

Agenda Item 1.1.1

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: 22-122945AM: Regulation Amendments pertaining to
Transportation and Access Standards**

**Presented by: Abel Montoya, Development and Transportation Director,
Development and Transportation, Christopher B. O’Keefe, Planning &
Zoning Director, Planning and Zoning, Lindsey Wire, Engineering
Supervisor, Planning and Zoning**

Date: 4/29/2025

☒ For Information

☐ For Discussion/Board Direction

☐ Consent to
Place on Business/
Hearing Agenda

Issue:

Staff will be bringing proposed Regulation Amendments pertaining to the Transportation Design and Construction Manual and associated regulations to hearing before the Planning Commission on May 14, 2025 and before the Board of County Commissioners on June 10, 2025.

Background:

The proposed amendments primarily encompass four parts of the County Regulations: 1) Transportation Design and Construction Manual (TDCM); 2) Zoning Resolution (ZR); 3) Land Development Regulation (LDR); and 4) Storm Drainage Design and Technical Criteria (SDD&TC). The details of each are described below.

1. Transportation Design and Construction Manual:

- Chapter 3: Design and Technical Criteria
 - Update Standard Templates for Streets/Roads
 - Update Section 3.7.1 to clarify intersection spacing requirements.
 - Update Section 3.7.2 to provide additional clarity on Vision Clearance Triangle and Site Distance requirements.
 - Update Section 3.7.8 to:
 - Remove the statement that the appropriate Fire Protection District may approve alternate standards.
 - Define a new process for requesting relief of the requirements

- within this section, which must be approved by the County.
 - Allow up to 15% grade for driveways and private roads provided specific requirements are met.
 - Define minimum distance from a structure for a hammerhead turnaround.
 - Define loading requirements for bridges and other structures.
 - Clarify that the rules and regulations of the applicable Fire Protection District shall govern unless less restrictive than the requirements of the TDCM.
- Update Section 3.10 to add a reference to Colorado Department of Transportation criteria.
- Chapter 4: Pavement Design and Technical Criteria
 - Update Section 4.2 to clarify that edge drains are required with the Construction Plans and may be omitted if final pavement design shows they are not necessary.
 - Add Section 4.6.3.2 to specify when Stone Mastic Asphalt is required.
- Chapter 5: Construction Specifications and Standards
 - Update Construction Specifications and Standards to meet industry standards.
- Transportation Studies Appendix:
 - Relocate to Chapter 6 of the TDCM.
 - Create four types: Trip Generation Memoranda, Transportation Analysis, Transportation Impact Studies (TIS), and Letter of Conformance with an Approved TIS.
 - For each type, provide an example template.
- Definitions:
 - Add a definition for All Weather Travel Surface.
 - Add definition for Dip of Natural Terrain.
 - Add definition for Sidewalk.
 - Add definition for Vulnerable Roadway User.

2. Zoning Resolution:

- Section 2 (General Provisions and Regulations)
 - Update Section 2.D.1.j.(4), to clarify how the physical standard of access will be evaluated for different Building Permit types (ie habitable vs non-habitable structures and additions).
- Section 16 (Land Disturbance)
 - Clarify that land disturbance activities with or in advance of a building permit, with less than 0.5 acres of land disturbance where the applicant is requesting relief of a regulatory requirement

- requires a Grading Permit.
 - Add the requirement that land disturbance associated with access to detached living space where either the access does not exist or has not previously been approved as access to living space requires a Notice of Intent Permit.
 - Update the Notice of Intent process to allow modifications to previously accepted plans that do not conform to the Jefferson County Standards and Regulations for land disturbance permits to be processed as an Administrative Review rather than a Grading Permit.
3. Land Development Regulation:
- Section 15 (Circulation):
 - Clarify that adjoining street improvements are required for all Arterial Streets/Roads.
 - Remove the statement that the appropriate Fire Protection District may approve alternate standards for cul-de-sacs and clarify that any relief would be processed by Planning and Zoning.
4. Storm Drainage Design and Technical Criteria:
- Chapter 10: Streets/Roads
 - Remove the statement that the appropriate Fire Protection District may approve alternate standards for overtopping depth for the 100-year storm event that exceeds 12" and clarify that any relief would be processed by Planning and Zoning.

Discussion:

The proposed revisions are technical in nature and are necessary to provide clarity, correct errors and to align County requirements with industry standards. A major component of these proposed amendments is to remove the statement that the appropriate Fire Protection District may approve certain alternate standards. These updates define the process for how an applicant may request relief from certain requirements previously approved by a Fire Protection District, through the County. Staff has worked directly with the Fire Protection Districts as well as Professional Engineers who work with the County on Land Disturbance Permits to recommend these changes. These proposed amendments are moving forward at this time as they have been in process for several years. If adopted, they will be carried forward and incorporated into the Unified Land Use Code, as appropriate.

Attached to this briefing paper, please find the following Draft red-marks to:

- Transportation Design and Construction Manual
- Sections 2 and 16 of the Zoning Resolution
- Section 15 of the Land Development Regulation
- Chapter 10 of the Storm Drainage Design & Technical Criteria

Fiscal Impact: ☐ yes ☒ no

SPA Review: Supports with no concerns. (Zoe Jenkins, April 14, 2025)

County Attorney Review: Approved, Kristin Cisowski, April 17, 2025

Facilities Review: No fiscal impact. (Mark Danner, April 10, 2025)

BIT Review: Does not apply/no fiscal impact. (Kara Dorobek, April 16, 2025)

Fleet Review: No fiscal impact. (Janice Mayer, April 11, 2025)

County Human Resources Review (new FTE only): Does not apply.

Recommendations:

Staff recommends adoption of these amendments at a public hearing.

Originator: Lindsey Wire, Engineering Supervisor, lwire@jeffco.us, X8717

Contacts for Additional Information:

Christopher B. O'Keefe, Planning & Zoning Director, cokeefe@jeffco.us, X8713

Mike Schuster, Assistant Director of Planning & Zoning, mschuste@jeffco.us, X8756

Abel Montoya, Development & Transportation Director, amontoya@jeffco.us, X8578

Nathan Seymour, Civil Planning Engineer, nseymour@jeffco.us, X8751

Christina Lane, Traffic Section Manager, clane@jeffco.us, X8473

Kristin Cisowski, Assistant County Attorney Associate, kcisowsk@jeffco.us, X8939