

## CHAPTER 20 – PLANNING AND DEVELOPMENT

### Sec. 20-71. Design review; process.

(a) The design review process includes the following steps. The community development department may waive completion of any of the following steps if it determines such step will facilitate completion of the design review process.

- (1) Pre-application conference with the community development department staff. (Mandatory)
- (2) Submission of Development Application by the property owner or their agent which shall include the proposed site plan and design review submittal. (Mandatory)
- (3) Staff review of the Development Application
- (4) Final action on the design review submittal by staff.
- (5) Appeal and final decision on staff application
- (6) Approval of all other requirements in other city codes and guidelines.

(b) The design review submittal shall be accompanied by a fee as set forth in Chapter 2 of the city code. The city may charge additional fees for subsequent submittals and reviews as provided in Chapter 2 of the city code.

(c) The city shall notify persons who spoke in interest at the time of rezoning the property which is the subject of development review approval. These persons shall receive a copy of the design review submittal or in lieu of providing a copy of the design review submittal be invited to a meeting to review the design review submittal.

(d) The community development department shall refer the design review submittal to other city departments for review.

(e) The community development department shall take one of the following actions:

- (1) Approve the design review submittal as submitted to the city.
- (2) Modify the design review submittal to include additional requirements as determined by the community development department to be necessary to protect the public welfare, safety and health.

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(3) Disapprove the design review submittal. If the design review submittal is disapproved, the community development department shall notify the applicant of the reasons for disapproval and may state the modifications necessary for approval of the design review submittal by the city.

(Ord. No. 97-99, 9/16/97, enacted)