

**TOWN OF FRASER
ORDINANCE NO. 497
Series 2023**

AN ORDINANCE AMENDING CHAPTER 19 OF THE FRASER MUNICIPAL CODE
REGARDING CHANGES TO THE REVIEW PROCESS

WHEREAS, the acceptance process has been identified as a Town priority to update the review process and subsequently clarify the process for Town staff, developers and residents.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF FRASER, COLORADO, THAT:

PART 1: AMENDMENT OF MUNICIPAL CODE.

Chapter 19, of the Fraser Municipal Code (herein sometimes referred to as the "Municipal Code") are hereby amended as follows [Note: additions are shown in **bold underlined** print; deletions are shown as ~~strikethrough~~ print]:

Chapter 19

Sec. 19-1-210 Review process

(e) ~~Not more than forty five (45) days after a complete application has been submitted, t~~ The first reviewing body, as indicated on Table 1.1, shall consider the application **after referral comments have been addressed.**

Table 1.1 – Review Procedures Chart – Site Plan (Major)

Approval Requested	Pre-Application	CR	Required Referral	Approval				Notes/Code Section
				AD	PC	BOT	BOA	
Site Plan (Major)	X	X	X		H	X	PU	Sec. 19-2-110

Sec. 19-1-230 – Determination of Completeness.

Complete applications must be submitted, at the point of initiation of the land use review process. Town Staff shall determine whether the application submitted is complete. **Town staff shall determine whether the application submitted is complete within 5 business days.** If the application is not complete, the applicant shall be advised of the deficiencies. No application may be scheduled for further review until the Town Staff has determined it to be complete. The Town Staff determination of completeness is a final decision of the Town, subject to review only in the district court.

Sec 19-1-235(a) – Application Referral.

(a) Upon a determination that the application is complete, the Town Staff shall refer the application **within 5 business days** to the following departments and agencies for their comments, unless the Town Planner finds that the application is not related to the issues addressed by a particular entity listed:

An application for a major or minor site plan shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:

An application for a minor site plan shall be accompanied by the following information:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix A Fee Schedule.
- Proof of ownership.
- Site plan, preferred scale of 1" = 20', indicating the general site design of the proposal, including all existing and proposed improvements and building footprints. The site plan shall provide adequate details to evaluate the traffic circulation, parking, snow storage, building footprints, fences, loading points, refuse container locations, public rights-of-way and all existing and proposed easements, as applicable.
- Building elevations, preferred scale of 1/4" = 1', of the proposed structures, showing: existing ground surfaces, top of foundation, floor elevations, roof line and any rooftop mechanical units proposed.
- Building floor plan, preferred scale of 1/4" = 1'.
- Any supplemental materials that the applicant feels will accurately depict the proposed project.
- Drainage plan (preferred scale of 1" = 20', optional scale of 1" = 50') shall include the following: existing and proposed improvements, existing and proposed contours, existing and proposed easements, snow storage areas, utility lines, spot elevations and flow direction arrows, as needed to clearly portray the proposed drainage layout and detail, and any drainage facilities needed to mitigate the anticipated impacts. If swales are proposed, include a cross-section detail of the proposed swale with dimensions. Silt fences, sediment traps, catch basins and/or detention ponds may be required at the discretion of the Town. The drainage plan shall also indicate temporary and permanent methods to be used to stabilize and prevent the erosion of soils.**
- Grading plan with existing and proposed topography.**

In addition to the above information, an application for a major site plan shall be accompanied by the following information:

- Utility plan, preferred scale of 1/4" = 1', including off-site connections.
- Landscaping plan, preferred scale of 1" = 20', including: property lines, existing and proposed structures, existing natural features, location, species, quantity and size of landscape materials to be planted and method of irrigation.
- An exterior materials package including roof material and color, wall material and color, etc.
- The names and addresses of any property owners within two (200) hundred feet of any portion of the property.
- Any other special reports and/or information deemed necessary by the Town.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

PART 2: REPEAL. Any and all existing ordinances or parts of ordinances of the Town of Fraser covering the same matters as embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed; provided, however, that such repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

PART 3: SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Town of Fraser

hereby declares that it would have adopted this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases thereof be declared invalid or unconstitutional.

PART 4: EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after passage, adoption and publication thereof as provided by law.

PART 5: PUBLICATION. This Ordinance shall be published by title only.

READ, PASSED, ADOPTED AND ORDERED PUBLISHED BY THE BOARD OF TRUSTEES AND SIGNED THIS 19th DAY OF APRIL, 2023.

Votes in favor: _____
Votes opposed: _____
Votes abstained: _____

BOARD OF TRUSTEES OF THE
TOWN OF FRASER, COLORADO

BY: _____
Philip Vandernail, Mayor

(S E A L)

ATTEST: _____
Antoinette McVeigh, Town Clerk

Published in the *Middle Park Times* on _____.