

**From:** Roll, Rick  
**Sent:** Wednesday, July 21, 2010 11:33 AM  
**To:** Cooley, Timothy  
**Cc:** Tucker, Matthew; Murphy, Brad; Waidelich, Michael; Stouder, Heather; Firchow, Kevin; Nan Fey; Fruhling, William; Martin, Al  
**Subject:** Urban Design Commission Procedural Comments

Tim,

At its July 19th, 2010 special meeting, the Plan Commission asked that the following procedural comments from the Urban Design Commission be provided to the EDC. These comments are taken from Memo 1 of the Zoning Code Rewrite staff memos to the Plan Commission. The Plan Commission took no action on the comments other than referring them to EDC. Please let me know if you have any questions.

**44. Procedural Comments pertaining to the UDC**

- a) Strengthen City Staff's ability to reject incomplete submittals. We see far too many submittals that simply are not ready for the committee to consider. Last second surprises are a sure recipe for referral which wastes everyone's time. (Smith)
- b) Increase the lead time for submittals. The City Staff should have enough time to examine submittals and allow the applicant to make changes and or updates well before the committee meets. (Smith)
- c) Increasing the interval between submittal and hearing will allow the public and the press time to fully understand the applicant's project and make better and more useful comment. (Smith)
- d) The committee needs to be quicker to refer items that are incomplete and or have not supplied information that has been repeatedly asked for. After the second or third meeting without the requested information the item should be tabled indefinitely until the information is provided. The applicant is causing the delay, not the committee. Not fair. (Smith)

**Staff recommend:** Future. These issues may be able to be addressed procedurally, or in MGO Ch. 33.

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