



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 12, 2022
PREPARED BY: Scott Dunlop, Interim City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a 2022 Subdivision Calendar.

BACKGROUND/SUMMARY:

This calendar follows the state required deadlines for a subdivision plat or plan to be filed if an applicant chooses to follow Standard Review procedure. It sets the day each month for a required pre-development meeting, the 10 day window for application and resubmitted applications to be turned in, the day those applications are accepted as complete or not, and the day the Municipal Authority takes action on those applications. We are required to take action 30 calendar days after a 1st application is accepted and 15 calendar days after a resubmitted applications is accepted. We have 10 business days to process applications so we provide a 10 business day window for applicants to submit applications to the city for completeness check review. An application is only accepted as filed at the end of that 10 business day window.

LEGAL REVIEW:

FISCAL IMPACT:

PRESENTATION:

ATTACHMENTS:

- 2022 Subdivision Calendar

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the Planning and Zoning Commission approve a 2022 Subdivision Calendar.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**