

PUBLIC HEARING INFORMATION

Many Land Use and Land Development applications require public hearings before the Planning Commission and/or City Council for consideration of approval. (For a list of the more common applications that typically require this level of deliberation, see Section J, below.) Below is a summary of the application and public hearing process. This summary is not intended to be exhaustive. Steps and dates are subject to change, and additional steps may be needed in some cases.

- A) For projects that will require a public hearing before the Planning Commission and / or the City Council, applicants begin the development review process by requesting a pre-application meeting. At this meeting, development review staff from multiple departments and divisions will provide high-level initial comments, outline concerns, and offer suggestions about the applicant's conceptual plan of development.
- B) After the Pre-Application Meeting is complete, the applicant prepares a development application for formal review, incorporating feedback provided at the Pre-Application Meeting. When ready, the application is uploaded through the City's online permitting application, eTRAKiT. Staff performs a completeness check to ensure that the application is ready for assignment to a Planner for review.

(Items required for making a complete submittal may be found here:

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/DevelopinWestminster/DevelopmentReviewResources>)

- C) Once any noted deficiencies are corrected, the application is assigned to a Planner for review. The Planner routes the project to all applicable members of the development review team. Each reviewer completes his / her initial review, and the Planner assembles all of the comments received into a redline document that is provided back to the applicant. The applicant uses the feedback received to address comments and concerns from the development review team, and revises the project accordingly for resubmission. Through this back-and-forth iterative process, the application is honed into a final form suitable for presentation at a public hearing.
- D) After the first set of initial review comments are received, and before the applicant revises the project for resubmission, the applicant hosts an online (virtual) project meeting. In preparation for this meeting, the Planner provides the applicant with a prepared **notice of project meeting** letter, a mailing list, and a mailing map, which depicts the locations of all of the parcels from which the addresses on the mailing list were drawn. For variances, the radius for notification includes all mailing addresses within 300 feet of the property being considered in the variance application. For all other application types, the radius for notification includes all mailing addresses within 1000 feet of the property being considered in the subject application. For every application, additional addresses (and associated parcels) may be included in the public notice at the City's discretion. The applicant copies

the letter, and mails it to every address on the mailing list. The applicant incorporates changes into the project as needed, based upon the feedback received from guests at the Project Meeting, along with the feedback of the redline document from the development review team.

- E) Once a development project is in suitable form, the Planner notifies the applicant that the project is ready for submission for Planning Commission consideration. The Planning Division coordinates all public hearings before the Planning Commission; the Planning Commission meets on the second and fourth Tuesdays of each month on an as-needed basis. Applicants are scheduled before the Planning Commission approximately 42 days before the targeted meeting date.
- F) Approximately 30 days prior to the Planning Commission meeting, the Planner will provide the applicant with a template for the project sign(s) that the applicant must provide, and a map that depicts where the sign(s) shall be placed. Depending upon the scale of the project more than one sign may be needed. (Typically, the applicant will contract with a local sign company to have the needed sign(s) fabricated. The sign company may also be willing to erect the sign(s) on the property(ies) involved for an additional fee.)
- G) Approximately 26 days prior to the Planning Commission meeting, the Planner will provide the applicant with a prepared **notice of public hearing letter**, to use with the previously provided mailing list and mailing map (see Step D). As before, the applicant copies the letter, and mails it to every address on the mailing list.
- H) Approximately 15 days prior to the Planning Commission meeting, the applicant shall prepare and provide to the Planner a PowerPoint presentation for use at the Planning Commission public hearing, if the applicant cares to use a PowerPoint to present to the Commission. (This is strongly encouraged, but optional.) Recommended contents of the PowerPoint include:
- A site vicinity map (with compass; north should be oriented to top of map)
 - Views of existing property from different locations to indicate unique features of the property and surroundings; (Label each slide with the specific view being illustrated)
 - Site plan and Landscape plan (both in color)
 - Comprehensive Land Use Plan Amendment Map (if applicable). Planner provides this to applicant to import into PowerPoint presentation
 - Architectural elevations or renderings of proposed structure(s) (in color)
 - Views of comparable projects / models / buildings, if available
- I) Exactly 10 days prior to the Planning Commission meeting, the applicant must ensure that the project signs are properly erected upon the parcels involved in the project, and that the public hearing notice letters are sent out. The applicant will need to certify, on the **signs posted and maintained log**, that the sign(s) were properly in place at the ten-day mark, and on every subsequent day, up to and including the day of the meeting. The applicant will need to certify, on the

certification of mailing, that letters were sent to all addresses on the mailing list ten days before the meeting. The Planner provides the forms needed for these two applicant certifications. Community Development Staff also prepares and submits for publishing a notice of the public hearing with the official newspaper of the City (normally, this is the *Westminster Window*; the *Denver Post* may also be used).

- J) At the public hearing, the Planning Manager shall verify that the required notices were mailed and that the sign was properly posted and maintained. No standing to object to the commencement or conduct of the public hearing is implied or granted to individuals who failed to receive one or more of the forms of notice prescribed above.

The steps outlined above generally describe the timing and process for taking a project to the Planning Commission. Projects that go to the City Council follow the same general steps. Projects that go both to the Planning Commission and the City Council need to meet the timing and requirements of both bodies. The assigned Planner serves as the applicant’s guide through all public hearing processes to ensure that deadlines and requirements are met in a timely fashion.

Here are the bodies that the most common public hearing case types typically go before, and the function of each body:

Public Hearing Case Type:	Planning Commission:	City Council:
Annexation	Recommendation to approve / deny	Approval / Denial
Initial Zoning / Rezoning	Recommendation to approve / deny	Approval / Denial
Comprehensive Plan Amendment	Recommendation to approve / deny	Approval / Denial
Preliminary Development Plan (PDP)	Recommendation to approve / deny	Approval / Denial
PDP Amendment	Recommendation to approve / deny	Approval / Denial
Official Development Plan (ODP)	Recommendation OR approval / denial	Approval / Denial
ODP Amendment	Recommendation OR approval / denial	Approval / Denial
Uses by Special Permit (SUP)	Approval / Denial	Appeals of PC Decisions
Variance	Approval / Denial	N/A
Sign Variance	Approval / Denial	N/A

- K) Paper copies of large documents are required for the City Council, but not for the Planning Commission. Large documents include (but are not limited to) Official Development Plan (ODP) and Preliminary Development Plan (PDP) plan sets, Plats, large format maps, and similar. The applicant must be prepared to provide full-sized documents (for projects in Adams County, this would mean 18"x24" documents; for projects in Jefferson County, this would mean 24"x36" documents), as well as reduced-size copies at 11"x17". The current requirement is two copies of the full-sized documents, and four copies of the reduced-size documents; this requirement is subject to change.

- L) If the project is approved, or approved with changes, the applicant shall deliver to the Planner the following:

- Plan Set printed on Mylar, to applicable county specifications
- Recording Fee of \$50, plus \$20 per sheet