

# Development Review Team Mission, Policies, and Procedures

January 2020

## I. Development Review Team Purpose

The purpose of the Development Review Team (DRT)<sup>1</sup> is to safeguard the quality of the community's built and natural environments by coordinating review of development applications across departments and agencies for compliance with plans, codes, and standards. The team is responsible for providing timely and consistent feedback to applicants at all stages of the development process. The powers and duties of the DRT are described in the Community Development Code (CDC) Section 107.

### Team Mission

To promote our community's vision for quality development by working collaboratively and efficiently with our partners and customers to apply City codes and standards to development projects.

## II. Responsibilities & Functions

### A. Pre-Application Period

1. Provide technical assistance and education to the development community on City codes and the development review process.
2. Meet with applicants during the conceptual stage of projects to help anticipate problems and advise on potential solutions.

### B. Application Review

1. Review development applications using the procedures established in Article 7 of the CDC for compliance with City codes, standards, and policies.
2. Provide applicants with coordinated and clearly written comments on required revisions and other helpful information for each development application.
3. Meet with applicants to discuss comments and provide additional feedback upon request.
4. Assist applicants in understanding how City codes, standards, and policies apply in individual development applications and in creating successful projects in the short and long term.
5. Facilitate and support the public notice and public hearing process.

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<sup>1</sup> An initialism, not an acronym. Pronounced Dee • R • Tee.

### C. Post-Approval Process

1. Provide applicants with next steps in the process toward fulfilling conditions of the development approval and completing subsequent approvals and requirements.
2. Coordinate internally and with applicants to track the status of the approvals.
3. Perform timely and thorough inspections to verify projects are completed as designed and approved.
4. Debrief internally and with applicants on complex projects, successful projects, and projects that did not go well, to identify the effective elements and opportunities for improvement.
5. Maintain a comprehensive, final electronic plan set for all development approvals in the City's files.

### D. Other Functions

1. Conduct outreach to and respond to questions from the public and development community on City codes and the development review process.
2. Identify and address needed improvements to codes and standards.

## III. Organization

1. The following core agencies consistently review, meet to discuss, and provide comments on most development applications:
  - i. Planning and Community Development Department
  - ii. Public Works Engineering Division
  - iii. Public Works Utilities Division
  - iv. Mount Werner Water and Sanitation District (if project in district)
  - v. Fire Prevention
  - vi. Routt County Regional Building Department
  - vii. City Attorney's Office
2. Other referral agencies participate in the DRT as needed based on the specific characteristics of individual projects. These agencies are listed in Attachment A.
3. The Planning and Community Development Department (Planning Department) is the lead agency for the DRT and is responsible for establishing policies and procedures and coordinating activities.
4. The Principal Planner is the coordinator for the DRT and helps to identify priorities, prepare agendas, and facilitate meetings.
5. The Project Manager for each development application coordinates DRT comments and acts as the primary liaison with the applicant. The Project Manager is typically the planner assigned to the application unless otherwise determined.

## IV. Team Expectations & Accountability

The following expectations apply to all participating agencies. Specific policies and procedures are detailed in the remaining sections of this document.

1. Self-determine when agency review and comments are needed on individual applications and provide those comments by established deadlines.
2. Take responsibility with applicants and DRT members when comments are missing, late, or inaccurate.

3. Proactively communicate any problems or concerns with an application or with agency comments with the Project Manager.
4. Respond to requests from Project Managers, other DRT members, applicants, and community members in a timely and thoughtful manner.
5. Meet with applicants, community members, and decision makers upon request of the Project Manager and be prepared for the subjects to be discussed.
6. Be respectful of the time, deadlines, and workload of other DRT members.

## V. Development Review Timeline Policies

### A. Standard Timelines

1. Development applications are assigned a Project Manager and timeline and are distributed to the DRT within two business days of a complete submittal to the Planning Department.
2. The Project Manager provides applicants with DRT review comments on their application in the form of a cover letter and attached memo(s) within 30 days of a complete submittal to the Planning Department, whenever possible.
3. If there are no comments, the Project Manager will notify the applicant of an administrative decision or of the schedule for public hearing.

### B. Application Complexity

1. Development applications are assigned a review timeline based on the project scope and complexity per the categories listed in Table 1.
2. Concurrently reviewed applications will track with the application that requires the longest review time.
3. The Principal Planner may change the review timeline of an application based upon anticipated complexity in consultation with other review agencies.
4. When project types are listed as optional for DRT review in CDC Article 7, the Principal Planner shall decide if the application is distributed to the DRT.
5. Timelines for referrals to the DRT will be decided on a case by case basis, e.g., Routt County Planning Department referrals.

**Table 1. Review Timelines by Application Category**

Review Timeline	Application Type	Application Codes*	Draft Comments Due Internally	Final Comments Sent to Applicant
<b>Three Week Review</b>	- Uses and Permits - Adjustments - Final Plats - CDC/Community Plan Amendments - Post-Approval Applications	CU, FD, SP, MSP MAA, MIA, ENV FCT, FPR, EV, WR ZMA, TND, CP, TXT, WI IA, SC, RC, VE, MM	Two weeks from distribution date	Three weeks from distribution date (Range 16-23 days)
<b>Four Week Review</b>	- Site Development & Variances - Land Subdivision - Post-Approval Applications	ANX, PUD, PP, PPV, CDP, CDPV, DPP, DPV, DPA, DPAV, PRE FMI, FMA, FMIV, ET APL, CV	Three weeks from distribution date	Four weeks from distribution date (Range 23-30 days)

\*See Attachment B for definitions of application codes.

### C. Application Completeness

1. An application is considered complete when it includes all items required in the pre-submittal application checklist. A review for completeness is performed at the time of check-in by the Planning Technician. Completeness does not check the quality of the items submitted.
2. The Planning Department will not accept or hold onto incomplete applications and will return incomplete applications to the applicant.
3. DRT members will notify the Project Manager if a required item is missing prior to the draft comment deadline whenever possible.
4. If the application is determined to be incomplete after distribution, the Project Manager will notify the applicant that the review will not proceed until the missing items are submitted.

### D. Application Quality

1. The DRT may suspend the review of an application if the quality does not meet a minimum level needed to justify staff time on a detailed, comprehensive review.
2. The Project Manager will notify the applicant that a comprehensive DRT review cannot be completed and that a resubmittal is required due to the quality of the application. The Project Manager will provide the applicant with comments outlining the broad deficiencies of the application that must be addressed in a resubmittal.
3. DRT members that identify the need to suspend an application's review will provide written justification broadly outlining the deficiencies to the Project Manager prior to the draft comment deadline.
4. The Project Manager and Principal Planner may decide to suspend review of the application based on any of the following criteria:
  - i. The information provided in the application is not adequate for reviewers to understand the scope of the development being proposed.
  - ii. The applicant does not appear to have made a good faith effort to address the CDC standards applicable to the project.
  - iii. The application fails to identify and request variances to standards that have been discussed with staff at a Pre-Application Meeting.
  - iv. The application fails to identify and request significant variances critical to the project's feasibility, such as to lot line setbacks or parking standards.
  - v. The application is a resubmittal and fails to address several of the DRT review comments previously provided, including failure to provide requested supporting plans or documentation.

### E. Application Review Workload

1. During periods when a high volume of development applications exceeds staff capacity to meet established timelines, the Planning Director, in consultation with the DRT, may extend review timelines to prevent the quality of development review from declining.
2. The following circumstances may warrant a decision to extend review timelines:
  - i. An acute spike in the number of development applications submitted over a few days or weeks.
  - ii. A sustained increase in the number or complexity of applications in process over several weeks.
  - iii. A short-term issue impacting staff availability or capacity of one or more DRT members.

- iv. The DRT regularly sending comments to applicants after the established review timelines.
3. DRT members will inform the Principal Planner when a period of continued high volume has reached a threshold that exceeds their agency's capacity to meet established timelines.
4. The Planning Director will notify a list of internal and external stakeholders when established review timelines are extended due to the volume of development applications and will also provide notification when timelines have returned to the standard.

## VI. Application Resubmittal Policies

1. Development applications that are resubmitted to the Planning Department follow the same submittal procedures as a new application. Resubmittals shall not be emailed or dropped off to an individual member of the DRT.
2. Applications will be distributed to the DRT within two business days of a complete submittal to the Planning Department.
3. Applications resubmitted **within 30 days** from the date that the DRT comments were last provided to the applicant will be assigned a review timeline of three weeks. Applications resubmitted **after 30 days** from the date that the DRT comments were last provided to the applicant will be assigned the standard review timeline of three or four weeks depending on the application type.
4. When a resubmitted application changes significantly in scope, the Principal Planner may determine to process it as a new application, require a new application fee, and apply a full review timeline. This is not meant to be punitive but to cover the costs associated with reviewing the change in scope.
5. If the DRT finds that a second submittal of an application requires revisions, the DRT shall require a meeting with the applicant to go over the comments.
6. If the DRT finds that a third submittal of an application requires revisions, the Planning Department shall require an additional application fee to accept the fourth submittal to cover the costs of the DRT's extra review time. The applicant shall pay an additional review fee for each subsequent submittal after the fourth. Refer to the Development Application Fee Schedule for the fees currently in effect.
7. Applications shall clearly indicate all revisions from the previous submittal, particularly any changes in addition to those responding to DRT comments, by providing:
  - i. A written narrative of the changes made with references to the plan sheets that have changed and the scope of the changes, and/or
  - ii. Revision clouds on the plan set to clearly call out changes from the previous submittal.

## VII. Internal Communication Procedures

### A. DRT Meetings

1. DRT meetings are scheduled to occur weekly on Tuesdays at 8:30 am. The purpose of the weekly meeting is to provide a forum for discussion and collaboration on current project applications and other DRT matters.
2. Table 2 describes the responsibilities of DRT members for coordinating weekly DRT meeting agendas and comments to be provided to the applicant.
3. On at least a quarterly basis, a DRT meeting agenda will include big picture discussion topics, such as a check-in on the overall development review process, debrief on recently completed projects, or review of needed updates and improvements to City standards or DRT policies.

**Table 2. Responsibilities for DRT Meetings and Comment Letters**

	<b>Project Manager (PM)</b>	<b>DRT Agencies</b>	<b>Principal Planner</b>
<b>Current Applications not Requiring DRT Discussion</b>	Compile comments received by the deadline and respond to applicant as quickly as possible.	Communicate with the PM if comments will be late or if there are no comments by the established deadline.	If no applications are on the draft agenda, send email by noon on Monday canceling the Tuesday meeting.
<b>Current Applications Identified for DRT Discussion</b>	Add to draft DRT meeting agenda by close of business (COB) of the Thursday prior.	Communicate with the PM by COB of the Thursday prior when an application needs to be added to the DRT agenda.	Review draft agenda and prioritize as needed. Distribute final agenda to DRT by noon Friday prior.
<b>DRT Comments</b>	For applications on the agenda, compile comments received and distribute to DRT prior to Tuesday meeting.	Provide comments to PM by established deadlines for each application. Review distributed agenda and be prepared to discuss applications.	Assist PM to resolve any conflicts between comments.
<b>DRT Letters</b>	Prepare letter and compile comments. Review comments for potential conflicts or inaccuracies. If PM does not receive communication from DRT members on status of comments by comment deadline, then letter sent per section VII.B below.	Review comments for potential conflicts or inaccuracies.	Assist PM to resolve any conflicts between comments.
<b>Quarterly Meeting</b>	Identify topics	Identify topics.	Identify topics. Create agenda. Lead meeting.

**B. DRT Review Comments**

1. When DRT members have comments on an application, the DRT member provides a memo to the Project Manager with the following information:
  - i. Date
  - ii. Project name and number as assigned by the Planning Department
  - iii. Name of DRT agency and reviewer name and contact information
  - iv. Comments requiring revisions and additional information from the applicant, as well as comments providing information to aid the applicant
  - v. Draft conditions of approval
2. Comments shall be clearly written in layman’s terms and directed to the applicant, not the Project Manager, to minimize the need for interpretation.
3. Comments shall reference the City standard or policy upon which they are based, as applicable.

4. Draft comments shall be provided to the Project Manager prior to the established deadline. If there are no comments, the DRT member informs the Project Manager by email prior to the draft comment deadline.
5. The Project Manager will provide DRT comments to the applicant in the form of a cover letter and an attached memo from each DRT member.
6. When a DRT member's comments will be late, the reviewer shall notify the Project Manager prior to the draft comment deadline indicating when the Project Manager can expect the comments. The Project Manager shall await the late comments prior to sending all comments as agreed to with the reviewer. If comments are not received within the extended timeframe, the Project Manager shall send all received comments to the applicant.
7. If a DRT member does not provide review comments or a no comment email to the Project Manager by the established deadline, the Project Manager will assume that the agency does not have comments and will move the application forward.
8. If a DRT member misses the comment deadline and has not previously notified the Project Manager, it is the responsibility of the reviewer to send the applicant the late comments and copy the Project Manager.
9. If there are additional or revised comments identified after the DRT comments have been sent to the applicant, the Project Manager will work with DRT members to notify the applicant as soon as possible.

### C. Post Approval Coordination

This section describes general procedures for DRT coordination after development application approval.

1. **Conditions of Approval** – The Project Manager shall be responsible for monitoring compliance with the conditions specified in the approval letter. These may include the expiration of development permit vesting, payment of fees, submittal of required documents, dedication of easements, etc.
2. **Building Permit** – DRT members shall review the aspects of the building permit application that relate to their agency's standards to check compliance with the approved development plans and conditions prior to approving building permits.
3. **Certificates of Occupancy or Approval, Improvements Agreements, and Release of Surety** – DRT members shall ensure compliance with development application conditions of approval and approved building permit plans and conditions. The DRT shall coordinate inspections prior to issuance of a Certificate of Occupancy/Certificate of Approval, approval of an Improvements Agreement, and reduction or release of surety related to an Improvements Agreement. It is particularly important for the Planning Department, Engineering Division, and Utilities Division/Mount Werner Water and Sanitation District to conduct timely inspections and communicate their findings with one another. Responsibilities for inspecting for compliance with civil construction plans and building permit plans include the following:
  - i. Engineering Division
    - Grading and drainage
    - Stormwater and water quality infrastructure
    - Revegetation
    - Road and driveway construction

- Street and traffic control signage
- ii. Utilities Division
  - Water and sewer infrastructure and testing
- iii. Planning Department
  - General site planning
  - Landscaping and revegetation
  - Lighting
  - Parking
  - Refuse management
  - Architectural design: colors, materials, height

## VIII. External Communication Procedures

### A. Applicant Meetings

The following types of meetings may be scheduled with the DRT upon the applicant's request and are highly encouraged for more complex projects. An assigned staff member will document discussion items and decisions made at the meeting and provide the notes to the applicant within one week after the meeting.

1. **Pre-Application Meetings** – Potential applicants may request to meet with the Planning Department and other DRT members to learn more about the required review process and applicable standards.
2. **DRT Review Meetings** – After receiving DRT comments, applicants may request to be on the agenda to attend the regularly-scheduled weekly DRT meeting to ask questions about the comments. While the DRT will make every effort to provide clear and concise comments, the applicant has a responsibility to ask for clarity on comments that they do not fully understand.
3. **Post-Approval Meetings** – After the development review application has been approved, DRT members may meet with applicants during the pre-construction phase, project close-out, or to debrief on the project.

### B. Public Hearings

1. Public Hearings shall be scheduled by the Project Manager once all comments have been addressed to the satisfaction of the DRT.
2. The Project Manager will inform the applicant about the public hearing process and how to prepare.
3. Other DRT members will attend the public hearing(s) when it is anticipated that a principal discussion item will be a standard or policy administered by their agency.

### C. Planning Department Website

The Planning Department webpages provide the following information for the public on the Development Review Process and the role of the DRT:

1. DRT Mission, Policies, and Procedures.
2. Development review process flowcharts, submittal requirements and forms, and other informational handouts.
3. Link to the Current Projects Map for information on individual applications.

4. Option for applicants to provide feedback on the process.

Note: An updated website will be launched in coordination with the implementation of CityView software in 2021. This website may provide more real time information on the status of applications in process and development review statistics.

# Attachment A

## Development Review Team Agencies

### City of Steamboat Springs

Planning and Community Development Department  
Public Works Engineering Division  
Public Works Utilities Division  
Fire Prevention  
City Attorney's Office  
GIS Services  
Parks and Recreation Department  
Steamboat Springs Transit  
Public Works Streets Division  
Steamboat Springs Airport  
Urban Redevelopment Authority Advisory Committee

### Routt County

Assessor's Office  
Routt County Regional Building Department  
Routt County Communications  
Environmental Health Department  
Planning Department

### Utilities

Atmos Energy  
Comcast  
YVEA  
Century Link  
Mt. Werner Water and Sanitation District  
Xcel Energy  
NCB Fiber

### Community Concerns

Army Corps of Engineers  
Colorado Department of Transportation  
Colorado Parks and Wildlife  
RE-2 School District  
US Forest Service  
US Postmaster  
Mainstreet Steamboat  
Waste Management

# Attachment B

## Development Application Codes

Code	Application Type	Code Section
ANX	Annexation	725
APL	Appeal of Decision	729
CDP	Conceptual Development Plan	708
CDPV	Conceptual Development Plan-Public Hearing w/Variance-Major	708 & 719
CP	Community Plan Amendment	724
CU	Conditional Use	707
CV	Civil Construction Plans	Engineering Standards
DPP	Development Plan-Public Hearing	709
DPA	Development Plan-Administrative	709
DPAV	Development Plan-Administrative w/Variance-Minor	709 & 719
DPPC	Development Plan–Public Hearing w/Conditional Use	707 & 709
DPV	Development Plan-Public Hearing w/Variance-Major	709 & 719
DPVC	Development Plan-Public Hearing w/Variance-Major and Conditional Use	707, 719, 707
ET	Extraterritorial Subdivision Plat	716
EV	Easement Vacation (w/o Final Plat)	732
FCT	Final Plat-Condo/Townhome	714
ENV	Engineering Variance	Engineering Standards
FD	Floodplain Development Permit	710
FMA	Final Plat-Major Subdivision	714
FMI	Final Plat-Minor Subdivision	714
FMIV	Final Plat-Minor Subdivision w/Variance-Minor	714 & 719
FPR	Final Plat-Replat	714
IA	Improvements Agreement	737
MAA	Major Adjustment	718
MIA	Minor Adjustment	717
MM	Development Plan-Minor Modification	709
MSP	Master Sign Plan	711
MIV	Minor Variance	719
MV	Major Variance	719
PP	Preliminary Plat	713
PPV	Preliminary Plat w/Variance	713 & 719
PRE	Pre-Application Review	726
PUD	Planned Unit Development	721
RC	Reconsider Conditions of Approval	n/a
SC	Substantial Conformance	728
SP	Sign Permit	712
TND	TND Regulating Plan	722
TXT	CDC Text Amendment	723
VE	Vesting Extension	731
WI	Written Interpretation	727
WR	Waiver of Replat	715
ZMA	Zone Map Amendment	720