



Planning Commission Remote Meeting Instructions for April 27, 2021 Meeting

In order to comply with all health orders and State guidelines to stop the spread of the COVID-19 Coronavirus, **no physical location, including the City Council Chambers, will be set up for viewing or participating in this meeting.**

Citizen Participation During Hearing

Click the link below to join the virtual meeting. During the public hearing portion, use the Q&A or raised hand features at the bottom of the screen and you will be called upon to speak at the appropriate time.

<https://greeleygov.zoom.us/j/86110086848>

Video Replay on YouTube:

Citizens may also view a video replay of the hearing on the City of Greeley's YouTube Channel <https://www.youtube.com/CityofGreeley>.

Other options for sharing public comments:

E-mail – Submit to cd_admin_team@greeleygov.com

All comments submitted by e-mail will be read into the record at the appropriate points during the meeting in real time. Comments can be submitted up to and throughout the meeting.

Traditional Mail – Planning Commission, 1100 10th Street, Greeley, CO 80631

All written comments must be received no later than the day of the meeting. Written comments received by mail will also be read into the record in real time.

Visit the Planning Commission web page at <https://greeleygov.com/government/b-c/boards-and-commissions/planning> to view and download the contents of the agenda packet. You are also welcome to call the Planning office at 970-350-9780 if you have any other questions or require special accommodations to attend a virtual hearing.



PLANNING COMMISSION

Agenda

April 27, 2021

1:15 p.m.

I. Call to Order

II. Roll Call

III. Approval of minutes for meeting held on April 13, 2021

IV. Housing Plan Update

Presenter: Benjamin Snow, Economic Health & Housing Director

V. A public hearing to consider amending Title 18 (to be re-codified as Title 24) of the Municipal Code regarding household occupancy standards, specifically regarding the number of unrelated adults allowed to comprise a household, as found in the definition of “family” in Appendix 18-B (to be re-codified as Section 24-5)

Project Name: Code Update: Household Occupancy Standards

Case No.: CU2021-0001

Applicant: City of Greeley.

Presenter: Caleb Jackson, Planner II

VI. A public hearing to consider a request for a Use by Special Review to allow for a 30-unit apartment complex

Project Name: Immaculata Plaza II Multifamily USR

Case No.: USR2020-0008

Applicant: Troy Spraker, of Lamp Rynearson, on behalf of Archdiocesan Housing Inc.

Location: 923 6th Street

Presenter: Kira Stoller, Planner II

VII. Staff Report

VIII. Worksession: Development Code Update – Chapter 2 - Procedures

Presenter: Carol Kuhn, Chief Planner

IX. Adjournment

PLANNING COMMISSION MEETING DATES:

Meetings are held on the 2nd and 4th Tuesdays of the month at 1:15 p.m. Agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/planning>.

May 11, 2021

May 25, 2021

June 8, 2021

June 22, 2021

July 13, 2021

July 27, 2021

August 10, 2021

August 24, 2021



PLANNING COMMISSION

Proceedings

April 13, 2021
1:15 p.m.

(Zoom Webinar and viewable on City of Greeley YouTube)

I. Call to Order

Chair Yeater called the meeting to order at 1:37 p.m. following adjournment of the Zoning Board of Appeals meeting.

II. Roll Call

Chair Yeater, Commissioners Andersen, Briscoe, Romulo and Schulte were present. (Commissioners Franzen and Modlin were absent.)

III. Approval of minutes for meeting held on March 23, 2021

Commissioner Andersen moved to approve the minutes dated March 23, 2021. Commissioner Romulo seconded the motion. Motion carried 5-0. (Commissioners Franzen and Modlin were absent.)

IV. Approval of minutes for special meeting held on March 30, 2021

Commissioner Andersen moved to approve the minutes dated March 30, 2021. Commissioner Romulo seconded the motion. Motion carried 5-0. (Commissioners Franzen and Modlin were absent.)

V. A public hearing to consider a recommendation to City Council to amend Title 24 of the 2021 Greeley Municipal Code to accept revisions to Chapter 1 – General Provisions – to be included as part of the overall code update to be formally adopted by ordinance at a future date regulations

Project Name: Title 24 – Chapter 1 – Development Code Update
Case No.: CU2021-0002
Applicant: City of Greeley, Community Development Department
Presenter: Carol Kuhn, Chief Planner

Carol Kuhn addressed the Commission and introduced Chris Brewster from Gould Evans. Ms. Kuhn briefly summarized prior worksession presentations and described future hearing items to come before Planning Commission and City Council, culminating with a formal adoption on August 10, 2021.

Ms. Kuhn presented a section map for Chapter 1 and noted that the City is in the middle of recodifying the entire Municipal Code, adding that what is now Title 18 will become Title 24. She stated that Chapter 1 would include language about how to use, interpret, administer and enforce the Code, items that are currently not part of Title 18. Ms. Kuhn added that Chapter 1 would tie to the overall Comprehensive Plan, emphasize parks, trails and other spaces, use clear statements of intent, and address non-conformities that exist in the current Code.

Notice of today's hearing was published in the Greeley Tribune on April 7 and April 9 and posted on the City website. Ms. Kuhn reported that referrals were sent to Eaton, Evans, Garden City, Johnston, Kersey, Windsor and Weld County with no comments being received. Staff recommended approval.

Upon question by Commissioner Andersen, Ms. Kuhn advised that the information today is the final draft of Chapter 1, adding that the Commission will see it again when the reformatted numbering is in place for a final Ordinance that will be adopted by City Council.

Commissioner Andersen asked for clarification on a few items, including whether the City Manager hires the Community Development Director and definitions for non-conformities and non-conforming uses. Ms. Kuhn stated that those definitions would become part of the use table in Chapter 4.

Upon question by Commissioner Schulte, Ms. Kuhn advised that the effective date of adoption would be determined as the process moves closer to August. She added at this time, staff is asking that the recommended changes be accepted, not adopted, to allow opportunity to continue to refine the language as needed prior to adoption by City Council.

Chair Yeater opened the public hearing at 1:51 p.m. There being no communication by U.S. mail, email or Zoom Chat or Q&A, the public hearing was closed at 1:51p.m.

Commissioner Andersen moved that, based on the project summary and attached draft of Chapter 1, the Planning Commission finds that the proposed revisions to Chapter 1 are consistent with the City's Comprehensive Plan and are necessary and appropriate in meeting the intent of the Comprehensive Plan and to clarify administration of the Development Code. Planning Commission recommends that the City Council approve the revisions to Chapter 1 of Title 24 as shown in Attachment A and such revisions be included as part of the overall code update to be formally adopted by ordinance at a future date. Commissioner Romulo seconded the motion. Motion carried 5-0. (Commissioners Franzen and Modlin were absent.)

VI. Worksession: Growth & Development Projections Report

Presenter: Marian Duran, Planner II

Marian Duran addressed the Commission and summarized the 2021 Growth and Development Projections Report. She described a few of the projection methods used to test the data, including the number of building permits, vacancy rates and students residing on campus at the University of Northern Colorado.

Ms. Duran reported that there are five chapters that include data on Growth Scenarios, Housing Growth, Population Estimates, Regional Growth, and Employment Growth. She presented a comparison of housing growth scenarios and projected new housing permits from 2020 to 2026. Ms. Duran also presented a year-to-year comparison of new residential units between 1991 and 2020 and described various circumstances affecting the data. She displayed a map showing where development has occurred and where future development is anticipated, including development in the design, approval, and construction stages.

Commissioner Modlin joined the meeting at 2:07 p.m.

Ms. Duran provided data showing the percentage of single-family and multi-family units permitted from 2012 through 2020. Another chart showed vacancy rates for single-family and multi-family housing from 2010 through 2020. Ms. Duran reported that the number of UNC student residents has decreased. She also presented a slide taken from census data showing median household income from 2010 through 2019, just prior to the pandemic.

Ms. Duran described regional growth with regard to new residential permits issued by surrounding communities including Berthoud, Evans, Fort Collins, Johnstown, Loveland, Severance, Timnath, Wellington and Windsor. She added that Windsor is contemplating a bond to fund construction of new schools and expand existing schools. Ms. Duran also provided a breakdown of single-family and multi-family homes in the region as well as median residential home sales prices in surrounding communities.

Ms. Duran presented slides showing regional job growth from 2010 to through 2020 as well as job growth in Greeley proper and the metropolitan statistical area (MSA), noting that the number of lost jobs is less in Greeley than the MSA. Ms. Duran also provided data depicting the job to housing balance showing approximately 2.7 new jobs are created with every new unit built.

In summary, Ms. Duran advised that median home sales have risen and that Greeley is doing well considering job loss, decreased population, and decreased student registration at University. She noted that that Greeley has higher employment numbers than other communities in Colorado. Ms. Duran stated that after 2021, a gradual increase of building units is anticipated at the rate of approximately 1.36 percent annually.

Pointing to the suggested median house prices, Commissioner Andersen asked whether that was considered positive, negative or neutral. Ms. Duran stated that it is simply data that reflects the current state of things and provides information to assess the overall direction.

Upon question by Commissioner Andersen, Ms. Duran stated that median home prices are one measure of growth used by planners. Commissioner Andersen asked how that might address the “missing middle” pointing out that there seem to be a lot of large single-family homes and multi-family units being built, but less smaller homes that might reduce the median home price. Ms. Duran acknowledged that it would bring the median home price down and would provide lower income households an opportunity to enter into home ownership. Commissioner Andersen asked whether any of those types of projects were represented in the design stage on the map presented earlier. Ms. Duran reported that they were not. Mike Garrott advised that a project was submitted this week that addresses some of the smaller configurations and could come before the Commission in the next few months. He noted that it is a larger scale project with a lower price point and is a precursor to some of the “missing middle” types of projects that staff hopes to see in the future.

VII. Staff Report

Planning Manager, Mike Garrott, reported that Benjamin Snow, Director of Economic Health & Housing, will present a housing report at the April 27 Planning Commission meeting. He advised that staff continues to work mostly remotely and hold virtual meetings with applicants, adding that a return to the office, in some form, is expected in the near future.

VIII. Adjournment

The meeting adjourned at 2:25 p.m.

Justin Yeater, Chair

Mike Garrott, Assistant, Secretary



Planning Commission Continuance Memo

Date: April 27, 2021
To: City of Greeley Planning Commission
From: Caleb Jackson, AICP | Planner II
Project: Household Occupancy Standards
Case #: CU2021-0001
Department: Community Development / Planning

Staff is requesting a continuance for Code Update: Household Occupancy Standards (CU2021-0001) to allow additional time to inform the community and revise the recommended code update.

Proposed Motion:

I move that the Planning Commission continue the consideration of a code update regarding household occupancy standards, case number CU2021-0001, to the regular Planning Commission meeting on May 11, 2021.

PLANNING COMMISSION SUMMARY

ITEM: Use by Special Review (USR) for a residential apartment complex in the C-H (Commercial High Intensity) zone district

CASE NO: USR2020-0008

PROJECT: Immaculata Plaza II Multifamily USR

LOCATION: 923 6th Street

APPLICANT: Troy Spraker of Lamp Rynearson, on behalf of Archdiocesan Housing Inc.

CASE PLANNER: Kira Stoller, Planner II

PLANNING COMMISSION HEARING DATE: April 27, 2021

PLANNING COMMISSION FUNCTION:

Review the proposal for compliance with Section 18.20.070 - Use by Special Review Criteria, of the City of Greeley Development Code and approve, approve with conditions, or deny the request.

EXECUTIVE SUMMARY

The City of Greeley is considering a request by Troy Spraker of Lamp Rynearson, on behalf of Archdiocesan Housing Inc., for approval of a Use by Special Review to allow for a residential multifamily development in the C-H (Commercial High Intensity) zone district. The proposal is for an apartment complex with 30 units. The subject site is 0.77 acres in size, located north of 6th Street between 9th and 10th Avenue (*see Attachment A – Vicinity Map*), and is within the boundaries of the City's Redevelopment District. The western portion of the site is already developed with a 25 unit apartment building, known as Immaculata Plaza I.

A. REQUEST

The applicant is requesting approval of a Use by Special Review to allow for a 30 unit residential apartment complex in the C-H (Commercial High Intensity) zone district.

B. STAFF RECOMMENDATION

Approval

C. LOCATION

Abutting Zoning/Land Use:

North: PUD (Multifamily housing)
South: C-H (DoubleTree Hotel & Conference Center)
East: PUD (Weld County Housing Authority)
West: R-H (Greeley Place Retirement Community)

Site Characteristics

The subject site is located one block north of Lincoln Park and is just outside the City's Downtown General Improvement District (GID). The property currently contains one three-story apartment building with 25 one-bedroom units on the western portion of the site. The new structure is proposed to the east of this building, on the neighboring vacant land. A 20' public alley runs along the northern boundary of the property.

Lot Size: 0.769 acres/33,477 square feet
Street Access: 6th Street

D. BACKGROUND

The subject site currently encompasses two parcels, however, a minor subdivision (SUB2021-0006) is being completed in order to combine the two properties into one lot. This corresponding request is being reviewed administratively and is still to be recorded, provided that this USR request is approved. The western parcel already contains an apartment building, which was constructed in 1984, and is currently managed by Archdiocesan Housing Inc. The eastern parcel is currently owned by the Greeley Urban Renewal Authority (GURA), however, they would be transferring ownership of the site to Archdiocesan Housing Inc., so that the two properties can operate as one campus. The existing 25-unit building is a senior low income housing apartment and the proposed structure would operate in the same fashion.

E. PROJECT DESCRIPTION

Overview

The applicant proposes to develop the vacant portion of the site with a three-story apartment building, with 30 units. The building design would be similar to the existing structure, which is also three stories and contains 25, one bedroom units (*see Attachment B - Applicant Narrative*).

The new structure would have its primary entrance at the southwest corner of the building. Secondary access points are proposed on the north side of the building, as well as at the southeast corner of the structure (*see Attachment C – Site Plan*). The only on-site parking would be eight (8) stalls situated north of the existing apartment building and accessed via the alley. The applicant has also proposed to convert the six (6) parallel parking spaces on the

north side of 6th Street, directly adjacent to the subject site, to twelve (12) diagonal spaces, for a total of twenty (20) parking stalls. The existing site provides fourteen (14) parking spaces, so this project would add six (6) additional stalls.

Alternative Compliance & Parking Reduction

Requests for Alternative Compliance and Parking Reduction were submitted as part of the project proposal. These items were analyzed by staff and have been approved by the Community Development Director.

The Alternative Compliance Determination modifies the minimum design standards and requirements for the project, such that the following has been found to meet Section 18.38.140(c):

- All units will provide a juliet balcony [normally all multi-family dwelling units on infill sites are required to provide a usable private patio/deck adjacent to the dwelling unit per Section 18.46.040(3)(f)] (*see Attachment G – Determination of Alternative Compliance*).

The Parking Reduction Determination, permitted by Section 18.42.090(c), modifies the minimum parking requirements for the project to a total of 20 parking stalls (22% of code requirement), which would be provided as a combination of on-site and off-site spaces. Staff approved this request based on the subject site's proximity to the downtown (where ample excess street parking is available), as well as the fact that the historic operations of the Immaculata Plaza I building, have not resulted in parking problems for the surrounding area (*see Attachment H – Determination of Parking Reduction*).

Recreational Amenities

The project requires one recreational amenity, based on the 30 new multifamily units that are proposed. The applicant intends to provide a combination of indoor and outdoor spaces to meet this standard. The outdoor space would include a common patio area and pedestrian benches along the shared pathway between the two buildings. The interior of the new building would include a 429 square foot lobby on the first floor with soft seating for gatherings and social interactions. The second floor would provide a 270 square foot activity room for fitness purposes and the third floor would contain a similar sized community room that would include media equipment, such as computers with internet access (*see Attachment D – Floor Plans*).

Landscaping

Based on the surrounding uses and roadway classifications, no buffer yards or perimeter treatment are required for the project. However, the applicant has proposed to provide 34% open space on the two combined lots. The majority of the landscaping would be situated internal to the site, between the existing and proposed buildings, to create a shared courtyard for the residents. New plantings are also proposed to the south and east of the new structure

and many of the existing mature trees on the site are to be maintained (*see Attachment E – Landscape Plan*).

Architecture

The new three-story building would be rectangular in shape and, as an infill project, the front setback along 6th Street was determined by the existing average setback of the principal structures on the block face. Four different building materials (cementitious panels, stucco, board and batten siding and concrete masonry unit blocks) are proposed on the exterior of the structure and vertical design elements are utilized to help break up the mass of the building. The planned color palette and building materials were selected to tie into the design of the Immaculata Plaza I building. Each unit would include a juliet balcony and a roof overhang would be provided to protect these areas, while the common areas of the building feature a higher parapet wall, resulting in the overall building having a varied roof line (*see Attachment F – Architectural Elevations*).

F. APPROVAL CRITERIA

DEVELOPMENT CODE COMPLIANCE

Uses by Special Review possess characteristics which require a public hearing to determine if a proposed use has the potential to adversely affect other land uses, transportation systems, public facilities, or the like in the surrounding neighborhood. The Planning Commission may require conditions of approval necessary to eliminate or mitigate, to an acceptable level, any potentially adverse effects of the proposed use.

Section 18.20.070 of the Development Code contains five criteria that are used to evaluate uses by special review:

1. The proposed use shall be consistent with the Comprehensive Plan.

The following *Imagine Greeley Comprehensive Plan (2018)* policies apply to this request: *Objective GC-1.2 Form of Growth: Encourage a compact urban form over sprawl or leap-frog development.*

Objective GC-4.1 Prioritize Infill/Redevelopment Areas: Following the guidance of adopted neighborhood plans and studies, use incentives and infrastructure investments to support infill development and redevelopment in priority locations.

Objective GC-5.4 Residential Development: Support the viability of Downtown neighborhoods by promoting housing rehabilitation, infill development, and neighborhood improvement projects. Aim to increase the overall residential density Downtown with a blend of home ownership and rental offerings.

Objective TM-3.3 Transit-Oriented Development: Require all new development and redevelopment near (within ¼ mile) of an existing or planned transit line, or located along a multi-modal corridor (as identified on the Land Use Guidance Map) to incorporate transit-oriented design into projects.

Staff Comment

Developing this vacant property prioritizes infill, rather than sprawl along the city's outer boundaries. The high density residential project supports a more compact form of growth near the downtown and encourages various methods of transportation by being within walking distance of many businesses and bus stops.

The proposal complies with this criterion.

- 2. The location, size, design, and operating characteristics of the proposed use shall be compatible with the existing and future land uses within the general area in which the proposed use is to be located and would not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses in the vicinity. Reasonable conditions may be placed on uses by special review to protect the public health, safety, and welfare by mitigating impacts to achieve compatibility and complementary design, especially where a nonresidential use is located adjacent to a residential use.**

Staff Comment

Most of the properties surrounding the subject site are already utilized for residential purposes. Therefore, developing the currently vacant lot in a similar manner is an appropriate and desirable option for the site. Staff does not expect the project to cause substantial noise, traffic, or any other detrimental impacts within the immediate vicinity.

The proposal complies with this criterion.

- 3. The site shall be physically suitable for the type and intensity of the proposed land use.**

Staff Comment

The subject site is identified as a Downtown Neighborhood, according to the Imagine Greeley, Land Use Guidance Map, which encourages a mix of housing types, including multifamily apartment buildings. In alignment with the comprehensive plan, which states that *special care should be given towards ensuring new development is designed in a manner that is compatible with surrounding buildings and uses*, the applicant has proposed building materials and colors that are compatible with nearby existing

structures. Additionally, the project does not generate the need for additional City services.

The proposal complies with this criterion.

4. The proposed land use shall not adversely affect traffic flow or parking in the neighborhood.

Staff Comment

It is not anticipated that the proposed land use would generate substantial traffic and therefore, staff has approved the corresponding parking reduction request. Additionally, there is ample existing on-street parking in the vicinity and a number of nearby bus stops. Furthermore, the site is just a few blocks from downtown, making it a very walkable area.

The proposal complies with this criterion.

5. The location of other approved uses by special review in the neighborhood shall be determined so that a concentration and/or cumulative effect of such uses can be evaluated.

Staff Comment

There are no other recently approved Use by Special Review projects in the immediate area of the subject site. The closest project that the Planning Commission previously approved is the 55 Resort Apartments, which is currently undergoing construction at the northeast corner of 8th Avenue and 11th Street. However, because this site is over a half mile away from the proposed Immaculata Plaza II building, staff does not believe that there would be a cumulative effect between these sites.

The proposal complies with this criterion.

G. PHYSICAL SITE CHARACTERISTICS

1. SUBDIVISION HISTORY

The subject site originally encompassed lots 9, 10, 11 and the west half of lot 12 of block 25 on the original plat of Greeley (rec # 24738). The two existing lots were created as part of the Immaculata Plaza Minor Subdivision, 1st Replat (rec #3794917). As part of this proposal, the shared property line is being vacated through a minor subdivision process, in order to combine the two lots into one.

2. HAZARDS

Staff is unaware of any potential hazards that presently exist on the site.

3. WILDLIFE

The site is not located in an area identified as moderate or high ecological significance. Additionally, the surrounding area has already been fully developed.

4. FLOODPLAIN

The property is not located within any flood zones.

5. DRAINAGE AND EROSION

The imperviousness of the currently vacant parcel would increase from 2% to 53%. The existing basin would be split into two and would transmit water along the east and west sides of the proposed building to a detention pond on the south side of the site. Additionally, some of the runoff from the proposed development will be detained on the Immaculata Plaza I site, which would contain two other detention ponds, to the south and west of the existing building. These proposed improvements would not have an adverse impact on drainage patterns or downstream structures.

6. TRANSPORTATION

The subject site would be accessible from 6th Street and 10th Avenue, as well as from the existing mid-block public alleyway running east to west between 9th and 10th Avenue, directly north of the property. The applicant provided a traffic memo indicating that the proposed development is not expected to result in additional impacts to the surrounding area or cause traffic congestion on the neighboring roadways. This is because it is not likely that many of the tenants of the senior low income housing project would have vehicles. Staff feels that this is a fair assumption based on the historic operation of the existing 25-unit apartment complex on the subject site.

Multiple existing Greeley Evans Transit (GET) bus stops are located within about a quarter mile of the site. An east and westbound bus stop is located one block west of the subject property on 6th Street, between 10th and 11th Avenue. There is a north and southbound bus stop on 8th Avenue, between 6th and 7th Street. Another southbound bus route has a stop on 10th Avenue just north of 8th Street.

H. SERVICES

1. WATER

The City of Greeley already provides water service to the subject site. The applicant intends to connect to the existing public water main located in 6th Street in order to service to the proposed structure.

2. SANITATION

The City of Greeley already provides sanitary sewer service to the subject site. The applicant intends to connect to the existing public sanitary sewer main located in the alleyway directly north of the property in order to service to the proposed structure.

3. EMERGENCY SERVICES

The subject site is currently served by the City of Greeley Police and Fire Department and this would not change with the proposed request.

4. PARKS / OPEN SPACES

No public parks or regional open space areas are impacted or proposed as part of this request. Cash-in-lieu for parkland dedication does not apply to this project because the site was previously platted.

5. SCHOOLS

This project is anticipated to have little to no impact on area schools, given that only one bedroom units are planned. No schools are proposed or located on the subject site. The site is served by Martinez Elementary School, Heath Middle School, and Northridge High School. Because the subject site was previously platted, no land dedication or to cash-in-lieu for schools was required.

I. NEIGHBORHOOD IMPACTS

1. VISUAL

The proposed project would result in a visual change to the area based on the fact that half of the site is currently vacant. The proposed front setback for the new building aligns with the existing block face and the height is comparable to the Immaculata Plaza I structure. These efforts should help to reduce the overall visual impact to the surrounding neighborhood.

2. NOISE

No significant noise impact is anticipated from this proposal.

J. PUBLIC NOTICE AND COMMENT

Letters regarding the public hearing for the proposed Use by Special Review were mailed on April 8, 2021, to property owners within 500 feet of the site. Notice signs were posted on the site on April 12, 2021. Public notice was also published in the newspaper on April 21, 2021.

No comments have been received to date, April 21, 2021.

K. MINERAL ESTATE OWNER NOTIFICATION

Not applicable as the surrounding area has historically been fully developed at the surface.

L. PLANNING COMMISSION RECOMMENDED MOTION

Based on the application received and the preceding analysis, the Planning Commission finds that the proposed Use by Special Review for a residential apartment complex in the C-H (Commercial High Intensity) zone district is consistent with the Development Code criteria of Section 18.20.070 and therefore approves the Use by Special Review.

M. ATTACHMENTS

Attachment A – Vicinity Map
Attachment B – Applicant Narrative
Attachment C – Site Plan
Attachment D – Floor Plans
Attachment E – Landscape Plan
Attachment F – Architectural Elevations
Attachment G – Determination of Alternative Compliance
Attachment H – Determination of Parking Reduction

Vicinity Map



Legend

-  Subject Site
-  Parcels

**923 6th Street - Immaculata Plaza II Multifamily USR
USR2020-0008**

0 0.025 0.05 0.1 Miles



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LampRynearson.com

March 25th, 2021

RE: 923 6th Street Immaculata – Greeley, CO – Site Plan Application

**Planning Department
City of Greeley
1100 10th Street
Greeley, CO 80631**

To: City of Greeley Planning Department,

Civil Design:

Archdiocesan Housing Inc. is the property developer of parcel number 096105348002 in Greeley, CO. Specifically, the site address is 923 6th Street. They also manage the property directly to the west of the property to be developed which has a parcel number 096105348001.

The referenced parcels are located North of 6th Street between 9th Avenue and 10th Avenue and are north of US 34. The proposed use is to develop an affordable housing building and the approval of the project will be through a Use By Special Review application in the C-H zoning district. We are confident that this project will enhance the area by serving the local business community and residents in the East Greeley area. The building is programmed at 3 stories with 30 single bedroom units. The proposed building has a gross floor area of 8,062 sq.ft per floor. The total lot size is 0.33 acres and is designated as Lot 2 of the Immaculata Plaza Minor Subdivision – 1st Replat. A subdivision plat has been prepared that will combine the two lots into one. The property will be owned and operated by one property owner and both buildings shall interact as a campus.

The existing six (6) street parking spaces on the north side of 6th Street, directly south of the proposed building, will be replaced with twelve (12) new parking spaces. The total parking count for both Immaculata I and Immaculata II is twenty (20). There is also additional existing parking along 6th Street on both sides of the road. 6th Street to the south of the building is a two-lane road with onsite parking. In addition, there is an alley on the north side of the proposed building for additional access. Previously, there were 14 parking spaces for the existing Immaculata I building. We are adding a total of 6 parking spaces to total 20 on our site. Parking requirements would be impossible to meet in the downtown area, needing 91 parking spaces to accommodate the 55 total dwelling units in Immaculata I and II. Seeing as there is additional parking along both sides of 6th street, as well as surrounding parking lots and public transportation, we believe this will be enough to accommodate our site, given the limitations.

Pedestrian connectivity will be provided to both the west and south with the development of the site. Pedestrian connectivity will allow easy access to the nearby right of way to visit businesses and utilize public transportation. There are a multiple pedestrian bus stops within a reasonable walking distance of the property. There is a bus stop a block west of the property on 6th street between 11th and 10th avenue, and a bus stop 2 blocks southeast on 8th avenue between 6th street and 7th street.

This project is considered an infill project and all adequate public facilities are provided. It is not anticipated that this development will have any impact to the neighboring properties.

Development:

A subdivision plat will be prepared to combine the Immaculata I building to the Immaculata II building and hence provide one ownership for both properties. The Archdiocesan will be the property owner and will provide operation and maintenance for both facilities. It is anticipated the construction of the facility will begin in Q3 of 2021. The construction of the site is estimated to be 9 to 12 months.

Development to the north is a combination of single family and multi-family housing, to the east is the Weld County Housing Authority, to the south is the DoubleTree by Hilton convention center, to the west is the existing affordable housing (Immaculata I).

The proposed development (Immaculata II) will be an extension of the Immaculata I and will have the same use. It is not expected that the proposed development will change the character of the area and will develop a parcel of land that has been vacant for many years.

Drainage Design:

Drainage for this facility has been designed to provide detention for the 100-year developed condition with a release rate in compliance to the State of Colorado requirement for maximum allowable storage time. The concept of the drainage is to provide three (3) small detention ponds to provide the required detention volume. In discussions with the City of Greeley Stormwater Department, water quality volume is not required since the site is under 1.0 acre in size. See provide drainage memo for additional information on the drainage concept and proposed design.

Traffic Design:

Traffic for this facility will mimic the existing Immaculata I facility in both use/type and quantity of traffic which is located directly west of the Immaculata II (proposed building). The proposed facility will be used for affordable housing and it is not expected that the residence will have many vehicles. The existing six (6) parallel parking stalls will be removed and diagonal parking will be provided. The diagonal parking has been designed to maintain the existing mature trees that are located in front of the existing Immaculata I building. The total number of parking stalls to be provided with this development is twelve (12) which equates to an increase of six (6) stalls. Parking will mirror adjacent diagonal parking east of the development which will tie the neighborhood together and provide unity.

It is understood that the convention center to the south will host events that will use the on-street diagonal parking, and potentially could not be available for the residents of Immaculata II. This situation will vary with time and is acceptable to the development.

Architectural Review Standards:

Per the City of Greeley Municipal Code 18.40.090, the following shall be used to review the proposed architectural elements. Each unit provides a Juliet balcony, allowing the resident to open a sliding patio door to the exterior. The building provides 3 separate interior gathering spaces one on each floor that will allow residents to congregate and enjoy the views from each space. The entry Lobby located on the 1st floor is 429 sf and is intended to provide a gathering and promote social interactions with soft seating. The Activity Room located on the 2nd floor is 270 sf. Activity Room shall provide activities or equipment to promote body movement and fitness. The Community Room is located on the 3rd floor and is 270 sf. The community room shall promote social gatherings in a quieter more intimate environment. The community room may have computers with internet access for learning or life skill development. It is important to the owner to provide similar unit amenities that are provided in the original building. Usable balconies are not provided in the original building and therefore not desired in the proposed building. 4 of the 5 groupings shall be met.

The front setback has utilized Block Face Setback to determine the allowable front setback. The Block Face Setback provides a way to maintain the visual appeal and uniformity to preserve the nature and character of the block with the proposed development.

Group 1 - Exterior Wall Articulation.

- 2) *Buildings bays created by columns, ribs, pilasters or piers or an equivalent element that divides a wall into smaller proportions or segments with elements being at least one (1) foot in width and spaced at intervals of no more than thirty percent (30%) of the exterior building walls; or*

- a. The central section of residential uses alternating materials between the units to demonstrate the function within the building. The glazing areas utilize a traditional residential home detailing with trim around each opening and painted vertical panels between. Each unit is separated vertically with a continuation of residential detailing with vertical board and batten. This creates smaller blocks to reduce massing. The ends of the building that are programmed for common use such as the community rooms, laundry and stairs are identified with a change in material of stucco which ties into the existing Immaculata project.
- 3) *Some other architectural feature or treatment which breaks up the exterior horizontal and vertical mass of the building; and*
 - a. Strong horizontal reveals are provided at the floors lines to give a sense of scale to the building. The horizontal reveals tie into the existing Immaculata project. Floor line pack-outs in the existing building are 12" in width. The proposed building is responding to the organization of the original building by using a more contemporary dimension of 4" at each floor line. Since the floor lines do not match up between the two buildings, it will be visually appealing to have different width patterns between the floor lines.

Group 2 - Roof Articulation.

- 1) *Changes in roof lines, including the use of stepped cornice parapets, a combination of flat and sloped roofs, or pitched roofs with at least two (2) roof line elevation changes; or*
 - a. Stepped parapet walls have been designed into the building. The parapet heights change as the function of the building changes. The higher parapet sections are common areas while the lower parapet has a roof overhang at the residential homes. See elevations.
- 2) *Some other architectural feature or treatment which breaks up the exterior horizontal and vertical mass of the building; and*
 - b. The flat roof is treated in (2) distinct ways to break up the massing of the building. The common areas withing the stucco field has a traditional parapet cap, while the residential central section has a parapet with an extended roof overhang to provide a sense of protection for the residential homes. See provided architectural elevations.

Group 3 - Building Openings, Walkways and Entrances.

- 3) *Trim boards or lintels, ledges or similar architectural accent features between two (2) inches and six (6) inches in width around all windows and doorways; or*
 - a. Trim boards are provided around all windows and doorways associated with the residential homes. The Trim around the windows and doors associated with the homes vary in size. The trim between the living area and bedroom measures 1'. The trim at the transition between the window and board and batten material measures 6", and the trim at the sill and head of each window and door measures 4".
- 4) *Raised cornice parapets over entries; or*
 - a. Parapet walls vary in height to provide visual breaks. The entries and exits are located in the common area sections with a higher parapet.
- 5) *Some other architectural feature or treatment which adds definition to the building openings, walkways or entrances; and*

- a. The main entrance is framed by an entry beam that provides a visual cue for entering the project. The entry has an airlock with a projecting roof overhang that continues the horizontal lines between the storefront.

Group 4 - Building Materials.

- 1) *At least two (2) kinds of materials distinctively different in texture or masonry pattern, with each of the required materials covering at least twenty-five percent (25%) of the exterior walls of the building (see also Subsection (11) below); or*
 - a. Four materials are proposed for the structure. Stucco, Masonry Block, Composite Wood finish, and Board and Batten. The coverage percentages of each material are:
 - i. Cementitious Panel: 42%
 - ii. Stucco: 33%
 - iii. CMU: 5%
 - iv. Board and Batten: 20%

Group 5 - Other Architectural Definition.

- 1) *Overhanging eaves extending at least eighteen (18) inches past the supporting walls, or with flat roofs, cornice parapets or capstone finish; or*
 - a. The proposed building provides a 2' overhang above the residential homes to define the use the space below.
- 2) Ornamental Lighting fixtures (excluding neon) used for all exterior building lighting; or
 - a. The exterior lighting fixtures for the building and light bollards for the common space between the building have been chosen to highlight the architecture of the building. See provide Photometric Plan.
- 3) An additional feature which adds architectural definition to the building.
 - a. The South elevation provides (3) stories of strong glazing. The function of these spaces allow residents to enjoy the views from within the building and will serve as the defining architectural feature from the right of way.
- 4) Design relating to existing architectural characteristics of the area
 - a. Immaculata II is designed to create a senior living campus working in tandem, both literally and formally with the original Immaculata Plaza building, while harmonizing with the Victorian context of Greeley.
 - b. The new building is designed to be quiet and recede into the background allowing the original post-modern building to remain the focal point of the composition. Our new building respects the celebrated points of the 1980's building, while bringing the overall scheme into the 21st century. Immaculata II features overall similar ceiling heights and horizontal elements of the original Immaculata Plaza, including floor lines, modified stucco detailing and parapet heights.
 - c. Formally, the street is addressed with a blue stucco language intended to be a literal modern interpretation of the 1980's building, respecting the original building's floor lines and decorative

banding, while toning them back to a less exaggerated form. The side elevations of Immaculata however, are different and become expressive of their living function. The board and batten material is utilized here and occurs over the living areas along the depth of the lot. This change in material celebrates the change in function, while allowing us to draw inspiration from support structures once found historically throughout Victorian Greely and the old West.

NOT RELEASED FOR CONSTRUCTION

TROY SPRAKER

923 6TH STREET IMMACULATA
GREELEY, COLORADO



REVISIONS

REVISIONS

DESIGNER / DRAFTER

DJC
DATE

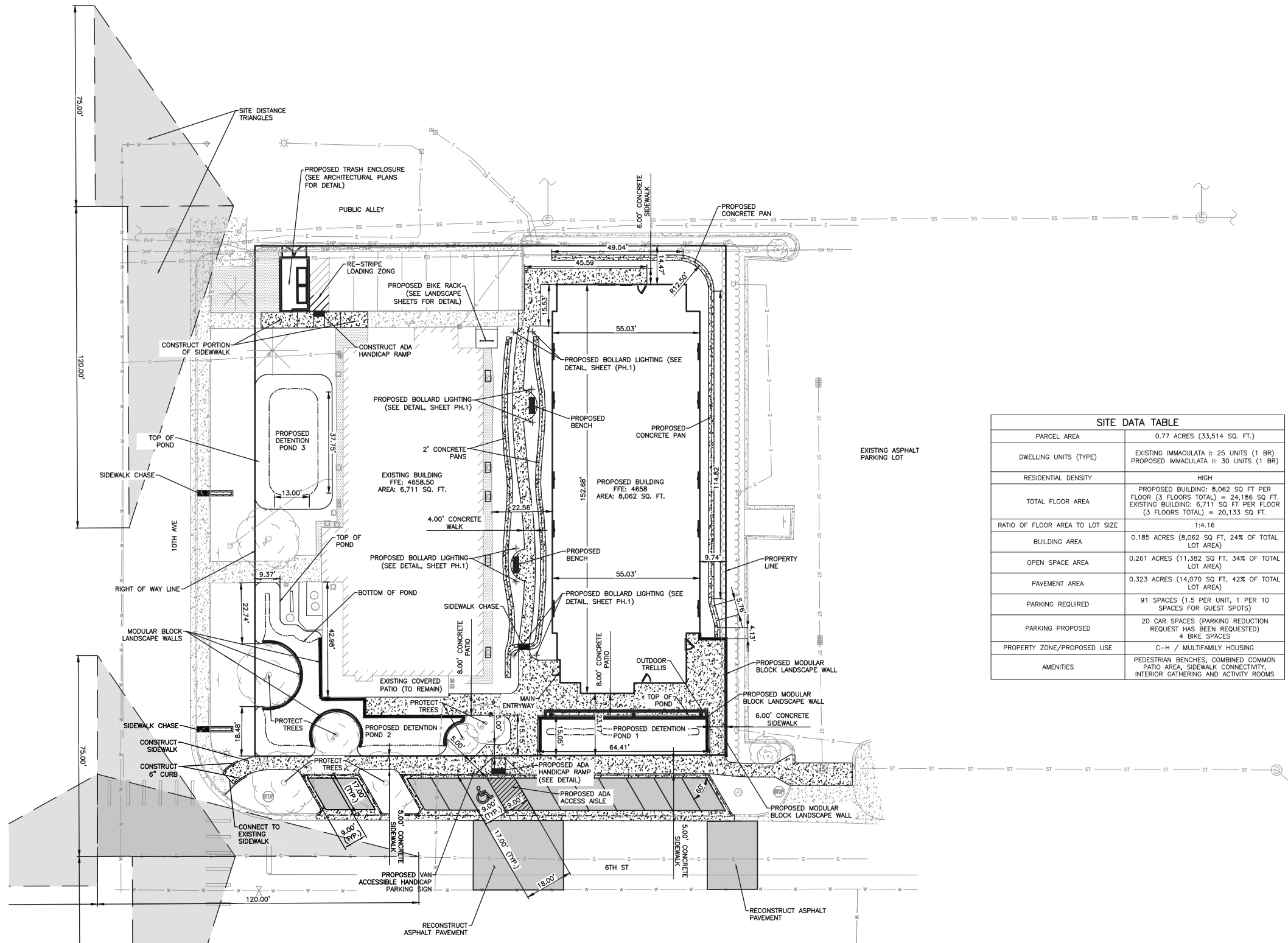
04/15/2021
PROJECT NUMBER

0220035.01
BOOK AND PAGE

SHEET

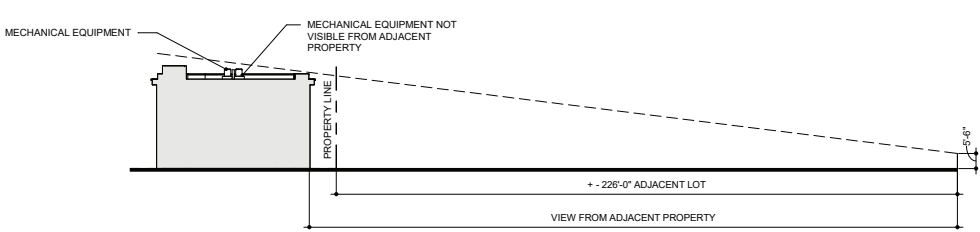
4 OF 12

24

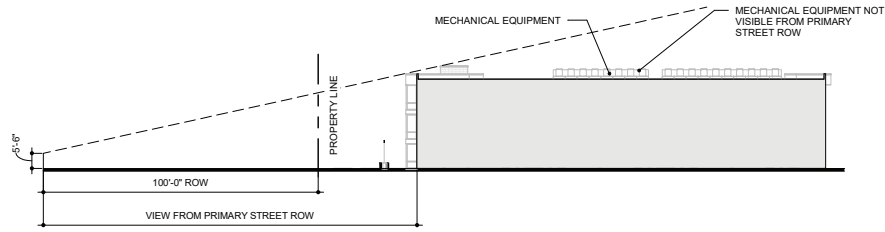


SITE DATA TABLE	
PARCEL AREA	0.77 ACRES (33,514 SQ. FT.)
DWELLING UNITS (TYPE)	EXISTING IMMACULATA I: 25 UNITS (1 BR) PROPOSED IMMACULATA II: 30 UNITS (1 BR)
RESIDENTIAL DENSITY	HIGH
TOTAL FLOOR AREA	PROPOSED BUILDING: 8,062 SQ FT PER FLOOR (3 FLOORS TOTAL) = 24,186 SQ FT EXISTING BUILDING: 6,711 SQ FT PER FLOOR (3 FLOORS TOTAL) = 20,133 SQ FT
RATIO OF FLOOR AREA TO LOT SIZE	1:4.16
BUILDING AREA	0.185 ACRES (8,062 SQ FT, 24% OF TOTAL LOT AREA)
OPEN SPACE AREA	0.261 ACRES (11,382 SQ FT, 34% OF TOTAL LOT AREA)
PAVEMENT AREA	0.323 ACRES (14,070 SQ FT, 42% OF TOTAL LOT AREA)
PARKING REQUIRED	91 SPACES (1.5 PER UNIT, 1 PER 10 SPACES FOR GUEST SPOTS)
PARKING PROPOSED	20 CAR SPACES (PARKING REDUCTION REQUEST HAS BEEN REQUESTED) 4 BIKE SPACES
PROPERTY ZONE/PROPOSED USE	C-H / MULTIFAMILY HOUSING
AMENITIES	PEDESTRIAN BENCHES, COMBINED COMMON PATIO AREA, SIDEWALK CONNECTIVITY, INTERIOR GATHERING AND ACTIVITY ROOMS

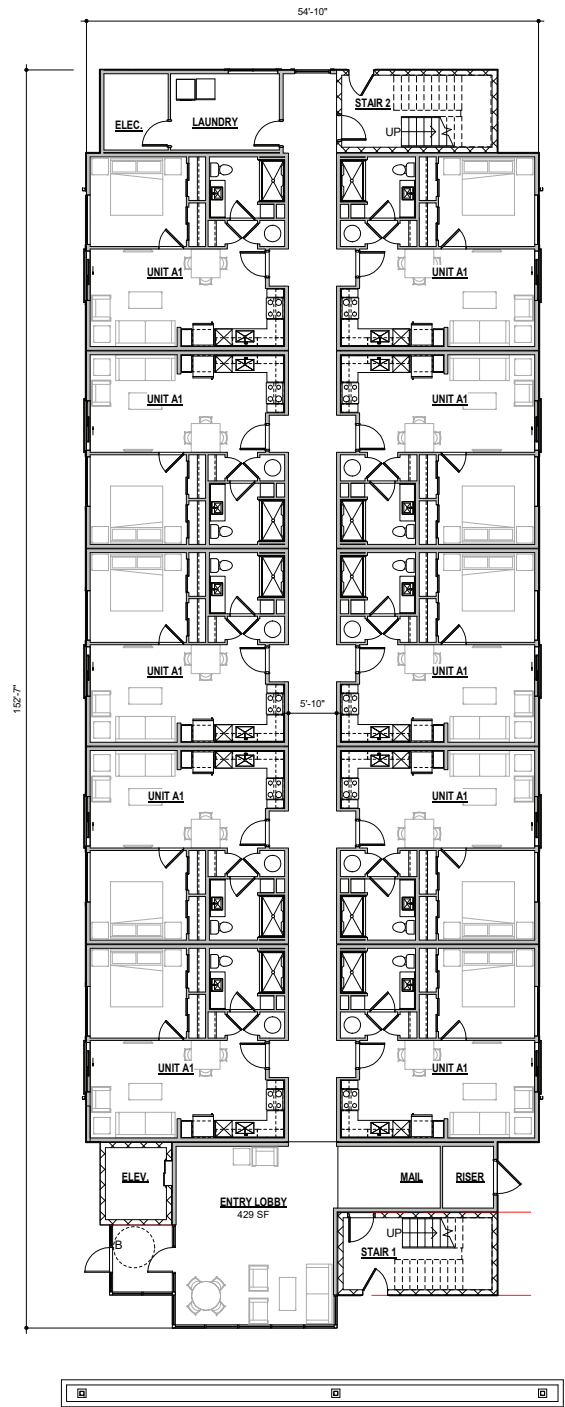
Engineering	Initials/Date
Planning	Initials/Date
Owner	Initials/Date



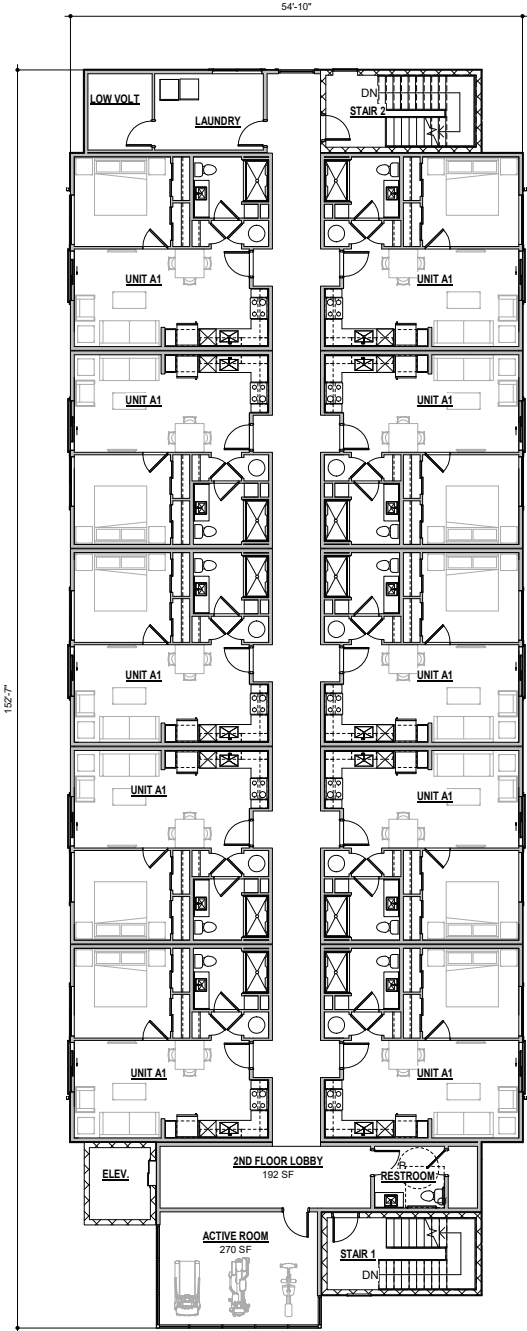
4 ROOFTOP MECHANICAL EXHIBIT 1
1/32" = 1'-0"



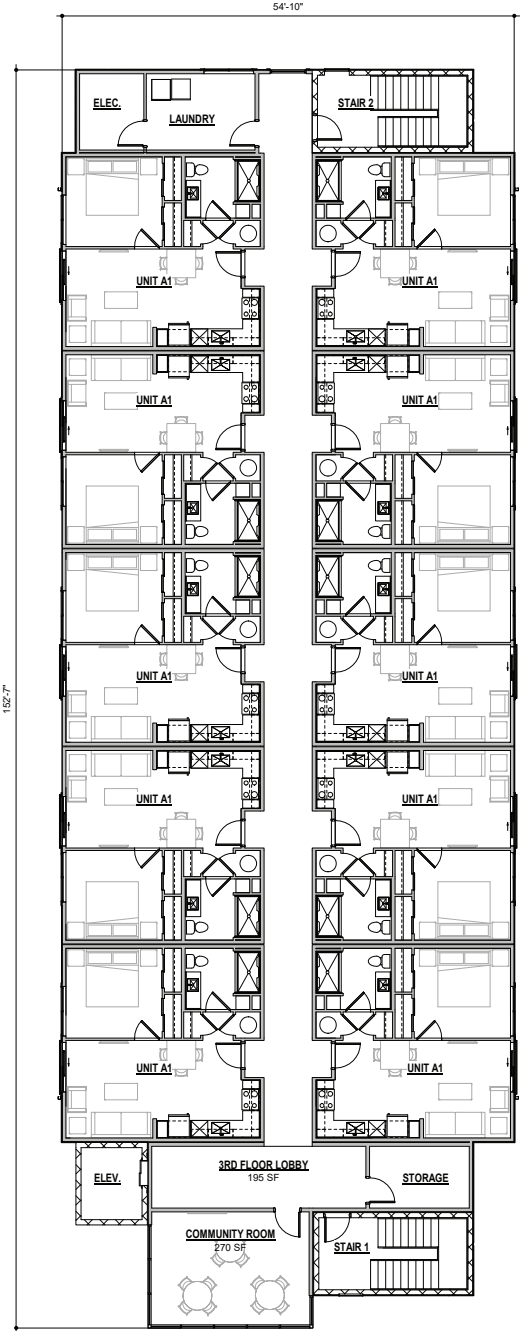
5 ROOFTOP MECHANICAL EXHIBIT 2
1/32" = 1'-0"



1 LEVEL 1 COMPOSITE PLAN
3/32" = 1'-0"



2 LEVEL 2 COMPOSITE PLAN
3/32" = 1'-0"



3 LEVEL 3 COMPOSITE PLAN
3/32" = 1'-0"

Approval Certificate	
Engineering	_____ Initials/Date
Planning	_____ Initials/Date
Owner	_____ Initials/Date

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GREELEY, CO

PREPARED BY:



APPLICANT

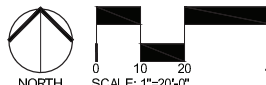
LAMP RYNEARSON
Troy Sytker
4715 Innovation Dr, #100
Fort Collins, CO 80525
p. 970.226.0342

LANDSCAPE ARCHITECT

RIPLEY DESIGN INC.
Stephanie Hansen
419 Canyon Ave, Suite 200
Fort Collins, CO 80521
p. 970.224.5828

ARCHITECT

KEPHART
David Beckner
2555 Walnut St.
Denver, CO 80205
p. 303.832.4474



NORTH SCALE: 1"=20'-0"

ORIGINAL SIZE 24X36

No.	DESCRIPTION	DATE
01	USR	11.24.2020
02	CITY COMMENTS	02.11.2021
03	CITY COMMENTS	03.30.2021
04	CITY COMMENTS	04.21.2021

No.	DESCRIPTION	DATE

LANDSCAPE PLAN

SEAL:



PROJECT No.:	R20-053
DRAWN BY:	AG
REVIEWED BY:	SH
DRAWING NUMBER:	

LEGEND

	EXISTING TREES AND SHRUBS
	PROPOSED PARKING COUNT
	STEEL EDGER
	ELECTRIC BOX
	ELECTRIC VAULT
	TELEPHONE PEDESTAL
	INLET GRATE
	GAS METER
	FIRE HYDRANT
	EXISTING POLE LIGHT
	EXISTING OVERHEAD POWER LINE POLE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPERTY BOUNDARY
	EXISTING FIBER OPTIC UTILITY
	EXISTING GAS UTILITY
	EXISTING STORM DRAIN UTILITY
	EXISTING SANITARY SEWER UTILITY
	EXISTING CABLE UTILITY
	EXISTING ELECTRIC UTILITY
	EXISTING WATER LINE UTILITY
	EXISTING OVERHEAD POWER UTILITY
	PROPOSED WATER LINE UTILITY

REFERENCE NOTES SCHEDULE

SYMBOL	02 LANDSCAPE MATERIAL DESCRIPTION	QTY
	WOOD MULCH (MODERATE WATER USE)	4,394 SF
	IRRIGATED TURF (HIGH WATER USE)	967 SF
	ROCK MULCH	2,089 SF
	EXISTING SHRUB BED TO REMAIN.	2,283 SF
	EXISTING IRRIGATED TURF	7,492 SF

BOULDER SCHEDULE

	1"TON SANDSTONE BOULDER (25X25)
	1"TON SANDSTONE BOULDER (25X25)
	1"TON SANDSTONE BOULDER (25X15)

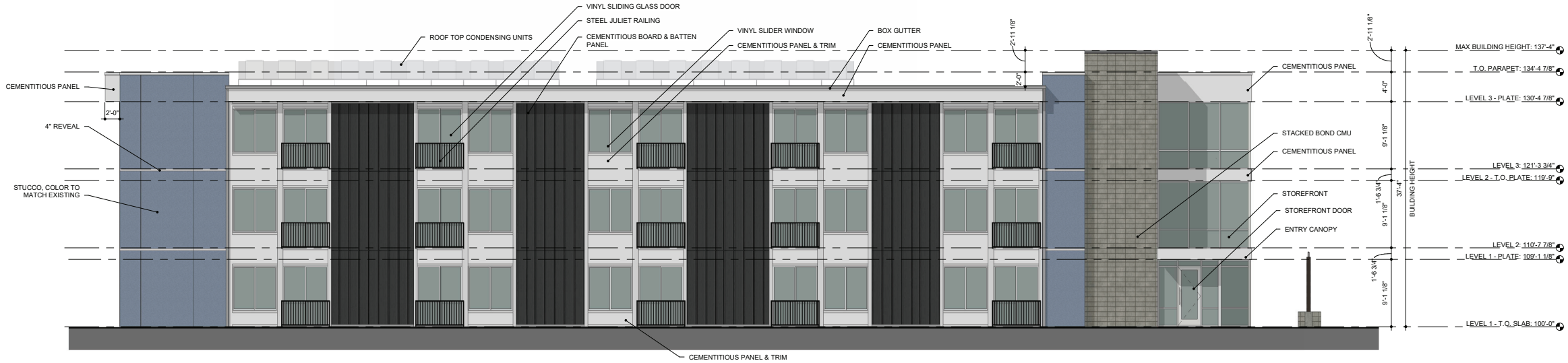
PLANT SCHEDULE

CANOPY TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	REMARKS
AG	2	ACER GRANDIDENTATUM / BIGTOOTH MAPLE	B & B	2"	-	MATURE HEIGHT: 20-30' MATURE SPREAD: 20-30'
EVERGREEN TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	REMARKS
TP	1	THUJA OCCIDENTALIS 'HETZ WINTERGREEN' / HETZ WINTERGREEN ARBORVITAE	B & B	-	6' HT.	MATURE HEIGHT: 15-25' MATURE SPREAD: 5-10'
ORNAMENTAL TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE	REMARKS
CF	4	CARPINUS BETULUS 'FRANS FONTAINE' / FRANS FONTAINE COLUMNAR HORNBERRY	B & B	1.5"	-	MATURE HEIGHT: 25-30' MATURE SPREAD: 12-15'
FD	4	FAGUS SYLVATICA 'DAWYCK GOLD' / DAWYCH GOLD BEECH	B & B	1.5"	-	MATURE HEIGHT: 25-35' MATURE SPREAD: 12-20'
MB	4	MALUS X 'RED BARRON' / RED BARRON CRAB APPLE	B & B	1.5"	-	MATURE HEIGHT: 15-18' MATURE SPREAD: 7-8'
SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE			REMARKS
BA	24	BERBERIS THUNBERGII 'ATROPURPUREA' / RED LEAF JAPANESE BARBERRY	5 GAL			MATURE HEIGHT: 4-6' MATURE SPREAD: 4-6'
DB	11	DAPHNE X BURKWOODII 'CAROL MACKIE' / CAROL MACKIE DAPHNE	5 GAL			MATURE HEIGHT: 3-5' MATURE SPREAD: 3-5'
EC	1	EUONYMUS ALATUS 'COMPACTUS' / COMPACT BURNING BUSH	5 GAL			MATURE HEIGHT: 6-8' MATURE SPREAD: 6-8'
EK	10	EUONYMUS KIAUTSCHOVICUS 'MANHATTAN' / MANHATTAN EUONYMUS	5 GAL			MATURE HEIGHT: 4-6' MATURE SPREAD: 6-8'
JS	17	JUNIPERUS SQUAMATA 'BLUE CARPET' / BLUE CARPET JUNIPER	5 GAL			MATURE HEIGHT: 8-10' MATURE SPREAD: 4-5'
RG	15	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	5 GAL			MATURE HEIGHT: 2-3' MATURE SPREAD: 6-8'
VL	3	VIBURNUM LENTAGO / NANNYBERRY	5 GAL			MATURE HEIGHT: 8-15' MATURE SPREAD: 6-8'
PERENNIALS	QTY	BOTANICAL / COMMON NAME	SIZE			REMARKS
NB	6	NEPETA RACEMOSA 'BLUE WONDER' / BLUE WONDER CATMINT	5 GAL			MATURE HEIGHT: 15-18" MATURE SPREAD: 2-3'
PP	7	PENSTEMON PSEUDOSPECTABILIS / DESERT BEAR TONGUE	5 GAL			MATURE HEIGHT: 10-12" MATURE SPREAD: 12-18"
ORNAMENTAL GRASS	QTY	BOTANICAL / COMMON NAME	SIZE			REMARKS
BB2	21	BOUTELOUA GRACILIS 'BLONDE AMBITION' / BLONDE AMBITION GRASS	1 GAL			MATURE SPREAD: 1-2' MATURE HEIGHT: 4-5'
CAK	15	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER' / FEATHER REED GRASS	1 GAL			MATURE SPREAD: 18-24" MATURE HEIGHT: 4-5'
MSI	7	MISCANTHUS SINENSIS 'GRACILLIMUS' / MAIDEN GRASS	1 GAL			MATURE SPREAD: 4-5' MATURE HEIGHT: 24-30"
SH	8	SPOROBOLUS HETEROLEPIS / PRAIRIE DROPSEED	1 GAL			MATURE SPREAD: 18-24"

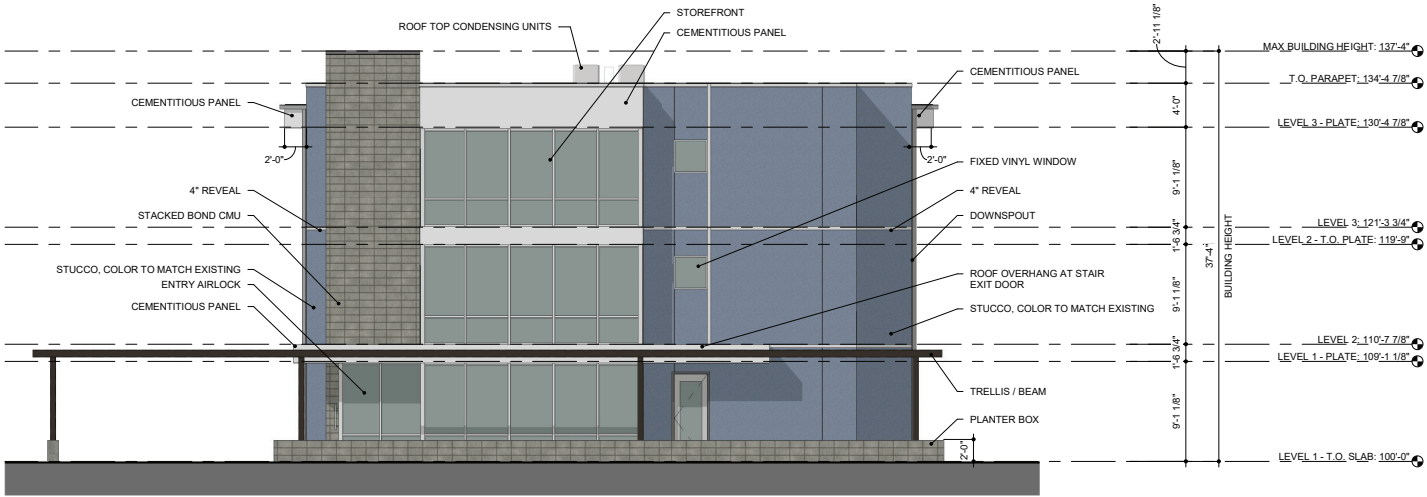
APPROVAL CERTIFICATE

ENGINEER	INITIALS/DATE
PLANNING	INITIALS/DATE
OWNER	INITIALS/DATE

MATERIAL LEGEND	
	STUCCO - SW 9147 FAVORITE JEANS
	CEMENTITIOUS PANEL AND TRIM - SW 7004 SNOWBOUND
	BOARD AND BATTEN - SW 7059 IRON ORE
	CMU BLOCK - STACKED BOND - BASALITE 701R GROUND FACE



1 COLOR EXHIBIT - WEST ELEVATION
1/8" = 1'-0"



2 COLOR EXHIBIT - SOUTH ELEVATION
1/8" = 1'-0"

Approval Certificate	
Engineering	_____
	Initials/Date
Planning	_____
	Initials/Date
Owner	_____
	Initials/Date

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**Immaculata Plaza II Multifamily
USR2020-0008
Alternative Compliance Request Determination**

A request for consideration of Alternative Compliance, submitted with the USR2020-0008 application for the Immaculata Plaza II Multifamily project, is hereby **APPROVED** by the Community Development Director, per Section 18.38.140(c), based on: the Development Code's accommodation for infill and redevelopment sites, Staff's Alternative Compliance Summary; and finding that the alternatives proposed meet the required conditions and result in project elements that are equal to or better than the performance options available.

Approved this 21st day of APRIL, 2021



Brad Mueller, Community Development Director

Attachments: Alternative Compliance Summary

ALTERNATIVE COMPLIANCE SUMMARY

ITEM: Alternative Compliance for a USR project in the Redevelopment District

CASE NO: USR2020-0008

PROJECT: Immaculata Plaza II Multifamily USR

LOCATION: 923 6th Street

APPLICANT: Troy Spraker of Lamp Rynearson, on behalf of Archdiocesan Housing Inc.

CASE PLANNER: Kira Stoller, Planner II

Proposed Project:

The proposed development of 923 6th Street, located on 0.77 acres of land, includes one development element that does not meet current Development Code standards, and the applicant has therefore submitted a request for Alternative Compliance, as provided for in Section 18.38.140(c) of the Development Code for projects in the Redevelopment District.

Staff Analysis:

Proposed Elements for Alternative Compliance

1. Patios/Decks: Section 18.46.040(3)(f) – Required for all multi-family dwellings on infill sites.

The new multifamily structure is going to be under the same ownership and management as the adjacent apartment at 530 10th Avenue, and as a low income housing development the owner feels that it is important to provide similar unit amenities in each of the buildings. Immaculata Plaza I, which was constructed in 1984 (prior to the establishment of the aforementioned code requirement), does not include private usable patios/decks adjacent to each dwelling unit. Therefore, the applicant is proposing to provide each of the units in the new building with just a juliet balcony. This would allow the residents to open a sliding patio door to the exterior, but would not include any usable outdoor space. However, there would be other on-site amenities available for the residents to utilize and a number of city recreational facilities are located within walking distance of the subject site (Greeley Active Adult Center, Greeley Recreation Center, Union Colony Civic Center and Lincoln Park). Staff believes that the juliet balconies are more consistent with the character of the existing building and based on the project's proximity to numerous off-site amenities, this request for alternative compliance is acceptable.

Given this analysis of current code requirements and the alternative compliance requests of the proposed development, the Community Development Director approves this request for Alternative Compliance, as permitted by Section 18.38.140(c).

**Immaculata Plaza II Multifamily
USR2020-0008
Parking Reduction Request Determination**

A waiver request, submitted with the USR2020-0008 application for the Immaculata Plaza II Multifamily project, to reduce the number of required parking spaces is hereby **APPROVED** by the Community Development Director, per Section 18.42.090(c), based on the Development Codes modifications permitted for infill and redevelopment sites, and meeting any *ONE* of the applicable code criteria below, including:

- (1) *The site qualifies as an infill site as defined in Section 18.46.030, or is located within the designated Urban Renewal redevelopment district;*

Staff comment: YES. The subject site is located within the Redevelopment District and meets the definition of infill per the Development Code.

- (2) *The amount of parking to be provided shall not be less than seventy-five percent (75%) of the required number of parking spaces, or fewer than three (3) spaces, whichever is greater, and there is land area reserved elsewhere on the site or in the immediate vicinity to accommodate the construction of all required parking spaces;*

Staff comment: NO. The applicant proposes to provide 20 spaces (22% of 91 required spaces). There are eight (8) surface spaces and twelve (12) neighboring street stalls. As one of the last vacant properties in the area, there is not additional land area available nearby to construct the remaining parking stalls that are required for the site. However, there is ample on street parking and the existing apartment building has historically functioned without issue, despite being under parked.

- (3) *There is no negative impact anticipated on existing or approved residential land uses in the immediately adjacent area;*

Staff comment: YES. No significant negative impact is expected on the nearby existing residential land uses.

- (4) *The applicant can demonstrate that the number of parking spaces needed is less than the Code requires based on the following:*

- a. *The use incorporates public transit;*

NO. Not directly, but the site is within a quarter mile of five different existing bus stops.

- b. *The use provides a transit service for its residents and/or tenants;*

NO.

- c. *The use is related to the immediate area, rather than depending upon a larger market area and provides a greater number of bicycle spaces and pedestrian connections on and around the site to serve local customers; or*

NO. However, the site is just a few blocks from downtown Greeley, making it a very walkable area.

d. For a redevelopment area, on-street parking is available adjacent to the site.

YES. In addition to the on-street parking that would be provided with this project, there are currently about three dozen other on-street stalls on 6th Street between 9th and 10th Avenue. There is also on-street parking available in front of the Immaculata Plaza I building along 10th Avenue. These areas allow free all day parking with no time limits or permits being required.

Staff Analysis:

Based on the existing and proposed unit count and bedroom allocation, a total of 91 spaces are required for the residential use (when factoring in guest parking). However, just eight (8) stalls are proposed on-site and twelve (12) are provided off-site (directly adjacent to the site on 6th Street). This results in a total of twenty (20) parking spaces or 22% of the code requirement. See the table below for a summary of the existing and proposed number of units, as well as the required and provided parking counts.

	Existing Units	Proposed Units	Required Spaces	Provided Spaces
Immaculata Plaza I	25	N/A	41	14
Immaculata Plaza II	N/A	30	50	6
Total	25	30	91	20

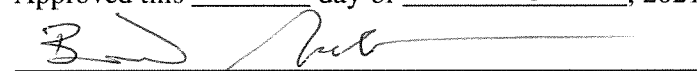
Although the proposed parking reduction is substantially less than the base code standard, it appears to be reasonable based on the historic operation of the Immaculata Plaza I building and its location being so close to the downtown. The Immaculata Plaza I building, which was constructed prior to the existing code standards, has operated for over 35 years with just fourteen (14) parking stalls for 25 units. Under today's minimum on-site parking requirements, this building would need to supply 41 parking spaces, while just 34% are provided, six (6) of which are off-site. While a further reduction is being proposed with the addition of the new building, there is ample on-street parking in the vicinity, which should help to avoid the potential for any parking issues.

Therefore, it has been determined that this project meets at least one of the criteria for alternative parking, given the analysis above, and achieves the *Imagine Greeley* goals and objectives of:

- prioritizing infill/redevelopment areas (GC-4.1)
- supporting Downtown Neighborhoods / increasing residential density (GC-5.4)

And therefore, support this Parking Reduction Request and waiver of code requirements.

Approved this 21 day of APRIL, 2021



Brad Mueller, Community Development Director



Planning Commission Memorandum

Date: April 27, 2021
To: Planning Commission
From: Carol Kuhn, AICP, Chief Planner
Through: Mike Garrott, AICP, Planning Manager
RE: Development Code Update – Worksession –
Chapter 2 Highlights – Project Number:
CU2021-0003

As part of the Development Code Update, staff has been working with the Technical Committee and the consulting team to revise various chapters in the Development Code, Title 24. The purpose of this worksession is to discuss the draft code language proposed for Chapter 2. The March 23, 2021 Planning Commission worksession highlighted the proposed changes to Chapters 1 & 2, and at the April 13, 2021 public hearing, the Planning Commission recommended approval of the revised code language for Chapter 1.

The draft of Chapter 2 includes updates and revisions to the various application types and processes and includes the following sections:

Chapter 2 – Procedures

- Section 2.1 General – All Applications
- Section 2.2 Minor Subdivision
- Section 2.3 Major Subdivision
- Section 2.4 Rezoning
- Section 2.5 Planned Unit Development
- Section 2.6 Use by Special Review
- Section 2.7 Site Plan
- Section 2.8 Alternative Compliance
- Section 2.9 Variance
- Section 2.10 Appeals of Administrative Decision
- Section 2.11 Code Amendments
- Section 2.12 Vacation and Dedication of Easements
- Section 2.13 Vacation and Dedication of Right-of-way
- Section 2.14 Annexation

A draft of Chapter 2 has been included with this memo. Revisions to Chapter 2 include:

- Addition of a Procedures Summary Table;
- Revision to require Preliminary Plats to be approved through a public hearing, rather than a public meeting;
- Clarification regarding processing concurrent applications;

- Modifications to public notice procedures;
- Clarification between various types of minor subdivision applications;
- Addition of a Condominium Plat process;
- Separation of platting from Planned Unit Development (PUD) applications;
- Clarification regarding plan elements of a PUD;
- Addition of criteria for minor PUD amendments;
- Clarification of review criteria for Alternative Compliance, with approval of Alternative Compliance being moved to an administrative decision with a call-up provision;
- Revision to require variances to meet all criteria, rather than some; and
- Revision to minor variance thresholds.

Other chapters will be discussed with Planning Commission at upcoming worksessions,

Attachments:

Attachment A – Table of Contents for Entire Code & Section Map for Chapter 2

Attachment B – Draft Chapter 2

Chapter 1. General Provisions

- 1.01 Overview
- 1.02 Interpretation
- 1.03 Administration
- 1.04 Enforcement
- 1.05 Nonconformities

Chapter 2. Procedures

- 2.01 General – All Applications
- 2.02 Minor Subdivision
- 2.03 Major Subdivision
- 2.04 Rezoning
- 2.05 Planned Unit Development
- 2.06 Use By Special Review
- 2.07 Site Plan
- 2.08 Alternative Compliance
- 2.09 Variance
- 2.10 Appeal of Administrative Decision
- 2.11 Code Amendment
- 2.12 Vacation & Dedication of Easements
- 2.13 Vacation & Dedication Right-of-way
- 2.14 Annexation

Chapter 3. Subdivision Standards

- 3.01 Streets
- 3.02 Open and Civic Spaces
- 3.03 Blocks & Lots
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CHAPTER 2 PROCEDURES: SECTION MAP		
Current Sections	Reorganized Code	Comment
Article II (Subdivision Regulations) Pre-Application Conference 18.04.200 Process 18.04.1300 Processing and reviewing fees. 18.10.040 Fees Chapter 18.18 (zoning) Notice 18.18.010 - 140 Chapter 18.20 (zoning) Review Procedures 18.20.010 - 040	2.01 General – All Applications; A. Applications and Fees B. Concurrent Applications C. Pre-application Meeting D. Staff Review E. Neighborhood Meeting F. Notice G. Public Hearings H. Action by Review Bodies I. Appeals J. Technical Studies K. Successive Applications L. Vested Rights	Generalize and simplify, and include as applicable to all applications, with the following adjustments and clarifications: • Neighborhood meeting put at the option of Director with specific criteria – analyzed at pre-application or after notice. • Notice updated – refined distances for mailed; shifted newspaper to on-line, clarified sign posting process • Clarified vested rights for particular application (coordinating home rule authority vs. statutory provisions)
Article VI (Subdivision Regulations) Minor Plat 18.04.600 – 660 Article X (Subdivision Regulations) Correction Plat 18.04.1000 – 1010)	2.02 Minor Subdivisions A. Applicability B. Review Criteria C. Review Procedures E. Effect of Decision	Refined / clarified range of administrative plats; simplify;
Article IV Preliminary Plat 18.04.400 – 450 Article V (Subdivision Regulations) Final Plat 18.04.500- 550 18.04.130 Variances (subdivisions)	2.03 Major Subdivision A. Applicability B. Preliminary Plat(1.- 3. Review Criteria; Review Procedures; Effect of Decision) C. Final Plat (1. – 3. Review Criteria; Review Procedures; Effect of Decision)	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure; integrated options and alternatives into platting standards and criteria to avoid confusion with statutory variance criteria (zoning only), and exceptions or exemptions in platting process (no statutory “variance” criteria).
18.30.050 Establishment of zoning and rezoning procedures 18.30.060 City Council and Planning Commission initiated rezoning	2.04 Rezoning A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure; coordinated review criteria with specific planning policies and elements of reorganized code. Eliminated Development Concept Master Plan as a defined process, but included specific elements of “conditional rezoning.”

CHAPTER 2 PROCEDURES: SECTION MAP		
Current Sections	Reorganized Code	Comment
Chapter 18.32 Planned Unit Developments; 18.32.010 – 160	2.05 Planned Unit Development; A. Applicability B. Development Plan C. Review Criteria D. Review Procedures E. Effect of Decision	Simplified and reorganizes; coordinated with 2.01 and 2.04 to avoid repetition of generally applicable procedures; coordinated with 2.04 to avoid repetition of rezoning procedures. - Refined what elements go into a development plan. - Clarified how to amend PUD and what rights beyond plan ("base zoning") go along with PUDs. - Streamlined PUD into single plan approval process into 1 review - - unless applicant chooses to separate into conceptual plan and specific plan/zoning (see 2.05;D.2.) ...with follow up development done through Site Plan and Plat process - - unless applicant chooses to join these as concurrent applications (see 2.01.B.). - Require "statement of commitments" to coordinate plan with subsequent platting.
18.20.060 - 130 Use by special review	2.06 Use by Special Review A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure
18.20.030 Permitted Uses 18.20.040 – 055 Design review uses 18.44.120 Architectural Review Process	2.07 Site Plan A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Coordinated several administrative review and approvals into Site Plan process; removal of Architectural Review Committee, since they have no formal role.
18.38.140 Alternative Compliance	2.08 Alternative Compliance A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Reorganized as a specific and complimentary procedure to other applications; Clarified applicability and review criteria, and shifted all alternative compliance to staff approval; Coordinate with specific development standards where alternative compliance is promoted.
Chapter 18.22 Variances (zoning); 18.22.010 - 060	2.09 Variance A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure.
Chapter 18.24 Appeals(zoning); 18.24.010 - 050	2.10 Appeal of Administrative Decisions A. Applicability B. Effect of Filing C. Notice D. Action and Review Criteria E. Effect of Decision	Coordinates with state statute provisions for any appeal that is not generally specified through other development processes. See also 2.01.I., and the effect of decision or Table 2-1 for how appeals specified by Development Code are addressed.

CHAPTER 2 PROCEDURES: SECTION MAP		
Current Sections	Reorganized Code	Comment
(current section is mixed in with general rezoning property)	2.11 Code Amendments A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Separated from other development application procedures.
Article VII (Subdivision Regulations) Easement Dedication, Vacation and Recordation 18.04.700 – 18.04.710	2.12 Dedication & Vacation of Easements A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure. - Added criteria for Director approval - Removed submittal requirements from code (see 2.01.A.1 on Director authority to specify application forms and submittal requirements.
Article VIII (Subdivision Regulations) Right-of-way Dedication and Vacation 18.04.800 - 810	2.13 Dedication & Vacation of Rights-of-way A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Simplify and reorganized; coordinated with 2.01 to avoid repetition of generally applicable procedure. - Added criteria for PC / CC approval - Removed submittal requirements from code (see 2.01.A.1 on Director authority to specify application forms and submittal requirements.
Chapter 18.26 Annexation; 18.26.010 – 080	2.14 Annexation A. Applicability B. Review Criteria C. Review Procedures D. Effect of Decision	Reorganized and simplified; coordinated with general procedures in 2.01 to not repeat common elements - Coordinated with other area- or development-specific plans and rezoning options; - Clarified links to required improvements and annexation impact reports - Note: broadened ability to deal with amortization and/or “grandfathering” non-conforming uses upon rezoning, but added generalized criterial (rather than just “animal feed lots”) (see 2.04.C.5 and 1.05.G.)



CHAPTER 2 –PROCEDURES

2.01 GENERAL – ALL APPLICATIONS

Chapter 2. Procedures

- 2.01 General – All Applications
- 2.02 Minor Subdivision
- 2.03 Major Subdivision
- 2.04 Rezoning
- 2.05 Planned Unit Development
- 2.06 Use by Special Review
- 2.07 Site Plan
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- 2.09 Variance
- 2.10 Appeals of Administrative Decision
- 2.11 Code Amendments
- 2.12 Vacation & Dedication of Easements
- 2.13 Vacation & Dedication of Right-of-way
- 2.14 Annexation

Table 2-1: Procedures Summary

Applications	Eligible Applicants			Pre-application Conference	Neighborhood meeting	Notice			Review Body			
	Owner	PC	CC			Post	Publish	Mail	Staff	PC	CC	ZBA
Minor Subdivision	■			☑				☐	D	A	A	
Major Subdivision - Preliminary Plat	■			☑	☐	☑	☑	☑	R	D/PH	A	
Major Subdivision – Final Plat	■			☑					D	A	Ac	
Rezoning	■	■	■	☑	☐	☑	☑	☑	R	R/PH	D/PH	
Planned Unit Development (PUD)	■	■	■	☑	☑	☑	☑	☑	R	R/PH	D/PH	
Use By Special Review	■			☑	☐	☑	☑	☑	R	D/PH	A	
Site Plan	■			☑		☐		☐	D	A	A	
Alternative Compliance	■			☑				☐	D	A	A	
Minor Variance	■			☑				☐	D		A	A
Variance	■			☑		☑	☑	☑	R		A	D/PH
Appeal of Administrative Decision	■	■	■			☐	☐	☐			A	D/PH
Text Amendment		■	■				☑		R	R/PH	D/PH	
Easement Vacation/Dedication	■							☐	D	A	A	
ROW Vacation/Dedication	■						☑	☑	R	R	D	
Annexation	■		■	☑		☑	☑		R	R/PH	D/PH	

☑ = Require

☐ = Director Option

■ = Authorized

PC = Planning Commission

CC = City Council

ZBA = Zoning Board of Appeals

R = Review and Recommending Authority

D = Decision Making Authority

Ac = Acceptance of Public Improvements

A = Appeal of Decision

PH = Public Hearing Required

2.01 General – All Applications

A. Applications and Fees

1. **Forms.** Applications required under this code shall be submitted to the Community Development Department in the form and format specified by the Department. The Director is authorized to establish submittal requirements and procedures in order to ensure all applications can be evaluated for conformance with this code. The Director may waive the requirement for specific information at the time of application, due to the routine nature of the application or due to the context of a particular application making the information inapplicable for review against the standards and criteria of this code.
2. **Fees.** Applications shall be accompanied by a non-refundable fee set administratively by the City Manager. A copy of the fee schedule shall be maintained by the Community Development Department and City Clerk's office for public inspection. No application shall be accepted or processed without the required fee, except applications initiated by the City.
3. **Eligible Applicants.** Table 2-1 indicates applicants eligible for each particular application under this code:
 - a. **Owner.** The property owner of record for the subject property of the application or that owner's agent authorized by written permission of the owner.
 - b. **Planning Commission.** The Planning Commission, acting on its own initiative or through recommendations brought to it by city staff, and according to its bylaws and rules of procedure.
 - c. **City Council.** The City Council acting on its own initiative or through recommendations brought to it by city staff of Planning Commission, and according to its bylaws and rules of procedure.

B. Concurrent Applications. When a project requires approvals under more than one type of application, the Director may determine that each application may run concurrently based on the following:

1. The similarity of information required for each type of application, or where they require different information, the ability to coordinate information, review criteria and decisions under each application.
2. The similarity of notice, review meetings and review bodies required for each application.
3. The ability of the staff and review bodies to make effective decisions when reviewing the applications concurrently.

In cases where the Director determines applications may run concurrently, the application shall be processed through the most comprehensive required review, and lesser incorporated approvals may be conditioned on final outcomes of the last of the related decision.

C. Pre-application Meeting. Pre-application meetings may be requested for any application and shall be required as indicated in Table 2-1. A required pre-application meeting may be waived at the Director's discretion and upon the applicant's request, for routine applications where the topics below can be addressed by general correspondence. The applicant shall submit schematic plans, existing conditions analysis, or other concepts and analysis in writing prior to the pre-application meeting to facilitate discussion on the following topics:

1. How the proposed project meets the goals of the Comprehensive Plan, or other specific plans or policies that may impact the application.
2. The applicant's vision and understanding of the market for the proposed project.
3. The proposed uses, general site layout, and conceptual or anticipated design of buildings, including how the project relates to surrounding sites and public spaces.

4. How the project will fit in and contribute to the area and further the intent of the existing or proposed zoning district.
 5. Planning and infrastructure impacts, including timing, phasing, or the need for any technical studies or outside agency coordination and review.
 6. Development review processes and review criteria, and in particular whether any special public information and outreach or specific agency or department reviews are necessary.
 7. Opportunities to improve designs or coordinate the preliminary concepts with other private or public investments in the area.
- D. **Staff Review.** Upon receipt of an application, the Director shall take the following steps:
1. **Determination of Complete Application.**
 - a. If an application is determined incomplete, the Director shall notify the applicant of the specific ways in which the application is deficient. No further processing of the application shall occur until the deficiencies are corrected. If a deficient application is not corrected within 30 days of the notice, the Director may consider the incomplete application withdrawn.
 - b. If an application is complete, it shall be processed for formal review.
 2. **Referrals.** The following agencies may be required to review and comment on applications. The Director may determine if other referral agencies may be affected by the project, based on the application and has discretion to add any other relevant or applicable agency to the list.
 - a. Adjacent or other local governments
 - b. Colorado Department of Transportation
 - c. Colorado Parks and Wildlife
 - d. Colorado Geologic Survey
 - e. Office of State Engineer
 - f. Gas and electric utilities;
 - g. Telecommunications and cable providers;
 - h. Public safety agencies (police, fire, EMS, health);
 - i. Respective school district(s) in which the subject property is located;
 - j. Water and sewer utilities;
 - k. Ditch companies;
 - l. Special districts; and
 - m. Other local, state, or federal government agencies.
 3. **Review & Staff Comments.** The Director shall coordinate a staff review after receipt of a complete application, and may provide the applicant the following information in writing:
 - a. Comments or recommended changes based on the results of any referral agency comments, neighborhood meetings, or staff review.
 - b. Any supplemental information necessary to support the application or to address any comments or recommended changes.
 - c. If the applicant chooses not to address any particular comment or recommended change, a written statement shall be included with the resubmittal that demonstrates a good faith effort to address the issue and justify why the comment was not addressed. The applicant may request to schedule the application for official review based on this justification.
 - d. If the applicant fails to submit revisions or otherwise address staff comments in writing for more than 120 days, the Director may determine the application withdrawn, and the review terminated. Any further action will require a new application and fees.

4. **Scheduling.** Applications that have completed staff review, and addressed comments or recommended changes, shall be scheduled for further review according to these regulations.
 5. **Staff Report.** The Director shall prepare a staff report for applications that require review and decisions by other review bodies. The report shall identify the policies, plans, regulations and review criteria, and identify relevant facts of the application. The Director shall provide a copy of the report to the reviewing body and to the applicant in association with the public meeting agendas and packets.
- E. **Neighborhood Meeting.** A neighborhood meeting may be required prior to the formal public meeting as indicated in Table 2-1.
1. **Director Option.** At the pre-application meeting or in association with the review of an application, the Director may require a neighborhood meeting for any project that requires formal review beyond staff, and where:
 - a. the nature of the project is complex or presents potential for significant changes and unanticipated impacts on property in the vicinity;
 - b. the intensity of the proposed use or development is likely to present questions and concerns for adjacent property owners, beyond what may typically be allowed in the zoning district; or
 - c. the required notice or any courtesy notice sent to property owners generates significant questions or concerns.
 2. **Required Meeting or Applicant Option.** A neighborhood meeting is required for any PUD application, and an applicant may elect to have a neighborhood meeting on any other project. These neighborhood meetings should be held prior to a formal application so that input and concerns of potentially impacted property may be considered in the initial application.
 3. **Meeting Format.** Neighborhood meetings shall meet the following:
 - a. The Director shall coordinate the scheduling, meeting location, and notice..
 - b. The meeting shall be held at a City facility, or where any other convenient and accessible public meeting facility within the general vicinity of the project, such as a school, community recreation center.
 - c. The applicant is responsible for all content of the meeting, which at a minimum shall include:
 - (1) The general nature and scope of the proposed project;
 - (2) A summary of the proposed land use, including planned and potential future uses associated with the application;
 - (3) The most recent plans and submittals available for the project, depicting the scale, location and design of any buildings and the relation of all site improvements to the streets and adjacent property; and
 - (4) Identify and explain the subsequent formal review steps with the City, and note that official and formal review by the City may result in changes from the initial concepts.
 - d. The applicant shall prepare minutes of the meeting including evidence of the notice, attendance, a copy of any presentation materials, a summary of the discussion and issues, and any outcomes or changes from the meeting. These minutes shall supplement the formal application.
- F. **Notice.** Notice shall be provided for each application as indicated in Table 2-1. Consistent with the provisions in Table 2-1, and in addition to the general publication of meeting agendas, required notice may include the following:

1. **Published.** Where published notice is required, the City shall post the notice on the public notice portion of the City's official website at least 15 days prior to the meeting or hearing. The notice shall include:
 - a. A general description of the subject property by reference to streets and address;
 - b. The zoning classification, specific use or action requested;
 - c. The date, time and place of the public meeting; and
 - d. A statement that additional information about the request is available at the Community Development Department, or other links to relevant information.
2. **Posted.** Where posted notice is required, notice shall be posted on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:
 - a. The City shall supply the sign(s), which shall include:
 - (1) The zoning classification, specific use or action requested;
 - (2) The date, time and place of the public meeting; and
 - (3) A statement that additional information about the application is available at the Community Development Department
 - b. One sign facing the most prominent public street is required. The Director may require additional signs and specific locations of signs based on the context of the property.
 - c. The applicant shall ensure that all signs are posted at least 15 days prior to the public hearing or meeting.
 - d. The applicant shall supplement the application evidence and a signed statement of compliance with the notice requirement.
 - e. The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings.
3. **Mailed.** Where mailed notice is required, a courtesy letter shall be sent to all record landowners within 500 feet of the property. However, where the project is very large or intense, or where land ownership patterns would result in few owners being notified, the Director may extend this up to 1,000 feet from the property. Where mailed notice is at the option of the Director, any distance may be established by the Director based on the scale and intensity of the proposed project.
 - a. The city shall supply the list of owners, and the applicant is responsible for mailing notice.
 - b. The notice shall be mailed at least 15 days prior to the public meeting.
 - c. Mailed notice shall state the following:
 - (1) A general description of the subject property by reference to streets and address;
 - (2) The zoning classification, specific use or action requested, and a general description of the project;
 - (3) A legal description or abbreviated legal description of the property;
 - (4) The date, time and place of the public meeting;
 - (5) Whether the meeting is a public hearing, where participants will have a right to speak, present testimony or evidence, and establish a record for the decision, or whether it is a public meeting without that right; and
 - (6) A statement that additional information about the application is available at the Community Development Department.
 - d. The applicant shall submit a copy of the notice with the application, and evidence and a signed statement verifying notice was sent to all landowners prior to the public meeting or hearing.

4. **Failure of Notice.** Any failure of published, posted or mailed notice shall not invalidate any subsequent process or decision, in the Director's discretion. In making this decision, the Director shall consider whether:
 - a. Good faith efforts were made to comply with notice, and the failure of notice was beyond the applicant's control;
 - b. Technical errors in the notice were made, but constructive and actual notice was available to all interested parties; or
 - c. The failure of notice is not otherwise instrumental to the proceedings, criteria, or record established for the decision.
 5. **Surface Development Notice.** Where mailed notice is required by state statutes for any project related to mineral estate owners identified on the county tax assessor's records or who have filed in the office of the county clerk and recorder a request for notification, the applicant shall be responsible for notice. The applicant shall certify that notice has been provided as required by this code and Colorado law prior to a public hearing, public meeting or administrative decision.
- G. **Public Hearings.** Where public hearings are required by Table 2-1, the following procedures apply:
1. The hearing shall be conducted and a record of the proceedings shall be preserved.
 2. Any interested person or party may appear and be heard in person or by agent.
 3. The review body may request testimony or a report on the application from any government official or agency, or any other person with information pertinent to the application.
 4. A public hearing for which proper notice was given may be continued to a later date without again requiring notice, provided the specific date, time, and place of the continued hearing is announced at the original hearing.
 5. If the review body is a recommending body, a written summary of the meeting and the recommendation shall be forwarded to the decision-making body.
 6. A review body is authorized to establish meeting procedures and bylaws, or otherwise state rules regarding specific conduct and management of public hearings, within the parameters of these regulations.
- H. **Action by Review Bodies.** Review bodies shall take the actions indicated in Table 2-1. A review body may take any action on the application consistent with notice given and based on the criteria in this Chapter, or it may recommend such action when the review body is a recommending body, including the following:
1. Approve the application.
 2. Approve the application, with conditions or modifications that make it more consistent with the standards and review criteria.
 3. Deny the application, making specific findings or stating criteria for the denial.
 4. Continue the application to allow further analysis. The continuation period shall not be more than 60 days from the original review without consent of the applicant. No application shall be continued more than once by each review body without consent of the applicant.
- I. **Appeals.** Where a review body is designated as the appellate body in Table 2-1, the following appeal procedures apply:
1. Appeals shall be filed with the Director within 10 days of the decision by the decision-making review body.
 2. Appeals shall identify the exact provisions in dispute, and whether it is incorrect due to one or more of the following:
 - a. It was against the express standards of this development code;

- b. It was an unreasonable interpretation or application of the standards or review criteria;
 - c. It was erroneous, based on the record and facts reviewed by the decision-making body; or
 - d. It was otherwise clearly contrary to law.
 - 3. Appeals may be filed by:
 - a. the applicant;
 - b. any person who received mailed notice and who testified or entered a statement at a public hearing; or
 - c. any director of a city department or referral agency that provided comments on an application.
 - 4. The appellate body shall consider the application within a reasonable time, considering the next available meeting and the nature of the appeal. The appeal shall be based on the established record, and give deference to the previous review body; however, the appellate body may take any action authorized by the decision-making body under this code if it determines that a clear error was made. The procedure and required notice for an appeal shall be the same as required of the original application.
 - 5. Where no appeal is designated in Table 2-1, the decision shall be final and only appealed as authorized by state law.
- J. **Technical Studies.** The Director, on behalf of any public official, department, or agency, the Planning Commission, or the City Council, may require applicants to submit technical studies necessary to evaluate the application. Technical review by outside entities with expertise or jurisdiction over details of the application may be required in place of, in addition to, or in association with any studies. Examples of technical studies that may be required include traffic studies, engineering studies, geologic or hydrologic studies, environmental impact assessments, noise studies, market studies, or fiscal and economic impact studies. The persons or firms preparing the studies shall be subject to the approval of the Director. The costs of all studies shall be borne by the applicant. Any application that is determined to require technical studies or review from entities outside of the City may require special schedules based on the reasonable time frames to conduct those studies or additional reviews.
- K. **Successive Applications.** When the review body takes final action to deny an application, the same or a similar application may not be refiled for one year from date of denial, except as allowed under this section. The Director may permit a refiling of the application sooner than one year when it is determined that significant physical, economic, or land use changes have taken place within the immediate vicinity, or where a significant text amendment to this code has been adopted that may affect the outcome. There shall be no time limitation on an application that the Director determines is substantially different from a previously denied application, considering the proposed use, scale or intensity of development, and potential impacts on adjacent property.
- L. **Vested Rights.** Greeley, through its home rule authority recognizes vested property rights as specified in this Code. This code preempts and determines which applications are “site specific development plans” for the purposes of the Colorado Vested Property Rights Law, and establishes different rights and obligations associated with approvals. The vested rights in this code meet the intent and objectives of the Colorado Vested Property Rights Law, and ensures all constitutional rights intended to be protected by that law. However, through the Greeley home rule authority, and its statutory obligation to implement the Comprehensive Plan and protect the public safety, health and general welfare, vesting shall only occur to the extent of the standards of this code reflected in specific approved applications. Vesting does not include other regulations that are general in nature or that apply equally to all property subject to these regulations. Vesting does not exempt applications from any subsequent review and approvals prior to construction under this code or other codes. Vesting does not insulate a project from other public health and safety codes, including changes or updates to codes associated with subsequent

reviews, including construction drawings and specifications, drainage plans and permits, and building permits.

2.02 Minor Subdivision

- A. **Applicability.** Minor subdivisions are routine applications that establish or alter legal boundaries of lots or tracts, but do not significantly alter development patterns or impact public improvements and facilities. Minor subdivision applications may be initiated by the property owner. The following actions may be processed as minor subdivisions:
1. **Lot Line Adjustment.** The alteration of legal boundaries for up to four previously platted lots.
 2. **Lot Consolidation.** The consolidation of up to four previously platted lots or parcels into fewer lots, provided that no resulting lot is larger than three times the size of the largest existing lot or parcel.
 3. **Minor Plat.** The division of land or the replat of previously platted lots or tracts into 10 or fewer lots for residential purposes, or six or fewer lots for any non-residential purposes; or the division of land where all resulting lots or tracts are more than 80 acres; or any development without a land division on a previously unplatted parcel.
 4. **Plat Correction.** A survey or other legal instrument to correct an error in the legal description or other element of an approved plat; to dedicate, vacate, or alter easements; or to confirm legal boundaries of lots in an approved plat that could only be determined post-construction, such as for duplexes or row houses where the units and lots are individually owned.
 5. **Condominium Plat.** The division of a building on an existing, legally platted lot into individual air space ownership units, relative to commonly owned elements and common area covenants and agreements.
- B. **Review Criteria.** A minor subdivision may be approved by the Director if the Director determines that all of the following are met.
1. No new streets or other public land dedication is needed. If additional right-of-way for existing streets is included with a minor subdivision, acceptance of the dedication by City Council is required.
 2. No significant increase in service requirements (utilities, schools, traffic control, streets, etc.) or impact on the ability to maintain existing service levels will result.
 3. The application does not alter the interpretation of any zoning district boundaries due to adjustments to any lots.
 4. All resulting lots meet the legal standards of the subdivision regulations and applicable zoning districts.
 5. The lot patterns meet all eligibility requirements for minor subdivisions, and are otherwise compatible with the surrounding area and any previously approved preliminary or final plat for the subject property. In determining compatibility, the size and dimension of lots, the layout and design of existing subdivisions and rights-of-way, the degree of change to the character and pattern of buildings, and potential impact on surrounding property shall be considered.
 6. No other significant issues exist with potential development enabled by the plat that could impact planning policies in the area or adjacent property owners.
 7. A condominium plat shall meet the following additional criteria:
 - a. Consistent with an approved plat demonstrating legal ownership of the lot and any common areas by a single entity.
 - b. Consistent with a site plan depicting the building to be subdivided into individual units.

- c. Documentation that assigns responsibility and demonstrates capacity to maintain all common ownership elements.
- d. Covenants, declarations or party wall agreements or other restrictions to be recorded establish rights and responsibilities for owners of individual units, and designation of all general and limited common elements
- e. The site and building comply with all aspects of this development code, other than the proposal to divide individual airspace units for common ownership.

Any application not classified as a minor subdivision or not meeting these criteria shall be processed as a major subdivision with a preliminary and final plat.

- C. **Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this sub-section apply to minor subdivision applications:
- 1. If the Director determines at any point in the process that the application is not eligible for a minor subdivision, the Director may deny the application or allow the applicant to reclassify as a major subdivision according to additional required information or fees.
 - 2. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.
 - 3. If a minor subdivision includes additions to existing right-of-way, the minor subdivision shall be placed on the consent agenda for the City Council to accept the dedication.
- D. **Effect of Decision.**
- 1. *Subdivision Improvement Agreement.* The applicant shall enter into a Subdivision Improvement Agreement for any required improvements, which shall be recorded with or prior to recording of the minor subdivision. The Director may waive the need for a Subdivision Improvement Agreement where there are no required improvements or for routine applications, where the requirements of this code are sufficient to address construction of improvements.
 - 2. *Recording.* The Director shall record the minor subdivision with the Weld County Clerk and Recorder within 60 days. The Director may grant an extension of this period for up to 90 days in order to complete any agreement, or otherwise address the timing and implementation of improvements. Any minor subdivision not recorded within this time shall expire.
 - 3. *Vested Rights.* A recorded minor subdivision shall create a vested property right for 3 years, or for any other time specifically identified in a Subdivision Improvement Agreement. If improvements or other obligations are not completed within this time, or the applicant or future landowners otherwise default on the Subdivision Improvement Agreement, the minor subdivision shall expire and a new plat shall be required prior to any development.

2.03 Major Subdivision

- A. **Applicability.** Major subdivisions apply to all land divisions or other alterations of legal boundaries of lots or tracts that are ineligible for minor subdivision processes in 2.02. Major subdivision applications may be initiated by the property owner. Major subdivisions require comprehensive review through separate preliminary and final plat procedures, due to the complexity of coordinating planning, design and engineering requirements. In accordance with Section 2.01.B, the Director may determine at a pre-application conference that a preliminary and final plat may be submitted concurrently, where the application is small or routine.
- B. **Preliminary Plat.** The preliminary plat provides detailed planning review of development patterns, street networks, block and lot layout, and the ability to meet public facility and utility

requirements for future development, prior to preparation of detailed construction and engineering plans. A preliminary plat shall be processed according to the following specific procedures.

1. **Review Criteria.** A preliminary plat shall be reviewed according to the following criteria:
 - a. The application is in accordance with the Comprehensive Plan, or any other specific plan created under that plan, and in particular, the physical development patterns and design concepts of the plan.
 - b. The development and infrastructure is arranged in a manner to minimize impacts on geologic hazards, environmentally sensitive areas, wildlife habitat, or other natural features of the land.
 - c. The arrangement and proposed design of streets, blocks, and open spaces meet the development and design standards of the subdivision regulations, and are coordinated with existing or potential development on adjacent property.
 - d. The proposed blocks and lots are capable of meeting all development and site design standards under the applicable zoning district.
 - e. The application demonstrates a preliminary likelihood of being able to meet the design, construction, performance, and maintenance requirements for all required improvements.
 - f. Any phasing is clearly indicated and demonstrates a logical and coordinated approach to development, and the timing, location, and construction of amenities is consistent throughout phases.
 - g. Any impacts identified by specific studies or technical reports, including a review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
 - h. The design does not impede the construction of anticipated or planned future public infrastructure within the area, or deter future development on adjacent property from meeting the goals and policies of the Comprehensive Plan.
 - i. The recommendations of professional staff or any other referral agencies authorized to review the subdivision plan.
2. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this sub-section apply to preliminary plat applications:
 - a. At the pre-application meeting, and based on the size, scope and impact of any future development anticipated or pending with the request, the Director shall determine how to coordinate the Neighborhood Meeting and any additional notice of meetings or hearings necessary for the formal review.
 - b. Any application that is particularly complex or involves significant planning and design issues, may be coordinated with a Rezoning in 2.04 or a Planned Unit, prior to official submittal of a preliminary plat.
 - c. After review by staff, receipt of any comments from referral agencies, and any necessary resubmittal, the Director shall schedule review by the Planning Commission
 - d. The Planning Commission shall hold a public hearing and make a decision on the preliminary plat. Provided no substantial changes are made in association with a subsequent final plat, a final plat may be administratively approved by staff and public improvements accepted by City Council according to subsection 2.03.C.
3. **Effect of Decision.** The approval of the preliminary plat does not constitute an acceptance of the subdivision but authorizes preparation of the final plat. Denial of a preliminary plat may be appealed to the City Council.

4. **Term of Expiration.** The approval of the preliminary plat shall be effective for three years, except that any complete submittal of final plat for any phases indicated on a preliminary plat shall stall the three-year period, and approval of the final plat shall extend the expiration deadline for one year for the remaining portions of the preliminary plat. The Director may grant up to two extensions of this period for up to six months each, if the applicant demonstrates substantial progress towards the design and engineering requirements necessary to submit a final plat. Any such extension shall be requested by the applicant in writing prior to the expiration of the preliminary plat.
- C. **Final Plat.** A final plat requires review and refinement of the preliminary plat, review and coordination of construction documents, and review and dedication of easements, rights-of-way and public lands prior to recording subdivisions and authorizing the sale of lots to different owners. After approval of the preliminary plat, the applicant may submit a final plat for all or for portions of the preliminary plat area subject to a phasing plan approved with the preliminary plat. A final plat shall be processed according to the following specific procedures.
 1. **Review Criteria.** A final plat shall be reviewed according to the following criteria, as well as all criteria applicable to the preliminary plat review:
 - a. The layout and design of the final plat is consistent with the approved preliminary plat considering the number and size of lots and out lots; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments. Deviations that result from further detail in planning, design, and engineering, and that meet the standards of this code, are generally considered “consistent” with the subdivision plan.
 - b. The construction plans for any utilities, infrastructure or public facilities meet all technical specifications.
 - c. All required improvements, dedications, fees, financial guarantees, and maintenance guarantees are provided.
 - d. The phasing and timing of public improvements ensures construction and performance guarantees. Any phasing that meets an approved preliminary plat is presumed acceptable. Any deviations of the final plats from an approved phasing plan may be approved provided it does not alter the timing or coordination of required improvements or amenities for the proposed final plat or any previous approved final plats.
 - e. The recommendations of professional staff or any other public entity authorized to review the final plat.
 - f. Deviations in the final plat from the approved preliminary plat may be approved if:
 - (1) Any aspect of the project different from the approved preliminary plat complies with all applicable zoning standards, subdivision design standards, and meets the intent and design objectives of those standards.
 - (2) The change does not increase the impact of any development on required improvements beyond the capacity for required improvements established in the preliminary plat;
 - (3) The change does not violate any condition of the Planning Commission associated with the approval of the preliminary plat or any general development plan applicable to the property;
 - (4) If technical studies were required with the preliminary plat, the author of the study shall submit an amendment noting that the change does not impact any findings of the study; and
 - (5) The change is generally consistent with development concepts in the preliminary plat in terms of land uses, scale and intensity of development, and in no case changes the number of lots, dwelling units,

or buildings, or sizes of blocks and open spaces by more than 10 percent.

2. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this section apply to final plat applications:
 - a. The applicant shall identify all improvements to be constructed, either according to the required improvements listed in this code or by a specific agreement for the project. The applicant shall submit final plans and specifications for these improvements, and ensure construction of these improvements of financial guarantees as provided in Section 3.04.
 - b. The staff shall review the final plat for conformance with the planning and design elements, and the engineering specifications for required improvements, and a final plat meeting these criteria shall be approved.
 - c. A final plat not meeting the review criteria may require reprocessing as a revised preliminary plat.
 - d. The Director shall make the final decision on final plats.
 - e. Any final plat approved by the Director and which includes dedication of rights-of-way, public lands or other public improvements, shall be placed on the consent agenda for the City Council to accept the dedication.
3. **Effect of Decision.**
 - a. **Subdivision Improvement Agreement.** The applicant shall enter into a Subdivision Improvement Agreement with the City for any required improvements, which shall be recorded with or prior to recording of the final plat. The Director may waive the need for a Subdivision Improvement Agreement where there are no required improvements or for routine applications, where the requirements of the code are sufficient to address construction of improvements. At a minimum, the agreement shall indicate the following:
 - (1) Acknowledgement of all required improvements per Section 3.04 of this code, and any specific deviations or additions from this section.
 - (2) A refined timeline coordinating construction drawings, permits, construction, inspections and final acceptance.
 - (3) Specifics on performance and maintenance guarantees, and any particular consequences or contingencies if there is a default.
 - (4) Any additional improvements made necessary by technical studies required by 2.01.J or adequate public facilities analysis in Section 3.05.
 - (5) A provision binding any future landowners to the agreement.
 - (6) Any other requirements prior to building permits or certificates of occupancy.
 - b. **Recording.** The Director shall record the final plat with the Weld County Clerk and Recorder within 60 days. The Director may grant an extension of this period for up to 90 days in order to complete any agreement, or otherwise address the timing and implementation of improvements. Any final plat not recorded within this time shall expire.
 - c. **Vested Rights.** A recorded final plat shall create a vested property right for 3 years, or for any other time specifically identified in a Subdivision Improvement Agreement. If improvements or other obligations are not completed within this time, or the applicant or future landowners otherwise default on the Subdivision Improvement Agreement, the final plat shall expire and a new plat shall be required prior to any development.

2.04 Rezoning

- A. **Applicability.** The rezoning process provides review of changes to the boundary of zoning districts that may be necessary to implement the Comprehensive Plan, to account for changed conditions in the general area, or to reflect a change in policies with respect to future development. Application for a rezoning may be filed by the property owner, the City Council, or the Planning Commission, or by Staff on behalf of these city entities.
- B. **Review Criteria.** Review, recommendations and decisions for a proposed rezoning shall be based on the following criteria:
1. The proposal is in accordance with the goals and objectives of the Comprehensive Plan and any other plan, policy or guidance adopted pursuant to that plan.
 2. The proposal can fulfill the intent of the zoning district considering the relationship to surrounding areas.
 3. Whether the area changed, or is it changing to such a degree that it is in the public interest to rezone the subject property to encourage development or redevelopment of the area
 4. Whether the existing zoning been in place for a substantial time without development, and if this indicates the existing zoning is inappropriate given development trends in the vicinity.
 5. The proposed zoning will enable development in character with existing or anticipated development in the area considering the design of streets, civic spaces and other open space; the pattern, scale and format of buildings and sites; and the compatibility and transitions with other complimentary uses and development.
 6. The City or other agencies have the ability to provide services or facilities that may be necessary for anticipated uses in the proposed district.
 7. The change will serve a community need, provide an amenity or accommodate development that is not possible under the current zoning or that was not anticipated at the time of the initial zoning of the property, making the proposed zoning more appropriate than the current zoning.
 8. Any reasonably anticipated negative impacts on the area or adjacent property either are mitigated by sound planning, design and engineering practices or are outweighed by broader public benefits to the surrounding community.
 9. The recommendations of professional staff or advisory review bodies.
- C. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this sub-section apply to rezoning applications:
1. Applications may be accompanied by any preliminary plat, site plan, zoning suitability plan, or other plan necessary to review conformance with the Comprehensive Plan.
 2. At the pre-application meeting, and based on the size, scope and impact of any future development anticipated or pending with the request, the Director shall determine how to coordinate the Neighborhood Meeting and any additional notice of meetings or hearings necessary for the formal review.
 3. After review by staff, receipt of any comments from referral agencies, and any necessary resubmittal, the Director shall schedule review by the Planning Commission.
 4. The Planning Commission shall hold a public hearing and shall make a recommendation to the City Council. Upon a recommendation from the Planning Commission, the City Council shall hold a public hearing and make the final decision on rezoning applications.
 5. Rezoning may be conditioned upon anything that further ensures the criteria for rezoning will be met, including:

- a. A plan that identifies general land use categories, the arrangement and character of streets and open spaces, and the anticipated scale, intensity and character of development and how it relates to adjacent areas.
 - b. Addressing any existing uses that become non-conforming as provided in Section 1.05.G.
 6. Approval of a rezoning shall be by ordinance approved by the City Council.
- D. **Effect of Decision.** Upon approval of a change in the district boundaries, the Director shall record a copy of the ordinance approving the zone change with the City Clerk. The Director shall make the change on the official map by an actual change or other record identifying the ordinance and the associated property. The zoning shall remain in effect unless changed by the City Council according to the procedures specified in these regulations.

2.05 Planned Unit Development

- A. **Applicability.** A planned unit development (PUD) application is a type of rezoning based on a specific and integrated development plan, and must follow the procedures and meet the requirements of the rezoning process.
1. Application for a PUD may be filed by the property owner, the City Council, or the Planning Commission, or by staff on behalf of these city entities.
 2. The PUD process is intended for development concepts that require a higher degree of specific planning based on the scale and complexity of the project. The higher degree of planning affords flexibility in the standards to improve the relationship of the project to the context, and to better meet the purpose, intent and objectives of this code.
 3. A PUD shall include sufficient area to implement planning concepts that generate broader public benefits that can only be gained from flexible application of the standards, and not simply be used to justify deviations for single projects or on a site-specific basis.
 4. Generally PUD applications shall include at least 5 acres. Applications for smaller PUD applications may be processed by the Director for:
 - a. additions to previously approved PUDs if the flexible application of standards is used to integrate projects with previous plans; or
 - b. projects with a mix of uses that are not otherwise accounted for by one or a combination of the base zoning districts of the code.
- B. **Development Plan.** A PUD requires approval of a specific plan for coordinated development of the entire area within a PUD and shall include the following:
1. **Existing Conditions.** Existing conditions reflect the current state of the property. This includes an analysis identifying the general layout of any existing structures, streets or infrastructure; the location of natural features such as watercourses, steep grades, significant stands of trees, specimen trees or other significant or sensitive features; and the presence and relationships to these same conditions on adjacent property.
 2. **Master Development Plan.** A Master Development Plan presents the vision for the project. It identifies the area and relationship of general land use categories, the arrangement and character of streets and open spaces, and the anticipated scale, intensity and character of development through maps, illustrations of development concepts, and statements on the intent and objectives for the project. The Master Development Plan shall indicate why the flexibility requested is justified by the plan and how it could not be easily achieved by other zoning designations. The Master Development Plan shall include the following:

- a. **Project Boundary.** The overall boundary and name of the Planned Unit Development.
 - b. **General Layout.** The general development pattern of streets, blocks and open spaces in the concept plan.
 - c. **Public and Community Facilities.** The location of school sites, amenities, focal points, parks and trails, including any land dedicated to or reserved for acquisition by any public entities.
 - d. **Planning Areas.** The designation of distinct areas of the project in terms of land uses, intensity or density of development, range of building types, or other unique design characteristics or amenities of the project. All planning areas and open space areas shall be shown overlaid on topography at a scale that clearly delineates the planning area boundaries so that they can be located on the site. For each planning area or within a separate table, indicate the following: acreage; number of dwelling units; land use designation; residential density or nonresidential square footage.
 - e. **Specific Regulations & Deviations.** The most applicable base zoning district in terms of uses, development standards or design standards shall be designated for each planning area, and specific deviations from these standards shall be identified. These deviations may be more permissive or more restrictive than otherwise applicable standards, but should anticipate long-term development and potential future changes. To the extent items are not addressed by specific deviations, the base zoning district standards will control.
 - f. **Phasing or Implementation.** Phasing or implementation indicates a strategy and estimated timing of development, and any other administrative details of implementing the plan through future plats and site plans.
3. **Detail Plans.** The PUD may include detail plans and specifications such as renderings, elevations or plans of buildings, streetscapes, and public spaces or other urban design and architectural details demonstrating how the plan will be executed according to the proposed development standards.
 4. **Statement of Commitments.** The applicant shall provide a statement of commitments regarding all future aspects of development, and how these commitments shall be coordinated with the phasing and subsequent platting of the projects. Commitments shall at a minimum include the following:
 - a. Streets and streetscape designs required by Section 3.01.
 - b. Open and civic spaces, whether public, common or private, required by Section 3.02.
 - c. Improvements and performance and maintenance guarantees required by Section 3.04.
 - d. Any additional improvements or dedications to other public entities needed by the adequate facility analysis in Section 3.05
 - e. Any additional improvements, open spaces, or other development pre-requisites resulting from technical studies that may be required by Section 2.01.J.
 5. **Other Information.** Any other information otherwise required by the city for rezoning.
- C. **Review Criteria**

1. **Generally.** Review, recommendations and decisions for newly PUDs shall be based on the following criteria:
 - a. The plan reflects greater consistency with or more specificity in implementing the Comprehensive Plan than what could be accomplished under application of general zoning districts and development standards.
 - b. The benefits from any flexibility in the proposed plan:
 - (1) promote the general public health, safety and welfare of the community, and in particular, that of the areas immediately near or within the proposed project, and is not strictly to benefit the applicant or a single project;
 - (2) involves innovative concepts that were not anticipated by the development code; or
 - (3) apply to a unique or specific context in a manner that allows the project to better meet the intent or design objectives of the base zoning districts and standards.
 - c. The plan reflects generally accepted and sound planning and urban design principles with respect to applying the goals and objectives of the Comprehensive Plan to the area.
 - d. The plan meets all of the review criteria for zoning map amendments in Section 2.04.
 2. **Minor Amendment to PUDs.** Minor amendments to PUDs may be approved by the Director through the Site Plan process in Section 2.07, provided it meets the all of the criteria for the initial approval of the PUD, and is limited to the following:
 - a. Any change in the number of housing units, decrease in the amount of open space, change in lot sizes or dimensions, or increase in the land of non-residential uses is less than 5%.
 - b. Any change in a building location is no more than 10% of the approved distance to adjacent property lines.
 - c. Any change in the height or square footage of buildings is no more than 10% of the approved measurements.
 - d. Any change in a design standard meets the criteria for alternative compliance in Section 2.09.
 - e. The proposed change is consistent with concept plans in the previously approved planned unit development;
 - f. The plan meets all of the review criteria for site plans in Section 2.07.
 3. **Major Amendment to PUDs.** Changes to previously approved PUDs that exceed allowances for minor amendments may be proposed for a portion of the area under the following criteria:
 - a. The proposed change does not create potential impacts on other property in the PUD that are greater than would could typically occur in similar zoning districts or contexts; and
 - b. The process and criteria for the initial approval of a PUD are met.
- D. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the requirements in this sub-section apply to PUDs:
1. The planned unit development application is a type of rezoning and shall follow the procedures applicable to rezoning in Section 2.04.C.
 2. The planned unit development process generally involves at least two steps: (1) the general development plan establishing the zoning and any necessary deviations; and (2) platting and site plans for specific components of the general development plan. However, based on the complexity of projects and degree of advanced planning and urban design necessary for a project, the applicant may elect to break elements of a

- general development plan in subsection B. into two or more steps to review concepts and preliminary designs prior to approval of the complete development plan.
3. In most cases, land will need to be subdivided in order to carry out a development plan. The platting process is a separate process but may run concurrently with the planned unit development process, as specified in Section 2.01.B.
- E. **Effect of Decision.** Upon approval of a rezoning to PUD, the Director shall record a copy of the ordinance approving the zone change with the City Clerk. The Director shall make the change on the official map by an actual change or other record identifying the ordinance and the associated property. The entire area shall be designated by the name of the PUD and reference to the PUD Master Development Plan. The specific regulations in the Master Development Plan may be based on base zoning districts, and allow any development consistent with the base zoning districts except as specifically modified by the PUD Master Development Plan. The PUD zoning shall remain in effect unless changed by the City Council according to the procedures specified in these regulations.

2.06 Use By Special Review

- A. **Applicability.** A use by special review provides flexibility for different uses within a zoning district and allows the potential for additional uses subject to specific conditions and a case-specific review. These uses may require specific design, operational limitations, or additional mitigation to ensure the use is appropriate in a specific location. Use by special review may be initiated by the property owner.

This process is specifically applicable to uses identified as use by special review (“S”) in the Use Table in Section 4.02.

- B. **Review Criteria.** A use by special review shall be reviewed according to the following criteria:
1. All criteria for site plan review in Section 2.06.B. are met
 2. The application furthers the intent of the proposed zoning district, does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Comprehensive Plan.
 3. Any associated site development or construction complies with requirements of this code, including any conditions or additional requirements identified for the particular use.
 4. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use, and other potential impacts on adjacent property. The cumulative impact of a concentration of similar existing uses may be considered as part of the impact of a particular use.
 5. The site is physically suitable for the proposed use, and whether any additional site-specific conditions are necessary for the use to be appropriate and meet these criteria.
 6. Whether a limited time period for the permit is reasonably necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and ongoing enforcement of the permit.
 7. The long-range plans for the surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.
 8. The recommendations of professional staff or other technical reviews associated with the application.
- C. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to use by special review applications:

1. Applications shall be accompanied by a site plan to review conformance of any construction with standards of this code, and to review any performance criteria for the particular uses when applied to the site or building.
 2. After staff review, receipt of any comments from referral agencies, and any necessary resubmittal, the Director shall schedule review by the Planning Commission.
 3. The Planning Commission shall hold a public hearing and shall make a final decision on uses by special review, and the decision may be appealed to the City Council.
 4. The Planning Commission may attach any additional conditions on the use addressing the physical development, operations, maintenance or any other limitation it feels necessary to ensure the application meets the review criteria.
- D. **Effect of Decision.** Approval of a use by special review shall authorize the applicant to apply for a building permit and other applicable development or construction permits.
1. A use by special review shall expire within one year, if the applicant has not submitted a building permit application, or application for other permits, licenses or approvals necessary to establish the use. The Directory may grant a one-year extension to this period. This period is distinct from any duration limits, periodic reviews or renewal periods once the use is established, which may be a condition of approval of the use.
 2. Ceasing the use for a period of more than 1 year shall be considered abandonment of the use by special review, and the approval shall expire.
 3. Minor changes to an approved use by special review may be approved by Director upon finding all of the following:
 - a. The change expands the floor area of the original approval by less than 10%;
 - b. There is not a change of use or significant increase in the intensity of the use that could adversely impact adjacent property;
 - c. The change does not exceed the limits or violate any specific conditions of the original approval; and
 - d. The change complies with all other provisions of this code, including the Site Plan procedures and criteria in 2.07.

Any other changes to the use shall require an amendment to the use by special review through the same procedures and criteria as the original application
 4. A use by special review may be revoked by the Planning Commission through the same procedures granting the use, upon a finding that the conditions of approval have not been met, or that the use has otherwise violated the provisions of this code.

2.07 Site Plan

- A. **Applicability.** The site plan process provides review of development projects that propose a change to buildings and sites that may impact the relationship to the streetscape or adjacent property, or may include a change of use or activity on the site. It ensures that projects meet the development and design standards of this code, and coordinates projects with surrounding development patterns and public spaces, including compatible arrangement of buildings, pedestrian and vehicle access, site design, lighting and landscape design. Site plans may be initiated by the property owner.

The site plan process specifically applies to reviews prior to any of the following:

1. Any building or site improvements;
 2. A grading or building permit; or
 3. A change of use.
- B. **Review Criteria.** In general, any site plan in compliance with all applicable standards of this code shall be approved. In making a determination of compliance with the standards applied to

particular site, or exercising any discretion under the standards, a site plan shall be reviewed according to the following criteria:

1. **Generally.**
 - a. The plan meets all applicable standards or the criteria for any discretionary approvals.
 - b. The plan does not substantially undermined any goals or objectives of the Comprehensive Plan that are applicable to the area or to the specific project.
 - c. The plan does not present any other apparent risks to the public health, safety or welfare of the community.
 2. **Site Design and Engineering.**
 - a. The plan provides safe access and internal circulation considering the site, the block and other surrounding connections, and appropriately balances vehicle, bicycle and pedestrian needs for the context.
 - b. The plan provides or has existing capacity for utilities and other required improvements to serve the proposed development.
 - c. The plan provides adequate management of storm water runoff.
 - d. The plan provides proper grading considering prevailing grades and the relationship to adjacent sites.
 3. **Landscape and Open Space Design.**
 - a. The plan creates an attractive aesthetic environment and improves relationships to the streetscape or other nearby public, civic or common spaces.
 - b. The plan enhances the environmental and ecological functions of un-built portions of the site, and makes effective use and conservation of water resources.
 - c. The plan reduces the exposure and adverse impact of more intense activities or components of the site or building on the streetscape and on adjacent properties.
 4. **Building Design.**
 - a. The location, orientation, scale and massing of the building creates appropriate relationships to the streetscape and to adjacent properties.
 - b. The selection and application of materials will promote proper maintenance and quality appearances over time.
 - c. The location, fixtures and types of building and site lighting promotes creates aesthetic enhancements, promotes safety and security, and accounts for sensitive borders with the right-of-way or adjacent property
 - d. The building reinforces the character of the area and reflects a compatible architectural relationship to adjacent buildings. Specifically, if there is any consistency or commonality in the scale, proportion, forms and features, and materials of adjacent buildings, they inform choices on the proposed building.
- C. **Review Procedure.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to site plan applications:
1. At the applicant's discretion, and as part of the pre-application steps, the applicant may present a preliminary or conceptual site plan. This may be used to confirm interpretations, test basic concepts and standards, or review options for a proposed project.
 2. Any requests for alternative compliance or a variance from the standards are distinct applications, but may be coordinated with the Site Plan review as provided in Sections 2.08 and 2.09
 3. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.

4. The Director may determine that any application meeting these eligibility criteria still presents significant change or potential impacts on the area, or presents substantial interpretation questions on the application of development standards or review criteria. The Director may forward, or applicant may request the application be forwarded to the Planning Commission as an appeal.
- D. **Effect of Decision.** Approval of a site plan shall be valid and create a vested property right for 1 year, and authorize the applicant to apply for a building permit and all other applicable permits. The decision may be appealed to the Planning Commission. The Director may grant one extension for up to 1 additional year. Failure to obtain permits, or otherwise achieve substantial completion of improvements or commence the use within this time frame shall cause the approval to expire.

2.08 Alternative Compliance

- A. **Applicability.** The alternative compliance process provides limited flexibility in the application of design standards so that the best design solution may be applied to a particular context or site. It ensures that projects meet the intent and design objectives of the standards of this code, but allows for relief from strict application of the standards where an equal or better design solution is possible. Alternative compliance shall not reduce requirements of this code, but provide equivalent standards applied in a site-specific or creative way. Alternative compliance applications may be initiated by the property owner.

Specifically alternative compliance shall be applicable for any of the following:

- a. Residential design standards in Section 5.03;
 - b. Non-residential design standards in Section 6.03;
 - c. Access and circulation standards in Chapter 7;
 - d. Landscape standards in Chapter 8; and
 - e. Sign standards in Chapter 9.
- B. **Review Criteria.** The following criteria apply to any application that is proposing alternative compliance to any of the standards.
1. The alternative shall not alter any use standard, and deviation from any dimension or quantity standard shall be limited to 10%, except the Redevelopment Area established in Section 10.07, which shall not be limited in the extent of alternative compliance that may be considered.
 2. The alternative shall be based on specific conditions of the site that make the applicable standard impractical, or where compliance with the standard would not clearly advance the intent and design objective of the standard.
 3. The proposed alternative shall equally or better meet the intent or design objective of the particular standard.
 4. The alternative shall impact adjacent sites to no greater degree than would otherwise occur by complying with the standard.
 5. The alternative shall not undermine any other planning policy or design goals applicable to the site or general area.
 6. The alternative shall not be strictly for the convenience of a specific project, but is justified under any of the following broader community benefits:
 - a. aesthetic considerations that permit better coordination with the established character of the specific area;
 - b. improved environmental performance;
 - c. enhanced pedestrian amenity of civic spaces;
 - d. adaptive reuse of existing buildings or infill on existing lots that otherwise would likely not occur;

- e. better serves public health and safety considerations; or
 - f. more directly advances any official city-approved plans or policies applicable to a particular area.
- C. **Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to site plan applications:
- 1. Applications for alternative compliance may be submitted independently in advance of a site plan, provided there is sufficient information to evaluate the application according to the criteria. Alternatively, an application for a alternative compliance may be submitted with a site plan, provided that specific standards for which alternative compliance is proposed are clearly called out as a separate issue and decision in the application materials.
 - 2. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.
 - 3. Any request for alternative compliance associated with another application that requires approval of another review body, may be approved by the Director conditioned on final approval of the associated application. The alternative compliance shall be noted in the associated application and either affirmed or denied by the review body according to the criteria of the associated application.
- D. **Effect of Decision.** Approval of alternative compliance shall be indicated by a written statement of the Director. It shall authorize deviation from the standards only to the extent demonstrated on the approved plans. The written statement of approval shall be included with a subsequent submitted site plan, or if associated with a site plan application clearly called out distinct from the site plan submittal. The approval shall only be valid for one year from the written statement, unless a complete site plan application is submitted, in which case the alternative compliance approval shall remain valid in association with the site plan submittal. The Director may grant an extension of up to 6 months provided the conditions affecting approval of the approval have not significantly changed. Denial of alternative compliance may be appealed to the Planning Commission.

2.09 Variance

- A. **Applicability.** A variance is a process to provide relief from a strict interpretation of the zoning and development standards of this code, which when applied to a particular property and in a specific context would create practical difficulties or unnecessary hardship on all reasonable use of the property. This application shall only apply to the design, dimension, and other site development standards of this code and shall not be used to authorize a use that is prohibited by the applicable zoning district. Variances may be initiated by the property owner.
- B. **Review Criteria.** A variance shall be reviewed and approved only on the finding by the Zoning Board of Appeals that the following conditions are met:
- 1. The strict application of this code would result in practical difficulties or unnecessary hardships that limit the reasonable use of the property without granting the variance.
 - 2. The difficulty or hardship is caused by conditions on the property that are unusual or atypical, are not are result of general conditions in the area, and were not created by the applicant.
 - 3. Granting the variance will not adversely affect the rights of adjacent property owners or residents.
 - 4. Granting the variance will not adversely affect the public health, safety, or general welfare.

5. Granting the variance is consistent with the Land Use Chapter of the Comprehensive Plan and area or neighborhood plans, or may achieve greater consistency with these plans than if the codes were strictly applied.
 6. Granting the variance does not undermine the purposes and intent of this code, and is consistent with the specific intent or design objectives of the provision for which the variance is sought.
 7. The requested variance is the minimum necessary to relieve the difficulty or hardship and permit reasonable use of the property.
- C. **Minor Variance Procedures.** The Director may approve minor variances subject to the following:
1. Applications for minor variances may be submitted independently in advance of a site plan, provided there is sufficient information to evaluate the application according to the criteria. Alternatively, an application for a minor variance may be submitted with a site plan, provided the need for the variance is clearly called out as a separate issue and decision in the application materials.
 2. Mailed notice shall be provided to all abutting property owners, allowing up to 15 days for the owners to object. Any objections shall require the variance to be processed with the Zoning Board of Appeals according to the rest of this Section.
 3. Minor variances shall be limited to the following circumstances:
 - a. Variance to a setback, building location, or building height requirement by up to 10% of the requirement. Where this would be less than 1 foot, the Director may approve a variance up to 1 foot.
 - b. Variance to a lot or open space area or dimension requirement of up to 5% of the requirement.
 - c. Variance to a building coverage requirement by up to 10% of the requirement.
 4. The Director's decision shall be based on the criteria in Section 2.09.B.
- D. **Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to variance applications not eligible for minor variances:
1. Applications may be accompanied by a site plan where it is necessary to review conformance with standards of this code and the variance criteria.
 2. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director shall schedule review by the Zoning Board of Appeals.
 3. Approval by a majority of the Board present shall be necessary to grant a variance.
 4. In granting a variance, the Board may impose conditions and requirements that best assure the criteria for approval are in place and maintained, and any violation of these conditions shall be considered a violation of the ordinance.
- E. **Effect of Decision.** Upon approval of a variance, a Certificate of Variance Approval shall be recorded for the subject property by the Director in the Weld County Clerk and Recorder's Office. Upon filing, the applicant may proceed with any necessary approvals or permits authorized in the variance. Any variance not filed and acted upon within 12 months shall expire and no further action is permitted. The Director may grant an extension of up to 6 months provided the conditions affecting approval of the variance have not significantly changed. Denial of a minor variance by the Director may be appealed to the Zoning Board of Appeals. Denial of a variance by the Board of Zoning Appeals may be appealed to the City Council.

2.10 Appeal of Administrative Decision

- A. **Applicability.** The appeal of administrative decisions is a process to determine if there was an error in any final decision in the interpretation, administration or enforcement of this code by an administrative official of the City. Except for where this Chapter and Table 2-1 establish a

different appeal process for specific applications, appeals of administrative decisions may be filed with the Zoning Board of Appeals. Appeals may be filed by any person aggrieved and materially affected by a final decision of an administrative official, or by any officer, department, board, or official public body of the City. Appeals of administrative decisions shall be filed in writing with the Community Development Department within 10 days of the date of the decision being appealed.

- B. **Effect of Filing.** An appeal halts all proceedings in furtherance of the decision appealed from unless the official making the decision certifies to the Board that it could cause imminent peril to life or property. In such case, the Board may elect to allow the official to continue proceedings in furtherance of the decision while the appeal is pending a final decision of the Board.
- C. **Notice.** Notice of the appeal shall be served upon the person whose decision is being appealed by providing a copy of the appeal. The administrative official whose decision is being appealed shall transmit to the Zoning Board of Appeals all plans, applications and other files directly impacting the decision and constituting the official record upon which the action appealed is taken within 10 days of receipt of such filing of the appeal. If the appeal is based on an application that required any other notice under this code, notice of the appeal shall also occur as required by the original application.
- D. **Action and Review Criteria.** The Zoning Board of Appeals shall grant the administrative official's decision a presumption of correctness, placing the burden of persuasion of error on the appellant. A majority vote of the Board present shall be necessary to sustain an appeal. An appeal shall be sustained only upon written findings that the official was in error. In exercising the appeal power, the Board shall have all the powers of the official from whom the appeal is taken, and the Board may reverse or affirm wholly or partly or may modify the decision being appealed.
- E. **Effect of Decision.** The decision by the Zoning Board of Appeals shall have the same effect as a decision made by the administrative official but shall be limited to the facts and circumstances of that particular case. The Director may use the Zoning Board of Appeals decision on an appeal as a factor when applying the standard appealed from to other similar circumstances. Any person aggrieved by a final decision of the Zoning Board of Appeals may appeal City Council according to Table 2-1 and Section 2.01.I.

2.11 Code Amendments

- A. **Applicability.** Amendments to these regulations may be initiated by the City Council or the Planning Commission, or by Staff on behalf of these entities.
- B. **Review Criteria.** A code amendment shall be reviewed according to the following criteria:
 - 1. The amendment furthers the purposes of these regulations in Section 1.01.C.
 - 2. The amendment is in accordance with the Comprehensive Plan and has been considered for both its long-range affects as well as immediate impacts.
 - 3. The amendment promotes the public safety, health and general welfare of the citizens of Greeley.
 - 4. The amendment improves the effectiveness and efficiency of administering the Land Development Code.
- C. **Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to text amendment applications:
 - 1. Applications may be accompanied by a related Comprehensive Plan amendment, or more specific plan, provided the amendment or plan has met all of the legal and policy requirements for plan approvals independent of the proposed code amendment.

2. All amendments shall first require the recommendation of the Planning Commission. The City Council may recommend the application be returned to Planning Commission for further study or additional information at its next regular meeting. Failure by the Planning Commission to consider or revise its recommendation shall be considered a resubmission of its original recommendation.
 3. The Planning Commission may recommend or City Council may approve a lessor change than was proposed in the notice, when considering the proposed change relative to the currently applicable standards.
- D. **Effect of Decision.** Amendments to the text of these regulations shall be approved by the City Council in the form of an ordinance and be effective after the date specified in the ordinance. The Director shall incorporate approved amendments into this code by reference to the specific amending ordinance, and indicate the newly applicable provisions and the replaced provisions, or by recodification of the official code, that incorporates the approved amendment.

2.12 Dedication & Vacation of Easements

- A. **Applicability.** Dedication and vacation of easements is used to officially record or eliminate easements granting specific access and property interests stated in the recorded document. Easements may be dedicated or vacated in association with a plat or replat meeting the procedures and criteria in Section 2.02, or by this section. Eligible applicants for dedication of easements include anyone with a property interest in the abutting and underlying land, and eligible applicants for vacations are only the easement holder.
- B. **Review Criteria.** The following criteria apply to dedication and vacation of easements:
1. All legal pre-requisites for recording or eliminating the property interest have been established, and all forms and fees required by the City have been submitted.
 2. The applicant has established written evidence of ownership, and provided notice to all other ownership interests in the easement or affected property.
 3. The application will not be detrimental to any adjacent property owner, and no owner or entity with a property interest in the easement has objected.
 4. All parties in interest or potentially impacted by the application, and any agencies or city departments with an interest, have received notice and have had time to comment.
 5. For a vacation, there is no public purpose for the easement, considering the Comprehensive Plan, any specific transportation, open space or other public facilities plans, or other plans or policies under those plans.
 6. The application meets all other procedures and requirements of the Colorado Statutes, the Colorado Constitution, and the municipal code.
- C. **Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to dedicating or vacating easements:
1. The applicant shall submit a plat or other legal document showing the specific property rights to be vacated or dedicated, and the affect to adjacent or abutting property.
 2. The Director shall coordinate review of the application per section 2.01.E., and in particular determine whether any referral agencies who may have facilities or other interest in the easement or right-of-way should be notified, or if all potentially affected property owners have been notified.
 3. The Director shall sufficient time from notice for necessary referral agencies to comment, or require consent forms from any affected parties. The Director may extend this time period where the nature of the application or caseloads warrant further consideration from referral agencies, city departments, or other interested parties.

4. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director shall make a final decision.
- D. Effect of Decision.** After approval of an easement dedication or vacation, the Director shall record the plat or other legal document with the Weld County Clerk and Recorder's Office. A denial of a vacation or dedication application may be appealed to the Planning Commission.

2.13 Dedication & Vacation of Rights-of-Way

- A. Applicability.** Dedication and vacation of rights-of-way is used to officially record or eliminate rights granting specific access and property interests stated in the recorded document, which are not associated with a major subdivision process. Eligible applicants include the City or an abutting and underlying property owner. For any right-of-way abutting multiple property owners, the City may require that all owners join in the application.
- B. Review Criteria.** The following criteria apply to dedication and vacation of rights-of-way:
1. All legal pre-requisites for recording or eliminating the property interest have been established, and all forms and fees required by the City have been submitted.
 2. The applicant has established written evidence of ownership of property abutting or underlying the right-of-way. Where multiple properties are involved each owner shall be joined in the application
 3. The application will not be detrimental to any adjacent property owner, and no owner or entity with a property interest in the easement has objected.
 4. All parties in interest or potentially impacted by the application, and any agencies or city departments with an interest, have received notice and have had time to comment.
 5. For a vacation, there is no public purpose for the right-of-way, considering the Comprehensive Plan, any specific transportation, open space or other public facilities plans, or other plans or policies under those plans.
 6. For a dedication, the right-of-way will serve a public purpose and the dedication is sufficient to meet the design standards and specifications of Chapter 3 for streets, trails or other rights-of-way.
 7. The application meets all other procedures and requirements of the Colorado Statutes, the Colorado Constitution, and the municipal code.
- C. Review Procedures.** In addition to the general requirements in Table 2-1 and Section 2.01, the following requirements are specific to vacating rights-of-way or easements:
1. The applicant shall submit a plat or other legal document showing the specific property rights to be vacated or dedicated, and the affect to adjacent or abutting property.
 2. The Director shall coordinate review of the application per section 2.01.E., and in particular determine whether any referral agencies who may have facilities or other interest in the right-of-way should be notified, or if all potentially affected property owners have been notified.
 3. The Director shall allow sufficient from notice for necessary referral agencies to comment, or require consent forms from any affected parties. The Director may extend this time period where the nature of the application or caseloads warrant further consideration from referral agencies, city departments, or other interested parties.
 4. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director shall schedule review by the Planning Commission.
 5. The Planning Commission shall consider the application subject to the review criteria and make a recommendation to the City Council.
 6. Upon receipt of a recommendation from the Planning Commission, the City Council shall make a final decision, and may condition a decision to vacate right-of-way on reserving

any interest it determines necessary to serve a public purpose or the interests of the affected property.

- D. **Effect of Decision.** After approval of a right-of-way dedication or vacation, the City Clerk shall record a copy of the scale drawing or illustration and legal description in the Weld County Clerk and Recorder's Office.

2.14 Annexation

- A. **Applicability.** The annexation process is to add unincorporated lands to the municipal boundaries, and consider well-ordered development of the City, and the extension of municipal services and facilities in an efficient, and effective manner. Annexation applications may be by petition of the land owners or at the initiation of the City Council.
- B. **Review Criteria.**
1. **General Eligibility.** The City Council may consider an annexation petition for land that satisfies the eligibility requirements of the statutes of the state as follows:
 - a. The area proposed for annexation has not less than one-sixth of its perimeter contiguous with the municipal boundaries; and
 - b. A community of interest exists between the area proposed for annexation and the City; the area is urban or will be urbanized in the near future; and the area is integrated with or is capable of being integrated with the annexing municipality.
 - c. The full width of all public rights-of-way adjacent to a proposed annexation shall be included in the annexation.
 - d. The responsibility to apply for exclusion from any applicable special districts shall be upon the applicant of the annexation.
 - e. Annexations of enclaves may be initiated by the City Council when such enclaves have been completely surrounded by property within the municipal limits for a period of at least three years.
 2. **Specific Criteria.** The Planning Commission and City Council shall evaluate annexations according to the following criteria:
 - a. The proposed annexation is in conformance with the City's Comprehensive Plan;
 - b. The proposed annexation promotes geographical balance of the City's land use pattern;
 - c. Adequate services are or will be available to support the development expected to result from the proposed annexation, in accordance with Section 3.05.
 - d. The proposed annexation provides for a continual and rational boundary; and
 - e. The proposed annexation is needed to accommodate future land use requirements.
- C. **Review Procedures.** In addition to any specific procedure required by the laws of the state at the time of annexation, and in accordance with the general procedures applicable by table 2-1 and Section 2.01, the following specific procedures apply to annexations:
1. **Petition for Annexation.** The petition shall be signed by persons comprising more than 50% of the landowners in the area and owning more than 50% of the land area. Sample petitions are available from the Community Development Department.
 2. **Annexation Elections.** As an alternative to an annexation petition, the qualified electors of the area being proposed for annexation may petition the City Council to hold an annexation election.

- a. The petition for annexation election shall be signed by at least 75 qualified electors or 10% of the electors, whichever is less, or as otherwise required by state statutes.
 - b. The petition shall be filed with the City Clerk and shall comply with the provisions of the state statutes.
 - c. If the petition for annexation election is in substantial compliance with state statutes, the City Council shall call for an election to be held. Notice of such election shall be given by the City Clerk.
 - d. If a majority of the votes cast are against annexation, or the vote is tied, the annexation proceedings to date will be voided and considered of no effect and the City Council shall proceed no further with the annexation proceedings.
 - e. If a majority of the votes cast at the election are for annexation, the City Council may thereafter annex the area.
3. *Application.* Application form and related application fees, including all additional plans and details required on the forms shall be provided by the applicant.
4. *Request for Zoning.* The applicant shall submit a request for zoning in accordance with this section and Section 2.03, Rezoning. The Community Development Director shall conduct an analysis of existing land uses on the subject property to ascertain zoning and lawfully established nonconforming uses. Nonconforming uses shall be permitted to continue, as provided in Section 1.05.
5. *Staff and Agency Review.* The Director shall coordinate review of an application with all necessary reviewing agencies, and allow them two weeks from the date of distribution of the annexation plat and supporting documents to make any objections or comments to the Community Development Director. This time period may be extended to the minimum period needed to complete the review.
6. *Resolution to Consider Annexation.* The City Council shall determine whether to proceed with annexation of property by resolution which shall include the public hearing date and, at the same time, shall determine if an annexation agreement will be required.
7. *Annexation Impact Report.* For annexations of areas larger than ten acres, the City shall prepare an impact report concerning the proposed annexation. The report shall be prepared at least 25 days prior to the date of the City Council's hearing on the proposed annexation, and a copy of the report shall be filed with the Board of County Commissioners governing the area proposed to be annexed within five days after preparation of the report. The annexation impact report shall contain the following information at a minimum:
 - a. A map or maps of the municipality and adjacent territory to show the following:
 - (1) The present and proposed boundaries of the municipality in the vicinity of the proposed annexation;
 - (2) The present streets, major trunk water mains, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and
 - (3) The existing and proposed land uses in the areas to be annexed.
 - b. A copy of any draft or final annexation agreement, if available;
 - c. A statement on plans of the City for extending and providing municipal services at the time of annexation;
 - d. A statement on the method to finance the extension of the municipal services into the area to be annexed;
 - e. A statement identifying existing districts within the area to be annexed; and

- f. A statement on the effect of annexation upon local public school district systems, including the estimated number of students generated and the capital construction required to educate students.
 - 8. *Planning Commission Hearing.* The Planning Commission shall hold a public hearing on the annexation. In making a recommendation on an annexation, the Planning Commission shall consider the review criteria in this Section, any comments received from agencies or offices receiving copies of the annexation plat, the staff recommendation and any comments received from citizens.
 - 9. *City Council Hearing.* The City Council shall hold a public hearing on the annexation. In taking action on an annexation, the City Council shall consider the review criteria in this Section, any comments received from agencies or offices receiving copies of the annexation plat, the staff and Planning Commission recommendations and any comments received from citizens.
- D. **Effect of Decision.** If the annexation is approved, the Community Development Director shall cause a copy of the signed annexation plat to be recorded in the Weld County Clerk and Recorder's Office. Annexed areas shall be included in the City's zoning ordinance and map within 90 days after the effective date of the annexation ordinance, except that the proposed zoning ordinance shall not be passed on final reading prior to the adoption of the annexation ordinance. The City shall consider zoning such newly annexed areas under the appropriate zoning category as follows:
- a. If land use approval or development of areas being considered for annexation is not pending upon completion of annexation, if the subject property is in a transitional state regarding development or if it is in the best interest of the City, the City Council shall place the newly annexed property into the H-A Holding Agriculture Zoning District.
 - b. Requests for zoning districts other than the H-A Holding Agriculture District may be considered by the City Council in conjunction with the submittal of all applicable requirements for a rezoning application. The City Council shall place the newly annexed property into the zoning district most appropriate, considering the goals and objectives of the City's Comprehensive Plan and the applicant's future development plans.
 - c. Requests for zoning to the C-D Conservation District shall be exempt from the requirements of Subsections a. and b. above.
 - d. Property which does not have an approved General Development Plan per Section 2.05.B or Zoning Suitability Plan per Section 2.04.C.6.a, and does not develop within three years from the effective date of this Section shall be required to submit a Zoning Suitability Plan prior to, or in conjunction with, subdivision or site development.
 - e. During the time in which zoning of newly annexed areas takes place, the City may refuse to issue any building or occupancy permit for any portion or all of the newly annexed area.