

# COUNCIL DECISION REQUEST

SUBJECT: **Design Review Application Procedure  
Pre-application Conference**

MEETING DATE: February 19, 2009

PAYSON GOAL: NEW:    EXISTING: X

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY: Ray Erlandsen   
Acting Community Development Director

AMOUNT BUDGETED: N.A

SUBMITTAL TO AGENDA

EXPENDITURE REQUIRED: N.A.

APPROVED BY TOWN MANAGER

CONT. FUNDING REQUIRED:

EXHIBITS: Unified Development Code (UDC) Section 15-02-014 Part III (A)(2)

## POSSIBLE MOTION:

- (1) I move to direct staff to prepare the necessary documents to amend the Unified Development Code, Section 15-02-014 Part III (A)(2) as originally presented for Town Council approval.  
OR
- (2) Provide direction on the intent of the added language.  
OR
- (3) Take no action

## SUMMARY OF THE BASIS FOR POSSIBLE ACTION:

When Council approved Ord. 746 and accompanying Res. 2410 at the December 11, 2008 public hearing, language was added to Exhibit C, Part III that requires a pre-application conference to include the Community Development Director or designee as well as representatives from the Design Review Board and a Green Valley Redevelopment Committee representative if within the Green Valley Redevelopment Area. The purpose of the pre-application meeting is to provide the applicant with submittal requirements. It is not a time for any sort of review of submittal documents or proposals. The amendment has presented complications for applicants and may place an unnecessary burden upon those who volunteer to serve on the Board(s)/Commission(s) affected by the amendment. Staff suggests that Council consider the original text as outlined in Exhibit C, Part III to Resolution 2410, or provide direction on the intent of the amendment so that more workable language could be crafted to help achieve the intent of the amendment.

**PROS:** Application process will be simpler and more convenient for the applicant and commission/board members as pre-application conferences could once again be conducted over-the-counter or via telephone without the applicant having to schedule the conference ahead of time.

## CONS:

## PUBLIC INPUT (if any):

## BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

## FUNDING:

Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:

BA: \_\_\_\_\_ Date: \_\_\_\_\_

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# *COUNCIL DECISION REQUEST*

## EXHIBIT C TO RESOLUTION 2410 (Original language)

### PART III

- A. Application Procedure
  - 2. All applicants shall arrange a pre-application conference with the Community Development Director or his/her designee prior to the submittal of a Design review Application Packet.

## EXHIBIT C TO RESOLUTION 2410 (As approved by Council)

### PART III

- A. Application Procedure
  - 2. All applicants shall arrange a pre-application conference with the Community Development Director or his/her designee **and a Design Review Board representative** prior to the submittal of a Design Review Application Packet. **If a project lies within the Green Valley Redevelopment Design Review area, the pre-application conference shall include a Green Valley Redevelopment Area Committee representative.**