

P/Z STEPS OF APPLICATION REVIEW

(Long Version)

1. Chair reads title of application and indicates if matter will include a public hearing,
2. Chair invites applicant or their representative to address P/Z and describe proposal. There is not a time limit on applicants, per se.
3. P/Z asks questions of applicant, if needed,
4. Chair introduces staff member who will present staff report to P/Z,
5. P/Z asks questions of staff (and applicant, if also necessary) if needed,
6. Public hearing, it is practice or P/Z to request that individual comments be limited to less than 5 minutes,
7. Applicant or staff may be called upon to clarify information or respond to questions raised at public hearing,
8. P/Z makes a motion/2nd,
9. Deliberation/Vote,
10. Chair announces if application is going on to Council,

“This item will now be forwarded to the Longmont City Council for action. If you are unfamiliar with Council procedures, and intend to appear before Council, please contact the Planning Division for further information at 303-651-8330.”

or read appeal notice as follows:

“This item now enters a 7 day appeal period. During this time, any aggrieved party may appeal the Commission’s decision by submitting a written appeal letter stating why the Planning and Zoning Commission’s decision should be amended or reversed by City Council. All appeals must be in writing and must be received in the City Clerk’s Office and the Planning Office within the 7 day appeal period. The appeal period begins: Thursday, 8:00 a.m. _____ and ends: Wednesday, 5:00 p.m. _____.”