

Potential Process Changes Example – Special Use Permit

Current Process	Challenges	Proposed Process
<i>Application Submitted by Deadline</i> <ul style="list-style-type: none"> At least 5 weeks before PC meeting to be considered for PC agenda Allows Staff time to conduct the Completeness Review Allows applicants to resubmit and correct any deficiencies 	<ul style="list-style-type: none"> Applicants often interpret the deadline as guarantee of being on the PC agenda, when in fact the application needs to be deemed complete to be on the PC agenda 	<ul style="list-style-type: none"> Allow application submittals at any time, but retain a “Completeness” deadline to allow enough time to prepare PC packet If application is complete, allow it to be forwarded to PC for next steps
<i>Completeness Review by Staff</i> <ul style="list-style-type: none"> Conducted within 10 days of receiving application Solely to determine if preliminary info submitted is sufficient to allow for further review (Section 403.E) Does not determine if application complies with Zoning Ordinance 	<ul style="list-style-type: none"> Staff makes preliminary comments on some ordinance provisions, but does not have leverage to withhold application from PC even though some provisions may not be met The PC does not have discretion on many of these provisions 	<ul style="list-style-type: none"> Use the Completeness Review to determine if the non-discretionary zoning standards are met before forwarding to PC This would require amending the Zoning Ordinance language
<i>Application Resubmitted</i> <ul style="list-style-type: none"> Respond to items raised by staff 	<ul style="list-style-type: none"> Doesn’t matter if the ordinance provisions are not yet met Often leaves little time for Staff to conduct the review itself 	<ul style="list-style-type: none"> Require application to be deemed complete at least three (3) weeks before PC meeting
<i>PC Introduction / Set Public Hearing</i> <ul style="list-style-type: none"> Application is introduced at PC, accepted, and public hearing is set 	<ul style="list-style-type: none"> Discussion can vary at intro from detailed to short; discussion often repeated at public hearing 	<ul style="list-style-type: none"> Staff sets public hearing after the application is deemed complete No separate introduction: special uses reviewed in two (2) meetings
<i>The process for Public Hearing and Findings of Fact would remain the same</i>		