AGENDA FOR THE
ENCEWOD CITY COUNCIL
STUDY SESSION
MONDAY, FEBRUARY 25, 2013
COMMUNITY ROOM
6:00 P.M.

I. Solar (DRCOG) Friendly Cities
Solar Friendly Communities Senior Program Director Rebecca Cantwell will be present to discuss solar friendly cities.

II. Comprehensive Plan Subcommittee Report
Mayor Pro Temp Jim Woodward, Council Member Joe Jefferson and Council Member Jill Wilson will discuss the Comprehensive Plan Subcommittee Report. (Report previously sent in 2/14/13 Council Newsletter.)

III. Board and Commission Reports
City Council Members will discuss their participation on various boards and commissions.

IV. City Manager’s Choice.
A. Acoma Property RFP Update.
B. 2013 Business Summit Reminder – Tuesday, February 26, 2013 @ 7:30 a.m. in Hampden Hall.
C. Station RTD TOD Plan Reminder – Wednesday, February 27, 2013 @ 7:00 p.m. in Hampden Hall.

V. City Attorney’s Choice.

VI. Council Member’s Choice.
12 Best Practices: A Roadmap to a Solar Friendly Community

Overview

The Solar Friendly Communities initiative aims to encourage the expansion of solar energy by making it easier for citizens to go solar. We are working in collaboration with communities to streamline solar permitting by making the process easier for local governments, faster for solar installers and more affordable for citizens who want to use solar energy.

We will recognize communities who take steps to encourage solar energy by honoring them as ‘Solar Friendly Communities’. This roadmap explains the framework of the Solar Friendly Communities program. Considering that solar energy is one of the fastest growing industries in the nation, promoting solar use can provide cities and counties with a tangible economic development benefit for their efforts.

Why create a Solar Friendly Communities program?

Solar Friendly Communities is one of 22 Rooftop Solar Challenge programs funded across the nation through the Department of Energy’s (DOE) SunShot initiative, which aims to dramatically reduce the cost of solar energy in the U.S. by the end of the decade. The DOE is setting ambitious price reductions goal with an important purpose: to encourage the spread of a locally powered, job-creating energy source that provides energy without pollution and fuel costs.

Rooftop solar energy systems are rapidly dropping in cost and thus becoming increasingly appealing to a broad range of citizens. Currently non-hardware costs, otherwise known as “soft” costs, including permitting, installation, regulatory and other related costs account for up to 40 percent of a rooftop solar system. According to a recent report by SunRun, local permitting and inspection processes add about $2,500 to the cost of each residential system. Streamlining permitting processes and bringing those costs down will bring down the cost of solar energy.

How does the Solar Friendly Communities program work?

Communities can take many routes to earning enough points to win designation as a Solar Friendly Community. The program is designed to be flexible and allow participation by both larger and smaller communities. A menu of options is presented so communities can choose what makes the most sense for their citizens. While the emphasis is on things the local government can achieve, the wider goals of promoting solar development are also emphasized in several steps.
Please visit our interactive web site www.solarcommunities.org where you will find our introductory video linked from the home page and an easy to follow roadmap to follow.

As you will note, the program lays out a total of 1600 points. Communities can earn designation starting at 700 points, for Bronze level recognition. More ambitious designations are Silver, at 900 points, Gold at 1100 points, and Platinum at 1400 points.

YOUR COMMUNITY CAN EARN RECOGNITION SIMPLY BY ADOPTING STEPS 1, 2 and 3!

Below are the steps and the points a community can earn. Points are cumulative unless specified with steps that specify “OR”:

1. Provide a checklist of all requirements for rooftop solar PV and solar thermal permitting in a single online location/// 275 points total possible
   a. Provide checklists of all community requirements for PV and post them online at your community website: 100 points
   b. Provide checklists of all community requirements for solar thermal and post them online at your community website: 100 points
   c. Designate a solar coordinator as the community lead tasked with community outreach and internal coordination among departments: 50 points
   d. Provide a designated solar permitting page with information on how permits are processed and links to other related entities. Include utility interconnection procedures, applicable rebate programs, and other solar incentive programs. Post updates on available webinars and other training opportunities available to permitting officials and industry. 25 points

2. Offer a standard permit form that is eligible for streamlined review for standard residential or small commercial rooftop flush-mounted systems/// 275 points possible
   a. Adopt the Solar ABC’s Expedited Permit Process for PV Systems. This national standard of procedures and forms was developed by experts and provides a way for communities to adopt a national standard: 225 points
   b. OR: Use a standard form for PV systems eligible for expedited permitting in your community: 50 points
   c. Use the national standard Solar ABC’s Expedited Permit Process electrical plans diagram that outlines electrical requirements and explains how the system will be put together. Incorporate into your community’s permit forms 100 points
   d. Authorize plan checkers to communicate electronically with installers for speedy resolution of issues that arise: 25 points
   e. Designate one primary point of contact for installers with questions on standard permits even if multiple departments are reviewing: 25 points
3. Offer electronic or over-the-counter submittal and review options for standard systems /// 150 points possible
   a. Offer electronic submittal, review and permit issuance: 150 points
   b. OR: Offer over-the-counter submittal, review and permit issuance: 100 points

4. Issue permits within a specified time frame /// 100 points possible
   a. Issue permits for standard systems the same day as complete applications are submitted, electronically or over the counter: 100 points
   b. OR: Issue permits within 3 days: 50 points
   c. OR: State the policy on the timing of permit issuance as part of the permitting package and adhere to the timeline: 25 points

5. Charge actual costs for permits and inspections with a cap on the total /// 200 points possible
   a. Cap total permit costs at a flat fee of $250 or less for standard residential systems: 100 points
   b. Adopt a method of allowing systems that meet standard engineering calculations based on your community's wind and snow loads to be exempt from providing a separate P.E. Stamp on each system. For example, the jurisdiction could require systems to adhere to standard engineering calculations on file with the jurisdiction. Document the system used and post an explanation online: 50 points
   c. Exempt rooftop solar systems from sales or use taxes to encourage citizens to go solar: 50 points

6. Replace community-specific solar licenses, if required, with standard certification for installers /// 25 points possible
   a. Accept NABCEP PV installer and solar thermal certification in lieu of community-specific solar licenses 25 points

7. Provide inspection checklist that explains unique requirements beyond applicable codes /// 50 points possible
a. Post inspection checklist along with permitting requirements, listing issues of particular concern to your jurisdiction on your website – 25 points
b. Post changes to existing codes, code interpretations, and inspection requirements as they occur in writing on your website. – 10 points
c. Share the changes as they occur with a solar industry nonprofit for timely communication to installers – 15 points

8. Specify a narrow time window for system inspection/// 75 points possible

a. Give installers a timeframe window of two hours or less when scheduling an inspection : 50 points
b. OR: Allow installers to schedule next day inspections with a morning or afternoon window of time – 15 points
c. Allow installers to track progress and timing or inspections through telephone or web-based system – 25 points

9. For efficiency, require only one inspection for standard rooftop systems on existing homes or businesses///100 points possible

a. Require only a rough inspection or a final inspection of standard rooftop systems, but not both- 75 points
b. For NABCEP-certified installers, allow installer affidavit to substitute for inspectors physically climbing on the roof and/or have inspector hand the installer a camera to photograph installation – 15 points
c. Adopt a written policy that you support offering staff free training as it is made available by the DOE and others- 10 points

10. Adopt ordinances that encourage distributed solar generation and protect solar rights and access including reasonable roof setback requirements/// 150 points possible

a. Designate rooftop solar systems an allowed use in all zones of your community— 50 points
b. Work with local fire officials to craft solar-friendly setback requirements while respecting firefighter safety concerns. Document your efforts in writing. – 50 points
c. Adopt policies encouraging community solar projects and arrays on multifamily buildings to help make such projects available to low-income residents and those without solar access on their roofs – 25 points

d. Adopt written goals that support balancing solar development with other community goals such as urban forestry and historic preservation – 25 points

11. Educate residents on solar energy by providing information on financing options and projected economic benefit /// 125 points possible

a. Provide educational information about solar options for residents through community outreach channels such as websites and cable television – 25 points

b. Provide educational community programs that explain financing options and programs such as solar gardens that are available through state, utility or regional initiatives – 50 points

c. Participate in available programs that offer innovative financing or expand options for rooftop solar such as group purchasing or a PACE-type program – 50 points

12. Show your commitment to being a Solar Friendly Community by tracking community solar development and provide tools showing solar access in your community /// 75 points possible

a. Keep a running tabulation of the installed solar in your community by project type. Work with your utility to quantify solar installations and publicize through your communication channels including your website – 50 points

b. Provide maps on the solar portion of your community website showing the areas of greatest solar potential/insolation in your community - 10 points

c. Encourage and promote rooftop solar development as one of your community’s stated goals – 15 points.

Please provide information about at least two solar installers who work in your community to help us verify the information. Please include name, company, email and telephone number.

Here are the levels of recognition your community can receive: 1600 points total

(Bronze) Level 1: 700 points;
(Silver) Level 2: 900 points; 

(Gold) Level 3: 1,100 points 

(Platinum) Level 4: 1,400 points

WORK WITH THIS INTERACTIVE ROADMAP AT www.solarcommunities.org.

Questions? Rebecca Cantwell at COSEIA:
TO: Mayor Penn and City Council

THROUGH: Gary Sears, City Manager

FROM: Alan White, Community Development Director ✓

DATE: February 25, 2013

SUBJECT: Comp Plan Update Schedule

After reviewing the draft changes, staff offers the following observations and recommendations concerning the update:

1. The changes proposed, except for perhaps the elimination of references to the Cultural Arts Center, do not alter the basic vision, goals, policies and objectives. The updates are mostly "housekeeping" items. There wouldn't seem to be the potential for much opposition to the changes proposed by most of the Boards and Commissions and the general public.

2. The indicators section of the Plan contains the data that need to be updated and the amount that needs updating is substantial. Staff will need a considerable amount of time to research all of these topics and gather the updated information. The time can be shortened somewhat if the suggestion in #4 below is followed.

3. Some of the comments indicate rewrite or insert description. I am assuming staff is to provide the new wording, but in some cases we will need guidance on what is wanted.

4. Other plans that contain data relevant to the indicators section were prepared after the 2003 Comp Plan was adopted, specifically the Parks and Recreation Master Plan and the South Platte River Open Space Plan. Updating the Comp Plan without updating those plans creates inconsistent data and the potential to have conflicting goals and policies. Updating those two plans simultaneously will lengthen the draft preparation time and the adoption process. It might be better in the Comp Plan to simply refer the reader to those other documents for data and analyses, and simply summarize the findings and recommendations in the Comp Plan. This approach could apply to Section 7 Parks and Open Space as well. In this way, when future changes are made to those plans, the likelihood of needing to update the Comp Plan is minimized.

5. The Downtown and Medical District Small Area Plan, the South Broadway Plan and the soon to be completed Light Rail Corridor Plan need to be referred to and summarized.

6. There is much in the document that is redundant, especially in the introduction and the subsection on Goals: Common Themes. The subcommittee review indicated these
Goal numbers should be fixed, but the goals refer to goals found later in the Plan. This section has always been confusing and redundant. The section should be summarized and the redundancies should be eliminated as part of this update effort.

7. The Plan references areas of change and areas of stability, and indicates that one of the implementation actions should be identifying those areas and preparing small area plans. Since the concept of areas of change and stability is central to the 3R Strategy, it would make sense to create a map of those areas to include in the Comp Plan. Also, there is no map that typically is found in a Comp Plan that summarizes the major concepts of the future vision of the City. Doing one or both maps will probably create the need for a more involved public input process.

8. There are other "housekeeping" changes that staff would like to propose. How should these be handled? Should these be part of the 1st draft reviewed by Boards and Commissions?

9. The scope and nature of the changes probably don't warrant hiring a consultant or creating an extensive social media presence. The role of any consultant possibly would be reduced to running the community meeting, but unless the suggestion in #7 is undertaken, staff could conduct the community meeting.

The following is a draft schedule that does not include time saved or extended as a result of the suggestions noted above (in italics). The schedule is also dependent upon Council’s and P&Z’s schedule availability.

**Draft Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Council Review of draft amendments and proposed schedule</td>
<td>February 25th</td>
</tr>
<tr>
<td>Staff Research / Prepare Draft #1 with Updated Information</td>
<td>8 - 12 Weeks</td>
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<tr>
<td>Review by Boards &amp; Commissions</td>
<td>8 Weeks</td>
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<tr>
<td>Prepare Revised Draft #2</td>
<td>4 Weeks</td>
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<tr>
<td>Review by P&amp;Z (2 - 3 Study Sessions)</td>
<td>8 Weeks</td>
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<tr>
<td>Simultaneously begin process of establishing social media site</td>
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<tr>
<td>RFP for consultant if needed</td>
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<tr>
<td>Prepare Revised Draft #3 for Public Review and prepare for Community Meeting</td>
<td>4 Weeks</td>
</tr>
<tr>
<td>Community Meeting</td>
<td>Early October ??</td>
</tr>
<tr>
<td>Prepare Revised Draft #4 - Public Hearing Draft</td>
<td>4 Weeks</td>
</tr>
<tr>
<td>Planning &amp; Zoning Commission Hearing</td>
<td>Early November ??</td>
</tr>
<tr>
<td>City Council Hearing - Adoption by Resolution</td>
<td>Late December or Early 2014 ??</td>
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TO: Mayor Penn and City Council

THROUGH: Gary Sears, City Manager

FROM: Alan White, Community Development Director

DATE: February 25, 2013

SUBJECT: Acoma Property RFP

The EURA and City Council have directed staff to issue an RFP to solicit development proposals for the redevelopment of the vacant property at Broadway/Acoma and Englewood Parkway. Council reviewed the RFP last year and made changes. The EURA reviewed it in September of last year, made several changes, and recommended to wait until after the first of the year to issue the RFP. Staff is ready to issue the RFP, but wanted to inform Council of EURA's changes before doing so.

Attached is a blackline version of the RFP showing all changes by Council and the EURA.
DEVELOPMENT OPPORTUNITY

For property located in the
Englewood Downtown Area
at South Broadway and Englewood Parkway

The City of Englewood, Colorado
and the
Englewood Urban Renewal Authority

1000 Englewood Parkway
Englewood, CO 80110-2373
303.762.2342

www.Englewoodgov.org

Alan White 303-762-2346
Harold Stitt 303.762.2341

February 2013
The City of Englewood (City) and the Englewood Urban Renewal Authority (EURA) are soliciting development proposals for a prominent property in Englewood’s historic downtown. Proposed developments may utilize all or part of the property at the southwest corner of South Broadway and Englewood Parkway. The property is approximately 80,800 square feet in area.

Existing Conditions
The City of Englewood and EURA jointly own this development site, located between South Broadway and South Acoma Street on the south side of Englewood Parkway. The property has approximately 78 feet of South Broadway frontage and approximately 266 feet of Englewood Parkway frontage. See Attachment A. The site is approximately 80,800 square feet; generally level, with existing public improvements including streets, sidewalks, and utilities. The development parcel is comprised of vacant land and surface parking currently supporting downtown businesses. Phase I and II environmental information is available for this property. Please contact the City during business hours to review this information.

Opportunities
The successful development of this site will result in a landmark-type building anchoring a principal commercial corner in Englewood. The development will support and reinforce existing commercial activity in the downtown as well as add its own vitality to the downtown’s urban character.

Public Objectives
- First floor retail/commercial uses (restaurant/entertainment uses desired.) The City realizes this may not be realistic for the Acoma Street frontage.
- Focal Point - landmark building that anchors principal downtown commercial block.
- High quality level of architecture and materials, (masonry and other durable urban material).
- Upper floor(s) office or residential uses
- Residential uses must self-park.
- Project completion within a 24-month timeframe.
- Prominent inclusion of public art within the development.

Parking
With the increased interest in development in Englewood, adequate parking has emerged as a concern of both businesses and the City. It is the City’s intention to address this issue in a comprehensive manner taking into account the various demands for parking. It may be several years before the City completes this parking analysis and formulates a course of action. Therefore, residential uses proposed through this RFP must self-park. In the event that only a portion of the property is purchased for development, the City may consider providing parking for nonresidential uses in the existing public parking lot on the property.

Area Employment
The area surrounding the site is a significant employment center in the South Denver Metropolitan Area. A daytime occupational population of 13,657 is located within a one-mile radius of the site. Sixty-three percent of the daytime occupational population is concentrated within the executive/professional and administrative support staff occupational classifications, with trades and
labor making up the next largest class. An additional 62,156 employees are located within the next one to three-mile ring, for a grand total of 75,183 employees.

Zoning
The development parcel is zoned MU-B-1, Business District. The MU-B-1 Business District is a mixed-use district, which applies to the central business section of Englewood. The District is designed to create an environment having urban characteristics within a relatively small area of land.

Sale of the Property
- Available for long term lease.
- Available fee simple purchase.
- Land price negotiable and based on development value and public objectives met.

Financial Assistance
- Financial assistance may be available from the City according to its Incentive Policy.
- This RFP seeks projects that do not require public financial assistance.

Submission Requirements
4 copies of the development proposal with written material in an 8½” x 11” format and graphic material in an 11” x 17” format, to include the following:
- General description of the proposed development and offer for property, to include:
  - Preliminary approach to project financing, including identifying potential development options, general sources and uses of funds, past experience with funding options, and anticipated public and private sector responsibilities.
  - Evidence of financial capability to carry out the proposed project.
- Developer profile, to include:
  - Identify all companies to be involved in the project and their project role and responsibility.
  - Identify key individuals to be involved and their backgrounds, roles, and responsibilities.
  - Describe previous development experience of the companies and individuals. Focus on experience with public/private ventures and/or similar development projects.
  - Provide descriptions of not more than five (5) relevant projects and associated references for these projects.
- How the project meets the Public Objectives and Design Criteria.
- Development time frame.
- Conceptual site plan/conceptual building design.

The City reserves the right to reject any or all proposals. Development Agreement will be required.
Development Opportunity
Broadway – Englewood Parkway – Acoma
City of Englewood – Englewood Urban Renewal Authority

Development Contact
Direct questions concerning this development opportunity to:

Alan White, Executive Director
Englewood Urban Renewal Authority
City of Englewood
1000 Englewood Parkway
Englewood, CO 80110-2304
303 762-2346 Phone

Harold Stitt, Senior Planner
Community Development Department
City of Englewood
1000 Englewood Parkway
Englewood, CO 80110-2304
303 762-2341 Phone

Design Standards and Guidelines
A1. Design and Purpose

Intent
A1.i1 To create a visually prominent building at the corner of South Broadway and Englewood Parkway through massing, material, and height.

A1.i2 To encourage an architectural design that honestly expresses the times within which it is built. Such expression may include contemporary materials, building processes, and contemporary design concepts.

Standards
A1.s1 The majority of the building height shall be a minimum of two stories. One story proposals will not be considered. Nearly as high, the same height, or higher than the existing and adjacent Odd Fellows Building.

(The following illustrations will be deleted and replaced with photographs of the Odd Fellows Building.)

A2. Visual Prominence

Intent
A2.i1 To create Visual prominence and interest by including may include a special form, tower, marquee-type sign, and/or art element or similar elements that can be seen from a distance along South Broadway, Englewood Parkway, and Hampden Ave.
Guidelines
A2.g1 The corner of Broadway and Englewood Parkway and South Acoma Street and Englewood Parkway should be emphasized as a secondary focal point with a prominent architectural expression.

Standards
A2.s1 This special form shall be a height of at least fifty (50) feet.

A3. Building Relationships

Intent
A3.i1 Establish a facade design relationship with the adjacent Odd Fellows building.

Standards
A3.s1 Building materials and colors shall have some similarities or subtle differences, but shall not strongly contrast.

Guidelines
A3.g1 Important facade elements such as belt courses and storefront lintels should be in alignment with the Odd Fellows building.
Development Opportunity
Broadway – Englewood Parkway – Acoma
City of Englewood – Englewood Urban Renewal Authority

A3.g2—Similar storefront window proportions should be continuous.

A3.g3—Form and detailing should establish a smaller, more human scale.

A4. Building Continuity

Intent
A4.i1 To create a continuous building frontage that includes pedestrian-active uses and human scale architectural details. Pedestrian-active uses are those uses that generate higher volumes of pedestrian traffic, and have interesting ground floor display windows, or uses visible through large store-front windows. Examples of such uses are: retail, entertainment, restaurants, and galleries.

Standards
A4.s1 Ensure that pedestrian-active uses face, and are accessible from, both South Broadway, and Englewood Parkway.

A4.s2 To create a continuous building frontage that includes pedestrian-active uses along South Broadway between Englewood Parkway and the Odd Fellows Building.

A4.s3 To create a building frontage that includes pedestrian active uses along Englewood Parkway between South Broadway and Acoma Street.

A4.s4 Create a high degree of transparency on the ground floor frontages adjoining South Broadway and Englewood Parkway.

Guidelines
A4.g1 A gap in the building frontage may occur along Englewood Parkway for a pedestrian passageway to shared parking.
A5 Parking

Intent
A5.i1 Consideration should be given to concealing or screening any surface parking along Englewood Parkway.

Standards
A5.s1 A liner building and ground floor uses shall occur along Broadway.
A5.s2 A liner building and ground floor uses shall occur along Englewood Parkway.

A5.s3 Residential uses must be self parked.

A5.s4 All other uses will share parking in the interim reconfigured surface lot on the east side of the 3400 block of Acoma Street.

The conceptual design illustrated below provides 160 spaces off-street and 38 spaces on-street. This surface lot may be redeveloped into structured parking as parking demand increases. Final design and configuration is subject to City review and approval.
Englewood Business Summit
hosted by Englewood City Council

Tuesday, February 26, 2013
7:30 - 10 am

Englewood Civic Center
Hampden Hall (2nd Floor) • 1000 Englewood Parkway
Englewood, CO 80110

Featuring:
• Tom Clark, CEO of Metro Denver Economic Development Corporation
• Patty Silverstein, President of Development Research Partners
• Q & A with Englewood City Council

RSVP to: (by February 15)
(Please let us know your company name and how many plan to attend!)

Questions? Call 303-762-2599

City of Englewood
englewoodgov.org • facebook.com/CityofEnglewoodCO
Especially for You: An Invitation to Mayor Penn and Englewood City Council Members

George Crandall and Don Arambula presents:

The Draft Implementation Plan for the Englewood Light Rail Corridor Project

Wed., February 27, 2013 7:00 PM Hampden Hall