

# NORWOOD PLANNING AND ZONING / BOARD OF ADJUSTMENTS

Monday, May 18, 2026

Regular Session 6:30 p.m.

*NORWOOD COMMUNITY CENTER*

*1670 Naturita St, Norwood, CO 81423 - And - Via Zoom*

## MINUTES

<https://us02web.zoom.us/j/85001344971>

**Meeting ID:** 850 0134 4971

**Passcode:** 8142302

### Call Regular Meeting To Order

This Planning and Zoning / Board of Adjustments Regular Meeting was called to order by Bronwen Spielman at 6:32 pm.

### Board Attendance:

Mayor Pro-Tem – Shawn Fallon - Absent  
Norwood Fire Chief – John Bockrath – Present  
Member – Kerry Welch – Present  
Member – Nancy Willis – Present  
Member – Isabella James – Present, via Zoom  
Member – Jenny Wheeler – Present  
Member – Mark Eckard – Present  
Member Brian DiPaola – Absent  
Member – Bronwen Spielman - Present

### Staff Attendance:

Administrative Director – Sara Owens – Present, via Zoom  
Public Works Director – Randy Harris – Absent  
Town Clerk – Cidney Ross – Present

### Public Attendance:

Nathan Cook – Norwood Dark Sky Advocates

### Public Comment For Items Not On The Agenda

The meeting started with public comment regarding updated Dark Sky zoning standards, which were revised in February of the current year, with new recommendations replacing the original version submitted to the commission.

Nathan Cook introduced Dark Sky compliance updates to the board and recommended creating its own chapter rather than placing it in site development standards. Sara Owens confirmed this timing is perfect as the town is currently updating their land use code, and staff will pass the information to planners for potential adoption at the next P&Z meeting

### Consent Agenda

#### **1. Minutes from April 20, 2026**

Mark Eckard motioned to approve the April 20, 2026, minutes. Nancy Willis entered a friendly amendment to motion to approve the April 20, 2026, minutes as corrected. Jenny Wheeler seconded the motion. All voted, motion approved.

## Board Business Agenda

### **1. CWRC Update**

Sara Owens confirmed that the Town of Norwood is not in the wildland-urban interface, meaning they are not required to follow the Colorado Wildfire Resiliency Building Code. This news is considered positive for future development in Norwood as it would have otherwise increased construction costs. The town attorney had previously confirmed this information, and the town adopted a resolution to follow the appropriate rules.

### **2. Land Use Code Update**

Sara Owens reported on recent public engagement events, noting good attendance at the Dark Sky lunch event with about 20 people but lower turnout at the library due to the change in hours. She mentioned that Nikki Galehouse and Kat Herbert with KLJ produced a draft analysis of current code, which she will review with plans to present a final analysis at next month's P&Z meeting.

## Adjourn

**MOTION:** Nancy Willis motioned to adjourn the Planning and Zoning Commission / Board of Adjustments Regular Meeting at 6:44 pm. Kerry Welch seconded the motion. All voted, meeting is adjourned.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

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Minutes Taken by: Cidney Ross, Town Clerk



## Norwood Dark Sky Advocates

NorwoodDarkSky.org  
norwooddarksky@gmail.com

*Maintaining the dark skies over Norwood  
and the surrounding area for the enjoyment,  
education and protection of all entities.*

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Norwood was given the status of International Dark Sky Community in February of 2019 and was the 22nd Dark Sky Community in the world. The night skies here are some of the darkest on the planet and protecting them should be of the utmost importance. The code currently in use was the original document from Dark Sky International and in February of this year they released an updated version, the first and only update they have made thus far. Below you will find some key points on updates to this code as well as some action items. Please do not hesitate to reach out with any questions you may have.

### Notable Changes

- Lighting Zone table and Examples chart
- Enforcement and Penalty section
- Definitions; a lot of the same information with some updates and name changes

### Action Items

- Remove old standards from Chapter 5 of the Norwood LUC
- Add new standards as its own chapter to the new Norwood LUC
- Add a checkbox to the Zoning Development Permit Application under one of the "verify compliance" sections for "Dark Sky Lighting Requirement"
- Appoint a liaison for Dark Sky (NDSA can likely filter complaints and bring notable ones to the liaison)

Thank you for your time,  
The Norwood Dark Sky Advocates Board of Directors:  
Creighton Wood  
Ellen Metrick  
Hailey Bruinsma  
Nathan Cook



# DarkSky International

## 2026 U.S. Municipal Code for Outdoor Lighting

February 20, 2026 – Version 1.1

### Introduction

This DarkSky International (DarkSky) template provides outdoor lighting requirements for any local government (e.g., county, municipality) seeking to enact responsible outdoor lighting code (i.e., ordinance, bylaw). The language and requirements herein are a proven approach to mitigate light pollution and other misuses of artificial light at night. Such misuses threaten visual performance and human safety at night, brighten the naturally dark sky, waste valuable energy resources, and may damage nocturnal ecosystems or cause adverse biological health disruptions. The requirements work together holistically to meet the Five Principles for Responsible Outdoor Lighting co-authored by DarkSky and the Illuminating Engineering Society.

### Instructions for Use

Narrative written in *[Blue + Italicized font]* are instructions intended for the user, including why a topic is being addressed, and, when applicable, optional requirements or choices. The language within this template will assist advocates and municipal staff members draft appropriate language. Narrative in *[red brackets]* requires the insertion of an appropriate name, term, value, or date depending on local conditions.

Before completion, it is recommended to gather input from key stakeholders (e.g., law enforcement, staff, community, utilities) so all perspectives are considered. The intent is for options to be selected that best fit the passion, identity, and goals of the local community while still meeting DarkSky recommendations. Upon completion, unused options and user instructions should be deleted to keep the document concise.

### DarkSky Recognized Program

A program is available for any jurisdiction seeking to have their outdoor lighting code recognized by DarkSky International. For questions regarding this program, contact the [DarkSky Lighting Program Manager](#).

# TABLE OF CONTENTS

[MUNICIPALITY] OUTDOOR LIGHTING CODE	3
1.0 PREFACE	3
1.1 Authority	3
1.2 Purpose	3
1.3 Applicability	4
1.4 Exemptions	4
1.5 Prohibitions	4
2.0 REQUIREMENTS	5
2.1 General	5
2.2 Residential	6
2.3 Sports Lighting	7
2.4 <i>[Additional Specialty Lighting Requirements Available:]</i>	8
3.0 COMPLIANCE PROCESS	8
3.1 Application	8
3.2 Enforcement and Penalty	9
4.0 DEFINITIONS	10
4.1 The following definitions apply to terms used within this code:	10
APPENDIX A – LIGHTING ZONE SUMMARY	12
APPENDIX B – LIGHTING ZONE DESIGNATION EXAMPLES	13
Table Format Example	13
Map Format Example	13

# [MUNICIPALITY] OUTDOOR LIGHTING CODE

*Note: Italicized and capitalized words and phrases are defined in section 4.0 Definitions.*

## 1.0 PREFACE

### 1.1 Authority

On behalf of [municipality], this outdoor lighting code is enacted on [date] pursuant to, and in accordance with, the authority of the [city council].

### 1.2 Purpose

*[Municipal code for outdoor lighting should first establish a purpose and intent for having one. This information is important for future decision makers who will be faced with new and unique variance requests. While preamble and background narratives are not usually accepted as code or bylaw, recitals are an effective way to incorporate background and intent. Recitals must be factual, not general, and kept to a minimum.]*

**A.** Outdoor lighting requirements are intended to protect the health and welfare of all residents within the jurisdiction, enhance its [character and quality of life], prevent inappropriate and poorly installed outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of potentially harmful sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. The *Five Principles for Responsible Outdoor Lighting* will guide [municipality]'s outdoor lighting decisions because:

1. Whereas, outdoor uses of *artificial light at night (ALAN)* often include misdirected or bright sources of light that cause an unsafe reduction in human visual performance; and
2. Whereas, unnecessary, excessive, and misdirected *ALAN* contributes to *Light Pollution* and wastes energy resources that would, if corrected, generate tangible cost savings; and
3. Whereas, increased use of *ALAN* has contributed to an escalation of *Light Pollution*, thus increasing the brightness of the night sky by 10% annually and rendering the current night sky orders of magnitude (often hundreds of times) brighter than the natural sky background; and
4. Whereas, *Light Pollution* from *ALAN* is known to cause adverse effects on the health and well-being of birds, wildlife, nocturnal ecosystems, vegetation, and under certain circumstances, human health;
5. Now, therefore, let it be resolved that the [municipality], which has the authority to protect natural resources and maintain a healthy environment for present and future generations, chooses to enact this outdoor lighting code *[the following is optional and not required for DarkSky Recognition, but highly recommended:]* and hereby assign the following *Lighting Zones* to all property within the [municipal] boundaries:

[Insert table or map] *[See Appendix B for example formats.]*

*[Assignment of Lighting Zones by the jurisdiction will enable appropriate and coordinated Light Levels based on land use tasks (not property values), avoid subjectivity, and establish a thoughtful hierarchy of lighting conditions across the jurisdiction. ANSI/IES RP-43-25, Appendix A, and Appendix B provide guidance on how to establish lighting zones.]*

### 1.3 Applicability

- A. This outdoor lighting code shall apply to all sources of outdoor lighting being installed, altered, or replaced within [municipality]. This includes, but is not limited to, newly permitted development, remodels, and construction projects involving homes, dwellings, roadways, public right-of-way, *[signage, billboards]* buildings, facilities, properties, landscape features, parking lots, hardscape, non-habitable structures, and monuments.
- B. Existing outdoor lighting lawfully installed prior to enactment and not meeting the requirements of this code shall be considered legal and repairable but non-conforming. All non-conforming *Luminaires* may continue to be used and maintained until one of the following occurs:
  - 1. A determination by the [code official] that an outdoor light source constitutes a nuisance or hazard to public safety.
  - 2. When a property is re-zoned for new land use, at which time all outdoor lighting on the property shall meet the requirements of this code before the new use commences.

### 1.4 Exemptions

- A. **Lawful:** Lighting requirements mandated by a legal jurisdiction with broader authority (e.g., federal, state, or territorial) than the [municipality], including but not limited to:
  - 1. Navigational lighting systems regulated by the Federal Aviation Administration and the US Coast Guard.
  - 2. Any conflicting building code or Department of Transportation illumination requirements.
  - 3. Lighting for worker safety as mandated by the Occupational Safety and Health Administration.
- B. **Safety:** Lighting installed for the benefit of public safety, including but not limited to:
  - 1. A judgement by the [code official] that extenuating circumstances justify an exemption or exception for security lighting.
  - 2. Temporary lighting required by authorized first responders during emergency procedures.
- C. **Temporary Lighting:** Temporary lighting approved by permit for special events, festivals, and/or community benefit, provided the permitted lighting still meets Sections 2.1(A) legality, 2.1(C)(2) light trespass, and Section 2.1(D) control requirements.
  - 1. Temporary permits shall not operate longer than [14] consecutive days.
- D. *[Option without penalty to DarkSky Recognition status:]* **Seasonal: Seasonal Lighting** used from [date] to [date]. *[While some municipalities will choose to make this exempt, it may be better to prescribe seasonal lighting requirements to guide the desired outcome. See Section 2.4.]*

### 1.5 Prohibitions

- A. *ALAN* must not interfere with the safe movement of motor vehicles. Any lighting that distracts or disables the vision of a motor vehicle operator (e.g., excessively bright or rapid blinking, flashing, and/or motion video) or contributes to traffic control confusion (e.g., sources resembling or imitating traffic or railroad signals) is prohibited.
- B. Beacons and searchlights are prohibited, except for emergency use by authorized first responders.

## 2.0 REQUIREMENTS

### 2.1 General

- A. Legality:** All outdoor *Luminaires* and *Luminaire* installations shall comply with federal and state law; county and municipal codes; applicable energy and building codes; product safety labeling; and shall be subject to the appropriate permit and inspection requirements thereof.
- B. Light Level:** *[As stated in the five principles for responsible outdoor lighting, installed lighting at night must have a purpose. For example, if roadway lighting is necessary and installed, it should be evaluated against roadway lighting standards. For that reason, we are explicitly identifying any lighting installed for “an” outdoor use, so that it is not evaluated against adjacent criteria.] Unless otherwise specified, lighting installed for an outdoor use shall not exceed 50% more than the Light Level allowed by the applicable ANSI/IES, or other nationally recognized, Lighting Standard as published by [date].*
1. Exception: Non-Residential lighting when no *Luminaire* installed on the property exceeds a total output greater than 3,000 *Lumens*.
- C. Distribution**
1. **Uplight and Very High Angle:** Unless otherwise specified, *Luminaires* emitting more than 1,000 *Lumens* shall be *Zero Uplight* and either emit no more than 5% of their total *Lumen* output above 80 degrees from *Nadir* or achieve a maximum *G2* rating. Exceptions are:
    - a) *Luminaires* that are part of a historical registration site or approved by the municipality for commercial, central business, and entertainment corridors emitting fewer than 500 lumens above 90-degrees from *Nadir*.
    - b) Festoon string lighting where no individual lamp emits more than 50 lumens, and the lumen density of the string is no greater than 25 lumens per foot. *[This will restrict some medium-base line-voltage products that are not recommended unless they are shielded.]*
    - c) *Luminaires* used for façade illumination which are shielded and aimed, such that their direct light emission is contained to the architectural target.
  2. **Trespass:** Unless otherwise specified, *Light Trespass* shall meet the following:
    - a) *Luminaire* lamp sources shall not be visible from federal or state wilderness, natural area, or other areas designated for environmental protection; and therefore, *Light Trespass* shall not exceed one-tenth (0.1) *Lux*.
    - b) *Light Trespass* onto Waters of the United States shall not exceed one (1) *Lux*.
    - c) *Light Trespass* onto Residential property shall not exceed three (3) *Lux* when measured 5 meters (15ft) inside the property/easement line or at the dwelling façade, whichever distance is closest to the property/easement line.
    - d) *Light Trespass* onto public right-of-way shall not exceed five (5) *Lux*.
- D. Controls:** Unless otherwise specified, lighting installed for outdoor uses shall meet the following requirements during *Nighttime Curfew*:
1. When applicable, outdoor lighting shall dim or be extinguished as prescribed by the adopted energy code.

2. *Non-essential* outdoor lighting, including but not limited to landscape features and decorative lighting elements, shall be extinguished or dimmed by at least 50 percent.
  3. *Luminaires* activated by motion detection shall automatically return to their prior state no greater than [5] minutes after activity is no longer detected.
- E. Spectrum:** Unless otherwise specified, the maximum allowable correlated color temperature (CCT) for outdoor *Luminaires* is 3000 K. *[Because blue light is more apt to scatter locally in the atmosphere, it is prone to being redirected back toward earth as a physical manifestation of sky glow. This veil of sky glow reduces the visibility of stars within the natural nighttime sky, and the increased illumination may disrupt biological and ecological health. A CCT of 3000 K is the highest recommended baseline criterion. Some communities may choose, or be accustomed to, 2400 K.]* Exceptions are:
1. Public safety needs supported by cited documentation.
  2. Non-white light sources are allowed for decorative illumination of building facades, landscape features, and entertainment effect. *[Saturated color in the outdoor environment should have limited use.]*

## 2.2 Residential

- A.** The following requirements are supplemental to the General Outdoor Lighting Requirements (**Section 2.1**) and shall further regulate outdoor lighting on *Residential* properties that do not exceed a density of 36 dwellings per acre.
1. No *Luminaire* shall exceed 1,000 lumens of total output.
  2. Adjustable flood light *Luminaires* mounted to roofed structures shall be controlled (i.e., turned on and off) by motion detection.
  3. *[Because residential lighting is a major contributor to skyward light pollution, it is very important to require one of the following methods to limit lumen usage while maintaining a safe and equitable use of light. Depending on the municipal tolerance for complexity, select one of the following options which range from a basic default value without lighting zone assignments to more refined allowances based on common residential applications, tasks, and diminishing allowances for larger lots.]*
    - The installed lumen allowance shall not exceed 11,800 lumens per acre of lot area.
    - The installed lumen allowance shall follow the values shown in **Table 2.2**. For multi-family development, lot size shall be calculated for each dwelling unit by dividing the total lot size by the number of dwelling units on the lot:

**TABLE 2.2:  
RESIDENTIAL LUMEN ALLOWANCE PER DWELLING UNIT  
(If lighting zones are not assigned, use Lz1)**

Dwelling Unit Lot Size			Lz0	Lz1	Lz2
(acre)	(sq feet)	(sq meters)			
1.33+	58,000	5400	5,100	12,750	25,500
1.00	43,500	4040	4,700	11,800	23,600
0.75	32,500	3020	4,250	10,600	21,200
0.50	21,750	2020	3,500	8,700	17,400
0.33	14,375	1325	2,750	6,800	13,600
0.25	10,800	1000	2,250	5,600	11,200
0.20	8,700	800	1,900	4,750	9,500
0.13	5,400	500	1,325	3,300	6,600
0.05	2,175	200	610	1,525	3,050
0.03	1,200	110	360	890	1,780

Examples:

- Single Family: A Lz1 dwelling located on a lot of 9,000 sf will use the be allowed 4,750 lumens based on the lot threshold that has been met (8,700 sf).
- Multi-Family: 32 townhome units on a 3.2-acre development will equal 4,356 sf (i.e., 0.10 acres) per dwelling. Therefore, each dwelling is allowed 1,525 lumens when located in Lz1.
- Multi-Family: 70 apartment units on a 2-acre development equals 0.02 acres per dwelling. Therefore, the dwelling density is too high, and lumen limits are not applicable. Therefore **Section 2.1(B)** must be used.

□ *[This formula is the most exact method for calculating residential lumen limits. This method is also the background math behind the allowances listed in Table 2.2.]* The installed lumen allowance may be calculated using the following formula:

$$\text{Residential Lumen } AL_{\max} \cdot (1 - e^{-kAp})$$

$L_{\max}$  = lumen density value based on *Lighting Zone*: 5,600 (Lz0); 14,000 (Lz1 default); 28,000 (Lz2)

$e$  = Euler's natural logarithm (approx., 2.71828)

$A$  = square footage being allocated for a dwelling unit after the total lot size (sf) is divided by the number of dwelling units on that lot.

$p = 0.93$  (the reducing rate of lumen rise as lot size increases)

$k = 0.00009$  (the magnitude of allowable lumens relative to lot size)

- B.** Sport and recreational lighting on *Residential* property are exempt from the requirements of **Section 2.2(A)** provided it meets the requirements of **Section 2.3(A)(1)**.

## 2.3 Sports Lighting

- A.** The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate outdoor sport and recreational lighting.
1. **Residential Use:** *[Allowing Residential sport court lighting at night is a choice. Many benchmark communities do not allow the illumination of sport courts when located on Residential property to avoid neighborhood complaints.]*
    - a) Unless otherwise approved by permit, lighting installed for *Residential* sport and recreational courts shall not exceed 300 *Lux* illuminance average, or 10% more than the *Light Level* recommended by ANSI/IES RP-6 Class 4 "Class of Play" as published by [date].
    - b) Lighting for sport and recreational play on *Residential* property shall be extinguished during *Nighttime Curfew*.

2. **Park, Amateur, Collegiate, Professional, and Outdoor Entertainment Facility:** *[The following requirements are a subset of the DarkSky Approved Outdoor Sports Lighting Facilities program. These criteria have been proven to create safe playing fields while also mitigating problematic light pollution. DarkSky Approved Sports Lighting Facilities would meet these requirements.]*
- a) Eighty-five percent (85%) of the lumens generated by sports lighting luminaires shall be confined to within 10 meters (33 feet) or a distance equal to one pole height, whichever is greater, beyond the playing field, spectator track or bleacher area, whichever is greater.
  - b) Lighting installations for aerial sports are allowed a maximum of 8% of the total lumen output to be emitted above 80 degrees from *Nadir*.
  - c) The maximum *Light Level* shall not exceed 10% more than the *Light Level* recommended for the “Class of Play” by the referable *Lighting Standard*.
  - d) The maximum *CCT* for outdoor sports lighting should be the lowest possible for the sport, class of play, and viewing audience as defined by the relevant *Lighting Standard*, while never exceeding 5700 K.
  - e) The maximum luminous intensity from any *Luminaire* lighting a sports field shall not exceed 10,000 *candelas* (cd) as calculated using computer software or measured along a perimeter that is 46 meters (150 feet) from the edge of the field, at 1.5 meters (5 feet) above grade. *[This requirement is considered the minimum guideline for glare reduction because sports lighting can be 85% contained, meet light trespass illuminance requirements, and still produce obtrusive brightness in the surrounding properties that cause an individual to uncomfortably squint or turn away. There are many LED products with shielding and optical control that can meet this requirement. The design process and installation crews can validate this measurement on behalf of the municipality. When post-installation measurement is difficult, third party sources can take these measurements.]*

## 2.4 [Additional Specialty Lighting Requirements Available:]

*[Supplemental outdoor lighting requirements are available for specialized uses and applications. These requirements can be found at <https://darksky.org> and are intended for insertion into the outdoor lighting code starting with section 2.4. The specialized uses and applications that are available include:]*

- A. *[Seasonal Lighting]*
- B. *[Illuminated Signage]*
- C. *[Coastal Marine Turtle Habitat]*

## 3.0 COMPLIANCE PROCESS

### 3.1 Application

- A. **Submittal:** Whenever a building, subdivision, site plan, or outdoor building/lighting permit is applied for, an outdoor lighting plan must be submitted along with a compliance statement that the proposed work will comply with all code requirements. The outdoor lighting plan must utilize one of the following:

1. **Schedule Method:** Only available for renovation and *Residential* lighting; projects to be documented using a spreadsheet format by listing the *Luminaire* identifications (i.e., manufacturer, model number, type), *Luminaire* quantities, installation locations, and *Lumen* outputs for each; or
  2. **Calculation Method:** Available for all project types, required for sports lighting (e.g., park, collegiate, professional), and when specifically requested by the [planning commission]; an outdoor lighting design shall be prepared using lighting design software and approved by a licensed Professional Engineer or Architect. *[Note: In Europe and the UK, lighting designers are not required to get lighting design plans approved by another entity]* This outdoor lighting plan shall include:
    - a) *Luminaire* identification (model number), installation locations, mounting heights, targeted directions, buildings, and other physical objects within the site that could affect the lighting outcome.
    - b) Site plan and *Light Level* calculation plots demonstrating conformance with this code, including the sports lighting luminous-intensity and *Light Trespass* limits.
- B. Review:** Submitted spreadsheets, site lighting plans, and compliance affidavits shall be subject to review and approval by the [administrator], or designee. The [administrator] shall have the authority to refer an application to the [planning and zoning commission] or the [historic commission] if deemed appropriate.
- C. Appeals:** Any appeals related to decisions regarding outdoor lighting shall be made to the [administrator], or designee.

### 3.2 Enforcement and Penalty

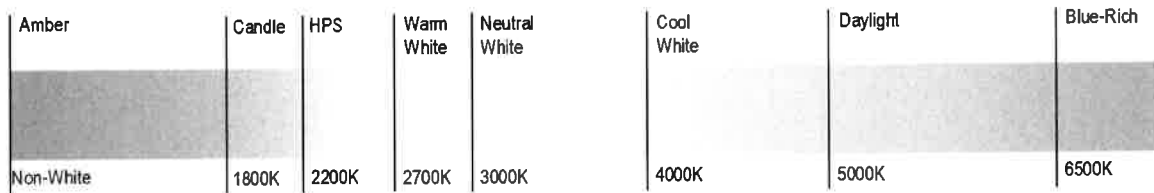
*[Each municipality will have its own code and/or regulations from which to cite specific references on enforcement and penalties. This section should be tailored to cite those specific sections as applicable to ensure enforcement and that penalties can be administered.]*

- A. Enforcement:** Unless otherwise noted, the [administrator], or designee, shall be responsible to implement, administer, and enforce this code, including investigations of alleged violation. A private right of action may also constitute enforcement of the requirements within this code.
1. The [administrator] charged with enforcing this code shall have the authority to grant partial waiver of specific requirements for up to one year if a property owner demonstrates that compliance creates unreasonable hardship, as balanced against the potential impacts of non-compliance, or results in conditions that are materially detrimental to health, safety or welfare.
- B. Penalty:** Any property owner (e.g., person, business, corporation) that does not meet the requirements of this code shall be in violation and issued a notice of administrative citation as provided by the jurisdiction code. Any property owner found to have violated any portion of this code shall correct the violations within [ninety (90)] days of the citation date. Each day a violation continues beyond the deadline without having been corrected shall be a separate offense. *[For municipalities without standard citation penalties or injunctive relief, a monetary fine is recommended for each citation.]*

## 3.0 DEFINITIONS

3.1 The following definitions apply to terms used within this code:

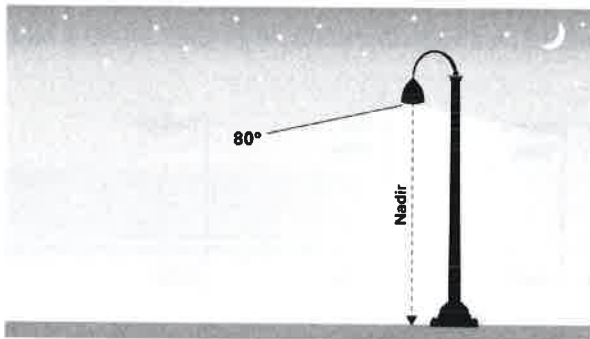
- A. **ANSI/IES:** The Illuminating Engineering Society (IES) is an American National Standards Institute (ANSI)-recognized Standards Development Organization. ANSI/IES Recommended Practices are universally recognized as authoritative references for lighting applications.
- B. **ALAN (artificial light at night):** Light that is created from human technology, rather than a naturally occurring process. Also known as anthropogenic lighting.
- C. **Candela (cd):** The unit of measure for luminous intensity.
- D. **CCT (correlated color temperature):** The measured color appearance of white light using units of kelvin (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3000 K) appear warm white, similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear cool white or daylight blue.



- E. **DarkSky Approved Outdoor Sports Lighting:** A standalone program put forth by DarkSky International to guide and/or certify sports lighting that meets stringent glare and *Light Trespass* requirements.
- F. **Five Principles for Responsible Outdoor Lighting:** Co-authored and published by DarkSky International and the Illuminating Engineering Society: 1) Use light only if needed; 2) distribute light only where it is needed; 3) use light that is no brighter than needed; 4) control light so it is on only when needed; and 5) use warmer color light when possible.
- G. **G2 Rating:** A *Luminaire* fabricated or shielded in such a manner that its light emission profile has achieved a G2 rating using the ANSI/IES TM-15-20 standard.
- H. **Light Level:** The measured luminous flux (illuminance) onto a surface or the intensity of light emitted from a surface (luminance) in a given direction. Typically measured and compared to values recommended by the appropriate *Lighting Standard*.
- I. **Light Pollution:** Excessive or unnecessary *ALAN* traveling into areas where it is not needed or wanted. This can be in the form of *Light Trespass*, glare, or sky glow.
- J. **Light Trespass:** Unwanted *ALAN* entering property without permission. Illumination limits are measured vertically 1.5 meters (5ft) above grade with the meter aimed toward the light source in question. Unless otherwise specified, limits are measured at any location along a property line.
- K. **Lighting Standard:** A published lighting standard, including date or version number, which can be referenced for outdoor lighting applications. Examples include:
  - 1. ANSI/IES RP-2: outdoor retail spaces
  - 2. ANSI/IES RP-6: outdoor sports and recreational areas
  - 3. ANSI/IES RP-7: outdoor industrial areas
  - 4. ANSI/IES RP-8: roadway and parking facilities
  - 5. ANSI/IES RP-40: port terminals

6. ANSI/IES RP-43: outdoor pedestrian applications

- L. **Lighting Zone:** Co-authored by IES and DarkSky, lighting zones describe the luminous environment and related lighting conditions based on land uses and expected tasks. These range from natural and intrinsically dark zones to very bright zones. Definitions and descriptions of lighting zones can be found in ANSI/IES RP-43-25 and Appendix A.
- M. **Lumen (lm):** A unit of measure for the luminous flux of a light source.
- N. **Luminaire:** A complete lighting unit, including the light source, housing, optics, electronics, and other necessary components for the purpose of providing outdoor illumination.
- O. **Lux (lx):** The SI metric system unit of measure for illuminance.
- P. **Nadir:** A downward vertical vector directly beneath a luminaire, opposite to zenith.



- Q. **Nighttime Curfew:** The time between [10] PM and sunrise, or 6 AM (whichever comes earlier). For businesses and events with operating hours later than [10] PM, curfew hours will begin one hour after closing.
- R. **Non-essential:** Lighting that is not directly associated with security, motor vehicle safety, and pedestrian threats, including but not limited to: landscape feature lighting, illuminated signage or advertising after business hours, façade lighting, vacant sports fields, and seasonal lighting.
- S. **Residential:** Municipal zoning districts dedicated to places of low-rise (i.e., 3 stories or less) human residence and dwelling. Examples include single family, duplex, multi-family, condominium, townhome, and mobile home. This does not include vertically mixed-use districts.
- T. **Seasonal Lighting:** Outdoor or site lighting that is portable, temporary, decorative, and used in connection with holidays and traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination.
- U. **Shielding:** A *Luminaire* design, optical intervention, or physical accessory (such as a louver) preventing light emission from traveling into a particular area, angle, or region.
- V. **Zero Uplight:** An installed *Luminaire* that does not have visible light source emission at or above a horizontal plane passing through the lowest light-emitting part of the *Luminaire*; or a U0 BUG rating; or a 0% upward light ratio (ULR).

# APPENDIX A – LIGHTING ZONE SUMMARY

Illuminance recommendations within ANSI/IES standards may be based on different luminous environments as expected and/or predicted by different land uses and their associated tasks. These luminous environments, defined as lighting zones, are described within ANSI/IES RP43-25. The following table is an abbreviated list of lighting zone descriptions and provided as a condensed summary.



ANSI/IES RP43-25 Table B-1

Scotopic	NLz	<p><b>NATURAL CONDITIONS w/ NO ANTHROPOGENIC LIGHT:</b> Applies to areas where the natural environment is adversely affected by anthropogenic lighting at night. <b>Land Use Examples:</b> Any area where the protection of the natural nighttime environment is critical. This includes wilderness, backcountry, natural parks, preserves, protected wildlife areas, and sizable areas surrounding observatories.</p>
	Lz0	<p><b>PROTECTED AREA w/ VERY LOW ANTHROPOGENIC LIGHT:</b> Characterized by predominantly dark areas where there is a limited built environment for human use. Responsible lighting decisions in these areas should protect the natural environment to the greatest extent possible. <b>Land Use Examples:</b> Conventional outdoor agricultural and residential uses in rural areas. Frontcountry areas adjacent to NLz. Municipal parks with low pedestrian activity. Natural area amenities within or adjacent to NLz, including visitor centers, lodges, employee housing, and park operation facilities.</p>
Mesopic	Lz1	<p><b>DEVELOPED AREA w/ LOW ANTHROPOGENIC LIGHT:</b> Applies to areas of human habitat and other developed areas where too much anthropogenic light could affect the quiet, dark character of the area. Minimal illuminated signage is used or expected. <b>Land Use Examples:</b> Single and low-rise multi-family residential uses. Rural town centers and low pedestrian volume institutional (e.g., church, campus, public use), commercial. Light industrial, including controlled agriculture with greenhouses illuminated at night. County and municipal parks with low and moderate pedestrian activity.</p>
	Lz2	<p><b>DEVELOPED AREA w/ MODERATE ANTHROPOGENIC LIGHT:</b> Applies to municipal areas intended for commerce, recreation, and moderate nighttime activity where light may be needed for increased mobility and convenience. Lighting informs users and helps navigation tasks with moderate signage. <b>Land Use Examples:</b> Residential uses with moderate or high pedestrian volume. Moderate pedestrian volume commercial corridors and suburban town centers. Moderate pedestrian volume institutional (e.g., campus, hospitals, public use) and parks. Moderate industrial uses. Areas may be adjacent or within Lz3 areas.</p>
Low-Photopic	Lz3	<p><b>DEVELOPED AREA w/ HIGH ANTHROPOGENIC LIGHT:</b> Applies to larger volume city centers, commercial, and entertainment corridors where signage competes to attract users. Anthropogenic lighting is continuous for convenience, safety, and to support nighttime activity. <b>Land Use Examples:</b> Commercial corridors, central business districts, entertainment/hospitality districts, and sports arenas in urban areas with high pedestrian volume. Heavy industrial and transportation facilities with nighttime operations.</p>
	Lz4	<p><b>LIMITED USE AREA w/ VERY HIGH ANTHROPOGENIC LIGHT:</b> The highest risk for adverse ecological effects. Applies to rarely used tourism areas recognized and accepted for their use of lighting at night for attraction and entertainment. Typically contained within a larger Lz3 area. <b>Land Use Examples:</b> Specially designated urban entertainment, hospitality, and retail areas designated by planning authorities. There is significant competition amongst illuminated signage and a very high volume of pedestrian and vehicular traffic at night.</p>

**Purpose:** Lighting zone classifications are designed to help protect the natural environment from unintended consequences of excessive or misapplied light at night. Used as a municipal design and planning tool, lighting zones have become the foundation for countless illuminance recommendations and many auxiliary design and energy standards. Adoption of lighting zones can help balance environmental and community goals by recommending appropriate illuminance levels for the expected tasks.

**Instructions:** Using the available descriptions and land use examples, users should assign the lowest and most aspirational lighting zone possible to public and private properties within the municipality. This effort will direct lighting designers and specifiers toward safe and responsible illuminance criteria set forth by ANSI/IES.

# APPENDIX B – LIGHTING ZONE DESIGNATION EXAMPLES

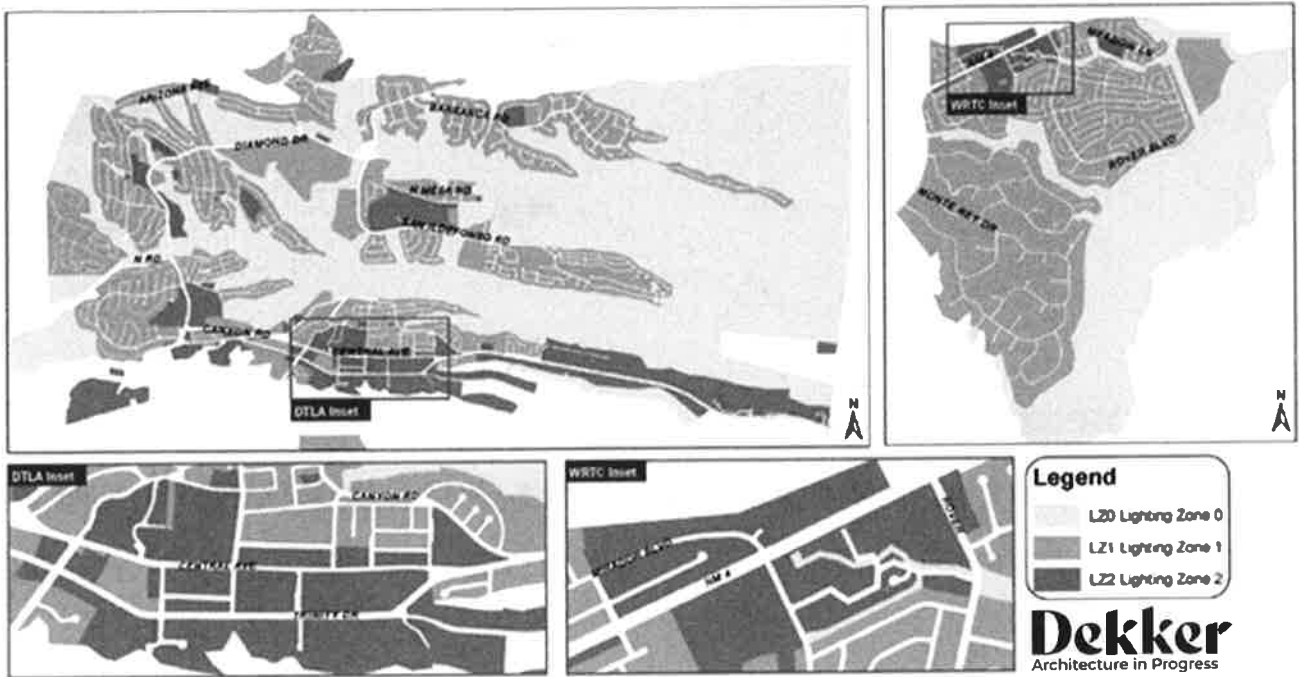
Table Format Example

Zone District	Residential						Mixed-Use				Non-Residential							
Lighting Zones	R	R	R	R	R	R-M	M	M	M	M	N	N	N	N	NR-PO			
	A	1	T	C	L	H	T	L	M	H	C	P	M	G	A	B	C	D
NLz																X <sup>1</sup>	X <sup>1</sup>	
Lz0	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>		X <sup>3</sup>								X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>
Lz1	X	X	X	X	X	X <sup>4</sup>	X	X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>	X	X	X	X	X			X
Lz2						X		X	X	X	X <sup>5</sup>			X <sup>5</sup>	X <sup>6</sup>			
Lz3									X <sup>5</sup>	X <sup>5</sup>					X <sup>7</sup>			

**Notes:**

- [1] NLz is required in NR-PO zones for open space where no anthropogenic light is allowed.
- [2] Lz0 is required in NR-PO zones for open space where artificial light is needed during nighttime hours.
- [3] A lower lighting zone is required on subject properties with sensitive lands.
- [4] A lower lighting zone is required on subject properties adjacent to low-density uses.
- [5] A higher lighting zone is allowed unless the subject property is adjacent to any residential zone district.
- [6] Lz2 is allowed in parks with high pedestrian activity and many amenities.
- [7] Lz3 is allowed in parks containing nighttime stadiums or entertainment activities.

# Map Format Example





# DarkSky International Policy

## 2026 Municipal Lighting Code - Illuminated Signage Supplement

January 27, 2026 – Version 1.1

### 1.1 Illuminated Signage

*[Illuminated signage at night is a choice. When municipalities allow illuminated signage, the municipality must have a baseline municipal sign code that includes a permit process to address: applicability, prohibited areas, design criteria, construction methods, clearances, installation locations, and quantity and/or density. Of note, the baseline sign requirements may prohibit certain types of signage. For example, four states in the U.S. prohibit all off-premise signage (e.g., advertising billboards) and many cities ban new billboards (either static or digital) or include restrictions such as amortization, cap-and-replace models, and digital exchange ratios greater than 6:1.]*

**A.** The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) to further regulate outdoor illuminated signage.

**1.** On-premise signage larger than 20 square feet may only be illuminated while the associated business or activity is taking place, and must otherwise extinguish during *Nighttime Curfew*.

**2.** *Please choose one of the following paths for municipal requirements:]*

Illumination for off-premise signage (e.g., advertising billboard) is prohibited.

Illuminated off-premise signage (e.g., advertising billboard) is prohibited from having line-of-sight to *Residential Use* zone districts and school campuses.

Unless otherwise specified in this ordinance, illuminated off-premise signage is prohibited from operating during *Nighttime Curfew*.

**3.** The maximum luminous / illuminated surface area of an individual sign must not exceed 27.9 square meters (300 square feet).

**4.** Static signage may be illuminated externally, internally, or backlit, provided the light source itself is not directly visible from the public right-of-way or adjacent property.

5. External illumination of static signage shall be mounted above the sign and directed downward.
6. The highest light level of any illuminated sign (as measured with an all-white display for electronic signs) shall not exceed 3 lux more than the ambient lighting conditions (defined here as not including non-essential, decorative, or other sign sources of light) as measured within 15 degrees of perpendicular (both horizontal and vertical) from the distances in **Table 2.5**. Illuminated signs that cannot be measured using an illuminance meter shall not exceed a luminance of 100 nits (100 candelas per square meter, cd/m<sup>2</sup>).

Area of Sign (sq. ft.) <sup>[1]</sup>	Measurement Distance (ft.)	Area of Sign (sq. ft.) <sup>[1]</sup>	Measurement Distance (ft.)
10	32	65	81
15	39	70	84
20	45	75	87
25	50	80	89
30	55	85	92
35	59	90	95
40	63	95	97
45	67	100	100
50	71	150	125
55	74	200	150
60	77	300	175

[1] For signs with an area other than those specifically listed in this table, the measurement distance may be calculated with the following formula: Measurement Distance (ft) = square root of [Area of Sign (sq. ft.) x 100]

- B.** Additional requirements for electronic signage are as follows:
1. Electronic signs shall have automatic dimming controls to properly adjust the sign luminance according to ambient conditions, including nighttime. Should an electronic problem prevent normal function, the sign shall default to night-mode or remain unlit.
  2. Excluding trademark logos, electronic messages shall be positive-contrast (i.e., light-colored fonts and features on a dark background) and shall contain no more than 35% white area within the displayed image. *[Positive-contrast (light-on-dark) messages are more legible, and legible at greater distances (as much as one-third greater), than negative contrast (dark-on-light) messages. In addition, the increased light emitted by negative-contrast messages may overwhelm the darker features.]*
  3. Unless otherwise allowed by law or specified within this code, electronic messages shall not change more often than every 8 seconds. Video and motion effects are prohibited. *[As designed, off-premise signage attracts driver attention (sometimes involuntarily as the eye detects brightness) with video and motion attracting longer and more frequent glances.]*



**DarkSky**  
INTERNATIONAL

## **DarkSky International Policy**

### **2026 Municipal Lighting Code – Seasonal Lighting Supplement**

January 27, 2026 – Version 1.1

#### **1.1 Seasonal**

The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate *Seasonal Lighting*, provided it meets all of the following:

- A.** Temporary *Seasonal* lighting is allowed from [November 15] to [February 1].
- B.** *Seasonal Lighting* shall not interfere with the safe movement of motor vehicles or create dangerous glare conditions on adjacent roadways or properties.
- C.** *Seasonal* lighting shall be maintained and not constitute a dangerous situation or fire hazard.
- D.** *Seasonal* lighting shall be extinguished during *Nighttime Curfew*.

# TOWN OF NORWOOD, COLORADO PLANNING AND ZONING COMMISSION

## RESOLUTION NO 0615 Series 2026

### **A RESOLUTION RECOMMENDING APPROVAL OF AMENDMENTS TO THE NORWOOD LAND USE CODE TO ADOPT THE UPDATED 2026 DARKSKY INTERNATIONAL OUTDOOR LIGHTING STANDARDS**

WHEREAS, the Town of Norwood was designated an International Dark Sky Community in 2019, recognizing the exceptional quality of the community's night skies and the Town's commitment to preserving them; and

WHEREAS, protecting dark skies promotes public health, safety, welfare, energy conservation, environmental stewardship, wildlife protection, tourism, and the rural character of the Town of Norwood; and

WHEREAS, the current outdoor lighting regulations contained within the Norwood Land Use Code are based upon earlier DarkSky standards; and

WHEREAS, DarkSky International released its updated **2026 U.S. Municipal Code for Outdoor Lighting** on February 20, 2026, representing the first comprehensive update to its municipal lighting standards and incorporating revised lighting zone classifications, updated definitions, enhanced compliance procedures, and enforcement provisions; and

WHEREAS, the Norwood Dark Sky Advocates have requested that the Town update its regulations to reflect the 2026 standards and have recommended removing the existing lighting provisions from Chapter 5 of the Land Use Code and replacing them with a standalone Outdoor Lighting Chapter; and

WHEREAS, the proposed amendments are intended to maintain Norwood's status as an International Dark Sky Community while providing clear and modern standards for residential, commercial, industrial, recreational, and public lighting installations; and

WHEREAS, the Planning and Zoning Commission has reviewed the proposed amendments, considered public comment, and finds that the amendments are consistent with the goals of the Norwood Master Plan and in the best interests of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE NORWOOD PLANNING AND ZONING COMMISSION:

## **Section 1. Findings**

The Planning and Zoning Commission finds that:

1. The proposed amendments promote the public health, safety, and welfare of the residents of Norwood.
2. The proposed amendments support preservation of the Town's dark skies and natural environment.
3. The proposed amendments provide clear, objective standards for outdoor lighting design and installation.
4. The proposed amendments are consistent with the Town's adopted planning objectives and land use policies.
5. The proposed amendments will assist the Town in maintaining compliance with DarkSky International standards and preserving its International Dark Sky Community designation.

## **Section 2. Recommendation**

The Planning and Zoning Commission hereby recommends that the Board of Trustees approve the proposed amendments to the Norwood Land Use Code which:

- A. Repeal and replace the existing outdoor lighting standards currently contained within Chapter 5 of the Land Use Code;
- B. Adopt a new standalone Outdoor Lighting Chapter based upon the 2026 DarkSky International Municipal Code for Outdoor Lighting, including applicable definitions, lighting standards, compliance procedures, lighting zone classifications, enforcement provisions, and related appendices; and
- C. Incorporate any minor revisions determined necessary by Town staff, legal counsel, and the Board of Trustees to ensure consistency with the remainder of the Land Use Code.

## **Section 3. Additional Recommendations**

The Planning and Zoning Commission further recommends:

1. Addition of a Dark Sky compliance verification checkbox on all applicable zoning and development permit applications.
2. Designation of a Town staff liaison responsible for receiving and coordinating Dark Sky related compliance concerns and educational outreach.
3. Development of administrative procedures to facilitate review of lighting plans associated with new development and redevelopment projects.

**Section 4. Effective Date**

This Resolution shall become effective immediately upon adoption and shall be forwarded to the Town Board of Trustees as the formal recommendation of the Planning and Zoning Commission.

PASSED, APPROVED, AND ADOPTED this 15th day of \_\_June \_\_, 2026.

**NORWOOD PLANNING AND ZONING COMMISSION**

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Bronwen Spielman, Board Chair

Attest:

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Cidney Ross, Town Clerk



# Land Use Code Update Current Conditions Analysis

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Prepared for:

**Town of Norwood Board of Trustees**

Norwood, Colorado – San Miguel County

Prepared by:

**KLJ Engineering**

**May 2026**

*For Staff and Board Review*



## Executive Summary

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The Town of Norwood sits on Wrights Mesa in San Miguel County at 7,000 feet elevation – a compact, walkable community of approximately 500 residents that serves as the commercial and civic center for a larger regional population living in the surrounding unincorporated county. Norwood is the kind of place people talk about when they describe what a small western Colorado town should feel like: a real hardware store, a grocery store, a library that punches above its weight, a K through 12 neighborhood school, and a community culture that brings people together.

The current Land Use Code (LUC) was originally adopted in 1994 and recodified in 1995. There have been piecemeal amendments since the last adoption, resulting in a document that is outdated and lacks the clarity and consistency needed for effective and efficient review of development proposals. At its best, it reflects sound planning instincts from thirty years ago. At its worst, it creates unnecessary barriers to the kind of modest, incremental development Norwood needs most – a new home on a vacant lot, a business that wants to add a fence, a family that wants to split their lot to build a home for the next generation. The following assessment objectively examines the existing code, identifying what is working effectively, areas needing immediate targeted changes, and what may require a full rewrite.

### Goals of Updating the Land Use Code

Updating the LUC is about making sure it works well for Norwood today and into the future. Setting clear goals helps guide these updates and keeps the work focused on what matters most to the community. Together, the goals focus on housing, water use, clarity, fairness, and staying true to the community's plans and values.

***Right-Sized Housing for Our Community:*** Update the code to make it easier to build a wider range of housing options that fit Norwood's small-town character and community goals.

***Plan for Growth, Protect Our Water:*** Support water-efficient development by modernizing landscaping, outdoor water use, and development standards to reflect local and state requirements.

***Simple Structure, Clear Expectations:*** Rewrite and reorganize the Land Use Code so it is clear, easy to understand, and user-friendly for residents, applicants, and Town staff.

***Consistent, Fair Decision-Making:*** Improve development review processes so rules are straightforward, decisions are consistent, and timelines are predictable.

***Rooted in Community Direction:*** Align the Land Use Code with Norwood's adopted plans, current laws, and best practices to support the community's long-term vision.



## About This Analysis

This Strategic Code Assessment is the foundational document for a two-phase Land Use Code update. Its purpose is to take a clear, straightforward look at how the current code is working and where it needs improvement. It evaluates the existing code against current best practices, Colorado state law requirements, and the community's own adopted planning vision to identify what should be updated and why.

The Town of Norwood's Major Streets and Future Land Use Plan (adopted in 2007 as an update to the 1984 Comprehensive Plan) serves as the policy base for this assessment. Many of the findings identify gaps between what the community planned for in 2007 and what the current LUC actually allows or supports today. Highlighting these gaps explains the need for updates and helps ensure future code changes better reflect the community's vision.

## How to Read This Assessment

This assessment is organized around a consistent set of review components used throughout the document. Each section looks at the Land Use Code through the following lenses:

### ***What It Looks Like Now***

Provides a brief overview of how the current code is organized and functions today, giving readers a shared starting point for understanding the issues discussed.

### ***Key Successes***

Identifies parts of the existing code that are functioning well and reflect the Town's adopted plans and community values. This section highlights provisions that align with Norwood's planning vision and provide a strong base to build upon.

### ***Weaknesses***

Highlights provisions that are unclear, inconsistent, outdated, or create unnecessary barriers to reasonable development.

### ***Opportunities***

Points to areas where the code could be improved to better support housing, water efficiency, fairness, and ease of use—even where no specific problem has been identified yet.

### ***DOLA Best Practices Comparison***

Compares the current code to guidance from the Colorado Department of Local Affairs and other modern best practices to ensure the code meets current legal and planning expectations.

### ***Recommendations***

Provides clear, actionable suggestions that inform Phase 1 amendments and the longer-term Phase 2 rewrite.

Together, these components are meant to help readers understand not just *what* needs to change, but *why*, and how each recommendation supports Norwood's goals.



## The Two-Phase Strategy

The LUC update is divided into two phases to address immediate needs while allowing time for a more thoughtful long-term rewrite. Phase 1 focuses on targeted fixes needed now to address urgent issues and restore clear, workable development rules. Phase 2 builds on that work with a full rewrite of the code to better support the community’s long-term goals.

### **Phase 1 – Critical Amendments (Target: Fall 2026)**

Phase 1 focuses on targeted updates to address the most immediate and time-sensitive issues in the current LUC. A key priority of this phase is adopting the amendments needed to lift the existing moratorium on certain types of development by clarifying standards, fixing internal conflicts, and closing major gaps in the code. These updates are necessary to allow development to move forward in a clear, predictable way.

Phase 1 also includes establishing a compliant Proposition 123 expedited review process for eligible affordable housing, creating a clear and tiered application framework, and addressing the most significant integration issues within the existing code. Together, these changes are intended to stabilize the code, restore confidence in the review process, and set the stage for a full rewrite. Phase 1 amendments should be adopted no later than Fall 2026.

### **Phase 2 – Complete Code Rewrite (Target: Summer 2027)**

Phase 2 is a comprehensive rewrite of the LUC using a modern, plain-language format that is easier for residents, applicants, and Town staff to understand and use. Rather than making incremental fixes, this phase replaces the existing code structure with a clearer, more consistent framework.

The Phase 2 rewrite will be developed in close coordination with an anticipated update to the Town’s Master Plan and will be adopted at the same time or immediately afterward. The goal is a Land Use Code that directly implements the community’s updated plan, reducing confusion and minimizing the need for plan amendments during rezonings or development review.

## State Law Compliance: What Norwood Must Do and When

Law	Requirement	Deadline	Phase
<b>Prop 123</b>	Adopt expedited 90-day review process for qualifying affordable housing projects	Oct 2026 (June 30 for \$50K incentive)	Phase 1 – Critical
<b>HB 24-1152</b>	Allow ADUs by right in residential zones; current "alley house" CUP framework does not comply	Effective 2025 – already overdue	Phase 1 – Critical



Law	Requirement	Deadline	Phase
<b>SB 24-174</b>	Add water supply element and strategic growth element to Comprehensive Plan	Dec 31, 2026	Phase 1 – Critical
<b>HB 24-1007</b>	Eliminate occupancy limits based on familial relationship – update definitions and use table	Effective 2024 – already overdue	Phase 1 – Critical
<b>C.R.S. Title 29</b>	Local Government Regulation of Land Use	Ongoing	Phase 2



## Section 1: General Provisions

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### Key Takeaway

Chapter 1 provides the legal foundation for the entire Land Use Code – its purpose, jurisdiction, enforcement authority, fee structure, nonconformity framework, and general waiver provision. While the core provisions are legally sound, the chapter reads like a mid-1990s code because it is one. Several provisions are vague, outdated, or structured in ways that create unnecessary ambiguity for staff and applicants.

### What It Looks Like Now

Chapter 1 establishes the basic legal framework for the Land Use Code, including its purpose, authority, how it is enforced, and how it connects to other laws and Town plans. At about four pages long, the chapter is fairly short and serves mainly as an introduction to the code, rather than a place where detailed development rules or review steps are laid out.

Chapter 1 generally reflects standard legal building blocks found in local land use codes. It establishes the Town’s authority to regulate land use, applies the code to all property within Town limits, and sets out basic expectations for enforcement. The chapter also includes an important policy principle—that new development should only be approved where municipal services are available—but this requirement is stated broadly and without the detail needed to apply it consistently in practice.

The chapter also addresses nonconforming uses and structures, allowing them to continue while limiting expansion or re-establishment after abandonment. While this approach follows common planning practice, it does not reflect the uniqueness and character of the Norwood community, nor the ability to preserve historic structures.

Chapter 1 also includes provisions related to enforcement and administrative flexibility that would benefit from additional structure. The enforcement section establishes basic authority to address violations but only provides criminal charges as a consequence. The general waiver provision gives the Board of Trustees broad discretion to waive code requirements when strict compliance is impractical. While this flexibility can be valuable, the breadth of the provision can blur the lines between general policy decisions and case-specific relief. Providing clearer parameters around its use would support more consistent, predictable decision-making and help ensure applicants are treated fairly from one case to the next.

### Key Successes

- The statutory authorization framework is correctly cited and provides a solid legal foundation.
- The severability clause is well-drafted and should be preserved in the rewrite.
- The basic nonconforming use framework – continuation allowed, expansion prohibited, re-establishment prohibited after abandonment – is the right policy and should be carried forward.



## Weaknesses

- The enforcement framework has no graduated response – the only option is criminal prosecution (misdemeanor), which is a disproportionate tool for most code violations.
- The general waiver provision in Section 1.11 undermines the variance process by giving the Board broad discretion to waive any standard.
- The purpose statement is broad and doesn't provide a solid framework to rely upon.

## Opportunities

- Rewrite the purpose statement to reflect Norwood's adopted vision: "a small town that manages growth to preserve its character, its rural surroundings, its walkability, and its role as the compact urban center for Wrights Mesa."
- Modernize the enforcement framework with a civil penalty structure and administrative citation authority.
- Adjust the nonconforming provisions to be tailored to the needs of the Norwood community, recognizing where a stringent approach may not be appropriate.
- Remove the general waiver provision or provide limited areas of applicability where a waiver can be requested, along with specific criteria that must be met.
- Add language in the fees section to let applicants know where to find the fee schedule can be found.

## DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Purpose Statement</b>	Statutory basis; broad, general language	Clear statement of intent; links regulation to community goals and impacts
<b>Authority &amp; Applicability</b>	Establishes municipal authority; applies within Town limits	Clear authority; scope tied to jurisdiction and development impacts
<b>Organization</b>	Introductory framework; limited structure	Clearly organized foundational provisions supporting entire code
<b>Nonconformities</b>	Basic continuation framework; limited definitions	Distinct categories (use, structure, lot); clear standards and procedures
<b>Enforcement Framework</b>	Misdemeanor-based enforcement only	Graduated system; civil penalties, administrative citations, cure periods



Topic	Current Norwood Code	DOLA Best Practice
<b>Administrative Flexibility</b>	Broad waiver provision	Defined relief mechanisms (variance, adjustments); no general waiver
<b>Infrastructure Adequacy</b>	General requirement; undefined terms	Clear standards tied to service availability and capacity
<b>Fees</b>	Set by ordinance; not referenced in code	Clear fee authority; cross-reference to adopted fee schedule
<b>Interpretation &amp; Rules</b>	Basic rules of interpretation	Comprehensive interpretation standards; hierarchy of controls

## Recommendations

### Phase 1

- Add a cross-reference identifying where the current adopted fee schedule can be found.
- Eliminate the general waiver provision to ensure consistency with the variance and approval framework.

### Phase 2

- Rebuild the purpose statement to reflect Norwood’s adopted planning vision and provide a clear foundation for code interpretation.
- Modernize the enforcement framework by establishing civil penalties and administrative citation authority.
- Clarify and strengthen nonconforming provisions, including adapting them to the needs of the community.



## Section 2: Processes and Procedures

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### Key Takeaway

The code's processes and procedures determine how development applications are reviewed and approved, shaping how clearly and consistently the Land Use Code is applied. When these rules are incomplete or unclear, routine projects can take longer, cost more, and produce unpredictable outcomes. Improving this chapter is essential to making the code function as intended, with Phase 1 focused on clarifying application types and review paths, and Phase 2 addressing remaining structural and organizational improvements.

### What It Looks Like Now

The procedures chapter addresses many different types of applications, but each one is written as its own stand-alone process. Instead of organizing similar applications into a shared review structure, the code sets separate requirements, timelines, and decision-makers for each application type. This makes the chapter harder to navigate and increases the likelihood that similar applications are reviewed differently.

The most significant structural issue is the lack of a tiered administrative review process. Under the current code, permit review generally falls at one of two extremes: either a very basic zoning permit with little structure or a discretionary process that requires a conditional use permit or variance and one or more public hearings, with no clear middle option. As a result, common projects—such as new homes, additions, fences, interior remodels, and modest commercial improvements—lack a defined review path that is proportional to their scale and impact. Reorganizing these procedures into a more unified framework would improve clarity, consistency, and ease of use.

The subdivision process distinguishes between full preliminary/final plat (Sections 6.04, 6.05) and small-scale subdivision (Section 6.05A), but the small-scale subdivision definition is severely restricted: it only applies to parcels between 15,000 and 45,000 square feet divided into no more than three lots. Any parcel smaller than 15,000 square feet – a typical in-town lot – cannot use the small-scale process at all. Any parcel larger than 45,000 square feet – about one acre – goes straight to full preliminary plat. This creates a gap that excludes most normal in-town lot splits from the simplified process.

The Short-Term Rental regulations (Section 6.23, added by Ordinance 1109 in 2022) require two public hearings – a P&Z recommendation and a Board decision – for each individual permit. For a permit with a town-wide cap of five, annual renewal requirements, and owner-occupancy requirements, two public hearings is a disproportionate process. Additionally, the STR ordinance has good substantive content but was bolted onto Chapter 6 as a standalone section rather than integrated into the use table, definitions, and development standards where its components belong.

### Key Successes

- The two-hearing structure (P&Z recommendation + Board decision) for rezonings, text amendments, and CUPs reflects best practices and should be preserved.



- The annexation framework correctly references the Colorado Municipal Annexation Act – the statutory process should be preserved and clarified.
- The vested property rights provision provides important legal protection for approved development, implementing CRS requirements, and should be carried forward.

### Weaknesses

- No tiered administrative review track – routine requests and significant development decisions are treated with similar process intensity.
- The small-scale subdivision definition excludes most in-town lot splits due to the 15,000–45,000 sf parcel size restriction.
- No defined completeness review standard – the review clock doesn't start until staff decides it does, creating unpredictability for applicants.
- The STR permit process requires two public hearings for what is essentially an annual license decision – disproportionate to the impact.
- Referral agencies are only defined in the preliminary plat section – there is no consistent referral framework for other application types.

### Opportunities

- The current procedures chapter would benefit from a clear, unified framework that organizes application types around shared review paths, rather than treating each application as a stand-alone process.
- The way small-scale subdivisions are defined limits the effectiveness of administrative review and could be better aligned with objective planning factors such as lot count, infrastructure needs, and access.
- Requiring public hearings for permits that rely on clear, objective standards—such as short-term rentals—presents an opportunity to streamline review while retaining substantive community protections.
- The absence of a formal referral framework creates uncertainty around who reviews applications and when, suggesting an opportunity to improve coordination, clarity, and review timelines.

### DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Overall Structure</b>	Standalone processes by application type; inconsistent organization	Unified framework; standardized review paths across applications
<b>Application Types</b>	Limited categories; overlapping or unclear distinctions	Comprehensive set of application types; clearly differentiated



Topic	Current Norwood Code	DOLA Best Practice
<b>Review Framework</b>	No tiered system; administrative vs discretionary unclear	Tiered review system; administrative, quasi-judicial, legislative tracks
<b>Administrative Review</b>	Minimal use; many routine actions require hearings	Broad administrative authority for routine and low-impact projects
<b>Public Hearing Use</b>	Applied to a wide range of permits; often excessive	Reserved for discretionary or higher-impact decisions
<b>Completeness Determination</b>	Not defined; review start unclear	Formal completeness review; defined timeline; review clock tied to completeness
<b>Review Timelines</b>	Not consistently established	Defined timelines for all application types
<b>Referral Process</b>	Limited framework; inconsistent application	Coordinated referrals; concurrent review; defined response deadlines
<b>Decision-Making Authority</b>	Varies by section; not consistently structured	Clearly assigned authority by application type and review level
<b>Subdivision Procedures</b>	Small-scale process restricted by parcel size	Criteria based on lot count, infrastructure, and impact
<b>Permit Integration</b>	Standalone sections (e.g., STRs) outside core framework	Uses and permits integrated into unified system
<b>Transparency &amp; Predictability</b>	Variable; timelines and steps not always clear	Predictable, clearly defined steps and expectations for all applicants
<b>Overall Structure</b>	Standalone processes by application type; inconsistent organization	Unified framework; standardized review paths across applications



## Recommendations

### **Phase 1**

- Establish a basic procedures framework that groups similar application types under common review paths, such as administrative review and public hearings, and allows appropriate existing applications to be reviewed administratively.
- Adopt the procedures necessary to comply with Proposition 123 Fast Track requirements and to lift the current development moratorium.

*This phase will focus on necessary revisions for compliance with Prop 123 and to lift the moratorium on new development.*

### **Phase 2**

- Complete the transition to a unified processes and procedures framework by updating review paths for all remaining application types not addressed in Phase 1.
- Relocate short-term rental use permissions and operational standards into the use table and development standards, retaining only process-related provisions in the procedures chapter where needed.
- Standardize titles and references for staff and decision-making bodies responsible for plan review and approvals to improve clarity and consistency.



## Section 3: Use Table and Use Regulations

### Key Takeaway

The use table is the heart of any land use code – it tells property owners, applicants, and staff what can be built where. Norwood's current use regulations are spread across multiple code sections and presented in a format that is difficult to navigate. Several significant use types are missing entirely, including accessory dwelling units (ADUs), short-term rentals (STRs) as a use classification, and a range of residential and commercial uses that have become common in the 30 years since the code was written. The use regulations also need to be reconsidered in light of HB 24-1152 (ADUs by right), HB 24-1007 (occupancy limits), and Norwood's own Master Plan policies.

### What It Looks Like Now

The use regulations are organized around eight zoning districts: Agricultural (A), Residential (R-1), Manufactured/Mobile Home (MH), Business (B-1), Industrial (I), Public (P), Planned Unit Development (PUD), and Medium Density Residential (MD). Uses are repeated within each district section in addition to a consolidated use table. This duplicative structure makes the code harder to follow and creates opportunities for inconsistencies between sections.

The use listing for R-1 is surprisingly diverse – it allows single-family homes, duplexes, multifamily dwellings, cottage housing, "alley houses" (the code's term for what would now be called ADUs), manufactured homes, and group homes as permitted or conditional uses. This flexibility aligns with community goals for housing variety and is one of the code's genuine strengths. However, the way uses are categorized and repeated across sections makes it difficult for a property owner or applicant to quickly understand what is allowed without reading multiple parts of the code.

The Medium Density Residential district illustrates many of these challenges. The Major Streets and Future Land Use Plan references medium density housing at "no more than 6–10 dwelling units per acre," a phrase that is itself confusing, as a range cannot function as a maximum. The Land Use Code does not define medium density, nor does it establish a minimum or maximum density standard for the MD district. In addition, "Medium Density Residential" appears both as its own zoning district and as a listed use permitted in other zoning districts, further clouding how it is intended to function. To add to the uncertainty, no properties appear to be zoned Medium Density on the current zoning map, despite a 2022 ordinance rezoning approximately 3 acres to this designation.

Commercial uses show similar structural issues. The B-1 district allows a mix of commercial uses and residential units above the ground floor, consistent with the community's long-standing interest in mixed-use development. However, the "Business" label does not clearly convey this intent, and the way uses are classified throughout the table, along with confusing development standards, often discourages mixed-use outcomes in practice.

Use categories throughout the code are narrowly defined and highly fragmented. Many individual uses are listed separately when they could reasonably fall under broader categories. This level of detail increases complexity without improving clarity and leaves more room for interpretation when a



proposed use does not neatly match a listed category. While there appears to be some discretion in interpreting use classifications, that authority is not clearly framed within a consistent use categorization system.

Accessory uses are addressed in a separate section, which is helpful, but their placement within the overall use table could be clearer. Temporary uses are handled inconsistently, appearing in multiple locations rather than being grouped together, making it difficult to understand when they are allowed and under what conditions.

The "alley house" provision is the code's closest approximation to an ADU standard, but it falls well short of HB 24-1152 compliance. Under the current code, alley houses are conditional uses – they require a public hearing and Board approval. Under HB 24-1152, effective in 2025, ADUs must be allowed by administrative approval (no public hearing required) anywhere a single-unit detached dwelling is allowed. This is an active compliance gap that needs to be addressed in Phase 1.

Short-term rentals are regulated through a standalone section, grouped with processes, rather than being integrated into the use table. Although the separate section specifies where they are allowed, their absence from the tables means users relying on the use matrix alone would not know they are permitted. This reinforces how the current structure obscures information rather than clarifying it.

The formula business establishment provisions, added by a February 2020 amendment, appear in the use regulations and definitions but the adopting ordinance is not cited in the compiled code. The integration appears to be in place, but the ordinance itself needs to be verified and the integration confirmed.

## Key Successes

- The R-1 district's allowance for a wide range of housing types reflects the community's housing diversity goals and provides a strong policy base to build on.
- The B-1 district already supports residential uses in combination with commercial development, consistent with the Town's mixed-use vision.
- Separating accessory uses from primary uses provides a useful organizational foundation.
- The overall intent behind the Medium Density Residential concept—supporting a higher range of housing types—is consistent with the Town's adopted plans, even if it is not clearly implemented.
- The inclusion of formula business regulations is consistent with past Town policy choices and the goal of protecting Norwood's small-town character. The concept aligns with community values and should be carried forward with clearer integration.

## Weaknesses

- Uses are listed both in a consolidated use table and repeated within individual zoning district sections, creating duplication that makes comparison across districts difficult and increases the risk of inconsistencies.
- The Medium Density Residential district lacks a clear definition, minimum density guidance, or evident application on the zoning map, calling into question its usefulness as a separate district.
- Use categories are overly specific and fragmented, with many individual uses that could reasonably be grouped into broader categories, increasing complexity without adding clarity.



- Temporary uses are scattered throughout the code rather than consolidated, making them hard to find and apply consistently.
- ADUs ("alley houses") are a conditional use requiring a public hearing – this does not comply with HB 24-1152 (effective 2025) which requires ADUs be allowed by right.
- Short-term rentals are regulated outside the use tables, leaving a major gap in how allowed uses are communicated to applicants and property owners.
- The code lacks clear definitions and modern organization for several common housing types, including ADUs, cottage courts, live/work units, and other “missing middle” housing forms.
- No occupancy limit provision is addressed – the code should be reviewed for HB 24-1007 compliance and any familial-relationship-based occupancy limits identified and removed.

### Opportunities

- The organization of the use regulations could be improved by consolidating similar uses into broader categories and reducing duplicated use listings across zoning district sections, allowing the use table to function as the single, clearer reference point.
- The current approach to accessory dwelling units does not align with state law and would benefit from being updated to allow ADUs wherever single-unit detached dwellings are permitted and to meet all applicable HB 24-1152 use standards, rather than relying on the conditional “alley house” model.
- Short-term rentals are regulated outside the use table, making them difficult to identify; integrating STRs directly into the table alongside other residential uses would improve transparency and ease of use while maintaining operational standards.
- Questions about the Medium Density Residential district—its adoption, application, and current zoning status—highlight the need to clarify how the district is intended to function within the overall code framework.
- The lack of clear definitions for many common housing types suggests a need to update the use definitions to better reflect current development practices and the Town’s adopted plans, including housing types such as ADUs, cottage courts, duplexes, townhomes, and live/work units.
- The code permits multiple uses on one lot but does not explain how they should work together, highlighting an opportunity to add clear mixed-use standards.

### DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Use Table Structure</b>	Repeated within districts; partially consolidated	Single consolidated matrix; all uses and districts integrated
<b>Use Classification</b>	Narrow, highly specific categories	Broader categories; flexible interpretation supported by definitions



Topic	Current Norwood Code	DOLA Best Practice
<b>Use Table Clarity</b>	Multiple reference points; requires cross-reading	Single point of reference; easy to interpret allowed uses
<b>Housing Types</b>	Limited or inconsistent definitions (e.g., “alley house”)	Full range of housing types; clearly defined and standardized
<b>ADU Treatment</b>	Conditional use structure	Permitted by right; objective standards
<b>Short-Term Rentals</b>	Regulated outside use table	Included in use table; cross-referenced to standards
<b>Mixed-Use Framework</b>	Allowed in concept; not clearly structured	Clear mixed-use categories; defined expectations for integration
<b>Temporary Uses</b>	Scattered across code	Consolidated and categorized within use framework
<b>Use Flexibility</b>	Limited guidance for unlisted or similar uses	Clear “similar use” provisions; administrative interpretation tools
<b>Zoning District Alignment</b>	District names and intent not always clear	Districts tied to clear purpose statements and outcomes
<b>Density &amp; Intensity Controls</b>	Limited linkage between use and intensity	Use and density coordinated through standards and incentives
<b>Integration with Standards</b>	Use permissions and standards separated	Use table linked directly to applicable development standards

## Recommendations

### Phase 1

- Amend the use table to allow accessory dwelling units by right wherever single-unit detached dwellings are permitted, replacing the current conditional “alley house” requirement and meeting HB 24-1152 compliance standards.
- List short-term rentals as a permitted use in use table, with a cross-reference to the existing standards.
- Verify the status and application of the Medium Density Residential district by confirming the adopting ordinance and identifying whether any parcels are currently zoned MD.



- Review the code for HB 24-1007 compliance and remove any familial-relationship-based occupancy limits.

### **Phase 2**

- Complete the reorganization and modernization of the use table by consolidating overly specific use categories into broader groupings and fully removing duplicated use listings from zoning district text.
- Revise the use table and use categories to clearly accommodate contemporary housing types in a consistent and predictable way, so the code better reflects current development patterns and adopted planning policies.
- Reevaluate zoning district names and structure, including commercial districts, to better reflect actual allowed uses and reinforce desired outcomes such as mixed-use development.
- Add clear standards for mixed-use development that address how multiple uses can function on a single lot, including basic expectations for layout, access, and compatibility.
- Integrate marijuana-related use classifications into the use table and supporting standards.
- Review and update use standards to align with DOLA model code guidance and current best practices, adjusting, adding, or removing standards as appropriate.



## Section 4: Bulk Standards

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### Key Takeaway

The bulk standards establish the dimensional envelope for development in each zoning district – minimum lot size, minimum lot width, setbacks, maximum building height, and lot coverage. Norwood's current bulk standards are functional at a basic level but reflect 1994 assumptions about how development works. Several districts have incomplete standards, the Medium Density district's relationship to R-1 is unclear, and the standards don't include modern tools like minimum density requirements, form-based massing standards, or accessory structure provisions. The bulk standards are a Phase 2 rewrite priority, with one critical Phase 1 exception: the ADU dimensional standards that must accompany the HB 24-1152 compliance fix.

### What It Looks Like Now

The bulk standards shape how buildings fit on lots and relate to surrounding development. They set basic limits on things like lot size, setbacks, height, and building coverage so development is predictable and reflects the character of each zoning district. While all districts include some bulk standards, they vary widely from one district to another—especially for height and lot coverage—making it harder to compare districts and understand how the standards work together.

The bulk standards include both dimensional requirements and explanations of how those requirements are measured. Measurement rules—such as how lot width, frontage, setbacks, and height are calculated—appear within the bulk standards sections themselves rather than as general interpretive guidance. In addition, the standards are largely written as absolute limits, with limited recognition of routine exceptions or minor encroachments. Common features such as eaves, stairs, utility elements, and similar site features are not clearly addressed, which can blur the line between minor design details and true deviations from the code.

The R-1 district requires a minimum lot area of 7,500 square feet and minimum lot width of 60 feet. These standards are generally appropriate for a compact residential district. The 2007 master plan encouraged single-family lots not to exceed 10,000 square feet to support a walkable, small-town character. While the current minimum is consistent with that goal, the code does not establish any upper-end controls, allowing oversized lots that can undermine the compact development pattern the plan envisions.

The B-1 district applies to the Grand Avenue commercial core and allows a mix of commercial and residential uses. Its bulk standards reflect a traditional main-street pattern, including minimal front setbacks and no maximum lot coverage limit that would prevent infill development. Overall, these standards align well with the commercial core's context and adopted land use policies.

The Medium Density Residential district differs from R-1 primarily through smaller minimum lot sizes and higher allowed density. It has been applied in at least one neighborhood, reflecting its role as an alternative residential development pattern. However, the code does not clearly explain when Medium Density should be used instead of R-1—which also allows medium-density residential as a use—or how it relates to other tools such as density bonuses or planned development, leaving its purpose and value only loosely defined.



The Planned Unit Development (PUD) provisions function as an overlay rather than a separate zoning district, allowing modifications to underlying standards through a rezoning process. This approach can be appropriate for a small town seeking flexibility. However, the current standards provide limited guidance and allow the PUD process to be used for relatively routine projects. Best practices generally rely on zoning districts to provide flexibility and consistency, reserving PUDs for unique or complex development that cannot be addressed through standard districts.

### Bulk Standards Summary – Current Code

District	Min. Lot Area	Min. Lot Width	Front Setback	Side/Rear Setback	Max. Height
<b>A (Agricultural)</b>	35 acres	300 ft	50 ft	25 ft	35 ft
<b>R-1 (Residential)</b>	7,500 sf	60 ft	20 ft	5 ft / 10 ft	35 ft
<b>MH (Mobile Home)</b>	Per park standards	Per park	10 ft	5 ft	25 ft
<b>B-1 (Business)</b>	5,000 sf	50 ft	0 ft	0 ft / 10 ft	45 ft
<b>I (Industrial)</b>	10,000 sf	75 ft	25 ft	10 ft	45 ft
<b>P (Public)</b>	None specified	None	None	None	None
<b>PUD (Overlay)</b>	Per approved plan	Per approved plan	Per approved plan	Per approved plan	Per approved plan
<b>MD (Med. Density)</b>	Reduced from R-1	50 ft	15 ft	5 ft	35 ft

### Key Successes

- The bulk standards include written explanations for how certain dimensional requirements—such as lot width, frontage, and setbacks—are measured, which provides a baseline for interpretation beyond the tables alone.
- The R-1 minimum lot size of 7,500 square feet supports Norwood’s compact residential character and should be preserved.
- The B-1 zero front setback standard is appropriate for the Grand Avenue corridor and aligns with pedestrian-oriented commercial policies.
- The Agricultural district’s 35-acre minimum lot size reinforces the rural character of the Wrights Mesa fringe areas.



## Weaknesses

- Rules for how bulk standards are measured are embedded within the bulk standards sections rather than presented as general interpretive guidance, making them harder to locate and apply consistently across districts.
- The bulk standards offer little clarity on routine exceptions or minor encroachments, blurring the distinction between everyday design features and true deviations from the code.
- No bulk standards currently address accessory dwelling units, creating a gap once ADUs are allowed by right in Phase 1 and a lack of compliance with HB24-1152.
- The Public (P) district lacks bulk standards entirely, leaving civic and institutional development without clear dimensional guidance.
- The Medium Density district is poorly differentiated from R-1, making its purpose unclear.
- Most districts lack maximum lot coverage standards, allowing unlimited building and impervious surface coverage.
- The code does not include specific standards for accessory structures such as garages, sheds, and outbuildings.
- The PUD process functions as a broad exception rather than a tool reserved for unique or complex projects.

## Opportunities

- The bulk standards mix dimensional limits with rules for how those limits are measured, making the structure harder to follow and apply consistently across districts.
- Routine encroachments and minor exceptions are not clearly identified, making it difficult to distinguish everyday design features from true deviations that warrant discretionary review.
- The code lacks dimensional standards for accessory dwelling units, which will become more important once ADUs are allowed by right and must comply with HB 24-1152.
- Most zoning districts do not include maximum lot coverage standards, limiting the code's ability to manage building scale and impervious surfaces in a way that supports district character.
- The Medium Density Residential district lacks a clear purpose statement explaining when and why it should be used, leaving its role relative to other residential tools unclear.
- Accessory structures such as garages, sheds, and outbuildings are not addressed through district-specific bulk standards, reducing predictability in residential areas.
- Base zoning districts provide limited flexibility, increasing reliance on the PUD process for projects that may not be unique or complex enough to warrant it.



## DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>District Structure</b>	Multiple districts; intent varies in clarity	Clear hierarchy of districts; consistent structure and purpose
<b>District Purpose Statements</b>	Limited or general descriptions	Clear purpose statements tied to desired outcomes and context
<b>Use Organization</b>	Uses repeated across district text and tables	Uses defined once; consistently applied through use table
<b>Housing Variety</b>	Broad range allowed; not clearly organized	Full housing spectrum; clearly categorized and standardized
<b>Commercial District Function</b>	Mixed-use allowed; intent not explicit	Districts explicitly structured to support mixed-use outcomes
<b>Medium Density District</b>	Poorly defined; limited application	Clearly defined density districts with purpose and standards
<b>Zoning Map Alignment</b>	District application unclear or inconsistent	All districts mapped clearly; designations aligned with code
<b>Use Definitions Integration</b>	Definitions and use terms not fully aligned	Definitions directly support use table and district structure
<b>Accessory Uses</b>	Addressed separately; partial integration	Fully integrated with primary use structure
<b>Temporary Uses</b>	Scattered and inconsistently addressed	Consolidated and clearly categorized
<b>Use Categorization</b>	Highly specific, fragmented categories	Broader categories; flexible classification framework
<b>Mixed-Use Implementation</b>	Allowed but not structured	Defined mixed-use standards and expectations



## Recommendations

### *Phase 1*

- Adopt ADU dimensional standards alongside the HB 24-1152 compliance amendment to ensure ADU development occurs predictably and compatibly.

### *Phase 2*

- Rewrite the bulk standards framework to add lot coverage maximums, accessory structure standards, Public district standards, clearer MD district purpose language, and updated PUD guidance.
- Evaluate whether minimum density standards are appropriate to support the Town's compact urban center goals.
- Reorganize the bulk standards to clearly distinguish between how dimensional standards are measured and what dimensional limits apply by zoning district.
- Evaluate the inclusion of standard exceptions or permitted encroachments to reduce unnecessary reliance on variances for minor development features.



## Section 5: Subdivision Standards

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### Key Takeaway

Norwood's subdivision standards cover the core elements of subdivision design but do not consistently define how those standards are applied. Guidance for layout and connectivity is sufficient, while infrastructure and public improvement standards are more limited. Because infrastructure requirements are largely tied to the subdivision chapter, the connection between subdivision design and infrastructure delivery is not clearly defined.

### What It Looks Like Now

The subdivision standards address the physical layout and infrastructure of development, including lots, blocks, streets, alleys, utilities, drainage, and public improvements. While the chapter covers the key components of subdivision design, it is inconsistent in the level of guidance it provides for implementation.

Standards for lot patterns, block layout, and the continuation of streets and alleys reflect the Town's existing development pattern and provide a reasonable foundation for connected, walkable neighborhoods. However, this level of detail is not carried consistently through the rest of the chapter.

Standards for street improvements, utilities, drainage, and other infrastructure are more limited. While the code establishes that these systems must be provided, it offers little guidance on how they should be designed, coordinated, or evaluated as part of subdivision review. The relationship between subdivision design and infrastructure delivery is not clearly defined.

The standards also do not clearly distinguish between different types or scales of subdivision in terms of required improvements. It is unclear when full infrastructure is expected, whether improvements can be deferred, or how requirements should be applied to smaller or incremental projects. As a result, the code establishes the right categories of regulation but does not fully connect them into a clear and consistent framework.

### Key Successes

- Alley dedication requirements support the extension of Norwood's historic grid pattern and align with adopted plan policies.
- The code establishes a clear principle that development should be served by water and sewer infrastructure, providing a sound foundation for service adequacy.
- Requiring underground utilities supports the Town's character and contributes to a more consistent streetscape.

### Weaknesses

- The subdivision categories are not logically aligned, with inconsistent standards and thresholds that do not work together as a coherent system.



- Requirements are not well differentiated by subdivision scale or type, and it is unclear when improvements may be phased or deferred.
- The level of detail varies across the chapter, with stronger guidance for layout and connectivity but limited standards for infrastructure, utilities, and drainage.
- Infrastructure requirements establish general expectations but do not clearly define how improvements should be designed, coordinated, or implemented as part of subdivision development.
- Improvements agreement standards are not detailed enough to ensure consistent application or enforcement.

### Opportunities

- Infrastructure standards could be strengthened with clearer expectations for how improvements are designed and delivered.
- Clarifying how subdivision design and infrastructure delivery function together would improve predictability for applicants and reviewers as well as support consistent design outcomes.
- More clearly distinguishing expectations by subdivision type or scale would help align requirements with the impact of development.
- Defining when improvements are required versus when they may be phased or deferred could support more flexible and practical implementation.
- More complete improvements agreement standards would support clearer expectations for infrastructure completion and financial guarantees.
- Infrastructure requirements are closely tied to subdivision approval, limiting flexibility for how and when improvements are delivered.

### DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Overall Structure</b>	Combined standards (layout + infrastructure); subdivision-dependent	Separated framework; infrastructure applies town-wide
<b>Infrastructure Framework</b>	General expectations; limited design/detail	Comprehensive standards; design, capacity, coordination defined
<b>Infrastructure Adequacy</b>	Basic expectation; limited verification	Defined standards; capacity analysis + provider confirmation
<b>Infrastructure Delivery</b>	Timing unclear; phasing not addressed	Delivery tied to development; phased + off-site allowed



Topic	Current Norwood Code	DOLA Best Practice
<b>Improvements Responsibility</b>	Implied; not clearly structured	Explicit applicant responsibility; required guarantees
<b>Layout &amp; Connectivity</b>	Grid continuity emphasized; moderate guidance	Measurable standards; connectivity + multimodal required
<b>Subdivision Standards</b>	Core topics covered; largely general	Clear, enforceable standards; performance-based
<b>Utilities &amp; Easements</b>	Requires utilities and easements but provides limited guidance on sizing, coordination, or location	Requires utility easements with minimum widths and coordination with providers; emphasizes underground placement and long-term maintenance access
<b>Fire Protection &amp; Emergency Access</b>	Acknowledged but not fully detailed or clearly integrated into subdivision standards	Explicit requirements for emergency access, hydrant spacing, and fire protection infrastructure tied to subdivision approval
<b>Public Improvements &amp; Dedication</b>	Includes dedication requirements (streets, parks, etc.) but structure and calculations are less clearly defined	Provides specific formulas or standards for land dedication (parks, schools, etc.) with defined calculation methods and cash-in-lieu options

## Recommendations

### Phase 2

- Expand subdivision standards to include clearer expectations for infrastructure design, coordination, and performance, consistent with the level of detail already provided for layout and connectivity.
- Clarify how infrastructure requirements apply across different types and scales of subdivision, including when improvements must be constructed and when they may be deferred.
- Establish a dedicated development improvements framework that applies to infrastructure construction and financing both within and outside of subdivision activity, including clear standards for when improvements are required, how they may be phased, and how compliance is secured through agreements.



## Section 6: Site Development Standards

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### Key Takeaway

The site development standards address key elements of site design, including parking, landscaping, signage, and lighting, but are uneven in how clearly they guide implementation. Several sections reflect older approaches and have not been updated to align with current planning practices or adopted plans. Parking standards emphasize minimum supply without tools to support walkable development, landscaping standards do not address water efficiency, and sign standards have not been updated to reflect current legal requirements. Exterior lighting remains a critical component due to the Town's dark sky designation and requires verification to ensure continued compliance.

### What It Looks Like Now

The site development standards address parking, sidewalks and trails, fencing, landscaping, signage, performance standards, and exterior lighting. These standards apply broadly to development and establish the core components of site design. While the chapter covers the appropriate topics, the level of detail and specificity varies across sections.

Parking standards are based on minimum off-street requirements by use and reflect an approach focused on providing sufficient supply. The code relies primarily on minimum parking requirements and does not include other commonly used tools – such as reductions, shared parking, or maximum limits – that allow parking supply to better reflect context and demand. The code also does not include mechanisms such as payment in-lieu, which can allow parking demand to be met through shared or centralized facilities rather than on-site construction.

Landscaping standards establish that a portion of the site must be landscaped but provide limited direction on quantities and plant selection. Given the Town's high-desert context, the standards do not clearly address water efficiency or plant selection appropriate to local conditions, only minimally referencing native plant use.

Sign standards establish basic size, height, and permitting requirements by district, providing a functional framework for sign regulation. However, the code has not been reviewed for content-neutrality requirements established by *Reed v. Town of Gilbert* and does not address newer sign types such as electronic message boards.

Exterior lighting standards address dark sky considerations and were a key part of the Town's IDA Dark Sky Community designation. Because this designation depends on ongoing compliance, the standards should be reviewed to ensure they remain consistent with current IDA requirements.

### Key Successes

- Sidewalk requirements are clearly established, providing a consistent baseline for pedestrian infrastructure in new development.
- Parking and sign standards establish a usable framework for site design, including basic dimensional and permitting requirements.



- Landscaping requirements ensure that commercial and larger residential development includes site improvements, even though the standards remain general.
- Exterior lighting standards address dark sky considerations and reflect the Town’s commitment to minimizing light pollution.

## Weaknesses

- Parking standards rely on minimum requirements without corresponding maximums or tools to manage supply in walkable areas.
- Landscaping standards provide limited direction on quantities, water efficiency, or plant selection.
- Screening requirements for service areas, parking, and site features are minimal or not clearly defined.
- Sign standards have not been reviewed for content-neutrality requirements and do not address emerging sign types such as electronic message boards.
- Performance standards do not include measurable thresholds, limiting consistent evaluation and enforcement.

## Opportunities

- Parking standards could better support walkable development by introducing flexibility, including options to adjust minimum requirements, allow shared parking, and provide alternatives such as payment in-lieu.
- Landscaping standards do not reflect local conditions, particularly water availability, and would benefit from incorporating water-efficient design and appropriate plant selection.
- Guidance for screening and the treatment of service areas and parking is limited, reducing consistency in how sites are designed and how impacts are mitigated.
- Sign standards have not kept pace with current legal requirements or evolving technologies, creating both regulatory risk and gaps in coverage.
- Exterior lighting and illuminated signage are addressed separately, creating an opportunity to better align these standards in support of consistent dark sky compliance.

## DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Overall Structure</b>	Single chapter; uneven detail across topics	Integrated standards; consistent structure across development
<b>Parking Framework</b>	Minimums only; no maximums	Flexible framework; minimums, maximums, context-based tools
<b>Parking Design</b>	Basic dimensional standards	Integrated with site layout and circulation



Topic	Current Norwood Code	DOLA Best Practice
<b>Parking Flexibility</b>	No shared parking, reductions, or in-lieu	Shared parking, reductions, alternative compliance options
<b>Pedestrian &amp; Bicycle</b>	Sidewalks required; limited system integration	Sidewalks, bicycle facilities, internal connectivity required
<b>Trail Integration</b>	Referenced; not tied to plans	Directly tied to comprehensive plan networks
<b>Landscaping Standards</b>	Basic requirements; limited detail	Detailed standards; planting, buffering, site integration
<b>Water Efficiency</b>	No standards or guidance	Emphasis on sustainability and environmental responsiveness
<b>Screening &amp; Buffering</b>	Minimal or general guidance	Clear requirements for service areas and site features
<b>Sign Standards</b>	District-based framework; outdated structure	Content-neutral, form-based, adaptable to new technologies
<b>Sign Illumination</b>	Separate from lighting standards	Integrated with overall lighting controls
<b>Exterior Lighting</b>	Standalone section; dark sky focus	Integrated across all site design standards
<b>Performance Standards</b>	General; no measurable thresholds	Quantified standards for consistent enforcement

## Recommendations

### Phase 1

- Verify Section 5.08 exterior lighting standards against current IDA requirements and update as needed to maintain the Town’s dark sky designation.
- Add required parking reductions for qualifying affordable housing projects consistent with Prop 123 requirements.



**Phase 2**

- Rewrite Chapter 5 to modernize site development standards, including:
  - Parking standards that better reflect walkable development patterns
  - Landscaping standards that incorporate water efficiency and appropriate plant selection
  - Sign standards updated for content-neutrality and evolving technologies
  - Performance standards with measurable thresholds
  - Consistent integration of dark sky lighting requirements across all applicable standards



## Section 7: Marijuana Regulations

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### Key Takeaway

Marijuana regulations are organized as a standalone set of provisions addressing a single use type, which is inconsistent with the broader structure of the code. The standards focus on personal cultivation but do not address commercial marijuana uses, leaving both a regulatory and policy gap. The provisions would benefit from integration into the broader code framework with clear policy direction.

### What It Looks Like Now

The code includes a set of provisions addressing marijuana, including definitions, personal cultivation standards, and enforcement. These provisions are structured separately from other use regulations and focus primarily on cultivation within residential structures.

The standards address personal and caregiver cultivation and include provisions related to plant limits, indoor growing, odor control, and safety considerations. These provisions establish a workable framework for regulating residential cultivation activity.

The code does not address retail marijuana uses, such as retail sales, dispensaries, or cultivation facilities. This absence creates uncertainty around whether such uses are permitted and how they would be regulated if proposed.

Definitions reflect earlier terminology and may not align with current state regulatory categories, creating potential inconsistency between local code and state licensing.

Overall, these provisions function as a narrowly scoped regulatory section rather than as part of an integrated land use framework.

### Key Successes

- Personal cultivation standards provide a clear and workable framework addressing plant limits, indoor growing, odor control, and safety.
- The provisions establish basic definitions and enforcement mechanisms related to marijuana activity.

### Weaknesses

- These provisions are organized as a standalone set of regulations rather than being integrated with other use standards in the code.
- The current standards are limited to personal cultivation and do not address commercial marijuana uses.
- Existing definitions rely on outdated terminology that may not align with current state regulatory categories.
- The code does not clearly express local policy direction regarding commercial marijuana uses.



## Opportunities

- Integrating these provisions into existing use and development standards would improve clarity and alignment with the overall code structure.
- Clearly addressing commercial marijuana uses through defined policy direction would resolve current regulatory ambiguity.
- Updating terminology to align with current state regulatory frameworks would improve consistency between local regulations and state licensing.

## DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Structure</b>	Standalone chapter for single use type	Integrated into use table, definitions, development standards, and enforcement
<b>Retail Marijuana</b>	Not addressed – silent	Explicit permitted, conditional, or prohibited designation in use table for each retail license type
<b>Definitions</b>	2018 terminology; may not match current MED	Current MED license type terminology; cross-reference to state licensing requirements
<b>Personal Cultivation</b>	Addressed in 7.03; appropriate standards	Same standards integrated into residential accessory use provisions
<b>Buffer Requirements</b>	Not addressed for commercial (not currently applicable if prohibited)	Commercial marijuana buffer distances from schools, parks, residential zones if uses permitted

## Recommendations

### Phase 2

- Reorganize marijuana regulations as part of the broader use framework, integrating personal cultivation standards into residential and accessory use standards.
- Establish clear code direction on retail marijuana uses, including whether such uses are permitted and how they are regulated.
- Update definitions to align with current state regulatory terminology and licensing categories.



## Section 8: Definitions

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### Key Takeaway

The definitions chapter establishes the language the Land Use Code relies on and shapes how every other section is read and applied. Norwood’s current definitions are limited and largely reflect the original 1994 code. Many terms used elsewhere in the code are missing definitions altogether, while others rely on outdated language for housing types and commercial uses. The chapter also has not been updated to reflect the short-term rental ordinance, current marijuana regulations, or contemporary planning concepts. As a result, the definitions chapter needs a substantial update over the course of both Phase 1 and Phase 2.

### What It Looks Like Now

The definitions chapter establishes the basic rules for how the Land Use Code is interpreted and applied and defines key words and phrases used throughout the code. However, related definitions are not consistently located in one place. For example, marijuana-related terms are defined separately in Chapter 7 rather than in Chapter 2, requiring users to look in multiple locations to fully understand how the code applies.

Many terms that appear elsewhere in the code—including those used in the use table and development standards—are not defined in Chapter 2. While some of these terms may seem familiar, the lack of clear definitions increases uncertainty and creates room for inconsistent interpretation when the code is applied to real projects.

Recent changes in state law also raise direct compliance concerns. HB 24-1007, effective in 2024, prohibits local governments from limiting residential occupancy based on familial relationships. Norwood’s definition of “family” includes a numerical limit on occupants, which is inconsistent with this requirement. As a result, the definitions chapter contains provisions that now conflict with state law. Related definitions, including “dwelling unit,” should also be reviewed to ensure they do not indirectly restrict occupancy based on household composition.

### Key Success

- The general rules of interpretation in Section 2.01 are functional and provide a clear framework for how the code should be read and applied, offering a solid foundation to build on.

### Weaknesses

- Many terms used throughout the code are not defined, creating interpretive gaps that require staff judgment and increase the risk of inconsistent application.
- Housing terminology relies on outdated or non-standard terms, such as “alley house” and “cottage house,” which are unfamiliar to many applicants and practitioners.
- The definition of “family” includes a numerical occupancy limit based on familial relationships, creating a direct conflict with HB 24-1007.



- Marijuana-related definitions are separated from the main definitions chapter and rely on older regulatory terminology, reducing clarity and consistency.

## Opportunities

- The definitions chapter could be expanded into a more comprehensive and complete reference that defines all key terms used throughout the code, with priority given to adding a limited set of critical definitions needed in the near term.
- Housing type terminology presents an opportunity for modernization by aligning definitions with contemporary planning practice, including terms such as accessory dwelling unit, cottage court, duplex, townhome, and other missing-middle housing types.
- A focused review of the definitions chapter is needed to ensure compliance with HB 24-1007 by identifying and removing any occupancy limits based on familial relationships.

## Recommendations

### *Phase 1*

- Add a limited set of essential definitions needed for near-term implementation, including Accessory Dwelling Unit, Building Permit Authority, Completeness Determination, and Accessory Structure (with clear size thresholds).
- Confirm that the Formula Business Establishment definition is correctly integrated and that the Short-Term Rental definition is properly cross-referenced.
- Conduct a compliance review of the definitions chapter under HB 24-1007 and remove or revise any definition that imposes occupancy limits based on familial relationships.

### *Phase 2*

- Expand Chapter 2 into a comprehensive definitions article that defines every term used in the Land Use Code, ensuring consistent terminology and placement throughout the document.
- Update definitions to clearly define contemporary housing types—such as ADUs, cottage courts, duplexes, townhomes, and live/work units—so the code better reflects current development patterns and adopted planning policies.
- Integrate marijuana-related definitions from Chapter 7 into Chapter 2 and update terminology to reflect current state regulatory structure.
- Update and clarify measurement and calculation definitions, including definitions related to setbacks, height, lot coverage, and dark-sky-compliant lighting, to support clearer and more consistent application.



## Section 9: Compliance with State Housing Legislation

### Key Takeaway

State housing legislation introduces several immediate compliance requirements that the code does not currently meet. Key gaps include missing provisions for by-right ADUs and the absence of an expedited review process for qualifying affordable housing. Beyond these requirements, the code does not provide a functional framework for affordable housing, limiting its ability to implement adopted policies or respond to current housing needs.

Growth in employment-generating development creates corresponding demand for housing that is not currently addressed in the code. The existing regulations do not require or incentivize housing provision for employees associated with new development, either during construction or ongoing operations.

### What It Looks Like Now

The code addresses affordable housing in a limited way, referencing the concept but not establishing a defined framework. The existing provisions do not include income thresholds, deed restriction requirements, or a structured review process, and therefore function more as general statements than as implementable standards.

Several state requirements create immediate compliance gaps. ADUs are required to be permitted by right under state law, while the current process relies on discretionary approval. Proposition 123 requires an expedited review process for qualifying affordable housing projects, which is not currently in place.

More broadly, the code does not include tools commonly used to support affordable housing, such as defined affordability standards, administrative procedures, or incentive-based mechanisms. As a result, adopted housing policies are not consistently translated into development regulations.

The code does not include provisions that link new development to housing demand. Projects that generate employment, such as commercial or industrial uses, are not required to provide workforce housing, contribute to housing programs, or demonstrate how associated housing needs will be met.

### Key Successes

- The code recognizes affordable housing as a legitimate area of land use regulation.
- Existing provisions provide a basic foundation that can be expanded into a more comprehensive framework.

### Weaknesses

- The code does not include required provisions for by-right ADUs or expedited affordable housing review, leaving it out of alignment with current state requirements.



- No expedited review procedure is established for affordable housing, including required timelines and concurrent review processes, preventing the Town from qualifying for state funding and compliance with Proposition 123.
- Existing affordable housing provisions function more as general policy statements than as an operational program, limiting their practical application in development review.
- Key components of an affordable housing framework—such as definitions, income thresholds, and deed restriction standards—are not established, making consistent administration difficult.
- Adopted housing policies are not reflected in the development regulations, limiting the Town’s ability to implement its own planning goals.

### Opportunities

- Adding required state provisions would bring the code into alignment with current legislation.
- Establishing a clear affordable housing framework would allow adopted policies to be implemented through development standards.
- Aligning the Comprehensive Plan update with code revisions would support long-term consistency between planning and regulation.
- Establishing a relationship between new development and housing demand would allow the Town to better manage growth impacts.
- Workforce housing requirements could provide a mechanism for addressing both construction-related and long-term employment housing needs.

### DOLA Best Practices Comparison

Topic	Current Norwood Code	DOLA Best Practice
<b>Affordable Housing Definition</b>	Not defined; no income or restriction framework	Defined terms; affordable housing, income-restricted unit, AMI, deed restriction
<b>ADU by Right</b>	Allowed as conditional use (“alley house”)	Permitted by right; objective standards; no discretionary review
<b>Expedited Review (Prop 123)</b>	Not established	Defined 90-day timeline; concurrent review; no additional requirements
<b>Affordable Housing Process</b>	No defined process, timelines, or coordinated review	Clear timelines; complete application standard; concurrent review
<b>Density &amp; Incentives</b>	No density bonus or housing incentives	Density bonuses, parking reductions, streamlined approvals



## Recommendations

### *Phase 1*

- Adopt an expedited review process for qualifying affordable housing projects consistent with Proposition 123 requirements.
- Permit accessory dwelling units by right in compliance with state law.
- Establish foundational definitions and standards necessary to support affordable housing administration, including income categories and deed restriction requirements.

### *Phase 2*

- Develop a comprehensive affordable housing framework, including incentive-based tools such as density bonuses.
- Integrate affordable housing provisions into the broader development standards and use framework.
- Align code updates with Comprehensive Plan amendments, including required water supply and growth elements.
- Develop a workforce housing strategy that addresses housing demand generated by new development, including potential requirements, incentives, or mitigation options.



## Consolidated Priorities Table

### Phase 1

The following table consolidates all Phase 1 critical amendments identified throughout this analysis. These targeted code changes address immediate state compliance requirements, key integration gaps, and priority process improvements. They are intended to be adopted as a single ordinance package—or as two sequential packages, with Proposition 123 compliance adopted by June 30 and the remaining amendments by October 2026—without requiring a full code rewrite.

#	Amendment	Primary Section(s)	Driver	Notes
1	<b>Add fee schedule cross-reference</b>	General Provisions	<i>Code clarity</i>	Identify where adopted fee schedule can be found
2	<b>Eliminate general waiver provision</b>	General Provisions	<i>Code consistency</i>	Remove broad waiver authority
3	<b>Establish basic procedures framework</b>	Processes	<i>Process reform</i>	Group application types under common review paths
4	<b>Adopt procedures for Prop 123 compliance</b>	Processes	<i>State compliance</i>	Required to support expedited housing review
5	<b>Permit ADUs by right</b>	Use Table	<i>HB 24-1152</i>	Replace conditional “alley house” process
6	<b>Integrate short-term rentals into use table</b>	Use Table	<i>Code clarity</i>	Add STR as listed use with cross-reference
7	<b>Verify Medium Density district and zoning map</b>	Use Table	<i>Code accuracy</i>	Confirm ordinance and mapping
8	<b>Remove occupancy limits based on familial relationships</b>	Definitions	<i>HB 24-1007</i>	Required compliance update
9	<b>Add essential definitions (targeted set)</b>	Definitions	<i>Implementation support</i>	ADU, completeness, etc.



#	Amendment	Primary Section(s)	Driver	Notes
10	<b>Add ADU dimensional standards</b>	Bulk Standards	<i>HB 24-1152 support</i>	Ensure compatibility and predictability
11	<b>Verify exterior lighting (dark sky) standards</b>	Site Development	<i>IDA compliance</i>	Confirm consistency with IDA requirements
12	<b>Add parking reductions for qualifying housing</b>	Site Development	<i>Prop 123</i>	Apply required minimum reductions
13	<b>Adopt Prop 123 expedited review process</b>	Housing	<i>State compliance</i>	90-day timeline; qualifying project criteria
14	<b>Permit ADUs by right (housing section reinforcement)</b>	Housing	<i>HB 24-1152</i>	Ensures consistency across code and housing framework
15	<b>Establish affordable housing definitions and standards</b>	Housing	<i>Prop 123 prerequisite</i>	AMI, deed restriction, income thresholds
16	<b>Initiate Comprehensive Plan update (SB 24-174)</b>	Housing / Plan	<i>State compliance</i>	Add water supply and growth elements
17	<b>Add required definitions supporting Prop 123 framework</b>	Housing / Definitions	<i>Implementation prerequisite</i>	Ensure process can function administratively



**Phase 2**

Phase 2 is a comprehensive rewrite of the Land Use Code, coordinated with adoption of an updated Comprehensive Plan. This effort will replace the existing structure with a clear, integrated framework that aligns use regulations, development standards, and procedures. The rewritten code will consolidate use regulations, modernize development standards, integrate existing provisions such as short-term rentals, marijuana, and dark sky lighting, and expand definitions to support consistent application. The resulting code will be written in plain language, organized for clarity, and designed to directly implement the Town’s updated plan.

#	Amendment	Primary Section(s)	Driver	Notes
1	<b>Rebuild the purpose statement around Norwood’s adopted planning vision</b>	General Provisions	<i>Policy alignment</i>	Clarify and modernize intent
2	<b>Modernize the enforcement framework with civil penalties and administrative citations</b>	General Provisions	<i>Administration</i>	Replace misdemeanor-only approach
3	<b>Tighten nonconforming provisions</b>	General Provisions	<i>Code clarity</i>	Add definitions and procedures
4	<b>Complete the transition to a unified procedures framework</b>	Processes	<i>Process reform</i>	Apply to all remaining application types
5	<b>Relocate short-term rental permissions and standards into use table and development standards</b>	Processes	<i>Code integration</i>	Remove from procedures chapter
6	<b>Standardize titles and references for staff and decision-making bodies</b>	Processes	<i>Code clarity</i>	Improve consistency
7	<b>Complete reorganization and modernization of use table</b>	Use Table	<i>Code clarity</i>	Consolidate categories and remove duplication



#	Amendment	Primary Section(s)	Driver	Notes
8	Revise use table to accommodate contemporary housing types	Use Table	<i>Housing support</i>	Reflect current development patterns
9	Reevaluate zoning district names and structure	Use Table	<i>Code clarity</i>	Align with intended outcomes
10	Add standards for mixed-use development	Use Table	<i>Development clarity</i>	Define expectations for multiple uses
11	Integrate marijuana-related use classifications into use table	Use Table	<i>Code integration</i>	Ensure consistency across code
12	Review and update use standards to align with best practices	Use Table	<i>Modernization</i>	Adjust standards as needed
13	Expand definitions chapter to comprehensive format	Definitions	<i>Code clarity</i>	Define all terms used in code
14	Update definitions for contemporary housing types	Definitions	<i>Housing support</i>	Align with modern terminology
15	Integrate marijuana-related definitions into definitions chapter	Definitions	<i>Code integration</i>	Align with state terminology
16	Update measurement and calculation definitions	Definitions	<i>Code clarity</i>	Improve consistency in application
17	Rewrite bulk standards framework	Bulk Standards	<i>Modernization</i>	Add coverage, accessory, MD clarity, PUD guidance



#	Amendment	Primary Section(s)	Driver	Notes
18	Evaluate minimum density standards	Bulk Standards	<i>Growth management</i>	Support compact development
19	Reorganize bulk standards to separate measurement and dimensional rules	Bulk Standards	<i>Code clarity</i>	Improve structure
20	Evaluate standard exceptions or encroachments	Bulk Standards	<i>Process efficiency</i>	Reduce reliance on variances
21	Expand subdivision standards for infrastructure design and performance	Subdivision	<i>Implementation clarity</i>	Add measurable requirements
22	Clarify how infrastructure applies across subdivision types and scales	Subdivision	<i>Consistency</i>	Define timing and applicability
23	Establish development improvements framework	Subdivision	<i>Structural integration</i>	Define construction, phasing, compliance
24	Rewrite site development standards (parking, landscaping, signage, performance, lighting)	Site Development	<i>Modernization</i>	Comprehensive update
25	Integrate dark sky lighting standards throughout code	Site Development	<i>IDA compliance</i>	Apply across all applicable standards
26	Reorganize marijuana regulations into broader code framework	Marijuana	<i>Code integration</i>	Eliminate standalone structure



#	Amendment	Primary Section(s)	Driver	Notes
27	<b>Establish code direction on commercial marijuana uses</b>	Marijuana	<i>Policy clarity</i>	Define permitted/conditional/prohibited
28	<b>Update marijuana definitions to align with state terminology</b>	Marijuana	<i>Compliance</i>	Match current MED categories
29	<b>Develop comprehensive affordable housing framework</b>	Housing	<i>Policy implementation</i>	Add incentives and administration
30	<b>Integrate affordable housing provisions into development standards</b>	Housing	<i>Code integration</i>	Apply throughout code
31	<b>Align code updates with Comprehensive Plan amendments</b>	Housing	<i>Plan alignment</i>	Ensure consistency
32	<b>Develop workforce housing strategy</b>	Housing	<i>Growth management</i>	Address housing demand from development