

ADUs in Denver Advisory Committee

Charter and Operating Procedures

Removing barriers to ADU construction and creating context-sensitive form standards

ADUs in Denver – Project Objectives

The foundation for this project is Blueprint Denver, a citywide land use plan that was adopted by Denver City Council in 2019 after three years of public outreach. Thousands of residents helped create the policy recommendations in Blueprint Denver, which included, for ADUs, that:

- barriers to ADU construction be removed.
- zoning rules be reviewed and adjusted so ADUs fit into a variety of neighborhood contexts.

This project aims to implement the above recommendations through a stakeholder-driven update to The Denver Zoning Code. This project will not change where in the city ADUs are allowed but will look at how they are designed, how they fit in with different types of neighborhoods and block patterns, and how updates to the zoning code may reduce barriers to creating ADUs.

Role of the Advisory Committee

The Advisory Committee will provide input to the City in developing recommendations to City Council by the end of 2022 that will propose to:

- Revise the zoning code to allow ADUs as accessory to more uses than only single-unit homes.
- Revise form standards for detached ADUs to be more context-sensitive, including standards for height, mass, and setbacks.
- Consider future programs and resources to help reduce barriers to ADUs for homeowners, especially in neighborhoods that score high on Blueprint Denver’s matrix for ‘Reducing Vulnerability to Displacement.’

The Committee’s input will be considered by City staff and summarized in a Strategy Report to City Council. The Report will highlight areas of strong Committee support and/or agreement, as well as areas of concern and/or divergence of opinion. The greater the level of Committee support, the stronger a particular proposal to City Council is likely to be.

The City envisions the Committee schedule as follows:

- Meeting 1: The Committee will learn about the project and discuss initial challenges and opportunities.
- Meeting 2: The Committee will explore the issues to be addressed by the project (i.e., specific zoning barriers to ADU construction/areas that need to be addressed for ADUs to fit into neighborhoods) and provide initial feedback to CPD staff on addressing the issues.
- Meetings 3–4: The Committee will help staff determine which alternative zoning tools would best balance overall project objectives and address the issues discussed in the previous phase.

The Committee will also consult with the City on how to best seek community input on the different alternatives (note that a CPD staff-prepared 'Alternatives Report' will record committee input and recommendations).

- Meetings 5-6: Committee will review and provide feedback on a recommended strategy (or 'preferred alternative') prepared by CPD staff. The Committee will also input consult with the City on how to best seek community input on the recommended strategy (note that a CPD staff-prepared 'Strategy Report' will record committee direction).
- Meeting 7: The Committee will review and provide feedback on proposed zoning amendments drafted by CPD staff to implement the recommended strategy. The Committee will also recommend additional initiatives that the City of Denver should undertake to ensure that all project objectives are addressed (note that CPD staff-prepared reports will document committee viewpoints for decision makers on the Denver Planning Board and Denver City Council).
- Finally, individual Committee members will be encouraged to participate in the Denver Planning Board and City Council adoption process for the CPD staff-proposed zoning amendments, including speaking at public hearings to reflect on committee discussions and points of agreement or disagreement throughout the process.

See the Draft Schedule below for more information about Committee meetings and outcomes throughout the process.

Advisory Committee Meeting Format

1. **Virtual Meetings.** Advisory Committee meetings will be conducted virtually by Zoom unless/until the Denver Department of Community Planning and Development determines it is safe to meet in person. Meeting information and materials will be posted on the City web page <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Community-Planning-and-Development/Denver-Zoning-Code/Text-Amendments/ADUs-in-Denver>
2. **Open and Recorded Meetings.** Advisory Committee meetings will be open to the public as a Zoom webinar and will be recorded for future observation.
3. **Transparency.** Substantive Advisory Committee discussion should occur primarily during public committee meetings. Members may informally engage each other on an individual basis to build relationships, discuss their interests, and generate ideas, however, group discussions by email are discouraged; any information meant to be shared with the group should be sent to City staff or the facilitator for moderation.
4. **Meetings will be held** every 4-6 weeks on a Thursday for 1.5 to 2 hours.

Advisory Committee Structure

The Advisory Committee includes the following, with specific roles and expectations defined further below.

Membership

The ADU Advisory Committee includes members who encompass a range of stakeholder attributes and experiences, including race and ethnicity, gender, geography (by neighborhood, urban/suburban), income, age, and a range of housing options (renters/condos/single-family homes). Some Committee members have specific expertise in ADU design/construction, real estate, historic preservation and/or affordable housing. A full list of members is provided at the end of this Charter.

City Staff

Joshua Palmeri, Senior City Planner – Urban Design, will lead the ADUs in Denver Advisory Committee process for the City. Other staff who will help support the Advisory Committee are:

- Abe Barge, Principal City Planner
- Libby Kaiser, Senior City Planner
- Fran Penafiel, Associate City Planner
- Genna Morton, Communications

Independent Facilitator

The Advisory Committee will be facilitated by Ryan Golten of the Consensus Building Institute (CBI), who will be an advocate for members' procedural interests while remaining impartial to the substance of the issues under discussion.

Focus groups

The City envisions the following focus groups will be needed to help digest Advisory Committee discussions and formulate alternatives and considerations for Advisory Committee and Staff consideration.

- Suburban Context Focus Group: This group will focus specifically on the concerns around the suburban context neighborhood, places with larger lots, without alleys, etc.
- Architects/Designer-Builder Focus Group: The group will help shape and develop some of the technical code requirements around ADU design and buildability.
- Accessibility Focus Group: The group will help City staff shape and develop policy options to address specific needs around accessibility to ADUs.
- Neighborhood Specific Focus Groups: Any neighborhood specific issues that may arise throughout the process that need more discussion and attention.

Roles and Expectations

Advisory Committee members are expected to:

- Attend all meetings or notify City staff if they cannot attend a particular meeting (there will not be alternates or substitutes, with the exception of City Council aides, in order to build relationships between Committee members and in light of the pace and complexity of Committee topics).
- Prepare for meetings by reading materials, considering issues, reviewing the agenda, and engaging with their constituents or networks as needed.
- Try to remain open-minded and avoid judging ideas.
- Strive to listen actively, bridge gaps in understanding, and seek resolution of differences.
- Help create an environment that is safe, respectful, and constructive for participants.
- Stay on track with the agenda, working on the issues at hand.

- Avoid repetition and revisiting resolved issues.
- Provide clear and specific recommendations that are connected to well-articulated objectives.
- Seek evidence-based recommendations while recognizing decisions will need to be made in the face of uncertainty and incomplete data.
- Regularly communicate with their community regarding issues and recommendations being considered by the Committee and bring relevant input or concerns to meetings (note that only official Advisory Committee members will be able to participate directly in meetings themselves).

City staff will:

- Work with the facilitator to develop focused agendas.
- Circulate materials at least one week before Committee meetings (earlier when possible), so members can review prior to meetings.
- Provide for all logistics, including virtual meeting needs, scheduling, and direct communications with the Advisory Committee.
- Create a website for information, notice of dates and events, and posting of documents
- Provide the necessary in-house and consulting technical assistance to aid the Advisory Committee in their work to help ensure a well-informed, technically credible, operationally feasible set of final recommendations.
- Coordinate effectively among City staff, managers and elected officials.
- To the extent possible, provide additional information that the Committee may request throughout the course of the process to advance its discussions.
- Prepare draft written products based on Committee discussion for Committee review.
- In consultation with the Committee, provide opportunities for broader public input during the process and before finalizing Committee recommendations.
- Develop a Strategy Report and proposed Denver Zoning Code text amendment, with input from the Committee, for consideration by City Council.

The CBI Facilitator will:

- Structure and conduct inclusive, productive and engaged Committee meetings.
- Ensure participation ground rules are met.
- Work with City staff to develop meeting agendas, prepare draft and final meeting summaries, and generate draft written products as needed.
- Help participants resolve their differences on the issues raised.
- Be accountable to the entire Advisory Committee and work in a non-partisan and impartial manner.

Resources Materials to Inform and/or Support Advisory Committee

Decision Making

- [ADUs in Denver Background Report](#)
- [AARP: The ABCs of ADUs](#) - A guide to accessory dwelling units
- [Where are ADUs currently allowed in Denver?](#)

Advisory Committee Members

Many members have expertise and interest across multiple areas and sectors. But to help remember who is who, we have listed participants according to their primary role or interest.

1. Lisa Kerin-Welch – A Mayfair-Montclair resident, real-estate advisor for ADU4U and a member of STRAC-Denver’s Short-Term Rental Advisory Committee.
2. Darcy Wilson – A Cole resident, construction professional for Stan Mar, and a member of the African-American Construction Council and UNDR – United Neighbors of NE Denver.
3. Sarah Senderhauf – A Park Hill resident and ADU sales manager/real-estate broker with L&D Construction.
4. Ozi Fredrich – A Baker resident, architect, chair of the Baker Landmark Commission, and a member of the Baker Zoning Committee.
5. Michelle Ferrigno Warren – An Athmar Park resident and Athmar Zoning Committee member.
6. Renee Martinez Stone – A West Highlands resident and Executive Director of WDRC-West Denver Renaissance Collaborative.
7. Chelsey Hume – A Virginia Village resident and an ADU project manager for Habitat for Humanity of Metro Denver.
8. Jennifer Steffel Johnson – A Park Hill resident and CU Denver professor of planning.
9. Rosemary Stoffel - A University Park resident, board member of University Park Community Council, concerned with design review and short-term rentals
10. Shawn Johnson – A Sunnyside Resident who has met barriers in building a fully accessible ADU
11. Veronica Booz – Green Valley Ranch Resident and KIPP CO Public Schools employee
12. Gabriel Calderon – A Berkeley resident and a member of BRUN-Berkeley Regis United Neighbors RNO.
13. Terra Mazzeo – A City Park West resident, architect and owner of AlleyFlats an ADU prefabrication development company.
14. Mary C Hawthorne – A Wellshire resident and member of Cherry Hills Heights HOA.
15. Cesar Olivas – A Chaffee Park resident and an Architect working closely on affordable housing projects in Denver and throughout the rocky mountain region.
16. Pam Jiner – A Montbello resident and director of Monbello Walks/Montbello 2020.
17. Emily Goodman – A Community Navigator for East Colfax Community Collective.
18. Donna Repp – A Mar Lee resident and the past president of the Mar Lee/Brentwood/Sharon Park Neighborhood Association.
19. Brooke Murphy – A La Alma-Lincoln Park resident and a planner for ELT-Elevation Land Trust.
20. Naomi Grunditz – A Clayton resident, planner and aide for Council District 1.
21. Suzanne Reede – A Regis resident concerned about short-term rentals and viable housing options
22. Gosia Kung – A Sloan Lake resident, architect, Denver Planning Board member.
23. Councilwoman Kendra Black – Denver City Council District 4.
24. Councilman Chris Herndon – Denver City Council District 8.

Draft Work Plan (subject to change)

Time	Mtg#	Purpose:	Outcome:
March 3rd, 2022 @ 4:30pm	1	<ul style="list-style-type: none"> Review purpose and scope of TF Establish ground rules Introduce members Scope overview How will the Advisory Committee do its work? 	<ul style="list-style-type: none"> Members have a common base of knowledge and a shared understanding of the task Agreement to work cooperatively toward a common goal
April 7th, 2022 @ 4:30pm	2	<ul style="list-style-type: none"> Explore key issues 	<ul style="list-style-type: none"> Determine issues to be addressed
May	3	<ul style="list-style-type: none"> Confirm key issues 	<ul style="list-style-type: none"> Confirm and prioritize issues by impact/value
June	4	<ul style="list-style-type: none"> Review zoning alternatives part 1 Staff to present zoning code alternatives 	<ul style="list-style-type: none"> Initial feedback on potential zoning alternatives
July	5	<ul style="list-style-type: none"> Review zoning alternatives part 2 Staff to present zoning code alternatives 	<ul style="list-style-type: none"> Confirmation of which zoning alternative(s) best address project objectives
Aug	6	<ul style="list-style-type: none"> Recommended Strategy presentation by staff Provide feedback on where modifications are needed 	<ul style="list-style-type: none"> Updates to the recommended strategy
Sept	7	<ul style="list-style-type: none"> Final Strategy presentation by staff Record any committee concerns on Final Strategy 	<ul style="list-style-type: none"> Plan for presenting the recommended strategy to the overall community
Oct	8	<ul style="list-style-type: none"> Staff presents proposed zoning amendments 	<ul style="list-style-type: none"> Draft final zoning
FLEX	9	<ul style="list-style-type: none"> Flexible meeting if needed 	<ul style="list-style-type: none"> More time to review as needed