

**AGENDA
CITY OF GUNNISON
PLANNING & ZONING COMMISSION
REGULAR MEETING
Rev 3/6/2014**

DATE: WEDNESDAY, MARCH 12, 2014
TIME: 7:00 P.M.
PLACE: CITY HALL, COUNCIL CHAMBERS, 201 WEST VIRGINIA AVE.

7:00pm

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE TO THE FLAG**
- III. UNSCHEDULED CITIZENS**
- IV. CONSIDERATION OF THE FEBRUARY 12, 2014 MEETING MINUTES**
- V. COUNCIL UPDATE**
- VI. COMMISSIONER COMMENTS**
- VII. PLANNING STAFF UPDATE**
- VIII. ADJOURN TO WORK SESSION – DISCUSSION OF PROJECT SCOPE FOR THE
NEW *CITY OF GUNNISON COMPREHENSIVE PLAN***

To comply with ADA regulations, people with special needs are requested to contact the City of Gunnison Community Development Department at 641.8090.

This agenda is subject to change, including the addition or deletion of items at any time. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are on the City website at www.cityofgunnison-co.gov. Work sessions are not recorded and formal action cannot be taken. For further information, contact the Community Development Department at 641-8090.

**DRAFT MINUTES FEBRUARY 12, 2014
CITY OF GUNNISON PLANNING AND ZONING COMMISSION
REGULAR MEETING**

7:00PM

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MEMBERS	PRESENT	ABSENT	EXCUSED
Erik Niemeyer	X		
Erich Ferchau	X		
Andy Tocke	X		
Bob Beda			X
Sharon Cave	X		
Greg Larson	X		
Councilor Stu Ferguson	X		

OTHERS PRESENT: Community Development Director Steve Westbay and City Planner Andie Ruggera.

I. CALL TO ORDER AT 7:00 PM BY CHAIR GREG LARSON

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. UNSCHEDULED CITIZENS. There were none

IV. CONSIDERATION OF THE JANUARY 22, 2014 MEETING MINUTES. Councilor Ferguson moved and Commissioner Cave seconded, to approve the January 22, 2014 meeting minutes as edited.

Roll Call Yes: Niemeyer, Ferchau, Tocke, Larson, Cave and Ferguson
Roll Call No:
Roll Call Abstain:
Motion carried

V. COUNCIL UPDATE. Councilor Ferguson updated the Commission on recent Council business. The Major Change to a PUD for the Courthouse was approved on 2nd reading of the Ordinance with a change to the maximum square footage (50,000 square feet) and a rewrite to section L. regarding the sewer line.

VI. COMMISSIONER COMMENTS

- Commissioner Niemeyer thanked the Commission for excusing him at the last meeting.
- Commissioner Tocke moved and Commissioner Niemeyer seconded, to excuse Commissioner Beda from the February 12, 2014 meeting.

Roll Call Yes: Ferchau, Larson, Cave, Ferguson, Niemeyer and Tocke
Roll Call No:
Roll Call Abstain:
Motion carried

VII. PLANNING UPDATE. Director Westbay provided a brief update of the Public Works Department and snow removal, the demolition of the Police Department space (new Community Development office), and the Paths to Parks Grant to GOCO for new trail segments.

VIII. ADJOURN. Chair Larson adjourned to a Work Session at 7:25 p.m.

**DRAFT MINUTES FEBRUARY 12, 2014
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Greg Larson, Chair

Attest:

Andie Ruggera, Secretary

Master Plan Update 2014 Management Structure Report

Abstract.

This report describes the proposed management structure for updating the City of Gunnison Master Plan (Comprehensive Plan). Management of the planning process will be the responsibility of the Community Development Department. However, the Planning and Zoning Commission is responsible for the plan development and will direct the staff throughout the process. Development of the Comprehensive Plan will occur in a six-step process (Phases) and it will take 18 to 24 months to complete. Public input is a fundamental component of the process and is embedded in every phase of the plan's development. Each Phase has a unique set of tasks to be completed. It is estimated that approximately 3000 hours of staff time will be required to complete the plan. Consulting services comprised of specialists in economics, urban planning and transportation engineering will assist in the plan's development.



City of Gunnison
Community Development
Department
March 2014

- I. **Project Scope Overview.** A new *City of Gunnison Comprehensive Plan* is to be the final product of this project. The proposed timeline is 18 to 24 months for completion. Public input is a fundamental component of the process and is embedded in every phase of the plan's development. A community focus group will be established to provide guidance and feedback to the City Community Development staff and the Planning and Zoning Commission (P&Z).
1. The community focus group would be comprised of 1 to 3 P&Z members; 1 to 3 city staff members; and 1 to 4 at large community members.
 2. As noted by the *City of Gunnison Charter*, the P&Z is tasked with maintaining and updating the plan. The P&Z will serve as the project management authority and will be responsible for providing guidance and direction to the Community Development Director during the development of the new *Comprehensive Plan*.

- II. **Scoping Structure.** Development of the *Comprehensive Plan* will occur in a six-step process (**Phases**). Each Phase has unique and specific tasks to be accomplished and related methodologies to complete those tasks are defined herein. Specific tasks in some cases overlap with the following sequence Phases.

A grant opportunity exists to work with the Sonoran Institute to develop an exploratory planning scenario in conjunction with the development of the *Comprehensive Plan*. Exploratory planning is a strategic planning process used to identify one dynamic problem and evaluate adaptive strategies for dealing with the problem. If the City's grant application is accepted by the Sonoran Institute, the scenario planning process will be incorporated into the *Comprehensive Plan* project scope.

1. **Phase 1 -Initial Planning Analysis**

- a. **Overview.** City staff will collect existing data, conduct interviews and develop a report identifying the existing conditions and status of the community. The *Gunnison Community Analysis* report will cover a wide range of topics and issues that exist today. It will highlight trends and potential externalities that may influence the future of the community. Community members with expertise and insight regarding the community will be interviewed.
- b. **Task Sequence.** It is the intent is to set forth an objective description of the existing community conditions. City staff will draft the report and coordinate editorial review through the P&Z. Subjects will include, but not limited to the following report sections:
 - Demographic data;
 - Land use conditions;
 - Economic and fiscal functions;
 - Social/health services;
 - Education (RE1J and WSCU);
 - Housing;
 - Transportation;
 - Parks and Recreation; and
 - Local government services.
- c. **Results.** The Community analysis will formally be presented to both the P&Z and City Council. The formal presentation will also serve as a segway for initiating Phase 2 of the project.

2. **Phase 2 – Community Problems, Vision, Desired Future Conditions**

- a. **Overview.** Measuring the community's pulse and developing a community vision through public dialog is a longstanding cornerstone for developing comprehensive plans; this plan's

scope will follow this traditional methodology. Planners and facilitators will guide the community through the following sequential process: 1. Identify issues; 2. Establish a plan vision; and 3. Develop goals and objectives (ie. desired future conditions and actions).

Community input will be solicited through written surveys, community workshops, focus group input, and interaction between these parties and the P&Z. Community input will help to affirm conclusions and any assumptions derived from the Community Analysis report developed in Phase 1 of this scoping process.

Goal setting, which expresses the desired future community conditions, will be accompanied with the development of objectives (proposed policy actions).

If the Sonoran Institute grant is accepted, the focus on the traditional nominal community values established as goals and objectives will be expanded to also explore community perceptions regarding “what if” scenarios and how the community can be prepared to deal with change.

- b. **Task Sequence.** The first task will be to initiate the community survey with consultants involved in developing and analyzing the survey. After the survey results are compiled, the community visioning meetings will occur. Community issues will be identified through surveys and public input, but several issues will likely be identified during the development of the Community Analysis Report (Phase 1).

Community visioning meetings will occur as part of an intensive two to three day workshop. The workshop will consist of a series of meetings with community members, the project sub-committee, elected officials and the P&Z. A public facilitator will be used for the input/visioning meetings.

Goals and objectives will be formulated by the community focus group and the P&Z. Goals and objectives will not be fully developed in Phase 2, as they are embedded in the formal comprehensive plan which is developed in Phase 4.

- c. **Results.** At the conclusion of Phase 2, the city staff and consultants will present the community input results at one community presentation hosted by the City Council and P&Z. This conclusion meeting will provide an overview of the public survey and community visioning results.

3. *Phase 3 – Planning Analysis*

- a. **Overview.** Phase 3 will focus on future land development forecasting and planning for future growth within the incorporated municipal boundary and designated urban growth area. Emphasis will be placed on future thinking related to land uses and development. Evaluations will contain both time (the future) and space (geographic bounds) variables and relationships. Geographic Information System modelling will be used in this analysis.

In addition to the land use analysis work, evaluations related to transportation projections and economic/fiscal trends will be analyzed. These additional analysis elements will be provided by consultants working for the city.

Additional staff time will also be dedicated to the scenario planning project if the Sonoran Institute and City decide to partner on the endeavor.

- b. **Task Sequence.** The initial tasks in this phase, which will be conducted simultaneously, are internalized actions by the city staff and consulting team. Initial feedback regarding the

analysis elements will be filtered through the focus group and the P&Z prior to formal public presentations.

- c. **Results.** Future land use development forecasts will help identify both future rates and locations where development is likely to occur. It will also identify anticipated future municipal service demands for utilities, emergency services, parks and recreation, and administration. Data derived from this phase of the process will have direct relevance for setting goals and objectives of the *Comprehensive Plan*.

4. **Phase 4 – Plan Preparation**

- a. **Overview.** The basic document outline established at this point in time includes the following sections: Economic Conditions – Policies; Environmental Conditions – Policies; Social Functions – Policies; Land Use Analysis – Policies; Housing Conditions – Policies; Utilities Services – Policies; Transportation Services – Policies; Recreation Facilities – Policies; Tourism – Policies; and the Implementation and Monitoring Plan.

The focus group and P&Z will be directly involved in the development of the *Comprehensive Plan*, with their responsibilities directed towards defining the goals (desired future conditions) and the objectives (actions) that will be the main focus of the final document.

If applicable, the scenario planning process will be in its final phase of development. Measurable criteria will be established during this phase, and the proposed actions will be tested. A priority list of implementation options will be established. These action items may be refined into policy statements in the *City's Comprehensive Plan*.

Task Sequence. The *Comprehensive Plan* preparation will be completed in a three-step process: 1. Draft Plan Development; 2. Pre-Final Plan Development; and 3. Final Plan Development.

Results. The final plan will be reviewed through a public adoption process that is summarized in Phase 5, below.

5. **Phase 5 – Plan Adoption**

- a. **Overview.** The *Comprehensive Plan* will be adopted by the City. Since the City Charter assigns the P&Z with updating the *Master Plan*, they will be primarily responsible for public outreach and receiving community input.
- b. **Task Sequence.** The P&Z will implement a public scoping process of the draft Final Plan. City staff will be responsible for conducting public meetings with community organizations and businesses and the P&Z will hold at least two formal public presentations of the plan. After the final public scoping process is completed the P&Z will work to finalize the draft plan and make a formal recommendation to City Council for the plan's adoption.
- c. **Results.** The Council has final authority for the adoption of the plan. Adoption of the *Comprehensive Plan* will be through a resolution adoption.

6. **Phase 6 – Implement and Monitor**

A successful *Comprehensive Plan* is not static. Actions and tasks set forth in the plan must be completed. Adopted budgets and departmental work plans should be influenced by the actions specified in the adopted plan.

III. Budget, Consulting Services and Resource Demands

1. **Overview.** The FY2014 City budget includes \$100,000 allocated for the comprehensive plan project. Rather than contract with a consulting firm to complete the project, the City staff will

lead in the plan development and revenues will be used to hire certain sub-consultants who can provide specific expertise in the plan's development. Consulting Services needed for the plan's development include a transportation engineer, economist, urban planner and a significant amount of city staff resource. It is estimated that approximately 3000 hours of city staff time will be dedicated for the plan development.

VI. Proposed Timeline

City of Gunnison Comprehensive Plan Proposed Project Schedule		2014												2015											
Assume April 1 Start Date w/ 18 Month Timeline		2014												2015											
Month		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep						
Bi-Monthly		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2						
Phase 1 Initial Analysis																									
Consultant RFPs and Selection		X	X	X																					
Information Gathering		X	X	X	X																				
Initial Economic Analysis					X	X	X	X																	
Initial Transportation Analysis					X	X	X	X																	
Complete Streets Analysis					X	X	X	X																	
Refine Outline		X	X																						
Prepare Community Report		X	X	X	X	X	X	X																	
Present Report to CC & PZ (Joint)								X																	
		2014												2015											
Month		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep						
Bi-Monthly		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2						
Phase 2 Community Input and Visioning																									
Community Survey				X	X	X	X	X	X	X	X														
Community Leader Interviews				X	X	X																			
Workshop Preparation								X	X	X	X														
Workshop Week										X															
Policy Maker Workshop										X															
Write Issues & Vision Report								X	X	X	X	X	X												
Present Report Summary										X		X													
		2014												2015											
Month		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep						
Bi-Monthly		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2						
Phase 3 Future Planning Scenarios																									
Land Use Modelling Analysis										X	X	X	X	X	X	X									
Economic Analysis										X	X	X	X	X	X	X									
Transportation Analysis										X	X	X	X	X	X	X									
Complete Streets Analysis										X	X	X	X	X	X	X									
Scenario to Public														X	X										
Present Scenarios to Policy Makers																X									
		2014												2015											
Month		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep						
Bi-Monthly		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2						
Phase 4 Plan Development																									
Draft Goals & Objectives					X	X	X							X	X	X	X	X							
Draft Report														X	X	X	X	X	X	X	X				
Edit Review by Consultants																	X	X	X						
Pre-Final Draft																X	X	X							
Final Report																					X	X	X		
		2014												2015											
Month		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep						
Bi-Monthly		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2						
Phase 5 Plan Adoption																									
Final Plan Presentation to PZ																			X	X					
Final Plan Presentation to CC																						X	X		
Phase 6 Implementation & Monitoring		Ongoing into the future																							

PHASE 1 – INITIAL PLANNING ANALYSIS

Introduction

- Background of Plan**
- Purpose of the Plan**
- Public Involvement**
- How to use the Plan**
- How the Plan is Organized**
- Sub-area Plans

Demographic Data

- Brief History of Gunnison**
- Population**
- Employment Trends**
- Housing Trends**
- Sales Tax Trends**

Land Use Profile

- Land Use Types**
- Residential Zones**
- Non-Residential Zones**
- Land Uses Outside of the City**
 - Three-Mile Planning Area
 - Urban Growth Boundary

Economic and Fiscal Functions

- Tourism**
- Western State Colorado University**
- Employment**
- Agriculture**

Social/Health Services

Education

- RE1J School District**
- Western State Colorado University**
- Arts, Science and History**

Housing

- Housing Types**
- Housing Inventory**
- Affordable Housing**

Transportation

- Regional System**
- Community System**

Multi-modal Transportation

Pedestrian Facilities

Non-motorized Facilities

Transit System

Air Transportation

Parking Facilities

Parks and Recreation

Inventory of City Facilities

Recreational Activities within the Gunnison Basin

Community Collaboration

Local Government Services

Utilities and Infrastructure

Potable Water

Non-Potable Water

Wastewater System

Stormwater Drainage

Electrical System

Renewable Energy

Public Safety

Police Service

Fire Service

Hazardous Materials

Emergency Medical Service