



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda - Final Planning Commission

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Monday, August 9, 2021

6:30 PM

Council Chamber

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### Study Session

#### **1. Study Session Topics**

- a) [ID# 21-169](#) Discussion on Chapter 9 - Administration  
*Scheduled time: 30 minutes*
- b) [ID# 21-170](#) Discussion on Chapter 6 - Subdivision  
*Scheduled time: 30 minutes*
- c) [ID# 21-171](#) ULUC Policy Issues Needing Resolution  
*Scheduled time: 60 minutes*

#### **2. Adjournment**

*The public is invited to attend all regular meetings or study sessions of the City Council or any City Authority, Board, or Commission. Please call **303-795-3780** at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning city meetings, please call the above referenced number.*



Staff Communication

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**File #:** ID# 21-169, **Version:** 1

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Agenda Date: 08/09/2021

Subject:  
Discussion on Chapter 9 - Administration

Prepared by: Jennifer Q. Henninger, Community Development Director
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**PURPOSE:**

Continue discussions on the ULUC specifically Chapter 9 - Administration

**PRESENTATIONS:**

**Staff Presenter(s):** Jennifer Henninger, Community Development Director and  
Mike Sutherland, Community Development Deputy Director

**Additional Presenter(s):** N/A

**SUMMARY:**

The Unified Land Use Code is in draft form and planning commission is in the process of reviewing the work of the city's consultant Kendig Keast Collaborative (KKC). Staff had discussions in July and will continue discussions in August on the draft version of the ULUC provided by KKC. KKC's draft of the ULUC proposes modifications to how certain land development processes will be reviewed.

**PRIOR ACTIONS OR DISCUSSIONS:**

The adoption of the 2019 Comprehensive Plan brought several new ideas and goals for the city pertaining to employment centers as well as environmental issues. The Comprehensive Plan gave direction for these ideas and goals, along with many others, to be addressed in a new ULUC. Since the adoption of the Comprehensive Plan, the city has hosted a series of Envision Studios related to the draft ULUC regulations. During those studios staff heard a desire to simplify and streamline multiple development review processes.

A draft of the ULUC was released to the public on June 7<sup>th</sup>. Staff receives comments daily on the ULUC, including feedback on development review procedures, and has facilitated several study sessions with planning commission, city council, and historic preservation board on other specific topics proposed in the code.

**ANALYSIS:**

Staff Analysis

One of the goals of the ULUC was to provide administrative and streamlined processes for more development procedures in the city. As a first step to streamlining, all of the different procedures formerly scattered throughout the code have been placed into this one chapter. The draft ULUC organizes the procedures and the parties responsible for those procedures in seven different articles.

Article 10-9-1 Official and Administrative Bodies Established and Authorized  
Article 10-9-2 Administrative Provisions  
Article 10-9-3 Common Development Review Procedures  
Article 10-9-4 Administrative Review Procedures  
Article 10-9-5 Legislative Review Procedures  
Article 10-9-6 Quasi-Judicial Review Procedures  
Article 10-9-7 Subdivision Review Procedures

Staff asked KKC to remove any explanation of Boards and Commissions in this Chapter as it could create conflict with the Littleton City Code Title 2: Boards and Commissions. Staff also provided feedback to KKC to see if there were any additional processes that could be administrative and be appealed to planning commission.

Chapter 9 introduces Table 10-9-3.11.1 that provides a snapshot of all the different development procedures. Staff has asked KKC to reorganize the table with more groupings of types of procedures rather than if a procedure is legislative or quasi-judicial.

Article 10-9-4 Administrative Review Procedures introduces some new concepts such as an administrative adjustment and a minor plat amendment. Staff is looking for feedback on these newer procedures as well as other sections of Chapter 9 Administration.

Council Goal, Objective, and/or Guiding Principle

The ULUC is Council's number one Goal for 2021 and 2022.

**STAFF RECOMMENDATION:**

N/A

**REFERENCES:**

Draft ULUC:

<https://online.encodeplus.com/regs/littleton-co/doc-viewer.aspx#secid--1>  
<<https://online.encodeplus.com/regs/littleton-co/doc-viewer.aspx>>



Staff Communication

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**File #:** ID# 21-170, **Version:** 1

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Agenda Date: 08/09/2021

Subject:  
Discussion on Chapter 6 - Subdivision

Presented By: Jennifer Q. Henninger, Community Development Director

**PURPOSE:**

Continue discussions on the ULUC specifically Chapter 6-Subdivision

**PRESENTATIONS:**

**Staff Presenter(s):** Jennifer Henninger, Community Development Director and  
Mike Sutherland, Community Development Deputy Director  
**Additional Presenter(s):** N/A

**SUMMARY:**

The Unified Land Use Code is in draft form and planning commission is in the process of reviewing the work of the city's consultant Kendig Keast Collaborative (KKC). Staff had discussions in July and will continue discussions in August on the draft version of the ULUC provided by KKC. In particular, new concepts pertaining to how land is subdivided in the city and the design standards that should be applied to lots, tracts and blocks will be discussed at planning commission's upcoming meeting.

**PRIOR ACTIONS OR DISCUSSIONS:**

The adoption of the 2019 Comprehensive Plan brought several new ideas and goals for the city pertaining to employment centers as well as environmental issues. The Comprehensive Plan gave direction for these ideas and goals, along with many others, to be addressed in a new ULUC. Since the adoption of the Comprehensive Plan, the city has hosted a series of Envision Studios related to the draft ULUC regulations.

A draft of the ULUC was released to the public on June 7<sup>th</sup>. Staff receives comments daily on the ULUC and has facilitated several study sessions with planning commission, city council, and historic preservation board on specific topics proposed in the code.

**ANALYSIS:**

Staff Analysis

Chapter 6 - Subdivision sets out regulations for the substantive review of the subdivision of land into one or more lots to serve the needs of all public and private interests within the city. Chapter 6 is meant to be used in conjunction with Article 10-9-7 Subdivision Review Procedures.

Chapter 6 contains three Articles:

Article 10-6-1 Purpose and Applicability outlines when a subdivision plat is required and specific instances of

when a plat is not required.

Article 10-6-2 Subdivision Design Standards outlines how subdivisions should be laid out. This article provides standards for road design and lot and block layout and has multiple references to the Littleton Engineering Design Standards or LEDS, that will be introduced to Council later this fall. Staff is working with KKC to integrate these standards together.

Article 10-6-3 Public Improvements Dedication and Acceptance discusses the financial and acceptance procedures for public improvements-streets, bike lanes, curbs, gutters to be formally accepted as public right of way by the city.

Staff is working with KKC on combining this chapter with the Subdivision Review Procedures article in Chapter 9 and will have a revised draft of the subdivision standards available in the coming weeks for review.

Council Goal, Objective, and/or Guiding Principle

The ULUC is council's number one Goal for 2021 and 2022.

**STAFF RECOMMENDATION:**

N/A

**REFERENCES:**

Draft ULUC:

<https://online.encodeplus.com/regs/littleton-co/doc-viewer.aspx#secid--1>  
<<https://online.encodeplus.com/regs/littleton-co/doc-viewer.aspx>>



Staff Communication

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**File #:** ID# 21-171, **Version:** 1

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Agenda Date: 08/09/2021

Subject:  
ULUC Policy Issues Needing Resolution

Prepared By: Jennifer Henninger, Community Development Director

**PURPOSE:**

To inform planning commission of policy level issues that were raised during the Unified Land Use Code (ULUC) draft comment period and allow Planning Commission to provide input on the issues for city council consideration.

**PRESENTATIONS:**

**Staff Presenter(s):** Jennifer Henninger, Community Development Director  
Michael Sutherland, Deputy Community Development Director

**Additional Presenter(s):** N/A

**SUMMARY:**

Since the draft ULUC was released in early June, staff sees several issues that do not seem to have community consensus on how they should be addressed in the code. The lack of consensus drives the issue to becoming a policy level decision. Staff is seeking Planning Commission input on a set of proposed policies that address these issues and staff will then share your recommendations with Council for their final decision and integration into the ULUC. Staff anticipates the policy issue discussion to cover several Planning Commission study sessions in the month of August.

**PRIOR ACTIONS OR DISCUSSIONS:**

On June 7<sup>th</sup>, a draft of the ULUC was released to the public and in that time over 600 comments have been entered into the online comment portal. In addition, staff has had several one-on-one meetings with council members as well as many members of the public. Yard signs, posters, surveys, and social media blasts have also been deployed and comments are trickling in from those efforts. Finally, several individuals have called the planner of the day phone line and talked with a planner about the ULUC.

Since May of this year, City Council has held study sessions on specific ULUC items including:

- May 11: KKC and staff provided a briefing on the progress of the ULUC to City Council revisiting the project goals, the overall approach/methodology, outreach underway, parking lot items, and the logistics for commenting and reviewing the draft ULUC
- June 7: The draft ULUC was released for public comment and review. The draft is available until July 30, 2021
- June 22: Council discussed the findings of the two economic models in the context of land use which

indicated the need for both housing and commercial uses in the city

- July 13: Discussion of ULUC by building block, summary of work accomplished since June 7 and detailed discussion on accessory dwelling units

Planning Commission has had the following study sessions on the ULUC:

- May 10: Discussion of downtown amendments and proposed parking regulations
- May 24: Staff walked PC through the online version of the ULUC and shared staff outreach efforts to date
- June 28: Staff facilitated a joint meeting with the Housing Task Force to discuss housing and specifically housing along corridors and the proposed CMU chapter
- July 12: HPB joined planning commission to discuss the proposed Downtown District and thoughts on the Historic Preservation Code. A discussion on Chapter 4-Neighborhoods followed the historic presentation.
- July 26: Discussion of Chapter 5-Business and Industry, Chapter 7-Environmental Management and Chapter 10-Nonconformities

### **ANALYSIS:**

Overall, submitted comments recognize and praise the giant leap to a new type of code. However, there are differences in opinion on the direction the city should take on a handful of issues. Staff sees six areas that the issues fall into. They are Housing, Parking & Loading, Design Standards, Sustainability, Neighborhoods, and Code Framework & Implementation. Under each of these areas staff is seeking recommendations on the following:

#### **Housing**

- Is there anything more the ULUC can do to address affordability
- For ADUs, are the design standards proposed protecting surrounding properties from any possible adverse impacts
- Where in the City should duplex conversions be permitted or just leave it as an option for a future decision

#### **Parking & Loading**

- Should the ULUC provide only parking minimums as opposed to a range OR having no parking requirements
- Should the required number of parking spots be reduced if bicycle parking is provided in a development
- Should the required number of parking spots be reduced if a development is within ½ mile of a fixed transit stop

#### **Design Standards**

- Specific design standards appear in each building block in the ULUC. Should specific design standards extend beyond Downtown
- Should design standards in the building blocks just focus on building placement and mass
- How will Buffer-yards/Green-scaping impact size of development that can occur
- What type of species should be allowed in buffer-yards and along streets
- Is the use of Height/Bulk Plane/Stories confusing and are all measurements necessary
- How should the ULUC address/refer to Littleton Engineering Design Standards
- The concept of view corridors has been introduced. Should this remain as a place holder

### **Sustainability**

- Should certain standards be required rather than incentivized

### **Neighborhood**

- Regarding Short Term Rentals, should non-primary (no on owner on site) be permitted in neighborhoods
- How should the uses permitted as neighborhood convenience be determined and addressed in the Land Use Matrix (-specifically daycares and bars)
- How should Bed and Breakfasts and boarding homes be defined, and zoned

### **Code Framework & Implementation**

- More on this to come

Staff will seek Planning Commission's professional expertise to evaluate these policy level issues and provide recommendations to City Council in four different study sessions in August. Staff will ensure the flow of information and recommendations between Council and Planning Commission.

All comments from the public, as well as Planning Commission and other boards and commissions in the city, will be integrated into a final public draft that will be released to the public the week of September 13<sup>th</sup>, or sooner. This will begin the adoption process of the ULUC through Historic Preservation Board on September 20<sup>th</sup>, Planning Commission on September 27<sup>th</sup> and finally City Council on October 19<sup>th</sup>.

### Council Goal, Objective, and/or Guiding Principle

The ULUC is the number one goal and priority for city council in 2021.

### **STAFF RECOMMENDATION:**

N/A

### **REFERENCES:**

Link to ULUC and Comprehensive Plan [www.envisionlittleton.org](http://www.envisionlittleton.org) <<http://www.envisionlittleton.org>>