

CHAPTER 2. CODE ADMINISTRATION AND REVIEW ROLES

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CHAPTER 2. CODE ADMINISTRATION AND REVIEW ROLES

§ 2.1 CODE ADMINISTRATION AND REVIEW ROLES

A. Relevant Administrating Bodies.

The following entities shall have roles in administrating the provisions of this Code:

1. The Town of Estes Park Board of Trustees and Larimer County Board of County Commissioners (collectively referred to as "the Boards");
2. The Estes Valley Planning Commission ("EVPC");
3. The Estes Valley Board of Adjustment (BOA); and (Ord. 18-01 #3)
4. Staff of the Community Development Department of the Town of Estes Park and the Planning Department of Larimer County (collectively referred to as "Staff").

B. Table 2-1: Code Administration and Review Roles.

PROCEDURE	REVIEW AND DECISION-MAKING AUTHORITY			
	Staff	EVPC	Boards [1]	BOA [1]
Code Text Amendments	R	R	DM	---
Zoning Map Amendments	R	R	DM	---
Comprehensive Plan Adoption/Amendment	R	DM	R	---
Subdivisions				
Preliminary Plat	R	R	DM	---
Final Plat	R	---	DM	---
Minor Subdivisions [5] (Ord. 8-05 #1)	R	R	DM	---
Planned Unit Developments				
Preliminary Plan	R	R	DM	---
Final Plan	R	---	DM	---
Special Review Uses	R	R	DM	---
Development Plans	R DM [3]	DM A [3]	A	---
Minor Modifications	DM [4]	DM A [4]	A [2]	---
Use Classification (Ord. 18-01 #4)	DM	---	A	---
Separate Lot Determinations (Ord. 18-02 #1)	DM	---	A	---
Variances	R	---	---	DM
Administrative Appeals	R	---	---	DM
Temporary Use and Sign Permits	DM	---	---	---
Code Interpretation	DM	---	---	A
Fees and Charges	---	---	DM	---

R = Review Body (Responsible for Review and Recommendation)
 DM = Decision-Making Body (Responsible for Final Decision to Approve or Deny)
 A = Authority to Hear and Decide Appeals of Decision-Making Body's Action--See also §12.1, "Appeals."

NOTES TO TABLE 2-1:

- [1] The Boards and the BOAs shall have decision-making authority on the applications shown in Table 2-1 only as applied to properties located within their respective Town or County jurisdictions. (Ord. 18-01 #4)
- [2] The Boards shall have authority only for appeals taken from the EVPC (not Staff) action on applications for minor modifications.
- [3] The Staff shall have decision-making authority on development plan applications specified for "Staff Review" in Table 3-3 of this Code. See §3.8, "Development Plan Review." The EVPC shall have decision-making authority on those development plans specified for "EVPC Review" in Table 3-3 of this Code. Appeals from Staff decisions on a development plan shall be to the EVPC. Appeals from EVPC decisions on a development plan shall be to the respective Board.
- [4] The Staff shall have decision-making authority on applications seeking minor modifications of Code standards by no more than 10%; whereas, the EVPC shall have decision-making authority on all applications seeking minor modifications of Code standards by 10% or more, but in no case greater than 25%. See §3.7, "Minor Modifications." Appeals from Staff decisions on applications for minor modifications shall be to the EVPC.
- [5] Land Consolidation Plats shall not be subject to review by the Planning Commission. (Ord. 8-05 #1)

(Ord. 18-01 #3, 4, 10/23/01; Ord. 18-02 #1, 12/10/02; Ord. 8-05 #1, 6/14/05)