#### TOWN OF MORRISON, COLORADO PLANNING COMMISSION MEETING NOTICE AND AGENDA 6:00 PM, MAY 11, 2021

#### PUBLIC ATTENDANCE AT THIS MEETING WILL BE ELECTRONIC ONLY

### THE MEMBERS OF THE PLANNING COMMISSION AND STAFF WILL MEET ELECTRONICALLY AND THE TOWN HALL WILL NOT BE OPEN TO THE PUBLIC

The public may attend this meeting in real time in either of the following ways: You can dial in using your phone.

United States: +1 253 215 8782

**Meeting ID**: 825 1156 4418 **Passcode**: 614173

To Access Meeting Via Video: CLICK HERE

(NOTE: ALL AGENDA ITEMS ARE ELIGIBLE FOR DISCUSSION AND POSSIBLE VOTE BY THE PLANNING COMMISSION. ADDITIONAL ITEMS MAY BE ADDED & VOTED UPON)

- 1. CALL TO ORDER
- 2. ROLL CALL

Commission Chair: Ann Pitinga Commissioners: Jamee Chambers

> Petra Bute Stacy Feehery Maja Stefansdottir

Alternate Commissioners: Shari Raymond

3. AMENDMENTS TO THE AGENDA

#### 4. PUBLIC TO ADDRESS THE PLANNING COMMISSION

For those who would like to participate in Public to Address the Planning Commission; to ensure public participation in the virtual meeting please sign up with the Town Clerk, <a href="mailto:lpaav@morrisonco.us">lpaav@morrisonco.us</a> by noon the day of the meeting. Speakers are asked to limit their remarks to three (3) minutes.

#### 5. GENERAL BUSINESS

- a. Accessory Dwelling Unit Discussion
  - i. Staff report
  - ii. Public comment
  - iii. Commission action, if needed

#### 6. APPROVALS OF MINUTES

- a. April 13, 2021 Planning Commission Meeting
  - i. Commission motion

#### 7. STAFF REPORTS

- a. Town Planner
  - i. Comprehensive Plan Update
  - ii. Aggregate Industries PUD Update
- b. Town Manager
  - i. Parking Update
- 8. ADJOURNMENT

#### **MEMORANDUM**

Date: May 6, 2021

To: Morrison Planning Commission From: Carrie McCool, Town Planner

Subject: Planner Report



#### **ACCESSORY DWELLING UNITS (ADUs)**

At the April Planning Commission meeting, we heard consensus to move forward with the Commission's work on developing an ordinance revising the Zoning and Land Development regulations to establish standards for permitting accessory dwelling units. We are not starting from scratch – below is an overview of work completed to date:

#### Where We Have Been

In January 2020, we hosted a Work Session wherein we received community input on how to address potential adverse impacts of ADU that included:

- Parking at least one stall needed per ADU
- Owner Occupancy investigate alternatives to conventional deed restrictions, such as proof of residency and attestation
- Utility extensions investigate equivalency ratios and connection options
- Density limit the number of ADU's to 1 per single-family dwelling

Over the next few months (February – May 2020), the Commission continued discussions on how to best formulate a regulatory framework for possible future ADU regulations, which included outlining the purpose of the regulations, considering typical standards, review process, and how other cities/towns regulate ADUs as follows:

#### Purpose:

- Provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, rental income, companionship, security, and services
- Provide for opportunities for multigenerational family housing and aging in place
- Provide opportunities for attainable housing
- Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood

#### Typical Standards:

- As the term "accessory" implies, ADUs are generally defined to be smaller in size and prominence than the main residence on the lot
- Density requirements for only one ADU per single-family detached residence
- Some requirements limit the type of ADUs allowed, e.g., attached to primary residence only
- Location requirements if detached, e.g., behind primary dwelling
- Separate entrance
- On-site parking for the ADU, e.g., one stall
- ADU to be similar in design to the primary unit
- Compliance with current buildings codes (applicable to conversions and new ADU's)

- Owner occupation of either the primary dwelling or ADU
- Shared utility service
- Other accessory uses allowed (or not) with an ADU, e.g., home occupations, short-term rentals, animal keeping, etc.
- Applicable existing development standards, primary or accessory structure setbacks, and building heights applied

#### Review Process:

- New ADU's Subject to review and approval through a land use and/or building permit and shall conform to all of the required standards.
- Existing (Undocumented) ADUs If an ADU was created without being part of a project for which a building
  permit was finalized or was not obtained specifically for an ADU, the Town could require a building permit to
  determine if the structure meets the applicable development standards and building code or life safety
  requirements. Additionally, sunset provisions to allow legally nonconforming ADU's to come into
  compliance should be considered.

#### Jurisdictional Review:

Staff studied four (4) jurisdictions, Arvada, Nederland, Eagle and Idaho Springs, to provide context on how other jurisdictions regulate and the range of requirements applied to ADU's. Overall, all jurisdictions studied regulate the size, density, or number of ADU's allowed as well as parking for ADU's. In addition, some jurisdictions regulate the type of ADU's, internal vs. detached, differently; for example, a jurisdiction might allow a larger ADU if it's internal or attached to the primary dwelling. Typically, regulations did not provide specific siting requirements for ADU's other than compliance with existing setbacks and building heights as required for either primary or accessory structures. The findings of the code comparison are summarized below.

- **Size:** Most jurisdictions require that the ADU be incidental in size to the principal dwelling. The requirements range from a maximum ADU size of 800 sf to a maximum number of 2-bedrooms to not exceeding more than 50% of the primary dwelling's gross floor area. Some jurisdictions did not restrict ADU sizes for attached or internal ADU's. Some jurisdictions also had minimum size requirements, though the building code also regulated minimum areas for habitable spaces.
- **Maximum Density:** All jurisdictions only allowed one ADU per lot. Some jurisdictions additionally restricted the maximum number of occupants of the ADU (e.g., 2 3 persons).
- **Typology:** Most jurisdictions allowed all types of ADU's. However, Arvada differentiates between households that live together as one household unit that is not rented, detached, or locked off from the primary dwelling (e.g., multigenerational housing) vs. those that do not live together as one household (e.g., rental housing).
- **Location:** All jurisdictions studied did not have special location requirements for ADU's; most required compliance with accessory or primary structure setbacks.
- **Separate Entrance**: Separated entrances tended to be required only for detached ADU's. Some jurisdictions preferred visible entries, while others did not.
- **On-Site Parking:** All jurisdictions studied required additional parking provisions for the ADU; the average was one stall per ADU.

#### Discussion

Solidifying the purpose and intent of ADU regulations will guide the development of the ADU regulatory framework. We would like to confirm the consensus on the purpose of regulations as referenced above. In reviewing the previous purpose, consider if there is anything to add, any changes in the community that need to be considered,

does the purpose align with the housing and growth goals and policies of the Comprehensive Plan, etc. We would also like Commission feedback on typical standards and review processes.

#### **Next Steps**

Staff will take the feedback from the Commission and conduct the required analysis to ensure the resulting regulations achieve the purpose and intent and are tailored to Keep Morrison, Morrison, and address existing conditions throughout town. This includes a **residential design study** that will inform us on where ADUs can be accommodated (e.g., allow in specific zone districts or areas of town), appropriate size, and design of ADUs. The study will include but not be limited to analysis of:

- 1. Lot Sizes
- 2. Home Sizes
- 3. Topography
- 4. Floodplain Constraints
- 5. Zoning
- 6. Utilities

Staff will present the residential design study at the June Planning Commission meeting and will utilize Commission feedback to bring forth draft ADU regulations to the July meeting with the goal of sending a recommendation for adoption to Town Board on July 20, 2021.

#### **COMPREHENSIVE PLAN UPDATE**

Thank you for Commission feedback on the draft Comprehensive Plan mapping. Staff will be incorporating the feedback and preparing a consolidated draft Comprehensive Plan for a recommendation for adoption in August 2021.

#### PROJECT TRACKING CHART

Attached is an updated *Project Tracking Chart*. This tracking tool provides detail on projects and planning activities, which are in process and will include projects that have been completed. Please feel free to contact Kara Winters, Town Manager, anytime with any questions regarding current planning activities.

## TOWN OF MORRISON PLANNING COMMISSION REGULAR MEETING MAY 11, 2021 COMMISSION ACTION FORM

SUBJECT: April 13, 2021 Minutes	
PROCEDURE: Approval of minutes	
TOWN MANAGER REVIEW: [X] Y	res [] No
MOTION: Motion to approve the April 13	2021 Planning Commission minutes

# TOWN OF MORRISON PLANNING COMMISSION REGULAR MEETING OF THE PLANNING COMMISSION TUESDAY, APRIL 13, 2021 7:00 P.M.

**Call to Order.** Chairperson Ann Pitinga called the regular Planning Commission meeting to order at 7:08 P.M.

**Roll Call.** Chairperson Ann Pitinga, Commissioners Jamee Chambers, Stacy Feehery, and Alternate Commissioner Shari Raymond were present. Commissioners Petra Bute and Maja Stefansdottir was absent. A quorum was established. Commissioner Maja Stefansdottir called into the meeting at 7:12 P.M. It is to be noted this meeting was held electronically as permitted by CRS 24-6-402(1)(b) and the public was able to participate by calling the provided phone number and access code found on the posted Agenda. Also, an audio recording of this meeting was made and is available at request.

Paavilainen administered the Oaths of Office to Stacy Feehery and Shari Raymond.

**Staff Present.** Kara Winters (Town Manager), Carrie McCool (Town Planner), and Lyndsey Paavilainen (Town Clerk).

Amendments to the Agenda. None.

Public to Address the Planning Commission. None.

**Presentations and Hearings.** None.

#### General Business.

Comprehensive Plan Amendment. McCool reviewed with the Commission Trustee Schweich's drafted maps of the Comprehensive Plan regarding: Land Use Designations; Parks, Trails, and Open Space; and the Central, East and South Planning Areas.

The Commission agreed on changes to the maps regarding design elements and color schemes.

**Approval of Minutes.** Feehery made a motion to approve Planning Commission minutes for January 12, 2021. Raymond seconded the motion. All present voted in favor of the motion.

#### Staff Reports.

**Town Planner.** Raymond stated the Planning Commission has been focusing a lot of their time on the Comprehensive Plan and requested Accessory Dwelling Units (ADUs) be added back on the Agenda.

McCool stated the information and comments from the 2020 ADU work session will be included in the next packet. McCool also added she will do a presentation on ADUs for the new commissioners.

**Town Manager.** Winters provided an update on Aggregate Industries' PUD application. Winters added the Town is working on scheduling another on-site inspection for compliance.

Board of Trustee Minutes. No questions. No comments.								
Adjournment. Chairperson Pitinga adjourned the meeting at 8:11 P.M.								
	TOWN OF MORRISON							
ATTEST:	Ann Pitinga, Chairperson							
Lyndsey Paavilainen, Town Clerk								

Morrison Project Tracking Chart May 6, 2021

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
Active Projects										
Safer Main Streets Initiative Grant	CDOT/DRCOG Grant	Community wide	8/14/2020	12/18/20	Drafting RFP for Engineering Design Services	Town	Kara Winters kara@morrisonco.us	Nick Cheng	N	Funding to support infrastructure projects that improve safety and transform urban spaces, especially for vulnerable users 12/18/2020 Safer Main Streets Grant Awarded 4/27/2021 – Draft RFP for Engineering Design Services issued to CDOT for approval 5/4/2021 Town Board approved Resolution to approve the contract and accept the grant funds
Park of the Red Rocks Drinking Water	Bottling of Drinking Water Special Review	211 Bear Creek Avenue	2/11/2021		Awaiting Resubmittal	Bear Creek Development Corporation	Kara Winters kara@morrisonco.us	Jeff Bradley	N	2/26/21 Referral 3/16/21 Review comments issued to applicant 3/29/2021 Resubmittal received and routed to Town Staff for review due 4/12/2021 4/27/21 Applicant waiting on Department of Health Permit, not ready for Public Hearing on 5/18/21. Asked to reschedule.
Comprehensive Plan Update	Comp. Plan Amendment	Scope expanded community wide	N/A	Target PC Adoption 8/2021	Drafting consolidated Draft Plan	Town	Kara Winters kara@morrisonco.us	N/A	N/A	5/12/20 PC Work Session – Final BOT revisions incorporated Staff Analysis/Review (pop projections, build-out analysis, etc.) 7/10 Plng Staff finalized technical review 9/8 PC mtg to review 7/10 technical memo; Request Town Board Direction 10/7/20 Town Board Authorization to update Plan in "small bites" over the next year 10/13/20 PC to work on Historical Content Priorities 11/10/20 Introduction Chapter Review 12/9/20 Growth and Small Town Design Review 1/12/21 Planning Areas Review 3/9/21 Comprehensive Plan Map Review Staff preparing consolidated draft Comprehensive Plan for a recommendation for adoption in August 2021
Parking Resources Map	Create Parking Resources Map (Town Website and Print)	Community wide	N/A		Completed, posting Map in Town Kiosk & Town Hall the 1st week of May	Town	Kara Winters kara@morrisonco.us	N/A	N/A	2/2/21 Trustee Gill completed and issued parking survey results 3/3/21 Town Staff meeting to discuss map format due to increased project boundary 4/26/21 Staff finalized Parking Map for print; Map posted on Town Website
211 S Park Ave Faville Variance Request	Floodplain Development Permit	211 S. Park Ave			Awaiting resubmittal	Sarah Faville	safaville@davidn simmons.com	Υ	Y	4/29/21 Completeness Review 5/4/21 Floodplain Review Administrator comments issued
ADUs	Code Amendment		4/13/2021		5/11/2021 ADU Reboot PC Mtg	Town	Kara Winters kara@morrisonco.us	N/A	N/A	5/11/2021 ADU Reboot with Planning Commission
Trails Planning	Grant Writing for the South Trail	Hwy 8 connecting museum to post office	4/30/21		Drafting Phase II Preliminary trail design and cost estimates for TB approval	Town of Morrisor	Kara Winters kara@morrisonco.us		Y	4/8/21 Mtg with Jeffco Trails re: trail priorities 4/15/21 Staff mtg re: Phase I and II preliminary design for South Trail 4/30/21 Issued Phase I Preliminary design for the South trail to Jeffco Trail; 5/18 Target TB approval; Preparing Phase II Preliminary design and cost estimates

Morrison Project Tracking Chart

May 6, 2021

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
Cow Screening of Rooftop HVAC Equipment	Design Review for Screening of Rooftop HVAC Equipment	316 Bear Creek Ave	8/2020		Awaiting Resubmittal	Jeff Bradley	Kara Winters kara@morrisonco.u <u>S</u>	Jeff Bradl ey	Y	Previous Code Enforcement Action Design review per Old Town Historic District Regs 3/10 Review Comments issued
Screening of Rooftop HVAC Equipment	Design Review screening of screening of the ground-mounted equipment and dumpster	300 Bear Creek Ave	8/2020		Awaiting Resubmittal	Jeff Bradley	Kara Winters kara@morrisonco.u	Jeff Bradl ey	Y	Previous Code Enforcement Action Design review per Old Town Historic District Regs 4/21 Review comments issued
						i	Referrals			
Jeffco Referral 3 Hills Subdivision (Case #20-110664PF) 2nd Referral	Preliminary and Final Plat to subdivide the property into 150 single-family detached units and 139 single- family attached units.	Southwest of the intersection of Turkey Creek Road and West Quincy Avenue	4/5/2021		4/14/21 Referral Comments Issued	Three Hills Investment LLC	Kara Winters kara@morrisonco .us	Lindsey Wire Jefferson County Planning and Zoning Department		4/12/21 Referral Comments Issued
Jeffco Referral 3 Hills Rezone (Case 20-100625RZ) 2 <sup>nd</sup> Referral	Rezone the properties to a new PD to allow for 350 new residential units (with a mixture of single-family and townhomes, and potential for mixed-use commercial-residential uses as well).	South of US Hwy 285 and West of C- 470,	4/27/21		4/28/21 Referral Comments Issued	Three Hills Investment LLC	Kara Winters kara@morrisonco .us	Lindsey Wire Jefferson County Planning and Zoning Department	N	4/27/2021, Referral Comment Issued
Jeffco Referral Loendorf Rezoning (Case #21- 105394RZ)	Rezone of approximately 10.66	Immediately north of North Turkey Creek Road and West of US Highway 285	3/11/2021		3/26/21 Referral Comments Issued	Greg & Trina Loendorf	Kara Winters kara@morrisonco.us	Cassidy Clements Jefferson County Planning and Zoning Department	N	Property is not within the Town's planning area boundaries. Town encourages implementation of the land use recommendations and general policies of the County's Master Plan
Jeffco Referral Mountain Villages at Willow Springs Rezoning (Case # 17-133020 RZ)	Rezone of approximately 85 acres from A-2 and C-1 to PD to allow for an age restricted community MF & Commercial uses, reduction in Open Space & 50' bldg. height	17000 W Belleview Ave	12/12/2019		Applicant Scheduling County Public Hearings	Rodman L Tidrick & Swalling/Actual Communities, Inc.	Kara Winters kara@morrisonco.us	Nick Nelson Jefferson County Planning and Zoning Department	Y	1/27/21 Mtg with Developer 1/29/21 Referral response issued to County; Property outside Town Plng Area boundaries; Town supports and encourages implementation of the Willows Subarea of the South Plains Area Plan for Jefferson County. 4/5/2021 5th Referral rec'd and comments sent 4/6/2021

Morrison Project Tracking Chart

May 6, 2021

Project Name	Project Description		Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
JeffCo 2nd Referral; Preliminary and Final Plat (20-120798PF)	Subdivide 60 lots on 11.5 acres for single family detached units.	Red Rocks Ranch Subdivision, Filing 3A (South of the intersection of S. Girton Ave and South Rooney Rd)	4/29/2021		Under Review	John Cheney, Lennar Colorado L.L.C.	Kara Winters kara@morrisonco .us	Lindsey Wire Jefferson County Planning and Zoning Department	N	12/23/20 Rec'd referral request from Jeffco 1/15/21 Referral Comments Issued: Recommended conformance with Plan Rooney Valley 4/29/21 Rec'd 2nd referral request from Jeffco; Comments due 5/13/21
JeffCo 2 <sup>nd</sup> Referral; Preliminary and Final Plat (20-120799PF)	Subdivide 39 lots on 23 acres for single family detached units, park, and school land	Red Rocks Ranch Subdivision, Filing 3B (Northwest of the intersection of W. Cornell Ave & S. McIntyre St)	12/23/20		Reviewing	John Cheney, Lennar Colorado L.L.C.	<u>.us</u>	Lindsey Wire Jefferson County Planning and Zoning Department	N	12/23/20 Rec'd referral request from Jeffco 01/15/21 Referral Comments Issued: Recommended conformance with Plan Rooney Valley 4/29/21 Rec'd 2nd referral request from Jeffco; comments due 5/13/21
						Code	Enforcement			
Aggregate Industries PUD Amendment	PUD Compliance	Morrison Quarry	N/A		Coordinating individual follow up site inspections	Aggregate Industries	Kara Winters kara@morrisonco.us			Visit the Town's website for submittal documents at: http://www.town.morrison.co.us/DocumentCenter/Index/126  11/13/2020 Rec'd Notice of Amendment Application (AM-7) 12/18/2020 Compliance Review Report Finalized 12/21/20 Compliance Review Report issued to Aggregate Industries and filed with State 12/23/20 Staff received call from State re: need to file a Formal Objection; Staff beginning to draft formal objection 1/4/21 Filed Formal Objection with State and issued to AI 1/15/21 Rec'd AI response to December 18, 2020 Compliance Review Report 2/10/21 Issued Notice of Protest to State 2/17/21 Mtg with AI to discuss next steps – Site Inspection 3/5/21 Site inspection (Tour); 4/20 Coordinating individual follow up inspections per Department (plng, engineering, public works, etc) 4/26 State granted extension on the Amendment Application (AM-7) to 7/12/21 5/6 Developing list of remaining inspection items to schedule inspections

Morrison Project Tracking Chart

May 6, 2021

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
Post Office	Code Enforcement - Lighting Compliance	151 Summer St	6/5/2020	N/A	Awaiting Compliance Response	Post Office Headquarters	Kara Winters kara@morrisonco.us	Regional Facilities Office – Currently Seeking Contact Info	Y	5/12/2020 Received lighting complaint; Conducted site inspection; 6/5/2020 Issued Notice of Exterior Lighting Code Violation 9/11 Town Attorney confirmed local regulations do not apply, and that is true whether or not the facility is owned by the US or leased 9/23 Town Attorney provided relevant USPS regulations which the facility can be held to 9/29 Plng staff drafted letter re: violations with own regs and emailed to postmaster and USPS inspection officer 9/30 Mailing out 2 <sup>nd</sup> notices 10/5 return receipts received showing proof of delivery 10/29 Plng staff sent email requesting response or would contact USPS headquarters for further action 11/2 Plng staff spoke with post office representative who said we must now contact the regional facilities office for further updates and action – Local staff said they would find contact info for us and send over – Assured staff regional office has been issued materials from previous code enforcement efforts to date 12/2 No response from local facility staff re: contact info – Town staff seeking regional facilities office contact info independently 12/4 Plng Staff correspondence w/ national Post Office Law Enforcement offices regarding violations; Awaiting response from appropriate departments
Bear Creek Nursing & Rehab	Lighting Compliance	150 Spring St	6/5/2020		Awaiting confirmation of modifications to fixtures	Genesis HC/Bear Creek Center	Kara Winters kara@morrisonco.us	Bear Creek Nursing Center, Book Keeper Carie Greer carie.greer@gen esishcc.com	Y	5/12/2020 Received lighting complaint; Conducted site inspection 6/5/2020 Issued Notice of Exterior Lighting Code Violation 8/25/2020 Followed up with Genesis – No response 9/25/2020 Followed up with Genesis – No response 10/29/2020 Plng staff contacted administration of facility for new contact number; was given new contact number and LM for new maintenance contact 11/3/2020 Plng Staff spoke with bookkeeper and admin of Center; informed of issues due to COVID and staff turn over – Town issued renewed notice with deadline of conformance by 11/24 11/24 – 12/2 Plng staff emailed and called bear creek bookkeeper re: lack of response by deadline – no response 12/22 Rec'd response from Center Administrator; lighting corrections made in November 2020; Awaiting images of new fixtures
HVAC Screening for Beso De Arte	Code Enforcement	102 Market St			Awaiting Submittal	Les Gomez	Kara Winters kara@morrisonco	Les Gomez  Besodearte@gm ail.com	Y	12/2/20 Planning Staff provide overview of screening requirements; Awaiting formal submittal of proposed screening of HVAC equipment.