

City of Lakewood
PLANNING COMMISSION / BOARD OF ADJUSTMENT
Appointment Application

NOTE TO APPLICANT: Before completing this application for consideration by the City Council Screening Committee, please review the attached Planning Commission/Board of Adjustment duties.

After completing this application, please return it to: City of Lakewood, City Clerk's Office, 480 S. Allison Parkway, Lakewood, CO 80226. Fax (303) 987-7088. Email: cco@lakewood.org

DATE: _____ Ward: _____

BACKGROUND INFORMATION

Name: _____ Home Phone: _____

Home Address: _____ Zip Code: _____

Email Address: _____ Cell Phone: _____

Preferred phone number for contacting you: _____

Occupation: _____

Employer: _____ How Long: _____

Business Address: _____ Work Phone: _____

Number of Years Lived in Metro Area: _____ in Lakewood: _____

Are you currently a registered voter in Lakewood? _____ Yes _____ No

Have you participated in the Lakewood Citizens Planning Academy? _____ Yes _____ No

If "Yes", year graduated: _____ and what is the single most important thing you learned from the Academy?

The duties of the Planning Commission / Board of Adjustment could involve a considerable amount of time. Are you prepared to commit 15 to 20 hours per month, or more, to the Planning Commission/Board of Adjustment?

_____ Yes _____ No

Will you resign if your schedule prevents you from actively participating on this board?

_____ Yes _____ No

EDUCATION

High School: _____ Location: _____

College: _____ Location: _____

Degree: _____

Other Education: _____

Do you have any training, experience, education or skill that would enhance your ability to serve on this Board/Commission? If yes, please explain. *(If you wish, you may attach your resume.)*

CIVIC ACTIVITIES

Please list all civic/professional/sports organizations and activities that you have participated in the last five years.

Do you presently serve on a City of Lakewood Board or Commission? _____ Yes _____ No

If yes, please list and sign the attached form relating to serving on more than one Board/Commission.

Please state briefly why you are interested in serving on the Planning Commission/Board of Adjustment.

CONFLICT OF INTEREST

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:

By signing or typing my name, I hereby certify that the facts within the foregoing application are true and correct to the best of my knowledge and that I am a resident of the City of Lakewood.

Applicant's Signature

Date

**THANK YOU FOR APPLYING AND SHOWING AN INTEREST IN THE CITY OF
LAKEWOOD!!**

You may serve a maximum of two consecutive terms as a member on the Planning Commission/Board of Adjustment in accordance with City of Lakewood Municipal Code 2.16.030.

The City of Lakewood does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a city service program, call 303-987-7050 or our TDD # 303-987-7057 as far in advance as possible.

Lakewood Municipal Code Chapter 2.01.020, restricting service on more than one board or commission simultaneously, states that in the event a person serving on one Board or Commission is appointed to serve on another Board or Commission, he/she will be required to resign from the Board or Commission upon which he is presently serving, unless the term which the person is presently serving expires in 90 days or less. Members of the Planning Commission are allowed to serve simultaneously as the members of the Board of Adjustment.

If your term expires in 90 days or less, please note which Board/Commission you are presently serving on. Otherwise, you must sign this document.

If the Mayor/City Council appoint me to the _____ Board/Commission,
I will resign from my present position on the _____ Board/Commission.

Applicant's Signature

Date

✂

Race _____ (optional)*

Age _____ (optional)*

***** The City of Lakewood requests certain demographic information solely for statistical purposes. Responses to these questions are strictly voluntary. The demographic information will be removed from the application before the application is distributed to the screening committee and will not be considered by the individuals who make recommendations or decisions on membership of any boards and commissions.***

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