Study Session
May 26, 2020

The Board of County Commissioners will be attending this meeting telephonically. The public is invited to listen to the study sessions by calling 1-855-436-3656. The Board of County Commissioners may go into executive session as necessary to receive legal advice or discuss other confidential matters during the updates.

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners’ Office or through the County’s web site at www.arapahoegov.com. Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under “Committee Updates” to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners’ Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com

Study Session Topics

10:30 A.M.  *Executive Session
Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402 (4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session) (WHR)

Ron Carl, County Attorney

11:30 A.M.  Calendar And Board Updates
Michelle Halstead, Director, Communication and Administrative Services

Break

1:30 P.M.  *Development Application Manual Corrections And Clarifications
Discussion of a request for proposed corrections and clarifications to the Development Application Manual be considered administrative amendments to be made by staff

Request: Information/Direction
The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners Office at 303-795-4630 or by e-mail at commissioners@arapahoegov.com.

Please contact our office at least 3 days in advance to make arrangements.

1. 2020 Census Update
   - Update from the Internal Census Committee on current and upcoming activities associated with Arapahoe County’s 2020 Census planning efforts

Documents:

BSR STUDY SESSION RE C-PACE PROGRAM AND UPDATE AND REVIEW 5-26-2020.DOC
BSR_SS_LONE_TREE_CREEK_TRAIL_JP_MODIFICATION_5.26.20.PDF
PPT_LONE_TREE_CREEK_TRAIL_STUDY_SESSION_20200526.PDF

Break

2:30 P.M.  *Colorado Commercial Property Assessed Clean Energy (C-Pace) Program Update
Discussion and update of the Colorado Commercial Property Assessed Clean Energy program or ‘C-PACE’ with the Board of County Commissioners on the current status of the C-PACE program within Arapahoe County and the impacts experienced by the Treasurer’s Office, the Assessor’s Office, and the Clerk and Recorder’s Office

Request: Information/Direction

John Christofferson, Deputy County Attorney
Sue Sandstrom, Arapahoe County Treasurer
Ron Gasvoda, Deputy Assessor
Juan Guzman, Deputy Director of Records, Clerk & Recorder’s Office

Documents:

DAM CORRECTIONS BSR-5-26-20.PDF

Break

3:00 P.M.  *City Of Centennial Lone Tree Creek Trail Joint Project Modification Request
Discussion of a request from the City of Centennial to modify the scope of work on the Lone Tree Creek Trail joint project to allow Arapahoe County funds to be used for additional phases of construction

Request: Information/Direction

Sandra Bottoms, Grants Program Specialist, Open Spaces
Shannon Carter, Director, Open Spaces and Intergovernmental Relations
Todd Weaver, Director, Finance
Tiffanie Bleau, Senior Assistant County Attorney

Documents:

BSR STUDY SESSION RE C-PACE PROGRAM AND UPDATE AND REVIEW 5-26-2020.DOC
BSR_SS_LONE_TREE_CREEK_TRAIL_JP_MODIFICATION_5.26.20.PDF
PPT_LONE_TREE_CREEK_TRAIL_STUDY_SESSION_20200526.PDF

Break

3:45 P.M.  *Drop In
Board of County Commissioners

1. 2020 Census Update
   - Update from the Internal Census Committee on current and upcoming activities associated with Arapahoe County’s 2020 Census planning efforts
Request: Information/Direction

Michelle Halstead, Director, Communication and Administration Services
Chris Henning, Communication Manager, Communication Services
Nancy Sonnenfeld, Census Coordinator, Communication Services
Jessica Gapuzan, Performance Management Analyst, Human Services
Larry Mugler, Planner, Public Works and Development
Linda Haley, Community Housing and Development Manager, Community Resources
John Christofferson, Deputy County Attorney

Documents:
BSR_CENSUS_DROPIN_UPDATE_20200514.PDF

2. Temporary Outdoor Seating For Restaurants, Bars, And Similar Uses
Discussion of a request for direction on allowing restaurants, bars, breweries, and similar uses to expand seating temporarily into adjacent parking areas and walkways

Request: Information/Direction

Jason Reynolds, Current Planning Manager, Public Works and Development
Jan Yeckes, Planning Division Manager, Public Works and Development
Bryan Weimer, Director, Public Works and Development
Keith Ashby, Purchasing Manager, Finance
Robert Hill, Senior Assistant County Attorney

Documents:
BSR · RESTAURANT EXPANSION DROP IN 5-26-20.PDF

* To Be Recorded As Required By Law
WHR · West Hearing Room

Arapahoe County is committed to making its public meetings accessible to persons with disabilities. Assisted listening devices are available. Ask any staff member and we will provide one for you.
If you need special accommodations, contact the Commissioners’ Office at 303-795-4630 or Relay Colorado 711.
Please contact our office at least 3 days in advance to make arrangements.
BOARD SUMMARY REPORT

Date: May 14, 2020

To: Board of County Commissioners

Through: Jan Yeckes, Planning Division Manager

From: Alan White, Planner/Project Specialist

Subject: Development Application Manual Corrections/Clarifications

Direction/Information
Staff is presenting information to the Board of County Commissioners and is requesting that the proposed corrections and clarifications be considered administrative amendments to be made by staff.

Request and Recommendation
This Board Summary Report describes several corrections and clarifications that are needed in the Development Application Manual. Staff recommends that these corrections and clarifications be considered administrative, with the corrections to be made by staff without a public hearing. Staff is requesting a determination from the Board of County Commissioners that the proposed corrections and clarifications are administrative, thereby authorizing staff to make the corrections and clarifications.

Background
In August of 2019 the Board of County Commissioners approved the reorganized Land Development Code (LDC). As part of that code reorganization, a separate Development Application Manual (DAM) was adopted as a supplement to the LDC. The resolution approving the DAM authorized staff to make corrections and clarifications as administrative amendments without conducting public hearings.

Attachment A contains pages of the DAM where corrections and clarifications are proposed, shown in redline format. Please note that while the pages are numbered consecutively in the attachment, they are not consecutive pages of the DAM. Headings, list numbers, and sentences will not follow from the previous page.

Links to Align Arapahoe
Service First
The proposed corrections and clarifications provide accurate, reliable information for external and internal customers.
Discussion
The Manual provides land development applicants with guidance on what information is to be submitted, information and notes to be provided on plans, and procedures to be followed after a development application is approved or denied. The information in the Manual came from the previous and reorganized LDC and was standardized for each type of development application.

Through use of the DAM over the last several months by staff, several errors have been discovered. These errors include reference to the wrong development application type, the incorrect approval body being listed for the required signature block, inconsistent wording (submittal vs. application and contour intervals). No new requirements are being created.

The corrections and clarifications reflect the approval processes defined in the adopted LDC and the requirements outlined in the previous LDC which were not changed with adoption of the reorganized LDC. The corrections and clarifications are being brought to the Board of County Commissioners because of the number of corrections needed.

Alternatives
Because the DAM is a supplement to the Land Development Code, any substantive changes require hearings before the Planning Commission and Board of County Commissioners. Not considering these proposed corrections and clarifications as administrative amendments will require hearings before both the Planning Commission and Board of County Commissioners, delaying the ability to quickly provide accurate information.

Taking no action would result in inaccurate information being provided to external and internal customers.

Fiscal Impact
Making these corrections and clarifications will have no fiscal impact to the county.

Concurrence
These corrections and clarifications have not been reviewed with outside agencies as they correctly reflect processes and requirements outlined in the LDC before the reorganization was approved. No new processes or requirements have been included with these corrections and clarifications. The proposed changes have been reviewed with the Assistant County Attorney who agrees they are not substantive and can be treated as administrative amendments.

Attorney Comments
Include this section if requested by the Attorney’s Office.

Reviewed By
Jason Reynolds, Current Planning Program Manager
Jan Yeckes, Planning Division Manager
Robert Hill, Assistant County Attorney
Bryan Weimer, Director of Public Works and Development
Todd Weaver, Director of Finance Department
CONVENTIONAL REZONING

A. **SUBMITTAL APPLICATION MATERIALS**

2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.1.B of the LDC.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current with 30 days of the application submittal, that includes the following:
   a. Owner information.
   b. Property legal description.
   c. Effective date of document (to confirm it meets the 30-day requirement).
   d. Encumbrances/Schedule B items.
   e. Hyperlinked connections to documents referenced in the report.
7. Notification of surface development to mineral estate owners in accordance with Section Error! Reference source not found. (Notification of Surface Development to Mineral Estate Owners) of this Manual and C.R.S. 24-65.5-103, if the rezoning involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. All Sheets of the Plan Set
   a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Rezoning General Development Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
   b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
   c. A legend with line types and symbols used.
   d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
   e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
   f. North Arrow, Graphic Scale, and Numeric Scale.
   g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. Cover Sheet
   a. The title block shall contain the following: (Name of Project) REZONING PLAN.
   b. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
   c. A rezoning request statement, indicating the current zoning classification of the subject property, and the zoning classification requested.
   d. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2.; Standard Notes and Certificates, of this Manual.
   e. Signature Blocks (Owner(s), Planning Commission Recommendation Approval, BOCC Approval).
   f. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
   g. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
   h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. Site Plan Sheet
   a. Land Area for Each Type of Use, shown as bubbles (label on drawing and provide table).
b. Allowed Uses (uses must be listed in Land Development Code).

c. General Layout/Location/Area of Land Uses, Including Maximum Allowed Development (e.g., residential areas and number of units, commercial areas and square footage, open space areas, etc. summarized in a Land Use Table.)

d. The maximum building heights on different portions of the site.

e. Existing adjacent land uses and zoning.

f. Existing adjacent arterial and collector streets.

g. Existing Topography/Contours at 5'-intervals of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

h. Drainageways and Floodplains (include source of floodplain information).

i. General methods for buffering and screening of dissimilar uses within and adjacent to the rezoning site (label, show minimum dimensions, and describe character through written and graphic means, as appropriate).

j. Circulation System:
   General Layout of internal Collector/Arterial Streets.

k. Design standards or guidelines accompanied by diagrams or illustrations intended to establish the character and architectural and planning concepts to be implemented in the development.

l. Other items that deviate from adopted County standards or requirements, e.g., road sections, sign requirements, etc.

m. A Land Use Chart showing proposed land use(s), acreage, proposed density, number of units, square footage(s) by area, floor area, maximum building heights, floor area ratios, and open space, with acreages and percentage of site.

n. Other information that may be required by the Planning Division or Engineering Services Division or Mapping Section in order to fully evaluate the Rezoning Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.

B. POST DECISION PROCEDURES

1. Denial or Withdrawal of a Rezoning application shall be subject to the provisions of Section 5-2.1.F of the LDC and Section Error! Reference source not found. of this Manual.

2. Final Review
   a. All Rezoning Plans shall be considered approved only after all final documents have been submitted and signed by the BOCC Chair. All Rezoning Plans submitted for final approval shall be prepared in accordance with the standards established in this Manual.
Attachment A

General Development Plan

d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
f. North Arrow, Graphic Scale, and Numeric Scale.
g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET
a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2: of this Manual.
c. Signature Blocks (Owner(s), Planning Commission Approval Recommendation, BOCC Approval).
d. A Revisions Block updated as needed.
e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)
a. Land Area for Each Type of Use, shown as bubbles (label on drawing and provide table).
b. Allowed Uses (uses must be listed in Land Development Code).
c. General Layout/Location/Area of Land Uses, Including Maximum Allowed Development (Label residential areas and number of units, density, commercial areas and square footage, open space areas, maximum building heights, etc. Summarize uses and maximum allowed development in a Land Use Table, indicating acreage and percentage of site of each use.)
d. The maximum building heights on different portions of the site.
e. Existing adjacent land uses and zoning.
f. Existing adjacent arterial and collector streets.
g. Existing Topography/Contours at two feet (2’) intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
h. Drainageways and Floodplains (include source of floodplain information).
i. General methods for buffering and screening of dissimilar uses within and adjacent to the GDP site (label, show minimum dimensions, and describe character through written and graphic means, as appropriate).:
Attachment A

Specific Development Plan – 2 Step Process

1-1.2 SPECIFIC DEVELOPMENT PLAN (SDP) – 2 STEP PROCESS

The approval process for a 2-Step SDP is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.3.b of the Land Development Code.

Specific Development Plan (SDP) – 2-Step Process

A. SUBMITTAL APPLICATION MATERIALS

1. Completed Land Development Application:  
2. Presubmittal Meeting notes with Application Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
c. Signature Blocks (Owner(s), Planning Commission Recommendation Approval, BOCC Approval).

d. A Revisions Block updated as needed.

e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.

f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. **SITE PLAN SHEET(s)**

a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).

b. Proposed Uses.

c. Specific Location for Each Use:
   i. Density (maximum du/ac) and Unit Type(s) for Residential.
   ii. Size, Floor Area, and Building Type for Non-Residential.

d. Location, size and access for parking areas for non-residential and multi-family residential uses.

e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).

f. Circulation System:
   i. Internal Roadways and Access Points.
   ii. Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).

g. Development phasing plan, if applicable.

5. **LANDSCAPE SHEET**

a. Location of Buffer Areas.

b. Conceptual Planting Plan:
   i. Location of Existing Vegetation (and which areas will be preserved).
   ii. General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
   iii. Special/Additional Planting Requirements or Landscape Features.
   iv. General note indicating irrigated and non-irrigated areas.

6. **DEVELOPMENT STANDARDS/CHARACTER SHEET(s)**

a. Development standards for all uses and development areas contained within the SDP, including:
   i. A table indicating:
Attachment A

Specific Development Plan – 3 Step Process

A. **SUBMITTED APPLICATION MATERIALS**

1. Completed Land Development Application:
   
   
2. Presubmittal Meeting notes with Application Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
   a. Owner information.
   b. Property legal description.
   c. Effective date of document (to confirm it meets the 30-day requirement).
   d. Encumbrances/Schedule B items.
   e. Hyperlinked connections to documents referenced in the report.
7. Subdivision Plat (if new lots are being created or existing lots are being reconfigured or combined).
8. All other materials required of a SDP under the 2-Step Process (See Section 1-1.2 of this Manual), with the following exceptions:
   a. If the SDP application is made within one year of the date of approval of the GDP, any information and exhibits submitted for the General Development Plan do not need to be re-submitted unless there has been a change in condition on the PUD site.
   b. Letters from all off-site service providers stating that there has been no change in the service provider’s ability to serve the site and proposed development.
9. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Specific Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
10. Plan Set exhibit(s) per Section B below.

B. **SPECIFIC DEVELOPMENT PLAN SET**

The Specific Development Plan (SDP) plan set shall be prepared in accordance with the requirements established below with the information as indicated:
Attachment A

3. **COVER SHEET**
   a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
   b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 2** of this Manual.
   c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
   d. A Revisions Block updated as needed.
   e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
   f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
   g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. **SITE PLAN SHEET(S)**
   a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).
   b. Proposed Uses.
   c. Specific Location for Each Use:
      Density (maximum du/ac) and Unit Type(s) for Residential.
      Size, Floor Area, and Building Type for Non-Residential.
   d. Location, size and access for parking areas for non-residential and multi-family residential uses.
   e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).
   f. Circulation System:
      Internal Roadways and Access Points.
      Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).
   g. Development phasing plan, if applicable.

5. **LANDSCAPE SHEET (THIS INFORMATION MAY BE INCLUDED ON THE SITE PLAN SHEET.)**
   a. Location of Buffer Areas.
      Location of Existing Vegetation (and which areas will be preserved).
      General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
      Special/Additional Planting Requirements or Landscape Features.
      General note indicating irrigated and non-irrigated areas.
A. **SUBMITTAL APPLICATION MATERIALS**

2. Copies of the Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. Address all approval criteria in Section 5-4.1.B of the LDC. State all facts relied upon and provide documentation where possible.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
   a. Owner information.
   b. Property legal description.
   c. Effective date of document (to confirm it meets the 30-day requirement).
   d. Encumbrances/Schedule B items.
   e. Hyperlinked connections to documents referenced in the report.
7. Technical Reports as required by the Engineering Services Division:
f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. **ALL SHEETS OF THE PLAN SET**

   a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Administrative Site Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

   b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.

   c. A legend with line types and symbols used.

   d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”

   e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).

   f. North Arrow, Graphic Scale, and Numeric Scale.

   g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. **COVER SHEET**

   a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).

   b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 2:** of this Manual.

   c. Signature Blocks (Owner(s), **Planning Division Manager Approval Commission Approval, BOCC Approval**).

   d. A Revisions Block updated as needed.

   e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.

   f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

   g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.
Attachment A

6. **Grading Plan Sheet**
   a. Existing and proposed finished grade topography at **intervals of two feet (2')** or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
   
   b. Information pertaining to stormwater and water quality facilities, including (This information may be placed on the Site Plan Sheet):
      i. Location;
      ii. Dimensions;
      iii. Water surface elevation at each storm event;
      iv. Surface treatment;
      v. Volume capacity; and
      vi. Size of the outlet restrictor.

7. **Building Elevations Sheet(s)**
   a. Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

8. **Landscape Plan Sheet(s). (See Section 4-1.3 of the Land Development Code for landscaping and screening requirements and Section Error! Reference source not found. of this Manual for Landscape Plan Requirements.)**

9. **Lighting Plan Sheet(s) to include photometric and lighting fixture details. (See Section 4-1.4 of the Land Development Code for lighting requirements and Section Error! Reference source not found. of this Manual for Lighting Plan Requirements.)**

10. **Details Sheet(s)**
    a. Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all non-regulatory signs. Proposed signs must be designed in accordance with Section 4-1.5, Signs, of the Land Development Code.
    
    b. Additional details:
       i. Fencing;
       ii. Community facilities to include benches, trash receptacles, mail kiosks, picnic shelters, etc.
       iii. Trash enclosures; and
       iv. Other site details as necessary.

B. **Post Decision Procedures**

1. Final Review
   a. All ASPs shall be considered approved only after all final documents have been submitted and approved by staff, followed by submittal of mylars and signature of the Planning
Attachment A

Use by Special Review

c. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
   A logical system of ordering the different graphic elements of the plan such as numbered details; and
   Expository titles for charts, tables, and other categories of information.

d. Maps showing topography shall have a contour interval of two feet (2’) or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

e. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. **All Sheets of the Plan Set**

a. A title shall be located at the top of each sheet containing the following information:
   - project name, type of application (Name of Project Use by Special Review), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.

c. A legend with line types and symbols used.

d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”

e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).

f. North Arrow, Graphic Scale, and Numeric Scale.

g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. **Cover Sheet**

a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).

b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2: of this Manual.

c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).

d. A Revisions Block updated as needed.

e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. **SITE PLAN SHEET(S)**

a. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties.

b. The graphic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within, and the location of entrances and loading points.

c. Chart comparing all of the regulations and requirements of the proposed Use By Special Review Plan with those of the zoning district criteria regarding the proposed use(s), building heights, minimum lot area, gross floor area, gross floor area ratios, setbacks, open space, etc.

d. Existing and proposed finished grade topography at intervals of two feet (2’) contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

e. All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.), and types of surfacing, such as asphalt paving, gravel, etc.

f. Public and private utility service lines and/or main lines with appurtenances.

g. All walks, open and recreation areas, with a description of these improvements.

h. Location of outdoor trash receptacle systems.

i. Provision for access by emergency vehicles.

j. Location and dimensions of all existing access points on immediately adjacent properties.

k. Other information as may be required by the Planning Division, Engineering Services Division or Mapping Section.

l. Location and dimension and surface treatment of drainage easements, volume capacity of all drainage ponds, and the size of the outlet restrictor(s).

5. **OTHER REQUIRED SHEETS**

a. An illustrative landscape plan showing locations and general types of all proposed landscaping materials, including fences, walls, planters and any other landscaping features.

b. A Signage Plan describing and illustrating the size, location, type and material of all signs.

c. Location, type and height of lighting devices.

d. Representative architectural elevation plans of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings.
ADMINISTRATIVE USE BY SPECIAL REVIEW – ENERGY FACILITIES

b. Property legal description.
c. Effective date of document (to confirm it meets the 30-day requirement).
d. Encumbrances/Schedule B items.
e. Hyperlinked connections to documents referenced in the report.

AND OR

f. Proof of Lease together with a Surface Use Agreement.

7. A commitment to serve (“will serve”) letter from the authority having jurisdiction for providing emergency services (fire protection and emergency medical services) for that facility, or, where no authority has jurisdiction, from an emergency services provider with the ability to provide such emergency services.

8. List of adjacent property owners, including mailing addresses, parcel numbers and a parcel map for those notified.

9. Proof of mailing to adjacent property owners.

10. Sign Posting Form A:


11. Engineering Documents. The following Technical Engineering documents are required by the Engineering Services Division of the PWD unless otherwise waived by the Engineering Services Division staff:

   a. Construction Plans
      If applicable, Construction Plans for the proposed Energy Facility public improvements including road plan and profile sheets, storm drainage improvements plans and other public improvements, prepared in accordance with the latest version of the Arapahoe County Infrastructure Design and Construction Standards and Stormwater Management Manual.

   b. Pavement Design Report
      If applicable, a Pavement Design Report prepared in accordance with the latest version of the Arapahoe County Infrastructure Design and Construction Standards.

   c. Grading Erosion and Sediment Control
      If applicable, a Grading, Erosion, Sediment Control Report and Plan as defined in the latest version of the Arapahoe County Grading, Erosion, and Sediment Control (“GESC”) Manual.

   d. Truck Traffic Impact Study
      A Truck Traffic Report prepared in accordance with the latest version of the Arapahoe County Guidelines for Traffic Impact Studies. Such report shall also identify the source and location of any water to be used by the Energy Facility.

   e. Drainage Study/Technical Drainage Letter/Plan
      If applicable, a Phase III Drainage Report/Technical Drainage Letter/Plan prepared in accordance with the latest version of the Arapahoe County Stormwater Management Manual.

   f. Floodplain Modification Study
construction disturbance, operation or access encroaches into a 100-year floodplain or major drainageway as defined by the latest version of the Arapahoe County Stormwater Management Manual.

12. Surface Owner Documentation
   Documentation, if any, as to whether the surface owner has authorized the proposed Energy Facility. Applicants for a Solar Facility or Facilities where the owner of the proposed facility or facilities is not the owner of the underlying real estate shall provide a copy of the lease or other legal documentation from the owner authorizing the Facility or Facilities on the property.

13. Additional Information
   Additional information may be requested by the PWD Department as deemed appropriate to process the application and the PWD Director may also waive the submittal of any information required above as deemed appropriate.

14. Facility and Operation Plan exhibit(s) per Section B below.

B. ENERGY FACILITY AND OPERATIONS PLAN

1. PLAN FORMAT
   All plans will be 11” x 17” (for areas less than one acre) or 24” x 36” (for areas greater than one acre or if required by staff) format. No plans shall contain copyright restrictions or public use restrictions.

2. COVER SHEET
   The cover sheet shall have a title block with the reference to an Administrative Use by Special Review, project name, and location by section, township and range. The cover sheet shall also include a legal description of the area, date of the drawing, existing zoning of the site, a sheet key, a vicinity map with north arrow (scale of 1” = 2,000’ preferred) with an emphasis on the major roadway network within two (2) miles of the proposal, and all applicable County notes, an approval signature block and a block to insert the State of Colorado permit number when approved and when applicable. Upon approval, the first sheet will be signed by the PWD Director.

3. IMPACT AREA MAP
   The second sheet shall contain an Impact Area Map that shows the proposed location of the Energy Facility, locations of all existing energy facilities or equipment within the one-mile impact area, locations of all water wells within ½ mile of the proposed Energy Facility, and all existing and proposed roads within the one-mile impact area. For purposes of this paragraph, energy facilities or equipment shall include, but not be limited to, other oil and gas facilities, other solar facilities, power transmission lines, electric substations, natural gas transmission lines, and other similar such energy facility equipment or energy production sites.

4. OPERATION PLAN FOR OIL AND GAS FACILITIES
   The third sheet shall provide a site plan of drilling operations and drilling equipment with existing and proposed finished-grade topography at intervals of two-foot (2’) contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to
shown as a typical plan, if the County deems it appropriate for the extent of development of the proposed Oil and Gas Facility.

5. **Operation Plan for Solar Facilities**

   The third sheet shall provide a site plan of operations and equipment with existing and proposed finished-grade topography at *intervals of* two feet (2') *contours* or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum. The layout of the equipment may be shown as a typical plan, if the County deems it appropriate for the extent of development of the proposed Solar Facility.

6. **Production Plan for Oil and Gas Facilities**

   The fourth sheet shall provide a site plan of production operations with production equipment with existing and proposed finished-grade topography at *intervals of* two-feet foot (2') *contours* or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

7. **Production Plan for Solar Facilities**

   A production plan for Solar Facilities is not applicable; however, a seed mix shall be provided on the Operation Plan for reseeding the project area upon decommissioning the facility.

8. **Signage Plan or Sign Detail**

   A dimensioned Signage Plan or Sign Detail shall be included on one of the sheets describing and illustrating the appearance, size, location, type, color, material, and illumination of all signs. Directional signs for emergency responders and inspectors shall be included, along with a 24-hour, 7-days per week contact information to deal with all noise, traffic, or other complaints.

C. **Approved Plan**

1. The final copy of the Approved Energy Operations Plan shall be on paper (as opposed to Mylar) and contain the information listed above unless otherwise specified by the County staff.

2. Requirements to be met prior to commencement of operations:
   a. If applicable, an Access Permit, GESC Permit, and Oversize/Overweight Vehicle Permit shall be required prior to the development of an Energy Facility. A Floodplain Development Permit shall be required prior to any work within a floodplain. A Building Permit may be required prior to construction of certain structures within the Energy Facility.
   b. An Administrative Approval of an Energy Facility requires the execution of a Memorandum of Understanding (MOU) between the County and the applicant.
   c. Development of the Energy Facility shall not commence until and unless any required permits from the state, and a Use by Special Review from the County, have both been approved.
Site Development Applications

Applications included in this section:

2-9: Administrative Site Plan (Non PUD)
2-10: Planned Sign Program

1-2 Administrative Site Plan (ASP) (Non-PUD)

An Administrative Site Plan (ASP) is required in order to specify site development on vacant land governed by conventional zoning. However, administrative site plans are not required for single-family detached development on individual lots, single-family lots within a minor subdivision, any single family detached development where lots are greater than or equal to 40,000 square feet, or for lots containing two-family residential structures. Certain applications such as Use by Special Review, Location and Extent, Temporary Use, and Special Exception Use require an exhibit similar to an administrative site plan and a separate administrative site plan submittal is not required. Please refer to those sections for submittal requirements. The approval process for an administrative Site Plan is summarized in the flowchart below and is described in more detail in Section 5-4.1 of the Land Development Code.

A. **SUBMITTAL APPLICATION MATERIALS**

2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
Attachment A

3. **COVER SHEET**
   a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
   b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2: of this Manual.
   c. Signature Blocks (Owner(s), Planning Division Manager Approval, Commission Approval, BOCC Approval).
   d. A Revisions Block updated as needed.
   e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
   f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
   g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. **SITE PLAN SHEET(S)**
   h. Geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within and location of entrances and loading points/service areas.
   i. Land Use Table comparing the regulations and requirements of the approved underlying uses and zoning approved in the SDP to the improvements proposed in ASP. The Table should include:
      i. Allowed uses;
      ii. Maximum building heights;
      iii. Density (maximum du/ac) and Unit Type(s) for residential;
      iv. Size, floor area, and building type for non-residential;
      v. Setbacks; and,
      vi. Open space.
   j. Site Yield data chart/table showing land uses and expected traffic generation compared to maximums approved and projected with the GDP or SDP traffic study.
   k. Show and label or dimension the following:
      i. Any existing and proposed public and/or private roadways;
      ii. All proposed points of access to adjacent and/or external roadways;
      iii. All existing access points on adjacent properties and across adjacent roadways;
      iv. All proposed curb cuts;
      v. All off-street parking areas;
      vi. All proposed and existing surface materials (i.e., asphalt, concrete, gravel, etc.);
      vii. Pedestrian systems (sidewalks, trails);
viii. Location of outdoor trash receptacle systems;
ix. Provision of emergency access;
x. All existing and proposed easements; and
xi. Location of project signage (i.e., monument signs).

**e.** Information pertaining to drainage easements, including:
   - Location;
   - Dimensions; and
   - Reception number or recording information for easements.

**f.** Provide a parking utilization table that compares the total number of proposed parking spaces or areas to the parking required by the SDP or Land Development Code, as applicable. Specify the type of and intended use of all parking spaces indicated (full size, accessible and loading areas, etc.)

**g.** All walks, open space and recreation areas with a description of these improvements.

5. **Utilities Plan Sheet** *(This information may be provided on the Grading Plan Sheet provided it is legible.)*
   a. All public and private utility service lines and/or main lines with appurtenances and location(s) and dimension(s) of all existing and proposed easements.

6. **Grading Plan Sheet**
   a. Existing and proposed finished grade topography at *intervals of two feet (2’) foot contours* or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
   b. Information pertaining to stormwater and water quality facilities, including *(This information may be placed on the Site Plan Sheet):*
      i. Location;
      ii. Dimensions;
      iii. Water surface elevation at each storm event;
      iv. Surface treatment;
      v. Volume capacity; and
      vi. Size of the outlet restrictor.

7. **Building Elevations Sheet(s)**
   a. Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

8. **Landscape Plan Sheet** *(See Section 4-1.3 of the Land Development Code for landscaping and screening requirements and Section Error! Reference source not found. of this Manual for landscape plan requirements.)*
9. **LIGHTING PLAN SHEET TO INCLUDE PHOTOMETRIC AND LIGHTING FIXTURE DETAILS. (SEE SECTION 4-1.4 OF THE LAND DEVELOPMENT CODE FOR LIGHTING REQUIREMENTS AND SECTION Error! Reference source not found. OF THIS MANUAL FOR LIGHTING PLAN REQUIREMENTS.)**

Special Exception Use

3. Letter of Intent requesting the Special Exception Use and fully describing the intended use of the property. The letter must be signed by the property owner and applicant (if different from property owner). Address all approval standards in Section 5-5.1.B of the LDC.

4. Ownership information, current within 30 days of the application submittal, that includes the following:
   a. Owner information.
   b. Property legal description.
   c. Effective date of document (to confirm it meets the 30-day requirement).
   d. Encumbrances/Schedule B items.
   e. Hyperlinked connections to documents referenced in the report.

5. Technical Reports or information as required by the Engineering Services Division:
   a. Phase III Drainage Report conforming to the Stormwater Management, if required.
   b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
   c. Cost estimate of public improvements, if required, such as sidewalks, roadway and/or drainage improvements, etc.

6. Letter from the appropriate water and sanitation district(s) and fire district stating the availability to serve the proposal.

7. Other information that may be required by the Zoning Division staff.

8. Site Plan exhibit per Section B below.

B. **SITE PLAN**

A site plan displaying the following information (appropriate information may be provided in a narrative):

1. Name of proposed use.
2. The land area and legal description.
3. Vicinity map (one (1) mile radius with emphasis on major roads).
4. The proposed land use for each area and its area in square feet.
5. Existing and proposed public and private rights-of-way, easements and drainageways.
6. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties.
7. The roadways, existing and proposed, serving the site, including the types of surfacing, width of paving and rights-of-way.
8. Proposed finished grade topography and elevations shown at **intervals of two feet (2')** contour intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
9. The location(s) and dimensions of all existing and proposed structure(s), the use(s) to be located therein, gross floor area, locations of entrances and loading points.
10. Location of outdoor waste disposal facilities.
Attachment A

Final Plat or Minor Subdivision

b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.

c. A legend with line types and symbols used.

d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”

e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).

f. North Arrow, Graphic Scale, and Numeric Scale.

g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).

b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2: of this Manual.

c. Signature Blocks (Owner(s), Planning Commission Recommendation if a Minor Subdivision, BOCC Approval).

d. A Revisions Block updated as needed.

e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.

f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

g. The following site development details are to be included on the Final Plat cover sheet in tabular form and may be subject to change as requested by County staff on a case-by-case basis as appropriate:

i. Total gross land area in acres;

ii. Existing zoning of the property;

iii. Total number of proposed dwelling units or maximum floor area ratio (FAR) if known;

iv. Amount of dedicated public street right-of-way in square feet and acres;

v. Average lot size and minimum lot size depicted;

vi. Size and purpose of any proposed tracts of land, include the amount of land proposed for open space/landscaping, in square footage and acres; and

vii. Net area in acres.

h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

i. The following note shall be included: Any person who knowingly removes, alters or defaces and public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to C.R.S. 18-4-508.
Attachment A

Replat

e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.

f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

g. The following site development details are to be included on the Final Plat cover sheet in tabular form and may be subject to change as requested by County staff on a case-by-case basis as appropriate:
   i. Total gross land area in acres;
   ii. Existing zoning of the property;
   iii. Total number of proposed dwelling units or maximum floor area ratio (FAR) if known;
   iv. Amount of dedicated public street right-of-way in square feet and acres;
   v. Average lot size and minimum lot size depicted;
   vi. Size and purpose of any proposed tracts of land, include the amount of land proposed for open space/landscaping, in square footage and acres; and
   vii. Net area in acres.

h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

   The following note shall be included: Any person who knowingly removes, alters or defaces and public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to C.R.S. 18-4-508.

4. Replat

   a. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of Section 38-51-102 of the Colorado Revised Statutes, shall be made of the land to be included in the Administrative Replat. A traverse of the boundary when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).

   b. The Monumented Land Survey shall be an accurate reflection of the legal description. The legal description shall be in the following format:

   i. A parcel of land in the _____¼ Section _____, Township _____ South, Range _____ West of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:

   ii. (Include the Lots, Block (if any) and name of the subdivision as dedicated. The area of the subdivision to the nearest one-thousandth of an acre (0.001) more or less, shall be included.)

   c. If the subdivision of which the replat is a part was recorded prior to July 1, 1975, the legal description must include a metes and bounds legal description.
Subdivision Exemption Plat

h. The Subdivision Exemption Plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and locate and retrace any interior parcel lines. Distance and bearings shall be used.

i. The following note shall be included: Any person who knowingly removes, alters or defaces and public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to C.R.S. 18-4-508.

2. The boundary of the Subdivision Exemption Plat shall be delineated with a heavy solid line.
3. Any existing or required permanent access and utility easements shall be shown on the Exemption Plat.
4. Ownership and recording information of all adjacent parcels shall be shown.
5. Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the Exemption Plat as described in Part 2: of this Manual.
6. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section Manager.

C. POST DECISION PROCEDURES

The post-decision procedures, timelines and requirements for a Subdivision Exemption Plat shall be the same as those for a Final Plat. (See Section Error! Reference source not found. of this Manual.)
A. **SUBMITTAL APPLICATION MATERIALS**

2. Presubmittal meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent that explains the various items being amended, with a comparison to what was approved. This information may be presented in a table, but must be submitted as part of the written information submitted with the application as well as be included on the plan amendment maps.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
   a. Owner information.
   b. Property legal description.
   c. Effective date of document (to confirm it meets the 30-day requirement).
   d. Encumbrances/Schedule B Items.
   e. Hyperlinked connections to documents referenced in the report.
   f. The ownership information must include all land to be dedicated to the County.
7. Updates, amendments or waivers to Technical Reports or the following information as determined by the Engineering Services Division:
   a. Phase III Drainage Report or Drainage Letter of Compliance;
   b. Low Impact Grading, Erosion and Sediment Control (GESC) Report/Plans;
Attachment A

Location and Extent

located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.

c. A legend with line types and symbols used.

d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”

e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).

f. North Arrow, Graphic Scale, and Numeric Scale.

g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).

b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 2: of this Manual.

c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval if applicable).

d. A Revisions Block updated as needed.

e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.

f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.

g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

  h. Name of proposed facility.

  i. Proposed land use for each area and its area in square feet.

  j. Existing and proposed public and private rights-of-way serving the site, types of surfacing and width of paving.

  k. The existing zoning of the property to be used, as well as the zoning and residential density of all adjacent properties.

  l. All easements and drainageways should be identified.

  m. Existing and proposed finished grade topography shown at intervals of two feet (2’) contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
Part 2: Standard Notes and Certifications

The following notes, dedications and certificates are used for documents described in Part 2 of this Manual. Every application requires certain standard and specific notes as indicated in the following Table. The text of each note or certification shall be duplicated as contained in Sections 4-1 through 4-4 of this Manual. In addition to the standard and specific notes, certain certificates (such as owner, surveyor and Recorder certificates) included in Sections 4-3 and 4-4 are required for specific types of applications.

Staff may modify any note only with the approval of the modification by the County Attorney. Any notes on a plan or plat not included in this section shall be removed unless approved by the County Attorney.

The types of applications for which a note or certificate applies are listed in the following Table.
## Attachment A

### Note and Certification Checklist

Refer to Sections 4.1 through 4.4 for Note and Certification Verbiage

#### Note Applicability

- **X** = Required
- **O** = Required if the described situation occurs

*Energy Facility Cases may have additional note requirements.

### Location & Extent

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# Attachment A

## Note and Certification Checklist

Refer to Sections 4.1 through 4.4 for Note and Certification Verbiage

### Note Applicability

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* LE = Location & Extent
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  * PF = Administrative Site Plan
  * PP = Administrative Replat
  * PAR = Use by Special Review
  * USR = Administrative Energy Facility
  * AE = Final Development Plan
  * CMRS = Preliminary Development Plan
  * GDP = Administrative Site Plan
  * SPDZ = Specific Development Plan / 2 Step
  * SPD = Specific Development Plan / 3 Step
  * SDP = General Development Plan
  * GDP = Conventional Rezone

Drainage Master Plan
### Note and Certification Checklist

Refer to Sections 4.1 through 4.4 for Note and Certification Verbiage

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*Energy Facility Cases may have additional note requirements.

#### Plans and Plats with Public Use Easements

- O

#### Plans and Plats with Stormwater Facilities - O&M Manual

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## Attachment A

### Note and Certification Checklist

Refer to Sections 4.1 through 4.4 for Note and Certification Verbiage

<table>
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<th>Note Applicability</th>
<th>Location &amp; Extent</th>
<th>Subdivision Exemption</th>
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<th>Final plat</th>
<th>Preliminary Plat</th>
<th>Administrative Replat</th>
<th>Use by Special Review</th>
<th>Administrative Energy Facility</th>
<th>Commercial Mobile Radio Service</th>
<th>Specific Development Plan</th>
<th>Plan / 3 step Plan</th>
<th>Administrative Site Plan</th>
<th>Specific Development Plan / 2 Step</th>
<th>General Development Plan</th>
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*Energy Facility Cases may have additional note requirements.*

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</tbody>
</table>


Attachment A

Standard Certifications

PLANNING DIVISION MANAGER APPROVAL (Administrative Site Plan)
ADMINISTRATIVE SITE PLAN IS APPROVED THIS _____ DAY OF ____(leave 2” blank for month)__, 20___ BY THE PLANNING DIVISION MANAGER, OR DESIGNEE.

____________________________________
PLANNING DIVISION MANAGER OR DESIGNEE

PLANNING DIVISION MANAGER APPROVAL (Administrative Amendment)
ADMINISTRATIVE AMENDMENT TO THE _____(type of existing plan)_____ PLAN AMENDING (specific element, e.g. lot line, height requirement) APPROVED THIS _____ DAY OF ____(leave 2” blank for month)__, 20___ BY THE PLANNING DIVISION MANAGER, OR DESIGNEE.

LAND SURVEY MONUMENT WARNING
ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, OF THE COLORADO REVISED STATUTE.

CERTIFICATE OF DEDICATION AND OWNERSHIP
THE UNDERSIGNED CERTIFIES TO AND FOR THE BENEFIT OF THE BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, THAT AS OF THE DATE SET FORTH BELOW AND THE DATE OF RECORDING OF THIS DOCUMENT, THE UNDERSIGNED CONSTITUTE ALL OF THE OWNERS OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAT, THAT THE UNDERSIGNED HAVE GOOD RIGHT AND FULL POWER TO CONVEY, ENCUMBER AND SUBDIVIDE SAME, AND THAT THE PROPERTY IS FREE AND CLEAR OF ALL LIENS, ENCUMBRANCES, EASEMENTS AND RIGHTS OF WAY EXCEPT THE EASEMENTS AND RIGHTS-OF-WAY DEPICTED ON THIS PLAT, AND THE LIENS HELD BY OTHER SIGNATORIES TO THIS DOCUMENT. IN THE EVENT OF A DEFECT IN SAID TITLE WHICH BREACHES THE WARRANTIES IN THIS CERTIFICATE, THE UNDERSIGNED, JOINTLY AND SEVERALLY, AGREE(S) TO REMEDY SUCH DEFECT UPON DEMAND BY ARAPAHOE COUNTY, WHICH REMEDY SHALL NOT BE DEEMED EXCLUSIVE.

KNOW ALL MEN BY THESE PRESENTS, THAT ____(insert owner’s name)____ BEING THE OWNER(S), MORTGAGEE, OR LIEN HOLDERS OF CERTAIN LANDS IN ARAPAHOE COUNTY, COLORADO, DESCRIBED AS FOLLOWS: BEGINNING .... ETC. CONTAINING _______ SQUARE FEET OR _________ ACRES MORE OR LESS: HAVE BY THESE PRESENTS LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO ____(Lots, Blocks, Streets)____ AS SHOWN ON THIS PLAT, UNDER THE NAME AND STYLE OF ____ (insert name of plat)____ AND DO HEREBY DEDICATE AND CONVEY TO ARAPAHOE COUNTY, COLORADO, AND WARRANTS TITLE TO SAME, FOR THE USE OF THE PUBLIC, THE STREETS AND OTHER PUBLIC WAYS AND LANDS SHOWN HEREON, AND DO HEREBY DEDICATE TO ARAPAHOE COUNTY, COLORADO, AND APPROPRIATE UTILITY
Attachment A

COMPANIES AND EMERGENCY ASSISTANCE ENTITIES, THE RIGHTS-OF-WAY AND EASEMENTS AS SHOWN HEREON FOR THE PURPOSES STATED.

EXECUTED THIS ______ DAY OF (leave 2" for month)____________ A.D., 20____ .

____________________________________
(Owner of record or authorized agent signature)
BOARD SUMMARY REPORT

Date: May 7, 2020
To: Board of County Commissioners
From: John Christofferson, Deputy County Attorney
Subject: Colorado C-PACE Program

Purpose and Recommendation

The purpose of this study session is to update the Board of County Commissioners on the current status of the Colorado C-PACE program within Arapahoe County and the impacts experienced by the Treasurer’s Office, the Assessor’s Office, and the Clerk and Recorder’s Office.

Background

C.R.S. §§ 32-20-101 et seq. established the Colorado New Energy Improvement District (the “District”), which is a state-wide district, and provides for the creation of a new energy improvement program, which the District has named Colorado Commercial Property Assessed Clean Energy program or “C-PACE”. Pursuant to C.R.S. §32-20-105(3), the District may only conduct the C-PACE program in a county if the board of county commissioners for that county authorizes it do so by resolution. After a county opts into the program, commercial private property owners could apply for financing through the District in order to conduct energy efficiency projects. The District decides whether to approve or deny the application and provide financing. The District will approve specifics of the applicable C-PACE Assessment including, without limitation, the amount of the C-PACE Assessment, term, interest rate and repayment dates, which approval shall be set out in an assessing resolution.

The District will transmit to the County Clerk and Recorder for recording copies of each resolution and certified assessment roll affecting Projects located in the county. After recording the resolution and certified assessment roll, the County Clerk and Recorder shall file a copy of each resolution and certified assessment roll with the County Assessor.

The District shall cause to be prepared and certified to the County Treasurer annually no later than December 1st of each year a District assessment roll for each project. The financing payments are then collected in the same manner as property taxes, and the debt remains a priority lien on the property until paid. The Treasurer’s Office is allowed
Study Session May 26, 2020

to collect a one percent fee to cover the cost of collections. The Board has no liability for re-payment of any defaulted lien.

In August 2016, the Board opted into the program. On July 2, 2019, the Board adopted a resolution extending the program for another year.

Currently there are 20 projects located within Arapahoe County:

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<tr>
<th>Project</th>
<th>Finance Amount</th>
<th>Close Date</th>
<th>Address</th>
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<td>6399 S. Santa Fe Drive, Littleton</td>
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<td>2</td>
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<td>3</td>
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<tr>
<td>9</td>
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<td>1090 W Hampden Ave, Englewood</td>
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<td>10</td>
<td>$874,094.00</td>
<td>3/30/2018</td>
<td>860 Potomac Circle, Aurora</td>
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<td>$4,250,492.92</td>
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<td>6399 S Fiddlers Green Circle, Greenwood Village</td>
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<td>12</td>
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<td>6501 S Fiddlers Green Circle, Greenwood Village</td>
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<td>13</td>
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<td>14800 East Belleview Drive, Aurora</td>
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<td>20</td>
<td>$1,200,000.00</td>
<td>8/8/2019</td>
<td>425 S Cherry Street, Glendale</td>
</tr>
</tbody>
</table>

**Discussion**

The Board is considering whether to continue the program for another year. The County may opt out of the program via a resolution de-authorizing the program. If the County opts out, the program will continue until the current projects complete their financing, however, no new projects would be allowed to be approved.

The Board desires to hear from the Arapahoe County Treasurer’s Office, Assessor’s Office, and the Clerk And Recorder’s Office about any impacts the C-Pace program has on their offices. Members of the three elected offices are scheduled to be in attendance at this study session.

**Alternatives**

The BOCC could decide not to continue the program.

**Fiscal Impact**

There should be no fiscal impacts since the Treasurer’s duties are covered by the 1% fee.
Board Summary Report

Date: May 26, 2020

To: Board of County Commissioners

Through: Shannon Carter, Open Spaces Department Director

From: Sandy Bottoms, Grants and Acquisitions Administrator

Subject: City of Centennial – Lone Tree Creek Trail Joint Project Modification Request

Direction/Information:
City of Centennial staff will present an update on the Lone Tree Creek Trail joint project funded in 2018, and request to modify the scope of work to allow County funds to be used for additional phases of construction.

Request and Recommendation:
The recommendation from Open Spaces staff to the Board of County Commissioners (BoCC) is to approve a modification of Centennial’s Lone Tree Creek Trail joint project to allow County funding to be used for phases I and IA of construction, in addition to previously approved phases II and III construction (see attached map for phasing). No additional funding is requested. The current Intergovernmental Agreement (IGA) will be amended to address the scope modification.

Background:
On November 13, 2018, the BoCC approved a cost-sharing agreement between the County and the City of Centennial wherein the County would provide $4.5M in joint project funding to the City to design and construct phases II and III of the Lone Tree Creek Trail; and the City would provide $3M in funding to the County to construct active recreation improvements in Dove Valley Regional Park as part of the planned park redevelopment project. The agreement resulted from months of negotiations between the City and County, seeking a mutually beneficial solution that aligned with the goals of the Open Space Master Plan and complied with use of funds restrictions applicable to the County Open Space Sales and Use Tax. Furthermore, the two projects are in close proximity, provide substantial benefit to the public, and are symbiotic, as the completed Lone Tree Creek Trail will ultimately connect Dove Valley Regional Park to Cherry Creek State Park via more than 2 miles of off-street trail and a pedestrian underpass at Arapahoe Road near Centennial Center Park.

Links to Align Arapahoe:
Increase Intergovernmental Cooperation
Increase Community and Regional Partnerships
Improve Park, Trail and Open Space Opportunities
Improve Customer Experience
Optimize Use of Resources
Enhance Quality of Life
Discussion:
At this time, the City wishes to move forward with the construction of phases I and IA while continuing design for phases II and III. The City would like to proceed with construction of phase IA in 2020, and remainder of phase I in 2021. The City originally intended to fully fund phases I and IA, keeping the County funding to apply to future phases II and III. Due to the current COVID-19 crisis the City wishes to defer some planned 2020 funding to later years and requests to apply a portion of the County’s funding to earlier phases. All phases of construction are planned to be complete by the end of 2023.

Alternatives:
Approve, modify, or deny the modification request.

Fiscal Impact:
Open Space Acquisition and Development funds in the amount of $4.5 million were previously approved for this project (resolution #180627). There is no additional fiscal impact.

Concurrence:
On April 29, 2020, the Open Space and Trails Advisory Board recommended approval of the modification request by the BoCC.

Attorney Comments:
None

Reviewed By:
Shannon Carter, Open Spaces and Intergovernmental Relations Director
Tiffanie Bleau, Assistant County Attorney
Todd Weaver, Finance Director

Attachments:
Modification Request – Lone Tree Creek Trail Project (includes phasing map and revised budget)
OSTAB Recommendation
Follow Up Form - Modification Request

Grant Summary and Financials
Use this form to request modifications to your approved scope of work or budget. Please use the Time Extension Request Form for extension requests.

Type of ACOS Funding*
Joint Project

Grant Year (awarded)*
2018

Grantee*
City of Centennial

Project Title*
Lone Tree Creek Regional Trail Phases II and III

Scheduled Completion Date*
2024

Grant Progress Narrative

Question 1*
Describe the proposed modification and discuss why the modification is necessary. Identify the proposed budget changes.
Provide revised Budget Forms showing the original approved project components and the proposed modified components.

The City of Centennial is requesting a modification to the 2018 Joint Application project for the design and construction of Phases II and III of the Lone Tree Creek Trail. The modification request involves adding in Phase I and Phase IA of the trail in order to get the trail constructed in a timely manner. Phase I and Phase IA consist of approximately two (2) miles of trail from East Broncos Parkway, north, to East Caley Avenue. Phase IA is an undeveloped portion of Phase I and consists of a segment from East Broncos Parkway to South Tucson Way, and from East Briarwood Avenue to East Caley Avenue. The remaining portion of Phase I is
located between South Tucson Way and East Briarwood Avenue through the Centennial Airport Center Association business park where trail currently exists. Phase I and Phase IA would create a new eight (8) foot concrete trail and a new two (2) foot crusher fines shoulder on the creek side from East Broncos Parkway to East Arapahoe Road and a ten (10) foot concrete trail from East Arapahoe Road to East Caley Avenue.

Phase I and Phase IA of the trail are fully designed. The City would like to move forward with a portion of the Phase I trail (Phase IA) because there are still some unwilling property owners that have not signed the easement documents necessary to construct the full trail phase. Phase IA is still waiting on two easements, both property owners are willing to sign, however the easement documents are still going back and forth with attorneys at this time.

Due to the current COVID-19 pandemic, the City is looking to defer some project funding for future years. In order to keep the Lone Tree Creek Trail moving forward and not let the existing temporary easements lapse, the City would like to construct Phase IA of the trail in 2020. Phase I and Phase IA were not originally in the Joint Project funding request because the City had funds to construct Phase I and Phase IA. Now due to this current crisis and the City’s intent to defer some 2020 funding to future years, the City is asking the County to expand the scope of the original Joint Project funding request to include Phase I and Phase IA of the trail.

Construction of Phase IA will still connect Centennial Center Park to Dove Valley Regional Park and eventually with Phase 2, connect into the State Park where connections to Cottonwood Creek Trail and Cherry Creek Trail will be made. The completion of the remainder of the trail will only strengthen this recreational resource. The continuous north-south trail will connect Dove Valley Regional Park to Cherry Creek State Park via finished concrete trail and will provide exceptional access to Centennial Center Park. The completion of the trail will ensure connectivity throughout the community including connections to the Fremont Trail and Centennial East-West Trail.

Significant investments have already been made to the Lone Tree Creek Trail. These investments include the funding of the design of Phase I and Phase IA, which include partnerships with Dove Valley Metropolitan District and Arapahoe County, engineering work for Phase I, and conceptual plans and cost estimates for Phases I, II, and III. In addition to these investments, planning efforts for this project include reviews by relevant agencies, recommendations by the Open Space Advisory Board, and a commitment by the City Council to build all Phases of the Lone Tree Creek Trail via the Centennial budget process. Furthermore, the trail addresses various goals and strategies in the City’s 2017 Trails and Recreation Plan and plans adopted by Arapahoe County.

Residents from both Centennial and greater Arapahoe County will benefit substantially from the project. The completion of the Lone Tree Creek Trail will complete a valuable connection from Dove Valley Regional Park to Cherry Creek State Park. The continuous three and one half (3.5) mile connection will also serve as a critical link between several resources in the area including Parker Jordan Centennial Open Space, Cherry Creek Ecological Valley Park, and the Centennial Center Park. Furthermore, the completion of the Lone Tree Creek Trail will enhance access to several regional trails, most notably the Cherry Creek Regional Trail. Business owners along the trail will experience an increase in clientele while cyclists and pedestrians will enjoy a safe way to cross East Arapahoe Road. Once completed, the Lone Tree Creek Trail will be an excellent component of the robust trail system in Arapahoe County and will benefit citizens on various modes of active transportation.

The City is not requesting any additional funds at this time. Budget forms and a map have been included to show the boundaries and cost of Phases I and IA. The City is requesting that the Joint Project include all phases of the Lone Tree Creek Trail in order to move the trail forward with construction in 2020.

**Time Extension Requested**

Is the agency requesting a time extension with this modification request?

If yes, please complete and submit the Time Extension Request Form.

Yes
Attachments

Attachment 1: Budget Forms*
Please attach the following as a single PDF document:

1. Approved Budget Forms (original budget or previously approved modified budget)

2. Modification Request Budget Forms (proposed modified budget)
   Centennial_Budget_Forms.pdf

Attachment 2: Supporting Documentation
Please attach applicable supporting documentation as a single PDF document.
   Centennial_Supporting_Documentation.pdf

Certification and Authorized Signature Form*
Please attach completed Certification and Authorized Signature Form as a PDF document. Form must be signed by highest authority in agency or authorized individual. Required forms are available on the Open Space website.
   Centennial_Certification and Authorized Signature Form.pdf
File Attachment Summary

**Applicant File Uploads**
- Centennial_Budget_Forms.pdf
- Centennial_Supporting_Documentation.pdf
- Centenal_Certification and Authorized Signature Form.pdf
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<th>Source of Funds</th>
<th>Date Funds Secured</th>
<th>Grant Request</th>
<th>Cash Match</th>
<th>Total Project Funds</th>
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*Please do not include in-kind match on the Budget Forms. Describe in-kind match in the budget narrative and project narrative.*
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**PHASE II SUBTOTAL WITHOUT DESIGN FEES**

**PHASE II TOTALS WITH DESIGN**

**PHASE III SUBTOTAL WITHOUT DESIGN FEES**

**PHASE III TOTALS WITH DESIGN**

**PHASES II & III TOTALS**

Applicant: The City of Centennial  
Project Title: Lone Tree Creek Trail Phases II and III  
Date: August 10, 2018
**Summary Budget - Joint Project Application**

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<tr>
<th>Source of Funds</th>
<th>Date Funds Secured</th>
<th>Grant Request</th>
<th>Cash Match</th>
<th>Total Project Funds</th>
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<tr>
<td>Arapahoe County Open Spaces Grant</td>
<td>8/1/2018</td>
<td>$4,500,000</td>
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<td>Applicant Cash Match</td>
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*Please do not include in-kind match on the Budget Forms. Describe in-kind match in the budget narrative and project narrative.*

Applicant: **The City of Centennial**

Project Title: **Lone Tree Creek Trail Phases IA, I, II and III**
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Applicant: The City of Centennial
Project Title: Lone Tree Creek Trail Phases IA, I, II, and III

Project Timeline Form

Use the sample timeline below as a guide to complete your proposed project timeline. Rows or columns may be added as necessary to include any milestones specific to your project. Timeline must be detailed, realistic, and coincide with details provided in the narrative portion of the grant application. Timeline must conclude within two years of project start date.

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Applicant: The City of Centennial  
Project Title: Lone Tree Creek Trail Phases IA, I, II, and III

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### Gantt Chart Details

- **Solicitation of Vendors (design)**
- **Project Bid Award**
- **Construction Documents/Design**
- **Solicitation of Vendors (construction)**
- **Project Bid Award**
- **Order Materials**
- **Ground/Site Prep**
- **Construction**
- **Grand Opening**
- **Final Report**
Certification and Authorized Signature Form

Please attach this form to grant applications and reports submitted through the Arapahoe County Open Spaces Online Grant Portal.

I certify that the information included in this submission is true to the best of my knowledge and that I am authorized to sign on behalf of the applicant.

_______________________________________________________   _April 23, 2020____
Authorized Signature (highest authority in agency or authorized individual) Date

Matt Sturgeon, City Manager
Printed Name and Title

Lone Tree Creek Regional Trail Phases IA, I, II, and III
Joint Project Name
OSTAB Recommendation

Date: April 29, 2020
To: Board of County Commissioners
From: Open Space and Trails Advisory Board (OSTAB)
Subject: Lone Tree Creek Trail Joint Project Modification

OSTAB Recommendation: After considering the request from the City of Centennial as an action item on this date, OSTAB recommends to the BOCC approval of the proposed modification, allowing the City to use previously approved funds for construction of phases I and IA in addition to phases II and III.

Motion by: Russell Stewart
Seconded by: Dala Giffin
Vote: _4_ Yes
    _1_ No
    _1_ Absent and Excused
    _0_ Abstain
Amendment Request to the Reciprocal Funding and Intergovernmental Agreement for the Lone Tree Creek Trail

Arapahoe County Board of County Commissioners

Jenny Houlne
May 26, 2020
Overview

• Existing Reciprocal Funding IGA Terms
• Lone Tree Creek Trail Project
• Reciprocal Funding IGA Amendment Request
Existing Reciprocal Funding IGA Terms

• City funds $3,000,000 for active recreation uses in the Dove Valley Regional Park
• Arapahoe County funds $4,500,000 for design and construction of Phases II and III of the Lone Tree Creek Trail
• Arapahoe County submits voluntarily petition for annexation of Dove Valley Regional Park and a parcel west of the Arapahoe County Sheriff’s office following approval of Park L&E Plan
• City Ratifies approval of Park L&E Plan concurrent with annexation of the Park
Lone Tree Creek Trail Project

• Three Phase Project
  – Phase IA (Proposed 2020 Construction):
    • Construction of new concrete trail from E. Broncos Parkway to S. Tucson Way and E. Briarwood Avenue to E. Caley Avenue.
  – Phase I (Proposed 2021 Construction):
    • Realignment of existing trail and construction of new concrete trail from S. Tucson Way to E. Briarwood Avenue.
  – Phase II (Proposed 2020 Design and 2021 Construction):
    • Construction of new crusher fines trail from E. Caley Avenue into the Cherry Creek State Park. Connections to Cottonwood Creek Trail and Cherry Creek Trail.
    • New culvert under Arapahoe Road outside of the floodplain.
Lone Tree Creek Trail Project (cont.)

• Work Completed to Date:
  – Phase IA and I Design Complete
  – Phase II Conceptual Trail Alignment and Cost Estimates Complete
    • Initial concept meeting held with Arapahoe County Open Spaces, Centennial, and Cherry Creek State Park Staff
    • Scoping meeting held with Cherry Creek Basin Water Quality Authority, Centennial, ICON Engineering, and Cherry Creek State Park Staff
  – Phase III Conceptual Alignment and Cost Estimates Complete
    • Alignment will include expanding the existing box culvert and adding a turn lane north for S. Revere St. (turn lane will be funded by Centennial Capital Improvement Funds)
Phase IA and I Design Complete $220,000

Phase IA Construction $2.6M
Phase I Construction $700,000
Phase II Design $243,000
Phase II Construction $2.6 M
Phase III Design $220,000
Phase III Construction $2.4M

Phases IA, I, II and III Total $8.8M
Amendment Request

1. The City of Centennial requests to add Phases IA and I into the existing Joint Project for the Lone Tree Creek Trail.
   
   — Modification to IGA: Arapahoe County funds $4,500,000 for construction of Phases IA and I and design and construction of Phases II and III of the Lone Tree Creek Trail.

2. City will Ratify the approval of the Park L&E Plan prior to or following the annexation of the Park into the City.
Board Summary Report

Date: May 14, 2020

To: Board of County Commissioners

From: Internal Census Committee: Michelle Halstead, Chris Henning, Nancy Sonnenfeld, John Christofferson, Jessica Gapuzan, Larry Mugler and Linda Haley

Subject: Census 2020 Update

Request and Recommendation:
The purpose of this drop-in session is to provide a brief update on current and upcoming activities associated with Arapahoe County’s 2020 Census planning efforts and to answer any questions.

Background
The U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every 10 years. Census data is critical to the County in several areas, most notably in determining how many seats each state has in the U.S. House of Representatives, as well as determining the redistricting of state legislatures. Having an accurate and complete census count is important in determining Federal and State aid and grants, economic development, housing assistance, transportation improvements and many other programs that residents depend upon. Maintaining or increasing non-property tax revenue is necessary to provide more than 240 statutory services in alignment with resident expectations.

Arapahoe County’s service area includes diverse populations and geography which pose unique challenges to obtaining an accurate count. The county’s internal census working committee is focusing on communities that have been historically undercounted by the decennial census. According to County data, these group total 161,519 individuals, representing 25 percent of Arapahoe County’s population.

The temporary coordinator position approved by the board is strategizing and leading the County’s efforts in obtaining an accurate count, designing plans to engage hard-to-reach populations and coordinating efforts with internal and external stakeholders.
Adaptations to census work plan and operational timeline
The COVID-19 pandemic has had a deep effect on national census operations, as well as national, state, and local outreach efforts.

- The Census Bureau plans to resume “Update Leave” operations the week of 5/18 in Colorado. This is the way that residents without “city style” addresses will receive the paper questionnaire: left at their doorstep, inviting self-response online, by phone, or by mail.
- Census “enumerators” (door knockers) plan to start mid-August, to follow-up with households that have not responded on-line, by phone, or by mail.
- The self-response period has been extended through October 31, 2020
- The Census Bureau has requested extensions of final reports due to the President, and subsequent reports of counts returned to the States, which is pending Congressional approval.
- The County continues to pursue “safe” engagement strategies to promote self-response to the 2020 Census and has adapted plans for the DOLA census engagement grant. All grant funds must be encumbered by 6/30/20.

Internal Activities

- More than 61,000 text messages were sent to Human Services clients in April with reminders to take the census. The messages had a 4.4% “click-through” rate, which is considered very effective. A second text campaign will take place in late May.
- Arapahoe/Douglas Works! will include a census response reminder in their weekly emails in the latter part of May, along with notification of virtual hiring events and rapid response events (to newly laid-off workers).
- The County’s moviegoer campaign was modified to all digital ads, targeting additional hard to count populations. Mid-campaign reports indicated a click-through rate of .34%, well above the industry average of 0.09%.
- County volunteer recruitment efforts were modified to solicit digital promotion, engagement and support with social networks, and posted on statewide volunteer sites.
- Census awareness messaging continues to be included in telephone town halls, The County Line eNewsletter, on the County website, and on social media accounts. The County has also supported virtual census “dance parties” held in the region to reach different target audiences.
- Follow-up messages have been sent to education stakeholders and school foundations, encouraging digital promotion and collaboration at meal and supply distribution sites
- A new digital ad campaign with a different vendor, targeting different HTC populations is planned for June, as well as a postcard mailer in hard-to-count areas.
- Additional printing and re-orders of census-themed giveaways are being made to support additional promotion efforts across the County.
- Continued monitoring of self-response rates, strategic planning for areas where responses are lagging.

External Activities
• Continued collaboration with organizations and DOLA grantees serving hard-to-count populations in the metro area, including older adults, young children, Asian/Pacific Islander, African-American, Latino, persons with disabilities, LGBTQ, mobile and transient populations, along with rural residents.
• A few private businesses have offered to include flyers with food pick-ups from their sites, and many places of worship and nonprofit organizations are incorporating census promotional materials with their efforts to help meet the needs of community members.
• The Arapahoe County Early Childhood Council (ACECC) is providing census tote bags, flyers, and coloring books to providers and families across the County in conjunction with the distribution of emergency baby supplies expected from FEMA.
• Efforts in the Town of Deer Trail include banners in visible locations, partnerships with local school meal distribution sites, community food bank messaging and working with faith centers to include census messaging and giveaways.
• The Town of Bennett is hosting four “Take-out Tuesdays” to support local restaurants and community members providing food to go; Adams and Arapahoe County will co-sponsor an additional night with census support grant money and include census tote bags and flyers.
• A Spanish-speaking Sheridan resident will be featured in a new statewide public service announcement. Other Sheridan activities include sponsorship of a “Take out Tuesday” with a local business, and producing door hangers for the two neighborhoods with the lowest response rates in the city.

Reviewed By:
John Christofferson, Deputy County Attorney
**BoCC Drop-In Item, May 26, 2020**

**BOARD SUMMARY REPORT**

**Date:** May 19, 2020  
**To:** Board of County Commissioners  
**Through:** Jan Yeckes, Planning Division Manager  
**From:** Jason Reynolds, Current Planning Program Manager  
**Subject:** Temporary Outdoor Seating for Restaurants, Bars, Breweries, and Similar Uses

**Direction/Information**
The purpose of this drop-in is to receive BOCC direction on allowing restaurants, bars, breweries, and similar uses to expand seating temporarily into adjacent parking areas and walkways.

**Request and Recommendation**
Currently, the State’s Safer at Home Order prohibits sit down service at restaurants and bars. Staff recommends developing guidelines to allow temporary outdoor seating in parking areas and walkways once these uses are allowed to start opening again. This would provide more space for seating, allowing restaurants and bars to accommodate more guests while meeting social distancing requirements.

**Background**
Public health orders currently prohibit in-person dining. The next version of these orders will likely require physical distancing between groups of diners. Allowing restaurants and similar uses to move seating outdoors could help them safely remain in business as gathering places.

Staff recommends that Arapahoe County consider a program similar to what Denver is developing. The Denver program would allow restaurants, bars, breweries, and similar uses to occupy nearby parking lots, public sidewalks, and some streets. If Arapahoe County develops a similar program, it is unlikely to require public streets: most of our commercial services are located in more suburban settings with shared parking lots.

**Links to Align Arapahoe**

**Quality of Life**
When the State releases guidelines for reopening restaurants, bars, and similar uses, those guidelines are likely to require greater physical distancing, which would significantly reduce seating capacity. Allowing businesses to operate outdoor seating areas would provide both entertainment opportunities for patrons and economic opportunities for restaurant workers.
**Fiscal Responsibility**
As noted above, allowing more space for patrons could allow restaurants to operate closer to their pre-COVID-19 capacity and remain in business. This helps support both jobs and the commercial tax base.

**Discussion**
There are several elements the County would need to consider if we develop a temporary outdoor dining program:

**Timing**
The potential program would be temporary. For example, Denver’s proposal would allow expanded outdoor dining until September 7, 2020.

**Property Owner Permission**
Before expanding into nearby parking areas or walkways, the business would need to secure property owner permission. In addition, seating locations would need to be coordinated with other business owners in the same shopping center to ensure expanded seating does not overlap.

**Zoning/Site Plan Requirements**
For permanent outdoor seating additions, Arapahoe County requires an amendment to the approved site plan. Given the temporary nature of the outdoor dining program, Arapahoe County could relax the requirement for site plan amendments for the period approved. Applicants would still need to show where the proposed seating areas are located but the sketch could be less formal than what would be required for a site plan amendment.

Moving seating into parking areas could affect other zoning requirements such as minimum parking and lighting. Staff would develop a proposal to relax those requirements for the duration of the program. For example, outdoor seating could occupy what would otherwise be minimum required parking spaces. Under pre-COVID-19 space planning, a sit-down restaurant could accommodate 50 (fine dining) to 83 (sit-down) customers per 1,000 square feet. According to one social distancing estimator, with six feet of separation, only 27 people could be accommodated per 1,000 square feet of space. Given the lower indoor utilization, a restaurant would likely not need all of the parking spaces otherwise required by our Land Development Code.

**Tri-County Health Requirements**
If a restaurant is placing seating outdoors, Tri-County Health does not require an amendment to their permit.

**Fire Code**
Staff would need to coordinate with fire districts on the potential impacts of outdoor dining.

**Liquor Licenses**
Liquor licenses typically have a defined premises. Expanding beyond that premises, such as into a nearby parking lot, requires a change to that license. The state has provided
guidance allowing for temporary modifications of licensed premises in response to COVID-19. Staff would need to develop a procedure for the licensing authority to allow those modifications.

**Building Permits**
Denver’s program notes that certain modifications such as outdoor lighting or patio coverings would require building permits.

**Alternatives**
If the BOCC wishes to proceed, staff will develop guidelines to allow businesses to expand into parking areas through the summer. The guidelines will consider public health, fire, property owner requirements, liquor licensing, and life safety. Staff recommends this alternative.

Doing nothing would mean businesses would have to amend site plans in order to accommodate outdoor seating. Site plan amendments were intended to document permanent changes to a site and would be burdensome for a temporary use.

The final option would be to not allow outdoor seating as an option during this unique time and unprecedented situation.

**Fiscal Impact**
No direct fiscal impact. However, allowing additional outdoor dining could improve the local economy.

**Concurrence**
Public Works and County Attorney staff have reviewed this staff report.

**Reviewed By**
Jason Reynolds, Current Planning Program Manager
Jan Yeckes, Planning Division Manager
Robert Hill, Assistant County Attorney
Bryan Weimer, Director of Public Works and Development
Todd Weaver, Director of Finance Department