



Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623

**AGENDA
PLANNING & ZONING COMMISSION
THURSDAY, January 28, 2021
7:00 P.M. Virtual Meeting ***

1. CALL TO ORDER
2. ROLL CALL
3. 7:00 p.m. – 7:05 p.m.
Minutes of the January 14, 2021 meeting.....Attachment A
4. 7:05 p.m. – 7:10 p.m.
Public Comment for Persons not on the agenda (See instructions below)
5. 7:10 p.m. – 8:00 p.m.
Comprehensive Plan Update -Review draft Request for Proposal..... Attachment B
6. 8:00 p.m. – 8:05 p.m.
Staff Update/Admin Report.....Attachment C
7. 8:05 p.m. – 8:10 p.m.
Commissioner Comments
8. 8:10 p.m. – ADJOURN

***Please note all times are approx.**

ATTENTION: Due to the continuing threat of the spread of the COVID-19 Virus, all regular Carbondale P & Z Meetings will be conducted virtually. If you have a comment concerning one or more of the Agenda items please email jleybourne@carbondalecto.net by 4:00 pm on January 28, 2021.

If you would like to comment during the meeting please email jleybourne@carbondalecto.net with your full name and address by 4:00 pm on January 28, 2021. Also, you may contact jleybourne@carbondalecto.net to get a phone number to listen to the meeting, however, you will be unable to make comments.

You are invited to a Zoom webinar.

When: Jan 28, 2021 07:00 PM Mountain Time (US and Canada)

Topic: Planning and Zoning Commission Meeting 1-28-2021

Please click the link below to join the webinar:

<https://zoom.us/j/95848283185?pwd=S1phMIFWM3NUR3NORXJzcENpWjZMZZ09>

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Webinar ID: 958 4828 3185

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Upcoming P & Z Meetings: 2-11-2021 – TBD

2-25-2021 – Thompson Park – Preliminary/Final Plat

MINUTES

CARBONDALE PLANNING AND ZONING COMMISSION

Thursday January 14, 2021

Commissioners Present:

Michael Durant, Chair
Jeff Davlyn
Marina Skiles
Erica Stahl Golden (2nd Alternate)
Jay Engstrom, Vice Chair
Nicholas DiFrank (1st Alternate)

Staff Present:

Janet Buck, Planning Director
John Leybourne, Planner
Mary Sikes, Planning Assistant

Commissioners Absent:

Nick Miscione
Jade Wimberley

Other Persons Present Virtually

Dominique Needham, 734 Garfield Avenue
Haley Carmer, Thompson Park Attorney
Riley Soderquist, Carbondale Center Place
Jack Schragger, Carbondale Center Place
Tom Siciliano, Sopris Shopping Center
Yancy Nichol, Sopris Engineering
John Petaisto, Sopris Engineering
Michael Noda, Architect, 3560 Walnut Street, Denver, CO
Daniel Wilde, Architect, 3560 Walnut Street, Denver, CO
Ignarri Lummis, Architect for the self-storage
Joe Davidson, Architect for the self-storage
Devin Gardiner of Pinon Sage, Landscape Architect
Dr. Ronald Stein, 1624 W. Olive Avenue, Burbank, CA
Amy Kimberly, Director of Carbondale Arts
Jessica Kidd, Sopris Self Storage
Aisha Weinhold, 1363 Rock Court
Michael Zhang, 424 Hitching Post Lane, New Castle
Renee Grossman, owner High Q
Patrick Hunter, 1131 County Road 106
Frosty Merriott, 818 Lakeside Drive

The meeting was called to order at 7:01 p.m. by Michael Durant.

December 10, 2020 Minutes:

Marina made a motion to approve the December 10, 2020 minutes. Jeff seconded the motion, and they were approved unanimously with Nicholas abstaining.

Public Comment – Persons Present Not on the Agenda

There were no persons present to speak on a non-agenda item.

VIRTUAL HEARING – Subdivision Exemption/Lot Split

Location: 734 Garfield Avenue

Applicant: Dominique Needham

John said before you tonight is an application for a Subdivision Exemption. He said that you are required to hold a public hearing and render a final decision. He stated that the decision may be to approve the application, deny the project, or continue the public hearing. He said that the lots are in the Residential Medium Density (RMD) zone district and the existing Lot is 10,109 square feet. He said that the proposed Lots would be Lot B1 = 3,056 square feet and Lot B2 = 7,053 square feet.

John said that Lot B1 conforms with the requirement of a minimum of 3,000 square feet.

John said that the existing Lot B currently has a single-family two-story home with an attached carport with access from the alley and a garage on the proposed Lot B1 with a home occupation, with parking in front of the garage.

John said that if the application is approved tonight the home occupation could no longer be operated until a dwelling unit is actually placed within the garage.

John stated that as stated before the minimum lot area in the zone district is 3,000 square feet and that Lot B1 is 3,056 square feet and Lot B2 is 7,053 square feet.

John said that the minimum lot width is 25 feet, and the minimum lot depth is 50 feet. He said that Lot B1 is 27.33 feet wide and 110 feet long and Lot B2 is 64.33 wide and 110 feet long. He stated that the setbacks have also been met.

John explained that the properties have three parking spots each which are accessed from the alley to the south of the structures. He said that there are also three parking spots in the Garfield Avenue right-of-way, which are not included in the calculations.

John said as noted, one of the purposes of this plat is to correct the process used for the initial subdivision of Lot B. He said that the subdivision at that time was done administratively rather than through the subdivision exemption process. He said that this is correcting Staff mistake on that.

Marina asked for clarification that we are not changing anything that already exists and that we are allowing this homeowner to continue their operations.

John explained that once the plat is recorded then the home occupation would have to cease because home occupations have to have the owner reside at that location. He said that we split the lot into Lot B1, where the home occupation is located and B2, where she currently resides.

Marina asked if this creates a hardship for the homeowner. John explained the correction and the process that the original lot split was approved under. He said that it was originally done administratively but that it should have come to the P&Z as a Subdivision Exemption.

Further discussion ensued regarding the rules of home occupancy.

Jay said that it looks like the garage has a sewer line coming out of it but no water line.

John said that the water line was recently added but it is not shown on that survey.

Marina asked if someone could tear down the garage and build a home facing Garfield Avenue and then it would have a new Garfield address.

John said correct.

Dominique Needham said that John has conveyed what's happening. She said that she is trying to make two lots out of her one large lot. She said that she is wanting to make the most of the lot that she has so she can have two lots.

Public Comments

There were no members of the public to comment.

Motion

Jeff made a motion to close the public hearing, Nicholas seconded the motion, and it was approved unanimously.

Marina asked if there was a commercial enterprise off of the alley right now?

John said that there is a home occupation in the existing garage.

Marina asked what would happen if that location sold.

John explained that the new owner would have to move into the garage or the operation of the salon would have to cease.

Nicholas said that this could be done to virtually every lot and split down to 30,000 square foot increments in perpetuity.

John said down to 3,000 square feet.

Nicholas said then Lot B2 could be subdivide further.

John said correct.

Jeff said that he is clear and that it is an appropriate infill.

Motion

Jeff made a motion to approve the Subdivision Exemption for 734 Garfield Avenue with the recommended findings and conditions in the Staff report with the addition of condition #7 that the shed indicated on the plat be removed from the plat, as it is no longer on the site. Nicholas seconded the motion, and it was approved unanimously.

Dominique asked if the plat would have to be redone showing the water line and the shed removed.

Janet said that she had already emailed Lines In Space telling her that the shed needs to be removed. She said that if you give me the dimensions of where the water line is that she would work with the Public Works Director to add those. She said that we have a condition of approval that the final plat be in a form acceptable to Town Staff to do those little tweaks. She said otherwise it's in good shape.

John said that Public Works has the water line mapped.

Resolution 1, Series of 2021 – Subdivision Exemption/Lot Split/734 Garfield Ave.

Marina made a motion to approve Resolution 1, Series of 2021, approving the Subdivision Exemption at 734 Garfield Avenue. Nicholas seconded the motion, and it was approved unanimously.

VIRTUAL HEARING – Preliminary and Final Plats

Location: Thompson Park/Parcels 3 & 4

Applicant: Thompson Park LLC

Janet said that Staff began to review the application and found some significant issues with the plat and engineering. She said that so much time has passed since the master plat was approved for Thompson Park. She said that there were some other issues which need clarification.

Janet said that we talked to the applicant about continuing the public hearing to February 25, 2021 to allow them time to adjust their engineering plans to get it back to us by February 1, 2021 to allow Staff time to review the proposal. She said that it is more of a technical issue than a subject problem.

Motion

Marina made a motion to continue the Thompson Park public hearing to February 25, 2021 and direct the applicant to submit a revised application by February 1, 2021. Erica seconded the motion, and it was approved unanimously.

CONTINUED VIRTUAL HEARING – Major Site Plan Review, Subdivision Exemption, Conditional Use Permit
Location: 900-958 Highway 133 and 1201 Colorado Avenue (Sopris Shopping Center and Sopris Self Storage)
Applicant: Carbondale Center Place LLC by Mark Chain

Janet stated that this is a continued public hearing to consider an application for Major Site Plan Review, Subdivision Exemption, Conditional Use Permits and Alternative Compliance. She said that the Commission is required to hold a public hearing and recommend approval or denial. She stated that the Commission may also continue the public hearing.

Janet stated that you reviewed this application on December 10th. She said that the main focus of the meeting was compliance with the UDC. She said that after discussion, the Commission continued the hearing to tonight.

Janet said that there were some outstanding items from the last meeting which the applicant addressed in the supplemental materials. She stated that some of the items required additional material to ensure that the development complied with the requirements of the UDC.

Janet said that others were related to the design of the buildings. She stated that the revised renderings were submitted and included in the packet material. She said that the development team will go through those drawings with the changes.

Janet said that the other issue was the engineering was outstanding. She said that the Public Works Department and Utilities reviewed the plans and overall, they seemed to be acceptable for those departments.

Janet stated that there was only one outstanding item which was questioning whether there should be an easement on the Common Open Space adjacent to the south building. She said that this area is intended for the benefit of the residents of the building, including the commercial tenants. She said that it is not a code requirement, so it was discussed with Staff and we felt this may create a management issue. She said that our thought was that the easement should be removed.

Janet said that another was a question about the access easement along the north property line being extended to Lot 2. She stated that it sounds like that the applicant is ok with that extension.

Janet said that the mixed-use buildings, closest to Highway 133 meet all of the design standards in the code. She said that the buildings are well designed, pedestrian oriented and the roof lines in the buildings provide a lot of movement and interest. She said that there is more cohesion with the revised renderings. She said that they submitted a mass and scale plan with their application and that it fits in so much better than the first building at the rezoning, when it was one long building. She said that the design works well with the design of 1201 Main Street.

Janet said that the storage self-storage facility and the façade facing Colorado Avenue presents the historical mercantile style building. She said that there are large display windows on the ground floor with the narrow windows in the upper floor. She said that the landscape area was concentrated in the front area along Colorado Avenue. She said that the appearance of Colorado Avenue is going to be greatly improved with the development of these two properties.

Janet said that the design of the self-storage facility has evolved over time to living walls a variety of materials and a mural. She said that it is an attractive and interesting development. She said that overall, the development is in compliance with the UDC.

Michael Durant asked the Commission if they had any disclosures in terms of this project or are any of you clients of the Crossfit in the existing shopping center. He said that if you are will that affect your ability to render an impartial decision.

Erica said that she does not think it will affect her ability to be impartial about this application.

Michael Durant asked if anyone has had any ex parte communication regarding this matter.

Marina said that she had a coworker reach out to her because they saw it in the Sopris Sun today, saying that they were against it. She said that she doesn't think this makes her bias.

Marina said regarding the fiscal analysis that the Staff report says that there will be a loss of 20,000 square feet of commercial square feet; however, a significant amount of commercial development is under construction or planned on the west side of Highway 133. She said she wasn't sure how to analyze this sentence.

Janet explained that the retail space in the Sopris Shopping Center is 20,000 square feet. She said that currently we have the building going up next to the City Market building, which is 10,000 square feet. She said that in addition there will be the lumber yard, which is much larger. She said that while we are losing commercial space on the east side of the highway while gaining on the west side. She said that she would also want to note with this new proposed development there would be 10,000 square feet of commercial on the ground floor and there is also 10,000 square feet at 1201 Main Street.

Janet said that it is not a code requirement, but we try to look at with everything we do here in the Town. She said that when we are making decisions we think about any negative fiscal impact.

Michael Noda at neo Studio, 3560 Walnut Street, Denver CO said that the entire design team is here plus we have the architect for Sopris Self-Storage. He explained the following sharing his screen;

- Proposing 76 residential units, 15 of those will be affordable units, 64 efficiency units and 12 two bedroom units.
- Parking requirements have been met.
- Open-space requirement has been exceeded, requirement is 13,000 of open-space and we are providing almost 21,000 square feet.

Michael Noda said that after the December 10, 2020 meeting there were some comments and concerns about a couple areas, and we wanted to go over. He said that everyone liked the historic mercantile look of 1201 across the street and the corner, which Daniel was showing as well as the historic façade facing Colorado Avenue. He said that one of the items that the Commission had a concern about was a three story high metal façade facing Highway 133. He said that we all agreed that a change in material there was a little bit tall and that it would be much better if we continued the architectural style or the mercantile style of what is facing Colorado Avenue. He showed the renderings on the screen and explained all the changes made to both buildings.

Daniel Wilde, Architect, 3560 Walnut Street, Denver, CO finished up their presentation showing the following;

- Showed an animation of the buildings, explaining the changes to both buildings.
- New mercantile elements with the roof changes.
- Location for the mural on the storage building.

Yancy Nichol, Sopris Engineering, 502 Main Street said that he wanted to clarify the Staff report about the easements on the easement exhibit. He said that the south building was an over sight that was a carry-over from 1201 that we accidentally put that public easement around it. He said that we completely agree with Staff that it was inappropriate, so it has been taken off the easement exhibit. He said that the purple easement along the top is the access easement that we agree extending over to Lot 2 makes sense. He said that we completely agree what Staff brought up and the conditions that Staff put on those two easements.

Daniel explained the revised landscaping plan, taking Staff's comments into consideration.

Daniel said that they have updated the layouts of a few residential units with additional labeling showing the deed restricted units. He said that there are fifteen deed restricted units.

Nicholas said that the entire team has done great work. He said that he wasn't at the last meeting but that he watched the whole YouTube. He said that your willingness to collaborate and work with the Town and this Commission consistently goes well noted. He said that the progression of this project is really powerful, and he sees a lot of great stuff has happened with it.

Michael Durant said that this is a continued public hearing and if we have specific questions for the applicant that this would be the time to ask them, otherwise we can save our comments for after we close the public hearing.

Jeff thanked the applicants for being so responsive to the comments. He said that it sounded like Staff caught some of the easement issues, so he said that he was thankful for those revisions. He asked the applicants if they had received any questions about the breakdown of types of apartments i.e., the number of efficiencies verses two bedroom. He said that he knows the deed restrictions was code driven. He asked if they have gotten feedback from Carbondale.

Michael Noda said that based on our current pandemic what we see a lot in the design community throughout Colorado is these efficiency units being something is good for working from home. He said that not having roommates is what a lot of communities are leaning towards and small enough to be efficient and affordable.

Jack Schragger said that we talked about this with the Board of Trustees with the rezoning. He said that we submitted a study to them of what has been built in Carbondale over the last several years. He said that the take-away for the midvalley was that people have been building larger single family homes and condos for a very long time. He said that to Michael's point that more and more people are interested in living either alone or with a significant other in a unit that is more private. He said that we are interested in the units be more attainably priced than other newly built projects in the area. He said that is why we opted for this mix.

Marina thanked the team for taking into consideration of what we said in December. She said that it is noted and that she appreciates it.

Michael Durant said that he sees two trash corrals in the current plan and asked if he missed one last time or was one added.

Daniel said that they moved one to do some traffic calming but based on your comment last time that he talked with Doug at Mountain Waste extensively about this. He said that Doug has recommended what we have will be sufficient for this project.

Michael Durant said that he always wants to sell you something so if he said it's enough, he'll take his word for it.

Jay asked if it takes into account space for recycle for the commercial units too.

Daniel said both are sufficient for trash recycling and composting.

Jay said that there looks like there is a four foot depression in the northwest corner of the project.

Yancy said that it is a combination to make sure that we have positive drainage away from the building and the grades to work with the storm water. He said that there is a storm water system that drains that area and that it is a depression in that corner.

Michael Durant gave instructions for public comments and he said that he just wanted to remind everyone that the Town doesn't get involved in private contracts. He said that he knows that there is a lot of agitation about the way that the eviction notices were handled, and the Commission is very sympathetic with the tenants but that there isn't a lot that the Town can do about that. He said that you are free to tell us that the eviction process stinks but there is nothing we can do about that.

Public Comments

Michael Zhang, **424 Hitching Post Lane**, New Castle said thank you for giving me this opportunity to talk. He said that he is the owner of Ming's Café currently located in the Sopris Shopping Center. He said the new plan is really beautiful and in the long run it will add a very beautiful color to Carbondale. He said that we do have some miscommunications with the current landlord. He said that he doesn't know what the deal is with Tom Siciliano or Dr. Stein, but we got a notice on January 7th that told us to move out by February 28. He said with such a short time it's really impossible and that he hopes the developer here can give us a little more time or at least ninety days for us to settle our things down and find a new spot and arrange our staff.

Renee Grossman said that she owns High Q and Plum Manufacturing in Carbondale. She said that she is a current tenant in the Sopris Shopping Center. She said that she understands that the Planning and Zoning Commission and the Town of Carbondale cannot intervene in private contracts, however from an urban planning perspective what has happened here is there are several developments that are being undertaken now. She said that you are ending up with a shortage of commercial space and then maybe six months or a year from now as all of these projects come online you are going to have a lot of commercial space. She said from an urban planning perspective that it is very relevant. She said that there are a number of businesses in our shopping mall that are going under, most of them are minority and women owned businesses. She said that there are five of us that are in good standing with the shopping mall and we have respectively requested another sixty days of tenancy so we can move our operations and ensure continuity of business and not have to lay off any staff. She said that it is our understanding from speaking with some of the parties that are on the call tonight and involve in this project that it will not in any way adversely impact this development for the tenancy to continue for another sixty days. She said that we are just asking if there is anything that the Town can do to help us, it would be greatly appreciated.

Frosty Merriott, **818 Lakeside Drive** said that just because our affordable housing is twenty percent, which is the minimum, he said he would like to see this project with thirty percent affordable housing deed restricted. He said that he would like to see a charging station. He said that he would like to have an acknowledgement of our climate action plan, which is going to call for eighty percent of Black Hills and Holy Cross net zero by 2030. He said that this vacate notice is awful and that it is so out of touch with

small town character in Carbondale. He said that it's almost shocking and I'm sure that you've seen the Sopris Sun article today. He said that those are some of his thoughts. He said that yes you are building to code, but that code was done when I was on council two years ago and it was already two years behind times. He said that there are new codes in the pipeline, and you should really be building to those codes that are going to be adopted over the next year or two and not codes we adopted in 2018. He said hopefully y'all will put those in your wheelhouse.

Aisha Weinhold, **1363 Rock Court** with Ragged Mountain Sports said that she agrees with Renee and Michael and if there is anything that can be done to extend our stay at the plaza would be fantastic. She said that ninety or sixty days would be huge. She said that with so much development that it is hard to find a place to get into now. She said thank you and that she appreciates your time.

Patrick Hunter, **1131 County Road 106** said that he would like to see this building extended by another twenty years. He said that this project is not in line with Carbondale for nineteen different reasons. He said that he is happy to discuss any of his comments in more detail.

Jessica Kidd, **1499 Domelby Court**, Silt said that she is the manager of Sopris Self-Storage and that she also helps with the Sopris Shopping Center. She said that she wanted to clarify that the tenants were originally given notice that this was upcoming in January of 2020. She said that she knows that they are unhappy and that they wish they had more time. She said that has gotten glazed over and that they were given notice a year ago.

Michael Durant said that the Town couldn't if they wanted to get involved in a private real estate contract between the landlord and tenants. He said that it has nothing to do with this meeting. He said that it is sort of like the big spruce tree when we built the new library. He said that the spruce tree was completely out of P&Z's hands and all we wanted to talk about was the library and we opened the public hearing, and everyone wanted to talk about the spruce tree. He thanked everyone.

Motion

Jay made a motion to close the public hearing, Nicholas seconded the motion, and it was approved unanimously.

Commissioner Comments

Nicholas thanked Michael and Daniel for the level of cleanliness that they have brought in and especially to the corner. He said that we are a growing community, and we are doing our best to accommodate residents and the needs of a town. He said we are small, and we are trying to figure out how best to do that. He said that he appreciates the thoughtfulness and how your team is handling this. He said that there is a quality to the corner now that is cleaner that does speak to the gateway quality of this area of our town. He said that 133 is going to develop and that bringing a thoughtfulness and a

consciousness to that is paramount. He said please continue with your great work and collaboration with us.

Erica said that she would like to add on to that and that she attended the first meeting for the rezoning. She said that she appreciates breaking down the scale and that she watched the December 10th meeting. She said that the changes to the north residential building in her opinion when you are driving south on 133 really soften and break down the scale of that northern building significantly. She said that she appreciates the comparison images to see what had changed. She said that the team really did listen to the comments from the last meeting.

Marina said before that she appreciated the changes that were made, and she thanked Michael and Daniel and their team. She thanked Joe for the mural. She said that this is a big change for Carbondale and it's huge and Carbondale is changing. She said that we are all just coming to grips and trying to help the community. She said that this is a commercial district and while this feels a little out of character for our small town, it is what our zoning code calls for. She said she appreciates the village concept and separating residential from commercial.

Jay said that he too thinks that the changes have really improved from both December and then the one we saw earlier this year. He said that he does agree with Patrick that we are seeing some issues with the traffic and that we are growing so quick and that it can be kind of shocking to try and turn across the highway is difficult. He said that getting the second round-about near the Coop is making it more urgent especially considering that someone that is within this development would not be able to pull out and go south on Highway 133. He said that is not on the applicant and that they are doing a really great job with this.

Jeff said that it is a huge improvement on the north end of the property and that he really appreciates them for responding to that. He said that the details that were added to break up mass and scale are applauded. He said that he hears loud and clear Frosty and Patrick's concerns and that as a Commission we are focused on what's in the code. He said that the positives outweigh the impact of development here and that it is an appropriate place. He said that he appreciates affordability, size of the units and that is what a lot of people in Carbondale have been clamoring for a while and more residential options. He said that it's not the most focused on sustainability from other projects that we've had come before this Commission. He said that it is not our place to design for developers. He said that the last storage unit we had come before this Commission he thinks was net zero and had the ability to store solar in battery packs on site. He said some of that creativity has been seen before in Carbondale and that he thinks our residents are tuned into that. He said that overall, the replacement of a strip mall with something this vibrant can be a huge addition to the community. He said that he has a lot of sympathy for the tenants and he wished there were more that we might be able to do to intervene, but I think we knew this one was coming.

Michael Durant addressed the public and suggested to them if they are unhappy with the outcome from tonight's meeting that they can attend the Board of Trustees meeting to voice their concerns.

Michael Durant told the team that this is exactly the building the Comprehensive Plan calls for in the New Urban Districts. He said when this district came up for discussion in the Comp Plan, he never liked it, he said what he knew we were going to get was Colfax Avenue in Aurora. He said that they have done such a great job with this building because it's not that. He said with the way that it ties in with the building that is going up on the corner and the new additions to the north and south buildings in this reiteration are exactly what we asked for. He thanked the team for making something that he thought would be sure fire ugly into a very nice building, which will be a real contribution to that section of Highway 133. He said thanks again for the strong work.

Nicholas said that we had some residents that made honest comments. He said that the team has done some great projects in our town. He said that he appreciates the response to the Carbondale funkiness and how it is unified. He said that they have done great things with how they have broken down mass and scale. He said that with Highway 133 and density increasing, how do we soften it.

Jeff told Janet that the findings and conditions are extensive. He asked if there were any changes needed before making a motion.

Janet said that she has confirmed everything and that she is comfortable with them as written.

Marina asked for clarification regarding the words that the site is non-conforming.

Janet explained that she had a standard finding that asked if the Lot is non-conforming and that she is just stating that the Lot is not non-conforming. She said that it is totally in compliance. She said that she would change the wording.

Further discussion ensued regarding traffic and a second round-about.

Motion

Jeff made a motion to approve the Major Site Plan Review, Conditional Use Permits for ground floor residential and the self-storage facility, Alternative Compliance from Section 5.4 Landscaping and Screening and Subdivision Exemption with the recommended conditions and findings in the Staff report. Nicholas seconded the motion, and it was approved unanimously.

Yes: Michael, Nicholas, Jay, Marina, Erica, Jeff

No: none

Staff Update

Janet said that she talked to Jade and the reason that she's not here tonight is because she is leaving the Commission. She said that she has a hard time with the Zoom meetings. She said that if in the fall that we don't have her seat filled and that she would reconsider when we do in person meetings again that she would be interested in getting back on. She said that she understands that we must move forward. She said that she brings a lot to the table, she said that was effective immediately.

Janet said that we are advertising, and the deadline is February 1, 2021.

Further discussion ensued about possible applicants.

Janet updated the Commission gave an update on the Kiernan case. She said that Pat has sent many amendments to the District court to Judge Chris Seldin. She said that the Judge turned down his amendments and directed him to pay the fees to the Town. She said that he was told to stop wasting taxpayer money and Town time, which was in the Court Order. She said that the 106, which is whether our code was fair or not is still churning out there. She said that this is still grinding on through the system.

Marina asked about the lawsuit with the pot shop.

John said that is long gone.

Janet said that the Board approved money in the 2021 budget for a Comp Plan update. She said that she has been collecting RFP's from other communities and what target areas we would want to hit. She said that we do want to do public outreach, ideally in the summer. She said that she went ahead and kicked off the process with a check-in with the Board, which is scheduled for next Tuesday.

Janet said that some of her thoughts are that all of the development has been concentrated on Highway 133 since the code has been adopted. She said in the Downtown not much has happened. She said that many have tried different scenarios with development possibilities in the Downtown. She said that we can look at our Climate Change Plan, energy efficiency and focus on that.

Janet said at the next meeting, January 28 that she would put the draft RFP on the agenda. She explained the process, which all takes time.

Janet said that we adopted the Comp Plan in 2013, the UDC in 2016, we completed the highway improvements, we have become a Creative District, adopted the IGCC and the Residential Energy Build Code. She said that we have done a lot of plans, the parks and rec master plan, updated the Climate Action Plan. She said that the Town has really changed, and we have been doing a lot of planning work. She said to incorporate all those long term plans into the Comp Plan update. She said that this will be on your plate for a year.

John told Jeff that his banner signs are gone at City Market.

John said that there have been other code enforcement issues, The Boundary and vegetation removal. He explained along The Boundary in RVR the property owners removed vegetation, which is in the riparian zone. He said that there was a lot of clear cutting going on all the way down to the riverbed. He said that the landscaper has been cited into court.

Marina asked if the Commission has any purview with RVR.

Further discussion ensued about RVR.

Nicholas asked about North Bridge and if that was in our purview, regarding traffic control.

Janet said that it is in RVR and that it is a Town street.

Michael said that we had a traffic study done for Thompson Park. He said that we can have further discussion when this comes before the Commission.

Mary said that Tarn Udall has taken a job with the Colorado Attorney General's Office.

Commissioner Comments

Michael said that he plans to attend the Trustee meeting next Tuesday. He said that if any other Commissioners want to join in that they are welcome to.

Further discussion ensued regarding the work session next week with the Board of Trustees and that it would be noticed.

Marina said that she is really glad Michael is here and she thanked him for being such a strong leader.

Marina asked how we are contributing to the 2040 initiative.

Further discussion ensued regarding what the Commission's role is as a quasi-judicial board.

Janet said that we have the Comprehensive Plan and that is where we can think big. She said that unless you codify it, it doesn't do anyone any good.

The Commission discussed removing their emails from the Town's website.

Motion to Adjourn

A motion was made by Nicholas to adjourn and Jay seconded the motion, and the meeting was adjourned at 9:24 p.m.



Comprehensive Plan Update

REQUEST FOR PROPOSALS

Town of Carbondale, CO
January 21, 2021

PURPOSE: The purpose of this RFP is to obtain competitive proposals from qualified individuals or firms interested in carrying out an update/refresh of the 2013 Comprehensive Plan for the Town of Carbondale, Colorado.

BACKGROUND: There have been a number of changes in Carbondale since the Comprehensive Plan was adopted in 2013.

A Unified Development Code was adopted (2016), there were major improvements to the highway which goes through Town (2014), the International Green Construction Code (IgCC) and the IRC were adopted, Carbondale was designated a Creative District by the State, and the Town was established as an Age-Friendly Community (AARP).

A number of policies and plans were done (or evolved) including the Regional Housing Study, single trash hauler program, the Water and Wastewater Plan, the Parks and Recreation Master Plan (2015), an update to the Carbondale Climate and Energy Action Plan (2017), and the Carbondale Vulnerability, Consequences, and Adaption Planning Scenarios (VCAPS).

A number of significant developments have been constructed or are under construction including City Market, teacher employee housing, 1st Bank, Thompson Park, Sopris Lodge, 1201 Main Street, Red Hill Lofts, etc. Other projects have been approved and are in the pipeline, i.e., Lot 1 (Main Street Marketplace), Builders FirstSource, Eastwood Self-Storage Facility, etc.

However, some things haven't changed. Carbondale remains unique in its diversity, its compassion and generosity, the quiriness, the artistic and intellectual creativity, the celebrations and gatherings, and desire to be good

stewards of the land and environment. The community does not want to lose the qualities that prompted them to stay put or come here in the first place. That creates an ongoing civic debate on how to retain the important qualities that make Carbondale so well-loved.

So, the Town decided it was time to update the 2013 Comprehensive Plan and to check in with the community to see if the goals and strategies in the Comprehensive Plan still hold true.

The following policies, documents and plans have been prepared in the last eight years:

2013 Carbondale Comprehensive Plan
2016 Unified Development Code (UDC)
2017 Zone District Map
2017 Update to the Carbondale Energy and Climate Protection Plan
Carbondale Vulnerability, Consequences, and Adaption Planning Scenarios (VCAPS) dated _____
Water and Wastewater Master Plan dated _____
Water Efficiency Plan date _____
Source Water Protection Plan dated _____
Single Trash Hauler Program dated _____
Aquatics Facility Master Plan 2020
Carbondale Parks Recreation and Trails Master Plan 2015
Carbondale Gateway River Park Master Plan 2012
Residential Efficient Building Program/Code – February 2020 (eff. 7-1-20)
International Green Construction Code (IgCC) – 2013 undergoing update
2021 Building and Energy Codes – undergoing adoption process
International Residential Code (IRC)
Solar Requirements Amendments 2020 (Municipal Code)

In addition, there are a number of established policies, documents and plans including:

Carbondale Environmental Bill of Rights
Municipal Code (zoning and development standards are in UDC)
Carbondale Community Housing Guidelines with 2019 AMI

SCOPE OF WORK:

Expectations

The Town is requesting proposals to lead the community in the preparation and adoption of an update to the 2013 Comprehensive Plan. The planning horizon will be 2030.

Services

The services provided by the chosen consultant will include, but not necessarily be limited to:

1. A thorough evaluation of and recommendations for modifications to the existing plan, including its vision statement, guiding principles, goals, policies, and elements.
2. Items which have been targeted for more detailed analysis and evaluation include:
 - a. Downtown (see Future Land Use Map) – Since the adoption of the 2013 Comprehensive Plan and the UDC, the majority of new residential and commercial development has been on Highway 133. Downtown has remained much as it was in 2013. Determine whether updates are warranted for the Historic Commercial Core (HCC) zone district. Prepare an economic study for the Downtown. Downtown remains the center of Carbondale's universe and it is important that it retains viability in light of the development along the highway.
 - b. Downtown North (see Future Land Use Map) – The future of this industrially-zoned area was debated but not really resolved during the adoption of the 2013 Comp Plan. As a result, there are two scenarios for future land use in the Comp Plan. One reflects the existing conditions on the ground as an industrial area. The second is a change to mixed use complementary to the Downtown. There is a desire to re-visit this area. This can be done in concert with the closer analysis of the Downtown area.
 - c. Climate Action Plan/VCAPS – The community is fairly unanimous in its desire to address climate change and do its part in protection of the environment. Because of that, there should be a focus on items related to resiliency, climate change, water supply, natural resources. The consultant should evaluate the policies and programs in the Climate Action Plan and VCAPs report and provide recommendations. Are there updated sustainability goals which should be established in the Comp Plan? Are there new technologies which were not available in 2013? Should there be potential UDC and Building Code amendments to move the Town closer to strengthen our stewardship of the natural environment?
 - d. Aging in Place – Carbondale is lucky to have older community members that are active and engaged. This group is organized and willing to work. They pursued the Age-Friendly Community

designation from AARP. They would like to continue age-friendly goals such as mobility, services, etc. How can their vision and goals be folded into the Comprehensive Plan Update? Again, should there be amendments to the UDC and building codes?

- e. Multi-Modal Chapter Update – There is a chapter in the 2013 Comprehensive Plan dedicated to multi-modal transportation. This remains a high priority to the Town. There have been changes to the trail system since 2013. The recent development has created new street and pedestrian networks. There is a desire to create better pedestrian and bike connections. In addition, there was debate on what constituted a multi-modal corridor during a recent planning process along 8th Street. There was no consensus. This remains a puzzle and may warrant a community-wide discussion.
 - f. High Density Neighborhoods – There is potential for significant redevelopment of neighborhoods zoned Residential/High Density. This could include assembling lots for redevelopment. The zone district is permissive, i.e., 5 ft. setbacks with a 35 ft. height. On one hand there is a desire to provide housing for the community within the Town through infill. On the other hand, it may be worth a look to make sure potential development is compatible with existing neighborhoods.
3. Update the projections in the current plan based on relevant data and trends related to population, employment, and housing forecast, preferably based on the 2020 Census.
 4. Analyze, understand, and integrate the various plans adopted by the Town in the past seven years into the Comprehensive Plan Update.
 5. Update maps as necessary and modernize all maps in the 2013 Comprehensive Plan into a usable GIS format that can be used in other applications.
 6. A re-evaluation of the 2013 Future Land Use Map needs to be done to determine if any changes need to be made. The current Future Land Use Map was done prior to the adoption of the UDC in 2016. New zone districts were created with the adoption of the UDC, i.e., Mixed-Use, Public Facilities, and some zone districts became obsolete.
 7. Update the Implementation Matrix.
 8. Provide general recommendations on appropriate changes that should be made to the UDC to make it consistent with the Comp Plan update.

9. Public Outreach, Participation, and Intergovernmental Coordination - The public participation process must be robust. Outreach effort must include the Town's diverse cross-section of citizens, landowners, business owners, organizations, non-profits, elected officials, Town Boards and Commissions, developers, employers, etc. The RFP should propose extensive and multi-layered outreach measures needed to reach out to the various segments of the community. The Town recognizes there will need to be a certain amount of flexibility in the outreach programs due to COVID-19.
10. Overall management of the Comprehensive Plan process. The consultant is expected to attend key meetings with Town Staff, citizens, developers, landowners, business leaders, appointed and elected officials, and other stakeholders. The consultant shall prepare and conduct key presentations. The Town is equipped to conduct virtual meetings with the consultant. There should be at least two drafts submitted to the Town for review and feedback prior to the preparation of all draft and final plan documents.

These are general requirements for the Plan Update and are not intended to be a comprehensive list of task and deliverables. It is expected that the chosen consultant will provide the Town with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on comprehensive plan projects.

PROJECT BUDGET: The budgeted amount for this project is \$75,000.

DELIVERABLE PRODUCTS: The consultant should provide 5 copies (including two unbound) of the final Comprehensive Plan and implementation/action steps, including color maps to the Town upon adoption of the Plan.

The final plan shall be in an 8-1/2 in. x 11 in. vertically oriented document.

All documents must be available in electronic format, text in MS Word and Adobe PDF. The entire document, including the implementation matrix and appendices, shall be designed to be in a format easily editable by Town Staff.

Final Maps shall be in an ArcGIS format with very high resolution imagery for most maps as well as graphical format for presentation. Relevant metadata, if applicable, shall be created and provided to the Town as well.

REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS: Each proposal shall use 8 ½ in. x 11 in. sheets (foldouts are acceptable for charts, sample plans, etc), and shall include ten (10) copies and one (1) electronic copy. The proposal shall be placed in a sealed envelope and marked clearly on the outside "RFP-Comprehensive Plan Update." The Town encourages the use of recycled

paper products and double sided print. The Town discourages the use of plastic products including three-ring binders, plastic folders, etc., for all submissions.

Proposals should include:

1. Cover Letter: Cover letter shall be provided which succinctly explains the Consultant's interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person with the Town and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.
2. Statement of Project Understanding: Provide a one page statement outlining the philosophy of the team in approaching this project and the team's grasp of issues and goals to address in this study.
3. Qualifications of Firm/Project Team: Provide names, titles and responsibilities of key personnel who will be responsible for the management and completion of this project. Include qualifications, experience of each, and length of time with the company.
4. Strategy and Implementation Plan: Describe your (the consultant's) interpretation of the Town's objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. Proposer may utilize a written narrative or any other printed technique to demonstrate his/her ability to address the list of suggested Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.
5. Services: Describe services to be provided and any that may be specifically excluded. Describe what, if anything, the Town is expected to provide. Provide options for the Town of Carbondale to reduce the overall budget requirements for the project.
6. Organization and Staffing Plan: List any outside consultants or firms who might perform services for this project. Describe personnel organization; identify the people doing the work and whether they are employees or subcontractors.
7. Timeline: Provide a timeline for completing milestones for each step and adoption of the Plan.
8. References: Give at least five (5) references for projects of similar size and scope, including at least two (2) references for projects completed

during the past two years. Provide three samples of similar projects done by your firm.

9. **Fee Proposal:** The fee proposal should be based on completion of the Comprehensive Plan Update. Provide a complete list of costs per task and a total fee for the proposal, including expected reimbursable expenses (non-binding), for completion of the project. Costs must be listed in detail, *i.e.*, itemizing each component of the work program as well as hourly rates, travel, meetings, etc. Tasks can be itemized as “optional” and bid independently to allow flexibility in fees.

PROPOSAL DEADLINE: Proposals are due by _____ at 5:00pm to:

Comprehensive Plan Update Proposal
Attn: Janet Buck, Planning Director
Town of Carbondale
511 Colorado Ave
Carbondale CO 81623

The Town of Carbondale reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether electronic or in hard copy, will remain the property of the Town of Carbondale and will be provided to the Town upon completion of the contract or upon request.

SELECTION FOR INTERVIEWS: Following the submittal deadline, the Town will announce the “short list.” It is anticipated that the "short list" will consist of 2-3 potential consultants; this depends on the number and quality of statements received. At that time, a notice will be issued to the selected consultants so that they may prepare both written and oral presentations for the interview process.

INTERVIEWS: Interviews will be limited to 90 minutes of presentation followed by 30 minutes for questions. Only the principals assigned to the project should make presentations. The Town will rank the finalists in order of preference based on written and oral presentations per the evaluation parameters contained in the proposal request.

EVALUATION CRITERIA: Submittal evaluations will be done in accordance with the criteria and procedure defined herein. Firms selected for oral presentations will be chosen on the basis of their apparent ability to best meet the overall expectations of the Town. The Town reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

1. Responsiveness of submittal to the RFP.
2. Knowledge and understanding of the community and local issues.

3. Understanding of the project and the objectives.
4. Experience in integrating land use, transportation, environmental conservation, affordable housing, economic development, and implementation strategies.
5. Consensus building experience working with diverse communities.
6. Associated financing strategies.
7. Necessary resources.
8. Required skills.
9. Demonstrated capability.
10. Cost estimate and proposal which provides greatest value to the community.

CONFIDENTIAL MATERIAL: All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

QUESTIONS REGARDING RFP:

The deadline for questions regarding the proposal is _____. Questions shall be directed in writing to:

Janet Buck, Planning Director
Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623
970/510-1208
jbuck@carbondaleco.net

Responses to questions and/or addenda determined to be required by Town Staff to further clarify this RFP will be posted on the Town's website no later than _____.

DRAFT



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Board of Trustees Agenda Memorandum

Meeting Date: 1/26/2021

TITLE: Planning Department Administrative Report

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: Final Census Report

Carbondale Center Place Major Site Plan Review- On December 10, 2020, the Planning Commission considered a Major Site Plan Review application for the 4.16-acre parcel located north of Colorado Avenue and east of Highway 133. This is the property which includes the Sopris Shopping Center and Sopris Self-Storage facility. The proposal is to replace the Sopris Shopping Center with two mixed-use buildings and add a self-storage building behind those buildings. After the initial review, the Planning Commission continued the public hearing to January 14, 2021. At that meeting, after review of supplemental material, opening public comment and discussion, the Commission approved the application. This is scheduled for the February 9, 2021 Board meeting as a public hearing.

Eastwood Annexation, Rezoning, MSPR and Conditional Use Permit – The Board considered the Eastwood 133 application at its November 10, 2020 and November 24, 2020 meetings. This application is for a self-storage facility to be located just north of the electric substation along Highway 133. At the conclusion of the hearings, the Board approved the application, including the ordinance of approval and Development Improvements Agreement.

2010 Eastbank Point – On November 19, 2020, the Planning Commission approved an application to add a ADU to the basement of a single-family dwelling.

Thompson Park – In December, application for a Preliminary/Final Plat to subdivide Parcels 3 and 4 in Thompson Park was submitted. It is going through

Planning Commission review and will come before the Board after the Commission forms a recommendation.

American National Bank (ANB) – An application for Rezoning, Site Plan Review, Special Unit Permit and Subdivision Exemption was submitted. Staff has not yet started the review process to schedule it before the Planning Commission.

2020 Census County – Aspen to Parachute Complete Count Committee (A2PCCC) –On behalf of the A2PCCC, Manifest Communications prepared a report which documents which was done last year during the outreach efforts to encourage people to fill out their 2020 Census forms. The report is attached. Please note that the final census data has not been released by the federal government. The numbers in the report are specific to our region and subject to change.

Property Inquiries – The demand for housing in the Town and Valley is high. Planning and Building Staff has been dealing with numerous building permit. The volume of phone calls and e-mails is high.

1086 Wheel Circle Small Daycare - A conditional use permit was issued for the operation of a small daycare at 1086 Wheel Circle.

35 N. 7th Street – The Jaywalker program purchased the home and property located at 35 N. 7th to use in their program. Staff reviewed the proposed use and issued a Conditional Use Permit for the operation of a group home.

Mapping – Staff worked with Roaring Fork Geospatial (RFG) to put together a Planning Story Map. This map is a visual representation of significant or large projects going through the planning process or under construction. The description of the projects generally includes a site plan, building elevations and sample renderings if available. The map also includes a link to the land use application for projects going through the land use process. Staff will continue to work with RFG on a monthly basis to make sure the map stays up to date.

Planning Records – Staff continues to work with Jill Peterson on organizing, scanning, and placing planning files in Laserfiche. Approximately 20 years' worth of files (1990 – 2000) have been completed. This will make it easier for Town Staff and the public to do research on properties.

Prepared By: John Leybourne and Janet Buck

JH
Town Manager