



Meeting Date: February 16, 2016

MEMORANDUM

To: Honorable Mayor and Members of Town Council

From: Teri Whitmore, AICP, PMP, Planning Manager, Development Services

Title: Planning Commission Work Plan, January – December 2016

Historically, the Castle Rock Planning Commission has adjourned its regular meeting to a study session in order to organize the work of the Commission, continue the education of the Planning Commission members, and facilitate an on-going exchange of information.

Proposed Study Session Topics, January-December 2016:

- ✓ Technical Variance Review and Approval Process and Related Procedures
- ✓ What is an Overlay? Educational session on the Wolfensberger Overlay, the Front Street Overlay, the Interchange Overlay, and the Downtown Overlay
- ✓ Presentation on the Design Guidelines Update
- ✓ Overview of the Town's Landscape Ordinance
- ✓ Mini-Planning Commission Training Session(s) with Mock Scenarios (multi-phased)
- ✓ Annual Planning Commission Bus Tour
- ✓ Annual Legal Training Session
- ✓ Comprehensive Plan Update Implementation Strategy
- ✓ Report on the Downtown Walking Tour Assessment
- ✓ Annual Downtown Alliance Update
- ✓ Overview of Best Practice Research on Planning Boards and Commission(s)
- ✓ Discussion on Building Permit and Planning Approval Coordination
- ✓ Investigate a Joint Session with the Public Works Commission
- ✓ Water Purification Plant and the Ray Waterman Pumping Plant Tour(s)
- ✓ Code Revision Discussion Focusing on Development Edges and Density
- ✓ Inclusion of Any Other Requested Work Session Items from Town Council

Completed 2015 Study Session Topics:

- ✓ Understanding the Traffic Impact Study Review Process (**Completed January 2015**)
- ✓ Economic Development Council & Downtown Development Authority Update (**DDA Update Completed May 2015**)
- ✓ Legal Issues for the Planning Commission (**Completed February 2015**)
- ✓ Federal Emergency Management Agency (FEMA) Presentation (**Completed February 2015**)
- ✓ eTraKiT Update (**Completed April 2015**)

Completed 2015 Study Session Topics (continued):

- ✓ Castle Rock Downtown Alliance Update **(Completed May 2015)**
- ✓ Promenade Update **(Completed June 2015)**
- ✓ Centennial Airport Roundtable Update **(Completed July 2015)**
- ✓ Discussion on holding a Planning Commission Bus Tour **(Completed July 2015)**
- ✓ Joint Planning Commission/DDA Meeting on Urban Centers and the Comprehensive Plan Action Spreadsheet **(Completed August 2015)**
- ✓ Trolley Tour **(Completed September 2015)**
- ✓ Douglas County Housing Partnership Update **(Completed October 2015)**
- ✓ Innovative Zoning Approaches **(Completed November 2015)**