



Planning and Zoning Commission

City of Pueblo Department of Land Use Administration Development Process

GUIDES

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City Website

www.pueblo.us

This guide describes a general overview of the activities and processes of the Planning and Zoning Commission.

The City Planning and Zoning Commission (P&Z) consists of seven members, one of whom is a member of City Council designated by the Council. The six additional members are appointed by the Council.

P&Z is a recommending body to the City Council in review of cases involving:

- City's Comprehensive Plan & Amendments
- Zoning Map Amendments (Rezoning's)
- Subdivision Plats
- Vacations
- Ordinance Text Amendments
- Planned Unit Development (PUD)
- Flood Plain Variances
- Special Area Plans
- Master Development Plans/ Overall Development Plans
- Development Plans for the S-1 & S-5 Zone Districts

The recommendations of the P&Z are not binding on the City Council, which may approve, approve with conditions, or disprove the Commission's findings. P&Z meets the 1st Wednesday of each month at 3:30 p.m. in the City Council Chambers located at #1 City Hall Place in Memorial Hall.

Application Deadline: If you wish your case to be included in a hearing on a specific date, your complete application must be received by the City of Pueblo Department of Land Use Administration at 211 East D Street **no later than twelve noon on the listed application deadline dates.** Incomplete applications will not be accepted.

Public Hearing, Notification, and Posting: The proceedings of the P&Z are heard in public forum. The location of the hearing is on the second floor of City Hall. The applicant or representative is required to attend the hearing. Failure to attend will postpone the case to the next regularly scheduled hearing. A notice of the P&Z hearing will be mailed to property owners within a three-hundred-foot radius of the property. Applicants will be required, in some cases, to post a legal notice (poster, provided by the Land Use Administration) on their property so that it is visible from the street at a minimum of fifteen days prior to the hearing. If this is not posted, the hearing will be postponed for at least one month. Additional charges may be incurred if additional legal notices are required or if you fail to appear at the scheduled hearing.

Applicable Ordinance:

City Charter Sections
12-4 through 12-5

Title 17 Sections
17-6-1 through 17-6-7

Staff Reports: Land Use staff planners review the application to ensure that all necessary information has been gathered. A staff report is prepared for the applicant and P&Z Commissioners with a recommendation of approval, approval with conditions, or denial. The recommendation of staff is not binding on P&Z, which may approve, disprove, or approve the case with conditions.

Conditions of Approval: In all cases, P&Z is empowered to prescribe appropriate conditions and safeguards to ensure that the request does not adversely affect the general health, safety, and welfare of the community. Approval will be contingent upon compliance with any conditions. Failure to comply will prohibit the issuance of a building permit or be grounds for revocation.

Application Fees: All applications requiring a public hearing with the P&Z have an application fee plus the cost of legal notices and applicable postage, the fee is payable to the City of Pueblo. The application fee is due at the time of the application submittal (please see the fee schedule, link below for specific fees). After your application is accepted, you will be contacted to pay for the necessary noticing fees (PNF) and to pick up the required posting for your property. The posting must be displayed on your property at least fifteen calendar days prior to the hearing.

<https://www.pueblo.us/393/Fee-Schedule>

Application Review Schedule and Timing: Generally, applications forwarded to P&Z follow an 8-9-week review schedule from submittal to the public hearing.

What to expect at the Hearing: The applicant is expected to be present at the hearing. An agenda is prepared that places your application in a designated order. This agenda will be sent with the staff report to you, usually a week before the hearing. Extra agendas will be available at the hearing.

Land Use staff provides a brief overview of the application with the recommended action. If the applicant wishes to give additional comments or the Commission desires to ask the applicant questions, the applicant writes his/her name and address down and then states his/her name and address to the Commission. After the applicant has given testimony the board then asks if there is anyone in support or opposition to the application. Those persons in support or opposition then can speak in support or opposition. Following this testimony, the applicant can add comment or rebut any opposition.

After all testimony is given the Chair of P&Z will close the hearing and entertain a motion to vote on the application. The Commission then is free to discuss the application amongst themselves, followed by a vote for approval or denial follows.

After the application is approved: Once the application/ request has been recommended for approval, approved with conditions, or denial, the application is placed on the next available City Council agenda for final action.

Pre-Submittal

1
Pre-Application Meeting
SRC

Application Review

2
Application Submittal

3
Referral Mailing & Routing to Staff Reviewers

4
Comments Due to LUA and Sent to Applicant

5
Submittal of Revised Plans and Reports by Resubmittal deadline

6
Mandatory Meeting with Applicant to discuss Plan & Report Revisions

7
Final Comments Due to LUA

8
SRC Memo Prepared & Approved

9
P&Z Staff Reports Finalized & Published

Public Hearing

10
P&Z Agenda Set at Work Session

11
Public Notice, Mailing, & Notice of the Property

12
Planning and Zoning Commission Public Hearing

Step One

The Applicant is required to meet with staff before an application is accepted. All requests involving subdivisions, vacations, special area plans, and overall development plans are required to be reviewed by the Subdivision Review Committee before an application is accepted. Some cases, other than

subdivision, vacations, special area plans, and overall development plans may require review by the Subdivision Review Committee if numerous issues arise.

Step Two

Applications will only be accepted when all required documents and associated fees are included. Applications may be submitted in the week before the monthly application deadline.

Step Three

Applications are referred to all relevant departments, staff reviewers, and review agencies.

Step Four

Comments from staff reviewers and referral agencies are due to back to the Department of Land Use Administration within eleven working days. These comments are collected and sent to the applicant for review.

Step Five

Applicant must resubmit necessary plans and reports with changes by the resubmittal deadline.

Step Six

A mandatory meeting is held with the applicant to discuss changes to the plans and reports.

Step Seven

Final review comments are sent to the Department of Land Use Administration for preparation of the Subdivision Review Committee Memo.

Step Eight

The Subdivision Review Committee Memo is prepared and approved by the Committee

Step Nine

P&Z staff reports are prepared and published. Staff reports are mailed to the addresses listed on the Land Use application. Please call the appropriate staff planner to discuss the staff report.

Step Ten

The P&Z meets once a month in a public work session to discuss Land Use issues. At this time the agenda for the next Commission hearing is presented and finalized.

Step Eleven

All real property owners within three hundred (300') feet of the case are notified of the request. A poster with the notification of the P&Z hearing is prepared by the Department of Land Use Administration. This poster is to be picked-up and posted no later than fifteen (15) days prior to the hearing. Additional fees that apply to the case are to be paid at this time. All additional fees must be paid and the Poster with the notice of the public hearing must be posted on the affected property no later than fifteen calendar days prior to the hearing.

Step Twelve

Public meetings of the P&Z are conducted on the first Wednesday of every month, beginning at 3:30 in City Council Chamber located at Memorial Hall, #1 City Hall Place.

This is an illustration of a typical review schedule. The specific review period is dependent on the type of application submitted and unique circumstances of each case.

General Schedule for Cases Reviewed by the Planning and Zoning Commission			
	M	Application Deadline	
	Tu	Referral mailing & Routing to Staff Reviewers	11 Working day Staff Review
Week 1	W		
	Th		
	F		
	M		
Week 2	Tu		
	W		
	Th		
	F		
	M	Comments Due to Land Use Administration & Sent to Applicant	9 Working Day Applicant Resubmittal Preparation
Week 3	Tu		
	W		
	Th		
	F		
	M		
Week 4	Tu	Resubmittal Deadline for Applicant	
	W	Resubmittal Routing Sheet to Staff Reviewers [Mandatory Meeting w/ Applicant]	
	Th		5 Working Day Final Staff Review
	F		
Week 5	M	Applicant Pays Notice Fees and Picks up Notice Poster	
	Tu	Final Comments Due to LUA	
	W	SRC Review of Final Comments & SRC Memo Prepared	
Week 6	Th	P&Z Agenda Set at Work Session	
	F	300' Mailings & Posting of Property	
	M		
	Tu	15 Day Public Notice deadline	

Week 7	W		
	Th		
	F	P&Z Staff Reports Finalized	
Week 8	M		
	Tu		
	W	P&Z Packets Delivered	
Week 8	Th		
	F		
	M		
	Tu		
	W	P&Z Public Hearing	