



Web Tools

Residents' Role in Development Review

fcgov.com/DevelopmentReview/ResidentReview

All Current Development Proposals

fcgov.com/DevelopmentReview/proposals

Weekly Development Email Newsletter

fcgov.com/DevelopmentReview/WeekReview

Planning and Zoning Commission Site

fcgov.com/CityClerk/planning-zoning

Contact Us

The Neighborhood Development Liaison is a full time staff member who's main role is to provide support to the public.



970-224-6076



DevReviewComments@fcgov.com

How is a Decision Made?

After hearing all testimony, the Board deliberates, makes a motion, and votes on the motion. The Board evaluates the development application based on its compliance with the applicable standards of the Land Use Code and information presented at the hearing.

At the end Type 2 hearings, one of the following decisions will be made by majority vote:

- Approval
- Approval with modifications
- Denial
- Continuation to another meeting

The Planning and Zoning Board also considers agenda items for recommendations to City Council (annexation and zonings, Land Use Code amendments, planning documents, etc.).

Appealing the Decision

Decisions on agenda items for which the Planning and Zoning Board is the final decision maker may be appealed to City Council within 14 days of the date of a decision.

Appeals are based solely on the information that is part of the hearing record, including testimony and comments submitted prior or during the hearing.

More information about appeals can be found online at fcgov.com/CityClerk/appeals



Planning and Zoning Commission

PUBLIC PARTICIPATION GUIDE

Thank You For Participating
in Development Review

Submit feedback to:
DevReviewComments@fcgov.com

MAKING A PUBLIC COMMENT

Who is the Planning and Zoning Commission?

The members of the Planning and Zoning Board are citizen volunteers. They welcome your participation in the review process, and value your opinions. Your input can assist Board members as they consider development projects or policy recommendations. This brochure explains more about meetings of the Planning and Zoning Board and how you can participate.

1 - Understand the Agenda

The hearing agenda shows the order of events in the meeting. Residents can use it to find out when the item they're interested in will be discussed and when they can make public comments.

Find the agenda (one week before the meeting):

- At the Development Review Center (281 N. College Ave.)
- Online at fcgov.com/CityClerk/planning-zoning
- Printed in The Coloradoan newspaper
- An hour before the hearing on the table outside of the meeting chambers

Typical order of business:

- Roll Call
- Agenda Review
- Citizen Participation (for non-agenda items)
- Consent Agenda
- Discussion Agenda
- Other Business

2 - Find your item

Comments from residents are important testimony for the Commission to use when making their decisions. In order to know when to comment, first determine where the topic of focus is located on the agenda:

The topic is not on the agenda

Comments on topics not on the hearing's agenda are allowed in the Citizen Participation portion of the hearing after agenda review

The topic is on the consent agenda

Items on the Consent Agenda are considered to have no known opposition or concern, and are approved all together in one vote.

Any member of the Board, staff or audience may request for an item to be "pulled from the Consent Agenda" and discussed in detail as part of the Discussion Agenda. During this agenda item, the Chair of the Board will ask if anyone wishes to move the item to discussion.

"Pulled" Consent Agenda items will be moved to the Discussion Agenda and will be considered first on the Discussion Agenda.

The topic is on the discussion agenda

Each discussion agenda item follows the following order:

- Staff presentation and recommendation
- Applicant presentation
- Public comment
- Commission deliberation and voting

3 - Make your comment

TIME

- At the beginning of the public comment period, the Chair will announce how long each person may speak. Time allowed is usually between 2 and 3 minutes depending on the number of commenters.
- Any resident can donate their time to another person. Please email the Neighborhood Development Liaison prior to the hearing to organize time donations

PROCEDURE

- At the time for public comment, please step up to the podium so the Chair can recognize your comments.
- Before you speak, please sign in at the podium, then state your name and address. for the record
- Focus on being clear and concise about why you support and/or oppose the proposal.
- Disagreement is welcome and useful, but focus criticism on ideas, not people or identities.
- When the light on the podium turns yellow, you have 30 seconds left. When it turns red, you must conclude your comments.

WRITTEN COMMENTS

- Written comments can be submitted in addition to or instead of making a comment in-person. There is no length limit for written comments.
- Submit written comments in Word, PDF or email format to DevReviewComments@fcgov.com at least 24 hours before the hearing, or bring a hard copy to the hearing.