

MEMORANDUM

TO: Joni Marsh, Director, Planning and Development Services, City of Longmont
FROM: Matt Goebel and Tareq Wafaie, Clarion Associates
DATE: January 9, 2018
RE: Proposal for Additional Services Related to the Longmont Land Development Code

Since March 2016, Clarion Associates has been under contract with the City of Longmont to prepare targeted updates to the Land Development Code (LDC). During the course of that work, the City identified several areas within the LDC for future updates following the adoption of initial LDC updates by the City Council in August 2018. This memo sets forth Clarion Associates' understanding of the additional work needed and confirms our willingness to provide those additional services. Clarion will meet with the City Council on January 22nd to provide an overview of this draft scope of work and to obtain initial policy direction.

Coordination with Other City Projects and Plans

Clarion attended a meeting with various internal city project managers and their consultants on December 18, 2018. During that meeting, we discussed how the updates to the LDC would be impacted and informed by other current city projects and recently adopted plans, including but not limited to:

- **Envision Longmont.** How do the LDC updates address policy and action items as they relate to the policy framework, growth framework, and implementation strategy?
- **Sustainability Plan.** How can a sustainability evaluation system, and related LDC updates help to implement the city's indicators and metrics as they relate to environmental stewardship, economic vitality, and social equity?
- **Wildlife Management Plan.** How will the wildlife corridor policies impact riparian setback conditions or procedures?
- **Resilient St. Vrain Project.** How will improvements throughout the various reaches impact riparian setbacks and other environmental protection standards?
- **St. Vrain Blueprint.** How do the policies for the St. Vrain Creek Corridor impact riparian setbacks, procedures, or other environmental protection standards?
- **Redevelopment and urban renewal activities.** Do the proposed LDC updates run counter to the city's goals for redevelopment and urban renewal projects?

Clarion is committed to working alongside other project teams to ensure that any updates to the LDC are aligned with adopted policies and strategies, including how they impact both people and places.

Scope of Work

To complete the additional updates to the LDC efficiently, we divided the additional work items into topic areas (or "batches"). Batches are organized by related topics and our understanding of the city's current priorities. Background work on some batches may be conducted concurrently with completion



of topics from other batches. For example, Clarion will likely begin researching sustainability evaluation systems (Batch 2) during the drafting process for housing updates (Batch 1). The organization of these topics is based on our initial discussion with staff; however, we understand that topics could be reorganized or shifted between batches depending on the level of effort required and the timing of related staff-led projects.

For each batch, Clarion will prepare a preliminary staff draft of the LDC edits. A core staff team should review that draft and prepare a consolidated set of written comments (preferably using MS Word track changes feature). Based on staff comments and subsequent discussions, Clarion will prepare a public draft for wider distribution and discussion prior to adoption.

Batch 1 – Housing, Itinerant Uses, and Parking

- **1.1 Affordable housing incentives.** We understand the city is considering inclusionary housing requirements, which are expected to be adopted in late 2018. Clarion will integrate the inclusionary housing requirements into the LDC as appropriate, and align them with the current incentives for additional height. We may consider a tiered incentive by which additional height is only allowed for projects exceeding the inclusionary requirements by a specified percentage (e.g., 5-10 percent). Clarion will also look for opportunities to suggest additional incentives and removing barriers to providing attainable housing, beyond those already under discussion by city officials.
- **1.2 Multifamily definition.** Clarion will work with staff to provide solutions for amending the city’s definition of “multifamily dwellings” or clarifying through other standards how and where multiple dwellings can exist on a single lot. This work may also involve revisiting the definition of “co-housing,” and revisiting Section 15.03.080, *Measurements and Exceptions*.
- **1.3 Itinerant uses.** Clarion will work with staff and other stakeholders (including the DDA, the City Attorney, and code enforcement) to address potential impacts of temporary itinerant uses in Longmont and to integrate necessary updates into the use regulations of the LDC.
- **1.4 Parking.** Clarion and staff will identify areas needing amendments based on discussion with the city’s transportation staff. One of the known changes required is to include an exemption provision for parking within the General Improvement District (GID).

Batch 1 deliverables	<ul style="list-style-type: none"> ● Revised LDC Batch 1 (staff draft) ● Revised LDC Batch 1 (public draft) ● PowerPoint presentation for City Council
Batch 1 meetings/trips	<ul style="list-style-type: none"> ● Phone call(s) with staff prior to drafting ● One in-person meeting to review comments on staff draft (Wafaie) ● One work session or public hearing with City Council to discuss draft updates (Goebel and Wafaie)

Batch 2 – Sustainability Evaluation System

Clarion will research how communities in Colorado, and across the nation or beyond, are evaluating the sustainability performance of site development. Clarion proposes facilitating an initial work session with City Council and then discussing with staff whether or not a separate contract is warranted to complete this work. (At this early stage, we do not believe the existing project budget would be sufficient to conceptualize, draft, and test a new evaluation system; however, the budget does allow for this first work session and initial brainstorming.)

- **2.1 Sustainability evaluation approaches memo.** Clarion will prepare a brief memo (3 to 4 pages) summarizing approaches to evaluating sustainability for both public and private projects.

Batch 2 deliverables	<ul style="list-style-type: none"> • Brief research memo on sustainability evaluation approaches • PowerPoint presentation for City Council
Batch 2 meetings/trips	<ul style="list-style-type: none"> • One work session with City Council to discuss sustainability evaluation policy direction (Goebel and Wafaie)

Batch 3 – Design Standards and Historic Preservation

- **3.1 Design Standards general coordination.** Amendments to the Design Standards and Construction Specifications Manual are underway and scheduled for completion in the spring. Clarion will generally review the new manual for other areas that may need updates or may be inconsistent with the LDC. Clarion will work with staff to incorporate any necessary updates into the LDC and to make recommendations on required changes to the manual.
- **3.2 Landscaping.** Landscaping is a particular area of the revised Design Standards and Construction Specifications Manual that needs coordination with the LDC, particularly regarding reference to private versus public improvements. Clarion will work with staff to identify areas within the landscaping standards in Chapter 15.05 that require amendments for consistency and to include appropriate cross references to the manual.
- **3.3 Historic neighborhood standards.** Clarion will review the neighborhood protection standards and the city’s historic preservation standards to determine how the LDC could strengthen design standards and review criteria for key areas such as the Historic East Side. Standards from the previous RLE district will be revisited for potential incorporation in the LDC.
- **3.4 Historic preservation standards.** Clarion will work with the city to review and provide comment on staff-proposed updates to the historic preservation standards. Clarion will integrate the revised standards into the LDC.

Batch 3 deliverables	<ul style="list-style-type: none"> • Revised LDC Batch 3 (staff draft) • Revised LDC Batch 3 (public draft) • PowerPoint presentation for City Council
Batch 3 meetings/trips	<ul style="list-style-type: none"> • Phone calls with staff (including engineering staff) prior to drafting • One in-person meeting to review comments on staff draft (Goebel and Wafaie) • One work session or public hearing with City Council to discuss draft updates (Goebel and Wafaie)

Batch 4 – Protecting and Enhancing the Natural Environment

Longmont’s natural environment is one of the city’s most important assets. Many of the current city projects underway are working to concurrently address issues related to the city’s key environmental corridors, including the St. Vrain Creek Corridor. The feedback and results from those other city projects will help inform our work on updates to the LDC. The work program anticipates going before council on each of these topics sometime earlier in 2019, perhaps concurrently with Batch 1, to solicit feedback and help develop policy goals, which would then inform the more detailed drafting process that would occur following completion of the first two batches.

- **4.1 Protection of rivers/streams/wetlands/riparian areas.** The city has a variety of planning efforts underway and various regulations in place aimed at protecting rivers, streams, wetlands, and riparian areas. There is interest in providing greater coordination between these efforts and establishing a more uniform regulatory framework for protecting a variety of sensitive environmental areas. Clarion will facilitate a policy discussion with the City Council to evaluate the city’s current system for river setbacks and to demonstrate how other communities in

Colorado (and around the nation) are addressing sensitive area protection. This discussion is also tied to the policy discussion on sustainability evaluation and performance measurement (Batch 3), which could offer a process for evaluating the performance of proposed projects in meeting these larger natural resource protection goals.

- **4.2 Development near public lands.** Staff was asked to bring back to City Council proposed amendments giving City Council the decision making authority for discretionary applications near or adjacent to public lands. This should be discussed as part of the coordinated sensitive area protection strategy mentioned above.
- **4.3 Quality of life benchmarks/adequate public facilities standards.** Clarion will provide limited support to discuss policy related to other potential methods to measure performance. We understand the city has not consistently measured performance of development under these standards since 2009. This work will be tied into the policy discussion on sustainability evaluation.

Batch 4 deliverables	<ul style="list-style-type: none"> • Revised LDC Batch 4 (staff draft) • Revised LDC Batch 4 (public draft) • PowerPoint presentation for City Council
Batch 4 meetings/trips	<ul style="list-style-type: none"> • Phone calls with staff prior to drafting • One work session with City Council to discuss environmental policy direction prior to drafting (Goebel and Wafaie) • One in-person meeting to review comments on staff draft (Goebel and Wafaie) • One work session or public hearing with City Council to discuss draft updates (Goebel and Wafaie)

Timeline

An initial general timeline for completing the batches is provided below. The timing and content of the batches is negotiable based on the City’s priorities and available funds.

