

**TOWN OF GRANBY
BOARD OF TRUSTEES
ORDINANCE NO. 988**

**AN ORDINANCE AMENDING THE GRANBY MUNICIPAL CODE BY REVISING
CHAPTER 17.20 TO IMPROVE THE REVIEW PROCESS FOR SKETCH PLANS AND
PRELIMINARY AND FINAL PLATS**

WHEREAS, the Board of Trustees of the Town of Granby, Colorado, pursuant to Colorado statute is vested with the authority of administering the affairs of the Town of Granby, Colorado; and

WHEREAS, in order to protect the health, safety and welfare of the citizens and visitors of the Town of Granby and promote orderly and responsible development within the Town's limits, the Board of Trustees finds it appropriate and necessary to amend Chapter 17.20 of the Granby Municipal Code in order improve the processes related to the submission and review of sketch plan and preliminary and final plat applications.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO, THAT:

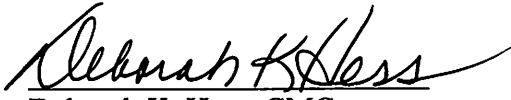
1. The Granby Municipal Code is hereby amended by revising Chapter 17.20 to read as provided on Exhibit A, attached hereto, by removing the strikethrough language and adding the underlined language.
2. **Severability.** If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part hereof irrespective of the fact that any one part or parts are declared unconstitutional or otherwise invalid.
3. **Repeal.** All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance. Except as specifically amended by this ordinance, all other provisions of the Granby Town Code shall remain in full force and effect.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY THIS 25TH DAY OF JULY, 2023.

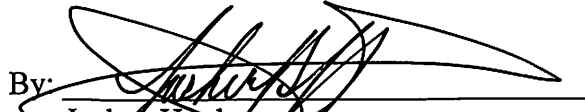
Votes Approving:	<u>6</u>
Votes Opposed:	<u>0</u>
Absent:	<u>1</u>
Abstained:	<u>0</u>

ATTEST:

**BOARD OF TRUSTEES OF THE
TOWN OF GRANBY, COLORADO**



Deborah K. Hess, CMC
Town Clerk

By: 

Joshua Hardy
Mayor



EXHIBIT A

Chapter 17.20 SKETCH PLAN, PRELIMINARY PLAT AND FINAL PLAT

17.20.010 Procedure for submittal of sketch plan, preliminary plat, and final plat and accompanying materials.

Approval Requested	Staff	Sketch	Preliminary		Final	
		Town Staff	PC	BOT	PC	BOT
Major Subdivision	A	X	H		X	X
Minor Subdivision	A	X			H	X
Resubdivision	A	X	H		X	X

Key:

PC Planning Commission

BOT Board of Trustees

A Application Required

X Meeting Required

O Optional Meeting

H Hearing Required

17.20.020 Sketch plan.

An applicant shall submit a sketch plan prior to submission of a preliminary plat, unless the town manager waives the sketch plan submission requirement in writing.

(a) As used in this chapter, a “sketch plan” shall refer to a map to-scale of the proposed subdivision depicting the following:

- (1) Proposed name of the subdivision;
- (2) Location, boundaries and legal description of the project;
- (3) Names, addresses and phone numbers of the owner(s), applicant(s), planner(s) and engineer(s);
- (4) Date of sketch map preparation, map scale and a symbol designating true North;
- (5) Topography of the proposed subdivision showing, at a minimum, five (5) foot contours for terrain with an overall average slope of less than twenty percent (20%) and at a minimum ten foot (10') contours for terrain with an overall average slope of over twenty percent (20%), contours developed by interpolation of U.S.G.S. quadrangle contours are acceptable;
- (6) General location and dimensions of all existing and proposed lots, streets, alleys, easements, road rights-of-way, irrigation ditches and water courses within and immediately adjacent to the proposed development;

(7) Description of any natural or man-made features bordering on or within the development which may require buffering or screening, particularly the one hundred (100) year floodplain of any major drainages;

(8) Vicinity map from a U.S.G.S. quadrangle at a scale of 1"=2000' depicting the location of streets, highways and adjacent utility systems within a minimum of one-half (1/2) mile of the proposed subdivision and showing the natural drainage courses for streams flowing through the proposed subdivision with the limits of tributary areas shown where reasonable; and

(9) Land use breakdown including:

- (i) Existing zoning and proposed zoning changes, if applicable;
- (ii) Total development area;
- (iii) Total number of lots proposed;
- (iv) Total number of dwelling units proposed;
- (v) Total area of proposed non-residential floor space;
- (vi) Total number of individual dwelling units proposed for each structure;
- (vii) Total number of proposed off-street parking spaces; and
- (viii) Total proposed density.

(b) In addition to the Sketch Plan map, the following supplemental information shall be submitted, in graphic and/or written form:

(1) Source and amount of water supply;

(2) Proposed type of sewage disposal;

(3) U.S.D.A. Soil Conservation Service soil designations, with interpretation tables attached;

(4) Statement assessing the impact of the proposed subdivision on the lakes, streams and topography of the site;

(5) Evidence that all lots and parcels created by the subdivision will have access to a public right-of-way, in conformance with the Colorado State Highway Access Code and applicable County Regulations;

(6) Anticipated source of electricity, natural gas, telephone and cable TV services;

(7) Compatibility/conformance with applicable water, sewer, drainage and roadway master plans; and

(8) Phase I Drainage Report in general accordance with the Grand County Storm Drainage and Technical Criteria Manual modified for Town projects.

(b) Copies. The town clerk will determine the number of copies required for each required item. The sketch plan accompanied by a letter from the applicant who wishes to request subdivision plat review shall be submitted to town staff for its recommendation on the proposed subdivision's conformity with the master plan and zoning ordinance of the town. Approval on the sketch plan shall not constitute a commitment on the part of the town to accept the preliminary plat.

(c) After submittal of a sketch plan to the town clerk, the applicant shall work with the town clerk to schedule a sketch plan meeting with town staff. The sketch plan meeting shall be held no fewer than fifteen (15) days and no more than forty-five (45) days after the applicant has submitted the sketch plan. At the town manager's discretion, the Town Manager may require the sketch plan be presented at the next regularly scheduled meeting of the planning commission. The planning commission may instruct the applicant to proceed with submittal of a preliminary plat to the planning commission developed in a manner generally following the scheme outlined in the sketch plan or may suggest to the applicant major changes to the sketch plan prior to submittal of a preliminary plat to the planning commission.

(d) The submission of a sketch plan shall be for the sole benefit of the applicant and shall not be considered the submittal of a plat to the planning commission.

17.20.030 Preliminary plat.

(a) The applicant shall submit to the town clerk a preliminary plat, together with the supplemental material hereinafter specified. A preliminary plat may not be submitted to the town clerk until ninety (90) days after submittal of a sketch plan, unless submittal of a sketch plan has been waived by the town manager in writing. The town clerk will determine the number of copies required for each required item and provide the applicant with the fee schedule. The preliminary plat shall be submitted, together with written application for conditional approval at least forty-five (45) days prior to the planning commission meeting at which it is to be considered. At the time of filing the preliminary plat, the applicant shall pay all required fees.

(b) Completeness review.

(1) The town clerk shall determine whether the application is complete based on compliance with the submittal requirements herein. Completeness shall take place within ten (10) business days at which time the town clerk will make one of the following determinations:

(i) Application is Not Complete. If the application is not complete, the town clerk shall inform the applicant of the deficiencies in writing and shall take no further action on the application until the deficiencies are remedied. If the applicant fails to correct the deficiencies and resubmit the application with sixty (60) days, the application shall be considered withdrawn.

(ii) Application is Complete. If the application is complete, the town clerk shall certify it as complete and provide written notice to the applicant including the date of determination of completeness. The town clerk shall submit the application to the planning commission for consideration at the first regularly scheduled meeting of the planning commission that is at least thirty (30) days after the date of determination of completeness.

(2) In the event an applicant submits a new or revised preliminary plat after the original application, such submittal shall be considered a new application and the process shall begin anew with the determination of application completeness review.

Upon a determination of completeness of the preliminary plat, the town clerk shall transmit copies by certified/return receipt and/or electronic mail to: the Grand Fire Protection District No. 1, the Granby Sanitation District, XCEL Energy, Mountain Parks Electric, Inc., Grand County Planning, Grand County EMS, East Grand School District, the Colorado Department of Transportation and any other agency or individual that the planning commission, in its sole discretion, may designate. Such agencies shall be required to make written recommendations within 10 days from receipt. Failure to make recommendations within the prescribed period may be deemed an approval of the preliminary plat.

(c) The planning commission shall review the preliminary plat for compliance with these regulations and negotiate with the applicant on the type and extent of improvements to be installed and on modifications deemed advisable.

(d) The planning commission shall hold a hearing at its next regularly scheduled meeting, provided it is at least 30 days from the date of the determination of completeness, and inform the applicant of its approval or disapproval, stating the conditions of approval, if any, or if disapproval, stating the reasons therefor. Any preliminary plat as submitted shall contain the name and address of the person to whom notice of hearing shall be sent. Notice of the time and place of such hearing shall be sent to said address by certified/return receipt mail not less than seven days before the date fixed therefor. The applicant shall mail a similar notice by certified mail to the surface owners, mineral owners and lessees of mineral owners and owners of adjacent land as their names appear upon the plats or records in the Grand County clerk and recorder's office and as their most recent addresses may appear in a telephone or other directory of general use in the town or in the tax records of the town or Grand County.

(e) Conditional approval of the preliminary plat shall be deemed a tentative expression of approval of the general layout as submitted or modified, pending approval of the final plat.

(f) The preliminary plat shall contain or be accompanied by the following information:

(1) Proposed name of the subdivision.

(2) Location of the subdivision as a part of some larger subdivision or tract of land and by reference to permanent survey monuments with a tie to a section corner or a quarter-section corner. Also, it shall include a vicinity map of the surrounding one mile area.

(3) Names and addresses of the applicant, the engineer or designer of the subdivision, and the land surveyor (who shall be licensed by the state);

(4) Total acreage of the subdivision and tabulation of acreage and square footage in parks, open areas, commercial land, residential lots, single and multifamily lots and all other uses of the land with their respective percentages of the total area.

(5) Scale and north sign (designated as true north); and table to include date of preparation and dates of revisions.

(6) Topography at five foot intervals where the average slope is less than 15 percent and at intervals of 20 feet where the average slope exceeds 15 percent, provided the same interval is used throughout the subdivision (interval used is to be clearly indicated on the plat).

(7) Designation of areas subject to periodic flooding and the volume of water during such floods.

(8) Evidence to establish that, if a public sewage disposal system is proposed, provision has been made for such system, and if other method or methods of sewage disposal are proposed, evidence that such systems will comply with state and local laws and regulations which are in effect at the time of submission of the preliminary plat or final plat; where septic tanks and drain fields are used, percolation tests will be taken on every lot; these tests will be submitted to the state prior to submitting for preliminary approval. On-lot sewage disposal systems shall only be permitted upon compliance with GMC 17.25.010(f)(4)(i).

(9) The name of abutting subdivisions and the names of the owners of abutting unplatted property.

- (10) Location and principal dimensions for all existing streets (including their names), alleys, easements, water courses and other important features within and adjacent to the tract to be subdivided.
 - (11) Location and principal dimensions for all proposed streets (including their names), alleys, easements, lot lines, and areas to be reserved or dedicated for parks, schools or other public uses.
 - (12) The location and size of existing and proposed utilities within or adjacent to the tract, and letters of intent to serve and conditions from utilities.
 - (13) Proposed sites, if any, for multiple-family residential use and number of dwelling units, business areas, industrial areas, churches, schools, parks and other public uses.
 - (14) Site data, including the number of residential lots and typical lot sizes.
 - (15) Such additional preliminary information as may be required by the planning commission in order to adequately describe proposed utility systems, surface improvements or other construction projects contemplated within the area to be subdivided.
 - (16) Application form for zoning the area to be subdivided or an application form for rezoning when so required.
 - (17) A copy of any proposed restrictive covenants for the subdivision.
 - (18) Total number of square feet of proposed nonresidential floor space.
 - (19) Total number of proposed off-street parking spaces, excluding those associated with single-family residential development.
 - (20) Estimated total number of gallons per day of water system requirements and methods of computations, including fire needs.
 - (21) Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is to be utilized or sewage disposal means and suitability where no central sewage treatment facility is proposed and method of computation.
 - (22) Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution systems, sewage collection systems, storm drainage facilities and such other utilities as may be required of the development by the town.
 - (23) The applicant shall be required by the planning commission to convey to the town any water rights historically associated with the property being subdivided, in order to augment the town's physical and legal supply of water.
 - (24) Evidence that the applicant shall have taken appropriate action, such as setting up an escrow account, to ensure that all property taxes in the year of approval of the final plat will be paid.
 - (25) All soil and geological hazard areas.
 - (26) The names and addresses of all surface owners, mineral owners and lessees of mineral owners.
- (g) The applicant shall obtain letters of evidence from their engineer, attorney, and their self, testifying that their subdivision meets all requirements of this chapter.

17.20.040 Final plat.

A final plat shall be required for all subdivisions. The purpose of the final plat is to complete the subdivision of land in conformance with the requirements and standards of the Town and all recommendations made at earlier stages of subdivision review. No subdivision shall be approved until such data, surveys, analyses, studies, plans and designs as may be required by this code and by town staff, planning commission and/or the board of trustees have been submitted, reviewed and found to meet all sound planning and engineering requirements of the town

(a) A final plat shall be submitted to the town clerk for review by the planning commission within 12 months after approval of the preliminary plat. At the time of submitting the final plat, the applicant shall pay the specified fee; otherwise, such approval shall become null and void unless an extension of time is applied for and granted by the planning commission within said one year.

(b) Completeness review.

(1) The town clerk shall determine whether the final plat submittal is complete based on compliance with the submittal requirements herein. Completeness review shall take place within ten (10) business days of submittal to the town clerk at which time the town clerk will make one of the following determinations:

(i) Submittal is Not Complete. If the submittal is not complete, the town clerk shall inform the applicant of the deficiencies in writing and shall take no further action on the submittal until the deficiencies are remedied. If the applicant fails to correct the deficiencies and resubmit the application with sixty (60) days, the submittal shall be considered withdrawn.

(ii) Submittal is Complete. If the submittal is complete, the town clerk shall certify it as complete and provide written notice to the applicant including the date of determination of completeness. The town clerk shall submit the final plat to the planning commission for consideration at the first regularly scheduled meeting of the planning commission that is at least thirty (30) days after the date of determination of completeness.

(2) In the event a subsequent submittal consisting of a new or revised final plat is made after the original submittal, such submittal shall be considered new and the process shall restart with the completeness review.

(c) Upon a determination of completeness of the final plat, the town clerk shall transmit copies by certified/return receipt to: the Grand Fire Protection District No. 1, the Granby Sanitation District, XCEL Energy, Mountain Parks Electric, Inc., Grand County Planning, Grand County EMS, East Grand School District, the Colorado Department of Transportation, and any other agency or individual that the planning commission, in its sole discretion, may designate. Such agencies shall be required to make written recommendations within 10 days from receipt. Failure to make recommendations within the prescribed period may be deemed an approval of the final plat. The planning commission shall not be obligated to transmit copies of a final plat to other agencies as provided in this subsection if the final plat is submitted within 12 months of the approval of the preliminary plat.

[remainder of Chapter 17.20 to be unrevised]

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Votes Approving:	<u>6</u>
Votes Opposed:	<u>0</u>
Absent:	<u>1</u>
Abstained:	<u>0</u>

ATTEST:

**BOARD OF TRUSTEES OF THE
TOWN OF GRANBY, COLORADO**

Deborah K. Hess, CMC
Town Clerk

By: _____
Joshua Hardy
Mayor