

RESOLUTION NO. 30 - R - 2001

**A RESOLUTION FOR CLARIFICATION OF PORTIONS OF THE
TOWN'S LAND USE CODE**

WHEREAS, The Board of Trustees adopted certain guidelines for the processing of land use applications by Resolution No. 13-1998, subsequently amended by Resolution No. 25-R-2001; and

WHEREAS, it is the desire of the Board of Trustees to require the review by the Planning Staff (Town Planner, Town Engineer, Town Attorney, Town Clerk and Town Administrator) of all requested land use changes of a minor and major impact prior to the forwarding of the same to the Planning Commission and Board of Trustees for their consideration; and

WHEREAS, it is the desire of the Board of Trustees to confirm the remaining portions of Resolution No. 13-1998; and

WHEREAS, it is not the intention of the Town Board to amend or change any provisions of the Town Land Use Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, COLORADO, AS FOLLOWS:

Section 1. Staff Review. At each phase of the application process (Phase 1, Phase 2 and Phase 3 below) the applicant shall submit one original and four copies of all documents to the Town Clerk with the fees. The Planning Staff (Town Planner, Town Engineer, Town Attorney, Town Clerk and/or a Town employee appointed by the Town Board) will review the application for completeness, accuracy and compliance with the Land Use Code and Mead Area Comprehensive Plan, such review being conducted within thirty (30) days of receipt of the application. The Planning Staff may meet with the applicant to discuss the application. The applicant shall be notified in writing of any deficiencies or inadequacies in the submittal materials. An incomplete submission shall not be processed, nor forwarded to the Planning Commission or Board of Trustees for consideration. Following staff review and notice of acceptance for referral to the Planning Commission, the applicant shall provide thirty-six (36) copies of the application documents, fourteen (14) in three-ring binders with the written material (reports, maps and other material). The remaining twenty-two (22) copies are to be three hole-punched, collated into complete application packets and bound with binder clips only. Any forms or letters requiring signatures shall have one original signed and dated in blue ink and bound in a binder. The remaining copies may be photocopies of the original.

Section 2. Deadlines for submitting material to the Town. Any material that an applicant wishes either the Planning Commission or the Town Board to consider at a public hearing must be submitted to the Town Clerk 30 days prior to the date scheduled for the public hearing.

Section 3. Notice. Upon receipt of all materials described in Section 2 above and not less than 20 days before the date of the public hearing, the Planning Staff shall direct the Town Clerk to publish notice of the public hearing in the Longmont Daily Times-Call. Such notice shall be published 15 days before the date of the public hearing.

Section 4. Phase 1. Preliminary Plat. (Previously conceptual plan. See Mead Town Code Section 16-4-80(g), 16-5-10 and 16-5-20). The preliminary plat prepared by the developer will contain a configuration of lots and blocks and streets with the maximum densities and uses that the developer proposes. This preliminary plat will be reviewed by the Planning Commission at a public hearing which will make comments regarding the plat itself in terms of densities and uses, locations of parks, locations of streets and any other items that the Planning Commission believes to be relevant.

The preliminary plat, together with the Planning Commission's recommendations, will then be submitted to the Town Board with the Planning Commission's recommendations noted on Form D-2. Any recommendations forwarded to the Town Board by the Planning Commission should be by a vote of the majority of those members eligible to vote.

The Town Board at a public hearing will then consider the preliminary plat in the original form considered by the Planning Commission together with comments by the Planning Commission. The Town Board may then adopt the Planning Commission's recommendations, add or delete recommendations, and then approve, conditionally approve or deny the preliminary plat. If the preliminary plat is approved, nothing further needs to be done.

The documents currently used by the Town could be incorporated into this process which would be the D-2, D-4 and D-5, together with a letter of intent.

Section 5. Phase 2. Final Plat. The final plat will be identical to the approved preliminary plat in terms of maximum densities and uses. The final plat will contain the actual lot sizes, dimensions of lots, dimensions of streets, easements, dimensions of parks, a dedication of parks and open space, easements and rights of way. In all respects, the final plat should be ready for approval and recording. The Planning Commission at a public hearing reviews the final plat to determine its consistency with the approved preliminary plat by the Town Board and to offer any additional comments or conditions.

The Town Clerk then sets a public hearing on the final plat for the Town Board. After that public hearing, the Town Board again considers the recommendations of the Planning Commission and then approves, conditionally approves, or denies the final plat. If the plat is approved, it stays in exactly the form it was presented to the Board. If it is conditionally approved, the plat is taken back and the revisions are made and the Planning Staff determine whether or not all the conditions have been fulfilled and then approves the final plat as to form.

The documents currently used by the Town could be incorporated into this process which would be the D-3, D-4 and D-5, together with a letter of intent.

The final plat will not be signed by the Mayor and Town Clerk and recorded until the completion of Phase 3.

No construction or development can occur at the completion of Phase 2.

Section 6. Phase 3. Development Stage. This is the final stage where all the technical engineering work will be done. The Memorandum of Agreement of Public Improvements (MOAPI) will be negotiated between the Town and the developer and would contain the requisite protections for the Town. Once the MOAPI has been finalized and approved by the Town Board, and the Town Engineer has approved the engineering drawings, the MOAPI will be executed, as well as the final plat. The final plat and the MOAPI will then be sent to the County for recording and development may start. Prior to the recording of the final plat and the MOAPI, no development or construction on the property is authorized.


INTRODUCED, READ, ADOPTED THIS 12th DAY OF November, 2001.

ATTEST:

TOWN OF MEAD



Judy L. Hegwood, Town Clerk

By 

Keith A. Goshia, Mayor