



Meeting Minutes - Final City Planning Commission

Wednesday, March 11, 2026

9:00 AM

2880 International Cir., 2nd Floor, Hearing Room

- 8.C. CODE-26-00** An ordinance amending Article 5, Administration and Enforcement, Chapter 7 (the “Unified Development Code”) of the Code of the City of Colorado Springs 2001, as amended, as related to procedural processes.
02 (Legislative)

Located in Council Districts Citywide

Presenter:

Daniel Sexton, LUR/DRE Planning Manager, City Planning Department
Kevin Walker, Planning Director, City Planning Department

Attachments: Ordinance_Article 5 – Administration and Enforcement Ordinance Update
CPC Staff Report_Administration and Enforcement Ordinance Update
Attachment 1 – Administration and Enforcement Ordinance Update
Administration and Enforcement Ordinance _Presentation
CC Presentation_Administration and Enforcement Ordinance_Staff
7.5.702 AMENDMENT TO UDC TEXT

Daniel Sexton, Planning Manager, presented an ordinance amending Article 5 of the Unified Development Code. He explained that following adoption of the UDC in 2023, several administrative inconsistencies and omissions were identified. He said key elements for the changes include:

- Clarifying that recommendations from the Planning Commission, Downtown Review Board, and Historic Preservation Board are not appealable actions, as final decisions rest with City Council.
- Refining the relationship between development plans and conditional uses, confirming that development plans need not automatically accompany conditional use applications unless required by the Planning Manager.
- Expanding applicability of adjustments and variances to include certain use-specific standards, enabling applicants to seek relief from numerical requirements under Commission review.
- Clarifying post-decision actions, including expiration timelines for variances and requirements for extensions.

Mr. Sexton explained that these amendments are narrowly focused on

improving clarity and correcting unintentional gaps in the code.

Mr. Sexton proposed a final amendment, the removal of the modification to the requirement for “minutes at all Planning Commission proceedings”, that could be interpreted to require minutes for informal work sessions, which historically have not been recorded in that manner. Concerns were raised centered on transparency, public trust, and potential legal vulnerability.

Commissioner Cecil, Commissioner Slattery, Commissioner Case and Commissioner Robbins expressed hesitation noting that although work sessions are informal and non-voting, they still include important presentations, early staff guidance, agenda adjustments, and discussions that may meaningfully inform later decisions, suggesting these activities warrant some level of documentation. Commissioner Cecil emphasized that eliminating minutes could appear to weaken transparency and might leave the Commission exposed if informal discussions were later scrutinized. Commissioner Slattery and others added that some record of informational briefings could benefit both applicants and the public, even if less detailed than formal minutes. Commissioners agreed that the proposal had arisen too late in the process without sufficient notice, and most supported postponing or separating the minutes provision for further review while advancing the rest of the UDC amendments.

Motion by Commissioner Cecil, seconded by Commissioner Willoughby, to recommend approval to City Council of the adoption of the Administration and Enforcement Ordinance amending Chapter 7 (“Unified Development Code”) of the Code of the City of Colorado Springs 2001, as amended, relating to procedural process changes for various entitlement application types, based upon the finding that the request complies with the criteria set forth in City Code Section 7.5.702. The motion passed unanimously.

Aye: 9 - Chair Hensler, Commissioner Cecil, Commissioner Slattery, Commissioner Robbins, Casey, Commissioner Clements, Commissioner Gigiano, Commissioner Willoughby and Commissioner Case