

PLANNING COMMISSION / BOARD OF ADJUSTMENT INFORMATION SHEET

Authority:

Planning Commission:

Lakewood Municipal Code Chapter 2.16.010	Ordinance O-88-18
Ordinance 15, 1969 Series	Ordinance O-92-67
Ordinance O-70-104	Ordinance O-93-25
Ordinance O-80-52	Ordinance O-94-45
	Ordinance O-2013-6

Board of Adjustment:

Colorado Revised Statutes 31-23- 307	Ordinance O-71-108
Lakewood Municipal Code Section 2.16.030	Ordinance O-80-52
Ordinance 15, 1969 Series	Ordinance O-85-21
Ordinance O-70-104	Ordinance O-93-10
	Ordinance O-93-25
	Ordinance O-2013-6

Number of Members:

Seven. Five members are appointed by ward (one member from each ward), and two members are appointed at-large.

Term:

Four years. Terms expire on March 31st.

Duties:

Planning Commission:

The Planning Commission, a quasi-judicial body, conducts public hearings on rezoning and subdivision applications for specific parcels of land in order to make recommendations to the City Council. The Planning Commission is the approval authority for special use permits for such uses as trade and technical businesses, family entertainment centers and nurseries. On occasion, it is responsible for reviewing site plans. The recommendations are based on the Comprehensive Plan and requirements in the City's development regulations, and on whether the application is the best land use for the property given the availability of services and infrastructure to support the proposed land use and given possible impacts on adjacent properties. Meetings having controversial cases, where there is neighborhood opposition, may be characterized as demanding and stressful.

The Planning Commission is responsible for the preparation, update and adoption of a Comprehensive Land Use Plan for the continued growth and development of the City. The Planning Commission also reviews and makes recommendations on such items as the capital improvement and preservation program, ordinance revisions, neighborhood plans and other planning programs. Planning Commission members are compensated \$100 per month. The members appointed to serve as the Planning Commission shall also serve as and perform the duties of the Board of Adjustment.

Board of Adjustment:

The Board of Adjustment hears and decides requests by property owners for variances from development regulations, which are quasi-judicial in nature. The most common requests for variances relate to setbacks, fences and building heights. The Board also hears and decides appeals from any order, requirement, decision or determination made by any administrative official charged with enforcement of the Zoning Ordinance. All decisions are made by majority vote of the members present at the meeting. The members of the Board of Adjustment shall be those individuals appointed to serve as the Planning Commission.

Public Meeting:

Planning Commission / Board of Adjustment:

Meetings are held in the Council Chambers on the first and third Wednesdays of each month, beginning at 7 p.m. A typical meeting may include one to five cases and may last from one to three hours. A public hearing on a controversial case may run three hours on that item alone. Preparation time for the meeting may require one to three hours. Occasional study sessions are held on the second and fourth Wednesdays, also beginning at 6:30 p.m. Study Sessions will not be held for Board of Adjustment issues.

Staff Contact:

Paul Rice, Manager, Planning-Development Assistance, 303-987-7725
Diana Brown-Evens, Business Specialist, 303-987-7505