

REGULAR PLANNING COMMISSION MEETING
MORRISON TOWN HALL
110 STONE STREET
TUESDAY, MAY 9, 2017
7:00 P.M. – 9:00 P.M.

(NOTE: ALL AGENDA ITEMS ARE ELIGIBLE FOR DISCUSSION AND POSSIBLE VOTE BY THE PLANNING COMMISSION)

1. CALL TO ORDER
2. ROLL CALL
3. AMENDMENTS TO THE AGENDA
4. PUBLIC TO ADDRESS THE PLANNING COMMISSION
5. PRESENTATIONS AND HEARINGS:
 - a) Site Development Plan Amendment 300 Bear Creek Ave
6. GENERAL BUSINESS :
 - a) Review/Revision Old Town Overlay District Scope
7. APPROVALS OF MINUTES: April 11, 2017
8. STAFF REPORTS
 - a) Planner
 - b) Town Administrator
9. BOARD OF TRUSTEE MINUTES
 - a) April 4, 2017
 - b) April 18, 2017
10. ADJOURNMENT

Reasonable accommodation will be provided upon requests for persons with disabilities. If you require any special accommodation in order to attend a Planning Commission meeting, please call the Deputy Town Clerk at 303-697-8749. Next Regular Planning Commission meeting is Tuesday, June 13, 2017 at 7:00 P.M.

5A



TOWN OF MORRISON

321 HIGHWAY 8 • MORRISON, CO 80465 • PHONE: (303) 697-8749
 FAX: (303) 697-8752

**Town of Morrison Planning Commission
 Public Meeting
 May 9, 2017
 7:00 P.M.**

STAFF REPORT

Date: May 4, 2017

Prepared by: Carrie McCool, Town Planner

Applicant: Bear Creek Development Corporation
 Jeff Bradley

Subject: 300 Bear Creek Ave.
 Drive-Through Coffee Shop
 Minor Amendment to approved Site Development Plan

Property Owners: Bear Creek Development Corporation
 16371 Morrison Road
 Morrison, CO 80465

EXECUTIVE SUMMARY:

The applicant, Bear Creek Development Corporation, is requesting a minor amendment to the approved site development plan to convert an existing bike shop to a drive-through coffee shop. The site was originally approved for a drive-through ATM use. The changes include installation of a new drive-through window and outdoor seating to accommodate the proposed coffee shop use.

LOCATION:

The subject property is located at 300 Bear Creek Avenue, just south of the Bear Creek Avenue and Stone Street intersection.

SURROUNDING LAND USES:

- North: Existing commercial and retail businesses including Sundance Sensations, La Boutique des Boudreaux, Morrison Inn, Tony Rigatoni's Italian Kitchen, Morrison Joe, Café Prague, It's All About the Music and Morrison Country Store
- South: Bear Creek and existing residential
- East: Existing commercial and retail businesses including public parking and El Mercado Antiques
- West: Existing commercial and retail businesses including Bradley Petroleum, The Cow An Eatery and TNT Country Kitchen

SITE DEVELOPMENT PLAN STANDARDS:

In reaching a decision as to whether or not the site development plan application as submitted should be approved, approved with conditions or denied, the Planning Commission shall be guided in its decision by the following standards. The Commission shall show in its records that each was considered where applicable, and it shall make findings in regard to those of the following standards which it finds to be applicable:

1. Sufficiency of statements on ownership and control of the development and sufficiency of provisions for use and permanent maintenance of common open space, common facilities or common lands to ensure preservations of such lands and facilities for their intended purpose and to ensure that such common facilities will not become a future liability for the Town.

Staff Comment: Not applicable to the amendment request.

2. Intensity, compatibility and/or purpose of the proposed development based on the previously granted zoning, with particular attention to its relationship to adjacent and nearby properties and the effect upon and relationship to the Town's Comprehensive Plan.

Staff Comment: The (CT) Commercial Transitional zoning district is comprised of certain defined areas which are used primarily for both residential and certain complementary uses including certain restricted office and commercial uses. The uses in this district are intended to be of such character as to be compatible with residential uses. The proposed drive-through coffee shop is in keeping with the established CT zoning as it is comparable to the approved drive-through ATM and existing bike shop use of the site in regards to intensity, compatibility and character.

3. Ingress and egress to the development and proposed structures thereon, with particular reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian and other traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe or emergency.

Staff Comment: Access to the site will remain unchanged. The drive-through window is proposed to be relocated near the southern-most portion of the building to allow for vehicle stacking. While traffic is not intended to increase, the Colorado Department of Transportation (CDOT) is concerned that the drive-through lane for a coffee shop could attract more vehicles during peak hour that may impact traffic along Bear Creek Avenue. Staff has included a condition of approval to address CDOT's concerns as identified in the referral comments outlined in Exhibit C.

4. Location and relationship of off-street parking and off-street loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and screening and landscaping.

Staff Comment: Sufficient parking and loading facilities are provided in the adjacent parking lot to the east of the property.

5. Sufficiency of proposed landscaped areas to promote compatibility of on-site uses; minimize heat, glare and noise; aid in the control of vehicular and pedestrian circulation; and protect nearby properties.

Staff Comment: The existing landscaping on site is adequate in providing appropriate screening from nearby uses and aiding pedestrian and vehicular circulation. Landscaping improvements were recently completed along Bear Creek Avenue that increase visual aesthetics of the site.

6. Manner of drainage on the property, with particular reference to the 100-year flood plain and to the effect of provisions for drainage on adjacent and nearby properties and the consequences of such drainage on overall Town capacities. Drainage facilities shall be evaluated for conformance with the requirements set forth in the Drainage Ordinance and/or Master Drainage Plan, where applicable.

Staff Comment: While the Bear Creek floodplain lies along the southern perimeter of the property, the Town Engineer has found that the changes associated with the proposed amendment are minor in nature and will not have impacts from a floodplain perspective. So long as the total cost of the improvements to the building do not create a significant improvement (e.g. improvement costs are 50% or more of the existing structure value, exclusive of the property value), then no special flood plain permits are required. As a condition of approval, staff recommends a building valuation be provided to the Town Engineer to confirm that no floodplain permit is required.

7. Utilities, with reference to hookup locations and availability and capacity for the uses projected, with particular reference to adequacy of water to serve the development as substantiated by water rights, and adequacy of sewage facilities to service the development.

Staff Comment: Not applicable.

8. Open space, with attention to the size, location and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relations to community-wide open spaces and recreation facilities.

Staff Comment: There are no open space dedication requirements associated with the proposed amendment.

9. General site arrangement, amenities and convenience, with particular reference to ensuring that the appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of property values.

Staff Comment: The proposed changes to the approved site development plan will enhance the quality of the site and the minor amendment is supported by staff with the conditions of approval as noted below.

PLANNING COMMISSION MOTIONS:

Below are suggested motions that Planning Commission could consider regarding the application:

The Planning Commission could approve the site development plan amendment, finding that it does substantially meet the standards listed above.

The Planning Commission could deny the site development plan amendment, finding that it does not substantially meet the standards listed above.

The Planning Commission could approve the site development plan amendment application with conditions of approval.

The Planning Commission could continue the public meeting in order to gain further information or receive further public comment.

If the Planning Commission decides to recommend approval of the site development plan amendment, Staff recommends the following conditions of approval:

- 1) The applicant shall obtain appropriate permits and ensure compliance with CDOT standards as outlined in Exhibit C.
- 2) A building valuation shall be provided to the Town Engineer to confirm that no floodplain permit is required.

EXHIBITS:

- A. Applicant's Letter of Intent
- B. Site Development Plan
- C. CDOT referral comments

BEAR CREEK DEVELOPMENT CORPORATION

May 3, 2017

Ms. Stephanie Stevens, AICP
Morrison Town Planner
Town of Morrison
P.O. Box 95
Morrison, CO 80465

Dear Ms. Stevens:

Re: 300 Bear Creek Avenue

Good afternoon. Please let this serve as our letter of intent to make a minor amendment in our Site Plan from Phase 1 Drive-through ATM to what is shown on the attached proposed Site Plan.

If you need additional information, please give us a call. Thank you very much.

Very truly yours,

BEAR CREEK DEVELOPMENT CORPORATION

By  _____
Jeffrey N. Bradley, President

Enclosure
Cc: Randy Look

SITE DEVELOPMENT PLAN SIGNATURE BLOCKS

OWNERS CERTIFICATE

The below signed owner(s), or legally designated agent(s) thereof, do hereby agree that the property legally described herein will be developed in accordance with the restrictions and conditions contained in this plan, and as may otherwise be required by law. All conditions, terms and specifications designated or described in this plan shall be binding on the owners, their heirs, successors and assigns. In the event of default by owner of his obligation to maintain public improvements or structures as set forth herein, in addition to all remedies of law and equity, Town shall be entitled to its reasonable costs, expenses and attorney fees.

(Insert name of owner(s) or agent(s) who will sign)

State of Colorado)
County of Jefferson) SS

The foregoing instrument was acknowledged before me this ___ day of _____, A.D. 20__ by _____.

Witness my hand and official seal. My commission expires:

Notary Public _____

MORRISON PLANNING COMMISSION

Approved by the Morrison Planning Commission of the Town of Morrison this ___ day of ___, 20__.

Chairperson _____

CLERK AND RECORDERS CERTIFICATE

Accepted for recording in the office of the County Clerk and Recorder of Jefferson County at Golden, Colorado this ___ day of ___, 20__.

JEFFERSON COUNTY CLERK AND RECORDER

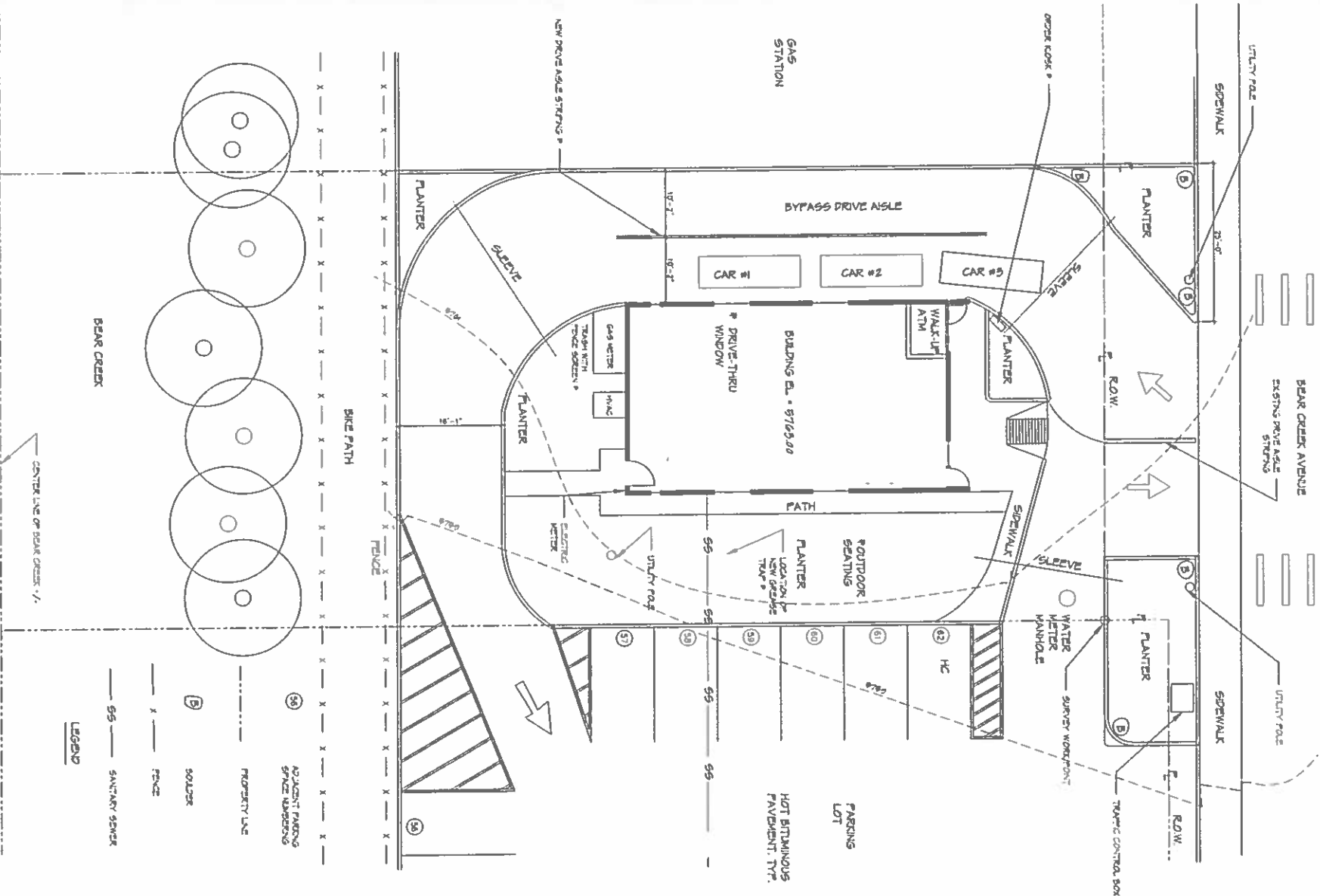
By: Deputy Clerk _____

SIGNATURE BLOCK _____

SITE DATA CHART	
ZONE DISTRICT	COMMERCIAL TRANSITIONAL (CT)
APPROVED USE	DRIVE-THRU ATM
EXISTING USE	BIKE AND CARPENTRY SHOP, INCLUDING WALK-UP ATM
PROPOSED USE	ANY USE THAT IS ALLOWED IN CT ZONING, INCLUDING WALK-UP ATM, COFFEE SHOP, AND BAKERY
LAND AREA	12,248 SF +/- (CENTERLINE OF STREAM)
TOTAL BUILDING COVERAGE	1,676 SF
TOTAL INTERVIOUS COVERAGE	8,149 SF
PROPOSED/EXISTING BUILDING HEIGHT	EXISTING BUILDING HT. TO REMAIN = 16'-0"

1. THIS SITE PLAN AMENDS SITE PLAN APPROVED ON 8-20-1998 FOR PHASE I DRIVE-THRU ATM
2. GRASS TRAP, SOUND SIGNS, ORDER KIOSK AND SEATING MAY OCCUR WHERE INDICATED.
3. EGRESS FROM SITE MAY BE THROUGH OR PARTIALLY THROUGH THE PARKING LOT TO THE EAST.
4. LANDSCAPING WITHIN CROT ROW SHALL NOT EXCEED 36 INCHES IN HEIGHT EXCEPT WHEN LOCATED OUTSIDE 36 FOOT SIGHT TRIANGLE
5. JUSTIFICATION FOR MAJOR AMENDMENT: THIS AMENDMENT WILL NOT IMPACT MORE THAN 1% OF ANY ELEMENT OR PORTION OF THE DEVELOPMENT FOR WHICH THE SFP EXISTS, AND/OR DOES NOT REQUIRE THE MOVEMENT OR RELOCATION OF ANY STRUCTURE, BUILDING, ROADWAY OR OTHER PROPOSED IMPROVEMENT BY MORE THAN 15 FEET OR CHANGE THE USE, PRANAGE PATTERNS OR GENERATE ADDITIONAL TRAFFIC.
6. PARKING PROVIDED BY ADJACENT PROPERTY TO THE EAST.

NOTES & SITE DATA CHART



1 SITE PLAN

NOTE ALL IMPROVEMENTS SHOWN ARE EXISTING, EXCEPT WHERE INDICATED WITH #.

<p>STATE OF COLORADO DEPARTMENT OF REVENUE DIVISION OF LAND AND MINES</p>	<p>LOOK Architecture llc 1074 E. Alshar Bl. Lafayette, CO 80828 781-548-3848</p>	<p>SITE DEVELOPMENT PLAN FIRST MINOR AMENDMENT 300 BEAR CREEK AVENUE MORRISON, CO 80465 BEAR CREEK DEVELOPMENT CORPORATION</p>	<p>Drawn by: RGL Checked by: RGL DATE: 8-3-17</p>	<p>Sheet: 1 of 1</p>
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Stephanie Stevens <stephanie@mccooldevelopment.com>

Referral Request

Cross - CDOT, Marilyn <marilyn.cross@state.co.us>

Tue, May 2, 2017 at 11:58 AM

To: Stephanie Stevens <stephanie@mccooldevelopment.com>

Cc: Bradley Sheehan <bradley.sheehan@state.co.us>, Christopher Laughlin - CDOT <christopher.laughlin@state.co.us>

Stephanie,

Thank you for this referral. We looked at the existing access permit for the bank from 1996 - #696106. I have attached a copy of the permit, in case you want it. We have the following comments on your referral:

1. CDOT has had issues with drive-thru coffee restaurants stacking cars onto the highway. The plans you sent show three cars in the drive-thru lane, but our experience is that the drive-thru lane for a coffee shop could attract many more vehicles during peak hour. We would like a new access permit for this new use, which would include a traffic letter. A drive-thru for a bank and a coffee shop operates differently. The access permit, may be a no construction permit, but at least we will get the correct use on the permit.
2. I talked with Chris Laughlin, Permit Coordinator, for this highway and he stated he did get an email about the need for a landscaping permit, but never received the permit.
3. CDOT would like to see the curb ramp upgraded to current standards.
4. Any proposed construction, utility, survey, or landscaping work within CDOT right-of-way will require a Special Use Permit issued by the Department. Chris Laughlin is the contact for these permits: **Chris Laughlin** Permit Coordinator, christopher.laughlin@state.co.us, Office Ph: 303-512-4269, Cell 303-916-0463.

Let me know if you have any questions on our comments.

Marilyn Cross, AICP
Access Manager
Permits Unit

P 303.512.4266 | C 303-514-5992 | F 303.757.9886

2000 S Holly, Denver, CO 80222

marilyn.cross@state.co.us | [Link to Access Permits](#) | www.codot.gov



On Mon, May 1, 2017 at 11:34 AM, Stephanie Stevens <stephanie@mccooldevelopment.com> wrote:

[Quoted text hidden]

 **696106.pdf**
1111K

TOWN OF MORRISON WORK AUTHORIZATION

Project:	Old Town Overlay District	Workshop Meeting Dates:	TBD
Contact:	Carrie McCool, Town Planner	Staff	Kara Winters, Town Administrator
Phone:	303.378.4540	Issue Date:	April 21, 2017

PROJECT DESCRIPTION: At the last Planning Commission meeting, it was conveyed by the Commission to protect the uniqueness of Morrison, which represents a "Wild West" feel and eclectic style, and simplify review standards for modifications/additions and new development, while allowing flexibility. A number of possible mechanisms to preserve the character of the town were discussed. In addition to adopting historic preservation regulations, we discussed the idea of an overlay district that is focused on the core downtown. There are many advantages to adopting an overlay district that includes:

- Clearly defining the area of which efforts could be focused;
- Preserving the physical attributes of the focus area such as building design, streetscape design, signage, and landscape design;
- Addressing resiliency/floodplain issues;
- Considering accessibility compliance;
- Target and leverage public/private investment; and
- Promotion of sensitive renovation and additions for consistency with community character.

Building on Previous Planning Efforts

Commission consensus was to narrow the focus for the overlay district to the business district (downtown core) as the current historic district boundary includes the entire town. The Downtown Revitalization Plan provided the Commission with direction on specific areas of focus and community support from which to start from. Setting forth design standards within an overlay district is the best mechanism to encourage quality redevelopment while continuing to provide for a wide range of economic development opportunities. The Commission would like to create an overlay district that includes standards and review processes to preserve the character of Old Town Morrison in concert with Town Board goals and objectives which is to Make Morrison, Morrison. A list of the areas of focus for the overlay district standards is provided below:

- Architectural character (i.e., materials; paint colors; features such as roofs, windows, entrances and porches, and storefronts)
- Demolition
- Permitted/Conditional or Prohibited Uses (limited review of existing)
- Streetscape design/landscaping
- ADA Compliance
- Resiliency/Floodplain Management
- Signage

- Alleyscape Improvements (drainage, utilities, trash enclosures, artwork, lighting, furnishings, etc.)
- Rooftop Equipment
- Undergrounding utilities
- Murals
- Streamlined review and approval process

SCOPE OF WORK:

Task 1: Baseline Assessment

- **Data Collection.** This task includes a review of existing regulatory framework, historic district designation, approved development review projects and mapping. Provide exhibit of existing regulatory flood plain and flood way boundaries within downtown Morrison area.
- **Planning Commission Walking Tour.** Planning Staff will facilitate a walking tour with the Planning Commission to create an inventory of existing conditions (i.e., architecture, streetscape design and landscaping, ADA compliance, resiliency, signage, alleyscape, etc.).
- **Existing Conditions Analysis.** Draft an Existing Conditions Summary that is intended to provide an understanding of Old Town Morrison's physical character and help define the overlay district boundaries. It will introduce the concept of resiliency and discusses how resiliency will be incorporated into the project. This summary will serve as a resource document for community members during the project.
- **Research.** Conduct research to examine other community overlay floodplain districts, to develop options and overlay concepts that may be considered for incorporation into Morrison's Overlay District(s).

Work	(1)	Existing Conditions Summary
Products	(1)	Old Town Overlay District Boundary

Target Completion: July 2017

**Anticipated notice to proceed May 2017*

Task 2: Community Outreach

- **Community Notice Campaign.** The community notice campaign will bring awareness to the planning process and get stakeholders in the community involved throughout the process. Examples of tasks could include:
 - Post colorful project flyers;
 - Mailings to property owners and businesses; and
 - Consistently update the town website to share information and obtain input throughout the planning process.
- **Stakeholder meeting** (business owners, property owners, utility providers, etc.). The objective of this meeting is to educate stakeholders on the process, manage expectations, clarify outcomes, and solicit input. Planning and engineering staff will facilitate this meeting.

- **Community Workshops.** Facilitate up to two workshops to solicit input on the following topics that will be addressed in the resulting Overlay District:
 - Architectural character (i.e., materials; paint colors; features such as roofs, windows, entrances and porches, and storefronts)
 - Demolition
 - Permitted/Conditional or Prohibited Uses (limited review of existing)
 - Streetscape design/landscaping
 - ADA Compliance
 - Resiliency/Floodplain Management
 - Signage
 - Alleyscape Improvements (drainage, utilities, trash enclosures, artwork, lighting, furnishings, etc.)
 - Rooftop Equipment
 - Undergrounding utilities
 - Murals
 - Streamlined review and approval process

Engineering staff will present and attend one community workshop.

- **Town website updates.** We will utilize the town’s website, to provide the community with progress updates, key dates, and working documents.

Work Products	(1)	Community Notice Campaign
	(1)	Stakeholder Meeting
	(2)	Community Workshops

Target Completion: October 2017

Task 3: Draft Overlay District Standards and Mapping

- **Draft Overlay District Design Standards.** This task includes preparation of the Overlay District Design Standards, associated Mapping and review process pursuant to findings from Task 1, Baseline Assessment and community input received during Task 2, Community Outreach.
- **Joint Planning Commission and Town Board Workshop.** Facilitate a joint workshop to provide an overview of how the baseline assessment and community input has informed the draft Overlay District Design Standards and solicit input from the elected and appointed officials on the District regulations that will be sent out for public comment (referral).
- **Issue Draft Overlay District regulations (Referral/public comment).** Draft documents will be uploaded on the town website for public review. (Note: The “Floodplain Overlay District” should be a distinct overlay district, either as a separate “stand-alone” overlay with its own standards, or at least as a separate sub-section of the overall Overlay District.)
- **Incorporate Public Comment.** Planning Staff will prepare an easy-to-read chart to document all comments received with a column that delineates how each comment was addressed. This

chart will be posted on the town's website along with all progress updates and working documents.

Work Products	(1)	Overlay District Design Standards
	(1)	District Boundary Mapping
	(2)	Planning Commission Workshop

Target Completion: February 2018

Task 4: Adoption.

- **Assemble Final Materials.** Planning Staff will provide an electronic (PDF) of the final version of the zoning code changes and adopting ordinance to be included in the Public Hearing packets. The Town Attorney will draft the resulting zoning ordinance.
- **Adoption public hearings.** Legal and planning staff to attend adoption hearing (up to 2 hearings).

Work Products	(1)	Final Old Town Overlay District Standards and Mapping
	(1)	Adoption Ordinance

Target Completion: March 2018

NOT TO EXCEED PROJECT COST ESTIMATES:

Tasks	PLANNING	ENGINEERING/ RESILENCY	LEGAL	TOTAL
1. Baseline Data	\$4,500.00	\$1,500.00		\$6,000.00
2. Community Outreach	\$12,500.00	\$1,500.00		\$14,000.00
3. Draft Overlay District Standards and Mapping	\$7,500.00	\$5,000.00	\$2,000.00	\$14,500.00
4. Adoption	\$3,000.00	\$1,500.00	\$3,000.00	\$7,500.00
				\$42,000.00

7

Town of Morrison Planning Commission
Morrison Town Hall
110 Stone Street
Tuesday, April 11, 2017
7:00 P.M. – 9:00 P.M.

Call To Order. Chairperson Jamee Chambers called the regular Planning Commission meeting to order at 7:00 PM

Roll Call: Chairperson Jamee Chambers, Matt Schweich, Todd Mercord, Shari Raymond, Maja Stefansdottir and Paul Sutton were present. A quorum was established.

Staff Present: Kara Winters (Town Administrator), Kristi Dixon (Deputy Town Clerk), and Carrie McCool (Town Planner).

Amendments to the Agenda: none

Public to Address the Planning Commission: none

Presentations and Hearings: none

General Business: Historic Guidelines:

McCool stated the Planning Commission (PC) should focus on central business boundaries-preserving the physical attributes of the downtown area, focusing on signage, landscape and addressing resiliency and flood plain issues.

Chambers stated the Town is currently trying to figure out a way to move the Town's maintenance sheds out of the flood plain area.

Winters said the PC needs to take a step back and look at just the downtown district. Raymond asked if there was a flood would people be able to rebuild? McCool said this is something we want to explore in this process. Winters suggested maybe the Town's flood plain engineer, Greg Weeks with TTG could come talk to the PC about recommendations at a later date.

McCool said that public improvements and mitigating factors after a disaster could be addressed in this process. McCool said we could bring the Town Attorney Gerald Dahl in to confer on ADA issues. We could also bring in the building inspector from SafeBuilt to answer some questions.

McCool said we can set standards. The guidelines would kick in when someone would want to do major renovation or for new construction.

Sutton asked about what uses are allowed in the Commercial Transitional District (CT District). Winters went through the code book and read the allowed uses in the CT District.

McCool went over the list of design standards

- Permitted/Conditional or Prohibited Uses – leave as is

- Streetscape design/landscaping
- Building heights – code is 40
- ADA Compliance
- Resiliency/Floodplain Management
- Signage
- Alleyscape Improvements – Commissioners were interested in this item
- Rooftop Equipment
- Window Transparency – Commissioners were interest in this item

Winters told McCool need scope by April 27, 2017 to go into the Board Packets for approval at their next meeting which is May 2, 2017.

Approval of Minutes: Schweich made a motion to approve the Minutes from the meeting of February 14, 2017. Stefansdottir seconded the motion. All present voted in favor.

Staff Reports:

Planner Report: McCool reported waiting on the status of the resubmittal for newly renamed “Red Rocks Ranch” (formerly Red Rocks Centre). McCool said there are website groups not in support of annexation all over the internet.

The Town has received plans/permits for 106 Stone Street business remodel.

The Cow, 316 Bear Creek Ave, restaurant bathroom remodel (ADA specifications).

April 18, 2017 Board agenda - Holiday Bar, 403 Bear Creek Ave, special use for a roof top patio. Drive thru coffee shop where the bike shop is currently located, 300 Bear Creek Ave, is in the works.

Town Administrator: Winters stated Alley Fest is scheduled for May 20, 2017. Next Alley Fest meeting is Thursday, April 20, 2017 at 3:00 at Town Hall if anyone interested in attending.

Grant from Jeffco Open Space \$25,000.00 for trail from Post Office to Museum was approved.

Utility Department and Streets and Grounds is now known as Public Works Department with Fritz Fouts as the Director.

Board approved landscaping at front entrance of Town, so that work will begin soon.

Adjournment. Chairperson Jamee Chambers adjourned at 8:13 P.M.

Town of Morrison

Jamee Chambers, Chairperson

Attest:

Kristi Dixon, Deputy Town Clerk

BA

MEMORANDUM

Date: May 4, 2017
To: Morrison Planning Commission
From: Carrie McCool, Town Planner
Subject: Planner Report



Old Town Overlay District

Historic regulations and the adoption of an Old Town Overlay District have been topics for discussion with the Planning Commission over the last few months. The objective of said code adoption is to protect the uniqueness of Morrison and simplify review standards for modifications/additions and new development, while allowing flexibility. At the last Planning Commission meeting, the Planning Commission provided input on possible design standards for Planning Staff to utilize in developing a term sheet to be provided to the Town Board. The Commission relayed specific interest in focusing on preserving the downtown, keeping the character and blending new development while avoiding the duplication of existing historic structures. Community engagement will be an integral part in developing new standards for the downtown. A list of the areas of focus for the overlay district standards was prioritized and narrowed down to include the following:

- Architectural Character (i.e. materials; paint colors; features such as roofs, windows, entrances and porches, and storefronts)
- Demolition
- Permitted/Conditional or Prohibited Uses
- Streetscape design/landscaping
- ADA Compliance (to be discussed with Town Attorney)
- Resiliency/Floodplain Management
- Signage
- Alleyscape Improvements (drainage, utilities, trash enclosures, artwork, lighting, furnishings, etc.)
- Rooftop Equipment
- Undergrounding utilities
- Murals
- Streamlined review and approval process

The attached term sheet/work authorization was reviewed by the Town Board on Tuesday May 2, 2017 and is seeking input from the Planning Commission to be provided at the next Board meeting.

PROJECT TRACKING CHART

Attached is an updated *Project Tracking Chart*. This tracking tool provides detail on projects and planning activities, which are in process and will include projects that have been completed. Please feel free to contact me anytime with any questions regarding current planning activities.

Town of Morrison
Project Tracking Chart
 May 2017

Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Active Projects							
bounded by Yale Ave, S Diana St, C-470 and W Morrison Rd	11/3/2016		Awaiting resubmittal	SS	Andrew Trietley	Andrew Trietley 303-346-7006 atrietley@ventanacap.com; Troy Bales 303-537-8020; tbales@rickengineering.com	11/3/16 rec'd formal application; 11/4 1st referral sent (due back 11/25); 12/9 formal review comments sent to applicant; 12/30 phone corresp w/ applicant re: 1st review comments; 2/3 2nd submittal rec'd and 2nd referral sent; 3/2 comments issued
36 Stone St.	4/11/2017		Awaiting resubmittal	CM	Doug Hanson MD	Doug Hanson MD	4/21 Notice of deficiencies issued
403 Bear Creek Ave	3/14/2017		Awaiting resubmittal	CM	Dave Killingsworth	Paul Adams, Earth and Sky Architecture 720.956.1643	4/18 BOT Public Hearing; 4/13/2017 App request continuance
300 Bear Creek Ave			Planning Commission Mtg scheduled 5/9/2017	CM	Jeff Bradley	Randy Look	3/28 Pre-App meeting; 4/17/2017 Rec'd formal app; 4/28 referral sent to engineering; 4/28/17 completeness review/1st review comments issued; 5/1 referral sent to CDOT; Planning Commission scheduled 5/9 (consent agenda)
151 Redlocks Vista Drive	3/22/2017		Awaiting resubmittal	SS	Chris Wolfe	Brad Riviere 303-981-7477 bradriviere2gmail.com	4/14/17 Plans rec'd; 4/26 formal review comments sent to applicant
11 Canyon Vista Ln	4/24/2017		Awaiting resubmittal	SS	Shari Raymond, Terry and Julie Gardner	Ryan sellsryan@gmail.com	4/24/17 Plans rec'd; 5/2 formal review comments sent to applicant

**Town of Morrison
Project Tracking Chart**

May 2017

Project Location	Submittal Date	Approval Date	Project Status	Staff Contact	Applicant	Contact	Comments
Active Projects							
Old Town	4/21/2017		Board Authorization Recv'd 5/2/2017	CM	Town of Morrison	Kara Winters	4/21/17 Work Authorization proposal issued to Town; 5/2 formal authorization to proceed received
Outside Referrals							
bounded by Yale Ave, S diana St, C-170 and W Morrison Rd	10/28/2016		Awaiting Resubmittal	SS	Andrew Trietley	Andrew Trietley 303-346-7006 atrietley@ventanacap.com; Troy Bales 303-537-8020; tbales@rickengineering.com	11/4/16 recv'd referral from Lakewood; referral comments sent 11/18/16; 2/13/17 recv'd referral from Lakewood; Referral comments issued 2/24
Approved Projects							
Trail connection from the Post Office to the Museum	9/26/2016		Jeff Co Open Space grant awarded, CPW grant denied	CM	Town of Morrison	Kara Winters	1/13 Jeff Co Open Space grant awarded; CPW grant no awarded because CPW felt the trail was a sidewalk for the Town (not a trail).
Rooney Valley	n/a	n/a	Adopted 2/7/17	CM/SS	n/a	n/a	2/7/2017 Plan Rooney Valley adopted

914

**TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, APRIL 4, 2017
6:00 P.M.**

Call to Order. Mayor Sean Forey called the regular Town Board Meeting to order at 6:00 P.M

Roll Call. Mayor Sean Forey, Trustees Brewster Caesar, Vanessa Angell, Katie Gill, Debora Jerome, Allen Williams and Christopher Wolfe were present. A quorum was established.

Staff Present. Kara Winters (Town Administrator), Gerald Dahl (Town Attorney), Lyndsey Davis (Town Clerk) and Carrie McCool (Town Planner).

Amendments to the Agenda. Addition to General Business, C&L Pay Application and Change Order for Final Quantities and Roadside Treatment Costs.

Public to Address the Board. None.

Presentations and Hearings. None.

General Business.

Resolution 2017-04- A Resolution Establishing A Segregated SCFD Museum Revenue Fund. This is a new requirement for Scientific and Cultural Facilities District (SCFD) grants. Wolfe made a motion to approve Resolution 2017-04, A Resolution of the Town of Morrison, Colorado, Establishing a Segregated SCFD Revenue Fund. Angell seconded the motion and all present voted in favor of the motion.

Ordinance 443- An Ordinance Amending the Morrison Municipal Code to Revise The Code For Internal Consistency. Dahl mentioned the Town's codifiers, Sterling Codifiers, made some changes in formatting discrepancies regarding numbering and style and replaced existing wording that referenced utilities with the new department, Public Works, in order to be consistent with new ordinances. Jerome made a motion to approve Ordinance 443- An Ordinance Amending the Morrison Municipal Code to Revise the Code for Internal Consistency. Wolfe seconded the motion and all present voted in favor of the motion.

C&L Pay Application and Change Order for Final Quantities and Roadside Treatment Costs. Winters stated the change order addresses an adjustment in unit prices for the lines and conduit of what C&L Water Solutions actually installed and the adjustment amount is in the total. Winters also verified this amount is paid for by Denver. Caesar made a motion to approve the C&L Pay Application and Change Order For Final Quantities and Roadside Treatment Costs. Wolfe seconded the motion and all present voted in favor of the motion.

Departmental Reports.

Utility. Caesar wanted to confirm Fritz Fouts was offered the Public Works Director position and Winters verified on March 22nd he officially accepted the position. The Streets and Grounds crew has been short-handed the last couple weeks, but the employees have been stepping up to cover the needs of the department. Jerome questioned if Morrison has ever seen elevated levels of Copper in the raw water diverted from Bear Creek to the Morrison Water Treatment Facility. Winters stated elevated levels have not been found in stream tests and continued monitoring is in place from Mt. Vernon Creek to Bear Creek.

Police Department. Caesar noted there were a lot of motorcycle accidents this last month. The thought is that because of the nice weather, there were more motorcyclists on the road.

Museum. The Board agreed the museum is growing and doing better each year and the Museum Director, Matt Mossbrucker, is doing a great job and there has been a lot of positive change seen.

Town Administrator. Winters attended part 1 of an ADA CIRSA training in March. Winters will attend part 2 of the class in June. Winters is working on making the Town Website more ADA accessible and there are various other Town projects Winters is working on including the entry way landscaping project. Forey mentioned because of the recent reorganization, the Board needs to approve a salary increase for Winters to reflect the same increase as Fritz Fouts and upon approval the increase to be back dated to March 24th. Williams made a motion to approve Winters' salary increase to reflect the same increase as Fritz Fouts. Angell seconded the motion. All present voted in favor of the motion.

Town Attorney. Dahl had no report for the regular meeting.

Consent Agenda.

Caesar made a motion to approve the Consent Agenda. Gill seconded the motion. All present voted in favor of the motion.

Board Comments.

Forey mentioned the utility's "Turn on the Water" party was a great event and thanked everyone who was able to attend.

Executive Session. A motion was made by Jerome for a conference under Charter Section 3.4 and Section 24-6-402(b) and (e), C.R.S with the Town Attorney, Town Administrator and appropriate staff for the purpose of receiving legal advice and instruct negotiators concerning Red Rocks Centre disconnection. Jerome further moved to adjourn the Board meeting at the conclusion of the executive session. Wolfe seconded the motion.

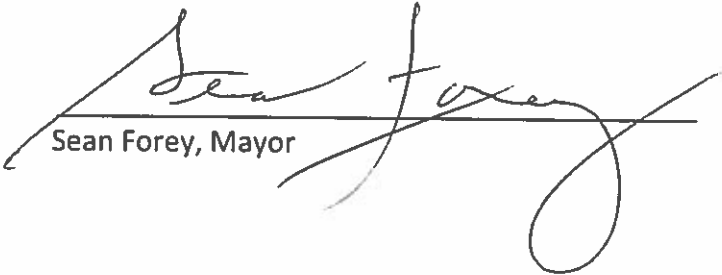
Forey called the Executive Session to Order on Tuesday, April 4, 2017 at 6:39 P.M. Present were: Sean Forey (Mayor), Trustees Brewster Caesar, Vanessa Angell, Katie Gill, Allen Williams and Christopher Wolfe; Gerald Dahl (Town Attorney), Kara Winters (Town Administrator), Lyndsey Davis (Town Clerk)

and Carrie McCool (Town Planner). The purpose of the Executive Session was for a conference Under Charter Section 3.4 and Section 24-6-402 (b) and (e), C.R.S with the Town Attorney, Town Administrator and appropriate staff for the purpose of receiving legal advice and instruct negotiators concerning Red Rocks Centre disconnection request.

End of Executive Session. The Executive Session was adjourned at 7:40 P.M. The Board returned to the Regular Meeting.

Adjournment. The Regular Meeting was adjourned at 7:40 P.M.

TOWN OF MORRISON


Sean Forey, Mayor

ATTEST:


Lyndsey Davis, Town Clerk



TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, APRIL 18, 2017
6:00 P.M.

Call to Order. Mayor Sean Forey called the regular Town Board Meeting to order at 6:04 P.M.

Roll Call. Mayor Sean Forey, Trustees Brewster Caesar, Vanessa Angell, Debora Jerome and Christopher Wolfe were present. A quorum was established.

Staff Present. Kara Winters (Town Administrator), Gerald Dahl (Town Attorney) and Lyndsey Davis (Town Clerk).

Amendments to the Agenda. Addition to General Business, Resolution 2017-05, A Resolution Appointing Kara Winters, Town Administrator, As Floodplain Administrator and In Connection Therewith Repealing Resolution 2017-02.

Public to Address the Board. None.

Presentations and Hearings.

Special Event Permit- Promote Morrison (Pro-Mo).

Mayor Sean Forey, called the Liquor Licensing Authority to order.

Winters informed the Board Promote Morrison (Pro-Mo) is sponsoring the special event permit application for Alley Fest to be held on May 20, 2017. Wolfe made a motion to approve the Special Event Permit for Promote Morrison aka ProMo for Morrison Alley Fest. Jerome seconded the motion. Dahl wanted the record to reflect the materials in packet to include the layout map dated May 20, 2017. Also, Forey questioned if patrons would be able to walk across Stone Street with a beer. Winters stated patrons would not be able to and there is still debate on whether or not to have alcohol on the Stone street side as there is a sectioned Kids Zone, but verified on the day of the event, there will be signs designating the decided liquor zones. All present voted in favor of the motion.

Mayor closed the Liquor Licensing Authority.

General Business.

TTG Proposal to Assist the Town with Undergrounding the Overhead Utilities in the Downtown Area. TTG provided a quote for assistance with the undergrounding of utilities project which includes working with CDOT and easements. Winters informed the Board, since the utilities are in CDOT's right-of-way, it makes for a larger job, which is reflected in the project's quote. The Board liked the idea that TTG would "Lead in research, application and execution of any potential grant funds to assist the Town in the costs for the project". Caesar expressed concern with the "Reimbursable Expenses" section regarding outside sub-consultants and the additional costs they might impose on the project. Dahl suggested a mechanism that could be put in place in order to avoid potential runaway

costs would be to have a requirement of advanced approval to the use of outside sub-consultants by the Town Administrator. Angell made a motion to approve the TTG Engineering proposal for utility undergrounding in the amount not to exceed \$21,500, with the additional condition to use sub-consultants only with the prior approval of the Town Administrator. Jerome seconded the motion and all present voted in favor of the motion.

Special Event Support Agreement- Conoco. Winters stated per new police policies the Police Department is required to have a Board approved Security Agreement for both Conoco and Bandimere. In previous years there had been security provided but there had not been a formal contract in place. Due to concerns with the trade name specified in the contract and the name on the signage at the gas station, the contract will reflect "Phillips 66" instead of "Conoco". Jerome had suggestions in formatting and editing that were noted and will be corrected. The Town will be reimbursed per the terms of the Agreement. Wolfe made a motion to approve the Special Event Support Agreement for the Morrison Police Department to provide security at Phillips 66 during certain Red Rocks events that are noted. Jerome seconded the motion. All present voted in favor of the motion.

Special Event Support Agreement- Bandimere Speedway. Winters stated there are dates noted on a previous form that was used in years past but will have the dates added to the contract. Also, there is an email from Bandimere with the number of officers required for certain events that Winters will include in the contract as well. Caesar brought up the daily flat charge for vehicle use. Winters stated it will be changed from the flat charge of "\$30 per day for vehicles" to read, "\$30 per day per vehicle". Caesar suggested the approval should be subject to Winters' review to include needed attachments and edits. Wolfe made a motion to approve Special Event Support Agreement for Morrison Police Department to Provide Security at Bandimere Speedway for Various Events during the 2017 race season subject to Winters' review. Angell seconded. All present voted in favor of the motion.

Resolution 2017-05- A Resolution Appointing Kara Winters, Town Administrator, As Floodplain Administrator, and In Connection Therewith Repealing Resolution 2017-02. Winters stated TTG was not comfortable signing the approval of Floodplain Permits because they do not have governmental immunity which made signing a liability for them. What TTG would like to see happen is have to Winters approve permits based on their opinions and review. Caesar made a motion to approve Resolution 2017-05, a resolution appointing Kara Winters, Town Administrator, as Floodplain Administrator, and in connection therewith repealing Resolution 2017-02. Wolfe seconded the motion. All present voted in favor of the motion.

Departmental Reports.

Court. No questions or comments.

Accounting. No questions or comments.

Town Administrator. Winters and Dahl explained Denver Mountain Parks' utility request is within the scope of their current IGA and the implementation and confirmation of the sewer rates are guaranteed with the current IGA as well. Caesar questioned about the possibility of adding an easement for a new point of diversion for a future water intake with pumps. Dahl stated Caesar's concern would

be something to bring up at a future time when the IGA may be amended, which Winters said she is interested in doing further down the road. Winters mentioned she would get the CCC property surveyed so the Town knows exactly what property is within the Town's limits for the future. Winters also stated she would have the Christmas lights removed from the cottonwood trees by Happy Shack due to concerns with the lights girdling the trees. Jerome mentioned the crosswalk paint downtown had worn off quickly. Winters stated she had already spoken with Fritz Fouts about this issue and it has been added to the Streets and Grounds project list. Winters also informed the Board Andy Tritely is working on his community outreach strategy for Red Rocks Centre.

Town Attorney. Dahl stated he will refine the Special Event Support Agreements with the previously mentioned suggestions. Dahl also stated that since these forms are new to the Town, there will be a period of time where the Board is figuring out what information they want to have included and or not included in the forms and asked the Board to pass along any of their suggestions to him.

Planning Commission-Minutes. Caesar commented that because of pending building projects in the Town, it is a particularly important time for the Planning Commission and he would like to highlight their work on maintaining the Historic Character of downtown in the Hogback to promote the Board's overall vision of "Keeping Morrison, Morrison". Winters stated the Town is hoping to have community meetings with residents and businesses to gather their input and visions on future building projects.

Building Department. No comments.

Consent Agenda.

Caesar made a motion to approve the Consent Agenda. Wolfe seconded the motion. All present voted in favor of the motion.

Board Comments.

Caesar requested ideas for the Hogback article. Forey reassured the Board that just because the Board has been experiencing a down period, the Town staff has been busy with everything going on in Town. Forey also suggested to the Board that since this is a slow time, it might be a good time for them to form Project Committees for any projects they want to see done around Town.

Adjournment. The Meeting was adjourned at 6:45 P.M.

TOWN OF MORRISON

Sean Forey, Mayor

ATTEST:

Lyndsey Davis, Town Clerk

