Recommendations to Improve the Development Process

Staff recommendations based on comments received at the Neighborhood Roundtable on November 20th, 2004.

Presented to Plan Commission: 3/7/2005

Items in italics are staff comments that build on contributions from the Neighborhood Roundtable, but did not come directly from the Neighborhood Roundtable.

1) Create standing meetings for developers to discuss future projects with City staff, from Zoning, Planning, Traffic Engineering, City Engineering, Fire Department and Parks.

2) 'Require' rather than 'encourage' neighborhood meeting for Planned Unit Developments. *This would require an ordinance amendment.*

3) Increase funding for neighborhood meeting notifications. *City Attorney currently drafting language to allow developers to pay for notification.*

4) Increase funding for neighborhood planning to keep plans up to date and assist neighborhoods with development review issues. *Additional staff resources to prepare neighborhood plans would be very helpful.*

5) *Develop a process for regular review and revision of adopted neighborhood and development plans.*

6) *Neighborhoods should review their plans periodically to look for possible updates.*

7) Staff should review the type of information provided in neighborhood notification, and look for ways to improve the quality of the information.

8) Have quarterly training sessions on development processes for neighborhoods. *Planning will consider other methods for providing additional information, such as a video that could be produced for Channel 12.*

9) Work to *clarify and strengthen* the scope/mission/focus of the Urban Design Commission in relation to the Plan Commission.

10) There should be a checklist for public notification. It should include: A) Neighborhood Association President/Chair mailings, B) a short document specifically addressing the neighborhood plan.

11) Establish a central information source on the status of projects and applications. *Legistar should help fulfill this need. The Planning Unit is also working on a website that would allow visitors to access development applications and staff comments.*

12) Staff should notify the Neighborhood Association as well as the developer about the schedule of public hearings on their application.

13) *Add a signature line on the application certifying that developer has consulted all City and neighborhood plans.*

14) The public hearing sign (yellow) posted on the property needs to be up more than 7 days in advance of the hearing. *Staff recommends it be increased to 21 days.*

15) It is not appropriate to give developers large segments of time to present on their project and then limit neighborhoods to three-minute units. A neighborhood should get equal time as the developer.