



DATE: January 12, 2018
TO: Mayor and Council
FROM: Ryan Mahoney, Town Manager
RE: Weekly Update
CC: Department Heads

I am getting off to a late start with my weekly update as I had my first experience being delayed by the closure of Glenwood Canyon. I attended a meeting in Eagle this morning and was stranded on my return home.

I have heard from a few of you regarding our Sketch Plan submittal requirements. I have attached those here for your reference. I believe that they are reasonable and will allow enough information for the Planning Commission and the Town Council to have informed dialogue on an application. This is a change to how we had been doing business as it relates to the pre-application meetings. There is a level of risk in development and a monetary threshold that comes with that. Please let me know if you have any questions about the requirements.

Planning

- Willits Town Center – Staff and the Developer continue to work on the items identified by the Council at the last meeting. At POST's January 10th meeting, the Developer and their consultants, Mt. Daly Enterprises, presented revised park plans for Reed Street Park and a parklet using a portion of Market Street. The plans were well received by POST and will be presented at the next Council meeting.
- East Valley Road Traffic Calming - Ryan Mahoney and Susan Philp attended the Sopris Meadows One HOA meeting on Monday, January 8th and updated the HOA on the process. Minor modifications to the plans are being made to correct other drainage issues occurring near Evans Road.
- Pitkin County Whitewater Park – The Planning Staff participated in the meeting with Pitkin County Attorney's office and their river and park planning consultants to review the County's ideas for streamside improvements. The County is hosting a stakeholder meeting on Wednesday and the Commission/Council subgroup will meet after that meeting.
- Green Team – The Green Team's page on the Town's website is now active. The Council can access it through the Community tab. The group is planning on documenting the blower test at Town Hall and Art Base/Planning Department Building to use as an educational tool for the community to show how easy it is to make improvements to existing buildings to reduce utility bills and greenhouse gas emissions. The Green Team continues to work on improving the sustainability code. The amendments are currently scheduled for consideration at the Council's January 23rd meeting.
- BACH – The Committee is developing updated maps and tables in order to evaluate and then present their recommendations on where the Council should focus affordable housing efforts. They will be sending their 2017 annual report to the Town Council in the near future and will be asking for agenda time at upcoming meetings.

Public Works

- Public Works has been busy plowing and clearing snow and ice this week. We have had to plow for four separate storm events and it appears that we will get a break for a few days. The initial plowing is only the beginning of our efforts after a storm. The “cleanup,” as we call it, takes days or even weeks to complete. It consists of moving the plowed snow, treating the freeze/thaw ice with sand and breaking the ice up to help prevent slips and falls.
- The sweeper is on the prowl again! As part of the ongoing cleanup, we try to get the sweeper out to pick up the sanding material. The sweeper has several water systems for dust control and for a high pressure wand that is sensitive to cold temperatures. When we have an afternoon that is in the forties or above we try to get it out to clean up the streets.
- Public Works is very grateful to the Town Council and especially the Mayor for the recognition of what we do.

Police

- The police department continues to enforce our 72 hour parking regulation throughout Town. They have been working closely with Public Works to make sure vehicles are being moved to assist in snow plowing and snow removal efforts.
- In the second half of 2017 the Police, Public Works and Planning Departments worked with Pitkin County Emergency Management and several other area agencies to create an updated Pitkin County Hazard Mitigation Plan (HMP). The plan has been completed and is currently being reviewed by all agencies who participated in its creation. Revisions of the 122 page document are due by January 22nd. After our review, the plan will be sent to the Department of Homeland Security and FEMA for review and approval. We expect to bring the HMP before Town Council in early April for adoption.

Attachment (1)

Sketch Plan Submittal Requirements

PUD sketch plan. The PUD sketch plan is intended to acquaint the Town staff, Planning and Zoning Commission and Town Council with a development proposal in its initial stages. It is recommended that a sketch plan be submitted prior to the preparation of detailed planning or engineering studies. The following written and graphic materials are required as a part of the sketch plan application:

Written information.

A statement of the objectives of the PUD, including a spreadsheet outlining requested variations from the underlying zone district schedule of requirements, the PUD design standards and other applicable sections of [Chapter 16](#) and [17](#) of this Code. Said spreadsheet shall be on a form provided by the Town staff. The statement should also include a listing of all enhancements offered by the proposal which are not required by this Code, to allow an objective analysis and comparison of the benefits and code variations.

A description of the proposed uses, including the number of dwelling units and approximate square footages, a list of commercial uses and approximate square footages of each use, calculation of open space and parks and proposed PUD zone district schedule of uses and requirements as appropriate.

A statement of how the proposal relates to the Master Plan, Three Mile Plan, master plans for adjoining counties when annexation is being requested and any other long range planning documents as deemed appropriate by the Town.

A statement of how utilities are to be provided, including an assessment by a licensed professional engineer as to the feasibility of said proposals.

The names of property owners and the planner, architect, engineer and surveyor. Authorization from the owner for the filing and processing of the applications.

The names and addresses of property owners within three hundred (300) feet of the property.

A preliminary economic analysis as to the costs and benefits of the project, prepared on a form provided by the Town staff.

A statement describing how the elements of the PUD satisfy each of the findings required in [Section 16-63\(d\)](#).

A general statement describing the geological characteristics of the land, soil types, slope stability and floodplain information. This information may be based on secondary data available from the Town, soil conservation service or other sources. The Town Manager may request that an environmental summary of the above characteristics be submitted in graphic form.

Graphic materials.

A vicinity map drawn to scale showing the location of the property with respect to the Town limits, the Town street system, major intersections, points of access, transit stops, significant natural features, irrigation ditches, major utility transmission lines, public facilities, adjoining subdivisions, property lines and density and land uses of adjoining properties.

A map drawn to a scale of at least one (1) inch equals one hundred (100) feet showing the size of the parcel, the location of the proposed uses, public and private open spaces, streets, topography, existing or proposed water and sewer lines to serve the project, phasing proposals, lots or block pattern and land subdivisions, if applicable.

A photo-reduced version of all graphic materials on 11" x 17" paper.

Additional information. Any additional information reasonably required by the Town to review the application and to verify compliance with the provisions of this Code.