

CONCEPT PLAN REVIEW: PROCESS OVERVIEW

December 11, 2023

Purpose:

Receive an Overview Presentation
of the Concept Plan Review Process

PURPOSE OF CONCEPT PLAN REVIEW

- **Allow City Council the opportunity to learn about projects at the conceptual stage.**
- **Ask questions and provide informal non-binding comments to the applicant team.**
- **Benefits of process to City Council:**
 - **Awareness of development concepts at an early stage in the process**
 - **Opportunity to provide high-level feedback to the applicant**
- **Benefits of process to Applicants:**
 - **Opportunity to understand initial City Council concerns prior to costly technical plan creation**

APPLICABILITY OF CONCEPT PLAN REVIEW

- **A Concept Plan Review is required for all development proposals that require future quasi-judicial approval of City Council.**
- **Application types that may require a Concept Plan Review:**
 - **Rezoning**
 - **Comprehensive Plan amendment**
 - **New Preliminary Development Plan (PDP) or a PDP amendment**
 - **Official Development Plan (ODP) if the ODP is required in conjunction with any of the above-referenced approval types.**
 - **Uplands: all original site-specific ODPs advancing after CPR implementation.**

CONCEPT PLAN REVIEW PROCESS

DEVELOPMENT REVIEW PROCESS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	Pre-Application Review	New Project Submittal	Project Reviews	Public Hearings(s) (if applicable)	Checkpoint Review	Recordation
	<p>A Pre-Application review is required. Once you have all of the required submittal criteria, you may apply for a review through the City's eTRAKIT project management system.</p> <p>Pre-application review process from submittal of application to meeting with applicant takes approximately.</p> <p>🕒 3-4 weeks.</p> <p>A summary of the meeting will be sent within one week of the pre-application meeting. If you need assistance, please call 303-658-2400.</p>	<p>In order to submit a new project, you will need to apply for a "Formal Application Request" through eTRAKIT. After Staff has reviewed and approved your request, you will be assigned a "PLN" project number so that you may proceed to uploading the required information for a project submittal.</p> <p>When submitting your project you will need to provide the following information that is very important.</p> <ul style="list-style-type: none"> Proof that the current property owner is aware of the proposed project. This can be accomplished by providing a Statement of Authority notarized and recorded by the County. All items required by submittal guide Review Fees <p>PDP Submittal Guide</p> <p>PDP Technical Template</p> <p>ODP Submittal Guide</p> <p>ODP Technical Template</p> <p>Statement of Authority</p> <p>Owner Authorization Letter</p>	<p>City staff reviews the Project Submittal for compliance with the Westminster Municipal Code (W.M.C.), existing ODPs, Comprehensive Plan, and other Design Standards and Guidelines.</p> <p>Referrals to partner agencies and stakeholders may be issued and their comments may be integrated into Staff Review comments.</p> <p>Neighborhood meeting(s) may be required.</p> <p>Staff issues comments to owner and applicant (per project application).</p> <p>🕒 1st Review takes 4 weeks.</p> <p>Revise Project</p> <ul style="list-style-type: none"> Address the comments from Staff review Submit revisions <p>🕒 Additional reviews take 3 weeks.</p>	<p>If your parcel or lot is more than 10 acres in size, public hearings before the Planning Commission and City Council are required.</p> <p>Planning Commission (PC) meetings are scheduled on the 2nd and 4th Tuesday of each month. However, if there are no items for PC action the meeting is not held.</p> <p>If your item requires the approval of City Council (CC), it will generally go to PC and then CC.</p> <p>🕒 Public hearings add approximately 7 weeks to the review process.</p> <p>If a public hearing is not required, skip this step.</p>	<p>After all of the comments have been addressed and/or after approval by the Planning Commission / City Council, staff will notify the owner and applicant that the project may be submitted for Checkpoint Review.</p> <p>Once notified by staff, submit a final electronic copy of the plan set for review by City Staff prior to producing mylars.</p> <p>If no formatting changes are required, staff will notify the applicant to prepare and submit the mylars for recording by changing the project TRAKIT status to PENDING RECORDATION.</p> <p>🕒 1 week</p>	<p>Submit mylars with completed owner certifications and required recording fee. Staff obtains City stamp and signatures and records mylars with County.</p> <p>🕒 1 week</p> <p>Note: Civil construction drawings and building plan sets can be submitted after the TRAKIT status has been changed to PENDING RECORDATION.</p> <p>Required prior to building permit:</p> <ul style="list-style-type: none"> Letter of credit, bond or cash Signed Public and Private Improvements Agreement (LPIA) Pay Public Art Fee (if cash-in-lieu) Pay School Dedication Fee Tree Mitigation Fee
	STEP 1.5					
	City Council Concept Review					
	<p>After pre-application review, the applicant will present the development concept to City Council at a Study Session and receive informal feedback.</p> <p>Concept Plan review is required for all projects not subject to administrative review. Technical review submittal shall not be accepted until after this step has been completed.</p> <p>🕒 Additional 6-7 weeks</p>					

PUBLIC NOTICE REQUIREMENTS

- **A Concept Plan Review requires public notice including the following:**
 - **Mailed Notice to owners and addresses within 1000 feet**
 - **Newspaper notice**
 - **Sign(s) posted on site**
- **All notices provided at the expense of the applicant**
- **All notices are required to occur at least 10 days in advance of the Study Session**
- **Notice signs are constructed, erected, and removed by the applicant**
- **Notice signs are to be removed within 72 hours of completion of Concept Plan Review**

CONCEPT PLAN REVIEW: UPLANDS PARCEL B-2

December 11, 2023

Purpose:

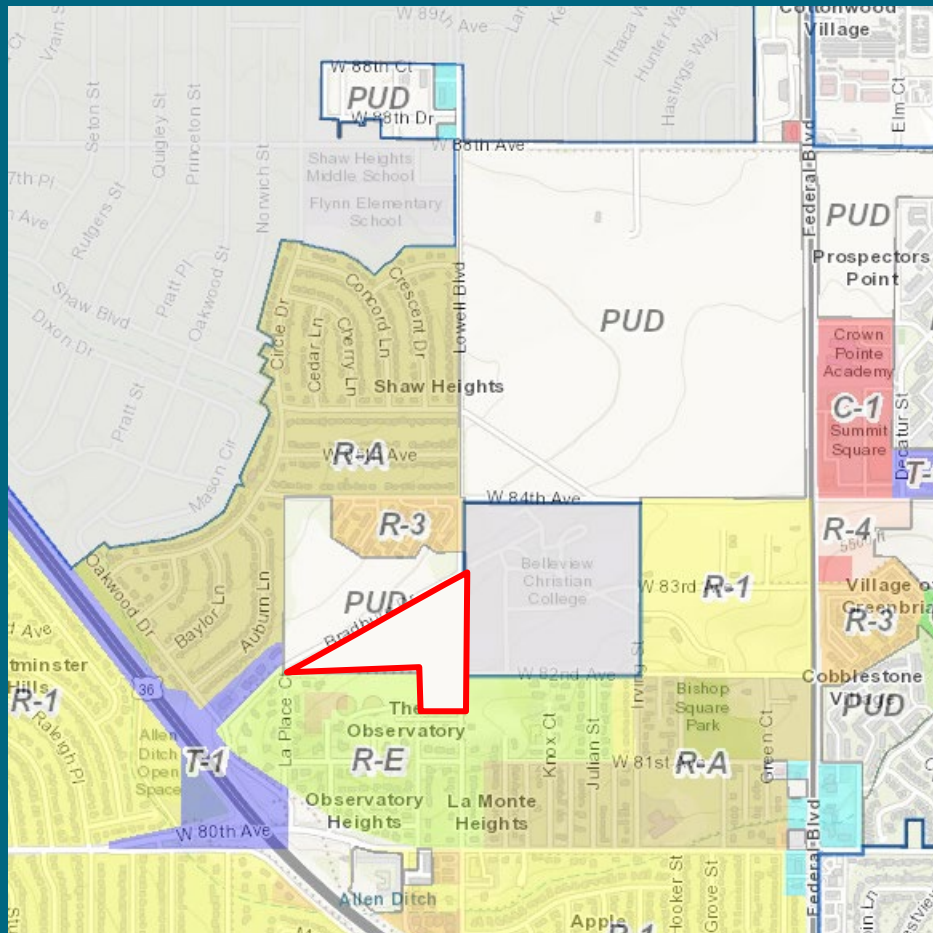
Receive a Concept Plan Review Presentation
and Provide Comments to Applicant

PROJECT LOCATION

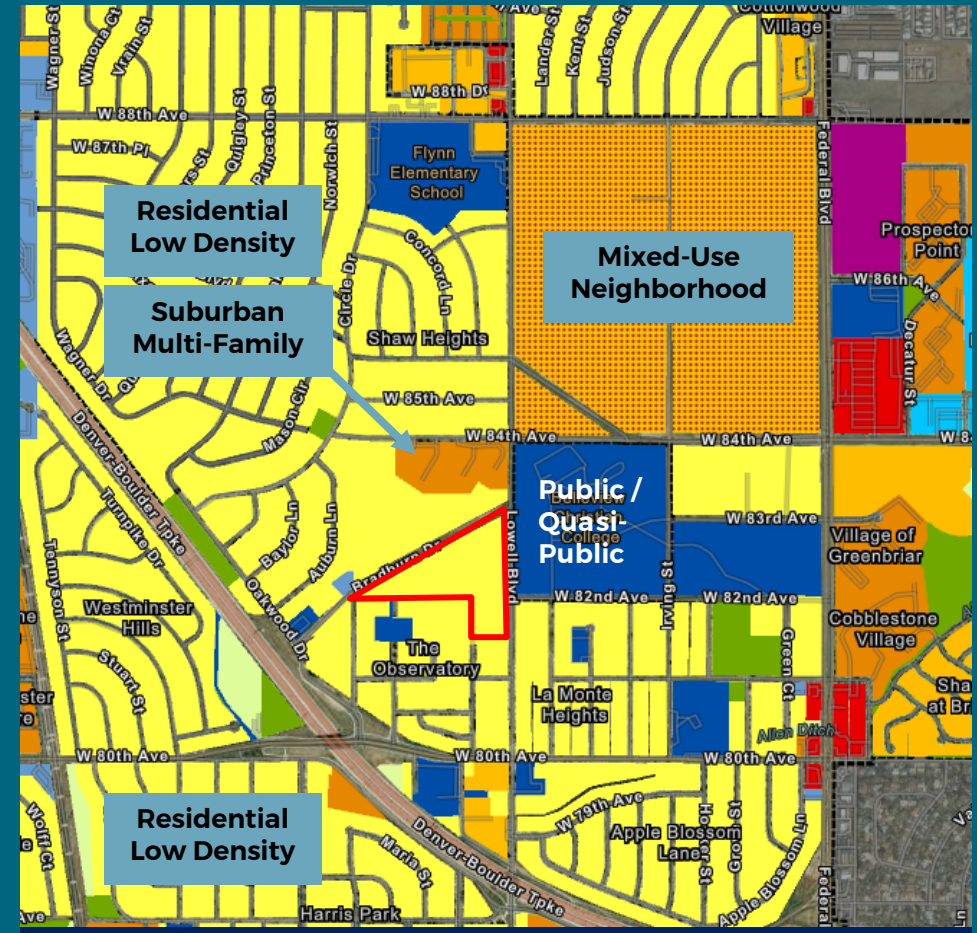
- Southwest corner of Lowell Boulevard and Bradburn Drive



ZONING & COMPREHENSIVE PLAN DESIGNATIONS



ZONING MAP
(PUD - Planned Unit Development)



COMPREHENSIVE PLAN MAP
(Residential Low Density)

OVERVIEW OF DEVELOPMENT PROPOSAL



CONCEPT PLAN REVIEW PUBLIC NOTICE

Notice Provided:

- **3 Signs on property**
- **Notice in newspaper**
- **1742 notices mailed**



REQUIRED DEVELOPMENT APPLICATIONS

1. Official Development Plan (ODP)