



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final Planning Commission

Monday, July 26, 2021

7:30 PM

Council Chamber

Study Session (Start time is approximate)

1. Study Session Topics

- a) [ID# 21-152](#) Role of Planning Commission in the Unified Land Use Code (ULUC) Adoption Process
Scheduled time: 15 minutes
- b) [ID# 21-153](#) ULUC Policy Issues Introduction
Scheduled time: 15 minutes
- c) [ID# 21-141](#) Discussion on Chapter 5 - Business and Industry; Chapter 10 - Nonconformities; and Chapter 7 - Environmental Management
Scheduled time: 90 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

File #: ID# 21-152, **Version:** 1

Agenda Date: 07/26/2021

Subject:

Role of Planning Commission in the Unified Land Use Code (ULUC) Adoption Process

Presented By: Jennifer Henninger, Community Development Director

PURPOSE:

Outline Planning Commission's role in recommending the ULUC for adoption by City Council

PRESENTATIONS:

Staff Presenter(s): Jennifer Henninger, Community Development Director and Reid Betzing, City Attorney

Additional Presenter(s): N/A

SUMMARY:

On September 27th, planning commission will be responsible for providing a recommendation with possible amendments to city council regarding the ULUC. In preparation for the September 27th meeting, staff will bring policy related items in the ULUC to planning commission for their input. Planning commission's recommendation on these policies will then be shared with council for their final consideration and incorporation into the ULUC.

PRIOR ACTIONS OR DISCUSSIONS:

After the adoption of the Comprehensive Plan in October of 2019, council gave direction to staff to engage Kendig Keast Collaborative (KKC) to write a Unified Land Use Code that translates the goals and policies of the Comprehensive Plan into regulations. Beginning in February 2020, and continuing through April of 2021, the city hosted several Envision Studios discussing different areas of the city and possible regulations addressing character. The comments from the studio were incorporated into the ULUC draft that was released to the public on June 7th. Since May, planning commission has been working with staff on specific topics in the Code.

ANALYSIS:

Staff Analysis

Since February of 2021, the planning commission along with city council and the entire community have provided input on how the City of Littleton should look, feel, operate and grow. It is now time for the hard work of making decisions on the nitty gritty of setbacks, building materials, heights, administrative processes and more.

Planning commission's role in the ULUC process is to provide input on the proposed regulations, provide direction to council on particular issues that are policy oriented, and ultimately provide a recommendation for

adoption. The timeline associated with these steps are as follows:

- July 26 Review of additional Chapters and discuss potential policy issues
- August 9 Discussion of Chapter 9-Administration , Chapter 6-Subdivision and ULUC Policy Issues needing direction
- August 19 Possible additional PC study session on policy issues and ULUC redlines
- August 23 Discussion of policy issues and review of redlined ULUC
- August 25 Possible additional PC study session on policy issues and ULUC redlines
- September 7 ULUC revised and becomes static to begin adoption process
- September 13 Meeting cancelled due to HPB public hearing on Historic District
- September 27 Planning Commission Public Hearing to consider recommending adoption of the ULUC to city council

Staff would provide the policy issues for discussion, and if so, directed by planning commission, schedule the two additional study sessions in August.

Council Goal, Objective, and/or Guiding Principle

The ULUC is council's number one goal in 2021-2022

STAFF RECOMMENDATION:

N/A

REFERENCES:

Link to live version of the ULUC Draft which contains current comments from the public and other boards and commissions www.envisionlitleton.org <<http://www.envisionlitleton.org>>

Link to comprehensive plan documents on the website here:

<<https://www.littleton.gov/building-development/planning-services/city-plans-design-guidelines>>



Staff Communication

File #: ID# 21-153, **Version:** 1

Agenda Date: 07/26/2021

Subject:
ULUC Policy Issues Introduction

Prepared By: Jennifer Henninger, Community Development Director

PURPOSE:

To inform planning commission of policy level issues that are being 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. Staff will present the issues at the July 26 meeting and seek planning commission input at later study sessions in August.

PRIOR ACTIONS OR DISCUSSIONS:

On June 7th, a draft of the ULUC was released to the public and in that time, over 400 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
- 7/12-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 HPB presentation.

ANALYSIS:

Staff 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 such as accessory dwelling units, neighborhood design standards, size of larger uses such as big box retail, and what processes should be administrative vs. require a public hearing.

Staff will seek planning commission's professional expertise to evaluate these policy level issues and provide recommendations to city council in August. PC feedback will then be given to council for their consideration as they finalize the ULUC.

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 on September 7, to begin the adoption process through Historic Preservation Board, Planning Commission and finally City Council on October 19.

Council Goal, Objective, and/or Guiding Principle

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

STAFF RECOMMENDATION:

Staff recommends that planning commission add at least one additional study session to their calendar to provide thoughtful and professional input on policy level issues raised in the ULUC.

REFERENCES:

Link to ULUC and Comprehensive Plan www.envisionlittleton.org <<http://www.envisionlittleton.org>>



Staff Communication

File #: ID# 21-141, **Version:** 1

Agenda Date: 07/26/2021

Subject:

Discussion on Chapter 5 - Business and Industry; Chapter 10 - Nonconformities; and Chapter 7 - Environmental Management

Presented By: Jennifer Q. Henninger, Community Development Director

PURPOSE:

Continue discussions on the ULUC specifically Chapter 5-Business and Industry; Chapter 10-Nonconformities; and Chapter 7-Environmental Management.

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). In July and August staff will be facilitating discussions on the draft version of the ULUC provided by KKC. In particular, new concepts such as lot and building standards as well as sign standards specific to businesses and industrial type uses 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. One of the Envision Studios was focused specifically on employment centers in Littleton. The input from these studios is now Chapter 5 - Business and Industry in the ULUC draft. Environmental topics and the need to address them, are found in Council's draft Goal 7: Environmental Stewardship.

A draft of the ULUC was released to the public on June 7th. 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 5-Business and Industry: addresses the Employment Center building block of the ULUC and Industry.

This chapter creates the following unique concepts:

- Consolidation of over 13 current business and industrial zone districts into four new zone districts-two of which are specifically addressed in Chapter 5
- Identification of lot and building standards permitted in the BC-Business Commercial and IP-Industrial Park zone districts
- Provision of detailed design standards for building and roof materials
- Creation of landscape and green scape standards
- Sign standards specific to business and industrial zone districts

The draft also includes several detailed tables and associated illustrations. Of particular interest, is the table and illustrations setting forth clear lot and building standards (Table 10-5-2.2 and Figures 10-5-3.2.A1 and A2 and A3) that meet current best management practices for commercial spaces.

Chapter 10-Nonconformities: addresses non-conforming uses, structures, lots, improvements, signs and uses in floodplains. When a new code is adopted, nonconforming situations will occur, however, it is important to note that consolidating the residential zone districts was done in an effort to eliminate the hundreds of nonconforming lots that currently exist in the City. This chapter specifically:

- Guides expansion of a nonconformity
- Articulates the development activities that result in the need for a nonconformity to come into compliance
- Outlines how to bring a nonconformity in to compliance
- Creates an administrative compliance process

Chapter 7-Environmental: incorporates the recently adopted Floodplain ordinance into this new chapter of the ULUC. The City's Floodplain Management Manager has been working with KKC to ensure that all sections of the recently adopted Floodplain Ordinance are incorporated. In addition to the floodplain regulations, the Chapter addresses the following environmental Performance Standards:

- Noise
- Heat and Glare
- Liquid or Solid Wastes
- Toxic Substances
- Industrial materials
- Storage
- Air Pollution
- Vibration
- Electromagnetic Interference
- Discharge

Staff anticipates that this chapter will be expanded in the future-as expands their Environmental Stewardship goal in future Council workplans.

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>

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