

CITY OF LITTLETON, COLORADO

Ordinance No. 15

Series 2025

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LITTLETON,
COLORADO, ADOPTING CHANGES TO THE UNIFIED LAND USE CODE
(ULUC) REGARDING PLATTING, NOTICE OF MAILINGS, AND OTHER
MISCELLANEOUS NON-HOUSING RELATED CHANGES**

WHEREAS, the City Council of the City of Littleton, Colorado passed Ordinance 24-2021 in October of 2021 which enacted Littleton City Code Title 10, the “Unified Land Use Code” (ULUC); and

WHEREAS, Section 10-9-3.2.A.4. of the ULUC authorizes the director of community development to initiate a code text amendment; and

WHEREAS, since October 2021, staff, property owners, business owners, and applicants must comply with the ULUC with site-specific applications; and

WHEREAS, staff is tracking errors, inconsistencies and ambiguities discovered with the Unified Land Use Code since implementation; and

WHEREAS, staff completed a study session on March 11, 2025 in a joint session with City Council and Planning Commission, where the proposed code text amendment language focused on refinements as they related to process improvements, while refraining from policy changes; and

WHEREAS, staff engaged the community on the proposed text amendments at an open house on April 14 and the draft language was available to comment on from April 14, 2025 to April 30, 2025; and

WHEREAS, on July 28, 2025, the planning commission held a public hearing to consider a recommendation to the Littleton City Council on the adoption of the code text amendment.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF LITTLETON, COLORADO, THAT:**

Section 1: Title 10, Chapter 6, Section 1.2.D.2 is hereby amended to read as follows:

12. CONDOMINIUM PLATS. ALL CONDOMINIUM PLATS SHALL BE SUBMITTED FOR RECORDATION TO THE COUNTY, AND PREPARED IN COMPLIANCE WITH C.R.S. TITLE 38-33.3-209, CREATION, ALTERATION AND TERMINATION OF COMMON INTEREST COMMUNITIES.

Section 2: Title 10, Chapter 6, Section 2.G is hereby removed:

CONDOMINIUM.

~~1. SUBDIVISION.~~

~~a. STATUTORY COMPLIANCE. CONDOMINIUM APPLICATIONS SHALL BE PREPARED IN COMPLIANCE WITH C.R.S. TITLE 38-33.3-209, CREATION, ALTERATION, AND TERMINATION OF COMMON-INTEREST COMMUNITIES.~~

~~b. PROCESSING. APPLICATIONS FOR CONDOMINIUM PLATS SHALL BE PROCESSED AS AN ADMINISTRATIVE PLAT, AS SET OUT IN ARTICLE 10-9-7, SUBDIVISIONS AND VACATIONS.~~

~~c. ASSOCIATION. A PARTY WALL AGREEMENT OR AN ASSOCIATION SHALL BE ESTABLISHED FOR THE OWNERS OF THE UNITS WITHIN THE CONDOMINIUM HAVING COMMON AREAS AND FACILITIES. THE SUBDIVIDER SHALL PROVIDE THE SERVICES, BONDS, AND OTHER MATTERS REQUIRED BY LAW.~~

~~2. CONVERSION OR CHANGE.~~

~~a. PRE-APPLICATION MEETING. IF AN OWNER PROPOSES TO CONVERT EXISTING DEVELOPMENT TO A CONDOMINIUM OR MAKE CHANGES TO AN EXISTING CONDOMINIUM SUBDIVISION, A PRE-APPLICATION MEETING IS REQUIRED TO PRESENT THE PROPOSED CONVERSION OR CHANGE. THE DIRECTOR SHALL DETERMINE THE PROCEDURE TO ACCOMPLISH THE CONVERSION OR CHANGE.~~

~~b. COMPLIANCE WITH ZONING, BUILDING, HOUSING, MECHANICAL, AND FIRE CODES. ALL UNITS AND COMMON FACILITIES SHALL COMPLY WITH ALL CODES ADOPTED BY THE CITY, AS AMENDED.~~

Section 3: Title 10, Chapter 9, Section 7.1.B is hereby amended to read as follows:

APPLICABILITY. ANY SUBDIVISION THAT COMPLIES WITH THE FOLLOWING REQUIREMENTS, AS APPLICABLE, ~~AND DOES NOT DEDICATE PUBLIC LAND OR RIGHT-OF-WAY~~ SHALL BE PROCESSED ACCORDING TO THE PROVISIONS OF THIS SECTION. ANY PROPOSED SUBDIVISION THAT DOES NOT CONSIST OF ONE OR MORE OF THE ACTIONS ENUMERATED BELOW SHALL BE CONSIDERED A MAJOR SUBDIVISION AND SHALL BE PROCESSED IN COMPLIANCE WITH THE PRELIMINARY PLAT AND FINAL PLAT PROVISIONS OF THIS ARTICLE, AND ALL OTHER VACATIONS OF PUBLIC EASEMENTS SHALL BE PROCESSED IN COMPLIANCE WITH SECTION 10-9-7.6, *VACATION OF STREETS AND EASEMENTS*. AN ADMINISTRATIVE PLAT MAY BE UTILIZED TO ACCOMPLISH ANY OF THE FOLLOWING:

3. MINOR SUBDIVISIONS. SUBDIVIDE AN EXISTING LOT OR PARCEL INTO FOUR OR FEWER NEW LOTS;

~~4. CONDOMINIUM. DEVELOP A CONDOMINIUM PLAT SUBDIVISION; RIGHT~~

91 *OF WAY DEDICATION.* RIGHT OF WAY DEDICATION THAT HAS BEEN
92 CONTEMPLATED FOR ACQUISITION UNDER CITY ADOPTED PLANS, AT
93 THE TIME OF APPLICATION;

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95 **Section 4:** Title 10, Chapter 9, Section 7.3.C is hereby amended to read as follows:
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97 **B. DECISION CRITERIA.** THE COMMISSION MAY APPROVE, APPROVE WITH
98 CONDITIONS, OR DENY A PRELIMINARY PLAT BASED ON THE FOLLOWING
99 CRITERIA:

100 1. *CONFORMANCE.* THE PRELIMINARY PLAT CONFORMS TO THE
101 COMPREHENSIVE PLAN AND ALL APPLICABLE REQUIREMENTS OF THIS
102 CODE;

103 2. *ZONING.* ANY NEW LOTS CREATED AND SUBSEQUENT DEVELOPMENT OF
104 THE SITE ~~BY THE PROPOSED~~
105 ~~SUBDIVISION SHALL MEET THE LAND AREA, OPEN SPACE, AND~~
106 ~~YARD REQUIREMENTS FOR THE DISTRICT IN WHICH THE SUBDIVISION~~
107 ~~IS LOCATED; AND~~ SHALL CONFORM TO THE ZONING REQUIREMENTS FOR
108 THE DISTRICT IN WHICH IT IS LOCATED IN; AND

109 3. *STANDARDS AND SPECIFICATIONS.* ~~THE PROPOSED~~ ANY NEW LOTS AND
110 SUBSEQUENT DEVELOPMENT CONFORMS TO THE DESIGN AND
111 IMPROVEMENT STANDARDS IN THE LITTLETON ENGINEERING DESIGN
112 STANDARDS (LEDs).
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114 **Section 5:** Title 10, Chapter 9, Section 3.5.C.3 is hereby amended to read as follows:
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116 ~~NOTICE BY MAIL. CITY STAFF IS RESPONSIBLE FOR CREATING AND~~
117 ~~MAILING THE NOTICE BY MAIL.~~ NOTICE BY MAIL, WHEN REQUIRED,
118 SHALL BE PROVIDED THROUGH THE UNITED STATES POSTAL SERVICE
119 (USPS) TO ALL ADDRESSES, UNITS, AND PROPERTY OWNERS LOCATED
120 WITHIN 700 FEET OF THE SUBJECT PROPERTY. IF A COMMON INTEREST
121 ASSOCIATION HAS OVER 10 UNITS, THEN NOTIFICATION SHALL BE SENT
122 TO THE ASSOCIATION'S DESIGNEE.
123

124 **Section 6:** Title 10, Chapter 9, Section 3.6.C.2 is hereby amended to read as follows:
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126 *PROCEDURE.*

127 a. ~~THE APPLICANT SHALL PROVIDE W-~~ WRITTEN NOTICE SHALL BE
128 PROVIDED AS SET FORTH IN SECTION 10-9- 3.5, *PUBLIC NOTICE*. ANY
129 COSTS INCURRED BY THE CITY WILL BE REIMBURSED BY THE
130 APPLICANT
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Section 7: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 8: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 19th day of August 2025, passed on first reading by a vote of 7 FOR and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 16th day of September, 2025, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of FOR and ____ AGAINST on the 16th day of September, 2025 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

Colleen L. Norton
CITY CLERK

Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY

