



Land Use

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BOULDER COUNTY PLANNING COMMISSION

May 17, 2017
1:30 P.M.

Commissioners Hearing Room, Third Floor,
Boulder County Courthouse, 1325 Pearl Street

GENERAL UPDATE, NO ACTION REQUESTED

Boulder County Comprehensive Plan: Overview of Update Process and Planning for Changes to Document Template and Website

STAFF

Land Use Department

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INTRODUCTION

Staff welcomes Planning Commission feedback and guidance on a proposed Boulder County Comprehensive Plan (BCCP) update process including an annual opportunity to correct and update certain maps, as well as improvements to the BCCP document and website.

BACKGROUND

In contrast to the Boulder Valley Comprehensive Plan that undergoes review in its entirety every five years, staff's practice is to update BCCP elements on a rolling basis, one element at a time. This element-by-element update enables staff to complete a more comprehensive review and revision working closely with subject matter experts from relevant county departments.

Since 2015, staff has worked on updating two BCCP elements, the Open Space Element and the Solid Waste Element¹. These revised elements are similar in structure to each other but do not conform to the layout and structure of the existing comprehensive plan document. As new elements are updated, staff is focused on identifying best practices for document structure and layout, and ensuring future comprehensive plan sections maintain consistency.

The BCCP was first adopted in 1978 and second edition was completed in 1996. The current BCCP still has the dated layout and design that was been in place for several decades. Due to factors such as an outdated table of contents and incompatibility with current software, it is difficult to make updates to the main BCCP document. Therefore, staff has placed updated components on the website but did

¹ New proposed name: Sustainable Materials Management Element; this update is currently underway.

not update the comprehensive plan document itself to include new elements. As a result, members of the public do not have the ability to download and view the BCCP in its entirety. Rather, they must download multiple documents and assemble them on their own. Staff is working to remedy the issues identified here by making a variety of changes to improve the experience of those who use of the BCCP website and related documents.

GOALS

Goals for updating the BCCP layout, design, and website include:

- Consolidate all current BCCP documents and elements into a single document
- Create a new document template that will allow staff to easily replace old elements with new ones as updated elements are adopted (i.e., auto-updates to the table of contents, headers, and footers, etc.)
- Provide more accessibility to members of the by public and lessening the amount of clicks required to access comprehensive plan materials and documents
- Modernize layout and graphics

PROCESS TRACKS

The BCCP improvements will include four separate tracks that will proceed simultaneously: 1) consolidate current BCCP components into a single document; 2) develop and apply a new document template, 3) improve the BCCP website, and 4) establish a process for annual map updates, as appropriate.

1. Consolidate current BCCP documents into a single document

The first track, an immediate priority, is to consolidate all of the amendments into a single interim document. This *Interim Layout BCCP* will include all currently adopted components of the BCCP. The ability to download the full document with one click will make the content more accessibility and will improve the user experience. The *Interim Layout BCCP* will not have consistent structure, design, and layout throughout, since the primary goal is to quickly assemble all current components into one document until staff can develop and implement a new layout for the full document.

2. Develop and apply a new document template

This track, on a longer timeline, will primarily focus on designing a new BCCP document template that will allow staff to seamlessly incorporate updated BCCP elements as they are approved. The new template will include improvements to the document structure, layout, and graphics. Staff hopes to make the layout and graphics more contemporary, while maintaining themes that reflect the BCCP's overarching focus on environmental and open space preservation. Once a design is approved by Planning Commission, staff will begin to merge all previous elements into the new template. The new approved template will replace the *Interim Layout BCCP* once the conversion is complete.

3. Improve the BCCP website

The third track of work will involve general improvements to the BCCP website, with a focus on making it easy for individuals to identify and access key documents associated with each BCCP element. For example, the current Environmental Resources Element (ERE) makes reference to Species of Special Concern (SSC), but it is currently difficult to locate associated files that provide the list of SSC. If someone wants to access the list of SSC they would need to know that the file is available on the 'BCCP updates' webpage within the documents associated with the ERE update. A

new website layout will make it easier for individuals to identify and access such files, providing links to each element of the BCCP and placing links to associated files in close proximity.

4. Establish a process for annual map updates

Mapping components of the BCCP can benefit from periodic updates to reflect current conditions and to implement corrections identified by staff and others. For example, View Protection Corridor mapping was recently approved by Planning Commission as part of the approval of the Open Space Element update. Incorporating additional data gathered during the course of the year (e.g., data pertaining to historic structures) will keep maps up-to-date, and staff or members of the public may identify deficiencies or gaps in the new mapping. Other potential BCCP map updates that could benefit from a clearer approval process include updates to ERE maps so that, where data are consistently available within municipal boundaries, those data are reflected in the mapping (e.g., wetlands). Staff is considering the possibility of introducing an annual map update process in which any necessary map updates and corrections identified during the course of the year would be assembled and presented to Planning Commission for approval at one time.

ACTION REQUEST

No action is requested at this time. For this session, staff welcomes initial feedback and direction on the plans outlined here.

NEXT STEPS

Pending feedback from this session, staff will proceed with implementing the changes outlined here. Staff anticipates having a proposed template ready for Planning Commission review no later than the July Planning Commission meeting. At that time, staff will also plan to present Planning Commission with a proposed work plan for addressing BCCP elements in need of updates. For reference and context, the table below provides a list of BCCP elements and components, including the year in which each item last underwent an update, and a note about whether the component is currently incorporated into the main BCCP document or kept as a separate file on the BCCP website. The items in bold print are those that staff believes are in need of updates within the next 1 – 3 years. A summary of the BCCP amendment history is also available on page C1 of the current version of the BCCP.

Summary of BCCP Components, Dates of Most Recent Update, and File Location*

Element / Component	Last Updated	Currently included in primary BCCP document or separate?
Introduction and Goals	1999	Most recent version of goals not yet included in primary document
Planning Area		
Plains Planning Area	1995	Included
County-Wide Elements		
Geology	1984	Included
Environmental Resources	2013	Most recent version not yet included in primary document
Open Space	Update approved in 2017	Most recent approved version not yet finalized or included in primary document
Transportation	2009	Most recent approved version not yet included in primary

		document
Cultural Resources	1994	Most recent approved version not yet finalized or included in primary document
Natural Hazards	1995	Included
Agriculture	1997	Included
Housing	1983	Included
Solid Waste (currently Sustainable Materials Management)	Update underway in 2017	Updated version not yet finalized or included in primary document
Other County-Wide Issues		
Land Use Surrounding Airports	1978	Included
Fire Protection	1982	Included
Telecommunications	1985	Included
Economics	1987	Included
Additional County-Wide Policies	1983	Included
Sub-Regional		
Southeast	1978	Included
Niwot, Lefthand, Boulder Creek	1987	Included
Longmont, Lyons, St Vrain	1988	Included
Mountain Subregion: Jamestown and Eldora	1995 1995	Included
Other		
Guiding Principles	2012	Separate
Goldsite Townsite Plan Amendment	2010	Separate
Updated Transportation Element Amendment	2009	Separate
Updated Goals Chapter Amendment	2009	Separate
Eldorado Springs Townsite Plan Amendment	2009	Separate
Sustainability Element Amendment	2007	Separate

*Items in bold font are those that staff is considering updating within the next 1-3 years.

Note: Maps will also be updated as appropriate. The Trails Map has been identified as a priority for map updates.