



ARAPAHOE COUNTY

Carrie Warren-Gully, Chair, District 1  
Jessica Campbell-Swanson, District 2  
Jeff Baker, Chair Pro Tem, District 3  
Leslie Summey, District 4  
Bill Holen, District 5

# Arapahoe County

## Board of County Commissioners Study Session

### Meeting Minute Summaries

**Tuesday, December 5, 2023**  
**9:30 AM**

**Administration Building**  
**5334 S. Prince St.**  
**Littleton, CO 80120**  
**West Hearing Room**

*The Arapahoe County Board of Commissioners typically holds weekly study sessions on Monday and Tuesday. Study sessions (except for executive sessions) are open to the public and agendas are available online at [arapahoe.legistar.com](http://arapahoe.legistar.com). Meetings marked with an asterisk (\*) can be attended virtually via [arapahoe.legistar.com](http://arapahoe.legistar.com) while non-asteriked (\*) sessions are open to in-person attendance only. The members of the Board of County Commissioners may choose to attend study sessions virtually.*

*The Board of County Commissioners may go into executive session during or at the conclusion of a study session or administrative meeting as necessary to receive legal advice or discuss other confidential matters, and if they do so, the public will be excluded from that portion of the meeting. The Board may alter the times of the meetings throughout the day, as well as cancel or reschedule noticed meetings. Contact the Commissioners' Office at 303 795 4630 or [kdavis2@arapahoegov.com](mailto:kdavis2@arapahoegov.com) with questions about the agenda.*

*Arapahoe County is committed to making its public meetings accessible to persons with disabilities. If you need special accommodations, please contact the Commissioners' Office at 303 795 4630 or Relay Colorado 711 at least 3 days in advance to make arrangements.*

**Commissioners Present**

Carrie Warren-Gully  
Jeff Baker  
Jessica Campbell-Swanson  
Leslie Summey  
Bill Holen

**Others Present**

Ron Carl  
John Christofferson  
Michelle Halstead  
Cooney Sarracino  
Kat Hammer  
Ava Pecherzewski  
Jhanadu Garza  
Carrol Riggs  
Katherine Smith  
Emma Knight  
Kendra Davis  
James Katzer  
Bryan Weimer

## STUDY SESSION TOPICS

9:30 AM \*Proposed Land Development Code Amendments for the Creation of Affordable and Attainable Housing

**Attachments:** [Board Summary Report](#)  
[Staff PowerPoint Presentation Final](#)  
[Attachment A -Reduced Fees & Estimated Loss of Revenue Updated](#)  
[Attachment B - Agricultural & Residential Dimensional Standards](#)  
[Attachment C - Permitted Use Chart with Proposed Changes](#)  
[Attachment D-Potential Byers Overlay](#)  
[Attachment E - ITE Parking Generation Manual Data](#)  
[Attachment F - 2020 Fox Tuttle and Shopworks Architecture audit of parking usage in affordable housing along the Front Range](#)  
[Attachment G- Proposed Mobile Home Subdivision Standards Updated](#)  
[Attachment H – Mixed-Use Zone District General Guidelines](#)  
[Attachment I – Multi-Family Zone District General Guidelines](#)  
[Attachment J - Mixed-Use Research](#)

The purpose of this study session was to discuss staff-suggested Land Development Code (LDC) amendments that would encourage and incentivize the development of affordable housing. Staff is requesting direction on several potential code amendments, including whether to proceed with drafting development standards for the Residential Multi-Family and Mixed-Use zone districts.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Commissioner Campbell-Swanson appeared virtually.

Background of the creation of affordable and attainable housing request was presented. The purpose of the task force was to research affordable housing and define proposed amendments to the LDC.

The process to streamline the Planned Unit Development (PUD) process was reviewed. The goal is to reduce the review timeline and public meeting requirements creating a 30% reduction in review time.

Another step in the proposed process is to reduce fees. Planning Division fees may be reduced by a percentage equal to the percentage of affordable or attainable units provided in the development. Base plan review fees can be reduced by 50% for qualifying projects.

Potential loss of revenue of reduced review fees was reviewed.

The different types of affordable housing were reviewed. Plan to update the definitions between modular, manufactured and mobile homes. Plans to change the code to alleviate barriers for mobile home park developments were reviewed.

Maps of mobile homes in commercial areas in Byers and Strasburg were displayed.

Staff is proposing incentives and bonuses for affordable and attainable housing projects. Commissioners asked questions regarding including reducing fees for an emphasis on groups with lower than 50% AMI. Discussion was had amongst Commissioners regarding the required percentage of affordable housing within a project to take advantage of incentives.

Current and proposed designations for multi-family and mixed-use zone districts were reviewed.

Examples of developments and their dwelling per acre density were displayed and reviewed.

4-0 in favor to have the Public Works department research the creation of multi-zone district code. Commissioner Summey absent and excused.

4-0 in favor to have the Public Works department research the creation of multi-family zone district code. Commissioner Summey absent and excused.

Commissioners discussed the optimum way to include the incentives in reduction of fees.

Presentation concluded without a vote and discussion for incentives will be continued at a future date.

10:30 AM \*2024 Insurance Renewal Discussion

**Attachments:** [Board Summary Report](#)

The purpose of this study session was to update the Board of County Commissioners on the current insurance market for public entities and present the County's insurance renewal options for 2024 insurance coverage.

Physical copies of presentation were presented in meeting, a copy of which has been retained for the record.

Commissioner Summey arrived at 10:44 AM.

A summary of the difficulties regarding liabilities, including law enforcement, with providers was presented. Coverages including public liability, workers compensation and property were reviewed.

The marking log for Arapahoe County was presented listing the existing and potential carriers, coverage, and responses from carriers.

Program Summary of Arapahoe County was presented with estimated premiums for 2024-2025.

Commissioners asked questions to staff about the possibility of Arapahoe County being self-insured.

Staff presented possibilities to reduce premiums and liabilities.

Presentation concluded without vote.

11:30 AM \*Aurora Navigation Center ARPA Project Update

**Attachments:** [Board Summary Report](#)  
[BOCC Meeting October 16, 2023 - ARPA Update](#)

The purpose of this study session was to request from the Board an approved allocation for the Aurora Navigation Center and Shelter. This study session will provide an update on Aurora's plans for a regional navigation center and solidify the request for a County contribution of \$5 million in ARPA funding to assist in the purchase of an existing hotel and convention center in the metro area.

Background of the original request and the \$5 million earmark was presented.

A hotel was found that meets the desired requirements and the City of Aurora expressed interest in the property and submitted a letter of interest to the owner. Staff came to the BOCC because the City of Aurora is requesting Arapahoe County move forward with the Subrecipient Agreement to help solidify the funds to move forward with the acquisition of the property.

Staff presented the potential partners and funders that are contributing to the creation of the Navigation Center.

Commissioner asked questions regarding the services that will be provided at the Navigation Center and requirements for those located at the Navigation Center. Commissioner also asked questions regarding the focus on housing first to provide quality shelter.

Commissioners asked questions regarding those who will be housed and ensuring goals of all partners working together.

5-0 in favor to move forward with the Subrecipient Agreement.

Meeting went into Recess

**12:00 PM BREAK**

1:00 PM \*Arapahoe County Incentive Payment Agreement Proposal

**Attachments:** [Board Summary Report](#)  
[Presentation](#)  
[Draft Incentive Payment Agreement Process](#)  
[Draft Incentive Payment Agreement Evaluation Criteria](#)

Meeting Reconvened

The purpose of this study session was to provide a proposal for the County's incentive payment agreement program and receive feedback and direction from the Board on expectations and policies for the program.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Background of the Incentive Payment Agreement as a statutory requirement was presented. There are ten current agreements with eight participating companies in Arapahoe County.

Chart and graph of program budget comparison from 2007 to 2024 were displayed.

The new Incentive Payment Agreement was proposed. Proposed requirements for the Incentive Payment Agreement were listed, and the priorities were reviewed.

Three options were presented for the Board's consideration on how to proceed with agreements in the future.

Commissioner asked questions regarding job creation, not only on the number of jobs, but what types of jobs are created.

Staff made comments about being hesitant with the option to place a temporary freeze. Their concerns stem from the fear of appearing unfriendly to businesses.

Commissioner asked questions regarding the different percentages of reimbursement amounts and the possibility of standardization.

5-0 in favor of proposed option 1 for a temporary freeze on new Incentive Payment Agreements and agreement options will be reviewed at the end of 2024.

2:00 PM \*Revised Draft Electric Vehicle Action Plan

**Attachments:** [Board Summary Report Presentation](#)  
[Draft EV Action Plan](#)

The purpose of this study session was staff presented the revised draft of the Electric Vehicle (EV) Action Plan based on input received at the study session on September 26, 2023, from the Board of County Commissioners (BOCC). Staff would like the BOCC to provide feedback on the revised draft plan, public engagement, and direction/concurrence on finalizing the plan for formal approval.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Background and timeline of the plan development process was presented. Previous BOCC comments and questions were reviewed.

Edits and additions to the originally presented plan were reviewed.

Graph and chart of electric vehicle adoption projections and EV charging ports projections were displayed.

Staff developed supplemental EV information as requested by the BOCC regarding environmental factors, charging considerations, costs and economics, and micro-mobility and transit.

Focus areas and short-term strategies were presented. Areas included outreach and education, charging infrastructure, fleet electrification, and electric multimodal transportation.

Jurisdictions plans to use the EV action plan were reviewed. The implementation of roles would be a collaborative approach to include the County, State Agencies, Regional Partners, and Utilities.

The next steps and future public events were presented.

Commissioners made comments regarding the importance of the shift to EV and multimodal approach to reduce greenhouse gas emissions.

Commissioner asked questions regarding the capability of the current infrastructure and outreach to not only constituents but businesses also.

4-0 in favor to proceed with public input and comment. Commissioner Holen absent and excused.

### **3:00 PM \*Executive Session**

**Executive Session and County Attorney Administrative Meeting [Section 24-6-402(4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session)**

**Ron Carl, County Attorney**

**The motion was made by Commissioner Summey and duly seconded by Commissioner Baker that the Board go into an executive session pursuant to section 24-6-402(4)(e) of the Colorado Revised Statutes to instruct negotiators regarding a potential agreement between the County and the District Attorney concerning the 18th/23rd Judicial District transition.**

**The motion passed 5-0.**

**The meeting was adjourned.**

**\*Virtual/Streamed**