

Agenda Item

DATE:**TO:** DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS**THROUGH:** DOUGLAS J. DEBORD, COUNTY MANAGER**FROM:** TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT **CC:** STEVEN E. KOSTER, AICP, ASST. DIRECTOR OF PLANNING SERVICES
DAN DERTZ, PUBLIC OUTREACH AND ASSISTANCE MANAGER**SUBJECT:** DOUGLAS COUNTY ZONING AND SUBDIVISION RESOLUTION
AMENDMENTS PERTAINING TO COURTESY NOTICES

SUMMARY

Both the Douglas County Zoning Resolution (DCZR) and Douglas County Subdivision Resolution (DCSR) require that courtesy notices regarding an application in process be sent to owners of abutting properties for most types of projects. The prescriptive nature of the process presents difficulties for both staff and applicants. Staff believes that we can continue to meet the intent of the courtesy notice requirements while improving the efficiency of the process by simplifying and streamlining the requirements found in the DCZR and DCSR.

BACKGROUND

The intent of courtesy notices is to inform abutting property owners that a land use application is under review, to provide information on the project, and to provide them with a means of participating in the public process. While the process varies slightly between the two resolutions, the core requirement that applicants provide stamped envelopes addressed to all the required recipients is consistent throughout.

During this pandemic it has become apparent that requiring applicants to provide "stamped letter sized envelopes addressed to the abutting landowners" has created delays in processing time. Applicants can currently submit everything necessary to open a land use application electronically except for the courtesy notice envelopes. As the regulations are currently written, a project cannot be opened until all required materials have been provided. Despite efforts to provide standardized tools and information to applicants to help them prepare the envelopes, staff continues to receive incomplete submittal materials.

DISCUSSION

Staff proposes to eliminate the requirement for applicants to submit stamped envelopes. Instead, staff would prepare the courtesy notices and then bill the applicant for materials and postage. The streamlined courtesy notice would contain key information about the project, a link to access the more information through Project Records Online (PRO), and information on how to contact Planning Services.

NEXT STEPS

Staff is prepared, if directed by the Board, to begin drafting amendments to the DCZR and DCSR to implement streamlining and simplification of the courtesy notice process.