

PUBLIC HEARING

Development Review Process

August 5, 2009

Pre-Application

Pre-Application Meeting with a Planner assigned based on geographic area.

Planner decides if LDTC review is required. LDTC is an initial review by City Agencies; Fire, Traffic, Parks, Engineering.

Planner decides if a neighborhood meeting is required to facilitate initial issue identification. Notification and posting is required.

Applicant is authorized to submit formal application.

Internal Review

Formal application submitted with fees. Planner determines if application is complete.

Application accepted by Land Use Review and distributed to internal and external agencies for review and comment period.

Neighborhood meeting and/or notification if deemed necessary. This may include property posting and adjacent neighbor HOA notification.

Comments are received from City Departments, external agencies, and neighbors. Planner reviews application for compliance with Code criteria.

Planner prepares review letter outlining issues and comments received during the comment period that must be addressed.

Applicant submits revised plans addressing issues and comments as outlined in review letter.

Final Disposition

Planner sets hearing date and prepares staff report for City Planning Commission Consideration.

Public notification of the hearing date and time is prepared. This may include posting of the property and neighbor notification.

Action by CPC depends on the type of development application being considered: Final Agency Action - CPC's decision is final unless appealed to Council (Development Plans, Conditional Uses, Variances, ect.). Recommending Action - CPC's decision is a recommendation to City Council which makes the final land use decision (Annexations, Zone Changes).

CPC's decision is final action.

Applicant proceeds to building permit and construction.

Appeal to the Planning Commission's decision can be filed within 10 days. Application is then scheduled for City Council.

CPC's decision is advisory to Council.

City Council approves or denies the application.

Applicant proceeds to next stage of application or building permit and construction.