

MEMO



To: Planning Commission
From: Jason Bond, Community Development Director
Date: February 19, 2021
Re: **Amendment to Development Application Requirements**

It is proposed that the Planning Commission and City Council consider amending the code related to development application requirements (SCC 10.68.120). The proposed amendment is as follows:

10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

Site development review application - concept.

Site development review application.

Subdivision or condominium review application - concept.

Subdivision or condominium review application - preliminary.

Subdivision or condominium review application - final.

Complete applications or resubmittals for development proposals shall be submitted at least fourteen (14) days prior to the applicable public meeting. The Community Development Director and City Engineer may recommend that an application or resubmittal be on an agenda earlier than fourteen (14) days if they find that the submitted materials are ready for review by a public body. Applicants are encouraged to meet with city staff prior to submittal to discuss development concerns, required materials, review time frames and development options. (Ord. 03-02-2007, 3-7-2007)

Staff has been requiring applicants to submit a complete application seven days prior to a meeting in order for staff to have sufficient time to review the submittal in preparation for the public meeting. However, this requirement has not been codified and seven days is proving to be difficult for staff to accommodate especially with the amount of work that is being created with significant growth. A 14-day requirement for development applications is fairly common in other cities and it would give staff more time to manage workloads.

Staff Recommendation: It is recommended that the Planning Commission provide a recommendation to the City Council which would establish a 14-day submission requirement for development applications and resubmittals.

Recommended motion: “Motion to recommend approval of a code amendment which would establish a 14-day submission requirement for development applications and resubmittals.”