



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

Planning Board

Monday, April 11, 2016

6:30 PM

Council Chamber

Regular Meeting and Election of Officers

1. Roll Call

2. Approval of Agenda

3. Introduction of New Board Members and Election of Officers

- a. Planning Board Chair
- b. Planning Board Chair Pro Tem

4. Certification of Meeting Minutes

- a) [ID# 16-52](#) Certification of the March 28, 2016 regular meeting minutes

5. Public Comment

Public Comment on General Business Items and Non-Agenda Items

6. General Business

- a) [PB Reso 01-2016](#) Resolution approving the Jamison Village Preliminary Plat - CONTINUE TO APRIL 25, 2016
Attachments: [Jamison Village Aerial](#)
[JV Letter of Intent](#)
[Planning Board Resolution No. 16-01](#)

7. Public Hearing

- a) **PB Reso 04-2016** A resolution recommending approval of an ordinance amending section 9 of chapter 4 of title 10 of the city code concerning parking space dimensions, drive aisle widths, and accessibility references

Attachments: Adjacent Jurisdiction Parking Regulations
Letters of Support
Planning Board Resolution 04-2016
Draft Ordinance Parking Space and Driveway Width

8. Comments/Updates

- a. Community Development Director/Staff

- a) [ID# 16-65](#) Council Legislative Rules and Protocols for 2016

Attachments: [Council Legislative Rules 2016](#)
[Council Protocols 2016](#)

- b. Chair/Board Members

9. Adjourn

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



Staff Communication

File #: ID# 16-52, **Version:** 1

Agenda Date: 4/11/2016

Subject:

Certification of the March 28, 2016 regular meeting minutes

Presented By: Denise Ciernia, Recording Secretary

RECORDING SECRETARY'S CERTIFICATION:

I hereby certify that I have reviewed the video recording for the March 28, 2016 regular meeting of the Littleton Planning Board and that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.

PROPOSED MOTION:

I move to approve, based on the recording secretary's certification, the March 28, 2016 video as the minutes for the March 28, 2016 regular meeting of the Planning Board.



Staff Communication

File #: PB Reso 01-2016, **Version:** 1

Agenda Date: 04/11/16

Subject:

Resolution approving the Jamison Village Preliminary Plat - CONTINUE TO APRIL 25, 2016

Presented By: Pam Hall, Planner I

DESCRIPTION:

Jamison Village LLC requests a recommendation of approval to city council for the Jamison Village Preliminary Plat.

UPDATE:

At its March 28, 2016 meeting, the planning board tabled the Jamison Village Preliminary Plat until April 11, 2016 to address the board's questions and concerns.

PROCESS:

The Jamison Village Preliminary Plat is the second planning approval necessary in the overall approval process for the Jamison Village townhome project. The approval steps are as follows:

General Planned Development Plan and Rezoning

(recommendation by planning board and approval by city council)

➤ Preliminary Plat

(approval by planning board)

Final Plat

(approval by city council)

Site Plan

(administrative review)

Section 11-3-1 of the city's subdivision regulations provides for the planning board to review and approve preliminary plats. A preliminary plat is a proposal to legally subdivide a parcel of land into separate lots, each properly designed for a certain type of development. A preliminary plat shows the development's proposed layout.

Per Section 11-3-1(C) of the city code, the board shall review the preliminary plat and the city staff's report and recommendations at a regularly scheduled public meeting. The board shall approve said plat, or approve said plat with modifications

LOCATION:

Jamison Village is located at 101 W. Jamison Avenue in the Southbridge neighborhood (please refer to page

two for a map of the area.



BACKGROUND:

The applicant, Jamison Village LLC, has submitted an application for a preliminary plat for 18 duplexes (36 units) at 101 W. Jamison Avenue. This property is zoned PD-R and is located within the Jamison Village General Planned Development Plan (PD Plan). The PD Plan was approved in 2014 for a maximum of 38 units on the 3-acre parcel.

In the early 1970's South Suburban Parks and Recreation (SSPR) acquired the site from Denver Water and developed it as a maintenance facility. SSPR closed this facility in 2011 and stated that the property would not be used for a park or open space. Jamison Village, LLC is currently under contract to purchase the property from SSPR.

The property is surrounded to the north, east and west by Southbridge (PD-R) and to the south by Southpark (PD-C). The proposed preliminary plat comprises 36 lots resulting in a density of 12.67 dwelling units per acre. Per the PD Plan the dwelling units are two-story homes attached in pairs (duplexes) with rear-loaded garages. The entire development will need to meet conditions of the PD Plan, which include provisions for density, open space, parking, setbacks and architectural design. The 26' wide street and walkways within the development will be private and maintained by the homeowners' association. The existing sidewalk along West Jamison Avenue will provide access to the Highline Canal and shopping, services and employment. There are no pedestrian connections proposed to the Southbridge townhome development, which surrounds the site, due to the elevation changes in the topography.

STAFF ANALYSIS:

The following is the analysis of the proposal with the city's preliminary plat regulations for major subdivisions.

Section 11-3-1(C) 1 of the City's Subdivision Regulations for major subdivision plats states:

City staff shall review the proposed preliminary plat for compliance with the provisions of this title, other

applicable regulations, the comprehensive plan, existing and proposed development, and comments from affected agencies. The following items must be addressed:

1. Compliance with provisions of the subdivision regulations

The proposed preliminary plat meets all of the provisions of the subdivision code, in that it was prepared by a registered surveyor and includes all the requested information found in section 11-5-1(C), including a drainage plan.

2. Compliance with the Jamison Village PD Plan

The maximum density allowed per the PD Plan is 12.67 dwelling units per acre. The preliminary plat is in compliance with this requirement as it proposes 12 dwelling units per acre. Other requirements such as density, setbacks, open space and parking are noted on the first page of the preliminary plat plan set, and will be evaluated for compliance through the site development plan process.

3. Compliance with Comprehensive Plan

At the time that the Jamison Village PD Plan was approved, the city found that the proposed development complied with the Comprehensive Plan.

4. Compliance with existing and proposed development

The proposed preliminary plat is part of the Jamison Village PD Plan, which represents a unified site design for all elements of the development, including density, open space, and transportation patterns.

5. Comments from affected agencies

The city has received referral comments from Arapahoe County, Denver Water, Tri-County Health Department and Xcel Energy who have stated their agency has no concerns with the proposed preliminary plat.

Public Works has granted a waiver to require on-site detention for a 10 year storm. Subsequent to the construction of Horseshoe Park the city has updated its drainage criteria to also require detention for the more frequent (10-year) storms. The developer is requesting a waiver from providing detention for a 10-year storm. The Public Works Department supports this waiver because storm water flows leaving the site after development will be less than under existing conditions. This reduction in runoff with development of Jamison Village is due to a reduction in the impervious area from existing conditions by providing landscaping and open space where none currently exists.

The concepts proposed for handling storm water runoff are acceptable to the Public Works Department for Preliminary Plat purposes. Construction drawings and more detailed design will be provided with the Final Plat submittals. At that time the developer will also be finalizing negotiations with the Southbridge Terraces HOA to obtain an easement from them to get the drainage from Jamison Village across HOA property and down to W. Jamison Circle.

STAFF RECOMMENDATION:

Staff finds that the preliminary plat for Jamison Village conforms to the requirements of the city's subdivision regulations, the Jamison Village PD Plan, the City of Littleton Comprehensive Plan and utility requirements. Therefore, staff recommends approval of the preliminary plat.

PROPOSED MOTION:

I move to approve the resolution approving the Jamison Village Preliminary Plat.





Site Dynamics Inc.,
15545 Carob Circle,
Parker, CO 80134
phone: (303) 681-1185
rho1pp@sitedynamicsinc.com

April 4, 2016

City of Littleton – Community Development
2255 W. Berry Avenue
Littleton, CO 80120

RE: Letter of Intent – Jamison Village Preliminary Plat

To Whom It May Concern:

This letter is written on behalf of Jamison Street Partners, LLC (JSP) and KB Home Colorado. JSP is currently subdividing 3.0 acres of land located at 101 West Jamison Avenue just west of Broadway. The property is owned by South Suburban Parks and Recreation and was previously used as their maintenance facility. JSP is subdividing the property for the benefit of KB Home (KB), who will purchase the property once platted. JSP, KB and its development team have conducted multiple meetings with adjacent entities to work through factors affecting this site such as access, density and utility services. The proposed development meets or exceeds all zoning requirements and the design team believes that Jamison Village will be substantial benefit to the community.

Project Details:

1. Gross Site Area: 3.0 Acres (130,680 sq. ft.)
2. Existing Zoning – PD-R
3. Current Status of Site: The existing site contains remnants from the prior maintenance facility, which in the past included a water tank, service buildings and parking for equipment.
4. Surrounding Land Uses – The site is currently surrounded to the north, west and east by multi-family development and commercial to the south.
5. Proposed Development – 36 “for sale” alley loaded duplex units using private drives. All units will have 2 resident/garage parking spaces accessed via the private drives. The product and layout is similar to other successful KB Home communities throughout the metro area in which the front opens to a green court or open space, which provides architecture that is less dominated by garages and promotes an interactive community feel.
6. Density – The proposed development will contain 36 paired lots (18 buildings), which is 2 less than the 38 lots (19 buildings) allowed by the GPDP. The proposed density

will be 12 DU's per acre, which is less than the 12.67 DU's per acre required by the GPDP.

7. Perimeter Setbacks/Open Space Buffer - The proposed development has been adjusted to meet perimeter setbacks of 15' to the north and south property line and 10' to the east and west property line as approved in the GPDP. The setback is measured from the building to the outer perimeter property lines.
8. Open Space - The proposed development has 1.24 Acres of unobstructed open space or 41.3% of the site. This exceeds the 38% minimum required by the GPDP.
9. Parking - There are 2 garage spaces per unit and 22 additional guest parking spaces for a total of 94 parking spaces or 2.61 spaces per unit. This exceeds the GPDP minimum requirement of 2.58 spaces per unit.
10. Lot & Floor Plans - floor plan and square foot options similar to other successful recent KB projects. All lots are constructed as 'for sale' products.
11. Two-Story Units - All lots are constructed as 2-story homes with optional basements (where feasible).
12. Project Amenities - the site will include 23.5% of common open space including a central green court and open space area to encourage neighbor interaction and give a sense of neighborhood. Sidewalks will interconnect throughout the site.
13. HOA - The HOA will maintain all the common open space, private drives and front yard landscapes.
14. Private Drives/Alleys - The alleys will be 26' wide where fire access circulation is required and 24' otherwise.
15. Easements - This project was designed to meet dry and wet utility standards.
16. Utilities: Water will be provided by Denver Water. Sewer will be provided by the City of Littleton. Storm sewer will collect into the public storm sewer system after being treated by onsite water quality enhancements at the northeast corner of the site.

In conclusion, we hope Jamison Village will be an outstanding and welcome addition to the City, supplementing the area with an additional housing type and providing a more compatible use than the prior maintenance facility. This community will offer City residents an attractive, high quality community in which to live and visit. We thank you in advance for consideration of this proposal and welcome any questions or comments you may have.

Regards,



Rick Holpp
Site Dynamics Incorporated

CITY OF LITTLETON, COLORADO

Resolution No. 1

Series, 2016

**A RESOLUTION OF THE PLANNING BOARD OF THE CITY OF LITTLETON, COLORADO,
APPROVING JAMISON VILLAGE PRELIMINARY PLAT**

WHEREAS, Jamison Village, LLC, submitted to the City of Littleton an application for approval of a preliminary plat for Jamison Village located at 101 W. Jamison Avenue and more specifically described on Exhibit A, which is attached hereto and made a part hereof by this reference; and

WHEREAS, city staff reviewed the preliminary plat for compliance with the provisions of Title 11 of the Littleton City Code, other applicable regulations, the comprehensive plan, existing and proposed development and comments for affected agencies and recommended approval of the preliminary plat for Jamison Village with no modifications; and

WHEREAS, the Planning Board of the City of Littleton, at its regular meeting of April 11, 2016, reviewed the city staff's report and recommendation concerning the preliminary plat for Jamison Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF
LITTLETON, COLORADO, THAT:**

Section 1. The planning board does hereby approve the preliminary plat for Jamison Village, located at 101 W. Jamison Avenue and more specifically described on Exhibit A.

INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the planning board of the City of Littleton, Colorado, on the 11th day of April, 2016, at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

ATTEST:

Jocelyn Mills, Secretary

Karina Elrod, Planning Board Chair

APPROVED AS TO FORM:

Kristin Schledorn, City Attorney



Staff Communication

File #: PB Reso 04-2016, **Version:** 1

Agenda Date: April 11, 2016

Subject:

A resolution recommending approval of an ordinance amending section 9 of chapter 4 of title 10 of the city code concerning parking space dimensions, drive aisle widths, and accessibility references

Presented By: Carol Kuhn, AICP, Senior Planner
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DESCRIPTION:

The proposal is for an ordinance amending section 9 of chapter 4 of title 10 of the city code concerning parking space dimensions, drive aisle widths, and accessibility references.

Littleton's zoning code parking space dimensions are primarily 9-feet by 20-feet, and the drive aisle widths requirement is 23 feet. Applicants have been submitting land development applications with an assumed parking space size of 9-feet by 18-feet and drive aisle widths of 24-feet since these are generally considered the industry standard. The request is to bring the city's requirements for parking space dimensions and drive aisle widths in-line with the industry standard.

PROCESS:

Ordinances for revisions and amendments to the city zoning and subdivision resolutions are presented to the planning board at a public hearing. During the public hearing, the planning board makes a recommendation to approve, approve with conditions, continue, or deny the request. The proposed ordinance is then presented to city council. City council makes the final decision on all proposed ordinances.

LOCATION:

If approved, this ordinance would be applied city-wide for all land development applications within the City of Littleton.

BACKGROUND:

In 2015, Littleton hired the firm of Clarion Associates to provide an assessment of the city's zoning codes. Based on direction from that assessment, the planning board and community development staff are undertaking a comprehensive review of the city's zoning ordinances. The initial phase of this project is a thorough review to modernize the city's land uses table in chapter 3 of title 10. A citizen stakeholder committee was formed to assist with this initial phase. Staff anticipates this phase to be completed over the next several months, and will include community input on the topic. Subsequent phases will be organized once review of the use table is complete.

In the meantime, staff has identified a list of technical zoning code standards that need more immediate attention to provide further clarification for incoming land development applications. These technical updates will be proposed in coordination with the overall zoning codes review project, yet will be undertaken on a separate track and schedule. Staff will be bringing these minor amendments forward in small segments.

This staff communication is a proposal to an update the zoning code's parking space dimensions and drive aisle widths.

The city's existing zoning code parking space dimensions are primarily 9-feet by 20-feet, and the drive aisle widths requirement is 23 feet. The city's parking space dimensions differ from the industry standard and national average of 9

feet by 18 feet with a drive aisle width of 24 feet.

Staff researched the parking space dimensions for Arapahoe County, City of Centennial, City of Englewood, City of Lakewood, City of Lone Tree, and Douglas County and found that these neighboring jurisdictions consistently have parking space size requirements of 9 feet by 18 feet or less with drive aisle widths of 24 feet. The parking and drive aisle dimensions for these jurisdictions are attached to this staff communication.

Staff also identified the dimensions of mid-size sedans and mid-size sport utility vehicles (SUV) and found that the average mid-size sedan is 6 feet wide and 16 feet long. An average mid-size SUV is 6.5 feet wide and 17 feet long. These proposed dimensions will adequately accommodate most vehicles.

STAFF ANALYSIS:

The proposal will bring the city's parking space and drive aisle dimensions in-line with industry standards, national average, and neighboring jurisdictions:

- Standard parking space length: 18 feet
- Standard parking space width: 9 feet
- ADA parking space length: 18 feet
- One-way (90 degree): 24 feet
- Two-way (all angles): 24 feet

There is no proposed change to the compact parking space dimensions of 8 feet by 18 feet or the ADA parking space width of 12 feet. The reference to handicap accessible spaces is proposed to be updated to the appropriate reference of "ADA" (Americans with Disabilities Act) accessible.

The proposed changes to Littleton's parking space and aisle width dimensions are considered to be effective in organizing the flow of traffic in and out of parking spaces, and providing adequate and safe width for vehicle drive aisles.

Please see attached input from engineering firms that have done work in Littleton.

STAFF RECOMMENDATION:

Based on the industry standards and national average for parking space dimensions and drive aisle widths, community development and public works staff recommend approval of the proposed amendments. This revision will reduce the parking space length for both standard and ADA spaces from 20 feet to 18 feet, increase the one way drive aisle width for 90-degree parking from 23 feet to 24 feet, increase the two way parking aisle width for all angles from 23 feet to 24 feet, and update the reference to handicap accessible spaces to ADA accessible spaces.

PROPOSED MOTION:

I move to approve the resolution recommending approval of an ordinance amending section 9 of chapter 4 of title 10 of the city code concerning parking space dimensions, drive aisle widths, and accessibility references.

Arapahoe County Parking Regulations

PARKING STALL DIMENSION TABLE

FULL –SIZE AUTOMOBILE				
	Angle in Degrees 0/Parallel Parking	Angle in Degrees 45	Angle in Degrees 60	Angle in Degrees 90
Width	8’	8.5’	8.5’	9’
Length	20’	19’	19’	17’
Aisle Width 2-Way	20’	24’	24’	24’
Aisle Width 1-Way	18’	18’	18’	24’

HANDICAP PARKING	
Number of Stalls	The American’s with Disabilities Act requirements must be met with respect to the number of stalls.
Access Aisle / Paired Stalls	Paired handicap parking stalls will require a 5’ common access aisle.
Width of Stall	12’
Height/Length of Stall	18’

City of Centennial Parking Regulations

Table 12-5-302A Parking Dimensions				
Measurement	Parking Space Angle (Degrees)			
	0 / Parallel Parking	45	60	90
Stall Width	8 ft.	9 ft.	9 ft.	9 ft.
Stall Length	20 ft.	18 ft.	19 ft.	18 ft.

Table 12-5-302B Parking Module Dimensions				
Measurement	Parking Space Angle (Degrees)			
	0 / Parallel Parking	45	60	90
One Row of Parking, One-Way Aisle				
Parking stall row depth (ft.)	8	19.1	21	18
Driving aisle width (ft.)	12	16	20	22
Minimum width of module (row & aisle) (ft.)	20	35.1	41	40
Two Rows of Parking, One-Way Aisle				
Parking stall row depth (total for both rows) (ft.)	16	39.2	42	36
Driving aisle width (ft.)	12	16	20	22
Minimum width of module (rows & aisle) (ft.)	28	47.8	57.5	58
Interlock reduction (per overlapping parking stall row) (ft.)	0	3.2	2.25	0
One Row of Parking, Two-Way Aisle				
Parking stall row depth (ft.)	8	19.1	21	18
Driving aisle width (ft.)	20	20	22	24
Minimum width of module (row & aisle) (ft.)	28	39.1	43	42
Two Rows of Parking, Two-Way Aisle				
Parking stall row depth (total for both rows) (ft.)	16	39.2	42	36
Driving aisle width (ft.)	20	20	22	24
Minimum width of module (rows & aisle) (ft.)	36	51.8	59.5	60
Interlock reduction (per overlapping parking stall row) (ft.)	0	3.2	2.25	0

City of Englewood Parking Regulations

TABLE 16-6-4.2: MINIMUM DIMENSIONAL AREAS INDICATED ON THE DRAWING BELOW

A	B	C	D		E	F		Vertical Clearance for Covered Spaces (ft)
Parking Angle	Stall Width (ft) ¹	Length of Stall (ft) ²	Aisle Width (ft)		Width of Access Drive (ft) ³	Bay Width (Center to Center Width of Two Row Bay with Aisle Between) (ft)		
			1-way	2-way		1-way	2-way	
0°	9 / 13 ft.	23 ft.	15 ft.	24 ft.	18 ft./ 24 ft.	24 ft.	30 ft.	7 ft.
30° - 53°	9 / 13 ft.	18 ft.	13 ft.	24 ft.	18 ft./ 24 ft.	42 ft.	53 ft.	7 ft.
54° - 75°	9 / 13 ft.	19 ft.	20 ft.	24 ft.	18 ft./ 24 ft.	52 ft.	58 ft.	7 ft.
76° - 90°	9 / 13 ft.	19 ft.	22 ft.	24 ft.	24 ft.	60 ft.	62 ft.	7 ft.

Notes to Table:

[1] The first width is for standard parking spaces, and the second is for accessible spaces (including access aisle). See Section 16-6-4.G. below.

[2] If continuous curbing is provided pursuant to Section 16-6-4.F.6, "Continuous Curbs," the length of each full-size stall abutting such continuous curbing may be reduced by 2.5 feet.

[3] As applicable, the first width is for one-way access drives, and the second figure is for two-way access drives.

City of Lakewood Parking Regulations

Table 17.8.5: Parking Lot Layout Dimension						
Dimension	Figure 17.8.4	0°	45°	60°	75°	90°
Stall width, parallel to aisle	A	9.0	12.7	10.4	9.3	9.0
Stall length of line	B	24.0	24.5	21.5	19.5	18.0
Stall depth to wall	C	9.0	17.0	18.5	19.0	18.0
Aisle width between stall lines	D	12.0	12.0	16.0	22.0	24.0
Stall depth interlock	E	9.0	14.8	17.0	18.3	18.0
Module, wall to interlock	F	30.0	43.8	51.5	59.3	60.0
Bumper overhang (typical)	G	0.0	1.5	1.8	2.0	2.0
Offset	H	--	6.3	2.7	0.5	0.0
Setback	I	24.0	11.0	8.3	5.0	0.0
Cross aisle one-way	J	18.0	18.0	18.0	18.0	18.0
Cross aisle two-way	K	24.0	24.0	24.0	24.0	24.0

City of Lone Tree Parking Regulations

Parking Space and Aisle Dimensions

Full-sized Car				
Angle	0 degrees (parallel parking)	45 degrees	60 degrees	90 degrees
Width	8'	9'	9'	9'
Length	20'	18'	18'	18'
Compact Car				
Angle	0 degrees (parallel parking)	45 degrees	60 degrees	90 degrees
Width	8'	7'6"	7'6"	7'6"
Length	20'	16'	16'	16'
All Cars Aisle Width				
Aisle Width	12' (one way)	13' (one way)	14'6" (one way)	22' (one way)
	22' (two way)	22' (two way)	22' (two way)	22' (two way)
Accessible Parking				
Width	8' space + 5' accessible aisle for cars, 8' space + 8' accessible aisle for vans			
Length	18'			
Parking Space Adjacent to Parking Island				
Width	10'			

Douglas County Parking Regulations

2804.01.3 Full-size Car Parking *(Amended 12/18/12)*

Full – Size Car				
Angle	0° (parallel)	45°	60°	90°
Width	8'	9'	9'	9'
Length	24'	18'	18'	18'
Aisle Width	12' (one-way) 24' (two-way)	16'	22'	24'

2804.01.4 Compact Car Parking *(Amended 12/18/12)*

Compact Car				
Angle	0°	45°	60°	90°
Width	8'	8'	8'	8'
Length	22'	16'	16'	16'
Aisle Width	12' (one-way) 24' (two-way)	16'	22'	24'



Carol Kuhn <ckuhn@littletongov.org>

City of Littleton Parking Stall Length

1 message

Megan H. Vogt <mvogt@samiro.com>

Tue, Apr 5, 2016 at 12:03 PM

To: "ckuhn@littletongov.org" <ckuhn@littletongov.org>

Cc: Jay Shaffer <jeramineshaffer@centura.org>, "tpruett@boulderassociates.com"

<tpruett@boulderassociates.com>, "brettspenst@centura.org" <brettspenst@centura.org>

Hi Carol,

I'm writing in support of the proposed revision to reduce the City of Littleton's standard parking stall dimensions. The current requirement for a 20' stall length is outdated, unnecessary, and counter-productive to sustainability efforts. The current over-sized parking stalls result in increased impervious area, ultimately increasing the heat island effect and stormwater runoff from a site.

Furthermore, across the country and within adjacent jurisdictions, 9'x18' parking spaces are standard and are found to be sufficient for modern vehicles. Some jurisdictions will even allow standard spaces as small as 16' in length when opportunities for overhang are present, or 8'x16' stalls designated as "compact". It would be a benefit to Littleton's citizens and developers to revise the requirements to better align with current-day standards.

I appreciate you taking up the issue with the Planning Board on April 11th, and I plan to be in attendance to further support the measure. Please let me know if there's anything else we can do to show support of the revisions. Thanks!

Megan H. Vogt, P.E.

Senior Project Engineer

S. A. MIRO, INC.

4582 S. Ulster St. Pkwy., Ste. 750

Denver, Colorado 80237-2639

Ph 303-741-3737

Direct 720-407-1070

mvogt@samiro.com www.samiro.com





Carol Kuhn <ckuhn@littletongov.org>

City of Littleton Parking space criteria

1 message

Jamie Overgaard <jovergaard@lundpartnership.net>
To: ckuhn@littletongov.org

Tue, Apr 5, 2016 at 4:55 PM

Hi Carol,

All the jurisdictions in the Denver Metro area that we have worked in use the standard parking space of 18 feet long by 9 feet wide for the standard parking lot. Drive aisles are typically 24 feet wide. The City and County of Denver uses a 17.5'x8.5' parking space and a 23 foot drive aisle. When we work in Denver we use the 18'x9' space and a 24 foot drive aisle, which is acceptable to them.

JAMIE K. OVERGAARD, P.E.

THE LUND PARTNERSHIP, INC.

12265 W. Bayaud Ave. Suite 130

Lakewood, Colorado 80228

Phone: (303) 989-1461 EXT. 15

Fax: (303) 989-4094

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Carol Kuhn <ckuhn@littletongov.org>

90 degree parking standards

1 message

Leslie Lee <llee@norris-design.com>

Mon, Apr 4, 2016 at 1:17 PM

To: "Carol Kuhn (ckuhn@littletongov.org)" <ckuhn@littletongov.org>

From: Leslie Lee**Sent:** Monday, April 04, 2016 10:14 AM**To:** Carol Kuhn (ckuhn@littletongov.org)**Subject:** Parking Spaces

Carol,

We do usually utilize the 9' by 18' dimensions as the standard parking space dimension (with 24' drive aisles) in the design process. Having standardized parking space dimensions throughout the metro area simplifies our design process, eliminating the necessity for initial research for frequently requested design studies.

Following are dimensions from some of the other communities around the metro area that we have worked with recently:

- Lakewood: 9' x 18' with 24' drive aisles.
- Douglas County: 9' x 18' with 24' drive aisles.
- Greenwood Village: 9' x 18' with 24' drive aisles.
- Arapahoe County: 9' x 17' with 24' drive aisles.
- Englewood: 9' x 19' with 24' drive aisles.
- Centennial: 9' x 18'

If you have any other questions, I am happy to help, just let me know.

Leslie Lee, AICP, LEED AP BD+C

Senior Associate



Planning | Landscape Architecture | Project Promotion

1101 Bannock Street | Denver, Colorado 80204

P 303.892.1166 | D 303.575.4577

RESOLUTION No. 04-2016

Series of 2016

RESOLUTION OF THE PLANNING BOARD OF THE CITY OF LITTLETON, COLORADO, RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING SECTION 9 OF CHAPTER 4 OF TITLE 10 OF THE CITY CODE CONCERNING PARKING SPACE DIMENSIONS, DRIVE AISLE WIDTHS AND ACCESSIBILITY REFERENCES

WHEREAS, the planning board held a public hearing at its regular meeting on April 11, 2016, to consider of an ordinance amending title 10 of the city code regarding parking space dimensions, drive aisle widths, and references to handicap accessible spaces;

WHEREAS, the planning board considered evidence and testimony concerning the proposed ordinance at said public hearing;

WHEREAS, the planning board finds that, by updating the zoning regulations to make them consistent with adjacent jurisdictions, the proposed ordinance supports and implements the City's Transformation Action 2 goals of the city's comprehensive plan by using tools such as zoning to encourage redevelopment and new development; and

WHEREAS, the planning board finds that the proposed ordinance is in the best interest of the city and will promote the public health, safety, and welfare of its inhabitants;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1: The planning board does hereby recommend that city council approve the proposed amendments to section 9 of chapter 4 of title 10 of the city code, more specifically described in the ordinance attached hereto as Exhibit "A".

INTRODUCED, READ AND ADOPTED at the regularly scheduled meeting of the Planning Board of the City of Littleton, Colorado, held on the 11th Day of April 2016, at 6:30 p.m. in the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

APPROVED:

BY: _____

Jocelyn Mills, Secretary

Karina Elrod, Chair

Approved as to form:

Kristin Schledorn, City Attorney

Exhibit A

(see next page)

(1) Residential: For all two-family, three-family and multiple-family residential uses, ~~handicapped~~ ADA ACCESSIBLE parking shall be provided at the rate of one space for each dwelling unit that is designed for ADA ACCESSIBILITY ~~for occupancy by the physically handicapped.~~

(2) Nonresidential: ~~Handicapped~~ ADA ACCESSIBLE parking spaces shall be provided for all uses other than residential at the rate of four percent (4%) of the total number of required parking spaces for the site.

(3) Fulfillment Of Requirements: ~~Handicapped~~ ADA ACCESSIBLE parking spaces required by this section shall count toward fulfilling off street parking requirements.

(b) Location: ~~Handicapped~~ ADA ACCESSIBLE spaces shall be located so as to provide convenient access to a primary accessible building entrance unobstructed by curbs or other obstacles to wheelchairs.

(c) Signage: Each ~~handicapped~~ ADA ACCESSIBLE space shall be painted with, and designated by, a sign showing the international disabled symbol of a wheelchair. Each sign shall be no smaller than one foot by one foot (1' x 1') and shall be located at the end of the space at a height between four feet (4') and seven feet (7'). The sign may either be wall mounted or freestanding.

8. Parking Lot Driveway Widths For Multiple-Family, Commercial And Industrial Properties:

(a) One-way (parking angle 00 degrees - parallel parking - to 45 degrees): 12 feet;

(b) One-way (parking angle greater than 45 degrees and less than 90 degrees): 18 feet;

(c) One-way (parking angle 90 degrees - perpendicular parking): ~~23~~ 24 feet; and

(d) Two-way (all angles): ~~23~~ 24 feet.

Section 2: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

1
2 INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council
3 of the City of Littleton on the ____ day of _____, 2016, passed on first reading by a vote of
4 ____ FOR and ____ AGAINST; and ordered published by posting at Littleton Center, Bemis
5 Library, the Municipal Courthouse and on the City of Littleton Website.

6 PUBLIC HEARING on the Ordinance to take place on the ____ day of
7 _____, 2016, in the Council Chambers, Littleton Center, 2255 West Berry Avenue,
8 Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

9
10 PASSED on second and final reading, following public hearing, by a vote of _____FOR
11 and _____ AGAINST on the ____ day of _____, 2016 and ordered published by
12 posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton
13 Website.

14 ATTEST:

15 _____
16 Wendy Heffner
17 CITY CLERK

Bruce Beckman
MAYOR

18
19 APPROVED AS TO FORM:

20
21 _____
22 Kristin Schledorn
23 CITY ATTORNEY
24
25



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 16-65, **Version:** 1



LEGISLATIVE RULES

Adopted 02/16/2016

I. Rules of Order and Business Adopted; Purpose

- a. These rules shall govern all meetings and proceedings of the City Council, Boards, Commissions, and Authorities and the order of business, and the conduct of the Mayor, City Council and Board and Commission members and persons in attendance at such meetings.
- b. All City Commissions, Boards, and Authorities shall adhere to these rules and procedures to the extent that these rules and procedures are not inconsistent with the public business to be conducted by such bodies. Where applicable throughout this document, references to City Council will be interchangeable with Boards, Commissions, and Authorities, and references to Mayor or Mayor Pro tem will be interchangeable with Chair, Vice Chair or other Presiding Officer of any Board, Commission or Authority.
- c. These rules are simple. Strict technical rules may impede rather than advance the legislative process. Reason, common sense, and cooperation must prevail in the conduct of City business. Dissent and debate are essential and beneficial elements of our system of free and open government. No action of the City shall be deemed invalid because of failure to follow any rule of order or business provided herein.
- d. The Council may hold joint meetings with Boards, Commissions, or Authorities in addition to other meetings.
- e. Non-substantive changes may be made to this document and then distributed to Council.

II. Council Meetings

- a. **Regular Meetings.** The City Council shall conduct regular meetings generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the City Hall unless otherwise posted in accordance with state law. The time, date, and location of any meeting can be changed by majority vote of Council and posted in accordance with state law.
- b. **Special Meetings.** Special meetings shall be called by the Mayor at the request of a

majority of Council, in action taken at a publicly noticed Council meeting, or may be noticed by the City Clerk upon the request of the Mayor or two or more members of the City Council. Generally, special meetings shall start at 6:30 p.m. Notice of special meetings of Council shall be given to the members not less than 24 hours before the time fixed for the meeting.

- c. Emergency Meetings. In the event an emergency has been declared by the City Manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the Mayor or the City Manager. Notice of the date, time, and place of any emergency meeting shall be given to the Council members and the public not less than one hour prior to the time fixed for the meeting.
- d. Study Sessions. The City Council may conduct study sessions generally on the second and fourth Tuesday of each month. The City Council may hold study sessions on such dates and at such times as called by City Council or the City Manager. Generally, study sessions shall begin at 6:30 p.m. Such study sessions may coincide with regular or special meetings of City Council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study sessions shall not be a forum for public hearings.
- e. Meeting Cancellation. Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of City Council shall be posted and given to the members not less than 24 hours before the time fixed for the meeting.
- f. Meeting Duration. Regular and Special meetings of the City Council shall end at approximately 10:00 p.m. unless formal action is taking by the Council to extend the meeting duration.
- g. Agenda. The agenda for meetings of City Council shall be prepared by the City Manager and posted by the City Clerk in the manner required by law.
- h. Order of Agenda. The agenda, for regular and special meetings, may be organized as follows: call to order, roll call, Pledge of Allegiance, first public comment for consent agenda and general business items, consent agenda, public hearing and second reading of ordinances, general business, second public comment, reports, and adjournment.
- i. Review and Approval of Minutes. At each regular meeting of non-quasi-judicial Board, Commission or Authority that is not recorded, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.
- j. Approval of Video Certification. For City Council, quasi-judicial boards and authorities: At each regular meeting of the City Council or quasi-judicial board or authority, a certification of the video will be presented by the city clerk/recording secretary to be approved by City Council, Board or Authority.

III. Council Proceedings

- a. Roll Call. The Mayor shall call the meeting to order and the City Clerk shall call roll. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the City Clerk to procure the attendance of absent members.
- b. Temporary Chair. In both the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chair of the meeting, to act until the Mayor or Mayor Pro Tem of the Council appears.
- c. Decorum. During the meeting, the Mayor shall preserve order and decorum and decide all questions of order, decide who is allowed to speak, and in what order, be it either a Council member or a member of the audience.
- d. Appeals from Decisions of the Chair. The Mayor shall preserve decorum and decide all questions of order, subject to appeal to Council. In case of an appeal by a Council member of a ruling of the Mayor, the question shall be: "Shall the decision of the Mayor stand as the decision of the Council?" The Council shall vote either to affirm or reverse the decision of the Mayor. If a member transgresses the rules of Council, the Mayor shall call him or her to order.

IV. Parliamentary Rules

As a guiding principle, the following rules of procedure will be observed at regular and special meetings.

- a. Addressing Presiding Officer. Every member speaking to a question or making a motion shall address the presiding officer, who shall thereupon state the nature of the question under debate.
- b. Debate Limitation. No member shall be allowed to speak more than once to a motion before all members have had an opportunity to speak.
- c. Questions to Contain One Subject. All questions (motions) submitted for a vote shall contain only one subject.
- d. Discussion. Discussion on an agenda item may be held prior to a motion.
- e. Main Motion. A subject is introduced by a main motion. Once seconded, no other topics should be taken up until after the motion is disposed of.

- f. Motion to Amend. This motion is used when the intention is to change, add, or omit some part of a main motion. This motion is debatable and requires a majority vote of the members present for passage. A motion to amend is not amendable. First, a vote is held on the motion to amend. If that vote is affirmative, the second vote is held on the main motion as amended. Only one amendment to a motion may be on the floor at any one particular time. Any motion to amend shall consist of but one amendment. An amendment once rejected may not be moved again in the same form.
- g. Motion to Table or Postpone to a Date Certain. This motion requires that consideration of the main motion be delayed until a certain, stated time for, among other reasons, obtaining more information. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
- h. Motion to Table Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified, later date when a majority of the members present vote to “call it from the table.” This motion is not debatable and requires a majority vote of the members present for passage.
- i. Motion to Call the Question. This motion is made to end discussion that has become lengthy or repetitious. When the motion is seconded, the Mayor immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a 2/3 vote of the members present for passage.
- j. Motion to Reconsider. The Council may reconsider a vote during the same meeting on the motion by a member who voted on the prevailing (winning) side of the issue. If that vote is affirmative, a second vote is held on the issue to be reconsidered. A motion to reconsider a proposal that has been acted upon must be made prior to adjournment of the meeting. A majority vote, of members present, of the Council, Board or Commission shall be sufficient for reconsideration of a vote.
- k. Vote. The Mayor shall call for a vote by requesting the ayes in favor of the motion and nays opposed to the motion be reflected on the vote board. If there is no vote board, the members shall cast their vote by voice.
- l. Show of Hands. The Mayor or any other member may request a show of hands at any time. No member may vote by proxy.
- m. Point of Order, Questions, and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. The Mayor shall rule on the point of order before proceeding. If a member disagrees with the ruling by the Mayor, such member may appeal such ruling by stating “Shall the decision of the Mayor be sustained?” A majority

vote in the negative is required to overturn the Mayor's ruling. The appeal is debatable and the Mayor may participate in the debate without giving up the chair.

- n. Procedures. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The Mayor shall respond to the question or refer it to the proper person.
- o. Withdrawal of Motions. When a motion is made and seconded, it shall be stated by the Chair before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of a majority of Council.
- p. Motion to Adjourn or Recess. A motion to adjourn or recess is not debatable and shall be in order at any time, except as follows:
 - 1. When repeated without intervening business or discussion;
 - 2. When made as an interruption of a member while speaking;
 - 3. When the previous questions have been ordered;
 - 4. While a vote is being taken.
- q. Motion to Adjourn. At the conclusion of business, the Mayor may declare the meeting adjourned without waiting for a motion or a member may move to adjourn. A motion to adjourn by a member is not debatable and a majority vote of the members present is required for passage. When the meeting is adjourned, the meeting is immediately halted.
- r. Suspension. Unless otherwise provided by Charter or ordinance, any rule except such as required by a two-thirds (2/3) vote may be suspended by the vote of a majority of the members of Council present without debate. A rule requiring a 2/3 vote may be suspended upon a vote of 2/3 of the members, of the Council present.
- s. Committees/Liaisons. The Mayor shall appoint Board and Commission liaisons and the chair of any special Committee and such appointments shall be ratified by Council. The Mayor may appoint special committees of Council members or citizens, which shall be ratified by Council, to assist in the study of items before the Council and the committee so appointed shall serve until the matter is disposed of by the Council.
- t. Election of Mayor. The Mayor and Mayor Pro Tem shall be elected by Council. Nominations will be accepted at the meeting by the City Clerk and each Council member will cast a public vote for their selected candidates. Council members may be allowed questions of the candidates prior to voting.
- v. "Robert's Rules of Order Newly Revised." Robert's Rules of Order may be considered persuasive authority in deciding any questions arising on points of order not covered by these parliamentary rules.

V. Changes/Additions

Changes and additions to these rules and procedures may be made at any regular or special meeting of the City Council for which the proposed changes have been publicly posted at the same time the agenda for the meeting is posted by an affirmative vote of at least four members of the entire Council. Changes and/or additions shall be effective at the next regular or special meeting.



PROTOCOLS AND STANDARDS OF CONDUCT

Adopted 02/02/2016

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference, and the City of Littleton is committed to maintaining high ethical standards. The City operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the City's Council and board and commission members, hereinafter referred to as Boards.

Non-substantive changes to this document may be made and then distributed to Council.

II. Meeting Protocols

- A. Public input and observation are an important part of the democratic process. Council/Boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Members of City Council/Boards should be made to be fair and impartial in listening to public testimony. City Council will be accepted any written comments if they include the name and address of the sender. Comments to be included in City Council's packets will be sent to the City Clerk no later than 1:00 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are distributed, the correspondence received by the City Clerk by noon on the Monday before a public hearing and disseminated to City Council via email and will be collated; any documents received after the 12:00 p.m. on the day of a Council meeting will be disseminated the night of the City Council meeting.
- B. Council expects civility among and between Council, Boards, and members of the public while in meetings. Disrespectful behavior will not be tolerated. Any person who makes offensive, insulting, threatening, insolent, slanderous or obscene remarks or becomes boisterous or who makes threats against any person or against public order and security while in the Council Chamber shall be removed at the direction of the Mayor from the meeting, unless permission to remain is granted by the majority vote of the Council members present.

- C. Council/Boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective Council/Board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the Council/Boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other Council/Boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/Boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, Council/Boards should simply state, "I agree" rather than restating a point.
- H. Council/Boards should ask the Mayor/Chair to intervene if discussion on agenda becomes repetitive.
- I. Council/Boards should consider the best interests of the City and the ramifications to all the citizens and businesses while considering issues.
- J. Council/Boards should refrain from undermining the Council/Board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the decision of the body and move forward.
- K. It is improper during roll call for any Council/Board members to state or attempt to state the vote or sentiments of any absent Council/Board member.
- L. Any Council/Board member who is unable to attend a scheduled meeting shall notify the Mayor/Chair or City Manager at least 24 hours in advance of said meeting, if possible.
- M. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Board.
- N. The City Council is responsible for making policy. The City staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each

role. In the development of policy recommendations to the City Council, alternatives should be evaluated and addressed by staff.

- O. The City Council desires to have all City Council, Planning Board, Historic Preservation Board, Board of Adjustment, Board of Appeals, and Licensing Authority regular, special, and study meetings televised and recorded. When creating any working groups or committees, the City Council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Confidential information shall not be disclosed to anyone other than City Council, Boards or City staff whose official duties are related to the subject matter of the confidential information. This protocol shall not be construed as prohibiting the City Manager and City Attorney from distributing confidential information to the extent reasonably necessary to implement Council direction.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the City, all Council, Board or Commission members shall refrain from making statements on behalf of the City or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved Council, Board or Commission point of view.
- B. Any comments made by a Council/Board member at a meeting of another board should be assumed to be the Council/Board member's personal views or opinions and not the official position of the Council/Board unless stated otherwise.
- C. Council reports are intended to communicate to other Council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- A. To foster open communication and the public policy-decision making process, it is the desire of Council to ensure an evenness of communication between Council/Boards and staff as well as between Council/Board members. This means all Council/Board members expect to receive information that is relevant to the Council/Board's policymaking authority and deliberations as well as to the education and knowledge of individual members.

- B. All City Council and Board and Commission members shall use city email for email communication on any city issues.
- C. Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.
- D. Council/Boards should make reasonable attempts to notify the appropriate City staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- E. For routine questions or requests (e.g., code complaints, questions regarding agenda items), Council/Boards should contact the City Manager's Office or the appropriate City department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a Council/Board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the Council/board and disseminate information accordingly. Legal questions should be initiated through the Deputy City Attorney whenever possible and appropriate.
- F. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the City Manager for review and possible consideration by the Council/Boards as a whole and agreed upon as something that merits an investment of City resources.
- G. Critical comments about specific City employees' performance should only be made to the City Council appointees that include the City Manager, the City Attorney and the municipal judge through correspondence or conversation outside the public setting.
- H. All Boards shall be given sufficient and reasonable advance notice of a Council meeting for which the Board either will be the subject of an agenda item or is being requested to participate in the Council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Members of Council/Boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the Council/Board as a whole.
- B. Members of Council/Boards should have the same information for decision-making purposes. The Council/Boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The City Council has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on most Boards or Commissions are advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with Boards concerning issues and/or applications before any quasi-judicial body. Council communication with Boards shall be solely through a joint work session or through Council liaisons as set forth below.
- B. Since the attendance of three or more Council members constitutes a legal Council meeting, Council members should advise the City Clerk at least 24 hours in advance of their planned attendance, or at another function where discussion of City business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual Boards and Council and to even the flow of information, the Council may meet with the Council-appointed Boards at a Study Session at least yearly, or on an as-needed basis as requested by the Board/Commission or the City Council.
- B. To facilitate positive relations between the Boards and the Council, the Mayor may appoint a Council liaison to the Fine Arts Board, Library Board, and Museum Board. The Council may, at its sole discretion, choose to appoint liaisons to other Boards and Commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on Council activities to the individual Board or Commission; to provide input as requested; and generally provide a conduit of Council activity and actions.

IX. Council/Board and Commission Conduct With the Public

- A. Council/Boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/Boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the Council/Board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the Council/Board.
- D. Questions from the Council/Board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the Mayor

or Chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

A. Responsibility.

1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
2. I avoid actions that might cause the public to question my independent judgment.
3. I do not use my office or the resources of the City for personal or political gain.
4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its citizens.

B. Fairness.

1. I promote consistency, equity and non-discrimination in public agency decision-making.
2. I make decisions based on the merits of an issue, including research and facts.
3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the City's business.

C. Respect.

1. I treat my fellow City officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

D. Integrity.

1. I am honest with all elected officials, staff, commission members, boards, and the public.
2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
3. I take responsibility for my actions even when it is uncomfortable to do so.