

Empire Planning Commission Training Agenda
November 15, 2023 ~ 6:30 pm

Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on.

1. Call to Order

2. Roll Call – The Empire Planning Commission requires a simple majority of four members present at the meeting for a quorum.

3. Approval of Agenda

4. Training on procedures in Land Use Ordinance 170.

12. The Next Regular Meeting of the Empire Planning Commission is December 6, at 6:30 pm. In-person with remote access.

13. Adjourn Meeting



(Planning Commission Chair Sally Rush)



(Town Clerk Jeannette Piel)

Town of Empire
30 East Park Avenue/P.O. Box 100 Empire, Co 80438
303.569.2978 - 303.569.2282 fax

Empire Planning Commission Training Workshop Minutes
November 15, 2023 ~ 6:30 pm

Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on.

1. Call to Order – Chairperson Sally Rush called the meeting to order at 6:34 PM. The meeting was held in person and remotely through Zoom.

2. Roll Call – The Empire Planning Commission requires a simple majority of three members present at the meeting for a quorum.

Present: Chairperson Sally Rush, Mayor Wendy Koch, Eileen Wheelock, Lon Fulton. Also in attendance was Clerk Jeannette Piel.

Absent: Denise Tennant

3. Approval of Agenda

MAYOR KOCH MOTIONED TO APPROVE THE AGENDA FOR NOVEMBER 15, 2023, WHEELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Agenda was approved.

4. Training on procedures in Land Use Ordinance 170.

Members engaged with the training materials in the attachments.

5. The Next Regular Meeting of the Empire Planning Commission is December 6, at 6:30 pm. In person with remote access.

6. Adjourn Meeting

WHEELOCK MOTIONED TO ADJOURN THE MEETING, MAYOR KOCH SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 7:54 PM.



(Planning Commission Chair Sally Rush)



(Town Clerk Jeannette Piel)

Ordinance 170 Preliminary Plat and Plan Phase Language

ARTICLE XI Subdivision Of Land In The Town Of Empire Empire Planning Commission Training Workshop 11/15/2023

In pairs (one is the notetaker, one is the highlighter-er):

- 1. Highlight the following on the shared copy as the other notes questions/comments for each:**
 - a. GREEN: What the PC members will do in the process, and when.**
 - b. BLUE: How the PC and Staff work together in the process, and when.**
 - c. YELLOW: Questions about CONTENT for January's training workshop.**
 - d. RED, PINK or PURPLE based on supply: Problems/Issues/Questions about the Ordinance Language itself.**

5. Preliminary Plat and Plan (major subdivisions only)

After the subdivider has reached preliminary and basic conclusions concerning the feasibility and design of the proposed subdivision according to the review of the sketch plan he may cause the preparation of a preliminary plat and plan.

5.1 Submission of the Preliminary Plat and Plan.

5.1.1 The subdivider shall submit to the Planning Commission a preliminary plat and plan prepared by a land surveyor registered in the State of Colorado, reflecting such information and in the form required by Article XI, Section 8. The plat and plan shall comply with the principles, standards and criteria of this ordinance.

5.1.2 The preliminary plat and plan shall include all information presented in the sketch plan.

5.1.3 The subdivider shall submit, at least in summary or outline form, any information available relating to improvements and dedications.

5.1.4 The subdivider shall furnish documentary evidence, of at least a preliminary nature, indicating the manner in which the following essential items will be provided to the subdivision and a preliminary plat and plan showing how the utility systems will be laid out within the subdivision.

- (a) Water Supply
- (b) Sewage Disposal
- (c) Electricity
- (d) Natural Gas
- (e) Storm Water Drainage
- (f) Telephone
- (g) Street Lighting
- (h) Cable

***THIS IS AN EXERCISE TO LEARN THE LANGUAGE IN THE ORDINANCE; WE ARE NOT DISCUSSING ANY SPECIFIC PROJECTS!**

5.1.5 Proposal Summary

A synopsis of the development proposal shall cover at least the following:

- (a) Total proposed subdivision development area in acres with a breakdown in percentages and amounts devoted to specific land uses.
- (b) Total number and type of proposed units
- (c) Zoning district (s) in which the proposed subdivision is located.
- (d) Description of any natural or man-made hazards on the proposed subdivision site, with proposed solution, and significant impacts of the proposed subdivision on local transportation, schools, surface or ground water quality, potential flooding or drainage, and other site factors.
- (e) The estimated time of completion of the development and/or development phases.

5.1.6 Development Report

A report to be submitted with required supporting materials which is to include the item (s) listed below, and is otherwise to include evidence to establish that the proposal conforms with the Town Master Plan. The subdivider may request the Planning Commission to waive any requirements deemed excessive or unreasonable. The amount of detail required for each of the following factors will depend on the significance and sensitivity of the particular factor and its impact on the surrounding area.

- (a) Site Characteristics - Streams, lakes, significant topographic features, slopes, outcroppings, etc.
- (b) Soils - A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land. Additional data may be required by the Town if warranted due to unusual site conditions.
- (c) Geology - A report on the geologic characteristics of the area including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, a determination of what effect such factors would have, and proposed corrective or protective measures.
- (d) Water Supply- Demographic data relating the proposed subdivision and future additions thereto and other developments that may have to be served by extensions of the proposed water system with the resulting domestic, irrigation, and fire demands, all expressed in terms of gallons of water needed on an average day and at peak time. A statement about the quantity, quality and availability of any water that is attached to the land.
- (e) Sanitation - Demographic data relating to the proposed subdivision and future additions thereto and other developments that may have to be served by the proposed system with the resulting amounts of sewage to be treated in gallons per day and the proposed method of storage and disposal of solid wastes.
- (f) Radiation Hazard - An evaluation of any potential radiation hazards that may be identified by the State and the County Health Departments and proposed methods to reduce hazards to State standards.

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(g) Anticipated Development - A discussion by the applicant of each of the following as it may relate to his proposal; needed storm drainage and flood control approaches and/or improvements; fire control; road improvements; impact of the proposed change in land use; available service facilities (i.e. phone, mail, transportation, schools, commercial, and recreational); needed preventive or remedial measures (such as erosion and sediment controls) to counteract any natural or man-made hazards; a preliminary estimate of the cost of all required improvements and a description of proposed method (s) of financing; tentative scheduling; proposed maintenance and performance guarantees; and any other factors essential for a complete evaluation of the proposal.

(h) Flood Plain - If appropriate, a report on the location of the 100 year flood plain on the property being subdivided. If any portion of a 100 year flood plain is located on the property, the applicant shall also identify the 100 year floodway and the 100 year floodway fringe area.

(i) Storm Drainage - A storm drainage analysis consisting of the following:

A preliminary layout map showing the method of moving storm sewer water through the subdivision will be needed. This map should also show runoff concentrations in acres of drainage area on each street entering each intersection. (This may be combined with the topographic map). Flow arrows should clearly show the complete runoff flow pattern at each intersection.

Demonstrate the adequacy of drainage outlet by plat and plan, cross-section and/or notes and explain plat and plan for handling diverted storm water after it leaves the subdivision.

(j) Street profiles and typical roadway sections.

(k) A set of road design computations.

(1) Lots shall be shown with approved addresses.

5.1.7 The subdivision shall furnish a letter addressing any land dedication agreements.

5.1.8 The subdivider shall submit to the Town Clerk five copies of the preliminary plat and plan for distribution. The Town Clerk shall date all preliminary plats and plans and minor plats upon receipt from the subdivider. The Town Clerk shall transmit copies of said plat and plan to the appropriate agencies for review and recommendations for compliance with their requirements.

Copies may be transmitted, but not limited to:

- Town Chief of Police
- Fire Department
- Clear Creek County
- Gas Company
- Telephone Company
- School District
- State Highway Department (where land abuts a State Highway)
- Health Department
- Town Engineer
- Town Attorney

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- Colorado Land Use Commission

5.1.9 The preliminary plat and plan, the required fees and all required information must be submitted to the Town Clerk before the plat and plan will be scheduled for a hearing.

5.2 Action on Preliminary Plat and Plan (major subdivisions)

5.2.1 As set forth in Article XI, Section 5.1.8, the Town Clerk shall refer the preliminary plat and plan to other agencies for comment.

5.2.2 The Planning Commission will review the preliminary plat and plan and all supporting documentation and make a full record of its findings. After receiving the preliminary plat and plan, the required fees and all required information, and if the subdivision appears to be complete and in compliance with the ordinance, as determined by the Planning Commission, the Town Clerk shall schedule the proposed plat and plan for a joint public hearing before the Board of Trustees and the Planning Commission. The purpose of the hearing will be a presentation by the subdivider and comment by the public. Said hearing shall be not sooner than thirty (30) calendar days after the Planning Commission has determined a hearing is appropriate. Once scheduled, the subdivider shall be given notice of the hearing date by the Town at least twenty five (25) days in advance of the meeting. Proper public notice of the hearing shall be given as outlined in Article III, Section 7.

5.2.3 The Commission shall take formal action to recommend approval, conditional approval or disapproval of the preliminary plat and plan within thirty (30) days after the hearing. This recommendation shall be submitted to the Board at the next regular meeting of the Board. The Board shall take formal action (approval, conditional approval, or disapproval) on the preliminary plat and plan within 45 days after the hearing.

5.2.4 Approval of the preliminary plat and plan shall be effective for a period of twelve (12) consecutive months. A six (6) month extension may be granted by the Planning Commission, if requested in writing by the subdivider, and if said plat and plan is still in conformance with the Town Masterplan. If a preliminary plat and plan extension is not granted, or one year has passed since the original approval, a new preliminary plat and plan must again be submitted before actions may be taken on the final plat. Any fees that have previously been paid are forfeited.

8. Table of Requirements

Attachment to the Minutes

The plat and plans submitted shall conform to the following,

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
1. Plat Map, Number Required	2	5	5	5
2. Proposed name of Subdivision	X	X	X	X
3. Name and address of :				
a. Subdivider	X	X	X	X
b. Owners	X	X	X	X
c. Land Planner		X	X	
d. Land Surveyor registered in the State of Colorado		X	X	X
4. North arrow, date of preparation	X	X	X	X
5. Scale-written and graphic	X	X	X	X
6. A key or index shall be on the first page if the plat consists of more than one page.	X	X	X	X
7. Statement or tabulation reflecting the total acreage of the subdivision and the breakdown as to land uses, such as building lots, streets, deeded public areas. (4.1(a))	X	X	X	X
8. Significant topographic features (4.1 (b)).	X	X	X	X
9. Schematic and narrative representations of the proposed land use . (4.1(c))	X	X		
10. The basic internal road and pedestrian access scheme and the surrounding road system (existing and future) providing access to the site. (4.1 (d))	X	X	X	X
11. Legal description, Plat, Page and Book Number, of subdivision (4.1(e))	X	X	X	X
12. All recorded easements, encroachments, or rights of way which could affect the proposed development. (4.1(f))	X	X	X	X
13. All existing structures, utilities or other physical features which could affect the proposed development. (4.1(g))	X	X	X	X
14. Boundary lines of the subdivision in a heavy solid line (4.1(h))	X	X	X	X
15. Any other data essential to the evaluation as may be requested by the Town to enable an adequate conceptual evaluation of the proposed subdivision. (4.1 (i))	X	X	X	X
16. Indication of existing zoning. (4.1(j))	X	X	X	X

ARTICLE XI Subdivision Of Land In The Town Of Empire

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
17. Preliminary plans showing how the following will be provided to the subdivision and a preliminary plat and plan showing how the utility and street systems will be laid out within the subdivision. (5.1.4), (7.2.3) (a) Water Supply (b) Sewage Disposal (c) Electricity (d) Natural Gas (e) Storm Water Drainage (f) Telephone (g) Street Lighting (h) Cable		X		X
18. Proposal Summary (5.1.5), (7.2.4)		X	X	X
20. Specific plat and plans for : (6.1.1),(7.2.5) (a) The site and at least 100 feet adjacent thereto, (6.1.1(a)) / (b) Utility systems, (6.1.1(b)) (c) Exact boundaries, street locations, etc. (6.1.1(c))			X X X	X X X

ARTICLE XI Subdivision Of Land In The Town Of Empire

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
21. The Final Plat shall show all survey and mathematical information and data necessary to locate all survey markers and to locate and retrace any and all interior and exterior boundary lines appearing thereon including bearings or angles, continued with distances and deflection angles for all circular curves. The Final Plat shall show location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced. (6.1.2),(7.3.6)			X	X
22. Detailed descriptions of: (6.1.3), (7.3.7)				
(a) Dedications			X	X
(b) Drainage			X	
(c) Streets			X	X
(d) Easements			X	
(e) Detailed and Final Utility Systems Plat and plans.			X	
(f) Covenants			X	X
23. A commitment for title insurance showing the ownership to the property in the proposed subdivision. (6.1.4 (a)), (7.3.8 (a))			X	X
24. Treasurer's Certificate of Taxes, reflecting that taxes are not delinquent. (6.1.4 (b)), (7.3.8 (b))			X	X
25. A warranty deed which deeds to the Town or other appropriate public agencies all lands other than streets which are to be held for or used for public purposes. (6.1.4 (c)), (7.3.8 (c))			X	X
26. Proof satisfactory to the Town that all essential services as specified in Section 5.1.4 and 7.3.3 will be provided to the subdivision. (6.1.4 (d)), (7.3.8 (d))			X	X
27. Certificates (Section 9)			X	X
(a) Certification of Dedication and Ownership				
(b) Street maintenance agreement, if applicable				
(c) Surveyor's Certificate of Survey, signed with his seal, and the date of the survey				
(d) Title Certificate				
(e) Certificate of Planning Commission approval				
(f) Certificate of Board of Trustees approval				
(g) County Clerk and Recorders Certificate				
28. Subdivision Improvements Agreement (6.1.6)			X	

9 Certificates

ARTICLE XI Subdivision Of Land In The Town Of Empire