



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda Planning Commission

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Wednesday, April 26, 2017

6:30 PM

Council Chamber

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### Regular Meeting (moved from 4/24)

#### **1. Roll Call**

#### **2. Approval of Agenda**

#### **3. Minutes to be Approved**

- a. [ID# 17-122](#) Certification of the April 10, 2017 Regular Meeting Minutes

Attachments: [PC Minutes 041017](#)

#### **4. Public Comment**

Public Comment for General Business or Non-Agenda Related Items

#### **5. General Business**

#### **6. Public Hearing**

- a. [PC Reso 04-2017](#) Resolution to approve a planned development overlay for 5530 South Curtice Street.

Attachments: [PC Resolution #04-2017](#)  
[Application and Attachments](#)  
[Letter of Intent](#)  
[Curtice Street PDO Plan Set](#)  
[Materials Board](#)  
[Downtown Littleton Design Standards and Guidelines Subarea #4](#)

- b. [PC Reso 05-2017](#) PC Resolution 05-2017, an Ordinance to amend Title 11, Subdivision Purpose (11-1-2), Subdivision Definitions (11-1-6) and Chapter 9, Subdivision Exemption.

Attachments: [PC Reso 05-2017 Subdivision Exemption](#)  
[Ordinance XX-2017 Subdivision Ch9 updates DRAFT](#)  
[Title 11 - Chapter 9](#)  
[Title 11](#)

**7. Comments/Reports**

- a. Community Development Director/Staff
- b. Chair/Members

**8. 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**

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**File #:** ID# 17-122, **Version:** 1

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Agenda Date: April 26, 2017

Subject:  
Certification of the April 10, 2017 Regular Meeting Minutes

Presented By: Denise Ciernia, Recording Secretary
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I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the April 10, 2017, regular meeting of the Littleton Planning Commission. I have also reviewed the video recording for the April 10, 2017 regular meeting of the Littleton Planning Commission and certify 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 April 10, 2017 action minutes for the April 10, 2017 regular meeting of the Littleton Planning Commission.



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Minutes

### Planning Commission

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Monday, April 10, 2017

6:30 PM

Council Chamber

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#### Regular Meeting / Election of Officers

#### Planning Commission Regular Meeting

##### 1. Roll Call

*Also Present: Denise Ciernia, Recording Secretary; Jocelyn Mills, Community Development Director; Brandon Dittman, Acting City Attorney*

**Present** 6 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger, and Vice Chair Stahlman

##### 2. Approval of Agenda

##### 3. Minutes to be Approved

- a. [ID# 17-95](#) Certification of the March 6, 2017 Regular Meeting Minutes

**Attachments:** [PC Minutes 030617](#)

**A motion was made by Commissioner Corbett, seconded by Commissioner Graham, that the minutes from March 6, 2017 be approved. The motion carried unanimously, 5-0.**

**Aye:** 6 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger and Vice Chair Stahlman

##### 4. Public Comment

*Public Comment - Pam Chadbourne*

Public Comment for Non-Agenda Related Items

##### 5. Comments/Reports

- a. Community Development Director/Staff
- b. Chair/Members

##### 6. Elect a Temporary Chair

- a. Appoint Recording Secretary as Temporary Chair



## **7. Adjournment Sine Die**

### **Planning Commission Transitional Meeting**

#### **1. Temporary Chair calls the transitional Planning Commission meeting of April 10, 2017 to order**

**Present** 9 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Bridenbaugh, and Commissioner Swartzbacker

#### **2. Introduction of New Commissioners**

*New Commissioners - John Bridenbaugh, Robin Swartzbacker, and Jason Reynolds*

#### **3. Election of Officers**

##### **a. Election of Chair**

*Nomination of Mark Rudnicki as Chair by Commissioner Stahlman. No other nominations.*

**A motion was made by Commissioner Andrew Graham, seconded by Commissioner Lynne Krueger, that Mark Rudnicki be elected Chair. The motion carried unanimously, 9-0.**

**Aye:** 9 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Bridenbaugh and Commissioner Swartzbacker

##### **b. Election of Chair Pro Tem**

*Nomination of Bruce Stahlman as Chair Pro Tem by Commissioner Corbett. No other nominations.*

**A motion was made by Commissioner Brian Corbett, that Bruce Stahlman be elected Chair Pro Tem. The motion carried unanimously, 9-0.**

**Aye:** 9 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger, Vice Chair Stahlman, Commissioner Reynolds, Commissioner Bridenbaugh and Commissioner Swartzbacker

#### **4. Public Hearing**

- a.**     [PC Reso 03-2017](#)     An Ordinance on First Reading, to amend the city's zoning code Title 10, with respect to commercial mobile radio service and to expand the city's regulations to include wireless communications facilities

**Attachments:**   [DRAFT Council Ordinance for Wireless Updates](#)  
                          [EXISTING CITY CODE 10-4-11](#)

*Staff Presentation by Jocelyn Mills, Community Development Director, and Brandon*

*Dittman, Acting City Attorney*

*Public Comment - Pam Chadbourne*

**A motion was made by Vice Chair Stahlman, seconded by Commissioner Krueger, that PC Resolution 03-2017 be approved as amended. The motion carried by the following vote: 7-0.**

**A motion was made by Vice Chair Stahlman, seconded by Commissioner Krueger, to amend the main motion to include the following conditions: 1) The correct spelling of Collocation is consistent throughout the ordinance; 2) The reference to the Act of 1996 be removed; and 3) The various typing errors are corrected in the ordinance. The motion carried by the following vote: 7-0.**

**Aye:** 7 - Chairman Rudnicki, Commissioner Bolt, Commissioner Corbett, Commissioner Graham, Commissioner Krueger, Vice Chair Stahlman and Commissioner Bridenbaugh

**Abstain:** 2 - Commissioner Reynolds and Commissioner Swartzbacker

## **5. Adjourn**

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I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the April 10, 2017, regular meeting of the Littleton Planning Commission. I have also reviewed the video recording for the April 10, 2017 regular meeting of the Littleton Planning Commission and certify 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.



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Denise Ciernia, Recording Secretary



**Staff Communication**

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**File #:** PC Reso 04-2017, **Version:** 1

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Agenda Date: April 26, 2017

Subject:

Resolution to approve a planned development overlay for 5530 South Curtice Street.

Presented By: Carol Kuhn, AICP, Principal Planner
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**APPLICATION SUMMARY:**

**Project Name:** Curtice Street Duplex

**Application Type:** Planned Development Overlay

**Location:** South Curtice Street, between West Powers and West Berry Avenue

**Size of Tract:** 5,967.6 square feet

**Zoning:** R-5

**Applicant:** William Rivera, MA Architects

**Owner:** Marc Pizzoferrato, CRTI, LLC

**Project Description:** Proposal for a residential duplex on one lot with variations to setback and height standards in the R-5 zone.

**Staff**

**Recommendation:** Approval with conditions

**PROCESS:**

➤ Planned Development Overlay  
(Approval by Planning Commission)

Site Development Plan  
(Administrative approval)

The Planning Commission must base its decision on its compliance with the planned development overlay (PDO) criteria, including compatibility with the citywide and neighborhood design goals and objectives and the Downtown Design Standards and Guidelines.

Following the planned development overlay, the applicant's next and final step in the development review process before issuance of a building permit is to obtain administrative approval of a site development plan. Under the R-5 district, the owner may subdivide the lot into two lots. It is the owner's intent to subdivide the property.

**LOCATION:**



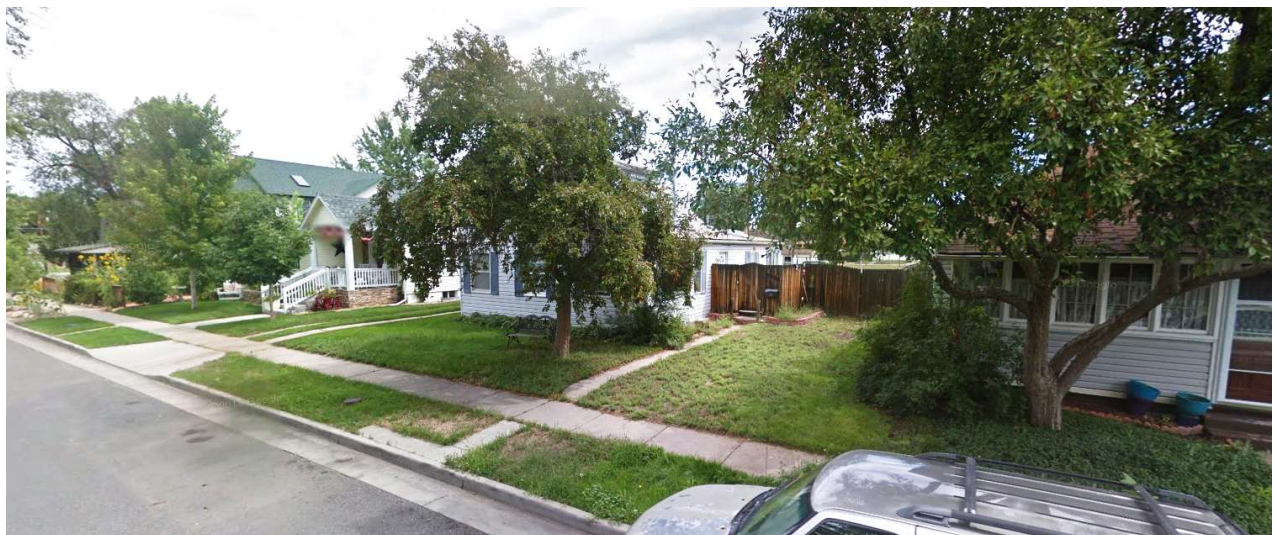
**Figure 1  
Vicinity Map**

The subject property is on South Curtice Street between West Powers Street and West Berry Avenue South Sycamore Street within a residential neighborhood north of Main Street, as shown in the vicinity map in Figure 1. Street views of the block face are shown in Figures 2 and 3.





**Figure 2.**  
**Street View of 5500 Block of South Curtice Street Facing South**



**Figure 3.**  
**Street View of 5500 Block of South Curtice Street Facing North**

#### **BACKGROUND:**

The subject property is one 5,967.6 square foot lot with has a single family house. It is located within the Downtown Neighborhood Plan of the Comprehensive Plan and Subarea 4 of the Downtown Design Standards and Guidelines. The property is zoned Residential Multiple-Family District (R-5), which permits a variety of residential uses and limited commercial uses.

The 5500 block of South Curtice Street consists of predominantly one-and two-story single-family homes built between 1900-1950. The block also includes a home converted to office use and a 4-unit apartment building.

#### Project Description

The project proposes a three-story residential duplex under the townhome zoning regulations set forth in

section 10-2-12(C). Units will be oriented to front onto Curtice Street and will have alley-loaded garages. The proposed design includes covered front porches, lap siding, roofs that are either gable or hipped and a landscaped front yard.

Flexibility Allowed by a Planned Development Overlay:

Section 10-9-5 of the zoning code sets forth development standards that may be varied by a PDO. Table 1, below, compares zoning standards of the underlying R-5 zone district with the proposed PDO. The applicant is requesting variation from the front and side yard setbacks and building height.

**Table 1.**  
**Comparison of R-5 Zone District to Proposed PDO Zoning**

	<b>Existing R-5 Zone Requirements for Townhome Development</b>	<b>Proposed PDO Requirements</b>
<b>Minimum Lot Area</b>	2,500 square feet	5967.6 sq.ft. for existing lot with option to subdivide into two lots of 2978.9 sq.ft. and 2987.8 sq.ft.
<b>Maximum Floor Area To Lot Area Ratio</b>	None	None
<b>Open Space Required</b>	25% of Lot Area	25% of Lot Area
<b>Maximum Height</b>	30 ft.	31 ft.
<b>Building Setbacks</b>	Front: 20 ft. Rear: 20 ft. Side: • North/West: 5 ft. • South/east: 10 ft.	Front: 16 ft. Rear: 20 ft. Side: • North: 5 ft. • South: 6 ft. with up to 18" of roof overhang encroachment into the 6 ft. setback, resulting in a minimum 4.5 ft. setback measured to the roof overhang. The property may be subdivided per townhome development regulations, under section 10-2-12.
<b>Parking Requirements</b>	2 spaces per dwelling unit	2 spaces per dwelling unit
<b>Density</b>	43.6 Dwelling units per gross acre	14.6 Dwelling units per acre. Maximum of 2 townhome units per this PDO

Future Subdivision of the Property

At a future date, the owner intends to subdivide the property into two lots, allowing for each unit to be sold separately. Subdivision of the property would not alter any zoning requirements of the PDO or result in any visual changes to the development.

**ANALYSIS:**

Intent of a Planned Development Overlay, Section 10-9 of the zoning code:

Section 10-9-1 of the zoning code states that it is the purpose of the PDO regulations to provide a procedure

which permits more flexible site design and development than is possible under traditional zone districts, while maintaining the land use characteristics of those districts.

Flexibility Allowed by a Planned Development Overlay, Section 10-9 of the zoning code:

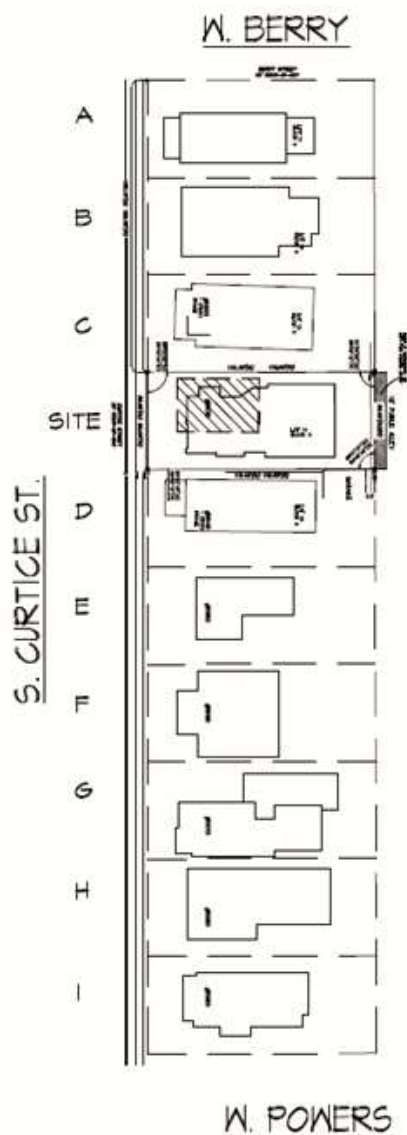
Section 10-9-5 of the zoning code sets forth development standards that may be varied by a PDO. Table 1 compares zoning standards of the proposed PDO with the underlying R-5 zone district.

Criteria Analysis for a Planned Development Overlay:

Section 10-9-5: Development Standards: To take advantage of the flexibility allowed by the PDO regulations, the proposed development must demonstrate special attention to creative, high quality design, and to producing a development that reinforces and complements citywide and neighborhood design goals and objectives. Plans that demonstrate such attention may qualify for certain variations from the underlying zone district requirements, detailed in this section, provided that such variations can be accomplished without impairing the intent of the land use code while providing a substantial benefit to the city of Littleton. The evaluation of the application, based on the above intent statement, will be applied when the following changes to the underlying zone district are requested:

**Proposed R-5 Zone Building Setbacks and Height Variations**

The applicant has provided an analysis of how the proposed setback and height variations are consistent with the existing land use characteristics of the district. (please refer to attached Letter of Intent). In the letter, the applicant states that the proposed modifications would not have a detrimental effect on the character of the neighborhood. With respect to the front setback, the proposed 16-ft. setback appropriate in that it is consistent with the predominant front setback for the block face, which has an average of 15.95-foot front setback, as shown in figure 3. The applicant states that the reduced side setback for the south lot is consistent with the existing character of the block as other homes have narrow side yard setbacks. With respect to height, the applicant states that the proposed 31-ft. tall building, which is 1-ft. greater than the allowable 30-ft. height, will not have a significant visual impact within the neighborhood.



# PREDOMINANT FRONT SETBACK DIAGRAM

NTS

## SETBACKS

A	8.33 FT.
B	17.83 FT.
C	14.00 FT.
D	9.00 FT.
E	25.50 FT.
F	15.67 FT.
G	14.50 FT.
H	21.00 FT.
I	18.25 FT.
SITE	15.4 FT. EXIST.
159.48 FT./10 = 15.95 FT AVERAGE SETBACK	

PER PREDOMINANT FRONT  
SETBACKS, SECTION 10-4-1(A)  
OF THE ZONING CODE, THE  
MINIMUM FRONT SETBACK  
ESTABLISHED FOR THE SITE  
IS 15.95'



**Figure 3.  
Context for the proposed 16-foot front setback, from the PDO plan set.**

Staff concurs with the applicant's analysis of the proposed setback and height variations with respect to the development pattern in the R-5 district. Further, the development is a benefit to the city: its proposed architectural design is of high quality, utilizing building materials and architectural features that are commonplace on South Curtice Street; the architectural style is based on the craftsman style, which will be complementary to the older homes within the neighborhood, helping to preserving its character; and it provides a new construction option to the neighborhood. Further, the duplex would not impair the intent of the land used code, which allows both single family and multifamily development in the R-5 zone.

#### **Compatibility with the Downtown Design Standards and Guidelines**

Section 10-9-5(H) of the zoning ordinance requires that a project be compatible with any design guidelines adopted by planning commission. The proposed project must be compatible with the Downtown Design Standards and Guidelines, Subarea 4. The proposed development appears to be consistent with these standards.

#### **4.2.1 Building and use orientation**

**4.2.1.s1 The ground floors of building frontages shall be primarily occupied by pedestrian active uses.**

**4.2.1.s2 Facades that face South Curtice Street and South Nevada Street shall be designed to be the primary façade, including such components as:**

- **High quality materials.**
- **Large windows and entries.**
- **Highest level of design and details.**

Applicant response: The building façade is oriented towards south Curtice Street. The façade consists of such architectural features as porches, railings, accent material in gables and use of high quality materials such as

brick and board and batten siding.

Staff analysis: The main entrance to each of the units will be on the ground floor, which can be accessed from the sidewalk along South Curtice Street. The front facades will be predominantly brick and siding with large windows. The proposed development appears to be consistent with these standards.

#### **4.2.2 Pedestrian and vehicular access**

**4.2.2.s1 Ground floor uses shall each have a public pedestrian entry directly connected to the public sidewalk along the street.**

**4.2.2.s2 Residential access may be off of internal courts. However, these internal courts shall be directly accessible from the street**

**4.2.2.s3 Sidewalks shall not be uninterrupted by curb cuts and driveways as much as possible in order to improve and support South Curtice and South Nevada as walkable streets.**

**4.2.2.s4 The number and width of driveways and curb cuts shall be minimized to reduce the overall impact of vehicular access across a sidewalk.**

**4.2.2.s5 Driveways and ramps shall be generally perpendicular to the street.**

Applicant response: The north unit has access to a walk from the front of the unit to the street. The south unit has access to a side court that has access to the street. There will be no curb cuts proposed along south Curtice Street.

Staff analysis: Walkways between the South Curtice Street sidewalk and the main entrance to each unit have been provided. The South Curtice Street sidewalk will not be interrupted by driveways as vehicular access is from the alley.

#### **4.2.3 Parking Lots and garage locations**

This section is specific to surface parking lots and is not applicable to the application.

#### **4.2.4 Service areas, trash enclosures, utility and mechanical equipment locations**

Utilities and mechanical equipment locations and any proposed trash enclosures will be reviewed by staff at time of site development plan application for consistency with the DDSG's.

#### **4.2.5 On-site open space provision and location**

**4.2.5.s1 Building front setbacks shall be at least 10 feet where not otherwise required**

Applicant response: Building front setbacks will be greater than 10 feet.

Staff analysis: A 16-foot front setback is proposed with this application. The underlying R-5 zoning requires a 20-foot front setback. This request is addressed in the Justification section of this report, above. The proposed development appears to be compatible with this standard.

#### **4.3 Architecture**

**4.3.1.sa1 Buildings shall be designed to provide human scale, interest and variety while maintaining an overall sense of relationship with adjoining or nearby buildings.**

**Examples of techniques that meet this objective are:**

- **Variation in the building forms such as recessed or projecting bays;**
- **Expression of architectural or structural modules and detail;**
- **Diversity of window size, shape or patterns that relate to interior functions;**
- **Emphasis of building entries through projecting or recessed forms, detail, color or materials;**
- **Variations of material, material modules, expressed joints and details, surface relief, color and texture to scale;**
- **Tighter, more frequent rhythm of column/bay spacing, subdividing the building façade into smaller, more human scaled elements.**

**4.3.1.sa2 New buildings and additions to existing buildings shall respect the forms and character of existing older residential buildings in the subarea. Such forms and architectural elements that establish this character are:**

- **Sloped roofs such as simple gabled or hipped roofs, with occasional gambrel roofs;**
- **Porches and raised ground floors;**
- **Vertically proportioned windows;**
- **Simple rectangular building forms with ‘add-ons’ such as bay windows, rear ‘sleeping porches’, vestibules, etc.;**
- **Dormers.**

**4.3.1.sa2 Primary building facades shall include some elements that provide a change in plane that create interest through the interplay of light and shadow.**

**Examples of such elements are:**

- **Porches;**
- **Bay windows and other projecting bays;**
- **Dormers;**
- **Overhanging eaves;**
- **Changing textures and patterns such as fish-scale siding in the gable end and lap siding elsewhere on the building.**

Applicant response: The proposed new building will have front porches, vertically oriented windows, and a raised ground floor, small shed roofs over the windows with wood brackets, overhanging eaves and material and textural changes. The building’s primary roof forms are gables.

Staff analysis: The applicant has provided design standards for the proposed development as shown on the cover sheet of the PDO plan set. The proposed standards will require the development to have front porches, vertical windows, sloped roofs, and have lap siding as its primary exterior building material. The standards offered by the applicant appear to require future development on the property to be compatible with the DDSG’s with one exception: the doors shown on the illustrative plan on the front façade that have glass panes throughout their height (French doors) would be visually incompatible with the character of the older residential neighborhood. Windows may be more appropriate than doors in this location. The staff recommendation for approval with conditions reflects this analysis.

#### **4.3.2 Building materials**

**4.3.2.sa1 Highly transparent glass shall be provided in all window and storefronts.**

**4.3.2.sa2 EIFS (Exterior Insulating Finish System) shall not be used as a façade material on any building within the subarea. However, a one or two coat ‘hard coat’ cement stucco system with a synthetic finish (typically, a 100 percent acrylic-based coating) is acceptable.**

Applicant response: The primary exterior wall material is horizontal lap siding with 6-inch exposure.

Staff analysis: The proposed primary building material is lap siding. Glass transparency and any proposed stucco will be reviewed by staff at time of site development plan for consistency with the DDSG's.

#### **4.3.3 Parking Structures**

There are no parking structures proposed with this application.

#### **4.3.4 Roof-top design and mechanical equipment screening**

Roof-top design and mechanical equipment will be reviewed by staff at time of site development plan for consistency with the DDSG's.

#### **4.4.1 Open space on private property**

**4.4.1.s1 Public and private open space shall be attractively landscaped with a variety of plant materials and hard surfaces.**

**4.4.1.s2 All areas of the site not covered by buildings, structures, parking areas, service areas, walks and bikeways, plazas and other impervious surfaced functional areas, shall receive landscaping.**

**4.4.1.s3 Where a side setback occurs, it shall be landscaped either as a buffer to the adjoining property; as a continuation of landscaping between properties; as usable open space for residents or employees within the property; or as a landscaped passageway from the property to the street. In no case, however, shall the side yard setback be primarily used for outdoor storage, animal pens, refuse container and utility equipment locations, or other ancillary uses not related to landscaped or usable open space.**

Applicant response: The property will be appropriately landscaped as to meet the city requirements. Side setback areas will be used for a combination of landscaping, usable open space, and as a buffer to adjoining properties.

Staff analysis: The proposed setbacks for this development will allow for additional building coverage on the property. Still, the proposed unobstructed open space requirement is 33.4 percent, which exceeds the minimum amount for the zone district, which is 25 percent. There should be adequate space for walks, bikeways and landscaped areas for future residents.

#### **4.4.2 Parking areas**

This section is specific to surface parking lots and is not applicable to the application.

#### **4.4.3 Site Distance Triangles**

The subject property is located mid-block and therefore site distance triangles are not applicable to the application.

#### **4.4.4 Existing landscaping**

Existing landscaping shall be evaluated for compliance with the DDSG at time of site development plan application.

#### **4.4.5 Screening, walls and fencing**

Screening, walls and fencing shall be evaluated for compatibility with the DDSG at time of site development plan.

**4.4.6 Private open space, detention areas and drainage channels**

Private open space and any necessary drainage features or facilities will be evaluated at time of site development plan for compatibility with the DDSG's.

**4.4.7 Site Lighting/parking lot lighting**

Lighting shall be evaluated at time of site development plan for compatibility with the DDSG's.

**4.4.8 Paving Materials**

Paving materials shall be evaluated at time of site development plan for compatibility with the DDSG's.

**4.4.9 Landscape materials, xeriscaping, irrigation and maintenance**

Landscaping shall be evaluated at time of site development plan for compatibility with the DDSG's.

**Consistency with the Citywide Comprehensive Plan and the Downtown Neighborhood Plan:**

**Citywide Comprehensive Plan**

**Policy 1.1: Generate more opportunities for residents to live, shop, and play where they work and to work, shop, and play where they live.**

The proposed development will provide new housing stock in the Downtown Neighborhood, which affords opportunities to work, shop and play.

**Policy 1.9(b): [Increase] housing diversity and densities to help enliven the street and support the stores and restaurants.**

The proposed development will provide larger housing units within the Downtown Neighborhood. The new residents will be afforded opportunities to work, shop and play within their neighborhood.

**Downtown Neighborhood Plan**

**Policy LU-3: The existing character of the Old Downtown Neighborhood should be preserved.**

The proposed duplex will utilize many of the architectural elements and building materials of the older, single-family homes in the neighborhood, including pitched roofs, front porches and lap siding that reinforces the existing character of the Downtown Neighborhood. Please refer to the section on consistency with the Design Standards and Guidelines for further analysis.

**Policy LU-6: Downtown should support a diverse mix of housing options for residents of all ages, incomes, abilities, and family structures.**

Please refer to the above section on consistency with the Citywide Comprehensive Plan for an analysis.

**NEIGHBORHOOD OUTREACH:**

The applicant went door to door in the fall of 2016 to contact adjacent property owners to present the project and answer questions. Additionally, notice of the planning commission public hearing was sent to all property owners within 700 feet of the subject property.

**STAFF RECOMMENDATION:**

Staff finds that the proposed duplex development at 5530 South Curtice Street meets the applicable criteria for a planned development overlay with the following conditions of approval:

1. That no doors other than the main entrance to each unit shall be allowed on the front façade. Main

entrance doors shall not consist of glass panes throughout its length (French doors).

2. At time of site development plan, staff shall review the development for consistency with all remaining sections of the Downtown Design Standards and Guidelines, Subarea 4.

**PROPOSED MOTION:**

*The planning commission may take the following actions on the application: approve; approve with conditions; continue to a date certain; and deny. A sample motion is provided for each option.*

**MOTION TO APPROVE AND/IF NECESSARY, WITH CONDITIONS**

I move to approve PC Resolution 04-2017, concerning 5530 South Curtice Street, which forwards a favorable recommendation to city council, with the following condition(s):

1. That no doors other than the main entrance to each unit shall be allowed on the front façade. Main entrance doors shall not consist of glass panes throughout its length (French doors).
2. At time of site development plan, staff shall review the development for consistency with all remaining sections of the Downtown Design Standards and Guidelines, Subarea 4.

*Note: If additional conditions are necessary, include them here:*

- 4.
- 5.

The foregoing approval is based on findings that the proposed work meets the criteria in section 10-9 of the zoning code for development under a planned development overlay, including compatibility with the Downtown Design Standards and Guidelines and the Comprehensive Plan.

**MOTION TO CONTINUE TO A DATE CERTAIN**

I move to continue the public hearing on PC Resolution 04-2017, concerning 5530 South Curtice Street, to \_\_\_\_\_ (insert date) in order to \_\_\_\_\_.

**MOTION TO DENY**

I move to deny PC Resolution 04-2017, concerning 5530 South Curtice Street. The foregoing denial is based on the findings that the proposed work:

*Note: Identify criterion or criteria not met and adjust motion accordingly:*

- 1.
- 2.
- 3.
- 4.

Attachments:

1. PC Draft Resolution
2. Application and attachments
3. Letter of Intent
4. Curtice Street Planned Development Overlay plan set
5. Littleton Downtown Design Standards and Guidelines, Subarea 4

**RESOLUTION NO. 04 -  
2017**

**Series of 2017**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
CITY OF LITTLETON, COLORADO, APPROVING A  
PLANNED DEVELOPMENT OVERLAY FOR PROPERTY  
KNOWN AS 5530 SOUTH CURTICE STREET.**

**WHEREAS**, the planning commission of the City of Littleton, Colorado, held a public hearing at its regular meeting of April 26, 2017 to consider a proposal for a planned development overlay for property located at 5530 South Curtice Street, and more specifically described in Exhibit A, which is attached hereto and made a part hereof by this reference; and

**WHEREAS**, the planning commission considered evidence and testimony concerning the proposed planned development overlay;

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

**Section 1.** The planning commission finds that the planned development overlay conforms to the development standards of the planned development overlay criteria as specified in section 10-9-5 of the city code with the following conditions:

1. That no doors other than the main entrance to each unit shall be allowed on the front façade. Main entrance doors shall not consist of glass panes throughout its length (French doors).
2. At time of site development plan, staff shall review the development for consistency with all remaining sections of the Downtown Design Standards and Guidelines, Subarea 4.

INTRODUCED, READ AND ADOPTED at the regularly scheduled meeting of the Planning Commission of the City of Littleton, Colorado, held on the 26<sup>th</sup> day of April, 2017, 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: \_\_\_\_\_  
DENISE CIERNIA,  
RECORDING SECRETARY

\_\_\_\_\_  
MARK RUDNICKI,  
CHAIR

EXHIBIT "A"

**Legal Description for 5530 South Curtice Street**

Lot 14, except the rear or easterly 6 feet thereof, Block 5, Littleton,  
County of Arapahoe, State of Colorado.



# City of Littleton

Staff Use Only

FEE \$

CASE NUMBER:

CASE PLANNER:

## Planned Development Overlay OFFICIAL APPLICATION FORM

- Applicant's submitting applications for the initial review shall submit directly to the Planning and Zoning Division in Community Development.

Project Name: SOUTH CURTIS STREET DUPLEX

Pre-application Meeting Date: 9.22.10

Property Address or General Location 5530 S. CURTIS ST., LITTLETON, CO 80120

Parcel Number (if existing at this time)

Size of Parcel in Acres 0.137 AC

### Applicant Information:

Name (print): MA ARCHITECTS

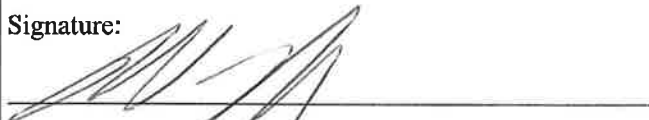
Contact (if different): WILLIAM RIVERA JR.

Mailing Address: 2329 W. MAIN ST., #201

City, State, Zip: LITTLETON, CO 80120 Phone 303-730-7720 x102

Cell: , Fax: E-mail: W.RIVERA@MAARCHITECTS.US

Signature:



Title PROJECT ARCHITECT

Date: 10.20.10

Is the applicant (above) the owner of the property? Yes \_\_\_\_\_ No ☒ (Check one)

If no, please provide a typed sheet listing the property owners names with addresses and phone numbers.

ATTACH a signed and notarized statement from the owner stating that there is no objection to the application and that the applicant is authorized to act on behalf of the owner with respect to the above application type as stated in the City code

Is there a mortgage on the property? Yes \_\_\_\_\_ No ☒ (Check one)

If yes, the applicant shall mail notice to the mortgage holder (s), if any, which summarizes the proposed zoning matter and includes the name, phone number of the City employee in charge of reviewing the matter.

Said notice shall be sent by registered mail, return receipt requested. A copy of the notice and the original returned receipt shall be attached to the application.

Revised  
October 2012

# Data and Information Sheet

## Proposed Zoning Comparison Chart

Site Information: (complete where applicable)

Zoning Requirements	Existing Zoning Dist.	Proposed PDO
Use (s)	R5	R5
Min. Unobstructed Open Space	25%	53.9%
Parking Ratios	2 PER UNIT	4 PER UNIT
Min. Bldg Setbacks	20' PR, 10' R 5' N, 10' S	20' PR, 10' R 5' N, 5' S
Max. Bldg Height	30'	31'
Max. F.A.R (Commercial Uses)		
Max. Density (Residential Uses)	5.9 UNITS	2 UNITS

Adjacent Land Use      Adjacent Zoning

North: RES      R-5

South: RES      R-5

East: RES      PD-R

West: RES      R-5

**Proposed Development Details:** Please provide on a separate sheet data showing the effects of development for both the existing zone district and the proposed zone district. Such data shall include projected population, school age population, traffic generation, additional park land required and availability of city services. Unless the application is accompanied by a PD Plan or PDO Plan, such data shall be based on the maximum potential development permitted under the applicable existing and proposed zone districts.

**Note:** This application may be subject to additional processing fees required by referral agencies such as Colorado Geological Survey and Denver Water. Please contact these agencies for information concerning their fees.

**A complete application form must accompany the required materials on the attached check list. Submitting an incomplete application may cause a delay in processing. If you have any questions, please call the Community Development Department at 303-795-3748.**

### Owner Information:

Name (print): MARC PIZZOPERRATO      Address: 5652 S. STAMFORD ST.  
LITTLETON, CO 80120  
Phone:      Fax:      E-mail:     

### Engineering Consultant:

Name (print): DT ENGINEERING      Address: 10971 UTICA CT.  
WESTMINSTER, CO 80031  
Phone: 303-601-8920      Fax:      E-mail:     

### Architect:

Name (print): MA ARCHITECTS      Address: 2329 W. MAIN ST. #201  
LITTLETON, CO 80120  
Phone: 303-720-7200      Fax:      E-mail:

CRT1 LLC

5652 South Sycamore Street  
Littleton, CO 80120  
Fax: 888.770.9243  
Email: [marc@rocdevelopments.com](mailto:marc@rocdevelopments.com)

City of Littleton  
Building and Development  
2255 W. Berry Avenue  
Littleton, CO 80120

Attn: Anastasia Urban

Re: 5530 South Curtice, Littleton, CO 80120


Dear Ms. Urban,

This letter is written to you to authorize MA Architects, 2329 W. Main Street, Littleton, CO 80120 to submit the PDO application on behalf of CRT1 LLC.

Thank you and Best Regards,

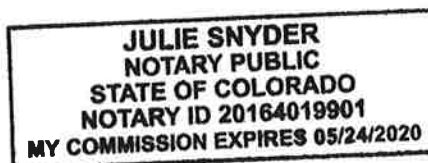
Marc Pizzoferrato, Manager  
CRT1 LLC

State of Colorado  
County of Arapahoe

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day  
of October 2016 by 

  
(Notary's official signature)

5/24/2020  
(Commission Expires)



April 14, 2017

Andrea Mimnaugh, Principal Planner  
City of Littleton  
Community Development Department  
2255 W. Berry Avenue  
Littleton, Colorado 80120

Re: Proposed Duplex Development  
5530 S. Curtice St.  
Littleton, CO  
R5-Zone District

To Whom it may concern:

CRT1 LLC has retained M-A Architects to design a 3 story Duplex project to be constructed at 5530 S. Curtice Street in Littleton, Colorado.

The existing zoning is R5, which permits this type of project. CRT1 LLC will be demolishing the existing, unfinished single family home on the site for construction of the new project.

The project will require modifications or exceptions to the requirements of this zone district, notably a reduction of the south property line setback from 10' to 6', a reduction of the front property line from 20' to 16', and an increase of maximum building height from 30' to 31'.

The request for a reduction of the south property line would allow for more livable duplex units and would not be out of character in the neighborhood as there are several properties on the same block with less than 10' south property line setbacks.

The request for a reduction of the front property line would allow the porch to conform with the predominant front setback on the block (15.95'). The main portion of the building exterior would still be 20' from the front property line.

The request for an increase of 1' in maximum height would allow for access to small roof decks on the upper floor. Maximum pitched roof heights are measure to the average height of the upper most gable or hipped roof per City of Littleton Code. The additional 1' of increase would barely be perceptible.

The building has been designed to fit comfortably on the site and into the neighborhood. Craftsman Style design cues and detailing will help it blend into the block, zoning district and overall downtown Littleton neighborhood. Special attention has been paid to minimize mass (the portion of the building closest to the street is actually 2 stories.....the upper level where the requested height increase is located is actually 36' from the west property line and 16' behind the main building façade), to provide visual interest with high quality materials and high quality design.

Therefore, based on our preliminary discussions with the Community Development Department, we are applying for a PDO. I have outlined below how we have conformed to the Design Standards and Guidelines for subarea 4, and also how the project is in conformance with the Downtown Littleton Comprehensive Plan.

M-A ARCHITECTS



ARCHITECTURE & PLANNING

THE LITTLETOWN OFFICE BUILDING

2329 W. MAIN

STREET SUITE 301

LITTLETOWN, CO 80120

TEL 303.730.7300

FAX 303.730.8300

#### **Point by Point narrative for Design Guideline Conformance-Subarea 4:**

DEVELOPMENT OF THE SITE MUST BE COMPATIBLE WITH THE LITTLETON DOWNTOWN DESIGN STANDARDS AND GUIDELINES, SUBAREA #4. THE FOLLOWING OBJECTIVES AND STANDARDS REPRESENT A SUMMARY OF SUBAREA #4.

4.2.1.o1 To orient front facades and main entries toward streets and open spaces.  
BUILDING FAÇADE IS ORIENTED TOWARDS SOUTH CURTICE STREET.

4.2.1.o7 To provide facades that face the public realm (such as streets and parks) with the building's highest level of design attention, and the building's best quality materials.  
BUILDING FAÇADE IS ORIENTED TOWARDS SOUTH CURTICE STREET. THE FAÇADE CONSISTS OF SUCH ARCHITECTURAL FEATURES AS PORCHES, RAILINGS, ACCENT MATERIAL IN GABLES AND USE OF HIGH QUALITY MATERIALS SUCH AS BRICK AND BOARD AND BATTEN SIDING.

4.2.1.o8 To design the building's rear or side facades with sufficient design attention and quality of materials to maintain the value of adjoining properties and, in renovations, the value of the existing building itself.  
THE SIDE AND REAR ELEVATIONS ALSO HAVE HIGH QUALITY MATERIALS SIMILAR TO THE FRONT FAÇADE.

4.2.1.s1 The ground floors of building frontages shall be primarily occupied by pedestrian active uses.  
THE GROUND FLOOR OF BOTH UNITS ARE RESIDENTIAL IN NATURE WITH GARAGES AT THE REAR OF THE LOT ALONG THE ALLEY.

4.2.1.s2 Facades that face South Curtice Street and South Nevada Street shall be designed to be the primary façade, including such components as:

- High quality materials.
- Large windows and entries.
- Highest level of design and details.

BUILDING FAÇADE IS ORIENTED TOWARDS SOUTH CURTICE STREET. THE FAÇADE CONSISTS OF SUCH ARCHITECTURAL FEATURES AS PORCHES, RAILINGS, ACCENT MATERIAL IN GABLES AND USE OF HIGH QUALITY MATERIALS SUCH AS BRICK AND BOARD AND BATTEN SIDING, AS WELL AS LARGE WINDOWS AND ENTRIES.

#### **4.2.2 Pedestrian and vehicular access**

4.2.2.s2 Residential access may be off of internal courts. However, these internal courts shall be directly accessible from the street.

THE NORTH UNIT HAS ACCESS TO A WALK FROM THE FRONT OF THE UNIT TO THE STREET. THE SOUTH UNIT HAS ACCESS TO A SIDE COURT THAT HAS ACCESS TO THE STREET.

4.2.2.s3 Sidewalks shall be uninterrupted by curb cuts and driveways as much as possible in order to improve and support South Curtice and South Nevada as walkable streets.

THERE WILL BE NO CURB CUTS PROPOSED ALONG SOUTH CURTICE STREET.

4.2.2.g1 Each multi-story building should have one clearly identifiable "front door that faces the street."  
THE NORTH UNIT HAS A CLEARLY IDENTIFIABLE ENTRY FACING THE STREET.

4.2.3.o1 To place parking lots and garages to the rear or sides of buildings, rather than in the front of buildings.  
PARKING AND GARAGES ARE AT THE REAR OF THE LOT ALONG THE ALLEY.

4.2.4.s2 Utility meters shall not be mounted on the front, street facing façade of the building, but shall be mounted on the side or rear facades wherever possible.  
UTILITY METERS WILL BE PLACED ON THE SIDES OF THE BUILDING.

4.2.4.s3 service areas and refuse storage areas shall not front onto any street or public open

space in this subarea.

SERVICE AREAS AND REFUSE STORAGE WILL BE AT THE REAR OF THE PROPERTY ALONG THE ALLEY.

4.2.4.g1 Refuse storage and pick-up areas in the alley should be combined with other service and loading areas to the extent practicable.

SERVICE AREAS AND REFUSE STORAGE WILL BE AT THE REAR OF THE PROPERTY ALONG THE ALLEY.

4.2.4.g4 Air conditioning units should not be located on sloping roofs seen from the street. They should be located either on grade or on the sloping roof at the back of the house.

AIR CONDITIONING UNITS WILL BE AT THE SIDES OF THE BUILDING TOWARDS THE REAR OF THE LOT.

4.2.5 s1 building front setbacks shall be at least 10 feet where not otherwise required to be.

BUILDING FRONT SETBACKS WILL BE GREATER THAN 10 FEET.

4.3.1.sa2 New buildings and additions to existing buildings shall respect the forms and character of existing older residential buildings in the subarea. Such forms and architectural elements that establish this character are:

- Sloped roofs such as simple gabled or hipped roofs, with occasional gambrel roofs.
- porches and raised ground floors.
- vertically proportioned windows
- simple rectangular building forms with "add ons" such as bay windows, rear sleeping porches, vestibules, etc.
- dormers

THE PROPOSED NEW BUILDING HAS A FRONT PORCH, VERTICALLY ORIENTED WINDOWS, AND A RAISED GROUND FLOOR.

4.3.1.sa3 Primary building facades shall include some elements that provide a change in plane that create interest through the interplay of light and shadow.

Examples of such elements are:

- Porches;
- Bay windows and other projecting bays;
- Dormers;
- Overhanging eaves;
- Changing textures and patterns such as fish-scale siding in the gable end and lap siding elsewhere on the building.

THE PROPOSED NEW BUILDING HAS A FRONT PORCH, VERTICALLY ORIENTED WINDOWS, SMALL SHED ROOFS OVER WINDOWS WITH WOOD BRACKETS, OVERHANGING EAVES AND MATERIAL AND TEXTURAL CHANGES.

4.3.1.ga2 Flat roofs may be appropriate for ancillary buildings such as garages and simple additions where the primary building's gabled or hipped roof form should be emphasized.

THE BUILDINGS PRIMARY ROOF FORMS ARE GABLES.

4.3.2.ga1 The primary exterior wall material should be a horizontal lap siding with six inches or less exposed lap. A high quality hardboard material is preferred over wood, metal or vinyl siding.

THE PRIMARY EXTERIOR WALL MATERIAL IS HORIZONTAL LAP SIDING WITH 6 INCH EXPOSURE.

4.3.2.ga2 Cement stucco or the two-coat 'hard coat' cement stucco system described in

THERE IS NO STUCCO IN THE PROJECT.

4.3.4.s1 Primary building entries shall be externally lit so as to promote a more secure environment at the door, emphasize the primary point of entry into the building and provide sufficient lighting for efficient access into the building.

PRIMARY ENTRIES FOR BOTH UNITS WILL BE LIGHTED SO AS TO PROMOTE A MORE SECURE ENVIRONMENT AT THE DOOR.

4.3.4.s2 Entry lighting shall complement the building's architecture. Standard security lighting shall not be allowed.

ENTRY LIGHTING WILL COMPLEMENT THE BUILDINGS ARCHITECTURE.

#### Guidelines

4.3.4.g1 Garage entries and service areas off of alleys should be adequately lit by lighting fixtures that do not create glare or night sky light pollution. Mount light fixtures on the building whenever possible. property.

GARAGE ENTRY LIGHTING WILL BE BUILDING MOUNTED, NON GLARE FIXTURE TYPES.

4.3.5.g2 Air conditioning units located in side yards should be screened with a solid or appropriately louvered or latticed wall so as to reduce their noise impacts on the adjoining property.

AIR CONDITIONING UNITS WILL BE MOUNTED IN THE SIDEYARDS AND SCREENED.

4.4.1.s1 Public and private open space shall be attractively landscaped with a variety of plant materials and hard surfaces.

THE PROPERTY WILL BE APPROPRIATELY LANDSCAPED AS TO MEET THE CITY REQUIREMENTS .

4.4.1.s2 All areas of the site not covered by buildings, structures, parking areas, service areas, walks and bikeways, plazas and other impervious surfaced functional areas, shall receive landscaping.

LANDSCAPING WILL BE PROVIDED AS REQUIRED.

4.4.1.s3 Where a side setback occurs, it shall be landscaped either as a buffer to the adjoining property; as a continuation of Side yard as a passageway landscaping between properties; as usable open space for residents or employees within the property; or as a landscaped passageway from the property to the street. in no case, however, shall the side yard setback be primarily used for outdoor storage, animal pens, refuse containers, and utility equipment locations, or other ancillary uses not related to landscaped or usable open space.

SIDE SETBACK AREAS WILL BE USED FOR A COMBINATION OF LANDSCAPING, USABLE OPEN SPACE, AND AS A BUFFER TO ADJOINING PROPERTIES.

4.4.1.g1 Front yards should be entirely landscaped with living plant material with the exception of walkways and areas along the foundation walls that may be require to be non-irrigated.

THE FRONT YARDS WILL BE LANDSCAPED COURTYARDS WITH LIVING MATERIAL AND WALKWAYS.

4.4.5.o2 To provide security and privacy for private and common open spaces not open to the general public.

4.4.5.o3 To relate the design and materials of fences and walls to the architecture and/or landscape architecture of the project.

4.4.8.s1 Paving materials and patterns used on private development parcels shall be coordinated with the design of public pedestrian facilities where they intersect.

WALKWAYS FROM THE UNIT ENTRIES WILL MATCH THE MATERIALS OF THE PUBLIC SIDEWALKS.

4.4.8.s2 Engineered base and setting conditions determined by soil conditions shall be used for paving.

ALL SITE PAVING INSTALLATION TO BE DETERMINED BY SOIL CONDITIONS.

#### Guidelines

4.4.8.g1 Special paving should be carefully chosen for structural capability and durability in the local climate.

PAVING WILL BE SELECTED FOR DURABILITY, AESTHETICS AND PER SOILS ENGINEER RECOMMENDATIONS.

4.4.8.g2 Special paving patterns and materials may be used to emphasize entries, provided interest and variation and differentiate functional areas.

PAVING WILL BE CONCRETE TO MATCH ADJACENT SIDEWALK.

4.4.8.g3 Concrete, asphalt, granite, local sandstone or hydraulically pressed base with thickness no less than 80 mm should be used for vehicular use in drives and drop-off areas.  
CONCRETE DRIVE/APRON WILL BE A MINIMUM 80 MM.

4.4.9.o1 To conserve energy and water resources by encouraging the use of xeriscaping and water conserving irrigation techniques.

LIVING PLANT MATERIAL WILL BE USED IN THE FRONT YARDS AS REQUIRED BY LITTLETON. THE MAJORITY OF THE BALANCE OF THE LANDSCAPING WILL BE BARK/MULCH WITH SMALL CLIMATE APPROPRIATE PLANTS.

4.4.9.o2 To use plant materials that survive with reasonable care in our high plains climate.  
PLANTS TO BE SELECTED WILL BE APPROPRIATE FOR THE COLORADO HIGH PLAINS CLIMATE.

4.4.9.o3 To ensure the long-term health of functional and attractive landscaping by encouraging the proper maintenance thereof.  
MAINTENANCE OF LANDSCAPING WILL BE ENCOURAGED.

4.4.9.s3 The type, size, quality and quantity of the living and non-living landscaping materials shall comply with the requirements in Section 8 and the plant lists included in the Landscape Manual.  
THE PROJECT WILL SELECT THE APPROPRIATE LANDSCAPE MATERIALS AND PLANTS BASED ON SECTION 8 REQUIREMENTS.

4.4.9.s5 All project maintenance shall comply with the requirements of Section 10 in the Landscape Manual.  
Guidelines  
ALL PROJECT MAINTENANCE WILL COMPLY WITH THE REQUIREMENTS OF SECTION 10 OF THE LANDSCAPE MANUAL.

4.4.9.g1 The practice of xeriscaping, which is landscaping to conserve water without the loss of aesthetic appeal, is strongly encouraged. Refer to Section 5 of the Landscape Manual for the seven-step approach to xeriscaping.  
XERISCAPING WILL BE INCORPORATED INTO THE LANDSCAPE PLAN AND DESIGN.

### **DOWNTOWN NEIGHBORHOOD PLAN**

Of the seven Principles that summarize the characteristics that drive the Vision, Goals, Policies, and Implementation Strategies, we feel that our PDO requested redevelopment of the 5530 S. Curtice St. property meets the goals of two of the Principles, while the remaining five are not applicable.

SMALL TOWN CHARACTER: the proposed project is of the scale of the adjacent properties on the block. It is similar in height and mass, addresses the street scape in a very residential manner and with a pedestrian scale, and is of a building style found throughout the neighborhood.

QUALITY DESIGN: the proposed project is similar in height and mass, addresses the street scape in a very residential manner and with a pedestrian scale, and is of a building style found throughout the neighborhood.

Its proposed building materials are primarily brick, horizontal siding and board and batten. These are widely considered to be enduring materials found on buildings throughout Littleton dating back generations. They are also reflective of the downtown areas live-ability and character.



## POLICIES AND IMPLEMENTATION STRATEGIES

LU-3 *The existing character of the Old Downtown Neighborhood should be preserved.*

LU-3a *Direct any rezoning effort to retain small scale residential as the primary use in the Old Downtown Neighborhood, with medical and dental offices as secondary land uses. No other land uses will be allowed.*

The proposed project is a residential duplex, which is allowed by zoning and in conformance with the neighborhood uses allowed.

LU-3b *Revised the zoning and Downtown Design Standards and Guidelines to ensure that development in the Old Downtown Neighborhood will conform to the existing scale, mass, and feel of the neighborhood.*

The proposed project is of similar size, mass, and scale of other existing residential projects on the block and throughout the neighborhood.

LU-6 *Downtown should support a diverse mix of housing options for residents of all ages, incomes, abilities and family structures.*

The proposed project would increase the diversity of housing types by adding a well scaled, high quality design duplex (multifamily) into the existing residential fabric of the neighborhood.

LU-9 *The height of future buildings in downtown should respect its historic scale and character.*

LU-9a *Retain the current maximum height restrictions in downtown's underlying zone districts. When the underlying zone district does not have a maximum height or when the development review process permits the consideration of additional height, employ the following criteria:*

- i. *The desired character of the district in which the proposed structure is located.*
- ii. *Acknowledgement that the Columbine Mill and Courthouse will be the dominant structures downtown.*

The proposed project requests an increase in the maximum height allowed by 1 foot. It will be in scale and proportion to the other properties and structures in the neighborhood. The portion of the project closest to the street is 2 stories, with an approximate 16' offset of the tallest portion of the building, which will be partially obscured by adjacent buildings and existing trees. The proposed building presents itself to the street as a 2 story building with a porch.

This project is not in proximity or similar in scale to the Columbine Mill or the Courthouse. Those two existing historic structures are vastly larger in mass and height.

## **COMPREHENSIVE PLAN**

The proposed project will help Littleton achieve its VISION FOR THE FUTURE OF LITTLETON by respecting and building upon its history (small, charming residential homes in traditional neighborhoods), foster its small town, family friendly character, and raise the bar to increase the quality of community and economic development.

## POLICIES

1.1 *Generate more opportunities for residents to live, shop and play where they work and the work, shop, and play where they live.*

Increasing residential density while maintaining the neighborhood character with properly scaled projects benefits the downtown merchants and adds to the quality of the neighborhood.

1.9 *Strengthen downtown by:*

b. *increasing housing diversity and densities to help enliven the streets and support the stores and restaurants.*

Increasing residential density while maintaining the neighborhood character with properly scaled projects benefits the downtown merchants and adds to the quality of the neighborhood.

#### A DISTINCTIVE LITTLETON-POLICIES

4.3 *Encourage high quality design, architecture, landscape architecture, and public art throughout Littleton.*

The proposed project is of high quality architectural design, incorporating materials, forms, and detailing of exterior elements.

SINCERELY,

WILLIAM RIVERA JR  
PROJECT ARCHITECT  
303-730-7300 X-102

LEGAL DESCRIPTION

LOT 14, EXCEPT THE EAST 6 FEET OF ALLEY BLOCK 5,  
CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO  
Also known as 5530 South Curtice Street, Littleton, Colorado 80120

INTENT STATEMENT:

PURPOSE OF PLANNED DEVELOPMENT  
OVERLAY (PDO)  
TO REDUCE THE SOUTH SETBACK  
REQUIREMENT FROM 10.0 FEET TO  
6.0 FEET, TO ALLOW THE ROOF  
OVERHANG ON THE SOUTH TO ENCROACH  
INTO THE REQUESTED SETBACK 18", TO  
ALLOW THE FRONT PORCH TO ADHERE  
TO THE PREDOMINANT BLOCK SETBACK  
OF 16" INSTEAD OF 20', AND TO  
INCREASE MAXIMUM BUILDING HEIGHT  
FROM 30.0 FEET TO 31.0 FEET  
UNDER TOWNHOME DEVELOPMENT  
STANDARDS IN THE R-5 ZONE DISTRICT

SHEET INDEX:

- 1 of 3 COVER SHEET
- 2 of 3 ARCHITECTURAL SITE PLAN, OPEN SPACE DIAGRAM
- 3 of 3 EXTERIOR ELEVATIONS

PROJECT TEAM:

OWNER/DEVELOPER/APPLICANT

CRTI, LLC  
MARG PIZZO FERRATO  
5652 S. SYCAMORE ST.  
LITTLETON, CO 80120  
303-418-0100

ARCHITECT:

M-A ARCHITECTS  
2329 W. MAIN STREET #301  
LITTLETON, COLORADO 80120  
303-730-7300 (TEL.)  
303-730-8300 (FAX)  
CONTACTS: JOHN MATTHEWS  
BRAD EICKMAN

CIVIL ENGINEER:

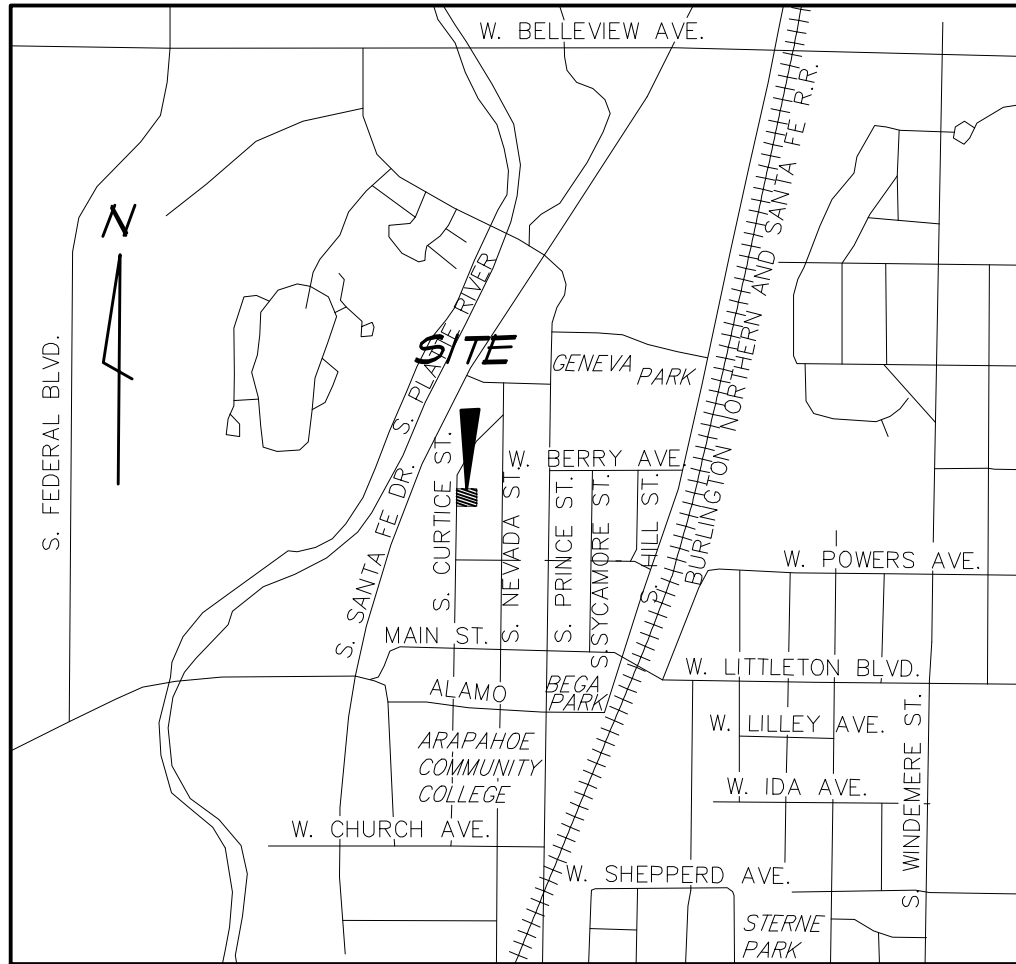
DT ENGINEERING, INC.  
10971 UTICA CT.  
WESTMINSTER, COLORADO 80031  
303-601-8420 (TEL.)  
CONTACT: DAVID B. TEETS, PE  
PE # 36925

SURVEYOR:

LANGE LAND SURVEYS  
5511 WEST 36TH AVE., SUITE 240  
ARVADA, COLORADO 80002  
720-242-9732 (TEL.)  
CONTACT: JONATHAN R. LANGE  
FLS # 37908

VICINITY MAP

NOT TO SCALE



SOUTH CURTICE DUPLEX  
PLANNED DEVELOPMENT OVERLAY

LOT 14, EXCEPT THE EAST 6 FEET OF ALLEY BLOCK 5, LITTLETON  
CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO  
SITE AREA: 0.137 ACRES  
CASE NUMBER: PDO16-0004



ZONING INFORMATION:

TYPE	'RS' TOWNHOUSE ZONING REQUIREMENTS	PDO PROPOSAL
PRIMARY USES ALLOWED	2 UNIT TOWNHOUSE <ul style="list-style-type: none"><li>TWO JOINED TOWNHOMES</li><li>ATTACHED 2 CAR GARAGES, ONE FOR EACH UNIT.</li></ul>	2 UNIT TOWNHOUSE <ul style="list-style-type: none"><li>TWO JOINED TOWNHOMES</li><li>ATTACHED 2 CAR GARAGES, ONE FOR EACH UNIT.</li></ul>
MINIMUM LOT SIZE	2500 S.F.	2500 SQUARE FEET
MINIMUM LOT AREA PER RESIDENTIAL UNIT	2500 SQUARE FEET	2483.8 SQUARE FEET
MAXIMUM RESIDENTIAL DENSITY	5.9 UNITS (43.56 DWELLING UNITS PER GROSS ACRE)	2.0 UNITS (14.54 DWELLING UNITS PER GROSS ACRE)
MINIMUM NON-OBSTRUCTED OPEN SPACE CALCULATED AS ENTIRE SITE	25 PERCENT OF OVERALL SITE OR 25% OF EACH LOT.	25 PERCENT OF OVERALL SITE
MAXIMUM HEIGHT OF STRUCTURES	30 FEET	31'-0" TO AVERAGE HEIGHT OF HIGHEST GABLE
FRONT BUILDING SETBACK	FRONT: 20' AS DETERMINED BY CITY OF LITTLTON ZONING CODE	FRONT: 16'
REAR BUILDING SETBACK	REAR 20' AS DETERMINED BY CITY OF LITTLTON ZONING CODE	REAR 20' AS DETERMINED BY CITY OF LITTLTON ZONING CODE
SIDE BUILDING SETBACKS	NORTH SIDE 5', SOUTH SIDE 10' AS DETERMINED BY CITY OF LITTLTON ZONING CODE	NORTH SIDE 5', SOUTH SIDE 6' PLUS ALLOWANCE OF OVERHANG TO ENCROACH INTO SETBACK 18' INTERIOR SIDE SETBACK 0'
PARKING REQUIREMENTS	2 SPACES PER UNIT	2 SPACES PER UNIT

OWNERSHIP AND APPROVAL  
CERTIFICATION SIGNATURE:

OWNERSHIP CERTIFICATION:

I, \_\_\_\_\_, OWNER, OR DESIGNATED AGENT THEREOF,  
DO HEREBY AGREE THAT THE ABOVE DESCRIBED PROPERTY WILL  
BE DEVELOPED AS A PLANNED DEVELOPMENT OVERLAY (PDO) IN  
ACCORDANCE WITH THE USES, RESTRICTIONS, AND CONDITIONS  
CONTAINED IN THIS PLAN. FURTHER, THE CITY OF LITTLETON IS  
HEREBY GRANTED PERMISSION TO ENTER ONTO SAID PROPERTY FOR  
THE PURPOSES OF CONDUCTING INSPECTIONS TO ESTABLISH  
COMPLIANCE OF THE DEVELOPMENT OF THE PROPERTY WITH ON-SITE  
IMPROVEMENTS INCLUDING BUT NOT LIMITED TO, LANDSCAPING,  
DRAINAGE FACILITIES, PARKING AREAS, AND TRASH ENCLOSURES. IF  
UPON INSPECTION THE CITY FINDS DEFICIENCIES IN THE ON-SITE  
IMPROVEMENTS AND, AFTER PROPER NOTICE, THE DEVELOPER SHALL  
TAKE APPROPRIATE CORRECTIVE ACTION. FAILURE TO TAKE SUCH  
CORRECTIVE ACTION SPECIFIED BY THE CITY SHALL BE GROUNDS  
FOR THE CITY TO APPLY ANY OR ALL OF ANY REQUIRED FINANCIAL  
ASSURANCE TO CAUSE THE DEFICIENCIES TO BE BROUGHT INTO  
COMPLIANCE WITH THIS PDO PLAN, OR WITH ANY SUBSEQUENT  
AMENDMENTS HERETO.

SIGNATURE OF OWNER OR AGENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC

CITY ATTORNEY APPROVAL:

APPROVED AS TO FORM:

CITY ATTORNEY \_\_\_\_\_

PLANNING COMMISSION APPROVAL:

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
BY THE LITTLETON CITY PLANNING COMMISSION.

PLANNING COMMISSION CHAIR

ATTEST:

PLANNING COMMISSION SECRETARY

RECORDING CERTIFICATION:

THIS DOCUMENT WAS FILED FOR RECORDS IN THE OFFICE OF THE  
COUNTY CLERK AND RECORDER OF COUNTY AT M, ON THE DAY OF  
A.O. 20\_\_\_\_\_, IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, MAP\_\_\_\_\_,  
RECEPTION NUMBER \_\_\_\_\_

COUNTY CLERK AND RECORDER

BY:

DEPUTY

PDO DESIGN CRITERIA  
PROPOSED DESIGN STANDARDS

THE SITE PLAN AND ELEVATIONS WITHIN A PDO ARE CONCEPTUAL.  
AS SUCH, THE FOLLOWING DESIGN CRITERIA BEYOND THE PDOS AND  
ZONING REQUIREMENTS WILL BE PART OF THE PDO.

- BUILDING FACADES SHALL BE ORIENTED TOWARDS SOUTH CURTICE STREET.
- GARAGES SHALL BE AT THE REAR OF THE LOT ALONG THE ALLEY.
- THE STRUCTURE SHALL INCLUDE PORCHES FOR EACH UNIT, ACCENT MATERIAL IN GABLES, LARGE VERTICALLY ORIENTED WINDOWS, OVERHANGING EAVES AND MATERIAL AND TEXTURAL CHANGES.
- THE PREDOMINANT BUILDING MATERIALS SHALL BE BRICK VENEER AND PAINTED SIDING. THE PRIMARY EXTERIOR WALL MATERIAL IS HORIZONTAL LAP SIDING WITH 6 INCH EXPOSURE.
- AIR CONDITIONING UNITS SHALL BE MOUNTED IN THE SIDEYARDS AND SCREENED.
- THE FRONT YARDS SHALL BE LANDSCAPED COURTYARDS WITH LIVING MATERIAL AND WALKWAYS.
- UTILITY METERS SHALL BE PLACED ON THE SIDES OF THE BUILDINGS.

revision		
no.	date	by
PDO RE-SUB 2-8-2017		
PDO RE-SUB 8-20-2017		
PDO RE-SUB 4-7-2017		



M-A ARCHITECTS

ARCHITECTURE & PLANNING

THE LITTLETON  
OFFICE BUILDING

2329 WEST MAIN  
STREET SUITE 301  
LITTLETON, CO 80120  
TEL 303 730 7300  
FAX 303 730 8300

SOUTH CURTICE STREET DUPLEX

5530 South Curtice Street  
Littleton, Colorado 80120

sheet title	
COVER SHEET	
date	PDO SUBMITTAL 12-15-2016
drawn	MR
checked	
sheet	1 of 3

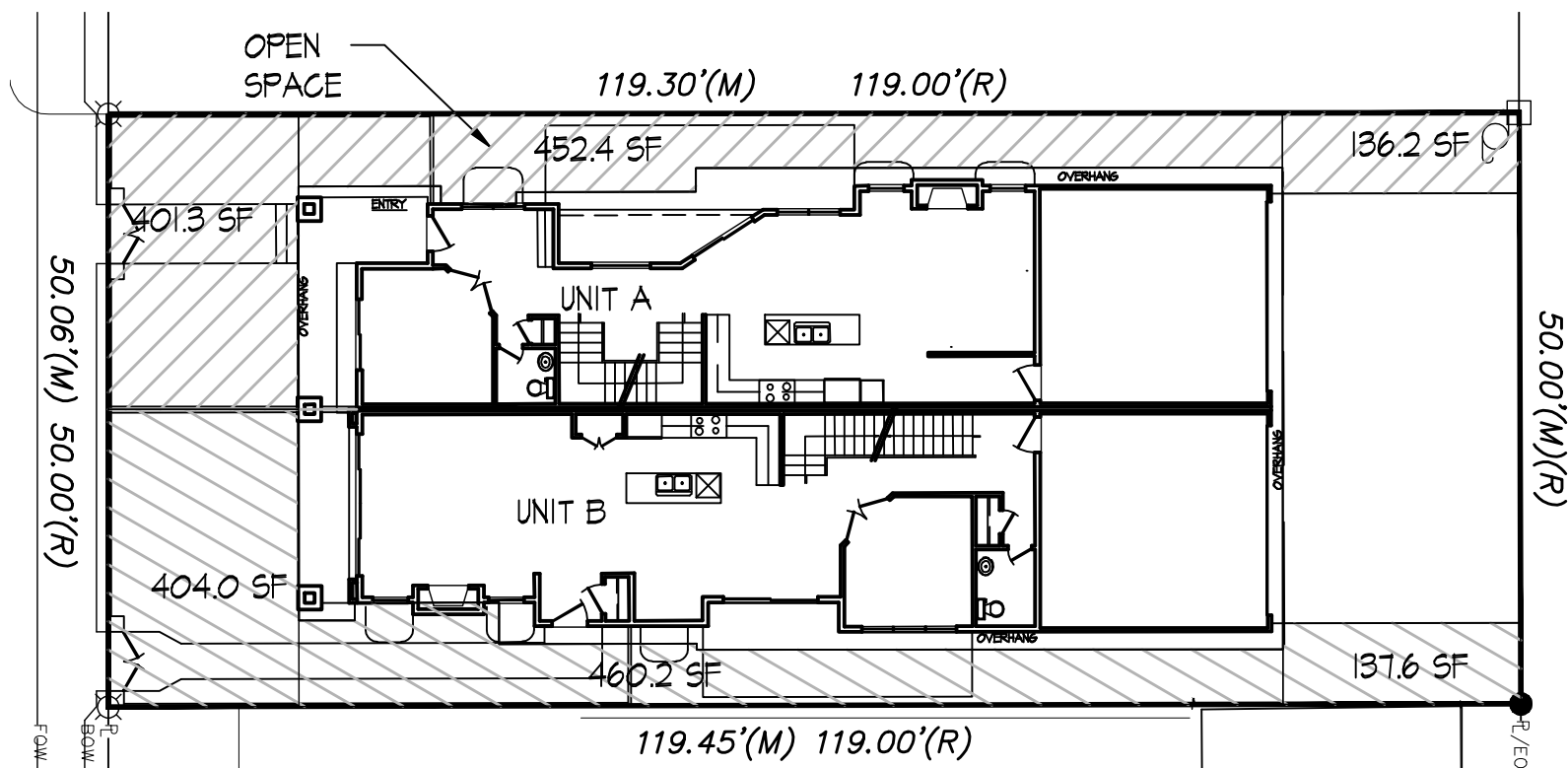
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LEGEND

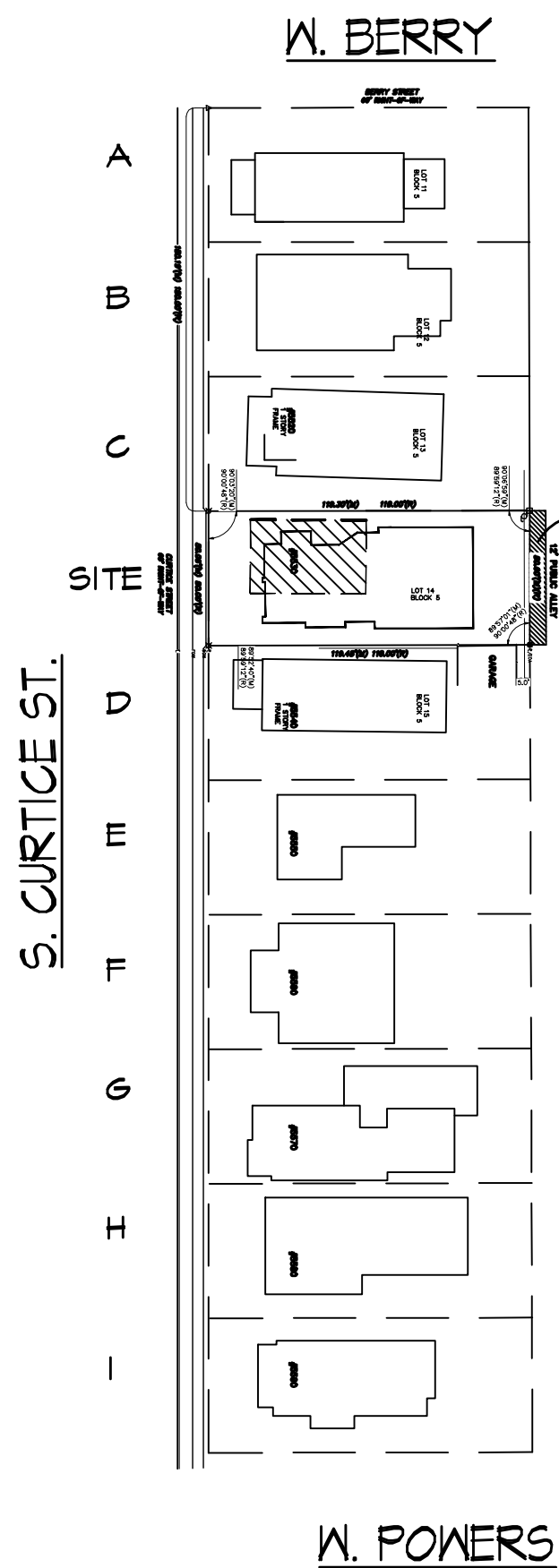
- PROPERTY LINE
- ACCESSIBLE ENTRANCE
- ACCESSIBLE ROUTE
- ACCESSIBLE PARKING
- WATER -RE: CIVIL DWS, C4.1
- SANITARY SEWER -RE: CIVIL DWS, C4.1
- ELECTRIC METER & SERVICE -RE: XCEL ENERGY DWS.5
- GAS METER & SERVICE -RE: XCEL ENERGY DWS.5
- A/C CONDENSING UNIT - INSTALL ON ROOFTOP TERRACE LEVEL

SOUTH CURTICE DUPLEX  
PLANNED DEVELOPMENT OVERLAY

LOT 14, EXCEPT THE EAST 6 FEET OF ALLEY BLOCK 5,  
CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO  
SITE AREA: 0.137 ACRES  
CASE NUMBER: PDO16-0004



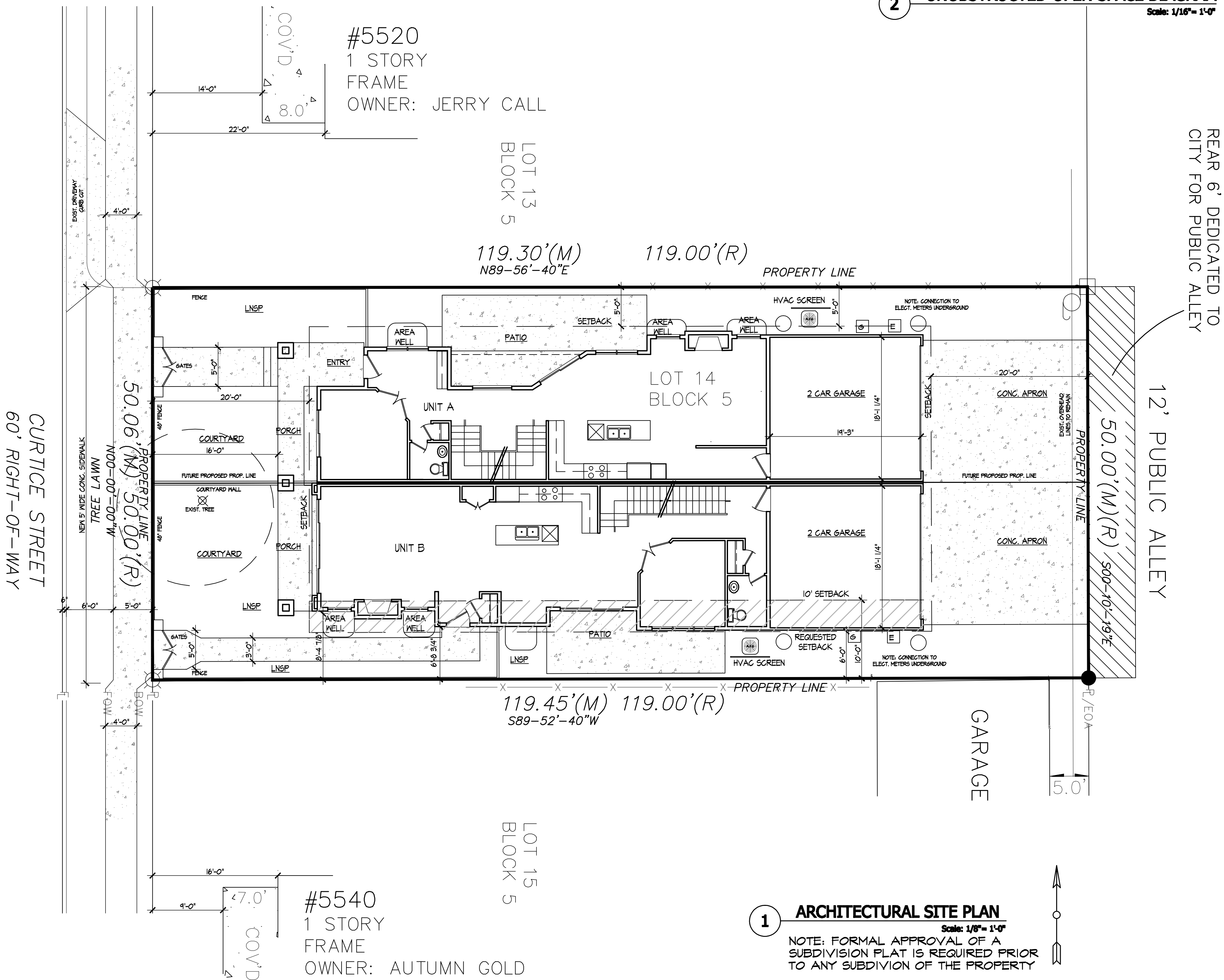
2 UNOBSTRUCTED OPEN SPACE DIAGRAM  
Scale: 1/16" = 1'-0"



PREDOMINANT FRONT SETBACK DIAGRAM  
NTS

SETBACKS	
A	8.33 FT.
B	17.89 FT.
C	14.00 FT.
D	9.00 FT.
E	25.50 FT.
F	15.61 FT.
G	14.50 FT.
H	21.00 FT.
I	18.25 FT.
SITE	15.4 FT. EXIST.
154.48 FT./10 = 15.45 FT AVERAGE SETBACK	

PER PREDOMINANT FRONT  
SETBACKS, SECTION 10-4-(A)  
OF THE ZONING CODE, THE  
MINIMUM FRONT SETBACK  
ESTABLISHED FOR THE SITE  
IS 15.45'



1 ARCHITECTURAL SITE PLAN  
Scale: 1/8" = 1'-0"  
NOTE: FORMAL APPROVAL OF A  
SUBDIVISION PLAT IS REQUIRED PRIOR  
TO ANY SUBDIVISION OF THE PROPERTY

revision		
no.	date	by
PDO RE-SUB	2-8-2017	
PDO RE-SUB	3-20-2017	
PDO RE-SUB	4-7-2017	

H-A ARCHITECTS

ARCHITECTURE & PLANNING

THE LITTLETON  
OFFICE BUILDING

2329 WEST MAIN  
STREET SUITE 301  
LITTLETON, CO 80120  
TEL 303 730 7300  
FAX 303 730 8300

SOUTH CURTICE STREET DUPLEX

5530 South Curtice Street  
Littleton, Colorado 80120

sheet title	
date	PDO SUBMITTAL 12-15-2016
drawn	MR
checked	
sheet	2 of 3

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BUILDING COLOR SCHEDULE

- [A] BRICK: GENERAL SHALE "BARNWOOD"  
[B] BOARD AND BATTEN SIDING, DECORATIVE SHING. ACCENTS:  
BENJAMIN MOORE PH-32 BRIARWOOD  
[C] HORIZONTAL LAP SIDING: BENJAMIN MOORE CC-470  
ROCKY ROAD  
[D] FASCIA: BENJAMIN MOORE CC-542 MILLON  
[E] ASPHALT SHING. FEATHERED WOOD  
[F] NOTE: WINDOW FRAMES TO BE SANDTONE

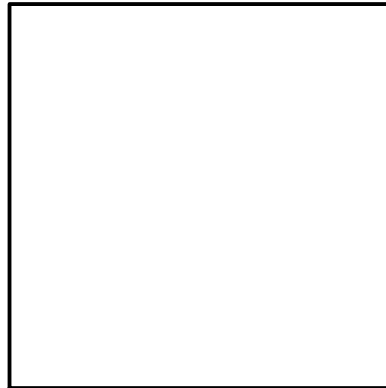
ELEVATION GRADING CERTIFICATION

A. I., \_\_\_\_\_, a licensed engineer (license number) in the State of Colorado,  
do hereby certify that the grades shown on the building elevations are the same as the grades  
shown on the final grading plan.

SOUTH CURTICE DUPLEX  
PLANNED DEVELOPMENT OVERLAY

LOT 14, EXCEPT THE EAST 6 FEET OF ALLEY BLOCK 5, LITTLETON  
CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO  
SITE AREA: 0.137 ACRES  
CASE NUMBER: PDO16-0004

revision		
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PDO RE-SUB 2-8-2017		
PDO RE-SUB 3-20-2017		
PDO RE-SUB 4-7-2017		



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**SOUTH CURTICE STREET DUPLEX**  
5530 South Curtice Street  
Littleton, Colorado 80120

sheet title	
date	PDO SUBMITTAL 12-15-2016
drawn	MR
checked	
sheet	3 of 3

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2/3/2017



March 20, 2017

Anastasia Urban, Development Services Manager  
City of Littleton  
Community Development  
2255 W. Berry Avenue  
Littleton, Colorado 80120

Re: 5530 S. Curtice St., PDO16-0004

Dear Ms. Urban,

Please accept the following material color representations as our required color board submittal for the above reference project:

A. BRICK: General Shale "Barnwood"



M•A ARCHITECTS



ARCHITECTURE & PLANNING

THE LITTLETOWN OFFICE BUILDING

2329 W. MAIN

STREET SUITE 301

LITTLETON, CO 80120

TEL 303.730.7300

FAX 303.730.8300

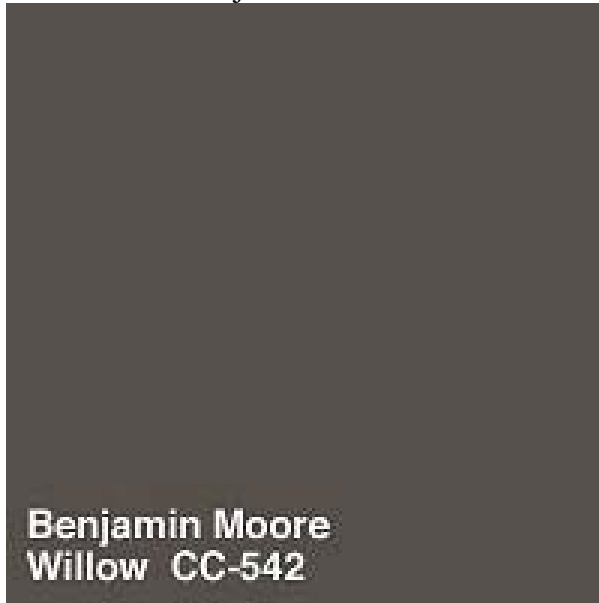
- B. Board and Batten, Shingle Accents: Benjamin Moore  
PM-32 Briarwood



- C. Horizontal Lap Siding: Benjamin Moore CC-470  
Rocky Road



D. Fascia/Trim: Benjamin Moore CC-542 Willow.



E. Roof: Weathered Wood Asphalt Shingles.



SINCERELY,

WILLIAM RIVERA JR.  
PROJECT ARCHITECT  
303-730-7300 X-102



## Subarea 4 - Northwest Residential

*Note: Italic text indicates statements unique to this subarea.*

### II 4.1 General Subarea Character Statements: Existing and Desired

#### 4.1.1 Existing character

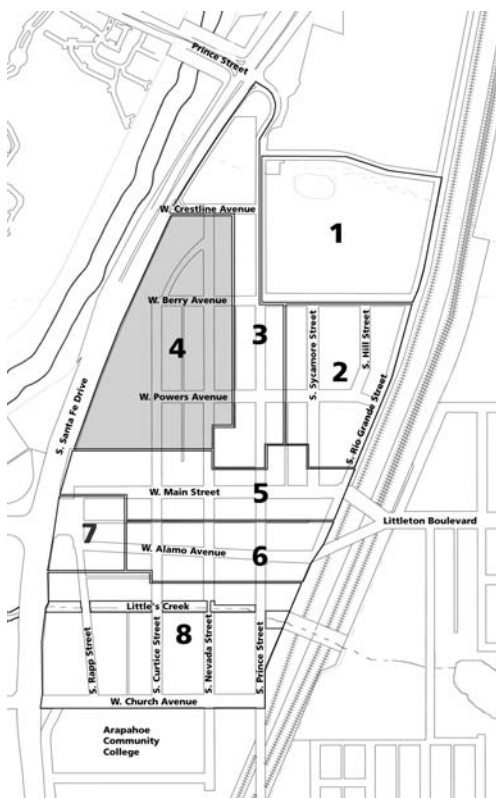
*Similar to the character of the northeast residential area, the existing neighborhood character is largely established by smaller, gable or hipped roof frame houses with porches. Many houses are clad in wood lap siding, but a number are also clad in metal or hardboard siding. The majority of the houses are painted white, but some other colors are in evidence: blues, taupes, greens and yellows. Some stucco or brick houses are scattered through the neighborhood.*

#### 4.1.2 Desired character

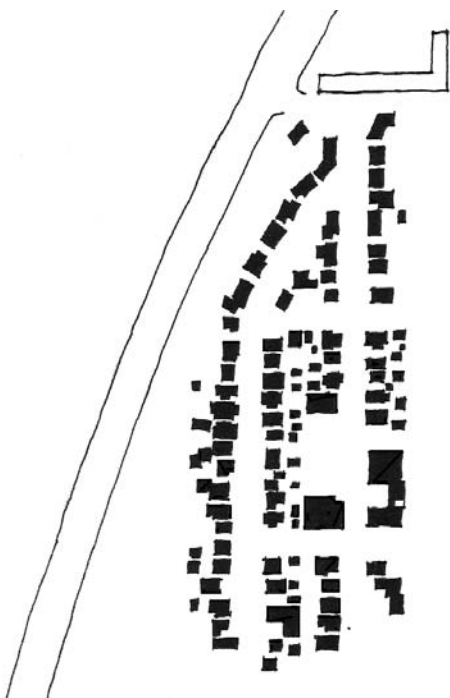
*New development, whether residential or commercial/mixed use, should continue the residential character as much as possible, and maintain the traditional gabled roof/porch/lap siding character of the neighborhood even with higher density building types. New buildings should be clad in either horizontal lapped, shingled or ribbed siding, or stucco. These claddings should be coated or painted white or other light colors in keeping with the essential character of the neighborhood, and in contrast with the red-brown brick character of the Main Street core.*

*It is not necessary to replicate the neighborhood's older residential character in the design of new buildings. However, complimenting the older residential character of the neighborhood is desirable*

*The residences along the west side of Curtice Street back up against South Santa Fe Drive. These lots are on a small bluff which used to form the east bank of the South Platte River. Many trees and much brush remain from the early riverbank environment, which helps screen the back yards of the houses. If and when these houses redevelop, much of this landscaping may be lost, and new structures such as garages, two to four story residential structures, and/or high walls or fences may be constructed. Since this edge presents an important image of downtown Littleton to thousands of passing motorists, it is critical to control this edge in order to create an attractive image, and reinforce its dense landscaping.*



Location of Subarea 4  
Illustration II 4.1

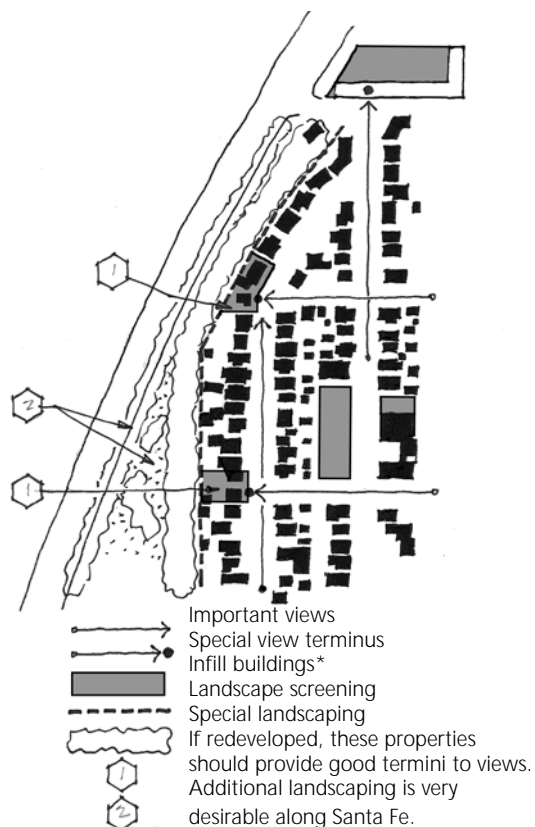


EXISTING CHARACTER: Building Pattern  
Illustration 4.1.1

## II 4.2 Urban Design / Site Plan

### 4.2.1 Building and use orientation

#### Objectives



\* Note: On an interim basis, landscape screening may be used to define the edge of a street or open space.

#### DESIRED CHARACTER: Building Pattern

##### Illustration 4.1.2



Existing backyards along Santa Fe

##### Illustration 4.2.1.09

- 4.2.1.01 To orient front facades and main entries toward streets and open spaces.
- 4.2.1.02 To provide informal observation of streets and open spaces from adjoining buildings.
- 4.2.1.03 To create a generally continuous or consistent building edge to the street, which helps to define a sense of place, and focuses pedestrian activity within the public realm of the street.
- 4.2.1.04 To coordinate the forms and orientation of buildings to frame views of attractive features along streets, and across open spaces.
- 4.2.1.05 To provide an attractive view or focal point at the terminus of streets or designated view corridors.
- 4.2.1.06 To orient and design buildings in ways that help define the passage from one subarea to another.
- 4.2.1.07 To provide facades that face the public realm (such as streets and parks) with the building's highest level of design attention, and the building's best quality materials.
- 4.2.1.08 To design the building's rear or side facades with sufficient design attention and quality of materials to maintain the value of adjoining properties and, in renovations, the value of the existing building itself.
- 4.2.1.09 **To design the rear facades of the principal building and/or its ancillary buildings such as garages and sheds, with sufficient design attention and quality of materials to present a good image to South Santa Fe Drive.**
- 4.2.1.010 To edge a street or public open space with active uses at the ground level.

#### Standards

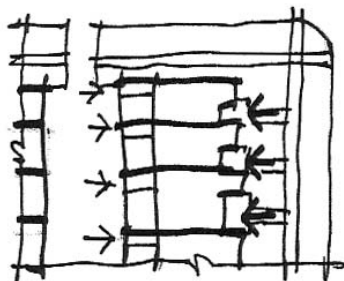
- 4.2.1.s1 The ground floors of building frontages shall be primarily occupied by pedestrian active uses.

4.2.1.s2 *Facades that face South Curtice Street and South Nevada Street shall be designed to be the primary façade, including such components as:*

- *High quality materials.*
- *Large windows and entries.*
- *Highest level of design and details.*

**Guidelines**

4.2.1.g1 The majority of the building façade should be oriented parallel to the street on which it fronts.



Acceptable example  
Illustration 4.2.2.s1

**4.2.2 Pedestrian and vehicular access**

**Objectives**

4.2.2.o1 To promote security on a street or public open space by providing frequent points of building access from the street or open space.

4.2.2.o2 To minimize conflicts between automobiles, trucks, and pedestrians.

**Standards**

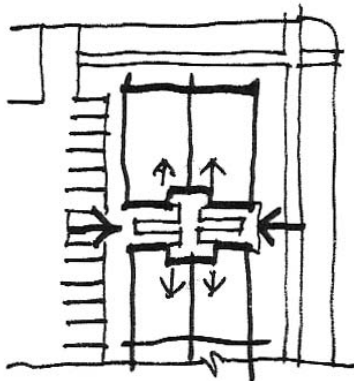
4.2.2.s1 Ground floor uses shall each have a public pedestrian entry directly connected to the public sidewalk along the street.

4.2.2.s2 Residential access may be off of internal courts. However, these internal courts shall be directly accessible from the street.

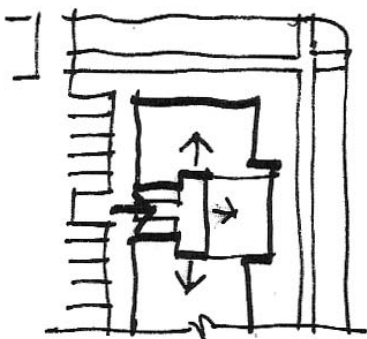
4.2.2.s3 *Sidewalks shall be uninterrupted by curb cuts and driveways as much as possible in order to improve and support South Curtice and South Nevada as walkable streets.*

4.2.2.s4 The number and width of driveways and curb cuts shall be minimized to reduce the overall impact of vehicular access across a sidewalk.

4.2.2.s5 Driveways and ramps shall be generally perpendicular to the street.



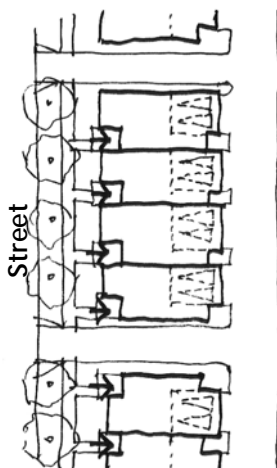
Acceptable example



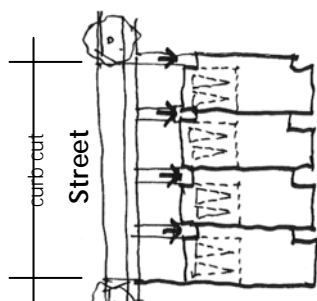
Unacceptable example  
Illustration 4.2.2.s1

**Guidelines**

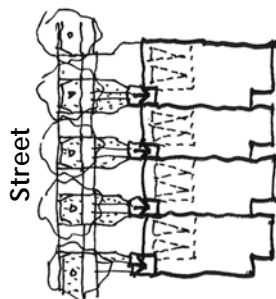
4.2.2.g1 Each multi-story building should have one clearly identifiable "front door" that faces the street.



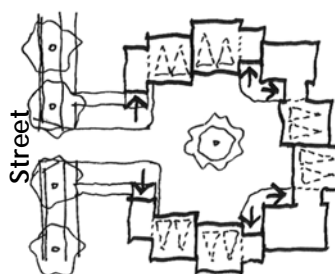
Desirable example



Unacceptable example



Undesirable example



Undesirable example

Illustration 4.2.3.g3

4.2.2.g2 Each block face should have multiple building entries.

4.2.2.g3 Sharing of vehicle entries between two adjacent parking lots is strongly encouraged.

#### 4.2.3 *Parking lots and garage locations*

##### *Objectives*

4.2.3.o1 To place parking lots and garages to the rear or sides of buildings, rather than in the front of buildings.

4.2.3.o2 Where visible from the street or public open space, to minimize the visibility of vehicles within parking lots or garages.

4.2.3.o3 To minimize the impact of inactive parking lots or garages on the continuity of active uses such as residential, mixed use, retail or office.

4.2.3.o4 To minimize the impact of vehicle noise, and headlights from within parking lots and garages onto adjacent residential uses, particularly front and side facades.

##### *Standards*

4.2.3.s1 Parking lots shall not be located between the front, street-facing facade of the building and the street.

4.2.3.s2 Side parking lots shall be screened from the street by low walls, landscaping, and/or railings that effectively conceal parked cars.

##### *Guidelines*

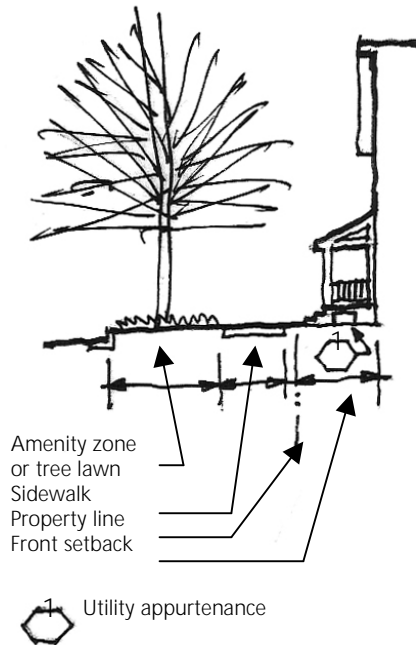
4.2.3.g1 Whenever possible, parking structures or lots should be sited internally to the block so that parking structure or parking lot street frontages are avoided.

4.2.3.g2 Parking lots should be located to the side or rear of buildings.

4.2.3.g3 Where alleys are not available and garages must be accessed from the street, driveways should be spaced to allow regular placement of street trees or shared to allow clustered garage access.

#### 4.2.4 *Service areas, trash enclosures, utility and mechanical equipment locations*

##### *Objectives*



**Illustration 4.2.4.s1**

- 4.2.4.o1 Through careful location, to minimize the visibility and noise of service areas, trash storage, and mechanical/ electrical equipment from streets, parks, and adjoining properties.

**Standards**

- 4.2.4.s1 Utility appurtenances shall be located behind the sidewalk and out of the sidewalk amenity zone (the zone between the curb and the clear walking area of the sidewalk where street trees, street and pedestrian lights and street furniture are located) wherever possible. Where it must be in the amenity zone or tree lawn, such equipment shall be centered on the tree line and aligned with but no closer than 42 inches from the face of curb. This includes switch boxes, telephone pedestals, transformers, meters, irrigation and similar equipment.
- 4.2.4.s2 Utility meters shall not be mounted on the front, street facing façade of the building, but shall be mounted on the side or rear facades wherever possible.

- 4.2.4.s3 Service areas and refuse storage areas shall not front onto any street or public open space in this subarea.

**Guidelines**

- 4.2.4.g1 Refuse storage and pick-up areas in the alley should be combined with other service and loading areas to the extent practicable.
- 4.2.4.g2 The use of alleys is encouraged to locate all mechanical, electrical and utility equipment to the extent possible.
- 4.2.4.g3 Satellite dishes and antennae should be located so as to not be visible from the street.
- 4.2.4.g4 ***Air conditioning units should not be located on sloping roofs seen from the street. They should be located either on grade or on the sloping roof at the back of the house.***
- 4.2.4.g5 ***Solar panels should be mounted flat on to a sloping roof.***

#### 4.2.5 *On-site open space provision and location Objectives*

- 4.2.5.o1 To create usable open spaces suitable for the uses on the property.
- 4.2.5.o2 To create areas and spaces on the property, where appropriate, for the purposes of maintaining privacy between adjoining uses and for exposure to sunlight and/or daylight.
- 4.2.5.o3 To generally maintain and reinforce the existing spatial character of the street.

#### *Standards*

- 4.2.5.s1 Building front setbacks shall be at least 10 feet where not otherwise required to be

#### *Guidelines*

- 4.2.5.g1 Privacy should be achieved by careful location of windows and the use of solid party walls rather than increased spacing between buildings.
- 4.2.5.g2 Usable open spaces serving residential and non-residential uses should be located close to the uses served and may be provided by balconies or roof gardens.



Illustration 4.2.5

### **II 4.3 Architecture**

#### 4.3.1 *Building scale, form, massing and character Objectives*

- 4.3.1.o1 To create buildings that provide human scale, interest and variation.
- 4.3.1.o2 *To maintain a residential character within the neighborhood by breaking the building down into smaller forms, and elements.*
- 4.3.1.o3 To create occasional special building forms that terminate views, emphasize intersections, help define the passage between subareas, provide varied skylines and establish landmarks.
- 4.3.1.o4 To emphasize the entry or entries to a building.
- 4.3.1.o5 To promote sun and sky exposure to public streets and open spaces.
- 4.3.1.o6 To moderate scale changes between adjacent buildings.



Illustration 4.3.1.o7

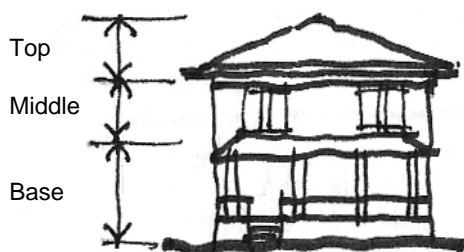
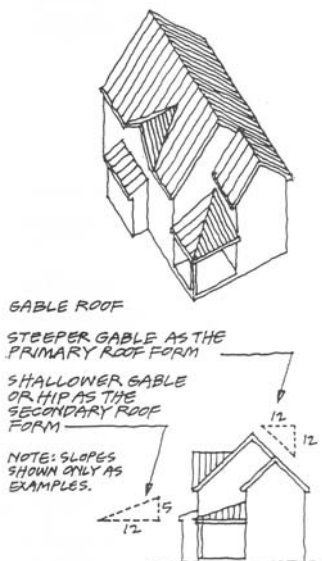
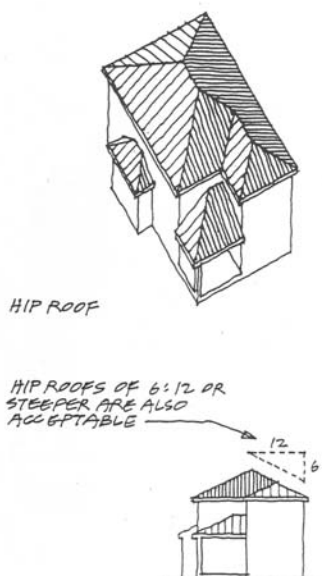


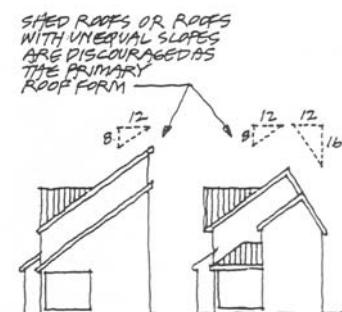
Illustration 4.3.1.sa1



Example of an acceptable option (gable)



Example of an acceptable option (hip)



Example of an undesirable option (shed)

Illustration 4.3.2.sa2

- 4.3.1.o7 *To compliment the existing older residential structures in the neighborhood.*
- 4.3.1.o8 To create visual interest through the interplay of sunlight and shadow.
- 4.3.1.o9 To rehabilitate existing, older structures in ways that maintain their original character.

**a. New construction Standards**

- 4.3.1.sa1 Buildings shall be designed to provide human scale, interest and variety while maintaining an overall sense of relationship with adjoining or nearby buildings. Examples of techniques that meet this objective are:

- Variation in the building forms such as recessed or projecting bays;
- Expression of architectural or structural modules and detail;
- Diversity of window size, shape or patterns that relate to interior functions;
- Emphasis of building entries through projecting or recessed forms, detail, color or materials;
- Variations of material, material modules, expressed joints and details, surface relief, color and texture to scale;
- Tighter, more frequent rhythm of column/bay spacing, subdividing the building façade into smaller, more human scaled elements.

- 4.3.1.sa2 *New buildings and additions to existing buildings shall respect the forms and character of existing older residential buildings in the subarea. Such forms and architectural elements that establish this character are:*

- *Sloped roofs such as simple gabled or hipped roofs, with occasional gambrel roofs;*





Illustration 4.3.1.sa2



Illustration 4.3.1.sa2

- Porches and raised ground floors;
- Vertically proportioned windows;
- Simple rectangular building forms with 'add-ons' such as bay windows, rear 'sleeping porches', vestibules, etc.;
- Dormers.

4.3.1.sa3 *Primary building facades shall include some elements that provide a change in plane that create interest through the interplay of light and shadow. Examples of such elements are:*

- Porches;
- Bay windows and other projecting bays;
- Dormers;
- Overhanging eaves;
- Changing textures and patterns such as fish-scale siding in the gable end and lap siding elsewhere on the building.

#### **Guidelines**

4.3.1.ga1 *Where the use is already in place at the time of the adoption of these standards and guidelines, flat roofs may be appropriate for institutional and commercial building additions and new replacement buildings.*

4.3.1.ga2 *Flat roofs may be appropriate for ancillary buildings such as garages and simple additions where the primary building's gabled or hipped roof form should be emphasized.*

4.3.1.ga3 *While other non-residential uses are allowed in this subarea, such as schools, churches and small offices, where these uses are new to the subarea (beginning after the adoption of these standards and guidelines) they should include roof forms, architectural elements, materials and colors similar to such elements found on the existing*



*residential structures in the subarea. These elements are listed in 4.3.1.sa2 and sa3. As described above, blending into the existing character is preferred because the size of the subarea is too small to absorb many differing forms without losing an identifiable character.*



*Example of an original perceived line of roofs from the street.*

Second floor set back from the face of the front façade. Some of original front roof slope maintained.



*Example of a more desirable change in the perceived line of roofs.*

Second floor extended up from the face of the front façade.



*Example of undesirable change in the perceived line of roofs.*

**Illustration 4.3.1.gb7**

4.3.1.ga4 Distinctive corner, entry treatments and other architectural features may be designed to respond to specific contextual opportunities such as:

- Terminating a view;
- Emphasizing an intersection between two streets;
- Acting as a 'gateway' into the subarea.

#### **b. Rehabilitation of existing structures Standards**

No additional standards.

#### **Guidelines**

- 4.3.1.gb1 The original porch should be preserved whenever feasible. Replacement posts and balusters should match the originals. Avoid replacing the original posts and railings with wrought iron, pipe columns, metal railings, and dimensional lumber.
- 4.3.1.gb2 Existing, older open porches should not be enclosed.
- 4.3.1.gb3 The function, proportion, and decorative features of the original front door (including its frame, sill, head, jamb, moldings and any flanking windows) should be preserved.
- 4.3.1.gb4 Original details and ornament found on the building should be preserved, and repaired.
- 4.3.1.gb5 The functional and decorative features of the original windows should be preserved. Retain the position, type, number, and groupings of the original windows, particularly on significant facades.
- 4.3.1.gb6 An original window should not be replaced with a new window which is different in size (often smaller), proportion, or shape.

- 4.3.1.gb7 The original roof form should be preserved. Avoid altering the angle of the roof. Retain and repair roof detailing such as brackets, cornices, parapets, bargeboards, and gable-end shingles.
- 4.3.1.gb8 On sloping roofs, skylights should be the flat type, not the bubble type, mounted parallel and generally flush with the roof on the less visible sides of the roof.
- 4.3.1.gb9 The perceived line and orientation of the roof as seen from the street should be maintained.
- 4.3.1.gb10 Where an original feature is missing and cannot be documented, a new feature of simplified but similar design to the period should be provided.
- 4.3.1.gb11 Additions and alterations should avoid obscuring or removing significant features on the original building.
- 4.3.1.gb12 Additions should be placed at the rear of the building, set back from the front of the original building, or set apart and connected by a simple link to the original building.
- 4.3.1.gb13 Additions should be visually subordinate to the original building either in scale, character, or material. However, exceptions to this approach may be appropriate if the use requires greater space, or if the original building is already larger in scale.
- 4.3.1.gb14 In general, additions should expand and compliment the existing architectural character of the building through the use of the same or very similar roof forms and materials, window shapes and patterns, wall configurations and materials, and entry design. However, exceptions may be appropriate if the original structure is not of sufficient quality to emulate, or where a contrasting relationship would be better.
- 4.3.1.gb15 Additions and alterations should be recognized as products of their own time.
- 4.3.1.gb16 In most cases, roof-top additions (pop-tops) should be set back from the front facade of the existing building to maintain the original profile of the building as seen from

the street. Exceptions to this approach may be appropriate where the house itself does not warrant this treatment, or the adjoining houses already have a two-story profile along the street.

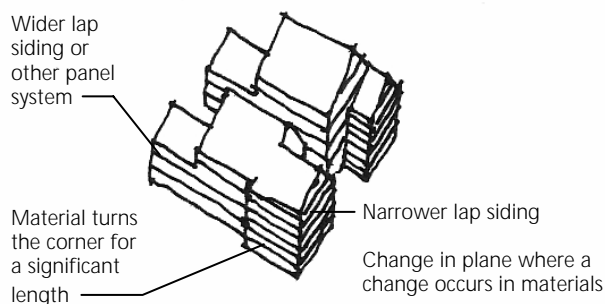
- 4.3.1.gb17 In general, roof-top additions (pop-tops) should be subordinate to the original building in mass and scale. However, exceptions may be made if the original house is not architecturally substantial enough to warrant this approach.
- 4.3.1.gb18 Most roof-top additions (pop-tops) should maintain the roof character and form of the original building. However, exceptions may be appropriate where the original house is not of sufficient quality to emulate, or a contrast between the addition and the original house is a better relationship.
- 4.3.1.gb19 Roof-top additions should incorporate windows similar in character to those found in the original structure. However, exceptions may be appropriate if the character of the original house is not of sufficient quality to emulate, or preserve, or if contrasting windows or window patterns creates a better relationship.
- 4.3.1.gb20 Accessory buildings such as garages, carriage houses and storage sheds should be placed at the rear of the original building or substantially back from the front facade of the original building, even when no alley is available.
- 4.3.1.gb21 Accessory buildings such as garages, carriage houses and storage sheds should be kept separate and distinct from the original building as much as possible so as to avoid a continuous house form from the front setback to the rear setback.

#### 4.3.2 ***Building materials***

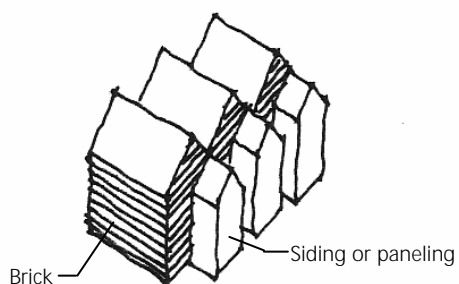
- 4.3.2.o1 To use highly transparent glass with low reflectivity for all windows in buildings within the subarea.
- 4.3.2.o2 To use materials that reflect the predominate materials of the subarea.
- 4.3.2.o3 To use lasting materials that weather well and gracefully age.



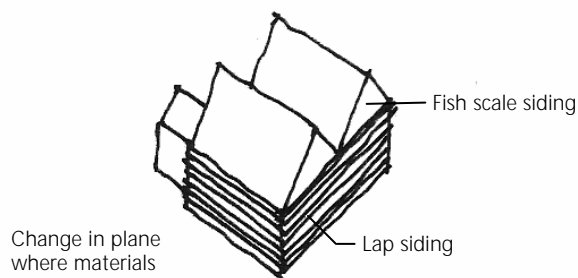
***Illustration 4.3.2.02***



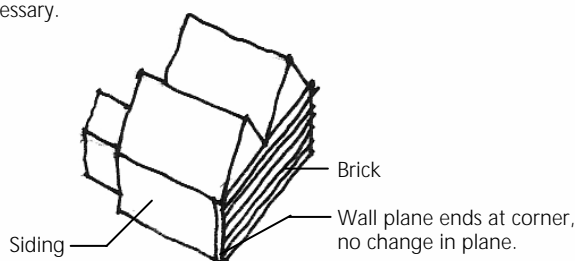
**Acceptable example**



**Acceptable example**



**Acceptable example**



**Unacceptable example**

Illustration 4.3.2.ga5

- 4.3.2.o4 To use materials that need less maintenance and that resist vandalism.
- 4.3.2.o5 To use materials that incorporate human scale in their modules and have the ability to receive and / or provide detail and textural relief.
- 4.3.2.o6 To repair rather than replace existing materials as much as possible, where existing structures are to be rehabilitated.
- 4.3.2.o7 To use materials in additions and alterations that compliment the materials found in the original building.

#### **a. New construction**

##### **Standards**

- 4.3.2.sa1 Highly transparent glass shall be provided in all windows and storefronts.
- 4.3.2.sa2 EIFS (Exterior Insulating Finish System) shall not be used as a façade material on any building within the subarea. However, a one or two coat 'hard coat' cement stucco system with a synthetic finish (typically, a 100 percent acrylic-based coating) is acceptable.

##### **Guidelines**

- 4.3.2.ga1 ***The primary exterior wall material should be a horizontal lap siding with six inches or less exposed lap. A high quality hardboard material is preferred over wood, metal or vinyl siding.***
- 4.3.2.ga2 ***Cement stucco or the two-coat 'hard coat' cement stucco system described in 4.3.2.sa may be used as a primary exterior wall material.***
- 4.3.2.ga3 ***Occasionally, modular red or red-brown brick may be used as a primary exterior wall material.***
- 4.3.2.ga4 Window, door and storefront framing systems should be composed of either wood, metal clad wood, or metal. Vinyl window frames are strongly discouraged. Replacement windows and storefronts in designated buildings in the Main Street Historic District should match as closely as possible the original framing and materials.

4.3.2.ga5 *Where differing materials are used on a single building, they should express complete forms or logical construction practices and not separate wall planes.*

4.3.2.ga6 *Some materials are better used together than others. Examples of successful combinations are:*

- *Brick and stucco;*
- *Brick and horizontal siding where the siding is used on a secondary bay or 'add-on'.*
- *Horizontal siding and other paneling.*

*Doubtful combinations are:*

- *Stucco and siding.*

4.3.2.ga7 *Stone and other masonry products are seldom used in this subarea except on foundation walls and, therefore should not be used in new buildings and additions.*

4.3.2.ga8 Where stucco is used as a wall material, it should be used as a primary wall material, not as incidental trim or small in-fill patches.

#### **b    *Rehabilitation of existing structures*** ***Standards***

No additional standards.

#### ***Guidelines***

4.3.2.gb1 Avoid painting unpainted masonry (particularly brick) walls where possible. Gently clean and repair existing masonry, using low pressure water and detergents and natural bristle brushes.

4.3.2.gb2 Repoint existing mortar joints, if needed, with mortar that duplicates the old mortar in strength, composition, color and texture.

4.3.2.gb3 Where existing masonry walls have been painted, remove damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g. hand scraping) prior to repainting.

4.3.2.gb4 Where existing wood siding has been painted, remove damaged or deteriorated

paint only to the next sound layer using the gentlest method possible (eg. hand scraping) prior to repainting.

- 4.3.2.gb5 Colors that are historically appropriate to the building or the district should be used in any repainting.
- 4.3.2.gb6 Avoid resurfacing or replacing wood siding with other materials such as metal siding if possible. Where such resurfacing or replacement is the most feasible alternative, use materials and detailing that follows the original cladding pattern and detailing as closely as possible.
- 4.3.2.gb7 Replacement windows should be constructed or finished in materials as similar as possible to the original window materials and their finishes.
- 4.3.2.gb8 Where the replacement of original materials is necessary, the new materials should appear as similar in character as possible to the original materials.
- 4.3.2.gb9 Where roof materials must be replaced, or where new additions add to the roof form of the original building, new roof materials should be similar in appearance to the original materials, both in texture, shape and color.
- 4.3.2.gb10 Roof-top additions (pop-tops) should use materials compatible with those found in the original structure, and/or those typically found in the upper stories of neighboring houses.

### **4.3.3 *Parking structures***

#### ***Objectives***

- 4.3.3.o1 To minimize the visual impact of parked cars on the pedestrian experience and the street environment.
- 4.3.3.o2 To maintain pedestrian activity and interest along any parking garage street frontage, or frontage along a public open space by providing usable space on the ground floor, and/or through architectural treatment.
- 4.3.3.o3 To avoid large areas of undifferentiated or blank facades.

- 4.3.3.o4 Where near designated historic buildings or within the Main Street Historic District, to respect the form, detail, materials and colors of historic buildings through either careful emulation, or appropriate contrast in the design of parking garages.

**Standards**

- 4.3.3.s1 Multi-story parking structures (2 levels or more) with facades facing public streets and adjacent to commercial, mixed use, or residential uses shall provide commercial, live-work, residential and/or institutional space for not less than 50 percent of the garage's ground level street facing frontage, or the design and structure of the ground floor street frontage shall be able to accommodate in the future one of the above listed uses.
- 4.3.3.s2 Parking garage openings shall be vertically and horizontally aligned when viewed from a public street.
- 4.3.3.s3 Each building facade oriented to the street or public space shall include architectural variety and scale through the use of such elements as: expressions of building structure; patterns of window, door or other openings that provide surface variation through change of plane; change in color; change in texture; change in material module or pattern; art, signs or ornament integral with the building.
- 4.3.3.s4 Street oriented facades shall conceal or effectively reduce the impact of parked cars and light sources from the exterior view for the full height of the structure.

**Guidelines**

- 4.3.3.g1 Sloping ramps should not be visible within the street facade of any parking structure.

**4.3.4 Building lighting**

**Objectives** (see also: Chapter 15, Lighting Requirements, City of Littleton, Title 10 of the Municipal Code)

- 4.3.4.o1 To add to the general image of a safe, well-lit street environment.
- 4.3.4.o3 To provide lighting for safety and ease of access at building entries.
- 4.3.4.o4 To avoid significant night sky light pollution.

- 4.3.4.o5 To avoid glare into residential uses.

**Standards**

- 4.3.4.s1 Primary building entries shall be externally lit so as to promote a more secure environment at the door, emphasize the primary point of entry into the building and provide sufficient lighting for efficient access into the building.
- 4.3.4.s2 Entry lighting shall complement the building's architecture. Standard security lighting shall not be allowed.

**Guidelines**

- 4.3.4.g1 Garage entries and service areas off of alleys should be adequately lit by lighting fixtures that do not create glare or night sky light pollution. Mount light fixtures on the building whenever possible.

**4.3.5 Roof-top design and mechanical equipment screening**

**Objectives**

- 4.3.5.o1 To maintain the integrity of architecturally designed building tops.
- 4.3.5.o2 To significantly reduce or eliminate the visual clutter of rooftop equipment as seen from the street or public open space.
- 4.3.5.o3 To reduce equipment noise impacts on adjacent residential uses.

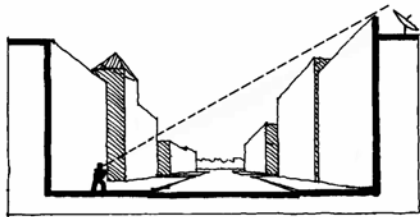


Illustration 4.3.5.o2

**Standards**

- 4.3.5.s1 All roofs mounted mechanical and electrical equipment, communication antennae or dishes shall be enclosed, screened, or set back from view from a public street.

**Guidelines**

- 4.3.5.g1 *In mixed-use development, if residential uses are located near mechanical equipment, care should be taken to mitigate the impacts of noise and odors.*
- 4.3.5.g2 *Air conditioning units located in side yards should be screened with a solid or appropriately louvered or latticed wall so as to reduce their noise impacts on the adjoining property.*



## II 4.4 Landscape Architecture

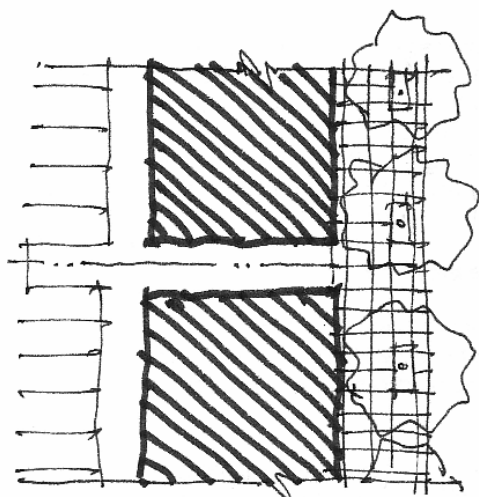
The landscape architecture section of this document references the City of Littleton Landscape Design Criteria Manual (here in referred to as the Landscape Manual) and Chapter 15, Lighting Requirements, City of Littleton, Title 10 of the Municipal Code. Quantity, quality, size, and type of plant materials required are identified in the Landscape Manual. Where the quantity, size, or type of plant material is given in these guidelines, the guidelines supercede the Landscape manual.

### 4.4.1 Open space on private property *Objectives*

- 4.4.1.o1 To insure that no part of the final development is left without deliberate and well-designed hardscape and/or landscape treatment.
- 4.4.1.o2 To reinforce the pedestrian environment established in the adjoining street right-of-way.
- 4.4.1.o3 To create private hardscape and landscape that enhances the quality of the public realm.
- 4.4.1.o4 To create private hardscape and landscape that maintains and enhances the value of adjoining property.
- 4.4.1.o5 To provide private hardscape and landscape that adds value to the uses on the property.
- 4.4.1.o6 To create usable open spaces for the occupants of the uses on the property.
- 4.4.1.o7 To ensure adequate buffering between adjacent land uses.

### *Standards*

- 4.4.1.s1 Public and private open space shall be attractively landscaped with a variety of plant materials and hard surfaces.
- 4.4.1.s2 All areas of the site not covered by buildings, structures, parking areas, service areas, walks and bikeways, plazas and other impervious surfaced functional areas, shall receive landscaping.
- 4.4.1.s3 Where a side setback occurs, it shall be landscaped either as a buffer to the adjoining property; as a continuation of landscaping between properties; as usable



*Side yard as a passageway*  
**Illustration 4.4.1.s3**

10% of the lot's interior is landscaped exclusive of parking lot screening (see 4.4.2.s4).  
4 feet wide parking lot screening (see 4.4.2.s4).

s2a

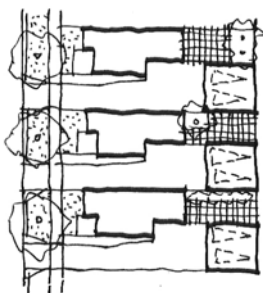


Illustration 4.4.1.g2

open space for residents or employees within the property; or as a landscaped passageway from the property to the street. In no case, however, shall the side yard setback be primarily used for outdoor storage, animal pens, refuse container and utility equipment locations, or other ancillary uses not related to landscaped or usable open space.

#### Guidelines

- 4.4.1.g1 Front yards should be entirely landscaped with living plant material with the exception of walkways and areas along the foundation walls that may be require to be non-irrigated.
- 4.4.1.g2 Rear yards may be composed of more hard surfacing to create decks and patios, with limited landscaping.

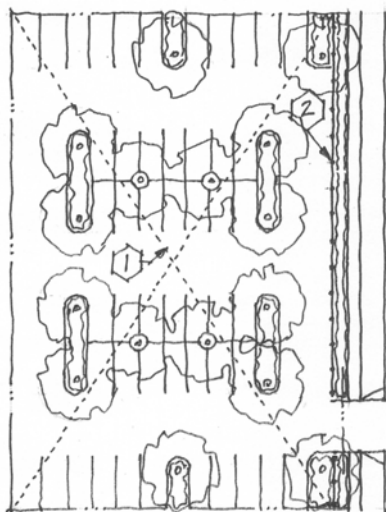
### 4.4.2 Parking areas

#### Objectives

- 4.4.2.o1 To reduce the scale of surface parking lots.
- 4.4.2.o2 To soften the appearance of parking lots with the addition of landscaping.
- 4.4.2.o3 To reduce the overall amount of heat re-radiated from parking areas.
- 4.4.2.o4 To provide some shade for parked vehicles.
- 4.4.2.o5 To screen the view of surface parking lots and the cars in them from adjoining streets, public open spaces, pedestrian paths and bikeways.

#### Standards

- 4.4.2.s1 Coverage: At least 5 percent of the interior area of a parking lot, including the area for parking lot screening (see 1.4.2.s4) shall be landscaped if the lot contains fifteen (15) or more spaces. This requirement shall be counted toward the unobstructed open space requirements of each zone district. At least 75 percent of the required landscaped area shall include living plant material. (This 75 percent living plant material coverage requirement shall be met within three years of planting.)
- 4.4.2.s2 Larger parking lots containing 50 or more parking spaces shall be shaped and/or landscaped to reduce their scale and overall



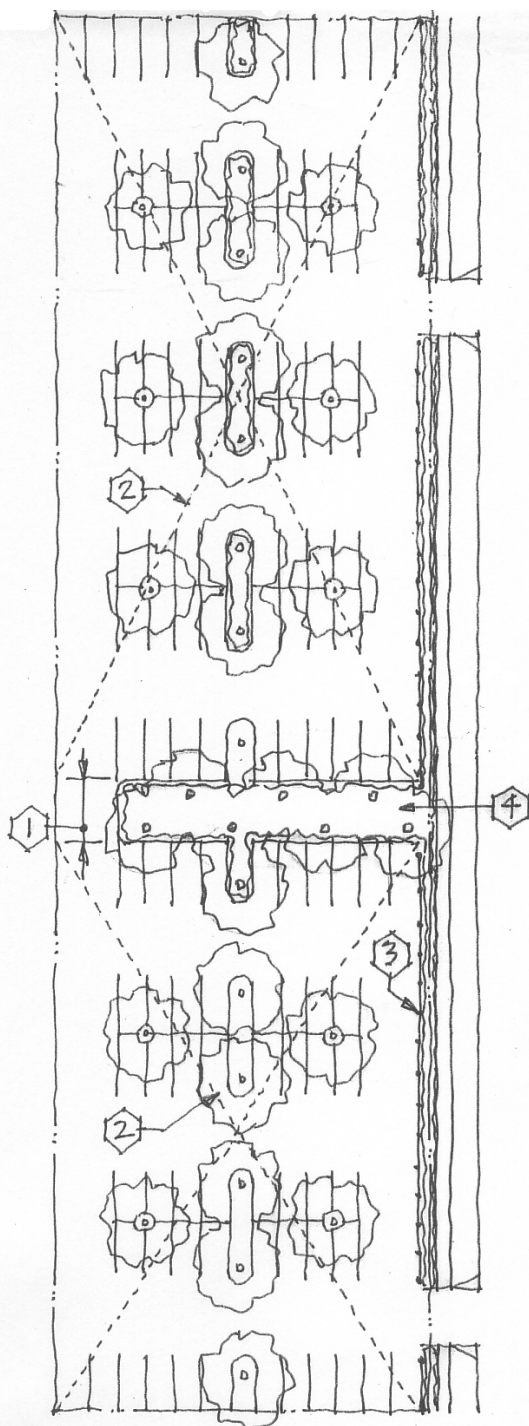
- 1 10% of the lot's interior is landscaped exclusive of parking lot screening (see 4.4.2.s4).
- 2 4 feet-wide parking lot screening (see 4.4.2.s4).

Example of large parking lot interior landscaping at 10 percent  
Illustration 4.4.2.s2a

impact by at least one of the following approaches; 1) increasing the interior parking lot landscaping requirement to a minimum of 10 percent of the parking lot area, excluding areas used for parking lot screening; 2) in addition to the requirement for at least 5 percent of the parking lot interior to be landscaped, dividing the parking lot into visual segments by either breaking the lot up into visually separate lots with at least a 20 foot wide landscaped zone between them (these lots can be interconnected) so long as they appear separate when viewed from the street, or by creating divisions internal to the parking lot that visually divide it into segments through the provision of at least a 10 foot wide landscape zone running the length of, at most, every third double-sided parking row. All landscaped areas that divide parking lots shall include shade trees at a maximum spacing of 30 feet on center. Additional shade trees shall also be provided in any increased landscaping percentage requirement.

- 4.4.2.s3 Islands: Landscaped parking lot islands shall be delineated by a clear physical barrier, such as concrete or cut stone curbs to protect the plant material from vehicular damage. Landscape timbers are not acceptable in this subarea. All islands shall be irrigated in conformance with the Landscape Manual.

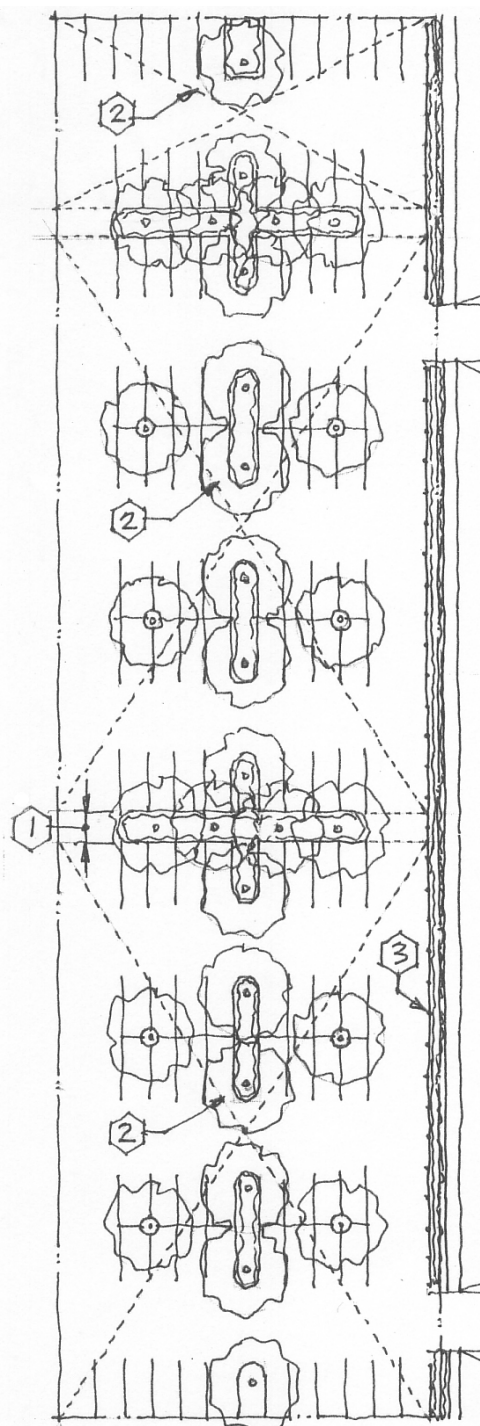
The islands shall be a minimum of eight feet in width and 120 square feet in area to allow adequate space for tree roots. The use of turf is discouraged on islands unless they are at least 20 feet in width. In general a parking island should contain a shade tree (or several if appropriately spaced), low evergreen shrubs or ground cover and a mulch installed over a weed barrier fabric. Ornamental shrubs, boulders and flower areas may be added as accents where appropriate. Islands should be spaced so as to maximize the amount of shade afforded by trees while minimizing large expanses of uninterrupted pavement.



- 1 20 foot wide landscaped parking lot separation area.
- 2 Interior landscaping at 5 percent of the lot, exclusive of the separation area and parking lot screening.
- 3 4 foot wide parking lot screening.
- 4 Parking lot separation area must be visually break the lot at a street, or public open space.

*Example of large parking lot interior landscaping with visually separate lot segments.*

**Illustration 4.4.2.s2b**



- 1 10 foot wide landscaped divider.
- 2 Interior landscaping at 5 percent of the lot, exclusive of the planting dividers and parking lot screening.
- 3 4 foot wide parking lot screening.

*Example of large parking lot interior landscaping with landscape dividers.*

**Illustration 4.4.2.s2c**

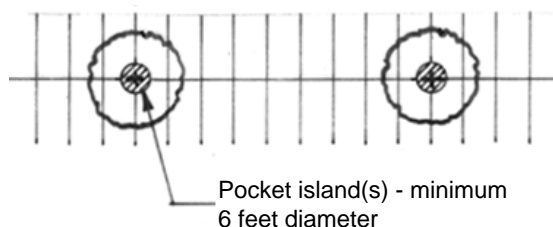


Illustration 4.4.2.s3



Example of pocket islands  
Illustration 4.4.2.s3a

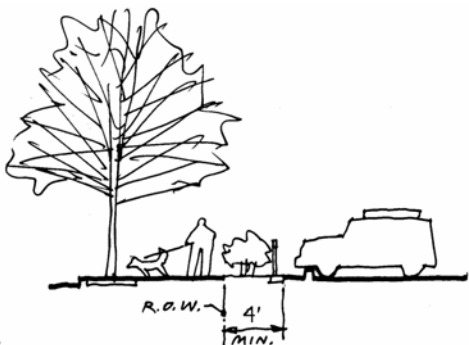
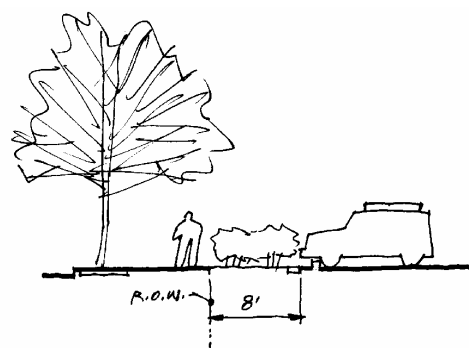


Illustration 4.4.2.s4

Pocket islands with a minimum 2½ inch diameter shade tree may be substituted for traditional parking islands. Pocket islands shall be at least 6 feet in diameter, or at least 6 feet measured along any edge located at the intersection of the corners of the parking spaces and must have a raised vertical concrete curb at least 6 inches high. Pocket islands may count double their area for any landscaping percentage requirement.

#### 4.4.2.s4

**Parking Lot Screening:** Where a parking lot adjoins a street, the screening of cars is required using such methods as:

- A landscape zone at least 8 feet wide and extending the distance that the lot adjoins the street, not including driveways and exclusive of car bumper overhangs, planted with at least two rows of shrubs (at least one row planted to create a consistent hedge) with a spacing of no greater than 3 feet on center. A row of trees at a maximum spacing of 30 feet on center may be substituted for one row of shrubs. Other groundcover lower than 3 feet high is needed when trees are substituted for shrubs. Shrub height shall be at least 2 ft. installed but maintained no higher than 3 ft. 6 in. at maturity.
- A landscape zone from 4 feet to 8 feet wide and extending the distance that the lot adjoins the street (exclusive of driveways) with one row of shrubs planted with a spacing of no greater than 3 feet on center and a height of at least 2 ft. installed but maintained no higher than 3 ft. 6 in. at maturity, and a railing or solid masonry wall at least 3 feet 6 inches high.

#### 4.4.2.s5

Where parking lots are used primarily for truck parking, the screening of trucks from the street side and rear property lines is required using such methods as:

- A row of trees, deciduous or evergreen, no further apart than 30 feet on center within a landscaped zone 8 feet wide.



*Example of a low railing and hedge  
Illustration 4.4.2.s4a*



*Example of a tall railing and hedge  
Illustration 4.4.2.s4b*



*Example of a wall and hedge  
Illustration 4.4.2.s4c*

- A landscape zone from 4 feet to 8 feet wide and extending the distance that the lot adjoins the street (exclusive of driveways) with one row of shrubs planted with a spacing of no greater than 3 feet on center and a height of at least 2 ft. installed but maintained no higher than 3 ft. 6 in. at maturity, and a quality metal railing fence (not chain link) at least 8 feet high. The spacing between fence pickets shall be no greater than 4 inches in any direction.
- A landscape zone from 4 feet to 8 feet wide and extending the distance that the lot adjoins the street (exclusive of driveways) with one row of shrubs planted with a spacing of no greater than 3 feet on center and a height of at least 2 ft. installed, and a solid masonry wall at least 8 feet high.

#### **Guidelines**

- 4.4.2.g1 The number and initial size of shade trees should be maximized in the landscaping of parking lots. Landscaped area requirements may be reduced if a greater number or size of trees is provided other than required or expected.

### **4.4.3 Site distance triangles**

#### **Objectives**

- 4.4.3.o1 To maintain appropriate sight lines for vehicles entering and exiting a site, as well as those approaching internal intersections.

#### **Standards**

- 4.4.3.s1 All motor vehicle access points to a site shall be designed with traffic, bicycle and pedestrian safety in mind. All projects shall be subject to the Sight Distance Triangles Provisions in Section 7 of the Landscape Manual.

#### **Guidelines**

None.

### **4.4.4 Existing landscaping**

#### **Objectives**

- 4.4.4.o1 To save and reuse existing healthy trees and shrubs to the extent possible.
- 4.4.4.o2 To insure that all existing trees and plants that are incorporated into the landscape

design are adequately protected and maintained during construction.

**Standards**

- 4.4.4.s1 All projects shall be subject to the Existing Landscaping provisions in Section 7 of the Landscape Manual.

**Guidelines**

None.

**4.4.5 Screening, walls and fencing Objectives**

- 4.4.5.o1 To screen or block from view outside trash receptacles; loading docks, open storage areas and utility boxes/equipment from public sidewalks, streets, bikeways and other areas from which the property is visible.
- 4.4.5.o2 To provide security and privacy for private and common open spaces not open to the general public.
- 4.4.5.o3 To relate the design and materials of fences and walls to the architecture and/or landscape architecture of the project.

**Standards**

- 4.4.5.s1 Outside trash receptacles, loading docks, open storage areas and utility boxes shall be screened from public sidewalks, streets and other areas from which the property is visible. Screening for such areas shall be opaque and be provided for by means of walls or solid fences. Landscape screening is not acceptable.
- 4.4.5.s2 All utility boxes, which include electric transformers, switch gearboxes, cable television boxes, telephone pedestals and boxes, shall be screened on the sides visible from the public rights of way that are not used for service access.
- 4.4.5.s3 Screening enclosures for refuse containers and service areas shall be incorporated into building architecture and utilize the same materials as the principle building to be greatest degree practicable. Trash receptacles and dumpsters shall be entirely screened from view and enclosed by a solid, gated wall or fence. Screen walls and fences shall be one foot higher than the object being screened. An opaque metal

gate shall be included where required for complete screening. The trash enclosure shall be sited so the service vehicle can conveniently access the enclosure and maneuver without backing onto a public right of way.

- 4.4.5.s4 All trash containers must be covered.

**Guidelines**

- 4.4.5.g1 *If front yard fencing is provided, it should be no higher than 3 feet 6 inches and should be made of metal, preferably vertical metal pickets.*
- 4.4.5.g2 *Security fencing that is directly visible or adjoins the street and is not primarily related to service areas and trash enclosures should be composed of metal, preferably vertical pickets, and be generally transparent.*

**4.4.6 Private open space, detention areas and drainage channels**

**Objectives**

- 4.4.6.o1 To insure that private open space, detention areas and drainage channels, not designated as natural areas be designed and landscaped in such a manner to blend properly with the property and adjacent uses.

**Standards**

- 4.4.6.s1 All projects shall be subject to the Existing Landscaping provisions in Section 7 of the Landscape Manual.

**Guidelines**

None.

**4.4.7 Site lighting/parking lot lighting**

**Objectives**

- 4.4.7.o 1 To define practical and effective measures by which the obtrusive aspects of excessive and/or careless outdoor light usage can be minimized.
- 4.4.7.o2 To preserve safety, security and the nighttime use and enjoyment of property.
- 4.4.7.o3 To curtail the degradation of the nighttime visual environment.



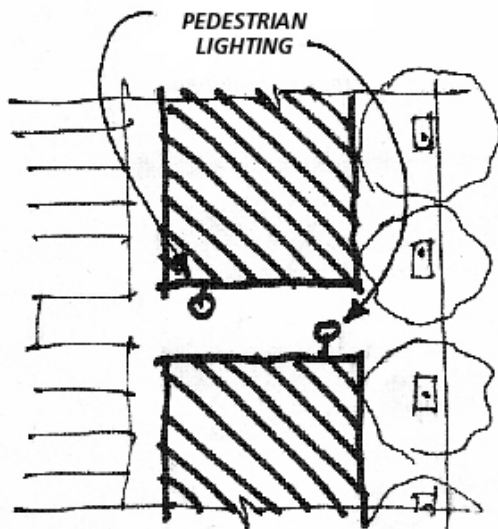
- 4.4.7.o4 To encourage lighting practices that direct appropriate amounts of light where and when it is needed.
- 4.4.7.o5 To increase the use of energy-efficient sources.
- 4.4.7.o6 To decrease the wastage of light and glare resulting from over lighting and poorly shielded or inappropriately directed lighting fixtures.
- 4.4.7.o7 To provide interest and identity through architectural and landscape lighting.

**Standards**

- 4.4.7.s1 All lighting shall comply with Chapter 15, Lighting Requirements, City of Littleton, Title 10 of the Municipal Code.
- 4.4.7.s2 Private and/or open spaces accessible to the public shall be lit to accommodate expected activities and events.
- 4.4.7.s3 Where the light source is directly visible, the luminaires shall be designed to incorporate elements to reduce glare, such as translucent, obscure or refracting lenses; low wattage light sources or shielding devices.
- 4.4.7.s4 Parking lot light type shall be fully shielded luminaires mounted on poles no higher than 20 feet and be consistent in color.
- 4.4.7.s5 Lighting shall not provide objectionable glare onto adjoining properties.
- 4.4.7.s6 Pedestrian lights shall be provided in paths between buildings from parking areas to building entries or public streets.

**Guidelines**

- 4.4.7.g1 Lighting systems should be interrelated, organized, simple and avoid a variety of different lighting types.
- 4.4.7.g2 On-site pedestrian lights should be a mounted on buildings whenever possible.
- 4.4.7.g3 If free standing, on-site pedestrian pole lights are used, they should be a minimum of ten feet high and a maximum of fourteen feet high.



*Illustration 4.4.7.s6*

- 4.4.7.g4 The color of the light emitted by parking lot and off-street pedestrian lighting should match the color of light emitted by on-street lighting. If both white light (fluorescent or metal halide) and warm yellow (high pressure sodium) are used in on-street lighting, parking lot lighting shall match on-street lighting; and off-street pedestrian lighting shall match on-street pedestrian lighting.
- 4.4.7.g5 Steps and/or ramps at or leading to a primary commercial or institutional building entry should be illuminated sufficiently for safe access.

#### **4.4.8 Paving materials**

##### ***Objectives***

- 4.4.8.o1 To provide safe paving conditions for all persons.
- 4.4.8.o2 To provide quality of paving materials and patterns consistent with the quality of the surrounding architecture and open spaces.
- 4.4.8.o3 To create interest and variation within the paved surface.

##### ***Standards***

- 4.4.8.s1 Paving materials and patterns used on private development parcels shall be coordinated with the design of public pedestrian facilities where they intersect.
- 4.4.8.s2 Engineered base and setting conditions determined by soil conditions shall be used for paving.

##### ***Guidelines***

- 4.4.8.g1 Special paving should be carefully chosen for structural capability and durability in the local climate.
- 4.4.8.g2 Special paving patterns and materials may be used to emphasize entries, provided interest and variation and differentiate functional areas.
- 4.4.8.g3 Concrete, asphalt, granite, local sandstone or hydraulically pressed base with thickness no less than 80 mm should be used for vehicular use in drives and drop-off areas.

**4.4.9 Landscape materials, xeriscaping, irrigation and maintenance**

**Objectives**

- 4.4.9.o1 To conserve energy and water resources by encouraging the use of xeriscaping and water conserving irrigation techniques.
- 4.4.9.o2 To use plant materials that survive with reasonable care in our high plains climate.
- 4.4.9.o3 To ensure the long-term health of functional and attractive landscaping by encouraging the proper maintenance thereof.
- 4.4.9.o4 To promptly replace dead plant materials.
- 4.4.9.o5 To maintain irrigation systems in proper operational conditions.
- 4.4.9.o6 To minimize the area of exposed mulch or bare earth in planted areas.

**Standards**

- 4.4.9.s1 Underground automatic irrigation systems shall be required for all landscaped projects. All projects with irrigation shall be subject to the provisions in Section 6 of the Landscape Manual.
- 4.4.9.s2 Irrigation systems are to be monitored and adjusted periodically to insure that the water demands of all plant materials are being met and that water is not being wasted.
- 4.4.9.s3 The type, size, quality and quantity of the living and non-living landscaping materials shall comply with the requirements in Section 8 and the plant lists included in the Landscape Manual.
- 4.4.9.s4 Only those plant species that are healthy and compatible with the local climate and the site soil characteristics, drainage and water supply shall be planted.
- 4.4.9.s5 All project maintenance shall comply with the requirements of Section 10 in the Landscape Manual.

**Guidelines**

- 4.4.9.g1 The practice of xeriscaping, which is landscaping to conserve water without the loss of aesthetic appeal, is strongly

encouraged. Refer to Section 5 of the Landscape Manual for the seven-step approach to xeriscaping.

- 4.4.9.g2 The size, quantity and spacing of plants should be appropriate for the location in the initial and projected appearance at maturity.
- 4.4.9.g3 Shrubs and groundcovers should be selected and planted so that they grow together forming a simple, continuous masses, with little or no mulch visible.
- 4.4.9.g4 Plant materials should be organized into zones of similar water need and solar aspect in order to apply a consistent and efficient water flow.
- 4.4.9.g5 Water should be applied to follow the natural seasonal curve and daytime evapo-transportation curve: more in summer heat, less in spring and fall. For example, changing controller settings once a month can reduce water use and run-off by 30 percent.

## ***II 4.5 Signs***

***The following objectives, standards and guidelines have been developed in relation to the CA and B-2 zone districts. However, this subarea also contains the R-5 zone district, which is more restrictive in the number, type, location and size of signs. Where a proposal occurs within the R-5 zone district, the more restrictive requirements apply, and will supercede some of these standards and guidelines, as noted.***

### **4.5.1 General criteria**

#### **a. Types**

##### **Objectives**

- 4.5.1.0a1 ***To provide signs that are compatible with existing residential uses and the sense of the residential neighborhood that existed in this subarea in the past.***
- 4.5.1.0a2 To locate, size, and design multiple signs for a single or several uses in one building so as to eliminate conflicts, mitigate the impact and effects of the signs on adjoining properties, avoid clutter and achieve the desired character of their application.

**Standards**

- 4.5.1.sa1 New or rehabilitated buildings shall provide a sign plan showing locations, sizes, heights, and probable design and illumination of all sign types to be used on the building or its site.

**Guidelines**

- 4.5.1.ga1 While not superceding the limitations on the number and types of signs permitted in Sections 4-3-2-4 and 4-3-2-5 of Chapter 3, Sign Code, but in an effort to limit the variety of sign types used on a single building in this subarea, the following combinations should be considered:

- One (1) wall sign per use; window signs limited to 10 percent of any window area; one (1) monument sign per building frontage, but awning signs, pole signs, or projecting signs are discouraged in this combination.
- Window signs limited to 20 percent of the window area, awning signs, and one (1) projecting sign per use, but wall signs, pole signs, or monument signs are discouraged in this combination.
- One (1) wall sign per use, one (1) projecting sign per use if located or designed so as not to visually conflict, window signs limited to 10 percent of any window area, but awning signs, pole signs, or monument signs are discouraged in this combination.
- ***Within the R-5 zone district, one (1) wall sign, or one (1) window sign; and one (1) monument sign per street-facing lot frontage. Projecting signs, arcade signs and awning signs are not allowed. Pole signs are discouraged.***

**b. General number and location**

**Objectives**

- 4.5.1.ob1 To allow a limited number of signs, commensurate with the needs of the uses in the building.
- 4.5.1.ob2 To respect the architectural character and design of the building in the determination of the number and location of signs.

- 4.5.1.ob3 To avoid sign clutter where the number and size of signs dominate the storefront or façade of the building.

**Standards**

- 4.5.1.sb1 Wall, window, awning, and projecting signs shall not be allowed above the ground floor except that the HPC or the DRC, at its discretion, may allow:

- Painted, face-lit wall signs;
- Internally lighted channel letter signs and/or logos;
- Painted wall murals with a minor component for the identification of a business;
- One unlit window sign per business;
- The extension of a ground floor projecting sign;
- The name of the building integrated into the material and/or design of the facade;

In no case shall an internally lighted, cabinet type wall sign be allowed above the ground floor.

**Guidelines**

- 4.5.1.gb1 Signs should not be located within the residential portion of the facade of any mixed use building.

- 4.5.1.gb2 A maximum combination of three sign types should be used for any building frontage. Such sign types are: wall, projecting, ground, window, awning, marquee and arcade. ***Within the R-5 zone district only wall, window and ground signs are allowed.***

**c. General size and height**

**Objectives**

- 4.5.1.oc1 To relate the size of signs to the location and speed of movement of the viewer.
- 4.5.1.oc2 ***To provide signs that are compatible with residential uses and the sense of the residential neighborhood that existed in this subarea in the past.***

**Standards**

- 4.5.1.sc1 Maximum sign size or total sign area shall not be increased by the amount of setback provided by the building.

**Guidelines**

No additional guidelines.

**d. General design and illumination**

**Objectives**

- 4.5.1.od1 To respect the architectural character and design of the building in the determination of the design of signs.
- 4.5.1.od2 To relate the design and illumination of signs to Littleton's Lighting Requirements of Chapter 15, Title 10 of the Municipal Code.
- 4.5.1.od3 To create signs that are expressive of the activity or product of the use for which they are displayed.
- 4.5.1.od4 ***To provide signs that are compatible with residential uses, and the sense of the residential neighborhood that existed in this subarea in the past.***

**Standards**

- 4.5.1.sd1 Materials for signs shall complement the color, material and overall character of the architecture.
- 4.5.1.sd2 Signs shall be constructed of high quality, durable materials. All materials must be finished to withstand corrosion. All mechanical fasteners shall be of hot-dipped galvanized steel, stainless steel, aluminum, brass or bronze.
- 4.5.1.sd3 All conduits, transformers, and other equipment shall be concealed, and shall have UL ratings.
- 4.5.1.sd4 Exterior lighting of signs shall be oriented down onto the face of the sign, not up from below to minimize night sky light pollution.
- 4.5.1.sd5 Sign illumination shall not create objectionable glare to pedestrians, motorists, and adjoining residents.
- 4.5.1.sd6 A business's corporate logo or typical sign design may be allowed by the HPB or the DRC. However, the HPB or the DRC shall

retain complete control over the design, dimensions, location, number and type of the sign.

- 4.5.1.sd7 Hand painted signs shall not be allowed, unless painted by a sign contractor specializing in hand painted or hand crafted signs.

**Guidelines**

- 4.5.1.gd1 Sign illumination should be integrated into the design of the sign. Signs may be externally lit so long as the external lighting has been conceived and controlled as part of the sign design.

- 4.5.1.gd2 ***Exposed neon should not be used as a light source for this subarea.***

- 4.5.1.gd3 Internally illuminated sign cabinets, either for wall or projecting signs, should not have white or light colored back-lit translucent face panels.



**Illustration 4.5.2.s1**

**4.5.2 Wall signs Objectives**

- 4.5.2.o1 To integrate wall signs with the architecture of the building.

**Standards**

- 4.5.2.s1 Wall signs shall be located within any sign areas clearly designed for signs on existing or proposed building facades.
- 4.5.2.s2 Lighted wall signs shall not be located at the top of a building's facade if the facade is higher than two stories and faces a residential neighborhood.
- 4.5.2.s3 Maximum wall sign size shall not be increased by an increase in sign height.
- 4.5.2.s4 ***The maximum depth of wall signs shall be 12 inches in this subarea whether such signs project over the right-of-way, or are on private property, including the R-5 zone district.***

**Guidelines**

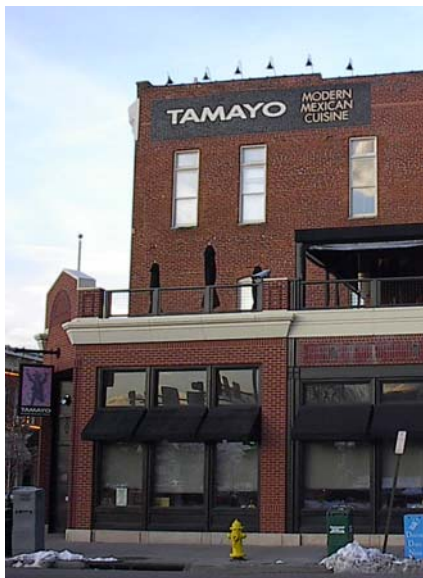
- 4.5.2.g1 Wall and projecting signs may be used together with the wall sign generally higher than the projecting sign. See Ill. 4.5.2.s4.



**Illustration 4.5.2.s4**



- 4.5.2.g2 No more than one wall sign should be allowed for each use by right or for each use by right's street frontage.
- 4.5.2.g3 Wall signs should not overlap, or generally conflict with important architectural features such as windows, cornices, belt courses, or other details.
- 4.5.2.g4 Wall signs located on the side wall of a building that faces a side property line (including a side property line along a street), should not be lighted above the ground floor.
- 4.5.2.g5 In general, wall mounted sign cabinets should be discouraged.
- 4.5.2.g6 Wall signs should be composed of individually mounted letters, logos or icons without sign backing panels, or letters/logos mounted on a backing panel. Fabricated or flat cut-out letters and shapes at least 1 inch thick or pinned off at least 1 inch from the wall or sign backing are strongly encouraged with or without a backing panel.
- 4.5.2.g7 ***Wall signs in this subarea should be externally lit with no exposed light sources.***



***Illustration 4.5.2.g7***



Examples of desirable wall signs  
Illustration 4.5.2

### 4.5.3 Projecting signs

**Note:** *Projecting signs are not allowing in the R-5 zone district.*

#### Objectives

No additional objectives.

#### Standards

4.5.3.s1 Each use by right shall be limited to one projecting sign for each of that use's street frontage.

4.5.3.s2 Projecting signs shall not be located above the ground floor.

#### Guidelines

4.5.3.g1 *Projecting signs are allowed in the CA zoned portion of this subarea, but not necessarily encouraged. They are better used in subareas where no setback is desired, such as subarea 5. Where a setback is desired such as this subarea, small monument signs, designed pole signs, or signs integrated with fences are better. In general, projecting signs should not be closer than 50 feet apart, and no more than 3 for 300 feet of street frontage. Projecting signs eight (8) square feet per sign face or less may be closer and/or more frequent.*

4.5.3.g2 No more than one projecting sign should be allowed for each use by right or for each use by right's street frontage.

4.5.3.g3 All projecting sign structures on a building should be located at the same height as the other sign structures.

4.5.3.g4 Projecting signs should be located above or below awnings, but not in line with the awnings.

4.5.3.g5 Projecting signs should not be greater in size than 12 square feet per face or 24 square feet per sign.

4.5.3.g6 *Projecting signs should be simple and elegant. Unique forms and shapes are not necessary.*

4.5.3.g7 *Projecting signs should be externally lit. Internally lit sign cabinets are generally*



Example of undesirable conflict  
Illustration 4.5.3.g2

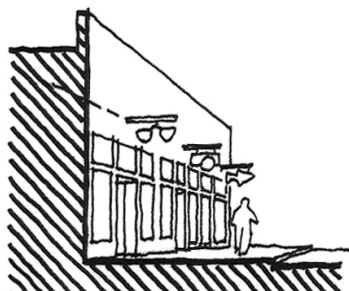


Illustration 4.5.3.g3

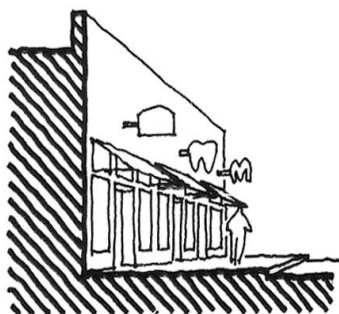


Illustration 4.5.3.g4



*discouraged except where the sign face is composed of metal with back lit cut out letters or logos.*

4.5.3.g8 *Projecting signs should be located below wall signs.*



*Examples of desirable projecting signs*  
**Illustration 4.5.3**

#### 4.5.4 Ground signs

##### Objectives

- 4.5.4.01 *To create refined and unique ground signs.*
- 4.5.4.02 *To scale ground signs to respect the existing residential structures in the area.*

##### Standards

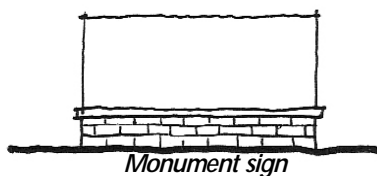
- 4.5.4.s1 *Only one (1) monument sign or designed pole sign shall be allowed for each building frontage. The monument sign may also be a joint identification sign.*
- 4.5.4.s2 *Ground signs shall be limited in height to 5 feet in this subarea, including the CA and R-5 zone districts.*
- 4.5.4.s3 *Ground signs in this subarea shall have no more than one sign cabinet or backing panel.*

##### Guidelines

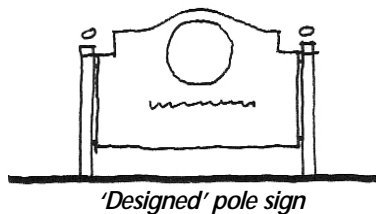
- 4.5.4.g1 Typical pole signs are discouraged. 'Designed' pole or post signs are encouraged when the vertical supports are integrated into the design of the sign.
- 4.5.4.g2 Monument signs are preferred rather than pole signs except where prohibited in sight triangles at intersections.
- 4.5.4.g3 *Where continuous, the base of a monument sign should be composed of a material use in the architecture of the building that encloses the use for which the sign is intended.*
- 4.5.4.g4 *If lighted, monument signs should be externally lit with a shielded or directed light source.*
- 4.5.4.g5 The design of a joint identification sign should be unified, uncluttered, easily readable, and of high quality. Ways to avoid a cluttered appearance are:
- The sign text for most components is composed of the same type face and size.



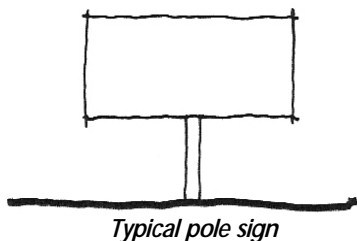
Example of a standard pole sign  
Illustration 4.5.4.g1



Monument sign



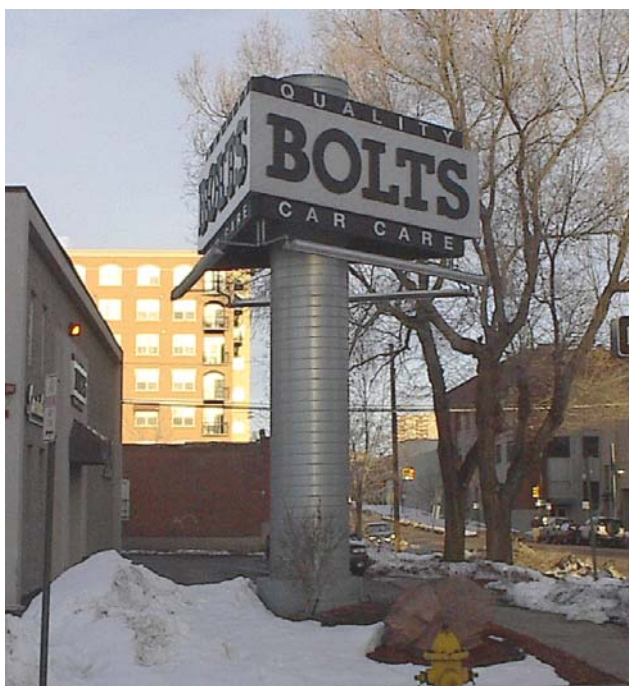
'Designed' pole sign



Typical pole sign

Examples of ground signs  
Illustration 4.5.4.g2

- The sign structure or frame is dominant enough or simple enough to visually organize varied components.
- The sign has a clear hierarchy or importance in its components.



*Examples of ground signs with 'designed' poles  
Illustration 4.5.4*



#### 4.5.5 Marquee signs

**Note:** *Marquee signs are not allowing in the R-5 zone district.*

##### **Objectives**

No additional objectives.

##### **Standards**

No additional standards.

##### **Guidelines**

4.5.5.g1 Marquee signs should be used for only a few important buildings, uses, or entries. ***They are generally discouraged in this subarea.***

#### 4.5.6 Window signs

##### **Objectives**

4.5.6.o1 ***To emphasize a window's transparency and sense of openness to the interior.***

4.5.6.o2 ***To avoid clutter 1) within the text and graphic components of the window signs, and 2) in combination with the objects of view through the window.***

##### **Standards**

No additional standards.

##### **Guidelines**

4.5.6.g1 Window signs should generally be located in the lower or upper 25 percent of the window area. Window signs may be located in the middle portion of the window, but should not substantially obscure the activities or displays beyond the window.

4.5.6.g2 Window signs should not be larger than 10 percent of each window or door area, except that window signs may be as large as 20 percent of each window area if no wall sign is provided.

4.5.6.g3 Storefront window signs should be limited to either the tenant's name or logo. Operating hours may be applied onto the glass, but should be kept small, preferably on the windows next to the front door.

4.5.6.g4 Window signs on glazing should be either silk screened, back-painted, metal-leafed, or sand-blasted onto the glass. Vinyl letters should be discouraged.



**Illustration 4.5.6.g2**



*Examples of desirable window signs  
Illustration 4.5.6*



#### 4.5.7 Awnings and Awning signs

##### Objectives

No additional objectives.

##### Standards

- 4.5.7.s1 ***Each awning for a use by right may have a sign printed on its valence.***
- 4.5.7.s2 Awning signs shall not be allowed above the ground floor. Awnings without signs may be allowed above the ground floor if they are compatible with the architecture.
- 4.5.7.s3 Awnings shall be consistent in color and visually balanced over the façade of the building.
- 4.5.7.s4 Standard residential type aluminum awnings shall not be used.
- 4.5.7.s5 Back-lit translucent awnings with or without signs shall not be allowed.  
***Shielded down lights within an awning that light only the paving under the awning may be acceptable.***

##### Guidelines

- 4.5.7.g1 Awning signs are encouraged, but should be carefully controlled so as not to become substitutes for wall signs or projecting signs.
- 4.5.7.g2 Entry canopies should not be allowed if they extend more than 4 feet from the building face.
- 4.5.7.g3 Awning signs should be located primarily on the awning valence that faces the street, not on a valence that is generally perpendicular to the street.
- 4.5.7.g4 If side panels are provided, such panels should not carry signs greater in area than 20 percent of the area of the awning sign panel.
- 4.5.7.g5 A logo or symbol but not primarily text should be located on the sloped portion of the awning. The logo, symbol, and associated text should be no greater than 15 percent of the sloped area of the awning.



***Example of extensive undesirable text on sloped portion of awnings  
Illustration 4.5.7.g5***



*Example of an undesirable typical residential metal awning*  
**Illustration 4.5.7.g7**

- 4.5.7.g6 Text on awning valences should not be greater than 8 inches high. A valence drop length should be no greater than 12 inches.
- 4.5.7.g7 Awnings should be composed of non-combustible acrylic fabric. ***Awnings may also be fabricated from metal so long as they do not resemble typical residential awnings.***
- 4.5.7.g8 Awnings should fit within a building's or storefront's individual bays or columns, not extend over them.
- 4.5.7.g9 Awning should be composed of traditional forms, and complement the window or bay within which it occurs. Straight, more steeply sloped awnings are preferred. Rounded awnings are discouraged. Rounded awnings designed to fit arched windows or bays are acceptable.



*Example of acceptable metal awnings*  
**Illustration 4.5.7.g7a**

#### **4.5.8 Arcade Signs**

**Note:** *Arcade signs are not allowing in the R-5 zone district.*

##### **Objectives**

No additional objectives.

##### **Standards**

No additional standards.

##### **Guidelines**

No additional guidelines.



*Examples of desirable awning signs  
Illustration 4.5.7*



## Staff Communication

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**File #:** PC Reso 05-2017, **Version:** 2

---

Agenda Date: April 26, 2017

**Subject:**

PC Resolution 05-2017, an Ordinance to amend Title 11, Subdivision Purpose (11-1-2), Subdivision Definitions (11-1-6) and Chapter 9, Subdivision Exemption.

Presented By: Jocelyn Mills, Community Development Director and Carol Kuhn, Principal Planner
--

**APPLICATION SUMMARY:**

The application is a proposal to amend Title 11, Subdivision, specifically related to 11-1 Purpose, 11-6 Definitions, and Chapter 9, Subdivision Exemption.

**BACKGROUND:**

Generally in land use, zoning codes establish uses and performance standards for each zone district. Subdivision codes provide the process for creating the records of legal land title for establishing lots, via recorded plats. Title 11 is Littleton's Subdivision code.

A priority has been identified that Chapter 9 of the Subdivision Code, Subdivision Exemption, needs to be updated to best practices used in current day situations. Generally, the last whole code update to the city's subdivision regulations was during the 1970's. The Subdivision Exemption Chapter was added into the code in 1979. Attached for reference are Chapter 9, Subdivision Exemption, and also Title 11 in its entirety.

Previous legal advice has allowed the subdivision exemption chapter to be used for subdivision items such as: dividing one lot into two; for lot line adjustments between two lots; and, for reassembling multiple lots into one lot. As such, over the recent years subdivision exemption has been used for all these scenarios.

The proposal to update Chapter 9 is to create a clear, transparent and robust code relative to the platting and replatting of one or two lots. City council held two study sessions on this topic earlier this year - on March 7 and again on April 11th. Council input and direction has incorporated into the proposed ordinance.

Please see attached draft code amendments to Chapter 9.

**PROPOSED AMENDMENTS:**

The purpose to update Chapter 9 is to clarify specific standards and criteria for the establishment of one or two lots. Three or more lots would be required to be processed as either a minor or major subdivision based on the city's subdivision code (as is currently required).

The proposal for updating Chapter 9 includes:

- Amending the title to "Administrative Plat or Replat for One or Two Lots."

- Establishing criteria for when an administrative plat or replat can be used.
- Creating standards for administrative plats and replats.

**STAFF RECOMMENDATION:**

Staff recommends planning commission approve PC Resolution 05-2017, recommending approval to city council, an ordinance to amend Title 11, Subdivision Purpose, Subdivision Definitions and Chapter 9, Subdivision Exemption.

**PROPOSED MOTION:**

*The planning commission may take the following actions on the application: approve; approve with conditions; and, continue to a date certain. A sample motion is provided for each option.*

***MOTION TO APPROVE AND/IF NECESSARY, WITH CONDITIONS***

I move to approve PC Resolution 05-2017, an ordinance to amend Title 11, Subdivision Purpose, Subdivision Definitions and Chapter 9, Subdivision Exemption., which forwards a favorable recommendation to city council, with the following condition(s):

- 1.
- 2.
- 3.

***MOTION TO CONTINUE TO A DATE CERTAIN***

I move to continue PC Resolution 05-2017, concerning an ordinance to amend Title 11, Subdivision Purpose, Subdivision Definitions and Chapter 9, Subdivision Exemption., to \_\_\_\_\_ (insert date) in order to \_\_\_\_\_.

Attachments:

1. PC Draft Resolution
2. Draft Ordinance of amendments to Title 11
3. Current Title 11, Chapter 9
4. Current Title 11

2  
3 Series of 2017

4  
5 **RESOLUTION OF THE PLANNING COMMISSION OF**  
6 **THE CITY OF LITTLETON, COLORADO,**  
7 **RECOMMENDING APPROVAL OF AN ORDINANCE**  
8 **AMENDING TITLE 11 OF THE CITY CODE**  
9 **CONCERNING SUBDIVISION PURPOSE, SUBDIVISION**  
10 **DEFINITIONS AND SUBDIVISION EXEMPTION**

11  
12 **WHEREAS**, the planning commission held a public hearing at its regular  
13 meeting on April 10, 2017, to consider an ordinance amending title 11 of the city code regarding  
14 subdivision regulations;

15  
16 **WHEREAS**, the planning commission considered evidence and testimony  
17 concerning the proposed ordinance at said public hearing;

18  
19 **WHEREAS**, the planning commission finds that the proposed ordinance is in the  
20 best interest of the city and will promote the public health, safety, and welfare of its inhabitants;

21  
22 **NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING**  
23 **COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**

24  
25 **Section 1:** The planning commission does hereby recommend that city  
26 council approve the proposed amendments to title 11 of the city code regarding subdivision  
27 regulations, more specifically described in the ordinance attached hereto as Exhibit "A".

28  
29 INTRODUCED, READ AND ADOPTED at the regularly scheduled meeting of the Planning  
30 Commission of the City of Littleton, Colorado, held on the 26th Day of April 2017, at 6:30 p.m.  
31 in the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, by the following vote:

33

34 ATTEST:

APPROVED:

35 BY: \_\_\_\_\_

\_\_\_\_\_

36 Denise Ciernia, Recording Secretary

Mark Rudnicki, Planning Commission Chair

37

38 Approved as to form:

39

40

41

42 \_\_\_\_\_  
Kenneth Fellman, Acting City Attorney

43

44  
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Exhibit A

(see next page)



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~~(G) To provide for the coordination of subdivision development with requirements of schools, parks, recreation areas and other community facilities, and to ensure the provision of such facilities.~~

~~(H) To ensure the desirable development of the community through the adherence to accepted principles of land use, intensity of development, distribution of growth, preservation of natural amenities and other elements of the city's development plans. (1971 Code § 22.2)~~

IT IS THE PURPOSE AND INTENT OF THIS CHAPTER:

THE PURPOSE OF THIS TITLE 11 IS TO ARRANGE LAND INTO LEGAL LOTS OF RECORD FOR DEVELOPMENT OF LAND WITHIN THE CITY IN ACCORDANCE WITH THE REQUIREMENTS OF THIS CHAPTER. SUBDIVISION OF LAND IS A PROCEDURE IN WHICH LAND IS DIVIDED INTO LOTS, BLOCKS, AND TRACTS FOR TRANSFER OF OWNERSHIP OR DEVELOPMENT. AT THE SUBDIVISION STAGE OF DEVELOPMENT, THE SUBDIVIDER IS RESPONSIBLE FOR FINALIZING RIGHT-OF-WAY, EASEMENT, AND OTHER PUBLIC LAND DEDICATIONS, AS APPLICABLE, AS WELL AS LOT, BLOCK, AND TRACT CONFIGURATIONS FOR THE LAND INCLUDED IN THE APPLICATION. IN ADDITION, ALL PUBLIC IMPROVEMENTS ASSOCIATED WITH THE PROPOSED SUBDIVISION ARE IDENTIFIED AND QUANTIFIED AT THIS STAGE. THE SUBDIVIDER MAY BE REQUIRED TO ENTER INTO A SUBDIVISION IMPROVEMENT AGREEMENT (SIA) WITH THE CITY TO GUARANTEE THAT THE APPROPRIATE IMPROVEMENT COSTS WILL BE BORNE BY THE SUBDIVIDER.

**Section 2:** Section 4 (A) and (B) of Chapter 1 of Title 11 of the City Code is hereby amended as follows:

**11-1-4: VIOLATIONS, PROHIBITIONS AND PENALTIES:**

~~A) No owner or agent of the owner of any land shall transfer, sell, agree to sell or offer to sell any land by reference to or by use of a plan or plat of a subdivision before such plan or plat has been approved in accordance with the provisions of this title and recorded with the county clerk and recorder.~~

(A) NO OWNER OR AGENT OF THE OWNER OF ANY LAND SHALL TRANSFER, SELL, AGREE TO SELL OR OFFER TO SELL ANY LAND BEFORE A PLAT FOR SUCH LAND HAS BEEN APPROVED IN ACCORDANCE WITH THE PROVISIONS OF THIS TITLE AND RECORDED WITH THE COUNTY CLERK AND RECORDER.

~~B) No building permits shall be issued for the construction or alteration of any structure on any property unless a plat of such property has been prepared, approved and recorded in accordance with the requirements of this title, except as exempted in section 4-1-9 of this code.~~

(B) NO BUILDING PERMITS OR CONSTRUCTION PERMIT SHALL BE ISSUED FOR THE CONSTRUCTION OR ALTERATION OF ANY STRUCTURE ON ANY PROPERTY UNLESS A PLAT OF SUCH PROPERTY HAS BEEN PREPARED, APPROVED AND RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF THIS TITLE EXCEPT AS EXEMPTED IN SECTION 4-1-9 OF THIS CODE.

**Section 3:** Section 6 of Chapter 1 of Title 11 of the City Code is hereby amended with the addition of the following definitions:

ADJACENT: SEPARATED FROM THE SUBJECT LOT(S) OR PARCEL(S) BY ONE OF THE FOLLOWING: LOT LINE, PROPERTY BOUNDARY, RIGHT-OF-WAY, PRIVATE STREET, ALLEY OR EASEMENT.

BLOCK FACE: ONE SIDE OF A STREET BETWEEN TWO CONSECUTIVE FEATURES INTERSECTING THAT STREET. THE FEATURES CAN BE OTHER STREETS, ALLEYS, OR OTHER RIGHTS-OF-WAY.

LEGAL DESCRIPTION: A WRITTEN METES AND BOUNDS DESCRIPTION OF THE BOUNDARY OF A PARCEL OF REAL PROPERTY BY A PROFESSIONAL LAND SURVEYOR, FOR THE PURPOSE OF PERPETUATING LOCATION AND TITLE. THE DESCRIPTION MUST RECITE ALL TIES AND MONUMENTS, RECORDED OR PHYSICAL, WHICH WILL DETERMINE THE CORRECT POSITION OF THE BOUNDARY, ALL REFERENCES TO ADJOINING LANDS BY NAME AND RECORD, AND A FULL DIMENSIONAL RECITAL OF THE BOUNDARY COURSES IN SUCCESSION WHICH SHALL BE MATHEMATICALLY CORRECT. THE DESCRIPTION MUST BE ACCOMPANIED BY AN EXHIBIT OR MAP SHOWING ALL PERTINENT INFORMATION AS DESCRIBED IN THE NARRATIVE.

LOT: THE UNIT INTO WHICH LAND IS DIVIDED ON A SUBDIVISION PLAT WITH THE INTENTION OF SEPARATE OWNERSHIP OR USE.

PARCEL: A TRACT OR PLOT OF LAND OF ANY SIZE THAT MAY OR MAY NOT BE SUBDIVIDED.

REPLAT: A RESUBDIVISION OF A PORTION OF AN APPROVED AND RECORDED FINAL PLAT THAT WILL CHANGE LOT CONFIGURATION OR CREATE NEW LOTS AND TRACTS; AN AMENDED PLAT.

RESUBDIVISION: ANY MODIFICATION OF LAND PREVIOUSLY SUBDIVIDED OR PLATTED.

**Section 4:** Chapter 9, Subdivision Exemption of Title 11 of the City Code is hereby repealed:

~~4-1-9-1: PURPOSE OF CHAPTER:~~

~~11-9-2: ELIGIBILITY FOR SUBDIVISION EXEMPTIONS:~~

~~11-9-3: PROCEDURES:~~

~~11-9-1: PURPOSE OF CHAPTER:~~

~~It is the purpose and intent of this chapter to allow the owner or purchaser of land, or agent thereof, to divide such land into not more than two (2) parcels, which meet the requirements of the governing zone district classification, without requiring submission of a subdivision plat. Approval of a subdivision exemption shall not exempt the applicant from securing and/or providing the necessary improvements including, but not limited to, sidewalks, curbs, gutters, street paving, storm drainage and utilities. Such land, or parcel which results from the approval of a subdivision exemption as hereinafter provided, shall not be eligible for any subsequent division under the provisions of this chapter. (Ord. 36, Series of 1979)~~

~~11-9-2: ELIGIBILITY FOR SUBDIVISION EXEMPTIONS:~~

~~The following procedures shall apply to all applications for subdivision exemptions: (Ord. 36, Series of 1979)~~

~~(A) Eligibility For Subdivision Exemptions: The owner, purchaser, or agent thereof, must verify all of the following requirements prior to the submittal of a subdivision exemption application to the department of community development:~~

~~1. A division of land must not exceed two (2) lots;~~

~~2. Such division will not violate the minimum requirements of the governing zone district classifications, the subdivision regulations and other applicable city ordinances and resolutions;~~

~~3. All lots must abut a dedicated and accepted city street;~~

~~4. The applicant must show evidence that adequate sanitary sewer facilities exist to serve the subject lots;~~

~~5. The applicant must show evidence that adequate water facilities exist to serve the subject lots. (Ord. 20, Series of 2012)~~

~~(B) Compliance: Any proposed subdivision exemption which does not comply with all of the requirements as defined hereinabove shall be considered as a minor or major subdivision as applicable. (Ord. 36, Series of 1979)~~

~~11-9-3: PROCEDURES:~~

~~(A) Preparation: The subdivider shall cause the preparation of a subdivision exemption map by a registered land surveyor. The map shall comply with the provisions of these regulations, and other ordinances of the city and state law.~~

~~(B) Submission: The applicant shall submit the application and the subdivision exemption map pursuant to the requirements and process described in section 11-2-2 of this title. The application deadlines, required number of copies and map details shall be in accordance with the operating standards as established by the department of community development.~~

~~(C) Administrative Action: City staff shall review the proposed subdivision exemption map for compliance with the provisions of this title, other applicable regulations, the comprehensive plan, existing and proposed development, and comments from affected agencies. City staff may approve the application, approve the application subject to modifications, or recommend the application be processed under the major or minor subdivision procedure. (Ord. 20, Series of 2012)~~

**Section 5: Chapter 9 of Title 11 of the City Code is hereby replaced as follows:**

**ADMINISTRATIVE PLATS OR REPLATS FOR ONE (1) OR TWO (2) LOTS**

**11-9-1 PURPOSE:**

**CHAPTER 9: ADMINISTRATIVE PLATS AND REPLATS**

**11-9-1: PURPOSE:**

**TO ESTABLISH AN ADMINISTRATIVE REVIEW PROCESS FOR MINOR CHANGES TO SUBDIVISION PLATS AND UNPLATTED PARCELS THAT RESULT IN THE CREATION OF NO MORE THAN TWO (2) PLATTED LOTS.**

**11-9-2: APPLICABILITY:**

**(A) THE FOLLOWING REQUESTS MAY BE APPROVED IN AN ADMINISTRATIVE PLAT, PROVIDED THE RESULTING PLAT DOES NOT CREATE MORE THAN TWO (2) PLATTED LOTS AND DOES NOT MERGE MORE THAN TWO (2) PARCELS (PLATTED OR UNPLATTED) INTO A SINGLE PLATTED LOT:**

**1. A REQUEST TO PLAT UNPLATTED PROPERTY;**

**2. A REQUEST TO MOVE, RECONFIGURE, OR REVISE AN EXISTING PLATTED LOT LINE;**

3. A REQUEST TO ADJUST A PLATTED SUBDIVISION BOUNDARY BETWEEN NOT MORE THAN TWO (2) EXISTING PLATTED LOTS WITHIN TWO (2) SEPARATE FILINGS OR SUBDIVISIONS;

4. A REQUEST TO ADJUST A PLATTED SUBDIVISION BOUNDARY TO INCLUDE AN UNPLATTED PARCEL OF LAND WITHIN AN EXISTING ADJACENT SUBDIVISION;

5. A REQUEST TO VACATE AN EXISTING PLATTED EASEMENT OR BUILDING ENVELOPE ON AN EXISTING PLATTED LOT, PROVIDED THAT THE BUILDING ENVELOPE OR EASEMENT WAS DEDICATED AND DESIGNATED THROUGH A PLAT AND ONLY AFFECTS THE SUBJECT LOT;

6. A REQUEST TO MERGE PLATTED LOTS; OR

7. A REQUEST TO CORRECT MISSPELLINGS OR OTHER MINOR TECHNICAL CORRECTIONS ON RECORDED PLATS.

(B) RESTRICTIONS

1. REQUESTS REQUIRING THE DEDICATION OF PUBLIC RIGHT-OF-WAY MAY NOT BE PROCESSED AS ADMINISTRATIVE PLATS.

2. REQUESTS REQUIRING THE DEDICATION OF EASEMENTS MAY NOT BE PROCESSED AS ADMINISTRATIVE PLATS. EASEMENTS THAT HAVE BEEN DEDICATED BY SEPARATE INSTRUMENTS PRIOR TO RECORDATION OF THE ADMINISTRATIVE PLAT MAY BE NOTED ON AN ADMINISTRATIVE PLAT.

3. NO LOTS PREVIOUSLY CREATED THROUGH AN ADMINISTRATIVE PLAT OR REPLAT PROCESS MAY BE ADDITIONALLY DIVIDED OR MERGED THROUGH AN ADMINISTRATIVE PLAT OR REPLAT PROCESS. LOT LINE ADJUSTMENTS BETWEEN TWO EXISTING LOTS CREATED THROUGH AN ADMINISTRATIVE PLAT OR REPLAT MAY BE PROCESSED AS A LOT LINE ADJUSTMENT IN CONFORMANCE WITH THE ADMINISTRATIVE PLAT OR REPLAT PROCESS.

4. NO LOT THAT HAS BEEN CREATED THROUGH THE MERGER OF TWO LOTS USING AN ADMINISTRATIVE PLAT PROCESS MAY BE MERGED WITH ANY ADDITIONAL LOTS OR PARCELS OR TRACTS OF LAND THROUGH AN ADMINISTRATIVE PLAT PROCESS.

5. NO LOT OR PARCEL THAT HAS BEEN CREATED THROUGH A SUBDIVISION EXEMPTION MAY BE FURTHER DIVIDED THROUGH AN ADMINISTRATIVE PLAT PROCESS.

6. NO LOT OR PARCEL THAT HAS BEEN MERGED THROUGH A SUBDIVISION EXEMPTION PROCESS MAY BE FURTHER MERGED THROUGH AN ADMINISTRATIVE PROCESS.

(C) ANY REQUEST THAT DOES NOT MEET THE REQUIREMENTS FOR PROCESSING AS AN ADMINISTRATIVE PLAT MAY BE PROCESSED AS AN APPLICATION FOR A MAJOR OR MINOR SUBDIVISION, AS APPLICABLE.

11-9-3: PROCEDURE:

(A) PRE-SUBMITTAL MEETING

PRIOR TO THE SUBMITTAL OF AN ADMINISTRATIVE PLAT APPLICATION, THE APPLICANT SHALL MEET WITH STAFF FOR A CONCEPT MEETING TO DISCUSS THE REQUEST, THE PROCEDURES, AND THE SUBMITTAL REQUIREMENTS.

(B) APPLICATION SUBMITTAL

THE APPLICANT SHALL SUBMIT THE ADMINISTRATIVE PLAT APPLICATION PURSUANT TO THE REQUIREMENTS AND PROCESS DESCRIBED IN SECTIONS 11-1, 11-5, AND 11-6 OF THIS TITLE, AS APPLICABLE TO THE REQUESTED PLAT, AND THE OPERATING STANDARDS AS ESTABLISHED BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT.

11-9-4: CRITERIA FOR DECISION:

AN ADMINISTRATIVE PLAT SHALL BE APPROVED ONLY IF THE DIRECTOR DETERMINES THAT THE FOLLOWING CRITERIA HAVE BEEN MET:

(A) EACH PARCEL CREATED BY THE ADMINISTRATIVE PLAT OR REPLAT COMPLIES WITH THE MINIMUM REQUIREMENTS OF THE GOVERNING ZONE DISTRICT, INCLUDING BUT NOT LIMITED TO, THE MAXIMUM DENSITY AND MINIMUM OPEN SPACE REQUIREMENTS, THE SUBDIVISION REGULATIONS AND OTHER APPLICABLE CITY ORDINANCES AND RESOLUTIONS. MULTIPLE ZONE DISTRICTS MAY NOT BE CONTAINED WITHIN ONE ADMINISTRATIVE PLAT OR REPLAT;

(B) EACH PARCEL CREATED BY THE ADMINISTRATIVE PLAT OR REPLAT IS GENERALLY CONSISTENT WITH EXISTING CHARACTER OF THE BLOCK FACE ON WHICH THE PROPERTY IS LOCATED. LOTS THAT ARE MORE THAN FIFTY PERCENT (50%) GREATER IN EITHER LOT SIZE, DEPTH, OR WIDTH OF A TYPICAL AVERAGE EXISTING LOT ON THE SAME BLOCK FACE ARE NOT ELIGIBLE FOR AN ADMINISTRATIVE PLAT OR REPLAT. LOTS THAT ARE LESS THAN TWENTY-FIVE (25%) SMALLER IN EITHER LOT SIZE, DEPTH, OR

WIDTH OF A TYPICAL AVERAGE EXISTING LOT ON THE SAME BLOCK FACE  
ARE NOT ELIGIBLE FOR AN ADMINISTRATIVE PLAT OR REPLAT.

(C) EACH PARCEL CREATED BY THE ADMINISTRATIVE PLAT HAS ADEQUATE  
WATER AND SANITARY SEWER FACILITIES AND ADEQUATE ACCESS TO A  
PUBLIC STREET.

(D) IF THE REQUEST IS TO DIVIDE UNSUBDIVIDED LAND IN AN EXISTING  
PLANNED DEVELOPMENT, EACH LOT OR PARCEL RESULTING FROM THE  
ADMINISTRATIVE PLAT SHALL BE ONE (1) ACRE OR SMALLER IN SIZE.

11-9-5 APPEALS:

AN APPLICANT MAY APPEAL THE ACTION OF THE DIRECTOR OF COMMUNITY  
DEVELOPMENT ON THE ADMINISTRATIVE PLAT OR REPLAT TO THE CITY  
COUNCIL. SUCH APPEAL MUST BE MADE IN WRITING, SPECIFYING THE  
GROUNDS THE APPEAL IS BEING MADE, WITHIN THIRTY (30) DAYS OF THE  
ADMINISTRATIVE ACTION. THE COUNCIL SHALL RECEIVE THE APPEAL REQUEST  
AND SCHEDULE A PUBLIC HEARING TO REVIEW THE DECISION OF THE  
ADMINISTRATIVE ACTION, AT WHICH TIME THE APPLICANT SHALL HAVE THE  
OPPORTUNITY TO PRESENT INFORMATION OF ITS CHOOSING TO THE CITY  
COUNCIL. THE COUNCIL MAY APPROVE THE PLAT AS SUBMITTED, AFFIRM THE  
DECISION OF THE DIRECTOR OF COMMUNITY DEVELOPMENT, OR REQUIRE A  
MAJOR OR MINOR SUBDIVISION TO BE PROCESSED IN CONFORMANCE WITH THIS  
CODE.

**Section 6:** 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 7:** 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.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council  
of the City of Littleton on the \_\_\_\_ day of \_\_\_\_\_, 2017, passed on first reading by a vote of



280 \_\_\_\_ FOR and \_\_\_\_ AGAINST; and ordered published by posting at Littleton Center, Bemis  
281 Library, the Municipal Courthouse and on the City of Littleton Website.

282 PUBLIC HEARING on the Ordinance to take place on  
283 the\_\_\_\_\_, 2017, in the Council Chambers, Littleton Center, 2255 West Berry  
284 Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

285 PASSED on second and final reading, following public hearing, by a vote of  
286 FOR and \_\_\_\_\_ AGAINST on the \_\_\_\_ day of \_\_\_\_\_, 2017 and ordered published  
287 by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of  
288 Littleton Website.

289 ATTEST:

290 \_\_\_\_\_

291 Wendy Heffner

292 CITY CLERK

293

294 APPROVED AS TO FORM:

295

296 \_\_\_\_\_

297 Kenneth S. Fellman

298 ACTING CITY ATTORNEY

\_\_\_\_\_

Bruce O. Beckman

MAYOR

## **Chapter 9**

# **SUBDIVISION EXEMPTION**

### **11-9-1: PURPOSE OF CHAPTER:**

It is the purpose and intent of this chapter to allow the owner or purchaser of land, or agent thereof, to divide such land into not more than two (2) parcels, which meet the requirements of the governing zone district classification, without requiring submission of a subdivision plat. Approval of a subdivision exemption shall not exempt the applicant from securing and/or providing the necessary improvements including, but not limited to, sidewalks, curbs, gutters, street paving, storm drainage and utilities. Such land, or parcel which results from the approval of a subdivision exemption as hereinafter provided, shall not be eligible for any subsequent division under the provisions of this chapter. (Ord. 36, Series of 1979)

### **11-9-2: ELIGIBILITY FOR SUBDIVISION EXEMPTIONS:**

The following procedures shall apply to all applications for subdivision exemptions: (Ord. 36, Series of 1979)

(A) Eligibility For Subdivision Exemptions: The owner, purchaser, or agent thereof, must verify all of the following requirements prior to the submittal of a subdivision exemption application to the department of community development:

1. A division of land must not exceed two (2) lots;
2. Such division will not violate the minimum requirements of the governing zone district classifications, the subdivision regulations and other applicable city ordinances and resolutions;
3. All lots must abut a dedicated and accepted city street;
4. The applicant must show evidence that adequate sanitary sewer facilities exist to serve the subject lots;
5. The applicant must show evidence that adequate water facilities exist to serve the subject lots. (Ord. 20, Series of 2012)

(B) Compliance: Any proposed subdivision exemption which does not comply with all of the requirements as defined hereinabove shall be considered as a minor or major subdivision as applicable. (Ord. 36, Series of 1979)

**11-9-3: PROCEDURES:**

- (A) Preparation: The subdivider shall cause the preparation of a subdivision exemption map by a registered land surveyor. The map shall comply with the provisions of these regulations, and other ordinances of the city and state law.
- (B) Submission: The applicant shall submit the application and the subdivision exemption map pursuant to the requirements and process described in section [11-2-2](#) of this title. The application deadlines, required number of copies and map details shall be in accordance with the operating standards as established by the department of community development.
- (C) Administrative Action: City staff shall review the proposed subdivision exemption map for compliance with the provisions of this title, other applicable regulations, the comprehensive plan, existing and proposed development, and comments from affected agencies. City staff may approve the application, approve the application subject to modifications, or recommend the application be processed under the major or minor subdivision procedure. (Ord. 20, Series of 2012)

# **Title 11**

## **SUBDIVISION REGULATIONS**

### **Chapter 1**

#### **GENERAL PROVISIONS**

##### **11-1-1: TITLE:**

This chapter shall be known and shall be cited as the *SUBDIVISION REGULATIONS OF THE CITY OF LITTLETON, COLORADO*. (1971 Code § 22.1)

##### **11-1-2: PURPOSE OF CHAPTER:**

It is the purpose and intent of this chapter:

- (A) To promote the health, safety, convenience and general welfare of the citizens of the city.
- (B) To establish standards of subdivision design which will encourage the development of sound, economical and stable neighborhoods, to ensure a healthy living environment, and to protect the natural environment.
- (C) To provide for lots of adequate size, configuration, and appropriate design for the intended uses.
- (D) To encourage subdivision design flexibility and imagination.
- (E) To provide for streets and walkways of appropriate capacity and construction with adequate measures to ensure safe movement of pedestrian and vehicular traffic.
- (F) To ensure the provision of efficient, adequate and economical utilities, services and improvements.
- (G) To provide for the coordination of subdivision development with requirements of schools, parks, recreation areas and other community facilities, and to ensure the provision of such facilities.
- (H) To ensure the desirable development of the community through the adherence to accepted principles of land use, intensity of development, distribution of growth, preservation of natural amenities and other elements of the city's development plans. (1971 Code § 22.2)

##### **11-1-3: TERRITORIAL LIMITS; EXISTING PLATS APPROVED:**

- (A) The territorial jurisdiction under the provisions of these regulations shall include all land located within the corporate limits of the city.
- (B) All plats of property which upon the effective date of these regulations have been previously submitted to and approved by the council or the board of commissioners of a county having jurisdiction are considered to be approved subdivisions as such requirements for approval exist in these regulations. (Ord. 26, Series of 1975)

##### **11-1-4: VIOLATIONS, PROHIBITIONS AND PENALTIES:**

- (A) No owner or agent of the owner of any land shall transfer, sell, agree to sell or offer to sell any land by reference to or by use of a plan or plat of a subdivision before such plan or plat has been approved in accordance with the provisions of this title and recorded with the county clerk and recorder.
- (B) No building permits shall be issued for the construction or alteration of any structure on any property unless a plat of such property has been prepared, approved and recorded in accordance with the requirements of this title, except as exempted in section [4-1-9](#) of this code.
- (C) Any person who is found guilty, pleads guilty or no contest to a violation of any section of this chapter shall be punished as provided for in section [1-4-1](#) of this code. Specifically, it shall be unlawful for any owner, or agent of an owner of land located within a subdivision to transfer, sell, contract to sell, or offer to sell any land by reference to or use of a plan or plat of a subdivision before the same has been recorded in the office of the county clerk. Each transaction involving any single lot, or interest therein, shall be deemed a separate violation of the terms of this provision. Nothing herein contained shall prevent the city from seeking other relief, such as injunctive relief, against violation or proposed violation of this chapter. (Ord. 8, Series of 1992)

#### **11-1-5: SEVERABILITY:**

- (A) If for any reason any one or more sections, headings, clauses or parts of this title are held invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this title but shall be confined in its operation to the specific sections, headings, clauses or parts of this title held invalid, and the invalidity of any section, heading, clause or part of this title in any one or more instances shall not affect or prejudice in any way the validity of this title in any other instance.
- (B) If the application of any provision of these regulations to any tract of land shall be adjudged invalid, the same shall not affect, impair or invalidate these regulations or the application of any provision thereof, to any other tract of land. (Ord. 36, Series of 1979)

#### **11-1-6: DEFINITIONS:**

For the purpose of this title, the following words and phrases shall have meanings respectively ascribed to them in this section:

**ALLEY:** A strip of land dedicated to public use, located at the side or rear of lots and providing a secondary means of vehicular access to the property.

**BICYCLEWAY:** A public pathway or lane designed to be used exclusively by bicycle traffic and clearly separated from roadways and pedestrianways.

**BLOCK:** A parcel of land within a subdivision, generally bounded by public or private rights of way (other than alleys) or the exterior boundary or boundaries of a subdivision.

**COMMISSION:** The Littleton city planning commission.

**COUNCIL:** The Littleton city council.

**CUL-DE-SAC:** A short street having one end open to traffic and being terminated at the other end by a vehicular turnaround.

**DEAD END STREET:** A street having only one outlet for vehicular traffic which does not meet the standards or definition of cul-de-sac.

**EASEMENT:** A right in the public of any person, firm or corporation to use the land of another for a special purpose not inconsistent with the general property rights retained by the owner.

**FLOODPLAIN<sup>1</sup>:** The relatively flat or lowland area adjoining a river, stream, watercourse, lake or other body of surface water which has been or may be covered temporarily by floodwater. For administrative purposes, the floodplain may be defined as the area that would be inundated by the base flood as delineated by the federal insurance and hazard mitigation agency, or other recognized source.

**IMPROVEMENTS:** Street grading, paving and curbing; fire hydrants; public and private utilities; storm sewers and drains; pedestrian and bicycle ways; crosswalks; street shade trees; if applicable, common open space; and such other improvements as may be designated by the city.

**LOT:** The basic land development unit, which has fixed boundaries, is not divided by any public street or alley, and, except as may be otherwise provided in the zoning title<sup>2</sup>, is used or intended to be used by one principal permitted use.

**LOT OF RECORD:** A lot which is part of a recorded subdivision, which has been filed with the appropriate county clerk and recorder's office. For purposes of this title, the term "legally described lot" shall be deemed synonymous with the term "lot of record".

**MAJOR SUBDIVISION:** All those subdivisions which do not meet the requirements of a "minor subdivision" as herein defined.

**MINOR SUBDIVISION:** The subdivision of land into ten (10) or fewer lots, all of which abut an existing dedicated and accepted city street; and where no variance from the requirements of these regulations, the zoning title or other applicable city ordinances and resolutions is requested by the applicant.

**PEDESTRIANWAY:** All public or private pathway or sidewalk designed to be used exclusively by pedestrian traffic.

**PLAT:** A document showing the surveyed dimensions and legal description of a parcel of land; the reassemblage of parcels; or the subdivision or resubdivision of land into lots, blocks, tracts, easements and rights of way.

(A) **Final Plat:** A map and supporting materials prepared in accordance with these regulations as an instrument for recording real estate interests with the county clerk and recorder.

(B) **Preliminary Plat:** The map(s) and specified supporting materials of a proposed subdivision prepared in accordance with these regulations to permit evaluation of the proposal prior to the detailed engineering, design and preparation of the final plat.

**PUBLIC HEARING:** A meeting of the city council, or other duly constituted board or commission, for the purpose of hearing comments, testimony, recommendations and other responses from the applicant, city staff, and other interested parties and the general public regarding the applicant's appeal and after the public hearing, of taking action on the appeal. Notice of the time and place of such hearing shall be published at least six (6) days prior to the hearing.

**PUBLIC MEETING:** A regularly scheduled meeting or duly advertised special meeting of the city council, or other duly constituted board or commission, held for the purpose of conducting business.

**PUBLIC WORKS:** The department of public services, formerly known as the department of public works.

**RESUBDIVISION:** Any division of land previously subdivided or platted.

**ROADWAY:** That portion of a street designated for vehicular traffic; the portion between curbs or edges of pavement.

**STREET:** A dedicated public right of way which provides vehicular and pedestrian access to adjacent properties. This definition shall include the terms road, lane, place, avenue, drive and other similar designations.

(A) **Local (Single-Family Residential Areas):** A street which provides direct access to adjacent property, designed in a manner to prevent through traffic movements, and does not intersect major arterial streets.

(B) **Local (Multi-Family Residential, Business And Industrial Areas):** A street which provides direct access to adjacent property, designed in a manner to discourage through traffic movements, and should not intersect major arterial streets.

(C) **Collector (2 Moving Lanes):** A street which collects and distributes traffic between local streets and major arterial streets.

(D) **Arterial (4 Or 6 Moving Lanes):** A street which permits rapid and relatively unimpeded movements, connecting communities, as well as major land use elements, with one another.

(E) **Limited Access Facility:** A highway which provides rapid and unimpeded traffic movement between urban centers. Access is partially or completely controlled with primary grade separated interchanges connecting only to major arterial streets permitted.

**SUBDIVIDER:** Any person, group, corporation or other entity who, as owner or purchaser, or agent of such owner or purchaser, divides or proposes to divide land into lots or other tracts for the purposes of resale or development. For purposes of this title, the term "applicant" shall be deemed synonymous with the term "subdivider".

**SUBDIVISION:** Except as may be permitted under the subdivision exemption procedure provided in this title, the division of a parcel of land into two (2) or more lots and other tracts for the purpose of resale and/or development. This term includes resubdivision and when appropriate to the context, shall relate to the process of subdividing or to the land being subdivided. (1971 Code § 22.8; amd. Ord. 36, Series of 1979; Ord. 11, Series of 2007; Ord. 19, Series of 2012; Ord. 20, Series of 2012; Ord. 15, Series of 2016)

## Chapter 2 GENERAL APPLICATION PROCEDURES

### 11-2-1: APPLICATION FOR SUBDIVISIONS:

For purposes of this title, an applicant filing an official subdivision application form shall be the owner(s) of the subject parcel; a purchaser of said parcel under written contract, duly executed; or by an authorized agent of the owner(s) or purchaser(s).

(A) Without limiting an applicant's right to file additional materials, the applicant shall submit an official subdivision application form provided by the planning division. An application shall not be considered officially filed until the official application form is complete, the appropriate application fee is paid and record of such payment is affixed to the application form. (Ord. 36, Series of 1979)

(B) It is the applicant's sole responsibility to provide all required information, forms, statements and fees at the time an application is filed. Incomplete application materials may cause delays in the review process. (Ord. 20, Series of 2012)

**11-2-2: PROCEDURES:**

Except as hereinafter provided, the following procedures shall apply to all applications filed under the provisions of this title:

- (A) Preapplication Conference: In order to properly evaluate an area proposed for subdividing, the applicant or his agent shall meet with the department of community development at a preapplication conference. Such conference shall be held for the purpose of discussing concepts, feasibility, regulations and procedures regarding the proposed subdivision. Potential applicants who desire to proceed with the filing of an official application form, shall have said form explained at the preapplication conference. (Ord. 36, Series of 1979)
- (B) Official Application Form: The official application form shall be provided by the planning division and shall contain the requirements specified in the operating standards established by the department of community development. General requirements shall include the following documents in addition to the requirements in the operating standards:
1. Name, address and telephone number of the applicant, legal property owner, engineer and/or land surveyor. Any application which is not filed by the owner or owners of the subject property shall contain a written statement that the owner or owners have no objection to the proposed subdivision. Such statement shall include the verified signature(s) of said owner or owners.
  2. A current title commitment.
  3. Name, address and telephone number of mortgages, if any, including the signature of a corporate officer and the corporation seal.
  4. Names and address of all mineral owners and lessees of mineral owners.
  5. A subdivision plat which shall include details specified in the operating standards. (Ord. 20, Series of 2012)
- (C) Application Fee: The city council shall, by resolution, establish the required application fee schedule. (Ord. 36, Series of 1979)
- (D) Referral Procedure:
1. Submission Requirements: The applicant shall submit a preliminary application to the planning division, including the preliminary plat or map, an official application form, and other materials determined by the planning division to be necessary to complete the referral review. The actual number of copies of the application materials will be determined during the preapplication conference and shall be based, in part, on the number of referral agencies which are required to review the application. One reproducible copy of the preliminary map shall also be submitted.
  2. Distribution: The preliminary application material will be distributed by the planning division to all applicable reviewing agencies in accordance with the operating standards.
  3. Responses And Revisions: The applicant shall be provided with copies of reviewing agency comments. The applicant may revise the application, as necessary, to address the reviewing agency comments prior to filing the final application. All referral agency comments and applicant responses shall be included in the final application.
- (E) Recording: All final major subdivision plats, minor subdivision plats, subdivision exemption maps, or other plat documents approved under the procedures set forth in this title, shall be recorded in the clerk and recorder's office of the appropriate county (Arapahoe, Douglas or Jefferson), at the applicant's expense. Recording shall be made by the city, if within one year following final approval by the city council, the city receives from the applicant two (2) complete reproducible mylar copies of the plat documents, including all required signatures and the applicable recording fee. Failure of the applicant to timely meet this submittal requirement shall cause the plat to become null and void and may be restored only by formal action of the applicable reviewing body unless a time extension is granted pursuant to subsection (F) of this section.
- (F) Time Extension: An extension of approval for no more than one year may be granted by the director of community development, provided a written request for extension is filed with the planning division prior to the date of expiration. (Ord. 20, Series of 2012)

## **Chapter 3**

### **PROCEDURES; MAJOR SUBDIVISIONS**

**11-3-1: PRELIMINARY PLATTING PROCEDURES:**

- (A) Preparation: The subdivider shall cause the preparation of a preliminary plat of the proposed subdivision by a registered land surveyor. The plat shall comply with the provisions of these regulations or of the ordinances of the city and state law. (1971 Code § 22.10)
- (B) Submission: The applicant shall submit the preliminary plat application pursuant to the requirements and process described in section [11-2-2](#) of this title. The application deadlines and required number of copies shall be in accordance with the operating standards as established by the department

of community development.

(C) Action On Preliminary Plat:

1. City Staff Review And Recommendation: 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 and shall frame the city staff's formal recommendation on the proposed plat. (Ord. 20, Series of 2012)
2. City Planning Commission Action: The commission shall review the preliminary plat and the city staff's report and recommendations at a regularly scheduled public meeting. The commission shall approve said plat, or approve said plat with modifications. (Ord. 20, Series of 2012; amd. Ord. 15, Series of 2016)
3. Appeal Of Commission's Action: If the commission approves the plat with modifications, the applicant may appeal the commission's action to the city council. Such appeal must be made in writing to the department of community development within ten (10) calendar days of the commission's action. The council shall receive the appeal request and shall schedule a public hearing to review the decision of the commission, approve the plat as submitted, or concur with the decision of the planning commission. (Ord. 36, Series of 1979; amd. Ord. 19, Series of 2012; Ord. 15, Series of 2016)

The department of community development shall notify the applicant of the time and place of said hearing within two (2) calendar days after the hearing is scheduled. (Ord. 36, Series of 1979)

4. Effective Time Period For Approved Preliminary Plat:

- (a) Effective Time Period: The applicant shall submit for administrative approval a final plat on all or a portion of the approved preliminary plat within twelve (12) months from the date of the planning commission's approval of said preliminary plat. (Ord. 20, Series of 2012; amd. Ord. 15, Series of 2016)
- (b) Extension Of Effective Time Period: Upon written request from the applicant, the director of community development shall grant an extension to the effective time period of an approved preliminary plat, said extension shall not exceed twelve (12) months, provided the character of the area has not changed and said plat is still in conformance with the city's comprehensive plan.
- (c) Failure To Request Extension: Failure of the applicant to submit a written request for an extension of an approved preliminary plat prior to the end of the twelve (12) month time limit shall cause said plat to become null and void. (Ord. 20, Series of 2012)
- (d) Timely Submission Of Remaining Portions Of Plat: The applicant shall submit a final plat on the remaining portions of the approved preliminary plat every twelve (12) consecutive months from the date of the last approved final plat until the entire area included in the approved preliminary plat has been completed and recorded. Failure of the applicant to submit a final plat on the remaining portion(s) of the approved preliminary plat within the twelve (12) month time limit shall cause the remaining portion(s) of the approved preliminary plat to be reviewed by the planning division for conformance with the city's comprehensive plan, changing conditions within the neighborhood and/or amendments to the provisions of this title. If amendments to the preliminary plat are deemed necessary and such amendments cannot be approved by the director of community development under the provisions of subsection [11-3-2\(C\)1](#) of this chapter, said preliminary plat shall be subject to the same review procedures as required for original approval. (Ord. 36, Series of 1979)

## 11-3-2: FINAL PLATTING PROCEDURES:

- (A) Preparation: The subdivider shall cause the preparation of a final plat of the proposed subdivision by a registered land surveyor. The plat shall comply with the provisions of these regulations or of the ordinances of the city and state law. (1971 Code § 22.11)
- (B) Submission: The applicant shall submit the final plat application pursuant to the requirements and process described in section [11-2-2](#) of this title. The application deadlines and required number of copies shall be in accordance with the operating standards as established by the department of community development. (Ord. 20, Series of 2012)

(C) Action On Final Plat:

1. Director Of Community Development's Action: The director of community development shall check the final plat for conformance with the approved preliminary plat and, if any, special provisions. He may approve minor modifications to the approved preliminary plat when all of the following conditions exist:

Any rearrangement of lot lines does not substantially alter the general lot and street layout of the approved preliminary plat, and remains compatible with surrounding development;

The requested modification is in compliance with the zoning and subdivision regulations of this code, and other applicable city ordinances;

The requested modification does not conflict with established policies of the department of public works or other city agency, public and private utilities, school district or recreation and park district.

- (a) Certification (Approval): If the director of community development finds that the final plat conforms with the approved preliminary plat and, if any, special provisions, and the subdivider has fulfilled all requirements of these regulations or of the ordinances of the city, then the director of community development shall certify said plat. (1971 Code § 22.11)



- (b) Modification Or Appeal: If the director of community development determines that the final plat is not in compliance with the approved preliminary plat and any provisions and/or these regulations, then the director of community development shall give written notification of this determination to the applicant, who may make all necessary changes, additions or corrections. If the applicant does not desire to make the necessary changes, the applicant may appeal the decision as provided in subsection (C)4 of this section. (Ord. 36, Series of 1979)
2. Director Of Public Works' Action: The director of public works shall check the final plat to ensure compliance with these regulations, established policies of the department of public works and other applicable city ordinances.
- (a) Certification (Approval): If the director of public works finds the final plat and required accompanying material is in compliance with accepted engineering principles, these regulations and other applicable city ordinances, then the director of public works shall certify said plat. (1971 Code § 22.11)
- (b) Modification Or Appeal: If the director of public works determines that the affidavits, offers of dedication, survey data or other requirements necessary to ensure compliance with these regulations and accepted engineering principles are inadequate, then the director of public works shall give written notification of this determination to the applicant, who may make all necessary changes, additions or corrections. If the applicant does not desire to make the necessary changes, the applicant may appeal this decision as provided in subsection (C)4 of this section.
3. Approval Of Final Plats: If the director of community development and the director of public works certify that a final plat is in compliance with the approved preliminary plat, accepted engineering principles, and the ordinances of the city, and the plat is approved as to form by the city attorney, said plat shall be submitted to the city council for final approval.
4. Appeal Of Administrative Action: The applicant may appeal to the council the action of the director of community development or the director of public works on the final plat. Such appeal must be made in writing, specifying the grounds on which the appeal is being made, to the director of community development within ten (10) days of the administrative action. The council shall receive the appeal request and schedule a public hearing to review the decision of the administration. The council may approve the plat as submitted, or may affirm the decision of the director of community development or the director of public works, or make such changes as are in conformance with this code. The department of community development shall notify the applicant of the time and place of the hearing within two (2) calendar days after the hearing is scheduled. (Ord. 20, Series of 2012)

## Chapter 4

### PROCEDURES; MINOR SUBDIVISIONS

#### 11-4-1: MINOR SUBDIVISIONS:

- (A) Any subdivision of land which complies with all of the following requirements as herein defined shall be processed within the provisions of this chapter.
1. The proposed plat shall contain ten (10) or fewer lots;
  2. All lots must abut a dedicated and accepted city street;
  3. The proposed plat shall meet the minimum requirements of the subdivision regulations and zoning regulations. (Ord. 20, Series of 2012)
- (B) Any proposed subdivision which does not comply with all of the requirements as defined hereinabove, shall be considered a major subdivision and must be processed in compliance with [chapter 3](#) of this title. (Ord. 36, Series of 1979)

#### 11-4-2: PRELIMINARY AND FINAL PLATTING PROCEDURES:

- (A) Preparation: The subdivider shall cause the preparation of a preliminary and final plat of the proposed subdivision by a registered land surveyor. The plat shall comply with the provisions of these regulations, and other ordinances of the city and state law.
- (B) Submission: The applicant shall submit the preliminary plat application pursuant to the requirements and process described in section [11-2-2](#) of this title. The application deadlines and required number of copies shall be in accordance with the operating standards as established by the department of community development.
- (C) Action On The Preliminary And Final Plats:
1. City Staff Review And Recommendation: City staff shall review the proposed preliminary plat and final plat for compliance with the provisions of this title, other applicable regulations, the comprehensive plan, existing and proposed development, and comments from affected agencies and shall frame the city staff's formal recommendation on the proposed final plat.
  2. Appeal Of Staff's Recommendation: If the staff approves the plat with modifications, the applicant may appeal to the city council the staff's decision. Such appeal must be made in writing to the department of community development within ten (10) calendar days of the staff's decision. The council shall receive the appeal request and shall schedule a public hearing to review the decision, approve the plat as submitted, or concur

with the decision of city staff. The department of community development shall notify the applicant of the time and place of said hearing within two (2) calendar days after the hearing is scheduled. (Ord. 20, Series of 2012)

3. City Council Action: If the director of community development and the director of public works certify that the final plat is in compliance with the accepted engineering principles, and the ordinances of the city, and the plat is approved as to form by the city attorney, said plat shall be submitted to city council for final approval. The Littleton city planning commission shall receive a report on all final plats approved by the Littleton city council. (Ord. 20, Series of 2012; amd. Ord. 15, Series of 2016)

## Chapter 5 PLAT DETAILS

### 11-5-1: SUBDIVISION PLATS:

- (A) Plat Preparation: The applicant shall cause the preparation of a subdivision plat on the subject property by a registered land surveyor. The subdivision plat shall comply with the detailed application form, the regulations as set forth herein or of the ordinances of the City and State law.
- (B) Plat Requirements: Without limiting an applicant's right to file additional materials, the following subdivision plat details shall apply to all applications for subdivisions:
1. Name of proposed subdivision.
  2. Name, address and telephone number of the applicant, legal property owner(s) and the designer, surveyor and/or engineer; the name and address of the owner(s) of subsurface mineral estates, including mineral lessees, if any.
  3. Metes and bounds legal description including monumentation certified by a registered land surveyor, and the total number of acres to be subdivided shall be shown.
  4. North point with written and graphic indication of the scale.
  5. Location map showing the subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within one-half ( $1/2$ ) mile from the proposed subdivision.
  6. Existing and proposed contours, width and direction of flow of all watercourses and any area inundated by the 100-year frequency flood.
  7. The plat shall show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication, names of existing and proposed streets; the proposed lot layouts, lot dimensions, lot areas and lot and block numbers; adjacent and included pedestrianways; and all approximate locations of all building setback lines within and immediately adjacent to the subdivision.
  8. The names, locations and property lines of adjacent subdivisions and the owners' names, locations and property lines of abutting unplatted tracts and public lands.
  9. The existing uses on the property proposed for subdividing and all abutting property; and the building outline of all permanent structures located on the subject property which are to be retained.
  10. The location, size, type, and where applicable, grades of all adjacent and included existing utilities and easements, and all new utilities and easements proposed for subject property, including fire hydrant locations and postal facilities.
  11. Designation of existing zoning on the subject property and abutting properties.
  12. The location of bridges, culverts, catch basins and all other provisions for collecting and discharging surface and subsurface drainage.
  13. The location, area and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools or other public uses.
- (C) Materials Required To Accompany Subdivision Plat: A minimum of three (3) copies of the following materials shall accompany the submittal of the subdivision plat:
1. In the event a preliminary plat covers only a portion of the applicant's entire holding, a sketch of the prospective street system for the entire tract shall accompany said plat. Filing fees will not be paid on the additional area until such time that a subdivision plat is submitted for such area.
  2. If any drainageway exists within the proposed subdivision, or adjacent to said subdivision that would be affected by any additional runoff caused by the development of the proposed subdivision, the applicant shall provide a drainage plan. Such plan shall incorporate existing and future upstream development and drainageway modifications, the impact of the proposed subdivision with respect to increased runoff contribution and drainageway modification, means to minimize the additional runoff and increased flow rates, and consider immediate and future downstream implications. Such plan shall show the existing topography by dashed lines, and the approximate proposed grading shall be indicated by solid lines within the proposed subdivision.
- Should it be determined that a preliminary drainage plan is not required, the applicant shall provide a grading plan of the proposed subdivision which shall show the existing topography by dashed lines, and the approximate proposed grading shall be indicated by solid lines.

## (D) Material Required To Accompany Final Plats:

1. Three (3) copies of an improvements plan which shall include, as applicable, profiles, grades, specifications, estimated construction costs, time schedule and other necessary information for the construction and installation of all improvements.
2. If there is evidence of unsuitable surface and/or subsurface soils conditions, the applicant shall provide a report, prepared by a licensed engineering geologist, which examines slope, stability and erosion characteristics, water table elevations, swelling pressure potential, bedrock depth, or other geological characteristics necessary to ensure all hazards and special precautions have been identified.
3. If the proposed subdivision is five (5) acres or larger, and there is evidence of sand, gravel, quarry aggregate or other mineral deposits underlying the subject property, the applicant shall provide a report, prepared by a licensed engineering geologist, which shall show the thickness and quality of such deposits, map the limits of the deposits, and other required information to determine the commercial value of such deposit, in accordance with State law. Note: Six (6) copies of this report shall be required.
4. One copy of the computed closure sheets for the entire subdivision.
5. Collateral, in the form of an irrevocable letter of credit and/or cash or performance bond in a form acceptable to and approved by the City Attorney, to secure to the City the actual construction and installation of all required improvements, shall be transmitted upon approval of the final plat and prior to signing said plat for recording. Such collateral shall be in the amount of one hundred twenty five percent (125%) of the estimated engineering, materials and construction costs at the projected time of installation. If the required improvements are not complete by the projected time of installation, the Director of Public Services shall review the amount of collateral and may require that the amount of collateral be revised in accordance with the then current costs of engineering, materials and construction.
6. A subdivision improvements agreement by which the applicant agrees to construct any required improvements shown on the final plat, or other agreements or contracts setting forth the plan, methods and parties responsible for the construction of said improvements. As improvements are completed, the applicant may apply for release of part or all of the deposited collateral. If the Director of Public Services determines that any such improvements are not constructed in compliance with specifications, the applicant shall be furnished with a list of specific deficiencies and the City shall withhold sufficient collateral to ensure such compliance. If the deficiencies are not brought into compliance, the City may withdraw funds from the deposit of collateral to bring the improvements into compliance.
7. Development Assurance; Common Open Space:
  - (a) Adequate assurance may be required to ensure that any common open space and/or facilities will be provided as shown on the approved subdivision plat. Such assurance may be in the form of a bond, corporate surety or other financial guarantee approved as to form by the City Attorney. The financial assurance, if required, shall be in the amount of one hundred twenty five percent (125%) of the estimated engineering, materials and construction costs at the projected time of installation. If the required improvements are not complete by the projected time of completion, the Director of Community Development shall review the amount of the financial assurance covering the incomplete improvements and may require that the amount of the assurance be revised in accordance with the then current costs of engineering, materials and construction.
  - (b) If development is proposed to occur in phases, assurances that common open spaces and/or facilities will be provided as shown on the approved subdivision plat shall stipulate that such open space and/or facilities will be completed in the same proportion as that particular phase is of the entire development.
  - (c) The requirements of this subsection are deemed separate, distinct from and are not met by the requirements for collateral to secure construction of public improvements as provided hereinabove.
8. Plat Size: The size of all final plats shall be twenty four inches by thirty six inches (24" x 36").

## (E) Certificates And Statements: All subdivision plats shall have the following certificates and statements unless otherwise noted:

*I, , owner, or designated agent thereto, do hereby agree to develop the above described property in accordance with the use, restrictions, and conditions contained herein, and current Ordinances, resolutions, and standards of the City of Littleton, Colorado.*

*Signature of Owner and/or Agent*

*Address*

*Subscribed and sworn to before me this day of , 19\_.*

*My Commission expires , 19\_.*

*Notary Public*

Note: In circumstances where a corporation, financial institution or other business entity is initiating or has a financial interest in the proposed subdivision, an officer of the lending institution and the secretary's signatures, with the corporation seal, shall be shown on the plat.

Note: If there is to be a dedication of land for public rights of way, easements, parks, open space, schools or other public use, then the following notary's certificate and attorney's certificate shall be placed on the plat.

STATE OF COLORADO )

)

COUNTY OF ARAPAHOE)

*The foregoing dedication was acknowledged before me this day of , 19\_ by for .*

*Witness my hand and Official Seal*

*Notary Public  
My Commission expires .*

(Ord. 36, Series of 1979)

**ATTORNEY'S CERTIFICATE**

*I, , an attorney at law duly licensed to practice before Courts of Record of the State of Colorado do hereby certify that I have examined the title of all lands herein dedicated and shown upon the within plat as public ways, easements and/or Public Land dedication to fulfill the provisions of [Chapter 8](#) of the Littleton City Subdivision Regulations, and the title of such lands being dedicated is free and clear of all liens and encumbrances.*

*Dated this day of , 19\_.*

*Attorney at Law Registration No.*

*I, , a registered Professional Land Surveyor in the State of Colorado, do hereby certify that the survey represented herein was made under my supervision and the monuments shown thereon actually exist, and the plat accurately represents said survey.*

*Name, address, L.S. No.*

**APPROVED AS TO FORM:**

*Littleton City Attorney*

*Approved this day of , 19\_ by the Littleton City Planning Commission.*

*Chairman  
ATTEST:*

*Commission Secretary*

*Approved this day of , 19\_ by the Director of Community Development.*

*Director of Community Development*

*Approved this day of , 19\_ by the Director of Public Services.*

*Director of Public Services*

*Approved this day of , 19\_ by the Littleton City Council.*

*/s/ Sally Parsons  
Council President*

*Attest:*

*City Clerk*

(Ord. 36, Series of 1979; amd. Ord. 19, Series of 2012; Ord. 15, Series of 2016)

**CLERK AND RECORDER'S CERTIFICATE**

*This document was filed for records in the office of the County Clerk and Recorder of County at m. on the day of A.D., 19\_ in Book , Page , Map , Reception No. .*

*County Clerk and Recorder*

*by:*

*Deputy*

(Ord. 36, Series of 1979)

## Chapter 6

# DESIGN STANDARDS

### 11-6-1: GENERAL REQUIREMENTS:

Planning, layout and design of a subdivision are of the utmost concern. The residents must have available to them within the area safe and convenient movement to points of destination or collection. Modes of travel to achieve this objective should not conflict with each other or abutting land uses. Lots and blocks should provide desirable settings for the buildings that are to be constructed, make use of natural contours and protect the view, afford privacy for the residents and protection from adverse noise and vehicular traffic. Natural features and vegetation of the area must be preserved if at all possible. Schools, parks, churches and other community facilities should be planned for as an integral part of the area.

(A) Names Of Subdivisions: The name of a subdivision shall not duplicate or closely duplicate that of any existing subdivision within the Arapahoe County area.

(B) Uninhabitable Land: Land which is deemed to be uninhabitable because of the flooding, inadequate drainage, or excessive grades shall not be subdivided for any use which may increase danger to health, life or property or aggravate flood or other hazards. Such lands within a subdivision may be set aside for approved uses which will remedy the condition or conditions.

(C) Regulatory Considerations: When designing a subdivision, full compliance with the zoning regulations<sup>1</sup> of the City shall be required with particular attention given to the zone district in which the proposed subdivision is located. (1971 Code, sec. 22.17)

### 11-6-2: GRAPHIC PRESENTATION:

(A) Blocks:

1. The lengths, widths and shapes of blocks shall be determined with due regard to:
  - (a) Provision of adequate building sites suitable to the special needs of the type of use contemplated;
  - (b) Zoning requirements as to lot sizes and dimensions;
  - (c) Needs for convenient and emergency access, circulation and traffic safety; and
  - (d) Limitations and opportunities of topography.
2. Pedestrian access shall be required to provide links to neighborhood schools, playgrounds, shopping centers, and other community facilities where such facilities exist within reasonable walking distance of the subdivision.

(B) Lots:

1. The lot size, width, depth, shape and orientation shall be appropriate for the type of development and use contemplated.
2. Residential lot dimensions shall conform to at least the minimum requirements of the zoning regulations of this Code.
3. Depth and width of properties shall be adequate to provide for the necessary private service and parking facilities required by the type of use and development contemplated. (1971 Code, sec. 22.18)
4. (Rep. by Ord. 21, Series of 1996)
5. Corner lots for residential use shall have extra width to permit appropriate building setback from and orientation to both roads. (1971 Code, sec. 22.18)
6. (Rep. by Ord. 21, Series of 1996)
7. Each lot shall be provided with a minimum frontage on an approved public or private street as specified in the zoning regulations. The feasibility of a suitable driveway from the adjacent street to a usable building area on each site must be demonstrated for each lot.
8. Double frontage and reverse frontage lots shall be avoided except where essential to provide separation of residential development from arterials and limited access facilities or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least ten feet (10') in width and across which there shall be no vehicular right of access may be required along the rear property line of lots abutting such traffic artery or other disadvantageous use. (1971 Code, sec. 22.18)

### 11-6-3: STREET STANDARDS:

- (A) **Street Systems:** Street systems are to be laid out, designed and constructed in accordance with standards specified by the Director of Public Works. The following standards are only minimums and are designed to provide general guidelines to the subdivider.
- (B) **Street Names:** Streets that are extensions of, or obviously in alignment with, existing named streets shall bear the names of the existing streets. Street names shall be subject to the approval of the Department of Community Development.
- (C) **Street Layout:**
1. Layout shall be considered in relation to existing and planned future streets, topographical conditions, soil conditions, particularly considering drainage and erosion factors, to public convenience and safety, to aesthetics and in their appropriate relation to the proposed use of the land to be served.
  2. When any part of a collector, arterial or limited access facility, indicated as such on the transportation plan of the City, passes through a proposed subdivision, such part shall be dedicated in the location and at the width indicated on the plan.
  3. The dedication of a half street shall not be accepted unless:
    - (a) The subdivider obtains for the City a dedication from the abutting landowner of the other one-half ( $\frac{1}{2}$ ) of the street; and
    - (b) The subdivider obtains from the said abutting landowner an agreement in a form satisfactory to the City Attorney which guarantees the cost of the improvements and construction of the same on the half street within a time suitable to the Director of Public Works; and
    - (c) The subdivider guarantees the construction of the improvements on the half street which he is dedicating; or
    - (d) Any other similar arrangement recommended by the Director of Public Works and approved by the City Council.
  4. Right angle intersections shall be used whenever practicable.
  5. Intersecting collector and local streets shall not empty into the same side of an arterial street at intervals of less than eight hundred feet (800').
  6. Local and collector streets shall be laid out so that their use by major through traffic will be discouraged.
  7. When a subdivision abuts and controls access to public lands or existing streets, access shall be provided in the form required by the public agency involved. When a subdivision abuts private lands, the City may require the developer to provide access thereto.
  8. Reserve strips controlling access to public streets shall be prohibited except where their ownership is given to the public agency having jurisdiction and where agreed to by that public agency. In general, reserve strips in the form of one-foot outlets are required to control access on perimeter and stub streets.
  9. Alleys open at both ends may be required in commercial and industrial districts.
  10. Where railroad crossings are proposed or are affected, provisions for grade separations, buffer strips and safety protection devices shall be provided by the applicant as required. Obtaining approval from the affected railroad company and the Colorado Public Utilities Commission where applicable shall be the applicant's responsibility.
  11. Streets which are stub streets designated to provide future connection with adjacent unplatted land shall be provided with a temporary turnaround at the stub end. (1971 Code, sec. 22.19)
  12. Cul-de-sac streets are intended to serve only those dwelling units to which direct access is provided and shall have a turnaround with a minimum radius of fifty feet (50') at the closed end. The length of a cul-de-sac street shall be based on the maximum permissible traffic volume (as determined by the City's Traffic Engineer); and on emergency vehicle access (as determined by the City's Fire and Police Departments). Cul-de-sac streets may be permitted due to limitations caused by topography, drainageways or other physical site conditions, and where an alternative means of connection with adjacent neighborhoods is provided, such as pedestrian paths. In the event the cul-de-sac drains into the closed end, storm sewers or other drainage structures shall be required to dispose of storm water satisfactorily. (Ord. 21, Series of 1996)
  13. Street curb intersections shall be rounded by a tangential arc with a minimum radius of twenty feet (20') for single-family local residential streets and cul-de-sacs, and thirty feet (30') for intersections including multi-family residential, business, industrial, collector and arterial streets. Corresponding radii for property lines shall be rounded by a tangential arc having the same center as the arc of the curb intersections. (1971 Code, sec. 22.19)
  14. All changes in street bearings shall be connected with curves tangent to the bearing at both ends. (Ord. 21, Series of 1996)
  15. When a subdivision abuts or contains an existing or proposed freeway or major arterial, restriction of access may require the platting of a frontage road and/or a visual screen planting easement.
  16. Where vertical curbs with separated sidewalks are required, the planting area or that unpaved portion of the right of way between the curb and the sidewalk shall be landscaped and maintained by the abutting property owners. Landscaping shall normally be limited to sodding or seeding, except that trees, shrubs or other plant materials may be used subject to City approval of the location and species of planting materials to be installed.
- (D) **Private Streets:** The use of private streets will be limited and is permitted only upon approval of the plan by the City Council. Private streets shall be confined to closed loops and dead-end streets not to be used for the convenience or safety of the general public.

## (E) Design Criteria:

1. Street design shall be in conformance with the following drawings and table of street design criteria and according to the proposed vehicular demands imposed by the development.
2. The use of a particular street classification shall be considered sufficient only when such choice is certified by the Director of Public Works.
3. In no case shall street grades exceed four percent (4%) within one hundred feet (100') from an intersection.

**STANDARDS FOR LOCAL STREETS**  
**(Single-Family Residential Areas)**

**FUNCTION**

- (A) Local streets provide direct access to adjacent property.  
 (B) All traffic carried by local streets should have an origin or a designation within the neighborhood.

**RIGHT-OF-WAY WIDTH**

50 feet.

**NUMBER OF MOVING LANES**

Two.

**ACCESS CONDITIONS**

Intersections are at grade with direct access to abutting property.

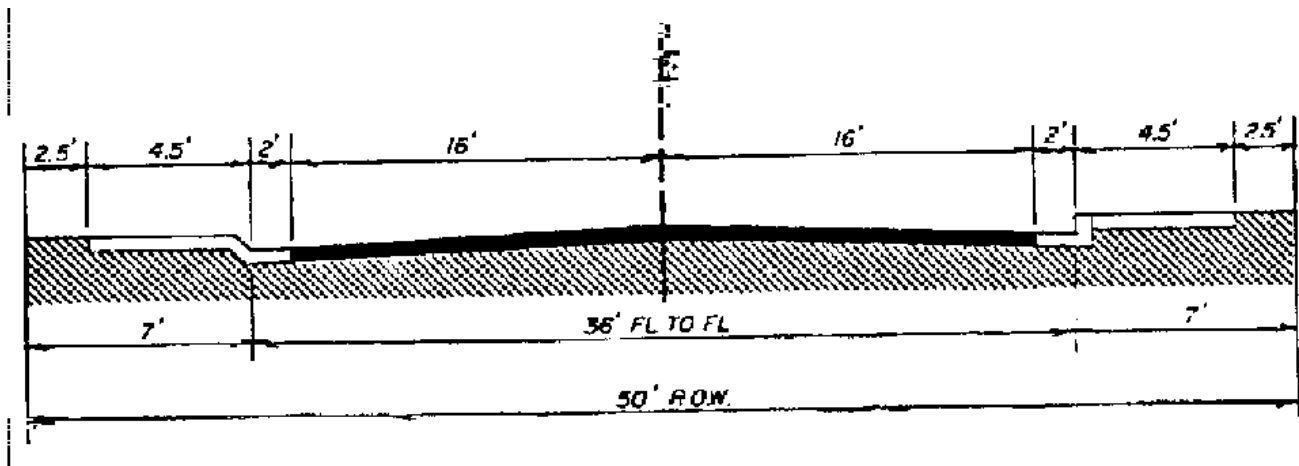
**TRAFFIC CHARACTERISTICS**

- (A) Direct access to residential properties is by way of curb cuts or drive-over curbs.  
 (B) Parking is normally allowed on both sides of the street.

**PLANNING CHARACTERISTICS**

- (A) Local streets should be designed to prevent through traffic from moving through the neighborhood.  
 (B) Local streets should not intersect arterial streets.  
 (C) Designated bikeways are not required. (1971 Code, sec. 22.19)  
 (D) Attached or detached sidewalks are permitted in conformance with the following drawings: (Ord. 26, Series of 2000)

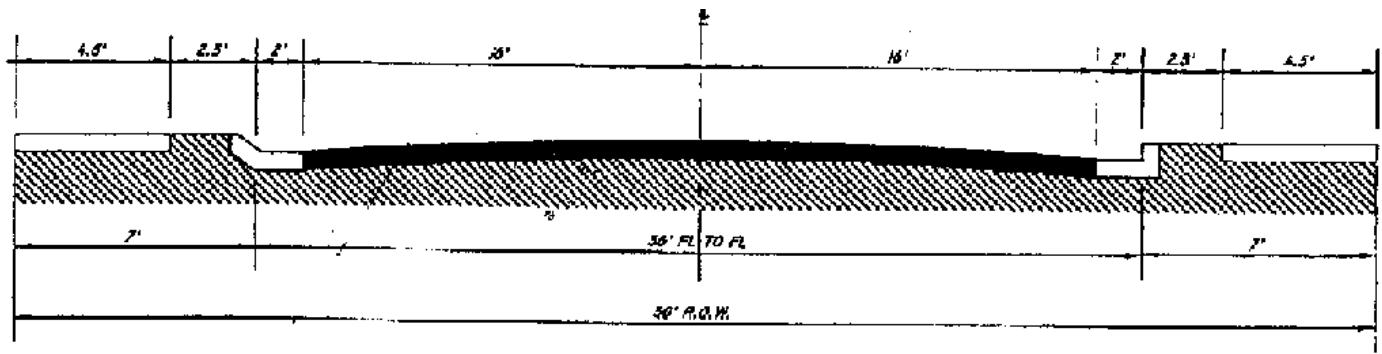
LOCAL STREETS  
SINGLE FAMILY RESIDENTIAL AREAS



(1971 Code, sec. 22.19)

LOCAL STREETS  
SINGLE FAMILY RESIDENTIAL AREAS





(Ord. 26, Series of 2000)

## STANDARDS FOR LOCAL STREETS (Cul-De-Sacs)

### FUNCTION

- (A) Cul-de-sacs provide direct access to adjacent property.
- (B) All traffic carried by cul-de-sacs shall have an origin or a destination within the neighborhood.

### RIGHT-OF-WAY WIDTH

50 feet.

### NUMBER OF MOVING LANES

Two.

### ACCESS CONDITIONS

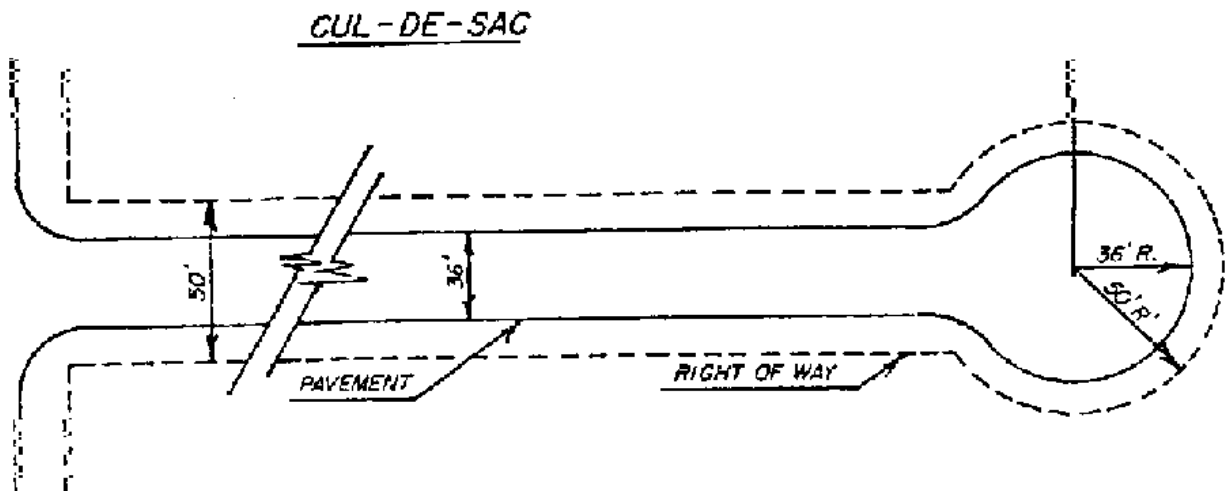
Intersections are at grade with direct access to abutting property.

### TRAFFIC CHARACTERISTICS

- (A) Direct access to residential properties is by way of curb cuts or drive-over curbs.
- (B) Parking is normally allowed on both sides of the street, although may be prohibited within the circular portion if minimum.

### PLANNED CHARACTERISTICS

- (A) Cul-de-sacs shall not intersect arterial streets.
- (B) Designated bikeways are not required. (1971 Code, sec. 22.19)



(1971 Code, sec. 22.19; amd. Ord. 21, Series of 1996)

## STANDARDS FOR LOCAL STREETS (Multiple-Family Residential, Business And Industrial Areas)

## FUNCTION

- (A) Local streets provide direct access to adjacent property.  
 (B) All traffic carried by local streets should have an origin or a destination within the immediate area.

## RIGHT-OF-WAY WIDTH

60 feet.

## NUMBER OF MOVING LANES

Two.

## ACCESS CONDITIONS

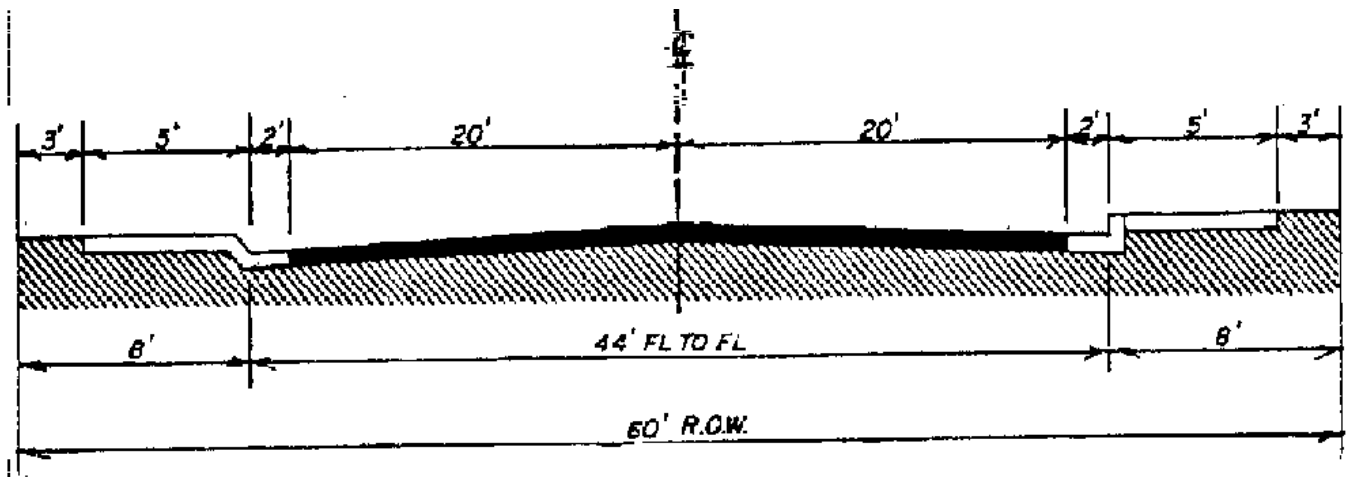
Intersections are at grade with direct access to abutting property permitted.

## TRAFFIC CHARACTERISTICS

- (A) Traffic and access requirements in these areas may require special design considerations for wider sidewalks and special curb cut designs, etc.  
 (B) Parking is normally allowed on both sides of streets.

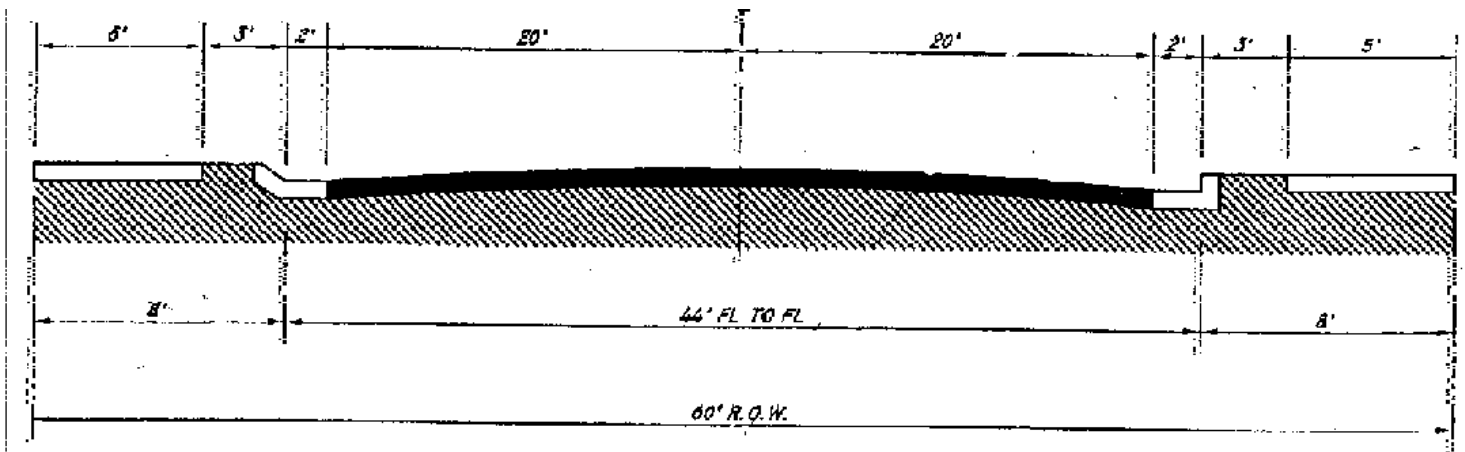
## PLANNING CHARACTERISTICS

- (A) Local streets should be designed to discourage through traffic from moving through these areas.  
 (B) Local streets should not intersect arterial streets.  
 (C) Designated bikeways are not required. (1971 Code, sec. 22.19)  
 (D) Attached or detached sidewalks are permitted in conformance with the following drawings: (Ord. 26, Series of 2000)

LOCAL STREETSMULTIPLE FAMILY RESIDENTIAL, BUSINESS, AND INDUSTRIAL AREAS

(1971 Code, sec. 22.19)

LOCAL STREETSMULTIPLE FAMILY RESIDENTIAL, BUSINESS, AND INDUSTRIAL AREAS



(Ord. 26, Series of 2000)

## STANDARDS FOR COLLECTOR STREETS

### FUNCTION

- (A) Collector streets collect and distribute traffic between major arterial and local streets.
- (B) Collector streets serve as main connectors within communities, linking one neighborhood with another or one industrial district with another.

- (C) All traffic carried by collector streets should have an origin or a destination within the community.

### RIGHT-OF-WAY WIDTH

70 feet

### NUMBER OF MOVING LANES

Two

### ACCESS CONDITIONS

Intersections are at grade with direct access to abutting property permitted.

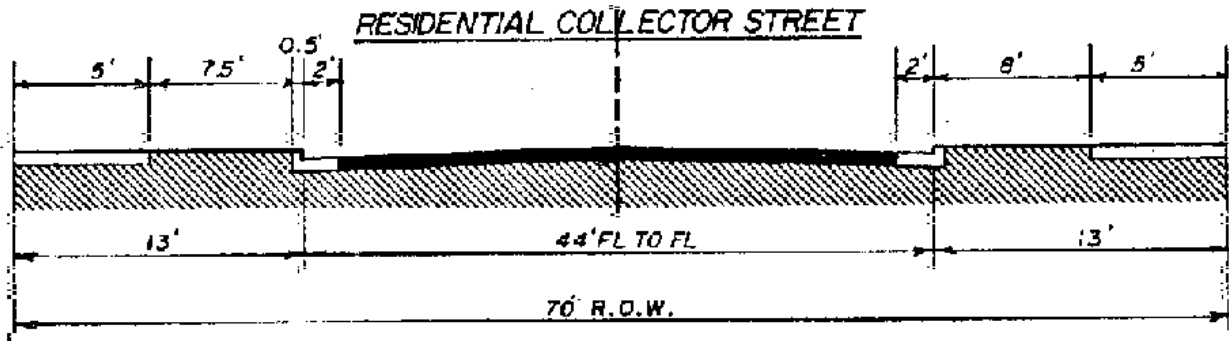
### TRAFFIC CHARACTERISTICS

Regulation of traffic between collector streets and other types of streets is accomplished by traffic control devices.

### PLANNING CHARACTERISTICS

- (A) Collector streets should have continuity throughout a neighborhood or industrial district but need not extend beyond the neighborhood or industrial district. Maximum length should not exceed three (3) miles.
- (B) Intersections with arterial streets should be at least one-quarter ( $\frac{1}{4}$ ) mile apart.
- (C) Sidewalks should be set back from the street.

- (D) Designated bikeways may be required in lieu of parking on one side.



## STANDARDS FOR ARTERIAL STREETS

### FUNCTION

Arterial streets permit rapid and relatively unimpeded traffic movement throughout the City, connecting major land use elements as well as communities with one another.

### RIGHT-OF-WAY WIDTH

(A) Secondary Arterials -- 100 feet

(B) Primary Arterials -- 120 feet

### NUMBER OF MOVING LANES

(A) Secondary Arterials -- Four

(B) Primary Arterials -- Six

### ACCESS CONDITIONS

(A) Intersections will generally be at grade.

(B) Intersections will normally not be permitted at intervals less than one-quarter ( $\frac{1}{4}$ ) mile.

(C) Normally, abutting properties and local streets will not be allowed indiscriminate direct access to the street.

### TRAFFIC CHARACTERISTICS

(A) Regulation of traffic shall be accomplished by traffic control devices and channelization.

(B) Parking shall be prohibited.

(C) Roadways shall have a median strip between them.

### PLANNING CHARACTERISTICS

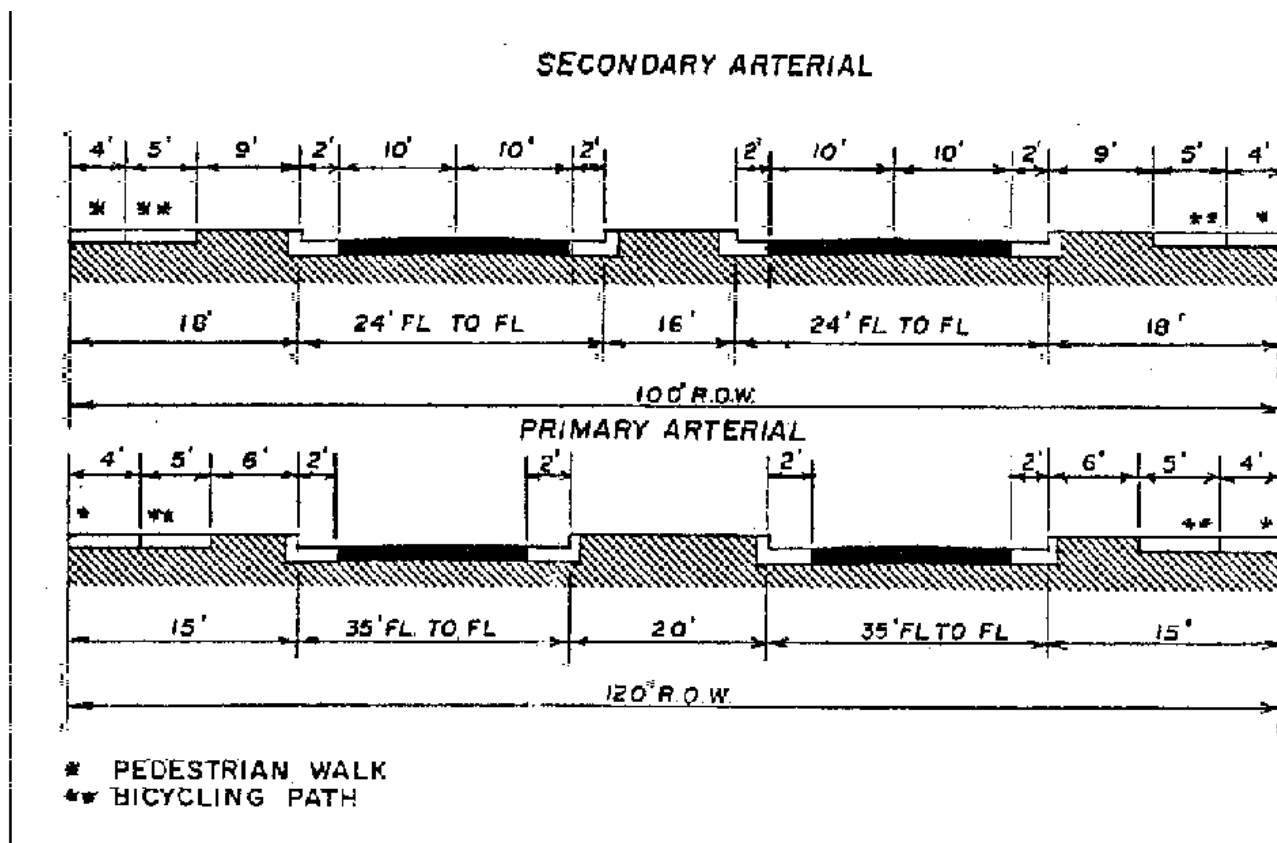
(A) Secondary arterial streets should traverse the entire City while primary arterials should, additionally, have continuity through the County and metropolitan area.

(B) Arterial streets should not bisect neighborhoods but should act as boundaries between them.

(C) Sidewalks should be set back from the street.

(D) Abutting properties should not face on the roadway unless separated from it by a frontage road.

(E) Bikeways, adjacent to sidewalks and set back from the street, may be required on both sides of arterial streets.



#### STANDARDS FOR LIMITED ACCESS FACILITIES

##### FUNCTION

Limited access facilities permit rapid and unimpeded movement of traffic through and around the City.

##### RIGHT-OF-WAY WIDTH

150-400 feet

##### NUMBER OF MOVING LANES

Four to eight

##### ACCESS CONDITIONS

###### (A) Expressways:

1. Access partially or fully controlled.
2. Grade separations at major intersections.

###### (B) Freeway:

1. Access shall be completely controlled.
2. Interchanges shall be made with arterial street and limited access facilities only.
3. No intersections at grade shall be permitted.

#### TRAFFIC CHARACTERISTICS

(A) No traffic signals except for at-grade expressway intersections.

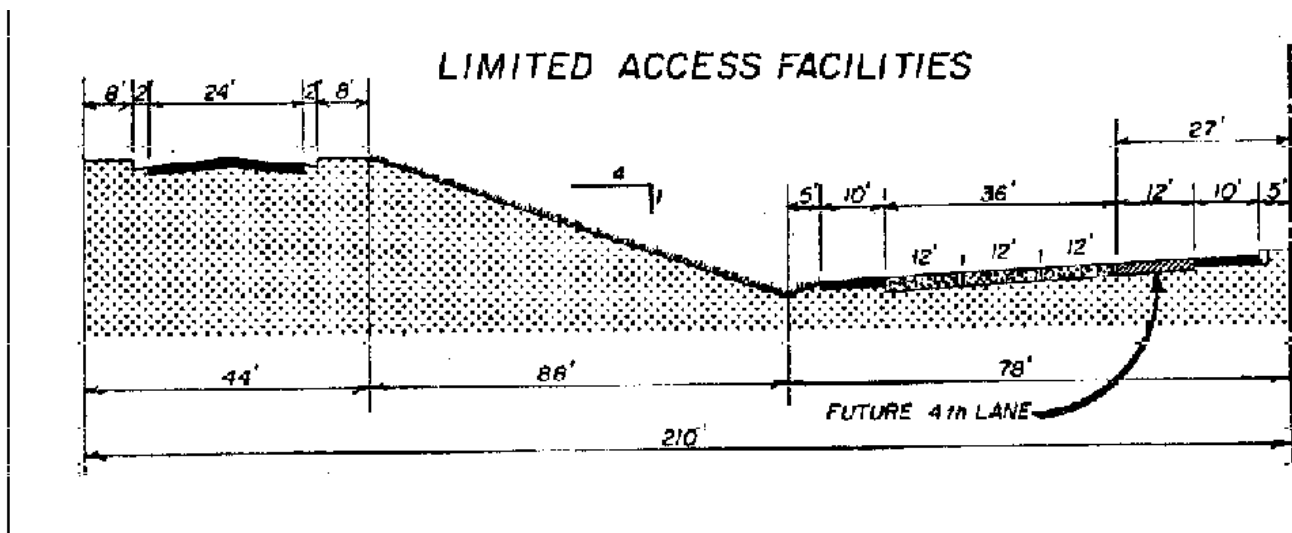
(B) Parking prohibited.

(C) Two (2) separate one-way roadways with a dividing median strip.

#### PLANNING CHARACTERISTICS

- (A) Limited access facilities should connect with main highways approaching and leaving the City from all directions.
- (B) Limited access facilities should be so aligned as to serve the major traffic generators within the City such as the C.B.D., major industrial areas, regional shopping centers, etc.
- (C) Limited access facilities should not bisect neighborhoods or communities but should act as boundaries between them.
- (D) Added right of way is provided for landscaping, grass planting, added safety and the more generous designs of evolving national policy.

(E) Where desirable, consideration in design should be given to combined use by public transportation vehicles.



(F) Street improvements:

1. Paving in accordance with current department of public works standards is required for all public or private streets.
2. Roadways, curb and gutter, and sidewalks are required as specified in current department of public works standards.
3. All proposed intersections with state highways will require approval of the Colorado state highway department.
4. Roadway drainage structures such as bridges, culverts, cross pans, inlets, curbs and gutters are to be provided as required and in conformance with current department of public works standards.

(G) Business and industrial subdivisions:

1. Service access and parking for the uses proposed as required in the zoning regulations shall be provided.
2. Access openings to major public roads shall be kept to an absolute minimum to avoid impeding the roadway traffic and safety.

(H) Curbs, gutters and sidewalks: Sidewalks and curbs and gutters shall be constructed in accordance with department of public works specifications.

- (I) Pedestrian and bikeway facilities: Trail or walkway systems or links are to be provided, where feasible, to schools, shopping areas, parks, greenbelts and other facilities as necessary. Trail systems and walkways through open space areas are encouraged as an alternate to pedestrian sidewalk requirements and may be used upon approval by the city providing the following criteria are met:
1. The system provides at least the same level of service as would the applicable sidewalk requirement.
  2. Easements or open ways are platted and dedicated for the system.
  3. Trails and walkways are either paved, treated or constructed from selected material to provide a suitable all weather surface that is easily maintained. The type of construction shall be compatible with the anticipated use.
  4. A perpetual association or corporation or other suitable means is established for maintenance.
  5. Unsafe road crossing locations shall be avoided. Special structures and/or traffic control devices may be required at road crossings for safety.
  6. Facilities closely paralleling major roadways shall be avoided.
- (J) Fire lanes: Fire lanes shall be required where necessary to protect the area during the period of development and when developed, an easement therefor shall be dedicated, be twenty feet (20') in width and remain free of obstructions, be of adequate load construction and provide access at all times. (1971 Code, sec. 22.19)

#### **11-6-4: STORM DRAINAGE; EROSION AND SEDIMENT CONTROL:**

- (A) Storm Drainage: Facilities for storm water detention or retention shall be constructed by the owner and at the owner's sole expense as required by [title 7, chapter 7](#) of this code. (Ord. 5, Series of 1985)
- (B) Erosion And Sediment Control: In addition to permanent measures which shall be required for erosion and sediment control, temporary erosion and sediment control measures shall also be required and provided by the owner during any grading or construction operations. The owner shall at all times and during all phases of work, be responsible for the protection and maintenance of all existing drainage facilities, including streets, and for the protection of upslope, downslope, and adjacent properties. Construction of the required permanent sediment and erosion control structures or measures shall be completed as soon as possible after the beginning of the construction process. Inlets for drainage structures are to be protected from sediment deposition. Guidelines and regulations shall be adopted or prepared by the director of public services or his designee for purposes of providing for procedures for review of plans and to provide for design criteria for erosion and sediment control facilities or measures. Such criteria shall be made a part of the city's storm drainage design and technical criteria as such is authorized in [title 7, chapter 7](#) of this code and shall be drafted so as to provide the public with reasonable protection from erosion and sediment deposition. The performance guarantee, in addition to guaranteeing other required on or off site improvements, shall include specific provisions for guaranteeing both permanent and temporary erosion and sediment control facilities or measures. (Ord. 64, Series of 1986)
1. Temporary and permanent erosion and sediment control facilities or measures and the regulations for such authorized herein shall not only apply to subdivisions, but shall also apply to all subdivision exemptions, planned development districts, planned development overlays and site plans, or manmade construction or demolition activities that result in land disturbance of equal to or greater than one acre, or less than one acre of total land area that is part of a larger common plan of development or sale, if the larger common plan will ultimately disturb equal to or greater than one acre, except agricultural activities. (Ord. 30, Series of 2005)

#### **11-6-5: UTILITIES:**

(A) General Criteria:

1. Existing and proposed telephone, cable television, electric, gas and other similar utility lines and services shall be placed underground in locations approved by the director of public services except where this requirement is in conflict with the requirements of public and private utility companies or other regulatory agencies. Transformers, switching boxes, terminal boxes, metering, roadway lighting, traffic signal devices, gas regulators, compressor stations or other similar facilities necessarily appurtenant to underground facilities may be placed aboveground in locations approved by the director of public services. Utility lines, as approved by the director of public services, may be placed either within public road rights of way within the subdivision in accordance with adopted encroachment requirements or within easements or rights of way provided for the particular facilities in accordance with the approved improvements plan. (Ord. 52, Series of 1985)
2. The subdivider shall be responsible for all construction or installation charges including those required by the agency serving utilities except those installed at the expense of the utility company involved. Utilities are subject to all other applicable city, state and federal regulations. (1971 Code § 22.21)
3. All utilities' systems and facilities, such as sewer, water, gas and electrical systems, installed in any area of special flood hazard shall be designed, located and/or constructed to eliminate damage from floodwaters. (Ord. 33, Series of 1978)
4. The director of public works may temporarily waive the underground placement requirements of this section when the owner of the proposed subdivision, on behalf of himself, his heirs, successors, and assigns, agrees by written contract or otherwise, in a form acceptable to the city attorney, to underground all required utilities in the future. The city council shall determine when the underground placement of utilities shall be required in its sole discretion. By means of example and not by means of limitation, council may consider, in establishing the future time for the underground placement of utilities, such matters as: the formation of a special improvement district to underground; and whether or not adjacent



property owners are placing utilities underground so as to achieve more cost savings as to the entire project. In those instances where the underground placement requirements of this section are temporarily waived by means of a written contract, said contract shall be recorded in the records of the county clerk and recorder and shall be deemed to be an obligation running with land. (Ord. 20, Series of 2012)

(B) Easements: New easements shall be planned so as to be free from conflicting legal encumbrances, to avoid unnecessary removal of trees or excessive excavations, and to be free from obstructions. Easements which coincide with common rear lot lines shall be at least sixteen feet (16') wide, eight feet (8') of which shall be on each side of the common rear lot lines. Where an easement abuts a rear lot line which is not the rear lot line of another lot, or which is on the perimeter of the subdivision, the easement width shall be ten feet (10') or more. Side lot easements, where necessary, shall be at least ten feet (10') in width, five feet (5') of which shall be on each side of the common side lot line. Where easements are combined with a watercourse, drainageway, channel or stream, a usable utility easement of at least ten feet (10') in width outside that required for water shall be provided if the use would be in conflict with drainage requirements. Multiple use of a given easement is encouraged. The developer is encouraged, in lieu of mechanically providing easements on each and every lot line, to propose a layout based upon a plan for providing the necessary utilities in order to reduce the number and complexity of easements. Such a proposal is subject to approval by the utility agencies involved and by the city. Easements are to be retained or, if nonexistent, provided for all existing utilities that are to remain.

(C) Availability Of Service: The subdivider must present assurances from authorized representatives of all major suppliers of utilities to the proposed subdivision that said utilities are available and will be supplied to the project.

If such services are not presently available, the subdivider shall provide a written statement from the utility company(s) involved commenting on the anticipated date service will be available. Such utilities include, but may not be limited to, water, sanitary sewer, natural gas, electricity and telephone service.

(D) Water And Sewer Mains:

1. In order to provide for the orderly construction of public improvements as areas are built and developed to avoid intermittent sections so improved or unimproved, and to promote the public health, safety and welfare, all water and sewer mains shall be installed and improved in accordance with the specifications of the city and appropriate water or sewer district.
2. All water and sewer mains shall be laid to the grades shown on the water and sewer profile and cross section plans submitted and approved and shall be inspected and checked for accuracy by the department of public works.

(E) Survey Monuments: Permanent plat boundary monuments shall be set at locations approved by the department of public works. Generally, such monuments shall be set at the surface of the ground not more than one thousand four hundred feet (1,400') apart along any straight boundary line, at all angle points, points of change in direction or change in radius of any curved boundary, and at public land corners. In addition, road centerlines shall be monumented at all intersections and dead ends with suitable markers set in concrete and encased in a lidded metal box at least 0.3 feet below the finished road surface. Road monuments are subject to approval by the department of public works.

(F) Fire Protection: Fire hydrants are to be provided in all developments served by central system and are to be separated by no more than five hundred feet (500'). (1971 Code § 22.21)

## **11-6-6: WAIVERS AND MODIFICATIONS:**

(A) Upon written request to the department of community development by a subdivider, the city council may waive or modify the requirements of these regulations upon a finding that the requested waiver or modification meets the following criteria:

1. The granting of the waiver or change will not be detrimental to the health, safety, convenience and general welfare of the citizens of the city; and
2. The waiver or change shall not, in any manner, vary the provisions of the zoning ordinance; and
3. The waiver or change will be consistent with the goals and policies of the applicable neighborhood policy plan and the comprehensive plan of the city; and
4. The waiver or change shall not be injurious to the permitted usage of adjacent property; and
5. The waiver or change will allow conformance with existing improvements; or
6. The waiver or change will improve the design, character and quality of the new development by facilitating more efficient and economic provision of streets and utilities; and by preserving natural and scenic features of the particular site.

(B) Waivers or modifications authorized hereunder shall bind the development of the specific property regardless of any change in ownership of the property.

(C) Waivers or modifications authorized hereunder shall be indicated in written or graphic form on the final plat prior to recording the approved final plat in the office of the county clerk and recorder.

(D) No waiver or modification may be considered or granted for minor subdivisions. (Ord. 19, Series of 1978)

## Chapter 7 CAPITAL FACILITY IMPACT FEE

### 11-7-1: PURPOSE AND LEGISLATIVE INTENT:

(A) Purpose: The purpose of this chapter is to charge a capital facility impact fee to applicants for nonresidential and residential development in the city to fund capital improvements needed to address demand attributable to new development for fire, museum, police, facilities, library and transportation.

(B) Legislative Intent: The city council recites the following legislative findings and statements of intent that were taken into consideration in the adoption of this chapter:

1. The capital facility impact fees collected pursuant to this chapter are not intended to fund operation, maintenance or replacement costs or otherwise fund the general costs of government.
2. The capital facility impact fee applies regardless of the value of the property developed. The capital facility impact fee shall be imposed in addition to other fees, taxes or charges of the city. (Ord. 14, Series of 2013)
3. The capital facility impact fee established in this chapter is based in part on the methodology in the "Impact Fee Study" prepared by BBC Research & Consulting, Inc., dated July 30, 2013, as updated by a supplemental memorandum dated June 5, 2014. (Ord. 17, Series of 2014)
4. The city council finds that the impact fee study and this chapter establish capital facility impact fees that are generally applicable to broad classes of property; quantifies the reasonable impacts of proposed development on capital facilities; and establishes charges at a level no greater than necessary to defray such impacts directly related to proposed development.
5. The city council intends that the capital facility impact fees collected pursuant to this chapter are to be used to fund expenditures for capital facilities attributable to new development. (Ord. 14, Series of 2013)

### 11-7-2: DEFINITIONS:

For purposes of this chapter the following words have the following meanings, unless the context clearly indicates otherwise:

ACCESSORY USE: Shall have the same meaning as in section [10-1-2](#) of this code.

CAPITAL FACILITY CLASSIFICATION: Each separate municipal capital facility area for which the capital facility impact fee is charged, including library, museum, facilities, police, fire and transportation.

CAPITAL FACILITY IMPACT FEE: The fee charged in accordance with this chapter.

DEVELOPMENT AND DEVELOPED PROPERTY: The construction, existence or the intensification of any structure attached to real property.

DWELLING UNIT: Shall have the same meaning as in section [10-1-2](#) of this code.

FLOOR AREA: Shall have the same meaning as in section [10-1-2](#) of this code.

MIXED USE DEVELOPMENT: Development that combines residential development and nonresidential development on the same real property.

MULTI-FAMILY RESIDENTIAL DEVELOPMENT: The principal use of developed property as a multiple-family dwelling, as that term is defined in section [10-1-2](#) of this code.

NONRESIDENTIAL DEVELOPMENT: The principal use of developed property as other than single-family residential or multi-family residential development and includes, without limitation, motels, hotels, resorts, nursing homes and bed and breakfasts.

RESIDENTIAL DEVELOPMENT: Multi-family residential development or single-family residential development.

SINGLE-FAMILY RESIDENTIAL DEVELOPMENT: The principal use of developed property as a single-family dwelling, as that term is defined in section [10-1-2](#) of this code.

UNINHABITABLE AREA: A room that has a six foot (6') or less floor to ceiling height, or a room housing mechanical or electrical equipment that serves the building, with less than three feet (3') of clearance in any dimension between the equipment (except supply and return air ducts and wiring) and the adjacent wall. (Ord. 14, Series of 2013)

**11-7-3: GENERAL REGULATORY REQUIREMENTS:**

(A) Capital Facility Impact Fee Payment: Any person engaged in nonresidential or residential development in the city shall pay the capital facility impact fee described in subsection (B) of this section. (Ord. 14, Series of 2013)

(B) Impact Fee Rate: Capital facility impact fees shall be assessed and collected according to the standards of this chapter and the following rates:

Use	Capital Facility Impact Fee Rate						Total
	Fire	Museum	Library	Police	Facilities	Transportation	
Residential (per dwelling unit)	\$453.00	\$515.00	\$542.00	\$319.00	\$1,550.00	\$317.00	\$3,696.00
Nonresidential (per sq. ft.)	\$0.227	\$0.00	\$0.00	\$0.160	\$0.775	\$0.784	\$1.946

(Ord. 17, Series of 2014)

(C) Capital Facility Impact Fee Timing: The capital facility impact fee prescribed by this chapter is in addition to any other fee, tax or charge required by this code or any other ordinance of the city. The capital facility impact fee shall be paid at the time of the issuance of a building permit.

(D) Capital Facility Impact Fee On Development: The capital facility impact fee shall be charged on the following types of development:

1. Nonresidential Development:

- (a) New Nonresidential Development: Any person who proposes to construct a structure in a nonresidential development shall pay the capital facility impact fee in subsection (B) of this section.
- (b) Replacing An Existing Nonresidential Structure: Any person who proposes to replace a structure in a nonresidential development shall pay the capital facility impact fee in subsection (B) of this section for the net increase in floor area.
  - (1) In calculating the capital facility impact fee, the city manager, or his designee, shall credit the nonresidential development with an amount equal to the fee that would have been charged to the existing use at the time of redevelopment.
    - A. If the credit is less than the amount of the capital facility impact fee for each capital facility classification, the applicant shall pay the difference.
    - B. If the credit is greater than the amount of the capital facility impact fee for each capital facility classification, the applicant will not be required to pay for each such capital facility classification.
  - (2) The credit prescribed by this subsection applies only to the property served and only to the capital facility impact fees owed to the city and not to other fees, taxes or charges.
  - (3) No refund for any credit prescribed by this subsection shall be paid to any person.
- (c) Additional Floor Area: Any person who proposes to add floor area to any nonresidential development shall pay the capital facility impact fee in subsection (B) of this section for the net increase in floor area for nonresidential development.
- (d) Decreased Floor Area: Any person who proposes to decrease the floor area of any nonresidential development shall be exempt from paying the capital facility impact fee in subsection (B) of this section and shall not receive any refund or credit for the decrease in floor area for nonresidential development.

2. Residential Development:

- (a) New Residential Development: Any person who proposes to construct a dwelling unit in a residential development shall pay the capital facility impact fee in subsection (B) of this section.
- (b) Increased Number Of Dwelling Units: Any person who proposes to increase the number of dwelling units of any residential development shall pay the capital facility impact fee in subsection (B) of this section for the net increase in dwelling units for residential development.
- (c) Decreased Number Of Dwelling Units: Any person who proposes to decrease the number of dwelling units of any residential development shall be exempt from paying the capital facility impact fee in subsection (B) of this section and shall not receive any refund or credit for the decrease in dwelling units for residential development.
- (d) Additions To Structures In Residential Development: An accessory building of a residential use or an addition to an existing dwelling unit, provided no additional dwelling units are created, shall be exempt from paying a capital facility impact fee.

3. Change In Use: For existing residential or nonresidential development, whenever there is a change of use classification the applicant shall pay the capital facility impact fee for the new use as described below:

- (a) Determination Of Capital Facility Impact Fee Rate For A Change Of Use: For conversions of existing floor area to different uses, the capital facility impact fee will be the difference in rate between each of the capital facility classifications for the existing use and for the proposed use as

follows:

(1) In calculating the capital facility impact fee, the city manager, or his designee, shall credit each developed property with an amount equal to the fee that would have been charged to the existing use at the time of the change in use.

A. If the credit is less than the amount of the capital facility impact fee for each capital facility classification, the applicant shall pay the difference.

B. If the credit is greater than the amount of the capital facility impact fee for each capital facility classification, the applicant shall not pay for each such capital facility classification.

(2) The credit prescribed by this subsection applies only to the property served and only to the capital facility impact fees owed to the city and not to other fees, taxes or charges.

(3) No refund for any credit prescribed by this subsection shall be paid to any person.

4. Mixed Use Development: For mixed use development, the applicant shall pay the residential rate of the capital facility impact fee for the residential development portion of the project and shall pay the nonresidential rate of the capital facility impact fee for the nonresidential development portion of the project. The provisions of this chapter applicable to residential development shall be applicable to the residential development portion of the mixed use development as if such portion of the mixed use development were solely residential development, and the provisions of this chapter applicable to nonresidential development shall be applicable to the nonresidential development portion of the mixed use development as if such portion of the mixed use development were solely nonresidential development. (Ord. 14, Series of 2013)

(E) Interpretation Of Use Classifications: The city manager, or his designee, may decide questions of interpretation of the use classification in subsection (B) of this section. This decision shall be based on precedents, similar situations, relative impacts, trip generation rates, employees per demand unit or the methodology used to create such classifications in the "Impact Fee Study" prepared by BBC Research & Consulting, Inc., dated July 30, 2013, as updated by a supplemental memorandum dated June 5, 2014. (Ord. 17, Series of 2014)

(F) Appeal: Any fee payer aggrieved by a decision of the city manager, or his designee, under this chapter may request a hearing under the procedures prescribed by [title 10, chapter 11](#), "Board Of Adjustment", of this code.

(G) Measurement Of Floor Area: No person applying for a building permit shall fail to provide the city with a floor area measurement for nonresidential development. The floor area measurement shall be signed by a professional engineer or architect licensed by the state of Colorado, or in another form acceptable to the city manager, or his designee, at the time of such application. The fee imposed by this chapter shall be apportioned according to such measurement. The rate of fee for each accessory use shall be the same as that for the principal use to which the accessory use is related.

(H) Rate At Time Of Application: The fee shall be calculated and charged at the rates in effect at the time of acceptance of a complete application for a building permit and shall be payable upon building permit issuance. (Ord. 14, Series of 2013)

#### **11-7-4: CAPITAL FACILITY IMPACT FEE CREDIT:**

(A) The city manager, or his designee, may recommend to council a capital facility impact fee credit on any of the fees imposed by this chapter if secured by a development agreement, subdivision improvement agreement or other legally binding instrument in which the owner and/or developer has agreed to make and dedicate to the city any capital improvements beyond those required by any provision of this code that would benefit the public at large to the same degree as collection of the capital facility impact fee, and that granting the credit will not result in a substantial increase in the city's costs of providing capital improvements in the future.

The amount of the credit shall be equal to the cost of such improvements to the person, as determined by the city manager, or his designee, and in no event shall the credit be greater than the amount of capital facility impact fee for each category that would be due on the property. No certificate of occupancy, temporary or otherwise, shall be issued for the property until such improvements have been completed to the satisfaction of the city manager, or his designee, and dedicated to the city, or a financial guarantee in a form allowed under subsections [11-5-1\(D\)5](#) and [\(D\)7](#) of this title or as provided in any development agreement, subdivision improvement agreement or other legally binding instrument and in an amount sufficient to secure the full costs, as determined by the city manager, or his designee, of constructing or installing the improvements, has been provided by the owner and/or developer. (Ord. 17, Series of 2014)

(B) Upon written request of the owner and/or developer, the city manager, or his designee, may grant a credit to such owner and/or developer who have paid the previous public facility fee or parks/open space fee but have not applied for a building permit. The amount of credit shall be equal to the amount expended for those fees and in no event shall the credit be greater than the amount of those fees paid previously for the property. (Ord. 14, Series of 2013)

#### **11-7-5: CAPITAL FACILITY IMPACT FEES TO BE EARMARKED:**

The city shall establish and maintain a capital facility impact fee account for each category of capital facility for which a capital facility impact fee is

imposed. Each such account must be clearly identified as to the category of capital facility for which the capital facility impact fee has been imposed.

The city shall reflect the historical allocation of the capital facility impact fee in each annual budget. The funds collected will be allocated according to the following capital facility categories: fire, museum, library, police, facilities, and transportation and shall be used exclusively for the purpose of capital improvements related to each particular category. (Ord. 14, Series of 2013)

#### **11-7-6: CITY MANAGER RULES:**

The city manager, or his designee, is authorized to adopt rules and regulations necessary in order to interpret, further define or implement the provisions of this chapter. (Ord. 14, Series of 2013)

## **Chapter 8 LAND RESERVATION**

#### **11-8-1: PURPOSE:**

Because of unique requirements for sites for community facilities, the City retains the right to reserve lands for new public facilities and streets at sites designated for such purposes on the City's Comprehensive Plan. Such reservation may be for future public buildings, school sites, open space, parks or streets above the classification of collector. These lands will be reserved for eventual purchase by the appropriate public body in the event that the projected need for public facilities on these sites becomes a reality. (1971 Code, sec. 22.28)

#### **11-8-2: TIME LIMITATIONS:**

Lands may be reserved under the provisions of this Chapter for a period of no longer than three (3) years after the approval of a final plat which includes the affected property. Within this three (3) year period, the public body for whom the land is reserved must make a commitment for purchase or all rights to the reserved properties shall revert to the landowner. (1971 Code, sec. 22.29)

#### **11-8-3: COMPENSATION:**

All acquisition of reserved land shall be based upon the fair market value as determined by not less than two (2) independent appraisals at the time of acceptance of the final plat by the City. Taxes on reserved lands during the period of reservation shall be paid by the agency for whom the land is reserved; if such taxes are not paid by the appropriate agency, the reservation shall cease. (1971 Code, sec. 22.30)

#### **11-8-4: USE OF LAND:**

During the period of reservation, lands may be used by the landowner for any purpose not incompatible with the proposed public use and the existing zoning on the property. (1971 Code, sec. 22.31)

#### **11-8-5: DENIAL OF PLAT:**

The subdivider shall be required to designate reserved lands on all plats as land reserved for public purchase. Failure to so designate such lands shall be a basis for denial of the final plat. (1971 Code, sec. 22.32)

## **Chapter 9 SUBDIVISION EXEMPTION**

#### **11-9-1: PURPOSE OF CHAPTER:**

It is the purpose and intent of this chapter to allow the owner or purchaser of land, or agent thereof, to divide such land into not more than two (2) parcels, which meet the requirements of the governing zone district classification, without requiring submission of a subdivision plat. Approval of a subdivision exemption shall not exempt the applicant from securing and/or providing the necessary improvements including, but not limited to,

sidewalks, curbs, gutters, street paving, storm drainage and utilities. Such land, or parcel which results from the approval of a subdivision exemption as hereinafter provided, shall not be eligible for any subsequent division under the provisions of this chapter. (Ord. 36, Series of 1979)

### **11-9-2: ELIGIBILITY FOR SUBDIVISION EXEMPTIONS:**

The following procedures shall apply to all applications for subdivision exemptions: (Ord. 36, Series of 1979)

(A) Eligibility For Subdivision Exemptions: The owner, purchaser, or agent thereof, must verify all of the following requirements prior to the submittal of a subdivision exemption application to the department of community development:

1. A division of land must not exceed two (2) lots;
2. Such division will not violate the minimum requirements of the governing zone district classifications, the subdivision regulations and other applicable city ordinances and resolutions;
3. All lots must abut a dedicated and accepted city street;
4. The applicant must show evidence that adequate sanitary sewer facilities exist to serve the subject lots;
5. The applicant must show evidence that adequate water facilities exist to serve the subject lots. (Ord. 20, Series of 2012)

(B) Compliance: Any proposed subdivision exemption which does not comply with all of the requirements as defined hereinabove shall be considered as a minor or major subdivision as applicable. (Ord. 36, Series of 1979)

### **11-9-3: PROCEDURES:**

(A) Preparation: The subdivider shall cause the preparation of a subdivision exemption map by a registered land surveyor. The map shall comply with the provisions of these regulations, and other ordinances of the city and state law.

(B) Submission: The applicant shall submit the application and the subdivision exemption map pursuant to the requirements and process described in section [11-2-2](#) of this title. The application deadlines, required number of copies and map details shall be in accordance with the operating standards as established by the department of community development.

(C) Administrative Action: City staff shall review the proposed subdivision exemption map for compliance with the provisions of this title, other applicable regulations, the comprehensive plan, existing and proposed development, and comments from affected agencies. City staff may approve the application, approve the application subject to modifications, or recommend the application be processed under the major or minor subdivision procedure. (Ord. 20, Series of 2012)