

City Council Staff Report

January 20, 2016

Applicant: Mapleton City

Location: N/A

Prepared by: Sean Conroy,
Community Development

Director

Public Hearing: No

Zone: N/A

Attachments: N/A

REQUEST

A discussion item to consider the process for reviewing and approving subdivision projects within the City.

BACKGROUND AND PROJECT DESCRIPTION

Current Process: Late last year, the City Council expressed some interest in discussing the subdivision process. The City's current subdivision process is as follows:

- 1) An applicant may submit a concept plan for review by the City Council to receive input prior to submitting a formal application. Staff usually recommends a concept review for large scale projects, or for projects that may have some unique characteristics.
- 2) Applicant submits a formal application.
- 3) The City's Development Review Committee (DRC) reviews that plans for completeness and requests changes/additional information where needed.
- 4) Planning Commission reviews the application. For projects of 3 lots or less, the Planning Commission is the final decision making body.
- 5) For projects of more than 3 lots, the City Council is the final decision making body.

Possible Options:

- 1) *Continue in current process:* The Planning Commission (PC) would make final decisions on subdivision of 3 lots or less, and the City Council (CC) would approve subdivisions of 4 lots or more and/or subdivisions that include a rezone request.
- 2) *Give more subdivisions to the PC:* Same process as #1 above but increase the threshold for subdivisions that would be reviewed by the CC. For example, subdivisions of 10 lots or less could be given to the PC. A benefit of this option would be that the CC could focus on more policy issues rather than small administrative applications. This is staff's preferred option.
- 3) *Preliminary review by the PC and CC, Final approval by the DRC:* This option would require an applicant to submit preliminary plans that would be reviewed by the PC and then the CC. After CC review and approval, the final plat and construction drawings would be approved by the DRC. One benefit of this option would be that the CC could provide input and guidance earlier in the process prior to an applicant spending the time and money to develop full scale construction drawings.

Administrative vs. Legislative Applications: Subdivision applications are considered administrative in nature, meaning the Planning Commission and/or the City Council is administering the adopted standards of city code. Because subdivisions are administrative in nature, the City's discretion is limited to determining whether the project complies with the adopted standards of the ordinance. For this reason, requiring multiple hearings can be redundant. Where the City has broader discretion is in legislative applications, such as adopting the rules and regulations that govern subdivision applications, rezones, general plan updates, etc.

Staff's general preference would be to direct as many administrative applications as possible to the Planning Commission, leaving the City Council more time to focus on legislative and policy issues. In other words, the Council sets the vision and policy, and the Planning Commission administers the vision and policy. If the Council is concerned about the type of subdivisions that are being proposed, the regulations in the subdivision ordinance should be revisited.

STAFF RECCOMENDATION

Provide direction on the subdivision process.