



PLANNING COMMISSION INFORMATION ONLY MEETING AGENDA

1. ROLL CALL
2. CONSIDERATION OF MEETING MINUTES
 - a. Meeting Minutes of November 10, 2020
3. CONSIDERATION OF NEW BUSINESS
 - Presentation of Draft Sustainability Plan

Prepared by: Paul Schmiechen, Chief Sustainability Officer

4. OLD BUSINESS
5. MISCELLANEOUS BUSINESS
6. ADJOURNMENT

PLEASE NOTE

The following are the procedures used by the Planning Commission for in-person meetings.

For virtual participation guidelines please visit www.cityofwestminster.us/pc:

1. Staff will present agenda items. The Developer may present after Staff.
2. Those in attendance who favor the proposed development may address the Commission, followed by those who do not favor the proposed development. The Chair may impose time limits on speakers.
PLEASE SIGN THE SHEET IN THE FRONT OF THE COUNCIL CHAMBERS WHEN YOU SPEAK.
3. All questions shall be addressed to the Chair of the Planning Commission. The Chair will call on Staff to address questions at the end of the hearing. Planning Commission reserves the right to question anyone at any time during the Public Hearing.
4. The Commission is charged with the review of Comprehensive Plan Amendments, Rezoning, Preliminary Development Plans, Amended Preliminary Development Plans, Official Development Plans, Amended Official Development Plans, Preliminary Plats and Amended Preliminary Plats that are not approved administratively by the City Manager.
5. There are two different procedures involved in the review of applications for development plan approval and the procedure depends on the type of plan under consideration:
 - a. After review and a public hearing, the Planning Commission may recommend approval of an application, approval subject to specified conditions, or denial of an application. The Planning Commission is **not** the final authority on these applications. The City Council is the final decision maker.
 - b. On applications for Official Development Plans and Amended Official Development Plans, the Planning Commission **does** make the final decision, unless the decision of the Planning Commission is appealed to the City Council within 10 days of the Planning Commission decision by a "party-in-interest," as described in Section 11-5-13(B.1) of the Westminster Municipal Code. If a decision of the Planning Commission is properly appealed to the City Council, the City Council will schedule the item for consideration at one of their upcoming meetings and, after holding a public hearing, make a final decision on the application.

If you need further information regarding this process, or any other matter related to the City's development review process, please contact the City Planning Division at 303-658-2092.

NOTE: Persons needing an accommodation must notify the Planning Aide no later than noon on the Thursday prior to the scheduled Planning Commission hearing to allow adequate time to make arrangements. Please call 303-658-2092/TTY711 or State Relay or email jbaden@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

CITY OF WESTMINSTER
PLANNING COMMISSION
Meeting Minutes
November 10, 2020

1. ROLL CALL

The virtual meeting was called to order at 7:00 pm by Chair James Boschert. Present were Vice Chair, Joe McConnell, Commissioners Dave Carpenter, Tracy Colling, Lawrence Dunn, David Tomecek, Rick Mayo, and Chennou Xiong. Commissioner Elisa Torrez was excused from attendance. Also present: Staff members Rita McConnell, Planning Manager, John McConnell, Principal Planner, David German, Senior Planner, Jennifer Baden, Planning Aide, Senior Urban Designer, Sean McCartney, Kristin Decker, Deputy City Attorney, Mat Munch, Assistant City Attorney and Matt Williams, Technical Support Specialist. With the roll called, Chairperson Boschert stated that the alternate would not be voting.

2. CONSIDERATION OF MINUTES

Meeting Minutes from October 27, 2020.

Commissioner Dunn made a motion to accept the minutes from the October 27, 2020 Planning Commission meeting. Vice-Chair McConnell seconded the motion. The minutes were unanimously accepted (7-0).

3. CONSIDERATION OF NEW BUSINESS AND PUBLIC HEARINGS

Public Hearing and Action on: 3a) Amendment to Westminster Municipal Code, Title 11, Chapter 11: Sign Regulations

David German, Senior Planner, entered into the record the agenda memorandum, attachments and public notice affidavit of publication from the *Westminster Window* October 29, 2020. Mr. German narrated a PowerPoint presentation for the proposal to:

- a. Hold a public hearing.
- b. Recommend approval of an Amendment to Westminster Municipal Code, Title 11, Chapter 11: Sign Regulations

Chairperson Boschert opened the floor for discussion and questions from the Commissioners to the Staff.

Chairperson Boschert asked staff if there are regulations for Electronic Messaging Centers to be dimmed at night. David German responded by stating there are new regulations for new and existing signs, and requirements for higher resolutions for new signs.

Commissioner Mayo asked staff if the City will be reaching out to businesses that were affected by the previous sign regulations to let them know of the new changes. David German responded by stating yes, the City has identified businesses and will be contacting businesses that have requested specific contact, as well as alerting all businesses about the new regulations by social media, website updates, and news items through channels such as the *City Edition*.

Commissioner Carpenter asked staff why and when monument signs were prohibited in the Downtown (DT) and Westminster Station (TOD) areas. David German responded by stating the prohibitions came from the adoption of the Specific Plan District documents for those two areas. Commissioner Carpenter asked staff why wall signs are not allowed outside of the DT and TOD. David German responded that monument signs were favored in most areas of the city by

sign users, that monument signs provide a better aesthetic quality, and that monument signs are the more common archetype in suburban communities such as The City of Westminster.

Vice-Chair McConnell stated that he was glad the tenant limit was removed for monument signs.

Chairperson Boschert opened the public hearing at 7:21 p.m.

Seeing that no public testimony was received in advance, either by email or phone, Chairperson Boschert closed the public hearing at 7:22 p.m.

Chairperson Boschert stated he thought the new regulations were well thought-out.

Commissioner Carpenter stated he agreed with Chairperson Boschert's statement and was glad to see some restrictions removed and improvements made to the sign regulations. Commissioner Carpenter thanked staff and the consultant for their work on the project.

Commissioner Mayo stated the changes to the regulations were positive and this will be more consistent with neighboring cities. Commissioner Mayo thanked staff for their work.

Commissioner Mayo motioned that Planning Commission recommend approval to City Council of the proposed amendment to the Westminster Municipal Code, which revises and replaces Title 11, Chapter 11: Sign Regulations. Commissioner Carpenter seconded the motion. The motion was unanimously approved (7-0).

Chairperson Boschert asked for any Old Business discussion. Planning Manager, Rita McConnell, informed the Commissioners that per the Planning Commission By-Laws, whenever a member is absent from two (2) consecutive regular meetings or any three (3) regular meetings in a six-month period, the member shall receive notification from the Chairperson. If a member is absent from four (4) consecutive regular meetings or twenty-five percent (25%) of the regular meetings in a fiscal year, unless excused by the Commission, the matter shall be referred to City Council.

A full recording of the meeting has been posted on the Planning Commission webpage.

4. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

THE WESTMINSTER PLANNING COMMISSION

James Boschert, Chairperson



WESTMINSTER

DRAFT SUSTAINABILITY PLAN

SEPTEMBER 2020

In 2018, the City of Westminster began the development of its first Sustainability Plan to provide a guiding framework for city staff, residents, businesses and other community partners.

VISION

WESTMINSTER STRIVES TO BE A SUSTAINABLE AND INCLUSIVE CITY, with an economically strong, socially vibrant and environmentally healthy community for current and future generations.

LONG-TERM ASPIRATIONAL CITY GOALS

The following goals are future-focused aspirations for the entire city. The City government influences, but does not completely control the achievement of these aspirational goals. Achieving the goals will require commitment and assistance from the City's partners and the entire community.

- 100% renewable electricity
- 100% electric vehicles
- 100% of residents live within a 10-minute walk of a park
- 100% energy efficient, healthy homes

ELEVATING WESTMINSTER'S VALUES AND PRIORITIES

Five cross-cutting connections help elevate Westminster's values and priorities.



Education: A key component of implementing the strategies will be community education through communication and engagement.



Equity: Creating an inclusive community is a growing component of municipal sustainability work. Inclusion is achieved by taking an equitable approach, ensuring that diverse groups and communities within the community have similar rights, opportunities and access to all forms of community capital programs and services, as well as engagement opportunities.



Climate: Several of the strategies and actions identified in the Plan contribute to a reduction in GHG emissions, especially within the Energy, Housing and Neighborhoods and Transportation and Mobility themes.



Resilience: Community resilience is typically defined as the ability to anticipate, accommodate and positively adapt to natural and human-caused hazards, disruptions and cycles (e.g., economic). Every chapter of the Plan includes actions that enhance the resilience of city operations, residents' lives and businesses' ability to operate successfully.



Safety: A sustainable city is a safe city. Westminster is working to improve safety in the city for all residents and businesses. Enhancing social capacity and connections, preventing the dumping of hazardous waste, and prioritizing transportation safety are just a few of the ways in which the Plan emphasizes safety.

SUSTAINABILITY PLAN FRAMEWORK

The Westminster Sustainability Plan focuses on actions that can be implemented within the next 5-10 years. The Sustainability Plan can be applied by staff to guide annual work plans, by elected officials to prioritize policy action, and by community partners to identify opportunities to collaborate and contribute.

As priorities of the community change, efforts identified for future implementation may be dropped, delayed or expedited, and new priority efforts may be added. This is especially true given the COVID-19 public health crisis and the resulting economic challenges.

The Plan is split into **seven themes**, each with a unique objective to guide progress toward the vision. There are many strategies identified to achieve the objectives, goals, and vision of the Plan. Below are the seven themes and associated objectives.



Establish a resilient, equitable and reliable energy future powered by low-carbon and renewable energy.



Foster a dynamic and diverse economy that cultivates and strengthens a wide array of economic opportunities.



Increase awareness of and access to healthy lifestyle options, including recreation opportunities, healthy foods and wellness services for all.



Support a vibrant, connected and sustainable mix of diverse and adaptable neighborhoods that facilitate a sense of community.



Cultivate improved waste and materials management that supports source reduction, sustainable diversion and regulatory compliance through accessible services and programs for all sectors.



Innovate to provide a safe, connected, accessible and inclusive multimodal transportation network.



Perpetuate the legacy of Westminster's natural resources by conserving and maintaining thriving natural systems and enhancing city infrastructure.

The Plan contains strategies, specific actions and metrics to track progress. For each strategy, key roles are identified along with a projected timeline and resource needs.

For more information on the Draft Plan and to provide comments, please visit the City's website at www.cityofwestminster.us/Residents/CityServices/Sustainability/SustainabilityPlan.

If you have questions about the draft Plan, please email sustainability@cityofwestminster.us.



WESTMINSTER

DRAFT SUSTAINABILITY PLAN TARGETS AND STRATEGIES

SEPTEMBER 2020



Energy

Establish a resilient, equitable and reliable energy future powered by low-carbon and renewable energy.

Targets

- ❑ Achieve 2% electricity savings and 0.5% natural gas savings community-wide annually through 2030 compared to the city's 2014 baseline.
- ❑ Pursue opportunities to decrease energy utility costs for low-income households.
- ❑ Strive for 80% renewable electricity for primary municipal facilities and operations by 2030.
- ❑ Align with the Governor Administration's Roadmap to pursue 100% renewable electricity community-wide by 2040.

Strategies

Timeline

EN1. Support a Clean Energy Agenda for the State of Colorado	Ongoing
EN2. Explore Opportunities for Resilient Energy Systems	Ongoing
EN3. Build Regional Renewable Energy Partnerships	Immediate and Ongoing
EN4. Provide Residential Energy Education and Engagement	Immediate and Ongoing
EN5. Increase Renewable Electricity for Municipal Facilities and Operations	Immediate and Ongoing
EN6. Conduct Energy Performance Contracting in Municipal Facilities	Immediate and Ongoing
EN7. Update Building and Development Codes	Near-Term and Ongoing



Economic Resilience

Foster a dynamic and diverse economy that cultivates and strengthens a wide array of economic opportunities.

Targets

- ❑ Maintain a diverse primary industries base.
- ❑ Expand opportunities for small businesses and entrepreneurs within the community.
- ❑ Grow opportunities for local workforce to match business needs.
- ❑ Improve social responsibility and sustainable business practices in the community.

Strategies	Timeline
ER1. Foster Small and Local Business Development	Ongoing
ER2. Enhance Workforce Development for Under-represented Populations	Ongoing
ER3. Align Workforce Development to Business Needs	Ongoing
ER4. Strengthen Core Economic Development Functions of Business Attraction, Retention and Expansion	Ongoing
ER5. Create a Sustainable Business Support and Recognition Program	Immediate and Ongoing
ER6. Explore the Integration of Sustainability Practices into Economic Development Incentives	Mid-Term



Health & Wellness

Increase awareness of and access to healthy lifestyle options, including recreation opportunities, healthy foods and wellness services for all.

Targets

- Achieve the parks, open space and trail targets established in the Parks, Recreation & Libraries Plan.
- Reduce food swamps and lessen the effects of food deserts on local populations.
- Increase education about and access to local and healthy foods, mobility options for active lifestyles and other healthy living opportunities.
- Increase community resilience and neighborhood connections for improved health and wellness outcomes.
- Collaborate to improve regional air quality.

Strategies

Strategies	Timeline
HW1. Improve Trail Connectivity	Immediate and Ongoing
HW2. Partner to Expand Health, Nutrition and Wellness Education and Offerings	Immediate and Ongoing
HW3. Achieve HEAL Cities Designation	Immediate
HW4. Reduce Local Contributions to Regional Air Pollution	Immediate and Ongoing
HW5. Encourage Home Gardens and Local Food Production	Near-Term and ongoing
HW6. Identify Needs and Gaps Related to Community Health and Resilience	Near-Term and Ongoing
HW7. Encourage and Recruit Healthy Food Options	Near-Term and Ongoing
HW8. Develop Community Partnerships for Resilience	Near-Term and Ongoing



Housing & Neighborhoods

Support a vibrant, connected and sustainable mix of diverse and adaptable neighborhoods that facilitate a sense of community.

Targets

- Maintain or increase the percentage of residents who somewhat or strongly agree that the city can be described as safe and secure.
- Increase both the diversity of housing types and affordable options available in the city.

- ❑ Maintain or increase the percentage of residents who rate the overall quality of their neighborhood as very good or good.
- ❑ Achieve 90% or greater voluntary compliance with nuisance code violations issued by the city.
- ❑ Increase opportunities for creating community and neighborhood engagement.

Strategies	Timeline
HN1. Preserve and Cultivate Affordable and Workforce Housing	Ongoing
HN2. Protect and Preserve Existing Housing Stock	Immediate and Ongoing
HN3. Promote Sustainable Practices and Product Diversity in Construction	Immediate and Ongoing
HN4. Focus on City Neighborhoods	Near-Term and Ongoing
HN5. Facilitate Discussions focused on Neighborhood Inclusivity and Resilience	Near-Term



Materials & Waste

Cultivate improved waste and materials management that supports source reduction, sustainable diversion and regulatory compliance through accessible services and programs for all sectors.

Targets

- ❑ Increase waste diversion rate to 25% by 2030 for all city operations and facilities.
- ❑ Increase the community-wide waste diversion rate.
- ❑ Enhance city environmental management systems and practices.

Strategies	Timeline
MW1. Reduce Waste and Increase Diversion in City Facilities	Near-Term and Ongoing
MW2. Require Enhanced Waste Infrastructure in New Developments	Near-Term and Ongoing
MW3. Explore Options for Increasing Commercial Waste Diversion	Near-Term and Ongoing
MW4. Explore Options for Increasing Residential Waste Diversion	Near-Term and Ongoing
MW5. Enhance Environmental Management and Compliance	Near-Term and Ongoing



Transportation & Mobility

Innovate to provide a safe, connected, accessible and inclusive multimodal transportation network.

Targets

- ❑ Achieve the mode share targets for carpool, transit, bicycling and walking established in the Transportation & Mobility Plan (TMP).
- ❑ Improve and invest in transportation infrastructure to enhance and complete connections to local and regional activity centers (such as shopping, jobs and recreation).
- ❑ Reduce and strive to eliminate traffic fatalities and injuries in the transportation system.
- ❑ Increase the number of light duty and medium duty electric vehicles in the city fleet.
- ❑ Increase the number of electric vehicle charging stations on and off city property.

Strategies	Timeline
TM1. Identify, Complete, Operate and Maintain a Multimodal Transportation Network	Ongoing
TM2. Identify Sustainable Funding for a Multimodal Transportation Network	Ongoing
TM3. Adopt a City-wide Complete Streets Policy	Immediate
TM4. Utilize Best Practices to Achieve Transportation Industry Standards and Recognition Programs	Ongoing
TM5. Expand Outreach and Education to Facilitate Active Transportation Options	Ongoing
TM6. Encourage Private Electric Vehicle Adoption and Infrastructure Development	Near-Term and Ongoing
TM7. Advance City Fleet Vehicle Electrification and Infrastructure Development on City Property	Near-Term and Ongoing



Natural Resources & Environment

Perpetuate the legacy of Westminster’s natural resources by conserving and maintaining thriving natural systems and enhancing city infrastructure.

Targets

- ❑ Maintain and protect biodiversity and native species throughout the city.
- ❑ Expand the urban tree canopy coverage.
- ❑ Improve the health of the community’s waterways and water bodies.
- ❑ Reduce system-wide water use to 110 gallons per capita per day (gpcd) or lower by 2030.
- ❑ Halt the decline in the Utility Condition Index (UCI) for the city water and wastewater infrastructure systems.

Strategies	Timeline
NR1. Enhance Biodiversity	Ongoing
NR2. Increase Westminster’s Tree Canopy Coverage	Ongoing
NR3. Expand Stormwater Low Impact Development	Ongoing
NR4. Improve and Maintain City Stormwater Program	Ongoing
NR5. Replace Aging City Utility Infrastructure	Ongoing
NR6. Prepare and Adopt Water Efficiency Plan	Immediate
NR7. Adopt Water Efficient Landscape Standards	Immediate and Ongoing
NR8. Reduce Outdoor Water Use at City Properties and Facilities	Immediate and Ongoing

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