



TOWN BOARD AGENDA

REGULAR MEETING

(All items listed for discussion and possible action)

Hybrid Meeting

[Meetings | Town of Foxfield \(colorado.gov\)](https://www.colorado.gov/townoffoxfield/meetings)

South Metro Fire Protection District Station #42
7320 South Parker Road

Thursday, March 7, 2024
6:30 p.m.

Call to Order

1. Roll Call of Board Members
2. Audience Participation Period (limit 4 minutes per speaker)
3. Consent Agenda
 - a. Approval of Minutes – February 15, 2024
4. For Discussion
 - a. Master Plan Final Draft
5. Reports
 - a. Members of Town Board
 - b. Staff
6. Future Agenda Items
 - a. Tunnel and sidewalk repairs
 - b. MHFD follow-up
 - c. Culvert Clean-up
 - d. Wards Discussion
 - e. Master Plan Public Hearing
 - f. Land Use Code Final Draft
 - g. Gate Maintenance Vendor

7. Adjournment

STUDY SESSION - Code Enforcement



BOARD OF TRUSTEES MEETING MINUTES

February 15, 2024

Call to order:

The virtual meeting was called to order at 6:30 p.m. via Microsoft Teams.

1. Roll Call:

The following Trustees were present via Microsoft Teams: Trustee Farreau, Trustee Herold.

The following Trustees were present in person: Mayor Jones, Trustee Cockrell, Trustee Schultz, and Trustee Thompson.

Trustee Goddard was absent.

A quorum was present.

2. Audience Participation

None

3. Consent Agenda

a. Minutes – February 1, 2023

b. Financial Statements January 2024

Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Thompson. The motion passed by unanimous roll call vote.

4. For Possible Action

a. Digital Accessibility Assessment Proposal

Town Clerk Schmitz introduced the digital accessibility proposal from Allyant. The proposal includes both a one-time full website audit, and ongoing monitoring for a year. After discussion, the Board asked Staff to explore potential state compliance exemptions and request additional vendor quotes for the accessibility audit. Additionally, the staff was asked to explore potential grants.

5. For Discussion

a. Right-of-Way Maintenance

Mayor Jones shared a concern about some trees that are in the Town right-of-way that have brittle branches that are hanging over the road. While the Town does not have any liability and the current code language does state that right-of-way maintenance is the responsibility of residents, the question was raised as to whether the code should be amended to address tree maintenance in the right-of-way.

After discussion, the Board agreed on updating the policy to clarify that the Town may choose to act on any trees planted in the right-of-way that are deemed by the Town to be public nuisance.

6. Reports

- a. Mayor Jones
- b. Members of the Town Board
 - i. Trustee Farreau noted that the gates will be turned off over the holiday weekend.
 - ii. Trustee Thompson noted that the tunnels have been repainted.
- c. Staff
 - i. Ms. Proctor reported that a proposal from a new gate vendor was received. The staff is currently negotiating the terms and will bring a proposed draft to the Board. Ms. Proctor also reported that a resident asked about providing immigration assistance to Denver and advised that a donation policy should be in place. Additionally, a couple of residents have volunteered to repair or repaint the Foxfield entrance signs.

7. Future Agenda Items

- a. Tunnel and sidewalk repairs
- b. MHFD follow-up
- c. Speed mitigation
- d. Digital Accessibility
- e. Culvert follow-up
- f. Engineering RFP for 2025

8. Adjournment

- a. Mayor Jones adjourned the meeting at 7:54 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Town Mayor



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: March 7, 2024

RE: Master Plan Final Draft

DISCUSSION:

The Town of Foxfield's Master Plan was last updated in 2008. It is recommended that it be updated at least every five (5) years and be done in conjunction with an update to the Municipal Code. In late 2022, the Board accepted a proposal from SafeBuilt to help update The Town of Foxfield's Master Plan. Throughout 2023 staff and the Board worked collaboratively with SafeBuilt on this project. In addition, Town Attorney, Corey Hoffmann and his team have reviewed the final draft.

Staff is asking the Board to review the final draft and provide any comments or questions. A public hearing is scheduled for March 21st, 2024 to adopt the Master Plan.

ATTACHMENT:

Exhibit A – Foxfield Master Plan Final Draft



Town of Foxfield Master Plan



Master Plan

Adopted: December 17, 1998

Amended: June 3, 2004 - Trails Plan

Amended: May 15, 2008 - Parker Road Sub Area Plan

Amended: February 2024

Acknowledgments

The Town of Foxfield's Master Plan is a culmination of past plans and current input and guidance from elected and appointed officials and town staff.

Special thanks to the following:

Lisa Jones, Mayor

Josie Cockrell, Board of Trustees

Debra Farreau, Board of Trustees

Dave Goddard, Board of Trustees

Hark Herold, Board of Trustees

Tim Shultz, Board of Trustees

Pamela Thompson, Board of Trustees

Karen Proctor, Town Administrator

Kathleen Schmitz, Town Clerk

Table of Contents

Introduction	5
Vision Statement	7
Community History	8
Community Character	10
Land Use	11
Economic Base	15
Roads and Transportation	16
Open Space, Trails, and Parks	18
Community Facilities and Services	19
Environment	21
Intergovernmental Relations	23

Introduction

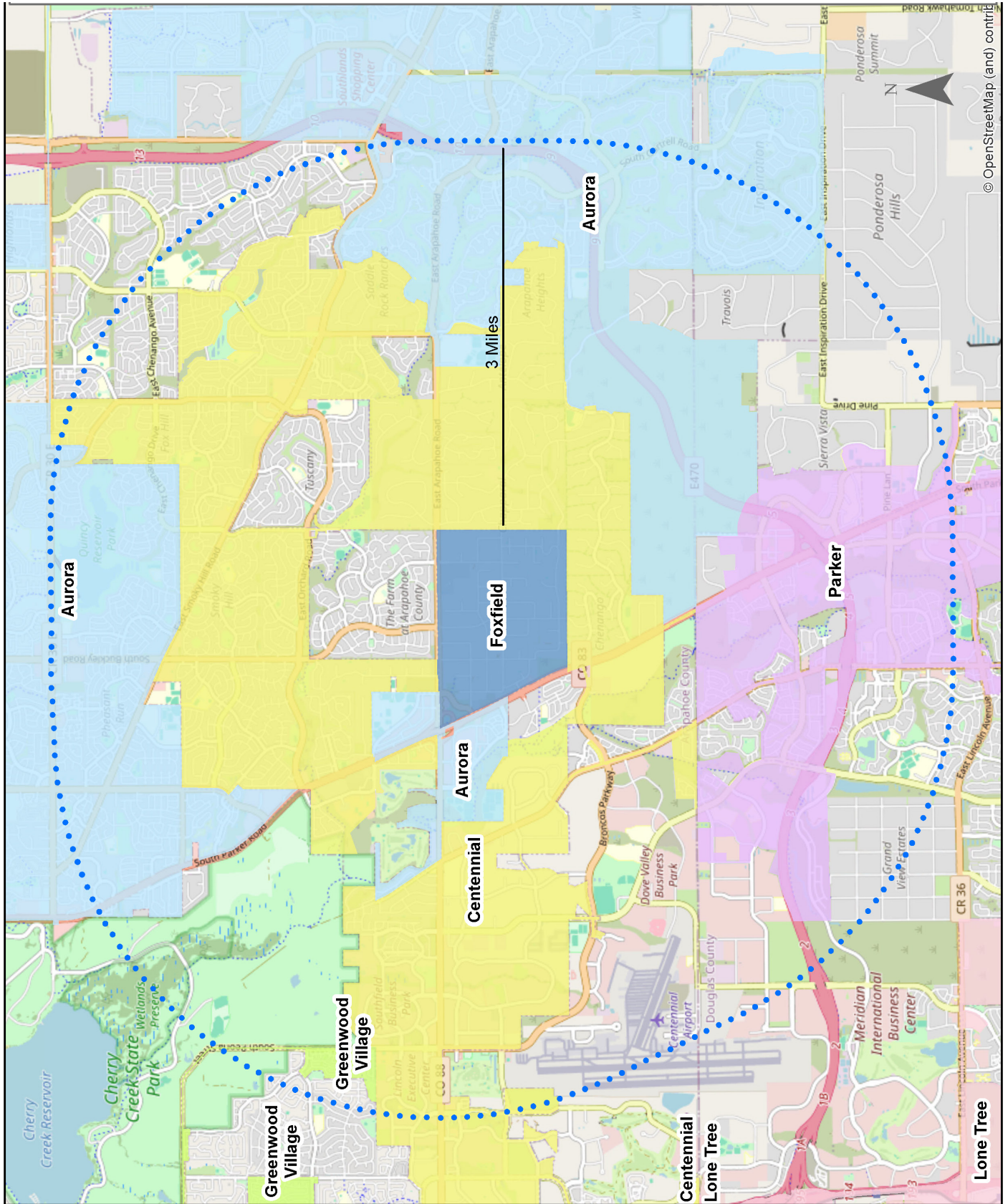
The purpose of the Town of Foxfield Master Plan is to provide a guide for public officials, residents, and others who are involved with planning, land use, and development in this community. It represents the community's vision as to how this low density residential "enclave" should develop in the future. It will be updated and amended as conditions may warrant.

The format of the Master Plan is succinct and straightforward and includes a discussion of the background of the community, existing conditions, goals and policies. These narrative sections are supplemented by a Master Land Use Plan map, which graphically depicts the overall policies and concepts for the community.

It is important to emphasize that the Town of Foxfield Master Plan is not zoning. It does, however, present recommendations about future land use and development and is to be utilized as a guide for future decisions by the Town. The Town of Foxfield has adopted zoning and other development regulations which reinforce the concepts and recommendations in the Master Plan, which are consistent with the provisions of Town regulations and Colorado State Statutes.



Vicinity Map



Vision Statement

Our vision for the Town of Foxfield is to create a vibrant community that embraces its heritage and maintains our existing rural lifestyle. We envision a town where residents, businesses, and visitors coexist in harmony, where nature and the built environment unite to create a model of balanced progress.

Preserving A Rural Lifestyle: Foxfield's unique charm lies in its landscapes, open spaces, and tranquil atmosphere. Our vision is to safeguard the rural nature of our town. Through thoughtful land use planning, conservation efforts, and sustainable development practices, we will protect our green spaces, farms, and natural resources for future generations to enjoy. While preserving our rural character, we also recognize the importance of smart and sustainable growth. Our vision is to encourage responsible development that respects the town's unique character and natural surroundings.

Cultivating Economic Vitality: To ensure the long-term prosperity of Foxfield, we envision a thriving local economy. By nurturing a business-friendly environment, attracting services for our residents, and supporting local entrepreneurship, we will create opportunities for economic growth and enhance the quality of life for our residents.

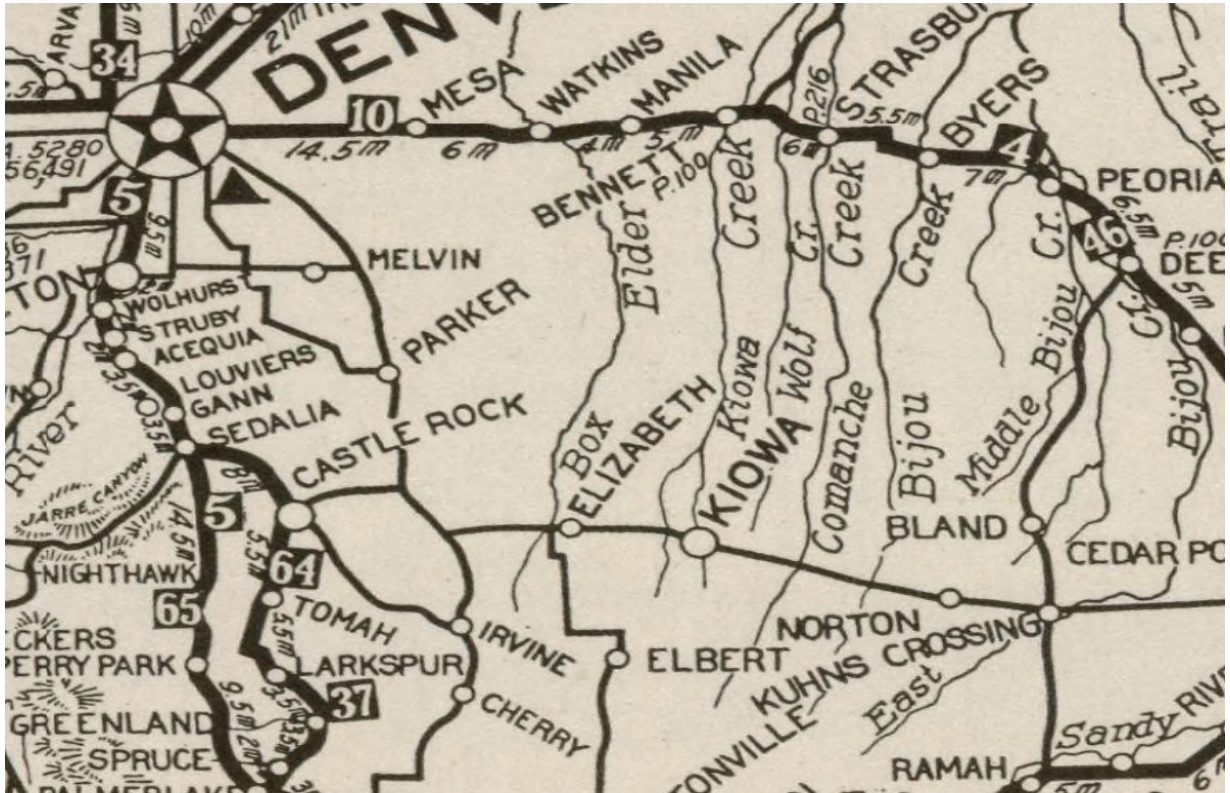
Prioritizing Infrastructure: Our vision includes a well-planned and efficient infrastructure system. We will continue to invest in existing transportation networks, well-maintained roads and traffic mitigation. This will enhance the multi-modal use of our streets, accessibility, reduce congestion, and promote safe mobility for all.

Ensuring Safety and Resilience: The safety and well-being of our residents are paramount. We envision a Town that prioritizes public safety, emergency preparedness, and disaster resilience. By implementing measures and collaborative partnerships with neighboring jurisdictions, we strive to create a secure and resilient community.

Enhancing Community Engagement: We believe that community involvement is essential to achieve our vision. We strive to foster a sense of belonging and encourage active participation from all residents, businesses, and stakeholders. By providing accessible channels for communication and decision-making processes that reflect the town's diverse voices, we will create a strong and united Foxfield community.

Together, as one united community, we will work to achieve this vision for the Town. By embracing our rural lifestyle, promoting sustainable growth, and valuing our residents, we will maintain our model town that inspires and sets a benchmark for others to follow.

Community History



Foxfield, Colorado, a small town located in Arapahoe County, has a rich history that traces back to early inhabitation by Native Americans, specifically, Kiowas, Cheyennes, Arapahos, and others tribes of native origins. The 17th century colonization of the North American continent brought with it a series of occupations and territorial divisions of land resulting in the present day boundaries of Arapahoe County, where Foxfield is now located. Despite its relatively modest size, the town's history is characterized by agricultural roots, suburban development, and a commitment to preserving its unique character.

The area surrounding Foxfield in the 19th century lends its early roots to an agricultural heritage. Originally settled by farmers who sought fertile land for cultivation, the area's economy revolved around farming and ranching. The fertile soil and access to water sources facilitated the growth of crops, especially wheat and vegetables, which sustained the local population and contributed to the region's overall agricultural productivity.

Over the decades, Foxfield experienced gradual suburban development, with residential areas and small businesses emerging alongside its agricultural lands. This development gained momentum in the mid-20th century as nearby urban centers, such as Denver, began to expand. Foxfield's proximity to these centers made it an attractive option for those seeking a quieter, more rural lifestyle while still being within reach of urban amenities.

One significant historical event in Foxfield's history was its incorporation as a town in 1994. This step was taken by residents to retain local control over zoning and land use decisions, ensuring that the town's unique character and rural atmosphere were preserved amidst the increasing urbanization of the surrounding area.

Community History

Foxfield's commitment to maintaining its identity is evident in its approach to land use and development. The town has implemented measures to control growth and maintain large lot sizes, which has helped to prevent overcrowding and preserve the open spaces that are an integral part of its history. Zoning regulations and master planning have been instrumental in achieving this balance between development and preservation.

Throughout its history, Foxfield has faced challenges associated with urban expansion and infrastructure development. The town's leadership has focused on managing these challenges while safeguarding the values and traditions that make Foxfield distinctive. The town's commitment to its rural heritage is reflected in its emphasis on maintaining open spaces, encouraging responsible development, and fostering a strong sense of community.

In recent years, Foxfield has continued to evolve in response to changing demographics and economic factors. The town's historical roots remain visible in the mix of modern residences, rural landscapes, and community-oriented events. Foxfield's history is not just about the past; it informs the present and shapes the town's future as it navigates the delicate balance between growth and preservation.

In conclusion, Foxfield, Colorado, has a history deeply rooted in agriculture, suburban development, and the preservation of its unique character. From its early farming days to its incorporation as a town and its ongoing efforts to balance growth with conservation, Foxfield's history tells the story of a community that values its past while navigating the challenges of the present and future.

Community Snapshot



Population

737



Median Age

55



Population under 18

16.7%



Population over 65

31.7%



Median Household Income

\$146,083



Bachelors Degree or More

58%



Housing Units

275

Source: 2022 Colorado Department of Local Affairs - July, 2022 estimate | 2018-2022 American Community Survey 5 year average

Community Character

Goal

To enhance and protect the rural character of the community.

Policies

1. Maintain the standard of single-family residential development on rural estate lots.
2. Encourage appropriate and compatible development of currently undeveloped land.
3. Encourage development that is compatible with a rural character, in terms of land use, scale or other characteristics.
4. Encourage a sense of pride and good stewardship in the Foxfield area and in its community affairs.
5. Encourage proposals from Foxfield citizens regarding the street network system, other transportation elements, parks and open space, land use, resident safety, community facilities, and other amenities which will enhance and improve the community.
6. Allow horses and other animals in a manner compatible with the character of the Foxfield community.
7. Recognize that natural landscapes, mountain views, open spaces, and wildlife habitat are some of Foxfield's greatest assets and should be protected.

Land Use

Goal

Maintain land uses in the Town which are compatible with a rural, low-density community.

Policies

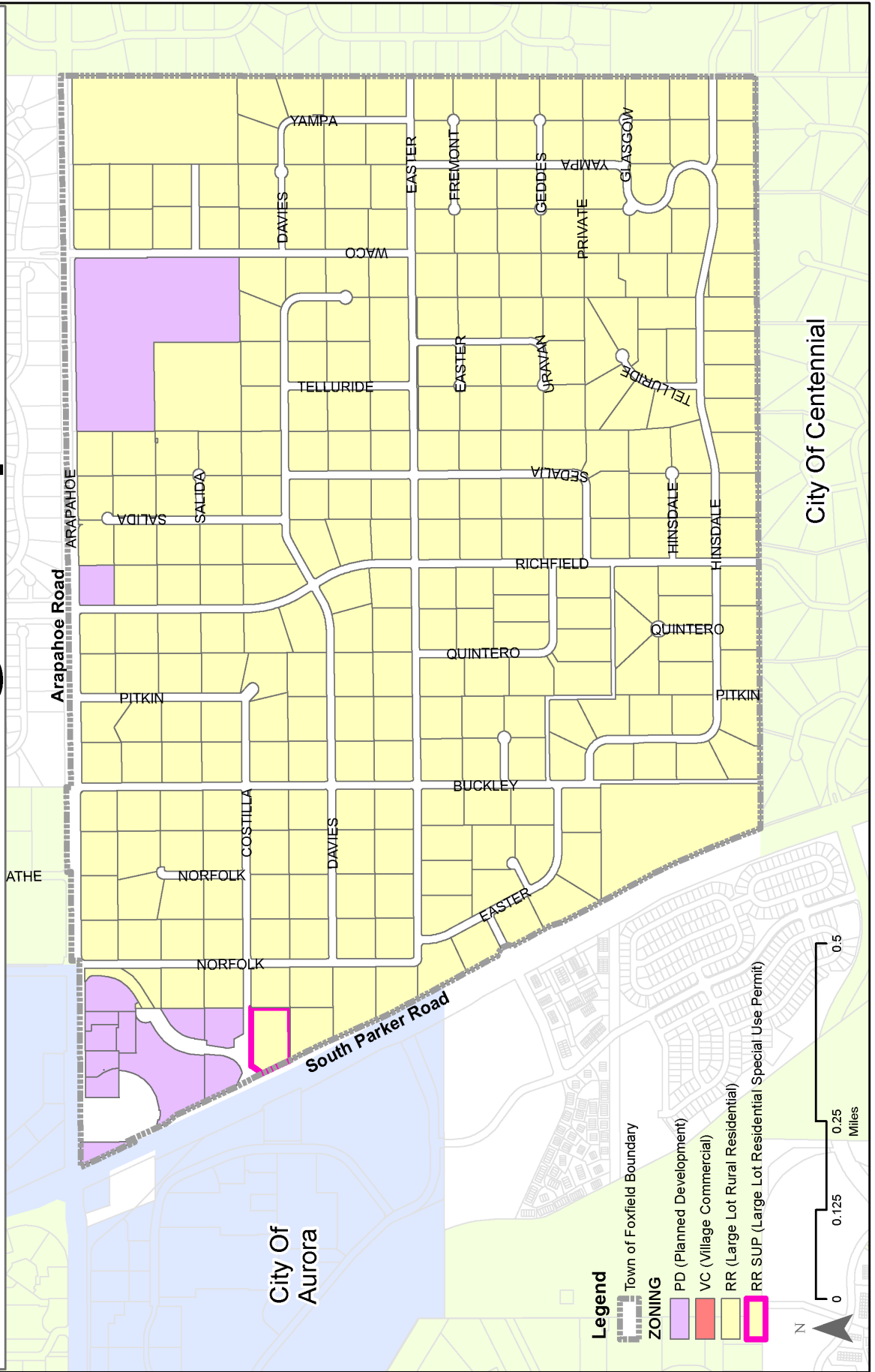
1. Encourage flexibility in developing the remaining undeveloped land in order to achieve compatible land use and site planning while providing benefits to the Foxfield community as a whole.
2. Require the establishment of significant open space buffers between residential areas, community, and non-residential uses where warranted.
3. Limit “home occupations” to prevent off-site impacts, including visual, noise, and traffic impacts.
4. Recognize the corner area next to the Arapahoe/Parker intersection as the prime location for commercial development within Foxfield.
5. As opportunities arise, consider Master Plan amendments for commercial development or other land uses that could benefit Foxfield. Consideration of other land uses should examine the impact to abutting properties and the whole of the community.
6. Ensure protection of views of the Rocky Mountains from public streets through a designated viewshed corridor or other similar land use regulation techniques that regulates commercial development.

Land Use

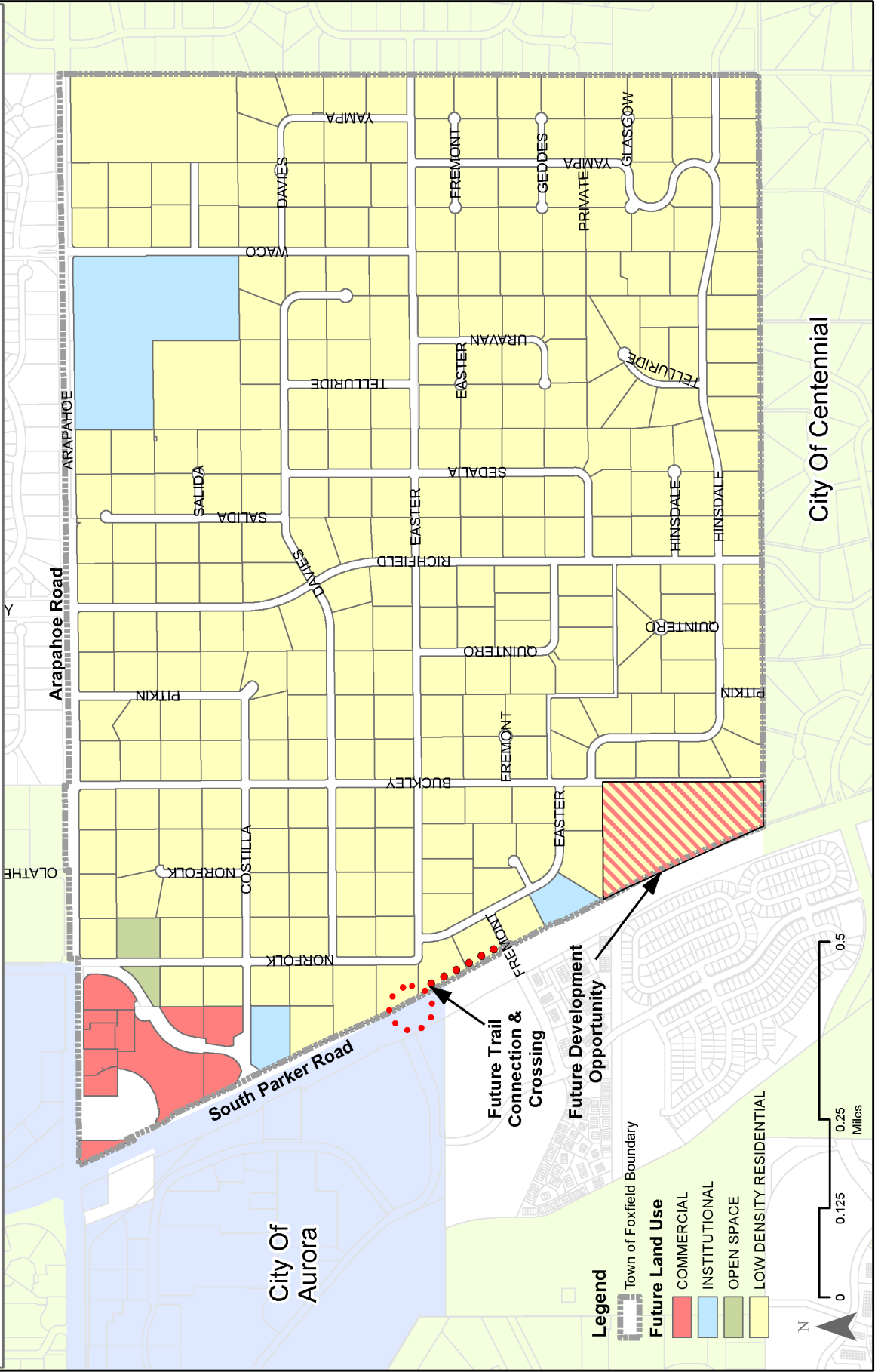
7. The Town's commercial design guidelines should be up-dated periodically to reflect the Town's design and development directions for all current and future land uses. If necessary, changes to the Zoning Ordinance will be made to identify the Design Guideline as Design Standards.
8. New developments along South Parker Road and Arapahoe Road should plan for uninterrupted pedestrian and vehicle access and mitigate any through traffic away from residential areas.
9. Evaluate undeveloped land as located on the Master Plan map in terms of the opportunities and benefits the land may present for the Foxfield community.
10. Consider uses of land and facilities, such as open space, which may provide additional benefits for the community of Foxfield.
11. Encourage flexible site planning to allow for the creation of public open space, including planned development techniques.
12. Consider environmental conditions of a site and its surrounding area when evaluating new development.
13. Maintain the rural, residential character by continuing to keep residential uses dispersed and other uses, such as commercial, in specified central areas.



Zoning Map



Future Land Use Map



Economic Base

Goal

To protect and enhance Foxfield's economic base.

Policies

1. Align Foxfield's fiscal needs and desires to financial planning.
2. Monitor strategically located properties along Arapahoe Road, Parker Road, and Lewiston for turnover or voluntary sale and development.
3. Examine existing land use regulations to ensure remaining development opportunities provide sales tax generating uses.

Roads and Transportation

Goal

Maintain the existing, established road network to ensure the highest levels of safety and continuous function for the residents of Foxfield.

Policies

1. Maintain a functional street network throughout the community that provides good access for residents, while discouraging through traffic.
2. Ensure newly proposed developments efficiently align with the existing street network.
3. Require developers to provide objective analysis of the traffic impact of their proposed developments and to satisfactorily mitigate the anticipated traffic impacts. Town staff should coordinate development standards and impact fees to ensure that proposed development fully finances required traffic infrastructure improvements.
4. Maintain the rural character of the roads, including:
 - Gravel shoulders
 - No curb and gutter
 - Swales on both sides of the road
 - Natural landscaping
 - Street lighting at intersections where necessary for safety
 - Minimal signage
 - Minimal intrusive outdoor lighting

Roads and Transportation

5. Pursue roadway safety projects for various users of the roadway system (pedestrian, bicycle, equestrian) when opportunities present themselves.
6. Consider a full range of methods to control cut-through traffic, traffic volume, and traffic speeds.
7. Monitor existing traffic signaling along Arapahoe and Parker Roads. Coordinate with Arapahoe County and CDOT for roadway improvements, both planned and proposed, by partner agencies (CDOT, Arapahoe County, Aurora, Centennial). Current considerations include:
 - Interchange at Arapahoe and Parker Roads
 - Maintain existing access to existing houses on Arapahoe Road. Monitor opportunities, as presented, to ensure appropriate access to the street network for businesses and residents.
 - Sufficient access to undeveloped land along Arapahoe and Parker Road
8. Consider development of a Transportation Plan to address the following:
 - Street Construction Standards
 - Street Maintenance
 - Street classification
 - Signage
 - Costs
 - Street Paving
 - Future connection improvements and a plan for future streets



Open Space, Trails and Parks

Goal

To improve and expand existing open space, trails, and park system to ensure effective management and utilization of these community resources.

Policies

1. Prepare and implement a plan for the maintenance of an open space, park and trail system throughout the community. Look to use public rights-of-way, dedicated public sites and portions of private property owner approved sites to enhance the existing system.
2. Seek to establish and maintain public access to non-residential development sites, through mutual agreements with landowners, easements, or other sources.
3. Establish community open space on undeveloped land as a requirement of re-zoning and subdivision processes, or other agreements with landowners.
4. Seek funding for the acquisition, improvement, and maintenance of parks and open space.
5. Ensure that the trail system provides convenient and safe access to key public amenities, community facilities, commercial areas, and other regional connections.
6. Preserve and maintain the existing open space, trails, and park system within the Town.
7. Periodically revisit the 2014 Foxfield Trails Plan to revise information and policies included in the document. Policies should be adjusted to ensure that the plans aspirations continue to fit with the community.
8. Seek opportunities to connect to regional trail systems.
9. Identify strategies, policies, or open space acquisitions that can protect existing western views.

Community Facilities and Services

Goal

To encourage provision of appropriate and adequate public services.

Policies

1. Encourage the provision of adequate community services within the financial resources of Foxfield. Services should include:
 - Police protection
 - Fire protection
 - Road maintenance
 - Planning and zoning
 - Plan review and building inspection
 - Court system
 - Traffic control
 - Water supply system
 - Sewage Disposal System for commercial properties
 - Public property maintenance, including parks and open space
 - Recreation
 - Drainage System
2. Seek the full range of funding sources for community services and facilities.

Community Facilities and Services

3. Encourage development practices and standards, including water and energy conservation, which minimize the need for future services.
4. Encourage water conservation in site and landscaping design.
5. Encourage new developments to utilize centralized water systems.
6. Encourage the Town of Foxfield to function as a single representative entity to obtain maximum leverage in negotiating for or against future centralized utilities and other services.
7. All non-residential development shall be connected to a central water and sewer system.



Environment

Goal

To encourage protection and enhancement of the natural environment in a manner consistent with a rural residential community.

Policies

1. Water and energy conservation techniques applicable to the locale should be identified and encouraged.
2. Recognize that light and noise disturbances can be detrimental to the livability and character of the Foxfield community, and that appropriate regulation should be taken to minimize such disturbances.
3. Analysis of storm drainage should be undertaken, and plans prepared to minimize potential hazards and damage.
4. New development shall be compatible with the environmental conditions of the site and the neighborhood.
5. Recognize that the night sky is one of Foxfield's attributes and continue to maintain existing actions that minimize light pollution.
6. Maintain the public right of way for control of noxious weeds through current maintenance practices.

Environment

7. Work closely with Arapahoe County to monitor climate and drought conditions that may pose a threat to residents and properties of the Town. Recognize the critical importance of fire mitigation to protect the safety and well-being of our community, its residents, and its natural resources.
8. Adopt the appropriate building code cycle and amendments to promote sustainable development and construction practices that are consistent with the Town vision.



Intergovernmental Relations

Goal

To recognize that Foxfield is part of a much larger community and a working relationship with appropriate local, regional, state and federal agencies is necessary for the realization of Foxfield's goals and policies.

Policies

1. Encourage participation in the activities of appropriate government entities to protect and enhance Foxfield's interests.
2. Work with other governmental entities to coordinate efforts to provide services and facilities which further the interests of the Town of Foxfield, consistent with the goals and policies of this Master Plan.
3. Coordinate planning efforts with Arapahoe County, the City of Centennial, the City of Aurora, the Town of Parker, City of Greenwood Village, Douglas County, various special districts and other appropriate governments.