

Planning Commission Agenda

Regular Meeting

Tuesday November 28, 2023 at 1:15 p.m.

City Council Chambers-City Center South
1001 11th Ave, Greeley, CO 80631 Zoom

Webinar Link:

<https://greeleygov.zoom.us/j/83751156049>

NOTICE:

Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month. Meetings are conducted in a hybrid format, with a Zoom webinar in addition to the in-person meeting in Council Chambers. Members of the public may participate in Planning Commission meetings in the manner that works best for them.

Watch Meetings:



Meetings are open to the public and can be attended in person by anyone.



Meetings are livestreamed on YouTube at [youtube.com/CityofGreeley](https://www.youtube.com/CityofGreeley)

Comment in Real Time:



Join the Zoom webinar (link above). During the public hearing, members of the public may address the Commission.

Submit Written Comments:



Email comments about any item on the agenda to cd_admin_team@greeleygov.com



Written comments can be mailed or dropped off at the Planning office at 1100 10th Street, Greeley, CO 80631. Written comments received prior to the meeting will be read into the record in real time.

Meeting agendas and minutes are available on the City's meeting portal at [Greeleyco.municodemeetings.com/](https://greeleyco.municodemeetings.com/) For more information about this meeting or to request reasonable accommodations, contact the administrative team at 970-350-9780 or by email at cd_admin_team@greeleygov.com.



Planning Commission

November 28, 2023 at 1:15 PM
1001 11th Avenue, City Center South, Greeley, CO 80631

Agenda

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the October 24, 2023 Planning Commission Meeting Minutes
5. Staff Report
6. Adjournment

Workshop

7. Engineering Development Review Process
8. Traffic Review and Traffic Impacts



Planning Commission Agenda Summary

November 28, 2023

Key Staff Contact: Sara Aragon, Office Manager

Title:

Approval of the October 24, 2023 Planning Commission Meeting Minutes

Summary:

Approval of the October 24, 2023 Planning Commission Meeting Minutes

Recommended Action:

Approval of the October 24, 2023 Planning Commission Meeting Minutes

Attachments:

1. Draft Minutes

City of Greeley, Colorado
PLANNING COMMISSION PROCEEDINGS
October 24, 2023

Video Recording of the Meeting can be found at:

<https://www.youtube.com/live/Jz55Uyf6gmA?si=umolqwUAVGmSdzjS>

1. Call to Order

Vice Chair Briscoe called the meeting to order at 1:15 PM.

2. Roll Call

The hearing clerk called the roll.

PRESENT

Commissioner Louisa Andersen
Commissioner Erik Briscoe
Commissioner Jeff Carlson
Commissioner Brian Franzen
Commissioner Christian Schulte

ABSENT

Chair Justin Yeater
Commissioner Larry Modlin

3. Approval of Agenda

Brian McBroom, Community Development Director asked the Commission to consider adding one recommended change to the agenda, adding a new "item 7", for the Commission to consider a request from staff to cancel the November 14, 2023, Planning Commission meeting.

Seeing no objection from the Commission, the agenda was approved as amended.

4. Approval of October 10, 2023, Planning Commission Minutes.

Commissioner Franzen moved to approve the minutes dated October 10, 2023. Commissioner Andersen seconded the motion.

Motion carried 5-0.

5. A public hearing to consider a Planned Unit Development request for commercial, mixed use, multi-family, single-family, and parks on approximately 72.5 acres of land located west of 71st. Avenue, 1/3 mile south of 10th Street, and 1/4 mile north of 20th Street (Case Number PUD2023-0002, Triple Creek PUD).

Vice-Chair Briscoe asked if anyone on the Commission or in the audience would like to see a presentation on the item. Members of the audience requested to see the presentation.

Michael Franke, Planner II began the presentation, introducing the item and providing background information on the site as well as the current Zoning and Land Uses surrounding the site. Continuing his presentation by sharing maps from the PUD, that show the 4 Planning Areas that are proposed.

Mr. Franke stated that the proposal was reviewed against the approval criteria of Section 24-204(b) (Rezone) and Section 24-205(c) (PUD). The proposal is consistent with the criteria as outlined in the summary. Proper noticing requirements were met including, 440 notice letters were sent to property owners and tenants within 1,000' of the subject site, two signs were posted on the property for notice of this public hearing and a web notice was posted to the city of Greeley's website. Staff have received 4 emails expressing concerns about the application. 3 emails regarding traffic impacts on 71st Avenue and 1 email concerning multifamily development. Details can be found in the attached part of the report you received.

Staff finds that the proposal complies with Section 24-204(b) and Section 24-205(c) of the Development Code and recommends approval. Mr. Franke concluded his presentation and offered to answer any questions the Commission had.

Commissioner Carlson verified that the existing zoning on the site is R-L (Residential Low-Density), Mr. Franke confirmed. Commissioner Carlson asked if Mr. Franke knew what the time for the oil and gas development on the site. Mr. Franke did not know the exact timeframe but did know it was in years to come.

Vice Chair Briscoe stated that if the applicant was in attendance and wished to speak, they could do so at this time.

The applicant Adam Fraiser from Richmark came to the podium to share a presentation. Mr. Fraiser began by sharing his firm's history on this project. He shared the goals of the PUD as well as conceptual plans for the proposed development and included that 18% of the development is dedicated to parks and includes trail connections, parks and open space in addition to streets and roadways designed to create a sense of community. Mr. Fraiser concluded his presentation, letting the Commission know that he and his team were available to answer any questions that the Commission may have for him.

Commissioner Andersen asked if the parking spaces shown in the deviation (on required parking spaces for multi-family uses) that Mr. Fraiser shared were a minor or a major deviation. Mr. Fraiser responded by sharing examples of the same deviation that has been used in other projects in Greeley, and that it has not been an issue. Discussion regarding parking in relation to both residential and commercial uses continued between Mr. Fraiser and the Commission including where the parking sections are in the PUD document.

Commissioner Carlson asked about the daily trips that will be generated (reported in the traffic impact study) and asked how the amount of increased traffic will be handled on 71st Avenue. Mr. Fraiser shared that his team used conservative numbers for the study and asked Sean Keller of Keller Engineering (Traffic Engineering Consultant) to answer this question more in detail and he explained different roadway classifications as well as how the levels of service are determined based on the daily traffic counts for each intersection. Discussion continued between Mr. Fraiser and the Commission regarding the access points for the development.

With no additional questions for staff, Vice-Chair Briscoe opened the Public Hearing at 1:49 p.m.

Mary Lynn Thompson, 7413 18th Street, Greeley. She shared that her home is directly south of the proposed project. She would like to compliment the developer; it is a beautiful plan, and she does see a lot of positive things there. She shared that the notice for this meeting was the first notification they received, and they would like to have a Neighborhood Meeting. She has a lot of concerns regarding traffic.

Bob Kiphart 7619 West 19th Street and owns a property at 1102 76th Avenue. He has properties on each side of the proposed development. He is a board member of the Mountain Vista HOA. He does have some traffic concerns and he would like to have the developer meet with the HOA board to be able to relay information to the residents and work out any potential issues.

Shawna Brown, 1731 71st Avenue. Her house is the big house where 16th Street will go through their property and this project probably impacts her household much more than most. They are all for this development, she understands that may upset many of her neighbors, but this development probably affects them more than most. She just wanted to share her point of view as someone who is directly impacted and is in support of the development.

Vice-Chair Briscoe Closed the Public Hearing at 1:57 p.m. and asked staff to return to the podium to answer a few questions that were raised in the Public Hearing. Mr. Franke returned to the podium. Brief discussion was had regarding how it is determined if a Neighborhood meeting is needed for a proposed project.

Without further discussion or questions of staff, Vice-Chair Briscoe asked for a motion from the Commission.

Commissioner Andersen moved, based on the application received and the preceding analysis, the Planning Commission finds that the proposed rezoning and Planned Unit Development is in compliance with Sections 24-204(b) and 24-205(c) of the Development Code and therefore recommends City Council approval. Commissioner Franzen seconded the motion.

Motion Carried 5-0.

6. A public hearing to consider a request for approval of a preliminary subdivision of 9.99 acres of land into two (2) mixed use lots and dedication of right-of-way located at the northwest corner of Centerplace Drive and 38th Avenue (Case Number SUB2023-0012, Greeley West Mixed Use Subdivision).

Vice-Chair asked the Commission and audience if anyone would like to hear the presentation. Seeing no one and with no questions for staff, he opened the Public Hearing at 2:02 p.m.

Seeing no one to speak, Vice-Chair Briscoe Closed the Public Hearing at 2:02 p.m.

Commissioner Carlson moved, based on the application received and the preceding analysis, the Planning Commission finds that the preliminary subdivision is in compliance with Section 24-203(b)(1) of the Development Code and therefore approves the subdivision. Commissioner Franzen seconded the motion.

With no further discussion, Vice-Chair Briscoe called for the vote.

Motion Carried 5-0.

7. (Added Item) Request to the Commission by staff to cancel the November 14, 2023, Planning Commission meeting.

Commissioner Franzen moved to approve cancellation of the November 14, 2023, regular meeting of the Planning Commission. Commissioner Schulte seconded the motion.

Motion Carried 5-0.

8. Staff Report

Brian McBroom, Community Development Director introduced new staff members to the Commission. Margret Chiniquy is new a new Administrative Specialist and Max Meyer is the new Community Development Intern.

9. Adjournment

With no further business before the Commission, Vice-Chair Briscoe adjourned the meeting at 2:06 PM.

Justin Yeater, Chair

Don Threewitt, Interim Deputy Community Development Director



Planning Commission Agenda Summary

November 28, 2023

Key Staff Contact: Donald Threewitt, Chief Planner, Brittany Hathaway, Development Review and Civil Inspection Manager

Title:

Engineering Development Review Process

Summary:

Engineering Development Review Process

Recommended Action:

Informational item; no action by the Planning Commission needed.

Attachments:

1. EDR Process Staff Presentation



EDR Review Process

**Planning Commission Work Session,
November 28, 2023**

Review Flow

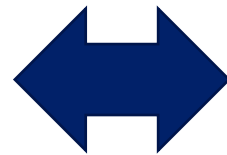


Pre-Application Meeting



CD meets with applicant over a conceptual or proposed development prior to formal application.

This is required for most submittals.

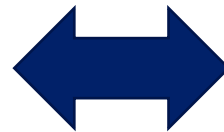


EDR and Planning will reach out to other departments if known area impacts exist or as an FYI prior to Pre-App

Formal Application Completeness Checks



Planning Tech will confirm minimum required submittal documents are provided.



Assigned Engineer and Planner will ensure project documents are accurate and acceptable to initiate a review.

EDR and Planning Manager will assign staff based on complexity of project and workloads.

EDR Application Review and Referral



EDR engineer reviews all site-specific documents.

Will review based on 3 criteria manuals and Development Code as well as best practices and known references (such as Mile High)



EDR referrals include Traffic, Stormwater, and Water and Sewer. Other departments as needed.

Traffic, Stormwater and Water and Sewer reviews are only needed for big-picture items such as applicability of Master Plans, ongoing or upcoming CIP impacts, regional detention or unique projects.

Comments are typically advisory in nature.

PW and WS reviews should not contain items addressed in Criteria, Code, or site specific unless requested.

10 days to review. If no comments are received EDR will assume department has no comments to provide.



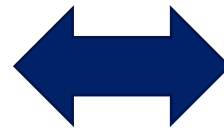
Process repeats until all comments are addressed.

Referrals will be sent based on need and previous comments received.

Development Plan Approval

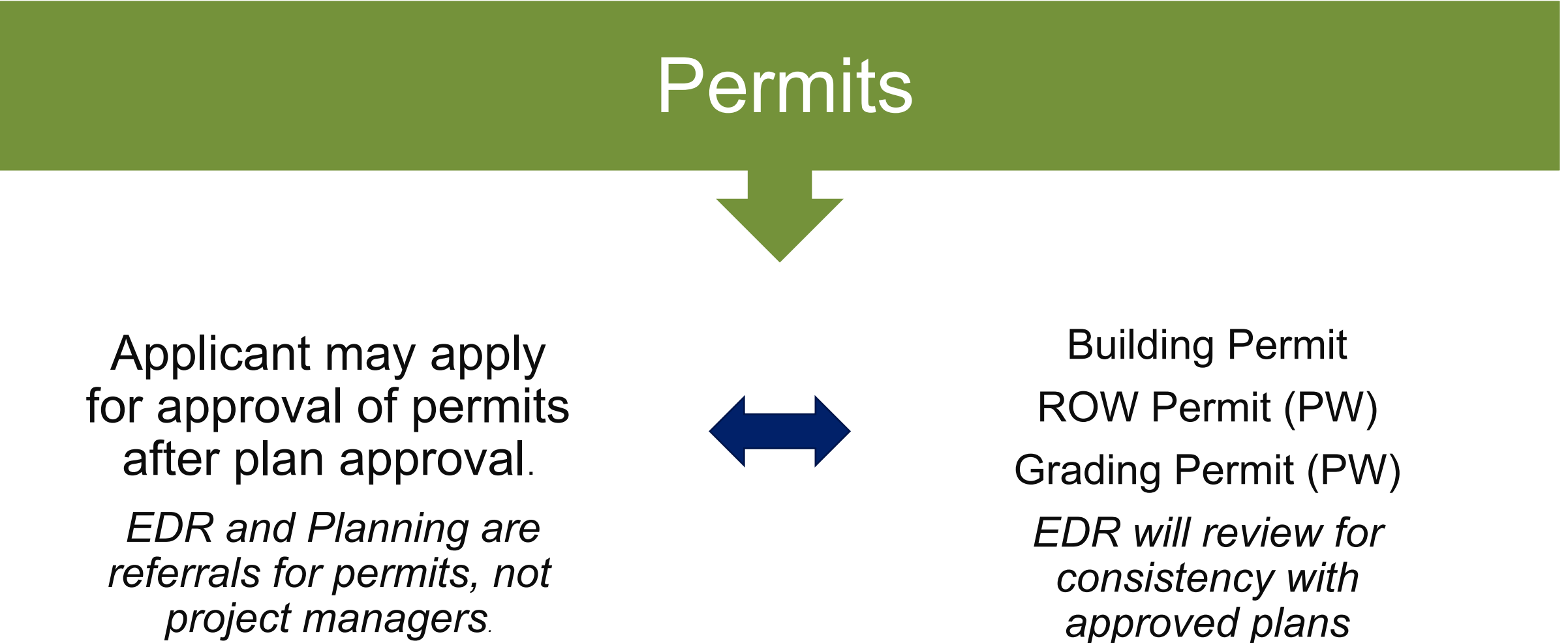


EDR (and
Planning)
determines all
comments have
been adequately
addressed.



Final reports are
collected and filed.
Plans are routed
for internal
signatures.

Permits



Applicant may apply
for approval of permits
after plan approval.

*EDR and Planning are
referrals for permits, not
project managers.*

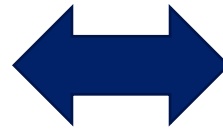


Building Permit
ROW Permit (PW)
Grading Permit (PW)

*EDR will review for
consistency with
approved plans*

Pre-Construction and Inspection

Civil Inspection and EDR staff meet with the applicant's team prior to construction to go over City requirements and schedule.



Civil Inspection observes items included on ROW Permit.

EDR and Civil Inspections will inspect at project completion against approved plans at time of CO request.

Thank you





Planning Commission Agenda Summary

November 28, 2023

Key Staff Contact: Donald Threewitt, Chief Planner, Brittany Hathaway, Development Review and Civil Inspection Manager

Title:

Traffic Review and Traffic Impacts

Summary:

Traffic Review and Traffic Impacts

Recommended Action:

Informational item; no action by the Planning Commission needed.

Attachments:

1. Traffic Impact Study Facts
2. Traffic Impact Study Workshop

TRAFFIC IMPACT STUDIES



WHAT IS A TRAFFIC IMPACT STUDY?

A traffic impact study analyzes the impact of traffic from a new development, change of zone, or change of use, for example.

To review traffic impacts, the City references a traffic impact study (TIS) that is prepared by a qualified transportation professional and signed by a Professional Engineer (PE) or a Professional Traffic Operations Engineer (PTOE) and is submitted with a project's application materials.

The goal of a TIS is to understand a proposed development's impact on the existing transportation network and to identify short and long-term improvements required to ensure safe and efficient traffic system operation.

HOW DOES A TRAFFIC STUDY MEASURE TRAFFIC?

A TIS will review existing conditions such as land uses, transportation systems, and existing operations against proposed development.

Industry standards refer to the ITE Trip Generation Manual. This is a nationally recognized source for determining anticipated number of trips for a diverse set of land uses and associated sizes and densities.

Proposed development would be reviewed using anticipated trip generations per the ITE manual against existing conditions including current traffic counts.

The TIS would identify access, sightlines, intersection assignments, turn lanes, traffic control needs, future volumes, to name a few criteria. Findings are prepared along with recommendations to mitigate development impact.

An analysis of expected impacts is reviewed by City staff to determine proposed improvements and feasibility of development.

WHEN IS A TRAFFIC STUDY REQUIRED?

Generally, a traffic study is required when a new development or change of zone is anticipated to generate a moderate increase in daily trips.

The type of application may require varying analysis. For example, a rezone is an application to change the land use designation which may allow for a number of new uses based on Development Code. When a specific development is not defined, the City would review based on the most conservative ITE land use. When development has been defined, the most similar land use (ITE) would be used.

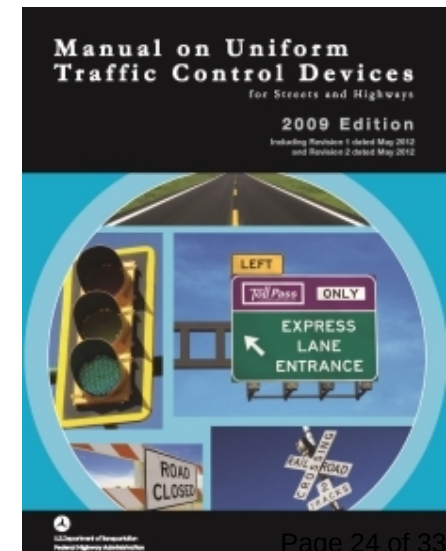
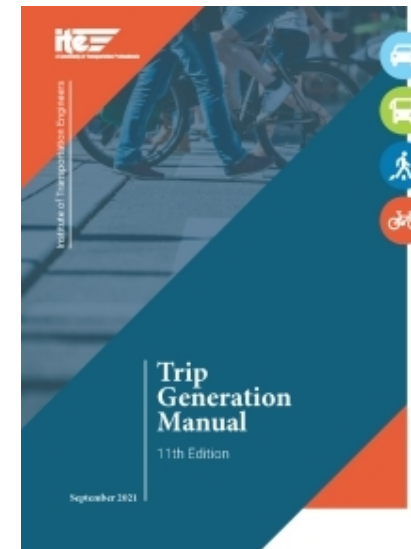
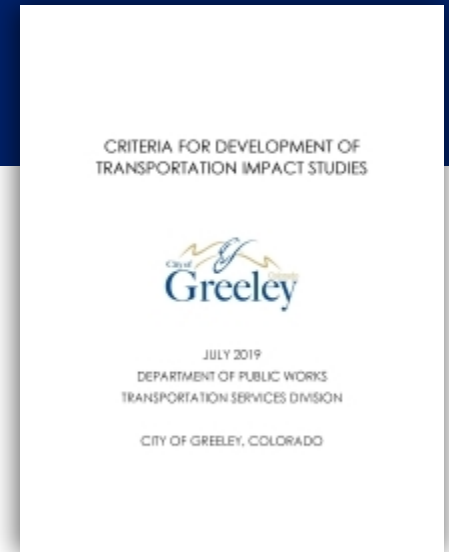


EDR Traffic Review

**Planning Commission Work Session,
November 28, 2023**

General Steps

1. Determine Criteria TIS Needs to Address
(TIS Type & Level of Analysis)
2. Review Existing Conditions
(Land Use, Transportation System, Existing Operations Analysis)
3. Review Proposed Development
4. Review Expected Impacts
(Trip Gen & Future Traffic Analyses)
5. Review Proposed Improvements



1. Determining TIS Type

- Level of analysis is determined by City of Greeley Criteria.
 - i. **Full TIS**
 - Site generated traffic exceeds 1,000 trips per day and/or 100 peak hour (AM or PM) trips.
 - A new high volume access is requested for an arterial street or State Highway.
 - ii. **Intermediate TIS**
 - Daily vehicle trip generation is greater than or equal to 500 or less than or equal to 1,000.
 - The peak hour trip generation is between 20 and 100 in the AM or PM.
 - No access onto arterial streets or State Highways is being requested.
 - The Level of Service (LOS) of the adjacent facility when the development is completed equals or exceeds the minimum allowable LOS standard established for that facility.
 - iii. **Transportation Memorandum**
 - Daily vehicle trip generation is less than or equal to 500, and/or the peak hour trip generation is less than 20.
 - Any new access requests are for local streets or minor collector streets only.

1. Determining Level of Analysis

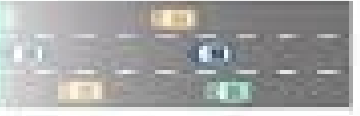
- Unique Full TIS Requirement:
 - 3 Analysis Horizons
 - Existing,
 - Short range (Build-Out or 5 years after Build-Out),
 - Long Range (Typically 20 years after Build-Out)
- Master TIS has similar requirements, considers multiple phases
- Intermediate TIS has similar requirements, without the need for a Long-Range Horizon
- Memo, abbreviated TIS

2. Review Existing Conditions

- What are the surrounding land uses? What are their unique characteristics?
 - School – Specific & dense peak hours
 - Industrial – Heavy truck traffic
 - Recreational – Heavy weekend traffic
- What are the roadway and intersection configurations?
 - We don't trust that the TIS has not made any errors or omissions

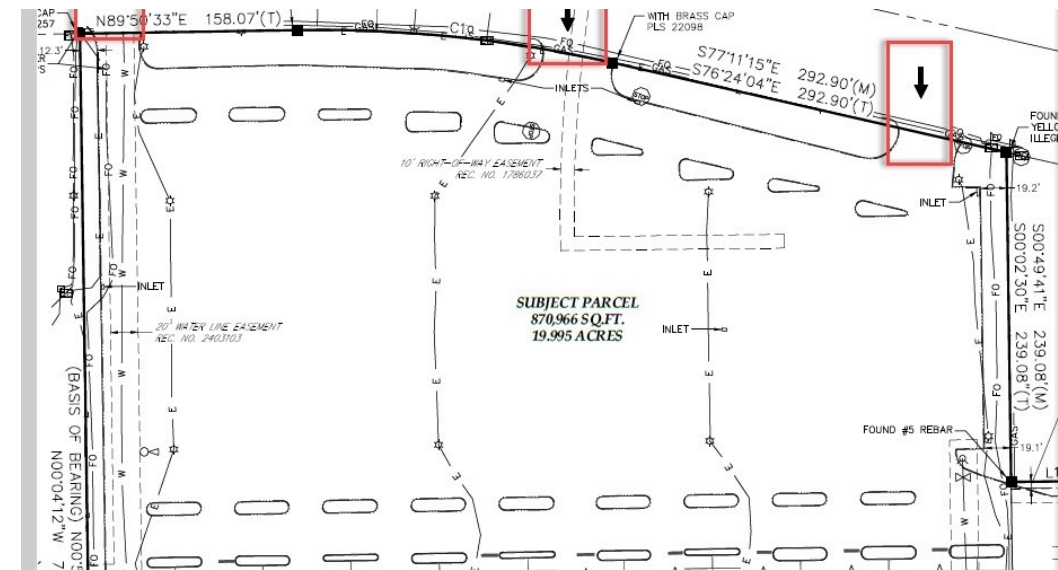
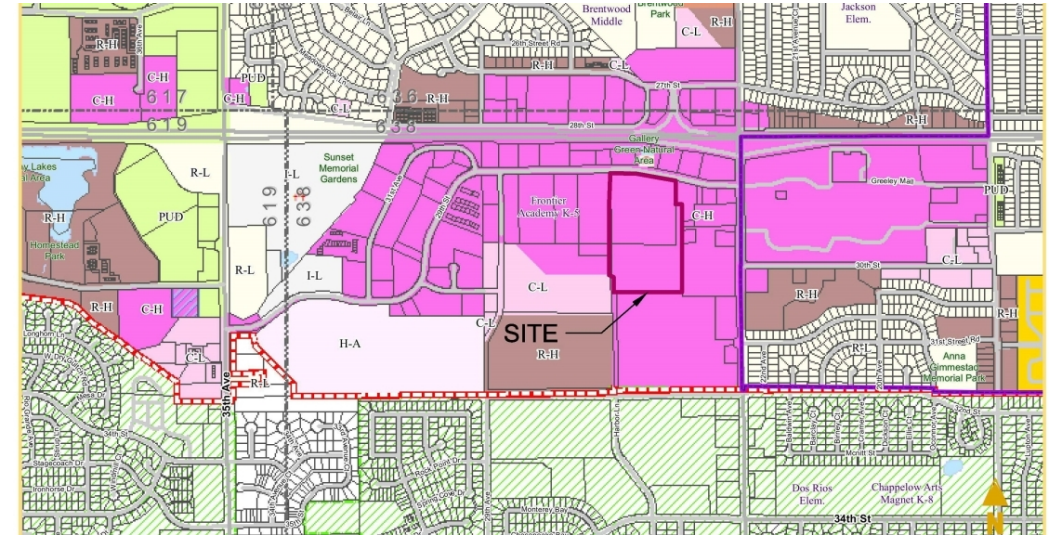
2. Review Existing Conditions

- Confirm results
 - Lane configuration
 - Traffic volumes
 - Volume/capacity ratio
 - Delay
 - Level of service (LOS)
 - Queuing

Levels of Service		
FREE FLOW Low volumes and no delays	LOS A	
STABLE FLOW Speeds restricted by front controlled, minor delays	LOS B	
STABLE FLOW Speeds and volumes start to drop; controlled because of higher volumes	LOS C	
STABLE FLOW Speeds noticeably affected by change in volume; controlled; high volume traffic; speeds are variable; minor and variable	LOS D	
UNSTABLE FLOW Low speeds; considerable delay; volume is at or slightly over capacity	LOS E	
FORCED FLOW Very low speeds; volume exceed capacity; long delays with stop-and-go traffic	LOS F	

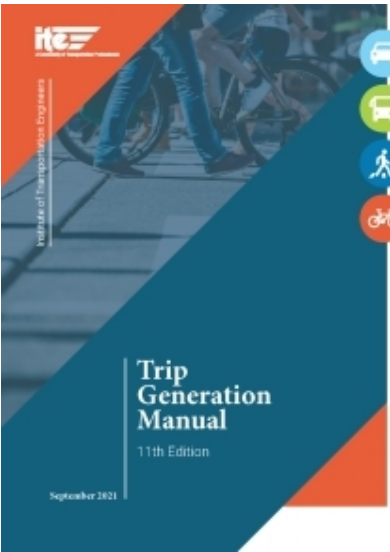
2. Review Proposed Development

- How does that fit the surrounding land uses?
 - Are there plans for these existing land uses to change?
- Are all the supporting documents consistent?
 - Narrative, plans, and TIS
- Where are the site accesses?



3. Review
Proposed
Development -
Trip
Generation

- Development has been defined –
 - Use most similar ITE land use
- Development **not yet** been defined –
 - Use most conservative ITE land use
- Are the appropriate phases being analyzed?
- Is the proper data available for this analysis?
- Are "Pass-By Reductions" warranted?



	Land Use Code	Amount	Units	AM Peak Hour			PM
				In	Out	Total	In
<u>Pass-bys (AM: 0%/PM: 29%)</u>	820	171,725	SF	146	89	235	400
				<u>0</u>	<u>0</u>	<u>0</u>	<u>(116)</u>
Net New Total				146	89	235	284

the Institute of Transportation Engineers' Trip Generation Manual, 11th Edition

3. Review Proposed Development - Trip Distribution

- What type of distribution is seen in the existing traffic?
 - Is this likely to apply to the proposed development as well?
- Do the assumptions seem reasonable?
 - Commuting traffic will likely be more attracted to highway facilities
 - Developments serving close residents (grocery store) will like be more attracted to residential areas
- Confirm the trip generation volumes are following these assumptions



4. Review *Expected* Impacts

- Future Background & Total Operational Analyses
 - Similar review points to existing operation analysis
 - Are the LOS & Queues acceptable?*
 - If not, were they under existing and background conditions?
 - Are any mitigation measures necessary?
- **City of Greeley provides what is “acceptable” in adopted Design Criteria.*
 - LOS of a C is considered acceptable
 - _____ queue is acceptable
- Some TIS may also require Intersection Configuration Evaluation (ICE)
 - Signal Warrant Analysis
 - Stop Control Warrant Analysis
 - Roundabout

Thank you

