



AGENDA MEMORANDUM

Planning Commission Meeting of March 6, 2019

DATE: March 1, 2019

TO: Nina Nixon-Méndez, Director of Development Services

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Briefing on Changes to Process for Staff Review of Plats

BACKGROUND / STAFF ANALYSIS:

To improve efficiency and workflow, Staff plans to implement changes to the process for Staff review of plats. Currently, Planning Commission meetings and Technical Review Committee (TRC) meetings occur on alternate weeks. Staff plans to change the dates of Technical Review Committee meetings (and accordingly, the plat application deadline for submittal for the TRC meeting) so that TRC meetings and Planning Commission meetings occur on the same week.

The rationale for this approach is that the culmination of work related to TRC review and Planning Commission preparation fall on the same week. By changing the TRC calendar, the work will be distributed evenly which will enhance Staff efficiency. A new calendar showing the revised dates is attached. *Planning Commission dates will remain the same.*

Another proposed change to the process is to allow plats to have two (2) revisions during the TRC review process. After the second revision, the plat is then scheduled for Planning Commission, with a recommendation of approval, conditional approval (or conditional denial), or denial. Conditions would be listed in the TRC Comments. After Planning Commission's meeting and conditional approval, an applicant would submit the revised plat satisfying those conditions, and the conditionally approved plat would then be administratively approved by Staff.

A flow chart of the process is attached along with a revised calendar.