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## PLANNING MEMORANDUM

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**TO:** PLANNING COMMISSION & BOARD OF TRUSTEES  
**FROM:** DAVIS FARRAR - TOWN PLANNER  
**SUBJECT:** WORK SESSION ON LAND USE CODE UPDATE  
**DATE:** 5/4/2021  
**CC:** GREG BRINCK

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This memorandum is offered to give the Trustees and Planning Commission an outline of topics to be discussed and background information for our joint work session Thursday evening May 6 at 5:00 PM.

The purpose of this meeting is to serve as a kickoff to this project, to outline the discussion topics and to receive input on the work scope and related topics. Attached to this memo is the original scope of work and timeline there was delivered to the Town Administrator. The scope of work is not cast in stone and can be modified based upon the interests, budget and objectives of the Town of Cedaredge. The following is an agenda for the meeting.

- 1) Call to order.
- 2) Brief introductions and areas of interest.
- 3) Review, discussion & possible modification of project goals.
- 4) Overview of the major chapters in the Land Use Code.
- 5) Discussion about survey of Staff, Trustees, Planning Commissioners.
- 6) Question about online survey of community members.
- 7) General discussion on land use code changes. See Attachment.
- 8) Review project budget & timeline.
- 9) Next steps.
- 10) Comments and/or questions.
- 11) Adjourn.

I look forward to our conversations on Thursday.

## *Cedaredge Land Use Code (LUC) Rewrite Outline.*

Review scope of work & timeline with staff.

### *Project goals:*

- Implement the provisions of the Comprehensive Plan.
- Identify code barriers to achieving desired outcomes.
- Provide clarity and predictability to the process.
- Simplify and improve the overall functionality of the regulations by eliminating conflicting/inconsistent requirements, utilizing graphic representations & tables, clarifying requirements and submittal procedures with charts and language.
- Clarify all definitions.
- Ensure that review process/procedures are appropriate for land-use application types. For example, simple boundary adjustments are handled through administrative review while more complex procedures are presented to planning commission & Board of Trustees.
- Make evaluation criteria unambiguous and objective.
- Review each zone district for clarity of uses, appropriate boundaries, missing elements and similar characteristics.
- Review land dedication/fee requirements are appropriately applied and calculated.
- Ensure design standards are up-to-date and appropriate for the needs.
- Engage the public and solicit input on the code update.
- Identify, but not necessarily resolve other needs - mobility plan, overall sidewalk needs/improvement plan, historic preservation, housing needs or other.
- Assure that the final document is legally defensible and in compliance with state law.

### *Joint meeting with Planning Commission & Trustees on project and solicit initial input.*

- Outline elements of LUC.
- Identify sections/needs identified by staff/consultants.
  - What works & what does not.
  - Code sections that need to be improved.
  - Sections to be added to address needs.
  - Other elements to be addressed.
- Review project timeline.

*As suitable, solicit input from developers, builders, realtors and others knowledgeable about the LUC.*

*Detailed review of land use code for changes - conflicting sections, organization, clarity, usability, additions, deletions and other items.*

Consultant review.

Staff review.

Attorney review.

Other?

*Develop strategy for presenting individual sections of the LUC to the Planning Commission/Trustees.*

**Budget**

\$25,000/\$90=277 hours

**Timeline**

- 1) Project Startup and Orientation - May - Week 1-Week 2.
- 2) Land Use Code Audit - May - Week 3-Week 4.
- 3) Public input on Land Use Code challenges/corrections - June - Week 1-Week 2.
- 4) Work on Draft Code Updates & Review Individual Code Sections with Planning Commission & Others - Second ½ June - end of July.
- 5) Refine code sections & review with planning commission & public - August Week 1-Week 2.
- 6) Present code to planning commission for recommendation to Board of Trustees - August Week 3-Week 4.
- 7) Present final draft to Board of Trustees for adoption - September Week 1-Week 2.

## **Sections of the Municipal Code to Address in the Land Use Code Update.**

Title 16 “Land Use and Development” is the operative section of the Municipal Code that encompasses most of the land use regulations. There are sections of Title 15 “Buildings and Construction” also includes chapters that staff would recommend moving to Title 16. The sections of Title 15 that should be moved to Title 16 are listed below and after that, are listed the chapters in Title 16 for your reference for the meeting Thursday.

### **TITLE 15**

#### **BUILDINGS AND CONSTRUCTION**

15.20 Mobile Homes

15.28 Mobile Home Park Regulations

15.32 Travel Homes and Travel Home Park Regulations

15.36 Street and Circulation Impact Fees

### **TITLE 16**

#### **LAND USE AND DEVELOPMENT**

Chapters:

16.01 General Provisions

16.02 Annexation

16.03 Zoning

16.04 Site Development Standards

16.08 Subdivisions

16.09 Review Procedures

16.10 Application Submittal Requirements

16.12 Sign Code Standards

16.13 Fence Code Standards

16.25 Index