

Ordinance 35-17
Revisions to Development Review

Staff Report

The purpose of O-35-17 is to provide for a uniform review process for all significant development projects and to require early public input on substantial development projects. This ordinance will promote early discussions between real estate developers and persons who reside in or own property in the communities that are in close proximity to significant developments. Such discussions will increase public input and review of major site design and planned development proposals before an application is submitted to the Department of Planning and Zoning.

To that end, O-35-17 will revise Section 20.08.020 to require that a community meeting be held, and that there be public notice in advance of the community meeting, before the submission of subdivision applications to the Department of Planning and Zoning that propose the construction of a new street, and before the submission of a major site design plan application or planned development application to the Department of Planning and Zoning.

Section 20.08.040 concerning conditional approval of preliminary plats will be amended to provide for a public hearing before the Planning Commission as part of the approval process.

The common procedures for review of applications pursuant to Section 21.10.010 will be amended to require a pre-application conference between the Planning & Zoning Director and the Applicant for major site design applications, planned development applications, and zoning map or text amendments, depending on the type of application, and optional pre-application conferences for other applications.

Section 21.10.020 concerning Public Hearing notice requirements will be amended to expand the written notice requirements to include: (a) all parties with a financial or vested interest in the property that is the subject of the application, (b) property owners within two hundred feet of each property boundary, (c) the alderperson representing the ward for which the project is planned, (d) the president or other person in a position of authority of each homeowners association, community association, condominium association, resident association, and business association functioning within geographical proximity to the proposed development such that the persons represented by the association potentially could be affected by the proposed development, (e) all persons who have spoken or provided written comments at a community meeting, public meeting, or public hearing that has occurred regarding the application, and (f) all persons, other than city staff, who have provided written comments to the department of planning and zoning regarding the application.

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