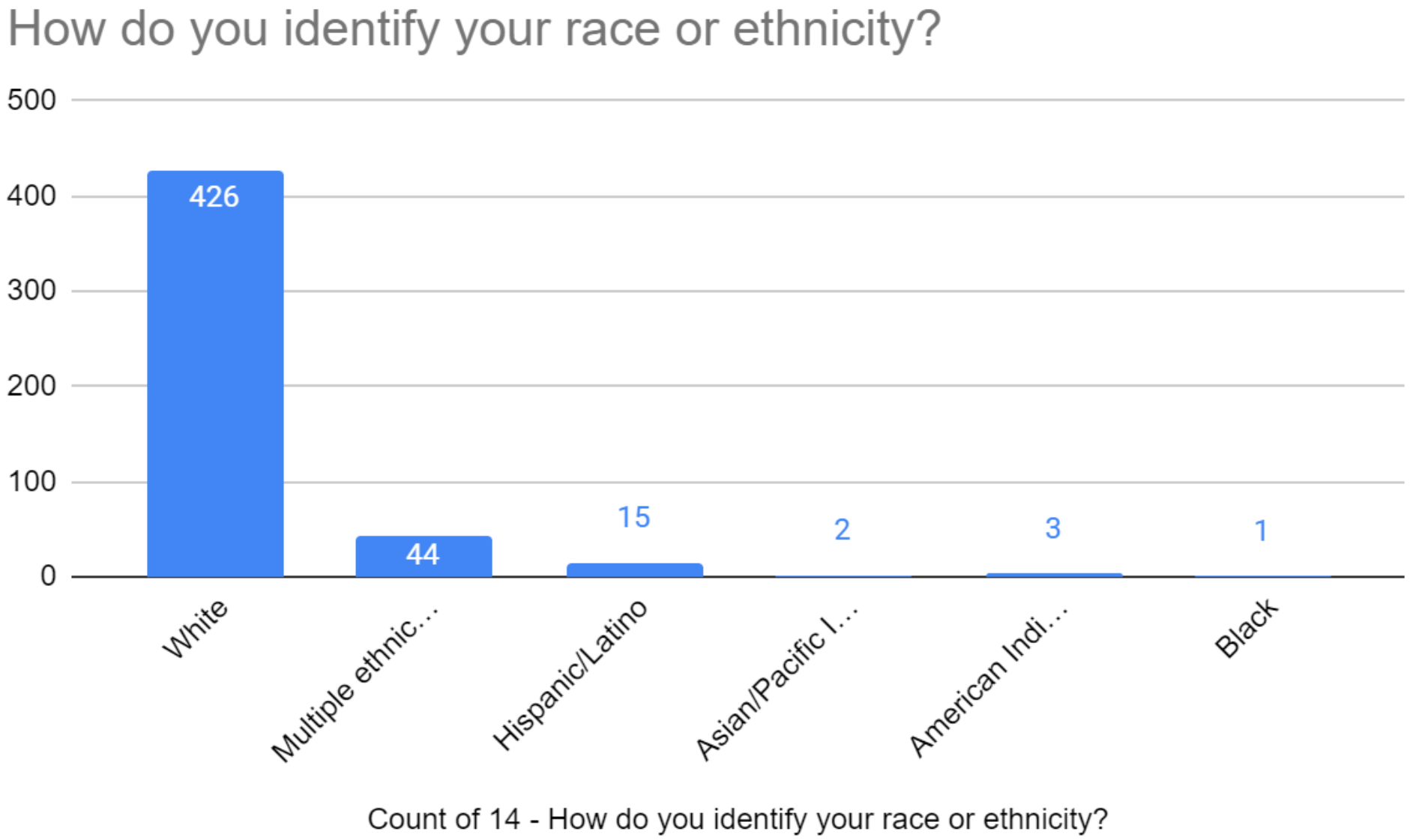
Survey


Do you work in Glenwood Springs?
400
300
200
100
0
384
167
Yes
No
Count of 2 - Do you work in Glenwood Springs?

Survey

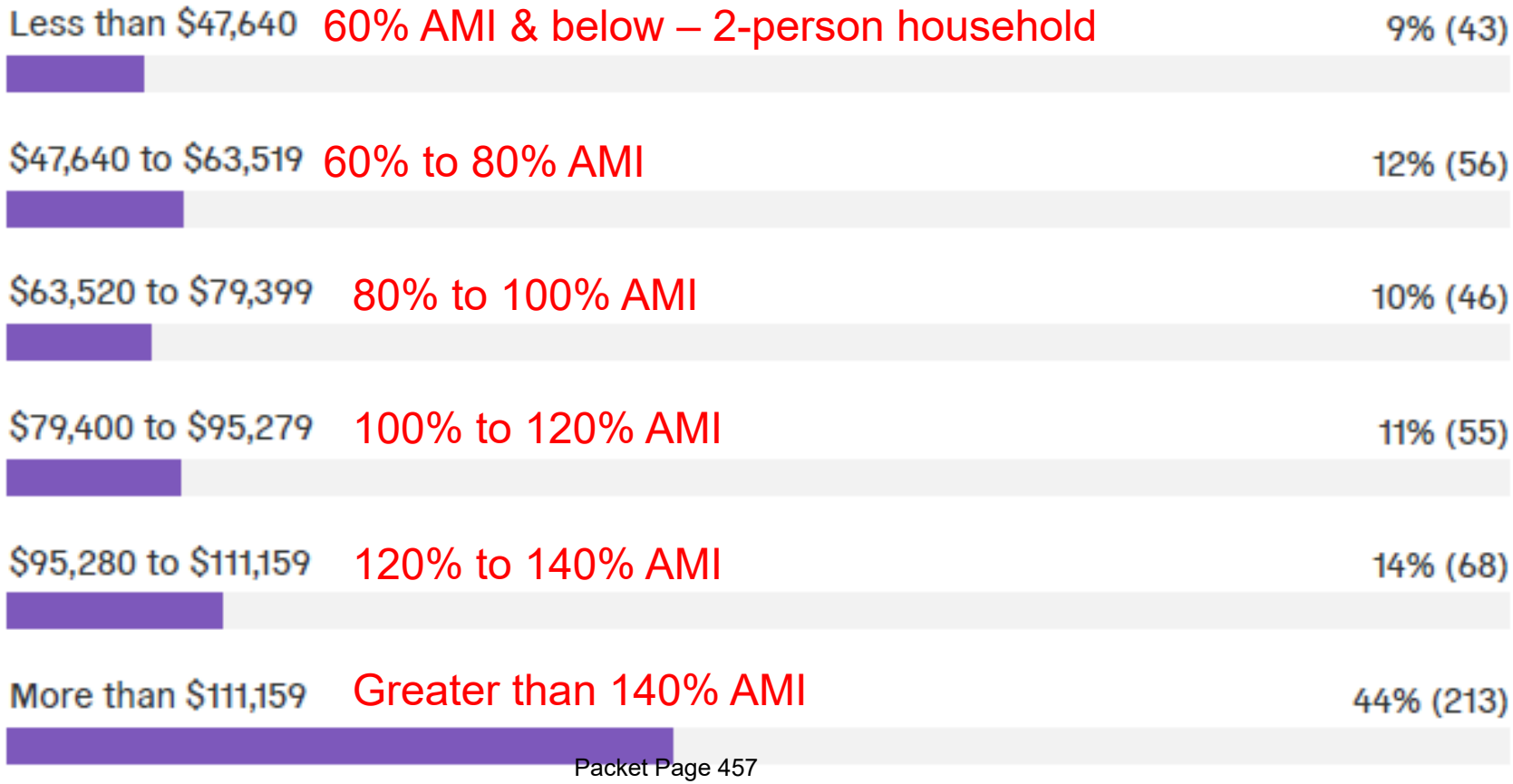

Age of Respondents
75 years or older
28
65-74 years
103
55-64 years
107
45-54 years
86
35-44 years
134
25-34 years
54
18-24 years
4
0
20
40
60
80
100
120
140
160
Number of Respondents

Survey

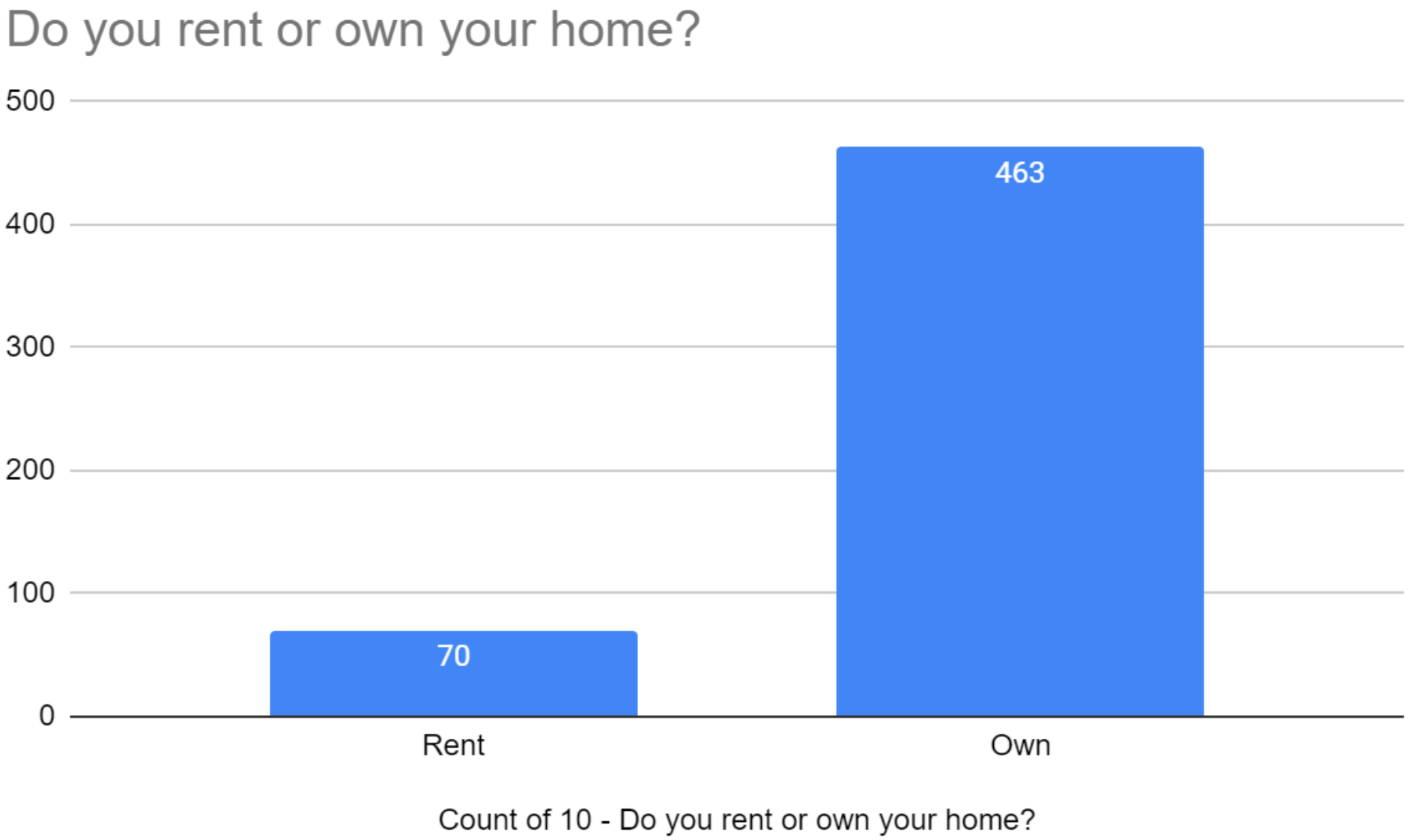

How do you identify your race or ethnicity?
500
400
300
200
100
0
426
44
15
2
3
1
White
Multiple ethnic…
Hispanic/Latino
Asian/Pacific I…
American Indi…
Black
Count of 14 - How do you identify your race or ethnicity?

Survey

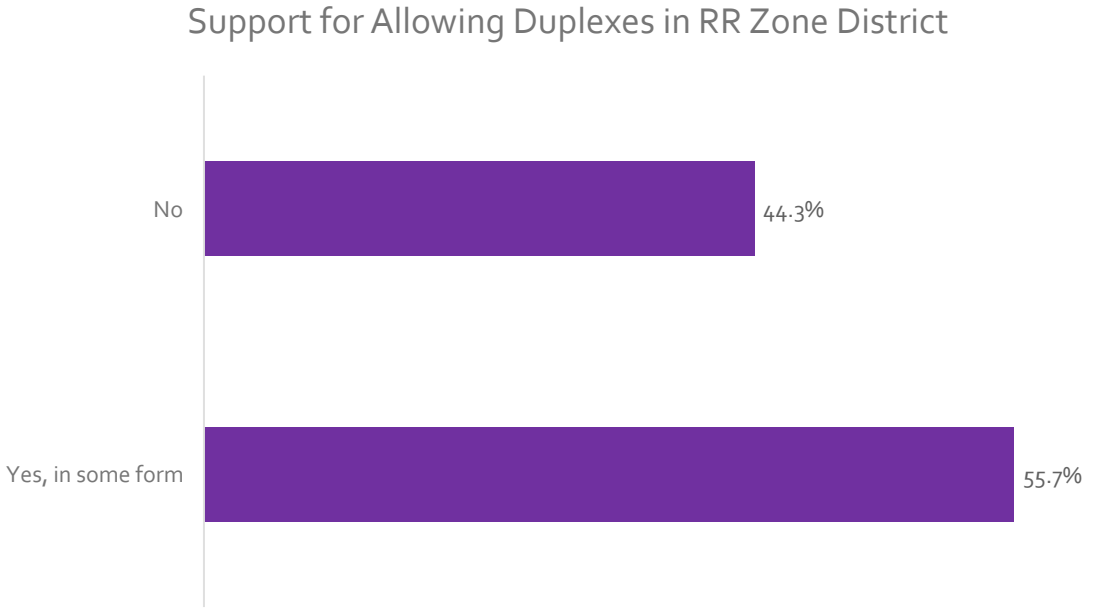
How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

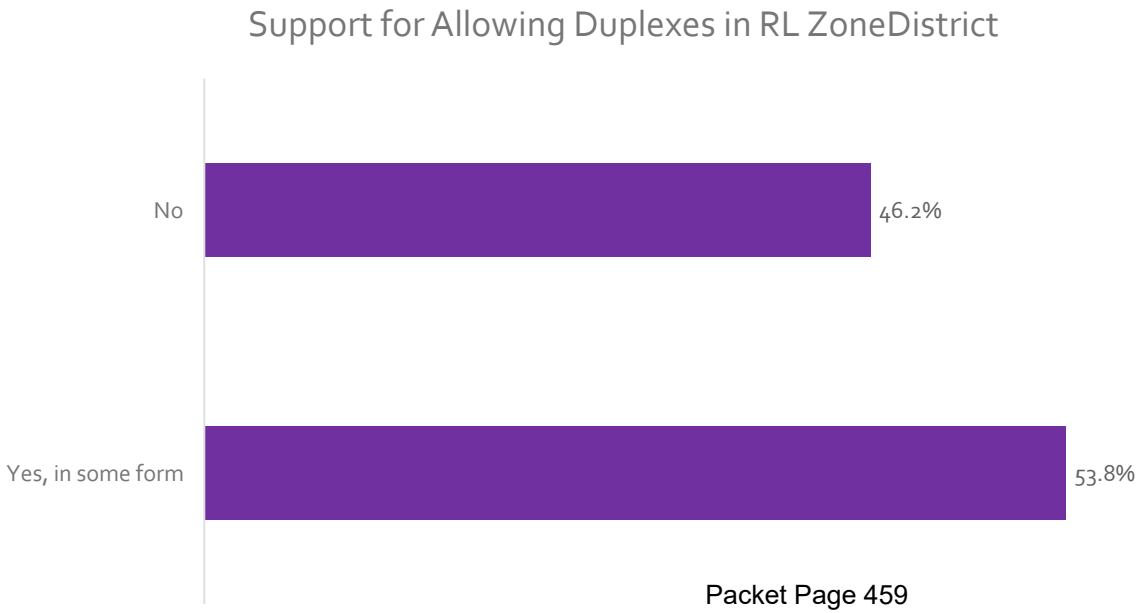


Survey

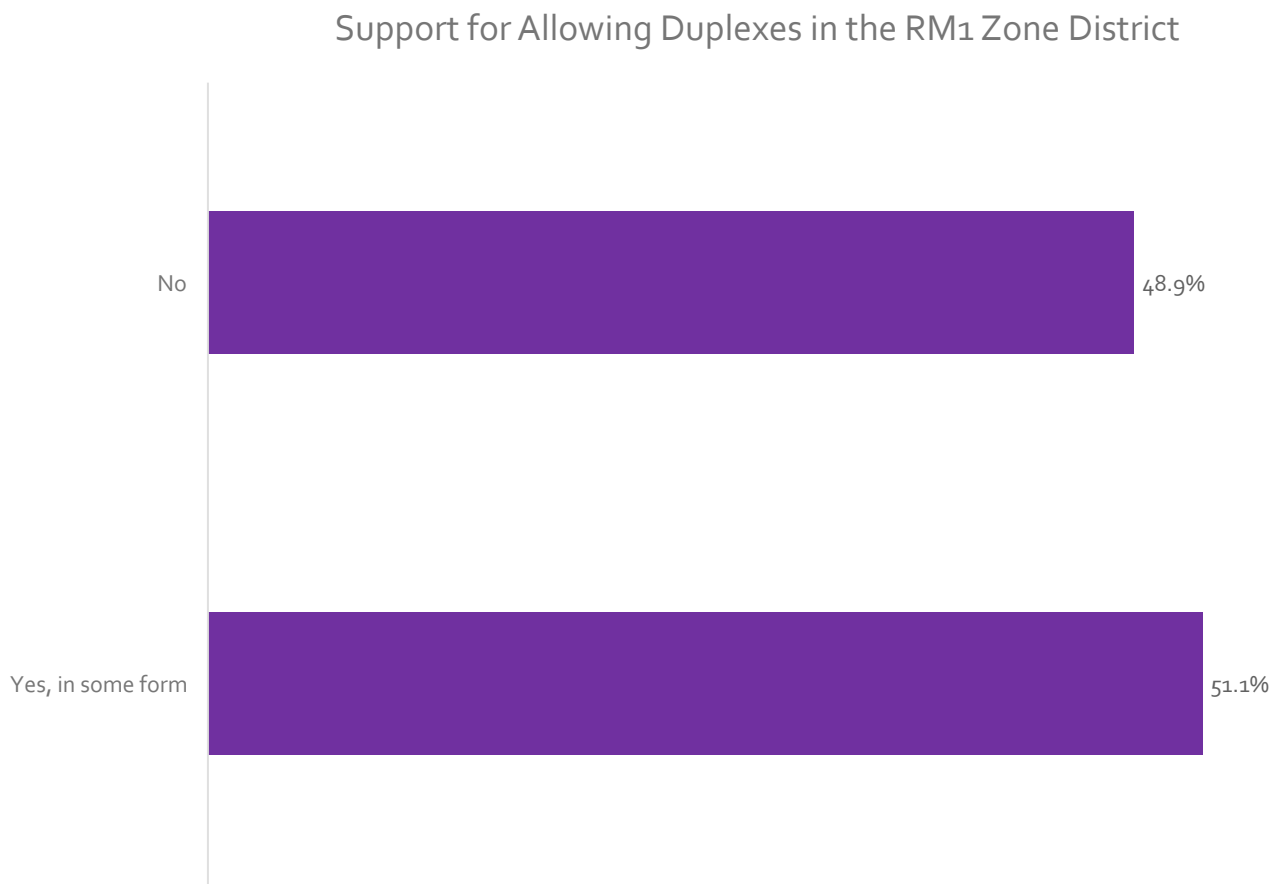

Do you rent or own your home?
500
400
300
200
100
0
463
70
Rent
Own
Count of 10 - Do you rent or own your home?

Survey

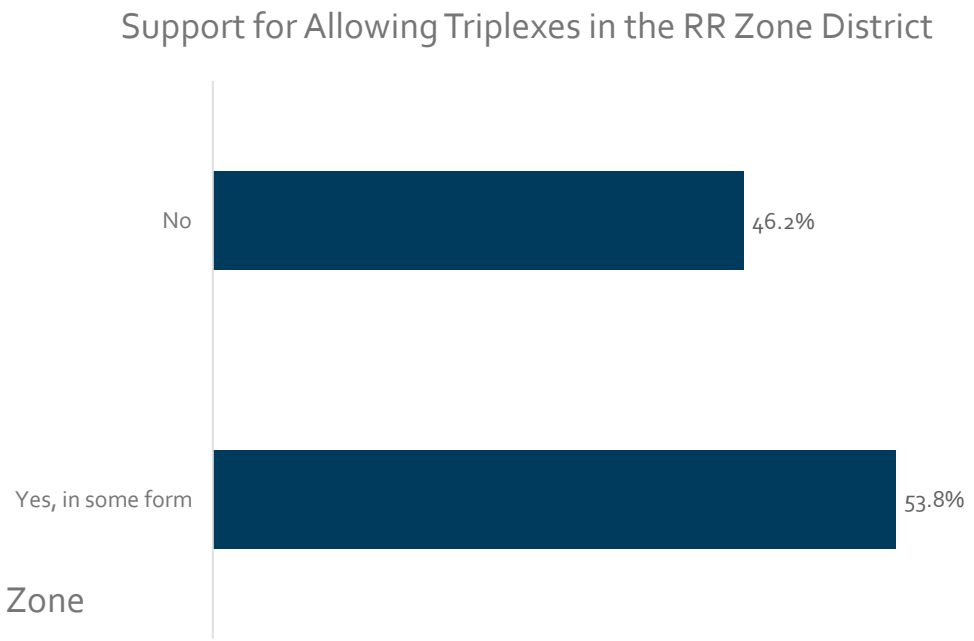

Support for Allowing Duplexes in RR Zone District
No
44.3%
Yes, in some form
55.7%

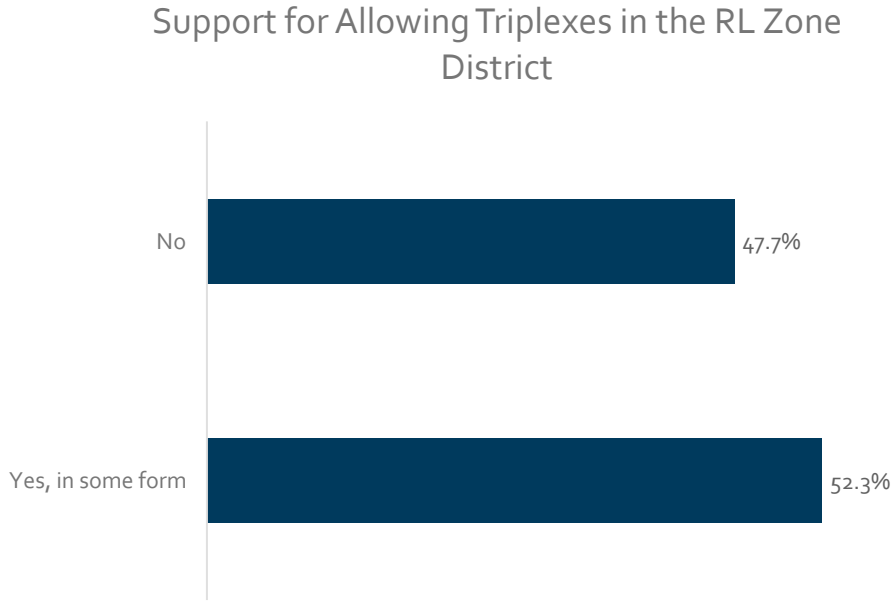

Support for Allowing Duplexes in RL ZoneDistrict
No
46.2%
Yes, in some form
53.8%

Survey

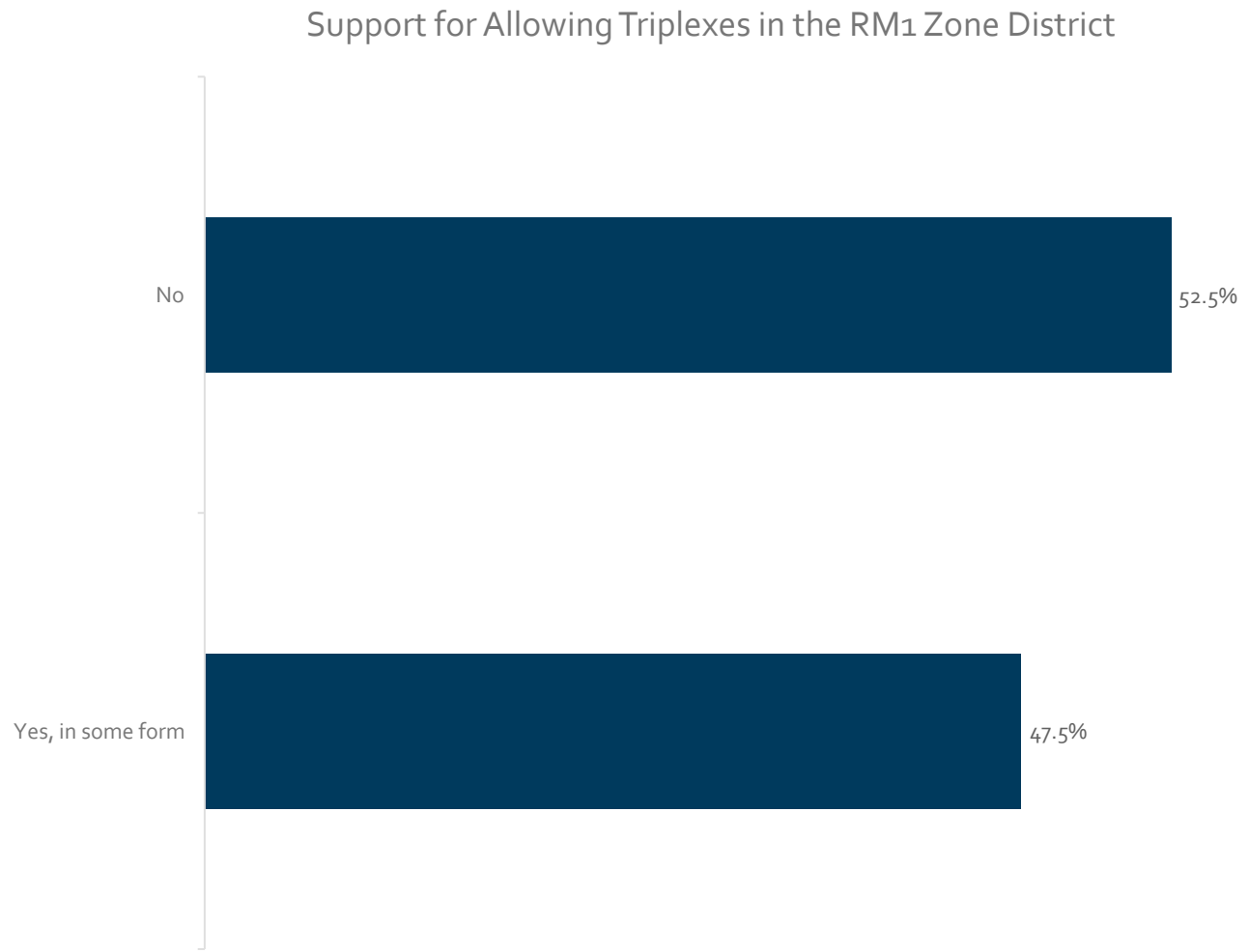

Support for Allowing Duplexes in the RM1 Zone District
No
48.9%
Yes, in some form
51.1%

Survey


Support for Allowing Triplexes in the RR Zone District
No
46.2%
Yes, in some form
53.8%


Support for Allowing Triplexes in the RL Zone District
No
47.7%
Yes, in some form
52.3%

Survey


Support for Allowing Triplexes in the RM1 Zone District
No
52.5%
Yes, in some form
47.5%

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.

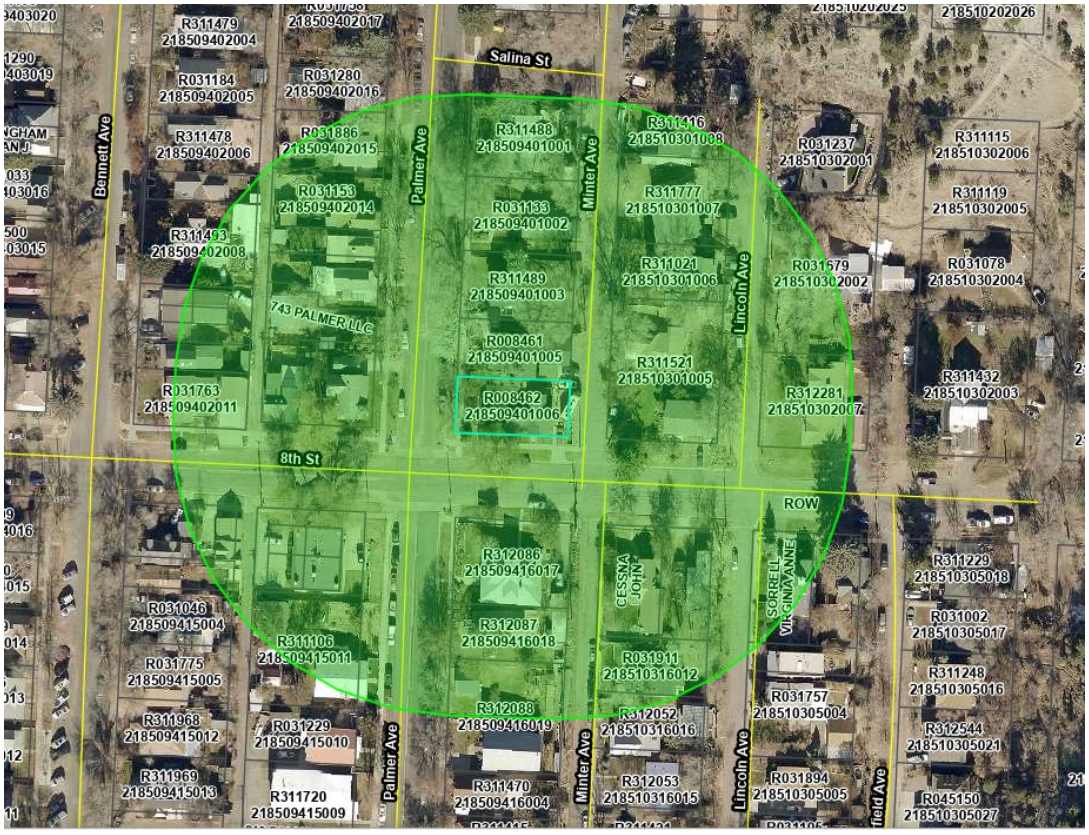
This administrative review will be conducted by the Community Development Director, with appeals going to P&Z. This new Administrative Review procedure will allow duplexes to be built in the RR, RL, and RM1 zones, and triplexes to be built in the RM1 zone, if the Director finds that a project meets the 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, 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
	Dwelling, three-family			P[1]	P	P	P	P	P	P	P	P				S	CREATE USE SPECIFIC STANDARDS AND REFERENCE HERE	1.5 per dwelling unit, plus 1 guest space
	Dwelling, two-family	P	P	P	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			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.

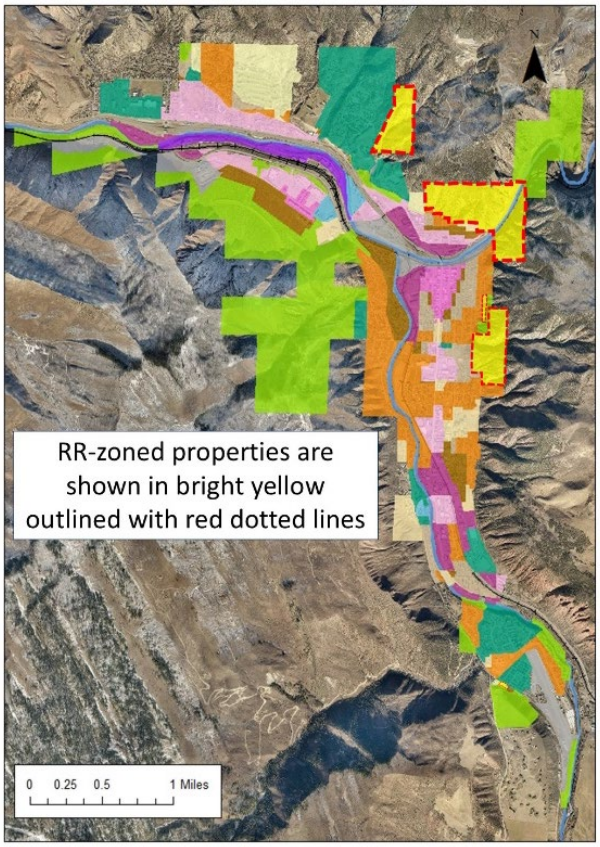
Above: The portion of the Municipal Code showing allowed residential uses by zone district with proposed changes in red.

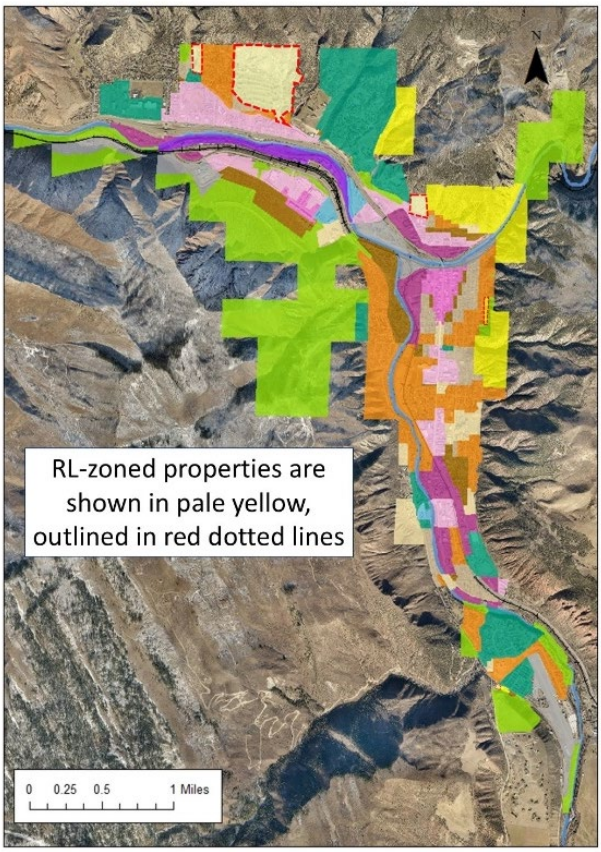
If directed to make the changes discussed in this memo, several changes to the Municipal Code will need to be made to implement these changes:

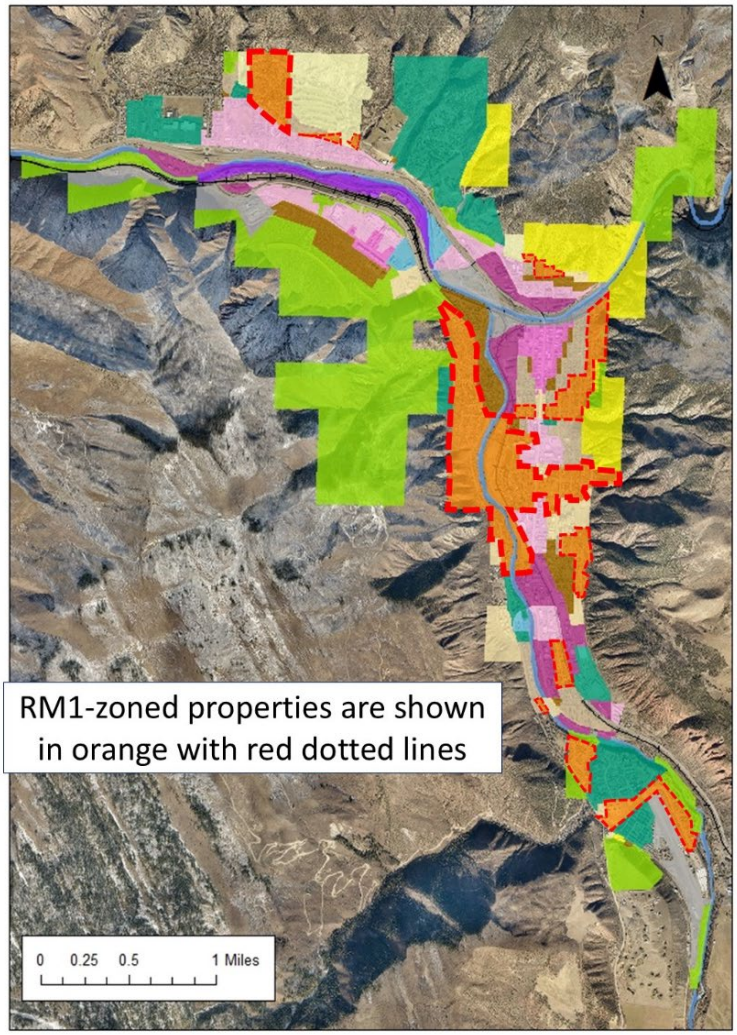
- Changes to the use chart (section 070.30.020(e)): A "dwelling, three-family" category will be created with associated requirements, such as parking minimums.
- Duplexes will be listed as a permitted use in the use chart in the RR, RL, and RM1 zone districts
- Triplexes will be listed as a permitted 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.

DRAFT

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 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.

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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 wont result in actual units built.

Concern over public involvement in this proposal.

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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.

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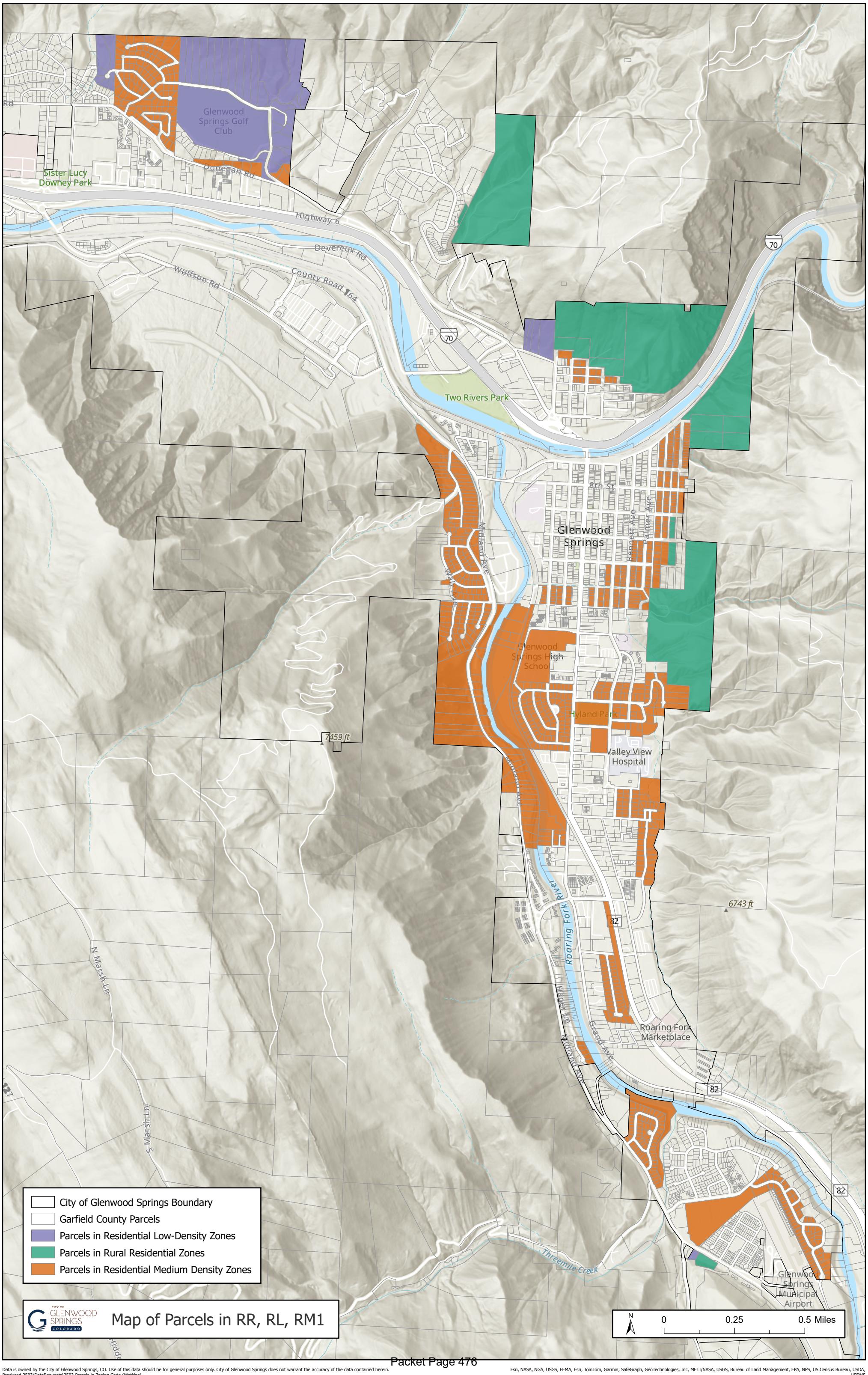

Data is owned by the City of Glenwood Springs, CO. Use of this data should be for general purposes only. City of Glenwood Springs does not warrant the accuracy of the data contained herein.
Produced 2503\DataRequests\2503 Parcels in Zoning Code (Watkins)

Esri, NASA, NGA, USGS, FEMA, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

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

JOHN DEERE
SINCE
FARM

7515

3729
3735
PILOT

1823
1825

1908

3832
3830

4212

RECYCLE

5608
5610
GARBAGE

1213
A
B

1208
1206

1504
1502

324
Portland
Composts!
WM
503-249-8078

915

6404
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915
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5101

5203

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: Ordinance 2025-13; Amendment to Section 050.040.070 Suspension and Revocation of Contractor License

Action Requested: Consideration of a code amendment to allow revocation or suspension of a construction trade license due to non payment of any outstanding balance with the City of Glenwood Springs.

Department: Economic and Community Development

Presented By: Matthew Langhorst

Strategic Goals: Provide Efficient and Responsive City Government

Background Info: The Building official has the authority to revoke or suspend construction trade licenses based on a list of actions or omissions by the Contractor as stipulated in Municipal code section 050.040.070. Staff is proposing adding an action to the qualifying list that includes non-payment of any outstanding balance owed to the City.

Issues: Currently, outstanding balances is not a qualifying action that allows the Building Official to revoke a construction trade license. Adopting this standard will encourage all construction license holders to maintain accounts for City services in good standing in order to maintain their ability to apply for building permits through the Community Development department. The outstanding balances would be related to the work they perform as a licensed contractor such as but not limited to the landfill, building permit fees, system improvement fees.

Fiscal Impact: This provides the City with a mechanism to recoup any outstanding balances that a licensed contractor may owe the City.

Legal Review: Legal has drafted the ordinance.

Staff Recommendation: Staff recommends approval of Ordinance 2025-13.

ORDINANCE NO. 13

Series of 2025

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 050.040.070 OF THE GLENWOOD SPRINGS MUNICIPAL CODE REGARDING SUSPENSION AND REVOCATION OF CONSTRUCTION TRADES LICENSES FOR UNPAID MUNICIPAL TAXES AND FEES.

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, the Glenwood Springs Economic and Community Development has recommended amending the Glenwood Springs Municipal Code (the "Code") to add unpaid municipal taxes or fees as grounds for revocation of construction trades licenses; and

WHEREAS, adoption of this standard shall encourage all construction license holders to maintain their accounts for City services in good standing; and

WHEREAS, Section 050.040.070 (a) of the Code sets forth grounds for revocation of construction trades licenses; and

WHEREAS, the City Council finds and declares that the amendment to Section 050.040.070 (a) of the Code regarding suspension or revocation of construction trades licenses for unpaid municipal taxes, fees, or bills is in the best interests 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**. Section 050.040.070 (a) is here by amended as follows, with double underlined text added and strike through language deleted:

TITLE 050 - BUSINESS LICENSES AND REGULATIONS

****

ARTICLE 050.040 - CONSTRUCTION TRADES LICENSES

****

050.040.070 Suspension and revocation.

(a) *Grounds for suspension or revocation.* The Building Official may issue an order suspending or revoking a license issued pursuant to this article if he/she determines that the license holder has committed one (1) or more of the following acts or omissions:

****

(10) Failure to pay any applicable municipal tax or fee including but not limited to sales and use tax, permit and inspection fees of any type, utility bills, or landfill fees.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED PUBLISHED BY TITLE ONLY THIS 3RD DAY OF APRIL 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

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item:	Ordinance 2025-08; Modify 020.020.020 to Remove Certain Reqirements for the Composition of the Tourism Management Board
Action Requested:	Approval of Ordinance 2025-08 to amend the Tourism Management Board membership requirements.
Department:	City Clerk
Presented By:	Ryan Muse
Strategic Goals:	Provide Efficient and Responsive City Government
Background Info:	In order to attract the most qualified community members to sit on the Tourism Management Board we need to amend the requirement that prohibits board participation by anyone with a related financial interest.
Issues:	All conflicts of interest, including financial interests, should be clearly disclosed in all meetings or discussions.
Fiscal Impact:	NA
Legal Review:	Legal drafted the Ordinance
Staff Recommendation:	Staff supports approval.

ORDINANCE NO. 08

Series of 2025

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING SECTION 020.020.020(12) TO REMOVE CERTAIN REQUIREMENTS FOR THE COMPOSITION OF THE TOURISM MANAGEMENT BOARD.

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

WHEREAS, Section 020.020.020(12) of the Glenwood Springs Municipal Code sets the membership requirements for the Tourism Management Board; and

WHEREAS, the Tourism Management Board has recommended changes to the requirements for composition of the Board to more fully address the needs of the City; and

WHEREAS, the City Council finds and declares that the amendments to 020.020.020(12)e of the code as set forth in **Section 2**, below, are in the best interests of the City.

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

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

Section 2. Section 020.020.020(12)e is hereby amended as follows, with double underlined text added and ~~strike through~~ language deleted:

Section 020.020.020 – Composition of boards and commissions.

****

(12) *Tourism Management Board*

****

e. Three (3) citizens, at least two (2) who are residents of the City. ~~and that shall not have a direct or indirect financial interest in a business referenced in (a), (b) or (c) above and one (1) who is a resident that may have a financial interest in a business referenced in (a), (b) or (c) above.~~

****

INTRODUCED, READ, PASSED, AND ORDERED PUBLISHED BY TITLE ONLY THIS 3RD DAY OF APRIL 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

_____

Ingrid Wussow, Mayor

ATTEST:

_____

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED PUBLISHED BY TITLE ONLY TO BE EFFECTIVE IMMEDIATELY THIS __ DAY OF _____ 2025.

CITY OF GLENWOOD SPRINGS, COLORADO

_____

Ingrid Wussow, Mayor

ATTEST:

_____

Ryan Muse, City Clerk

City Council
STAFF REPORT
City of Glenwood Springs
April 3, 2025

Agenda Item: City Manager

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:

City Council

STAFF REPORT

City of Glenwood Springs

April 3, 2025

Agenda Item: City Attorney

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:

City Council

STAFF REPORT

City of Glenwood Springs

April 3, 2025

Agenda Item: Correspondence Incoming/Outgoing

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation:

City Council

STAFF REPORT

City of Glenwood Springs

April 3, 2025

Agenda Item: Adjournment

Action Requested:

Department: City Clerk

Presented By:

Strategic Goals:

Background Info:

Issues:

Fiscal Impact:

Legal Review:

Staff Recommendation: