



PLANNING COMMISSION WORK SESSION

September 4, 2024 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

To view Planning Commission meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of the Work Session is to have the Planning Commission receive information on topics of Planning Commission business from the Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

Members of the public in attendance are asked to be recognized by the chairman before participating in any discussions of the Planning Commission

WORK SESSION AGENDA ITEMS

1. Land Use Application Processes, Robert's Rules of Order, Quasi-Judicial Proceedings, and Development Map - C. Malone, Chief Planner; K. Emil, Deputy Town Attorney; and M. Price, Planner I

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: September 4, 2024
To: Planning Commission
From: Carlin Malone, Chief Planner
Re: Land Use Application Processes, Robert's Rules of Order, Quasi-Judicial Proceedings, and Development Map - C. Malone, Chief Planner; K. Emil, Deputy Town Attorney; and M. Price, Planner I
Item #: C.1.

Background / Discussion:

The purpose of this work session is for education and discussion on four topics. Staff will present:

- An overview of the different land use application processes,
- The principles and practices of Robert's Rules of Order for conducting meetings,
- Quasi-Judicial proceedings, and
- Introduce an interactive land use application map.

The attached materials include:

1. An overview of the land use planning steps that would occur from start to finish for an unincorporated (county) parcel annexing into the Town through completion of the development review process, and
2. A general overview of a typical land use application through the development review process.

Planning and Legal staff will have a presentation for this work session.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

The work session is for education and discussion.

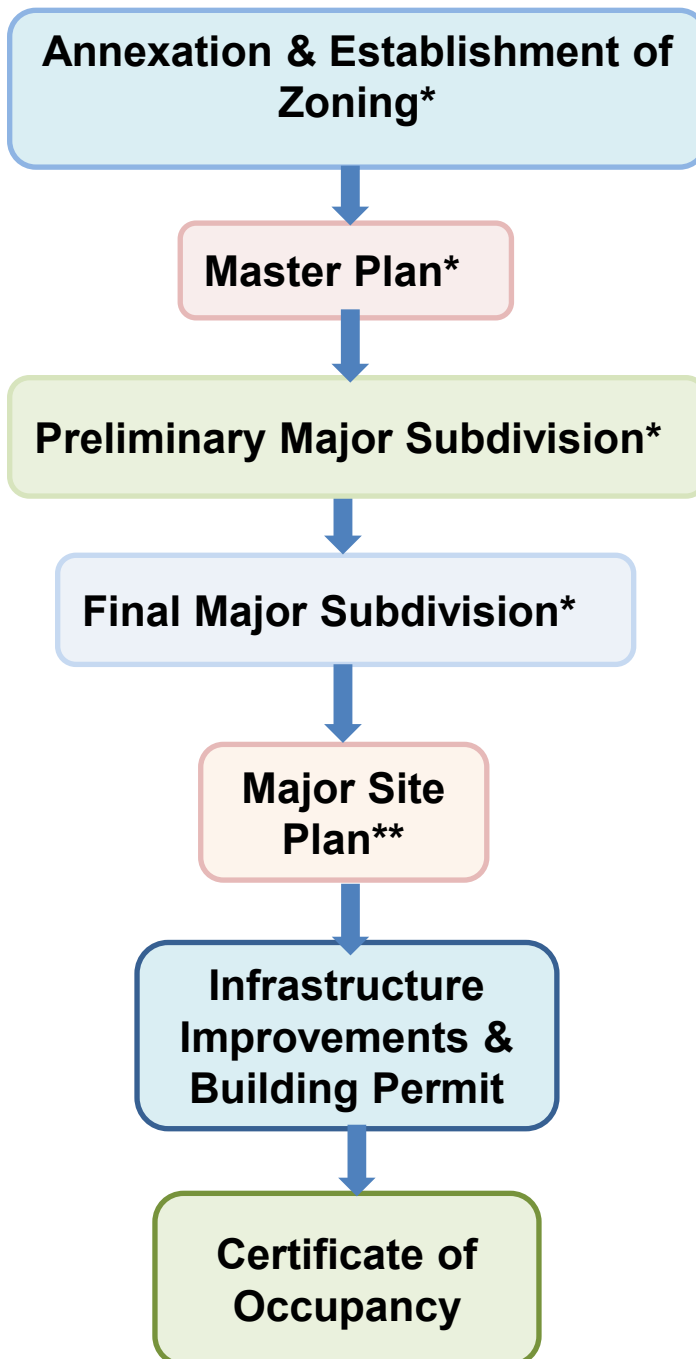
CC:

Town Attorney Office
Scott Ballstadt, Director of Planning

Attachments:

1. Planning Process Workflow
2. Land Use Application Process Workflow

Planning Process



*Requires Planning Commission and Town Board Public Hearings

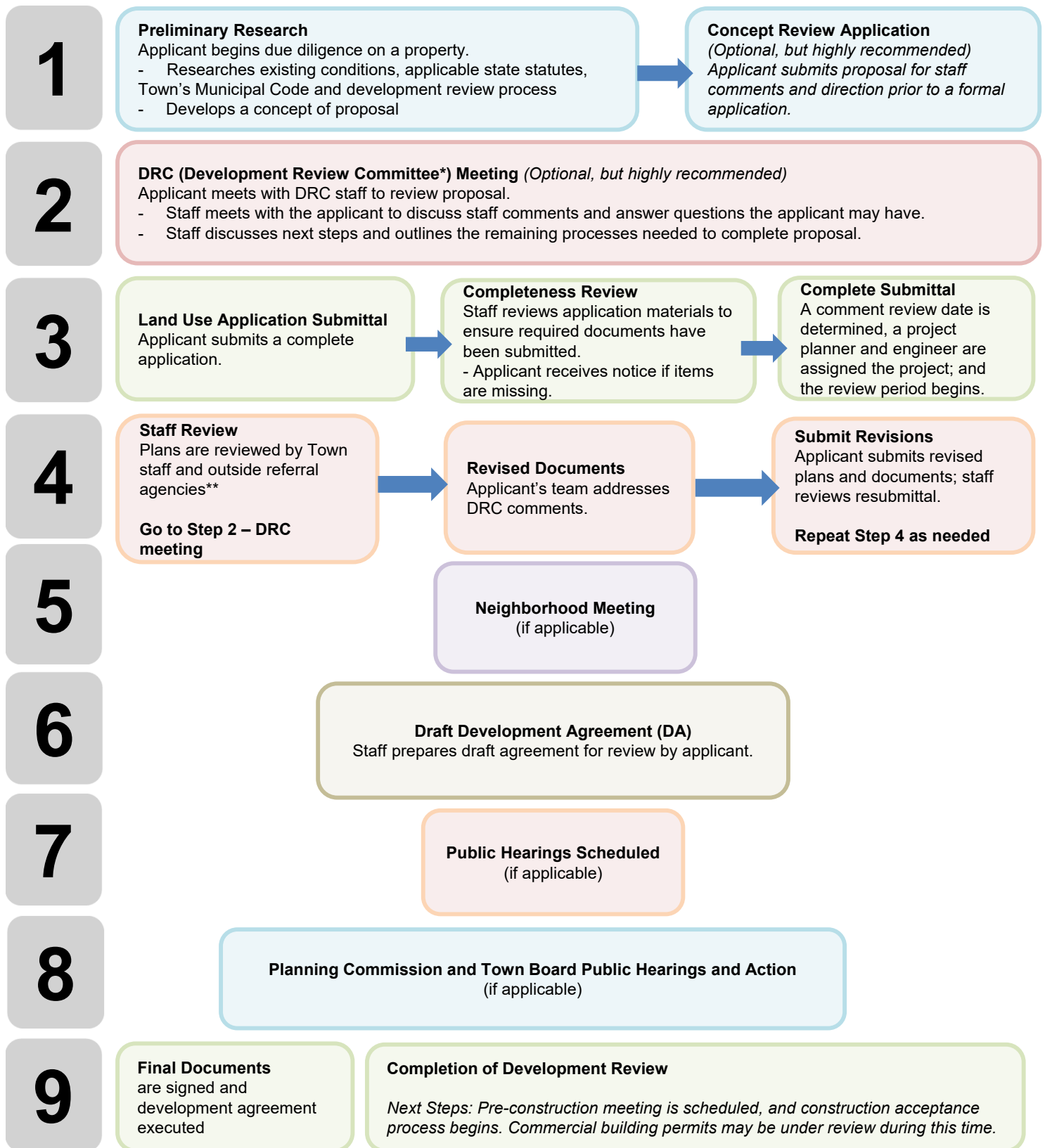
**Administrative Review

Note:

1. The above is a general outline of processes from unincorporated property through building permit process. Application process will depend on specific property. Some applications may be processed concurrently.
2. Major Site Plan application is not applicable to single-family or duplex lots and may not be required when there is a minor change of use to an existing commercial or industrial building and/or site.

Development Review Guide

Land Use Application ~ General Overview



***DRC** – Development Review Committee consists of staff from Community Development [Planning, Engineering, Economic Development, Building, & Water Resources], Windsor-Severance Fire Rescue [WSFR], Public Services (Stormwater, Streets, Public Utilities, Parks, & Forestry).

****Referral agencies** – Depend on the location of the proposal. They include, but are not limited to special districts, such as water and sewer, private utility providers [electric, gas, communications], ditch companies, Colorado Department of Transportation (CDOT), Colorado Parks & Wildlife, adjacent municipalities and/or county, etc.