



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: February 2, 2015
SUBJECT: REVISED Study Session Agenda for February 2, 2015
PREPARED BY: Steve Smithers, Acting City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room 6:00 P.M.

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

PRESENTATIONS

6:30 P.M.

1. RTD Update, Larry Hoy, Director of District J – *verbal*
2. Proposed Updates to the Westminster Municipal Code Regarding Off-Street Parking Standards
3. 2015 CDBG Action Plan Project Recommendations

EXECUTIVE SESSION

1. Review and discuss city facility security measures pursuant to Section 1-11-3(C)(6), W.M.C., and Section 24-6-402(4)(d), C.R.S.
2. Discuss strategy and progress on negotiations related to economic development matters for the Westminster Urban Center Redevelopment, disclosure of which would seriously jeopardize the City's ability to secure the development; discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and provide instruction to the City's negotiators on the same as authorized by WMC Sections 1-11-3(C)(2), (4), and (7) as well as Colorado Revised Statutes, Sections 24-6-402 (4)(a) and 24-6-402(4)(e) - *verbal*

INFORMATION ONLY ITEMS

None at this time.

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

NOTE: Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call 303-658-2161 /TTY 711 or State Relay or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

Staff Report

City Council Study Session Meeting
February 2, 2015



SUBJECT: Proposed Updates to the Westminster Municipal Code Regarding Off-Street Parking Standards

Prepared By: Walter Patrick, Planner

Recommended City Council Action

1. Provide input to staff on proposed Parking Code revisions.
2. Direct staff to prepare an ordinance for adoption by City Council regarding the proposed Parking Code revisions.

Summary Statement

- The City code currently requires that off street parking be provided for all development.
- Staff has carefully reviewed the existing Parking Code and proposes to revise the regulations to an easier to regulate version by consolidating mixed commercial uses into one parking requirement. In addition, the proposed parking reductions to some commercial and residential parking requirements will address the concerns of developers who have voiced concerns regarding excessive parking regulations.
- Staff proposes to allow commercial (retail and office) uses in mixed-use shopping centers to use the same parking requirement. Staff also proposes to reduce the off street parking requirement for multi-family residential, senior housing, stand alone restaurants, and offices.
- Research for the proposed revisions included the collection of on-site parking counts, review of peer community parking requirements, and review of the Parking Generation Manual published by the Institute of Traffic Engineers that provides comparable parking data from communities across the country.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

Should the City initiate revisions to the Off-Street Parking Code?

Alternatives

1. Modify some or all of the proposed Parking Code changes.
2. Remove some of the proposed revisions for further discussion at a future study session.

Background Information

Staff is proposing an update to the City's Off-Street Parking standards. The existing Code, particularly regarding commercial uses, is cumbersome and difficult to regulate. Currently, the various commercial uses located in a shopping center often have different parking requirements. This creates difficulties in determining accurate parking requirements as tenants are continually rotating in and out of retail centers. Allowing mixed commercial uses in a shopping center, including retail, restaurants and office, to use the same parking calculation will help to streamline the parking regulations and make them easier to regulate. In addition, staff has heard from a number of developers over the years that the City's parking regulations are excessive. This complaint is primarily in response to existing commercial and multi-family residential (including senior housing) parking requirements.

Staff contracted Fox Tuttle Hernandez (FTH) Transportation Group, a Boulder, Colorado based transportation consulting firm, to review and recommend updates to the City's off-street parking standards. Their review involved field data collection, peer community review, and existing plan review.

The FTH team completed about 50 hours of field data collection to understand how parking is currently being used in Westminster. A variety of residential, commercial, and office sites were evaluated. Most of the residential sites were evaluated on a weekday during the evening, when many people are home from work. Most of the commercial sites were evaluated on the weekend between 10 a.m. and 2 p.m. when shopping activity is at its peak. Sites that had both residential and commercial, such as the Bradburn Subdivision, were evaluated over the course of a full day to capture both the residential and commercial peaks. Office sites were evaluated on a weekday afternoon.

Staff compared city parking requirements with the findings of the Parking Generation Manual published by the Institute of Transportation Engineers (ITE). The ITE manual provides parking information obtained from the research of ITE engineers and planners and lists parking data observed for many different land uses in locations across the country. This manual is widely referenced by Planners and Engineers nationwide.

FTH also provided a review of the parking requirements of peer communities in the Denver Metro area. These communities are similar in size or have similar development patterns to Westminster. The peer communities include Arvada, Boulder, Broomfield, Englewood, and Golden.

The field data, existing Official Development Plan (ODP) data, peer code evaluations, and ITE parking data were used to develop a series of recommended revisions to the existing parking minimums in the Westminster Municipal Code. The proposed revisions are listed below.

Update the Purpose and Intent of Off-Street Parking Regulations

It is common for municipalities to provide a purpose and intent for their parking regulations. The purpose for off-street parking in Westminster’s current code is stated as *the lessening of congestion upon the public streets of the City*. Staff believes the current purpose and intent is narrow in scope and should be expanded to encompass a vision for the community based on the City of Westminster’s recent Comprehensive Plan updates. Staff proposes that the purpose and intent section be changed to include the following four intent statements.

- (a) Provide adequate off-street parking that balances parking demand with the need for multiple modes of travel.
- (b) Recognize the parking efficiencies gained through mixed-use development and development proximate to rail and bus transit and their impact on parking demand.
- (c) Encourage adequate parking for land uses in Westminster without creating excess vacant parking.
- (d) Promote bicycle use by providing safe and convenient bike parking through minimum requirement for bike parking facility type and amount.

Update the Application of Code

Staff proposes updating the current regulations in this section of code to clarify that parking requirements listed in current or future specific plans, such as the recently adopted Downtown Specific Plan, will supersede those described in the Municipal Code.

Handicapped Parking Spaces

The language in this section of the parking code should be revised such that handicapped parking regulations are always in conformance with the latest American’s with Disabilities Act (ADA) regulations.

Parking Minimums

Residential Multi-Family

FTH staff evaluated five multifamily residential sites and one senior housing site (Keystone Place). The amount of parking observed on each site, the parking rate based on being 85% fully parked (extrapolated using the observed parking counts), the parking rate required (using current code regulations), and the parking rate that would be required by the recommended code changes are summarized in the table below. A parking lot is typically considered comfortably “full” when 85% of the spaces are occupied. Parking lots above 85% full may result in drivers circling the parking lot searching for empty spaces or customers possibly becoming frustrated and leaving. Thus, an 85% parking supply rate is considered an appropriate rate from which to measure parking demand. The amount of parking actually observed during site visits was used to calculate a rate that would equate to an 85% full parking lot. The table below shows that the current residential parking rates in Westminster’s Code results in excess parking.

Residential Site	Parking Observed (spaces per unit)	Parking Supply Rate based on 85% Full (spaces per unit)	Parking Rate Required by Current Code (spaces per unit)	Parking Rate Required by Recommended Code (spaces per unit)
Bradburn Multi-Family	1.66 (included on-street parking)	1.95	2.23	1.71

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Arbour Square at Orchard Town Center	1.14 (included on-street parking)	1.34	2.09	1.46
Prospector's Point (84th & Federal)	1.07	1.26	2.10	1.46
Toscana Apartments (84th & Sheridan)	0.83	0.98	2.09	1.46
The Village at Legacy Ridge (112th Ave. across from FRCC)	1.31	1.54	2.12	1.49
Keystone Place Senior Housing (112th & Federal)	0.80	0.94	1.20	1.07

There are only two sites that would not be accommodated with the proposed parking rates – Bradburn Multi-Family and the apartments at 112th Avenue and Legacy Ridge. Each of these sites has a large amount of parking provided in private garages. During field observations by FTH, most of the garage doors were closed and it was not possible to tell which of the garage spaces were occupied. Rather than removing all of the garage spaces from consideration, an occupancy rate of 85% was applied to all of the garage spaces and used to calculate the overall parking usage. Given the observed parking rates across Westminster, it is very unlikely that 85% of garage parking spaces were being occupied. This number is considered a very conservative estimate of private garage parking use. As such, staff and FTH feel comfortable with the recommended parking rates.

FTH also provided peer community review to compare how much parking is being required in other local communities. This data as well as the parking rates from ITE is listed in the table below.

Peer Community	Multifamily	Senior Housing
Arvada	Efficiency – 1 space/unit 2.2 spaces/unit in central parking areas used 2 spaces/unit if no central parking + 0.5 spaces central guest parking	0.5 space/unit
Boulder	1br, 2br – 1 space/unit 3br – 1.5 spaces/unit 4br or more – 3 spaces/unit	No senior housing requirements

Broomfield	1br – 1.5 spaces/unit 2br – 2 spaces/unit 3br – 2.5 spaces/unit 4br – 3 spaces/unit more than 4br add 0.5 space/additional bedroom	No senior housing requirements
Englewood	Efficiency, 1br, 2br – 1.5 spaces/unit 3br or more – 2 spaces/unit 1 guest space/5 units	0.75 spaces/unit, 1 guest spaces/5 units
Golden	1br, 2br – 1.5 spaces/unit, 3br or more - 2 spaces/unit	Nursing home – 1.5 spaces/6 occupants
Westminster	1 br – 1.5 spaces 2br or more – 2 spaces 1 guest spaces/3 units	1 space/1br or efficiency 1.5 spaces/2 br or larger 1 guest space/5 units
ITE	1.23 spaces/unit	.6 spaces/unit

For multi-family developments, the Westminster Code currently requires 1.5 spaces for 1 bedroom units and 2 spaces per two or more bedroom units with 1 space per 3 units for guest parking. Based on the field data collected, these rates are resulting in more parking being provided than is needed for multifamily developments. The peer communities shown in the table above are requiring similar multifamily parking rates, with some requiring higher rates and others requiring lower rates. **Staff and FTH recommend reducing the parking rates to 1 space per efficiency and one bedroom; 1.5 spaces for 2 or more bedroom units; and 1 space per 5 units for guest parking.**

Residential Senior Housing

Senior housing is currently required to provide 1 parking space per 1 bedroom or efficiency unit; 1.5 spaces per 2 bedroom or larger unit; and 1 space per 5 units for guest parking. As shown in the multifamily table above for Keystone Place, the current parking rates for senior housing are providing excess parking. Additionally, each of the peer communities evaluated required lower parking for senior housing. As such, **staff and FTH recommends reducing parking for senior housing to 1 parking space per unit (regardless of the number of bedrooms) plus 1 space per 5 units for guest parking.**

Single Family Attached and Single Family Detached

Based on peer review FTH has advised that a parking reduction could also be considered for single family detached residential and single family attached residential. However, staff has not seen excessive parking at these developments and existing parking rates for these uses have not historically been a concern with the development community. To avoid adverse impacts from reducing the parking for these uses, staff is not recommending parking reductions for these residential categories.

Commercial (Retail and Office)

FTH staff evaluated four commercial shopping centers. The amount of parking observed on site, the parking rate based on the parking lot being 85% full (extrapolated from the observed rate), the seasonally adjusted observed rate, the parking rate required using existing code requirements, and the parking rate that would be required by the recommended parking rates are summarized below. As mentioned above, a parking lot is considered comfortably full when 85% of the spaces are occupied. Additionally, since the field data collection was completed during summer months, seasonal parking adjustment rates (obtained from the Urban Land Institute) were used to convert parking demand to December rates as shown above. This data clearly shows that the current commercial parking rates in Westminster’s Code results in excessive parking.

Shopping Center/ Commercial Area	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Seasonally Adjusted Observed Demand Rate (spaces per 1,000 square feet)	Parking Rate Required by Current Code (spaces per 1,000 square feet)	Parking Rate Required with Recommended Code Changes (spaces per 1,000 square feet)
Bradburn (Excluding Events Center)	2.17	2.55	2.95	5.59	3.3
The Orchard Town Center	1.59	1.87	2.16	5.00	3.3
Walnut Creek including Target	2.34	2.75	3.18	5.77	3.86
Northpark (104th & Federal)	2.30	2.71	3.13	5.90	3.7

FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities as shown in the table below.

Peer Community	Service and Sales	Restaurant
Arvada	1 space/200 square feet	1 space/3 seats
Boulder	1 space/400 square feet	1 space/3 seats
Broomfield	1 spaces/200 square feet	1 space/150 square feet
Englewood	Under 7,500 square feet: an area equal to 1/2 of the gross floor area; 7,500 square feet gross floor area and above: an area equal to the gross floor area.	1 space/100 square feet

Golden	1 space/250 square feet	1 space/3 seats
Westminster	1 space/200 square feet	1/70 square feet (restaurant/fast food) 1/50 square feet (restaurant/bar)
ITE	2.94 spaces per 1,000 square feet (Friday non-December)	13.5/1,000 square feet

Restaurants

The code currently requires 1 space per 70 square feet for restaurants without a bar (including fast food) and 1 space per 50 square feet for a restaurant with a bar. While restaurant parking data was not collected exclusive of the retail shopping center in which they were housed, the peer information collected in the table above shows that the current rates for restaurant space are high. **Staff and FTH recommends reducing the rates and creating a stand alone restaurant/bar rate that requires 1 space/100 square feet.**

Retail Service and Sales

The code currently requires 1 space per 200 square feet for all types of retail that includes shopping centers, convenience stores, and personal services. The on-site observation of existing Westminster shopping centers clearly reveals that our shopping centers are over parked. **Staff and FTH recommends creating one retail rate for all types of service and sales that provides 1 space/300 square feet.**

Office/Light Industrial

FTH staff evaluated 3 Office and 1 Office/Light Industrial (124th Avenue and Huron) sites. The parking demand rate observed, the supply rate based on 85% full (extrapolated from the observed rate), the rate required by the proposed code updates, and the parking rate required by existing code are summarized below. This data shows that the current office parking rates in Westminster’s existing code results in excess parking.

The code currently requires 1 space per 250 square feet for general office as well as the office portion of a warehouse. Based on the observed parking demand rates and the peer community codes reviewed, **FTH recommends reducing the rates to 1 space/300 square feet. For consistency, staff also recommends including Medical Offices in this reduced rate.**

Office/Lt. Industrial Sites	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Parking Rate Required by Existing Code (spaces per 1,000 square feet)	Parking Rate Required by Recommended Code Changes (spaces per 1,000 square feet)
CirclePoint (Adjusted for Vacancy)	2.10	2.47	4.79	3.3

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124th & Huron (Adjusted for Vacancy)	1.99	2.34	3.42	2.92
10385 Westmoor Drive	3.66	4.31	4.00	3.3
72nd & Hooker (Chase Building)	1.25	1.47	4.00	3.3

This data shows that with recommended revisions to the parking code, office and flex industrial sites would still provide adequate parking. The exception is the Westmoor Drive property. This property provided more than the recommended minimum required under current code. In some cases a developer may have a specific need for additional parking or may be planning ahead for a future expansion and will provide more parking spaces than required by City code.

FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities.

Peer Community	Office	Industrial
Arvada	3 spaces/1,000 square feet (same for office portion of warehouse or flex space)	If < 3,000 square ft.: 3 per 1,000 sq. ft. If 3,000--5,000 sq. ft.: 2 per 1000 sq. ft. If 5,000--10,000 sq. ft.: 1 per 750 sq. ft. If >10,001 sq. ft: 1 per 1,250 sq. ft.
Boulder	1 space/400 square feet	1 space/400 square feet
Broomfield	1 spaces/300 square feet	1 space/2 employees or not less than 1/200 square feet
Englewood	1 space/300 square feet	An area equal to 1/4th the gross floor area occupied by the use in a structure
Golden	1 space/300 square feet	1 space/2 employees
Westminster	1 space/250 square feet	1 space/1,000 square feet
ITE	2.84 space/1,000 square feet	.51 space/1,000 square feet

Based on the information gathered in the field data collection and peer community code review, FTH recommends reducing office parking rates required by the code. That warehouse parking requirements in the Westminster Code seem consistent with those reviewed in the peers communities. As such, FTH only recommends changing the office element of warehousing and manufacturing parking requirements.

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The code currently requires 1 space per 250 square feet for general office as well as the office portion of a warehouse. Based on the observed parking demand rates, peer community codes reviewed, and ITE data, **staff and FTH recommends reducing the rates to 1 space/300 square feet.**

Strategic Plan

The proposed code updates support the following Strategic Goals: Excellence in City Services and Vibrant & Inclusive Neighborhoods.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment A - Fox Tuttle Hernandez Parking Study



WESTMINSTER

Staff Report

City Council Study Session Meeting
February 2, 2015



SUBJECT: Proposed Community Development Block Grant (CDBG) and HOME Projects for the 2015 Action Plan

PREPARED BY: Heather Ruddy, Community Development Program Planner

Recommended City Council Action

Authorize Staff to proceed to a public hearing on the proposed allocation of Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME) funds as set forth in this report for the 2015 Action Plan to be submitted to the United States Department of Housing and Urban Development (HUD).

Summary Statement

- The City of Westminster receives an annual allocation of CDBG funds from HUD. The funds must be used towards programs and projects benefiting low to moderate-income populations and areas. Based upon prior year allocations, Staff is estimating the City could receive roughly \$615,000 in 2015 CDBG funding. Based upon input from citizens and City staff analysis and discussion the past year, the following CDBG projects are recommended to be funded in 2015 at the following estimated funding levels:
 1. CDBG Administration – Approximately \$123,000 or 20 percent of CDBG program
 2. Emergency and Essential Home Repair Program - \$90,000
 3. Bradburn Boulevard Street Enhancement Project - \$402,000
- The City receives an annual allocation of federal HOME funds through Adams County to be used on affordable housing projects and programs. For the past four years, the City has directed these funds, or a portion thereof, towards new affordable housing development. Based upon prior year allocations, the City could receive approximately \$228,000. Of this amount, 10 percent or \$22,800 would be applied towards administration per an agreement with Adams County, and the remaining \$205,200 would be applied towards the Affordable Housing Development Fund.

Expenditure Required: \$615,000 - estimated CDBG
\$228,000 - estimated HOME

Source of Funds: HUD CDBG and HOME Programs

Policy Issue

Should the City allocate the CDBG and HOME funds to the recommended programs and projects?

Alternatives

1. The City Council may choose to not accept the funds. Staff recommends that such an alternative not be considered as the CDBG and HOME funds have provided benefits to Westminster residents and have provided needed funds for capital projects and other critical programs.
2. Council may choose to allocate the funds in a different manner. Staff believes the allocations identified in this agenda memorandum will serve Westminster residents well meeting a number of critical needs in the community and allowing the funds to be expended in a timely manner pursuant to HUD requirements.

Background Information

CDBG Program

The City of Westminster receives an annual allocation of Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD). In 2014, the allocation was \$614,010. The 2015 CDBG allocation is not known at this time. Staff anticipates receiving notice from HUD regarding the 2015 allocation within the next few months. Upon receipt of notice confirming the allocation amount, Staff will program each 2015 CDBG project with final budgeted dollar amounts and present the Action Plan to the City Council for approval.

The CDBG funds are to be used for projects and programs that benefit the City's low to moderate-income populations and address blight conditions. Eligible project activities may include economic development/redevelopment, certain public facility and infrastructure improvements, and affordable housing activities.

Department of Community Development staff worked with staff from other City departments, as well as solicited input from Westminster residents utilizing a citywide survey distributed to all City facilities and made available on the City's website, to develop a list of potential CDBG projects to be considered for 2015.

Based upon Staff's analysis, the top candidates recommended for 2015 CDBG funding are:

1. CDBG Administration - \$123,000 or 20 percent of CDBG program
HUD allows grantees to utilize up to 20 percent of the CDBG funding for administration and planning expenses. HUD requires the City to provide a number of services that require a significant amount of staff time. These duties include submission of the five-year Consolidated Plan, preparation of the annual action and performance reports, hosting citizen participation activities and community meetings, monitoring minority business contract reports and complying with federal Section 3 requirements, conducting environmental reviews, compliance with the Davis-Bacon Wage Act, national objective and eligibility review, and contracting and procurement regulatory procedures. This funding pays the salary of the full-time CDBG Technician and the one-half time Community Development Program Planner. It is anticipated that program administration expenses will increase in 2015 in order to comply with new

environmental review rules and procedures and for foreign language translation services. Additionally, staff has been notified that Native American Tribes are now charging cities up to \$300 per HUD required environmental review; all CDBG projects require an environmental review. There are 10 Native American Tribes with claims to Adams County and City of Westminster; the environmental review is to ensure the project will not disturb any of the Native American Tribe assets. The balance of administrative funds is used towards training, supplies, and consultants as necessary. Any unspent administration funds revert to the CDBG uncommitted fund balance at the end of the program year to be reallocated to future projects and/or studies.

2. Emergency and Essential Home Repair Program - \$90,000

Staff proposes to continue funding of the Emergency and Essential Home Repair Program. The City Council created the Emergency and Essential Home Repair Program in 2010 to help qualified, low-income homeowners make badly-needed repairs to their homes that will improve their in-home safety and mobility. Through the program, up to \$5,000 in eligible minor and emergency home repairs can be made free of charge to income qualified households located within Westminster.

To date, four home repair projects have been completed during the 2014/2015 program year with a total expenditure of \$21,996. This level of activity is less than was anticipated at this point in the program year. However, Staff believes that the need to suspend the acceptance of program applications due to funds being exhausted mid-year last year may have some residual impact on current year applications. Staff expects the number of applicants to pick up given increased marketing efforts with a recent campaign in The Weekly, and on Channel 8 and the City's social media platform. An article will be included in the February edition of the City Edition, which is anticipated to reach a broader and older population. Staff further intends to work with staff at the MAC and the Heart of Westminster (formerly Progressive Homeowners' Association) to promote the program. The Jefferson County Housing Authority, being the City's program administrator, is also ramping up marketing with direct promotion to clients and partners.

3. Bradburn Boulevard Street Enhancement Project - \$402,000

Staff recommends budgeting \$402,000 to provide additional funding to further extend street enhancements along Bradburn Boulevard north from about 75th or 76th Avenues. The improvements would include additional decorative street lighting and tree planting beyond similar improvements budgeted in 2014, and the completion of curb and gutter, sidewalk, and pavers at the northeast corner of 73rd Avenue and Bradburn Boulevard to match improvements immediately adjacent on 73rd Avenue.

In 2014, two streetscape improvement projects were budgeted for Bradburn Boulevard: a stump removal and tree planting project at \$25,000, and a decorative street lighting project at \$206,208. To date, the stumps have been removed along Bradburn Boulevard; however, the tree plantings have been delayed due to utility undergrounding coordination and the potential need for a tree irrigation system. In order to ensure the viability of the City's investment in tree plantings along Bradburn Boulevard, staff recommends budgeting additional dollars in 2015 to cover the additional cost of installing a drip irrigation system and associated water tap(s). The decorative street lighting project has been delayed as staff continues to wait for Xcel Energy to respond to the City's request for utility line undergrounding. Moreover, the amount budgeted in

2014 was inadequate to accomplish the installation of lights north from 75th/76th Avenue. Budgeting additional dollars will allow a more extensive installation of lighting north towards Turnpike Drive. Finally, this proposed project will include a small streetscape improvement to the northeast corner of 73rd Avenue and Bradburn Boulevard to match the improvements along 73rd Avenue.

Staff suggests that continued investment in the Bradburn Boulevard corridor is critical to further revitalization of the South Westminster community. Bradburn Boulevard is an integral segment of the US 36 Bikeway. It is estimated that upon the trail's completion, Bradburn Boulevard could realize an increase in pedestrian and bicycle traffic. The installation of lighting the length of Bradburn Boulevard would enhance public safety for the trail users. Moreover, additional investment along Bradburn Boulevard will demonstrate to HUD a continued advancement of the Bradburn Boulevard realignment and enhancement project where CDBG funds have previously been used to prepare plans for such improvements.

The total budget for the recommended projects is estimated and funding of each project may differ when the actual CDBG allocation is known.

HOME Program

HOME funds are distributed to eligible communities to assist in the development and provision of housing to low-income households and targeted populations (e.g. seniors, persons having disabilities, homeless, etc.). The City of Westminster alone does not meet the minimum population requirements to receive the funds directly from HUD as an entitlement. However, by having joined the HUD-authorized Adams County HOME Program Consortium administered by Adams County, the City receives an allocation of about \$225,000 annually, which provides funding for eligible affordable housing projects. Although the 2015 HOME budget is not known at this time, it is estimated that the City will be allocated approximately \$228,000 in 2015.

In accordance with the Consortium Agreement with Adams County, 10 percent of the City's HOME allocation has been provided to Adams County to cover administrative costs. Staff proposes that 10 percent of the allocation again be directed to Adams County to cover administrative costs in 2015. Over the past three years, the City Council has further chosen to direct the balance of funds to a future development fund. Prior to 2013, the City had allocated HOME funds towards home repair and homebuyer assistance. Using HOME funds to provide home repair, however, was exceedingly costly and inefficient given federal regulation. Thereafter, the minor home repair program was created using CDBG dollars. Providing homebuyer assistance also was determined to be problematic as federal regulations have the effect of impacting eligibility and also increasing cost to the homebuyer. Staff found that resources from other organizations, such as the Colorado Housing and Finance Authority (CHFA) and a variety of non-profits, provided a better and more reasonable means of assisting homebuyers. Accordingly, staff recommends the balance of the 2015 HOME allocation also be directed towards the affordable housing fund. Following is the proposed allocation of HOME funds in 2015.

Adams County Administration	\$22,800 or 10% of HOME program
Affordable Housing Development Fund	\$205,200

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2015 Action Plan

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These CDBG and HOME recommendations as approved by City Council will be incorporated into a draft 2015 Action Plan to be submitted to HUD. This draft 2015 Action Plan will be presented for input at a public meeting upon notification from HUD of the City's final 2015 allocation and also for final City Council consideration at an upcoming City Council meeting.

The proposed allocation of CDBG and HOME funds meets two City Strategic Plan goals: Vibrant and Inclusive Neighborhoods and Beautiful, Desirable, Environmentally Responsible City.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Date: January 26, 2015

To: Grant Penland
Walter Patrick

From: Carlos Hernandez
Bill Fox
Molly Veldkamp

RE: Westminster Citywide Parking Code Update

As part of the City of Westminster's annual code update, the Fox Tuttle Hernandez Transportation Group (FTH) was asked to review and recommend updates to the off-street parking standards. The update involved field data collection, peer community review, existing plan review, and recommended code revisions. This document summarizes the proposed revisions to the parking code. Each proposed revision is supported by the field data and peer community information collected.

The parking code is found in the City of Westminster Municipal Code. Section 11-7-4 details the Off-Street Parking Standards. The following details the recommended changes by sub-section and paragraph.

Purpose and Intent

Sub-section (A) Duty to Provide and Maintain Off-Street Parking summarizes the rationale and details of providing off-street parking. Paragraph (1) details the purpose. A purpose or intent statement was found in each of the peer codes that FTH reviewed. The purpose of Broomfield's overall zoning regulation is to *lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote public health and general welfare; to provide adequate light and air; to prevent overcrowding to land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewage, schools, parks, and other public requirements*. Broomfield does not have an intent statement related specifically to its parking requirements. Englewood defines the purpose of the parking code to *prevent or alleviate the congestion of public streets, to enhance parking areas with landscape elements, and to promote the safety and welfare of the public*. The intent of Boulder's parking standards is to *provide adequate off-street parking for all uses, to prevent undue congestion and interference with the traffic carrying capacity of city streets, and to minimize the visual and environmental impacts of excessive parking lot paving*. In Golden's parking code, the intent is to *provide for the parking, loading and unloading of vehicles on private property in order to alleviate the problem of providing such temporary vehicular storage on public thoroughfares whose primary function is the moving of vehicular traffic*. Each of these has a common theme of reducing congestion on the streets in their communities.

Westminster Citywide Parking Code Update

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Denver's code took a different approach and tied the parking code update that they completed to the community vision. Rather than focusing on eliminating congestion caused by parking, they focused on a myriad of community goals related to mixed-use development and multimodal transportation.

Based on the City of Westminster's recent Comprehensive Plan, bolstering the intent of the parking code to encompass the new vision for the community seemed to be an appropriate update. Rather than leaving the current purpose, which is *the lessening of congestion upon the public streets of the City*, FTH proposes that the purpose be changed to include the following four intent statements.

- (a) Provide "right sized" off-street parking that balances parking demand with the need for multiple modes of travel.
- (b) Recognize the parking efficiencies gained through mixed-use development and development proximate to rail and bus transit and their impact on parking demand.
- (c) Encourage adequate parking for land uses in Westminster without creating excess vacant parking.
- (d) Promote bicycle use by providing safe and convenient bike parking through minimum requirement for bike parking facility type and amount.

Application of Code

Paragraph (6) highlights that the parking code should be applied to areas included in the Westminster Urban Renewal Plan. FTH proposes expanding this statement to include developments in any locations with adopted Area Plans, unless otherwise specified in the adopted Area Plans. The requirements laid out in the adopted Area Plan will supersede those described in the Chapter. This recommendation is based on conversations that took place while completing the Downtown and Station TOD Parking Plan.

Off-Street Parking Required

Sub-section (B) (1) states that the off-street parking minimums detailed in the code are required with development and construction. FHT recommends adding a statement that development in locations with adopted Area Plans should adhere to the minimums listed below, except as specified in an Area Plan. Parking requirements in those adopted Area Plan will supersede those listed here.

Parking Minimums

Sub-section (B) (2) details the parking minimums required for developments. The FTH team completed almost 50 hours of field data collection to understand how current parking is being used in Westminster. A myriad of residential, commercial, and office sites were evaluated. Most of the residential sites were evaluated on a weekday during the evening, when many people are home from work. Most of the commercial sites were evaluated on the weekend between 10AM and 2 PM when shopping activity is at its peak. Sites that had both residential and commercial were evaluated over the course of a full day to capture both the residential and commercial

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peaks. Office sites were evaluated on a weekday afternoon. The field data along with peer code evaluations were used to develop a series of recommended revisions to the parking minimums that currently exist in the Westminster Code.

Residential

FTH staff evaluated 6 multifamily residential sites. The parking rate required by code, the parking rate supply provided, the parking rate demand observed, and the date and time observed for each site are summarized below. This data clearly shows that the current residential parking rates in Westminster's code results in excess parking.

Residential Site	Parking Rate Required by Code (spaces per unit)	Parking Rate Supplied (from ODP)	Demand Rate Observed (spaces per unit)	Date & Time
Bradburn	2.23	2.55	1.66 (included on-street parking)	Friday 7/18/14, 8 PM
The Orchard Town Center	2.09	1.77	1.14 (included on-street parking)	Saturday 7/19/14, 8 PM
Prospector's Point (84th & Federal)	2.10	2.55	1.07	Tuesday 7/15/14, 8 PM
Toscana Apartments (84th & Sheridan)	2.09	1.67	0.83	Tuesday 7/15/14, 8 PM
The Village at Legacy Ridge (112th & Legacy Ridge)	2.12	2.03	1.31	Thursday 7/24/14, 8 PM
Keystone Place Senior Housing (112th & Federal)	1.20	1.14	0.80	Tuesday 8/5/14, 12 PM

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FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities.

Peer Community	Single Family	Multifamily	Senior Housing
Arvada	2 spaces/unit	Efficiency – 1 space/unit 2.2 spaces/unit in central parking areas used 2 spaces/unit if no central parking + 0.5 spaces central guest parking	0.5 space/unit
Boulder	1 space/unit	1br, 2br – 1 space/unit 3br – 1.5 spaces/unit 4br or more – 3 spaces/unit	No senior housing requirements
Broomfield	2 spaces/unit	1br – 1.5 spaces/unit 2br – 2 spaces/unit 3br – 2.5 spaces/unit 4br – 3 spaces/unit more than 4br add 0.5 space/additional bedroom	No senior housing requirements
Englewood	2 spaces/unit	Efficiency, 1br, 2br – 1.5 spaces/unit 3br or more – 2 spaces/unit 1 guest space/5 units	0.75 spaces/unit, 1 guest spaces/5 units
Golden	1 space/unit	1br, 2br – 1.5 spaces/unit, 3br or more - 2 spaces/unit	Nursing home – 1.5 spaces/6 occupants
Westminster	4 spaces/unit with 2 in a garage	1 br – 1.5 spaces 2br or more – 2 spaces 1 guest spaces/3 units	1 space/1bt or efficiency 1.5 spaces/2 br or larger 1 guest space/5 units

Based on the information gathered in the field data collection and peer community code review, FTH recommends reducing residential parking rates required by the code.

Single Family Attached

The code currently requires 2 parking spaces for efficiency, 1 bedroom, 2 bedroom, and 3 bedroom units; 3 spaces for 4 or more bedroom units; and 1 guest space per 3 units. FTH recommends changing guest parking requirements to 1 guest space per 5 units.

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Multifamily

The code currently requires 1.5 spaces for 1 bedroom units and 2 spaces per two or more bedroom units with 1 space per 3 units for guest parking. Based on the field data collected, these rates are resulting in more parking than needed being provided for multifamily developments. The peer communities are requiring similar multifamily parking rates, with some requiring higher rates and others requiring lower rates. FTH recommends reducing the parking rates to 1 space per efficiency and one bedroom; 1.5 spaces for 2 or more bedroom units; and 1 space per 5 units for guest parking.

These recommended rates were used to calculate the required parking rates for the field data collection sites. A parking lot is typically considered “full” when 85% of the spaces are occupied. The observed rates at each location were used to calculate the supply that would be needed to accommodate the observed parking. The results are shown below.

Residential Site	Demand Rate Observed (spaces per unit)	Parking Supply Rate based on 85% Full Observed (spaces per unit)	Parking Rate Required by Updated Code (spaces per unit)	Parking Rate Required by Code (spaces per unit)
Bradburn	1.66 (included on-street parking)	1.95	1.71	2.23
The Orchard Town Center	1.14 (included on-street parking)	1.34	1.46	2.09
Prospector’s Point (84th & Federal)	1.07	1.26	1.46	2.10
Toscana Apartments (84th & Sheridan)	0.83	0.98	1.46	2.09
The Village at Legacy Ridge (112th & Legacy Ridge)	1.31	1.54	1.49	2.12
Keystone Place Senior Housing (112th & Federal)	0.80	0.94	1.07	1.20

There are only two sites that would not be accommodated with the proposed parking rates – Bradburn and 112th & Legacy Ridge. Each of these sites has a large amount of parking provided in private garages. During our field observation, most of the garage doors were closed and it was not possible to tell which of the garage spaces were occupied. Rather than removing all of the garage spaces from consideration, an occupancy rate of 85% was applied to all of the garage spaces and used to calculate the overall parking usage. Given the observed parking rates across Westminster, it is very unlikely that 85% of garage parking spaces were occupied. This number is considered a very conservative estimate of private garage parking use. As such, FTH feels comfortable with the recommended parking rates.

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Senior Housing

Senior housing is currently required to provide 1 parking space per 1 bedroom or efficiency unit; 1.5 spaces per 2 bedroom or larger unit; and 1 space per 5 units for guest parking. As shown in the multifamily section above, the current parking rates for senior housing are providing excess parking. Additionally, each of the peer communities evaluated required lower parking for senior housing. As such, FTH recommends reducing parking for senior housing to 1 parking space per unit plus 1 space per 5 units for guest parking. Using this rate, the senior housing development at 112th & Federal would be adequately parked with less unused parking.

Commercial

FTH staff evaluated 5 commercial shopping centers. The parking rate required by code, the parking rate supply provided, the parking rate demand observed, and the date and time observed for each site are summarized below. This data clearly shows that the current commercial parking rates in Westminster's code results in excess parking.

Shopping Center/Commercial Area	Parking Rate Required by Code (spaces per 1,000 square feet)	Parking Rate Supplied (spaces per 1,000 square feet)	Demand Rate Observed (spaces per 1,000 square feet)	Date & Time
Bradburn (Excluding Events Center)	5.59	5.82	2.17	Friday 7/18/14, 2 PM
The Orchard Town Center	5.00	4.57	1.59	Friday 7/18/14, 8 PM
Brookhill (88th & Wadsworth)	5.00	4.05	0.90	Saturday 7/26/14, 10 AM
Walnut Creek	5.77	5.83	2.34	Saturday 7/26/14, 12 PM
Northpark (104th & Federal)	5.90	5.43	2.30	Saturday 7/26/14, 2 PM

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FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities.

Peer Community	Service and Sales	Restaurant
Arvada	1 space/200 square feet	1 space/3 seats
Boulder	1 space/400 square feet	1 space/3 seats
Broomfield	1 spaces/200 square feet	1 space/150 square feet
Englewood	Under 7,500 square feet: an area equal to 1/2 of the gross floor area; 7,500 square feet gross floor area and above: an area equal to the gross floor area.	1 space/100 square feet
Golden	1 space/250 square feet	1 space/3 seats
Westminster	1 space/200 square feet	1/70 square feet (restaurant/fast food) 1/50 square feet (restaurant/bar)

Based on the information gathered in the field data collection and peer community code review, FTH recommends reducing commercial parking rates required by the code.

Restaurants

The code currently requires 1 space per 70 square feet for restaurants, including fast food and 1 space per 50 square feet for restaurant/bar. While restaurant parking data was not collected exclusive of the retail shopping center in which they were housed, the peer information collected shows that the current rates for restaurant space are high. FTH recommends reducing the rates and creating a single restaurant rate that provides 1 space/100 square feet.

Service and Sales

The code currently requires 1 space per 200 square feet for all types of retail. However, there are currently 4 types of service and sales outlined – shopping centers and individual retail centers, convenience stores and automobile services, automotive wash facilities, and personal services. All four types are required to provide the same rate of 1 space per 200 square feet. FTH recommends creating one retail rates for all types of service and sales that provides 1 space per 300 square feet.

These recommended rates were used to calculate the required parking rates for the field data collection sites. A parking lot is typically considered “full” when 85% of the spaces are occupied.

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The observed rates at each location were used to calculate the supply that would be needed to accommodate the observed parking. Additionally, since the field data collection was completed during July, the ULI seasonal parking adjustment rates were used to convert parking demand to December rates. The results are shown below.

Shopping Center/Commercial Area	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Seasonally Adjusted Observed Demand Rate (spaces per 1,000 square feet)	Parking Rate Required by Updated Code (spaces per 1,000 square feet)	Parking Rate Required by Code (spaces per 1,000 square feet)
Bradburn (Excluding Events Center)	2.17	2.55	2.95	3.3	5.59
The Orchard Town Center	1.59	1.87	2.16	3.3	5.00
Brookhill (88th & Wadsworth)	0.90	1.06	1.22	3.7	5.00
Walnut Creek	2.34	2.75	3.18	3.86	5.77
Northpark (104th & Federal)	2.30	2.71	3.13	3.7	5.90

This data shows that with recommended revisions to the parking code, commercial sites would still provide adequate parking and development potential on commercial sites would increase.

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Office

FTH staff evaluated 4 office and industrial sites. The parking rate required by code, the parking rate supply provided, the parking rate demand observed, and the date and time observed for each site are summarized below. This data shows that the current office parking rates in Westminster's code results in excess parking.

Office/Industrial Sites	Parking Rate Required by Code (spaces per 1,000 square feet)	Parking Rate Supplied (spaces per 1,000 square feet)	Demand Rate Observed (spaces per 1,000 square feet)	Date & Time
CirclePoint (Adjusted for Vacancy)	4.79	4.18	2.10	Thursday 7/24/14 @ 2 PM
124th & Huron (Adjusted for Vacancy)	3.42	3.17	1.99	Thursday 7/24/14 @ 3 PM
10385 Westmoor Drive	4.00	5.77	3.66	Tuesday 8/5/14 @ 2 PM
72nd & Hooker (Chase Building)	4.00	3.89	1.25	Monday 5/1/14 @ 9 AM

FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities.

Peer Community	Office	Industrial
Arvada	3 spaces/1,000 square feet (same for office portion of warehouse or flex space)	If < 3,000 square ft.: 3 per 1,000 sq. ft. If 3,000--5,000 sq. ft.: 2 per 1000 sq. ft. If 5,000--10,000 sq. ft.: 1 per 750 sq. ft. If >10,001 sq. ft.: 1 per 1,250 sq. ft.
Boulder	1 space/400 square feet	1 space/400 square feet
Broomfield	1 spaces/300 square feet	1 space/2 employees or not less than 1/200 square feet
Englewood	1 space/300 square feet	An area equal to 1/4 th the gross floor area occupied by the use in a structure
Golden	1 space/300 square feet	1 space/2 employees
Westminster	1 space/250 square feet	1 space/1,000 square feet

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Based on the information gathered in the field data collection and peer community code review, FTH recommends reducing office parking rates required by the code. That warehouse parking requirements in the Westminster code seem consistent with those reviewed in the peers communities. As such, FTH only recommends changing the office element of warehousing and manufacturing parking requirements.

Office

The code currently requires 1 space per 250 square feet for general office as well as the office portion of a warehouse. Based on the observed parking demand rates and the peer community codes reviewed, FTH recommends reducing the rates to 1 space/300 square feet.

These recommended rates were used to calculate the required parking rates for the field data collection sites. A parking lot is typically considered “full” when 85% of the spaces are occupied. The observed rates at each location were used to calculate the supply that would be needed to accommodate the observed parking.

Office/Industrial Sites	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Parking Rate Required by Updated Code (spaces per 1,000 square feet)	Parking Rate Required by Code (spaces per 1,000 square feet)
CirclePoint (Adjusted for Vacancy)	2.10	2.47	3.3	4.79
124th & Huron (Adjusted for Vacancy)	1.99	2.34	2.92	3.42
10385 Westmoor Drive	3.66	4.31	3.3	4.00
72nd & Hooker (Chase Building)	1.25	1.47	3.3	4.00

This data shows that with recommended revisions to the parking code, office and flex industrial sites would still provide adequate parking. The exception is the Westmoor Drive property. This property provided more than the recommended minimum required under current code.