

**TOWN OF NORWOOD  
STATE OF COLORADO  
ORDINANCE NO. 0609 SERIES 2021**

**AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF NORWOOD, COLORADO APPROVING  
AMENDMENTS TO THE NORWOOD LAND USE CODE TO INCLUDE THE ADDITION OF SECTION 6.22  
SKETCH PLAN APPLICATION.**

**WHEREAS**, Section 6.02 of the Norwood Land Use Code contains approval criteria for Land Use Code Amendments; and

**WHEREAS**, the Planning & Zoning Commission and the Board of Trustees sponsored the addition of the Sketch Plan application to the Norwood Land Use Code; and

**WHEREAS**, the Board of Trustees for the Town of Norwood, Colorado finds that the proposed amendments are intended to meet the purposes of the Town of Norwood Comprehensive Plan as amended by the Norwood Major Streets and Future Land Use Plan; and

**WHEREAS**, at their May 17, 2021 public meeting, the Norwood Planning and Zoning Commission recommended the amendments as set forth herein be approved by the Norwood Board of Trustees.

**NOW, THEREFORE, BE IT ORDINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF NORWOOD, COLORADO as follows:**

**Section 1:** The Norwood Land Use Code shall be amended to include Section 6.22 Sketch Plan Application as set forth in Exhibit A, attached hereto.

**Section 2:** The provisions of this ordinance are severable and the invalidity of any section, phrase, clause or portion of the ordinance as determined by a court of competent jurisdiction shall not affect the validity of effectiveness of the remainder of the ordinance.

**Section 3:** The effective date of this Ordinance shall be June 9, 2021.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2021.

BOARD OF TRUSTEES  
TOWN OF NORWOOD, COLORADO

By: 

C. Kieffer Parrino, Mayor

ATTEST:  
By: 

Amanda Pierce, Town Clerk

## EXHIBIT A TO ORDINANCE NO. 0609 SERIES 2021

### § 6.22 Sketch Plan Application

- a) **Pre-application conference.** Prior to the filing of a Sketch Plan, the applicant or property owner shall meet with the Town Planner or his or her designated agent to acquaint himself or herself with the requirements of the Town and the relationship of the proposed subdivision to the comprehensive plan. At such meeting, the application contents, referral agencies, review procedures, density standards, use and area standards, street requirements, utility service and the general character of the development may be discussed. At the pre-application conference, the applicant or property owner may be represented by a land planner, engineer or surveyor. Applicants are encouraged to meet with the R-2 School District prior to submitting an application for subdivision.
- b) **Submittal requirements.** The applicant or property owner shall file fifteen (15) copies of an application requesting Sketch Plan approval, a title certificate from a licensed title company or attorney listing the name of the property owner(s) and all liens, easements and judgements of record affecting the subject property, and of the preliminary plat. The application shall include signature of property owner. If the applicant is not the owner of the property, s/he shall also submit a letter from the property owner designating the applicant as his/her agent with the authority to represent the application. Such plan shall be accompanied by or show the following information:
  - 1) Proposed land uses;
  - 2) Proposed density or intensity;
  - 3) General location of public and private open space;
  - 4) General location of existing and proposed buildings;
  - 5) General layout of existing and proposed street and pedestrian networks; and
  - 6) General layout of existing and proposed major utilities and public services for the development;
  - 7) General project narrative explaining the scope of the proposed project, including but not limited to how the proposed project meets or can meet the review criteria set forth in subsection (d).
- c) **General.** The Sketch Plan is an optional step for new development including, but not limited to, subdivisions or Planned Unit Development applications. The Sketch Plan is not part of a formal application for approval of a subdivision and no comments made by the Town with regard to a Sketch Plan shall be binding on the Town's consideration of any subsequent application or result in the vesting of any rights under the Land Use Code or state statute. The voluntary submission of a Sketch Plan shall constitute a complete waiver of any and all legal claims that are based on, or arise from, Planning & Zoning Commission or Board of Trustees review of, or comment upon, such Sketch Plan.
- d) **Review Criteria.**

- 1) Whether the Sketch Plan appears to be consistent with the Comprehensive Plan, or reflects conditions that have changed since the adoption of the Comprehensive Plan; and
- 2) Whether the Sketch Plan appears to outline a development that will address a unique situation, confer a substantial benefit to the Town, or incorporate creative site design such that it achieves the purposes set out in the Land Use Code; and
- 3) Whether the Sketch Plan appears, to the extent reasonably feasible, to provide for mitigation of any foreseeable, material adverse impacts on adjoining properties or on the general community; and
- 4) The Sketch Plan proposes a reasonable and logical plan for the connection of existing and proposed street and pedestrian connections that will foster safe, convenient, and connected travel into, within, and through all areas of the property described in the Sketch Plan.

e) **Application review procedures.**

- 1) **Date of filing.** The Sketch Plan shall be considered officially filed after application review fees which are established by resolution of the Board of Trustees have been paid and after it is examined and found to be in compliance with the general provisions of these regulations by the Town Planner.
- 2) **Distribution of Sketch Plan application.** The Town Planner or Norwood Town Clerk shall distribute the Sketch Plan application following completion of subsection (e) (1) above to the following:
  1. The Town Planner/Consultant (one copy)
  2. Town Engineer/consultant (one copy)
  3. Town Public Works Director (one copy)
  4. Town Attorney (one copy)
  5. San Miguel Power Association or other power company (one copy)
  6. Natural Gas company (one copy)
  7. Telephone company (one copy)
  8. R-2 School District (one copy)
  9. Norwood Water Commission (one copy)
  10. Norwood Sanitation District (one copy)
  11. Norwood Town Clerk (one copy for public record)
  12. Norwood Fire Protection District (one copy)
  13. US Postal Service (one copy)
  14. Any other agencies as determined appropriate by the Town Planner.
- 3) **Comments; written report.** No less than ten (10) days prior to the meeting of the Planning and Zoning Commission at which the Sketch Plan is to be considered, each agency listed above must submit their written recommendations concerning the application in question to the Town Planner. The recommendations shall be given to the Planning and Zoning Commission with the application materials for their consideration. A written report shall be prepared by the Town Planner and submitted to the Planning and Zoning Commission at the next regular meeting. Such report should include

comments relative to the proposed application's compliance to these regulations, the comprehensive plan or other master plans as appropriate.

**f) Review by Commission.**

- 1) The Planning and Zoning Commission shall hold a public hearing on the Sketch Plan application prior to making its recommendation to the Board of Trustees.
- 2) Notification requirements for the Sketch Plan. When a hearing is to be held on a Sketch Plan, the applicant shall mail the written notice of public hearing before the Planning and Zoning Commission on the proposed application, after obtaining a copy of the notice from the Town Staff, to all owners of real property lying within one hundred feet (100') of the subject property(ies). Notice shall be mailed to all owners of mineral estates of record in the records of the San Miguel county clerk and recorder. The notice shall be given not less than fifteen (15) days before the date set for hearing by depositing in the mail such notice properly addressed and postage paid to each such owner as the ownership appears on the last approved County assessor records. Applicants shall provide proof of mailing of notice to the Town prior to the public meeting or hearing that is the subject of the mailing of a notice.

**g) Review by Board of Trustees.**

- 1) Submittal to Board of Trustees. The Town Planner shall, at a regularly scheduled Board of Trustees meeting following the recommendation by the Planning and Zoning Commission, submit the Sketch Plan application to the Board of Trustees for their consideration.
- 2) Action by Board of Trustees. The Board of Trustees shall approve or disapprove the Sketch Plan application with or without conditions.

**h) Effect of Preliminary Plat approval.**

- 1) No land use entitlements are established with approval or conditional approval of the Sketch Plan application. Approval or conditional approval of the Sketch Plan application shall not constitute approval of the Preliminary Plat. Rather, it shall be deemed an expression of approval to the general application plan as a guide to the preparation of the Preliminary Plat application.
- 2) Lapse of approval. Sketch Plan approval shall be valid for a period of twelve (12) months from the date of approval and the general terms and conditions under which the approval was granted will not be changed.