

#### **Conditional Uses and Planned Developments**



# Conditional Building and Site Design Review, and Subdivisions



<ul> <li>Application submitted</li> <li>Assigned to a planner, applicant contacted</li> <li>Application reviewed to determine if it is complete</li> <li>If not complete, applicant will be provided a list of missing info. Step 2 will not start until application is complete.</li> </ul>	7 days
<ul> <li>Public Notice sent to nearby neighbors and property owners. Community councils noticed when required by ordinance.</li> <li>Routed to City Departments for review</li> </ul>	12 days
<ul> <li>Modifications (if needed) made based on public input and City Department review comments. Minor issues will be conditions of approval. If modifications are needed, step 4 will not begin until applicant submits updated info.</li> <li>If eligible for staff approval, it is approved at this point. Only items that have to be heard by Planning Commission move to step 4.</li> </ul>	1 day
<ul> <li>Planning Commission public hearing scheduled, public notice sent, staff report produced.</li> <li>Items will be heard by Planning Commission if: protested by neighbors, a request is made for a public hearing, or when staff determines the impact is large enough to warrant a public hearing.</li> </ul>	21 days
<ul> <li>Public hearing held, Planning Commission decision</li> <li>There is a 10 day appeal period for all Planning Commission decisions</li> </ul>	10 days
<ul> <li>Building permit process</li> <li>Timeframe determined by Building Services.</li> </ul>	

### Master Plan and Zoning Amendments



	nitted nner, applicant contacted wed to determine if it is complete	7 days
•If not complete,	applicant will be provided a list of missing info. Step 2 til application is complete.	
•Notice and info     •Reviewed by city	ut period (no decisions can be made in this time frame) sent to recognized organizations y departments n review for compliance with regulations	45 days
-Staff report prod	uced, public hearing scheduled	21 days
•Public hearing he	ld, Planning Commission recommendation	1 day
	D e minutes from public hearing at next meeting the public record	14 days
•CED and Mayor's	Office review	14 days
	ess will schedule a briefing, public hearing, and action date nined by City Council office	TBD

### **Historic District Approval: Over the Counter**







## Historic District Approvals: staff approvals including special exceptions





### **Demolition of Contributing Structures**





### **Historic District Approvals: New Construction**

<ul> <li>Application submitted</li> <li>Assigned to a planner, applicant contacted</li> <li>Application reviewed to determine if it is complete</li> <li>If not complete, applicant will be provided a list of missing info. Step 2 will not start until application is complete.</li> </ul>	7 days
<ul> <li>Public Notice sent to nearby neighbors and property owners. Community councils noticed when required by ordinance.</li> <li>Routed to City Departments for review</li> </ul>	45 days
<ul> <li>Modifications (if needed) made based on public input and City Department review comments. Minor issues will be conditions of approval. If modifications are needed, step 4 will not begin until applicant submits updated info.</li> <li>If eligible for staff approval, it is approved at this point. Only items that have to be heard by Planning Commission move to step 4.</li> </ul>	21 days
<ul> <li>Planning Commission public hearing scheduled, public notice sent, staff report produced.</li> <li>Items will be heard by Planning Commission if: protested by neighbors, a request is made for a public hearing, or when staff determines the impact is large enough to warrant a public hearing.</li> </ul>	1 day
<ul> <li>Public hearing held, Planning Commission decision</li> <li>There is a 10 day appeal period for all Planning Commission decisions</li> </ul>	14 days
<ul> <li>Building permit process</li> <li>Timeframe determined by Building Services.</li> </ul>	)

### Appeals of Commission Decision



1	<ul> <li>Application submitted</li> <li>Assigned to a planner, applicant contacted</li> <li>Application reviewed to determine if it is complete</li> <li>If not complete, applicant will be provided a list of missing info. Step 2 will not start until application is complete</li> </ul>	7 days
2	•Reasons for appeal analyzed by City Land Use Attorney	10 days
3	<ul> <li>Legal brief prepared by Attorney's Office with response to appeal</li> <li>Planning staff assembles complete record of appeal</li> <li>Appeal hearing scheduled</li> </ul>	21 days
4	<ul> <li>Appeal hearing held</li> <li>Review is of the Commission record, so no public hearing is held. The meeting is a public meeting. No new information can be submitted.</li> <li>Appeal Hearing office takes the matter under advisement.</li> </ul>	1 day
5	<ul> <li>Appeal Hearing Officer decision</li> <li>typically rendered 1-3 weeks after appeal hearing is held.</li> </ul>	21 days
6	<ul> <li>Building permit process can proceed after decision rendered at applicants own risk unless hearing officer stays the decision.</li> <li>Further appeals are to the Third District Court, must be filed within 30 days of decision.</li> </ul>	

### **Appeals of Administrative Decision**



<ul> <li>Application submitted</li> <li>Assigned to a planner, applicant contacted</li> <li>Application reviewed to determine if it is complete</li> <li>If not complete, applicant will be provided a list of missing info. Step 2 will not start until application is complete</li> </ul>	7 days
<ul> <li>Appeal reviewed by Attorney's Office to determine if the appelant has standing to appeal.</li> </ul>	7 days
<ul> <li>•Planning staff report is produced. The reasons for the administrative decision are outlined in report.</li> <li>•Appeal hearing scheduled</li> </ul>	21 days
<ul> <li>Appeal hearing held</li> <li>Appeal hearing is a public hearing and notice is mailed to all property owners within 300 feet, posted according to ordinance.</li> <li>Appeal Hearing office may make decision after the publichearing or take the matter under advisement.</li> </ul>	14 day
<ul> <li>Appeal Hearing Officer decision</li> <li>typically rendered within 1 wees after appeal hearing is held.</li> </ul>	14 days
<ul> <li>Building permit process can proceed after decision rendered at applicants own risk unless hearing officer stays the decision.</li> <li>Further appeals are to the Third District Court, must be filed within 30 days of decision.</li> </ul>	