

Development Review Team Mission, Policies, and Procedures

Updated May 2022

I. Development Review Team Purpose

The purpose of the Development Review Team (DRT)¹ is to safeguard the quality of the community's built and natural environments by coordinating review of development applications across departments and agencies for compliance with plans, codes, and standards. The team is responsible for providing timely and consistent feedback to applicants at all stages of the development process. The powers and duties of the DRT are described in the Community Development Code (CDC) Section 107.

Team Mission

To promote our community's vision for quality development by working collaboratively and efficiently with our partners and customers to apply City codes and standards to development projects.

II. Responsibilities & Functions

A. Pre-Application Period

1. Provide technical assistance and education to the development community on City codes and the development review process.
2. Meet with applicants during the conceptual stage of projects to help anticipate problems and advise on potential solutions.

B. Application Review

1. Review development applications using the procedures established in Article 7 of the CDC for compliance with City codes, standards, and policies.
2. Provide applicants with coordinated and clearly written comments on required revisions and other helpful information for each development application.
3. Meet with applicants to discuss comments and provide additional feedback upon request.
4. Assist applicants in understanding how City codes, standards, and policies apply in individual development applications and in creating successful projects in the short and long term.
5. Facilitate and support the public notice and public hearing process.

¹ An initialism, not an acronym. Pronounced Dee • R • Tee.

C. Post-Approval Process

1. Provide applicants with next steps in the process toward fulfilling conditions of the development approval and completing subsequent approvals and requirements.
2. Coordinate internally and with applicants to track the status of the approvals.
3. Perform timely and thorough inspections to verify projects are completed as designed and approved.
4. Debrief internally and with applicants on complex projects, successful projects, and projects that did not go well, to identify the effective elements and opportunities for improvement.
5. Maintain a comprehensive, final electronic plan set for all development approvals in the City's files.

D. Other Functions

1. Conduct outreach to and respond to questions from the public and development community on City codes and the development review process.
2. Identify and address needed improvements to codes and standards.

III. Organization

1. The following core agencies consistently review, meet to discuss, and provide comments on most development applications:
 - i. Planning and Community Development Department
 - ii. Public Works Engineering Division
 - iii. Public Works Utilities Division
 - iv. Mount Werner Water and Sanitation District (if project in district)
 - v. Fire Prevention
 - vi. Routt County Regional Building Department
 - vii. City Attorney's Office
2. Other referral agencies participate in the DRT as needed based on the specific characteristics of individual projects. These agencies are listed in Attachment A.
3. The Planning and Community Development Department (Planning Department) is the lead agency for the DRT and is responsible for establishing policies and procedures and coordinating activities.
4. The Principal Planner is the coordinator for the DRT and helps to identify priorities, prepare agendas, and facilitate meetings.
5. The Project Manager for each development application coordinates DRT comments and acts as the primary liaison with the applicant. The Project Manager is typically the planner assigned to the application unless otherwise determined.

IV. Team Expectations & Accountability

The following expectations apply to all participating agencies. Specific policies and procedures are detailed in the remaining sections of this document.

1. Self-determine when agency review and comments are needed on individual applications and provide those comments by established deadlines.
2. Take responsibility with applicants and DRT members when comments are missing, late, or inaccurate.

3. Proactively communicate any problems or concerns with an application or with agency comments with the Project Manager.
4. Respond to requests from Project Managers, other DRT members, applicants, and community members in a timely and thoughtful manner.
5. Meet with applicants, community members, and decision makers upon request of the Project Manager and be prepared for the subjects to be discussed.
6. Be respectful of the time, deadlines, and workload of other DRT members.

V. Development Review Timeline Policies

A. Standard Timelines

1. Development applications are assigned a Project Manager and timeline and are distributed to the DRT within two business days of a complete submittal to the Planning Department.
2. The Project Manager provides applicants with DRT review comments on their application in the form of a cover letter and attached memo(s) within 30 days of a complete submittal to the Planning Department. See Table 1, below.
3. If there are no comments, the Project Manager will notify the applicant of an administrative decision or of the schedule for public hearing.

B. Application Complexity

1. Development applications are assigned a review timeline based on the project scope and complexity per the categories listed in Table 1.
2. Concurrent Review
 - i. Concurrent review shall be required when there are multiple development applications proposed for the same property. The applications are required to be submitted simultaneously, as are the resubmittals. This is to ensure coordination between the proposals.
 - ii. Concurrently reviewed applications shall track with the application that requires the longest review time.
 - iii. Exceptions are permitted when it is demonstrated, to the satisfaction of the Principal Planner, that the applications are not connected and should continue independently.
3. The Principal Planner may change the review timeline of an application, including the resubmittal review timeline, based upon anticipated complexity in consultation with other review agencies.
4. When project types are listed as optional for DRT review in CDC Article 7, the Principal Planner shall decide if the application is distributed to the DRT.
5. Timelines for referrals to the DRT will be decided on a case by case basis, e.g., Routt County Planning Department referrals.

Table 1. Standard Review Timelines by Application Category

Review Timeline^{1,2}	Application Type	Application Codes³	Draft Comments Due Internally	Final Comments Sent to Applicant
Two Week Review or 10 Working Days⁴	- Use Permits - CDC Amendments - Improvements Agreements - Easement Vacations - Post-Approval Applications	CU, EV, FD, IA, MSP, RC, SP, TXT, WI, WR, VE	One week from distribution date	Two weeks from distribution date (Range 9-16 days)
Three Week Review or 15 Working Days	- Adjustments - Final Plats - Community Plan Amendments - Substantial Conformance	MAA, MIA, ENV FCT, FPR, ZMA, TND, CP, SC, MM	Two weeks from distribution date	Three weeks from distribution date (Range 16-23 days)
Four Week Review or 20 Working Days	- Site Development & Variances - Land Subdivision - Post-Approval Applications	ANX, PUD, PP, PPV, CDP, CDPV, DPP, DPPC, DPV, DPVC, DPA, DPAV, PRE FMI, FMA, FMIV, ET, APL, CV	Three weeks from distribution date	Four weeks from distribution date (Range 23-30 days)

¹These are standard review timelines; they may change as permitted by this document.

²Expedited projects outlined in Section V.F will reviewed before other projects under review.

³See Attachment B for definitions of application codes.

⁴Working Days exclude weekend days and holidays.

C. Application Completeness

1. An application is considered complete when it includes all items required in the pre-submittal application checklist. A review for completeness is performed at the time of check-in by the Planning Technician. Completeness does not check the quality of the items submitted.
2. The Planning Department will not accept or hold onto incomplete applications and will return incomplete applications to the applicant.
3. DRT members will notify the Project Manager if a required item is missing prior to the draft comment deadline whenever possible.
4. If the application is determined to be incomplete after distribution, the Project Manager will notify the applicant that the application has been rejected and a resubmittal is required per the policies outlined in Section V.D below.

D. Application Quality

1. The DRT may reject an application if the quality does not meet a minimum level needed to justify staff time on a detailed, comprehensive review.
2. DRT members that identify the need to reject an application will provide written justification broadly outlining the deficiencies to the Project Manager prior to the draft comment deadline.
3. The Project Manager will notify the applicant that a comprehensive DRT review cannot be completed due to the quality of the application and will provide the applicant with comments outlining the broad deficiencies of the application that must be addressed in a new submittal.

4. When an application is rejected due to quality or completeness issues, the subsequent submittal will be processed the same as the original submittal (or resubmittal). Standard timelines will be applied and the submittal will not count toward the resubmittal fees identified in Section VI.
5. The Project Manager and Principal Planner may decide to reject an application based on any of the following criteria:
 - i. The information provided in the application is not adequate for reviewers to understand the scope of the development being proposed.
 - ii. The applicant does not appear to have made a good faith effort to address the CDC standards applicable to the project.
 - iii. The application fails to identify and request variances to standards that have been discussed with staff at a Pre-Application Meeting.
 - iv. The application fails to identify and request significant variances critical to the project's feasibility, such as to lot line setbacks or parking standards.
 - v. The application is a resubmittal and fails to address several of the DRT review comments previously provided, including failure to provide requested supporting plans or documentation.
 - vi. The applicant does not clearly identify all revisions from the previous submittal.

E. Application Review Workload

1. During periods when a high volume of development applications exceeds staff capacity to meet established timelines, the Planning Director, in consultation with the DRT, may extend review timelines to prevent the quality of development review from declining.
2. The following circumstances may warrant a decision to extend review timelines:
 - i. An acute spike in the number of development applications submitted over a few days or weeks.
 - ii. A sustained increase in the number or complexity of applications in process over several weeks.
 - iii. An issue impacting staff availability or capacity of one or more DRT members.
 - iv. The DRT regularly sending comments to applicants after the established review timelines.
3. DRT members will inform the Principal Planner when application volume has reached a threshold that exceeds their agency's capacity to meet established timelines.
4. The Planning Director will notify a list of internal and external stakeholders when established review timelines are extended due to the volume of development applications, per Section V.E.2, and will also provide notification when timelines have returned to the standard.

F. Expedited Development Review Process

Development applications as indicated in CDC Section 702.M are eligible for Expedited Development Review. The following procedures shall be followed for all Expedited projects instead of standard procedures outlined in this document. For any procedures or policies not specified in this section, the standard procedures and policies shall apply.

1. **Identify the City Project Team** – The city project team and project manager will be identified before the initial project meeting and will lead the project for its duration.

2. **Pre-Application Meeting** – The applicant and city project team shall have a mandatory Pre-Application meeting to thoroughly discuss the project, submittal requirements, and pre consultation requirements.
 - i. The purpose of the meeting is to ensure a complete submittal and understanding of all submittal requirements.
 - ii. The applicant and city project team shall clearly communicate expectations and commitments to ensure a successfully expedited project.
 - iii. **Project Schedule** – The applicant and city project team shall develop a Project Schedule at the Pre-Application meeting.
 - The goal for an Expedited process is 8-10 weeks from application to decision.
 - Preconsultation is not included in the project schedule and should be completed by the applicant and DRT prior to application.
 - All deadlines for a project, including applicant submittals, review comments, and hearing dates, will be included in the Project Schedule. Post approval steps, timelines, and subsequent approvals will be identified in the Pre-Application meeting. Any concurrent reviews will be identified.
 - The schedule will be reviewed and agreed to by all parties at the Pre-Application Meeting and at each subsequent meeting in the process.
 - If deadlines are missed, have not been amended by mutual agreement, or if more than two submittals are necessary to address corrections, the Project Manager and Principal Planner may decide to remove the project from the expedited review process.

3. **Project Timeframe** – An Expedited project shall have the following timeframes unless otherwise agreed to at the Pre-Application meeting:
 - i. **Preconsultation:** The DRT shall complete pre-consultation review within one week from pre-consultation submittal.
 - ii. **Complete Application:** The Project Schedule starts with a complete application. The time frame for application submittal from the applicant will be determined at the pre-application meeting.
 - iii. **Review of Submittal #1:** Within two weeks of complete application.
 - iv. **DRT coordination:** The DRT shall review and confirm comments before sending to the applicant. Coordination shall occur during submittal review and at least two days prior to the comment deadline.
 - v. **Comment Review Meeting:** The Applicant and City Team will participate in a mandatory comment review meeting one day after comments are due. PM will schedule this meeting when the complete application is received.
 - vi. **Applicant Response and Second Submittal:** Within 2 weeks of DRT comments date.
 - vii. **Submittal #2,** and each subsequent submittal, **review time:** 1 week.
 - viii. **Comment Review or Project Scheduling meeting:** The Applicant and City Team will participate in a mandatory comment review/project scheduling meeting one day after comments are due. PM will schedule this meeting when Submittal 2 is received. The team will identify steps that hold up the post approval process, expedite those and identify parts of process that can be concurrent
 - ix. **Schedule for hearing(s):** 1 day. PM will schedule the project for the next available hearings.

- x. **Public Notice Period:** 2 weeks - standard CDC time frame.
- xi. **Project Decision:** End of expedited process.

Target Expedited Review time frame: 8-10 weeks from application to decision. The target review time frame may vary depending on application complexity as determined at the Pre-Application meeting.

4. **Concurrent Applications** – If the project includes concurrent applications, all applications will be included in the project schedule and reviewed during the expedited time frame. Concurrent applications must be submitted on the same date. If applications are submitted separately, the Project Timeframe will begin on the date of the latest application submittal.
5. **Conditions of Approval and Deferred Submittals** – To expedite the project, the DRT will strive to defer final submittals or use conditions of approval to address minor corrections. Conditions of approval or deferred submittals will be reviewed and agreed to at the comment review/project scheduling meeting.
6. **Post Approval Applications** – Post Approval applications associated with an expedited review project will also be expedited consistent with these policies when possible. Post Development Applications excluded from this section are: Construction Permits, Certificates of Completion, and Certificates of Occupancy.
7. **City Project Team Expectations**
 - i. The City Project Team will know when to expect submittals and should be able to plan their work to accommodate the expedited project.
 - ii. The project team shall attend all project meetings to answer questions and provide information to keep the project on schedule.
 - iii. When Expedited Development Review Applications are in process, review timeframes for other applications will be impacted.

VI. Application Resubmittal Policies

1. Development applications that are resubmitted to the Planning Department follow the same submittal procedures as a new application.
2. Applications will be distributed to the DRT within two business days of a complete submittal to the Planning Department.
3. Applications resubmitted **within 30 days** from the date that the DRT comments were last provided to the applicant will be assigned a review timeline of two weeks for the “Two Week Review” category or three weeks for all other categories. Applications resubmitted **after 30 days** from the date that the DRT comments were last provided to the applicant will be assigned the standard review timeline depending on the application type, as identified in Table 1.
4. When a resubmitted application changes significantly in scope, the Principal Planner may determine to process it as a new application, require a new application fee, and apply a full review timeline. This is not meant to be punitive but to cover the costs associated with reviewing the change in scope.
5. If the DRT finds that a second submittal of an application requires revisions, the DRT shall require a meeting with the applicant to go over the comments.

6. If the DRT finds that a third submittal of an application requires revisions, the Planning Department shall require an additional application fee to accept the fourth submittal to cover the costs of the DRT’s extra review time. The applicant shall pay an additional review fee for each subsequent submittal after the fourth. Refer to the Development Application Fee Schedule for the fees currently in effect.
7. Applications shall clearly indicate all revisions from the previous submittal, particularly any changes in addition to those responding to DRT comments, by providing:
 - i. A written narrative of the changes made with references to the plan sheets that have changed and the scope of the changes, and/or
 - ii. Revision clouds on the plan set to clearly call out changes from the previous submittal.

VII. Internal Communication Procedures

A. DRT Meetings

1. DRT meetings are scheduled to occur weekly on Tuesdays at 8:30 am. The purpose of the weekly meeting is to provide a forum for discussion and collaboration on current project applications and other DRT matters.
2. Table 2 describes the responsibilities of DRT members for coordinating weekly DRT meeting agendas and comments to be provided to the applicant.
3. On at least a quarterly basis, a DRT meeting agenda will include big picture discussion topics, such as a check-in on the overall development review process, debrief on recently completed projects, or review of needed updates and improvements to City standards or DRT policies.

Table 2. Responsibilities for DRT Meetings and Comment Letters

	Project Manager (PM)	DRT Agencies	Principal Planner
Current Applications not Requiring DRT Discussion	Compile comments received by the deadline and respond to applicant as quickly as possible.	Communicate with the PM if comments will be late or if there are no comments prior to the established deadline.	If no applications are on the draft agenda, send email by noon on Monday canceling the Tuesday meeting.
Current Applications Identified for DRT Discussion	Add to draft DRT meeting agenda by close of business (COB) of the Thursday prior.	Communicate with the PM by COB of the Thursday prior when an application needs to be added to the DRT agenda.	Review draft agenda and prioritize as needed. Distribute final agenda to DRT by the end of the work week
DRT Comments	For applications on the agenda, compile comments received and distribute to DRT prior to the meeting.	Provide comments to PM by established deadlines for each application. Review distributed agenda and be prepared to discuss applications.	Assist PM to resolve any conflicts between comments.
DRT Letters	Prepare letter and compile comments. Review comments for potential conflicts or inaccuracies.	Review comments for potential conflicts or inaccuracies.	Assist PM to resolve any conflicts between comments.

	Project Manager (PM)	DRT Agencies	Principal Planner
	If PM does not receive communication from DRT members on status of comments by comment deadline, then letter sent per section VII.B below.		
Quarterly Meeting	Identify topics	Identify topics.	Identify topics. Create agenda. Lead meeting.

B. DRT Review Comments

1. When DRT members have comments on an application, the DRT member provides a memo to the Project Manager with the following information:
 - i. Date
 - ii. Project name and number as assigned by the Planning Department
 - iii. Name of DRT agency and reviewer name and contact information
 - iv. Comments requiring revisions and additional information from the applicant, as well as comments providing information to aid the applicant
 - v. Draft conditions of approval
2. Comments shall be clearly written in layman’s terms and limit the use of acronyms, except where technical terms are necessary. Comments should be directed to the applicant, not the Project Manager, to minimize the need for interpretation. Comments shall reference the City standard or policy upon which they are based, as applicable.
3. Draft comments shall be provided to the Project Manager prior to the established deadline. If there are no comments, the DRT member informs the Project Manager by email prior to the draft comment deadline.
4. The Project Manager will provide DRT comments to the applicant in the form of a cover letter and an attached memo from each DRT member.
5. When a DRT member’s comments will be late, the reviewer shall notify the Project Manager prior to the draft comment deadline indicating when the Project Manager can expect the comments. The Project Manager shall await the late comments prior to sending all comments as agreed to with the reviewer. If comments are not received within the extended timeframe, the Project Manager shall send all received comments to the applicant.
6. If a DRT member does not provide review comments or a no comment email to the Project Manager by the established deadline, the Project Manager will assume that the agency does not have comments and will move the application forward.
7. If a DRT member misses the comment deadline and has not previously notified the Project Manager, it is the responsibility of the reviewer to send the applicant the late comments and copy the Project Manager.
8. If there are additional or revised comments identified after the DRT comments have been sent to the applicant, the Project Manager will work with DRT members to notify the applicant as soon as possible.

C. Post Approval Coordination

This section describes general procedures for DRT coordination after development application approval.

1. **Conditions of Approval** – The Project Manager shall be responsible for monitoring compliance with the conditions specified in the approval letter. These may include the expiration of development permit vesting, payment of fees, submittal of required documents, dedication of easements, etc.
2. **Building Permit** – DRT members shall review the aspects of the building permit application that relate to their agency’s standards to check compliance with the approved development plans and conditions prior to approving building permits.
3. **Certificates of Occupancy or Approval, Improvements Agreements, and Release of Surety** – DRT members shall ensure compliance with development application conditions of approval and approved building permit plans and conditions. The DRT shall coordinate inspections prior to issuance of a Certificate of Occupancy/Certificate of Approval, approval of an Improvements Agreement, and reduction or release of surety related to an Improvements Agreement. It is particularly important for the Planning Department, Engineering Division, and Utilities Division/Mount Werner Water and Sanitation District to conduct timely inspections and communicate their findings with one another. Responsibilities for inspecting for compliance with civil construction plans and building permit plans include the following:
 - i. Engineering Division
 - Grading and drainage
 - Sidewalks and Trails
 - Stormwater and water quality infrastructure
 - Revegetation
 - Road and driveway construction
 - Street and traffic control signage
 - ii. Utilities Division
 - Water and sewer infrastructure and testing
 - iii. Planning Department
 - General site planning
 - Landscaping and revegetation
 - Lighting
 - Parking
 - Refuse management
 - Architectural design: colors, materials, height

VIII. External Communication Procedures

A. Applicant Meetings

The following types of meetings may be scheduled with the DRT upon the applicant’s request and are highly encouraged for more complex projects. An assigned staff member will document discussion items and decisions made at the meeting and provide the notes to the applicant within one week after the meeting.

1. **Pre-Application Meetings** – Potential applicants may request to meet with the Planning Department and other DRT members to learn more about the required review process and applicable standards.
2. **DRT Review Meetings** – After receiving DRT comments, applicants may request to be on the agenda to attend the regularly-scheduled weekly DRT meeting to ask questions about the comments. While the DRT will make every effort to provide clear and concise comments, the applicant has a responsibility to ask for clarity on comments that they do not fully understand.
3. **Post-Approval Meetings** – After the development review application has been approved, DRT members may meet with applicants during the pre-construction phase, project close-out, or to debrief on the project.

B. Public Hearings

1. Public Hearings shall be scheduled by the Project Manager once all comments have been addressed to the satisfaction of the DRT.
2. The Project Manager, at their discretion and in consultation with DRT, may schedule an application for public hearing while it is under review with consideration given to the following:
 - i. The DRT review deadline is prior to the public hearing date.
 - ii. There will likely be no DRT comments or comments will be minor in nature.
 - iii. More substantial DRT comments can be addressed with conditions of approval.
 - iv. The applicant agrees to the schedule and is aware that their agenda item may be tabled if the above criteria cannot be met.
3. The Project Manager will inform the applicant about the public hearing process and how to prepare.
4. Other DRT members will attend the public hearing(s) when it is anticipated that a principal discussion item will be a standard or policy administered by their agency.

C. Planning Department Website

The Planning Department webpages provide the following information for the public on the Development Review Process and the role of the DRT:

1. DRT Mission, Policies, and Procedures.
2. Development review process flowcharts, submittal requirements and forms, and other informational handouts.
3. Link to the Current Projects Map for information on individual applications.
4. Option for applicants to provide feedback on the process.

Note: An updated website will be launched in coordination with the implementation of CityView software in 2021. This website may provide more real time information on the status of applications in process and development review statistics.