



Legislation Text

File #: 20-3761, **Version:** 1

OA#20-002: Public hearing to consider proposed amendments of Sections 5100.E.7, 5100.F.19, 6100.D.8 and 6400.D.8 to revise the submittal requirements for applications for Concept Plans, Planned Developments, Specific Use Permits and Industrial Use Permits.

The purpose of this amendment is to revise the submittal requirements for development applications required by the Zoning Ordinance. Under the current zoning regulations, the City requires 15 paper copies for development applications related to concept plans, development plans, site plans, Specific Use Permits and Industrial Use Permits. These plans generally include multiple sheets including site layouts, building elevations, landscape plans and other related documents.

In March 2020, the COVID-19 pandemic caused a change in the application process when City Hall was closed to applicants. The revised application process remained in effect after City Hall reopened. Applications are now submitted electronically through the City's website. Instead of multiple copies of large format paper sheets, plans in PDF format may attached to the digital applications.

The proposed amendment will remove the requirement for paper copies to be submitted with development applications for concept plans, development plans, Specific Use Permits and Industrial Use Permits.

The existing language in each section of the Zoning Ordinance being amended will be changed from:

“Fifteen (15) copies of the plan in 24” X 36” or 22” X 34” format, drawn at an acceptable scale indicating all significant features of the proposed development to include:”

to state:

“Copies of the plan shall be submitted to the City in the manner specified by the most current submittal policies. The plan must be drawn to an acceptable size and scale and must indicate all significant features of the proposed development to include:”

The proposed language is broad enough to allow future changes to the submittal policies without further amendment as technologies advance.

Staff recommends approval.

Attachment

Draft Ordinance