



ITEM REPORT CITY COUNCIL

Agenda Date: 4/21/2026
Agenda Section: Agenda Item

Department Origination: Community Development

Agenda Item: Development Review Process Discussion

Approval Required: No Action Required

BACKGROUND

At the March 17, 2026, City Council meeting, the Council requested a discussion regarding the development review process. Time has been set aside for the City Council to have this discussion. To aid in the conversation, below is an outline of the City's current development review process:

Informal Pre-Application Meeting/Meetings

- Meetings with the City's development review team (typically including City Planning, Engineering, Building staff). The meetings are to review proposals and provide informal feedback, aid with private due diligence, and identify what is needed to make a complete application and explain the process.

Sketch Review - Optional

- An application process with no fee to receive informal comments from the City's Commissions and City Council.

Formal Application

- Application submitted to the city, with fees paid, and submittal of application materials including a narrative, plans/plan sets, and other submittal information as applicable to the application.

City Staff Review of the Application

- After the application is determined to be complete, city staff will complete a review of the application and prepare reports, resolutions, ordinances and packets for Commission and City Council meetings.

Utilities Commission

- Holds public meetings for development review and provides recommendations to the Planning Commission on matters such as utilities (water/sanitary sewer/storm), streets, traffic, etc.

Planning Commission

- Holds the public hearing/meeting for applications and makes recommendations to the City Council.

City Council

- Final action on the application.