



LAND USE ADVISORY COMMITTEE MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
LAND USE ADVISORY COMMITTEE MEETING 2022-06
Wednesday, September 7, 2022, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Consent Agenda
 - a. 8.03.22 Minutes

B. REGULAR MEETING

1. **Commercial Code and Requirement & Vesting Time Limits on Approvals Re-Cap**
 - Discussion
 - Staff Presentation: Abdul Barzak, Town Planner
2. **Application Process & Development Agreements**
 - Discussion
 - Staff Presentation: Abdul Barzak, Town Planner

C. COMMUNICATIONS

Commission approval may be sought for administrative actions in association with staff reports.

1. Town Attorney
2. Town Staff
3. Town Management
4. Committee Members
5. Chair

D. ADJOURN

Land Use Advisory committee MEETING Wednesday, September 7, 2022, 6:00 PM
(MDT)

Registration URL https://us02web.zoom.us/webinar/register/WN_UwjDKGhiQQyvXVnt5bVF_w



LAND USE ADVISORY COMMITTEE MEETING

Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES

MEETING 2022-05

Wednesday, August 3, 2022, at 6:00 PM

Present:

Chair:

Brittany Vandermark

Vice-Chair:

Karen Hessler

Committee:

Gordon Coombes

Josh Green

Randy Nicholson

Wes Larimore

Rod Simpson

Chris Pagan (alt)

Michael Young (alt)

Absent:

Sharon Snider & Mark Anderson

Audience: None

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Abdul Barzak, Town Planner

Leah Vanarsdall, Town Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Approval of 6.01.22 Minutes

MOTION WAS MADE BY LUAC Member Simpson, seconded by LUAC Member Green to approve 6.01.22 Minutes . All LUAC Members present voting Yes,

MOTION PASSED

4. Approval of 7.06.22 Minutes

MOTION WAS MADE BY LUAC Member Simpson, seconded by LUAC Member Green to Approve 7.06.22 Minutes . All LUAC Members present voting Yes,

MOTION PASSED

5. Approval of Agenda

B. REGULAR MEETING

1. Lighting and Parking Requirements: Land Use Code Re-Cap

- Discussion
- Staff Presentation: Abdul Barzak, Town Planner

MOTION WAS MADE BY LUAC Member Simpson, seconded by LUAC Member Nicholson to recommend approval of Lighting and Parking Requirements: Land Use Code Re-Cap and forward to the Planning Commission. All LUAC Members present voting Yes,

MOTION PASSED

2. Commercial Code & Requirements: Land Use Code

- Discussion
- Staff Presentation: Abdul Barzak, Town Planner

Tabled to September 7th, 2022.

3. Vesting: Land Use Code

- Discussion
- Staff Presentation: Abdul Barzak, Town Planner

Tabled to September 7th, 2022.

C. COMMUNICATIONS

Commission approval may be sought for administrative actions in association with staff reports.

1. Town Attorney
2. Town Staff
3. Town Management
4. Committee Members
5. Chair

D. ADJOURN

MOTION WAS MADE BY LUAC Member Nicholson, seconded by LUAC Member Simpson to adjourn at 8:18 pm. All LUAC Members present voting Yes,

MOTION PASSED

TOWN OF SEVERANCE

Brittany Vandermark, Chair

ATTEST

Leah Vanarsdall, Town Clerk

MOTION PASSED



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Commercial Code and Requirement & Vesting Time Limits on Approvals Re-Cap	Abdul Barzak, Town Planner	Abdul Barzak, Town Planner
ACTION REQUESTED		
Community Development and Management asks that the Land Use Advisory Committee (LUAC) review, discuss, and forward a recommendation to the Planning Commission on Commercial Code & Vesting Requirements. Actions that may be taken: 1. Forward a recommendation of approval to the Planning Commission for Land Use Code changes regarding Commercial Code & Vesting Requirements. 2. Take No Action.		<u>Discussion</u>
BRIEF SUMMARY		
On August 3rd, 2022, the Land Use Advisory Committee (LUAC) reviewed, discussed, and directed Town staff with recommendations for Commercial Code & Vesting Requirements within the Land Use Code. Tonight's discussion aims to re-cap and review the discussion from last month and, if all are in favor, forward a recommendation to the Planning Commission for Commercial Code & Vesting Requirements.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
The Town Staff is asking for the Land Use Advisory Committee (LUAC) to forward a recommendation of approval to the Planning Commission for Land Use Code changes regarding Commercial Code & Vesting Requirements.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Commercial Design Criteria 2. Vesting		

Commercial Design Criteria

CODE REVIEW (MASSING & SCALE)

Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Varied building heights, styles, colors and building details are encouraged.	Use Corridor language; avoid continuous blank wall -- incorporate Timnath language not allowing false facades and the last sentence of Timnath language regarding 50' max uninterrupted wall plane; massing and transitions when adjacent to Res. areas; incorporate first sentence of Timnath... "compatible when adjacent to res. zone for scale, height,"			Consider making the Severance Corridor Plan Design criteria for Commercial Nodes a requirement to all commercial areas in Town; establish minimum criteria that must be met for both the general commercial or commercial node areas and the Old Town area (examples include minimum articulation requirements; maximum blank wall allowance; setback allowances)
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Simple rectangular volumes preferred; clearly identify the primary entrance to a bldg and orient to the street. Primary entrances should convey a human scale; recessed entries in new storefronts should be encouraged; bldgs should respect the traditional height of buildngs while establishing a pattern for more efficient land use (2-3 stories in height); new bldgs should be divided into "modules" that appear similar in scale to bldgs with traditional facades; a visual divisoin between street level and upper floors should be incorporated; Floor to floor heights should appear similar to those seen on bldgs with traditional facades; min. 75% of bldg frontage = 0' front setback <u>Commercial Node Guidelines:</u> - Agrarian and farmhouse style design characteristics are preferred; simple rectangular forms with steeply pitched roof planes, including dormers are desirable; bldgs that recall the shapes of barns, silos, stables are encouraged; simple Ground floor should be designed to encourage pedestrian activity with pedestrian oriented elements (i.e. transparent storefront; outdoor seating/dining; art; canopies; awnings; landcaping; etc; blank wall or vacant lot appearance is innappropriate)				
Evans	Height, massing, building scale. The height and scale of any new building shall be compatible with surrounding, conforming structures. Individual structures shall be clustered to help create plazas and pedestrian courts. Shared driveways and/or parking shall be incorporated to lessen pedestrian-vehicle conflicts. Developments located within the U.S. 85 Neighborhood Retail and Commercial District shall be oriented toward the primary public street or private drive providing the access to the subject building.b.Human scale. The design of buildings shall reflect the relationship between the size of the building and human beings. Human-scale design shall be incorporated through the use of horizontal articulation, belt courses, cornices, recessed windows or doors, awnings, roof overhangs, moldings, fixtures, colonnades, or other architectural features. In order to avoid blank walls at the ground floor levels, windows, trellises,articulation, arcades, change in materials, or other architectural features shall be utilized. These features shall be incorporated into each elevation (front/side/rear).				
Firestone	A single, large, dominant building mass shall be prohibited. Buildings shall be designed to integrate variations in height, texture, color, and façade depth. Four-sided Architecture required. All building facades shall have similar levels of architectural detailing. Buildings shall incorporate a human scale at ground level on commercial buildings and along street facades and entryways through the use of such scale elements as windows, doors, columns, and beams.				
Frederick	Walls shall not have an uninterrupted length exceeding fifty (50) feet. A combination of pilasters, texture transitions, windows and stepping of the wall plane is required; all exterior elevations shall maintain the integrity of the adjacent buildings' architectural character and detailing; continuous cornice lines or eaves are encouraged between adjacent buildings; buildings with flat roofs shall provide a parapet with an articulated cornice.				

Commercial Design Criteria

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Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Simple rectangular volumes preferred; clearly identify the primary entrance to a bldg and orient to the street. Primary entrances should convey a human scale; recessed entries in new storefronts should be encouraged; bldgs should respect the traditional height of buildngs while establishing a pattern for more efficient land use (2-3 stories in height); new bldgs should be divided into "modules" that appear similar in scale to bldgs with traditional facades; a visual divisoin between street level and upper floors should be incorporated; Floor to floor heights should appear similar to those seen on bldgs with traditional facades; min. 75% of bldg frontage = 0' front setback <u>Commercial Node Guidelines:</u> - Agrarian and farmhouse style design characteristics are preferred; simple rectangular forms with steeply pitched roof planes, including dormers are desirable; bldgs that recall the shapes of barns, silos, stables are encouraged; simple Ground floor should be designed to encourage pedestrian activity with pedestrian oriented elements (i.e. transparent storefront; outdoor seating/dining; art; canopies; awnings; landcaping; etc; blank wall or vacant lot appearance is innappropriate)				
Johnstown	Human Scale through street level elements - base/foundation elements, distinctive entryways, windows, textures and details; wall plane articulation				
Timnath	Compatible when adjacent to res. zone for scale, height, bulk and landscaping - unlesseparated by a buffer; bldgs oriented to the street w/ visible entrances and clustered around plazas, and common areas; consistent/ complementary design throughout; false facades prohibited; max. unbroken facade plane shall be 50' - interrupted by projections, recesses, portals, courtyards, plazas, or other appropriate architectural design w/ minimum depth of 2'.				
Wellington	The design of all buildings shall employ textured surfaces, projections, recesses, shadow lines, colors, window patterns, overhangs, reveals, changes in parapet heights and similar architectural features to avoid monolithic shapes and surfaces and to emphasize building entries. Designs shall not contain unbroken flat walls of greater than 50' in length. Buildings having single walls exceeding 50' in length shall incorporate 1 or more of the following at a minimum of every 50': changes in color, graphical patterning, texture or material; projections, recesses and reveals; windows and fenestration; arcades and pergolas; towers, gable projections; horizontal/vertical breaks; or other similar techniques.				
Windsor	Specific standards and guidelines based on the location within a specific plan area (i.e.Com mercial Corridor Plan; Downtown Corridor Plan; I-25 Corridor Plan; Corridor Activity Center; Big Box Regulations; and Industrial Desing Standards). Massing and scale are regulated through compatibility criteria, articulation standards and design features; variation in the criteria is provided based on the context and location within one of the plan areas.				

Commercial Design Criteria

CODE REVIEW (BUILDING MATERIALS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Architecture that is reflective of the regional character of urban buildings is encouraged, including red or tan brick, and sandstone.	pull corridor language to apply throughout commercial areas; specify 2 different desirable materials on each façade - list desirable materials; no EIFS; remove language that states green manterials "may appear" and it is they are similar quality, texture, finish...			Consider making the Severance Corridor Plan Design criteria for Commercial Nodes a requirement to all commercial areas in Town; establish minimum criteria that must be met for both the general commercial or commercial node areas and the Old Town area (examples include minimum amounts of stucco allowed; specific metal specifications to encourage architectural metal as an accent material; stucco as actual masonry material - not EIFS based, etc.)
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Materials should help establish a human scale and provide visual interest; some diversity in materials is part of the tradition of downtown - but the range should be limited for a sense of visual continuity; high quality materials such as brick, metal, stone, terra cotta, wood, tile and stucco; innovative or "green" materials are encouraged if they appear similar in quality, texture, finish and dimension to those used in Old Town area; stucco should be detailed to create a composition of smaller wall surfaces and establish a sense of human scale; simple material finishes are encouraged; matte finishes preferred; avoid polished stone or ceramic tile - limited to accent elements; reflective or mirror glass is not appropriate <u>Commercial Node Guidelines:</u> - Materials should be simple, durable and be compatible with the idea of agrarian architecture ; some diversity in exterior materials is part of traditional commercial, but the range should be limited; high quality materials such as brick, metal, stone, terra cotta, wood, tile and stucco; innovative or "green" materials are encouraged if they appear similar in quality, texture, finish and dimension; simple material finishes are encouraged; matte finishes preferred; avoid polished stone or ceramic tile - limited to accent elements; reflective or mirror glass is not appropriate				
Evans	All sides to include a combination of durable materials such as stucco, brick, stone, marble and granite; colored and textured concrete and decorative masonry block; glass or acrylic block; and hardwood and pressure-treated wood. Accent and decorative components may also include steel, copper and aluminum; heavy timber; and terracotta. Other materials may be approved on a case-by-case basis. Transparency- Front and street side elevations shall have a minimum of twenty-five (25) percent of the wall area as window and/or glass door area.				
Firestone	No more than twenty-five (25) percent of each façade of the building shall be finished with metal material; Vinyl siding, EIFS, and smooth face block are prohibited. Façade building materials shall not create excessive glare when viewed from any public street or from any residential area. Mirrored glass is prohibited				
Frederick	At least 2 kinds of materials distinctively different in texture or masonry pattern, at least one of which is decorative block, brick, or stone, with each of the required materials covering at least 25% percent of the exterior walls of the building; or brick or stone (including synthetic stone) covering at least 50% of the exterior walls of the building.				

Commercial Design Criteria

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Johnstown	Vintage local references - brick, stucco and painted wood; corrugated metal similar to ag. structures (secondary material - limited to 25% or less); masonry tile or standing seam metal sloped roofs in darker colors;				
Timnath	Brick, cementitious stucco, stone, vertical board and batten, wood or cementitious siding and approved architectural concrete masonry unit as primary materials - metal siding allowed in ind. district only. Dryvit, smooth face concrete block, or EFIS only in banding, decorator strips, cornice lines and wall capping				
Wellington	Compatible with building's style and nearby buildings.				
Windsor	Encourage the use of masonry materials including brick, stone, stucco - while also allowing for architectural metal and wood elements reviewed based on context and characteristics to the overall architectural concept; wainscoting required within the specific plan areas and throughout the community on commercial properties				

Commercial Design Criteria

CODE REVIEW (ARCHITECTURAL DETAILS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Distinctive architectural feature elements that create focal points and destination backdrops are encouraged.	incorporate corridor plan criteria and add 30% transparency requirement on frontages (ped and vehicle frontages)			Consider establishing a list of features and architectural elements that could be selected from; with a minimum number required based on context and overall design theme; establish minimum transparency and permeability criteria that aid in the human scale and help soften bldg facades; side and rear elevations are often left out and create one-sided architecture - consider requiring full-sided architecture requirements
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Arch. features should be used to provide weather protection and highlight building features and entries; should be designed to incorporate awnings; storefront window openings should be ddesigned to incorporate awnings above the windows; awnings should fit the shape of the opening of the building; awnings should be mounted to highlight modlings that may be found above storefront or fit within a sign panel; oepn ended rather than boxed awnings preferred; canvas or other high quality fabric is preferred; fixed metal canopies are acceptable; vinyl awnings are not appropriate; use of architectural feautes to define rooflines <u>Commercial Node Guidelines:</u> - Storefronts with transparent display windows or display cases; agrarian and farmehouse details and elements; designed to incorporate awnings; stroefront window openings designed to accommodate awnings above the windows; awnings should fit the shape of the oepening of the bldg; awnings should be mounted to highlight moldings that may be found above the storefront or to fit within a sign panel; open ended rather than boxed awnings are preferred; canvas or high quality fabric awnings are preferred; fixed metal canopies are acceptable; vinyl anwings are not appropriate; permanent structures may be used for weather protection and for outdoor dining				
Evans	Every elevation shall be broken up through the use of decorative architectural features such as change in plane; molding, columns, cornice, frieze or arches; rigid awnings or canopy; color and texture variations; recessed windows or doors, bay windows, window sills, window boxes or false windows; decks and covered patios; and exposed structural elements like steel or timber beams.				
Firestone	3 or more of the following features at least every forty (40) feet in length: i. Changes in texture or changes in material; ii. Projections, recesses, and reveals, expressing structural bays or other aspects of the architecture with a minimum change of plane of twelve (12) inches; iii. Windows and fenestrations; iv. Awnings or other projecting architectural features; or v. Changes in roof line or form.				
Frederick	Openings or elements simulating openings that occupy at least 20% of the wall surface area; building bays created by columns, ribs pilasters at lease 1' in width and spaced at intervals of no more than 25% of the exterior building walls; base treatment such as stone, masonry, or a decorative concrete.				
Johnstown	awnings and arcades for pedestrian scale				

Commercial Design Criteria

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Timnath	Walls seen by the public are treated as primary facades; at least 50% of the horizontal distance of any building front shall be designed with arcades, windows, entrances, awnings, or similar features; retail facades shall be glazed with clear glass no less than 30% of the first story - other uses may provide the authentic appearance of such transparency				
Wellington	The architectural treatment of the front facade shall be continued, in its major features, around all visibly exposed sides of a building. All materials, colors and architectural details used on the exterior of a building shall be compatible with the building's style and with other nearby buildings				
Windsor	Based on plan area and guidelines identified - encourage building articulation and the use of different architectural features, including cornice work, parapets, vertical and horizontal articulation, windows, awnings and roof forms;				

Commercial Design Criteria

CODE REVIEW (COLORS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Varied building heights, styles, colors and building details are encouraged.	Firestone language starting with Intense, bright, or fluorescent colors shall not be used as..; Change percentage to be no more than 20% of total elevation			Corridor Plan Guidelines language is good intent language, but too subjective to stand alone; consider establishing what is not acceptable or what would require further review, such as bright or fluorescent colors to only be used as accent colors of less than X % of a building facade;
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Colors should evoke a sense of richness and liveliness to complemnt and support the overall character of Old Town <u>Commercial Node Guidelines:</u> - Colors should evoke a sense of agrarian tradition to complement and support the overall character of the district				
Evans	Colors shall be chosen from the Benjamin Moore “Historical Colors” color palette, or an approved color palette provided or made available by the City for viewing.				
Firestone	Natural colors. Intense, bright, or fluorescent colors shall not be used as the predominant color on any wall or roof of any primary or accessory structure. These colors may be used as building accent colors, but shall not constitute more than ten (10) percent of the area of each elevation of a building.				
Frederick	Colors shall be used to blend buildings into an area and to unify elements of a development. Color should be drawn from the surrounding area and, if in a new development area, shall be selected to establish an attractive image and set a standard of quality for future developments and buildings within the area. Monotonous or monochromatic color palettes are strongly discouraged. Primary or other bright colors should be used sparingly and only as accents. Accent colors used to call attention to a particular feature or portion of a building, or to form a particular pattern, shall be compatible with predominant building base colors and may be incorporated using such elements as shutters, window mullions, building trim and awnings.				
Johnstown	natural colors and hues; brighter color as accents only on trim or for corporate details				
Timnath	specific to Harmony Corridor -- earth tones w/ color shades used to blend into adjacent districts				
Wellington	All colors used on the exterior of a building shall be compatible with the building's style and with other nearby buidlings.				
Windsor	Corridors highly encourage and sometimes require the use of earth tone colors - subtle color variation allowed as accent materials but require review by staff; colors should compliment one another and fit the overall architectural scheme of the building and be compatible with the surrounding buildings (context based)				

Commercial Design Criteria

CODE REVIEW (ROOF FORMS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Varied building heights and exaggerated roof overhangs are encouraged.	Definition for long continuous run of parapet wall length without variation and depth; use Street frontage façade(s); Firestone language for parapet wall height of 18" and prohibit long continuous runs; detailing shall be integrated into building architecture			Consider how roof forms can also screen rooftop mechanical equipment rather than relying on metal surrounds; flat roofs that rely on parapet wall extensions should establish parapet wall criteria such as minimum height extension above the roofline (can also be used for screening) and depth or thickness to avoid a narrow parapet wall that appears out of place or as an afterthought compared to the overall building mass; also consider the addition of dormers and minimum roof variations to avoid a simple spanning gable roof
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Horizontal roof forms should predominate and be screened by extensions of the building wall planes; parapet walls should be used for screening flat roofs and be detailed with elements such as cornices to define the building roofline; sloping roof forms may be used as accents <u>Commercial Node Guidelines:</u> - Gabled roofs are encouraged; roof forms that fit the farmhouse and agrarian design of the structure				
Evans	Roofs shall be gable, gambrel, hipped or otherwise broken up through varying planes. Flat roofs with varying planes shall be considered on a case-by-case basis when appropriate to the architectural character of the building.				
Firestone	Where flat roofs are used, a parapet wall at least eighteen (18) inches in height shall be used on all sides of the structure. Long continuous runs of parapets shall be prohibited. Parapet detailing shall be integrated into overall building architecture;On all structures exceeding two (2) stories in height, roofs shall internally drain, and external scuppers and wall drains shall be prohibited.				
Frederick	Changes in roof lines, including the use of stepped cornice parapets, a combination of flat and sloped roofs, or pitched roofs with at least 2 roof line elevation changes; or some other architectural feature or treatment which breaks up the exterior horizontal and vertical mass of the roof in a manner equivalent to above.				
Johnstown	variable rooflines other than parapets				
Timnath	specific to Harmony Corridor -- blend of flat roof forms with sloped roofs of 4:12 or greater pitch to create articulated roof patterns				
Wellington	Changes in parapet heights				
Windsor	Encourage the use of varied rooflines through the use of parapet walls and varied roof forms/pitches; entrances should be accentuated and may include awning or roof sturcture				

Commercial Design Criteria

CODE REVIEW (PARKING DESIGN)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	- Off-street parking area shall be designed (1) so that vehicles may exit without backing onto a public street unless no other practical alternative is available; and (2) so that parked vehicles do not encroach upon or extend onto public rights-of-way or sidewalks. - In order to promote a pedestrian scale, to encourage an environment of safety and to maximize land use efficiency and land devoted to parking in the Town core land use district, parking may be satisfied using adjacent on-street parking or shared rear-lot parking areas. Parking lots are required to have landscaping per industry standards. The ends of parking bays shall have landscape islands, which shall be strategically placed to ensure there are no more than twenty (20) contiguous parking spaces. Parking lots shall be buffered from view from the public right-of-way with practical landscaping.	Use existing and expand that landscape islands must be minimum width of a parking stall and widened when a sidewalk/ped connection is added			Parking should be tucked behind bldgs with screening that mitigates the visual impact of vehicles and headlights using landscape berms, walls, and year-round plant materials; pedestrian connections should be an integral part of any parking system and overall parking lot design; parking should be designed to avoid conflict points with pedestrians and turning vehicles (think of shopping centers that have the main drive aisle next to the bldng and main entrance - versus a more pedestrian friendly design approach); consider as part of overall landscape design criteria as well - parking lot median sizes and materials; on-site drainage through rain gardens and swales
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - on-site parking is not required; access to parking area should be provided from an alley, not from a primary shopping street; one space per every live work unit should be provided on-site or in a designated structure off-site; residential only uses must provide on-site parking; located to minimize visibility from the sidewalk; avoid driveway access on Harmony Rd; <u>Commercial Node Guidelines:</u> - Parking areas should be clear and legible; create long-term parking for employees and visitors; incorporate wayfinding signage to direct people to parking areas; access should be via an alley and not from a primary shopping street, when feasible; one space per each live-work unit should be provided; parking areas should be located so that it is visible from the arterial streets, is not a barrier to pedestrian movements and is imminently accessible				
Evans	- Parking lots shall contain one (1) landscape island approximately every fifteen (15) parking spaces, equidistant from any other landscape island and one (1) landscape island at the end of each parking row. Each such landscape island shall be at least eight (8) feet wide by eighteen (18) feet long, as measured from inside curb to inside curb, shall contain groundcover and one (1) shade tree, and shall be bordered by concrete curbing. - Where parking rows abut end-to-end and each row contains more than twenty (20) parking spaces, the rows shall be separated by a 5' planting strip containing one (1) shade tree and five (5) shrubs approximately every thirty (30) feet, plus groundcover.				

Commercial Design Criteria

CODE REVIEW (PARKING DESIGN)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	- Off-street parking area shall be designed (1) so that vehicles may exit without backing onto a public street unless no other practical alternative is available; and (2) so that parked vehicles do not encroach upon or extend onto public rights-of-way or sidewalks. - In order to promote a pedestrian scale, to encourage an environment of safety and to maximize land use efficiency and land devoted to parking in the Town core land use district, parking may be satisfied using adjacent on-street parking or shared rear-lot parking areas. Parking lots are required to have landscaping per industry standards. The ends of parking bays shall have landscape islands, which shall be strategically placed to ensure there are no more than twenty (20) contiguous parking spaces. Parking lots shall be buffered from view from the public right-of-way with practical landscaping.	Use existing and expand that landscape islands must be minimum width of a parking stall and widened when a sidewalk/ped connection is added			Parking should be tucked behind bldgs with screening that mitigates the visual impact of vehicles and headlights using landscape berms, walls, and year-round plant materials; pedestrian connections should be an integral part of any parking system and overall parking lot design; parking should be designed to avoid conflict points with pedestrians and turning vehicles (think of shopping centers that have the main drive aisle next to the bldng and main entrance - versus a more pedestrian friendly design approach); consider as part of overall landscape design criteria as well - parking lot median sizes and materials; on-site drainage through rain gardens and swales
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - on-site parking is not required; access to parking area should be provided from an alley, not from a primary shopping street; one space per every live work unit should be provided on-site or in a designated structure off-site; residential only uses must provide on-site parking; located to minimize visibility from the sidewalk; avoid driveway access on Harmony Rd; <u>Commercial Node Guidelines:</u> - Parking areas should be clear and legible; create long-term parking for employees and visitors; incorporate wayfinding signage to direct people to parking areas; access should be via an alley and not from a primary shopping street, when feasible; one space per each live-work unit should be provided; parking areas should be located so that it is visible from the arterial streets, is not a barrier to pedestrian movements and is imminently accessible				
Firestone	- Off-street parking shall be located within six hundred (600) feet of the primary building entrance, shall be located on the same lot or parcel of land as the structure they are intended to serve, shall not be located in front of garage doors. Off-street parking spaces may only be located adjacent to building doors when a pedestrian walkway is provided between the building and all parking spaces on that side of building. - Parking lot setback: minimum 10' planting area between the street and parking area. Landscape islands at end of all parking rows and landscape islands at intervening locations for every 15 consecutive parking stalls (10' wide by 19' deep if single row and 38' deep if double row). Landscaped median or center promenade for large parking lots. Minimum of 1 tree and 3 shrubs and ornamental grasses for single row islands and minimum of 2 trees and 6 shrubs and ornamental grasses for double rows. Minimum of 1 shrub per parking space to be located around the parking lot perimeter. *In Old Town Firestone, all off street parking shall be located to the rear or side of all primary buildings and not along street frontages.				
Frederick	Parking lots shall be located to the rear or side of buildings or in the interior of a site whenever possible. Parking lots shall be landscaped, screened, and buffered.				

Commercial Design Criteria

CODE REVIEW (PARKING DESIGN)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	- Off-street parking area shall be designed (1) so that vehicles may exit without backing onto a public street unless no other practical alternative is available; and (2) so that parked vehicles do not encroach upon or extend onto public rights-of-way or sidewalks. - In order to promote a pedestrian scale, to encourage an environment of safety and to maximize land use efficiency and land devoted to parking in the Town core land use district, parking may be satisfied using adjacent on-street parking or shared rear-lot parking areas. Parking lots are required to have landscaping per industry standards. The ends of parking bays shall have landscape islands, which shall be strategically placed to ensure there are no more than twenty (20) contiguous parking spaces. Parking lots shall be buffered from view from the public right-of-way with practical landscaping.	Use existing and expand that landscape islands must be minimum width of a parking stall and widened when a sidewalk/ped connection is added			Parking should be tucked behind bldgs with screening that mitigates the visual impact of vehicles and headlights using landscape berms, walls, and year-round plant materials; pedestrian connections should be an integral part of any parking system and overall parking lot design; parking should be designed to avoid conflict points with pedestrians and turning vehicles (think of shopping centers that have the main drive aisle next to the bldng and main entrance - versus a more pedestrian friendly design approach); consider as part of overall landscape design criteria as well - parking lot median sizes and materials; on-site drainage through rain gardens and swales
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - on-site parking is not required; access to parking area should be provided from an alley, not from a primary shopping street; one space per every live work unit should be provided on-site or in a designated structure off-site; residential only uses must provide on-site parking; located to minimize visibility from the sidewalk; avoid driveway access on Harmony Rd; <u>Commercial Node Guidelines:</u> - Parking areas should be clear and legible; create long-term parking for employees and visitors; incorporate wayfinding signage to direct people to parking areas; access should be via an alley and not from a primary shopping street, when feasible; one space per each live-work unit should be provided; parking areas should be located so that it is visible from the arterial streets, is not a barrier to pedestrian movements and is imminently accessible				
Johnstown	- Perimeters - Campus-style arrangement; parking between buildings and in conjunction w/ landscaping per buffer requirements; when adjacent to residential, both buffer req. and residential req. apply - Interior standard lots - no more than 20 consecutive parking spaces; min. 8' wide landscape median; 1 tree, 5 shrubs / 10 spaces or ratio; 75% shade trees; - Interior large lots (>100 spaces) - same as above, plus 10' medians or 18' w/ ped. path; tree and shrub ratio per 30 linear feet; 6' ped. path connecting to perimeter				
Timnath	- Locate to the rear or side of bldgs or internal to a block design; unless shared - Maintain a 5' setback from property lines; allow room for overhangs with a curb or wheelstop req. - No more than 10 parking spaces in a row - requires a min. 8'x20' landscape island and all parking rows must incorporate a landscape end-cap; cross access walkways required; 1 tree / 144 sqft of req. landscape area				

Commercial Design Criteria

CODE REVIEW (PARKING DESIGN)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	- Off-street parking area shall be designed (1) so that vehicles may exit without backing onto a public street unless no other practical alternative is available; and (2) so that parked vehicles do not encroach upon or extend onto public rights-of-way or sidewalks. - In order to promote a pedestrian scale, to encourage an environment of safety and to maximize land use efficiency and land devoted to parking in the Town core land use district, parking may be satisfied using adjacent on-street parking or shared rear-lot parking areas. Parking lots are required to have landscaping per industry standards. The ends of parking bays shall have landscape islands, which shall be strategically placed to ensure there are no more than twenty (20) contiguous parking spaces. Parking lots shall be buffered from view from the public right-of-way with practical landscaping.	Use existing and expand that landscape islands must be minimum width of a parking stall and widened when a sidewalk/ped connection is added			Parking should be tucked behind bldgs with screening that mitigates the visual impact of vehicles and headlights using landscape berms, walls, and year-round plant materials; pedestrian connections should be an integral part of any parking system and overall parking lot design; parking should be designed to avoid conflict points with pedestrians and turning vehicles (think of shopping centers that have the main drive aisle next to the bldng and main entrance - versus a more pedestrian friendly design approach); consider as part of overall landscape design criteria as well - parking lot median sizes and materials; on-site drainage through rain gardens and swales
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - on-site parking is not required; access to parking area should be provided from an alley, not from a primary shopping street; one space per every live work unit should be provided on-site or in a designated structure off-site; residential only uses must provide on-site parking; located to minimize visibility from the sidewalk; avoid driveway access on Harmony Rd; <u>Commercial Node Guidelines:</u> - Parking areas should be clear and legible; create long-term parking for employees and visitors; incorporate wayfinding signage to direct people to parking areas; access should be via an alley and not from a primary shopping street, when feasible; one space per each live-work unit should be provided; parking areas should be located so that it is visible from the arterial streets, is not a barrier to pedestrian movements and is imminently accessible				
Wellington	- Parking lots shall not dominate the frontage of pedestrian-oriented streets, interfere with designated pedestrian routes or negatively impact surrounding neighborhoods. The pedestrian character of streets and buildings shall be maximized through continuity of buildings and landscape frontage. - Parking lots shall be landscaped, screened and buffered. 1 tree per 20 parking spaces grouped together in islands which are a min of 10' wide. 1 shrub per 150 SF of landscaped area, with group plantings in landscape islands. Parking lot landscape setback for parking areas 30' from arterials or 25' from other streets.				
Windsor	- Buildings along the commercial corridor areas are encouraged to front the main roadway with parking tucked behind - parking is allowed behind and to the sides of buildings, but must be screened from view through berming, screen walls and landscaping - 1 tree / single row landscape island and 2 trees / double row landscape islands; landscape islands required as end caps to parking rows and to separate parking rows so no more than 15 parking spaces in a row; drive throughs to be screened by a screen wall or fence min. 3' tall; - larger parking lots require additional landscaping and walkways to connect throughout the site				

Commercial Design Criteria

CODE REVIEW (OPEN SPACE)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	A minimum of 10% of the gross land being subdivided as open space unless granted a wavier by the Board of Trustees, which may include plazas, squares, trails, landscaped areas (including areas in parking lots), recreational amenities and natural areas and other civic purposes. An internal trail system and trails designated on the Town’s Parks and Trails Map. Note: For commercial and industrial projects developed as a single project with Pad Sites, the twenty percent (20%) dedication will apply to the entire project. For commercial and industrial subdivisions with individually owned lots,the twenty percent (20%)dedication shall apply to each lot.	Maintain and focus on active open spaces within commercial areas			Consider how open space is used in commercial nodes and shopping areas; how can these areas be activated and serve multiple purposes; think of employee break areas and how those can be integrated into the overall design
Severance - Corridor Plan Guidelines	<u>Old Town Guidelines:</u> - Streetscape should incorporate planters and street furniture; plazas can be incorporated with pedestrian amenities; open space planned to encourage pedestrian activities; linked to key activity centers and pedestrian routes <u>Commercial Node Guidelines:</u> - Places should encourage and support pedestrian activity; outdoor dining areas are encouraged; open spaces such as plazas should be planned to encourage pedestrian activities; linked to key activity centers and pedestrian routes; building designs should help energize these spaces;				
Evans	Highway 85 District: Plaza space shall be required when a development involves a gross site area greater than 10 acres. A minimum 5 percent of the property shall be dedicated to plaza space for properties above 10 acres in total size. Plaza spaces shall incorporate at least 3 of the following elements.At least 1)seating space for each 250 SF of plaza or public space area. The seating space requirement can be met through the use of benches, chairs, or seat-walls.; a mixture of areas that provide shade, through the use of canopies, awnings, arcades, or other similar elements; a water feature or piece of public art; or an outdoor dining opportunity.				
Firestone					
Frederick	Non-residential developments shall be required to provide for a plaza or pocket park and contribute to a neighborhood or community park in proximity to the development.				
Johnstown	20%; 0% in CB District				
Timnath	By District: Community or Reg. Comm. = 25% Nbhd Comm. = 15% Comm. MU & Bus. = 5%				
Wellington	12% of the gross land being subdivided as functional open space, which may include plazas, trails, landscaped areas (including parking lots), recreational amenities and natural areas and other civic purposes; and an internal trail system, taking into account trails designated in the Comprehensive Plan and the Park Plan.				
Windsor					

Commercial Design Criteria

CODE REVIEW (AMENITIES)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Sidewalk plantings, trails, landscaped areas, natural areas, seating, gathering spaces, and bike racks.	Keep as is w/ Corridor language incorporated; add trash receptacles			Consider listing a variety of amenities that projects can choose from to establish a minimum threshold
Severance - Corridor Plan Guidelines	Old Town Guidelines: - Street furniture, outdoor dining and plazas are highlighted, but no specific requirements for amenities Commercial Node Guidelines: - Designed to support pedestrian activity, but no specific amenities required				
Firestone	Lawn areas, picnic shelters and tables, play equipment, artwork other amenities.				
Frederick	Natural features and areas, walking paths and gathering areas.				
Johnstown	Employee rest areas; benches; bike racks; future bus access for major employment/commercial centers				
Timnath	Plazas, trails, landscaped areas, natural areas or other public/civic areas				
Wellington	Plazas, trails, landscaped areas, natural areas				
Windsor	Amenities are encouraged, such as plazas, trails, landscaped areas, employee rest areas, benches and picnic areas; bike racks required to follow bike parking requirements				

Commercial Design Criteria

CODE REVIEW (LANDSCAPING)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Edges of commercial development shall have high-quality landscaping. Berms, meandering walks, a mix of irrigated turf, shrub beds, ornamental trees, evergreen trees and shade trees are encouraged.	combine high-quality landscaping consisting of berms, meandering walks, reference MF native landscaping language; mix of shrub beds, ornamental trees, evergreen trees and shade trees, rocks, mulch ---- remove irrigated turf from language; xeriscaping encouraged; shade trees are required;			
Severance - Corridor Plan Guidelines	Old Town Guidelines: - references streetscape enhancements and incorporating street trees Commercial Node Guidelines: - references streetscape designs and enhancements				
Evans	All land not within the building footprint, paved, or otherwise overlain by impervious surface or gravel, including such areas located on adjoining rights-of-way, shall be landscaped with shrubs, sod or other groundcover.				
Firestone	15% percent of the gross site area shall be landscaped area. A minimum of 1 tree per 1,000 SF of landscaped area, distributed on the site and 1 shrub per 150 SF of landscaped area.				
Frederick	Each lot shall provide a minimum of 15% landscaped area, excluding sidewalks, drives, and parking areas. Site trees are required at 1 tree per 1,500 SF of landscaped area. There shall be 1 shrub per every 150 SF of landscape area and turf or ground cover encompassing no less than 10% of the site.				
Johnstown	20% of site area; 1 tree and 5 shrubs / 1,000 sqft				
Timnath	Internal site: 20 sqft of landscaped area provided within each parking lot for each parking space provided exclusive of landscape islands; 1 deciduous tree / island min. Perimeter area: min. 6' green space or pedestrian area along roadways;				
Wellington	20% of the site (gross) shall be landscaped area, outside of street rights-of-way, building footprints or hard surfaced or landscaped areas used as parking lots and driveways; 1 tree per 1,000 SF of landscaped area and 1 shrub per 150 SF of landscaped area.				
Windsor	15% in neighborhood commercial; 20% in general commercial districts				

Commercial Design Criteria

CODE REVIEW (TRANSITIONS / BUFFERS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Development Node: For uses that do not already have specific setback requirements (such as oil and gas or solar), a boundary with a dissimilar land use is required at a minimum to incorporate a landscaped setback of twenty (20) feet. Setback design will be dependent on-site constraints and proposed use intensity.	Incorproate as part of overall buffering/landscaping criteria			Buffering and transitions are best suited for overall landscaping design criteria and identifying the appropriate buffer or transition based on specific criteria (adjacency to residential district or roadways; buffering between buildings or service areas or parking areas)
Severance - Corridor Plan Guidelines	Old Town Guidelines: - references streetscape enhancements Commercial Node Guidelines: - references streetscape designs and enhancements				
Evans	Any development or redevelopment of a site which abuts a residentially zoned and/or residentially developed property (including but not limited to single-family, two-family, multifamily, mobile or manufactured home) shall install a landscaped bufferyard along the property line shared with the residential property, except residentially zoned property developed as a nonresidential use, such as drainage detention, recreational facilities or public service facilities. Bufferyards shall include one (1) tree and five (5) shrubs for every five hundred (500) square feet of bufferyard area, plus groundcover over the entire bufferyard area.				
Firestone					
Frederick	A landscape buffer shall be provided between developments within this zone and less intensive uses, in accordance with Section 2.15 of the Land Use Code. When a property is developed with multiple land uses, buffer areas must be provided between residential and non-residential zones. The minimum allowable buffer area is 15 feet.Under no circumstances shall a fence be the only screening material used as a buffer between land uses. Chain link fencing with or without slats shall not be used for screening purposes.				
Johnstown	At least one of the following: 1) 15' wide landscape area w/ berming and 1 tree and 5 shrubs / 600 sqft or ratio; 2) 10' wide area w/ 1 tree and 5 shrubs / 400 sqft or ratio w/ intermittent 6' privacy fencing; 3) 5' wide area w/ 1 tree and 5 shrubs / 250 sqft w/ continuous 6' privacy fence				

Commercial Design Criteria

CODE REVIEW (TRANSITIONS / BUFFERS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Development Node: For uses that do not already have specific setback requirements (such as oil and gas or solar), a boundary with a dissimilar land use is required at a minimum to incorporate a landscaped setback of twenty (20) feet. Setback design will be dependent on-site constraints and proposed use intensity.	Incorproate as part of overall buffering/landscaping criteria			Buffering and transitions are best suited for overall landscaping design criteria and identifying the appropriate buffer or transition based on specific criteria (adjacency to residential district or roadways; buffering between buildings or service areas or parking areas)
Severance - Corridor Plan Guidelines	Old Town Guidelines: - references streetscape enhancements Commercial Node Guidelines: - references streetscape designs and enhancements				
Timnath	6 buffer type classifications based on Table 5.5: 1) Type 10 - 10' width w/ 1 lg deciduous , 3 med evergreen (staggered spacing) and 1 sm ornamental for every 75' length 2) Type 20 - 25' width as a barrier w/ 1 lg deciduous tree (50±' height) and 2 sm ornamental trees spaced 30' on center / 60' length 3) Type 30 - 30' width as barrier w/ 1 lg deciduous tree / 60' length and 1 medium evergreen (triangular staggered spacing) / 15' length yard continues by 5' width up to 60' w/ additional trees being incorporated				
Wellington	Properties shall be buffered and screened from adjoining areas with the goal of integrating adjacent land uses and providing seamless transitions from 1 use to another through the use of building orientation and access, landscaping and appropriate architectural elements. Buffering shall be provided between uses and by new users, with special consideration given to adjacent land uses of different intensities. Uses shall be required to ensure that the transition from 1 use to another is attractive, functional and minimizes conflicts between the current and planned uses. Uses shall be required to demonstrate compatibility. This can be accomplished through the effective use of shared access and parking, appropriate building orientation and setbacks, landscaping, architectural treatment and limited use of fencing and screening walls. Special consideration shall be given to the impact of aesthetics, noise, lighting and traffic.				
Windsor	Transitions are encouraged through building form/height and the use of landscaping following the setback regulations - plan areas provide additional criteria based on location and context for the size and design of a buffer area				

Commercial Design Criteria

CODE REVIEW (SCREENING)

Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Utility pedestals and trash enclosures shall be buffered with landscaping. Trash enclosures shall be located in locations that have the least impact on views from the public right-of-way as practical. Trash enclosures shall be masonry with steel gates to match building architecture	Incorporate language from existing and Corridor Plan;			The code and Corridor Plan language could be combined with additional screening criteria applied to ensure the approach blends in to the building design
Severance - Corridor Plan Guidelines	Old Town Guidelines: - Locate mechanical equipment and service areas out of public view; loading/service areas including refuse/recycling enclosures should be located out of public view whenever feasible and must not front onto a primary shopping street; electrical and communication transformers/cabinets located in the public right-of-way must be located on-site and screened from public view or installed below grade in the right-of-way; backflow prevention/anti-siphon valves must be integrated into the building design and concealed from public view; such devices may not be located within the right-of-way on primary pedestrian streets; all other mechanical equipment must be located behind or on top of the building and screened from public view using parapet walls, landscaping, etc. Commercial Node Guidelines: - Locate mechanical equipment and service areas out of public view; loading/service areas including refuse/recycling enclosures should be located out of public view whenever feasible and must not front onto a primary shopping street; parking areas to be screened, but visible from arterials (see parking design and Town landscape regulations)				
Evans	Uses that generate noise and glare (including outdoor vending machines) shall not be located in areas of the site that are visible or audible from any residential land uses. Service and loading areas shall be fully screened, through the use of landscaping and/or fencing, from adjacent residentially zoned properties, internal parking lot driveways and public and private rights-of-way. Service and loading areas shall not be placed on the front or street side of a building, but rather at the rear or side of the building. Trash receptacles shall be fully screened on all sides with minimum six-foot-tall privacy fences or walls constructed of materials consistent with the commercial building. Exterior mechanical units, whether ground or rooftop, shall be fully screened from view. The location of exterior mechanical units shall be indicated on the site plan.				
Firestone	Screening consists of landscaping, the retention of natural vegetation, or the use of physical structures to block views of specific activities or specific parts of a property or structure. Applicants are encouraged to locate the types of features listed in this Section (16.6.4) where they are not visible from off-site or public areas of a site, so that screening is unnecessary. Unless otherwise excepted in Subsection 6.4.B above, all uses shall be required to provide screening as specified in this Section to block the views of the specified features from any adjacent street, public open space or park, or other areas designated in this section.				

Commercial Design Criteria

CODE REVIEW (SCREENING)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Utility pedestals and trash enclosures shall be buffered with landscaping. Trash enclosures shall be located in locations that have the least impact on views from the public right-of-way as practical. Trash enclosures shall be masonry with steel gates to match building architecture	Incorporate language from existing and Corridor Plan;			The code and Corridor Plan language could be combined with additional screening criteria applied to ensure the approach blends in to the building design
Severance - Corridor Plan Guidelines	Old Town Guidelines: - Locate mechanical equipment and service areas out of public view; loading/service areas including refuse/recycling enclosures should be located out of public view whenever feasible and must not front onto a primary shopping street; electrical and communication transformers/cabinets located in the public right-of-way must be located on-site and screened from public view or installed below grade in the right-of-way; backflow prevention/anti-siphon valves must be integrated into the building design and concealed from public view; such devices may not be located within the right-of-way on primary pedestrian streets; all other mechanical equipment must be located behind or on top of the building and screened from public view using parapet walls, landscaping, etc. Commercial Node Guidelines: - Locate mechanical equipment and service areas out of public view; loading/service areas including refuse/recycling enclosures should be located out of public view whenever feasible and must not front onto a primary shopping street; parking areas to be screened, but visible from arterials (see parking design and Town landscape regulations)				
Frederick	When necessary to mitigate the impact of noise, light, unattractive aesthetics, and traffic. A fence or wall shall not be the only screening material used. Areas shall be screened through a combination of fencing, landscaping, walls, and architectural elements.				
Johnstown	Use of walls, buildings or earth forms to screen mechanical and other ancillary uses; should not be visible from streets or adjacent residential				
Timnath	Ancillary areas (i.e. loading, waste and recycling facilities, service areas, mechanical, etc.) - placed to the rear or side of buildings in visually unobtrusive locations - incorporated to prevent direct views from adjacent properties or from the public right-of way. Screening and landscaping to prevent spill-over glare, noise, or exhaust fumes. Use of walls, arch. features, and landscaping - opaque.				
Wellington	All air-conditioning units, HVAC systems, exhaust pipes or stacks, elevator housing and satellite dishes and other telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and from adjacent properties by using walls, fencing, roof elements and landscaping. In addition, all trash facilities, loading and parking areas shall be placed to the rear or side of buildings and properly screened. Screening and landscaping shall also prevent spill-over glare, noise or exhaust fumes. Screening and buffering shall be achieved through walls, architectural features and landscaping; and shall be visually impervious. Building recesses or depressed access ramps may be used.				
Windsor	Screening includes landscaping, berms and landscape walls or fences to mitigate the views of parking areas, ancillary uses (i.e. trash, mechanical, loading) and drive through areas - prevent headlight spill or glare off of the property				

Commercial Design Criteria

CODE REVIEW (PEDESTRIAN CONNECTIONS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Pedestrian connetivity within developments via a combinations of trails or sidewalks. Ped walks to be provided as necessary to ensure projects are easily navigated and enjoyable fro mthe pedestrians.	Tie back to Transportation Master Plan; Commercial projects along a Collector and Arterial to include safe signed passages			Pedestrian pathways and linkages should follow the corridor plan gyidelines and be required within commercial developments - moving through parking areas and connecting to perimeter sidewalk/trail networks
Severance - Corridor Plan Guidelines	Old Town Guidelines: - streets and places should encourage pedestrian activity; linked to key activity centers and pedestrian routes Commercial Node Guidelines: - short walking distances between buildings; linked to key activity centers and pedestrian routes; encourage pedestrian activity				
Evans	A system of public sidewalks constructed of asphalt, concrete or other approved materials and pedestrian pathways constructed of asphalt, concrete or other approved materials shall be incorporated into the site to move pedestrians throughout the site. Sidewalks shall be provided on both sides of all streets and have dimensions in accordance with Section 18.08.020.C, unless sidewalks and their dimensions are specifically exempted by the City. Sidewalks and pedestrian pathways shall connect the site with public sidewalks; all principal buildings on the site; parking lots and where logical connections to off-site locations can be made, as identified in the City's Transportation Plan for pedestrian and bicycle route maps.				
Firestone	Continuous Pedestrian Access; On-site pedestrian connections; On-site pedestrian walkways shall connect building entrances to one another and building entrances to public sidewalk connections and existing or planned transit stops. If buildings are not placed directly adjacent to the public sidewalk, then pedestrian walkways shall link the principal pedestrian site access to building entrances. All developments that contain more than 1 building shall provide walkways between the principal entrances of the buildings.				
Frederick	A pedestrian network that interconnects all dwelling units, nonresidential uses, and common open space shall be provided throughout each development. This network is made up of sidewalks, walkways, multi-use pathways, and trails. Sidewalks shall be separate and distinct from motor vehicle circulation to the greatest extent possible. The pedestrian circulation system shall include gathering/sitting areas and provide benches, landscaping, and other street furniture where appropriate.				
Johnstown	Highly encouraged with visible and clearly marked routes and crossings; connection to Town trails and walkways				

Commercial Design Criteria

CODE REVIEW (PEDESTRIAN CONNECTIONS)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Pedestrian connetivity within developments via a combinations of trails or sidewalks. Ped walks to be provided as necessary to ensure projects are easily navigated and enjoyable fro mthe pedestrians.	Tie back to Transportation Master Plan; Commercial projects along a Collector and Arterial to include safe signed passages			Pedestrian pathways and linkages should follow the corridor plan gyidelines and be required within commercial developments - moving through parking areas and connecting to perimeter sidewalk/trail networks
Severance - Corridor Plan Guidelines	Old Town Guidelines: - streets and places should encourage pedestrian activity; linked to key activity centers and pedestrian routes Commercial Node Guidelines: - short walking distances between buildings; linked to key activity centers and pedestrian routes; encourage pedestrian activity				
Timnath	Minimum width of 5' throughout the site; perimeter sidewalk network req. - must tie into the site and provide connections between site features and amenities; walkways through parking areas encouraged; combination of materials (i.e. brick, stone, concrete, stamped concrete, etc.) encouraged				
Wellington	A sidewalk network that interconnects all dwelling units with other dwelling units, nonresidential uses and common open space shall be provided throughout each development. Sidewalks shall be separate and distinct from motor vehicle circulation to the greatest extent possible. The pedestrian circulation system shall include gathering or sitting areas and provide benches, landscaping and other street furniture where appropriate				
Windsor	Requires continuous pedestrian access connecting to perimeter sidewalks systems and to circulate internal parking lots and around buildings. Areas adjacen to buildings to be a min. of 8' in width to accommodate vehicle overhang;				

Commercial Design Criteria

CODE REVIEW (STREETSCAPE)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance		work w/ legal on making sure all corridor plan references are written as standards in code;			The Streetscape Design criteria in the Corridor Plan should establish the design required by all developments
Severance - Corridor Plan Guidelines	Old Town Guidelines: - Section 3.6 of the Corridor Plan includes detailed design criteria for streetscapes in the Urban Center Zone Commercial Node Guidelines: - Section 3.6 of the Corridor Plan includes detailed design criteria for streetscapes in the Urban Center Zone				
Evans	1 shade tree and 5 shrubs for every 35 feet of street frontage, as well as groundcover.				
Firestone	1 deciduous or ornamental street tree for every 40 linear feet of street frontage with adequate spacing to allow for the mature spread of the trees.				
Frederick	1 tree for every 40 linear feet of road frontage or curb; live groundcover, including a combination of grass, flowers, street trees, and mulch shall be installed in tree lawn.				
Johnstown	strong, consistent landscape edge; specific criteria depending on roadway and planning area per Landscape Standards				
Timnath	tree lined streets; specific criteria varies based on road classification and to fit the characteristics of the area (i.e. rural/ag, res., comm.); min. 1 tree / 35' length within a 10' green space				
Wellington	1 deciduous or ornamental tree for every 40 linear feet of block frontage. Collector streets shall be landscaped with live ground cover, including a combination of grass, trees, flowers, grass or shrubs. Same for arterial streets with the addition of 1 shrub for every 150 SF of landscaped area.				
Windsor	15-20' width street frontage - width varies in tree lawn; tree lawn located between sidewalk and curb; street frontage between sidewalk and building; 1 tree / 40' in tree lawns and 1 tree / 50' in street frontage areas;				

Commercial Design Criteria

CODE REVIEW (XERIC / WATER CONSERVATION)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance		use artificial turf in place of irrigated turf in community gathering areas; Timnath language; when available, non-potable water shall be required;			Consider establishing basic water concious or xeriscape requirements, rather than using words such as 'encouraged' or 'should'
Severance - Corridor Plan Guidelines	Encourages alternative landscape treatments; "low impact development" landscapes; and low water using plants where appropriate (xeriscape)				
Evans					
Firestone	Xeriscape plant materials are strongly encouraged. Zoning of plant materials according to the microclimate needs and water requirements. Efficient irrigation systems including rain and wind sensors, controllers accessing weather stations.				
Frederick	All landscaping plans shall be designed to incorporate water conservation materials and techniques through application of Xeriscape landscaping principles. Xeriscape landscaping principles do not include or allow artificial turf or plants, mulched (including gravel) beds or areas without landscape plant material, paving of areas not required for walkways, plazas or parking lots, bare ground, weed covered or infested surfaces or any landscaping that does not comply with the standards of this Section of the Code.				
Johnstown	Y - required w/ dedicated areas or other areas owned/maintained by the Town; highly encouraged for all projects				
Timnath	Y - required to incorporate low water usage plantings and turf; and encouraged to use native plantings				
Wellington	All new development is encouraged to use raw water for irrigation and to incorporate water-saving measures in building design and landscaping. Developments are required to use stormwater management techniques that address water quality as well as quantity.				
Windsor	Require 65% of shrub requirements to be low or very low water use; no more than 15% of shrubs or trees to be classified as high water use; drought tolerant planting encouraged				

Vesting

VESTING CODE REVIEW (LIMITS AFTER APPROVAL)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	A period of 3 years - Board of Trustees may, in its sole discretion, grant vested property rights for a longer period within a final plat, site plan and/or development agreement when warranted in light of all relevant circumstances, including: the size and phasing of the development, economic cycles and market conditions	2 years on all; 180 days on standalone Variances; Keep Town Council discretion to grant longer periods			
Evans	A period of 3 years, if by ordinance				
Firestone	- Preliminary Plat = 2 years - Special Review Use = 2 years - PUD = 3 years - Variance = 180 days - Final Development Plan = 2 years - Architectural Review = 2 years				
Frederick	A period of 3 years - possible extension up to 5 additional years				
Johnstown	A period of 3 years for: - Final site plan, final subdivision plat, planned unit development plan, use by special review, or any property right approved by an ordinance or resolution				
Timnath	A period of 3 years for: - Final plat, replat, site plan, PUD or conditional use - Council may in unique circumstances extend the vesting period - Those circumstances may include: the size and phasing of the development, economic cycles, and market conditions A period of 1 year for Variances				
Wellington	A period of 3 years - Board of Trustees may, in its sole discretion, grant vested property rights for a longer period when warranted in light of all relevant circumstances, including: the size and phasing of the development, economic cycles and market conditions				
Windsor	- Site Plans, Height Review, and Conditional Uses = 1 year - Preliminary Subdivision Plats = 1 year (Submittal of a complete Final Subdivision Plat within the 1-year period for a portion of the approved preliminary subdivision shall automatically extend the approval period of the remaining portion for an additional 1-year) - Annexations, Final Subdivision Plats, Minor Subdivision Plats, Master Plans, Rezoning, and Vacations = 90 days - Minor Variances = 1 year - Major Variance = 1 year, or other period provided by the BOA - Sign Permits = 1 year				

Vesting

VESTING CODE REVIEW (LIMITS AFTER APPROVAL)					
Communities	Code Language	LUAC	Planning Commission	Town Council	Staff Analysis
Severance	Automatic: Owner/Applicant may request an extension up to 30 days prior to the expiration date - The Board may grant a 1 year extension - Additional extension may be requested if substantial progress has been made on installation of public improvements - Board shall apply the following criteria in their evaluation: 1) No conflict w/ this code or any conflict w/ code can be corrected by an amendment to the plan - shall be presented with the request; 2) Applicant demonstrated the plan continues to be compatible w/ adjacent properties and the surrounding areas or compatibility may be established by an amendment to the plan, - shall be presented with the request; and 3) Applicant has demonstrated the plan is consistent with the Town's Comprehensive Plan	Keep as-is			
Evans	Automatic: - Vesting period shall not be extended by any amendments to a site specific development plan unless expressly authorized by the City Council				
Firestone	Automatic: - Approvals shall be null and void, and shall automatically lapse if not completed or recorded within the approval time frames here				
Frederick	Automatic: - At no time shall the vesting period extend beyond 8 years following the original date of approval of the site specific development plan - The Board of Trustees may, in its sole discretion, grant vested property rights for a longer period when warranted in light of all relevant circumstances, including but not limited to: The size and phasing of the development; Economic cycles; Market conditions				
Johnstown	Automatic: - Vesting period shall not be extended by any amendments to a development plan unless expressly authorized by the Board of Trustees				
Timnath	Automatic				
Wellington	Automatic: - Vesting period shall not be extended by any amendments to a development plan unless expressly authorized by the Board of Trustees				
Windsor	Automatic: - Approvals shall automatically lapse, be null and void and have no further force and effect if specific criteria is not met for each application type, such as: submittal of a final plan, building permit applications, or final documents				



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Application Process & Development Agreements	Abdul Barzak, Town Planner	Abdul Barzak, Town Planner
ACTION REQUESTED		
Community Development and Management ask that the Land Use Advisory Committee (LUAC) review, discuss, and direct staff on Land Use Code changes regarding Application Process & Development Agreements.		<u>Discussion</u>
BRIEF SUMMARY		
The goal of tonight's discussion is for the Land Use Advisory Committee (LUAC) to review, discuss, and direct staff on Land Use Code changes regarding Application Process & Development Agreements. Staff will then take these recommendations, make changes and bring back a finalized recommendation for Commercial Code Requirements to LUAC for approval.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town staff is asking for the Land Use Advisory Committee (LUAC) to review, discuss, and direct staff on Land Use Code changes regarding Application Process & Development Agreements.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet:		
1. Application Processes & Development Agreements Memo		

MEMORANDUM

To: Town of Severance - LUAC

From: Josh Olhava, AICP, PCCP, Sr Community Planner

Date: September 7, 2022

Re: Code Review – Procedures and Processes

Background

Ayres was tasked to review the Towns' existing code language related to processes and procedures and evaluate how other jurisdictions structure these important regulatory sections. Due to the complexities and unique approaches each jurisdiction takes when formatting these sections of code, a direct side-by-side comparison was not warranted. Rather, it is best to understand what works well with the current code language and identify areas to improve upon, using examples and best practices that work for Severance.

Questions for the Group

1. What characteristics of the current procedures and processes are working well for the Town?
2. What portions of the current procedures and processes need improvement?

Arranged below are our high-level observations of the Towns' current structure, followed by suggestions for consideration by the Town.

Current Structure – Application Procedures and Processes

In 2020 and adopted in early 2021, the Town worked through an internal update effort that captured new code language and content within the existing code structure. This effort helped the Town stay current with regulatory requirements and capture processes and procedures at the time. This establishes a solid foundation of requirements and processes to build from and adjust into a user-friendly format.

A few challenges the current structure presents today include the following:

- The overall structure can be challenging to interpret and administer by staff and appointed and elected officials.
- Procedural requirements can be difficult to find and understand as they are disconnected from one another with some criteria found in Chapter 16, Article I – General Provisions, and others found in separate Articles based on application type.
- Subdivision construction criteria is nestled under Article 4 – Subdivision, along with Development Agreement criteria, which can be difficult to find considering other administrative and base standards are found within Article I – General Provisions.
- Each application type specifies a list of submittal requirements, but also references the Town's submittal checklist. This can create additional confusion for applicants and challenges when making updates to submittal criteria.

Considerations for Procedure and Process Code Criteria

Severance could greatly benefit by restructuring these areas of code into a user-friendly format, using reference tables, and consolidating information where appropriate. See [Appendix A](#) for an example

outline of how this code language could be structured. The key summary points for review and discussion by LUAC and PC include the following:

1. Reorganize and Update Article I – General Provisions

The General Provisions section should lay the framework for the Land Use Code by identifying the purpose and intent, relationship to other regulations and ordinances, fees and fee structure, minimum standards and interpretations. This section could also serve as a consolidated location to identify administration and roles of staff, Council, PC and BOA, and how those change between legislative and quasi-judicial actions. Information related to roles and administration are currently located under each individual application type.

Comprehensive Plan amendment review criteria should be relocated with the other development application types, outside of the General Provisions section. Public Hearing and general notice provisions should also be removed from this section. It is recommended that these criteria be located under a new Procedures section along with a procedure summary table, as detailed below.

2. Develop a Procedures Article and Procedure Summary Table(s)

Many communities throughout the region and State are incorporating easy to read reference tables at the beginning of a Procedures section that easily identifies the application types, approval bodies, neighborhood meeting and public meeting information. See [*Appendix B*](#) for an example of a summary table.

The overall procedures section could include general criteria for all applications and detailed review criteria based on application type. The existing code language specifying unique review criteria for application types, such as Annexations, Subdivisions, Site Plans, etc., could remain in separate subsections to the overall Procedures Article, serving as a single location to find all pertinent information. This section would also list procedural steps such as concurrent application reviews, pre-application meetings, neighborhood meetings, staff review.

3. Create a new Construction Requirements and Development Agreements Section

Pulling these sections away from the current Subdivision subsection are consistent with current trends in regulations so the focus of the existing subdivision section is on the review criteria and processes for platting property within the Town.

4. Focus Content Under the Application Sub-Sections

The current code language lists the application submittal criteria, but also references the “application submittal checklist provided by the town”. These sections should remove the detailed checklist items and use a reference such as this example from another jurisdiction:

“Applications required under this Code shall be submitted to the Community Development Department in the form and format specified by the Department. The Director is authorized to establish submittal requirements and procedures in order to ensure all applications can be evaluated for conformance with this Code. The Director may waive the requirement for specific information at the time of application, due to the routine nature of the application or due to the context of a particular application making the information inapplicable for review against the standards and criteria of this Code.”

This allows adjustments to application submittal requirements to be handled administratively or per the direction of Town Council without the need to amend the code or create discrepancies between code and internal working policy documents. These final application sections should focus on applicability language, review criteria and procedures (as deemed appropriate). The Town's current review criteria is generally consistent with other communities and should be reviewed closely before finalizing this code language. The current review criteria language can get lost or overlooked within the current structure due to the length of these sections. This proposal to focus the content will provide a user-friendly experience for applicants, residents, staff and appointed and elected officials.

5. Minor Clean-Up Items Moving Forward

As we work through the updates, we anticipate finding additional minor clean-up items which we will work with Town staff to address and incorporate into the revised language and structure as guided by the LUAC and the PC members. One example is vesting, and non-conforming use criteria are in other sections of code and could be migrated to this Article as a new section or sub-section as appropriate. Vesting language and requirements have been reviewed by LUAC and any reorganization of the sections will not impact the requirements reviewed and approved by LUAC or PC as it moves forward to Council.

6. Internal Process Updates and Workflow Creation

As we update this section of code, it will be important for staff to review and formalize internal processes and procedures for development applications. Oftentimes internal processes and procedures evolve over many years and because of changes in staffing and available resources. There are likely to be different workflows developed based on application type and complexity. Having this information available online for residents and applicants will provide additional transparency in the process and help maintain consistency and minimum expectations for all parties involved moving forward.

Next Steps

Following discussion and guidance by LUAC, Ayres and Town staff will make necessary adjustments and provide an update to LUAC for final recommendation before proceeding to the Planning Commission for their review and recommendation.

Appendix A - Example Code Outline

- General Provisions
 - Overview/Title
 - Authority
 - Jurisdiction
 - Purpose(s)
 - Interpretation
 - Relationship to other Regulations and Plans
 - Fees
 - Application Fees
 - Development Review Deposit and Reimbursement of Town Costs
- Procedures
 - Purposes
 - Summary of Review Procedures (summary table)
 - Reviewing Bodies and Roles
 - Administrative Authority
 - Town Council
 - Planning Commission
 - BOA
 - Common Review Procedures
 - Authority to file applications
 - Completeness
 - Submittal requirements reference
 - Withdrawal and Inactive application status
 - Notification Requirements
 - Summary matrix table
 - Neighborhood Meeting details
 - Public Hearing details
 - Review Procedures (as applicable) – workflow style view with expansion of general review steps if consistent across application types, if not a part of individual application criteria
 - Annexation
 - Purpose
 - Review Criteria (follow C.R.S.)
 - Review Process/workflow
 - Zoning
 - Comprehensive Plan Amendment
 - Subdivision
 - Major
 - Minor
 - Site Plan
 - Amendments
 - Appeals and Variances
 - Waivers
 - Dedications and Vacations (easements and right-of-way)
- Construction Requirements and Development Agreements

Appendix B – Example Summary Table

Applications	Eligible Applicants			Pre-application Conference	Neighborhood Meeting	Notice			Review Body			
	Owner	PC	CC			Post	Publish	Mail	Staff	PC	CC	ZBA
Minor Subdivision	■			☑				☐	D	A	A	
Major Subdivision — Preliminary Plat	■			☑	☐	☑	☑	☑	R	D/PH	A	
Major Subdivision — Final Plat	■			☑					D	A	Ac	
Rezoning	■	■	■	☑	☐	☑	☑	☑	R	R/PH	D/PH	
Planned Unit Development (PUD)	■		■	☑	☑	☑	☑	☑	R	R/PH	D/PH	
Use By Special Review	■			☑	☐	☑	☑	☑	R	D/PH	A	
Site Plan	■			☑		☐		☐	D	A	A	
Alternative Compliance	■			☑				☐	D	A	A	
Minor Variance	■			☑				☐	D		A	A
Variance	■			☑		☑	☑	☑	R		A	D/PH
Appeal of Administrative Decision	■	■	■			☐	☐	☐			A	D/PH
Text Amendment		■	■				☑		R	R/PH	D/PH	
Easement Vacation/Dedication	■							☐	D	A	A	
ROW Vacation/Dedication	■						☑	☑	R	R	D	
Annexation	■		■	☑		☑	☑		R	R/PH	D/PH	
☑ = Require ☐ = Director Option • = Authorized PC = Planning Commission CC = City Council ZBA = Zoning Board of Appeals				R = Review and Recommending Authority D = Decision Making Authority Ac = Acceptance of Public Improvements A = Appeal of Decision PH = Public Hearing Required								