



ARAPAHOE COUNTY
COLORADO'S FIRST

BOARD SUMMARY REPORT

Date: May 14, 2020
To: Board of County Commissioners
Through: Jan Yeckes, Planning Division Manager
From: Alan White, Planner/Project Specialist
Subject: Development Application Manual Corrections/Clarifications

Direction/Information

Staff is presenting information to the Board of County Commissioners and is requesting that the proposed corrections and clarifications be considered administrative amendments to be made by staff.

Request and Recommendation

This Board Summary Report describes several corrections and clarifications that are needed in the Development Application Manual. Staff recommends that these corrections and clarifications be considered administrative, with the corrections to be made by staff without a public hearing. Staff is requesting a determination from the Board of County Commissioners that the proposed corrections and clarifications are administrative, thereby authorizing staff to make the corrections and clarifications.

Background

In August of 2019 the Board of County Commissioners approved the reorganized Land Development Code (LDC). As part of that code reorganization, a separate Development Application Manual (DAM) was adopted as a supplement to the LDC. The resolution approving the DAM authorized staff to make corrections and clarifications as administrative amendments without conducting public hearings.

Attachment A contains pages of the DAM where corrections and clarifications are proposed, shown in redline format. Please note that while the pages are numbered consecutively in the attachment, they are not consecutive pages of the DAM. Headings, list numbers, and sentences will not follow from the previous page.

Links to Align Arapahoe

Service First

The proposed corrections and clarifications provide accurate, reliable information for external and internal customers.

Discussion

The Manual provides land development applicants with guidance on what information is to be submitted, information and notes to be provided on plans, and procedures to be followed after a development application is approved or denied. The information in the Manual came from the previous and reorganized LDC and was standardized for each type of development application.

Through use of the DAM over the last several months by staff, several errors have been discovered. These errors include reference to the wrong development application type, the incorrect approval body being listed for the required signature block, inconsistent wording (submittal vs. application and contour intervals). No new requirements are being created.

The corrections and clarifications reflect the approval processes defined in the adopted LDC and the requirements outlined in the previous LDC which were not changed with adoption of the reorganized LDC. The corrections and clarifications are being brought to the Board of County Commissioners because of the number of corrections needed.

Alternatives

Because the DAM is a supplement to the Land Development Code, any substantive changes require hearings before the Planning Commission and Board of County Commissioners. Not considering these proposed corrections and clarifications as administrative amendments will require hearings before both the Planning Commission and Board of County Commissioners, delaying the ability to quickly provide accurate information.

Taking no action would result in inaccurate information being provided to external and internal customers.

Fiscal Impact

Making these corrections and clarifications will have no fiscal impact to the county.

Concurrence

These corrections and clarifications have not been reviewed with outside agencies as they correctly reflect processes and requirements outlined in the LDC before the reorganization was approved. No new processes or requirements have been included with these corrections and clarifications. The proposed changes have been reviewed with the Assistant County Attorney who agrees they are not substantive and can be treated as administrative amendments.

Attorney Comments

Include this section if requested by the Attorney's Office.

Reviewed By

Jason Reynolds, Current Planning Program Manager
Jan Yeckes, Planning Division Manager
Robert Hill, Assistant County Attorney
Bryan Weimer, Director of Public Works and Development
Todd Weaver, Director of Finance Department