

# **Town of Carbondale Community Impact Assessment Guidelines and Review Criteria**

November 20, 2003

This document sets forth the Carbondale Community Impact Assessment Guidelines and Review Criteria. Generally speaking, the philosophy of the Community Impact Assessment Guidelines is that large projects sometimes come with significant impacts associated with them and potential changes to a community, and that the community should have the ability to review these potential adverse impacts and mitigate those impacts. This document is referred to in and is to be read in connection with Ordinance No. 27 - Series of 2003, regarding Community Impact Assessments.

**UNDERLYING PRINCIPLES.** In addition to the concept that a community should have the ability to thoroughly review a large development proposal that can significantly impact a community, the purpose of the guidelines is to also give the Town of Carbondale the tools to enable the Town to:

- Maintain a sense of community character.
- Maintain the scale of the community and help ensure that future projects do not adversely effect the scale of Town, unless this is the conscious choice of the community.

- Insure that adjacent neighborhoods and other parts of the community are not adversely affected.
- Insure that the community may be able to adequately maintain and expand its infrastructure to keep pace with service demands resulting from a particular project.
- Insure that a particular project pays for its "fair share" of the costs of development and that such project is not unreasonably subsidized.

These guidelines are also not intended to substitute for good design. The guidelines are intended to form and allow a framework of community debate. Any proposal subject to these guidelines should look at the context of the surrounding neighborhood and larger community. Hopefully, these guidelines will enable an applicant to design a project that will be successful from a financial standpoint, add to the vitality of the community, fit into the existing plans of the Town such as the Town's Comprehensive Plan, Downtown Master Plan, Highway 133 Corridor Plan, Parks and Recreation Master Plan, and other documents. It is hoped that the guidelines and ensuing public debate will allow such a project, either with its initial design or by its shaping during the review, to become a community asset and be as much a win-win for the community as possible.

It is the Town's desire that an applicant or the applicant's representatives will engage the community, adequately explain the benefits and downside of a particular project and allow the community to provide input to the Planning and Zoning Commission and

Board of Trustees so that each board can make an informed decision.

**APPLICABILITY.**

The guidelines and criteria in this document are intended to apply to any project proposed to be developed within the Town or annexed to the Town, which exceeds minimum threshold criteria in terms of building square footage or traffic generation.

In terms of the square footage criteria, these apply to all of the Town's Commercial Zone Districts. Any project proposed for development which exceeds the following square footage amounts in particular zone districts is subject to the Community Impact Assessment (CIA) process.

Zone District (minimum threshold sq.ft.)

<u>HCC</u> 30,000	<u>CT</u> 15,000	<u>PCC</u> 30,000	<u>CRW</u> 30,000
<u>A</u> 30,000	<u>C</u> 15,000		

These minimum square footage thresholds apply to all square footage under roof for any given project or development. The only square footage to be exempted is that which is to accommodate off-street parking.

The thresholds for traffic generation relate to average daily trips (ADT). ADT shall generally be determined by the current edition of the Trip Generation Manual for the Institute of Transportation Engineers, as amended. Currently, the sixth edition is applicable.

The traffic generation thresholds that trigger a CIA are applicable to residential zone districts, commercial zone districts, industrial zone districts, PUD's, any mixed-use project or proposed annexations. The ADT threshold is as follows:

- For residential only projects -  
(PUD or traditional residential zone district) 500 ADT
- For all commercial or mixed use projects - 1,000 ADT
- For industrial developments - 500 ADT

Any PUD which is basically commercial or industrial in nature shall have an ADT threshold similar to the above standards. The context within which projects subject to these guidelines will be evaluated will be comprehensive. While an emphasis will be on the surrounding neighborhood, some of these projects may be very large in scope and hence will be evaluated on potential impacts not only to the Town as a whole, but also qualitative and quantitative areas such as the general environment, fiscal viability of the Town, impacts to the Town municipal services infrastructure, the Town's transportation infrastructure, and finally, impacts to the community on a social basis.

**GENERAL PROCESS.** A detailed description of the step-by-step land use review process is contained in Section 18.55.090 of the Carbondale Municipal Code. Generally, an owner or applicant is required to participate in a pre-application conference with the Planning Department if there is any question about whether a proposed development

must go through the Community Impact Assessment process. If the minimum threshold square footage or traffic generation requirements are triggered, Staff will meet with the applicant/owner and determine whether any or all of the five major study areas must be analyzed and within each study area, which elements need to be reviewed. These items are included in the attached matrices under the heading "Impact Assessment and Submittal Requirements" for each of the five study areas. Staff will then submit the list of items to be studied for Board of Trustees review at any regularly scheduled meeting in the next 22 days. The Board can affirm Staff requests, add or modify Staff requests or hear any appeal of targeted items from the applicant/developer.

The applicant will then submit a land use application including a detailed analysis of all of the items determined for review in the Community Impact Assessment. The Planning and Zoning Commission will then conduct a Public Hearing. At the end of that Public Hearing, the Planning and Zoning Commission will make a recommendation on the application to the Board of Trustees. The Board will conduct a Public Hearing, take public input and render a final decision.

#### **ISSUES TO BE ANALYZED.**

Five major study areas have been outlined for analysis as part of the Carbondale Community Impact Assessment Guidelines. They are:

- Environment
- Traffic
- Utility / Municipal Services

- Community Impact
- Fiscal

For simplicity, each of the study areas have been outlined into a matrix format in order to more readily convey the impact assessment and application requirements, standards and criteria by which each of these individual elements will be analyzed. Finally, in each matrix there is also a column that is entitled "Miscellaneous", which includes comments or notes that are meant to put into perspective individual submittal requirements, responsibilities, scope of the review process, and clarify individual standards and criteria.

Generally, the Impact Assessment and Submittal Requirements column for each of the study areas is meant to convey the following information:

- Outline existing conditions
- Identify projected conditions after development
- Identify projected impact and/or steps to mitigate potential impact

#### **SUBMITTAL REQUIREMENTS.**

For the Environmental, Utility/Municipal Services and Community Impact Elements, an applicant shall submit the following:

- A letter requesting a review of the proposed plan for the building project.
- (20) sets of 11x17 plans showing site plan, utility plan, drainage plans, topography (if appropriate), and any other related information put onto 11x17 sheets that can be shown in graphic format.

- (3) sets of the above mentioned plans in a 24x36 format.
- (20) sets of a narrative explanation of the project, as well as any other narrative information necessary to describe the project; outline any required issues or potential impacts of the project; outline the mitigation of any impacts; why the project meets the development standards of the appropriate Zone District; and set forth why the project should be approved by the Carbondale Board of Trustees.

For the Traffic and Fiscal Impact elements, the applicant shall provide background information to the Town and the Town's retained consultant, at the expense of the applicant, shall perform the study and provide the results to Town Staff and Board of Trustees.

## STUDY AREAS.

Environmental Element – the Environmental Study area is meant to address a number of potential issues. Potential items for study are:

- Topography, soils and potential wetlands.
- Description of surface water, ditches and extent of 100-yr. flood plain
- Depth to groundwater.
- Type and coverage of vegetation, wildlife and wildlife habitat, identification of any rare or endangered animal species.
- Relationships to public or private water supply or wells and recharge areas for public water supply.

- Describe any land uses or processes that may produce noise levels above Town standards or may generate dust, fumes and air pollution impacts.
- Describe energy efficiency measures to reduce overall energy consumption.
- Describe any processes that may utilize hazardous materials as outlined by Tier II Superfund Amendments & Reauthorization Act (SARA), Section 312.
- Describe any reportable quantities or hazardous materials according to SARA.
- Submit appropriate "Best Management Practices" for purposes of preventing discharge or spill of any hazardous waste if required by any local, state or federal agency.

Traffic Study Element – The Traffic Element is meant to look at a number of information items. The first is the existing conditions of the transportation infrastructure. This can include:

- Average daily and peak hour volumes.
- Levels of service at intersections adjacent to the proposed project, within 300 ft. of the proposed project and up to ¼ mile away.
- Present capacity of individual streets or roads.
- An evaluation of sight distance.
- Description of the physical characteristics of streets in the area.
- Designation and identification of the number and locations of driveways and access points.

- Description of the design speed and speed limit of the effected transportation infrastructure.
- Identify existing pedestrian and bike usage.
- Analysis of available accident data.

In terms of projected traffic conditions, the following items may be studied:

- Average daily and peak hour traffic volumes.
- Directional distribution of site generated traffic.
- Sight distances and proposed driveway intersections with streets.
- On-site traffic circulation and parking layout within project.
- Bicycle/pedestrian movement and background traffic conditions for the chosen design year including planned roadway / traffic improvements in vicinity of the site.

The Traffic Element may also look at how the potential project would affect the following:

- Level of Service (LOS) of the transportation infrastructure
- Turning movements
- Sight distances and general safety
- Bicycle / pedestrian movement
- Public transportation

The Town may also require that a Transportation Demand Management Plan be provided.

Utility / Municipal Services Element – The Utility / Municipal Services Element includes within its scope an analysis of

the existing conditions and projected conditions after development for the Town water supply system, wastewater system, drainage for the property in question, solid waste and a brief analysis regarding Police / Emergency services.

Submittal requirements regarding the water supply infrastructure are as follows:

- Show proposed system including average daily and peak water demand.
- Show location and sizing of existing mains.
- Define existing pressure and flows available at site.
- Evaluate capacity of Town's water supply and distribution system to serve projected water and fire flow needs.
- Show private improvements to site and any necessary public improvements that may be required of the Town.
- Identify any unusual ongoing maintenance.
- Evaluate potential for using non-treated irrigation water, gray water or unused water for landscaping and other uses.
- Identify any water conservation measures to be utilized.

Submittal requirements and analysis surrounding the wastewater system are:

- Show proposed system including average daily and peak wastewater discharges.
- Show existing mains and proposed public main extension.
- Show any private service line locations.

- Evaluate capacity of Town system to serve the project and any proposed improvements that may be necessary.
- Identify any special ongoing maintenance to any new public or private elements of the system necessary to serve the project.
- Identify any proposed force mains or pumping stations. Show alternatives to these items.

Submittal requirements related to drainage are:

- Provide a drainage plan that meets Town subdivision standards.

Submittal requirements for solid waste analysis are:

- Describe method of on-site storage and collections.

For Police / Emergency services, the applicant shall provide background information to the Carbondale and Rural Fire Protection District and the Town of Carbondale Police Department as to the size of the project. This information should be in terms of total number of dwelling units, type of dwelling units, total commercial square footage, etc. The Fire District and Police Department will identify the impacts and costs of service to the project. The Fire District will determine applicable impact fees based on their criteria contained in Resolution #6 – Series of 1999 of the Carbondale and Rural Fire Protection District, as amended. The Town of Carbondale Police Department will identify capital items required to serve the project.

Community Impact Element – The Community Impact Element is designed to focus part of the analysis of the project and put it in a context of relative impacts on the particular neighborhood, scale of the project and how it may impact any Historic Preservation District. This element also deals with compliance of the various adopted plans and policies of the Town and the relationship of housing to employment.

In regards to existing conditions, the applicant is asked to describe graphically or in a narrative format the following:

- Any unique geological, historical or archeological attributes of project site.

There are many submittal requirements related to showing and describing the projected conditions after development. They are:

- Describe layout in a narrative or site plan format showing the following:
  - \*Placement of buildings, parking areas, etc.
  - \*If in Downtown area, describe scale of project and how it relates to surrounding area.
  - \*Provide lighting plan and explain how it complies with Town Code.
- Evaluate whether project scale or architecture has an effect on any historic property or established Historic Preservation District.
- Evaluate type and number of jobs to be created including general estimate of types of jobs and related wages. Address whether

- The proposed project meets the standards and criteria within these guidelines.
- The proposed site, building or development plan meets the regulations for development standards as specified for the use and zone district in which it is located.
- The site, building or development will not have an adverse impact on the traffic on State Highway 133, or any other street within the Town of Carbondale, or that the Board finds such impacts are sufficiently mitigated and are acceptable.
- The proposed project is compatible with the character of the Town.
- The proposed project generally meets the guidelines of and is consistent with the Town Comprehensive Plan.

The Town may approve as proposed, deny or approve a project subject to conditions. Conditions of approval are intended to help mitigate adverse impacts to the community, neighborhoods, Town streets and highways, and Town infrastructure. Most of these mitigation requirements are outlined in the Standards and Criteria section and the Miscellaneous section for each major study area matrix.

ORDINANCE NO. 27  
SERIES OF 2003

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, AMENDING CERTAIN SECTIONS OF AND ADDING CERTAIN SECTIONS TO THE CARBONDALE MUNICIPAL ZONING CODE TO PROVIDE FOR A COMMUNITY IMPACT ASSESSMENT FOR CERTAIN TYPES OF DEVELOPMENT WITHIN THE TOWN OF CARBONDALE**

WHEREAS, the Board of Trustees has considered whether it is appropriate to adopt an ordinance providing for a Community Impact Assessment to be made in connection with certain types of development within the Town of Carbondale, Colorado; and

WHEREAS, the Planning and Zoning Commission of the Town of Carbondale considered this issue at public meetings held on April 12, June 21 and 28, July 12, September 13 and 27, and October 11 and 25, 2001, and at a public hearing held on November 29, 2001, and recommended adoption of certain Zoning Code amendments; and

WHEREAS, the Board of Trustees of the Town of Carbondale considered this issue at public meetings held on February 19, March 5 and 19, and May 21, 2002, and August 12, 19 and 26, and September 2, 9, and 16, 2003, and at public hearings held on January 22, 2002 and February 12, 2002, during which public hearings, the Board of Trustees heard and considered the statements of Town staff, members of the public, and reviewed and considered all other relevant documents and information presented at such hearing, all as required by law; and

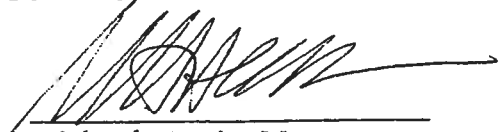
WHEREAS, the Board of Trustees of the Town of Carbondale finds that it is appropriate to amend the Zoning Code as set forth below;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO, that the Carbondale Municipal Zoning Code shall be amended by the additions and amendments as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

INTRODUCED, READ, AND PASSED this 25th day of November, 2003.

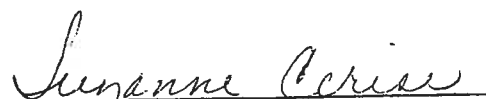
THE TOWN OF CARBONDALE

By:



Michael Hassig, Mayor

ATTEST:

  
Suzanne Cerise, Town Clerk



**EXHIBIT A**

Section 18.20.015(E) shall be added as follows:

- E. Community Impact Assessment. Any residential development which shall generate more than 500 ADT (Average Daily Trips) shall be subject to a Community Impact Assessment review process and approval criteria are outlined in Section 18.55.090 of the Carbondale Municipal Code. For mixed use projects (commercial and residential), 1,000 ADT is required in order to have a development subject to Community Impact Assessment process.

Section 18.25.015(I) shall be added as follows:

- I. Community Impact Assessment. Any proposed development in the following commercial zone districts which exceeds the minimum threshold square footage size requirements indicated below is subject to a Community Impact Assessment. Review procedures and criteria for the Community Impact are outlined in Section 18.55.090 of the Carbondale Municipal Code.

Zone District	<u>HCC</u>	<u>CT</u>	<u>PCC</u>	<u>CRW</u>	<u>A</u>	<u>C</u>
Minimum Threshold (sf)	30,000	15,000	30,000	30,000	30,000	15,000

1. Application. The minimum threshold criteria shall apply to all square footage under roof within the proposed project boundaries with the exception of square footage devoted to parking requirements.
2. ADT threshold. Any development proposed for a Commercial Zone District which exceeds 500 Average Daily Trips (ADT) shall be subject to a Community Impact Assessment. Review process and approval criteria are contained in Section 18.55.090. Any mixed use project (residential and commercial uses) which exceeds 1,000 ADT shall also be subject to a Community Impact Assessment.
3. Waivers. At the direction of the Board of Trustees, any grocery store, medical establishment, or educational facility which exceeds the square foot minimum specified in Section I.1 above is not subject to the Community Impact Assessment procedures.

Medical establishments include medical clinics, health facility related offices and wellness centers.

Section 18.30.015(E) shall be added as follows:

- E. Community Impact Assessment: Any proposed development to be located in any Industrial Zone District which generates more than 500 ADT (average daily trips) shall be subject to a Community Impact Assessment. Review process and approval criteria for a Community Impact Assessment as outlined in Section 18.55.090 of the Carbondale Municipal Code.

Section 18.35.020(I) shall be added as follows:

- I. Community Impact Assessment. Any proposed PUD application which generates more than 500 Average Daily Trips (ADT) for a residential only project or more than 1,000 ADT for a commercial only or mixed-use project shall be subject to a Community Impact Assessment. Review process and approval criteria for a Community Impact Assessment as outlined in Section 18.55.090 of the Carbondale Municipal Code.

Section 18.55.090 shall be added as follows:

Community Impact Assessment. Any development that is larger than a minimum threshold building size or which generates a certain amount of traffic in terms of ADT is subject to review by the Town Planning and Zoning Commission and approval by the Carbondale Board of Trustees. The purpose of the review is to ensure that the Town has the ability to address and mitigate any adverse impacts or consequences that may result from construction of such a project.

- A. Who must apply. The owner or an authorized representative of the proposed project shall apply for a Community Impact Assessment.
- B. Process. The following process shall be followed in the application for and processing of a Community Impact Assessment:
  - 1. Step 1 – Pre-application meeting. The applicant or an authorized representative is required to meet with the Town Planning Director in order to become familiar with the Town’s requirements, criteria and regulations. At this pre-application meeting, the Town Planning Director shall preliminarily review

the project and determine if such proposed project meets minimum square footage threshold or ADT requirements for review. If the proposed project is subject to a Community Impact Assessment (CIA), the Planning Director shall initially determine which individual study elements within the five subject areas need to be addressed in the CIA.

All application requirements, fees, and other related information are included in the companion document titled Carbondale Community Impact Assessment Guidelines and Review Criteria, dated November 25, 2003, and as may be amended from time to time. The Town Planning Director shall check any required information to be submitted in the five matrix study areas identified in the Carbondale Community Impact Assessment Guidelines and Review Criteria.

2. Step 2 – Advisory meeting with Board of Trustees. The Planning Director shall present an overview of the project and the individual study menu items deemed suitable or appropriate by Staff at a regular meeting of the Carbondale Board of Trustees within (22) days of the formal pre-application meeting. Applicant may appeal any study requirements indicated by Staff. The Board of Trustees may affirm Staff study requirements, grant waivers for good cause, or add other individual items to be included in the study area matrices of the CIA review.
3. Step 3 – Submittal application. A completed application for a CIA shall be submitted by the applicant to the Town Planning Director at least (30) days prior to the date when the application will be considered by the Planning and Zoning Commission at a public hearing. Application requirements are detailed in the Carbondale Community Impact Assessment Guidelines and Review Criteria. The application shall generally include:
  - a. A letter requesting a review of the proposed plan for the building project.
  - b. (20) sets of 11x17 plans showing site plan, utility plans, drainage plans and any other related documents that can be shown in graphic format.

- c. (3) sets of the above mentioned plans in a 24x36 format.
- d. (20) sets of a narrative explanation of the project as well as any other narrative outline in which the applicant describes the project, outlines any required issues or potential impacts of the project, outlines the mitigation of any impacts, why the project meets the development standards of the appropriate Zone District, and sets forth why the Applicant believes the project should be approved by the Carbondale Board of Trustees.

Note: For the Traffic & Fiscal Impact Elements, the applicant shall provide background information to the Town and the Town retained consultant, at the expense of the applicant, shall perform the study and provide the results to the Town Staff and Board of Trustees.

- e. Background information regarding the Applicant, including detailed information about prior development experience, references, and financing for the project.
4. Step 4 – Public Notice. Public notice regarding the hearings of the Planning and Zoning Commission and the Board of Trustees shall be provided as described in Section 18.55.040.
  5. Step 5 -- Planning and Zoning Commission Public Hearing. The Planning and Zoning Commission shall conduct a public hearing on the application. After the public hearing, the Planning and Zoning Commission shall recommend that the Board of Trustees either approve the application as submitted; approve the application with conditions as may be necessary to fulfill the applicable purposes set forth for the Zone District and in the Carbondale Municipal Code and to protect public health, safety and general welfare; to deny the application for a specific reason; or to continue the public hearing to a specific date, time and location for the purpose of obtaining and considering further information.
  6. Step 6 -- Board of Trustees Public Hearing. The Board of Trustees shall conduct a public hearing after notice as required by Chapter 1.20 of the Carbondale Municipal Code and outlined in Section 18.55.040. At the hearing, the Board of Trustees in its discretion may approve, approve with conditions

or deny the application, or may continue the hearing to a specific date, time and location for the purpose of obtaining additional information.

- a. Approval of a CIA review. In the event the Board of Trustees chooses to approve an application, the Board shall make findings that the following land use regulations and criteria are met by the application:
  - i. The proposed site, building or development plan meets the regulations for development standards as specified for the use and Zone District in which the use is proposed.
  - ii. The site, building or development plan will not have an adverse impact on the traffic on State Highway 133, or any other street within the Town of Carbondale, or that the Board finds such impacts are sufficiently mitigated and are acceptable.
  - iii. The proposed project meets all of the standards and criteria submitted in each individual study area of the CIA.
  - iv. The proposed project is compatible with the character of Town.
  - v. The proposed project generally meets the guidelines of and is consistent with the Town Comprehensive Plan.
  
- C. Standards and criteria for Community Impact Assessment. The Board of Trustees may review any one or more of the individual elements within any of the five defined study areas. These items shall have been determined in Steps 1 and 2 above of this section. The Board of Trustees will use the standards and criteria to help evaluate whether a project should be approved, denied, or approved with conditions which are intended to help mitigate potential adverse impacts to the community, neighborhoods, Town streets and highways, and Town infrastructure.

- D. Duration of approved plan. A Community Impact Assessment approval shall remain in full force and effect for a period of three years from the effective date of the ordinance of approval. Approval shall lapse if construction of at least 50% of the total square footage of the approved project is not initiated within the three year period. Applicant/owner may request that the Board of Trustees extend this time period, which request may be granted at the discretion of the Board of Trustees.
  
- E. Development of project. Construction of the project shall be stopped if there is any deviation from the plans upon which approval of the Community Impact Assessment was granted, unless such change was previously approved by the Board of Trustees.
  
- F. Variances and concurrent development applications. An applicant may request, concurrently with the Community Impact Assessment application, a variance from the applicable Zone District development standards, standards contained in the Carbondale Community Impact Assessment Guidelines and Review Criteria or any other applicable development standard or guideline by including the variance request in the application and by complying with the appropriate public hearing notification requirements. The applicant may also request that any other land use application processes be held concurrently with public hearings for a Community Impact Assessment (e.g., Special Use Permit).

Section 1.30.010 shall be amended by the addition of the following:

Type of Application	Fee
Community Impact Assessment	\$4,500.00

ENVIRONMENTAL ELEMENT

	Impact Assessment Requirements	Standards & Criteria	Miscellaneous
Existing Conditions	<p>Describe existing physical characteristics of the site and in relation to adjacent properties including:</p> <ul style="list-style-type: none"> <li>*Topography, slope, soils, wetland.</li> <li>*Description of surface water, ditches and extent of 100-yr. Floodplain.</li> <li>*Depth to groundwater.</li> <li>*Type and coverage of vegetation, wildlife and wildlife habitat, identification of any rare or endangered plant or animal species.</li> <li>*Relationships to public or private water supply wells and recharge areas or public water supply.</li> </ul>	<p>The project shall not have a negative impact or result in a degradation of the following:</p> <ul style="list-style-type: none"> <li>*Water quality</li> <li>*Groundwater recharge areas</li> <li>*Private or public water supplies</li> <li>*The project must comply with the Town Lighting and Sign codes</li> </ul>	<p>1. It is assumed that most projects that will require an environmental analysis in the future will be either large residential or industrial projects. Most if not all of the land zoned "Commercial" within the Town of Carbondale does not have "environmental" constraints and it is assumed that most environmentally sensitive lands will not be zoned commercial in the future.</p>
Projected Environmental Effects	<p>Describe any uses or processes that may produce noise levels above Town standards or that may generate dust, fumes, and air pollution impacts.</p> <p>Describe energy efficiency measures to reduce overall energy consumption.</p> <p>Describe any processes that may utilize hazardous materials as outlined by the Superfund Accountability and Reporting Act (SARA).</p>	<ul style="list-style-type: none"> <li>*The proposed project shall not violate the Town's Floodplain Regulations as contained in Chapter 15.20 of the Municipal Code.</li> <li>*The project must prove that it will not violate any regulations related to "jurisdictional wetlands" (federal or local)</li> <li>*The project shall use buffers, setbacks, landscaping and/or other methods acceptable to the Town to mitigate impacts.</li> </ul>	
Hazardous Materials	<ul style="list-style-type: none"> <li>*Describe any reportable quantities of hazardous materials based on Superfund Accountability &amp; Report Act.</li> <li>*Coordinate with Carbondale and Rural Fire Protection District, which is the local Designated Emergency Response Authority (DERA) and the Town Building Department as required.</li> <li>*Submit any "Best Management Practices" plan for purposes of preventing discharge or spill of any hazardous wastes if required by any local, state or federal agency.</li> </ul>	<ul style="list-style-type: none"> <li>*All construction shall comply with any Energy Code Criteria enacted by the Town. (P&amp;Z recommends a Commercial Energy Code be adopted)</li> <li>*Specific mitigation measures must be identified and approved by the Town prior to issuance of any approval or conditional approval.</li> <li>*"Best Management Practices" must be used to prevent a discharge or spill of hazardous materials or wastes into the environment.</li> <li>*Any reportable quantities of hazardous materials under SARA will meet any standards adopted by any local, state or federal agency. Local DERA must approve the plan.</li> </ul>	

TRAFFIC ELEMENT

Impact Assessment Requirements		Standards & Criteria	Miscellaneous
Existing Conditions	<p>Ave. daily &amp; peak hour volumes Level Of Service</p> <ul style="list-style-type: none"> <li>*Intersection adjacent</li> <li>*Intersections with 300 ft.</li> <li>*Intersections w/in 1/4 mile</li> <li>*Other</li> </ul> <p>Present capacity Sight distance evaluation Physical characteristics of street(s) Number/location of driveways/intersections Design speed/speed limit Identify ped/bike use Accident data</p>	<p>*LOS must be acceptable to the Board of Trustees *Design Goal for all streets, signalized intersections and turning movements at unsignalized intersections should be LOS C or better. *For streets and intersections currently functioning at LOS C or higher, maintain LOS C or higher if reasonably possible. *For streets and intersections currently failing (LOS E or worse), provide LOS D or higher. BOT may allow such areas to maintain current LOS. The developer must participate in any mitigation deemed necessary by the Board of Trustees in upgrading the street/intersection to a LOS acceptable to the Town. *Driveways and access points to be located to limit conflicts with existing driveways and intersections. *Proposed access points, intersections, etc. shall meet design standards as contained in Town Municipal Code (subdivision or zoning regs), standards adopted in any Town Plans or standards as appropriate from CDOT. *TDM may be required as part of this application. Alternative modes shall be addressed. Ped/bike circulation shall be separated, as is practical. *Time frame for completing improvements shall be identified and agreed upon. *Improvements may be phased as agreed upon by Board of Trustees</p>	<p>1. Analyze items in terms of intersections/driveways, accident data, ped/bike use &amp; public transportation for streets and intersections that will experience 10% or greater increase in peak hour traffic volume, will experience a reduction in LOS from project, or are currently failing. 2. Information can be provided in standard Traffic Study format. Certain items, such as sight distances and accident data can be displayed graphically on a site plan. 3. Town will have its own traffic consultant perform study unless agreed upon by both parties. Applicant will provide background info as necessary to Town consultant. 4. Town will set baseline information (parameters when baseline information will be collected, etc.). Town will endeavor to maintain baseline information (ADT on Hwy. 133, LOS at certain intersections, etc.). This data may have to be updated as part of Traffic Study for any project going through the Community Impact Assessment (CIA) process. 5. Applicant will pay costs of having baseline data updated and Traffic Impact Assessment analyzed by Town selected consultant. 6. Town may require a Transportation Demand Management Plan. This is meant to be a relatively simple, straightforward analysis of alternate modes of travel and identifying logical ped/bike safety issues. Projects may be required to work with the RTA to facilitate public transit.</p>
Projected Traffic Conditions	<p>Ave. daily &amp; peak hour traffic volumes Directional distribution of site generated traffic Sight distances at proposed driveway intersections with streets On-site traffic circulation and parking layout within project Bike/ped movement &amp; background traffic conditions for design year including planned roadway/traffic improvements in vicinity of site</p>		
Projected Traffic Impact	<p>Evaluate how proposed project would affect: *LOS *Turning Movements *Sight distances and general safety *Bike/ped movement *Public transportation Provide Transportation Demand Management Plan with emphasis on other modes besides automotive</p>		



UTILITY/MUNICIPAL SERVICES ELEMENT

Impact Assessment Requirements	Standards & Criteria	Miscellaneous
<p>Water supply:</p> <ul style="list-style-type: none"> <li>* Show proposed system including average daily &amp; peak water demand.</li> <li>*Show location and sizing of existing mains.</li> <li>*Define existing pressure and flows available at site.</li> <li>*Evaluate the capacity of the Town's water supply &amp; distribution system to serve the projected water and fire flow needs.</li> <li>*Show private improvements to site and any necessary public improvements that may be required of the Town to serve the project.</li> <li>*Identify any unusual on-going maintenance that may be necessary.</li> <li>*Evaluate potential for using irrigation water, gray water or unused water for landscaping and other uses.</li> <li>*Identify any water conservation measures to be utilized.</li> </ul> <p>Wastewater:</p> <ul style="list-style-type: none"> <li>*Show proposed system including average daily &amp; peak wastewater discharges to municipal system.</li> <li>*Show existing mains &amp; proposed public main extensions</li> <li>*Show private service line locations.</li> <li>*Evaluate the capacity of Town's system to serve the project and any proposed improvements that may be necessary.</li> <li>*Identify any special on-going maintenance to any new public or private elements to the system necessary to serve the project.</li> <li>*Identify any proposed force mains or pumping stations. Show alternatives.</li> </ul> <p>Drainage:</p> <ul style="list-style-type: none"> <li>*Provide a drainage plan that meets the Town's subdivision standards.</li> </ul> <p>Solid Waste:</p> <ul style="list-style-type: none"> <li>*Describe method of on-site storage and collections.</li> </ul>	<p>*Public water and wastewater infrastructure shall be adequate to handle project. Needed improvements shall be installed at the cost of the developer. If infrastructure not adequate to serve project, BOT may require off-site improvements to be made to system. Town also has option to deny the project.</p> <p>*All utilities will be required to be placed underground. The BOT has sole discretion on whether to allow overhead utilities. This must be accompanied by a finding of unusual hardship, both in terms of cost and engineering.</p> <p>*Commercial and industrial discharges to the Town wastewater system may be required to be pretreated.</p> <p>*Drainage: The rate of storm water runoff shall not be increased in relation to pre-development situation. Town subdivision criteria shall be followed. Town may require arrangements for on-going maintenance to drainage system.</p> <p>*Town may require recycling and/or commercial refuse disposal arrangements to prevent overloading of area landfills/transfer stations.</p> <p>*Impacts to Police Department shall be mitigated. Necessary capital items for Police Department must have an approved schedule of purchase. Capital items are defined as pre CRS 29-20-104.5</p> <p>*Phasing of residential projects may be required to lessen impacts on schools.</p> <p>*Alternatives to force mains or pumping stations for wastewater collection shall be identified. BOT has sole discretion to allow force mains or pumping stations.</p>	<p>1. Utility information shall be provided in same manner as in standard preliminary subdivision plat application.</p> <p>2. Solid Waste facilities, including dumpsters, compactors, storage areas and recycling facilities should be shown on the Site Plan.</p> <p>3. BOT, at its sole discretion, may require phasing based on analysis that physical infrastructure is not adequate for project or at request of Fire Department. If it can be shown that fire fighting infrastructure or emergency services are not adequate to serve the project.</p> <p>4. Police Department will identify costs to service project on a current basis (staffing and supplies) as well as long-term capitol items that may also be required.</p> <p>5. Fire District will determine applicable impact fees based on their criteria - Resolution #6 - Series of 1999 of the Carbondale &amp; Rural Fire Protection District, as amended.</p>

UTILITY/MUNICIPAL SERVICES ELEMENT

Impact Assessment Requirements	Standards & Criteria	Miscellaneous
<p>Police/Emergency services:</p> <ul style="list-style-type: none"> <li>*Provide information to Police &amp; Fire Departments so they can identify proper costs of service to the project</li> <li>*For residential projects, provide number of dwelling units and dwelling unit type.</li> <li>*For commercial or other projects, provide gross leasable area.</li> </ul>	<p>*Any development shall comply with the Town's Water Dedication Ordinance if appropriate.</p> <p>*Project must incorporate any water conservation standards adopted by the Town.</p>	

COMMUNITY IMPACT ELEMENT

Impact Assessment Requirements		Standards & Criteria		Miscellaneous	
Existing Conditions	<p>Describe graphically or in narrative format:</p> <ul style="list-style-type: none"> <li>*Surrounding area (whether developed or undeveloped) within 600 ft. of project boundaries. Planning Director can ask for description of larger surrounding area for especially large projects.</li> <li>* Identify any unique geologic, historical or archaeological attributes of project site.</li> </ul>	<p>*Project shall meet requirements of any established "Historic Preservation District". Character and "scale" of the project shall be consistent with established guidelines.</p>	<p>1. Information outlined in the Impact Assessment Requirements section can be provided as part of the site plan materials or in a narrative format.</p>		
Projected Conditions after Development	<p>Describe layout in a narrative or site plan format and show the following:</p> <ul style="list-style-type: none"> <li>*Placement of buildings, parking areas, etc.</li> <li>*if in Downtown area, description of scale of project and how it relates to surrounding area (within 600 ft.)</li> <li>*Lighting Plan and if it complies with Town code.</li> </ul> <p>Evaluate whether project scale or architecture has an effect on any historic property or established Historic Preservation District.</p> <p>Evaluate the type and number of jobs to be created including general estimate of types of jobs and related wages. Address whether these employees working in the project will be able to live in the immediate area. Identify amount and type of local labor that could be used</p> <p>Identify whether the proposal is consistent with the Town Comprehensive Plan (including Core Values, Goals, Objectives and Implementation Measures), Town Mission Statement, Parks &amp; Rec Master Plan and any other plans or policy statements.</p> <p>Relationship of housing to employment:</p> <ul style="list-style-type: none"> <li>*Estimate number of employees, employment types and wages.</li> <li>*Evaluate on-site housing commensurate with wages generated by employment on the site (for mixed - use projects)</li> <li>*Describe proposed building design, including architectural features and building/roof materials, as well as the mass and scale of the building in relation to surrounding structures, particularly in any established Historic Preservation District.</li> </ul>	<p>*Project design shall be found to be in conformance with existing local plans and policies (such as and including the Comprehensive Plan, Highway 133 Corridor Plan, Parks &amp; Rec Master Plan, etc.)</p> <p>*Any project shall mitigate for affordable housing in conformance with any established "affordable housing" regulations in effect at that time.</p> <p>*The building design shall reflect the small, mountain town character of Carbondale. Creative design, architectural features and high quality building materials are encouraged.</p>	<p>2. Town Planning Staff will assess and see if there is any negative impact to the community in terms of changing land use patterns not in conformance with Town Plans or Town Zoning Map, etc.</p> <p>3. Town Planning Staff will make a separate assessment if project is located in the Historic Commercial Core as to whether the project is compatible in terms of scale of surrounding block (300 ft. in any direction), or whether proposed project may have a substantial negative impact to the Historic Commercial Core District in its entirety.</p> <p>4. The statement address" whether those employees working in the project will be able to live in the immediate area" is an item included in the analysis so that Planning &amp; Zoning Commission and Board of Trustees can get a complete picture of various socio-economic issues and how they effect area. It is intended that this is only one item that P&amp;Z and Board will use in its analysis and should not be used as the "sole" criterion to deny a project.</p>		

FISCAL ELEMENT

Impact Assessment Requirements	Standards & Criteria	Miscellaneous
<p>Identify dollar value of improvements to physical infrastructure</p> <p>Project tax revenues on a yearly basis</p> <p>Provide background information on the project so that Town hired consultant can perform the necessary fiscal analysis</p> <ul style="list-style-type: none"> <li>*For residential projects, provide number and type of dwelling units (single family, duplex, other multi-family, etc.)</li> <li>*For commercial or industrial projects, provide square footage to be built for retail commercial, office space, industrial and/or other types of uses</li> </ul>	<p>*For commercial projects, the net revenues should be more than the expenditures incurred from providing public services.</p> <p>*For residential projects that are new annexations, the cost of providing services should be balanced as much as possible with the net revenues.</p> <p>*The developer shall demonstrate the financial ability to complete the project in terms of providing physical infrastructure and any required improvements (either on-site or off-site). A Letter of Credit or any other form of security approved by the Town may be acceptable. The Town may, at its discretion, use the procedures for such financial security as contained in Title 17 of the Municipal Code, including the ability to enter into a Development Agreement for project related improvements.</p> <p>*The developer shall provide resumes and background, including information on past projects. The developer will identify relevant past development projects including:</p> <ul style="list-style-type: none"> <li>-brief description of projects (date, location, concept land uses, number of dwelling units if residential or square footage if commercial or industrial);</li> <li>-photographs of projects;</li> <li>-description and role of development entity;</li> <li>-current status of project.</li> <li>-references</li> </ul> <p>On request, the developer will provide contacts enabling Town to verify information</p> <p>*At its discretion, the Board may request:</p> <ul style="list-style-type: none"> <li>-identification of general partners of all joint ventures or limited partners and percentage of interest;</li> <li>-identification and role of key individuals on the development team who would be involved in the implementation, including their background and experience</li> </ul>	<p>1. For proposals within Town limits. The Town will retain or hire its own consultant to perform an analysis on the project that examines impacts to the Town's capital facilities related to the General Fund. "Capital facilities" are to be taken in the context of CRS 29-20-104.5 (Impact Fees); a service the Town is authorized to provide, has an estimated useful life of five years or longer, and has a replacement value of more than \$5,000.00. Items to be included in the analysis are those items contained in the Town of Carbondale Impact Fee Study, dated May 29, 2003 by BBC Research and Consulting. They are: police impact fees, public facility impact fees and park and recreation impact fees. The Town may also elect to examine and collect the Highway 133 Impact Fee as contained in this same report in lieu of procedures outlined in the Traffic Element.</p> <p>2. For annexation proposals, the Town may elect to retain or to hire its own consultant to perform a Fiscal Impact Report as it has done for annexations since 1994. This Fiscal Analysis will examine revenues vs. expenditures on a long-term basis. BBC Research &amp; Consulting has performed these Fiscal Impact Analyses. Copies of such reports are available through the Planning Department.</p>