AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 10, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on the 2027 Subdivision Calendar.
BACKGROUND:

The Subdivision Calendar provides for the submittal, review, and action dates for plats that are subject to Standard Review. Standard Review, commonly known as the shot-clock, is the process provided for by state statute and which outlines how the city must process a subdivision application. When filed under Standard Review, a subdivision plat application is either accepted or denied in 10 business days; if accepted, the city has 30 calendar days to provide a review, and on or before that 30th day the Municipal Authority (normally P&Z) has to take an action on that plat. The action can either be to approve, approve with conditions, or deny. If the plat is denied, the city must provide the applicant with the specific reasons for denial. The calendar then provides the timeframes for when that plat can be resubmitted, and the city again has 10 business days to process that resubmittal, but 15 calendar days for review, and on or before that 15th day, the Municipal Authority would again provide either an approval, approval with conditions, or denial. This process repeats until the plat is approved.

In most cases, applicants voluntarily elect to follow Alternative Review, which waives the timeframes for when a plat can be submitted and provides for a 30-calendar-day review for each submittal. Also under Alternative Review, the plat is only brought to the Municipal Authority when it has been deemed approved by staff. This is why, for most plats, staff provides that it has been approved by city engineering and its approval is nondiscretionary, because the plat has likely already been denied during staff reviews and gone through one or more review cycles.

This subdivision calendar also provides for any shifted meeting dates of the Planning and Zoning Commission due to city-observed holidays. In 2027, there are no conflicts between the P&Z's typical meeting date of the second Wednesday of each month and a city-observed holiday.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: Yes

- 2027 Subdivision Calendar

ACTIONS:

Discretion	Discretionary
Subdivision Review Type	Not Applicable
Actions	Approve, Approve with Conditions/Modifications, Deny, Postpone

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Planning and Zoning Commission approve the 2027 Subdivision Calendar.

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