

City Council

Special Meeting Agenda

Tuesday, October 28, 2025
Council Chambers
749 Main Street
6:00 PM

Members of the public are welcome to attend remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#876 9127 0986**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/council

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. JOINT MEETING WITH PLANNING COMMISSION: DISCUSSION / DIRECTION – DEVELOPMENT PROCESS IMPROVEMENTS

- Staff/Commission Presentation
- Council Questions
- Public Comments (Please limit to three minutes each)
- Council Discussion/Direction

4. ADJOURN

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

**SUBJECT: JOINT MEETING WITH PLANNING COMMISSION: DISCUSSION /
DIRECTION - DEVELOPMENT PROCESS IMPROVEMENTS**

DATE: OCTOBER 28, 2025

**PREPARED BY: JEFF HIRT, PLANNING MANAGER
ROB ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR**

**PRESENTED BY: JEFF HIRT, PLANNING MANAGER
ROB ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR**

SUMMARY:

Staff are requesting City Council direction on potential improvements to the City's development review process. These improvements would align with the 2025 City Council Work Plan and reflect community and stakeholder input. The intent is to streamline the review process for appropriate projects—particularly subdivisions and Planned Unit Developments (PUDs)—in advance of the comprehensive development code update scheduled to begin in early 2026.

BACKGROUND:

The City's two primary development review processes— subdivisions and Planned Unit Developments (PUDs) are established in Louisville Municipal Code (LMC) Titles 16 and 17. These processes have also received the most feedback for improvement through community engagement and focus groups conducted as part of the Housing Plan and Comprehensive Plan updates.

Current Subdivision Process

Any division of land in Louisville requires a City approved subdivision. All types of subdivisions require public hearings before Planning Commission and City Council. Some types of subdivisions require four public hearings in cases where Preliminary and Final Plat steps are required. "Minor" subdivisions include applications like lot line adjustments and lot consolidations where all other City standards are being met. Minor subdivisions also require Planning Commission and City Council public hearings but can be processed as a Final Plat. Some subdivisions may also require public hearings before the Open Space Advisory Board (OSAB) and/or Parks and Public Landscaping Advisory Board (PPLAB) if the application includes a requirement for public landscaping, public parks or trails, public landscaping or a public use dedication.

Current PUD Process

Currently, all commercial development in Louisville, no matter the size, requires a PUD. Any residential development over six units also requires a PUD. PUDs include a preliminary and final step with Planning Commission and City Council public hearings at both steps, with a total of four public hearings. PUD amendments have the same process as original approval and its public hearings, with some limited exceptions. PUD

amendments where the changes are less than 10% of the standard (e.g., an addition that is 10% of the size of the existing building) may be approved administratively with no public hearings. Similar to subdivisions, PUDs may also require public hearings before the Open Space Advisory Board (OSAB) and/or Parks and Public Landscaping Advisory Board (PPLAB) if the application includes a requirement for public landscaping, public parks or trails, public landscaping, or a common open space.

Peer City Research

Staff reviewed six surrounding city's subdivision and PUD processes with a focus on which applications required public hearings or administrative review, with the following key findings. Attachment 1 provides a full summary.

- Most cities reviewed have a minor subdivision and site development plan administrative approval process.
- At least three of six cities allow administrative approval of a final plat after preliminary plat review at public hearings.
- Only one city requires four public hearings for the preliminary and final PUD.
- At least four of six cities require neighborhood meetings for major projects.

PROPOSAL:

The specific purpose of the proposed changes is to provide a more predictable, expedited review process for developments that are appropriate for City staff level approval while continuing to require public hearings for other projects that may have more significant community impacts. Additionally, the proposed changes would limit the number and type of public hearings. These changes are in advance of the comprehensive development code update planned to start in early 2026, which will have future opportunities for more updates on this topic. To achieve this, staff are proposing the following five key changes related to LMC Titles 16 and 17:

1. **Allow administrative approval of minor subdivisions** (e.g., two lot splits, lot line adjustments, etc.).
2. **Allow administrative approval of final plats**, while keeping the requirement for Planning Commission and City Council public hearings for preliminary plats.
3. **Create a new Site Development Plan (SDP) administrative approval process** for projects with less impacts, that meet objective City standards and are currently subject to the PUD process and related public hearings.
4. **Improve the PUD process** by allowing administrative approval of final PUDs, while keeping the requirement for Planning Commission and City Council public hearings for preliminary PUDs along with updated PUD review criteria.
5. **Improve the PUD amendment process** to allow more flexibility for administrative approvals.

Allow Administrative Approval of Minor Subdivisions

Under the proposed changes, the following applications would be eligible for a Minor Subdivision with administrative City staff approval:

- Replat of an already platted lot
- Will not result in more than two lots
- Will not result in the creation of two or more additional dwelling units
- Will not result in a significant change in public improvements, streets, easements, open space, utilities, etc.
- Does not require any variances or waivers that exceed current administrative thresholds (10%) of any development standard (e.g., lot width, lot size).
- Does not require any public land dedication including right-of-way, parks, or open space.

Under the proposed changes, the process for a Minor Subdivision would be as follows:

- Approval by the Community Development Director if the proposed lot(s) meet all applicable objective standards (e.g., lot size, lot width, street access, the lot is developable, etc.).
- If easement changes are required that impact adjacent property, informational notice provided to impacted properties with an opportunity to submit comments or objections.
- If any Subdivision Improvement Agreements (SIA) are required that do not require any public land dedications and are tied to the Minor Subdivision approval, allow City Manager approval of any such agreements. This would include establishing a template agreement pre-approved by the City Attorney.
- Do not require public land dedication for Minor Subdivisions according to LMC Sec. 16.16.060. Note that development impact fees for transportation, parks and trails, and library would still be charged for any new residential units or commercial development under Chapter 3.18.

Allow Administrative Approval of Final Plats

Under the proposed changes, subdivisions not qualifying as minor would follow the current process that requires public hearings before Planning Commission and City Council, with a few proposed targeted changes:

- Preliminary plats would continue to require public hearings before the Planning Commission and City Council.
- Final plats would be processed administratively and must match the preliminary plat approval with no material changes. This will eliminate two of the four required public hearings.

- Detailed construction documents would be required with the final plat and not part of the preliminary plat hearing requirements, which will allow preliminary plats to be reviewed more efficiently.
- Evaluate updates to address the goal of predictability and efficiency, including redundant or outdated standards that may be subjective, removal of detailed submittal requirements out of the code and into submittal requirements checklists, etc.

Create a New Site Development Plan Process Administrative Approval Process

The specific purpose of the changes to the PUD process is to recognize it can be an unnecessary and significant barrier to investment in the community due to its unpredictability and extensive steps and timeline in some cases. The proposed changes would identify those developments that have less impacts and allow a City staff level administrative approval based on existing, objective standards as a Site Development Plan (SDP), while retaining the existing PUD process for other, more significant projects that should have opportunities for community input.

Under the proposed changes, the following applications would be eligible for an SDP with City staff approval.

- Single lot commercial development and residential development less than six units that meets all the City's objective subdivision and zoning requirements, including no requests for waivers or variances that exceed current administrative review thresholds and no Special Review Uses; and
- Does not result in a significant change in public improvements, streets, easements, open space, utilities, etc.

Under the proposed changes, the SDP process would include City staff approval authority as follows:

- The Community Development Director could approve most SDPs without required public hearings, if it meets a set of review criteria. The SDP review criteria would address whether the development meets all zoning regulations and consistency with adopted plans.
- The Community Development Director could require a public hearing if there is a compelling public interest. This could include new development adjacent to an established residential development with potential impacts. This could include having the Planning Commission hold a single public hearing and having final decision authority as a way to further expedite the review process or require both a Planning Commission and City Council hearing.

Allow administrative approval by city staff for any residential projects where 50% or more of the units are affordable to support an expedited review process to incentivize affordable housing. This is also a mandatory requirement if the City wishes to continue to comply with our Prop 123 commitment and related eligibility for future funds.

PUD Process Improvements

Under the proposed changes, any development that does not qualify for a Site Development Plan (SDP) process would still be required to apply for a PUD. These specific changes for new PUDs are proposed:

- Preliminary PUDs would continue to require public hearings before the Planning Commission and City Council.
- Final PUDs could be approved administratively and must match the preliminary PUD approval with no material changes. This will eliminate two of the four required public hearings.
- Most PUDs will be accompanied by a subdivision plat, and this process will mirror the proposed review procedure for preliminary plats.
- Consolidation of the 31 PUD review criteria that have redundancy and subjective language into a more concise set of criteria.

PUD Amendment Process Improvements

Currently, minor PUD amendments—those involving less than a 10% deviation from approved standards such as building height or setbacks—may be approved administratively without public hearings. Any amendment exceeding that threshold must go through the full review process, including public hearings before the Planning Commission and City Council.

The proposed change is subtle but could have a significant impact on addressing the goal of predictability and efficiency for appropriate site and building improvements. Under the proposed changes, only a request for a waiver or variance beyond current administrative thresholds from the *underlying zone district standards* would be required, as opposed to a request for a waiver or variance from *the PUD standards*. This would address the common issue that any additions to buildings that are more than 10% of the existing building square footage shown on the PUD site plan and elevations always require public hearings. Under the proposed changes, a 10% or more addition to an existing building would not trigger PUD public hearings unless it requires a variance to a zone district standard, not a variance to a standard set forth in the PUD.

2025 COUNCIL WORK PLAN:

This addresses the 2025 Council Work Plan Economic Vitality Item to Implement Targeted Development Code Amendments before the development code rewrite. It also addresses the Housing Plan goal to increase residential development opportunities by streamlining some procedures that would apply to residential projects.

FISCAL IMPACT:

Budgeted?: **Not Applicable**

Staff will assess updates to the development fee schedule pending City Council direction on the proposed changes.

ALTERNATIVE(S):

1. Provide direction on the proposed development review process improvements, followed by staff bringing a draft ordinance to Planning Commission and City Council in early 2026.
2. Provide direction to staff to wait on implementing any major development review process changes until the planned development code update beginning in early 2026. The development code update is expected to take at least 18 months.

QUESTIONS FOR CITY COUNCIL:

1. Does Council agree with the approach for development review process improvements?
2. Should some PUDs have a mandatory neighborhood meeting?
3. Are the thresholds right for administrative review?
4. Would Council like to see a PUD or SDP process, if elevated to a public hearing, that only includes Planning Commission and no City Council review, with only the most impactful projects coming to City Council?

ATTACHMENT:

1. Summary of Peer Cities PUD and Subdivision Processes
2. Presentation

Summary of Peer Cities PUD and Subdivision Processes

October 2025

Golden
Minor Subdivision: Director approval, or may be referred to Planning Commission for final determination
Subdivision: - City Council approval following Planning Commission recommendation - City Council approval following Director recommendation
Site Development Plan: Director approval, or may be referred to Planning Commission for final determination
Minor PUD Amendment: - Director approval if certain standards met (including max 10% deviation from floor area, density, setbacks, building coverage or height standards; and no impacts from change in use or significant changes to traffic), or may be referred to Planning Commission for final determination - Planning Commission approval following Director recommendation if certain standards met (including max 20% deviation in floor area, building height, setbacks, no more than two additional stories; and no impacts from change in use or significant changes to traffic)
New or Major PUD Amendment: City Council approval following Planning Commission recommendation
Special Use Permit (Special Review Use): Planning Commission approval following Director recommendation
Sketch Plan (Concept Plan): Planning Commission and Director feedback
Neighborhood Meetings: Required for certain applications, including SDPs and Special Use Permits
Lafayette
Minor Subdivision: City Council approval following Planning Commission Recommendation
Final Subdivision: - Planning Commission approval of Preliminary Subdivision - City Council approval of Final Subdivision
Site Development Plan: - Staff approval of residential development on fewer than five lots - City Council approval following Planning Commission recommendation for five or more residential units, commercial, industrial, or development of five or more lots
Preliminary and Final PUD: - Planning Commission approval of Preliminary PUD - City Council approval of Final PUD
Special Use Permit (Special Review Use): City Council approval following Planning Commission recommendation Planning Commission
Sketch Plan (Concept Plan): Planning Commission feedback
Neighborhood Meetings: Required for any applications that require a public hearing, except zoning or rezoning applications
Superior
Minor Subdivision: Town Council approval following Planning Commission Recommendation
Final Subdivision: Town Council approval following Planning Commission Recommendation
Site Development Plan:

Town Council approval following Planning Commission Recommendation
Minor and Major Site Development Plan Amendment: - Staff approval of Minor Amendment - Town Council approval following Planning Commission Recommendation for Major Amendment
Final PUD: Town Council approval following Planning Commission Recommendation
Minor and Major PUD Amendment: - Staff approval of Minor Amendment - Town Council approval following Planning Commission Recommendation for Major Amendment
Conditional Use Permit and Special Use Permit: - Staff approval of Conditional Use Permit - Town Council approval following Planning Commission Recommendation for Special Use Perm
Neighborhood Meetings: Staff may request an informal neighborhood meeting
Longmont
Minor Subdivision: Director approval, or may be appealed or referred by Director to Planning Commission
Preliminary Subdivision: Planning Commission approval following Director recommendation, or may be appealed to City Council
Final Subdivision: Director approval, or may be appealed or referred by Director to Planning Commission
Site Development Plan: Director approval, or may be appealed or referred by Director to Planning Commission
Conditional Use Permit: Planning Commission approval following Director recommendation, or may be appealed to City Council
Neighborhood Meetings: Neighborhood meetings are required for “Major” applications and may be requested by staff for “Minor” applications.
Westminster
Final Subdivision: Director approval
Official Development Plan: - Director approval if ten acres or less, or may be referred by Director to Planning Commission with option for City Council call-up review - Planning Commission approval if ten acres or more, with option for City Council call-up review - Administrative waiver allowed to formal amendment process for minor improvements.
Official Development Plan Amendment: - Director approval if within certain standards (including max 10% threshold on land area, density, setbacks and other measurable standards) - Planning Commission approval if not eligible for administrative approval, with option for City Council call-up review
Preliminary Development Plan (PUD): City Council approval following Planning Commission Recommendation
Preliminary Development Plan (PUD) Amendments: - Director approval if within certain standards (including max 10% threshold on land area, density, setbacks and other measurable standards) - City Council approval followed by Planning Commission recommendation if not eligible for administrative approval, with option for City Council call-up review
Planned Unit Development: City Council approval following Planning Commission Recommendation

<i>Loveland</i>
Final Subdivision: ▪ Director approval
Site Development Plan: ▪ Director approval
Complete Neighborhood Plan: ▪ Director approval, or may be appealed to Planning Commission
Conceptual Master Plan: ▪ City Council approval following recommendation by Planning Commission
Planned Unit Development ▪ City Council approval following recommendation by Planning Commission
Sketch Plan for Planned Unit Development (implements PUD) ▪ Director approval, or may be appealed to Planning Commission
Neighborhood Meetings: ▪ Neighborhood meetings are required for certain applications including Complete Neighborhood Plans, Conceptual Master Plans, Planned Unit Developments, and Sketch Plans for Planned Unit Developments



City Council

10/28/25

Development Process Improvements Discussion



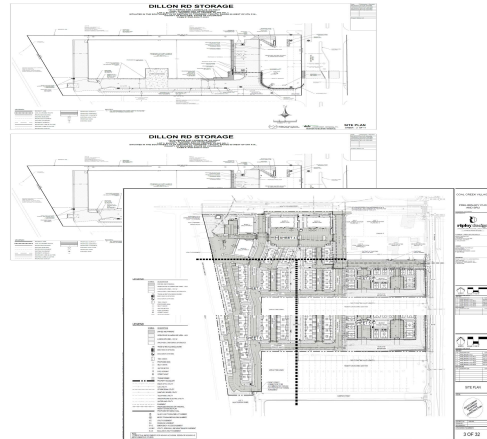
Purpose

- Requesting Council feedback on proposed development process improvements
- Focus on Planned Unit Developments (PUDs) and subdivisions
- Responds to recent, consistent community and stakeholder input
- Implements improvements before upcoming development code update



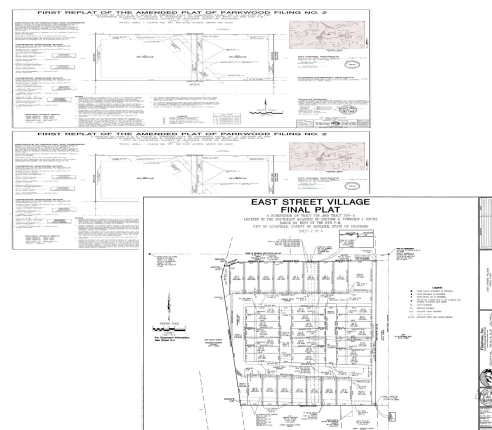
Current Process - PUDs

- PUD required for all commercial development, all residential > 6 units
- New PUDs require preliminary and final PUD steps (four public hearings – Planning Commission and City Council)
- Some PUD amendments can be approved administratively, but many require public hearings



Current Process - Subdivisions

- All types of subdivisions require Planning Commission and City Council public hearings
- Includes everything from small lot line adjustments to large subdivisions with public land dedication
- Some require preliminary and final subdivision plats (four public hearings)



Peer City Research

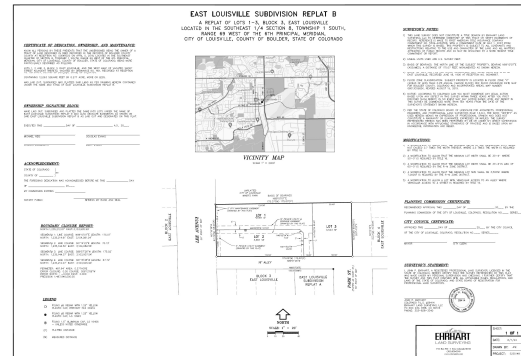
- Most cities have a minor subdivision and site development review process that is administrative
- Half allow administrative approval of a final plat
- Only one requires four public hearings for a preliminary and final PUD
- Four of six require neighborhood meetings with some projects

Proposal

1. Allow administrative approval of minor subdivisions
2. Allow administrative approval of final plats
3. Create a new Site Development Plan (SDP) administrative approval process
4. Improve the PUD process
5. Improve the PUD amendment process

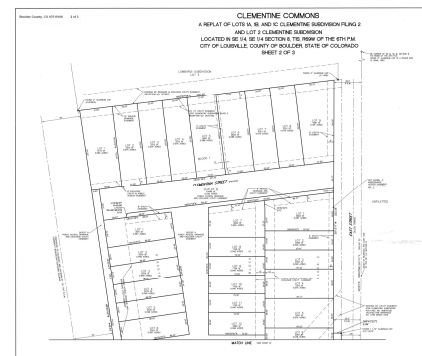
Minor Subdivisions

- Allow administrative approval of minor subdivisions
- Applies to:
 - No more than two lots or two additional dwelling units
 - No major changes to infrastructure
 - No variances/waivers exceeding administrative thresholds (10%)
- No requirement for public land dedication



Final Subdivision Plats

- Applies to subdivisions not qualifying as “minor”
- Continue to require Planning Commission, City Council public hearings for preliminary plats
- Allow administrative approval of final plats that match preliminary plat, meet all objective standards
- Less technical detail required for preliminary plat (e.g., construction drawings), instead defer that level of detail to final plat



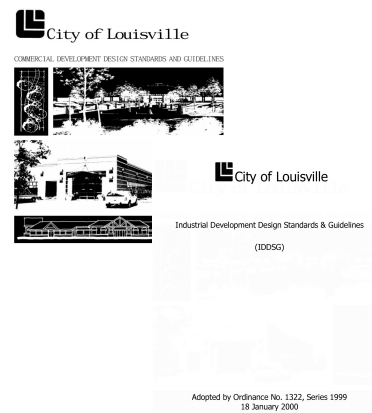
New Site Development Plan Process

- New SDP administrative approval process
- Applies to
 - Single lot commercial development
 - Residential development < six units
 - No waivers exceeding administrative thresholds, all objective standards met
 - No major infrastructure changes needed
 - Residential projects with > 50% affordable units to comply with Prop 123



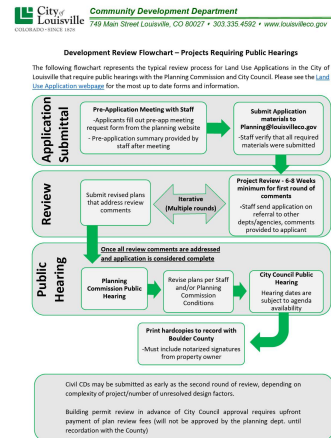
New Site Development Plan Process

- New SDP review criteria addressing compliance with objective City standards and consistency with adopted plans
- Ability for the Community Development Director to refer the application to a public hearing for projects with potential significant impacts.



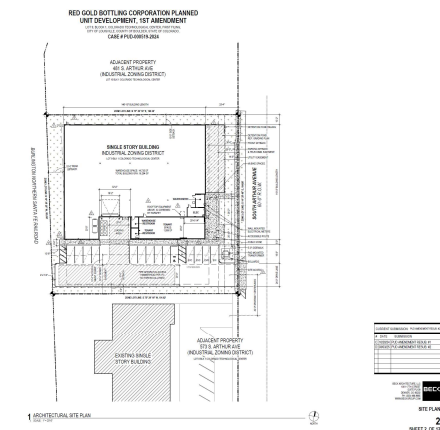
PUD Process Improvements

- Applies to development exceeding Site Development Plan thresholds
- Continue to require Planning Commission, City Council public hearings for preliminary PUDs
- Allow administrative approval of Final PUDs that match the Preliminary PUD, and meet objective standards.
- Less technical detail required for Preliminary PUD (e.g., construction drawings), instead defer that level of detail to final PUD



PUD Amendment Improvements

- Allow administrative PUD amendments to applications that vary 10% from the *underlying zone district standards*, not the specific standards in the PUD
- Allows more flexibility for additions and other site changes where the PUD regulations are more stringent than the underlying zone district standards (e.g., % increases in floor area of existing buildings)



Alternatives/Next Steps

- Provide direction for improvements, and staff brings draft ordinance forward in early 2026
- Provide direction to wait until the development code update that is scheduled to begin in early 2026

Questions

- Does Council agree with the approach for development review process improvements?
- Should some PUDs have a mandatory neighborhood meeting?
- Are the thresholds right for administrative review?
- Would Council like to see a PUD or SDP process, if elevated to a public hearing, that only includes Planning Commission and no City Council review, with only the most impactful projects coming to City Council?