



Zone Change Standard Schedule – January to June 2020

Action	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr	May	May	June	June	
Pre	Pre-application Meeting Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs												
	Neighborhood Meeting Required – Meeting notice mailed at least 2 weeks in advance												
Review	Submit complete application – appointment required <small>Dates represent the last day to submit for hearing dates below</small>	1/8/20	1/22/20	2/5/20	2/19/20	3/4/20	3/25/20	4/8/20	4/22/20	5/6/20	5/20/20	6/3/20	6/24/20
	Referral out for 1st review <small>Sent within 3 days of submittal</small>	1/10/20	1/24/20	2/7/20	2/21/20	3/6/20	3/27/20	4/10/20	4/24/20	5/8/20	5/22/20	6/5/20	6/26/20
	Referral comments due from agencies to staff <small>15-day referral period</small>	1/24/20	2/7/20	2/21/20	3/6/20	3/20/20	4/10/20	4/24/20	5/8/20	5/22/20	6/5/20	6/19/20	7/10/20
	Return 1st review comments to applicant <small>Sent within 3 days of referral period ending</small>	1/28/20	2/11/20	2/25/20	3/10/20	3/24/20	4/14/20	4/28/20	5/12/20	5/26/20	6/9/20	6/23/20	7/14/20
<i>In the event additional submittals and reviews are required, public hearings may be delayed until comments have been appropriately addressed.</i>													
Planning Commission	Publish request for PC public hearing / final docs due <small>Friday before posting date – publish is staff responsibility</small>	1/31/20	2/14/20	2/28/20	3/13/20	3/27/20	4/17/20	5/1/20	5/15/20	5/29/20	6/12/20	6/26/20	7/17/20
	Post property for hearing / applicant presentation due <small>2 weeks before hearing date – applicant responsibility</small>	2/6/20	2/20/20	3/5/20	3/19/20	4/2/20	4/23/20	5/7/20	5/21/20	6/4/20	6/18/20	7/1/20	7/23/20
	Staff report and presentation(s) published on WRS <small>By close of business 2 Fridays before hearing</small>	2/7/20	2/21/20	3/6/20	3/20/20	4/3/20	4/24/20	5/8/20	5/22/20	6/5/20	6/19/20	7/2/20	7/24/20
	Public comment closes on WRS <small>Tuesday before hearing at noon</small>	2/18/20	3/3/20	3/17/20	3/31/20	4/14/20	5/5/20	5/19/20	6/2/20	6/16/20	6/30/20	7/14/20	8/4/20
	PC public hearing/recommendation <small>1st and 3rd Thursday of each month</small>	2/20/20	3/5/20	3/19/20	4/2/20	4/16/20	5/7/20	5/21/20	6/4/20	6/18/20	7/2/20	7/16/20	8/6/20
City Council	Packet to CC for first reading <small>Due 2 Wednesdays before 1st reading date</small>	2/12/20	2/26/20	3/11/20	4/1/20	4/15/20	4/29/20	5/27/20	5/27/20	6/10/20	7/1/20	7/15/20	7/29/20
	CC first reading <small>2nd and 4th Mondays of each month</small>	2/24/20	3/9/20	3/23/20	4/13/20	4/27/20	5/11/20	6/8/20	6/8/20	6/22/20	7/13/20	7/27/20	8/10/20
	Publish request for CC public hearing <small>Thursday after 1st reading – City Clerk responsibility</small>	2/28/20	3/20/20	3/20/20	4/17/20	5/15/20	5/15/20	6/19/20	6/19/20	6/19/20	7/17/20	7/31/20	8/21/20
	Final application documents due <small>Needed to finalize staff report/presentation – applicant responsibility</small>	3/3/20	3/24/20	3/24/20	4/21/20	5/19/20	5/19/20	6/23/20	6/23/20	6/23/20	7/21/20	8/4/20	8/25/20
	Post property for CC public hearing <small>2 weeks before hearing date – applicant responsibility</small>	3/9/20	3/30/20	3/30/20	4/27/20	5/25/20	5/25/20	6/29/20	6/29/20	6/29/20	7/27/20	8/10/20	8/31/20
	Applicant presentation due for WRS <small>Refer to WRS Applicant Guide – applicant responsibility</small>	3/12/20	4/2/20	4/2/20	4/30/20	5/28/20	5/28/20	7/1/20	7/1/20	7/1/20	7/30/20	8/13/20	9/3/20
	Staff report and presentation(s) published on WRS <small>By close of business 2 Fridays before hearing</small>	3/13/20	4/3/20	4/3/20	5/1/20	5/29/20	5/29/20	7/2/20	7/2/20	7/2/20	7/31/20	8/14/20	9/4/20
	Public comment closes on WRS <small>Saturday before hearing at 11:59pm</small>	3/21/20	4/11/20	4/11/20	5/9/20	6/6/20	6/6/20	7/11/20	7/11/20	7/11/20	8/8/20	8/22/20	9/12/20
	City Council public hearing/decision <small>2nd and 4th Mondays of each month</small>	3/23/20	4/13/20	4/13/20	5/11/20	6/8/20	6/8/20	7/13/20	7/13/20	7/13/20	8/10/20	8/24/20	9/14/20

_____ Duplicate dates because of Memorial Day schedule impacts _____

Please note that the above standard schedule represents the optimal review process and assumes no delays which may become necessary depending on staff workload, quality and timeliness of the application submittal(s), complexity of the project, and cancellation of public hearing dates.

Relevant Applications:

- Zone Change (does not include planned developments)

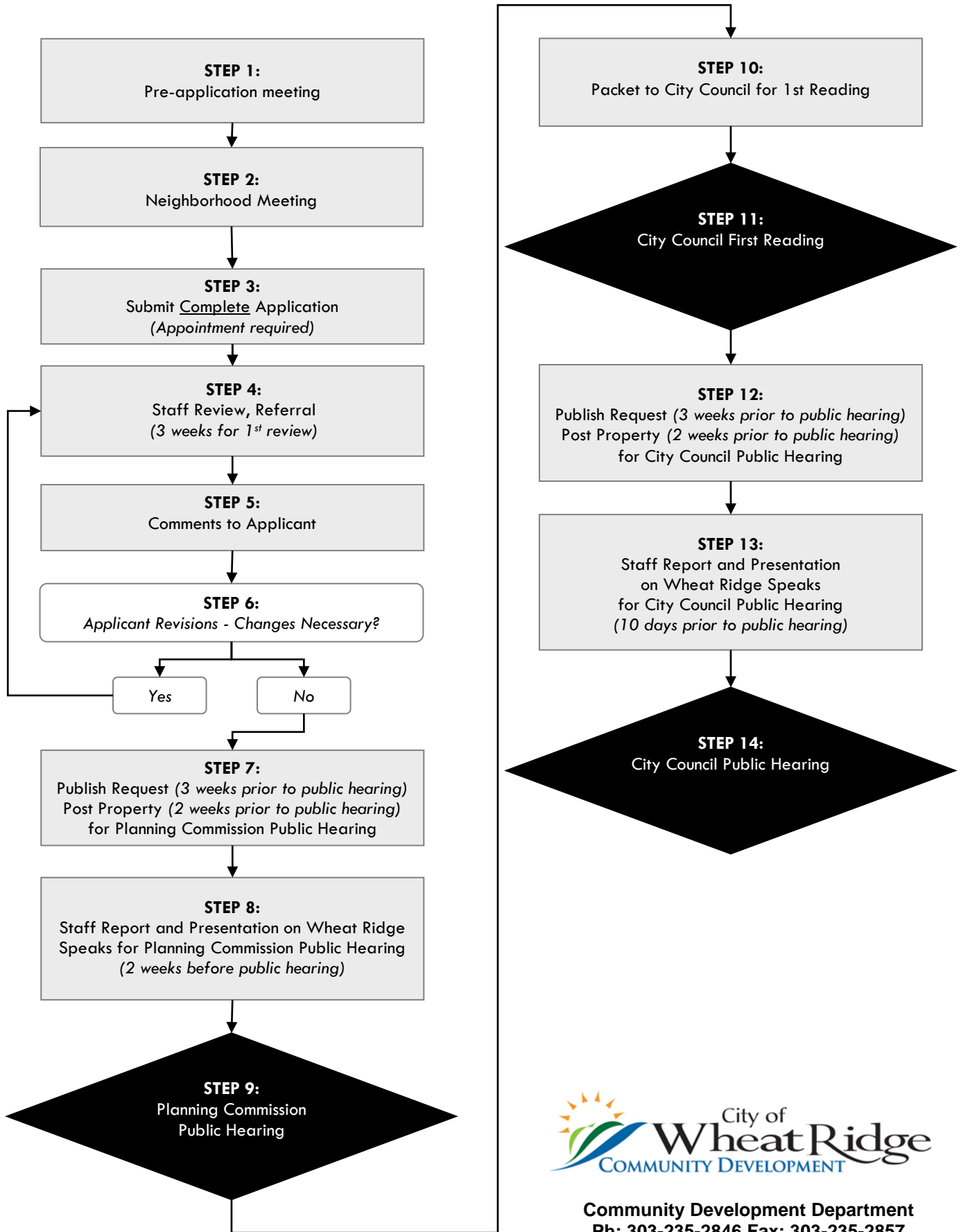
Acronyms:

PC = Planning Commission
CC = City Council

WRS = Wheat Ridge Speaks (www.wheatridgespeaks.org)
also refer to WRS Applicant Guide)

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ZONE CHANGE REVIEW PROCESS



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