

# Planning & Development Review Process



## Preliminary Plan Review

Meeting with staff may be requested by applicant

### Purpose / Result of Meeting

- Preliminary plans reviewed by Planning, Engineering, Fire, Urban Forestry, & Water Depts.
- Comments provided
- Significant issues identified
- Review process explained
- Recommended for medium-large projects

### Information Required

#### Minimum Required:

- Electronic copy of site plan
- Other Useful Information:
  - Building elevations
  - Preliminary stormwater plans
  - Landscaping plans
  - Grading plans
  - Utility plans

### Participants

- Applicant
- Applicant's design professional (i.e. engineer/architect)
- City staff plan reviewers

### Contacts

Zack Cowan, Planning Director  
Jami Smith, Secretary



## Planning Commission

2nd & 4th Tuesdays  
6:00 PM

### Purpose / Result of Meeting

- Plan reviewed and formal action taken include:
  - Recommend for approval
  - Recommend for denial
  - Item tabled for requested revisions

### Information Required

Electronic copy of FINAL plans:

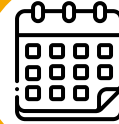
- Site plans
- Building elevations
- Landscaping
- Stormwater management plans
- Lighting plans
- Other plans as needed

### Participants

- Applicant
- Applicant's design professional (i.e. engineer/architect)
- Planning Staff
- Planning Commission

### Contacts

Zack Cowan, Planning Director  
Jami Smith, Secretary



## Planning Committee

2nd & 4th Thursdays before regular  
City Council Meetings - 5:30 PM

### Purpose / Result of Meeting

- Plan reviewed and formal action taken include:
  - Recommend to forward to full Council
  - Amendments to proposed legislation
  - Item tabled for requested revisions

### Information Required

- No additional information required

### Participants

- Applicant
- Applicant's design professional (i.e. engineer/architect)
- Planning Staff
- Planning Committee
- City Council

### Contacts

Zack Cowan, Planning Director  
Council Clerks



## City Council

2nd & 4th Thursdays  
7:00 PM

### Purpose / Result of Meeting

- Authorizing legislation reviewed and formal action taken include:
  - Read legislation
  - Approve legislation
  - Deny legislation
  - Hold or Table for more information

### Information Required

- No additional information required

### Participants

- City Council
- Planning Staff
- Applicant or representative (typically not needed)

### Contacts

Council Clerks