

Topic: Pre-Application & Consensus Building
Resource Type: Regulations
State: Colorado
Jurisdiction Type: Municipal
Municipality: City of Manitou Springs
Year (adopted, written, etc.): 2006
Community Type - applicable to: Urban; Suburban
Title: City of Manitou Springs Citizen Participation Plan & Report
Document Last Updated in Database: April 13, 2017

Abstract

Applications as specified or required by Planning Staff shall include a Citizen Participation Plan and Report which must be implemented prior to the first public hearing.

Resource

Title 18 Zoning

(See references within the title to the use of the Citizen Participation Plan and Report)

Chapter 18.74 CITIZEN PARTICIPATION PLAN AND REPORT

18.74.005 Applications.

Applications as specified or required by Planning Staff shall include a Citizen Participation Plan and Report which must be implemented prior to the first public hearing.

(Ord. 2505 § 74 (part), 2006)

18.74.010 Citizen participation plan.

A. The purpose of the Citizen Participation Plan is to:

1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;

2. Ensure that the citizens and property owners of Manitou Springs have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process;

3. Facilitate ongoing communication between the applicant, interested citizens and property owners, City Staff, and elected officials throughout the application review process.

B. The Citizen Participation Plan is not intended to produce complete consensus on all applications; rather, it is intended to encourage applicants to be good neighbors and to allow for informed decisionmaking.

C. At a minimum, the Citizen Participation Plan shall include the following:

1. Which residents, property owners, or other interested parties, including Homeowner's Associations may be affected by the application;

2. How those interested in and potentially affected by an application will be notified that an application has been made. At a minimum, mailed notification conforming to the requirements specified in Section 18.44.020(C), Mailed Public Notification, is required;

3. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;

4. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing. Hosting a neighborhood meeting may be required by the Planning Staff;

5. How the applicant will respond to any affected parties questions, concerns, issues and concerns during the process. Hosting at least one follow-up neighborhood meeting, or sending written summaries and responses may be required by the Planning Staff;

6. The applicant's schedule for completions of the Citizen Participation Plan;

7. How the applicant will keep the Planning Department informed of the status of their citizen participation efforts.

D. The level of citizen interest and involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Planning Department. At a minimum, the target area shall include the following:

1. Property owners within the public hearing notice area required by Section 18.44.020, Public Notice.

2. The head of any Homeowners Associations (HOA's) or registered neighborhood within the public notice area required by Section 18.44.020, Public Notice.

E. These requirements apply in addition to public notice provisions required in Chapter 18.44, Public Notice, Hearing and Appeals.

F. The applicant may submit a Citizen Participation Plan and begin implementation prior to formal application at their discretion. This shall not occur until after the required pre-application meeting and consultation with the Planning Department Staff.

G. The submitted Citizen Participation Plan will be reviewed by the Planning Staff and may be accepted, accepted subject to modifications, or rejected.

H. Neighborhood Meetings. An approved Citizen Participation Plan will usually include a requirement that a neighborhood meeting be held to discuss proposed development projects. The purpose of a neighborhood meeting is to allow neighborhood residents to communicate directly with the applicant regarding any issues, concerns or comments that they might have on a proposed development project. Neighborhood meeting(s) may be required, at the Planning Director's discretion, during the pre-application stage, administrative internal review stage and/or prior to the public hearing final disposition stage.

(Ord. 2505 § 74 (part), 2006)

18.74.020 Citizen participation report.

A. The Section applies only when a Citizen Participation Plan is required by this Code.

B. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing, as required by Section 18.44.020. This report will be attached to the Planning Department's Staff report.

C. At a minimum, the Citizen Participation Report shall include the following information:

1. Details of techniques the application used to involve the public, including:

a. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;

b. A contact list for residents, property owners, and interested parties receiving notices, newsletters, or other written materials;

c. The number of people that participated in the process.

2. A summary of concerns, issues and problems expressed during the process, including:

a. The substance of the concerns, issues, and problems;

b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process;

c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

(Ord. 2505 § 74 (part), 2006)