



DENVER
THE MILE HIGH CITY

GROUP LIVING ZONING CODE UPDATE ADVISORY COMMITTEE CHARTER

February 2018

OVERVIEW

The purpose of this charter is to clearly identify expectations and advisory committee member responsibilities as part of the Denver Group Living Zoning Code Update. It includes the project purpose and description, the advisory committee's scope of work, definition of success in this project, expected deliverables, description of potentially affected populations, listing of invited committee members, high-level project implementation tasks, draft schedule/timeline and a draft committee member agreement.

1. Project Purpose and Description

The Department of Community Planning and Development is forming an Advisory Committee to assist city staff with an evaluation of current Zoning Code regulations pertaining to Group Living land uses, including community corrections facilities, shelters for the homeless and residential care. This effort is necessary to address possible shortcomings in the code brought to light by:

- Recent efforts to address homelessness;
- the expiration in May of a moratorium on new community corrections facilities;
- Community requests to reconsider the number of unrelated persons who can reside in a dwelling unit and a blurring of the distinction between household and group living;
- emerging land use concepts not currently contemplated in the code such as tiny home villages;

The primary objectives of the Stakeholder Advisory Committee are to:

1. Define the problem – or set of problems – that need to be addressed in the relevant sections of the Denver Zoning Code related to group living (**Division 11.2, Residential Primary Use Limitations; specifically subsections 11.2.6 through 11.2.10 (Group Living Category Use Limitations) and Section 11.12.2.2, Group Living Use Category Definitions.**
2. Recommend strategies to address the identified problem(s) within the Denver Zoning Code, including consideration of potential unintended consequences.

2. Scope of Work

The Denver Group Living Code Stakeholder Advisory Committee will:

- Familiarize themselves with the related sections of the Denver Zoning Code (**Division 11.2, Residential Primary Use Limitations; specifically subsections 11.2.6 through 11.2.10 (Group Living Category Use Limitations) and Section 11.12.2.2, Group Living Use Category Definitions.**
- Actively participate in full committee and sub-committee meetings, seeking mutually satisfying (consensus or near-consensus) decisions regarding recommended problem definitions and strategies to address those problems within the Denver Zoning Code;
- Gather input from affected populations to check committee thinking and draft recommendations, using tools and support provided by the committee facilitator;

- Share key updates through committee members' existing networks and communication vehicles, using language and/or materials provided by the City and/or committee facilitator; and
- Participate and encourage affected populations to participate in at least one of two planned public meetings.

The following items are specifically excluded from the committee's scope of work:

- General issues around affordable housing or affordability of housing options – While these issues are important and related, they cannot be resolved in the zoning code.
- Camping: The zoning code governs use of private property in Denver, and does not address camping.

3. Definition of Success

At a minimum, the updated Denver Zoning Code related to group living will:

1. Not be predetermined; rather, it will be based on meaningful opportunities for input in which people feel heard during and at the end of the process.
2. Reflect consensus or near-consensus decisions according to a set of decision-making criteria developed with committee members.
3. Include recommendations that are equitable – not necessarily equal – in terms of neighborhood policies and impact.
4. Represent recommendations that provide for more affordable and attainable housing options across the full range of resident incomes, considering creative options in the process.
5. Represent recommendations that have considered and seek to limit potential for unintended consequences.

Additional success indicators and refinements of the above indicators may be included in this section with input from the full Stakeholder Advisory Committee in its first meeting.

4. Deliverables

1. Group living code problem definition(s) to be published on city website at www.denvergov.org/groupliving.
2. Agreed set of strategies to address the identified problem(s) within the Denver Zoning Code, including consideration of potential unintended consequences to be published on city website at www.denvergov.org/groupliving.
3. Committee-approved revised code language that reflect defined and agreed-upon strategies to address identified problem(s) to be published on city website at www.denvergov.org/groupliving and incorporated as formal amendments to the Denver Zoning Code.

5. Affected Populations

Potential changes to group living sections of the Denver Zoning Code may impact:

- Denver neighborhoods and the people who live, work and play there;
- People who are experiencing homelessness, in need of transitional and special care (e.g. sober, mental health), in or seeking residence on retirement communities, in community corrections housing and others who desire group housing, such as artists, DIYers, boarders and housing cooperatives;
- People and organizations that serve the above populations; and
- Others with interest in emerging residential uses, such as tiny home villages.

6. Invited Committee Members

Invited committee members include each of the above affected populations and/or organizations that serve them, as identified in section 5 above, and City and County of Denver policy makers. A list of invited members will be posted at www.denvergov.org/groupliving.

7. Implementation Plan

It is expected that deliberation will take place in full advisory committee meetings as well as in sub-committee meetings. A tentative schedule of meetings follows in section 8 of this committee charter. This schedule will be updated continually based on Advisory Committee member input, site availability and other factors, and will be maintained on the project website at www.denvergov.org/groupliving.

Individual outreach to affected populations in the City and County of Denver, and the surrounding metro area where applicable, may be requested of committee members. The committee facilitator will provide committee members with tools and coaching in situations in which this outreach will be needed.

Additionally, two public meetings will be held to review committee recommendations and gather additional public feedback.

8. Draft Timeline/Schedule

Meetings	Date & Time	Location
<p>Full Advisory Committee – Meeting 1</p> <ul style="list-style-type: none"> Establish mutual understanding of project and approach to working together Identify decision-making process and “sound decisions” criteria Begin to understand perspectives of problems to be addressed Form sub-committees 	TBD Week of March 12	TBD Downtown Site
<p>Sub-committee meetings to draft initial problem definitions</p>	TBD by each sub-committee, April, May and June	TBD by each sub-committee
<p>Full Advisory Committee – Meeting 2</p> <ul style="list-style-type: none"> Share draft problem definitions (what and why) Identify common and conflicting concerns and resolve (and/or plan to resolve) conflicts 	TBD May	TBD Downtown Site
<p>Individual committee member outreach to affected populations in networks to gather input on initial drafts</p>	N/A	N/A
<p>Sub-committee meetings to refine problem definitions</p>	TBD by each sub-committee	TBD by each sub-committee
<p>Full Advisory Committee – Meeting 3</p> <ul style="list-style-type: none"> Finalize problem definitions Explore potential strategies to address defined problems, identifying mutual benefits and conflicts in each Identify key questions to ask public and plan for first public meeting 	TBD Early June	TBD Downtown Site
<p>Public Meeting 1</p>	TBD Late June	TBD
<p>Full Advisory Committee – Meeting 4</p> <ul style="list-style-type: none"> Consider public input on strategies Identify tensions and plan to resolve 	TBD Early July	TBD Downtown Site
<p>Sub-committee meetings to refine proposed strategies</p>	TBD by each sub-committee	TBD by each sub-committee

Individual committee member outreach to affected populations in networks to check strategy revisions	N/A	N/A
Full Advisory Committee – Meeting 5 <ul style="list-style-type: none"> • Finalize strategies with specific code language • Identify key questions to ask public and plan for second public meeting 	TBD Early October	TBD Downtown Site
Public Meeting 2	TBD Late October	TBD



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GROUP LIVING ZONING CODE UPDATE ADVISORY COMMITTEE CHARTER – MEMBER AGREEMENTS

Instructions

Please mark each box below with an “x” or “✓” to signify that you have read and agree to each of the commitments as stated in becoming a member of the City and County of Denver Group Living Code Stakeholder Advisory Committee. Please sign the agreement and bring it with you to your first subgroup meeting. Project team staff will collect it from you there.

Agreements

Per discussion at the first full Advisory Committee meeting on March 20, 2018, the project team staff agree to:

- Create safe space for members to share information without negative consequences, understanding that these are public meetings. Any concerns about sharing openly in the group may be shared privately with the facilitator or other project team members to determine how to handle sharing that information with the group.
- Ask media to identify themselves at the beginning of committee meetings.

As a member of the City and County of Denver Group Living Code Stakeholder Advisory Committee, I agree to:

- Participate in all scheduled full committee meetings as described in section 8 of the Committee Charter, barring any conflicting previous commitments I have made and subject to schedule changes made and agreed-upon by the committee.
- Participate in all sub-committee meetings as scheduled by my sub-committee(s), barring any conflicting previous commitments I have made and subject to schedule changes made and agreed-upon by my sub-committee(s).
- Assist in sharing key information with and gathering input from affected populations in my existing network, using my existing communication channels as appropriate.
- Participate in at least one (1) public meeting on the group living code in the Denver Zoning Code.
- Give input in all meetings openly and honestly – without hidden agendas.
- Engage with all committee members and members of the public in a respectful manner when participating in official committee work.
- Ask questions to increase understanding of others’ perspectives, rather than jumping to conclusions.
- Seek solutions to any disagreements that are mutually satisfying for all committee members and affected populations, considering equity and other agreed-upon decision-making factors to guide recommendations.
- Allow voices of affected population representatives (committee members and visitors) to be prioritized in discussions.

Agreements Made By _____ Date _____ Witnessed By (Committee Facilitator) _____ Date _____

Printed Name:

Phone:

Email: