

Rezoning Pre-Application Conference Overview with TRRG-PDS Committee

Monday, March 18, 2019, 9-10:30

Present representing PDSD: John Beal, Michael Wyneken, Dan Bursuck, Rebecca Ruopp

Present representing TRRG-PDS: Ruth Beeker, Chris Gans, Bonnie Poulos, Linda Schaub

Key points:

1. Purposes of the pre-application (pre-submittal) conference: staff reviews the proposal to determine if a plan amendment is required; to bring up any traffic, zoning or engineering problems; and to ensure the applicant understands the rest of the approval process.
2. The proposal submitted by the applicant may vary in its presentation depending on its origin. If the applicant has hired a professional planner to prepare it, the conceptualization may be advanced over that brought in by an individual representing him/herself.
3. Before meeting with the applicant, s/he will have submitted paperwork which PDSD has sent out to Zoning, Traffic and Engineering staff members for preliminary evaluation.
4. The pre-application meeting comes after the applicant has made initial contact with PDSD, learning through a phone call how to proceed. During that call, reasons for development on this site and need to reconcile general and area/neighborhood plans with proposed project are discussed.
5. At the conference, staff directs the applicant to schedule the neighborhood meeting using the 300 ft. procedure. Applicants pays \$220 for mailing labels sent to all parties within 300 ft., neighborhood associations within a mile. Notice is to go out 15 days before the date of the meeting and be held on-site or at a near-by location. The applicant is directed to collect signatures of those who attend and to submit a summary of the feedback from attendees.

TRRG-PDS members suggested ideas to improve the timing of the community input, the information included in the notification, and the neighborhood's awareness of the use of its plans. They concluded that the "Pre-application" nomenclature was misleading--the project was far along by the time the applicant and PDSD staff met for this conference.