

# SECTION 11.0700

## OPTIONAL CONFERENCES AND PRE-APPLICATION CONFERENCE

### 11.0700 Optional Conferences and Pre-Application Conference

11.0701 Purpose

11.0702 Applicability

11.0703 Optional Conferences and Pre-Application Conference Procedures

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#### 11.0701 Purpose

- A. Optional Early Assistance Design Advice. The purpose of the Optional Early Assistance Design Advice meeting is to permit a conversation with the Design Commission prior to the applicant beginning the Development Permit process by submitting for a Pre-Application meeting. The Design Commission is not rendering a decision at this meeting on whether the proposal meets the Design Principles, Guidelines and Standards of the Design District nor is this meeting an exhaustive review of all potential issues. The conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the Optional Early Assistance Design Advice.
- B. Pre-Application Conference. The purpose of the pre-application conference is to acquaint the applicant or representative with the requirements of this code, including relevant approval criteria, standards and procedures. It is designed to assist the applicant. The pre-application conference is not an exhaustive review of all potential issues, and the conference does not bind or preclude the city from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference.
- C. Optional Design Commission Consult. The purpose of the Design Commission consult is to provide an opportunity for the applicant to gain initial insight into the Design Commission's preliminary evaluation of whether the proposal appears to meet the Design Principles, Guidelines and Standards of the Design District. The Design Commission is not rendering a decision at this meeting nor is this meeting an exhaustive review of all potential issues. The conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the Design Commission consult.

#### 11.0702 Applicability

**Table 11.0204** identifies all applications that require a pre-application conference. The Optional Early Assistance Design Advice and the Optional Design Commission Consult meetings are optional for the applicant and not a requirement.

#### 11.0703 Optional Conferences and Pre-Application Conference Procedures

- A. Initiation and scheduling of Optional Early Assistance Design Advice, Pre-Application Conference and Optional Design Commission Consult
  - 1. The applicant shall submit a completed form provided by the Manager for that purpose, the

relevant fee, and copies of information required on the form.

2. The City will schedule and conduct the Optional Early Assistance Design Advice, the Pre-application Conference and the Optional Design Commission Consult within approximately twenty (20) calendar days of receipt of a request for the meeting. For industrial reviews as described in **Section 7.0003**, a pre-application conference shall be scheduled and conducted within 10 calendar days of receipt of a request for the meeting.
3. The Manager shall coordinate the involvement of City staff responsible for planning, development review, roads, drainage, and other subjects, as appropriate, in the meetings. The Optional Early Assistance Design Advice and the Optional Design Commission Consult meetings with the Design Commission are open to the public. The Pre-application conference is not open to the general public.

The Manager shall coordinate the involvement of City staff and the Design Commission members responsible for providing consult meeting input.

**B. Optional Early Assistance Design Advice, Pre-Application Conference and Optional Design Commission Consult Summary**

1. Within approximately fourteen (14) calendar days after an Optional Early Assistance Design Advice, Pre-application Conference or Optional Design Commission consult, the Manager may provide to the applicant, or the applicant's agent, a written summary of the conference. The purpose of the written summary is to provide a preliminary assessment of a proposal and is not to be construed as a final recommendation by the City, by the Design Commission or by any other outside agency or service provider on the merits of the proposal.
2. The written Optional Early Assistance Design Advice summary should:
  - a. Summarize the proposed use and relevant characteristics of the proposal;
  - b. Identify Design Commission comments on the proposal; and
  - c. Identify the applicant's response to the Design Commission comments.
3. The written Pre-application Conference summary should:
  - a. Summarize the proposed use and relevant characteristics of the proposal;
  - b. Identify necessary application submittal requirements;
  - c. Identify the relevant approval criteria and development standards, with a disclaimer that the approval criteria and development standards in effect at the time an application is received will control;
  - d. Identify specific additional information that is needed to respond to the relevant criteria and development standards or is recommended to respond to other issues; and
  - e. Identify applicable application fees, with a disclaimer that fees are subject to change and that the fees in effect at the time a complete application is received will control.
4. The written Optional Design Commission Consult summary should:
  - a. Summarize the proposed use and relevant characteristics of the proposal;
  - b. Identify Design Commission comments on the proposal with regard to the relevant Design Principles, Guidelines and Standards; and
  - c. Identify the applicant's response to the Design Commission comments.

C. Pre-Application Conference Validity Period, Optional Design Commission Consult Validity Period and Follow-Up

1. If a complete application relating to a proposed development action that was the subject of a pre-application conference has not been submitted within eighteen (18) months of the conference, the applicant shall schedule a follow-up pre-application conference.
2. An applicant may request a follow-up pre-application conference, if desired.
3. A new or follow-up pre-application conference is required in the following instances:
  - a. The number of residential units increases by twenty percent (20%) or more;
  - b. The proposed use changes between residential, mixed-use, commercial, industrial, or institutional;
  - c. There is a significant change in circulation; or
  - d. Additional application reviews that require a pre-application conference as per **Table 11.0204** are needed to accommodate the proposal.

A new or follow-up pre-application conference is not needed if these instances were discussed in the pre-application conference and incorporated in the City's meeting notes.

