

UDC PROCEDURES PLANNING COMMISSION

July 8, 2025

Purpose:

Review the planning and development process and proposed refinements

Presentation Agenda

- 1. Current Process – Andrew**
- 2. Examples of Negotiated Outcomes - John**
- 3. What's Changing w/ the UDC – Elizabeth**

CURRENT PROCESS

Comprehensive Plan

- Sets stage for allowed uses and development format
- Mandatory compliance
- Only City Council can change the Plan per C.R.S.

Photos illustrate intent

Allowed uses

Development Format

EMPLOYMENT - FLEX

This character type provides and protects land for flexible employment uses including offices, research and development facilities, and supportive uses. In general, office uses predominate this category. Light industrial uses (including warehouses, distribution, and wholesalers) may be allowed when located away from residential areas and adequately buffered from sensitive land uses, as shown in Map 3-2, or Flex/Light Industrial designated locations in the prior Comprehensive Plan. Manufacturing and assembly space is permitted when inclusive of storefront/showroom space for offices, sales or customer service. Uses that create objectionable levels of noise, vibration, odor, glare or hazards are not permitted. Outdoor storage must be screened from view. Hotel that support employment uses may be permitted through a later planned development. Support commercial uses integrated with employment buildings are permitted up to 10% of GFA. The City may impose stricter design standards for more intense uses.



Examples: Church Ranch Corporate Center, Park Centre, Westmoor



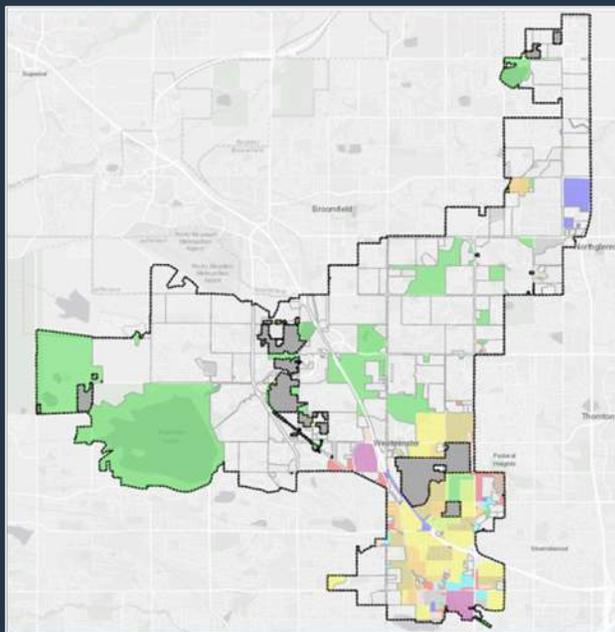


Table 3-12. Employment - Flex Development Standards

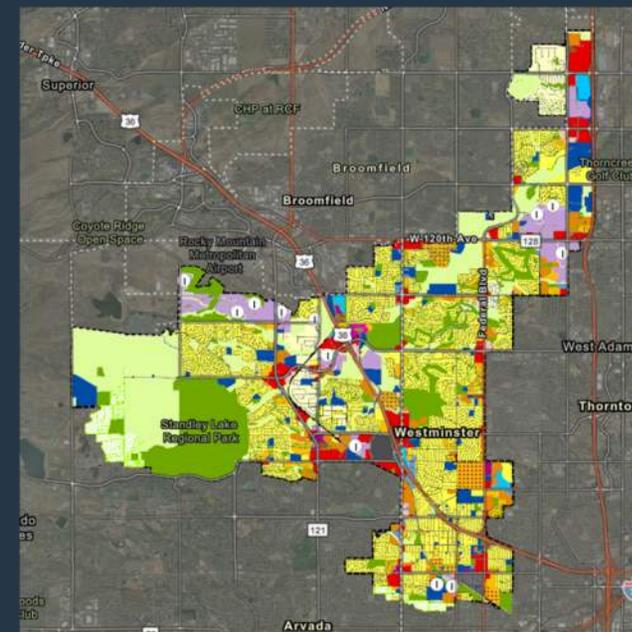
Land Use	
Primary Uses	Professional Offices; Research and Development Labs; Flex Office; Incubator Space
Secondary Uses	Manufacturing; Warehousing; Fabrication; Repair Shops; Wholesale Distributors; Production; Medical Facilities; Hotels; Support Commercial (eating establishments, pharmacies, business services, office supply)
Development Characteristics	
Form and Guidelines	Buildings 1 to 4 stories but may be allowed higher in Focus or Transition Areas or where adjacent to expressways; Employee and customer amenity spaces; Loading, service or storage areas screened from view; Architectural detailing for elevations within public view; Maximum 10% of GFA for support commercial or 15,000 square feet, whichever is less
Floor Area Ratio	Maximum 1.0 FAR (primary uses) Maximum 0.5 FAR (standalone secondary uses)

Zoning & Comprehensive Plan

- Zoning**
- PUD Planned Unit Devel.
 - B-1 Business
 - C-1 Commercial
 - M-1 Industrial
 - O-1 Open/Agriculture
 - R-1 Single-fam Med. Dens.
 - R-2 Two-family
 - R-3 Multi-fam Low Dens.
 - R-4 Multi-fam High Dens.
 - R-5 Multi-fam Very High Dens.
 - R-E Single-fam Low Dens.
 - R-A Single-fam High Dens.
 - SPD - Special Plan District
 - T-1 Transitional
- City Limits**
- City Limit
 - Unincorporated

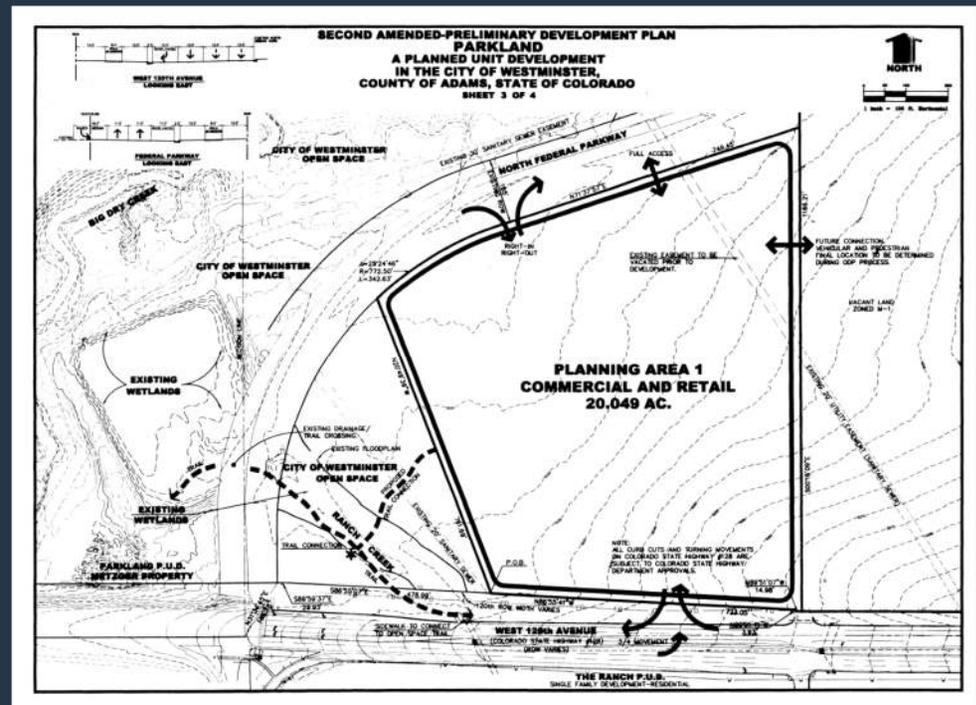


- Comprehensive Plan 2040**
- Residential Large Lot
 - Residential Low Density
 - Residential Medium Density
 - Suburban Multi-Family
 - Urban Multi-Family
 - Mixed-Use Neighborhood
 - Specific Area Plan
 - Employment-Flex
 - Neighborhood Office
 - Employment-Office/Institutional Campus
 - Public/Quasi Public
 - Commercial
 - Service Commercial
 - Commercial Mixed-Use
 - Mixed-Use Activity Center
 - Parks/Golf Courses
 - Open Space/Creek Corridor
 - Agricultural/Conservation Area



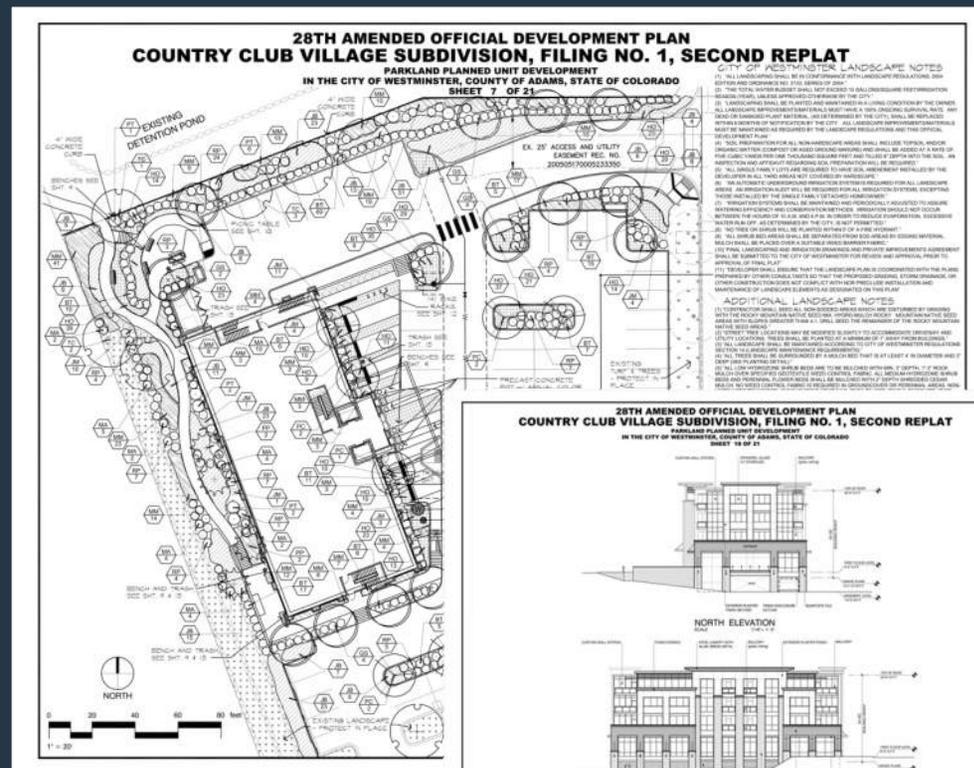
Preliminary Development Plan (PDP)

- Large-scale framework for development
- Typically, 2 to 4 sheets
- Permitted uses; development standards; height, bulk, setbacks; lot arrangement; access points, etc.

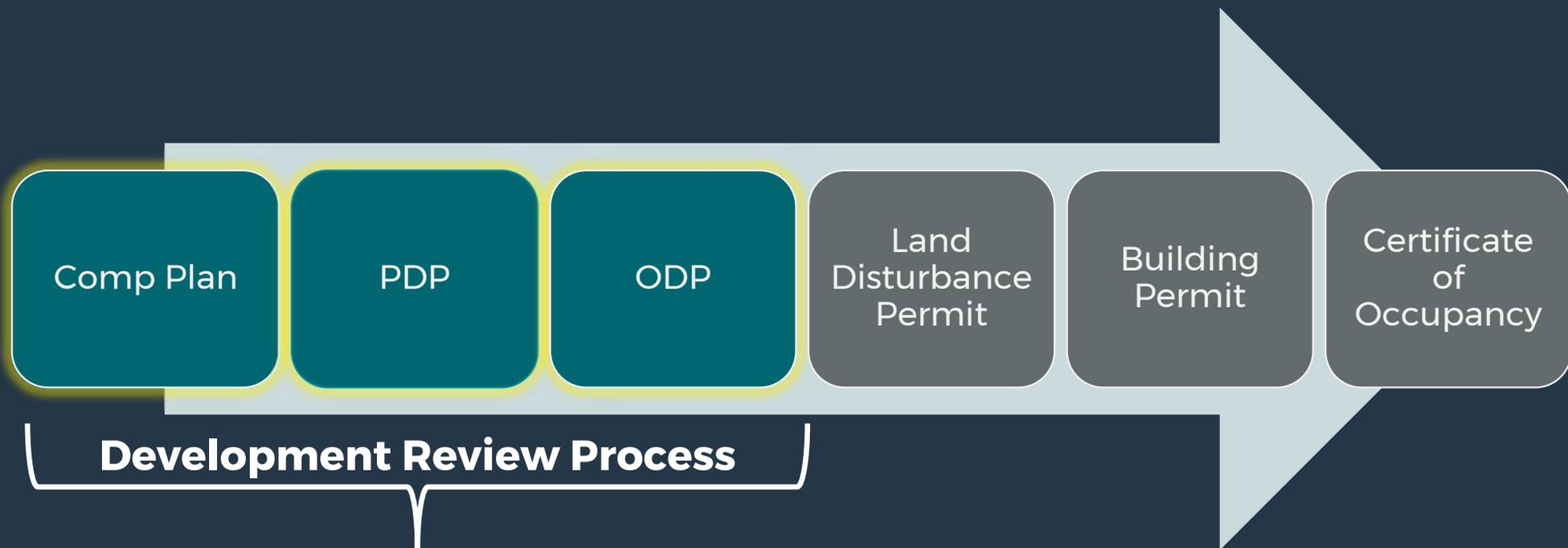


Official Development Plan (ODP)

- Site-specific plan for development of one or more properties within a PDP
- Can be dozens of pages depending on the scale of the project and site
- Site plan; grading; landscaping; lighting; architecture; parking; etc.



Overall Entitlement and Construction Milestones



Recent Process Changes

2016 Process Changes

- Electronic Plan Review
- Pre-application Review

2018 Process Changes

- Elimination of Service Commitment Competition
- Move from design guidelines to standards for residential uses

2023 Process Changes

- Multi-Family ODP Resolution
- Concept Plan Review

Concept Plan Review

PURPOSE

- Provide City Council the opportunity to learn about project at the concept stage, and if desired, provide comment to the applicant

APPLICABILITY

- The Concept Plan Review process is required for all development plans that require future City Council approval (including PDP, PDPA, ODP, ODPA, where applicable)

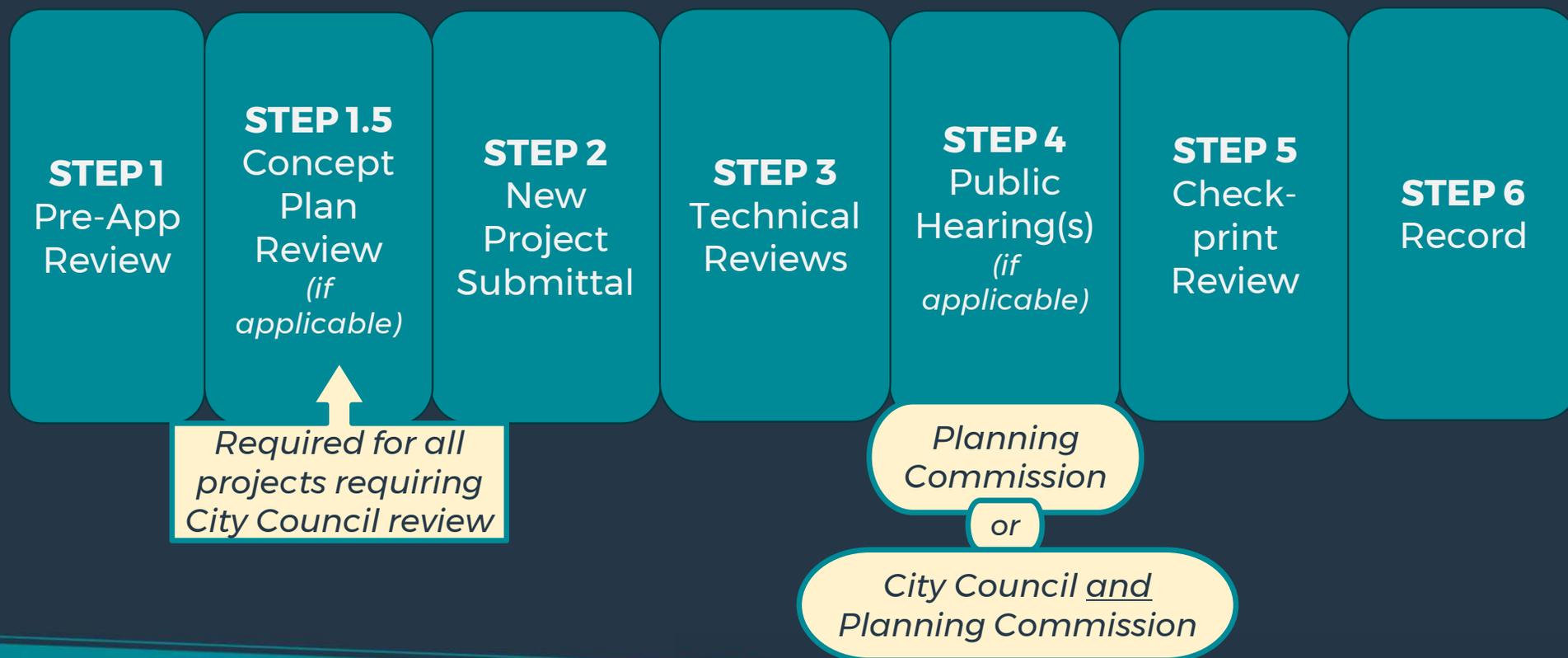
ORIGIN

- May 16, 2022 Study Session presentation on development approval authority

IMPLEMENTATION

- Concept Plan Review code amendment adopted on April 24, 2023

Development Review Process



Administrative Approvals

- Minor PDP and ODP amendments
- ODPs within Specific Plans
- Landscape plan alternative compliance
- Subdivision plats
- Conditional uses
 - Group home, domestic violence shelters, thrift stores under 5,000 sq ft
- Administrative variances
 - 10% deviations
- Master Sign Plan
- Building permits

Planning Commission

Recommendation only:

- Original PDPs
- PDP amendments requiring City Council approval
- Comprehensive Plan, Specific Plans
- Comp Plan and Specific Plan amendments
- Rezoning

Approval Authority:

- Original ODPs, not requiring City Council review
- Special Use Permits
- Variances
 - Parking, signs, telecom, fences, special regs

City Council Approvals

- Original PDPs
- PDP amendments that:
 - ✓ Add a new land use to the PDP
 - ✓ Change the land area devoted to any use in the PDP by more than 10 percent
 - ✓ Change the density or intensity of use with the PDP by more than 10 percent
 - ✓ Change the setback or height of any building in the PDP by more than 10 percent
 - ✓ Constitute a significant change to the PDP in the opinion of the City Manager
- Comprehensive Plan and Specific Plans
- Comprehensive Plan Amendments
- Rezoning
- Annexation
- Appeals of Special Use Permit (SUP) denial by Planning Commission
- Appeals of ODP decisions by Planning Commission
- ODPs
 - ✓ Multi-family Land Uses
 - ✓ Uplands projects
 - ✓ Projects requesting exceptions

Application Review Staff Timelines

Overall timeline depends on responsiveness of the applicant's design professional

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Admin ODP	Pre-Application	Technical Review			Approval					
PC ODP	Pre-Application	Technical Review				PC Consideration				
CC ODP	Pre-Application	Concept Plan Review	Technical Review					PC Review	City Council	2nd rdg if needed

Application Review

With Applicant Response Time

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
Admin ODP	Pre-Application		Technical Review			Approval									
PC ODP	Pre-Application			Technical Review	Applicant Response	Technical Review	Applicant Response	Technical Review	Applicant Response	Technical Review	PC Consideration				
CC ODP	Pre-Application	Concept Plan Review		Applicant Response	Technical Review	Applicant Response	Technical Review	Applicant Response	Technical Review	Applicant Response	Technical Review	Applicant Response	PC Review	City Council	2nd rdg if needed

Example: Orchard Estates

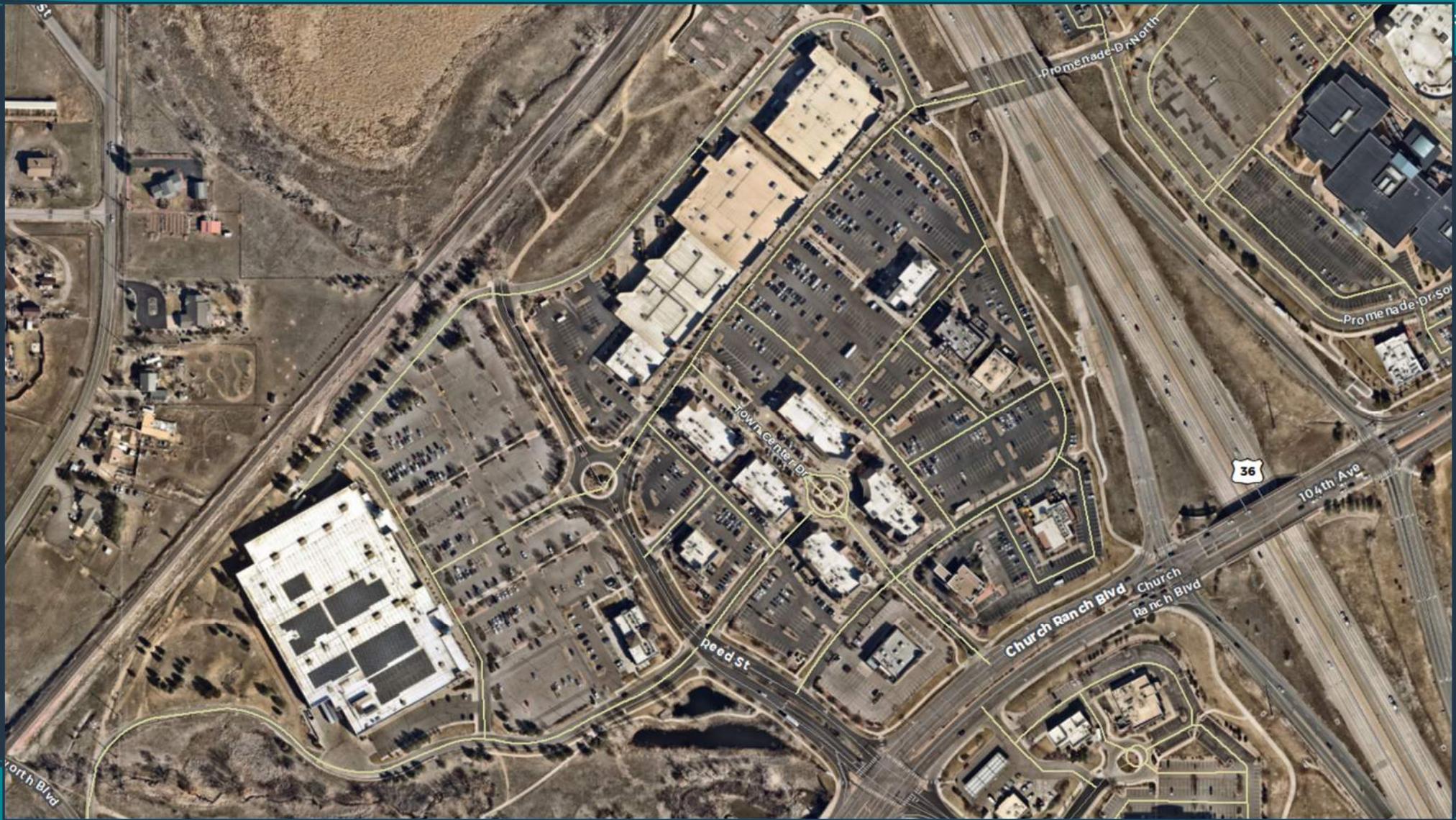
- Under 10 acres, could have been eligible for PC approval
- Infill location, concerns for compatibility with established context
- Seven exceptions requested



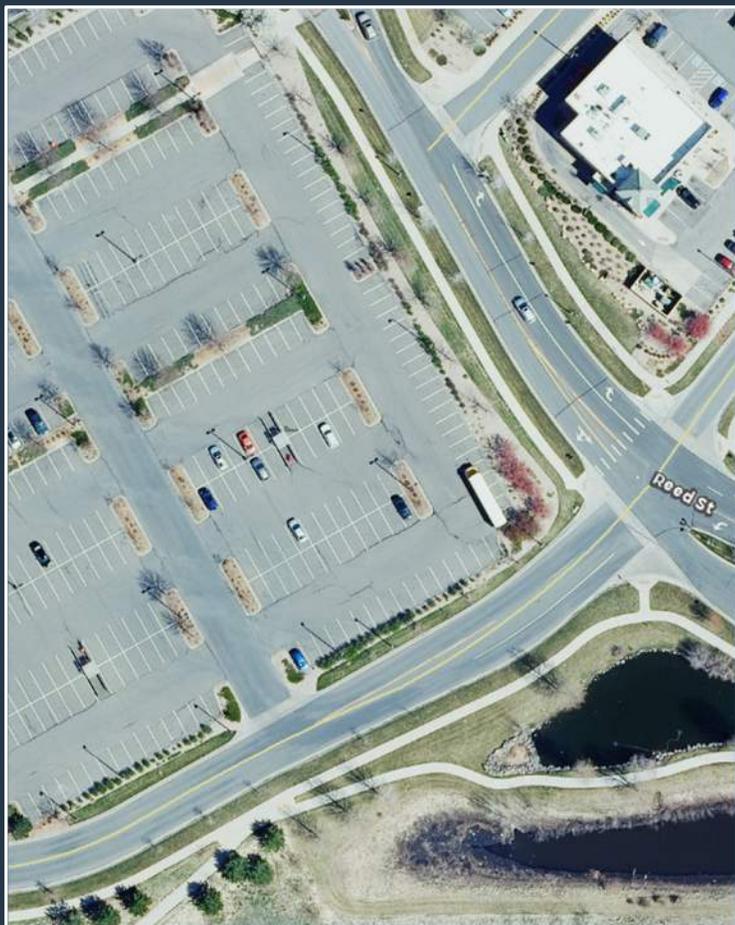
Benefits - Challenges

- Many checks and balances
- Use of negotiation to achieve context-specific results
- Multiple opportunities for public input
- Planning Commission and City Council have opportunity to evaluate nonroutine projects
- Planning Commission and City Council understand how development is carrying out the vision of the Comp Plan
- With few sites left for development this keeps eyes on the choices made
- Confusion – applicant, staff, public, City Council
- Use of negotiation creates uncertainty
- Timelines make it difficult to respond to other deadlines (CHFA for example) and increase costs
- Multiple notices creates confusion for the public – Concept Plan, Neighborhood Meeting, Planning Commission, City Council
- Development signs – wind, weather, and vandalism have resulted in reposting and rescheduling of projects
- Exception process limits creativity

EXAMPLES OF NEGOTIATED OUTCOMES

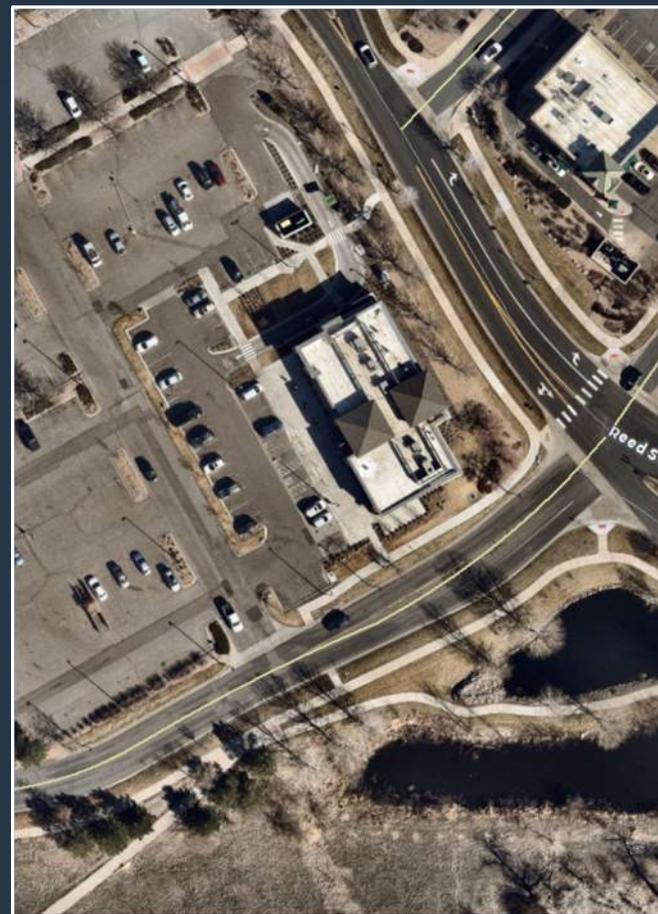


2016



BEFORE

2025



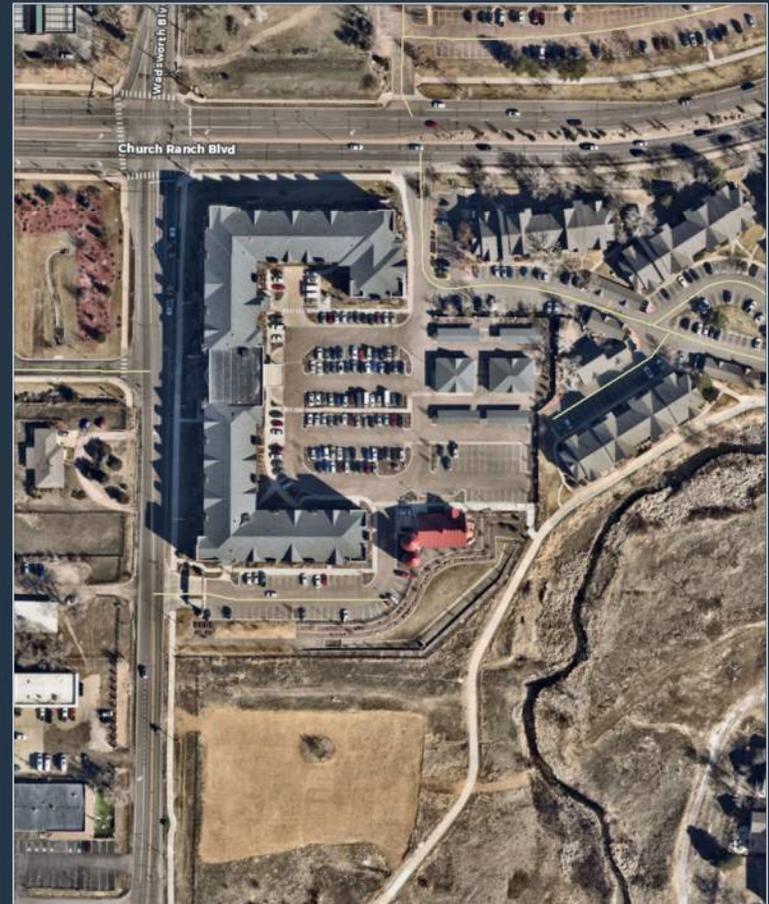
AFTER

2016



BEFORE

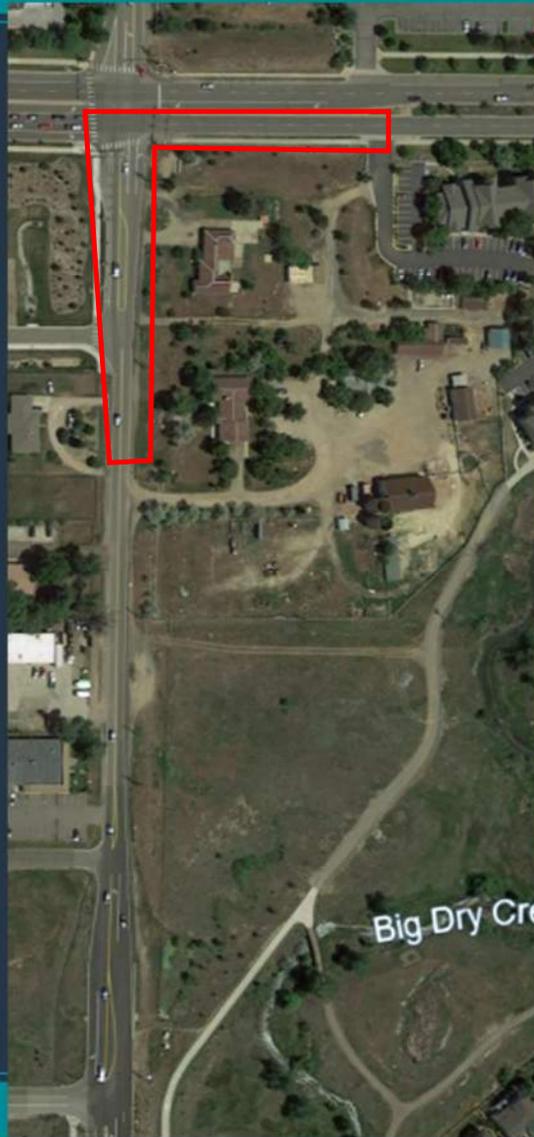
2025



AFTER

OFF-SITE IMPROVEMENTS

- Deceleration lane added approaching the intersection
- Wadsworth improvements down to where the street width tapers



- 8' sidewalk added with an extended connection down to Big Dry Creek Trail
- Turning and merging lane added along Church Ranch Blvd.
- Trail connection from the east private property to the Big Dry Creek Trail.

BEFORE



AFTER



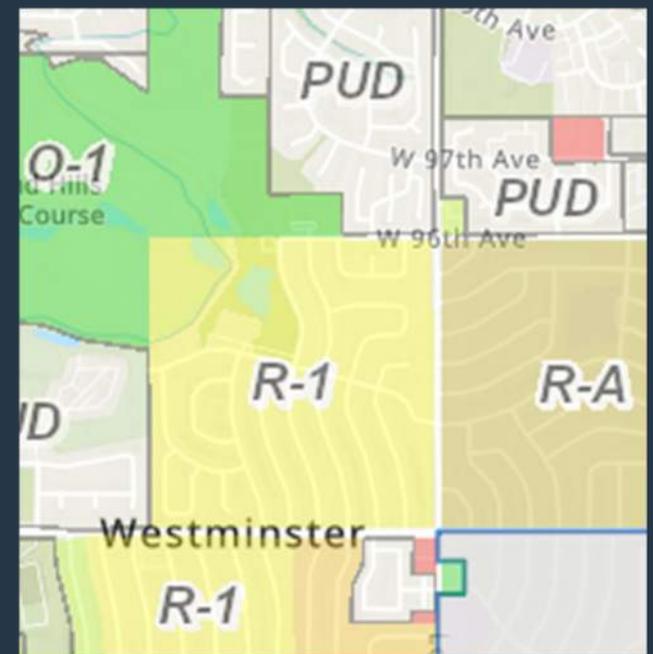
WHAT IS CHANGING WITH THE UDC?

Range of Flexibility Options

- Base standards for development
- Administrative Adjustment
- Project Specific Adjustment
- Planned Unit Development (PUD)
- Alternative Compliance
- Substantial Conformance Improvement Plan (SCIP)

Functional Base Districts

- Option for “conventional” zoning
- Not locked in by PUD (PDP/ODP) process
- Structure, use, landscaping, lighting, parking changes all regulated by basic UDC standards – most have some built-in flexibility
- All adjustment processes apply



Built-in Flexibility

- District choices
- Standards that allow a range of site layouts
- Locational adjustments

Table 11-2-5: Residential Zoning District Required Setbacks

Current Zoning Districts	One-Family Residential (RE)	One- & Two-Family Residential (R1, R2, RA)	Multiple Family Residential (R3)	Mult. Fam. Res. (R4)	(new)
Proposed Zoning Districts	Res. Estate (RE)	Suburb Res. (R1)	Mixed Res. (R3)	Mixed Medium Res. (R4)	Mixed High Res. (R5)
Key: AC = Acre DU = Dwelling Unit FT = Feet SF = Square Feet					
Primary Structure (min, FT)					
Front	20	20			
Street side (corner lot)	15	7.5	7.5	5	5
Front-facing garage setback (from front elevation)	5	5	5	10	10
Interior side	7.5	5	5	2	2
Rear (any access)	20	--	5	2	2
Rear (alley access)	--	5	--	--	--
Rear (street access)	--	20	--	--	--
Build-to range [1]	--	--	5-15	5-20	5-10
Accessory Structure (min, FT)					
Parking	--	--	10	20	20
Notes:					
Setback measurement instructions are located in Chapter 16.					
[1] The range inside which the front facade shall be located. See Section 16-2.					

Administrative Adjustments

- Basic UDC standards work for a majority of projects
- Applicants and staff encounter site- or use-specific issues and standards need to be adjusted
- Allows limited modifications (up to 20%) to measurable standards
- **Staff approval**

Focused Adjustments

Location or design aspects that most frequently can be addressed by a measurable adjustment

Table 11-13-3: Administrative Adjustments

UDC Standard

Site Standards	
Lot area, min	20
Lot coverage, max	20
Lot Dimensional Standards	
Front setback, minimum	20
Side setback, minimum	20
Rear setback, minimum	20
Encroachment into setback	20 [1]
Building Standards	
Building height, maximum (excludes WCF)	20
Accessory building height, maximum (excludes WCF)	20
Development Standards	
Building Orientation	20
Architectural Design	20
Sign height, maximum	20
Fence or wall height, maximum	20, one foot maximum
Minimum landscaping requirements	20

Project Specific Adjustment

- Applicable to infill and redevelopment projects
- Adjustment options are sliding-scale based on the amount of change on the site
 - High end: 75% change requires full compliance
 - Low end: Up to 15% change considered minimal, exempt from compliance outside of the building or site being changed
 - Specific compliance: Some development aspects can't be done in a range; e.g., façade or roof changes
- **Approving body – staff, Planning Commission, or City Council makes the decision**



Table 26-38.1: Proportionate Compliance

ALL FRONTAGE TYPES	BUILDING FORM STANDARDS									ARCHITECTURAL STANDARDS			PUBLIC REALM STANDARDS	
	Placement: Required Building Line	Placement: Buildable Area	Placement: Parking Setback Line	Height: Minimum/Maximum	Elements: Fenestration	Elements: Façade Projections	Uses	Neighborhood Manners	Materials	Configurations	Signs	ROW Frontage Area	Dooryard	
Key: X = compliance with standard is required S = site-specific determination														
Full Compliance: Entire Structure Must Comply with Standards														
New Construction	X	X	X	Both	X	X	X	X	X	X	X	X	X	
Expansion of Building Area														
For buildings < 2000 sf GFA, an expansion > 75%	X	X	X	Both	X	X	X	X	X	X	X	X	X	
For buildings ≥2000 sf GFA, an expansion > 66%	X	X	X	Both	X	X	X	X	X	X	X	X	X	
New, Expanded, or Relocated Parking Area			X											
Changes with No Building Expansion														
Change of use							X				X [3]			
Façade changes [1]					X	X			X	X	X [3]			
Expansion of Building Area (GFA) for Buildings < 2000 sf														
Minimal Change: 0 to 40%		X	X	Max			X	X	X			X	S	
Proportionate Change: 41% to 75% [2]		X	X	Max	X		X	X	X			X	X	
Façade Changes [1]					X	X			X	X	X [3]			
Expansion of Building Area (GFA) for Building 2000 sf or more														
Minimal Change: 0 to 20%		X	X	Max			X	X	X			X	S	
Proportionate Change: 21 to 66% [2]		X	X	Max	X		X	X	X			X	X	
Façade Changes [1]					X	X			X	X	X [3]			
Expansion of Parking Area			X					X						

[1] Major façade changes (as defined in Section 26-62(E)(3)) will trigger compliance with the standards marked in this row.

[2] Expansion area shall comply with identified development standards.

[3] Where a use or façade change results in new signage, changes to a sign structure, relocation of an existing sign, or changes to the sign area of an existing sign.

Planned Unit Development

- Current process carried forward
- Added link to base zoning districts
- Clarified use of UDC standards where PUD documents don't address a standard
- PUDs can't modify the Comprehensive Plan
- **City Council approval of rezoning to PUD**
- **Staff approval of deviations where not otherwise superseded by the Comp Plan or UDC**



Alternative Compliance

Does it Meet the Intent of the Code?

Planning Commission review & City Council consideration

UDC Standard



Alternative 1:



Alternative 2:



Substantial Conformance Improvement Plan (SCIP)

- For nonconforming sites
 - Site standards, not uses
- Allows incremental improvements based on the degree of site changes proposed
- Flexibility on development standards – setbacks, landscaping, parking, height, etc
- **Staff approval**

