

**TOWN OF MORRISON, COLORADO  
REGULAR PLANNING COMMISSION MEETING  
TUESDAY, JUNE 8, 2021  
6:00 PM**

(NOTE: ALL AGENDA ITEMS ARE ELIGIBLE FOR DISCUSSION AND POSSIBLE VOTE BY THE PLANNING COMMISSION. ADDITIONAL ITEMS MAY BE ADDED & VOTED UPON)

1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Ann Pitinga  
Commissioners: Jamee Chambers  
Petra Bute  
Stacy Feehery  
Maja Stefansdottir

Alternate Commissioners: Shari Raymond

3. AMENDMENTS TO THE AGENDA

4. PUBLIC TO ADDRESS THE PLANNING COMMISSION

Speakers are asked to limit their remarks to three (3) minutes.

5. GENERAL BUSINESS

- a. Accessory Dwelling Unit Discussion
  - i. Staff report
- b. Schedule Community Meeting for Red Rocks Vista Ln/ Red Rocks Vista Dr Beautification project

6. APPROVALS OF MINUTES

- a. May 11, 2021 Planning Commission Meeting
  - i. Commission motion

7. STAFF REPORTS

- a. Town Planner
  - i. Comprehensive Plan Update
  - ii. Aggregate Industries PUD Update
- b. Town Manager
  - i. Parking Update

8. 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 Town Clerk at 303-697-8749.

Next Regular Planning Commission meeting is Tuesday, July 13, 2021 at 6:00 P.M.

# MEMORANDUM



Date: June 8, 2021  
To: Morrison Planning Commission  
From: Carrie McCool, Town Planner  
Subject: Planner Report

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## ACCESSORY DWELLING UNITS

At the Planning Commission meeting on May 11<sup>th</sup>, staff heard consensus to move forward with the Commission's ongoing work developing an ordinance revising the Zoning and Land Development regulations to establish standards for permitting Accessory Dwelling Units (ADUs). At the joint Planning Commission and Board of Trustees meeting in May, it was decided to use the City of Golden's ADU regulations as a starting point for the Town ( <https://www.cityofgolden.net/city-services/accessory-dwelling-units/> ). The drafted regulations are attached for review and discussion. The stated purpose for these regulations is listed below for reference.

### Purpose:

- Provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, companionship, security, and services.
- Provide opportunities for multigenerational family housing and aging in place.
- Provide a variety of housing options.
- Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood.

The Commission stated the importance of ensuring that either the ADU or principal unit on the property is owner-occupied and allows for administrative relief from this requirement for life events (if the owner needs to be out of town for an extended period of time). There is no interest to consider regulations for Short Term Rentals (STRs) at this time; STRs will continue to not be allowed.

### **Discussion**

Staff has attached the ADU regulations from the City of Golden, with tracked edits to ensure harmony with the Town's existing regulations. It is not clear if the Commission would like to see ADUs allowed on all types of residential properties or just single-family residential properties. It appears the City of Golden makes allowances for ADUs on properties with more than one unit; the Commission should consider how this will be implemented in the Town's R2 zone district. The Commission should evaluate the minimum lot size requirement in the RE and R1 zone districts, which corresponds with item seven (7) of the drafted regulations. Was the allowance for ADUs in the Agriculture (A) zone district intentional? We look forward to the Commission's input on whether the attached ADU regulations capture all of the key issues that should be considered.

### **Next Steps**

Staff will take the feedback from the Commission and revise the ADU regulations to fit within the Town's existing Municipal Code. An ordinance adopting the proposed regulations will be drafted and presented to the Planning Commission on July 13<sup>th</sup> for their review and recommendation to the Board. The Board will consider the regulations and ordinance on August 3<sup>rd</sup>.

## **COMPREHENSIVE PLAN UPDATE**

Staff is incorporating the feedback received to date and preparing a consolidated draft Comprehensive Plan for a recommendation for adoption in August 2021.

## **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 Kara Winters, Town Manager, anytime with any questions regarding current planning activities.

### Accessory dwelling unit, residential.

Accessory dwelling units are allowed in conjunction with all single-household dwelling units and two-household dwelling units in residential zone districts, including ~~R-1A, R-2, R-3,~~ **RE, R1, and R2** subject to the following conditions:

- (1) *Conformance to development standards.* Any accessory dwelling unit must meet the same development standards required for the principal dwelling unit structure.
- (2) *Existing or new development on lot.* An accessory dwelling unit is allowed only on lots used or developed as one household dwelling units or two-household dwelling units, regardless of the number of dwelling units allowed by zoning. A certificate of occupancy will only be granted to an accessory dwelling unit after it has been granted to the principal dwelling unit.
- (3) *Parking.* One on-site parking space shall be required for an accessory dwelling unit. Parking for the accessory dwelling unit is in addition to the required parking for the principal dwelling unit, as set forth in ~~chapter 18.36~~ **Section 10-1H-1** . The required parking space may be in tandem with other required spaces, but must be identified on a site plan.
- (4) *Unit size and configuration.* Except as modified in subsection (5) herein, for a single-household or two-household dwelling unit of 1,000 square feet or more of living space, the accessory dwelling unit shall be no larger than 50 percent of the living space of such principal dwelling unit, or 800 square feet, whichever is smaller. For a principal dwelling unit of less than 1,000 square feet of living space, the accessory dwelling unit shall be no larger than 500 square feet. No accessory dwelling unit shall be less than 200 square feet. For the purposes of this subsection, square footage calculations shall exclude any garage, porch or similar area.
- (5) *Unit size exception.* For a new accessory dwelling unit enclosed entirely within a structure containing an existing single-household or two-household dwelling unit, the accessory dwelling unit shall be no larger than the existing single-household or two-household dwelling unit.
- (6) ~~Occupancy. No more than three persons shall occupy an accessory dwelling unit.~~ [Driveways. Detached ADU's must use the same driveway as the primary dwelling.](#)
- (7) *Number of accessory dwelling units per lot.* Only one accessory dwelling unit shall be allowed for each single-household or two-household dwelling unit. Accessory dwelling units shall be included as separate dwelling units for the purpose of calculating the minimum lot area required by **Section 10-1E-6** for the ~~R-2, R-3 and RM~~ [RE, R1 and R2](#) zone districts only.
- (8) *Owner occupancy.* The property owner, as reflected in title records and evidenced by voter registration, vehicle registration or other similar means, must occupy either the principal dwelling unit or accessory dwelling unit. The director may waive this requirement for temporary absences provided that the owner has occupied the principal or accessory dwelling unit for a minimum of two years and submits proof of the temporary absence.
- (9) *Design.* To preserve the appearance of the single-household dwelling, accessory dwelling units built as additions or separate structures shall be designed in the following manner:

- ~~(a) The design of the accessory dwelling unit shall be similar to the design of the principal dwelling unit by use of similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch;~~
- ~~(b) If the entrance to the accessory dwelling unit is visible from an adjacent street, it shall be designed in a manner as to be clearly subordinate to the entrance of the principal dwelling;~~
- ~~(c) Windows which face an adjoining residential property shall be designed to protect the privacy of neighbors unless fencing or landscaping is provided which adequately accomplishes the same purpose.~~

(a) The architectural style of the ADU must be compatible with the primary residence.

- (10) *Outdoor areas.* The site plan shall provide accessible outdoor space and landscaping for both the accessory dwelling unit and the principal dwelling unit.
- (11) *Utility service requirements.* Accessory dwelling units must be connected to the water and wastewater utilities of the principal dwelling unit and may not have separate services, unless the director determines such to be infeasible.
- (12) *Mobile homes.* Mobile homes not meeting the definition of manufactured homes, campers, camper buses, travel trailers and recreational vehicles shall be prohibited for use as an accessory dwelling unit.
- (13) *Deed restriction.* Before obtaining a building permit for an accessory dwelling unit, the property owner shall file with the county clerk and recorder, in a form acceptable to the director, a declaration of restrictions in reference to the deed under which the property was acquired by the present owner stating that:
  - (a) The accessory dwelling unit shall not be sold separately from the principal dwelling unit, nor shall the lot on which it is situated be subdivided unless such subdivision is permissible in accordance with all provisions of ~~titles 17 and 18~~ **Chapter 2** of the Code;
  - (b) The accessory dwelling unit shall be restricted to the approved size;
  - (c) The certificate of occupancy for the accessory dwelling unit shall be in effect only so long as either the principal dwelling unit, or the accessory dwelling unit, is occupied by the owner of record;
  - (d) The above restrictions run with the land and are binding upon any successor in ownership of the property;
  - (e) It shall be unlawful for any property owner not to comply with the deed restrictions;
  - (f) The deed restrictions shall lapse upon removal of the accessory dwelling unit. To effect this intent, and upon verification of such removal, the ~~city~~ **Town** shall record appropriate documentation releasing such encumbrance. The property owner shall pay all required recording fees, and it shall be the property owner's responsibility to ensure that such recording is successfully completed.

Morrison Project Tracking Chart

June 8, 2021

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
<b>Active Projects</b>										
Safer Main Streets Initiative Grant	CDOT/DRCOG Grant	Community wide	8/14/2020	12/18/20	Drafting RFP for Engineering Design Services	Town	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Nick Cheng	N	Funding to support infrastructure projects that improve safety and transform urban spaces, especially for vulnerable users 12/18/2020 Safer Main Streets Grant Awarded 4/27/2021 – Draft RFP for Engineering Design Services issued to CDOT for approval 5/4/2021 Town Board approved Resolution to approve the contract and accept the grant funds 6/2 Ongoing meetings with interested respondents to the RFP; Mtg with CDOT on RFP
Park of the Red Rocks Drinking Water	Bottling of Drinking Water Special Review	211 Bear Creek Avenue	2/11/2021		Awaiting Resubmittal	Bear Creek Development Corporation	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Jeff Bradley	N	2/26/21 Referral 3/16/21 Review comments issued to applicant 3/29/2021 Resubmittal received and routed to Town Staff for review due 4/12/2021 4/27/21 Applicant waiting on Department of Health Permit, not ready for Public Hearing on 5/18/21. Asked to reschedule
Comprehensive Plan Update	Comp. Plan Amendment	Scope expanded community wide	N/A	Target PC Adoption 8/2021	Drafting consolidated Draft Plan	Town	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	N/A	N/A	5/12/20 PC Work Session – Final BOT revisions incorporated Staff Analysis/Review (pop projections, build-out analysis, etc.) 7/10 PIng Staff finalized technical review 9/8 PC mtg to review 7/10 technical memo; Request Town Board Direction 10/7/20 Town Board Authorization to update Plan in “small bites” over the next year 10/13/20 PC to work on Historical Content Priorities 11/10/20 Introduction Chapter Review 12/9/20 Growth and Small Town Design Review 1/12/21 Planning Areas Review 3/9/21 Comprehensive Plan Map Review Staff preparing consolidated draft Comprehensive Plan for a recommendation for adoption in August 2021
211 S Park Ave Faville Variance Request	Floodplain Development Permit	211 S. Park Ave	4/27/21		Awaiting resubmittal	Sarah Faville	safaville@davidn simmons.com	Y	Y	4/29/21 Completeness Review 5/4/21 Floodplain Review Administrator comments issued 5/12/21 Applicant revising plans as per meeting with Floodplain Review Administrator
ADUs	Code Amendment		4/13/2021		6/10 PC Consideration of Draft ADU regs	Town	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	N/A	N/A	5/11/2021 ADU Reboot with Planning Commission 6/10/21 PC mtg to review DRAFT ADU Regs
Trails Planning	Grant Writing for the South Trail	Hwy 8 connecting museum to post office	4/30/21		Preparing for Mtg with Jeffco on Phase II	Town of Morrison	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>		Y	4/8/21 Mtg with Jeffco Trails re: trail priorities 4/15/21 Staff mtg re: Phase I and II preliminary design for South Trail 4/30/21 Issued Phase I Preliminary design for the South trail to Jeffco Trail; 5/18 Target TB approval; Preparing Phase II Preliminary design and cost estimates 5/28 Staff requested meeting with Jeffco to discuss Phase 2 of South Trail, funding opportunities, partners, and timeframes

**Morrison Project Tracking Chart**

**June 8, 2021**

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
Cow Screening of Rooftop HVAC Equipment	Design Review for Screening of Rooftop HVAC Equipment	316 Bear Creek Ave	8/2020		Awaiting Resubmittal	Jeff Bradley	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Jeff Bradley	Y	Previous Code Enforcement Action Design review per Old Town Historic District Regs 3/10 Review Comments issued 5/14 Letter from Owner re: working on resubmittal
Screening of Rooftop HVAC Equipment	Design Review screening of screening of the ground-mounted equipment and dumpster	300 Bear Creek Ave	8/2020		Awaiting Resubmittal	Jeff Bradley	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Jeff Bradley	Y	Previous Code Enforcement Action Design review per Old Town Historic District Regs 4/21 Review comments issued 5/14 Rec'd resubmittal 6/2 Review comments issued
<b>Referrals</b>										
Jeffco Referral 3 Hills Subdivision (Case #20-110664PF) 2 <sup>nd</sup> Referral	Preliminary/Final Plat to subdivide the property into 150 single-family detached units and 139 single-family attached units.	Southwest of the intersection of Turkey Creek Road and West Quincy Avenue	4/5/2021		4/14/21 Referral Comments Issued	Three Hills Investment LLC	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Lindsey Wire Jefferson County Planning and Zoning Department	N	4/12/21 Referral Comments Issued
Jeffco Referral 3 Hills Rezone (Case 20-100625RZ) 2 <sup>nd</sup> Referral	Rezone the properties to a new PD to allow for 350 new residential units (with a mixture of single-family and townhomes, and potential for mixed-use commercial-residential uses).	South of US Hwy 285 and West of C-470,	4/27/21		4/28/21 Referral Comments Issued	Three Hills Investment LLC	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Lindsey Wire Jefferson County Planning and Zoning Department	N	4/27/2021 Referral Comment Issued
Jeffco Referral Loendorf Rezoning (Case #21-105394RZ)	Rezone of approximately 10.66 acres from A-1 to SR-2 to subdivide the property into three single family residential lots in the future	Immediately north of North Turkey Creek Road and West of US Highway 285	3/11/2021		3/26/21 Referral Comments Issued	Greg & Trina Loendorf	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Cassidy Clements Jefferson County Planning and Zoning Department	N	Property is not within the Town's planning area boundaries. Town encourages implementation of the land use recommendations and general policies of the County's Master Plan
Jeffco Referral Mountain Villages at Willow Springs Rezoning (Case # 17-133020 RZ)	Rezone of approximately 85 acres from A-2 and C-1 to PD to allow for an age restricted community MF & Commercial uses, reduction in Open Space & 50' bldg. height	17000 W Belleview Ave	12/12/2019		Applicant Scheduling County Public Hearings	Rodman L Tidrick & Swalling/Actual Communities, Inc.	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Nick Nelson Jefferson County Planning and Zoning Department	Y	1/27/21 Mtg with Developer 1/29/21 Referral response issued to County; Property outside Town Plng Area boundaries; Town supports and encourages implementation of the Willows Subarea of the South Plains Area Plan for Jefferson County. 4/5/2021 5th Referral rec'd and comments sent 4/6/2021

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**June 8, 2021**

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
JeffCo 2nd Referral; Preliminary and Final Plat (20-120798PF)	Subdivide 60 lots on 11.5 acres for single family detached units.	Red Rocks Ranch Subdivision, Filing 3A (South of the intersection of S. Girtton Ave and South Rooney Rd)	4/29/2021		5/14/21 Referral Comments Issued	John Cheney, Lennar Colorado L.L.C.	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Lindsey Wire Jefferson County Planning and Zoning Department	N	12/23/20 Rec'd referral request from Jeffco 1/15/21 Referral Comments Issued: Recommended conformance with Plan Rooney Valley 4/29/21 Rec'd 2nd referral request from Jeffco; Comments issued 5/14/21
JeffCo 2nd Referral; Preliminary and Final Plat (20-120799PF)	Subdivide 39 lots on 23 acres for single family detached units, park, and school land	Red Rocks Ranch Subdivision, Filing 3B (Northwest of the intersection of W. Cornell Ave & S. McIntyre St)	12/23/20		5/14/21 Referral Comments Issued	John Cheney, Lennar Colorado L.L.C.	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Lindsey Wire Jefferson County Planning and Zoning Department	N	12/23/20 Rec'd referral request from Jeffco 01/15/21 Referral Comments Issued: Recommended conformance with Plan Rooney Valley 4/29/21 Rec'd 2nd referral request from Jeffco; Comments issued 5/14/21
<b>Code Enforcement</b>										
Aggregate Industries PUD Amendment	PUD Compliance	Morrison Quarry	N/A		Scheduling site inspections	Aggregate Industries	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>		Y	Visit the Town's website for submittal documents at: <a href="http://www.town.morrison.co.us/DocumentCenter/Index/126">http://www.town.morrison.co.us/DocumentCenter/Index/126</a>  11/13/2020 Rec'd Notice of Amendment Application (AM-7) 12/18/2020 Compliance Review Report Finalized 12/21/20 Compliance Review Report issued to Aggregate Industries and filed with State 12/23/20 Staff received call from State re: need to file a Formal Objection; Staff beginning to draft formal objection 1/4/21 Filed Formal Objection with State and issued to AI 1/15/21 Rec'd AI response to December 18, 2020 Compliance Review Report 2/10/21 Issued Notice of Protest to State 2/17/21 Mtg with AI to discuss next steps – Site Inspection 3/5/21 Site inspection (Tour); 4/20 Coordinating individual follow up inspections per Department (plng, engineering, public works, etc.) 4/26 State granted extension on the Amendment Application (AM-7) to 7/12/21 5/6 Developing list of remaining inspection items to schedule inspections 5/12 Issued Annotated version of Compliance Review Report outlining outstanding items that need inspection to determine compliance, items that do not need inspection rather documentation required and resolved items. 5/13 Dust complaint received and police report filed 5/17 AI is meeting on Wednesday, 5/19 to formulate plan for providing the requested documentation and will schedule the inspections by June 1st. 5/31 Rec'd response from AI under staff review and inspection scheduling is underway

**Morrison Project Tracking Chart**

**June 8, 2021**

Project Name	Project Description	Project Location	Submittal Date	Approval Date	Project Status	Applicant	Town Contact	Applicant Contact	Waiting on Response from Client? (Y/N)	Comments
Bear Creek Nursing & Rehab	Lighting Compliance	150 Spring St	6/5/2020		Awaiting confirmation of modifications to fixtures	Genesis HC/Bear Creek Center	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Bear Creek Nursing Center, Book Keeper Carie Greer carie.greer@genesishcc.com	Y	5/12/2020 Received lighting complaint; Conducted site inspection 6/5/2020 Issued Notice of Exterior Lighting Code Violation 8/25/2020 Followed up with Genesis – No response 9/25/2020 Followed up with Genesis – No response 10/29/2020 PIng staff contacted administration of facility for new contact number; was given new contact number and LM for new maintenance contact 11/3/2020 PIng Staff spoke with bookkeeper and admin of Center; informed of issues due to COVID and staff turn over – Town issued renewed notice with deadline of conformance by 11/24 11/24 – 12/2 PIng staff emailed and called bear creek bookkeeper re: lack of response by deadline – no response 12/22 Rec'd response from Center Administrator; lighting corrections made in November 2020; Awaiting images of new fixtures 1/12 Nursing home sent picture and statement for one of the light fixtures 6/2 Staff send follow up email to Nursing Home requesting status on light fixtures
HVAC Screening for Beso De Arte	Code Enforcement	102 Market St			Awaiting Submittal	Les Gomez	Kara Winters <a href="mailto:kara@morrisonco.us">kara@morrisonco.us</a>	Les Gomez Besodearte@gmail.com	Y	12/2/20 Planning Staff provide overview of screening requirements; Awaiting formal submittal of proposed screening of HVAC equipment. 5/26 Staff sent follow up request for submittal of proposed screening of HVAC equipment.