

17.04.040 - Neighborhood meetings.

Applicants are required to hold neighborhood meetings on development applications in accord with the provisions below. The Development Procedures Manual establishes guidelines for neighborhood meetings. The pre-application neighborhood meeting must be held within one (1) year prior to an application submittal.

- A. Applicants who submit a Rezoning application in conjunction with an application for annexation are required to conduct neighborhood meetings (i) one meeting prior to application submittal to the Town; (ii) one meeting following application acceptance by the Town; and (iii) one meeting upon completion of application review prior to scheduling the public hearing before Planning Commission. In addition, Town staff may request that an Applicant conduct additional neighborhood meetings.
- B. Applicants who submit an application for Rezoning or major PD amendment are required to conduct neighborhood meetings (i) one meeting prior to application submittal to the Town; (ii) one meeting following application acceptance by the Town; and (iii) one meeting upon completion of application review prior to scheduling the public hearing before Planning Commission. In addition, Town staff may request that an Applicant conduct additional neighborhood meetings.
- C. Town staff may request applicants who submit an application for a site development plan or Use by Special Review to conduct neighborhood meetings: (i) one meeting prior to application submittal to the Town; (ii) one meeting following application acceptance by the Town; and (iii) one meeting upon completion of application review prior to scheduling the public hearing before Planning Commission.
- D. The Manager may waive one or more of the neighborhood meeting requirements for good cause (i.e., materiality lack of controversy, attendance, etc.).

(Ord. No. 2019-028, § 1, 9-17-2019)

17.04.050 - Notice requirements.

A. The notice requirements for public hearing on the designated applications shall be as follows:

<i>Application Type</i>	<i>Neighborhood Meeting</i>	<i>Mineral Rights Notice (17.04.080)</i>	<i>Website Notice (17.04.060)</i>	<i>Written Notice (17.04.060)</i>	<i>Posted Notice (17.04.060)</i>
<b>Sketch Plan</b>	If requested by Town	None	Yes	Yes	Yes

<b>Annexation<sup>1</sup></b>	Yes	None	Yes	Yes	Yes
<b>Zoning/Rezoning</b>	Yes	Yes	Yes	Yes	Yes
<b>Planned Development Plan</b> <i>(including Interchange Overlay)</i>	Yes	Yes	Yes	Yes	Yes
<b>Planned Development Plan Major Amendment</b> or Amending PD Zoning Regulations	Yes	Yes	Yes	Yes	Yes
<b>Planned Development Minor Amendment (Non-Interface)</b>	If requested by Town	None	Yes	None	None
<b>Site Development Plan or Major Amendment</b> <i>(Residential, Interface or Commercial over 10 acres/100,000 sq. ft.)</i>	If requested by Town	Yes	Yes	Yes	Yes

<b>Site Development Plan - Administrative</b> <i>(Non-Interface Commercial under 10 acres and 100,000 sq. ft.) or Minor Amendment</i>	If requested by Town	Yes	Yes	None	None
<b>Downtown: Site Development Plan and Major Amendment</b>	If requested by Town	None	Yes	Yes	Yes
<b>Use by Special Review - Site Development Plan and Amendment</b>	If requested by Town	Yes	Yes	Yes	Yes
<b>Skyline/Ridgeline Variance</b>	If requested by Town	None	Yes	Yes	Yes
<b>Board of Adjustment Variance</b>	If requested by Town	None	Yes	Yes	Yes
<b>Wireless Facility - New</b>	If requested by Town	None	Yes	Yes	Yes
<b>Wireless Facility - Co-location</b>	None	None	None	None	None
<b>Infrastructure Construction Plans</b>	None	None	None	None	None

<b>Technical Criteria Variance</b>	None	None	None	None	None
<b>Plat/Amended Plat</b>	None	Yes	Yes	Adjacent owners with application submittal	None

<sup>1</sup> Annexations require additional notice pursuant to Chapter 20.02, CRMC.

(Ord. No. 2019-028, § 1, 9-17-2019)

17.04.060 - Notice for public hearing.

- A. All land use applications for which this Title mandates public hearings shall be subject to the requirements set forth in this Chapter. Noticing of public hearings is intended to provide for the opportunity for public participation or public information on land use and development applications within the Town.
- B. The applicant shall be responsible for providing written notice and certifying by affidavit that the posting of the property for the public hearing is in accordance with these requirements.
  - 1. Written notice. Written notice of a public hearing shall be sent by first-class mail at least fifteen (15) days prior to the date on which the public hearing is to be held. Notice is considered sent on the date it is postmarked by the U.S. Postal Service. Written notice shall be sent to owners of the property which is subject of the public hearing and to owners of property within five hundred (500) feet of the subject property; provided, however, that the Director, at the Director's discretion, may require an expanded notification area. In compiling the names and addresses of the notice recipients, the applicant may rely on the accuracy of the public records of Douglas County, Colorado, as those records exist thirty (30) days prior to the hearing.
  - 2. Posted notice. The real property proposed to be developed shall be posted with a sign giving notice to the general public of the proposed development at least fifteen (15) days prior to the date on which the public hearing is to be held. For parcels of land exceeding ten (10) acres in size, two (2) signs shall be posted. The size of the sign is established in accordance with the standards set forth in the Development Services Procedure Manual, as amended from time to time. Such signs shall be generated by the Development Services Department and shall be posted on the subject property by the Town or, if directed by the Director, the applicant in a

manner visible to the public and, whenever possible, at the nearest right-of-way adjacent to the property or, otherwise, at a location(s) reasonably calculated by the Director to afford the best notice to the public. Once the sign is posted, the applicant is responsible for ensuring the sign is maintained in accordance with the requirements set forth in the Development Services Procedures Manual.

- C. The Town shall post a notice of the hearing on the Town's website seven (7) days prior to such public hearing, in the usual and customary location within the website for such notices. For the purpose of this Section, website shall mean the Town's website [www.CRgov.com](http://www.CRgov.com).
- D. At its expense, the Town may initiate community outreach and expand notification concerning an application or public hearing beyond the minimum requirements set forth in this Chapter.
- E. Prior to the first noticed public hearing, the applicant or applicant's representative shall provide the Development Services Department affidavits demonstrating good faith and substantial compliance with Subsection B above. The form and content of the notice and affidavit shall comply with the standards set forth in the Development Procedures Manual.
- F. The standard for compliance with the notice provisions of this Section shall be substantial compliance. The Director shall determine if substantial compliance with these provisions has been demonstrated and that administrative decision shall be final and binding. In the event the Director determines that the notice does not meet the substantial compliance standard, such noticed hearing shall be vacated and the matter re-noticed.
- G. Notice of an application that has been remanded to Planning Commission in accordance with Subsection 17.04.090.E shall be by website notice five (5) days prior to the public hearing of the Planning Commission.

( Ord. No. 2023-007, § 2, 4-4-2023; Ord. No. 2019-028, § 1, 9-17-2019)