



**Planning Commission City Hall - 1711 Miner Street, Idaho
Springs, CO 80452 Agenda**

Wednesday, June 4, 2025

Tel: (303) 567-4421 Fax: (303) 567-4955

Video from Meetings are viewable on the City's Website.

**You must join the Zoom Meeting
(<https://us02web.zoom.us/j/82200987574>) passcode 627970 to
participate in a meeting remotely.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Public Comment**
- 5. Conflict of Interest**
- 6. Approval of Minutes**
 - a. Motion to approve the minutes from May 7th, 2025
- 7. General Updates**
 - a. Comprehensive Plan Update and Upcoming Meetings
 - b. Staff Progress on Affordable Housing Definitions
 - c. Other General Updates
- 8. New Business**
 - a. Ordinance No. 11, Series 2025, an Ordinance Amending Sections 21-15, 21-50, 21-63, 21-106, and 21-127 of the Idaho Springs Municipal Code to Adjust Regulations Pertaining to Accessory Dwelling Units. In Response to House Bill 24-1152 and Making Conforming Amendments in Connection Therewith
 - b. Resolution No. 18, Series 2025, A Resolution Establishing Affordable Housing Policies in Compliance with Proposition 123
- 9. Old Business**
- 10. Adjourn**

In-person and remote meeting public attendance and participation instructions:

Participation

- To provide scheduled public comment, either in person or remotely, please fill out and return the Public Comment Form on the City's website. All requests must be submitted to the City Clerk (cityclerk@idahospringsco.com) by 12 p.m. (Noon) the Thursday before the scheduled meeting.
- To provide unscheduled public comment, please join the Zoom Meeting, identify yourself with your full first and last name, and use the "Raise Hand" feature to indicate your desire to speak.

General Guidelines

- Each public comment, whether scheduled or unscheduled, is limited to three (3) minutes.
- Council typically does not provide feedback during public comment sessions.
- If you would like to provide materials for Council to review along with your Comment, please sign up for Scheduled Public Comment and provide those materials to the City Clerk by the Thursday Deadline.



**PLANNING COMMISSION
MINUTES
May 07, 2025**

CALL TO ORDER

Chair Cindy Olson called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners present were Chair Cindy Olson, Caitie Maxwell, Chuck Howard, Kent Slaymaker and Alternate Judy Murphy. Alternate Jefferson Lich appeared via zoom. Vice Chair Ursula Cruzalegui appeared via zoom at 6:07 pm. Staff present were Community Development Planner Dylan Graves, Deput City Clerk Wonder Martell and Assistant City Attorney Nick Klein.

AGENDA APPROVAL

Commissioner Slaymaker moved to approve the agenda. Commissioner Maxwell seconded followed by an all in favor voice vote. Motion carries

CONFLICT OF INTERST

There was no conflict.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Howard moved to approve the minutes from April 2nd, 2025, Commissioner Slaymaker seconded. Second followed by unanimous all in favor voice vote. Motion carries

GENERAL UPDATES

Community Development Planner Dylan Graves advised the commission that there is a flyer in the packet speaking about his Coffee Chats that are scheduled Wednesdays at City Hall. Mr. Graves advised the commission that they had the Comp Plan Kick off meeting on April 30th and there were about 20 attendees. Mr. Graves stated that he has received 23 survey responses, and he is looking to get around 100. Mr. Graves stated he would send that survey directly to the commission members. Chair Olson asked Mr. Graves if he has a COMP Plan schedule yet, and Mr. Graves advised he is currently working on the schedule and its not quite finished, but he will send that out to the commission once its finalized.

NEW BUSINESS

A 1041 Permit for Development in an Area or Activity of State Interest Within the City of Idaho Springs for Certain Improvements Related to the Central Portion of the Colorado Department of Transportation Interstate 70 (I-70) Floyd Hill to Veterans Memorial Tunnels project.

This is just an update to the commission and an opportunity for the commission to review this application and send any comments to City Council. Mr. Graves reminded the commission that about a year ago, the City approved the West portion, this is an update to that and looking for any recommendations or concerns. Mr. Graves mentioned that this project includes a roundabout at the Hidden Valley Exit and a sound wall at exit 241. The sound wall will be 520 feet long and between 14 to 18 feet high depending on the area. This is for a 3rd travel toll lane, and it will not be closed to be used as emergency lane, it will be tolled and usable 24-7. The expressed concerns have been water quality and construction impacts.

Chair Olson mentioned that this project should run electricity to the proposed roundabout and asked if the sound wall was going to be decorative or plain. Mr. Graves advised Chair Olson that the wall was a random reveal, rock face with a mountainy look and there will most likely be some lighting for safety at the sound wall. Chair Olson asked if this was going to be a different toll company than the existing express lane and where are these lanes going to switch? Mr. Graves stated that the switch will occur by the tunnels. Chair Olson stated that this will create a big merge cluster at the tunnels. Mr. Graves agreed that there is potential for concern. This will for sure be a “pay attention” area. Mr. Graves stated that from a safety standpoint, this is the biggest concern, the merge transition. Commissioner Slaymaker asked staff if there were parts of this that don’t meet our code? Mr. Graves replied and stated that the Idaho Springs Municipal Code doesn’t have water quality standards. Mr. Graves mentioned that there is a potential for more salinity because of the increased amount of pavement. The increase in salt should not be more than what is currently allowed. Chair Olson stated that CDOT is on top of the water quality, there are permanent monitoring stations. Mr. Graves stated that there on ongoing efforts on these concerns and that they need to go through the NEPO process. The Air Quality Standards are currently being met per the environmental impact reports. Commissioner Slaymaker asked if public transportation is a big part of this project. Mr. Graves responded and stated that they have been implementing a shuttle for the bike path, and that this toll lane is not designed to increase public transit capacity, but that it would improve capacity. Vice Chair Ursula Cruzalegui asked if impact could be tracked and regularly be reported to the commission, Mr. Graves stated that is a reasonable suggestion. Commissioner Maxwell stated it’s very reasonable and will not cause any harm.

OLD BUSINESS

Chair Olson asked about a wall and a boat at the just approved CUP for the AVA employee camping site. Mr. Graves stated that he would do a site visit next week and that he is waiting for permit applications for the camping platforms that have been proposed.

ADJOURNMENT

Chair Olson adjourned the meeting at 6:36 pm to go into work session.

JUNE COMMUNITY MEETINGS

WEDNESDAY, JUNE 18
6-7:30 P.M.
Idaho Springs City Hall

ZONING AND LAND USE 101

We will be doing a hands-on zoning talk that talks about allowed uses for properties around town, redevelopment opportunities, and what changes we might see over the next 5-10 years based on what the city's regulations allow.

We will use this discussion to determine where people see opportunities for both historic preservation and growth/redevelopment opportunities..

WEDNESDAY, JUNE 25
6-7:30 P.M.
Idaho Springs City Hall

HISTORIC PRESERVATION, COMMUNITY CHARACTER, AND NEIGHBORHOOD CHARM ROUNDTABLE

We will break up into small groups to discuss changes the city has experienced and their impact on community character and neighborhood charm.

There will be facilitated discussion on what lessons the community has learned recently and what priorities, goals, and objectives we might want to see to preserve what makes Idaho Springs special.

Comprehensive Plan
Survey

**IF YOU HAVE NOT YET COMPLETED THE SURVEY,
PLEASE FOLLOWING THIS LINK:**

[https://
www.surveymonkey.com/r/
PLN4GLD](https://www.surveymonkey.com/r/PLN4GLD)



Contact Dylan at
DGraves@idahospringsco.
com for more information

****Snacks and drinks will be provided**

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Ordinance No. 11, Series 2025

AN ORDINANCE AMENDING SECTIONS 21-15, 21-50, 21-63, 21-106 AND 21-127 OF THE IDAHO SPRINGS MUNICIPAL CODE TO ADJUST REGULATIONS PERTAINING TO ACCESSORY DWELLING UNITS IN RESPONSE TO HOUSE BILL 24-1152 AND MAKING CONFORMING AMENDMENTS IN CONNECTION THEREWITH

WHEREAS, the City of Idaho Springs, Colorado (the “City”), is a Colorado statutory municipality, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, pursuant to Article 23 of Title 31, C.R.S., the City, acting through its City Council (the “Council”), is authorized to adopt rules and regulations governing the planning, zoning, and use of land within its territory; and

WHEREAS, pursuant to such authority, the Council previously adopted land development regulation regulations, codified as Chapter 21 of the Idaho Springs Municipal Code (“Code”); and

WHEREAS, within Chapter 21 are various regulations governing the use of Accessory Dwelling Units (“ADUs”); and

WHEREAS, the state legislature recently approved House Bill 24-1152 (the “Bill”) concerning increasing the number of ADUs within the state, which requires subject jurisdictions to ensure certain aspects of their zoning codes comply with the Bill; and

WHEREAS, although the City is not a subject jurisdiction, the Council desires to achieve compliance with the Bill to ensure future DOLA funding grant opportunities for the City and to increase future housing availability within the City; and

WHEREAS, the Council therefore finds that it is desirable to amend the Code’s provisions concerning ADUs as set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF IDAHO SPRINGS, COLORADO, THAT:

Section 1. Section 21-15 of the Code, concerning land use related definitions, is hereby amended by editing the definition of “Accessory Dwelling Unit (ADU)” set forth thereunder as follows:

Accessory Dwelling Unit (ADU). A second dwelling unit either in an existing single-family detached dwelling, or in a separate accessory structure on the same lot as the main dwelling, for use as a complete, independent living facility with provisions within the accessory apartment for cooking, eating, sanitation, and sleeping. Such a dwelling is an accessory use to the main dwelling

with a gross floor area not exceeding seven hundred fifty square feet or fifty percent (50%), whichever is more, of the principal building. One ADU is allowed per main dwelling. ~~The minimum allowed size of an ADU is two hundred (200) square feet.~~

Section 2. Section 21-50 of the Code, concerning allowed uses by zone district, is hereby amended by amending the permitted uses for Accessory Dwelling Units uses set forth under “Table 21-50-1: Allowed uses by zone district” as follows:

Sec. 21-50 - Allowed used by zone district.

	R-E, Residential Estate	R-1, Residential One	R-2, Residential Two	R-3, Residential Three	R-M, Rural Multiple-Family	HD, Historic Downtown	C-1, Commercial One	C-2, Commercial Two	C-3, Commercial Interchange	L-1, Light Industrial	I-1, Industrial One	P, Park and Recreation
Accessory Dwelling Unit (ADU)	X	X	X	X	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>				

Section 3. Section 21-63 of the Code, concerning land use development standards, is hereby amended by editing the text of note (e) as follows:

Sec. 21-63. - Development standards.

Notes:

(e) Side and rear setbacks for accessory structures and accessory dwelling units shall be five (5) feet.

Section 4. Section 21-106 of the Code, concerning final development plan approval procedures, is hereby amended by editing the text of subsection (E)(1) as follows:

Sec. 21-106. - Final Development Plan (FDP).

(E) Public Hearings. A public hearing shall occur as indicated by the Required Decision Making Process for Development Applications table provided in this Article.

(1) Final development plans for ACCESSORY DWELLING UNITS AND building additions of less than fifty percent (50%) of the existing gross floor area are subject to administrative review and approval by the City

Administrator by the administrative review and referral process listed in this Article.

Section 5. Section 21-127 of the Code, concerning parking requirements, is hereby amended by the addition of a new subsection (A)(1) as follows:

Sec. 21-127. - Parking space required.

(A) Each use permitted shall provide the minimum number of automobile parking spaces indicated in the Parking Requirement by Use table below. If a proposed use is not listed in the table, the City Administrator shall calculate the required number of parking spaces by applying the requirement for the use listed which is most similar to the proposed use, or shall require the applicant to submit to a parking study.

(1) The parking requirements for Accessory Dwelling Units, as identified in the Parking Requirement by Use table below, shall only apply if the parcel on which the ADU is located:

(i) does not have an existing off-street parking space;

(ii) is in a zoning district that requires one or more parking spaces for the primary dwelling unit; and

(iii) is located on a block where on-street parking is prohibited.

Section 6. Should any one or more sections or provisions of this Ordinance or of any Code provision enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 7. Any and all Ordinances or Codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code provision or part thereof shall not revive any other section or part of any Ordinance or Code provision heretofore repealed or superseded.

INTRODUCED, READ AND ORDERED PUBLISHED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the _____ day of June, 2025.

Chuck Harmon, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the ____ day of _____, 2025.

Chuck Harmon, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk



TO: Idaho Springs Planning Commission
CC: City Administrator Andrew Marsh, Assistant City Administrator Guy Patterson
FROM: Dylan Graves, Community Development Planner
SUBJECT: Accessory Dwelling Unit (ADU) Code Amendment Draft Ordinance
MEETING DATE: June 4, 2025

BACKGROUND:

The scope of this action item is to review and take action on a draft ordinance to encourage Accessory Dwelling Unit (ADU) construction in Idaho Springs. At the last Planning Commission meeting, staff presented the changes needed to comply with HB24-1152 (the “Bill”), which requires certain state-mandated ADU updates by June 30, 2025. The Bill states that municipalities must allow ADUs in all zone districts where single-family housing is permitted and must allow ADUs to be reviewed administratively. The regulation requires that setbacks for ADUs must match the setbacks permitted for other accessory structures (such as sheds and garages). The regulations also only allow municipalities to require off-street parking if certain conditions are met. Finally, it requires specific size standards to be allowed for ADUs.

Compliance with these regulations gives the City access to additional funding to promote ADUs. DOLA will be unveiling an ADU Fee Reduction and Encouragement Grant Program, which is meant to provide grants to accessory dwelling unit supportive jurisdictions for activities that promote the construction of accessory dwelling units, including but not limited to, offsetting costs incurred in connection with developing pre-approved accessory dwelling unit plans, providing technical assistance to persons converting or constructing accessory dwelling units, or waiving, reducing, or providing financial assistance for accessory dwelling unit associated fees and other required costs. By updating the City’s ADU regulations to align with state requirements, the city will be eligible for these funds. These funds would provide a good opportunity to create a small financial assistance program or hire a local firm to design pre-approved ADU plans.

DRAFT ORDINANCE CHANGES AND AMENDMENTS:

The following amendments are proposed, building on the discussion from the May 7, 2025, Planning Commission meeting. These would ensure compliance with HB24-1152 and will hopefully stimulate some ADU development in Idaho Springs.

- A. Where permitted: Accessory Dwelling Units (ADUs) are required to be allowed as an accessory use to single-family dwelling units in all zone districts that allow single-family dwellings. The draft ordinance proposes to add ADUs to the R-M, HD, C-1, and C-2 zone districts. This would update the use table in 21-41 of the ISMC.

This will allow approximately 60 homes to build ADUs that to date did not have the right to do so without going through a conditional use permit process. These ~60 homes would now be able to build an ADU by right.

- B. Review Procedures for ADUs: HB24-1152 states that local government must review approval of ADUs via an administrative process. Currently, the ISMC requires new structures and building expansions of 50% or more in the R-3, R-M, C-1, C-2, C-3, I-1, L-I or HD Zone Districts to go through a Final Development Plan (FDP) review process involving public hearings. This public hearing review process must be eliminated for ADUs. The ISMC will be updated to reflect that ADUs must be approved administratively. The draft ordinance adds language to Section 21-106 to allow ADUs to be reviewed administratively, even if they are new buildings.
- C. Use of ADUs: ADU usage reflects permitted usage for single-family dwelling units; short-term rental of an ADU is expressly prohibited. The draft ordinance contains language clarifying this.
- D. Size of ADUs: Cities are required to allow ADUs from 500-750 square feet. The ISMC currently only allows ADUs to be up to 50% of the primary residence on a property. The draft ordinance amends the ISMC to remove this requirement. The ordinance would allow any property to have an ADU of up to 750 square feet. For properties with a primary home larger than 1500 square feet, they would still be able to build an ADU of up to 50% of the primary residence size (e.g. a 1900 square foot home could have a 950 square foot ADU).

- E. Parking: HB24-1152 allows the City to require one (1) off-street parking space for ADUs if there is not an existing off-street parking space that could be used for an ADU, the proposed ADU's zone district requires an off-street space for the primary dwelling units and is located on a block where on-street parking is prohibited. Currently, the ISMC requires one off-street parking space for an ADU. The draft ordinance removes this requirement from the parking requirements table in Section 21-127 of the ISMC and replaces it with the language as stated in HB24-1152.
- F. Setbacks: HB24-1152 states that the City must require a side and rear setback for an ADU to be no more than 5', which matches with the City's existing standard for other types of accessory structures (such as sheds). The draft ordinance updates the setbacks in Section 21-63 of the ISMC to allow ADUs to be 5' from side and rear property lines.

FINANCIAL INCENTIVES:

We will continue to discuss financial incentives for ADUs (e.g. building permit or tap fee reductions/eliminations, grant programs, etc.) as part of the ongoing discussion on incentives for affordable housing. Staff believe it is best to get the city's ADU regulations into compliance with HB24-1152 first. Then, we can phase in potential incentive/funding programs as part of a larger suite of incentive options to bring in additional affordable development meeting city goals and objectives for housing.

STAFF RECOMMENDATION:

Staff recommend that the Planning Commission move to approve the draft ordinance making changes to the ISMC to incentivize the development of ADUs in the city of Idaho Springs. Staff believe that getting into compliance with HB24-1152 is positive to encourage additional ADU development while also making the city eligible for funding programs that could help fund ADU development. None of the proposed changes are expected to have a negative impact on community character or result in negative consequences for neighbors of future ADUs. ADUs would still be required to meet building code requirements and updated setback requirements. Parking is seen as the biggest potential conflict with adjacent property owners but the city is planning to expand the resident parking areas to the eastern and western parts of the city to protect resident parking from visitors/tourists, which should help reduce parking conflicts in those parts of the city.

SAMPLE MOTION:

Move to recommend the approval of Ordinance No. 11, Series 2025, an Ordinance Amending Sections 21-15, 21-50, 21-63, 21-106, and 21-127 of the Idaho Springs Municipal Code to Adjust Regulations Pertaining to Accessory Dwelling Units. In Response to House Bill 24-1152 and Making Conforming Amendments in Connection Therewith.

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Resolution No. 18, Series 2025

A RESOLUTION ESTABLISHING AFFORDABLE HOUSING POLICIES IN COMPLIANCE WITH PROPOSITION 123

WHEREAS, the voters of Colorado approved Proposition 123 in 2022 creating the State Affordable Housing Fund to make certain funds available to local governments as defined by CRS-29-32-104; and

WHEREAS, City of Idaho Springs, Colorado (“City”) is a statutory municipality duly organized under the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programing; and

WHEREAS, the City recognizes the importance of allowing affordable and attainable housing to be developed for its workforce and its residents; and

WHEREAS, the City, acting through its City Council (“Council”) desires to commit to increasing the availability of affordable housing within the City, as defined in Proposition 123; and

WHEREAS, the Council finds that adopting a policy statement which encourages and assists the development of affordable housing is in the City’s best interest.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Idaho Springs, Colorado, as follows:

Section 1. The above and foregoing recitals are specifically incorporated herein as findings and determinations of the Council.

Section 2. The Council hereby directs the City’s planning department to:

- Develop affordable housing checklists and guides to create more certainty for developers;
- Commit to an expedited review for future affordable housing projects; and
- Commit to scheduling special meetings for affordable housing projects as soon as possible.

The Council further authorizes planning staff to assist with affordable housing policy implementation and directs planning staff to apply for future funding on behalf of the City for the development of affordable housing as defined by CRS-29-32-104.

Section 3. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

ADOPTED AND APPROVED this __ day of June, 2025.

CITY OF IDAHO SPRINGS

By: _____
Chuck Harmon, Mayor

ATTEST:

By: _____
Diane Breece, City Clerk



TO: Idaho Springs Planning Commission
CC: City Administrator Andrew Marsh, Assistant City Administrator Guy Patterson
FROM: Dylan Graves, Community Development Planner
SUBJECT: Expedited Review Code Amendment for Affordable Housing – Resolution #18, Series 2025
MEETING DATE: June 4, 2025

BACKGROUND

As part of the Department of Local Affairs (DOLA) requirements for Proposition 123, local governments must demonstrate they have implemented an expedited review process for housing projects where at least half of the units are affordable. This expedited review process requires that local governments commit to reviewing a complete application for an affordable housing project within 90 days of a complete submittal. For the City of Idaho Springs, this would mean that the City commits to completing a Final Development Plan (FDP) review for 50%+ affordable housing projects within 90 days from complete submittal. This would not mean that all required reviews combined take less than 90 days but that each review necessary would be done within 90 days.

To encourage working on this program, local governments that adopt a Proposition 123-compliant expedited development review process by December 31, 2025, will receive up to \$50,000 in grant funding, with no local match required. Local Planning Capacity Grant funds will be awarded and must be spent on eligible planning activities.

According to Proposition 123, affordable housing would be any rental housing that is affordable for residents making up to 60% of Area Median Income (AMI), or for-sale housing that is affordable for residents making up to 100% of AMI. AMI per this definition is based on the Housing and Urban Development (HUD) definitions, which groups Clear Creek County communities into the Denver Metropolitan Area calculations (see attached chart for AMI and income levels for Clear Creek County and other Colorado counties). In the future, we intend to discuss incentive programs (financial and otherwise) for housing projects meeting the city's specific definition of affordable housing (which has not yet been formally established). The incentive program could have different "affordability" standards. That said, Proposition 123 requires communities to fast track developments meeting their definition, so for now the city will have to stick to the above definition for this program.

This was presented at the May 7, 2025, Planning Commission meeting, where it was decided that city staff should proceed with drafting a resolution stating a formal commitment to a fast track / expedited review process for affordable housing projects.

CURRENT STATUS

Staff believe that our processes already allow for 90-day reviews for any land use application with the exception of annexations (which are not subject to Proposition 123 requirements). Even in a scenario where we miss the public notice period for an application and must wait until next month's Planning Commission meeting, we would just hit the 90-day benchmark (50 days if we perfectly hit the deadline, 90 if we have a six-week wait for the next Planning Commission meeting). Since Proposition 123 allows for a 30-day extension when comments need to be addressed, we can fit within the 90-day period for entitlement approval. Other projects (variances, conditional use permits, etc.) could be accomplished in this period, as well.

Since we already meet this standard, the conclusion was that we should formally commit to it but not making any additional commitments beyond those required in the state statutes. What this means is that we adopt a resolution stating the following, which is included in the draft resolution presented in the packet:

1. Stated Commitment for Expedited Review Policies for Future Affordable Housing Projects

At its simplest, the state statute simply requires the City to commit to expedited review policies. The draft resolution acknowledges that any "complete application received by the city for an affordable housing development will be placed on the next available agenda once proper public notice has been posted and a decision rendered on the application within 90 days to ensure an expedited and timely review of the affordable housing project."

2. Commitment to scheduling "special" meetings for affordable housing projects

Given that a key factor that slows reviews often is the public notice requirements, the city proposes to adopt a formal policy that establishes special meeting dates for Planning Commission reviews of affordable housing projects. The draft resolution states that the Planning Commission will schedule a special meeting for affordable housing projects meeting the state's affordable housing definitions.

3. Development of checklists and guides

To reduce the amount of time it takes for a developer to gather the necessary information and documentation required to submit for an affordable housing application, City staff can commit to developing detailed checklists and guides for the city's various land use applications that can be provided to developers interested in constructing housing in the City. We can also provide names, contact information, and links to additional resources to support applicant success with meeting all requirements. By creating checklists and guides that show developers the necessary steps in the process, the necessary submittal requirements, a reasonable timeline estimate for the review process, and clear information on what is needed to get an approval, the City could provide better certainty for developers on the steps and time required to get an approval. This would not directly reduce the time it takes for an application to make its way through the approval process but could have a substantial impact on the amount of pre-application preparation a developer needs to put together and submit a complete application. Checklists and Guides must be clear enough for a developer to understand the expectations of what a complete application submittal includes. Staff will begin working on this once the resolution is adopted, with the goal of having this completed in 2025.

STAFF RECOMMENDATION

Staff recommend that the Planning Commission makes a motion to adopt the included draft resolution.

SAMPLE MOTION

Motion to recommend approval of Resolution No. 18, Series 2025, A Resolution Establishing Affordable Housing Policies in Compliance with Proposition 123.