

Elbert County Community & Development Services Office

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Required Community Meeting for Proposed Changes in Land Use Zonings and Uses Permitted by Special Review

Introduction – You have submitted a proposal to rezone or obtain a special use within unincorporated Elbert County. These types of requests require a community meeting to inform all affected property owners and any known home owners' associations in the vicinity of the proposed land use change. The community meeting will provide an opportunity for the applicant to answer any community concerns about the proposal and to solicit community input early in the application process, to achieve the best possible results. The required community meeting must occur prior to formal submittal of the application. The following requirements must be satisfied prior to your application being accepted by Elbert County.

Step 1 – Location of the Community Meeting

The applicant and/or the applicant's representative is responsible for arranging the date, time, and location of the community meeting. The meeting location should be in the general vicinity of the subject property. Coordination with the assigned Case Manager is essential prior to reserving a community meeting date and location to confirm the Case Manager is available to attend the community meeting.

Step 2 – Mailing Notification Procedure

The applicant shall be responsible for notifying adjacent property owners within 1,320 feet of the subject property, at least 14 days prior to the community meeting. The following procedure must be followed:

- a.) The applicant must obtain a list of all affected property owners from the Elbert County Assessor's Office.
- b.) The applicant must complete the "*Citizens Notification of Meeting to Discuss a Preliminary Land Use Application*", included in this guide. Please coordinate with the assigned Case Manager prior to completing the form.
- c.) TEN (10) days prior to the community meeting, the applicant must provide the Case Manager with the following items:
 - 1.) A copy of the Assessor's printout;

- 2.) A statement signed and dated by the applicant and/or applicant's representative that indicates the date the notices were mailed and that each property owner within 1,320 feet of the subject property was sent the notice for the community meeting.
- 3.) A copy of the completed "*Citizens Notification of Meeting to Discuss a Preliminary Land Use Application*" that was sent to each property owner.

Step 3 – *Posting for the Community Meeting*

- 1.) Notification sign(s) that show the purpose, date, time and location of the meeting will be provided by the applicant. The Case Manager will provide the applicant with information regarding the number and location of sign postings.
- 2.) The applicant shall post the signs upon the subject property at least 10 days prior to the community meeting.
- 3.) A photograph of the sign posted on the subject property at least 10 days prior to the community meeting.
- 4.) The sign(s) must remain posted until after the community meeting has been completed.

Step 4 – *Conducting the Community Meeting*

The applicant must present the application/proposal at the community meeting. The applicant is also responsible for providing a meeting facilitator to conduct and orderly meeting. The applicant may act as the meeting facilitator or the applicant may appoint another person to fill the role.

The Case Manager will be present to answer questions regarding the application procedures and processes.

Meeting Format:

- **Welcome Guests:** The facilitator will greet people as they enter the meeting and ask them to please sign-in on the meeting attendance sheet, included in this guide.
- **Introduce the Community Meeting:** The introduction shall include the purpose of the meeting and the identification of the facilitator, applicant, Case Manager and any community group representatives. The facilitator will outline the time frames involved with the meeting and indicate when the meeting is to conclude.

- Present the Proposal: The applicant will provide an overview of the proposed land use application and how the existing or zoned land uses will change. The applicant should discuss the various ways to mitigate impacts on the community.
- Monitor the Asking/Answering of Questions: Allow community members to ask questions and provide the applicant an opportunity to respond to the questions from those in attendance.
- Record comments and concessions: Keep a written record of the questions asked by the community. If agreements are reached between the applicant and the community, those should be incorporated into the formal application.
- Monitor the time.
- Conclude the Meeting: Summarize community concerns and how those concerns will be addressed, state the applicant's next steps, provided information on how the community can contact the applicant.

Should the applicant feel that a Community Meeting is not necessary for their proposal, they must submit a written waiver request to the Community & Development Services Director. The request to waive the community meeting requirement must include the reason(s) why relief from this requirement should be granted. Waiver request may be approved at the discretion of the Community & Development Services Director prior to formal application submittal.

Step 5 – Post Meeting

Following the community meeting, the applicant shall provide the Case Manager with the original sign-in sheets and a copy of any meeting notes. The applicant is encouraged to incorporate feedback and input that addresses community concerns into the formal land use application. The applicant shall work with the case manager to determine the submittal requirements for the formal application.

Date: _____

Citizen's Notification of Meeting to Discuss a Preliminary
Land Use Application

Dear Property Owner:

Please be informed that the land use proposal described below has been submitted to Elbert County for review. This notice is being sent to surrounding property owners, and applicable Homeowner's Associations in order to encourage public participation in the review process. As your comments are valuable to us, we hope that you will attend this community meeting.

For further information, please contact _____ (applicant/owner) at _____.

Date of Community Meeting: _____

Time of Community Meeting: _____

Start Time: _____ Finish Time: _____

Location of the Community Meeting:

Project Name: _____

Address of Project: _____

Case Manager: _____ Phone No.: _____
e-mail: _____

Project Description:

Sincerely,

Applicant/Representative

(Attach a Vicinity Map for the proposed land use request)

