

City of Gunnison Planning and Zoning Commission

*Final
Comprehensive Plan Grounding Process
June 2014*

INTRODUCTION

This document is intended to be used by the Planning and Zoning Commission (P&Z) as needed during the development of the city's *Comprehensive Plan* update. It establishes the grounding process that will provide direction throughout the planning process. Documenting the concepts of a grounding process at the onset of the plan can be useful later because it outlines basic expectations that can be referred to throughout the planning process. Grounding factors, listed as under the following set of questions, are summarized in this document and will be used by the P&Z as guidelines throughout the process.

- What is the system that is being considered?
- What time horizon is being contemplated?
- What are the geographic bounds being considered?
- What is the purpose of the process?
- What is the process meant to achieve?
- What are the hopes and fears of participants?
- What are the project's givens?
- What are the expected outcomes?
- Who is responsible for developing the plan?
- What are the deliverables?
- Other Questions

GROUNDING PROCESS SUMMARY

What are the Topics to be Addressed?

Generally, system components fall into categories including land use, economics, transportation, and environment. The *Colorado State Statutes* (§30-28-106) provides some detail regarding subject matter, but the *Statutes* focus mainly on the physical development needs of communities. Topics cited by *State Statute* include planning for streets and highways; public places and facilities; public utilities; water supply; alternative energy resources; natural hazards; species of special concern; wetlands; natural resources; recreation and tourism; and regional planning efforts. The initial topic categories contemplated in the City's *Comprehensive Plan* update are as follows:

- Economic Conditions
- Environmental Conditions
- Community Resilience / Sustainability
- Social Functions
- Land Use Analysis
- Housing Conditions
- Utilities Services
- Energy Consumption and Usage
- Climate Impacts
- Transportation Services
- Recreation Facilities
- Tourism

What is the Time horizon?

There is no standardized timeframe to consider when conducting a comprehensive plan, projecting further than 20 years becomes speculative. The P&Z has determined that the time horizon be set at 20 years maximum.

What are the geographic bounds of the plan?

The P&Z has determined that the geographic boundary of the plan will be the city limits and designated Urban Growth Boundary. However, the P&Z believes that discussion of the Three-Mile area is prudent

and will be included in the *Comprehensive Plan* update.

What is the purpose of the process?

Based on a review of historic records the City completed its first *Master Plan* in 1981 and it was updated in 1994 and in 2007. Updating the *Comprehensive Plan* is a cyclic process occurring approximately every 10 years. However, there have been numerous policy decisions occurring since 2007 that make the existing plan somewhat obsolete. The act of planning is important because it allows community members to interact with City staff and appointed and elected officials helping to build positive community relationships. The P&Z has established the following **Purpose Statement** for this *Comprehensive Plan* process.

The purpose of this planning process is to explore existing community conditions, desired future conditions, and to develop a Comprehensive Plan that will help direct community development in a manner consistent with the desired future community conditions expressed in the Comprehensive Plan.

What is the process meant to achieve?

The P&Z believes that the *Comprehensive Plan* update should focus upon strategic guidelines that help direct the physical development of the community. The final product will be used to evaluate budget decisions; it will contain data and general policy directives to consider when deliberating land use decisions; and it will serve as a general blueprint to guide the future of the community in a focused direction.

What are the hopes and fears of participants?

The P&Z hopes to develop a plan that is utilitarian in context and that will be used rather than placed on a shelf and forgotten. Involving the entire community is also desired. Public outreach will be a focal point at the onset of the process, and continued public input will be sought as the draft plan is reviewed during the adoption process. Input will be sought from a diverse cross section of the community and opinions and thoughts from all social classes and ethnic backgrounds are encouraged.

While specific fears are not readily defined, there is concern that the process will lead into meaningless topical debates fraught with minutia. Another concern is related to public participation because this plan is being developed concurrently with other planning processes including the *City Parks and Recreation Plan Update* and the County Community Builders Forum. The process timeline is very aggressive at the onset and will require extensive collaboration to meet the timeline.

What are the givens that will direct the plan's development?

1. As stated in the *City Charter*, the Planning and Zoning Commission is responsible for the development of the *Comprehensive Plan*. Under the oversight of the Planning and Zoning Commission, the *Comprehensive Plan* will be developed in partnership with the public. Final review and adoption will involve a public review process with the Planning and Zoning Commission. After the Commission completes its review it will formally recommend adoption to City Council.
2. Public involvement is open to anyone and opinions will be respected.
3. A Technical Review Committee comprised of at-large community members and City representatives will assist the Planning and Zoning Commission during the development of the plan.
4. Defining a community vision intrinsically requires creative thinking and exploration of desired future community conditions; the *Comprehensive Plan* will be strategic in context, and will promote realistic policy directives that are fiscally responsible and realistically achievable.
5. Existing plans that have been adopted are the:
 - *Non-Motorized Transportation Plan*
 - *VanTuyl Ranch Management Plan*

- *West Gunnison Neighborhood Plan*
 - *Gunnison Rising PUD Development Standards*
 - *Official Zoning Map*
 - *Land Development Code*
 - *Three Mile Plan*
6. The *Comprehensive Plan* will generally focus on a 20 year time horizon.
 7. The *Comprehensive Plan* will focus on the incorporated geographic boundary of the city and the geography of the Three Mile Planning Area.

What are the expected outcomes?

In the simplest of terms, the expected outcome is to complete and adopt the *Comprehensive Plan* in the next 18 to 24 months.

Who is responsible for developing the plan?

As noted above, the Planning and Zoning Commission is responsible for development of the *Comprehensive Plan*. Final review and plan adoption will involve a public review process by the Planning and Zoning Commission. After the final review process is complete, the P&Z will make a formal recommendation to City Council.

A Technical Review Committee consisting of Planning and Zoning Commission representatives, City staff members and selected citizens will be established to help facilitate detailed review and provide direction during development of the plan.

What are the deliverables?

Several reports will be presented to the Planning and Zoning Commission and City Council during the review process. Since the City is administering development of the plan the question of deliverables, which usually identifies the number of hard-copies and electronic copies that are required under a contract with a consulting firm, is moot.

FACILITATION PROCESS CALENDAR

While a complete project calendar is provided in Attachment 1, this summary provides an overview of the public outreach process that will be accomplished in the next two months.

July 1, 2014

Present “Sense of Place” (history, culture, economy) from the Community Analysis to the City Council and Planning and Zoning Commission joint meeting

- Short PowerPoint or Poster Session to present main findings

June 1- August 31, 2014

Determine **Key Issues** and reinforce **Sense of Place**. This will be done by holding public work meetings, interviewing **Stakeholders** and **Community Leaders**, and through a community survey

Stakeholders

- School children – what do they like the most about Gunnison / what would they wish for?
- WSCU students – what attracted them to Gunnison / what keeps them here or why are they leaving?
- Working parents – what are the obstacles?
- Young Professionals –why do they choose to work here and not elsewhere?
- Retirees or people nearing retirement – what makes a community inviting for them?
- Academic experts
- Community experts

- Hispanic community – what are the barriers? What amenities would they like to see? What amenities do they take advantage of?
- Public officials
- Community at large
- Visitors to the community (to determine what can be improved / what they like)

Community Leaders (see Attachment 2)

Reinforce Sense of Place

- Ask stakeholders to share information about their culture
- Use creative tools
 - Mural art or art contests telling a story of peoples' perceptions of Gunnison
 - Storytelling – how people see the community
 - “Walk Shops” – have people go on a tour of the community, take pictures of favorite places, places that need attention, upload to social media site
 - Power-Point presentation in a window display downtown – passersby can provide input via social media

June – August 2014

Determine Potential Issues to Address

- Commitment to enhance identity
 - Policies to enhance the evolving identity of the community
- **Planning** for growth
 - Population trends
 - Projecting age shift in the population and providing age-related amenities
 - Define growth potential within the city boundary and urban growth boundary
 - Assess development trends in the Three-Mile Planning Area and provide details about those trends and how they affect City development aspirations
 - Assess the downtown character and define redevelopment ideas as they pertain to the downtown
- Strengthening the unique qualities of Gunnison
 - Capitalizing upon the healthy lifestyle and longevity
 - Small town atmosphere
 - Historic qualities – ranching, mining, education, tourism
- Support for a diverse economy
 - Successful small scale retail (find out why some businesses were unsuccessful)
 - WSCU functions
 - Agriculture
- Integration of immigrants into the community
- Assess land use policies and existing systems that may assist families living under the poverty level
 - Increasing number of female heads of household
 - Social Service Transportation
- Disparity between income and housing costs
 - Affordable housing
 - Ratio of owner occupied / renter occupied units
 - Upgrades to blighted residential areas
 - Housing mix
- Transportation
 - Reducing truck traffic and congestion on Main Street

- Parking downtown
- Implementation of the *Non-Motorized Transportation Plan* – Pedestrian Facilities
- Complete Streets
 - Art contest
 - GPS exercise – have people plot their favorite paths and locations, as well as locations in need of improvement
 - Public revitalization of space
- Recreation
 - Implementation of the *Non-Motorized Transportation Plan* – Multi-Use Trails
 - Coordinate with the City Parks and Recreation Department to facilitate efficiencies between this *Comprehensive Plan* update and the upcoming *Parks and Recreation Master Plan*.

CONCLUSION

Many thoughts discussed in this document are programmatic in nature. The P&Z believes that identifying basic process themes (project purpose, givens, geographic bounds, timeframes, etc.) through the grounding process is an important first step. The P&Z will refer to the guidelines contained in this documented grounding process as needed during the development of the city's *Comprehensive Plan* update.

POTENTIAL STEERING COMMITTEE MEMBERS AND PERSONS TO INTERVIEW			
CHECK APPLICABLE COLUMN			
ATTACHMENT 2 – COMMUNITY LEADERS			
	STEERING COMMITTEE	INTERVIEW	
CITY GOVERNMENT AFFILIATES			
Ken Coleman			City Manager
Wendy Collins			City Finance Director
Gail Davidson			City Clerk
Keith Robinson			Police Chief
Dan Ampietro			Director, Parks and Rec
Steve Westbay			Director, Community Development
Ken Bradford			Director, Public Works
Andy Ruggera			City Planner
Dennis Spritzer			Fire Marshal/Fire Chief
Bob Drexel			Mayor
Stu Ferguson			Mayor ProTem
Richard Hagan			City Councilor
Carolyn Riggs			City Councilor
Anne Steinbeck			City Councilor
Greg Larson			Planning and Zoning Commission
Erich Ferchau			Planning and Zoning Commission
Erik Niemeyer			Planning and Zoning Commission
Andy Tocke			Planning and Zoning Commission
Sharon Cave			Planning and Zoning Commission
Marla Larson			BOZA Member
COUNTY AFFILIATES			
Matthew Birnie			County Manager
Marlene Crosby			Deputy County Manager
Russ Forrest			Assistant County Manager – Economic and Community Development
Neal Starkebaum			Assistant Director
Cathie Pagano			Planner
Crystal Lambert			Building/Environmental Health Official
Carol Worrall			Public Health Director
Ellen Pederson			Multicultural Resources / Health Navigator
Meghan Dougherty			Family Advocacy Support Team
Rick Lamport			Airport Manager
Kristy McFarland			County Assessor
Phil Chamberland			County Commissioner
Jonathan Houck			County Commissioner
Paula Swenson			County Commissioner
AJ Cattles			County Planning Commission
Karl Fulmer			Gunnison Valley Regional Housing Authority
Rogene McKiernan			Gunnison MetRec Director

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	STEERING COMMITTEE	INTERVIEW	
STATE AND FEDERAL AGENCIES			
Brian St.George			BLM Field Office Manager
J Wenum			CDOW Area Wildlife Manager
(vacant)			Superintendent, Curecanti National Recreation Area
John Murphy			Forest Supervisor, GMUG
Frank Kugel			UGRWCD, General Manager
EDUCATIONAL INSTITUTIONS			
Greg Salsbury			President, WSCU
Brad Baca			Vice President of Finance, WSCU
Brian Barker			Director of Marketing and Media Relations, WSCU
Greg Smith			Enrollment Communications Strategist, WSCU
Doug Tredway			Superintendent, RE1J
Lisa Starkebaum			RE1J School Board President
Jim Woytek			Principal, Gunnison Elementary School
Andy Hanks			Principal, Gunnison High School
OTHER MUNICIPAL GOVERNMENT AFFILIATES			
Todd Crossett			Crested Butte Town Manager
David Clayton			Mt. CB Town Manager
Carlos Velado			Mt. CB Director Community Development
Bill Buck			Mt. CB Mayor
Aaron Huckstep			Crested Butte Mayor
PRIVATE SECTOR CONTACTS			
??			Economic Development Council
Tammy Scott			Chamber of Commerce
Pam Loughman			Gunnison Crested Butte Tourism Association
Pam Montgomery			Gunnison Valley Community Foundation
Jim Seitz			Former City and County Planning Commissioner
Dick Bratton			Developer / Gunnison Valley Partners
Ashley Burt			Bank President
Bob Meldrum			Business Owner / Real Estate Investments
Dan McKenna			Business Owner / Wet Grocer
Bob Williams			Engineer
Priscilla Swanson			Business Owner / Metamorphosis
Stephanie Dawes			Business Owner / Toggery
Mike Darnell			Business Owner / True Value
John Fullmer			Business Owner / Ace
Terry Morrow			Business Owner / High Country Liquor

POTENTIAL STEERING COMMITTEE MEMBERS AND PERSONS TO INTERVIEW			
CHECK APPLICABLE COLUMN			
ATTACHMENT 2 – COMMUNITY LEADERS			
	STEERING COMMITTEE	INTERVIEW	
Devon Bennett			Business Owner / Power Stop
Nancee Goodrich			Business Owner / Tango
Nancy Lapello			Business Owner / Bean
Kelly Osness			Business Owner / Treads N Threads
Gaylen Houston			Business Owner / Paper Clip
Jeannie Kelley			Business Owner / Circus Train
Janet Lucas			Business Owner / Boomerang
Cathie Elliott			Business Owner / Clarke Agency
Heidi Mangus			Business Owner / Firebrand
Steve Williams			Bank President
Kirk Mueller			Business Owner / Gunnison Shipping
Daniel LeVeuvre			Business Owner / Marios
Marshall Taylor			Business Owner / Gene Taylors
Chris Alton			Rotary / Paper Clip
Pam Christian			Rotary / Business Owner / Waggin' Tails
James Hahn			Rotary / Retired Business Professor
Peter Harding			Rotary / Architect and Builder
Marilyn Laverty			Rotary / Entrepreneur and Small Business Coach
Jeni Rogers			Rotary / Employment Resource Specialist
Gary Shondeck			Rotary / Insurance and Investment
Marcia Wireman			Rotary / CFO Gunnison County Electric
Susan Wyman			Business Owner / Whetstone & Associates
Andris Zobs			Business Owner / Integrated Design Solutions