



MEETING DATE: JANUARY 27, 2014

TO: Members of City Council
FROM: City Council President Keith King
SUBJECT: WORK SESSION AGENDA

The Work Session meeting of the City Council of Colorado Springs is scheduled to commence on Monday, January 27, 2014, at 1:00 p.m. at City Hall, 107 N. Nevada Avenue, in Council Chambers.

- 1. CALL TO ORDER**
- 2. CHANGES TO THE WORK SESSION AGENDA**
- 3. REGULAR MEETING COMMENTS**
- 4. JANUARY 13, 2014 WORK SESSION MINUTES**
- 5. EXECUTIVE SESSION**
- 6. STAFF AND APPOINTEE REPORTS**
 - A. Agenda Planner Review – Eileen Gonzalez, Council Administrator
 - B. Memorial Health System Enterprise Update – Kara Skinner, Chief Financial Officer
- 7. PRESENTATIONS FOR GENERAL INFORMATION**
 - A. Memorial Hospital/University of Colorado Health Lease Agreement Briefing – Wynetta Massey, Interim City Attorney
- 8. ITEMS FOR INTRODUCTION**

- A. A Request by the Colorado Spring Urban Renewal Authority for a Major Amendment to the North Nevada Avenue Urban Renewal Plan. – Peter Wysocki, Planning & Development Director
- B. An Ordinance Pertaining to Possession of Marijuana at Indoor City Facilities, and Providing Penalties for the Violation Thereof – Dan Gallagher, Interim Aviation Director, and Pete Carey, Chief of Police.

9. ITEMS UNDER STUDY

- A. Discussion of Scope for First Phase of Comprehensive Plan Update – Peter Wysocki, Planning & Development Director and Carl Schueler, Senior Planner

10. COUNCILMEMBER REPORTS AND OPEN DISCUSSION

11. ADJOURN

CITY COUNCIL WORK SESSION MEETING
CITY OF COLORADO SPRINGS
JANUARY 13, 2014

Present: President King, President Pro Tem Bennett, Councilmembers Collins, Gaebler, Knight, Martin, Miller, Pico, and Snider. Also present, Chief of Staff Neumann and Interim City Attorney Massey.

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1. CALL TO ORDER

City Clerk Johnson called the roll. All Councilmembers were present.

2. CHANGES TO THE WORK SESSION AGENDA

There were no changes.

3. REGULAR MEETING COMMENTS JANUARY 14, 2014

There were no regular meeting comments.

4. REVIEW OF DECEMBER 9, 2013 WORK SESSION MINUTES

There were no changes to the December 9, 2013, minutes.

5. EXECUTIVE SESSION

A. Open Executive Session

1. *Jimmie Crow v. City of Colorado Springs, d/b/a Memorial Health System; Terry L. Huskins; Jeff Johnson; Dr. Patrick Faricy, M.D.; and Michael Scialdone; Case No. 13-cv-02842-RJB, U.S. District Court for the District of Colorado*

Consensus of Council was to authorize the City to defend per the recommendation of the Civil Action Investigation Committee.

2. Briefing on El Paso County's recent adoption of 1041 regulations pertaining to airports.

City Attorney – Corporate Division Chief Haley provided a legal overview of El Paso County's recently proposed adoption of 1041 regulations pertaining to airports. She described in detail the anticipated process, potential impacts of the regulations, and Council's options for action prior to the March 11th implementation date.

Lindsay Rose, Corporate City Attorney, highlighted Council's role and critical timelines and explained the regulations go beyond the county's jurisdiction and intrudes upon the City's home-rule authority; are preempted by Federal Law;

are duplicative of existing County and City Land Use regulations; and, include an invalid restriction on transfer of property rights.

Neil Ralston, of Airport, Airport Planning & Development Manager, described the airport's concerns with the county's proposed regulations and expressed concern relative to unintended consequences of the regulations.

Dan Gallagher, Interim Director of Aviation, responded to Council's additional questions.

B. Closed Executive Session

City Attorney Massey read the request to enter into Closed Executive Session. A poll of Council to enter into Closed Executive Session was approved by a vote of 8-1 (Collins no) on Item 1, a pending litigation matter; and, by a vote of 7-2 (Collins & Miller no) for Item 3, a lease matter.

6. STAFF AND APPOINTEE REPORTS

A. Agenda Planner – Council Administrator, Eileen Gonzalez

There were no changes requested for the agenda planner.

B. Memorial Health System Enterprise Update - Kara Skinner, Chief Financial Officer

Councilmember Knight requested an e-mail listing how much has been paid for outside legal counsel fees so far. Ms. Skinner agreed to provide that information.

7. PRESENTATIONS FOR GENERAL INFORMATION

A. Update on Status of the I-25/Cimarron Interchange Design-Build Project – Dave Lethbridge, Public Works Director and Kathleen Krager, Transportation Planning Manager

Mr. Lethbridge and Ms. Krager provided an overview of the proposed design and the timeline for the I-25 Cimarron Interchange. Bob Cope, Sr. Business Climate Specialist, addressed the importance of the work for downtown and economic vitality. Dave Watt, Resident Engineer for CDOT, Region 2, provided a PowerPoint presentation and described the design build process.

B. Regional Stormwater Task Force – Briefing on Results of 2013 Public Survey

Dave Munger, Co-Chair, Stormwater Task Force Communications Subcommittee, and Rachel Beck, also Subcommittee Co-Chair, described the results of the survey, relevant implications, and public opinion indicators.

- C. Colorado Wildland Fire & Incident Management Academy – Cheryl Dalton, Liaison Officer

Cheryl Dalton, Liaison Officer, was not able to stay to provide the presentation; however, a packet of information was distributed to Councilmembers and to the City Clerk.

8. ITEMS FOR INTRODUCTION

- A. Resolution Reinstating Limitations on Judgments and Rescinding Portions of Resolution Nos. 82-89 and 6-99 Pertaining to Damage Limitations set forth in the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, Et Seq.

Victoria McColm, City Risk Manager, presented a PowerPoint presentation and described the background information in support of the proposed Resolution.

- B. Proposed Ordinances & Resolution Relating to Council's Confirmation Process for Mayoral Appointees

1. An Ordinance Amending Section 201 of Part 2 of Article 2 of Chapter 1 of the Code of the City of Colorado Springs 2001, as Amended, Pertaining to the Confirmation Process for Mayoral Appointees
2. An Ordinance Amending Section 303 of Part 3 of Article 2, Chapter 1 of the Code of the City of Colorado Springs 2001, as Amended, Pertaining to the Confirmation Process for Mayoral Appointees
3. A Resolution Adopting an Amendment to the "City of Colorado Springs Rules and Procedures of City Council," Relating to General Procedures for Confirmation of Mayoral Appointees

Councilmembers Knight and Pico described their work to produce the three items related to the Confirmation Process for Mayoral Appointees. HR Director, Michael Sullivan, requested that Council and Human Resource staff work together to refine the confidentiality sections and the timeframes listed in the proposed two ordinances and the resolution. They agreed to meet the following morning at 9:00 a.m. to include Councilmembers Knight and Pico, Interim City Attorney Massey, and Mr. Sullivan.

- C. Powerwood No. 7 and Northgate Estates No. 2 Annexation Agreement

Peter Wysocki, Planning & Development Director and Larry Larsen, Senior Planner, provided background information for the two old annexations from 2006, and 2008. Council was previously briefed in October 2013. They stated the financial impacts are negligible.

Consensus of Council approved moving forward with the annexation.

- D. Amendments to Sections 103, 105 and 705 of Chapter 7 of the Code of the City of Colorado Springs, 2001, as Amended, Pertaining to Requirements for Human Service Establishments

Larry Larsen, Senior Planner for Land Use Review, provided a Powerpoint presentation and described background for the request for a city code amendment relative to Human Services Establishments.

- E. Introduction of Standardized Intergovernmental Agreement Resolution Format for CDOT Funded Projects in 2014

Interim City Attorney Massey briefed Council on the background for the Standardized Intergovernmental Agreement resolution and the new format of the 2014 CDOT funded projects. She asked if Council would want each of the multiple items brought forward separately, or would they approve with a single resolution. Council agreed that the items could all be brought back in one resolution. Councilmembers Miller and Knight then requested that Council be notified if the grant funds are different than what is estimated and if there are any changes, the item be brought back to Council for approval of those changes.

- F. An Ordinance Amending Section 206 (Possession Of Marijuana) Of Part 2 (Other Dangerous Weapons And Substances) Of Article 7 (Dangerous Weapons And Substances) Of Chapter 9 (Public Offenses) Of The Code Of The City Of Colorado Springs 2001, As Amended, Pertaining To Possession Of Marijuana At Indoor City Facilities, And Providing Penalties For The Violation Thereof.

Pete Carey, Chief of Police, and Dan Gallagher, Interim Director of Aviation, gave a presentation. Councilmembers stated they wanted to take a closer review of the penalty section. They agreed to do some research and bring it back to a Work Session for further discussion if necessary. Councilmembers King and Miller were designated to serve on the work group.

9. ITEMS UNDER STUDY

- A. Ordinance Restricting City Council's Use of Eminent Domain

Councilmember Miller overviewed the proposed ordinance relative to eminent domain. Five Councilmembers agreed to study the concept further and bring the item back to a Work Session.

10. COUNCILMEMBER REPORTS AND OPEN DISCUSSION

- A. Councilmember Bennett reported on the *City for Champions* stakeholder meeting.

- B. Councilmember Snider sent Councilmembers a copy of the final report on the “Martin Drake Power Plant Decommissioning Study.”
- C. President King spoke on a commercial aviation zone at the airport to eliminate sales tax in the zone. At least five members agreed the concept should be researched.

11. **ADJOURN**

Council adjourned at 6:21 p.m.



WORK SESSION ITEM

COUNCIL MEETING DATE: January 27, 2014

TO: President and Members of City Council

FROM: Eileen Lynch Gonzalez, City Council Administrator

SUBJECT: Agenda Planner Review

The following agenda items have been proposed for the Work Session and Regular Meetings on February 10 and 11 and February 24 and 25, 2014.

Work Session Meeting – February 10

Presentations for General Information

1. Memorial Hospital Update Relating to Lease and Integration Affiliation Agreement Reporting Requirements – George Hayes, Memorial Hospital CEO

Items for Introduction

1. Requests by First & Main and First & Main No. 2 Business Improvement Districts for approval of ordinances to allow conversion from Council-appointed to elected boards of directors – Peter Wysocki, Planning & Development Director; Carl Schueler, Senior Planner
2. An Ordinance Amending Ordinance 13-77 (2014 Appropriation Ordinance) for a Supplemental Appropriation to the General Fund in the Amount of \$166,269.00 for the Purpose of Barricades for City-Sponsored Events and Additional LART-Funded Events in 2014 – Councilmembers Jan Martin and Helen Collins; LART Advisory Committee
3. ESA 2014 Budget – Jim Reid, Chair, El Paso County Emergency Services Agency

Regular Meeting – February 11

Consent Calendar

1. A Resolution Supporting a Paths to Parks Trail Grant Application to Great Outdoors Colorado for the Legacy Loop Trail and Park Development Project – Karen Palus, Parks, Recreation & Cultural Services Director
2. A Resolution Supporting a Local Government Parks and Recreation Grant Application to Great Outdoors Colorado for the Outdoor Fitness Zone Park Development Project - Karen Palus, Parks, Recreation & Cultural Services Director

Utilities Business

1. 2014 Water Shortage Tariff – Bill Cherrier, Chief Planning and Finance Officer, Colorado Springs Utilities

New Business

1. Request by the Colorado Spring Urban Renewal Authority for a major amendment to the North Nevada Avenue Urban Renewal Plan – Peter Wysocki, Planning & Development Director

Work Session Meeting – February 24

Presentations for General Information

1. Quality of Life Indicators Briefing – Lisa Bachman, Dave Munger, Executive Committee members, Quality of Life Indicators for the Pikes Peak Region

Items Under Study

1. Proposed Ordinance Relating to Licenses/Permits for private companies to provide funeral escorts within the City – Councilmember Jan Martin

Regular Meeting – February 25

Consent Calendar

1. Request by First & Main Business Improvement District for approval of ordinance to allow conversion from Council-appointed to elected board of directors – Peter Wysocki, Planning & Development Director; Carl Schueler, Senior Planner
2. Request by First & Main No. 2 Business Improvement District for approval of ordinance to allow conversion from Council-appointed to elected board of directors – Peter Wysocki, Planning & Development Director; Carl Schueler, Senior Planner

Recognitions

1. A Resolution of Appreciation for the Friends of Ute Valley Park for their support for the Parks Department - Karen Palus, Parks, Recreation & Cultural Services Director

Utilities Business

1. 2014 Water Shortage Ordinance 1st Reading – Gary Bostrum, Chief Water Services Officer, Colorado Springs Utilities



WORK SESSION AGENDA ITEM

COUNCIL MEETING DATE: January 27, 2014

TO: President and Members of City Council

CC: Mayor Steve Bach

VIA: Laura Neumann, Chief of Staff/Chief Administrative Officer

FROM: Kara Skinner, Chief Financial Officer

SUBJECT: **Memorial Health System Enterprise Financial Report**

On October 1, 2012, the City of Colorado Springs executed the Memorial Health System (MHS) Operating Lease Agreement and the Integration and Affiliation Agreement by and among the City of Colorado Springs, University of Colorado Health, Poudre Valley Health Care, Inc., and UCH-MHS. The MHS Enterprise endures and is primarily a leasing enterprise.

On January 8, 2013, City Council approved the MHS appropriation ordinance and requested monthly reports of revenue and expenditures. Below is the cash flow report as requested:

Beginning December 1, 2013 balance		\$ 21,994,704
Revenue:		
December lease payment-recorded in November	-	
Total Revenue		-
Expenses:		
Run-out workers' comp, liability claims & insurance costs	(66,463)	
Medical Network claims refunds net of fees	538	
RBA payments	(69,965)	
Foundation start-up costs	(963)	
City administration costs	(190)	
Legal fees	(252,756)	
Bank fees	(627)	
Wire to UCH for Net Working Capital reconciliation	(7,384,628)	
Total Expenses		(7,775,054)
Ending December 31, 2013 balance		\$ 14,219,650

Below is a summary of the year to date cash flow report:

Beginning January 1, 2013 balance		\$ 28,120,561
Revenue:		
Lease payments	5,612,112	
Insurance settlement, insurance reimbursement, and misc.	154,082	
Excess 2012 Refunding escrow funding – Series 2004B bonds	108,430	
Total Revenue		5,874,624
Expenses:		
Run-out health plan/dental liability costs/flex spending/fees	(1,538,647)	
Run-out workers' comp, liability claims & insurance costs	(885,008)	
Severance and RBA payments	(1,509,608)	
Legal fees – in-house	(72,592)	
Legal fees – outside	(2,226,037)	
Bond litigation settlement	(995,000)	
Foundation start-up costs	(7,226)	
Administration (i.e. audit fees, bank fees)	(156,789)	
Wire to UCH for repayment of post-closing adjustment	(5,000,000)	
Wire to UCH for Net Working Capital reconciliation	(7,384,628)	
Total Expenses		(19,775,535)
Expenses in excess of Revenues		(13,900,911)
Ending December 31, 2013 balance		\$ 14,219,650



Work Session Agenda Item

Council Meeting Date: January 27, 2014

To: President and Members of City Council

cc: Mayor Steve Bach

Via: Laura Neumann, Chief of Staff /Chief Administrative Officer

From: Peter Wysocki, Planning and Development Director

Subject Title: **CPC MP 04-00280-A1MJ13 – MASTER PLAN AMENDMENT
Design Guidelines for the North Nevada Urban Renewal Area**

SUMMARY:

The Colorado Springs Urban Renewal Authority (CSURA) requests approval of design guidelines (Figure 1) for the North Nevada Avenue Urban Renewal Area (NNAURA). If adopted, new development and redevelopment projects within the NNAURA would be evaluated against the guidelines by the CSURA. The NNAURA includes approximately 390 acres with 26 separate property owners and extends north from the southeast and southwest corners of Nevada Avenue and Austin Bluffs Parkway/Garden of the Gods Road along Nevada Avenue to the intersection with Interstate 25 on the west side of Nevada Avenue and to the 5900 block of Nevada Avenue on the east side. While the University of Colorado, Colorado Springs (UCCS) is within the boundaries of the NNAURA the design guidelines will not apply to UCCS projects. State institutions are exempt from local zoning.

Additional background and discussion is provided in the attached Planning Commission staff report.

PREVIOUS COUNCIL ACTION:

The NNAURA was established in 2004. Pursuant to State statutes, urban renewal plans must be approved by the governing bodies. As such, the NNAURA urban renewal plan was adopted by the City Council in 2004 as a “master plan” for the area, as there is no other process identified in City Code. Historically, the City has adopted urban renewal plans as “master plans”, although local adoption process is not specified in State statutes. Because the City adopts urban renewal plans as master plans, they are also reviewed by the Planning Commission.

BACKGROUND:

The CSURA now wishes to establish design guidelines and seeks the authority to enforce the design guidelines either through its own review process or vis-à-vis City’s development review process. At present time, the City does not have a method of enforcing design guidelines through the standard development plan review process as there is no specific criterion in the zoning ordinance for projects to comply with design guidelines. The City has in the past approved design guidelines as part of overlay districts or the Form-Based Zone (FBZ). However, there is no special zoning or overlay for the NNAURA. Therefore, staff recommends adoption of the proposed design guidelines as an amendment to the NNAURA urban renewal plan.

FINANCIAL IMPLICATIONS:

There should be no direct financial implications to the City from this action.

BOARD/COMMISSION RECOMMENDATION:

The Planning Commission unanimously approved the revised document at its December 19, 2013 meeting.

The Planning Commission had initially considered the Design Guidelines at its November 21, 2013 meeting. However, the Commission did not take action. The Commission was concerned about the general applicability of the Design Guidelines to existing developments and enforcement process. The Commission requested that the applicability section of the Design Guidelines be clarified that they are not applicable unless improvement of the property requires a land use application (such as development plan) and that the enforcement responsibility falls under the URA. Section 2 of the Design Guidelines was modified accordingly.

STAKEHOLDER PROCESS:

Postcards were mailed to 26 property owners within the boundaries of the NNAURA on three occasions: 1) prior to the neighborhood meeting on February 26, 2013, 2) after the application was submitted on July 16, 2013, and 3) prior to the Planning Commission meeting of November 21, 2013. Only a few people (less than 10) attended the neighborhood meeting and only one person inquired about the guidelines after the application was submitted. Questions were related to how the design guidelines would impact their ability to develop or redevelop their property.

City Planning staff participated with CSURA and its consultant in drafting the design guidelines, although to a limited degree.

ALTERNATIVES:

City Council could choose to approve, not approve or modify the proposed Design Guidelines.

Should the Council wish to grant greater enforcement authority to City staff, an amendment to Chapter 7 of City Code would be necessary. The amendment could either establish an overlay zone specific to this area, or include additional review criteria – requiring compliance to the design guidelines - to the various land use applications.

RECOMMENDATION:

Staff and the City Planning Commission recommend approval of the Design Guidelines.

PROPOSED MOTION:

Move to approve the Master Plan Amendment to the North Nevada Area Urban Renewal Master Plan by including the North Nevada Avenue Corridor Urban Redevelopment Area Design Guidelines, as recommended by the City Planning Commission.

Attachments:

- Proposed Design Guidelines (within CPC report)
- Planning Commission Agenda (staff report)
- Planning Commission Record of Decision

**CITY OF COLORADO SPRINGS PLANNING COMMISSION
RECORD-OF-DECISION**

UNFINISHED BUSINESS CALENDAR

DATE: December 19, 2013

ITEM: 5

STAFF: Peter Wysocki

FILE NO.: CPC MP 04-00280-A1MJ13

PROJECT: Design Guidelines for the North Nevada Avenue Urban Renewal Area

Commissioner Markewich now excused

Decision made earlier in the meeting moved Item 5 to the end of the agenda.

STAFF PRESENTATION

Mr. Peter Wysocki, City Planning and Development Director, briefly reviewed the previous meeting comments and findings. The Urban Renewal Authority (URA) had no issues with the amended language and submitted the revised master plan for recommendation of approval to the City Council. Mr. Wysocki is the City's executive branch's overseer of the URA, and Mr. Rees has allowed him to represent the interests of the URA.

Commissioner Shonkwiler disclosed he serves on the CSURA as he disclosed during the previous hearing.

Ms. Britt Haley, Corporate Division Attorney, addressed enforcement of design standards. The URA is not given power under State Statute to do that. City Planning does have authority to enforce City Code. There is no authority within City Code for the City Planning Dept. to enforce beyond the City Code requirements.

CITIZENS IN FAVOR/OPPOSITION

None

**CITY OF COLORADO SPRINGS PLANNING COMMISSION
RECORD-OF-DECISION**

DECISION OF THE PLANNING COMMISSION

Commissioner Henninger supported the application.

Commissioner Ham felt this is another layer of checks and balances. He supported the application to help keep the city looking nice.

Commissioner Gonzalez's concerns were addressed in Steve Tuck's letter and was satisfied that they are now addressed in the revised plan.

Moved by Commissioner Ham, seconded by Commissioner Henninger, to approve **Item 5-File No. CPC MP 04-00280-A1MJ13**, the Master Plan Amendment to the North Nevada Area Urban Renewal Master Plan by including the North Nevada Avenue Corridor Urban Redevelopment Area Design Guidelines. Motion carried 7-0 (Commissioners Markewich and Phillips excused).

December 19, 2013

Date of Decision

Edward Gonzalez, Planning Commission Chair

CITY PLANNING COMMISSION AGENDA

ITEM NO: 5

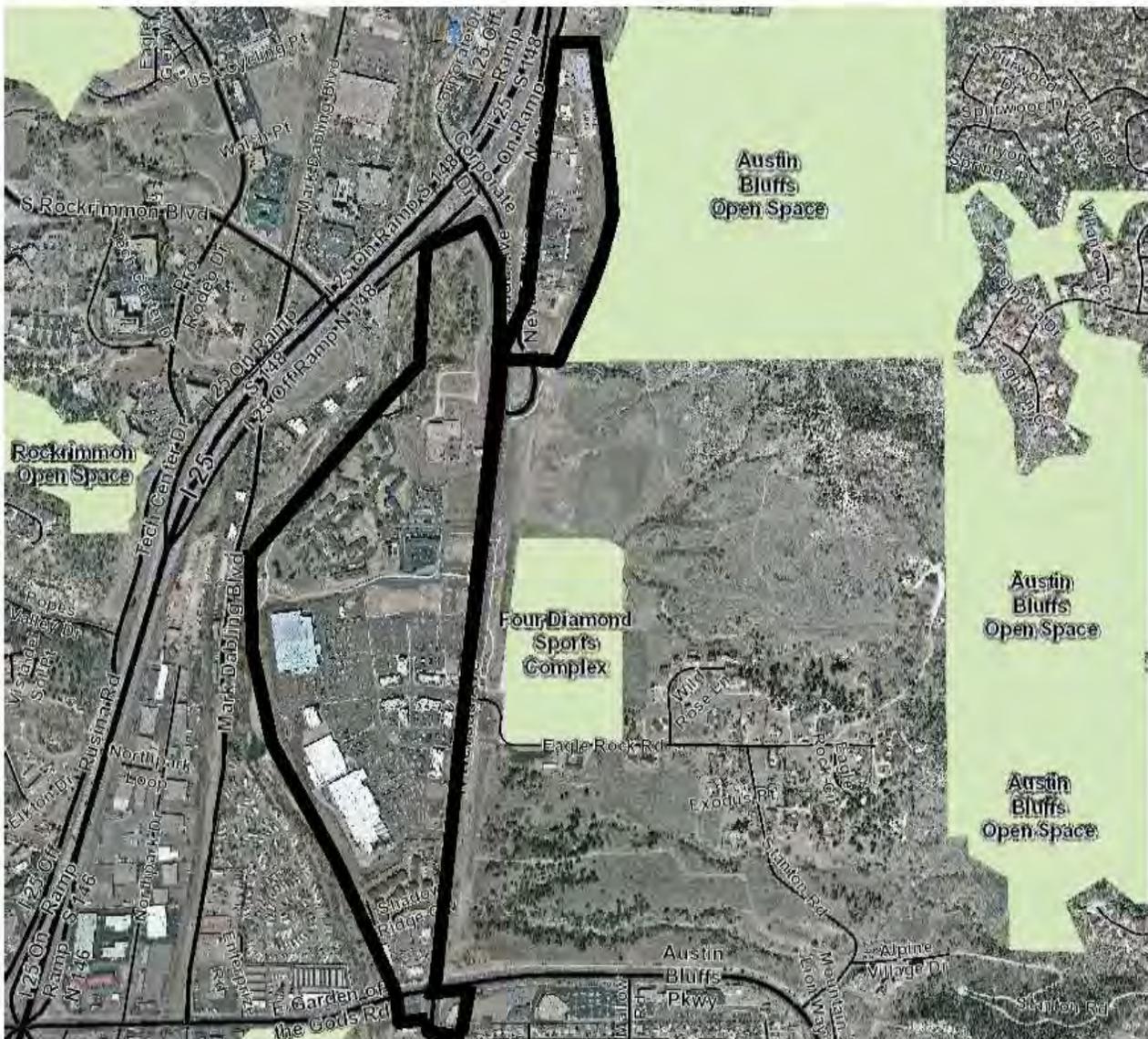
STAFF: PETER WYSOCKI

FILE NO:
CPC MP 04-00280-A1MJ13 – LEGISLATIVE

PROJECT: DESIGN GUIDELINES FOR THE NORTH NEVADA AVENUE URBAN RENEWAL AREA

APPLICANT: COLORADO SPRINGS URBAN RENEWAL AUTHORITY

OWNERS: 26 PROPERTY OWNERS



PROJECT SUMMARY:

UPDATE: This item was initially considered by the Planning Commission at the November 21, 2013 meeting. Based on the comments from the Commission, the Design Guidelines were amended to include Commission's comments pertaining to applicability to existing developments and process. There have been no changes to this staff report since initially published for the November 21st meeting.

1. **Project Description:** The Colorado Springs Urban Renewal Authority (CSURA) requests approval of design guidelines (**Figure 1**) for the North Nevada Avenue Urban Renewal Area (NNAURA). If adopted new development and redevelopment projects within the NNAURA would be evaluated against the guidelines by the CSURA. The NNAURA includes approximately 390 acres with 26 separate property owners and extends north from the southeast and southwest corners of Nevada Avenue and Austin Bluffs Parkway/Garden of the Gods Road along Nevada Avenue to the intersection with Interstate 25 on the west side of Nevada Avenue and to the 5900 block of Nevada Avenue on the east side. While the University of Colorado Colorado Springs (UCCS) is within the boundaries of the NNAURA the design guidelines will not apply to UCCS projects.
2. **Applicant's Project Statement:** **Figure 2**
3. **Planning & Development Department's Recommendation:** Staff recommends approval.

BACKGROUND:

1. **Site Address:** Please see applicability map in the design guidelines.
2. **Existing Zoning/Land Use:** PUD, PBC, C-6, OC and R-5/commercial, office, multi-family residential
3. **Comprehensive Plan/Designated 2020 Land Use:** Mature Redevelopment Corridor
4. **Annexation:** 1965 through 1969
5. **Master Plan/Designated Master Plan Land Use:** 2004, North Nevada Urban Renewal Plan
6. **Subdivision:** Numerous plats
7. **Zoning Enforcement Action:** Not applicable
8. **Physical Characteristics:** The majority of the area is developed with commercial, office and multi-family residential. Perhaps less than 20% of the area is vacant or likely to be redeveloped in the near future. Monument Creek extends along the west side of the area and UCCS and Pulpit Rock Open Space is adjacent to the east.

STAKEHOLDER PROCESS AND INVOLVEMENT:

Postcards were mailed to 26 property owners within the boundaries of the NNAURA on three occasions: 1) prior to the neighborhood meeting on February 26, 2013, 2) after the application was submitted on July 16, 2013, and 3) prior to the Planning Commission meeting of November 21, 2013. Only a few people (less than 10) attended the neighborhood meeting and only one person inquired about the guidelines after the application was submitted. Questions were related to how the design guidelines would impact their ability to develop or redevelop their property.

City Planning staff participated with CSURA and its consultant in drafting the design guidelines, although to a limited degree.

ANALYSIS OF REQUEST:

The proposed design guidelines were already adopted by the CSURA.

Upon approval by the Planning Commission, the design guidelines will be forwarded to the City Council for final adoption and inclusion into the North Nevada Area Urban Renewal Plan.

Background

The CSURA is a separate agency governed by a nine-member board. Members are appointed by the Mayor and confirmed by the City Council. (Commissioner Shonkwiler is a member.) The CSURA has a separate contractual staff.

The NNAURA was established in 2004. Pursuant to State statutes, urban renewal plans must be approved by the governing bodies. As such, the NNAURA urban renewal plan was adopted by the City Council in 2004 as a “master plan” for the area. Historically, the City has adopted urban renewal plans as “master plans”, although local adoption process is not specified in State statutes. Because the City adopts urban renewal plans as master plans, they are also reviewed by the Planning Commission.

The CSURA now wishes to establish design guidelines and seeks the authority to enforce the design guidelines either through its own review process or vis-à-vis City’s development review process. At present time, the City does not have a method of enforcing design guidelines through the standard development plan review process as there is no specific criterion in the zoning ordinance for projects to comply with design guidelines. The City has in the past approved design guidelines as part of overlay districts or the Form-Based Zone (FBZ). However, there is no special zoning or overlay for the NNAURA. Therefore, staff recommends adoption of the proposed design guidelines as an amendment to the NNAURA urban renewal plan.

Summary of the Design Guidelines

The design guidelines address issues such as building materials, location of parking, signs, landscaping and lighting. The proposed design guidelines are generally not specifically prescriptive. The design guidelines provide some objective standards, but mostly subjective recommendations using “shoulds” versus “shalls”. Most of the design “recommendations” in the design guidelines are not addressed in the zoning or subdivision codes. Planning staff issued a comment letter on August 16, 2013 (**Figure 3**). The comments are relatively minor, but do identify some discrepancies with City Code. CSURA responded by proposing revised language to be inserted in Sections 1 or 2 of the design guidelines (**Figure 4**).

Design Guidelines vs. Development Standards

There is a distinct difference between “guidelines” and “standards”. In general, guidelines are suggestive in nature and offer subjectivity in interpretation and enforcement as long as the spirit and intent is met. Whereas, standards are typically codified as part of a zoning ordinance and offer far less subjectivity. Either can be prescriptive or based on performance measurements. Many cities throughout the country have adopted some level of development standards as part of their zoning/unified development codes. Often, design flexibility (which is typically strongly supported by design professional and the development industry) is offered through “menus” that are performance or incentive based. Our zoning code includes very basic and fundamental development standards that can be characterized as “weak”. Adoption of the proposed design guidelines will undoubtedly establish additional standards for new and redevelopment projects within the NNAURA area.

Enforcement and Review Process

If adopted, the intent is for the design guidelines to be enforced by the CSURA. This will be achieved in one of two ways: (1) the applicant will submit and seek approval from the CSURA prior to submitting a development plan with the City, or (2) the City will “buckslip” the development plan to CSURA for review. As stated above, compliance with [any] design guidelines is not one of the criteria found in City Code Section 7.502.3.E. Therefore, there is a question as to the level, if any, of authority the City has in ensuring compliance. Preferably, CSURA will be responsible and exercise discretion in determining substantial compliance with the design guidelines.

STAFF RECOMMENDATION:

Item No: 5 CPC MP 04-00280-A1MJ13 – MASTER PLAN AMENDMENT

Approve the Master Plan Amendment to the North Nevada Area Urban Renewal Master Plan by including the North Nevada Avenue Corridor Urban Redevelopment Area Design Guidelines.

The Planning Commission may include any modifications it sees fit, or postpone action until any issues or questions raised by the Commission can be addressed by staff or CSURA.

NORTH NEVADA AVENUE CORRIDOR

URBAN REDEVELOPMENT AREA DESIGN GUIDELINES

Colorado Springs, Colorado

05 DECEMBER 2013

Prepared for the Colorado Springs Urban Redevelopment Authority



LOGAN SIMPSON DESIGN INC.

FIGURE 1

ACKNOWLEDGMENTS

Colorado Springs Urban Renewal Authority Board

David Neville, *Chairman*
Wynne Palermo, *Vice Chairman*
Michael Collins
Scott Hente
Judy Noyes
Jim Raughton
Robert Shonkwiler
Rosemarie Venezia
Susan Wood-Ellis

CSURA Staff

Jim Rees, *Executive Director*
Mary-K Burnett, *Project Coordinator*

University of Colorado at Colorado Springs

Gary Reynolds, *Executive Director of Facilities Services*

University Village Colorado

Kevin Kratt, *Kratt Commercial Properties*
Tom Cone, *The Olive Real Estate Group Inc.*

Logan Simpson Design Inc.

Jana McKenzie
Megan Moore
Jon Altschuld

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1. PURPOSE & INTENT OF THE GUIDELINES

The North Nevada Corridor extends from Interstate 25 to Garden of the Gods Road and is located within the northwest quadrant of Colorado Springs.

The Urban Renewal Area is 394 acres, bounded by Monument Creek to the west, Pulpit Rock Open Space to the northeast, and the University of Colorado - Colorado Springs (UCCS) campus to the southeast (refer to Figure 1.1-A).

The purpose of these design guidelines is to provide residents, developers, designers, engineers, and planners the basic information necessary to design, construct, and maintain a project that is in keeping with the guiding principles and character of the North Nevada Urban Renewal Area. The General Design Guidelines (Section 4), General Architectural Guidelines (Section 5), Signage Guidelines (Section 7) and Lighting Guidelines (Section 8) apply to all development. Additional requirements applicable to specific types of developments are contained in Special Uses Guidelines (Section 6).

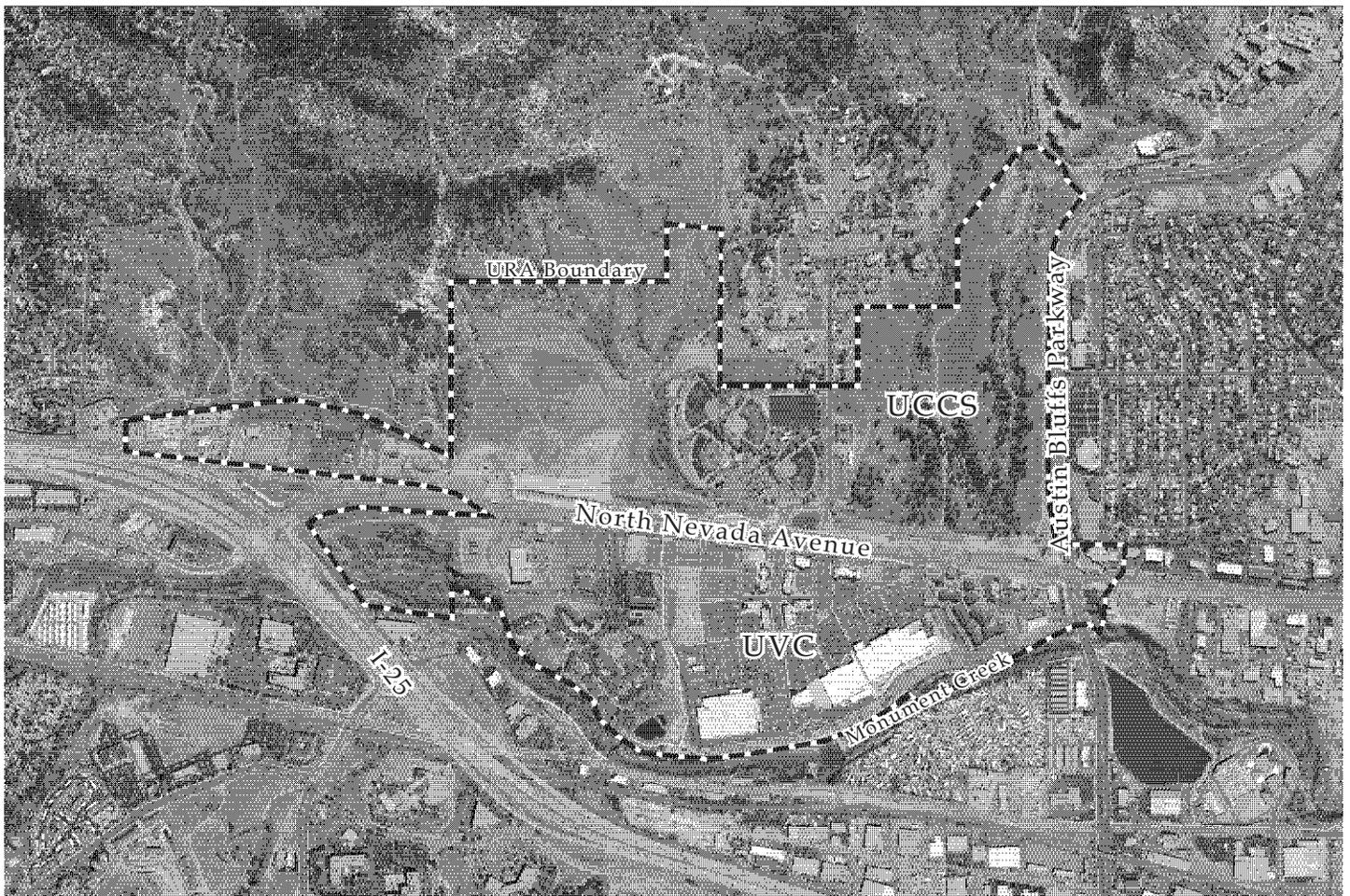


Figure 1.1-A. Urban Renewal Area

2. RELATIONSHIP TO OTHER DOCUMENTS AND APPROVALS

These Design Guidelines build upon the vision and goals identified within the December 2004 North Nevada Area Corridor Urban Renewal Plan, and the North Nevada Avenue Master Plan prepared in 2008 and as subsequently amended. The Design Guidelines are considered an advisory document to be used by the Colorado Springs Urban Renewal Authority (CSURA) in the review of zone change, plat, concept plan and development plan applications. Applications for projects which have been filed with the city and properties that were developed prior to the adoption of these Design Guidelines will only be required to conform to the Design Guidelines if and when the property is redeveloped and requires a zone change, plat, concept plan and/or development plan submittal as required by the City of Colorado Springs City Code.

Since its designation as an urban renewal area (URA) by the Colorado Springs City Council in 2004, the University Village Colorado developer consolidated numerous land parcels on the west side of North Nevada Avenue and created a new retail shopping area called "University Village." This retail center now sets the standard for quality of design for future redevelopment within the URA.

City of Colorado Springs/Regional Building Department Review and Approval Requirements:

The City of Colorado Springs has adopted certain zoning ordinances, land use codes and subdivision ordinances which include use restrictions, specific requirements and various performance standards, and the Pikes Peak Regional Building Department has similarly adopted certain building codes and construction standards, methods and requirements, all of which are collectively referred to herein as the "City Land Use and Building Requirements." The standards, requirements and prohibitions contained in these Design Guidelines are in addition to, and do not supersede, the other City Land Use and Building Requirements, which City Land Use and Building Requirements must be separately complied with. To the extent that any of the provisions of these Design Guidelines are in direct conflict with the other City Land Use and Building Requirements, the more restrictive provisions shall control, with the express understanding that these Design Guidelines may be more restrictive than the City Land Use and Building Requirements, but may not be less restrictive.

Colorado Springs Urban Renewal Authority's Review and Approval Requirement:

All projects proposed within the boundaries of the URA shall also be submitted to the Colorado Springs Urban Renewal Authority (CSURA) to verify compliance with the Urban Renewal Plan and these Design Guidelines. The CSURA review and approval process is a separate but integral part of the City of Colorado Springs' development review process. CSURA will review an applicant's proposed plat, development plan, landscaping plan,

zoning application and construction drawings (including, but not limited to, plans for all buildings, structures, fencing, signage, lighting, landscaping and uses, and collectively, the “Applicant Submittal Documents”). CSURA’s review and determination of approval or disapproval may be done by CSURA administrative staff or by the CSURA Board (as determined by CSURA). CSURA may further require the applicant to present its Applicant Submittal Documents at a CSURA Board meeting. CSURA’s approval, rejection, or comments upon any or all of the Applicant Submittal Documents, including any required revisions, modifications or amendments thereto required by CSURA, will be set forth in writing and distributed to the applicant, as well as to the City’s Land Use Review Division. CSURA may exercise reasonable discretion in determining whether the Applicant Submittal Documents meet the goals, objectives, vision and standards set forth in the Urban Renewal Plan and these Design Guidelines. CSURA’s approval does not imply that the Applicant Submittal Documents comport with any other requirements, codes, restrictions or regulations, including but not limited to the other City Land Use and Building Requirements. CSURA does not have the authority to waive or otherwise alter or amend any of the other City Land Use and Building Requirements, all of which must be separately met by any applicant.

3. THE VISION

The Vision for the North Nevada Avenue Corridor Urban Renewal Area describes the characteristics of the area when development and/or redevelopment is accomplished. The design guidelines contained in this document are crafted to assist in the realization of this Vision.

The North Nevada Avenue Corridor Urban Renewal Area will be a *thriving, high-quality, mixed-use district* that is complementary to and synergistic with the University of Colorado, Colorado Springs (UCCS). The quality of the development, and the thoughtfulness with which it is designed will provide an attractive entryway to UCCS, and attract customers to shop, dine, and be entertained, as well as accommodate people who want to live, work and establish businesses in the district. Mixed uses in the same building, such as retail and commercial uses on the ground floor, and offices and residential uses above, are encouraged. Increasing the development density over time through construction of taller buildings is also encouraged, which will provide a critical mass of residents and employees to support the local businesses.

Buildings are *designed to be interesting* to both motorists and pedestrians. They are *built of high-quality materials* with varying textures, wall planes and accent features. The roadways and the buildings at their edges frame spaces that support people’s need for shelter, shade and creature comforts.

Development along North Nevada Avenue is designed to support a *continuous streetscape character*, using buildings, solid screen or landscaping to obscure large parking lots and other less attractive elements. Signs identifying businesses are sensitively placed to not overpower the streetscape or development character, while providing the information that is necessary to direct people to their destinations.

The roadway and pathway system is networked and intuitive so that *driving, walking and bicycling is convenient, comfortable, enjoyable and safe*.

4. GENERAL DEVELOPMENT GUIDELINES

4.1. BLOCK DIMENSIONS, CONNECTIVITY & DEVELOPMENT ACCESS

4.1-1. All development should be arranged in a pattern of interconnecting streets and blocks, while maintaining respect for the natural landscape and floodplain. Each block face should range between a minimum of two hundred (200) feet and a maximum of six hundred (600) feet. Block faces that exceed four hundred (400) feet in length, should include a mid-block pedestrian pass-through to connect opposite sides of block faces (Refer to Figure 4.1-A).

4.1-2. For parking lots with more than 40 spaces, parking bays shall extend no more than 20 parking spaces without an intervening tree, landscape island, or landscape peninsula. (Refer to Figure 4.1-B).

4.1-3. Internal streets should be aligned to connect with existing or planned external streets of equivalent functional classification in order to create through street connections from new development to adjacent development. Where it is necessary to prevent cut-through traffic from entering residential areas, street alignments shall be discontinuous and traffic calming improvements shall be utilized. (Refer to Figure 4.1-C. Conceptual Roadway Network Diagram).

4.1-4. Vehicular access to a new development/redevelopment should be provided through an internal street system that is coordinated with other development. No additional access to North Nevada Avenue will be allowed. Existing drive access points to businesses may remain. However it is recommended that with redevelopment, internal roads be constructed to provide alternative access to a group of parcels in order to ultimately reduce the number of drive access on North Nevada Avenue. (Refer to Figure 4.1-C. Conceptual Roadway Network Diagram).

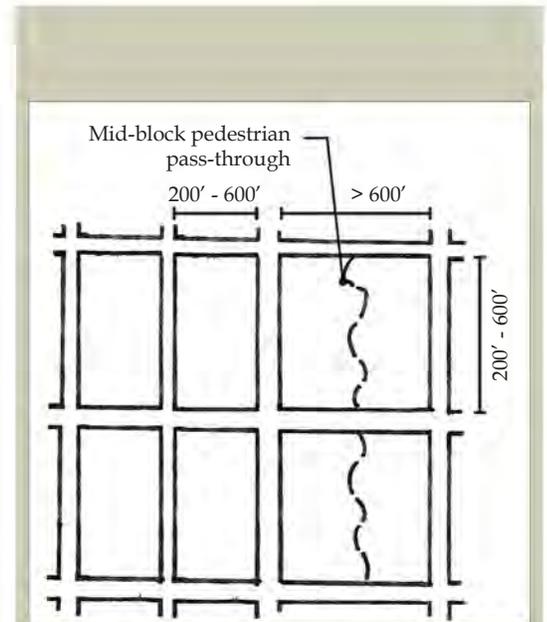


Figure 4.1-A. Block Diagram

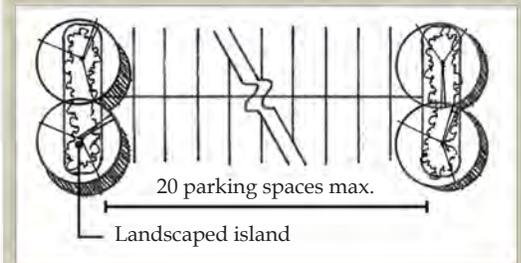


Figure 4.1-B. Parking Lot Landscaping

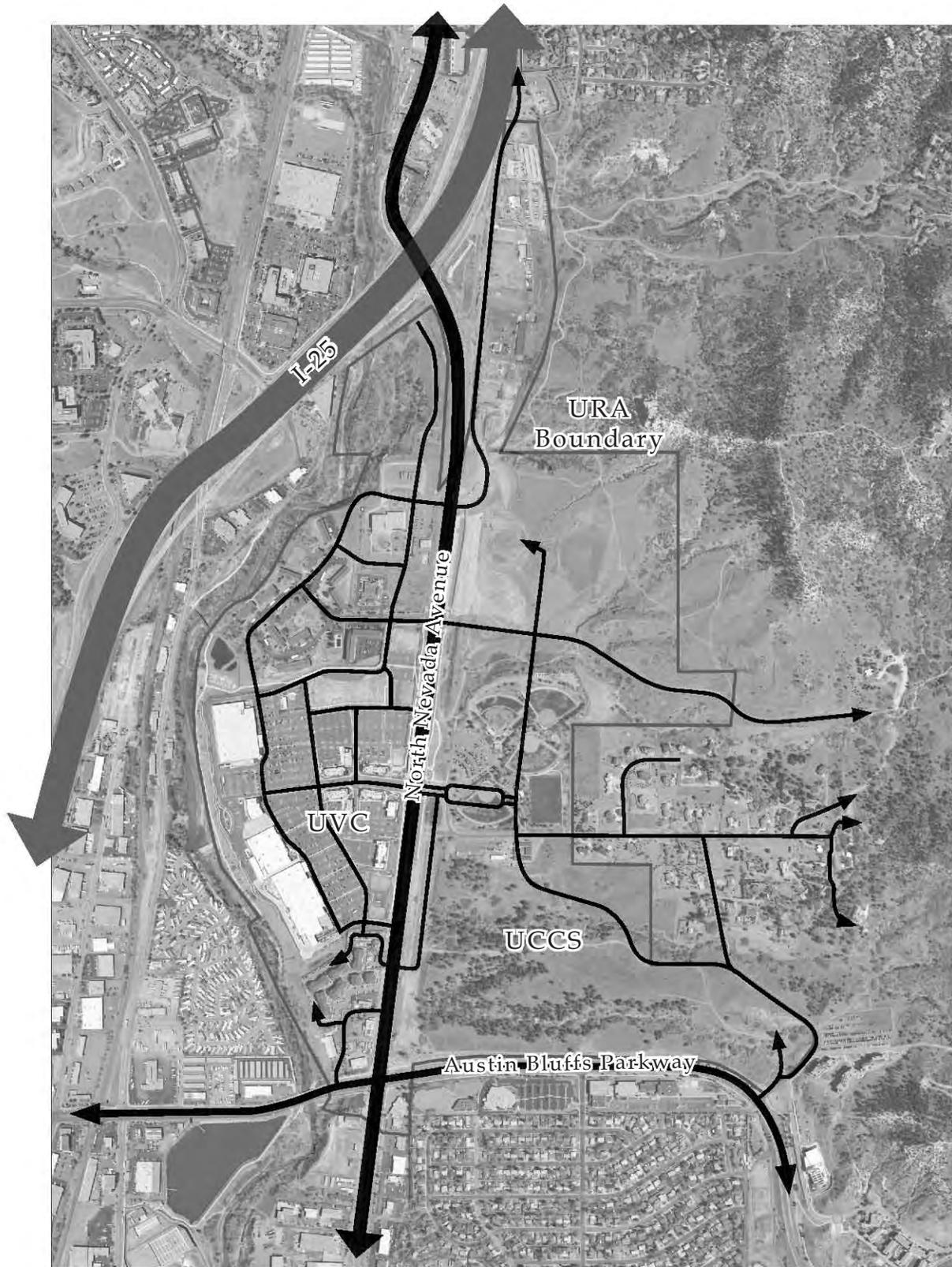


Figure 4.1-C. Conceptual Roadway Network Diagram

4.1-5. New parking lots should be designed to connect to future adjacent development and not require a vehicle to reenter an external street including North Nevada Avenue in order to drive between parcels. Accessing adjacent development via internal streets should be allowed.

4.1-6. Pedestrian and bicycle networks shall be provided to invite walking and bicycle use throughout the development, and to connect with regional systems in the area. Individual parcels and sites shall be integrated in an overall pedestrian system that provides direct connectivity between buildings and use areas.

4.1-7. Provide equal access in a manner that integrates handicapped-accessibility with ordinary accessibility, rather than separately.

4.1-8. Provide a connecting walkway between North Nevada Avenue and destinations interior to development, or through a large parking lot at a spacing not to exceed six hundred (600) feet, unless provided along a street (Refer to Figure 4.1-D).

4.1-9. Pedestrian walkways within the North Nevada Avenue ROW should be provided at a minimum of nine (9) feet in width (Refer to Figure 4.1-D).

4.1-10. Pedestrian walkways should provide relief from the paved expanses of parking lots and streets. Therefore, pleasant, efficient and direct pedestrian walkways should be designed with trees to shade the walks, attractive landscaping and amenities such as benches and lighting (Refer to Figures 4.1-E and 4.1-F).

4.1-11. For pedestrian walkways between rows of cars, limit car bumper overhangs so walks aren't blocked, and a minimum of 5' of walkway is kept clear.

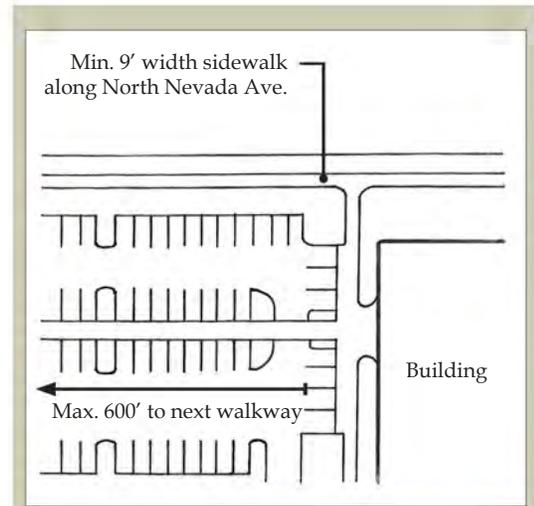


Figure 4.1-D. Pedestrian Connections

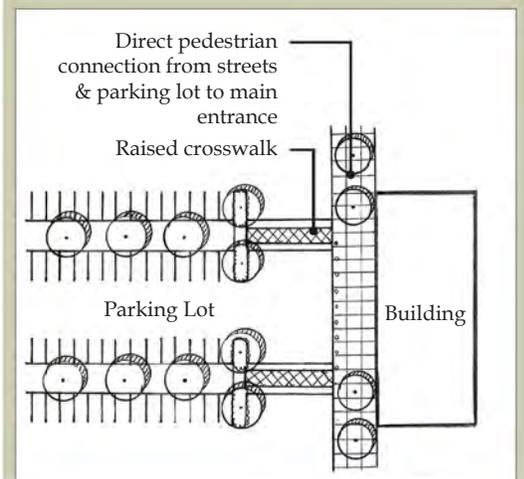


Figure 4.1-E. Pedestrian Walkways



Figure 4.1-F. University Village Pedestrian Walkway



Figure 4.1-G. University Village Crosswalk

4.1-12. Pedestrian crosswalks across major drives and streets, with the exception of North Nevada Avenue, should be designed with different paving types (Refer to Figures 4.1-G 4.1-H).

4.1-13. Provide curb bulges and pedestrian refuges along streets that include on-street parking to reduce crossing distances and provide adequately sized and visible waiting areas (Refer to Figure 4.1-H).

4.1-14. Provide bicycle parking near building entrances that equals five (5) percent of the number of parking spaces, but not less than one (1) per development.

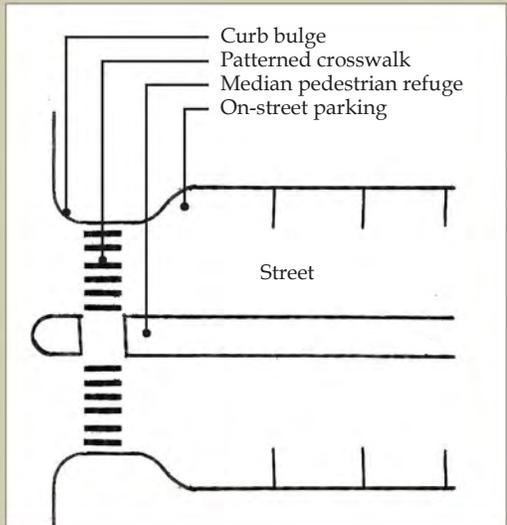


Figure 4.1-H. Pedestrian Crossing

4.2. SITING & PLACEMENT

4.2-1. For North Nevada Avenue and major connecting streets, and where constraints allow, the build-to line for the length of the street frontage should be set at or within ten (10) feet of the required setback (Refer to Figure 4.2-A).

4.2-2. To encourage pedestrian-friendly streets by bringing buildings close to pedestrian sidewalks and roadways along internal streets, the City encourages principal nonresidential buildings to be built to the back edge of the public sidewalk (zero (0) feet build-to line), except as necessary to allow room for outdoor seating and service areas, outdoor sales and displays, landscaping, emphasized entryways integral to the building design, and similar pedestrian and customer amenities. (Refer to Figure 4.2-B).

4.2-3. Where possible, and appropriate place buildings near buildings on adjacent properties and share outdoor amenities areas (e.g. central courtyards, recreation facilities, open space areas).

4.2-4. Berming, landscaping and/or reverse-mode building placement (next to street with parking behind) should be incorporated along arterial and collector roadways to create streetscapes that are not dominated by views of parking. Refer to the Colorado Springs, Colorado City Code, Chapter 7, Article 4, Part 3 Landscaping Standards for parking lot landscaping and screening requirements.

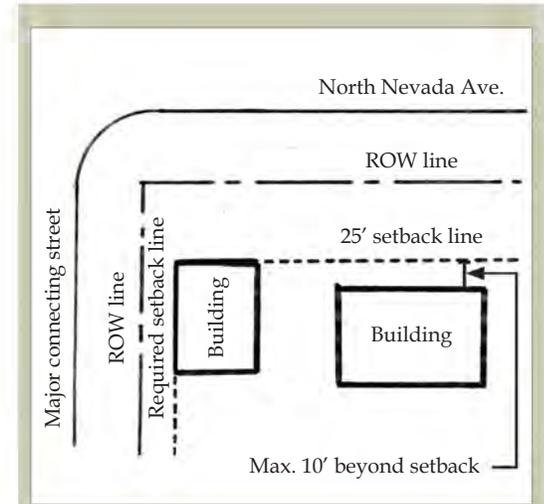


Figure 4.2-A. Building Placement at North Nevada Avenue

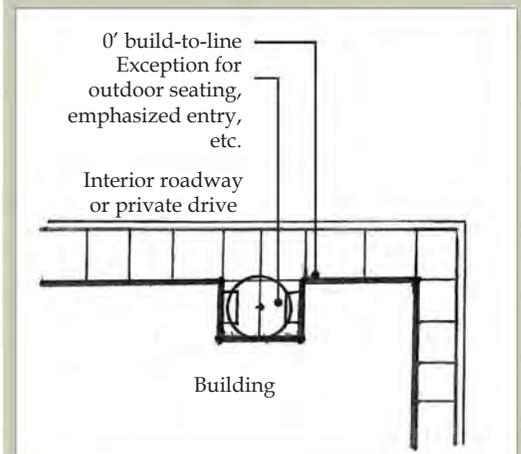


Figure 4.2-B. Building Placement Internal to Development



Figure 4.3-A. Example Photographs of Site Amenities and Features



Figure 4.3-B. North Nevada Streetscape

4.3. AMENITIES

4.3-1. Incorporate at least one (1) of the following on-site amenities or features as highly visible, easily accessible outdoor focal points or gathering areas (Refer to Figure 4.3-A):

- patio or plaza with seating areas;
- landscaped mini-park, square or green that is designed to be a public gathering area;
- public art, such as a sculpture, mural, and/or fountain, and as approved by the CSURA Board;
- protected walkways, arcades, or other easily identifiable building pass-through containing window displays and intended for general public access;
- outdoor public area visible from a public sidewalk;
- other well-designed area and/or focal feature that the CSURA Board finds consistent with the intent of this subsection; and/or
- streetscape furnishings, landscaping and amenities along North Nevada Avenue frontage that matches, at a minimum, standards set by the University Village.

4.3-2. Provide planter pots, hanging baskets, or landscape planters (at grade or raised) along pedestrian walks to break up large expanses of pavement and add visual interest.

4.3-3. Provide streetscape enhancements alongside and within the North Nevada ROW that match the recently constructed landscape, pavements, corner treatments and site amenities. (Refer to Figure 4.3-B.)

5. GENERAL ARCHITECTURAL GUIDELINES

5.1. QUALITY

5.1-1. All sides of the building should include materials and design elements consistent with those on the front façade (Refer to Figure 5.1-A).

5.1-2. Include a minimum of two (2) different façade treatments per building side (stone and stucco, etc.)

5.1-3. Develop structures that incorporate creative design while fitting within the context of the North Nevada Corridor and, where applicable, UCCS standards.

5.1-4. Provide a high level of craftsmanship in construction.

5.1-5. Design structures to be compatible with adjacent development.

5.1-6. Establish a maintenance framework that ensures a continuing high level of quality in the future.

5.2. COMPATIBILITY WITH EXISTING REDEVELOPED AREAS

5.2-1. New developments in or adjacent to existing developed areas should be compatible with or complementary to the established architectural character. Compatibility may be achieved through techniques such as:

- repetition of roof lines;
- use of similar proportions in building mass and outdoor spaces;
- use of similar relationships to the street; and/or
- use of building materials that have color shades and textures similar to those existing in the immediate area of the proposed infill development (Refer to Figure 5.2-A).



Figure 5.1-A. Example Photos of Four-sided Architectural Detailing



Figure 5.2-A. Example Photos of Existing Exterior Materials



Figure 5.3-A. Example Photos of Preferred Exterior Materials

5.3. EXTERIOR MATERIALS

5.3-1. Exterior building materials should:

- not create excessive glare;
- with the exception of windows, be natural/indigenous in character;
- be selected to provide a variety of textures per building façade, provide visual balance and avoid an excessive variety of materials;
- provide greater visual and textural interest at building entrances and architectural opportunities and areas that are highly visible to the public; and
- be chosen for their suitability, durability and visual continuity.

5.3-2. Preferred exterior materials are as follows (Refer to Figure 5.3-A):

- brick;
- textural concrete block, integral color;
- textured architectural precast panels, painted and/or cast-in textures;
- site-cast concrete panels, painted and/or cast-in textures;
- wood;
- natural stone and synthetic stone products;
- metal panels and/or accent elements;
- stucco (EIFS);
- glazing (non-reflective);
- smooth face concrete block, used in combination with other textural materials; and/or
- other similar high quality materials.

5.3-3. Prohibited exterior materials and treatments are as follows:

- highly reflective wall treatments;
- single-color/ material walls without mass breaks;
- reflective glazing, of over sixty-five (65) percent reflectivity; and
- exposed neon or color tubing (except in entertainment uses).

5.4. VARIATION IN MASSING

5.4-1. A single, large, dominant building mass should be avoided.

5.4-2. Horizontal masses should not exceed a height/width ratio of one (1) vertical to three (3) horizontal without substantial variation in massing that includes a change in height and projecting or recessed elements (Refer to Figure 5.4-A).

5.4-3. Buildings should relate well to each other by providing transitions in building heights.

5.4-4. Taller buildings (four (4) stories or more) should be stepped back or should provide significant mass breaks to decrease the apparent mass of the building. Wider, longer buildings should be stepped or broken in elevation by combination of massing breaks and/or material changes (Refer to Figure 5.4-B).

5.5. FAÇADES

5.5-1. Provide a unique architectural feature that is taller than other portions of the building on façades that face North Nevada Avenue.

5.5-2. No façade that faces North Nevada Avenue or pedestrian walkway should have a blank, uninterrupted length exceeding thirty (30) feet. Suggested variations are as follows (Refer to Figure 5.5-A):

- change in plane;
- change in color;
- recessed face;
- change in texture or masonry pattern;
- windows;
- porticos, awnings or canopies; and/or
- visual architectural features such as:
 - columns;
 - ribs or pilasters; and/or
 - piers and fenestration pattern.

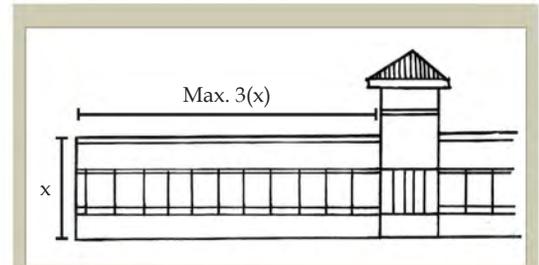


Figure 5.4-A. Building Massing

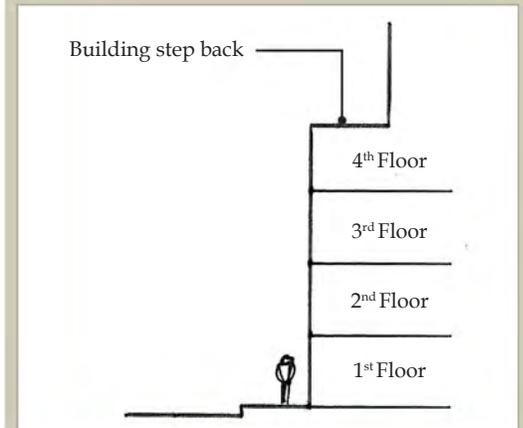


Figure 5.4-B. Building Step Back

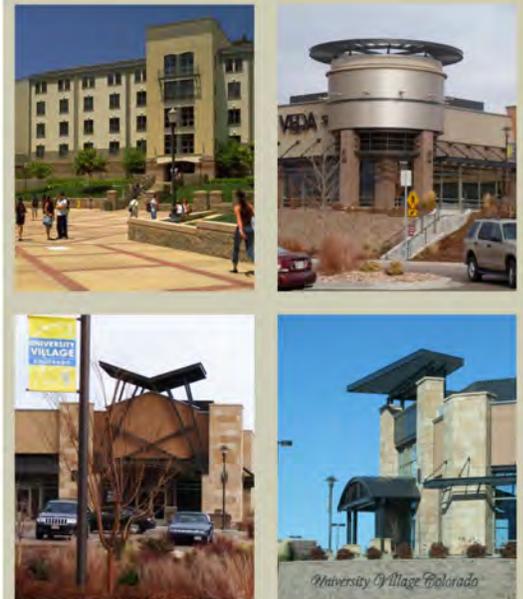


Figure 5.5-A. Example Photos of Unique Architectural Features



Figure 5.6-A. Example Photos of Building Entrances

5.5-3. Side and rear façades of the building should include materials and design characteristics consistent with those on the front. Use of inferior or lesser quality materials for side or rear façades should be prohibited except where façades are not visible from the public right of way or common open space. Service entrances should be planned to be visually unobtrusive to site entries, building entrances and public right-of-ways.

5.5-4. Screen wall materials to be similar or complementary to building materials.

5.6. ENTRANCES

5.6-1. Primary building entrances should be clearly defined and provide shelter.

5.6-2. Entrances should be designed to integrate wall signs with the design of the structure.

5.6-3. Primary entrances should be easily identifiable to both vehicular visitor and pedestrian.

5.6-4. Retail buildings should feature a combination of the suggested items listed below (Refer to Figure 5.6-A):

- canopies, overhangs or porte cochères;
- recesses/projections;
- arcades, porticos;
- raised cornice parapets over the door;
- peaked roof forms at entryway;
- arches;
- material change;
- door(s) which provide a focal element at the entrance;
- functional outdoor patios;
- windows;
- architectural details such as tile work, moldings, exposed trusses, columns and other similar details, which provide interest and are integrated into the building structure and design;

- integral planters or wing walls that incorporate landscaped areas and/or places for sitting; and/or
- special features such as a sculpture, a water feature or a similar element (excluding features or images which are trademarked or in some way related to a specific business such as a logo).

5.7. ROOFTOP TREATMENTS

5.7-1. Rooftop mechanical units, dishes, and other miscellaneous equipment should be screened from view as an integral part of the building design. Screen material should be of the same or compatible material, texture and color to the building architecture (Refer to Figure 5.7-A).



Figure 5.7-A. Example Photo of Rooftop Screening

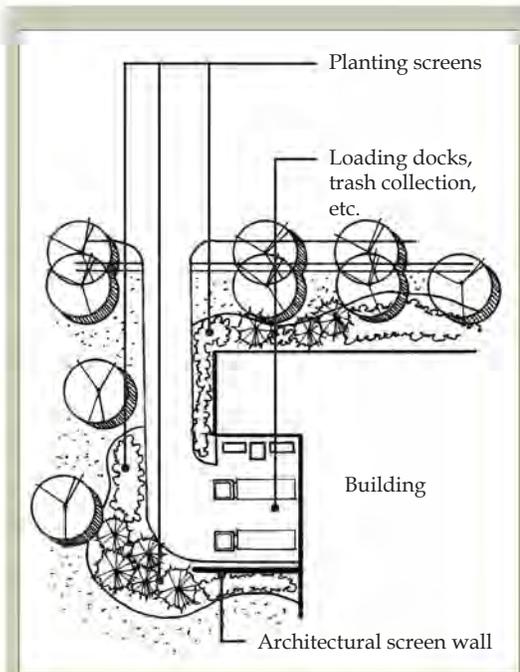


Figure 6.1-A. Service Entrances

6. SPECIAL USES GUIDELINES

The following categories define requirements in addition to those identified under the General Development Guidelines (Section 4) and General Architectural Guidelines (Section 5).

6.1. SERVICE AREAS

6.1-1. These requirements apply to, but are not limited to above-ground utility appurtenances, loading docks, storage areas, and open areas where machinery, vehicles or equipment are stored or repaired.

6.1-2. No areas for outdoor storage, trash collection or compaction, loading or other such uses should be located within fifty (50) feet of the North Nevada Avenue right-of-way, and should be located at the rear or side of the associated building.

6.1-3. Loading docks, truck parking, outdoor storage, utility meters, HVAC and other mechanical equipment, trash collection, trash compaction and other service functions should be located and screened so that the visual and acoustic impacts of these functions are contained and buffered from the North Nevada right-of-way or public sidewalks and trails (Refer to Figure 6.1-A).

6.1-4. Screening measures should provide sixty (60) percent coverage of the screened element and be incorporated into the overall design of the building and site, so that the architectural design of the building and screening is compatible. Suggested screening materials include:

- plants;
- walls that are the same as the primary building material;
- fences;
- topographic changes; and/or
- a combination of these techniques.

6.1-5. Screening materials are not to be constructed of plain or smooth faced concrete block and/or wood fencing.

6.2. LARGE TENANT RETAIL

6.2-1. These standards are intended to ensure that large, retail building development (>25,000 gross SF) is compatible with its surrounding area and exhibits similar four-sided architectural treatments.

6.2-2. Façades greater than one hundred (100) feet in length, measured horizontally, should incorporate wall plane projections or recesses having a depth of at least 3 percent of the length of the façade and extending at least twenty (20) percent of the length of the façade (Refer to Figure 6.2-A).

6.2-3. No uninterrupted length of any façade should exceed thirty (30) percent of the façade's total length, or one hundred (100) horizontal feet, whichever is less (Refer to Figure 6.2-A). Wall plane interruptions can be any of the following:

- change in plane;
- change in color;
- recessed face;
- change in texture;
- windows;
- porticos, awnings or canopies;
- columns; or equivalent.

6.2-4. Screening can be used as a substitute for wall plane interruptions on secondary building façades.

6.2-5. Primary ground floor façades that face public streets should have arcades, display windows, entry areas, awnings or other such features along no less than fifty (50) percent of their horizontal length.

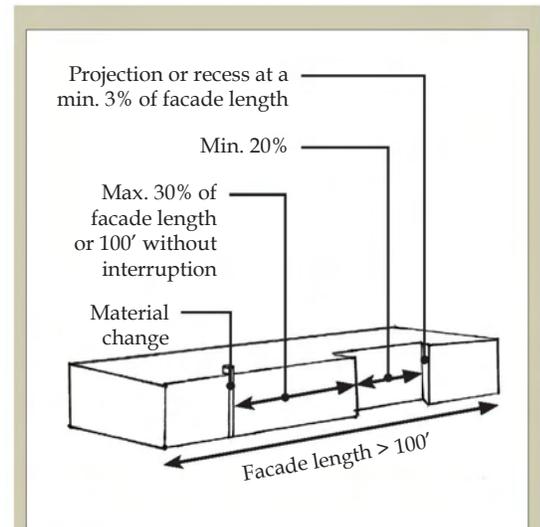


Figure 6.2-A Façade Variation



Figure 6.3-A. Example of Multi-Tenant Retail Facade



Figure 6.4-A. Example of Individual Retail Building

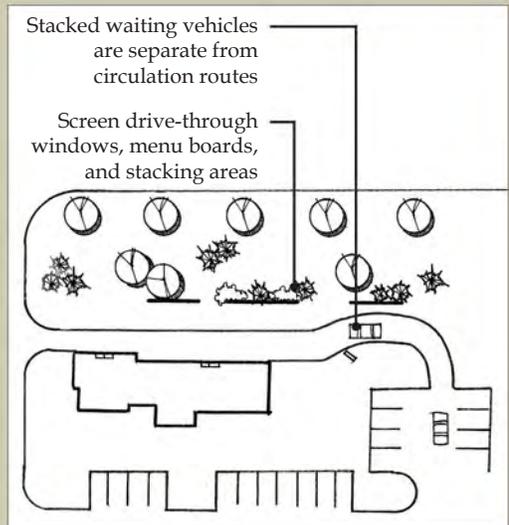


Figure 6.4-B Example of Drive-Through Facility

6.3. MULTI-TENANT RETAIL/ MIXED USE

Where buildings contain separately owned stores with separate, exterior customer entrances, the street level façade of such stores should be transparent (i.e. windows) between the height of three feet and eight feet above the walkway grade for no less than sixty (60) percent of the horizontal length of the building façade of such stores (Refer to Figure 6.3-A).

6.4. INDIVIDUAL RETAIL/RESTAURANT/COMMERCIAL BUILDINGS

6.4-1. Standardized architecture buildings should not be allowed unless the architectural design meets the requirements of these guidelines.

6.4-2. Buildings should incorporate foundation plantings adjacent to a minimum of fifty (50) percent of the perimeter of the building (Refer to Figure 6.4-A).

6.4-3. There should be no stacking of waiting vehicles into the public right-of-way, primary interior circulation routes or across pedestrian walkways.

6.4-4. Drive-through windows, menu boards and stacking areas should be screened to mitigate views from major roadways (Refer to Figure 6.4-B).

6.5. ENTERTAINMENT USES

6.5-1. Entertainment uses are considered specialty commercial uses that generally include, but are not limited to theaters, nightclubs and bars, billiard halls and other similar uses.

6.5-2. Entertainment uses are encouraged to express a high level of design individuality that is compatible with the design guidelines.

6.5-3. Entertainment uses should emphasize building entrances through architectural forms and materials, specialty lighting, signage or other elements which collectively express and dramatize their function.

6.5-4. Entertainment uses should be segregated from other uses that are sensitive to greater amounts of light, noise and vehicular/ pedestrian traffic.

6.6. CONVENIENCE RETAIL & GAS STATIONS

Gas station canopies and pumps should be located behind the cashier/convenience store building where possible to reduce their visual impact. On a corner lot, provision of access to the site from adjacent sites or service roads is encouraged, rather than directly from the abutting streets.

Canopies on such sites should not exceed sixteen (16) feet, six (6) inches in total height. Canopies should be architecturally integrated with the convenience store building and all other accessory structures on the site through the use of the same or complementary materials, design motif and colors. Lighting fixtures or sources of light that are a part of the underside of the canopy should be recessed into the underside of the canopy so as not to protrude below the canopy ceiling surface. The materials and color used on the underside of the canopy should not be highly reflective, with the intent of minimizing the amount and intensity of light (Refer to Figure 6.6-A).

Materials and colors used should be consistent with surrounding development. Bright accent colors, intended to express corporate or business logos, may be used only on a limited basis. These accent color areas should not be internally illuminated.

Landscaping materials and/or screening berms or walls should be installed along all portions of the street frontage necessary, in order to screen from view the gasoline service islands and pumps and any other product dispensing areas from abutting public streets and residentially zoned properties. No wooden fences or wall should be used for these purposes. These requirements should be additional to and made part of all other landscape requirements stipulated by the performance standards, as they apply to such sites.



Figure 6.6-A. Example Photo of Convenience Store / Gas Station Canopy



Figure 6.7-A. Figure 6.7-A. Apartments with Porches and Balconies



Figure 6.7-B. Varied Multifamily Building Materials

The minimum distance from the outside edge of the fuel pump island and a required drive lane should be no less than twelve (12) feet. The minimum distance from the end of a fuel pump island and a required drive lane should be no less than fifteen (15) feet.

6.7. MULTIFAMILY HOUSING

6.7-1. Materials shall be similar and compatible within each immediate neighborhood.

6.7-2. Facades shall be articulated with porches, balconies, bays or other offsets. (Refer to Figure 6.7-A.)

6.7-3. All sides of residential buildings shall be designed to the same level of quality, and incorporate stone or brick elements, or other high quality material (Refer to Figure 6.7-B).

6.8. ACCESSORY BUILDINGS

6.8-1. Accessory buildings should be similar in character and materials as primary buildings.

6.9. PARKING STRUCTURES

6.9-1. Where parking structures abut streets, retail and other uses shall be required to minimize interruptions in pedestrian interest and activity.

6.9-2. The architectural design of parking structures shall be compatible in architectural design with adjacent buildings in terms of style, mass, material, height, roof pitch and other exterior elements.

6.9-3. Vehicular entrances shall be located to minimize pedestrian/auto conflicts.

7. SIGNAGE GUIDELINES

7.1. SIGN GUIDELINES

7.1-1. All freestanding signs should have a solid base (Refer to Figure 7.1-A).

7.1-2. For individual businesses there should be no more than one (1) freestanding identity sign per street frontage and a maximum of two (2) per premise.

7.1-3. Maximum height for all freestanding signs associated with convenience stores is eight (8) feet.

7.1-4. Freestanding identity signs should be set back a minimum of eight (8) feet from the face of curb or edge of pavement of a public street, and should not be placed within the right-of-way.

7.1-5. Freestanding identity signs should be separated by one hundred fifty (150) feet minimum.

7.1-6. Multi-tenant signs associated with a group of businesses should be separated by two hundred fifty (250) feet minimum and include a maximum of five (5) business names.

7.1-7. Provide pedestrian-scaled wayfinding signs along walks. Wayfinding signage should include signs with arrows indicating directions to key structures, facilities, trailheads/links, outdoor plazas, etc. as well as maps of the immediate area where appropriate.

7.1-8. Provide business signage oriented to the primary direction of pedestrian travel, as well as clear address numbers at entrances at the pedestrian level in order to increase visibility and orientation.

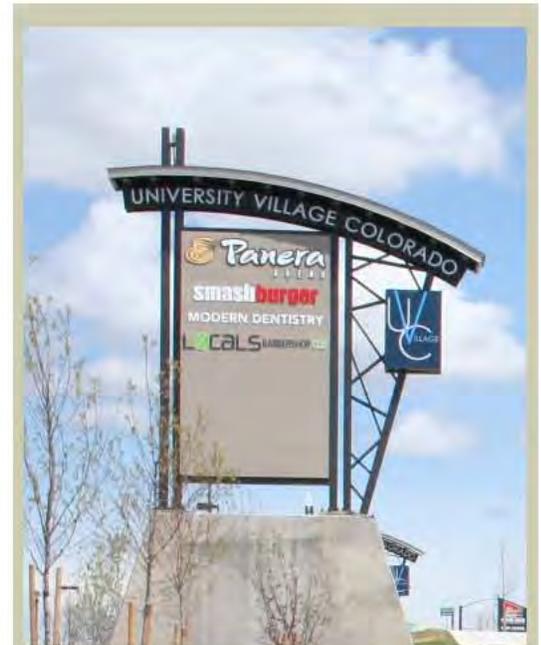


Figure 7.1-A. Example of Multi-tenant Freestanding Sign.



Figure 7.1-8. Example of Pedestrian-Oriented Business Signage

7.2. PROHIBITED SIGNS

7.2-1. The following signs are prohibited:

- pole signs;
- animated, exposed light bulb and flashing signs;
- roof signs;
- portable signs;
- hand-lettered signs executed in the field;
- plastic faced sign cabinets with illuminated background; and
- formed plastic or injection-molded plastic signs.
- Electronic Message Signs (EMT's) must comply with the City's sign code, including cycle length.

8. LIGHTING GUIDELINES

8.1. ROADWAY LIGHTING

8.1-1. Provide low glare roadway lighting with effective lighting at conflict zones such as pedestrian crossings, parking lot entries and intersections.

8.1-2. Provide pedestrian lighting or roadway lights at each pedestrian crosswalk and at each roadway intersection and parking lot entry. Light poles should be consolidated as necessary to avoid visual clutter.

8.2. NON-RESIDENTIAL LIGHTING

8.2-1. Provide pedestrian scale lighting along key walk connections and coordinate with parking lot lighting and landscaping (Refer to Figure 8.2-A).

8.2-2. Provide low glare, uniform parking lot lighting.

8.2-3. Current IESNA recommended practices should be followed including "Lighting for Exterior Environments" RP-33-99 and "Lighting for Parking Facilities" RP-20-98.

8.2-4. Large parking lots (over two (2) rows of cars) may utilize twenty-five (25) foot to thirty-five (35) foot poles, with a maximum initial lamp lumen rating of 22,000 lumens.

8.2-5. Smaller parking areas (two (2) rows of cars or less) may utilize twenty (20) foot to twenty-five (25) foot poles with a maximum initial lamp lumen rating of 12,000 lumens.

8.2-6. Only fully-shielded luminaires should be used for parking lot lighting.

8.2-7. Parking lot lighting should not produce more than 0.3 footcandles (line of sight) at the property line.

8.2-8. No parking lot lighting should spill into environmentally sensitive areas.

8.2-9. Lighting at store façades, must be building-mounted and pointing downwards.



Figure 8.2-A. Example of Non-Residential Lighting.



8.2-10. Exterior lights and sign lights must be turned off one (1) hour after store closing. Only a minimum security light level may remain on after this time.

8.2-11. Loading dock lighting must utilize occupancy sensors, such that lighting is off unless a truck is unloading.

8.2-12. All building-mounted security lighting must be pointed down and completely shielded.

8.2-13. Outdoor canopies such as at drive-through windows and gas stations should not be lighted over five (5) footcandles average and ten (10) footcandles maximum. All luminaires in canopies should be recessed with flat lenses.

8.2-14. All lighting equipment with lamps over 5,000 lumens should be IESNA full cutoff type.

8.2-15. Key signage should be lighted to provide visual cues for navigation. All signage lighting should be mounted at the top of the sign aiming down or integrated into the sign. Direct view of internally lighted sign is not permitted. Internally lighted signs with backlight letters or that have an indirect light appearance should be permitted.

8.3. RESIDENTIAL LIGHTING

8.3-1. All street and pedestrian pole-mounted lights (ten (10) foot to eighteen (18) foot pole height) should be fully shielded with a maximum initial lumen rating of 4,800.

8.3-2. If trees are to be planted near light poles, the lenses of the luminaires must not be higher than sixteen (16) feet above grade.

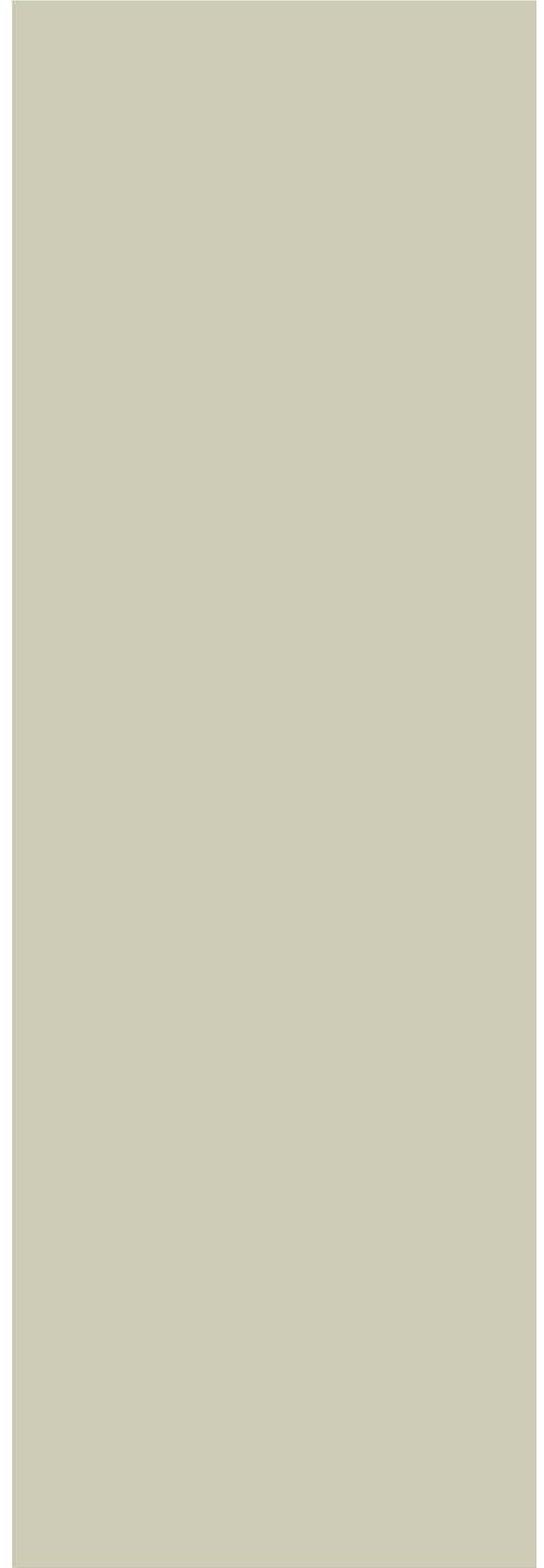
8.3-3. Residential lights should have a maximum initial lumen rating of 925 per luminaire.

8.3-4. Garage-mounted luminaires may glow softly but must have good glare control and produce minimal uplight. Compact fluorescent lamps with a maximum initial lumen rating of 925 should be used. Lights should be on motion sensors or timers so that the lights are normally off.

8.4. LIGHTING RESTRICTIONS

8.4-1. The following lights are not permitted:

- floodlights or other non-controlled luminaires;
- lamps over 2,400 lumens;
- vertical lamps over 5,000 lumens; and
- unshielded wall packs.



Project Statement: N. Nevada Avenue Corridor Master Plan Amendment

The *Urban Redevelopment Area Design Guidelines* are a refinement of the Concept Design Guidelines which were developed with the 2008 North Nevada Avenue Corridor Master Plan. These more detailed guidelines provide basic information necessary to design, construct and maintain a project that is in keeping with the guiding principles and character of the N. Nevada Avenue Corridor Urban Renewal Plan that was approved by Council Resolution 298-04 on December 14, 2004. It is the intent of the guidelines to provide specific criteria to allow the City of Colorado Springs Development Review Division and the Urban Renewal Authority to evaluate projects that are proposed within the N. Nevada Avenue Corridor Urban Renewal Area.

A public meeting was conducted on February 26, 2013 to obtain public comment. The response was generally favorable and some minor revisions were incorporated into the final plan. The *Urban Redevelopment Area Design Guidelines* were adopted by the Colorado Springs Urban Renewal Authority on April 24, 2013



August 16, 2013

Mr. Jim Rees
Colorado Springs Urban Renewal Authority
30 South Nevada Avenue, Suite 604
Colorado Springs, CO 80903

RE: Major Amendment to the North Nevada Avenue Urban Renewal Plan: Design Guidelines – File No. CPC MP 04-00280-A1MJ13

Dear Jim:

The City has completed the review of the above application. Prior to scheduling the application for a Planning Commission agenda submit to Land Use Review 15 copies of the design guidelines (the initial submittal of a review copy is encouraged) with the following revisions:

- a. In Section 2, 1st paragraph include a statement indicating the design guidelines are an amendment to the master plan and is an advisory document used in the review of zone change, plat and development plan applications (for additional information see Section 7.5.401 of the City Code, which discusses the purpose of a master plan). Revise the date of the preparation of the North Nevada Avenue Master Plan from 2008 to 2004 (File No. CPC MP 04-00280). Note the date of approval by City Council as 12/14/04. Delete “and as subsequently amended” as no amendments have been approved to the 2004 plan.
- b. In Section 2., 3rd paragraph delete “and supersede them”. This advisory document does not take the place of, or supplant the City’s adopted codes.
- c. In Section 2., 5th paragraph delete “and construction drawings” and replace with “zone changes and plats”. At this time there appears to be no mechanism for the CSURA to review building permits, which is when construction drawings are reviewed. Delete “and approval” from the 5th line of this paragraph as the approval of the aforementioned applications is provided by Land Use Review, Planning Commission or City Council depending on the type of application. Delete “approval, rejection, or” from the 9th line. Delete “and construction drawings” from the 14th line.
- d. In Section 4.1-6. identify the pedestrian systems in the area as the Pikes Peak Greenway trail within Monument Valley Park and the trail within Pulpit Rock Open Space. Show and identify these trails in Figure 4.-C. and include a reference to the figure.
- e. Delete or revise significantly Section 6.4-2. which indicates 50% of a building’s perimeter should have foundation plantings. Several buildings in the University Village Center do not meet this guideline (e.g. Lowe’s, Costco).
- f. Section 6.6. indicates gas canopies should not exceed 16’6” in height. Recently approved gas canopies have ranged in height from 18’ to 19’. Provide the height of the existing gas canopy for Costco. If necessary revise the recommended gas canopy height to match the height of the Costco gas canopy.
- g. Delete Section 7.1-3. which limits the height of a freestanding sign for a convenience store to 8’. There appears to be no justification to arbitrarily restrict the height of the sign for this particular use.
- h. Amend Section 7.1-5. to indicate the recommended spacing shall not preclude the opportunity for a freestanding sign on a separate property.
- i. Revise Section 8.2-6. from “fully-shielded luminaires” to “full cut-off fixtures”.

LAND USE REVIEW DIVISION

30 S. Nevada Ave., Suite 105 • Tel: 719-385-5905 • Fax: 719-385-5167
Mailing Address: P.O. Box 1575, Mail Code 155 • Colorado Springs, CO 80901-1575

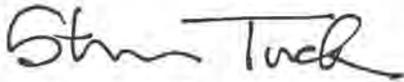
FIGURE 3

- j. Section 8.2-13. requires a maximum of 10 footcandles for gas canopies. To evaluate the appropriateness of this standard provide the footcandle level for the Costco gas canopy. If necessary revise the maximum to match the Costco canopy. Provide a recommended standard (maximum footcandles) for automobile or vehicle sales facilities.
- k. Delete Section 8.2-14. All exterior lights should be full cut-off fixtures as indicated in item i. above.
- l. Revise Section 8.3-1. from "fully shielded" to "full cut-off".
- m. Revise Section 8.3-4. to indicate the use of full cut-off fixtures.
- n. Section 8.4-1. prohibits lamps over 5,000 lumens; however several previous sections indicate the use of lights of over 5,000 lumens. Either eliminate this section or provide an explanation for this limitation. Provide an explanation of a "vertical lamp".

Failure to submit the requested items within 180 days from the date of this letter will result in the application being formally withdrawn from consideration. Once withdrawn, any subsequent resubmittal will require the filing of a new application and payment of application fees.

If you have questions please call me at 385-5366.

Sincerely,



Steve Tuck
Senior Planner

C: File No. CPC MP 04-00280-A1MJ13

These Design Guidelines build upon the vision and goals identified within the December 2004 North Nevada Area Corridor Urban Renewal Plan, and the North Nevada Avenue Master Plan prepared in 2008 and as subsequently amended.

Since its designation as an urban renewal area (URA) by the Colorado Springs City Council in 2004, the University Village Colorado developer consolidated numerous land parcels on the west side of North Nevada Avenue and created a new retail shopping area called "University Village." This retail center now sets the standard for quality of design for future redevelopment within the URA.

City of Colorado Springs/Regional Building Department Review and Approval Requirements:

The City of Colorado Springs has adopted certain zoning ordinances, land use codes and subdivision ordinances which include use restrictions, specific requirements and various performance standards, and the Pikes Peak Regional Building Department has similarly adopted certain building codes and construction standards, methods and requirements, all of which are collectively referred to herein as the "City Land Use and Building Requirements." The standards, requirements and prohibitions contained in these Design Guidelines are in addition to, and do not supersede, the other City Land Use and Building Requirements, which City Land Use and Building Requirements must be separately complied with. To the extent that any of the provisions of these Design Guidelines are in direct conflict with the other City Land Use and Building Requirements, the more restrictive provisions shall control, with the express understanding that these Design Guidelines may be more restrictive than the City Land Use and Building Requirements, but may not be less restrictive.

Colorado Springs Urban Renewal Authority's Review and Approval Requirement:

All projects proposed within the boundaries of the URA shall also be submitted to the Colorado Springs Urban Renewal Authority (CSURA) to verify compliance with the Urban Renewal Plan and these Design Guidelines. The CSURA review and approval process is a separate but integral part of the City of Colorado Springs' development review process. CSURA will review an applicant's proposed plat, development plan, landscaping plan, zoning application and construction drawings (including, but not limited to, plans for all buildings, structures, fencing, signage, lighting, landscaping and uses, and collectively, the "Applicant Submittal Documents"). CSURA's review and determination of approval or disapproval may be done by CSURA administrative staff or by the CSURA Board (as determined by CSURA). CSURA may further require the applicant to present its Applicant Submittal Documents at a CSURA Board meeting. CSURA's approval, rejection, or comments upon any or all of the Applicant Submittal Documents, including any required revisions, modifications or amendments thereto required by CSURA, will be set forth in writing and distributed to the applicant, as well as to the City's Land Use Review Division. CSURA may exercise reasonable discretion in determining whether the Applicant Submittal Documents meet the goals, objectives, vision and standards set forth in the Urban Renewal Plan and these Design Guidelines. CSURA's approval does not imply that the Applicant Submittal Documents comport with any other requirements, codes, restrictions or regulations, including but not limited to the other City Land Use and Building Requirements. CSURA does not have the authority to waive or otherwise alter or amend any of the other City Land Use and Building Requirements, all of which must be separately met by any applicant.



Work Session Agenda Item

Council Meeting Date: January 27, 2014

To: President and Members of City Council

cc: Mayor Steve Bach

Via: Laura Neumann, Chief of Staff /Chief Administrative Officer

From: Peter Wysocki, Planning and Development Director
Carl Schueler, Planning Manager- Comprehensive Planning

Subject Title: First Phase of Comprehensive Plan Update

SUMMARY:

The purpose of this agenda item is to briefly outline plans for issuing a consultant RFP for the 2014 First Phase of the 2001 Comprehensive Plan update, and obtain input and direction on the scope and City Council participation in the process.

PREVIOUS COUNCIL ACTION:

The 2014 adopted budget includes \$150,000 in funding for a first phase consultant contract. The current plan was adopted in 2001 with no subsequent amendments to the body of the plan. However, City Council has amended the associated 2020 Land Use Map several times (most recently) and has also approved a variety of new and amended component elements since 2001.

BACKGROUND:

Staff anticipates a two+ year, two phase process for updating the Plan. The attached draft scope of services would be incorporated into the City's larger Request for Proposals (RFP) template and is proposed to be advertised shortly after this Informal City Council meeting. The scope includes a number of Phase 1 tasks and deliverables along with a request for preliminary outline and budget for the second phase (Phase 2). At this time it is anticipated that the consultant contract would be structured to allow an amendment/extension for Phase 2 subject to funding availability, City satisfaction with Phase, and successful negotiations.

Anticipated major elements of the Phase 1 scope include the following:

- finalization of scope and schedule
- review of existing plans
- "audit" of current Comprehensive Plan
- data collection, augmentation and analysis (including GIS)
- robust stakeholders process and support of open, accessible communication
- land use demand and projection scenarios and assumptions
- conditions, trends and issues report
- analysis of infill trends, opportunities and potential strategies

- analysis of national best practices most relevant to Colorado Springs (both for comprehensive plan design and planning strategies)
- Phase 1 report with useable deliverables and recommended approach and budget for effective completion of Phase

Important details of the Phase 1 scope and contract are expected to be refined based on the successful consultant's expertise and recommendations, and a mutually agreed upon understanding of what can be accomplished within the context of the existing 2014 budget.

The assumption is there will be high level Council- appointed Steering Committee to oversee this project. Among other members, this Committee is anticipated to include one or two Planning Commissioners. City Council will be encouraged to designate one or two of their members to serve on this group. These actions will occur at a later Council meeting. There will also be a technical team. The entire City Council will be updated throughout the process.

The project manager will be Carl Schueler, Comprehensive Planning Manager who will work in close coordination with Peter Wysocki (Planning and Development Director).

FINANCIAL IMPLICATIONS:

The direct financial commitment will be limited to the maximum of \$150,000 already budgeted in FY 2014 for this consultant contract. However, an effective process will also require a strategic commitment of some time and resources by a wide spectrum of City and City enterprise staff, as well as other non-City agencies. Completion of this project is anticipated to require funding for additional consultant services in the FY 2015 budget, possibly extending into FY 2016. However, the anticipated 2014 contract would not formally commit the City to any future funding.

BOARD/COMMISSION RECOMMENDATION:

The Planning Commission and other groups have supported moving forward with a Comprehensive Plan update and budgeting for this purpose. The Planning Commission was presented with this draft scope on January 9, 2014.

STAKEHOLDER PROCESS:

There has been a limited stakeholder process up to this point. However, a key component of this Phase 1 effort will involve a robust stakeholder process.

ALTERNATIVES:

City Council can advise and direct concerning refinements of the scope and process.

RECOMMENDATION:

Staff recommends expeditiously advertising this RFP with potential modifications suggested by City Council.

PROPOSED MOTION:

This is a non-action item so no formal motion is required

Attachments:

- PowerPoint Slides
- Draft Scope of Services

2.0 SCOPE OF SERVICES

2.1 PROJECT GENERAL BACKGROUND AND DESCRIPTION:

The City of Colorado Springs ("City") is seeking a qualified land use and strategic planning firm or team ("Consultant") to comprehensively update its current 2001 Comprehensive Plan ("Plan"). The budgeted 2014 project and deliverables will consist of a first phase ("Phase 1") of the update. These will include, but not necessarily be limited to:

- A thorough evaluation of the existing plan, its constituent elements and their context
- Analysis and preparation of relevant data and trends
- Review of best practices and models for a Plan update
- A robust and effective leadership, community, marketing and stakeholder process
- Effective coordination with the Steering Committee, Mayor's office, City Council and Planning Commission
- Recommendations and a plan for integration with other relevant plans and initiatives with emphases on fiscally sustainability in providing capital improvements and services, and
- Provision of a detailed and implementable recommendation for a completing and adopting the new plan in a manner which both compliments and informs the strategic plans of the Mayor and City Council.

Funds for Phase 1 have been budgeted. As part of this proposal the Consultant shall also provide a plan and preliminary budget for the completion of the Plan in 2015 (Phase 2") contingent on funding and appropriation in that budget year. The successful Consultant will demonstrate best value in both maximizing the progress to be achieved in Phase 1 along with the capability of completing Phase 2 in a cost-effective and successful manner.

Colorado Springs is a large growing, but also maturing Home Rule City with a current population of about 433,000 (2012). The City has a land area of approximately 195 square miles, about one third of which is vacant or remaining to be developed. Its local economy is heavily reliant on the military, but also includes important tourism, non-profit, retiree, service, professional and high tech sectors. Its fiscal and political philosophies tend toward conservative, with an emphasis on supporting jobs and a business-friendly climate. The City owns its utility system (water, wastewater, gas and electric) which is operated as separate enterprise under the direction of Utilities Board which at this time is comprised of City Council. In late 2010 the City's voters approved a major change in governance from a Council-Manager to a Mayor-Council form. This was implemented in 2011.

The City's current Comprehensive Plan was adopted in 2001 following a robust community and City Council process. The text of the Plan is unchanged since that time; however its accompanying 2020 Land Use Map ("LUM") has been periodically updated to reflect a combination of new annexations, amended private master plans, along with a limited number of City-initiated map changes. The Plan was developed simultaneously with the City's Intermodal Transportation Plan using process that included transportation modeling and evaluation of various growth scenarios. The Plan references approximately 200 constituent elements including the ITP (2001 as amended), the City Annexation Plan (2006), the Imagine Downtown Plan, its Parks and Recreation and Open Space Master Plans (expected to be amended in 2014), numerous neighborhood and corridor plans (many of which are older and dated), along with all privately initiated master plans within the City. The current Plan includes policies, the 2020 LUM, implementation recommendations, and expectations for ongoing measurements and reporting as well as an assumption of ongoing integrated capital improvements and services planning.

A copy of the current Comprehensive Plan may be found at:

The selected firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. The City reserves the right to reject any and all statements, or parts thereof, which are not in the best interest of the City of Colorado Springs.

Firms will be evaluated on process and technical competence, the capacity and capability to perform work within the time allotted, and past record of performance.

2.2 PHASE 1 PROJECT GENERAL SCOPE:

To accomplish the objectives of this project, the Phase 1 process, analysis and deliverables must at a minimum, include the following:

- Finalize detailed Phase 1 work program and schedule in coordination with City Project Manager (“PM”)
- Review existing relevant plans and documents in consultation with City staff. These shall include but are not limited to the following:
 - Comprehensive Plan
 - Mayor and City Council Strategic Plans
 - Colorado Springs Intermodal Transportation Plan
 - Annexation Plan
 - Imagine Downtown Plan and Downtown FBZ Plan
 - Parks and Recreation Master Plan and Open Space Master Plan (noting that the process of updating and replacing these documents is well underway)
 - Pikes Peak Area Council of Governments Long Range Transportation Plan
 - Including Transit Update
 - Chapter 7 of the City Code; particularly Articles 1-4 (Comprehensive Plan and Zoning Code)
 - Reports and recommendations from Mayor’s Solutions Teams including, Downtown, Transit, Streetscapes and Economic Opportunity Zones (EOZs)
 - Academy Boulevard Corridor Great Streets Plan
 - Relevant plans from El Paso County and adjacent municipalities including their comprehensive plans
- Collect, evaluate and augment existing data in consultation with City and other staff including but not necessarily limited to (refer to Exhibit --- for more detail):
 - Socioeconomic and market study data
 - Small area population and employment forecasts, as currently adopted
 - Relevant jurisdictional boundaries including school districts and special districts, and relevant information concerning these entities.
 - Data, plans and information pertinent military installations within and adjacent to the City
 - Existing land use, zoning and future development/ redevelopment capacity
 - Transportation facilities, needs and plans
 - Stormwater facilities, needs and plans
 - Utilities facilities, service areas, needs and plans
 - Parks and recreation facilities, needs and plans
- Using the existing staff-developed City Comprehensive Plan audit as a baseline and point of beginning provide a comprehensive evaluation of the existing Comprehensive Plan and its key elements from the perspective of informing the need for modifications proposed for the updated Plan.
- In coordination with City and PPACG staff, and the Steering Committee, develop and/or verify agreed-upon baseline and alternate scenario 20-year population and employment forecasts for the region, the City and subareas of the City. Identify other pertinent socioeconomic trends

and projections including expected changes in demographics, employment and housing demand.

- Provide a thorough evaluation of remaining development capacity in the City associated with the baseline and alternate scenarios.
- Effectively apply expertise from other relevant comprehensive planning efforts throughout the country with particular emphasis on strategies pertaining to downtown, corridor and mature area revitalization, jobs creation and retention, and fiscal sustainability.
- Using the City's existing working report on infill as a starting point, prepare a comprehensive review of infill trends, challenges, opportunities and potential strategies for the City
- Prepare a Conditions, Trends, and Issues Report for the Steering Committee with the intent of focusing and directing the Phase 2 completion of the Comprehensive Plan update process.
- Include a public process element which will likely involve multiple community meetings as well as stakeholder interviews and at least 2 briefings of the Planning Commission and City Council.
 - Recommend and implement an innovative public outreach and participation process to compensate for the lack of neighborhood engagement which has typified parts of the City in the past.
 - Recommend, implement and support the maintenance of a project website, most likely as part of the City web site.
- Provide a complete Phase 1 Final Report to include a detailed proposal, budget and schedule for the Phase 2 completion of the Plan update.

Subject to City concurrence additional and/or modified scope of services elements may be added based on Consultant recommendation within the limits of the Phase 1 budget.

2.3 STEERING COMMITTEE AND COORDINATION REQUIREMENTS

Primary coordination for all activities will be through the City's Project Manager ("PM"). Additional coordination is to be performed with a Steering Committee or similarly named and that is expected be appointed by City Council in association with this project. The Project Manager will coordinate all activities between the Consultant and Steering Committee.

Steering Committee membership is expected to be broadly based and include representation from City Council, the Planning Commission, City Administration, Colorado Springs Utilities, development and neighborhood representatives, and other community leaders.

The successful Consultant should address their approach toward working with this Steering Committee in a manner that efficiently maximizes its direction and contributions while also avoiding delays and/or potential dilution of the Plan's contents, recommendations and priorities.

Also supporting the project on an as-needed basis will be a technical support team comprised of applicable City and other agency staff.

2.4 PUBLIC INFORMATION AND PARTICIPATION PROCESSES

The selected Consultant will be required to develop and conduct an extensive Public Communications and Stakeholder Involvement process in coordination with the PM and the City Public Communications Office. This will require contact with, coordination and/or presentations to existing organizations such as the Regional Business Alliance, Housing and Building Association and Council of Neighbors and Organizations (CONO), as well as focus or roundtable groups by organized by invitation. Existing City venues such as Mayor's town hall meetings should also be considered. City staff will be available to strategically leverage and augment outreach and representation. Other public information efforts (i.e. flyers, e-mails, website, mobile applications, key-pad polling etc.) will be necessary to involve and then keep all affected interests updated on the progress of the project, and to obtain input. It is anticipated that the selected Consultant will develop a project communications plan consistent with the Systematic Development of Informed

Consent method of public involvement, along with the latest applicable and appropriate technology and techniques. This communications plan should specifically recommend and include cost-effective means of obtaining useful input from traditionally uninvolved or under-represented constituents. The successful Consultant should recommend their approach to the use of surveys, within the limits of the available budget

2.5 DATA COLLECTION:

The City, Colorado Springs Utilities, PPACG and other organizations have substantial existing information related to the City and region including our standard and customized GIS coverages, and as part of the various formal and informal reports and data bases. This information will be made available to the Consultant for best use in supporting the process and project. A listing of generally available data is included as Exhibit -----. The Consultant must collect all information necessary to verify and augment existing and available information, and identify and collect all additional information necessary to complete all elements of the analysis, tasks and requirements for the project. A license agreement shall be a prerequisite for use of City GIS information.

2.6 DELIVERABLES

The exact nature and content of the deliverables will be determined following the Consultant selection and contracting processes. However the following are generally expected to be provided to the City upon the completion of the appropriate tasks. Unless otherwise specified, one (1) working (non PDF) electronic copy of each deliverable will be provided. Documents C-E should be suitable for posting on the City web site.

- A. Weekly Project Status Reports (electronic copy only)
- B. Monthly Project Status Reports tied to project schedule and budget
- C. Summary Minutes of all Steering Committee, Stakeholder, Public and Technical Meetings
- D. Finalized Project Work Program and Schedule
- E. Public/Stakeholder Input and Communications Plan
- F. Audit/Evaluation of Existing Comprehensive Plan and Key Elements
- G. Report on Relevant Community Conditions, Trends and Issues
 - including mapping
- E. Public/Stakeholder/Steering Committee Input Summary
- F. Presentation Boards, Slides and Graphics (as applicable) to meetings and presentations

SECTION III

3.0 PROPOSAL CONTENT

3.1 PROPOSAL FORMAT

Your written proposal should include the information in the format outlined below and be limited to no more than fifty (50) pages. We recommend that you include concise, but complete, information about your firm emphasizing why you believe your firm to be uniquely qualified to provide the required services. "Short listed" firms, if applicable, may be required to make a formal in-person presentation to the selection committee. **A page shall be defined as 8-1/2" x 11"; single sided with a minimum font of 10.** Required schedules may be provided on 8.5" x 11" or 11" x 17" and attached to your proposal as an exhibit and will not be counted against the page limit.

3.2 ORGANIZATIONAL BACKGROUND AND OVERVIEW

Provide a brief history and overview of your company and its organizational structure, with special emphasis on how this project will fit within that structure.

3.3 STATEMENT OF QUALIFICATIONS

Submit a general description on a company-wide basis of your firm's background, and qualifications to provide the services and requirements indicated in Schedule II, Scope of Work. Provide the names and locations of at least three (3) locations at which the proposer has conducted similar services and requirements along with specific individuals whom we may contact for references.

3.4 PROJECT APPROACH

In this section, please address each of the detailed items listed in Section II, Scope of Work. The Project Approach should chronologically start at the Notice to Proceed and end at contract completion.

3.5 PERSONNEL

The quality of personnel is extremely important in the City of Colorado Springs' decision-making process for awarding this contract. In this section, please submit brief resumes of key personnel in critical positions. If candidates have not yet been identified, please submit a description of the basic qualifications that such a person should have. Please feel free to attach copies of certifications, etc.

3.6 PROJECT SCHEDULE

Provide a Project Schedule that addresses how your firm will provide all of the requested services and requirements, basing the schedule on an anticipated Notice to Proceed date of March 1, 2014.

3.7 REFERENCES

Provide a list of clients and references, specifically including any clients whom you believe may be similar in nature to this RFP. Also include a list of current clients and current projects the firm is presently working on. At a minimum provide a client contact list of five (5) references with specific individuals, their contact telephone numbers and e-mail addresses.

3.8 AWARD

Proposals submitted which do not meet the requirements of this Request will be considered non-responsive and will not receive further consideration. Follow-up calls for missing or incomplete information will not be made.

All responsive proposals received for this project will be reviewed and ranked on a basis which would best serve the interests of the City of Colorado Springs based on the evaluation criteria defined in Section IV. The firm which is selected will be that which best serves the interests of the City of Colorado Springs and will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into contract negotiations with one or more of the remaining qualified firms.

3.9 EXCEPTIONS

Please note that all Offerors must complete and return with their proposal, Exhibit 2, Exceptions Form.

3.10 INSURANCE REQUIREMENTS

Please note that all Offerors must complete and return with their proposal, Exhibit 3, Insurance Requirements.

SECTION IV

4.0 EVALUATION CRITERIA

The following criteria listed in order of importance will be used in the evaluation of proposals.

4.0.1 QUALIFICATIONS

See Section III - Item 3.3 **Statement of Qualifications**

4.0.2 PROJECT APPROACH

See Section III - Item 3.4 **Project Approach**

4.0.3 PROPOSED PERSONNEL

See Section III - Item 3.5 **Personnel**

4.0.4 PROJECT SCHEDULE

See Section III - Item 3.6 **Project Schedule**

4.0.5 REFERENCES

See Section III - Item 3.7 **References**

4.0.6 PROPOSAL

The overall quality and completeness of the proposal submitted.

4.1 SELECTION COMMITTEE

A selection committee will screen all proposals. Proposals will be ranked according to evaluation criteria, as outlined in the Request for Proposal. Through this process, the City will determine which proposals are acceptable or unacceptable. The City will notify, in writing, the participating firms whose proposals are deemed to be unacceptable. Those firms offering proposals deemed to be acceptable by the City will be evaluated by the selection committee. The selection committee may determine it necessary to require oral presentations or interviews with the "short listed" proposers considered to be in the competitive range.

If oral presentations or interviews are conducted, they will also be scored. The selection committee may request revisions to the proposal from each of the proposers at the conclusion of the interviews. However, if it is deemed necessary to seek revisions to the proposals at the conclusion of the interviews, then all interviewed applicants will be requested to submit revisions; and the revisions will be scored accordingly.

- Quality of presentation
- Responses to provided questions/clarifications
- Ability to respond to general questions
- Requested revisions (if applicable)

4.2 AWARD OF CONTRACT

The City reserves the right to award this contract not necessarily to the proposer with the most advantageous price, but to the firm that demonstrates the best ability to fulfill the requirements of this Request for Proposal. The City will select the most qualified firm that was proven to understand the needs and scope of the study. A contract prepared by the City will then be negotiated with the successful firm. In the event a contract cannot be negotiated with the top ranked firm, the City may enter into negotiations with the second highest ranked firm or the City may decide to call for new proposals. Immediately after the notice of award, the contractor will begin planning in conjunction with the City of Colorado Springs staff (to be designated by the City) to insure fulfillment of all its obligations. The contractor may be expected to attend regular meetings as required by the City to assist in the preparation for startup.

2014 Comprehensive Plan Update

Peter Wysocki-Planning and Community Development Director
Carl Schueler- Comprehensive Planning Manager

Budget and Approach

- \$150,000 for Phase 1
 - Substantial completion in 2014
- Consultant- RFP Process
- Option for Contract Extension
 - Details and progress of Phase 1 refined based on proposals and contract
- Alignment with Strategic Plans
- Public, Open but Managed process
- Steering and Technical Committees



Courtesy of promobileedj.com

Expected Tasks and Components

- Review of documents
- “Audit” of current Plan and elements
- Data collection, analysis and mapping
- Capacities, assumptions and projections
- Stakeholder input and communication
- Conditions and issues
- Strategic options and relevant best practices
- Plan and budget for completion

Planning Commission and City Council Role

- PC role in selection, Steering Committee, and ongoing Plan development
- Council appoints Steering Committee
 - Preferably with one or two Council members
- Ongoing Council updates, communication advocacy, direction and decisions
- Acceptance of Phase 1 report and recommendations

A Few Things to be Mindful of

- City and community-wide commitment to effort
- Timely and effective access to key staff and resources
- Management of “rabbit trails”
 - Including important ones

Next Steps

- Finalize and Issue RFP
- Appoint Steering Committee
- Select Consultant and Finalize Contract