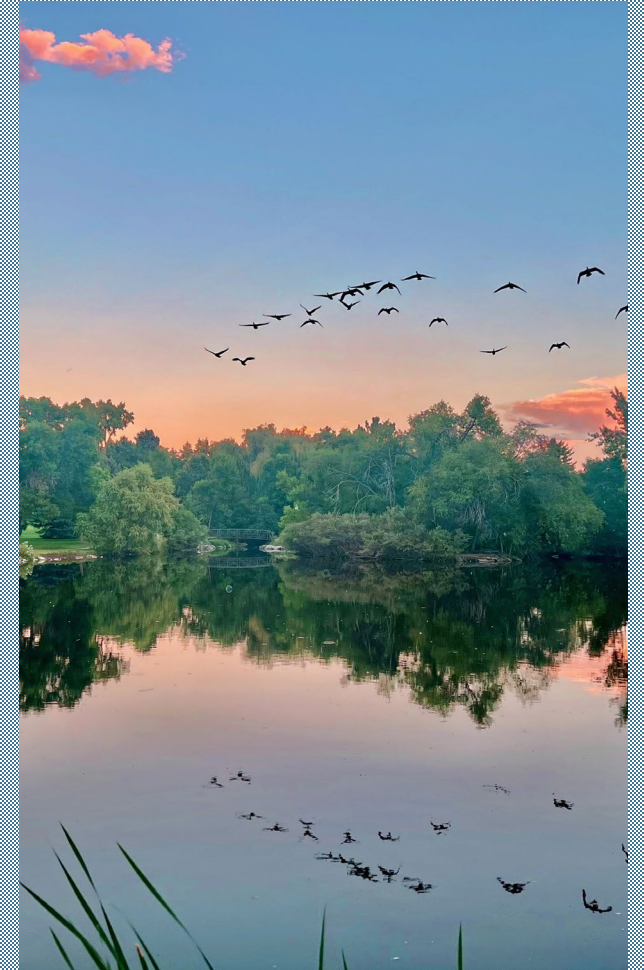


PROCESS IMPROVEMENTS ULUC UPDATES

Andrea Vaughn, AICP, Senior Planner

September 16, 2025



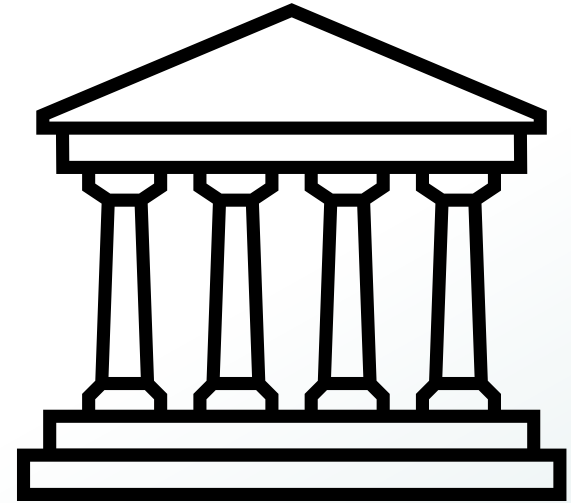
AGENDA

Process Improvement Updates

- Platting
- Notice of Mailing

FURTHERING CITY GOALS

- Provide high-quality governance through:
 - Create clarity through clear and concise Code language
 - The reduction of duplicative process
 - Streamline processes to reduce staff-review time, while maintaining City standards

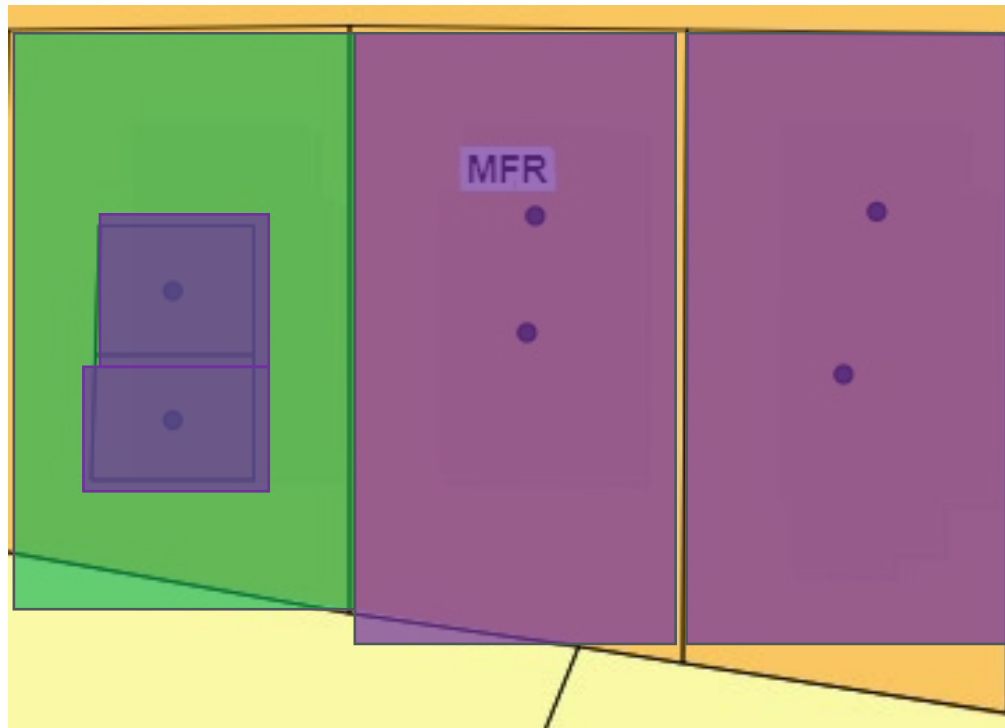


PLATTING

What is platting?

- Simply put – platting is the division of real estate and often falls into two categories:
 - Parcel division
 - Creation of 1 or more new lots from the subdivision of a lot
 - Condo platting
 - The division of a building and creates common-owned property of the parcel

PLATTING



PLATTING

Review

- Review lot size and buildings for setbacks according to zone-specific standards
- Staff is not proposing to amend any lot and building standards

Table 10-3-2.2.1 Residential Lot and Building Standards									
District and Housing Type	Maximum Density (Dwelling Units/Acre) ⁴	Minimum							Maximum Building Height ⁴
		Lot		Setbacks				Common Open Space	
		Area ¹	Width	Front ²	Interior Side ²	Corner ²	Rear ³		
Single-Family Detached									
NC	6	6,000 sf.	50'	5' / 20'	5'	5' / 10'	20' / 20'	--	35'
Single-Family Attached									
NC	14	4,500 sf.	40'	5' / 20'	0' / 5'	5' / 10'	20' / 20'	--	35'
CM	18	3,500 sf.	30'	0' / 8'	0' / 5'	5' / 10'	10' / 20'	--	35'
Multiplex									
NC	22	2,000 sf.	20'	5' / 20'	8'	8' / 10'	20' / 20'	--	35'
CM	26	1,500 sf.	15'	5' / 10'	5'	5' / 10'	10' / 20'	--	45'
Townhouse									
NC	25	2,000 sf.	20'	15' / 25'	0' / 8'	12' / 25'	20' / 20'	20%	35'
CM	31	1,250 sf.	15'	8' / 15'	0' / 8'	8' / 15'	10' / 20'	15%	45'
Multi-Family									
NC	36	--	--	15' / 20'	15'	10' / 20'	10' / 20'	30%	45'
CM	52 / 62	--	--	15' / 20'	10'	10' / 20'	10' / 20'	25%	55' / 65'

Table Notes:
1. Lot area is calculated on a per dwelling unit basis.

Table Notes:

1. Lot area is calculated on a per dwelling unit basis.

PLATTING

Process

- Admin Plat – No public hearing
 - Condo plats
 - Subdivisions of 4 or fewer lots
 - Plats without right-of-way dedication
 - Lot line adjustments or lot consolidations
- Preliminary Plats – Public hearing
 - Condo plats
 - Subdivisions of 5 or more
 - Plats with right-of-way dedication

PLATTING

Intent

- Provide clarity in Code
- Streamline the platting process



PLATTING

Intent

- Provide clarity in Code
 - Update criteria to minimize need for conditional approval of plat



PLATTING

Proposal

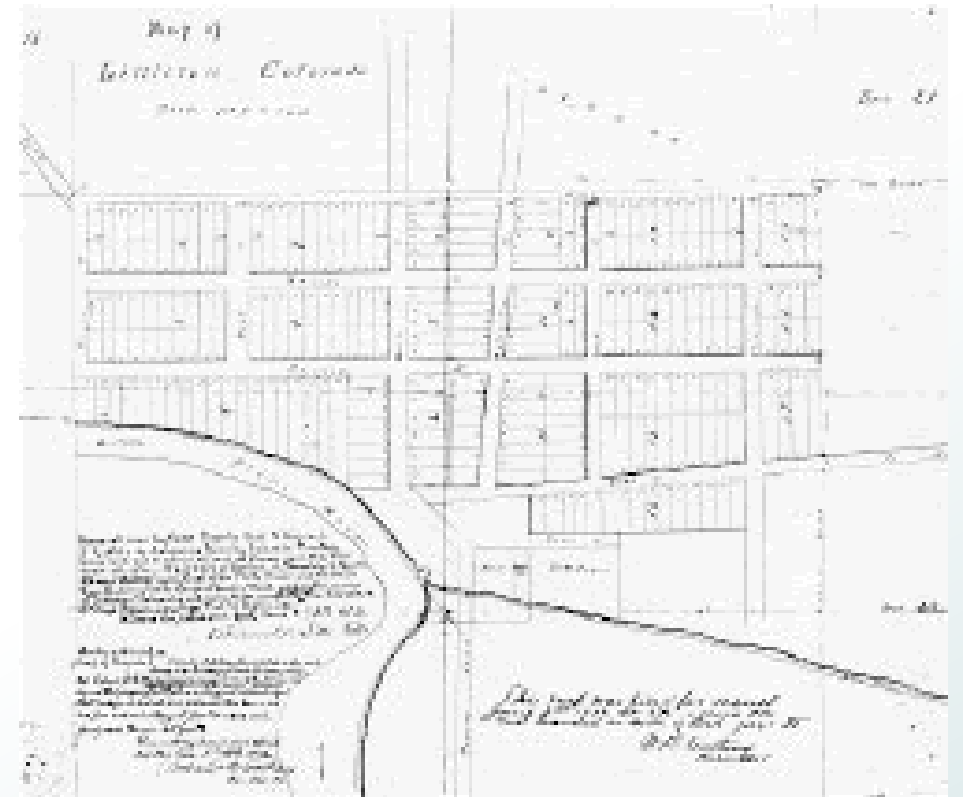
C. Decision Criteria. The Commission may approve, approve with conditions, or deny a Preliminary Plat based on the following criteria:

1. *Conformance.* The Preliminary Plat conforms to the Comprehensive Plan and all applicable requirements of this Code;
2. *Zoning.* Any new lots created and subsequent development of the site ~~by the proposed subdivision shall meet the land area, open space, and yard requirements for the district in which the subdivision is located; and~~ shall conform to the zoning requirements for the district in which it is located in; and
3. *Standards and Specifications.* ~~The proposed~~ Any new lots and subsequent development conforms to the design and improvement standards in the Littleton Engineering Design Standards (LEDS).

PLATTING

Intent

- Streamline the platting process
 - Remove Condo Plats from City review



PLATTING

Proposal

- Remove Condo Plats from City review

~~G. 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.~~

PLATTING

Intent

- Streamline the platting process
 - Amend the Preliminary Plat criteria to remove projects with right-of-way dedications, when the dedication has been contemplated in a city-adopted document

PLATTING

Section 10-9-7.1 Administrative Plat

PROCEDURE - PR

SUBDIVISION - SU

A. Generally. For any subdivision into four or fewer lots, or any of the enumerated actions in Subsection B, below, an Administrative Plat may be used in lieu of the processes of Preliminary and Final Plat review or other applicable processes.

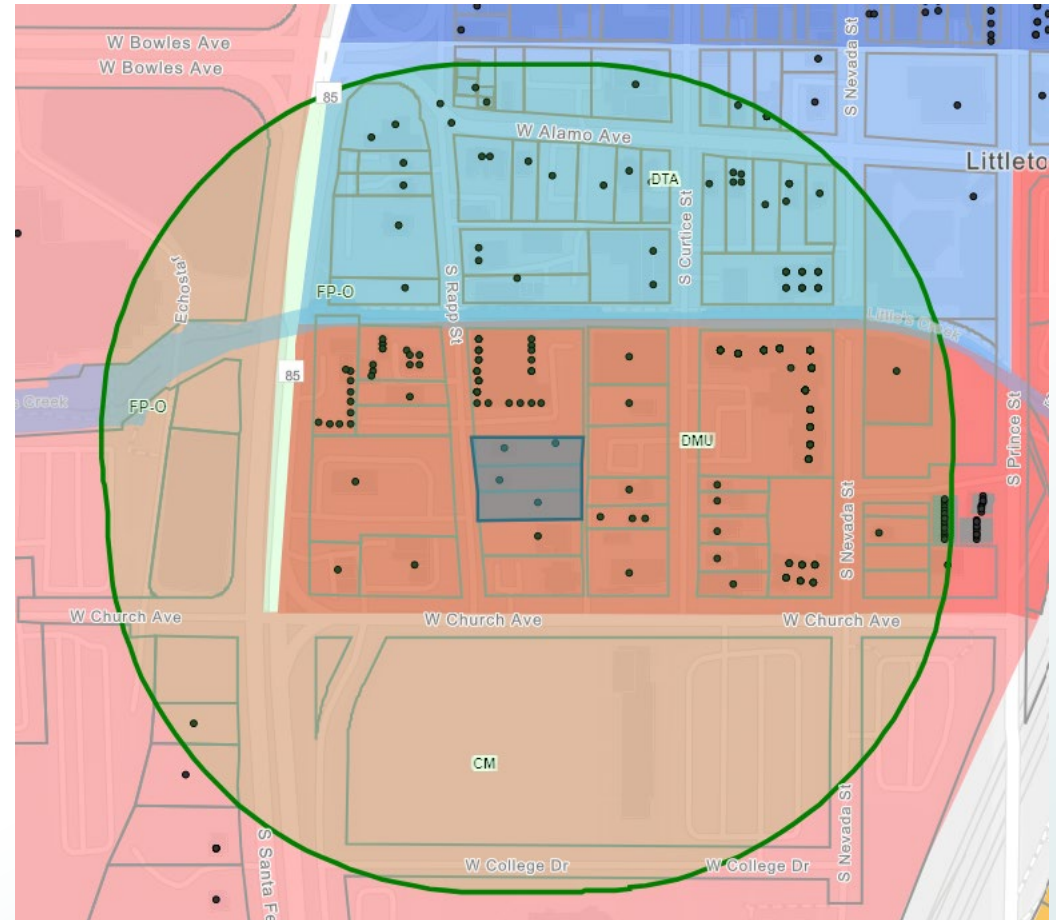
B. Applicability. Any subdivision that complies with the following requirements, as applicable, ~~and does not dedicate public land or right of way~~ shall be processed according to the provisions of this Section. Any proposed subdivision that does not consist of one or more of the actions enumerated 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:

1. *Minor Subdivisions.* Subdivide an existing lot or parcel into four or fewer new lots;
2. ~~Condominium. Develop a condominium plat subdivision;~~ *Right of Way Dedication.* Right of way dedication that has been contemplated for acquisition under City adopted plans, at the time of application;
3. *Lot Line Adjustment.* Move, reconfigure, or revise an existing platted lot line;
4. *Boundary Adjustment.*
 - a. Adjust a platted subdivision boundary between not more than two existing platted lots within two separate filings or subdivisions;
 - b. Adjust a platted subdivision boundary to include an adjacent unplatted parcel of land;
5. *Easement/Building Envelope Vacation.* Vacate an existing platted building envelope on an existing platted lot or vacate an existed platted easement of the city's, provided that the building envelope or easement, as applicable, was dedicated and designated through a plat, only affects two lots or less, and, with respect to an easement of the city's, all benefitting utility providers' consent to the vacation; or
6. *Consolidation.* Consolidate platted lots.

NOTICE OF MAILING

Process

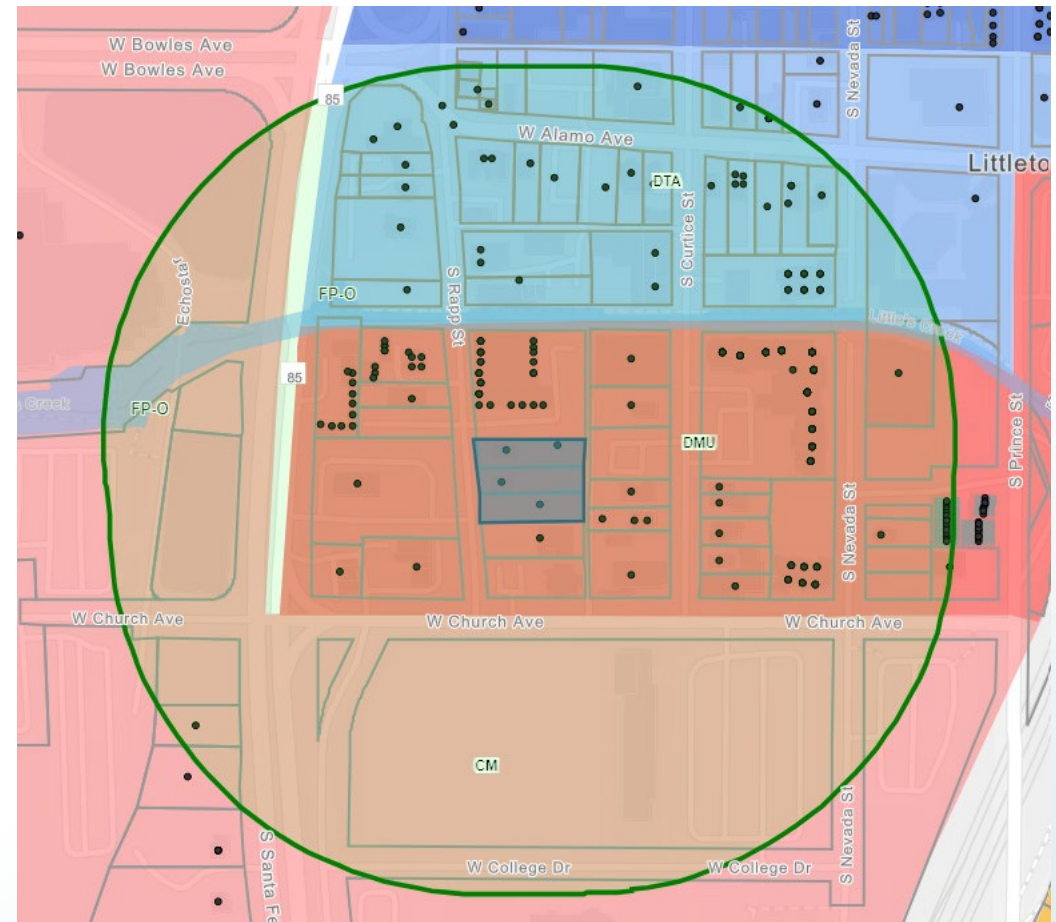
- Staff generates mailing addresses for residents **and** property owners that are located within a 750-foot radius from each corner of the subject property
- Planning staff works with Communications staff to generate postcards, which are required to be mailed out 10 days prior to meeting



NOTICE OF MAILING

Intent

- Reduce Code conflicts and provide flexibility for who is providing notice

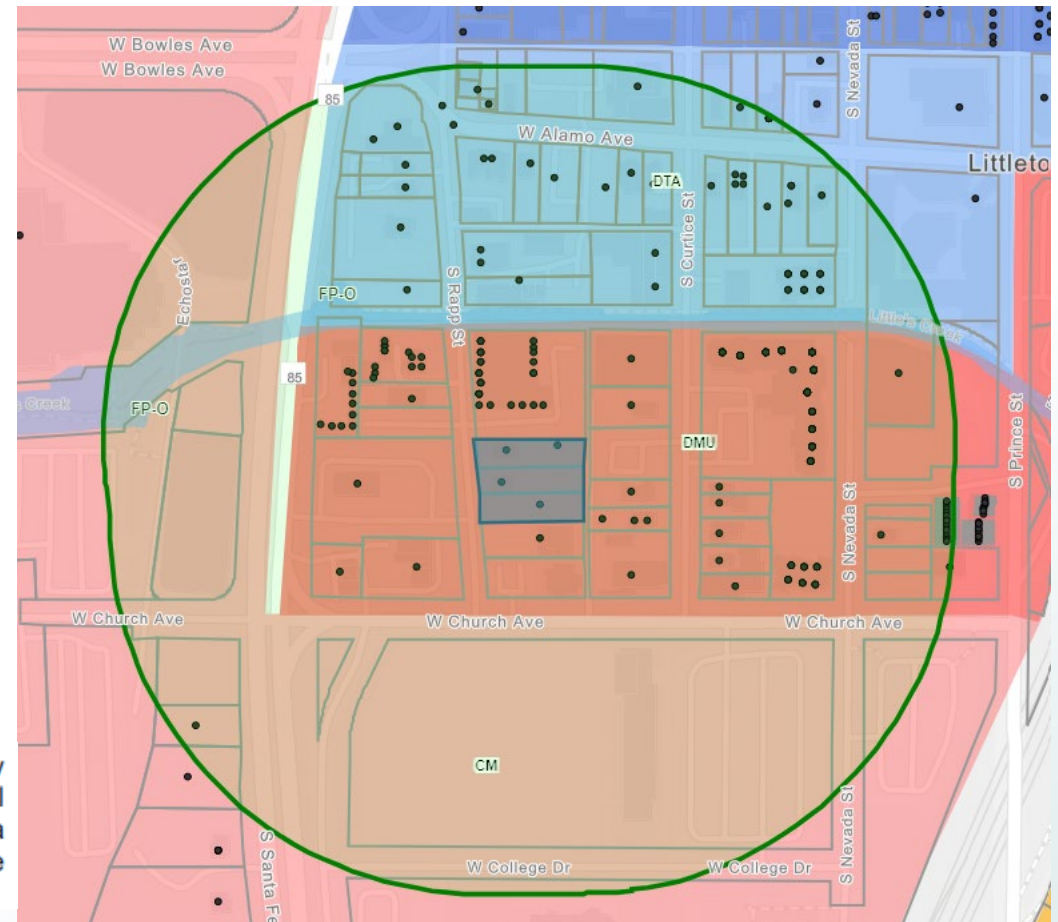


NOTICE OF MAILING

Proposal

C. Neighborhood Meetings.

1. *Applicability.* As shown in Table 10-9-3.9.1, *Development Review Summary*, the applicant shall conduct a neighborhood meeting before submittal of the application and prior to a second submittal of plans for review.
2. *Procedure.*
 - a. ~~The applicant shall provide w~~Written notice shall be provided as set forth in Section 10-9-3.5, *Public Notice*. Any costs incurred by the City will be reimbursed by the applicant
 - b. At the neighborhood meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, answer questions, respond to concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
 - c. The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, and discussed issues related to the development proposal. The meeting summary shall be included or retained with the application materials and be made available to the public for inspection.
3. *Notice by Mail.* ~~City staff is responsible for creating and mailing the notice by mail.~~ Notice by mail, when required, shall be provided through the United States Postal Service (USPS) to all addresses, units, and property owners located within 700 feet of the subject property. If a common interest association has over 10 units, then notification shall be sent to the association's designee.



Littleton

STAFF RECOMMENDATION

- Staff recommends that the City Council approval of Ordinance 15-2025 to the City Council