



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Planning Commission Regular Meeting
Tuesday, January 04, 2022 at 6:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

MINUTES

- [1.](#) Regular Minutes of November 2, 2021

NEW BUSINESS

- [2.](#) Discussion and possible action on Planning Commission Resolution 22-01, a Resolution establishing a designated public place for the posting of meeting notices

PUBLIC HEARING

- [3.](#) Ordinance 22-01

NEW BUSINESS

4. Discussion and possible action on recommendation to Board of Trustees approval of Ordinance 22-01, and Ordinance Repealing and Reenacting Section 16-6-10 of the Elizabeth Municipal Code regarding Changes to the Town's Parking Requirements

REPORTS

- [5.](#) Staff Report
6. Commissioner Reports

ADJOURNMENT



TOWN OF ELIZABETH

PLANNING COMMISSION

PLANNING COMMISSION – RECORD OF PROCEEDINGS NOVEMBER 2, 2021

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, November 2, 2021, at 6:31 PM by Chair Rachel White.

ROLL CALL

Present were Chair Rachel White, Vice Chair Rob Porter, Commissioners Jenny Case and Barbara McGinn. Commissioner Greg Lopez was absent. There was a quorum to conduct business.

Also present was Planner/Project Manager Zach Higgins and Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

No agenda changes from staff.
No agenda changes by the Commissioners.

PUBLIC COMMENT

No Public Comment

MINUTES

Regular Minutes of September 7, 2021

Motion by Commissioner McGinn, seconded by Commissioner Case, to approve the minutes from September 7, 2021, with recommended changes.

The vote of those Commissioners present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

PLANNING COMMISSION

NEW BUSINESS

Briefing on parcel known as “Abraham Lot” regarding Commercial Mixed Use, Board of Trustees feedback

Zach Higgins provided information regarding the Abraham Lot and received recommendations from the Commissioners.

Briefing on the “Downtown District” Parking (Minimums and Fee in Lieu) progress

Mr. Higgins provided an update to the Planning Commission regarding parking in the Downtown District.

Discussion regarding the “Downtown District” Lot Coverage Maximums

Mr. Higgins explained lot coverage maximums and requested feedback from the Commissioners.

REPORTS

- Commissioner McGinn gave an update on the conference she attended.
- Discussion regarding the Harvest Festival event.
- Discussion regarding the upcoming Christmas Event.
- Discussion on upcoming term end dates and vacancies.

ADJOURNMENT

Motion by Chair White, seconded by Commissioner Case, to adjourn meeting at 7:47 PM. The vote of those Commissioners present was unanimously in favor. Motion carried.

Chair Rachel White

Deputy Town Clerk Harmony Malakowski

**TOWN OF ELIZABETH
PLANNING COMMISSION
RESOLUTION 22-01**

**A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR
THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-
402(2)(c)**

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Planning Commission to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

WHEREAS, consistent with House Bill 19-1087, the Planning Commission hereby desires to post notice of the Planning Commission's public meetings not only in physical locations, but also on the Town's website as the Town's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Designation. The Planning Commission of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at www.townofelizabeth.org as the official place for posting notices. The Planning Commission may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Planning Commission may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Planning Commission of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Rachel White, Chair

ATTEST

Harmony Malakowski, Deputy Town Clerk



TO: Planning Commission, Town of Elizabeth
FROM: Grace K. Erickson, Managing Director
DATE: December 12, 2021
SUBJECT: Ordinance 22-01

SUMMARY

Approval of Ordinance 22-01 would amend Section 16-6-10 of the Elizabeth Municipal Code regarding parking requirements. Proposed amendments include a reduction in required spaces and cash-in-lieu option for property owners in the Downtown (DT) zoning district. Amendments to accessible parking standards, parking space classifications, definitions, and minimum dimensional requirements are also included in the proposed ordinance as summarized below.

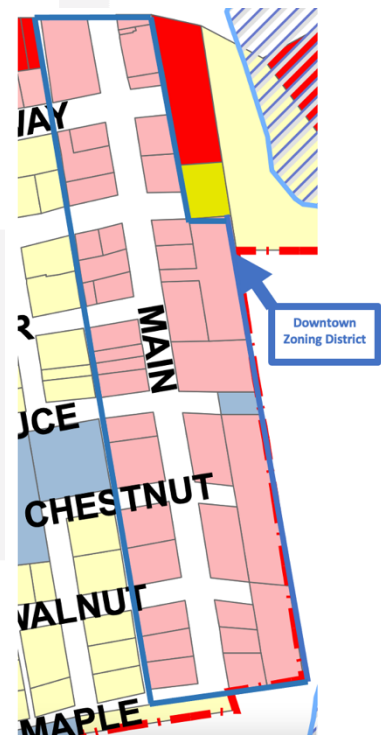
The proposed amendment includes modifications that pertain specifically to property within the DT zoning district. The modifications that apply specifically to DT include the option for cash-in-lieu of required parking and a reduction in the amount of parking required.

Property owners, business owners, and/or developers within the DT zoning district would have the flexibility to provide the required amount of parking spaces, provide cash-in-lieu of required parking, or provide a combination of parking and cash-in-lieu. The fee per parking space would be \$5,000 per calculation by staff and engineering on the cost of land and development of parking facilities. Any cash collected per the proposed ordinance would be placed into a fund allocated toward the provision of parking improvements that benefit the DT zoning district.

Ordinance 22-01 reduces parking space requirements by 20% for property zoned DT. The reduction excludes residential. The reduction is proposed for the DT zoning district, as it's anticipated that visitors and consumers will occasionally park and visit multiple locations throughout the district, so less parking is needed.

The minimum parking requirements have been modified to remove the requirement to include fifty percent (50%) compact and oversized parking spaces in addition to standard parking spaces. The proposed ordinance outlines dimensional standards for standard parking spaces as a minimum requirement. This adjustment was made per feedback from businesses and developers when designing parking lots and is understood to be the common standard per the Town's traffic engineer.

Accessible parking standards were revised in accordance with the Department of Justice's 2010 ADA Standards for Accessible Design. The ordinance replaces the word "handicap" with "accessible".





Additional revisions to the parking requirements include clarifying the definition of “hard surface” which was previously found to be slightly ambiguous. The dimensions in the parking table were updated per common standards. Minor typos were corrected as identified.

Process

16-1-240. - Amendments to Chapter and Official Zoning Map.

(c)(3) The Community Development Department will schedule a public hearing before the Planning Commission according to the requirements of Subsection 16-4-30(b) of this Chapter.

(4) Planning Commission hearings: The Planning Commission shall conduct a public hearing for the purpose of providing a recommendation to the Board of Trustees on the amendment. The Planning Commission may take any action as outlined in this Chapter. The hearing schedule will depend on all development applications to be heard by the Planning Commission.

Public notice requirements were completed for this public hearing in accordance with Chapter 16, Article IV of the Town of Elizabeth municipal code.

RECOMMENDATION

The proposed amendments to the parking code provide greater flexibility to nonresidential property owners, businesses, and developers to provide and design parking in a way that makes sense for their property while still ensuring adequate parking is provided. The cash-in-lieu option for DT will allow the utilization of land for its highest and best use and eliminates the need for an additional variance process. The amendments also bring the code up to date with generalized standards in regard to standard and accessible parking requirements.

On December 9th, the Main Street Board of Directors reviewed the proposed Ordinance and voted to recommend to the Planning Commission and Board of Trustees approval of the Ordinance.

The recommendation to the Planning Commission is **recommendation to the Board of Trustees approval of Ordinance 22-01, an Ordinance Repealing and Reenacting Section 16-6-10 of the Elizabeth Municipal Code Regarding Changes to the Town's Parking Requirements.**

ATTACHMENTS

Ordinance 22-01

Section 16-6-10 (Current)

ORDINANCE 22-01

AN ORDINANCE REPEALING AND REENACTING SECTION 16-6-10 OF THE ELIZABETH MUNICIPAL CODE REGARDING CHANGES TO THE TOWN'S PARKING REQUIREMENTS

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Section 16-6-10 of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

Sec. 16-6-10. – Parking space requirements.

(a) Definitions.

Hard-surfaced means concrete, asphalt or other similar material approved by the Town's Traffic Engineer or Community Development Director.

Useable floor area means that area of a building which contains a specific use and is normally occupied by that use. Areas such as bathrooms, closets and hallways are not considered useable space.

(b) The listed uses shall be subject to the following parking space requirements. Each type of use shall be applied independently to individual areas within the building (i.e., a restaurant would have a dining area, office space and other spaces such as a kitchen).

(1) Residential: Two (2) off-street parking spaces shall be provided for each new single-family dwelling unit;

(2) Retail: One (1) parking space for each two hundred (200) square feet of usable floor area;

(3) Assembly halls: For auditoriums, arenas, gymnasiums, exhibition halls, theaters, convention centers, and other similar public gathering places, at least one (1) parking space for every four (4) seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;

(4) Churches: At least one (1) parking space for every four (4) fixed seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;

- (5) Lodging places: One (1) parking space shall be provided for each guest unit;
- (6) Offices: One (1) parking space shall be provided for each two hundred (200) square feet of usable floor area;
- (7) Eating and drinking places: At least one (1) parking space for every four (4) seats, or one (1) parking space for each fifty (50) square feet of usable floor area, whichever is greater;
- (8) Schools: For high schools, nine (9) parking spaces shall be provided for each classroom, and for all other schools one and one-half (1½) parking spaces shall be provided for each classroom;
- (9) Warehouses: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area;
- (10) Hospitals and clinics: One (1) parking space shall be provided for each patient bed; and
- (11) All other uses not specifically mentioned: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area.

(c) Minimum parking space requirements may be reduced for properties within the Downtown (DT) zoning district by twenty percent (20%), or as substantiated by a parking study approved by the Town of Elizabeth. No parking space reductions shall be taken for residential land uses. Any person who, after the effective date of the adopting ordinance codified herein, applies for a certificate of occupancy for a nonresidential land use within the Downtown (DT) zoning district shall pay a parking fee to the extent parking is not provided on-site in the amount of Five Thousand Dollars (\$5,000.00) per parking space. Such parking fee shall be paid and utilized as follows:

- (1) The feepayer shall pay the parking fee to the Town prior to the issuance of a certificate of occupancy.
- (2) All funds collected pursuant to this Section shall be properly identified by the Town and promptly deposited into the Parking Fee Fund for the Downtown (DT) zoning district to be held in separate account as established in this Section 16-6-10 below.
- (3) There is hereby established one (1) Parking Fee Fund for the Downtown (DT) zoning district.
- (4) Any parking fee paid shall be utilized to provide parking for the benefit of the Downtown (DT) zoning district. Parking fees shall be used for the purpose of expansion of and improvement to parking facilities, including land acquisition, capital improvements, planning and design, street construction, street improvements, ancillary buildings, architectural fees and costs, legal fees and costs, surveying,

site improvements, and buildings and equipment with an average useful life of at least seven (7) years. Funds shall be expended in the order in which they are collected.

(d) For the purpose of these parking space regulations, the term *parking space* shall be defined as an off-street, hard surfaced, dust-free space designed and intended to be occupied by a parked automobile. The length and width of the required parking spaces, and the width of the aisle within a parking area shall be as indicated in the table below, Minimum Parking Standards.

Minimum Parking Standards

<i>Parking Angle</i>	<i>Stall Width</i>	<i>Stall Length</i>	<i>Aisle Width</i>
90	9' 0"	18' 0"	24' 0" (2-way)
Parallel	9' 0"	21' 0"*	15' 0" (1-way) 20' 0" (2-way)
45	9' 0"	19' 0"	16' 0" (1-way) 20' 0" (2-way)
60	9' 0"	20' 0"	15' 0" (1-way) 20' 0" (2-way)

*Measured longitudinally

(e) The stall width shall be measured perpendicular to the direction of the stall length. Stall length shall be measured perpendicular to the aisle, except parallel parking stall length which shall be measured longitudinally along the stall. Where there is common driveway aisle, the lessee will be required to lease and contract one-half (1/2) of the aisle. Where parking would

be abutting sidewalks, the parking is to be designed as not to protrude over any sidewalks.

(f) Accessible parking spaces.

(1) Accessible parking space shall be provided as follows:

<i>Number of Parking Spaces Provided</i>	<i>Number of Accessible Spaces Provided</i>
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000

(2) For every six (6) or fraction of six (6) accessible parking spaces, at least one (1) shall be a van parking space. Accessible spaces shall be eight (8) feet wide minimum and van parking spaces shall be eleven (11) feet wide minimum, shall be marked to define the width, and shall have an adjacent access aisle. Parking space access aisles shall be five (5) feet wide minimum. Van parking spaces shall be permitted to be eight (8) feet wide minimum where the access aisle is eight (8) feet wide minimum.

Section 2. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 3. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2021.

Passed by a vote of _____ for and _____ against and ordered published.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

Sec. 16-6-10. Parking space requirements.

(a) Definitions.

Hard-surfaced means concrete, asphalt or other material that is acceptable to the local fire department jurisdiction.

Useable floor area means that area of a building which contains a specific use and is normally occupied by that use. Areas such as bathrooms, closets and hallways are not considered useable space.

(b) The listed uses shall be subject to the following parking space requirements. Each type of use shall be applied independently to individual areas within the building (i.e., a restaurant would have a dining area, office space and other spaces such as a kitchen).

- (1) Residential: Two (2) off-street parking spaces shall be provided for each new single-family dwelling unit;
- (2) Retail: One (1) parking space for each two hundred (200) square feet of usable floor area;
- (3) Assembly halls: For auditoriums, arenas, gymnasiums, exhibition halls, theaters, convention centers, and other similar public gathering places, at least one (1) parking space for every four (4) seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;
- (4) Churches: At least one (1) parking space for every four (4) fixed seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;
- (5) Lodging places: One (1) parking space shall be provided for each guest unit;
- (6) Offices: One (1) parking space shall be provided for each two hundred (200) square feet of usable floor area;
- (7) Eating and drinking places: At least one (1) parking space for every four (4) seats, or one (1) parking space for each fifty (50) square feet of usable floor area, whichever is greater;
- (8) Schools: For high schools, nine (9) parking spaces shall be provided for each classroom, and for all other schools one and one-half (1½) spaces shall be provided for each classroom;
- (9) Warehouses: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area;
- (10) Hospitals and clinics: One (1) parking space shall be provided for each patient bed;
- (11) All other uses not specifically mentioned: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area.

(c) For the purpose of these parking space regulations, the term *parking space* shall be defined as an off-street, hard surfaced, dust-free space designed and intended to be occupied by a parked automobile. The length and width of the required parking spaces, the width of the aisle within a parking area and the ratio of oversized, full size, compact and handicapped spaces shall be as indicated in the table below, Minimum Parking Standards.

Minimum Parking Standards

Parking Angle	Vehicle	Stall Width	Stall Length	Aisle Width
90	Oversized auto	10' 0"	20' 0"	

	Full-size auto	9' 0"	19' 0"	25'- 0" (2-way)
	Compact auto	8' 0"	17' 0"	
Parallel	Oversized + full-size auto	15' 0	23' 0"	20' 0" (2-way)
	Compact auto	14'0"	21' 0"	
45	Oversized auto	10' 0"	22' 0"	16' 0" (2-way)
	Full-size auto	9' 0"	20' 0"	
	Compact auto	8' 0"	18' 0"	
60	Oversized auto	10' 0"	24' 0"	15' 0" (2-way)
	Full-size auto	9' 0"	22' 0"	
	Compact auto	8' 0"	20' 0"	
Handicap stall w/ramp		13' 0"	20' 0"	25' 0" (2-way)

(d) The stall width shall be measured perpendicular to the direction of the stall length measured perpendicular to the direction of the aisle. Where there is common driveway aisle, the lessee will be required to lease and contract one-half (½) of the aisle. Where parking would be abutting sidewalks the parking is to be designed as not to protrude over any sidewalks.

(e) Parking ratios.

(1) Ratio of oversized spaces to compact and full-size car spaces = 50% full-size, 25% oversized and 25% compact. Not to include handicap spaces.

(2) Handicapped parking space shall be provided as follows:

Number of Parking Spaces Provided	Number of Handicapped Spaces Provided
1—12	1
13—24	2
25—74	3
75—100	4
101—199	5
200—299	6
300—399	7
400 and above	8 plus 1 for each 200 additional parking spaces provided

(Ord. 99-10 §1)



Memo

To: Zach Higgins, AICP
From: Matthew J. Brown, PE, PTOE
Date: January 3, 2022
Re: Update to Town of Elizabeth Municipal Code Section 16-6-10
Parking Space Requirements

As the Town's Transportation Engineer, Stolfus & Associates, Inc. is supportive of the proposed changes to Section 16-6-10 Parking Space Requirements of the Town's Municipal Code (Code).

These changes reduce parking space requirements for non-residential properties within the Downtown (DT) zoning district and allow for a cash-in-lieu of parking option in circumstances where 100% compliance with the Code is not practicable. Appropriately, cash-in-lieu contributions are earmarked for parking improvements within the DT zoning district.

Other modifications to the standards include modernization of the parking space size standards and accessible parking space requirements. This information will make it easier for applicants to provide parking facilities meeting Town standards.

Please let me know if you have questions or would like to discuss further.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Planning Commission
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 04, 2022
SUBJECT: Staff reports

- Jenny Case has been reappointed to the Planning Commission through 12/31/2025.
- The Board of Trustees has tabled the appointments of the two non-voting Planning Commission members at this time. The Board of Trustees will be considering an ordinance which will include a business owner as a non-voting member of the Planning Commission.
- The Planning Commission membership vacancies will continue to be posted on the Town's website and Facebook. We will consider additional members as they become available.