

**DOUGLAS COUNTY COMMISSIONERS
WORK SESSION
Tuesday, May 26, 2026**

A G E N D A

11:00 a.m.

- Proposed Mark Weston Memorial at Spruce Mountain Open Space
- Proposed Zoning Resolution Amendment to Streamline Review of Attached Single-Family Residential Development - Post-Referral Review
- Sedalia Water and Sanitation District Water Alternatives Program Funding Request

Agenda Item

Date: May 26, 2026
To: Douglas County Board of County Commissioners
Through: Douglas J. DeBord, County Manager
From: Dan Dertz, Director of Open Space and Natural Resources
Scott McEldowney, Assistant Director of Open Space and Natural Resources
CC: County Open Space Advisory Committee
Subject: Mark Weston Open Space Memorial

SUMMARY

A group of citizens who have been instrumental in establishing the County's open space program are requesting the Board consider memorializing Mark Weston (one of the founding members of the County's open space program) with the renaming Spruce Mountain Open Space to Mark Weston Open Space at Spruce Mountain. The citizen committee presented their request to the County Open Space Advisory Committee (COSAC) at the May 6 meeting. COSAC unanimously voted to approve the use of up to \$30k from the Operations, Maintenance, and Capital Improvement Fund with the Parks, Trails, Historic Resources and Open Space Sales and Use Tax. COSAC also suggested that the citizen committee provide a donation to enhance the County's effort.

BACKGROUND

Mark Weston passed away from ALS in early 2025. For decades, Mark was a juggernaut in the conservation community. His contributions to the Douglas County Open Space program were vast, starting with planning and passage of the original Open Space sales and use tax in 1994, and likely long before. Mark was instrumental in many early Open Space acquisitions and conservation easements, including Greenland Ranch, JA Ranch, and Prairie Canyon Ranch. Passion for conservation, tenacity for closing the deal, western personality, and immeasurable wisdom made Mark the unforgettable character we honor through this request.

The depth and breadth of Mark's contributions to our community go far beyond Open Space and Douglas County. He was a Board Member of the Douglas County Library Commission, Planning Commission, Open Space Advisory Committee, Mounted Patrol Volunteer, and much more. In his successful career as a Conservation Land Appraiser, Mark impacted the conservation community nationally, who according to Nancy McLaughlin, Professor at the University of Utah, was an indispensable national appraisal expert, established Land Trust Alliance Accreditation Commission curriculum and taught national courses. Mark also made significant contributions at the State level, where according to Aaron Welch, Director, Colorado Division of Conservation,

he saved Colorado Conservation Easement Tax Credit (\$45 million annual budget) and shaped state policies around land conservation. He also helped to create the Division of Conservation for the State of Colorado. He was a true pioneer in conservation.

COSAC MEMORIAL RECOMMENDATION

Rename the Spruce Mountain Open Space to “Mark Weston Open Space at Spruce Mountain”. This request includes:

1. Install benches at Greenland Overlook
2. Create and install interpretive signage at overlook
3. Replace monument sign and other signage

NEXT STEPS

If the Board supports the decision to rename Spruce Mountain to Mark Weston Open Space and Spruce Mountain, staff will bring the request to an upcoming business meeting for approval.

Agenda Item

Date: May 26, 2026

To: Douglas County Board of County Commissioners

Through: Douglas J. DeBord, County Manager

From: Kati Carter, AICP, Director of Community Development *K C*

CC: Eric Pavlinek, Principal Planner
Lauren Pulver, Planning Manager
Jeanette Bare, AICP, Planning Manager
Steven E. Koster, AICP, Deputy Director of Community Development

Subject: **Proposed Zoning Resolution Amendment to Streamline Review of Attached Single-Family Residential Development – Post-Referral Review**

Project File: DR2026-002

SUMMARY

At the direction of the Board, staff developed proposed amendments to the Douglas County Zoning Resolution (DCZR) to remove the requirement for the submittal of a Site Improvement Plan (SIP) application for single-family attached developments when sufficient engineering, building, and fire-related details are provided at the time of plat approval. Staff sent the proposed amendments for a 30-day referral agency and public comment period on February 9, 2026. Comments received are attached to the memo and discussed herein.

DISCUSSION

The County's SIP process, as defined in Section 27 of the DCZR, is required for non-residential, multi-family residential, and attached single-family residential developments. Elements typically reviewed include grading, access, parking, infrastructure, utilities, building elevations, landscaping, lighting, and other project elements.

SIP applications are not required for detached single-family residential dwellings. The proposed zoning resolution amendment would eliminate a duplicative review process for attached single-family residential projects, such as duplexes and townhomes, when sufficient engineering, building, and technical requirements have been assessed and approved with the subdivision plat. Building and landscape designs would continue to be subject to applicable HOA, water district, or similar reviews.

PUBLIC INPUT

Staff sent the proposed amendments to the County-wide contact and referral agency list, which consists of approximately 500 recipients. All referral agency responses are attached. Most referral agencies responding to the request provided either a no comment or no objection response.

Two referral agencies expressed concern with the removal of the ability to provide referral comments on an SIP. Other agencies commented on how they would adjust to the change in process or suggested ways to improve the process. A summary of the substantive comments provided is summarized as follows:

- The Arapahoe County Public Airport Authority objects to the proposed changes stating that the existing SIP process provides a structured and transparent mechanism for reviewing proposed development, including residential development, and that the proposed amendment would eliminate the SIP process. Its primary concern is that the proposed zoning changes could significantly alter the density and intensity of residential development beyond what may have been presented or agreed to during prior land use processes.
- Highlands Ranch Community Association (HRCA) opposes the changes in its current form. HRCA noted that the changes would remove the established referral mechanism through which County-recognized HOA's receive formal notice and opportunity to comment.
- Public Works Engineering noted that applicants would be required to submit a detailed grading plan to ensure that the grading around each structure is adequate. Other comments were provided regarding improvement agreements and interdepartmental notifications of related approvals between Planning, Engineering, and Building Divisions.
- The Douglas County School District has no objection to the proposed changes as long as school fees and land dedications have been met through the subdivision process.
- Xcel Energy recommended that dry utility easement standards be added as a provision of the plat and related construction documents, plans, and permits.

Under the proposed amendments, detailed information on the residential project will be available at the plat stage of review and agencies will continue to have the opportunity to comment at that time. For applicants proposing single-family attached dwellings seeking to proceed without the SIP process, all required engineering, building, fire plans and documentation, and applicable fees and dedications will be required during the subdivision plat process. Public Works Engineering, Planning, and Building Divisions will coordinate during the plat review process to ensure all applicable standards are met. Based on comments from Xcel

recommending including dry utility easement standards as a provision of the plat, staff has revised the attached proposed Section 27 amendments to include this provision.

A public workshop was held on February 26, 2026 and no referral agencies or members of the public attended the workshop.

NEXT STEPS

Staff is prepared to discuss the referral comments received and possible next steps with the Board.

<u>ATTACHMENTS</u>	<u>PAGE</u>
Referral Comments Summary Report.....	4
Referral Response Letters.....	12
DCZR Section 27 (redlined)	37

Referral Agency Response Report

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Arapahoe County Engineering Services Division	02/11/2026	Received: No comment (verbatim).	No response required.
Arapahoe County Public Airport Authority-Centennial	02/11/2026	<p>Summary of attached response letter: The Arapahoe County Public Airport Authority respectfully objects to the proposed changes since the existing SIP process provides a structured and transparent mechanism for reviewing proposed development, including residential development and that the proposed amendment would eliminate the SIP process. Its primary concern is that the proposed zoning changes could significantly alter the density and intensity of residential development beyond what may have been presented or agreed to during prior land use processes.</p>	<p>The plat which establishes the lots for the proposed attached single family residential use will continue to be subject to the referral agency review process. Density and intensity of the use are determined at the plat stage of review. The Airport will have an opportunity to comment on the plat and identify issues of concern to the airport. All provisions of the CARA overlay district are applicable to the plat. The plat application provides sufficient engineering, fire, and building-related details for referral agencies to comment on the residential use. If the required details provided in proposed Section 2702.02 are not available at the time of platting, an SIP application would subsequently be required.</p>
Arapahoe County PWD/ Planning	02/09/2026	Received: No comment (verbatim).	No response required.
Castle Rock Fire and Rescue Department	02/10/2026	Received: No comment (verbatim).	No response required.
CDPHE - All Referrals	02/25/2026	Received: No comment (verbatim).	No response required.

Referral Agency Response Report

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Cherry Creek Basin Water Quality Authority	02/09/2026	<p>Verbatim response: The Cherry Creek Basin Water Quality Authority (Authority) acknowledges notification from Douglas County that the proposed development plans for DR2026-002, Zoning Resolution Amendment - Section 27 have been or will be reviewed by Douglas County for compliance with the applicable Regulation 72 construction and post-construction requirements. Based on the Authority’s current policy, the Authority will no longer routinely conduct a technical review and instead the Authority will defer to Douglas County’s review and ultimate determination that the proposed development plans comply with Regulation 72. If a technical review of the proposed development plan is needed, please contact LandUseReferral@ccbwwqa.org. The review may include consultation with the Authority’s Technical Manager to address specific questions or to conduct a more detailed Land Use Review, if warranted.</p>	No response required.
City of Centennial	02/17/2026	Received: No comment (verbatim).	No response required.
Colorado Department of Transportation	02/10/2026	Received: No comment (verbatim).	No response required.
Colorado Division of Water Resources	02/21/2026	Received: No comment (verbatim).	No response required.
Colorado Geological Survey	03/02/2026	Received: No comment (verbatim).	No response required.
Colorado Parks and Wildlife	02/21/2026	Received: No concerns with this development as it pertains to any wildlife issues. (verbatim).	No response required.
CORE Electric Cooperative	03/10/2026	Received: No comment (verbatim).	No response required.
Douglas County Addressing Analyst	02/12/2026	Received: No comment (verbatim).	No response required.

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Douglas County Assessor	02/09/2026	Received: please be aware of the following comments: None (verbatim).	No response required.
Douglas County Building Services	02/09/2026	Received: No comment (verbatim).	No response required.
Douglas County Conservation District	03/03/2026	Received: No comment (verbatim).	No response required.
Douglas County Department of Community Services	02/11/2026	Received: No comment (verbatim).	No response required.
Douglas County Engineering Services	04/01/2026	<p>Summary of attached response letter:</p> <p>Public Works Engineering noted that applicants would be required to submit a detailed grading plan to ensure that the grading around each structure is adequate.</p> <p>Engineering will work with each builder to complete any required improvements agreements if a builder proposes additional private storm sewer drainage needed for a project.</p> <p>Engineering will need to coordinate with Planning and Building Divisions on a process to notify Building that the detailed area grading plan and related GESC Permit have been issued by Engineering.</p>	<p>As required for all plats, improvements agreements and other engineering approvals must be accomplished prior to plat approval. For plats proposing single family attached dwellings, additional engineering, building, and fire-related plans are required to forego the SIP process in accordance with proposed Section 2702.02.</p> <p>At the time of building permit application for these projects, staff from the Planning, Engineering and Building Divisions will coordinate to ensure all applicable standards are being met.</p>
Douglas County Health Department	03/11/2026	Received: No comment (verbatim).	No response required..
Douglas County Historic Preservation	03/11/2026	Received: No comment (verbatim).	No response required.
Douglas County Office of Emergency Management	02/23/2026	Received: No comment (verbatim).	No response required.
Douglas County Public Works Operations	02/24/2026	Received: No comment (verbatim).	No response required.

Referral Agency Response Report

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Douglas County School District RE 1	03/11/2026	Summary of attached response letter: The Douglas County School District has no objection to the proposed changes as long as school fees and land dedications have been met through the subdivision process.	Required school fees will be paid at the time of plat recordation if applicant is not planning to go through the SIP process.
El Paso County Planning and Community Development Department	02/24/2026	Received: No comment (verbatim).	No response required.
Franktown FD	03/04/2026	Received: No comment (verbatim).	No response required.

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Highlands Ranch Community Association	03/02/2026	<p>The Highlands Ranch Community Association (HRCA) appreciate the opportunity to review and opine on the proposed amendments to streamline review of single-family attached residential developments.</p> <p>The HRCA respectfully opposes DR2026-002 in its current form.</p> <p>The proposed elimination of the Site Improvement Plan requirement for single-family attached development removes the established referral mechanism through which County-recognized HOAs receive formal notice and opportunity to comment. Within a master-planned community operating under a comprehensive Planned Development framework and recorded Community Declaration, this procedural safeguard has historically supported coordinated and orderly development. HRCA urges the County to preserve a mandatory referral and comment mechanism equivalent to the existing SIP process for single-family attached projects.</p> <p>This request is procedural in nature and is not intended to restrict housing type, but to preserve structured coordination within Highlands Ranch. (verbatim)</p>	<p>The plat which establishes the lots for the proposed attached single family residential use will continue to be subject to the referral agency review process.</p> <p>Nothing in these regulatory amendments is intended to eliminate required design review as established per private covenants. Rather, the changes are intended to eliminate duplicative County review processes for one, specific type of residential use category - attached single family (duplex and townhome) projects. Staff will continue to direct applicants to HRCA for design review prior to submittal of any building permit application. HRCA’s referral comments on the plat could further emphasize its design review requirements as well.</p>
Highlands Ranch Metro District	02/17/2026	Received: No comment (verbatim).	No response required.
Highlands Ranch Water and Sanitation District	02/17/2026	Received: No comment (verbatim).	No response required.
Jefferson County Planning and Zoning	02/10/2026	Received: No comment (verbatim).	No response required.

Referral Agency Response Report

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Lincoln Park Metropolitan District/Stonegate North Villages Metropolitan District	03/11/2026	On behalf of the District, we have no comments. Please change district name from Lincoln Park Metropolitan District to Stonegate North Villages Metropolitan District. Thank you! (verbatim).	The District name was updated.
Littleton	02/13/2026	Received: No comment (verbatim).	No response required.
Louviers Conservation Partnership	02/24/2026	Received: No comment (verbatim).	No response required.
Meridian DCC, Meridian Village Metro District, Meridian Metro Districts	03/11/2026	The Meridian Design Control Committee will review per the PD Amendments. The Meridian Metro District will coordinate with the Meridian DCC regarding open space requirement needs to satisfy the District's Reg. 84 permit. (verbatim)	Projects in Meridian are not currently subject to the Section 27, Site Improvement Plan process. These amendments to do change the unique site plan review process as established in the Meridian PD.
Mile High Flood District	02/24/2026	Received: No comment (verbatim).	No response required.
Misty Pines HOA	02/23/2026	Received: No comment (verbatim).	No response required.
Mountain View Electric Association	03/11/2026	MVEA has no objection to the Amendments. (verbatim).	No response required.
Parker Water & Sanitation District	02/09/2026	Received: No comment (verbatim).	No response required.
Perry Park Metropolitan District	02/18/2026	Received: No comment (verbatim).	No response required.
Plum Creek Water Reclamation Authority	02/13/2026	Received: No comment (verbatim)	No response required.

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
RTD - Planning & Development Dept	03/09/2026	Project Name: Douglas County Zoning Resolution Amendment - Section 27 - DR2026-002 - 1st Submittal Department Comments Bus Operations No exceptions Bus Stop Program No exceptions Commuter Rail No exceptions Construction Management No exceptions Engineering No exceptions Light Rail No exceptions Real Property No exceptions Service Development No exceptions Transit Oriented Development No exceptions Utilities No exceptions This review is for Design concepts and to identify any necessary improvements to RTD stops and property affected by the design. This review of the plans does not eliminate the need to acquire, and/or go through the acquisition process of any agreements, easements or permits that may be required by the RTD for any work on or around our facilities and property. (verbatim).	No response required.
South Metro Fire Rescue	02/17/2026	South Metro Fire Rescue (SMFR) has reviewed the provided documents and has no objection to the proposed regulation change. (verbatim).	No response required.
Southeast Metro Stormwater Authority	02/09/2026	Received: No comment (verbatim).	No response required.
Teller County Community Development Services	02/09/2026	Received: No comment (verbatim).	No response required.
The Pinery HOA	03/11/2026	Received: No comment (verbatim).	No response required.
Town of Castle Rock	02/26/2026	Received: No comment (verbatim).	No response required.
Town of Larkspur	02/13/2026	Received: No comment (verbatim).	No response required.

Referral Agency Response Report

Project Name: Single Family Attached Residential Development Process Streamlining, Douglas County Zoning Resolution Amendment, Section 27

Project File #: DR2026-002

Date Sent: 02/09/2026

Date Due: 03/11/2026

Agency	Date Received	Agency Response	Response Resolution
Town of Parker Development Review	02/20/2026	Received: No comment (verbatim).	No response required.
Town of Parker Public Works	02/20/2026	Received: No comment (verbatim).	No response required.
West Douglas County FD	03/02/2026	Received: No comment (verbatim).	No response required.
Xcel Energy-Right of Way & Permits	03/03/2026	<p>Summary of attached response letter:</p> <p>Xcel Energy recommended that dry utility easement standards be added as a provision of the plat and related construction documents, plans, and permits.</p>	<p>The plat which establishes the lots for the proposed attached single family residential use will continue to be subject to the referral agency review process. Utility easements are specifically reviewed and defined at the time of platting. Utility provider comments inform the location and dimension of easements required for each specific project.</p>

From: [Joseph Boateng](#)
To: [Eric Pavlinek](#)
Subject: DOUGLAS REF / DR2026-002 / ZONING AMD TO ELIMINATE CERTAIN SITE IMPROVEMENT PLAN REQUIREMENTS
Date: Wednesday, February 11, 2026 11:06:30 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Eric,
Engineering services division does not have any comment.

Joseph Boateng, PE
Engineer III
Arapahoe County Public Works & Development
6924 S Lima St, Centennial, CO 80112-3853
Direct: 7208746575 | Main: 720-874-6500
jboateng@arapahoegov.com <http://www.arapahoegov.com>



CENTENNIAL AIRPORT
ARAPAHOE COUNTY AIRPORT AUTHORITY

7565 South Peoria Street, Unit D9
Englewood, Colorado 80112
main: 303-790-0598 | fax: 303-790-2129
www.centennialairport.com

February 11, 2026

Eric Pavlinek
Douglas County Community Development Department
100 Third St.
Castle Rock, CO 80104

Re: DR2026-002 – Douglas County Zoning Resolution Amendment – Section 27

Dear Mr. Pavlinek,

Thank you for the opportunity to review and comment on the proposed code changes. The Arapahoe County Public Airport Authority has carefully reviewed the draft materials and must respectfully object to the proposed zoning resolution amendments as currently written.

Centennial Airport is a critical regional transportation asset and economic driver, and land use decisions in the surrounding area, particularly within the Centennial Airport Review Area (CARA), have long term implications for airport operations, safety, and compatibility. The existing Site Improvement Plan (SIP) process provides a structured and transparent mechanism for reviewing proposed development, including residential uses, and allows the Airport Authority the opportunity to evaluate and comment on potential impacts such as noise exposure, aircraft overflight activity, and height restrictions.

Our primary concern is that the proposed zoning changes could significantly alter the density and intensity of residential development beyond what may have originally been contemplated or presented during prior planning processes. Increased residential density within CARA raises several important airport related concerns.

Higher density residential development in proximity to the airport increases the number of residents exposed to aircraft noise and frequent overflights.

For these reasons, the Airport Authority believes it is essential to maintain a robust and airport coordinated review process for residential development within CARA. Any changes that streamline or reduce oversight or substantially increase residential density should be carefully reconsidered to ensure they do not undermine the safety, operational integrity, and economic contribution of Centennial Airport.

Please feel free to call me if you have any questions.

Sincerely,

Zachary Gabehart
Senior Planner - Noise & Environmental

Connecting people, places, and product

From: [Terri Maulik](#)
To: [Eric Pavlinek](#)
Cc: [Referrals](#)
Subject: FW: AC CASE NO. O26-022 RE: DOUGLAS REF / DR2026-002 / ZONING AMD TO ELIMINATE CERTAIN SITE IMPROVEMENT PLAN REQUIREMENTS
Date: Monday, February 9, 2026 12:59:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

Caution: This email originated outside the organization. Be cautious with links and attachments.

Eric,

Thank you for the opportunity to review and comment on this project. The Arapahoe County Planning Division has no comments; however, other departments and/or divisions may submit comments.



ARAPAHOE COUNTY

Terri Maulik (she/her/hers)

Planning Technician

Planning Division

Department of Public Works and Development

6924 S Lima St., Centennial, CO 80112

O: 720-874-6840

tmaulik@arapahoegov.com

www.arapahoeco.gov



From: Terri Maulik <TMaulik@arapahoegov.com>
Sent: Monday, February 9, 2026 10:41 AM
To: Joseph Boateng <JBoateng@arapahoegov.com>; Ava Pecherzewski <APecherzewski@arapahoegov.com>; Eva Maines <EMaines@arapahoegov.com>; James Katzer <JKatzer@arapahoegov.com>; Michelle Dwyer <MDwyer@arapahoegov.com>; Referrals <Referrals@arapahoegov.com>; Roger Harvey <RHarvey@arapahoegov.com>; Ryan Seacrist <RSeacrist@arapahoegov.com>
Subject: AC CASE NO. O26-022 RE: DOUGLAS REF / DR2026-002 / ZONING AMD TO ELIMINATE CERTAIN SITE IMPROVEMENT PLAN REQUIREMENTS

Importance: High

LOCATION: COUNTY-WIDE IMPACTS

DUE: MARCH 11TH

From: epavlinek@douglas.co.us <epavlinek@douglas.co.us>

Sent: Monday, February 9, 2026 9:42 AM

To: Referrals <referrals@arapahoegov.com>

Subject: Douglas County eReferral (DR2026-002) Is Ready For Review

There is an eReferral for your review. Please use the following link to log on to your account: <https://apps.douglas.co.us/planning/projects/Login.aspx>

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)

From: [Alayna Moore](#)
To: [Eric Pavlinek](#)
Subject: RE: Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Tuesday, February 10, 2026 8:28:44 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Caution: This email originated outside the organization. Be cautious with links and attachments.

Hello,
CRFD has no comments or concerns with this amendment.
Thank you

Respectfully,

Alayna Moore, CFM, FA
Fire Prevention Officer



[Form Center • Request a Construction Inspection or Reinspect \(crgov.com\)](#)



Life Safety Division
Castle Rock Fire and Rescue Department
300 Perry Street
Castle Rock, CO 80104
303.663.3120 Office
e-mail FPO@crgov.com



An internationally accredited Fire/Rescue agency since 2012

This email and any files transmitted with it may contain PRIVILEGED or CONFIDENTIAL information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing, or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments, and notify the sender by reply email or contact the sender at the number listed.

If you are unable to access any portion of this email or attachments due to a disability as defined under [Colorado House Bill 21-1110](#), we are here to help. Please call us at 303-663-

4440, [email the Town's accessibility team](#) or [submit an accommodation request form](#).

From: epavlinek@douglas.co.us <epavlinek@douglas.co.us>
Sent: Monday, February 9, 2026 9:42 AM
To: Alayna Moore <AMoore@crgov.com>
Subject: Douglas County eReferral (DR2026-002) Is Ready For Review

There is an eReferral for your review. Please use the following link to log on to your account:
<https://apps.douglas.co.us/planning/projects/Login.aspx>

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)


From: [Cicione - CDPHE, Brendan](#)
To: [Eric Pavlinek](#)
Subject: Re: Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Wednesday, February 25, 2026 1:33:46 PM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Hi Eric,

Thank you for your email. There are no comments from the Air Pollution Control Division. Please do not hesitate to contact me with any questions.

Thanks,
Brendan Cicione (*he/him*)
Air Quality and Transportation Planner


4300 Cherry Creek Drive S. | Denver, CO 80246-1530 brendan.cicione@state.co.us | <https://cdphe.colorado.gov/>

On Thu, Feb 19, 2026 at 10:23 AM Localreferral - CDPHE, CDPHE <cdphe_localreferral@state.co.us> wrote:

Good Morning,

Please review the email below and provide comments by 3/9.

Thank you.

----- Forwarded message -----

From: <epavlinek@douglas.co.us>
Date: Mon, Feb 9, 2026 at 9:44 AM
Subject: Douglas County eReferral (DR2026-002) Is Ready For Review
To: <cdphe_localreferral@state.co.us>

There is an eReferral for your review. Please use the following link to log on to your account:

[https://urldefense.com/v3/https://apps.douglas.co.us/planning/projects/Login.aspx?!!PUG2raq7K\(CZwBkYm6bphqdNBpYZguJYDhLOOLLZW92IWllpFHwiWNm03RkPqaE8t62NxxwncHKPFnBV0stpcXbv6VvklougG0GGfPIG:15NXb8GfQS](https://urldefense.com/v3/https://apps.douglas.co.us/planning/projects/Login.aspx?!!PUG2raq7K(CZwBkYm6bphqdNBpYZguJYDhLOOLLZW92IWllpFHwiWNm03RkPqaE8t62NxxwncHKPFnBV0stpcXbv6VvklougG0GGfPIG:15NXb8GfQS)

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)

--

 cdphe_localreferral@state.co.us | colorado.gov/cdphe

From: [Varner - CDOT, Jessica](#)
To: [Eric Pavlinek](#)
Cc: [Steven Loeffler - CDOT](#); [Joseph Tripple - CDOT](#)
Subject: Case Number:DR2026-002
Date: Tuesday, February 10, 2026 7:59:17 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Hi Eric,

I have reviewed the referral for the Douglas County Zoning Resolution (Zoning Resolution) Section 27, and have no comment.

Thank you for the opportunity to review this referral.

Thank you,

Jessica Varner
Permits Unit- Region 1



P 720.541.0441 | F 303.757.9053
2829 W. Howard Pl. 2nd Floor, Denver, CO 80204
Jessica.varner@state.co.us | www.codot.gov | www.cotrip.org

From: Loeffler - CDOT, Steven
To: Eric Pavlinek
Cc: Joseph Trindle - CDOT; Jessica Varner - CDOT
Subject: Re: Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Tuesday, February 10, 2026 8:36:44 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Eric,

I have reviewed the proposed amendments to Section 27 of the Zoning Resolution and have no objections.

Thank you for the opportunity to review this referral.

Steve Loeffler
Permits Unit- Region 1



P 303.757.9891 | F 303.757.9053
2829 W. Howard Pl. 2nd Floor, Denver, CO 80204
steven.loeffler@state.co.us | www.codot.gov | www.cotrip.org



On Mon, Feb 9, 2026 at 9:44 AM <epavlinek@douglas.co.us> wrote:

There is an eReferral for your review. Please use the following link to log on to your account:
https://urldefense.com/v3/___https://apps.douglas.co.us/planning/projects/Login.aspx_!!PUG2raq7KiCzWbK!dvFnR7PemZvOuN6DYRvx0r_mbAhZ8Qgm61ckYXv-0TXJF6AePz11bhiFdwRTKFlmMxbwXdM1f_P3EJfu11sxBT_AJ5iQS

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)

From: [Vargas-Johnson - DNR, Javier](#)
To: [Eric Pavlinek](#)
Subject: DR2026-002
Date: Tuesday, February 10, 2026 8:04:13 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Dear Mr. Pavlinek,

The Colorado Division of Water Resources does not have any comments regarding the proposed update to the Douglas County Zoning Resolution (Zoning Resolution) Section 27, project file number DR2026-002.

Sincerely,

Javier Vargas-Johnson, P.E.
Chief of Water Supply, Designated Basins



P 303-866-3581 x8265
1313 Sherman Street, Room 821, Denver, CO 80203
javier.vargasjohnson@state.co.us | <https://dwr.colorado.gov/>

From: [Olson - DNR, Justin](#)
To: [Eric Pavlinek](#)
Cc: [Matt Martinez](#); [Melanie Kaknes](#); [Westbrook, Casey](#); [Katie Doyle - DNR](#); [Dodd - DNR, Sean](#); [Wayne Soong - DNR](#)
Subject: Re: Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Saturday, February 21, 2026 10:38:42 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Good morning Mr. Pavlinek,

Thank you for including Colorado Parks and Wildlife in the referral request process for the development proposal in Douglas County for the project listed above. We have reviewed the documents and referral request and wanted to inform you that we have no concerns with this development as it pertains to any wildlife issues. If you have any further questions or need more information, do not hesitate to let us know. Thank you for your time.

Justin Olson
District Wildlife Manager
Littleton District - Area 5



P 303.291.7131 | F 303.291.7114
6060 Broadway, Denver, CO 80216
justin.olson@state.co.us | cpw.state.co.us



On Mon, Feb 9, 2026 at 9:44 AM <epavlinek@douglas.co.us> wrote:

There is an eReferral for your review. Please use the following link to log on to your account:

[https://urldefense.com/v3/https://apps.douglas.co.us/planning/projects/Login.aspx?!!PUG2raq7K!CZwBk!ZrmdNc4pmbATQwMf-MVjDuWvrhKzC9GYkccc6ShhT7Oa8roYqjTarXeUCPRqBzoPwOPipL__pyNzPEABs!4Lkh-ET-Y\\$](https://urldefense.com/v3/https://apps.douglas.co.us/planning/projects/Login.aspx?!!PUG2raq7K!CZwBk!ZrmdNc4pmbATQwMf-MVjDuWvrhKzC9GYkccc6ShhT7Oa8roYqjTarXeUCPRqBzoPwOPipL__pyNzPEABs!4Lkh-ET-Y$)

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)

From: [Jennifer Eby](#)
To: [Eric Pavlinek](#)
Subject: Re: Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Wednesday, February 11, 2026 7:24:28 AM

Thanks Eric,

I have no comments on this.

Sent via the Samsung Galaxy S23 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: epavlinek@douglas.co.us <epavlinek@douglas.co.us>
Sent: Monday, February 9, 2026 9:42:22 AM
To: Jennifer Eby <JEby@douglas.co.us>
Subject: Douglas County eReferral (DR2026-002) Is Ready For Review

There is an eReferral for your review. Please use the following link to log on to your account:
<https://apps.douglas.co.us/planning/projects/Login.aspx>

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)

From: [Bradley Jackson](#)
To: [Eric Pavlinek](#)
Subject: DR2026-002, Single Family SIP Process
Date: Wednesday, April 1, 2026 1:59:34 PM

Eric,

Here are engineering's notes regarding the new single family SIP process.

1. Engineering will require the builders to submit a detailed area grading plan to assure that the grading around each unit/building to ensure there is adequate drainage around each building.
2. Engineering will work with each builder to complete an Improvements agreement if the builder proposes additional private storm drainage outside what was constructed at the time of the original subdivision construction.
3. Engineering will need to coordinate with Planning and Building to figure out the best way to notify building that the detailed area grading plan and associated GESG Permit have been issued by Engineering. Previously Planning would notify building once the SIP was approved.

Please let me know if you have any questions.

Thanks,

Brad Jackson, P.E. | Development Review Supervisor
Douglas County Department of Public Works
Engineering Services
Address | 100 Third St., Castle Rock, CO 80104
Main | 303-660-7490 **Cell** | 303-916-7675
Email | bjackson@douglas.co.us



620 Wilcox Street
Castle Rock, Colorado 80104

March 11, 2026

Eric Pavlinek
Planning Services
100 Third Street
Castle Rock, CO 80104
303-660-7460 (main)
epavlinek@douglas.co.us

RE: Douglas County Zoning Resolution Amendment – Section 27 (DR2026-002)

Mr. Pavlinek,

Thank you for the opportunity to respond to the above referenced Application. It is Douglas County School District’s (“School District”) understanding that Douglas County is proposing regulations to the site improvement plan review requirements for single-family dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process.

Douglas County subdivision resolution Article 10 requires that payment of cash-in-lieu fees as well as school land dedication occur at the time of final plat and prior to plat recordation. With this in mind, DCSD has no objection to the removal of site plan review requirements for single family residential developments granted school fees and land dedications requirements have been met through the subdivision process.

Shavon Caldwell, Planning Manager
DCSD Planning & Construction
scaldwell21@dcsdk12.org
303.387.0417

MEGGAN HERINGTON, AICP, EXECUTIVE DIRECTOR

PLANNING AND COMMUNITY DEVELOPMENT

February 24, 2026

To: Douglas County Planning

County File: OAR 265 Douglas County Zoning Resolution Amendment - Section 27 DR2026-002

Planning Division

Planning has no comments

Reviewed by:

Joe Letke

Planner

JoeLetke@elpasoco.com

Department of Public Works Division

Engineering Division

EPC Development Services has no comments.

Reviewed by:

Charlene Durham, PE

charlenedurham@elpasoco.com



February 17, 2026

Carolyn Washee-Freeland, AICP, Senior Planner
Douglas County Department of Community Development, Planning Services
100 Third Street
Castle Rock, CO 80104

Project name: Zoning Resolution Amendment - Section 27

Project File: DR2026-002

Review Date: March 11, 2026

Project Summary: Proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

The District appreciated the opportunity to review and comment on the proposed project. District staff have reviewed the proposed application for its impacts on our facilities and offer no comments.



February 17, 2026

Carolyn Washee-Freeland, AICP, Senior Planner
Douglas County Department of Community Development, Planning Services
100 Third Street
Castle Rock, CO 80104

Project name: Douglas County Zoning Resolution Amendment - Section 27

Project File #:DR2026-002

Review Date: March 11, 2026

Project Summary: Proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

The District appreciated the opportunity to review and comment on the proposed project. District staff has reviewed the proposed application for its impacts on our facilities and offers no comments.

From: [Lindsey Wire](#)
To: [Eric Pavlinek](#); [Referrals](#)
Subject: Re: DR2026-002
Date: Tuesday, February 10, 2026 2:41:54 PM
Attachments: [Outlook-Jefferson .png](#)

Caution: This email originated outside the organization. Be cautious with links and attachments.

Hello,

Thank you for the referral.

There are no comments from Jefferson County Planning and Zoning.

-Lindsey

Lindsey Wire (she/her)
Engineering Supervisor
Planning & Zoning
o 303-271-8717
lwire@jeffco.us | planning.jeffco.us



Help us shape the future of Jefferson County by visiting the Together Jeffco website!
<https://togetherjeffco.com>

From: Eric Pavlinek <epavlinek@douglas.co.us>
Sent: Monday, February 9, 2026 9:46 AM
To: Referrals <Referrals@co.jefferson.co.us>
Subject: --{EXTERNAL}-- DR2026-002

Date: February 9, 2026

To: Interested Parties

From: Eric Pavlinek

RE: Douglas County Zoning Resolution Amendment – Section 27, DR2026-002

Request for Review:

Please review the following proposed update to the Douglas County Zoning Resolution (Zoning Resolution) Section 27 and forward any comments to me by **March 11, 2026**. The full text of this update can be obtained by contacting this office, or by accessing the Douglas County website at www.douglas.us/PRO [apps.douglas.co.us] and entering the project file number DR2026-002 in the search tool.

Synopsis of Regulation Change:

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

Amendment Process

Douglas County staff will conduct a public workshop on Thursday, February 26, 2026, at 5:30 p.m. in the first-floor conference rooms (Phillip S. Miller Building, 1st Floor, 100 Third Street, Castle Rock). Please contact Eric Pavlinek (epavlinek@douglas.co.us or 303-814-4377) if you plan to attend the public workshop or if you have any questions.

Once comments from this referral process have been received, a work session will be scheduled with the Board of County Commissioners to review the comments.

Final consideration of the proposed regulations will occur at a public hearing with the Board, following a Planning Commission recommendation. Future hearings date(s) may be obtained by calling 303-660-7460 or by accessing the project information at www.douglas.us/PRO [apps.douglas.co.us].



February 13, 2026

Eric Pavlinek
303-814-4377
email: epavlinek@douglas.co.us

RE: Douglas County Zoning Resolution Amendment – Section 27, DR2026-002

Eric,

This letter comes in response to your request for a review for:

Douglas County Zoning Resolution Amendment – Section 27, DR2026-002

City of Littleton planning staff have reviewed the above referral request and have **no comments**.

Thank you,

Rachel Vigil

Community Development

Planner I

rvigil@littletonco.gov

303.795.3721

February 24, 2026

For MHFD staff use only.	
Project ID:	106664
Submittal ID:	10014027

To: Douglas County
Via email

Subject: MHFD Review Comments

Re: Douglas County Zoning Resolution Amendment- Section 27 (Partner Case No. DR2026-002)

This letter is in response to the request for our comments concerning the referenced project. We have reviewed this referral only as it relates to an MHFD drainageway and for maintenance eligibility of storm drainage features, in this case:

We have no comments to the referenced project and do not need to see future submittals.

Please feel free to contact me with any questions.

Sincerely,

Laura Hinds, P.E.
Project Manager, Mile High Flood District
lhinds@mhfd.org

SOUTH METRO FIRE RESCUE

FIRE MARSHAL'S OFFICE



Eric Pavlinek, Principal Planner
Douglas County Department of Community Development, Planning Services
100 Third St
Castle Rock Co 80104
303.660.7460
303.660.9550 Fax

Project Name: Douglas County Zoning Resolution Amendment – Section 27
Project File #: **DR2026-002**
S Metro Review # REFOTH26-00045

Review date: February 17, 2026

Plan reviewer: Aaron Miller
720.989.2246
aaron.miller@southmetro.org

Project Summary: Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

Code Reference: Douglas County Fire Code, 2018 International Fire Code, and 2021 International Building Code with amendments as adopted by Douglas County.

South Metro Fire Rescue (SMFR) has reviewed the provided documents and has no objection to the proposed regulation change.

From: [Daniel Swallow](#)
To: [Eric Pavlinek](#)
Subject: RE: [EXTERNAL] Douglas County eReferral (DR2026-002) Is Ready For Review
Date: Monday, February 9, 2026 9:50:52 AM

Caution: This email originated outside the organization. Be cautious with links and attachments.

Eric,

Teller County has no comments regarding this amendment.

Dan Swallow, MBA
Teller County Government
Community Development Director
800 Research Drive
Woodland Park, Colorado
swallowd@tellercounty.gov
(719)686-5406

-----Original Message-----

From: epavlinek@douglas.co.us <epavlinek@douglas.co.us>
Sent: Monday, February 9, 2026 9:42 AM
To: Daniel Swallow <Swallowd@tellercounty.gov>
Subject: [EXTERNAL] Douglas County eReferral (DR2026-002) Is Ready For Review

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

There is an eReferral for your review. Please use the following link to log on to your account:
<https://apps.douglas.co.us/planning/projects/Login.aspx>

DR2026-002

Douglas County Zoning Resolution Amendment - Section 27

Douglas County is proposing regulations to eliminate the site improvement plan review requirements for single-family attached dwellings when the necessary infrastructure and improvement agreements can be reviewed and approved through the subdivision process. The regulations propose amendments to Section 27 of the Zoning Resolution that would implement a streamlining initiative.

This referral will close on, Wednesday, March 11, 2026.

If you have any questions, please contact me.

Sincerely,

Eric Pavlinek
Planning Services
100 Third Street



Homeowners Association, Inc.

A COLORADO NON-PROFIT CORPORATION

8170 Hillcrest Way

Parker, CO 80134

303-841-8572

March 11, 2026

Eric Pavlinek

Principal Planning Services

RE: DR2025-002

The Pinery Homeowners' Association appreciates the opportunity to review the proposed amendments to streamline review of single-family attached residential developments.

We have no comments regarding this amendment.

Respectfully,

Sonia Eyre

Board President

The Pinery Homeowners' Association



Right of Way & Permits

1123 West 3rd Avenue
Denver, Colorado 80223
Telephone: 303.285.6612
violeta.ciocanu@xcelenergy.com

March 3, 2026

Douglas County Planning Services
100 Third Street
Castle Rock, CO 80104

Attn: Eric Pavlinek

**Re: Douglas County Zoning Resolution Amendment - Section 27
Case # DR2026-002**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the above-mentioned amendment and have the following comment (in red).

2702.01 An SIP shall be required for any use or change in use for which a Site Improvement Plan, Site Development Plan, or similar site approval is required pursuant to the applicable zone district or Planned Development (PD). Such uses include, but are not limited to, multifamily dwellings; single-family attached dwellings; mobile home parks; business, commercial, or industrial development; a Major Utility Facility; a Service Utility Facility; or similar uses contained within a PD.

2702.02 An SIP shall not be required for development of single-family attached dwellings that are subject to a subdivision plat when the provisions of the plat and related construction documents, plans, and permits are sufficient to encompass all applicable:

- Parking standards.
- Roadway design and construction standards.
- Grading, erosion, and sediment control standards.
- Stormwater management standards.
- Building codes.
- Fire codes.
- **Dry utility easements standards (coordinate with the applicable utility provider).**

Formatted: List Paragraph, Justified, Indent: Left: 1.06", First line: 0.06", Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Violeta Ciocanu (Chokanu)
Right of Way and Permits
Public Service Company of Colorado dba Xcel Energy

SECTION 27 SITE IMPROVEMENT PLAN

Section Contents

2701 Intent 27-2
2702 Applicability..... 27-2
2703 Approval Standards 27-3
2704 Process 27-3
2705 Submittal Requirements 27-7
2706 General Plan Requirements 27-10
2707 Site Plan 27-14
2708 Landscape Plan..... 27-15
2709 Grading and Drainage Plan 27-19
2710 Building Elevations 27-20
2711 Lighting Plan..... 27-21
2712 Post Approval SIP Procedures and Requirements 27-22
2713 Revision to an Approved SIP 27-23
2714 Modification to an Approved SIP 27-24

2701 Intent (Amended 04/13/10)

The Site Improvement Plan (SIP) process is required to ensure development will be consistent with the Comprehensive Master Plan, Subdivision Resolution, and Zoning Resolution, and all applicable federal, State, and local standards.

The process encourages sustainable design through water conservation, passive energy benefits through appropriate site design, and supports multimodal transportation options and the use of alternative energy sources, when appropriate.

2702 Applicability (Amended 8/12/14)

2702.01 An SIP shall be required for any use or change in use for which a Site Improvement Plan, Site Development Plan, or similar site approval is required pursuant to the applicable zone district or Planned Development (PD). Such uses include, but are not limited to, multifamily dwellings; single-family attached dwellings; mobile home parks; business, commercial, or industrial development; a Major Utility Facility; a Service Utility Facility; or similar uses contained within a PD.

2702.02 An SIP shall not be required for development of single-family attached dwellings that are subject to a subdivision plat when the provisions of the plat and related construction documents, plans, and permits are sufficient to encompass all applicable standards. Depending on the scope of the plat review documentation, additional information may be requested prior to building permit issuance to address the following:

- Parking standards.
- Roadway design and construction standards.
- Grading, erosion, and sediment control standards.
- Stormwater management standards.
- Building codes.
- Fire codes.
- Utility easement standards.

2702.03 Building Permits shall not be issued for any development that does not have an approved SIP or is not in conformance with the approved SIP.

2702.05 Uses and structures legally established prior to February 1, 1994, shall be considered compliant with the requirements for a SIP.

2702.06 Personal Wireless Communication Sites: SIPs specific to personal wireless communication sites shall be subject to the Personal Wireless

Communication Facility Design Standards section herein. The format and required process will be detailed at the required presubmittal meeting.

2702.07 Meridian: Review of proposed improvements within the boundaries of the Meridian International Business Center PD shall follow the specified requirements and procedures of the Meridian International Business Center PD.

2702.08 Major Electrical or Natural Gas Facilities: The final action on a SIP for the location, construction, or improvement of major electrical or natural gas facilities must occur within ninety (90) days after the submittal date, unless the provider and the County reach agreement on an amended time period (§29-20-108, C.R.S.). Major electrical or natural gas facilities include:

- Electrical generating facilities
- Substations used for switching, regulating, transforming, or otherwise modifying the characteristics of electricity
- Transmission lines operated at or above a voltage of 69,000 volts
- Structures and equipment associated with such electrical generating facilities, substations, or transmission lines
- Structures and equipment utilized for the local distribution of natural gas service such as compressors, gas mains, and gas laterals

2703 Approval Standards (Amended 12/07/10)

2703.01 The SIP shall be consistent with the following:

- Douglas County Comprehensive Master Plan
- Douglas County Subdivision Resolution
- Douglas County Zoning Resolution
- Planned Development, as applicable
- Douglas County Roadway Design & Construction Standards Manual
- Douglas County Storm Drainage Design & Technical Criteria Manual
- Douglas County Grading, Erosion and Sediment Control (GESC) Manual

2703.02 All required easements shall be submitted for review prior to approval of the SIP.

2703.03 All SIPs and any revisions or modifications shall comply with this Resolution.

2703.04 Use and development of the site shall conform to the approved SIP.

2703.05 The Requirements for Release of Certificate of Occupancy (CO) or Requirements for Release of Final Inspections form, as applicable, shall be executed and submitted to the staff planner.

- 2703.06 A Site Improvement Plan Improvements Agreement (SIPIA) shall be required to identify the costs of improvements necessary to implement the SIP.
- 2703.07 When a SIP is proposed for an unplatted parcel of land determined to be legal by Douglas County, the applicant shall demonstrate that the parcel has a sufficient water supply in terms of quantity, quality, and dependability in conformance with the applicable standards set forth in Section 1804A and Section 2705.09, herein.

2704 Process (Amended 12/07/10)

- 2704.01 Prior to submittal of the SIP, a presubmittal meeting shall be required with staff to discuss the procedures and submittal requirements.
- 2704.02 Within fifteen (15) calendar days of the date that the application is date-stamped and accepted, staff shall review the application and notify the applicant if the plan contents are complete for review by staff and other agencies, and therefore ready to begin the referral process.
- 2704.03 Once the submittal is determined complete, staff shall notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff shall identify in the written notice which referral agencies are regulatory agencies and which referral agencies are advisory agencies. Referrals shall be sent to all County recognized HOAs within one (1) mile of the SIP site, unless the project is in the Nonurban Area, per the Comprehensive Master Plan, where referrals shall be sent to all recognized HOAs within a two (2) mile radius. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution of referral packets is preferred. Otherwise, referral packets shall be provided to the staff planner by the applicant in unsealed manila envelopes, without postage and a return address, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies. The following shall be included in the packets:
- Copy of the completed land use application form
 - Project narrative (*Section 2705.08*)
 - Site plan (*Section 2707*)
 - Landscape plan (*Section 2708*)
 - Grading and drainage plan (*Section 2709*)
 - Building elevations (*Section 2710*)
 - Lighting plan (*Section 2711*)
 - Other reports, studies, and fees as required (*Amended 4/13/2021*)

- 2704.04 Staff shall send a courtesy notice of an application in process and applicable contact information to all abutting landowners and owners of land separated by 300 feet or less from the property by a platted tract. In Nonurban Areas, staff shall send a courtesy notice of an application in process to the entity or entities responsible for ownership and maintenance of a shared private access. The applicant shall reimburse the County for the cost of materials. Errors in the courtesy notice shall not negatively impact the determination of public notice compliance set forth herein. *(Amended 4/13/2021)*
- 2704.05 If the referral agencies elect to comment, they shall comment within 21 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency comments received will be accepted for informational purposes only and provided to the applicant. *(Amended 11/12/13)*
- 2704.05.1 The staff planner may reduce the referral period upon concurrence by Engineering Services. In the event the referral period is reduced, it is the applicant's responsibility to obtain comments from the agencies within the reduced time frame.
- 2704.05.2 Additional referral periods may be required based upon the extent of design changes initiated through the initial referral period. The length of each additional referral period shall be determined by the staff planner.
- 2704.05.3 All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all regulatory agencies received within the 21 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide a written response to timely comments of any and all advisory agencies. *(Amended 11/12/13)*
- 2704.06 Subsequent to the referral period(s), the applicant shall submit the revised SIP to satisfactorily address the issues raised during the referral period(s). The resubmittal shall include:
- Revised plan set
 - A written response to County and agency referral comments
 - Updated reports and studies, as necessary
 - Draft SIPIA and related exhibits, as required *(template available from Engineering Services)*

- 2704.06.1 Within ten (10) calendar days of receipt by staff of the revised SIP plan set and the applicant's written response to the referral comments, the staff planner shall contact the applicant, in writing, as to the status of its resubmittal.
- If the resubmittal meets approval standards, the SIP shall be considered for approval or approval with conditions, and the staff planner shall request a final plan set.
- If the resubmittal does not meet approval standards, staff shall provide written comments, detailing the deficiencies. External agencies may be contacted for additional comment, and its concerns may be included in the written comments. Additional time to receive external agency comments may be necessary.
- 2704.06.2 Based on compliance with the approval standards, the SIP shall be considered for approval, approval with conditions, denial, or closure.
- 2704.07 The final plan set shall consist of one (1) rolled set with original, notarized signatures. The Requirements for Release of CO or Requirements for Release of Final Inspections form, as applicable, shall be executed and submitted to the staff planner prior to SIP approval. The SIPIA shall be fully executed by the owner and County prior to SIP approval. A SIP shall be approved by the Director (or designee) based on staff recommendations.
- 2704.08 If the SIP is denied, written findings shall be provided by staff to the applicant within seven (7) calendar days of the denial.
- 2704.09 The final status of a SIP shall be set forth via the Notice of Action - Final Status using the following process:
- 2704.09.1 The date considered to be the final action on the SIP shall be the date on the Notice of Action - Final Status.
- 2704.09.2 Should a discrepancy exist between the dates on the SIP and Notice of Action - Final Status, the date of the Notice of Action - Final Status shall control.
- 2704.09.3 The Notice of Action - Final Status shall be mailed to the applicant, all landowners who received courtesy notices, and any homeowner's associations (HOAs) that received a referral, as described herein. The Notice of Action - Final Status shall be mailed via first class mail, within three (3) calendar days of final determination.

- 2704.10 A Notice of Action - Final Status of a SIP may be appealed to the Board of Adjustment. An appeal shall be submitted in writing to the Director within thirty (30) calendar days from the date on the Notice of Action - Final Status.
- 2704.10.1 Upon failure to request an appeal, the decision is final.
- 2704.10.2 If a SIP is denied, any new SIP shall require submittal of a new application and processing fee.
- 2704.11 SIPs that are inactive due to the applicant's failure to submit requested materials for a period of four (4) months shall be closed, and the resubmittal of a new application and fees shall be required.
- 2704.11.1 After three (3) months of inactivity, staff shall notify the applicant in writing that the application shall be closed within thirty (30) calendar days. If the applicant fails to submit all of the required materials within the thirty (30) calendar days, staff shall notify the applicant, in writing, that the SIP application is closed.
- 2704.11.2 The Director may grant time extensions to the inactive period of a SIP, not to exceed a total of twelve (12) months, upon written request by the applicant, prior to closure of the SIP.
- 2704.12 The SIP shall be effective for a period of three (3) years from the date of approval. The initial building permit shall not be issued for a SIP after the end of its effective period, unless an extension is granted, as follows:
(Amended 4/28/15)
- 2704.12.1 The Director may grant time extensions to the effective period of a SIP, not to exceed a total of three (3) years from the end of the initial effective period, upon written request by the applicant. To be eligible for an extension, the applicant shall submit the request no later than six (6) months after the end of the effective period. *(Amended 4/28/15)*
- 2704.12.2 The Director may include conditions with the time extension as necessary to ensure the SIP remains in compliance with approval standards. Site construction drawings that have expired shall be re-approved by Engineering Services. *(Amended 4/28/15)*
- 2704.13 Where a SIP brings an existing use into compliance with applicable regulations, or is designed to correct a Notice of Violation, all improvements shall be completed within six (6) months of the Notice of Action - Final Status, unless otherwise agreed to in writing by the owner and the County.

2705 Submittal Requirements *(Amended 12/07/10)*

The applicant shall be required to submit the following information to Planning Services. Incomplete applications shall not be accepted for processing.

- 2705.01 A completed SIP submittal checklist.
- 2705.02 A completed land use application form.
- 2705.03 Proof of ownership consisting of a current title insurance policy or title commitment no more than thirty (30) calendar days old from the date of the application, or other documentation acceptable to staff.
- 2705.04 A notarized letter of authorization from the landowner permitting a representative to process the application, unless the landowner and applicant are the same.
- 2705.05 A boundary survey of the site certified by a professional land surveyor, if the land is unplatted.
- 2705.06 Planning and Engineering Services fees. Building Services fees are collected when construction plans are submitted to Building Services.
- 2705.07 A narrative description of the project, addressing the following:
 - 2705.07.1 Name and address of the landowner, the developer or representative, and the person or firm preparing the SIP, if different than the owner.
 - 2705.07.2 The subdivision name, filing number, (planning area number when located in a Planned Development), and lot and block number; or street address and section, township, range if not in a subdivision.
 - 2705.07.3 Zoning of the site and the zoning and current uses of adjacent land.
 - 2705.07.4 Source of water and sanitation facilities. If the water source has irrigation limitations, describe the manner in which landscape irrigation is to be accomplished. If irrigation water is from an offsite source, provide the following:
 - Name, address, and phone number of water provider
 - Source of water
 - Contractual details (i.e. delivery frequency, length of contract)
 - 2705.07.5 Describe overall impacts of the proposed development to adjacent land.

- 2705.07.6 Describe how the development complies with the Comprehensive Master Plan and intent of this section.
- 2705.07.7 Describe the proposed development schedule and phases of development for all proposed construction.
- 2705.08 The applicant shall demonstrate conformance with Section 18A, Water Supply Overlay District, herein, when the proposed SIP is located on an unplatted parcel of land determined to be legal by Douglas County. *(Amended 3/26/24)*
- 2705.08.1 An SIP which has no water demand except as may be temporarily necessary to establish required landscaping, shall not be required to demonstrate compliance with Section 18A, Water Supply Overlay District, herein. *(Amended 3/26/24)*
- 2705.08.2 An SIP located on a conforming parcel within the A-1 or LRR zone district, which has a water demand not to exceed three (3) acre-feet per year to be supplied by a groundwater well which has or is capable of receiving a permit from the Colorado Division of Water Resources for the use proposed, shall not be required to demonstrate compliance Section 18A, Water Supply Overlay District, herein. Water demands shall be estimated in accordance with the minimum Water Demand Standards defined in Section 18A. *(Amended 3/26/24)*
- 2705.09 Two (2) copies of the SIP plan set, to include the following:
- Site plan (*Section 2707*)
 - Landscape plan (*Section 2708*)
 - Grading and drainage plan (*Section 2709*)
 - Building elevations (*Section 2710*)
 - Lighting plan (*Section 2711*)
- Copies of the following development reports, unless waived by Engineering Services:
- Engineered site construction drawings – two (2) copies
 - Traffic study
 - Phase III Drainage Report and plan
 - GESD report and plan
 - Utility drawing(s)
 - For unplatted land, a boundary survey of the site certified by a professional land surveyor
 - Offsite improvement plans, as required

- 2705.10 A colors and materials sample sheet with color photos of each material, the manufacturer's name, product number, and specifications.
- 2705.11 Detailed technical studies may be required, based upon the scale and impact of the project. These studies may include, but are not limited to, the following: soil, traffic, drainage, water, noise, wildlife, environmental, lighting, shadow, photo-simulations, or a material sample board. The County may require that an independent outside consultant be retained, at the applicant's expense, to perform such studies or review such studies when performed by the applicant.
- 2705.12 All or portions of the required SIP elements may be waived by the Director if it is determined that the use will occupy an existing structure or will not otherwise require significant public or private improvements. *(Amended 4/28/15)*

2706 General Plan Requirements *(Amended 12/07/10)*

The SIP shall be a detailed and accurate depiction of the proposed built environment. The final engineered site and architectural drawings shall be consistent with the SIP. The following information shall be required, unless otherwise noted, on all plans (except the engineered site construction and utility plans). All plans shall be prepared to generally accepted professional standards.

- 2706.01 Provide the name and legal description of the proposed development, site acreage, and project file number. The business name does not appear in the title. The name of the proposed SIP is based upon the legal description when subdivided or the street address as follows: *(Amended 4/28/15)*

Subdivided land:

SPRUCE SUMMIT, Filing No. 3, Lot 14
NW¼ Section 11, Township 8 South, Range 67 West
5 acres
Site Improvement Plan – SP2010-002

Within a PD:

SPRUCE SUMMIT, Filing No. 3, Lot 14
NW¼ Section 11, Township 8 South, Range 67 West
Planning Area 63 – 5 acres
Site Improvement Plan – SP2010-002

When unplatted:

<p>(STREET ADDRESS – Address available from County Addressing Specialist) NW¼ Section 11, Township 8 South, Range 67 West 5 acres Site Improvement Plan – SP2010-002</p>
--

- 2706.02 Utilize a sheet size of 24"x36". Provide an information block which includes the date of preparation and revision(s); a north arrow; the scale used, including a graphic scale; sheet title, i.e., site plan, landscape plan, grading and drainage plan; business name; and preparer's name, address, and phone number.
- 2706.03 Provide a composite plan showing the entire project area, including a key sheet diagram, when more than one (1) sheet is required to delineate the project area.
- 2706.04 Include the individual sheet number and total number of sheets, i.e., 1 of 3. For plans containing multiple sheets, include a sheet index.
- 2706.05 For the purpose of scanning, provide a margin line of at least 0.5" drawn completely around the sheet.
- 2706.06 For subdivided land, label all boundary lines with bearings, distances, and curve data as shown on the final plat.
- 2706.07 For unsubdivided land, label all boundary lines with bearings, distances, and curve data as shown on the certified boundary survey prepared by, or under the supervision of, a registered Professional Land Surveyor licensed with the State of Colorado. Include a written metes and bounds legal description of the site's boundary.
- 2706.08 Provide either a corporate/limited liability corporation (LLC) or individual approval certificate on the first sheet of the plan set. *(Amended 4/28/15)*

Corporate / Limited Liability Corporation Approval Certificate:

APPROVAL CERTIFICATE	
THIS SITE IMPROVEMENT PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH DOUGLAS COUNTY REGULATIONS.	
_____	_____
Engineering Services	Date
_____	_____
Planning Services	Date

- Failure to obtain a building permit within three (3) years after the date of SIP approval, as noted on the Notice of Action – Final Status, shall cause the unbuilt portion of this SIP to be null and void, unless an extension was granted.
- Acceptance of site construction drawings by Douglas County Engineering Services shall be required (as applicable) prior to issuance of building permits. Acceptance of site construction drawings expires three (3) years after the date of signature.
- Signs shown hereon are NOT approved. All signs require approval of a sign permit in accordance with the Sign Standards section of the Douglas County Zoning Resolution.

The undersigned as the owner or owner’s representative of the lands described herein hereby agree on behalf of itself and its successors and assigns to develop and maintain the property described hereon in accordance and compliance with this approved SIP and the Douglas County Zoning Resolution.

(print corporation/LLC name)

By: _____ (Signature)
 Title: _____
 Date: _____

ATTEST: (if corp.)

Secretary/Treasurer

STATE OF COLORADO)
) ss.
 COUNTY OF _____)

Acknowledged before me this ___ day of _____, 20___, by _____ as _____ and _____ as _____ of _____, a _____ corporation/LLC.

My commission expires: _____

Witness my hand and official seal.

 Notary public

Individual Approval Certificate:

APPROVAL CERTIFICATE

THIS SITE IMPROVEMENT PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH DOUGLAS COUNTY REGULATIONS.

 Engineering Services Date

 Planning Services Date

- Failure to obtain a building permit within three (3) years after the date of SIP approval, as noted on the Notice of Final Action – Final Status, shall cause the unbuilt portion of this SIP to be null and void, unless an extension was granted.

- Acceptance of site construction drawings by Douglas County Engineering Services shall be required (as applicable) prior to issuance of building permits. Acceptance of site construction drawings expires three (3) years after the date of signature.
- Signs shown hereon are NOT approved. All signs require approval of a sign permit in accordance with the Sign Standards section of the Douglas County Zoning Resolution.

The undersigned as the owner or owner's representative of the lands described herein hereby agree(s) on behalf of himself/herself (themselves), their heirs and assigns to develop and maintain the property described hereon in accordance with this approved SIP and in compliance with the Douglas County Zoning Resolution.

(signature of owner(s))

Acknowledged before me this ___ day of _____, 20___, by _____.

My commission expires: _____

Witness my hand and official seal.

Notary Public

2706.09 For multiple sheet plans, provide the following abbreviated approval certificate on all subsequent sheets of the plan set:

Approval Certificate	
Engineering	_____ Initials/Date
Planning	_____ Initials/Date
Owner	_____ Initials/Date
Lessee (if applicable)	_____ Initials/Date

2706.10 Locate, dimension, and indicate the use of all easements (existing and proposed) on or adjacent to the site. Include the reception number for all existing easements.

2706.11 Do not show existing or proposed utility lines on the site plan. Provide an engineered utility drawing, separate from the SIP plan set, to Engineering Services, utility providers, and the special district or water and sanitation district, as applicable.

2706.12 Indicate and dimension the location of all individual septic disposal system leach fields (existing and proposed), and indicate a replacement field location.

2706.13 Place the following statement on the SIP for all development within the Centennial Airport Review Area:

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to or resulting from the passage of aircraft in the airspace above the property that is the subject of this Site Improvement Plan.

- 2706.14 For sites located within the Runway Safety Zone or Fan Safety Zone, as defined in this Resolution, an aviation easement in a form established by the Board, signed by the landowner, and recorded in the Office of the County Clerk and Recorder, as well as a note on the SIP indicating the book and page of the recorded easement, shall be required.
- 2706.15 Delineate all drainageways affecting the site and any 100-year floodplain on or adjacent to the site.
- 2706.16 For a SIP that is designed in detail for the first phase only, with additional phases shown conceptually:
- Show phase lines
 - Add the following note to each sheet of the SIP in proximity to each approval certificate:

For all future phases, the applicant shall submit a revised Site Improvement Plan of the phase for which a permit is requested. The revised SIP shall be approved prior to issuance of a building permit.

2707 Site Plan (Amended 04/13/10)

The site plan shall be prepared as follows:

- 2707.01 Prepare the SIP at a scale that allows maximum clarity of the proposal.
- 2707.02 Include a legible vicinity map at an appropriate scale.
- 2707.03 Provide a site data chart on the SIP based on the following example:

ITEM	SQUARE FOOTAGE	% OF GROSS SITE*
Gross Site Area	20,000	100
• Building Footprint	8,000	40
• Parking and Roads (including planted interior parking islands)	800	4
HARDSCAPE TOTAL	8,800	44
• Planted Area (If applicable, include parking lot islands used)	4,000	20
	6,200	31

for stormwater detention and water quality ponds)	1,000	5
• Existing Vegetation	<u>0</u>	<u>0</u>
• Trails and Walks	11,200	56
• Porous Pavement		
LANDSCAPE TOTAL		
ITEM	DESCRIPTION	
Building Size: 2 stories	16,000 sq. ft. TOTAL	
Parking:		
• Required	64 spaces (1/250 sq. ft.)	
• Provided	67 spaces	

*NOTE: When a portion of a site's natural vegetation is proposed as landscape area, as permitted herein, these totals may not add up to 100 percent.

- 2707.04 Label and show dimensions of all existing and proposed structures. Delineate existing buildings in detail. Show setback lines, points of ingress and egress, the building's dimensions from lot lines, and indicate any structures to be removed.
- 2707.05 Identify all adjoining land uses and zoning.
- 2707.06 Show the location of all trash enclosures. Trash enclosures are encouraged to be integrated into the mechanical or service area of structures. Locate trash enclosures away from site entries and roadways. Screen and buffer trash areas. Provide a dimensioned elevation drawing of the proposed enclosure specifying materials and colors.
- 2707.07 Locate and dimension all required off-street parking and loading areas, identify all required handicap spaces, and note the total number of parking spaces provided per row of parking, in accordance with the Planned Development or Parking Standards section.
- 2707.08 Locate and dimension all public and private streets, walks and trails, rights-of-way, curb cuts, and points of access on, or adjacent to, the proposed site. Label surface materials and location of traffic directional arrows, signage, and markings.
- 2707.09 Show the location and dimensions of all existing and proposed signs, if known. Signs and their locations shown on the SIP are not approved by the SIP review process. Final approval of signs and their location require the issuance of a sign permit, in accordance with the Sign Standards section herein.
- 2707.10 Show location of all fire hydrants. If none exist on site, note the distance and direction of the closest hydrant adjacent to the site within 500'.

- 2707.11 When necessary to ensure consistency with SIP approval standards, notes may be added to the exhibit which establish operational limits applicable to the proposed use. *(Amended 4/28/15)*

2708 Landscape Plan *(Amended 12/07/10)*

A sustainable landscape plan is a component of a complete SIP application. The intent is to conserve water, reduce runoff, enhance water quality, buffer development from adjoining sites or streets, and ensure compatibility with adjacent development. Landscape enhances the site by moderating temperature and humidity, and mitigating noise and wind.

2708.01 Landscape Materials and Irrigation

Environment-appropriate, water-conserving plant materials are required, except as permitted herein, to conserve natural, cultural, and fiscal resources. Efficient irrigation of landscape materials promotes growth and plant health, resulting in the appropriate use of water resources, enhancement of the built environment, and reduced maintenance costs.

- 2708.01.1 The minimum area to be landscaped with live plant material shall be fifteen (15) percent of the gross site area, unless offsite landscaping is supported; the site is located within a Planned Development wherein additional landscaping has been provided; or the Director waives the requirement due to compatible land uses, severe site constraints, or other extraordinary circumstance. For SIP applications pursuant to a Use by Special Review, the gross site area may be determined to be the permit area.

- (1) A landscape buffer shall be required when adjacent to residential uses, and shall count toward a maximum fifty (50) percent of the minimum fifteen (15) percent landscape requirement.
- (2) Based on adjacent uses, views, and potential impacts, a landscape buffer shall be required between the following:
 - Residential use and adjacent nonresidential parking
 - Parking facility located adjacent to a street
 - Outside storage and adjacent uses

Options for buffering may include all or some of the following:

- Layered vegetation with a four (4') foot effective height or greater

- Berms and plantings with a four (4') foot effective height or greater
 - Solid fences or decorative walls
 - Deciduous and coniferous trees and large shrubs
 - Combinations of these options
- (3) Restoration, conservation, and preservation of undeveloped portions of a site with natural vegetation that provides buffering, screening, or valuable wildlife habitat or movement corridors shall count towards the minimum fifteen (15) percent landscape requirement.
- (4) Based upon the scale and impact of a project, additional landscape materials may be required in the public right-of-way. A license agreement with Douglas County may be required to allow the owner to install and maintain the landscaping within the public right-of-way.
- 2708.01.2 High-water-use plants, as defined by the Colorado Nursery and Greenhouse Association, are discouraged but may be a maximum of 1.5 percent of the gross site area. For multifamily projects, a maximum of five (5) percent of the gross site area may include high-water-use plants to accommodate recreational areas. Areas of high-water-use plants shall be depicted on the landscape plan with a callout to identify the square footage of each high-water-use planted area.
- 2708.01.3 The required quantity and size of plant materials shall be based upon the proposed use, design, adjacent uses, and overall impact and scale of the project.
- 2708.01.4 Where screening is required, it shall be provided through the use of fences, walls, hedges, berms, or a combination thereof. *(Amended 3/26/24)*
- 2708.01.5 The following shall be the acceptable minimum plant size:

PLANT TYPE	MINIMUM SIZE
Deciduous <ul style="list-style-type: none"> • Canopy Tree • Ornamental Tree 	2.0" minimum caliper ^{1,2} 1.5" caliper ¹
Coniferous Tree	6' minimum height ²
Shrubs	5 gallon container Minimum 24" height at installation Multiple canes for deciduous shrubs
Vines	1 gallon container
Groundcover	5 gallon if horizontal shrubs (maturity less than 24") 1 gallon if perennials

	Space to provide 80% ground coverage in 2-3 yrs.
Mulch	Minimum 4" depth for all plant groupings and trees ³

¹ Measure caliper using Diameter at Breast Height (DBH).

² Larger sizes may be required where buffering or compatibility issues exist, in accordance with Section 2708.01.1(4) herein.

³ Impermeable sheet plastic shall not be permitted under mulched areas.

2708.01.6 Sources of irrigation water and types of irrigation shall be noted on the landscape plan. Automatic irrigation systems shall be required unless the only water available is from an offsite source. In the event the site is served by a well that prohibits outdoor usage, hand watering may be required. The applicant shall be required to obtain an offsite water source and provide acceptable documentation of such source (i.e., pre-paid weekly contract).

2708.02 Landscape Plan Requirements

Prior to the issuance of a CO or certificate of final inspection, the onsite landscaping shall be consistent with the approved SIP. The landscape plan shall be prepared as follows:

- 2708.02.1 Identify planted areas by name, size, and quantity of material to be used. Identify and describe hardscape materials.
- 2708.02.2 Depict plant materials at approximately three-fourths mature size.
- 2708.02.3 Identify walkways, pedestrian-oriented areas, and landscape elements such as fences, walls, border edge treatments, signs, bike racks, trash enclosures, street furniture, and recreational facilities, as applicable.
- 2708.02.4 Depict the location of all pole-mounted, wall-mounted, and ground-mounted light fixtures.
- 2708.02.5 Show the contour lines depicting final grades as solid lines (screening acceptable).
- 2708.02.6 Label all streets, rights-of-way, and points of access on or adjacent to the proposed site.
- 2708.02.7 Show sight distance triangles at all intersections in accordance with the Douglas County Roadway Design and Construction Standards.
- 2708.02.7.1 Any landscaping within the County right-of-way shall comply with the Douglas County Roadway Design and Construction Standards and the Douglas County Storm Drainage Design and Technical Criteria Manual.

- 2708.02.7.2 Trench drains are required for irrigated landscaping along public streets, in accordance with the Douglas County Roadway Design and Construction Standards.
- 2708.02.8 Screen transformers, ground-mounted HVAC units, utility pedestals, and similar features, and place the following note on the landscape plan:

If any transformers, ground-mounted HVAC units, utility pedestals, and similar features are not shown on the SIP, additional landscaping and screening may be required based upon field conditions during the site inspection prior to issuance of the certificate of occupancy, or final inspection, as applicable.

- 2708.02.9 Provide a landscape legend similar to the example below:

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	HIGH-WATER-USE
WC	6	Catalpa Erubescens	Western Catalpa	2.5" caliper	No
BS	7	Pinus Ponderosa	Ponderosa Pine	8' height	No
AWS	10	Spirea bumalda	Anthony Waterer	5 gallon	No
	300 ft ²	---	Pole Peeling Mulch	4" depth	NA

NOTE: In the event of a discrepancy between the plan graphic and the landscape legend, the plant material quantity as determined by the plan graphic shall take precedence.

- 2708.02.10 Place the following maintenance statement on the plan:

Landscaping shall be planted and maintained by the owner, successor, and/or assigns. Should any plant material die, it shall be replaced with similar plant material within one planting season.

2708.03 Parking Lot Islands

- 2708.03.1 All parking areas in excess of forty (40) spaces shall contain landscape islands typically located interior to the perimeter of the parking area. The ratio of required parking lot islands shall be as follows:

Number of Parking Spaces	Ratio of Parking Lot Islands
40 – 120	1 per 20 parking spaces
120 – 500	1 per 15 parking spaces
500+	1 per 10 parking spaces

- 2708.03.2 Each parking lot island shall be a minimum two (2) parking spaces in size and contain some combination of trees, shrubs, and

groundcover. High-water-use plants are prohibited in parking lot islands.

- 2708.03.3 Islands may be aggregated to meet site specific needs for screening, buffering, water conservation, or water quality. The required islands need not be physically located at each interval noted (i.e., 20, 15, or 10 spaces). Generally, all required islands shall be located internal to the parking area.

2709 Grading and Drainage Plan *(Amended 04/13/10)*

The grading and drainage plan shall be prepared at the same scale as the landscape plan. Please note that this plan is separate and distinct from the GESC plan required by Engineering Services. The grading and drainage plan shall be prepared as follows:

- 2709.01 Label proposed and existing buildings, structures, fences, walls, walks, trails, parking and loading areas, and streets. Proposed retaining walls shall be no greater than four (4') feet in height, unless necessary due to site specific constraints. Walls in excess of four (4') feet in height, as measured from the bottom of the foundation, require a structural design and building permit. If multiple parallel retaining walls are proposed, a minimum five (5) feet wide horizontal separation should be required between the faces of adjacent walls. Design this separation to accommodate plants that will buffer the vertical planes of the walls. *(Amended 3/26/24)*
- 2709.02 Retaining walls in excess of thirty (30") inches in height (as measured from the lowest ground surface adjacent to the wall) used in conjunction with detention areas or ponds, or located adjacent to a pedestrian access or walking surface, shall require permanent barriers, consistent with building code height requirements, for the purpose of protecting the public from potential hazards.
- 2709.03 Development sites are required to balance earthwork quantities onsite in accordance with the GESC Manual.
- 2709.04 Show existing contour lines as dashed lines (screening acceptable), and proposed contour lines as solid lines. The contour interval shall be no more than two (2') feet unless otherwise approved by the staff planner.
- 2709.04.1 Distinguish existing grades greater than a 4:1 slope (25 percent).
- 2709.04.2 Proposed grades shall be no steeper than a 3:1 slope (33.3 percent).
- 2709.05 Label low and high points.
- 2709.06 Show flow direction arrows.

- 2709.07 Show and label the required drainage easements with detention, water quality facilities, and storm sewer infrastructure.
- 2709.08 Label the top of wall and bottom of wall elevations at twenty (20') foot intervals along all retaining walls.

2710 Building Elevations (Amended 12/07/10)

The building elevations shall be prepared as follows:

- 2710.01 Prepare elevations at a scale that allows for maximum clarity of the proposal.
- 2710.02 Label and dimension all building features.
- 2710.03 Label all building materials and finishes with the manufacturers' colors and numbers to correspond with the colors and materials sample sheet.
- 2710.04 Identify the location of all wall-mounted light fixtures.
- 2710.05 When applicable, depict the roof plane, behind the wall, as dashed lines.
- 2710.06 When applicable, depict all ground-, wall-, and roof-mounted mechanical equipment, HVAC, emergency generators, and other accessories (including satellite TV, electronic data dishes and antennae) behind the wall, as dashed lines. All ground-, wall-, and roof-mounted mechanical equipment, HVAC, emergency generators, and other accessories shall be screened. The screening of rooftop equipment shall not be required to exceed the maximum elevation of the rooftop equipment.

Provide the following note on elevation sheets:

The building elevations shown and approved hereon are intended to demonstrate how all HVAC shall be screened according to Douglas County Zoning Resolution requirements. It is the applicant's responsibility to ensure that screening occurs in the field as demonstrated by these plans, regardless of curb requirements, mechanical plan changes, or other circumstances. Failure to provide screening may result in delay of final inspections and/or issuance of a certificate of occupancy.

2711 Lighting Plan (Amended 04/13/10)

All fixtures and lamping shall be consistent with the requirements of the Lighting Standards section herein. The following lighting information is required to be included on the lighting plan, unless the applicant clearly provides the information on another sheet of the SIP plan set:

- 2711.01 Provide a luminaire schedule similar to the following example:

LUMINAIRE SCHEDULE						
QTY	Lamp Type	Mounting Height	Lumens	LLF	Color	Description
10	21W CF	10'	1650	1.00	Bronze	Visa Lighting OW1342 1FS21
5	400W MH	24'	36000	1.00	Bronze	Visionaire American Series AME-2 T5400 M 6 BOA
4	150W MH	12'	13000	1.00	Dk Bronze	Gardco 101WT 150MH Quad BRP

* **NOTE:** A Light Loss Factor (LLF) of 1.0 shall be utilized.

2711.02 Include a copy of the manufacturers catalog sheet, product number and Illuminating Engineering Society of North America type description.

2711.03 Include the following note on the plan set:

Prior to issuance of a certificate of occupancy or conducting final inspections, Douglas County shall conduct an evening site visit to ensure illumination levels generated by the lighting: meet all County criteria as well as those indicated on the approved Site Improvement Plan; do not create disability glare on adjacent properties; and that all fixtures are full cutoff as defined by the Illuminating Engineering Society of North America. In the event lighting levels do not meet these criteria, remedial action may include re-lamping with lower wattage bulbs, relocating fixtures, shielding fixtures, removing fixtures, or replacing fixtures. It shall be the responsibility of the applicant to ensure all site lighting complies with Lighting Standards section of the Douglas County Zoning Resolution prior to requesting issuance of a certificate of occupancy and/or final inspections.

2712 Post Approval SIP Procedures and Requirements (Amended 04/13/10)

2712.01 Prior to the issuance of a CO, the applicant shall submit as-built plans to Engineering Services for any required detention pond and water quality facilities, as well as an Engineer's certification stating that the detention pond and water quality facilities have been constructed in accordance with the approved drainage report and plan.

After approval of the SIP and issuance of a building permit, a CO may be issued if the construction of all buildings is completed and all parking, drainage improvements, and landscaping elements are installed in accordance with the approved SIP, as determined by a site inspection performed by County staff. Submit final easement documents to Engineering Services for acceptance prior to issuance of a CO. The applicant shall perform the tasks required by the Requirements for Release of CO prior to scheduling any final site inspections.

2712.01.1 Occupancy of the site shall not be permitted until the site is clean, safe, and free of all construction debris, as determined by Douglas County.

2712.01.2 If adverse weather immediately preceding the CO request prevents the installation of parking, drainage, or landscaping elements, a temporary certificate of occupancy (TCO) may be issued (for nonresidential projects) after the applicant provides an irrevocable letter of credit, or other acceptable security as allowed by the SIPIA. Bonds are not acceptable.

- (1) The security shall be equal to 115 percent of the cost of the unfinished work, in accordance with the cost estimates contained in the SIPIA, and shall be submitted prior to the issuance of a TCO. The security shall be held by Douglas County and released, as set forth in the SIPIA, when the work is deemed complete by Douglas County.
- (2) When a TCO is issued, based on security as provided for herein, prior to the completion of all site improvements, the time for the completion of site improvements shall not exceed six (6) months.
- (3) Failure by the applicant to complete the work or to request a time extension shall result in a forfeiture of the security and shall cause Douglas County to initiate the construction of such improvements, as detailed in the SIPIA. The Director may grant a one time extension of not more than six (6) months upon receipt of a written request accompanied by an extension of the financial security.

2712.02 When a CO is not required, the following shall apply regarding approvals and security:

2712.02.1 When a building addition or modification is proposed, all building improvements and all site improvements such as drainage, parking, landscaping, and lighting shall be fully completed prior to final building inspections. The applicant shall perform the tasks required by the Requirements for Release of Final Inspections form prior to scheduling any final site inspections.

2712.02.2 If the scale, impact, or phasing of the proposed development warrants, a letter of credit equal to 115 percent of the estimated cost of improvements may be required at the time of SIP approval to ensure the required improvements are completed.

2712.02.3 The security shall be held by Douglas County and released, as set forth in the SIPIA, when all site improvements identified on the SIP, are deemed completed by Douglas County.

2713 Revision to an Approved SIP (Amended 12/07/10)

Proposed changes to an approved SIP shall be reviewed for scale and impact to determine whether the changes will be processed as a revision or modification to an approved SIP.

2713.01 Applicability

A revision shall be for the purpose of additional review and referral based on the scale and impacts of the proposed changes. In general, a revision impacts grading, drainage, parking, access, building footprint, or landscaping. These impacts typically require the entire site be brought into conformance with the current Zoning Resolution.

2713.02 Approval Standards

Approval of a revision to an approved SIP shall be in accordance with Section 2703 and applicable provisions contained herein.

2713.03 Process

A revision shall follow the full SIP process as described herein, however, the referral period for a revision shall be twenty-one (21) calendar days.

2713.04 Submittal Requirements

The applicant shall be required to submit the following information to Planning Services. Incomplete applications shall not be accepted for processing.

- Completed land use application and fee
- New plan sets, as necessary, to depict the proposed revision
- Development reports in accordance with Section 2705.10
- Detailed technical studies in accordance with Section 2705.12, if applicable
- Current title commitment or insurance policy (*Section 2705.03*)
- Notarized letter of authorization from the property owner, if applicable (*Section 2705.04*)
- A written narrative explanation of the revision (*Section 2705.08*)
- Letter from HOA and architectural control committee, if applicable

2713.05 The legal description for a revision to the SIP shall be consistent with the originally approved SIP, except as otherwise provided for below. (*Amended 4/28/15*)

For Revisions:

SPRUCE SUMMIT, Filing No. 3, Lot 14 – 1st Revision NW¼ Section 11, Township 8 South, Range 67 West
--

5 acres
SP2010-002 (**Revision to SP2003-049**)

For Revision on Lot with Amended Legal Description:

SPRUCE SUMMIT, Filing No. 3, **1st Amendment**, Lot 14-A – **1st Revision**
NW¼ Section 11, Township 8 South, Range 67 West
5 acres
SP2010-002 (**Revision to SP2003-049**)

2714 Modification to an Approved SIP (*Amended 12/07/10*)

Proposed changes to an approved SIP shall be reviewed for scale and impact to determine whether the changes will be processed as a revision or modification to an approved SIP.

2714.01 Applicability

A modification shall be for the purpose of minor changes to the approved SIP. In general, a modification shall not increase the building footprint, impervious surface, or affect fire access.

2714.02 Approval Standards

Approval of a modification to an approved SIP shall be in accordance with Section 2703 and applicable provisions contained herein.

2714.03 Process

2714.03.1 Prior to submittal of a modification to an approved SIP, a presubmittal meeting shall be required with staff to discuss the procedures and submittal requirements.

2714.03.2 Staff shall have up to seven (7) calendar days from the date that the application is date-stamped and accepted, for internal review of a modification.

If the submittal meets approval standards, the modification will be considered for approval, and the staff planner shall prepare a Modification Affidavit for approval.

If the submittal does not meet approval standards, staff shall provide the applicant with written comments, detailing the deficiencies.

2714.03.3 Based on compliance with the approval standards, the modification will be considered for approval, approval with conditions, denial, or closure.

- 2714.03.4 In place of the final plan set, the applicant may provide a legible redlined copy of the approved SIP, detailing the modification. The Requirements for Release of Final Inspections form, as applicable, shall be executed and submitted to the staff planner prior to approval of a modification. A Modification Affidavit shall be approved by the Director (or designee) based on staff recommendations. The proposed changes may require Building permits.
- 2714.03.5 If the SIP is denied, written findings shall be provided by staff to the applicant within seven (7) calendar days of the denial.

2714.04 Submittal Requirements

The applicant shall be required to submit the following information to Planning Services. Incomplete applications shall not be accepted for processing.

- Completed land use application and fee
- A redlined copy of the approved SIP, and other exhibits as necessary, to depict the proposed modification
- Notarized letter of authorization from the property owner, if applicable (*Section 2705.04*)
- A brief written narrative explanation of the modification
- Letter from HOA and architectural control committee, if applicable.

Agenda Item

Date: May 26, 2026

To: Douglas County Board of County Commissioners

Through: Douglas J. DeBord, County Manager

From: Kati Carter, AICP, Director of Community Development *K C*

CC: Lauren Pulver, Planning Manager
Steven E. Koster, AICP, Deputy Director of Community Development

Subject: **Sedalia Water and Sanitation District Water Alternatives Program Funding Request**

SUMMARY

In May 2026, Sedalia Water and Sanitation District (Sedalia W&S) submitted a Water Alternatives Program funding request to fund a Water Supply Alternatives Analysis to evaluate potential alternatives to secure a sustainable long-term water supply. The request is for \$70,000 to cover the cost of the analysis.

BACKGROUND

In 2013, the Board of County Commissioners (Board) created the Douglas County Water Alternatives Program in response to requests from citizens to address declines in well productivity and water quality. The program has funded a variety of projects to support small communities as they transition to renewable water. The program is meant to assist homeowners and small domestic water providers in developing water supply alternatives by funding feasibility analyses to evaluate supply options, infrastructure pre-design and engineering, and estimated project costs.

CURRENT REQUEST

Sedalia W&S currently provides potable water service to approximately 98 taps and relies exclusively on groundwater wells as its source of water. Recent studies have identified that its existing well supply is declining in production, which may impact the ability to serve existing customers in the future. To continue to provide reliable service, Sedalia W&S is evaluating options to secure a sustainable long-term water supply. These options include transitioning to a wholesale water supply provided by Dominion Water and Sanitation District, absorption into Castle Rock Water, or continued reliance on groundwater.

This request is for \$70,000 to fund a Water Supply Alternatives Analysis conducted by Hazen and Sawyer to develop a financial model and perform a comprehensive evaluation of capital

costs, operations and maintenance expenses, water supply sustainability, and projected rate impacts to customers.

Sedalia W&S received USDA grant funding and ARPA funding from the County for Phase I of Sedalia's Water Infrastructure Improvements, consisting of water distribution line replacements. The Water Supply Alternatives Analysis will inform Phase II of Sedalia's Water Infrastructure Improvements that includes a proposed water tank and associated infrastructure, and a permanent connection to a renewable water source. Phase II will enable service to adjacent properties, including CORE, the Sedalia Landfill, and the County Biochar facility.

NEXT STEPS

Staff is prepared to discuss the request with the Board.

ATTACHMENTS

Request letter dated May 1, 2026 from Sedalia Water and Sanitation District Board
Hazen and Sawyer Scope of Work

SEDALIA WATER AND SANITATION DISTRICT

May 1, 2026

Douglas County Board of County Commissioners

100 Third Street
Castle Rock, CO 80104

RE: Funding Request – Sedalia Water and Sanitation District Water Supply Alternatives Analysis

Dear Commissioners,

The Sedalia Water and Sanitation District respectfully requests consideration of County support, in an amount not to exceed \$70,000, to fund a Water Supply Alternatives Analysis conducted by Hazen and Sawyer.

The Sedalia Water and Sanitation District provides potable water service for approximately 98 taps and relies exclusively on groundwater wells as its sole source of supply. While the District is moving ahead with Phase 1 infrastructure improvements to replace all of the District's existing infrastructure, long-term water supply remains a critical concern. Recent planning efforts have identified that existing Arapahoe well capacity will continue to decline in production and will go dry by 2036, which poses a significant risk to continued reliable service.

To address this challenge, the District is evaluating potential alternatives to secure a sustainable long-term water supply. These include, but are not limited to, the ramifications of continued reliance on groundwater, transitioning to a wholesale water supply arrangement with Dominion Water and Sanitation District, and potential partnership with, or absorption into, with Castle Rock Water. Each alternative carries unique operational, financial, and governance implications that must be clearly understood prior to making long-term commitments.

The study will develop a financial model and perform a comprehensive evaluation of capital costs, operations and maintenance expenses, water supply sustainability, and projected rate impacts to customers. This effort will provide the District with a defensible, data-driven basis for decision-making regarding the future of water service.

Smaller districts often lack the staff to determine the technical data and financial resources necessary to evaluate renewable water options or effectively plan for long-term growth. This study represents a critical step in filling those gaps and positioning the District to make informed decisions consistent with regional planning efforts.

Supporting this effort also advances broader County interests by promoting sustainable water supply planning, reducing long-term infrastructure risk, and helping ensure reliable service for existing residents while guiding responsible growth in unincorporated areas.

It also supports Sedalia's Phase II Water Infrastructure Improvements, which have been fully designed and are anticipated to go to bid in June 2026, but currently lack funding for construction. Phase II includes a proposed water tank on the Sedalia Landfill property, associated infrastructure, and a permanent

connection to a renewable water source. This would also enable service to adjacent properties, including CORE, the Sedalia Landfill, and the County Biochar facility. Completing this study, and understanding the implications of a permanent water connection, is critical to the successful implementation of Phase II that has benefits beyond the Sedalia Water and Sanitation District.

We appreciate Douglas County's continued support of small districts that lack the resources and funding to complete these critical items on their own. The Sedalia Water and Sanitation District respectfully requests your consideration for this effort.

The study will be completed on a time-and-materials basis with a not-to-exceed cost of \$70,000.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Green", written in a cursive style.

Bryan Green
Sedalia Water and Sanitation Board President

Scope of Work Sedalia Water and Sanitation District, CO Water Supply Alternatives Analysis

1. Project Understanding

The Sedalia Water and Sanitation District (the “District”) provides potable water service to approximately 98 taps. Wastewater service within the District is currently managed through individual septic systems for all customers.

The District is currently implementing Phase 1 improvements to replace aging infrastructure, supported by approximately \$8.5 million in monthly grant funding. Despite these investments, the District’s long-term water supply remains a critical concern.

The District relies exclusively on groundwater wells as its source of supply. A recent master planning effort identified that the existing well supply has limited remaining capacity and may be insufficient to meet current customer demand by approximately 2040. This constraint presents a significant risk to continued reliable service under existing conditions.

To address this challenge, the District is evaluating potential alternatives to secure a sustainable long-term water supply. These alternatives include continued reliance on groundwater (status quo), transitioning to a wholesale water supply arrangement with Dominion Water and Sanitation District, and potential absorption into the Town of Castle Rock water system.

Under the Dominion scenario, the District would maintain governance and retail service responsibilities while purchasing treated water from a wholesale provider. Under the Castle Rock scenario, the District’s customers may be absorbed into the Town’s system, transferring operational, financial, and governance responsibilities. Under both scenarios the District may be required to pay a buy-in into the respective utility’s infrastructure

The District has requested support to quantify the financial, operational, and rate impacts associated with these alternatives and to compare them against the cost of maintaining the existing system. This analysis will provide a defensible basis for decision-making regarding the future of water service for the District’s customers.

A detailed scope of work follows:

2. Scope of Services

The Scope of Services for this Project includes the following tasks:

Task 1 – Project Management

This task will involve overall project management throughout the duration of the project. Tasks include:

- **Project Coordination:** HAZEN will provide ongoing project management services over the duration of the project for an initial period not to exceed 180 calendar days. This includes active management of budget, staffing, costs, and schedule. Additionally, this will include providing monthly status reports and overall project coordination for the duration of the project.
- **Kickoff Meeting:** Up to three (3) HAZEN staff are expected to attend this meeting in person. Summary meeting notes will also be provided within a week of the kickoff meeting to document decisions, outcomes, and other comments.
- **Project Status Updates:** A 30-minute monthly call will be held to provide an update on the project status. Status updates will occur during work on Task 2 - 4, not to exceed eight (8) meetings. This will include ongoing activities that need coordination and provide updates on deliverables, schedule, and budget, as needed.
- **Task 1 Deliverables**
 - Monthly Status Reports and Invoices
 - Kickoff Meeting Minutes
 - Project Status Meeting Minutes

Task 2 – Data Review

The District will provide and HAZEN will review the following documents, reports, recent project materials, and operational information:

- Existing master plan and technical reports
- Well production data and capacity information
- Historical water usage and (2–5 years)
- Financial statements and budgets
- Capital improvement plans and infrastructure data
- Existing rate structures
- Information related to Dominion Water District and Town of Castle Rock (rates, capacity charges, agreements, etc.)

Following review of available data, the Consultant will conduct an information-gathering workshop to:

- Summarize key findings
- Identify data gaps
- Confirm assumptions for analysis
-

Scope of Work

Sedalia Water & sanitation District, CO Water Supply Alternatives Analysis

Task 2 Deliverables

- Data Request Log
- Workshop Agenda, Presentation Materials, and Meeting Minutes

Task 3 – Water Supply Alternatives Analysis

Based on information received from the data request and information gathering workshop, HAZEN will analyze the business case for the following three (3) scenarios:

- Status Quo: Continued reliance on groundwater wells
- Dominion Water District: Wholesale purchase of treated water while maintaining District governance and retail service
- Town of Castle Rock: Full absorption of District customers into Castle Rock’s water system

The analysis will include development of a financial model (Excel-based) to evaluate:

- Water supply availability and sustainability
- Capital improvement requirements
- Operations and maintenance (O&M) costs
- Wholesale water purchase costs and capacity charges
- Long-term cost projections

The Consultant will present findings in a workshop setting, including documentation of assumptions and methodology.

Task 3 Deliverables

- Microsoft Excel Financial Model
- Workshop Agenda, Presentation Materials, and Meeting Minutes

Task 4 – Rate and Financial Impact Analysis

The Consultant will develop a comparative financial and rate analysis for each scenario, including:

- Rate projections for the 98 existing taps
- Evaluation of affordability

The analysis will quantify the financial impact to customers under each scenario and identify key cost drivers.

Task 4 Deliverables

- Technical Memorandum summarizing financial and rate impacts
- Supporting tables and graphics

Task 5 – Communication and Stakeholder Support

The Consultant will support the District in communicating findings to leadership and stakeholders, including:

- Development of presentation materials
- Attendance to one (1) stakeholder or board meetings
- Support in explaining technical and financial findings

Task 5 Deliverables

- Presentation Materials (PowerPoint)
- Meeting Support and Summaries

3. CITY's Responsibilities

The District shall:

- Assign a Project Manager as the primary point of contact
- Provide requested data in electronic format
- Facilitate meetings and stakeholder coordination
- Provide access to relevant agreements and planning documents

4. Assumptions

Certain assumptions have been made in preparing the Scope of Services. To the extent possible, these assumptions are stated herein and are reflected in the estimated fee for services. If requirements of the Project are different from the assumptions presented herein, or if the District desires additional services, the resultant changes in scope will serve as the basis for amending this Contract or initiating the development of a new Contract as mutually agreed by District and HAZEN. Project assumptions include:

- All meetings are virtual (Microsoft Teams) unless stated otherwise
- Data requests items will be provided to HAZEN in electronic format
- Data will be provided in a timely manner
- Analysis will be performed at a planning-level (not detailed design)
- Capacity charges and wholesale rates will be based on available information and discussions with providers
- PowerPoint presentations are assumed to be 15 slides or less. District will provide HAZEN with District's PowerPoint template
- Rates for this project will be held through 2026. Hours billed in 2027 will be subject to rate increases.
- Scope does not include detailed engineering design or permitting

Scope of Work

Sedalia Water & sanitation District, CO Water Supply Alternatives Analysis

5. Schedule

Services described herein will commence upon HAZEN’s receipt of a Notice to Proceed from the District, HAZEN will coordinate with District’s Project Manager to maintain progress on this project. The estimated milestones for these services will be as follows:

Task No.	Description	Complete Timeframe (Days from NTP)
1	Project Management	180
2	Data Review	60
3	Water Supply Alternatives Analysis	90
4	Rate and Financial Impact Analysis	120
5	Communication & Community Outreach Support	180

6. Compensation

For the above-described Scope of Services, the CITY will compensate HAZEN on a time and material (T&M) basis per. Compensation for Taks 1 through 5 will be for a not-to-exceed fee of \$70,000 as shown in the Fee Breakdown below. A detailed fee schedule is provided as attachment 1 herein. All reimbursable expenses shall be documented and included with monthly invoices.

Fee Breakdown

		Total	Fee		
Task	Description	Hours	Labor	Expense	Total
1	Project Management	24	\$6,090		\$6,090
2	Data Review	76	\$14,190		\$14,190
3	Water Supply Alternatives Analysis	119	\$23,055		\$23,055
4	Rate and Financial Impact Analysis	80	\$17,070		\$17,070
5	Communication & Community Outreach Support	39	\$9,255	\$340	\$9,595
TOTAL		338	\$69,660	340	\$70,000

DRAFT