



EDGEWATER PLANNING AND ZONING COMMISSION

WORK SESSION

HELD AT 1800 HARLAN STREET

EDGEWATER, CO 80214 AND

VIRTUALLY THROUGH

THE GOTO MEETING APP

<https://meet.goto.com/740931333>

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 740-931-333

October 16, 2024

6:00pm

****Requests for ADA accommodations (including American Sign Language interpretation or CART) can be made by emailing cityclerk@edgewaterco.com****

Public Comment: The public is invited to be heard during the Public Comment portion of the meeting. During Public Comment you may address any topic or issue with the Commission. The Commission may not respond to your comments opting to take your comments and suggestions under advisement. Your questions will be directed to the appropriate person or department for follow-up, if appropriate.

3 or more other City Board or Commission members may attend this meeting

- ITEM 1. WORK SESSION CALL TO ORDER**
- ITEM 2. Roll Call**
- ITEM 3. Pledge of Allegiance**
- ITEM 4. Public Comment**
- ITEM 5. General Business**
 - 1. Zoning and Subdivision Code Update/RFP Discussion
- ITEM 6. Commissioner Comments**
- ITEM 7. Discussion of Upcoming Agendas; Staff and City Council Liaison Comments**
- ITEM 8. WORK SESSION ADJOURNMENT**



TO: Chair Fleck and Planning (P&Z) Commissioners

FROM: Jocelyn Mills, Community Development

DATE: October 16, 2024

RE: Zoning and Subdivision Code Update/RFP discussion

The purpose of the worksession is to begin brainstorming options for what to include in the forthcoming Request for Proposal (RFP) and scope of work to update Edgewater's zoning and subdivision codes.

Questions for discussion:

On process.

- Does the commission want to establish a steering committee of community members and the commission for the code update process? Or have the commission itself be the steering committee?
- Do you have any community engagement guidance you want to make sure is included in the RFP for the code update? (We will want to include it is in both English and Spanish.)
- Anything from the Comp Plan update process you want to see included in this process?
- Any other thoughts on the update process?

On Direction for Update.

- Do we want to ask that consultants provide outline on how to do the project? Or do we want to indicate we want to see update completed in three phases: Sheridan corridor/20th Ave Commercial areas, 25th Ave Commercial Core and Residential Neighborhoods.
- Do we want to include as a second task – review and update of the design guidelines we have in place for the City's commercial corridors?

General & Selection questions.

- Anything you particularly like about the example RFPs that you want to include in the code update process?
- For the selection process, do you want staff to bring all RFPs to the commission or do you want to have two of you work with staff to vet down to 2 or 3 finalists and bring those for interviews before the Commission?
- What other questions come to mind?

Examples & Background:

Please see three example RFPs for Zoning Code Updates from other municipalities for your information/background.

❖ Monument, CO:

https://www.townofmonument.org/DocumentCenter/View/1710/Monument_ZoningSubdiv_Code_RFP_2019

❖ Manitou Springs, CO:

https://www.manitouspringsco.gov/DocumentCenter/View/2473/RFP-Code-Rewrite-for-publication_August-2020-Final

❖ Green Mountain Falls, CO:

<https://greenmountainfalls.colorado.gov/sites/greenmountainfalls/files/Land%20Use%20Code%20RFP%20Final%20Draft.pdf>

Also, Edgewater 2040 Comp Plan will provide guidance and direction for us with the code update project. Here is the link to the Edgewater 2040 Plan and Appendices for background.

Edgewater 2040 Plan

<https://envisionedgewaterco.com/18297/widgets/66350/documents/59444>

Edgewater 2040 Plan Appendices

<https://envisionedgewaterco.com/18297/widgets/66350/documents/57592>

Next Steps:

Staff will take the commission comments and draft an RFP for the code update project and bring a draft back for the commission to review at the next meeting in November.

Tentatively, the timeline will be to post the RFP in January for a month, and then to have interviews before the commission in March with a recommendation to Council on a firm in April. A tentative project start time is May, 2025.