



BIG IDEAS

- Improve the organization and clarity of review procedures to support predictable and timely application review.
- “Facilitate open, inclusive and respectful public participation and engagement with all community members in proactive planning projects and the development review process to foster better decision-making and an informed community.” (*Larimer County Comprehensive Plan*, p. 31)



WHY DOES THE CODE ADDRESS THIS?

- Procedures guide how applications for development projects are accepted, reviewed, and acted upon by staff and local officials
- Well-written regulations make it easy for staff, the development community, and elected official to know exactly what is required for approval of applications and help ensure consistent administration over time



WHAT IS NOT CHANGING

- Authority of Planning Commission and Board of County Commissioners
- Current procedures for: code amendments, appeals, zoning variances, sketch plan, special review, and locations and extent
- Required submittal materials and option for informal project inquiries



WHAT IS NEW?



1 Summary of Development Review Procedures

- A snapshot of all review procedures, review and decision-making authorities, and public notice requirements

Table 6-1: Development Review Procedures Summary

Application Type	Section Reference	Sketch Plan Required?	Decision-Making Bodies			
			Director	Planning Commission	BCC	BOA
Site Development Procedures						
Site plan review	6.4.1	No	D [1]		<A>	
Administrative special review	6.4.3	No	D [1]		<A>	
Special review	6.4.2	Yes	R	<R>	<D>	
Location and extent	6.4.4	Yes	R	<D>		
1041 review	6.4.5	Yes	R	<R>	<D>	
Land Division Procedures						
Administrative subdivision	6.5.3	Yes	D [1]		<A>	
Subdivision concept plan	6.5.4	Yes	R	<R>	<D>	
Preliminary plat	6.5.5	Yes	R	<R>	<D>	
Final plat	6.5.6	No	D		<A>	

R = Review & Recommendation D = Review & Decision
A = Appeal <R> = Public Hearing

Development Review Procedures



WHAT IS NEW?

2 Common Review Procedures

- Same flowchart used for every application type to ensure consistency
- Eliminates the need to amend multiple sections of the development regulations if a standard procedure is revised



3 Simplified Site Plan Review

Current Procedures:

General Site Plan

Public Site Plan

New Procedures:

Site Plan

Administrative Special Review

- ☑ Removes subjective review criteria and focuses on ensuring compliance with the Code’s development standards
- ☑ Revises applicability requirements to allow smaller projects to be approved faster
- ☑ Maintains exemptions for certain projects such as single-family dwellings and accessory structures

4 Minor Modification

- Replaces current administrative zoning variance procedure
- Expands the list of eligible modification types

5 Administrative Special Review

- Consolidates current Public Site Plan and Minor Special Review procedures
- Allows the Community Development Director to administratively approve application