

**PLANNING AND DEVELOPMENT MEMORANDUM**  
**#11-02**

January 13, 2011

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** William Simmons, City Manager *WS*  
James Hayes, Director of Planning and Development *JH*

**SUBJECT:** CB-1734 – Amendment to Section 11-40-7 of the Municipal Code – Planning Commission meeting requirements

**BACKGROUND**

The Department of Planning and Development prepared this memorandum as background information to supplement to an amendment to Chapter 11, Article 40 of the Municipal Code. Attached to this memorandum is an ordinance, which if approved, would amend the City of Northglenn Municipal Code.

In general, the Planning Commission is responsible for adopting master plans and making recommendations on zoning amendments (map and text) to the City Council. The Commission is also responsible for final approval of some specific land use permits, such as Special Use Permits and Permitted Use Permits. In most cases, there is a notification and/or publication requirement for most of the items considered by the Commission during their regular, public meetings. These requirements provide adequate lead time in determining the specific date or dates for the Planning Commission to consider their decisions or recommendations.

When a land use application is formally submitted to the City for review, the City staff routes the application materials to other Departments and external agencies for comments. After comments are received, they are communicated to the applicant stating preliminary approval or recommended changes to the proposal. In most cases, this is an iterative process and may take several weeks or months, depending upon the response time from the private sector applicants. After all of the issues are resolved, staff reviews the calendar to determine the quickest meeting date for consideration before the Planning Commission.

On occasion, there is no business to be considered by the Planning Commission for several weeks at a time, which reduces the need to meet on a monthly basis.

The current Zoning Ordinance states:

Section 11-40-7 – Organization and Rules

Subsection b:

“The Commission shall hold at least one regular meeting in each month at day and time set by the Commission and which shall not be changed more than once in any period of one year.”

On December 7, 2010, staff presented information to the Planning Commission, including a

recommendation to amend the Zoning Ordinance with new language as follows:

*“Provided however, the Commission may cancel its regular meeting upon the recommendation of the Director of Planning and Development if there are no matters scheduled to be considered by the Commission.”*

Staff believes this will not negatively impact the Commission’s ability to respond quickly to land use applications due to the lead time required for public notice. In addition, it will enable the Director of Planning and Development flexibility in scheduling non-urgent items before the Planning Commission and eliminate the need for a monthly meeting, when there is no business of the Commission to conduct. Most other Boards and Commissions in the City do not have this onerous requirement.

After discussion, the Planning Commission unanimously recommended approval of the Zoning Ordinance amendment to the City Council.

**STAFF REFERENCE:**

If Council members have any questions they may contact James Hayes, Director of Planning and Development at 303-450-8937 or by e-mail at [jhayes@northglenn.org](mailto:jhayes@northglenn.org).

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1734  
Series of 2011

\_\_\_\_\_  
Series of 2011

A BILL FOR AN ORDINANCE AMENDING SECTION 11-40-7, SUBSECTION (b) OF THE NORTHGLENN MUNICIPAL CODE TO AUTHORIZE THE PLANNING COMMISSION TO CANCEL ITS REGULAR MONTHLY MEETING IF THERE ARE NO MATTERS SCHEDULED TO BE CONSIDERED BY THE COMMISSION

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 11-40-7, subsection (b) of the Northglenn Municipal Code is amended to read as follows:

The Commission shall hold at least one regular meeting in each month at a day and time set by the Commission and which shall not be changed more than once in any period of one year. PROVIDED HOWEVER, THE COMMISSION MAY CANCEL ITS REGULAR MEETING UPON THE RECOMMENDATION OF THE DIRECTOR OF PLANNING AND DEVELOPMENT IF THERE ARE NO MATTERS SCHEDULED TO BE CONSIDERED BY THE COMMISSION.

INTRODUCED, READ AND ORDERED POSTED this \_\_\_\_ day of \_\_\_\_\_,  
2011.

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JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

PASSED ON SECOND AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_,  
2011.

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JOYCE DOWNING  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney