

Planning Commission Agenda Memo

From: Ryan Miller, City Planner

Meeting: June 1, 2021

Subject: Amendment to Chapter 94-222, amending the deadline to submit conditional use permit applications

Person(s) Responsible: Ryan Miller, City Planner

Summary:

The City is proposing an amendment to Chapter 94-222, amending the deadline to submit conditional use permit applications from the 15th day of the month to the 1st day of the month prior to the next Planning Commission meeting.

Background:

Currently, the ordinance establishes a deadline of the 15th day of the month prior the next planning commission meeting. The Development Review Team meets on Thursdays as needed. The current deadline creates a rushed timeline to seek Development Review Team review and recommendation prior to finalizing planning commission packets.

Item Details:

The ordinance amendment will change the application deadline from the 15th of the month to the 1st of the month prior to a planning commission meeting. This will allow sufficient time for the Development Review Team to review and make recommendations on items that will go to the Planning Commission the following month.

The Development Review Team was established to provide developers and project managers an opportunity to review development proposals early in the development stage in order to identify opportunities and resolve potential issues before development plans are finalized. The process is designed to save time and money by identifying potential cost saving measures and revealing potential issues that could delay the project.

When established, it was intended that the Development Review Team meet on the first and third Thursdays of the month (twice per month). Packets are sent to members of the DRT one week in advance. Items that are reviewed by the Development Review Team are either determined to need more work before proceeding or (in cases such as Conditional Use Permit or Rezoning applications) are given recommendations of approval or denial to the Planning Commission.

The current deadline for was intended to allow sufficient time for staff to receive applications and submit public hearing notices to the paper and neighboring property owners. This deadline was set prior to the Development Review Team's inception and therefore does not take into account DRT's timeline. With that being the case, applications that are submitted on the 15th of the month prior to the next scheduled Planning Commission meeting often are submitted after DRT packets are sent for the second monthly DRT (third Thursday). Because of this, projects that miss the 2nd monthly DRT meeting could potentially delay the project by pushing the item's Planning Commission review back by one month. Conditional Use Permit applications then require two ordinance readings at City Council before final approval.

The Development Review Team has met as needed on additional Thursday's recently in order to avoid delays like this. For an example comparison of applications submitted on the 1st and 15th of the month, please see Application Process Scenarios in the supporting documentation.

Options and Recommendation:

The Planning Commission has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Table until a later date

The Development Review Team is supportive of the amendment. Staff recommends approval.

Supporting Documentation:

1. Notice
2. Ordinance – Clean
3. Ordinance – Marked
4. Application Process Scenarios