

# MANITOU SPRINGS METROPOLITAN DISTRICT (METRO)

## Citizen Participation Plan as required by Section 18.74.010 – City Code

18.74.010 - Citizen participation plan.

A. *The purpose of the Citizen Participation Plan is to:*

- 1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;*

City Code requires that a Citizen Participation Plan be submitted as a part of the formal application. Metro certainly intends to comply with City Code. Because we are in the early stages of application development, the team has not fleshed out the complete Plan. The completed plan will be submitted with the application as required by City Code. What is hoped is that through communication we will understand what the specific concerns are of impacted property owners and how, if possible, these concerns can be addressed and/or mitigated. It is unclear at this point, how an application can address a 'perceived impact' unless it is also a real impact – we look forward to learning.



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*2. Ensure that the citizens and property owners of Manitou Springs have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process;*

City Code requires that this outreach plan be submitted with the application and be executed prior to public hearing. It is Metro's belief that this plan has already begun as the topic of the proposed parking structure as been a major subject in both Metro Board meetings as well at City Council Work Sessions. It is widely known that this project is being worked on. When the plan is formalized however, Metro will be able to review actual concerns of the properties impacted by the project and then be able to formally address those concerns. In some cases mitigation may be possible. In other cases it may not be possible.



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*3. Facilitate ongoing communication between the applicant, interested citizens and property owners, City Staff, and elected officials throughout the application review process.*

Metro looks forward to building a robust communication channel between itself, its constituents and the citizens & the visitors of Manitou Springs. Metro will be building its own website as an overview of what the Metro District is, what its purpose and authority are and an overview of its projects. It is hoped that the City will be willing to post a link to this new website on the City page.

Special Districts are so often misunderstood or not understood at all. We hope to change that! As the current project progresses, updates will be posted to the new website. There will be an opportunity for people to add themselves to an electronic mailing list so they will proactively receive updates.

Additionally, as questions are asked and answered they will be posted as an ongoing FAQ page.



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*B. The Citizen Participation Plan is not intended to produce complete consensus on all applications; rather, it is intended to encourage applicants to be good neighbors and to allow for informed decision making. [emphasis ours]*

This is an important element. We all know that in some cases change is difficult, that in most cases all people won't agree on what is "good" or "bad". What is equally important is that the rights associated with a particular piece of land be respected and considered when reviewing applications associated with that land. Metro very much wants to be a good neighbor and also provide a vital service and asset to the well-being of the District's Constituents to whom it answers and for the City as a whole.



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*At a minimum, the Citizen Participation Plan shall include the following:*

- 1. Which residents, property owners, or other interested parties, including Homeowner's Associations may be affected by the application;*
- 2. How those interested in and potentially affected by an application will be notified that an application has been made. At a minimum, mailed notification conforming to the requirements specified in Section 18.44.020(C), Mailed Public Notification, is required;*

At minimum Metro will comply fully with the public notice requirements as outlined in Code Section 18.44 for all neighborhood meetings. This will include signage, a newspaper announcement and a direct mailing. We will develop the required mailing list that will include all properties within 200' of the subject-property boundaries as well as any primary contact person of any HOA that falls within that area. This list will receive all mailed communications. We will refer to this group as the "Public Notice List".



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*3. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;*

*4. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing. Hosting a neighborhood meeting may be required by the Planning Staff;*

There are myriad ways interested parties can/will receive information. An informational mailing will take place and be sent to the “Public Notice List.” In this mailing, recipients will be directed to the web site and will be encouraged to sign up for email updates. Metro will host a neighborhood meeting – the details and date of which are yet to be determined. The formal Plan cannot be, as per regulations, submitted for planning review until after a pre-application meeting is held. We anticipate scheduling a pre-app meeting in 30 days +/- . Metro is interested in the City’s definition of parties “otherwise interested” and how the City regards comments from this group. Lastly the public hearings will be avenues for citizens to engage.



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*5. How the applicant will respond to any affected parties questions, concerns, issues and concerns during the process. Hosting at least one follow-up neighborhood meeting, or sending written summaries and responses may be required by the Planning Staff;*

The best way for affected parties to stay informed will be to engage with the web site Metro is developing and submit their questions, if any, through that channel. The “public notice list” will receive a mailer or door hanger that will provide them the website address; we will encourage them to visit it.

All Q & A, as we stated, will be included on an ongoing FAQ page that will be updated on a regular basis – that basis will be stated on the page itself. Update emails will be sent on a regular basis.

Depending on the response and the magnitude of the public comments/concerns Metro will mail a written summary, hold a 2<sup>nd</sup> neighborhood meeting or will do both. At this juncture it is impossible to determine which of these 3 avenues will be pursued.



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*6. The applicant's schedule for completions of the Citizen Participation Plan;*

*7. How the applicant will keep the Planning Department informed of the status of their citizen participation efforts.*

The Planning Department will get emailed update notices just like the citizens that sign up for the email updates. We anticipate that email update will go out two times a month. If there is no new information to share, the email will simply state that. If the Planning Department has any specific requests of Metro for keeping the department informed, we would appreciate knowing that so we can do all we can to meet the needs of the department and City staff.



# MANITOU SPRINGS METROPOLITAN DISTRICT (METRO)

## Citizen participation report as required by 18.74.020 – City Code

A. *The Section applies only when a Citizen Participation Plan is required by this Code.*

B. *The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing, as required by Section 18.44.020. This report will be attached to the Planning Department's Staff report.*

Based on the Mayor's request of Metro, it is clear that a Citizen Participation Plan is being required for this application; also it is a good idea and responsible planning to do so. Following the completion of the Citizen Participation Plan and prior to the notice for public hearing, Metro will submit a report to the Planning Department, as required by Code, detailing the actions took to execute the engagement plan, a summary of the questions and concerns that were raised, Metro's responses to those questions and concerns and an overview of the mitigation, if any, that Metro will conduct to address the concerns of affected parties.



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A. *At a minimum, the Citizen Participation Report shall include the following information:*

1. *Details of techniques the application used to involve the public, including:*

a. *Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;*

b. *A contact list for residents, property owners, and interested parties receiving notices, newsletters, or other written materials;*

c. *The number of people that participated in the process.*

Metro will provide, at minimum, all of the above as required by City Code, to the Planning Department prior to the public notice for hearing. When it is submitted to the City, it will also be posted on Metro's (soon-to-be) website.



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2. *A summary of concerns, issues and problems expressed during the process, including:*

- a. The substance of the concerns, issues, and problems;*
- b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process;*
- c. Concerns, issues and problems the applicant is unwilling or unable to address and why.*

As stated earlier Metro's application will adhere to code and this report will be submitted to the City Planning Department. Metro will do its best to address concerns and answer questions posed during this process. Metro will also be required to respond to concerns that it cannot mitigate for myriad reasons. During processes like this we find there are those who simply do not want a project to happen. Metro has a responsibility to its constituents as well as rights associated with the use of property that it owns. Metro will do its best to balance the needs and rights of its constituents with the concerns of affected parties. It is our hope that we find solutions that are mutually acceptable. We truly want to engage!