



The Administration and Procedures chapter of the Code guides how applications for development projects are accepted, reviewed, and acted upon by staff and local/elected officials.



## WHY DOES THE CODE ADDRESS THIS?

- Well-written regulations make it easy for staff, the development community, and City officials to know exactly what is required for approval of applications and help ensure consistent and predictable administration over time



## WHAT IS NOT CHANGING

- Authority of Planning Commission and City Council
- Many current procedural requirement including: Change of Use Permit, Simple and Major Subdivision, Site Plan, Conditional Use Permit, and Variance
- Required submittal materials and internal application processing procedures



## WHAT IS NEW?



## Summary of Development Review Procedures

- Provides a snapshot of all review procedures including the applicable review and decision-making authorities
- Procedures organized into Administrative Permits, Administrative Approvals, Major Development Applications, and Historic Preservation

**Table 21.02-1: Summary Table of Review and Decision-Making Bodies**  
R= Recommendation D = Decision A = Appeal

Section	Procedure	Director	Plan Comm.	HPB	City Council	ZBOA
21.02.040(q)	TEDS Exception	D	A			
<b>Major Development Applications</b>						
21.02.050(c)	Annexation	R			D	
21.02.050(d)	Code Text Amendment or Rezoning	R	R		D	
21.02.050(e)	Comprehensive Plan Amendment (CPA), Non-Administrative	R	R		D	
21.02.050(f)	Conditional Use Permit (CUP)	R	D		A	
21.02.050(h)	Institutional and Civic Facility Master Plans	R	R		D	
21.02.050(i)	Planned Development	R	R		D	
21.02.040(l)	Revocable Permit, City Council Approval	R			D	
21.02.050(k)	Special Dimensional Permit	R	R		D	
21.02.050(l)	Vacation of Plat	R	R or D[3]		D or A[3]	
21.02.050(m)	Vacation of Public Right-of-Way or Easement	R	R		D	
21.02.050(n)	Variance	R				D
21.02.050(o)	Vested Property Rights	R	R		D	

## + WHAT IS NEW?

## + Consolidated Commonly Applicable Procedures

**Table 21.02-2: Summary Table of Commonly Applicable Procedures**  
\* = Optional ✓ = Required grey box = Not Applicable

Section	Procedure	General Meet.	Pre-App Mtg	Neigh'd Mtg	Public Notice	Public Hearing
	Detailed requirements in GJMC:	21.02.030 (b)(1)	21.02.030 (b)(2)	21.02.030 (c)	21.02.030(g)	
<b>Major Development Applications</b>						
21.02.050(c)	Annexation	*	*	[2]	✓	✓
21.02.050(d)	Code Text Amendment or Rezoning	*	*	✓	✓	✓
21.02.050(e)	Comprehensive Plan Amendment (CPA), Non-Administrative	*	*	✓	✓	✓
21.02.050(f)	Conditional Use Permit (CUP)	*	*	✓[3]	✓	✓
21.02.050(h)	Institutional and Civic Facility Master Plans	*	*	✓	✓	✓
21.02.050(i)	Planned Development	*	✓	✓	✓	✓

**i** Commonly applicable procedures identify and describe the procedures that apply to most development applications in the City and include:

- General and Pre-Application Meetings
- Neighborhood Meetings
- Application Submittal and Review
- Public Notice and Public Hearing Requirements
- Recommendation and Decision
- Post Decision Actions

## + Incorporated More Objective Review Standards

- Updated the review and decision-making standards to be more objective and predictable
- Revised Administrative Adjustments to allow staff to make specific minor adjustments to measurable standards at application or during construction including:
  - Setbacks
  - Structure Heights
  - Fences
  - Parking

## + Clarified Specific Procedures

**i** Specific procedures establish the applicability of each procedure, list specific procedural details that are changes from or additions to the common procedures and describe the criteria for approval of that development procedure/application.

- Added summary tables of the steps required for each specific procedure

### Common Procedures for Administrative Applications

- 1** General Meeting or Pre-Application Meeting  
Sec. 21.02.030(b)
- 2** Application Submittal & Review | Sec. 21.02.030(d)
- 3** Complete Applications with Changed Status  
Sec. 21.02.030(f)
- 4** Director Decision  
Sec. 21.02.030(h)
- 5** Post-Decision Actions  
Sec. 21.02.030(i)