**Class Project 1: City Case Studies**

In this project student groups will assess and compare regulation and policy for a sample group of cities. The foundation for this work is collection by student groups of all key documents used in local land regulation in their case study community. Groups of 2 students will participate in each case study project. Student groups will be expected to collect and assess **all key documents** used in local land regulation in their case study community. The assignment will be divided into modules, with sub-assignments handed out for each module.

The class will use the city of Boulder as a template and baseline. Through guest lectures and document review we will develop a thorough understanding of the Boulder case. This assessment will focus on residential construction addressing three development frameworks: (1) single-family residential building; (2) multi-unit residential building or subdivision that triggers land use or design review; and (3) multi-unit residential structure or subdivision that triggers environmental review. These three frameworks are intended to encompass core regulatory problems of land development in this context, and illustrate key issues of complexity, cost and conflict of regulatory compliance for participants including both developers and local governments. In addition, students will be asked to collect (1) information on physical development patterns, and (2) local media coverage of development politics. A protocol for data collection will be handed out to students when the project is assigned.

Assessment of case study documents will address the following issues: (1) number and type of development regulations and related application submittals; (2) analytical and evidentiary requirements at each submittal step; and (3) process for review of application submittals. Data will be assembled in a matrix for each case study, and then evaluated against benchmarks derived from further research and class discussions about the Boulder county case. Time requirements for compliance with development regulations will be identified. Students will write up an evaluation of each case based on the matrix and addressing key questions defined in the protocol. Students will present their findings. Comparison between sites will occur through in-class discussion.

Deliverables: (1) 8-page paper including matrix describing regulations, policies and development patterns for case study community, specifically referencing documents in the folder. (2) Folder with all relevant documents uploaded to google drive to made available to class. (3) 5-minute presentation to class with power points.

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**City Case Studies: Project Review and Conclusion to Case Studies**

In this project students will synthesize and conclude your discussion of regulation and policy for your case study city. The foundation for this work is collection of all key documents used your city in local project review. Students are expected to collect and assess **all key documents** used in project review. This assignment is designed to help us explore key issues of complexity, cost and conflict of regulatory compliance for participants including both developers and local governments.

The class will use the city of Boulder as a template and baseline including the following **five steps**.

1. **Step 1. Compilation of key documents** in a google document, to be created by you, and with the url included in the beginning of the assignment.
2. **Step 2. Evaluation against the benchmark** of the city of Boulder, available at the bottom of this assignment sheet.
3. **Step 3. Prepare a two-page paper** describing and synthesizing the work you’ve done on your own and in class about the city plan, zoning code and project review process.

Include at least the following.

1. What aspects of project review, and comp plan and zoning code, are emphasized in your city? Based on your knowledge of your city, why do you think these aspects are emphasized?
2. What aspects of project review, and comp plan and zoning code, stand out or seem most interesting to you? Why are they significant?
3. What aspects of project review, and comp plan and zoning code, are missing or need more emphasis? Why?
4. **Step 4. An interview will be conducted** with a local planner in your city to further explore both project review and your earlier work on planning and zoning. Reread the plan, zoning code and project review process, so you can talk about them easily.

Include at least the following questions in your interview. We’ll discuss further in class.

1. are any aspects of the comp plan, zoning code and project review process have been discussed as needing updates, modification? Why?
2. What are the time requirements for compliance with different stages of project review? Are these realistic?
3. What aspects of project review receive the most complaints? Are there aspects that you think could be simplified?
4. **Step 5. Add two more pages** to your paper describing the results of the interview.

Deliverables: (1) 4-page paper including additional checklist comparison describing regulations, policies and development patterns for case study community, specifically referencing documents in the folder. (2) Folder with all relevant documents uploaded to google drive to made available to class. (3) possible 3-minute presentation to class with power points.

**Due: Nov 10, midnight, submittal on canvas.**

**City of Boulder: Project Review**

This is a synopsis of administrative review and land use review for the City of Boulder. Admin review and land use review are described below, in the *Background section* below. The *Documents section* below describes all the relevant documents to be used in various section of both admin and land use review. The Application itself is at the end of this document below. **In this assignment, please compare the project review process in your case study city – information requirements, number of steps, complexity - to what the city of Boulder requires.**

1. **Background**

**Administrative Review**

From the website. "Administrative Reviews check that proposed projects are compliant with city development standards and codes.

Administrative applications are due at 10 a.m. every other Monday and are reviewed on two-week cycles. View the [2020 submittal calendar (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/2020_ADR_Tracks_for_Posting-1-201909271654.pdf) .

Search for the "Administrative Review Application Form" in the [Applications & Forms Database (Links to an external site.)](https://bouldercolorado.gov/plan-develop/applications) to find a complete list of application requirements and fees for the projects below."

* Accessory Dwelling Units or Detached Dwelling Units
* Parking Reductions
* Setback Variances
* Solar Exceptions
* Antenna for Wireless Telecommunications
* Change of Address or Street Name
* Cooperative Housing Unit
* Group Home Facility
* Landscape Standards Modification
* Minor Modification of an Approved Discretionary Review Plan
* Non-Conforming Uses
* Public Utility Easement Vacation
* Residential and Congregate Care Facilities
* Small Restaurants and Taverns
* Temporary Outdoor Entertainment
* Site Access
* Small Recycling Collection Facilities
* Substitution of Restaurant Use
* Solar Access Permit
* Zoning Verification

**Land Use Review**

From the web site. "All proposed changes to land uses, including annexation, site review, use review and preliminary plat, require Land Use Review. If you are planning to apply for a building permit and your project falls into one of the project categories listed below, you will need to go through the land use review process before applying for a building permit.

Land Use Review applications are due at 10 a.m. on specified Mondays. Check the [2020 submittal calendar (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/2020_LUR_TEC_Tracks_for_Posting-1-201909271654.pdf)  for due dates. Land Use Review applications are reviewed on three-week cycles.

Search for the "Land Use Review Application" in the [Applications & Forms Database (Links to an external site.)](https://bouldercolorado.gov/plan-develop/applications) to find a complete list of application requirements and fees for the projects below."

* Annexation Information
* Annexation/Initial Zoning
* Annexation Feasibility Study
* Concept Plan Review and Comment
* Minor Subdivision
* Outside City Utility Permit
* Preliminary Plat for Subdivision
* Rezoning
* Site Review
* Use Review
* Extension of Development Approval - Planning Board (Section 9-2-12, BRC)
* Vacation Review of Street, Alley and Access Easements

1. **Documents**

Administrative Review

* [Accessory Dwelling Unit (ADU) (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/103_attachment.pdf) Attachment to Admin. Review application, includes ADU application requirements and review criteria

* [Administrative Parking Deferral (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/113.pdf) Attachment to Admin. Review application, includes parking deferral requirements and review criteria

* [Administrative Parking Reduction (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/114.pdf) Attachment to Admin. Review application, includes parking reduction requirements and review criteria

* [Administrative Review Application Form (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/100_adr_application.pdf) Main application used to apply for all Administrative Review requests. Attachments to this form are available for each administrative review type.

* [Administrative Setback Variance (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/115.pdf) Attachment to Admin. Review application, includes setback variance criteria

* [Administrative Solar Access Exception (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/116.pdf) Attachment to Admin. Review application, includes solar access exception criteria

* [Christmas Tree Vendor Information/Sign Regulation Sheet (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/112.pdf) Attachment to Admin. Review application, includes site standards and sign regulations for Christmas tree sales lots

* [Community Garden Form (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/community-garden-form.pdf) For land or rooftops gardened by a group of people that do not reside on the property

* [Cooperative Housing Units (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/104.pdf) Attachment to Admin. Review application, includes definition of co-op housing and review criteria

* [Day Care Center (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/107.pdf) Attachment to Admin. Review application, includes definition of day care center and review criteria

* [Detached Dwelling Units with Two Kitchens (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/122.pdf) Attachment to Admin. Review application, includes review criteria for detached dwelling units with two kitchens

* [Gasoline Service Station (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/105.pdf) Attachment to Admin. Review application, includes definition of gasoline service station and review criteria

* [Group Home Facility (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/106.pdf) Attachment to Admin. Review application, includes definition of group home facility and review criteria

* [Minor Modification (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/118.pdf) Attachment to Admin. Review application, includes review criteria for minor modifications to previously approved discretionary reviews (e.g. PUD's, Site Reviews)

* [Religious Assembly (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/109.pdf) Attachment to Admin. Review application, includes definition of religious assembly and review criteria

* [Residential Care Facility (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/110.pdf) Attachment to Admin. Review application, includes definition of residential care facility and review criteria

* [Section 9-3.2-14, "Two Detached Dwellings on a Single Lot" (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/119.pdf) Attachment to Admin. Review application, includes review criteria for two detached dwellings on a single lot

* [Temporary Sales or Outdoor Entertainment (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/adr-temp-sales-outdoor-entertainment.pdf) Administrative Review application for events with temporary sales or outdoor entertainment

* [Vacation Review of Utility and Drainage Easements (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/219.pdf) Attachment to Admin. Review application, includes review criteria for vacating utility and drainage easements

* [Wireless Telecommunications Facilities (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/120.pdf) Attachment to Admin. Review application, includes definition of wireless facility and review criteria

* [Zoning Confirmation for BLA (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/bla-zoning-confirmation-attachment.pdf) Attachment to Admin. Review application, includes confirmation form and checklist for Beverage Licensing Authority

**Land Use Review**

* [Annexation / Initial Zoning (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/203.pdf) Attachment to Land Use Review Application. Includes information about the annexing property to the City of Boulder and designating initial zoning.

* [Annexation Feasibility Study (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/213.pdf) Attachment to Land Use Review Application

* [Changes to BVCP Land Use Designations (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/214.pdf) Attachment to Land Use Review Application

* [Concept Plan Review & Comment (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/204.pdf) Attachment to Land Use Review Application. Includes description of concept plan review and comment (conceptual plan review prior to site review) and review criteria.

* [Form-Based Code (FBC) Review (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/lur-form-based-code-attachment.pdf) Attachment to Land Use Review Application

* [Inclusionary Housing Compliance (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/inclusionary-housing-compliance.pdf) Preliminary determination of Inclusionary Housing Compliance

* [Inclusionary Housing Summary (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/inclusionary-housing-summary.pdf) Requirements for meeting the Inclusionary Housing Ordinance

* [Land Use Review Application Form (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/202_lur_application.pdf) Main application form used to apply for all land use review requests. Includes list of application requirements and fee schedule. Attachments to this form are available for each development review type.

* [Land Use Review Project Fact Sheet (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/215_LUR_fact.pdf) Basic project facts for Land Use Review

* [LUR Process Summary (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/217_LUR_process.pdf) Land Use Review and Technical Document Submittal Summary

* [Minor Subdivision (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/212.pdf) Attachment to Land Use Review Application

* [Outside City Utility (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/205_outside_city_util_attachment.pdf) Attachment to Land Use Review Application. Includes review criteria for city utility service to out-of-city properties.

* [Persons of Interest Form (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/lur-persons-of-interest.pdf) Persons of Interest Form

* [Pre-Application Meetings (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/201_pre-app.pdf) Brochure describing the first optional step of the development review process, pre-application meetings. Includes meeting schedule form.

* [Preliminary Plat for Subdivision (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/206.pdf) Attachment to Land Use Review Application. Includes review criteria and application requirements for preliminary plat for subdividing lots.

* [Rezoning Review (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/207.pdf) Attachment to Land Use Review Application. Includes review criteria for rezoning from one zoning designation to another.

* [Site Review (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/208.pdf) Attachment to Land Use Review Application. Includes review criteria and application requirements for site review, generally for requesting city code variations.

* [Use Review (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/209.pdf) Attachment to Land Use Review Application. Includes review criteria to allow specific use review uses in certain zoning districts.

* [Vacation Review (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/210.pdf) Attachment to Land Use Review Application. Includes requirements for vacating easements or city owned Right-of-Way.

* [Vested Rights Option Form & Waiver (Links to an external site.)](https://www-static.bouldercolorado.gov/docs/PDS/forms/218.pdf) Include this form (if required) with your Land Use Review application materials. See specific variance criteria and informational attachment for the type of review for which you are applying.

1. **Application**

[**https://www-static.bouldercolorado.gov/docs/PDS/forms/100\_adr\_application.pdf**](https://www-static.bouldercolorado.gov/docs/PDS/forms/100_adr_application.pdf)