

November 2023

PLANNING DEPARTMENT UPDATE

1. Overview of the development process: Planning approval
2. Internal process improvements
3. Future Work Sessions and Expectations
4. Addressing legal non-conformities which resulted from lack of prior ordinance enforcement

Monthly Comprehensive Plan / Transportation Master Plan Update



DEPARTMENT PROCEDURES UPDATE

Development Process

General Process for Unified Development Applications

(Staff may develop flowcharts per application type for the city website)

1. Resident or developer inquires for information.
2. Planning staff provides information or feedback directly. If it appears that an application to Planning & Zoning is imminent or if a response requires coordination across multiple departments, a Pre-Application Meeting is scheduled.
3. A response letter is provided to the applicant typically within 10 business days
4. When the applicant submits a complete application for a request which complies to the municipal code, the petition is added to the next available meeting agenda
5. Staff notifies applicant of upcoming meeting information and continuously updates the applicant throughout the process
6. Planning & Zoning and then City Commission approval
7. Staff notifies applicant of the results and next steps. When the resolution is signed, planning staff will forward the signed resolution to the applicant, community development administration, GIS, assessing, and buildings & codes.

DEPARTMENT PROCEDURES UPDATE

Development Process

Pre-Application

A Pre-Application Meeting Response letter is sent to applicant typically two weeks later and includes:

1. Summary of the discussion, questions asked, and information provided
Concerns and considerations from other city departments
2. Listed answers to the applicant's questions
3. Relevant submittal requirements and next steps for the applicant
4. An explanation of staff's recommendation to commissioners
5. Potential improvements/compromises to address any concerning elements

DEPARTMENT PROCEDURES UPDATE

Development Process

Pre-Application

Staff remains available to develop the application and proposal with the applicant continuously leading up to consideration by the board.

If requirements are communicated or changes required to the development concept, staff will aim to first understand the applicant's limitations or potential hardships. An active line of communication between planner and applicant is encouraged, such that the applicant can explore contingency plans and adjustments productively.

DEPARTMENT PROCEDURES UPDATE

Development Process

Staff Recommendations to Planning & Zoning Commission

“Staff recommends approval”

Meaning any combination of...

All departments listed in the Pre-Application Response Letter have been notified of the project and if any concerns were identified by those departments, they have been resolved satisfactorily.

Approval of the applicant’s request would legally conform to zoning and subdivision regulations

Staff has considered the possible long-term effects of the proposed development and perceives that the outcome will yield a net positive result for the community’s future outlook

DEPARTMENT PROCEDURES UPDATE

Development Process

Staff Recommendations to Planning & Zoning Commission

“Staff recommends not approving”

Meaning any combination of...

Approval would result in significant operational constraints of City services.

Approval of the applicant’s request not legally conform to zoning and subdivision regulations.

Staff has considered the possible long-term effects of the proposed development and perceives that the outcome will yield a net negative result for the community’s future outlook.

Staff identified the proposal as a potential source of harm or unfair disadvantage to other members of the community.

DEPARTMENT PROCEDURES UPDATE

Development Process

Staff Recommendations to Planning & Zoning Commission

“Staff issues no recommendation”

In rare instances, no recommendation may be made. The decision is fundamentally political or preference-based after reviewing all other factors.

Approval would be legally conforming.

Potential resulting risk, harm, or disadvantage may be notional, unquantifiable, and/or subjectively inconsequential – this is more likely to occur in consideration of SUPs.

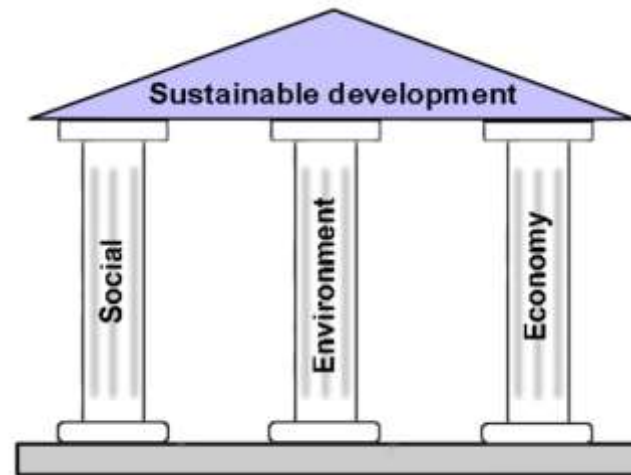
The public would likely oppose the proposal in hindsight but the application satisfies all criteria and does no definitive harm.

DEPARTMENT PROCEDURES UPDATE

Development Process

Possible future presentation topic:

How a city planner reviews and considers the long-term effects of a proposed development. The combination of factors which may or may not encourage sustained and fair economic growth of a community. How social, environmental, and economic factors mutually influence each other.



DEPARTMENT PROCEDURES UPDATE

Development Process

Some strategic planning / long-term development considerations

Economic Development: Balancing short-, medium-, and long-term development needs. What is a fair compromise between the developer's short-term interests and the community's long-term prospects.

Transportation Impact: Functional land-locking, efficiency of routes, access to amenities and services, notional traffic impact, city services and emergency access, parking.

Equity: No outcome which is iniquitous or injurious to other members of the public is expected.

Built Environment Quality: Whether the development is conducive to the furtherance of a high-quality shared environment.

DEPARTMENT PROCEDURES UPDATE

Next time: **Internal Process Improvements**

- 1. Application Submittal Deadline**
- 2. Improvements to Online Information and User Experience**
- 3. Process Maps & Project Tracker**

DEPARTMENT PROCEDURES UPDATE

Development Process

Thank you!