PLANNING BUREAU/PLANNING COMMISSION PROCESS FLOWCHART

Applicant submits application and pays required fees

Incomplete Application  Application Complete

Start

1. Project Planner conducts departmental review and discusses with applicant
2. Project Planner conducts departmental review and discusses with applicant; Site Plan Review Meeting; Technical Advisory Committee Meeting
3. Project Planner sets date of public hearing; Notice of Public Hearing sent out at least 14 days before hearing date
4. Project Planner writes Staff Report with Findings and Conditions of Approval; discusses with applicant and inquiring members of the public

2 Weeks

3-5 Weeks

6 Weeks

7 Weeks
Hearing: Planning Commission Decision

Action: Sustain or Overturn PC Decision

Note: No further appeals are possible.

Action appealed to City Council within 10-day Appeal Period

Additional Notice of Public Hearing

Planner writes report letter to City Council

City Council Decision

Continuance to Future Hearing

Continuance to Future Hearing

Add Minimum of 2 Weeks

11 Weeks

Action: Approve or Deny Project

60-day Time

Hearing: Planning Commission Decision

Changes/corrections requested of Applicant

Continuance to Future Hearing

13 Weeks Without Continuance or Appeal

At Least 21 Weeks With Appeal

Project Planner and Zoning Administrator Issue Notice of Final Action after 10-day appeal period