



Administration Building  
West Hearing Room  
5334 S. Prince St.  
Littleton, CO 80120  
303-795-4630  
303-738-7915 TTY  
303-795-4630 Audio Agenda Line

Nancy A. Doty, Chair, District 1  
Nancy Sharpe, District 2  
Rod Bockenfeld, District 3  
Nancy Jackson, Chair Pro-Tem, District 4  
Bill Holen, District 5

## Study Session

April 19, 2016

The Arapahoe County Board of County Commissioners typically holds weekly Study Sessions on Monday and Tuesday. Study Sessions (except for Executive Sessions) are open to the public and items for discussion are included on this agenda. Agendas (except for Executive Sessions agendas) are available through the Commissioners' Office or through the County's web site at [www.arapahoegov.com](http://www.arapahoegov.com). Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noticed on this agenda. In particular, the Board typically schedules time each Monday under "Committee Updates" to discuss a wide range of topics. In addition, the Board may alter the times of the meetings throughout the day, or cancel or reschedule noticed meetings. Questions about this agenda? Contact the Commissioners' Office at 303-795-4630 or by e-mail at [commissioners@arapahoegov.com](mailto:commissioners@arapahoegov.com)

### Study Session Topics

**10:00 A.M. \*Land Development Code - Planned Unit Development Chapter Amendments (WHR)**

Discussion of an outline of proposed changes to the County's Planned Unit Development (PUD) process, and request for direction

*Request: Information/Direction*

*Jason Reynolds, Current Planning Manager, Public Works and Development  
Jan Yeckes, Planning Division Manager, Public Works and Development  
David M. Schmit, Director, Public Works and Development  
Robert Hill, Senior Assistant County Attorney*

Documents: [BSR LAND DEVELOPMENT CODE RECOMMENDATIONS STUDY PACKAGE 04 19 2016.PDF](#)

**10:30 A.M. Interview For A Vacant Position On The Community Correction Board (BoCC Conference Room)**

*Board of County Commissioners*

**11:15 A.M. Interview For A Vacant Position On The Community Correction Board (BoCC Conference Room)**

*Board of County Commissioners*

**Break**

**1:00 P.M. Interview For A Vacant Position On The Community Correction Board  
(BoCC Conference Room)**

*Board of County Commissioners*

**1:30 P.M. Administrative Meeting - Department Director Review - Engagement  
(BoCC Conference Room)**

*Sue Good, Total Compensation Manager, Human Resources*

*Patrick Hernandez, Director, Human Resources*

*Board of County Commissioners*

**2:00 P.M. Pace Of Technological Change (WHR)**

Viewing and discussion of Information Technology video, *The Pace of Technological Change*

*Request: Information*

*David Bessen, Director, Information Technology*

*Elected Officials and Department Directors*

**6:00 P.M. Community Resources 2016 Volunteer Appreciation Event (Centrepoint Plaza)**

Community Resources 2016 Volunteer Appreciation Event at Centrepoint Plaza, Littleton Rooms, 14980 East Alameda Drive, Aurora, Colorado

*Board of County Commissioners*

**\* To Be Recorded As Required By Law**

WHR - West Hearing Room

*Arapahoe County is committed to making its public meetings accessible to persons with disabilities.*

*Assisted listening devices are available. Ask any staff member and we will provide one for you.*

*If you need special accommodations, contact the Commissioners' Office at 303-795-4630 or 303-738-7915 TTY.*

*Please contact our office at least 3 days in advance to make arrangements.*



## Board Summary Report

**Date:** April 7, 2016  
**To:** Board of County Commissioners  
**From:** Jason Reynolds, Current Planning Program Manager  
Jan Yeckes, Planning Division Manager  
Public Works and Development Department  
**Subject:** Land Development Code – PUD Chapter Amendments

**Request Direction:** *Staff seeks direction from the BOCC regarding an outline of the proposed changes to the County's Planned Unit Development (PUD) process before moving forward with crafting draft regulations.*

### Request and Recommendation

Based on the recommendations outlined in the 2015 Land Development Code (LDC) Assessment and presented to the BOCC during study sessions on January 25 and February 16, 2016, Clarion Associates drafted a proposed amendment package for the County's Planned Unit Development (PUD) process. Staff seeks Board consent to craft regulations based on the outline of the draft process attached to this Board Summary Report. If significant changes are desired, staff would like to make those adjustments before Clarion devotes a lot of time to writing the text of the code based on this outline. Public Works and Development staff supports the general outline presented here and requests concurrence from the Board of County Commissioners.

### Background

Based on feedback from our land development customers, we need to make significant changes to both our land development processes and the codes supporting those processes. In recent months, the County has begun implementing some recommended changes, including electronic plan review. We can make some incremental improvements, but to truly respond to our customer feedback, we need to update the code.

### Links to Align Arapahoe

#### Service First

This project will improve the land use process and the service provided to the land development sector of our customers.

#### Quality of Life

The update of the land use code will improve the quality of the land uses within the County, thereby providing long-term sustainability.

#### Fiscal Responsibility

Land Use Code and Process improvements and modifications will make the land use process more efficient, which in turn attracts economic development and long-term sustainability of development in the County.

## Discussion

The Land Development Code Assessment identified and prioritized a number of problems with our current code and processes. The first priority was to improve Arapahoe County's PUD system. The Assessment recommended increased emphasis on administratively approved plans with fewer mandatory public hearings. The attached flowcharts depict the draft process.

The major features of the proposal include:

1. Preliminary Development Plan/PDP: The approval of all initial PUD plans requires Planning Commission and BOCC public hearings and approval of the Board, as currently required.
2. Two options are provided for the site plan review:
  - a. Administrative Site Plan: If applicants provide sufficient detail at that first stage and the project is smaller in scope/impact, the subsequent site plan stages of that project may be reviewed and approved administratively.
  - b. Final Development Plan + Administrative Site Plan: If applicants elect to provide only a general level of detail on the PDP or the project is greater in scope/impact (particularly with larger residential development elements), then:
    - i. A Final Development Plan requires a public hearing and final decision by the Planning Commission.
    - ii. An Administrative Site Plan is then approved administratively to incorporate greater detail, such as additional engineering documentation, to ensure that the final development is consistent with the FDP.

These options represent a change from the current process, which requires Planning Commission review and BOCC approval for both the PDP and FDP for all PUD projects, regardless of type, scope and impact. The change would also include the current Master Development Plan/MDP in these options, eliminating the need to maintain a separate process for larger master-planned developments. Properties with a current Development Agreement would not be impacted by changes unless the owners opted to follow the more updated process.

## Next Steps

With BOCC support, Clarion Associates will draft PUD code text based on this outline. Staff will present the proposal to stakeholder groups, including the development community, as well as posting the proposal on our web page for review by citizens, partnering agencies, and other stakeholders.

## Alternatives

1. Direct staff to move forward with preparing draft code amendments based on the outline.
2. Direct staff to work with the consultant to modify the outline to address issues brought forward during the study session.

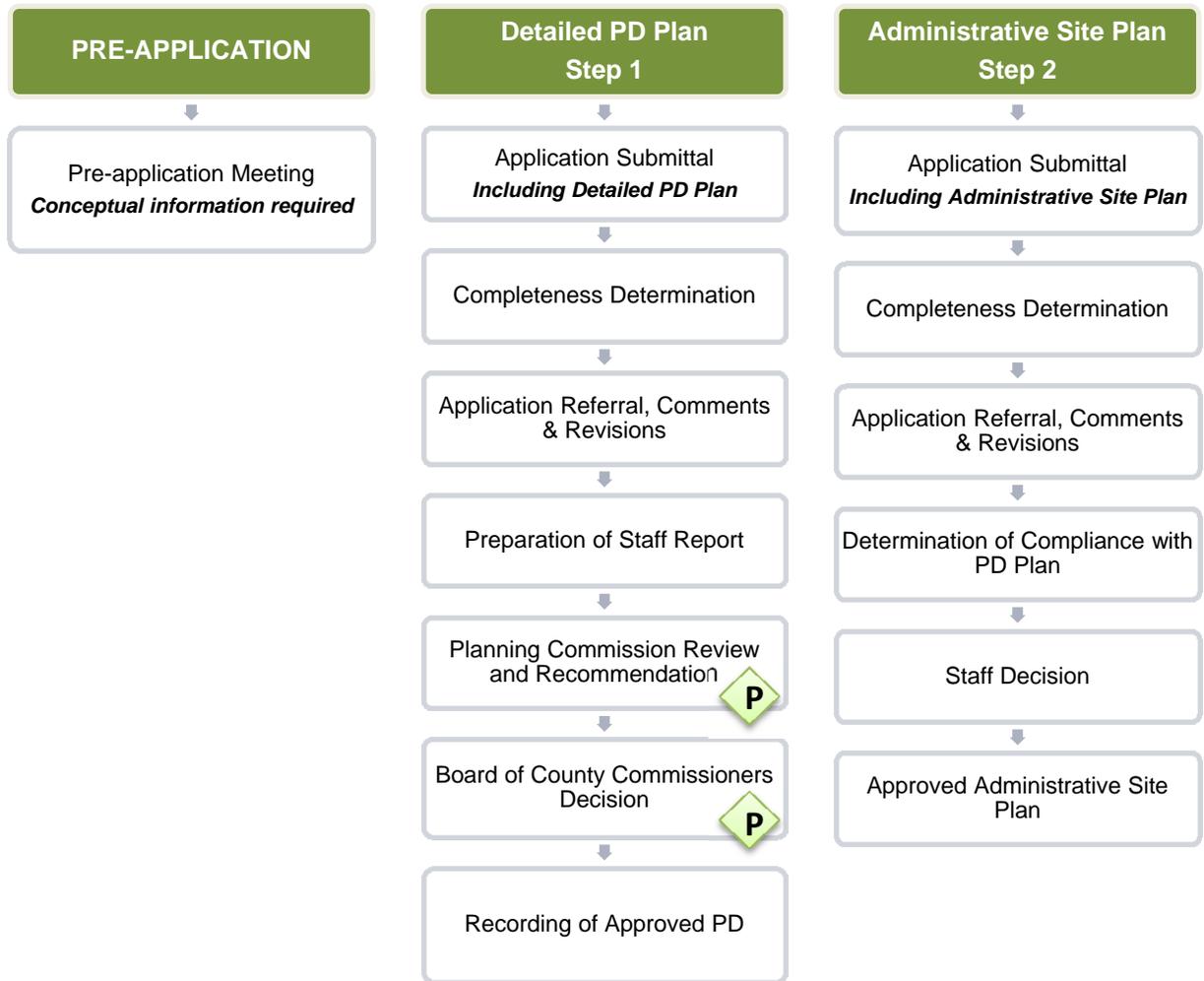
## Fiscal Impact

Amending the development code could result in increased economic development activity.

## Reviewers

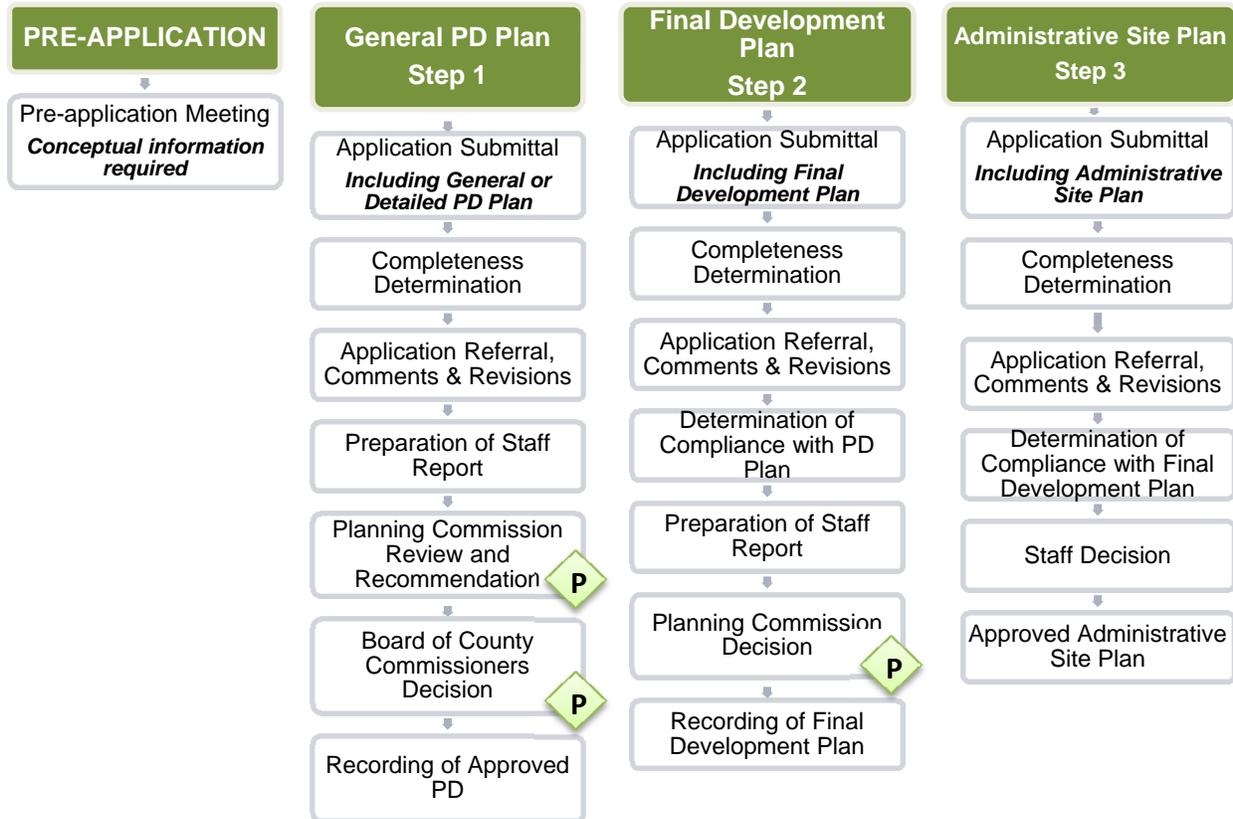
David M. Schmit, P.E., Director of Public Works and Development  
Jan Yeckes, Planning Division Manager  
Jason Reynolds, Current Planning Program Manager  
Robert Hill, Senior Assistant County Attorney  
Todd Weaver, Budget Manager, Finance  
Keith Ashby, Purchasing Division Manager, Finance

# Two-Step PD Process Flow Chart<sup>10</sup>



<sup>10</sup> P: Public Hearing

# Three-Step PD Process Flow Chart<sup>11</sup>



<sup>11</sup> P: Public Hearing