



**CITY COUNCIL WORK SESSION**  
**Monday, May 16, 2022 10:00 AM**  
**City Council Chambers, Elks Civic Building - 107 S. Cascade Ave.**

Public participation for this meeting will be in person in the City Council Chambers, and the meeting can be viewed via livestream at <https://www.cityofmontrose.org/759/Live-Meetings-Viewer>.

Hearing assistance devices are available for public use. Please let us know if you need accommodation. The City also offers interpretation for Spanish speakers. In order to allow time to book this resource, please email [planningmail@ci.montrose.co.us](mailto:planningmail@ci.montrose.co.us) at least three days before the meeting.

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1) INTRODUCTION OF NEW CITY EMPLOYEES

- Kevin Walters – Code Enforcement Officer
- Dave Copeland – Police Officer
- Quinn Hughes – Assistant to the Grounds Superintendent
- Ryker Wright – Parks & Special Projects Worker
- Camille Dick – PT Animal Shelter Technician

2) DISCUSSION ITEMS

- A) Unified Development Code Project (20 minutes)  
*Martin Landers, Plan Tools, LLC 3-12*
- B) 6700 Road Extension Design Contract (10 minutes)  
*Staff: City Engineer Scott Murphy 13-16*
- C) Main Street Streetscaping Project Authorization (15 minutes)  
*Staff: Public Works Manager Jim Scheid 17-19*
- D) Asbestos Abatement Contract Award (10 minutes)  
*Staff: Public Works Manager Jim Scheid 20*

3) GENERAL CITY COUNCIL DISCUSSION

4) STAFF COMMENTS



UPCOMING TOPICS

- Planning Commission Alternate Applicant Interviews - June 6
- 6700 DeJulio Addition Annexation Hearing - June 7
- Planning Commission Alternate Appointment - June 20
- Sales, Use, and Excise Tax Report for April 2020 - June 20



CITY OF MONTROSE  
CITY MANAGER

# MEMO

DATE: May 16, 2022  
TO: City Council  
FROM: Ann Morgenthaler, Deputy City Manager  
RE: Montrose Unified Development Code Project  
EXHIBIT: Montrose Unified Development Code Presentation

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The City is working with Martin Landers from Plan Tools, LLC on the Montrose Unified Development Code project. Mr. Landers will present the attached information to Council at the Council meeting as an update about the project.



# Montrose Unified Development Code



**Project Overview**  
**May 16, 2022**

# Project Objectives

- Reorganize the City's land development regulations into a unified development code
- Establish rules and processes in a user-friendly format that is legally sound
- Address code update items identified in the Envision 2040 Montrose Comprehensive Plan and City staff

# Unified Code

## Montrose Regulations Manual

- ❑ Title 4 - Land Use and Building Regulations
- ❑ Chapter 3-7 Antenna, Tower and Telecommunications Facilities Location
- ❑ Other relevant chapter sections from Montrose Regulations Manual



## Montrose Municipal Code

- ❑ Title II – Planning Commission
- ❑ Title IV - Building Regulations
  - Chapter 4-4 Zoning
  - Chapter 4-7 Subdivision Regulations
  - Chapter 4-2 Floodplain Management
  - Other relevant chapters from Title IV



**CITY OF MONTROSE UNIFIED DEVELOPMENT CODE**

# User-Friendly Code

## Improved Format

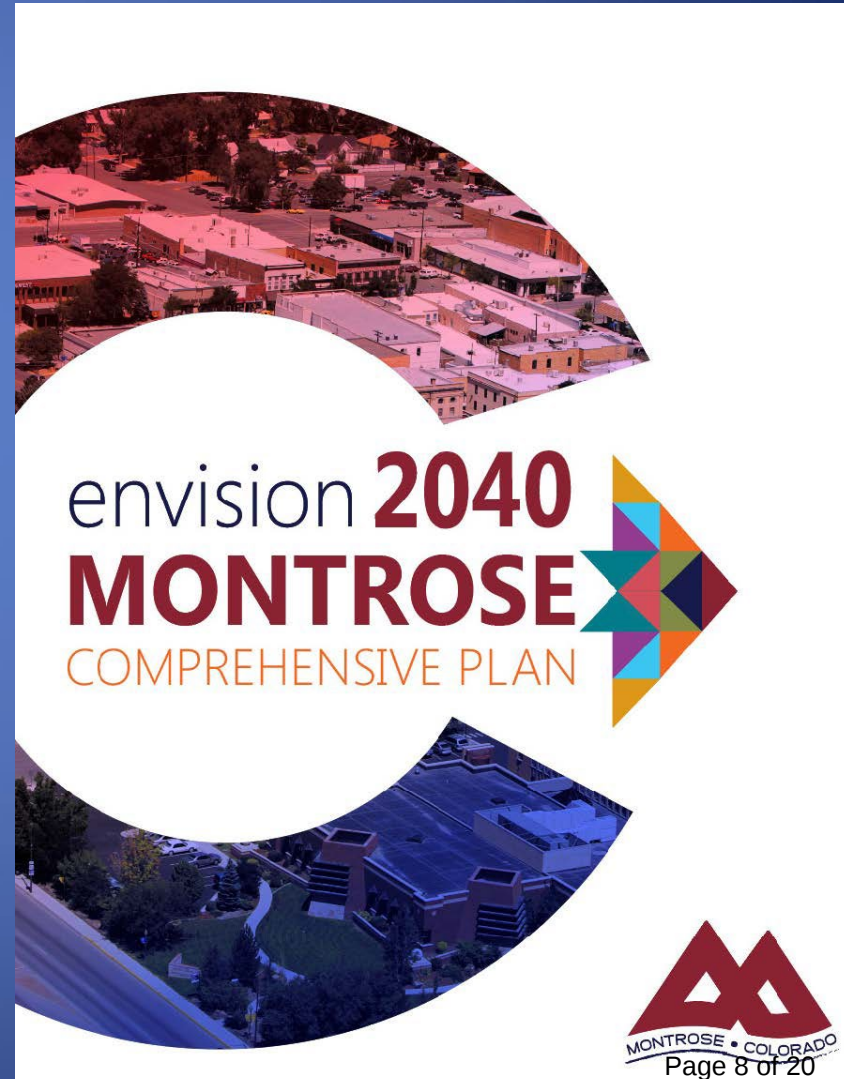
- Searchable TOC
- New Charts
- Updated Graphics
- Glossary
- Appendices

| Approval Requested                               | Pre-Application | CR | Referral | Approval                      |    |     |     | Notes/Code Section                                    |
|--------------------------------------------------|-----------------|----|----------|-------------------------------|----|-----|-----|-------------------------------------------------------|
|                                                  |                 |    |          | AD                            | PC | BOT | BOA |                                                       |
| Rezoning                                         | X               | X  | X        |                               | H  | H   |     | Sec. 19-2-170 (ordinance required)                    |
| Conditional use                                  | X               | X  | X        |                               | H  | H   |     | Sec. 19-2-210                                         |
| Special use permit                               | X               | X  | X        |                               | H  | H   |     | Sec. 19-7-335                                         |
| Site Plan                                        | X               | X  | X        | X                             |    | A   |     | Sec. 19-1-210                                         |
| Major subdivision or resubdivision (preliminary) | X               | X  | X        |                               | H  | H   |     | Sec. 19-3-210                                         |
| Major subdivision or resubdivision (final)       | X               | X  | X        |                               | X  | H   |     | Sec. 19-3-210                                         |
| Minor subdivision or resubdivision               | X               | X  | X        | X                             |    |     |     | Sec. 19-3-215                                         |
| Plat amendment                                   | X               | X  |          | X                             |    |     |     | Sec. 19-3-220                                         |
| Subdivision vacation                             | X               | X  | X        |                               | X  | H   |     | Sec. 19-3-250                                         |
| Subdivision waiver                               | X               |    |          | X                             |    | X   |     | Sec. 19-3-245                                         |
| PUD amendment                                    | X               | X  | X        | X                             |    |     |     | Sec. 19-2-320                                         |
| Temporary use permit                             | X               | X  |          | X                             |    |     |     | Sec. 19-2-225                                         |
| Floodplain Development permit                    | X               | X  |          | X                             |    |     |     | Sec. 19-5-240                                         |
| Sign permit                                      | X               | X  |          | X                             |    |     | A   | Sec. 19-6-220                                         |
| Variance                                         | X               | X  |          | X                             |    |     | H   | Sec. 19-1-330                                         |
| Vested right                                     | X               | X  |          |                               |    | H   |     | Sec. 19-1-250; follow process for underlying approval |
| Legend:                                          |                 |    |          | PC: Planning Commission       |    |     |     |                                                       |
| CR: Completeness review                          |                 |    |          | AD: Administrative approval   |    |     |     |                                                       |
| BOA: Board of Adjustment                         |                 |    |          | X: Meeting or action required |    |     |     |                                                       |
| BOT: Board of Trustees                           |                 |    |          | A: Appeal permitted           |    |     |     |                                                       |
| H: Public hearing required                       |                 |    |          |                               |    |     |     |                                                       |

# Updated Code

## Development Code Refinements

- Envision 2040 Implementation
- City Staff List of Issues
- Stakeholder Input
- PC/CC Work Session Input
- Consultant Recommendations

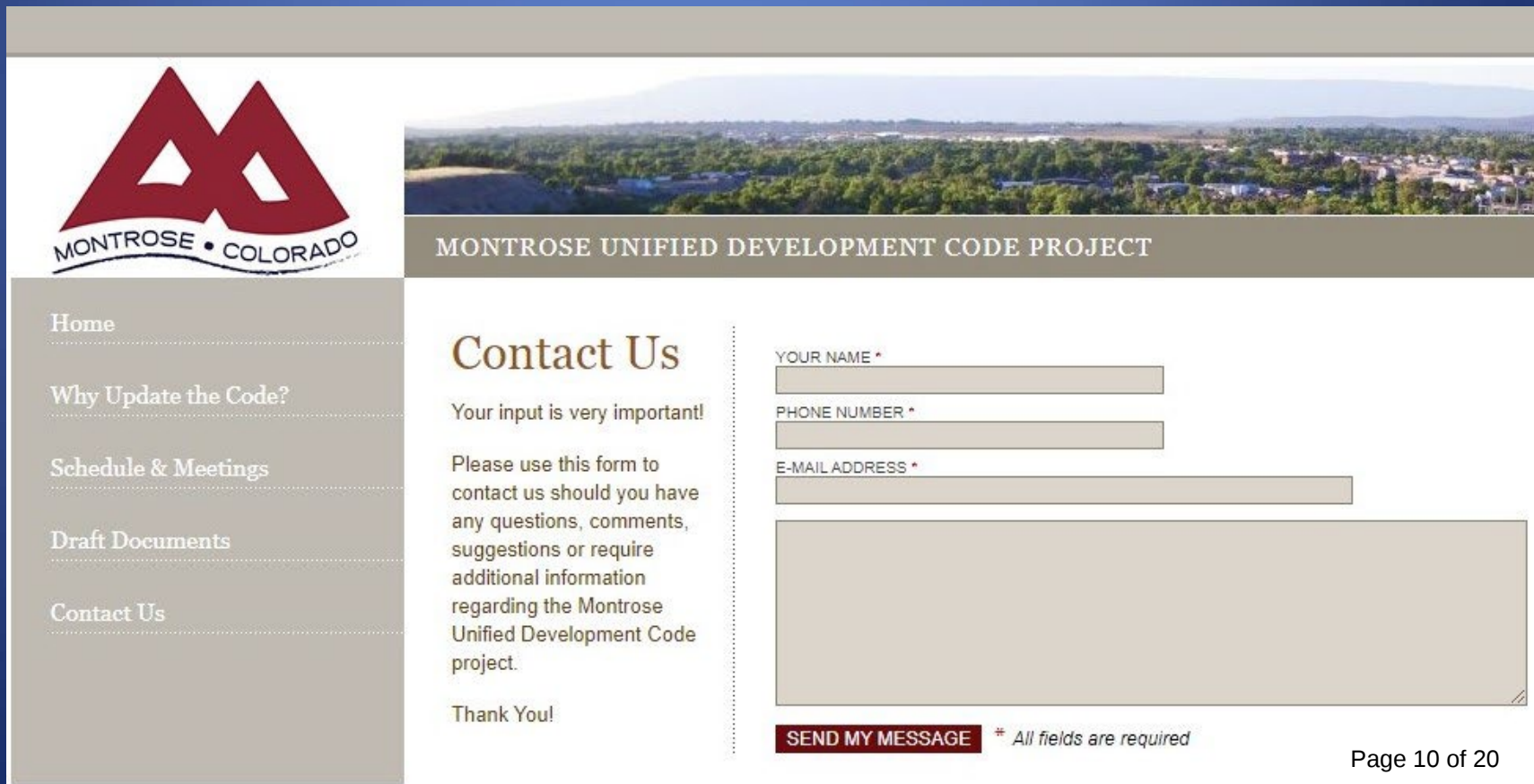


# Project Approach

- Diagnose the City's existing land use regulations and identify what works, what doesn't work, and what's missing.
- Consolidate, update and create a user-friendly, legally sound set of land use regulations.
- Provide targeted opportunities for public input and development community engagement.

# Public Engagement

- Stakeholder Interviews
- Project Website



The screenshot shows a website for the Montrose Unified Development Code Project. The header features the Montrose Colorado logo on the left and a landscape photo on the right. A navigation menu on the left lists: Home, Why Update the Code?, Schedule & Meetings, Draft Documents, and Contact Us. The main content area is titled 'Contact Us' and includes a message about the importance of public input, a form with fields for name, phone number, and email address, and a large text area for comments. A 'SEND MY MESSAGE' button and a disclaimer are at the bottom.



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MONTROSE UNIFIED DEVELOPMENT CODE PROJECT

[Home](#)  
[Why Update the Code?](#)  
[Schedule & Meetings](#)  
[Draft Documents](#)  
[Contact Us](#)

## Contact Us

Your input is very important!

Please use this form to contact us should you have any questions, comments, suggestions or require additional information regarding the Montrose Unified Development Code project.

Thank You!

YOUR NAME \*

PHONE NUMBER \*

E-MAIL ADDRESS \*

\* All fields are required

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# Project Schedule

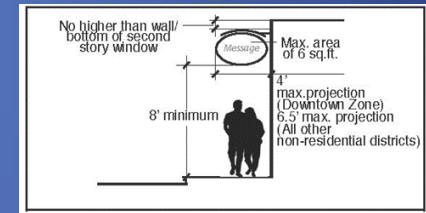
## Phase I: Code Diagnosis

March 2022 – May 2022



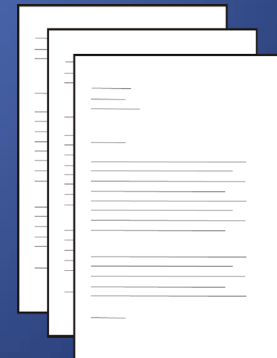
## Phase II: Code Update

June 2022 – September 2022

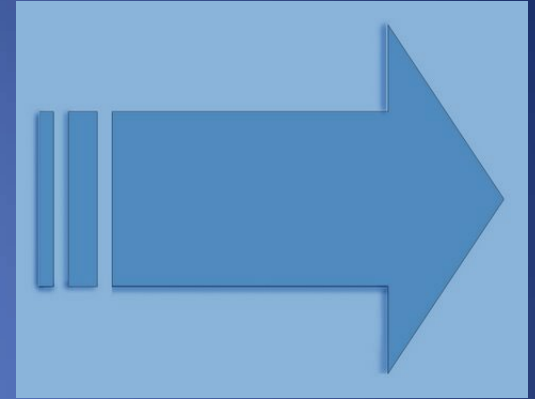
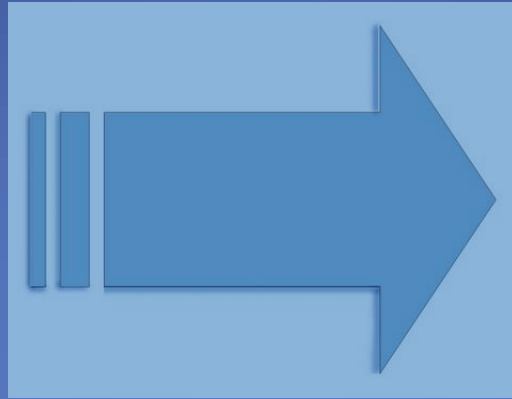
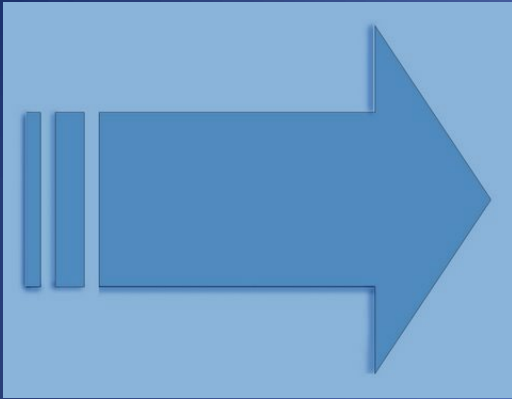


## Phase III: Code Adoption

October 2022 – November 2022



# Next Steps



- **Complete stakeholder interviews**
- **Complete code diagnosis**
- **Prep annotated outline**

# CONTRACT AWARD RECOMMENDATION



**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Scott Murphy, *City Engineer*  
**DATE:** May 6, 2022  
**RE:** 6700 Road Extension Design Contract Recommendation  
**CC:** William Bell, Shani Wittenberg

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## **Action**

Consider the award of a professional services contract to Del-Mont Consultants in the amount of \$97,200.00 for completion of design studies and civil design associated with the 6700 Road Extension Project.

## **Background**

The City of Montrose comprehensive plan calls for the eventual completion of 6700 Road as a minor arterial where currently missing between Sunnyside and Miami Roads (see Figure 1). This project has remained a high-priority capital project due to continued traffic growth in the area; however, the City did not own all of the rights of way necessary to complete this missing link. The City recently entered into a development agreement to secure these outstanding rights of way which is now allowing the design of the roadway to move forward.

## **Request for Proposals and Design Team Recommendation**

On April 7, 2022 the City of Montrose issued a request for proposals to procure a design team for the road design project. This design team would be responsible for performing the following key tasks:

- Perform all property and basemap surveys for the project area
- Perform geotechnical, hydrologic, and hydraulic design studies to aid in design of project elements (pavement thickness, pipe sizes, stormwater retention pond sizing, etc).
- Design utility extensions for water and sewer utilities.
- Perform horizontal and vertical design of the new roadway. This roadway will be configured at Miami and Sunnyside as traditional intersections initially but the design will establish footprints for the eventual construction of roundabouts at these intersections once future traffic volumes warrant their construction. This exercise will ensure that all utility construction and relocations are situated such that they would be outside of any future roundabouts.
- Prepare plans for relocation of conflicting utilities, irrigation infrastructure, and undergrounding of electrical infrastructure.
- Prepare project plans, specifications, and cost estimates.
- Assist with platting of adjacent remnant parcels as half-acre residential lots (six lots per side).

Proposals were publically received on May 4, 2022 from three consultants summarized in Table 1 below. Following receipt of the proposals, each was evaluated by the City of Montrose Engineering Department and a score between 0 and 4 was assigned to each based on weighted evaluation criteria. The resulting scores are summarized in Table 1. The weighted evaluation criteria are intended to objectively quantify the best-value consultant for the project.

| <b>TABLE 1</b>                              |              |               |
|---------------------------------------------|--------------|---------------|
| <b>Summary of Consultant Proposals</b>      |              |               |
| <b>Consultant &amp; Location</b>            | <b>Price</b> | <b>Rating</b> |
| Del-Mont Consultants (Montrose, CO)         | \$87,200.00  | 3.8           |
| KLJ Engineering (Montrose, CO)              | \$121,815.00 | 3.0           |
| River City Consultants (Grand Junction, CO) | \$219,480.00 | 2.8           |

Based on the evaluation criteria and ratings, City staff recommends contract award to Del-Mont Consultants.

The prices presented in Table 1 are for the scope of work described above. However, this project contains the following design elements that could not be priced at this time as their scope is not yet defined:

- **Bureau of Reclamation Permitting.** The 6700 Road extension will cross the “H-Drain” ditch owned by the US Bureau of Reclamation (BOR) and operated by the Uncompahgre Valley Water Users Association. Crossing of this ditch with infrastructure requires special permitting with the BOR. The BOR also takes the stance that no urban stormwater may be discharged into this particular facility which will require special design and permitting considerations to address this constraint.
- **US Army Corps of Engineers (USACE) Permitting.** The H-Drain may contain jurisdictional wetlands along its bottom that may require special permitting with the USACE in order to pipe the ditch where crossing with the new roadway.

In order to provide an allowance for these undefined design elements, City staff recommends award of an additional \$10,000 to the as-bid contract price for a total contract award of \$97,200.00. All work for the project will be contracted on a time-and-materials, not-to-exceed basis.

#### **Related Project Elements and Potential Expenditures**

In addition to the design work discussed herein, the following project elements will also be focused on for the project in 2022:

- **Outstanding Right of Way Purchase.** The right of way purchase recently secured with the 6700 DeJulio Addition Annexation and Development agreement is schedule to close around July of 2022.
- **“Pink House” Demolition and Relocation.** Once the City closes on the 6700 Right of Way, we will take possession of the blighted “Pink House” located at the intersection of 6700 and Miami Road and in conflict with the proposed roadway. In order to limit liability issues associated with a vacant and blighted house, staff will immediately begin work on asbestos evaluation and abatement and then relocation (if possible) or demolition of the house. Depending on the nature and costs of this work, these expenditures may come before council for consideration in 2022.
- **Communication Cabinet Relocations.** A large regional communications cabinet, the same style as recently relocated for the Woodgate Realignment Project, is situated at the intersection of 6700 and Miami Roads and in conflict with the future roadway. Given the current lead times associated with getting these cabinets relocated, the City may attempt to start relocation efforts in 2022 if possible. This would come before council as a supplemental expenditure consideration should this work element move forward.

- **Retention Pond Land Purchase.** Depending on requirements imposed by the BOR for the H-Drain, it may become necessary for the City to seek the purchase of an additional small strip of land from vacant land areas to allow for the construction of a stormwater infiltration pond alongside the drain. If required, this would come before council as a supplemental expenditure consideration.

**Project Schedule**

Project design is proposed to be completed by February of 2023 as to allow for the project to go to construction in the summer of 2023 if approved by council.

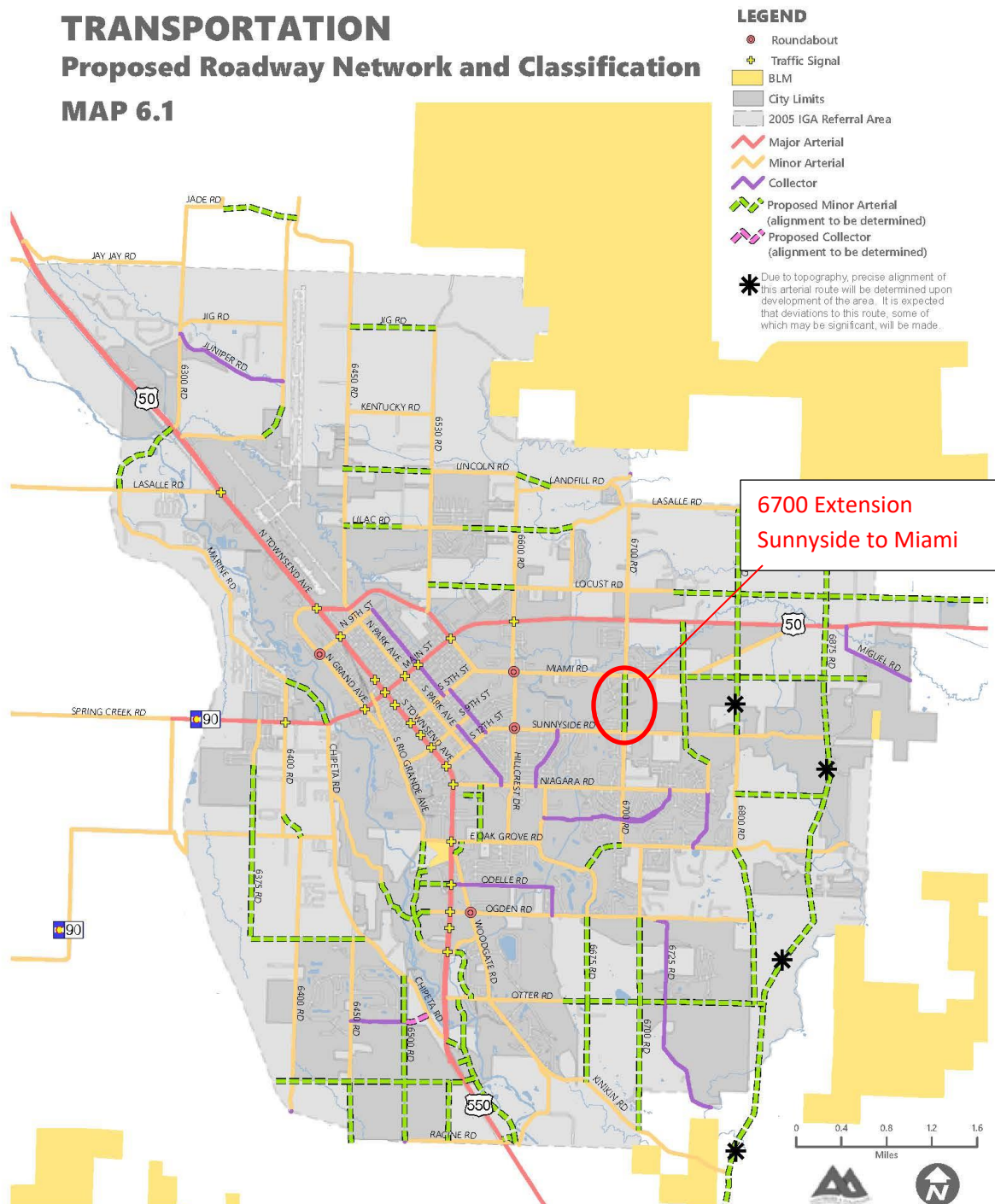
**Contract Administration and Project Financials**

Contract administration and project management will be performed by the City of Montrose engineering department. The 2022 budget included \$100k in the capital improvement fund for this project; placing the anticipated cost approximately \$3k under budget.

## TRANSPORTATION

### Proposed Roadway Network and Classification

#### MAP 6.1



**Figure 1 – Comprehensive Plan Road Network Excerpt**

## CONTRACT AUTHORIZATION RECOMMENDATION



**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Jim Scheid, Public Works Manager  
**DATE:** May 16, 2022  
**RE:** Park Ave and Main St Improvements Contract Award Recommendation  
**CC:** William Bell, Ann Morgenthaler, Shani Wittenberg, Jackie Bubenik

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### **Action**

Consider the authorization of \$238,000.00 for improvements to the northeast corner of the intersection of Park Ave and Main St. Included in the total amount authorized is a contract with Kuboske Construction, LLC in the amount of \$215,908.94.

### **Background**

In an effort to further beautify our Downtown, City Staff is recommending that we take advantage of an opportunity to utilize a qualified and reputable contractor to complete both a façade improvement and a street scape improvement at the same time. Kuboske Construction, LLC is scheduled to complete a façade improvement for Montrose Hardware in 2022. City staff has requested that Kuboske also provide pricing for a streetscaping improvement in the same area that they would be working. The City provided Kuboske with a conceptual sketch (image 1) of the streetscaping and specifications to match the other downtown infrastructure such as decorative lights and trees. Kuboske Construction provided a bid with a detailed breakdown and City staff were able to review this in detail to ensure the pricing provided is fair.

The existing sidewalk and curb and gutter surrounding this building are in poor condition. The lights and trees that are unique to our Main St are not present at this time on this corner of Main St (image 2). A project like this presents an opportunity to improve our downtown at a time when contractors are not available for this type of project and at a current price that is likely to rise in the future.

The owner of Montrose Hardware on the corner of Park Ave and Main St applied for and is a recipient of a façade grant through our DART program and has committed to doing a façade improvement to their building in 2022. If the streetscaping is approved, Kuboske would complete both the façade and the streetscaping at the same time in late summer of 2022.

### **Contract Administration and Project Financials**

Oversight and management of this project would be handled through the City's Streets Division. This is not a budgeted project and the funding would be pulled from General Fund Reserve.

Image 1

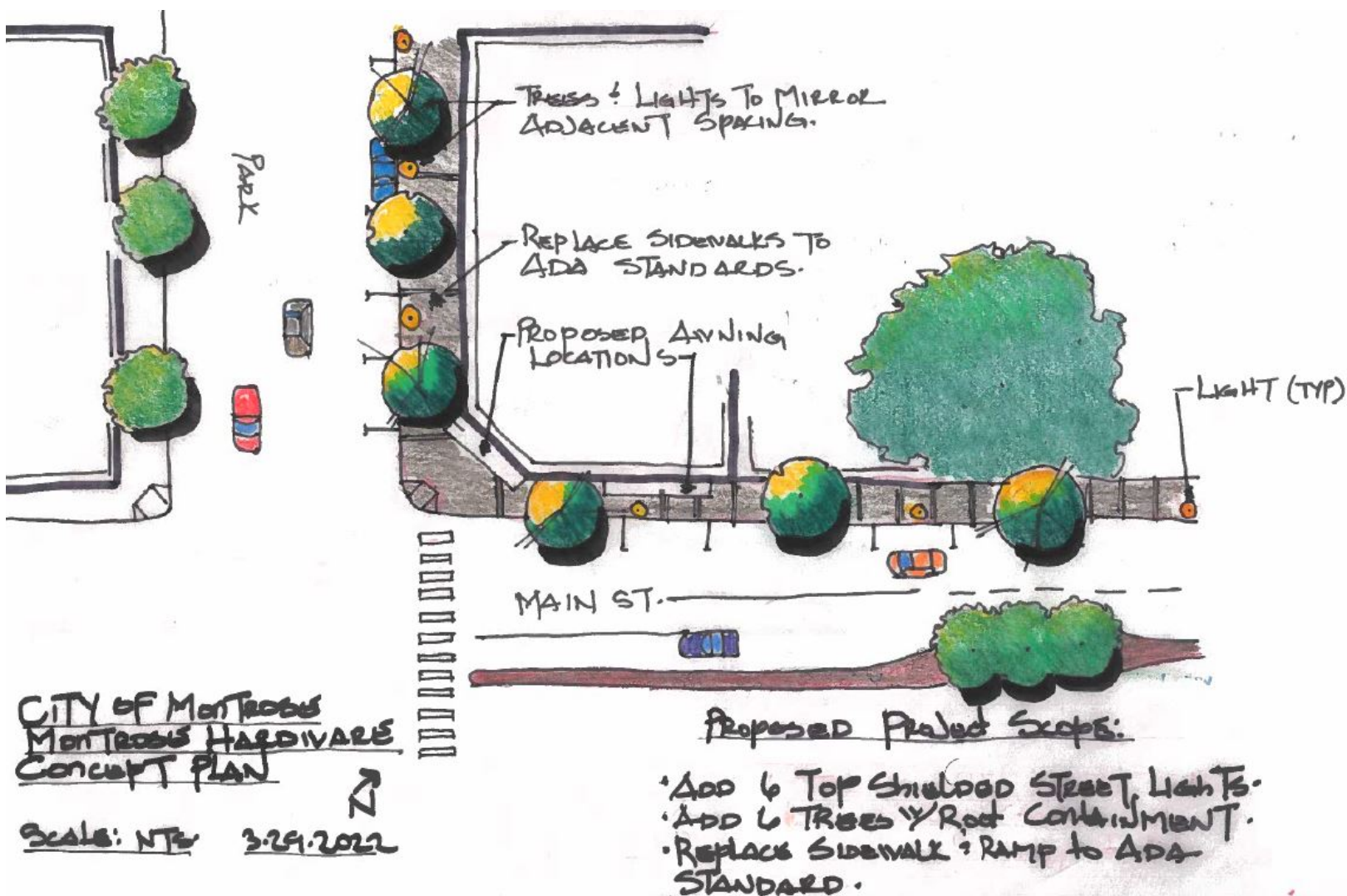


Image 2



## CONTRACT AUTHORIZATION RECOMMENDATION



**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Jim Scheid, Public Works Manager  
**DATE:** May 16, 2022  
**RE:** 22-009 400 E. Main St Asbestos Abatement Contract Award Recommendation  
**CC:** William Bell, Ann Morgenthaler, Shani Wittenberg, Mark Armstrong

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### **Action**

Consider the authorization and award of funds in the amount of \$77,616.20 for the asbestos abatement in the City facility at 400 E. Main St (previously the Wells Fargo building). Including the award of a contract with Asbestos Professionals LLC in the amount of \$67,492.35

### **Background**

The City of Montrose hired Grand River Environmental to perform a non-destructive interior asbestos assessment of the 400 East Main Street facility in early 2022. This assessment revealed a number of interior finish materials that contained asbestos. Grand River Environmental developed a scope of work and bid documents for the abatement project.

Utilizing the formal invitation to bid process the City received two qualifying bid packages for this project.

| Contractor:                   | Primary office location: | Price to complete project: |
|-------------------------------|--------------------------|----------------------------|
| Asbestos Professionals LLC.   | Aurora, Colorado         | \$67,492.35                |
| MFH Environmental Corporation | Littleton, Colorado      | \$74,875.00                |

### **Contract Administration and Project Financials**

City Staff recommend that Asbestos Professionals LLC. of Aurora Colorado be awarded the 400 East Main Street asbestos abatement project. Included in the authorized total is a 15% owner's contingency to cover unanticipated costs associated with the project. The total project budget, including owner's contingency is \$77,618.20.

This contract award is an anticipated cost associated with the purchase and remodel of the building at 400 E Main and is funded from the General Fund Reserves.