

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: DEVELOPMENT PROJECT PROCESSING

ISSUE

Council Member Ucovich asks that the Council consider how development projects are processed.

RECOMMENDATION

Discuss and give direction.

CEQA

There are no CEQA issues at this time however there could be depending on how the Council wishes to proceed.

MONEY

There are no money issues at this time however there could be depending on how the Council wishes to proceed.

DISCUSSION

At the January 2011 meeting Council Member Ucovich asked that Council discuss how development projects are processed. Mr. Ucovich later advised staff that this was in answer to Park, Recreation and Open Space Committee Member Tom Seth's question as to when and how something gets referred to the PROS Committee.

The Park, Recreation and Open Space Committee is not in a direct line of decision making on development projects. They are a recommending body that comments on projects as needed. Specifically they evaluate projects for park, recreation and open space matters. Not all projects include such matters. Projects that do are referred to the PROS Committee by the Council, Planning Commission or Staff as needed.

Ostensibly the Council, Planning Commission and Staff could refer any project to the PROS Committee with or without a reason to do so. Where there has been some confusion is when the PROS Committee has strayed from the yearly Committee work plan, as approved by Council, and when the Committee has been included in matters that are not a part of their tasks or a part of the development review process as specified in the Town Codes. The PROS Committee does not wish to function as another Planning Commission or another Council. Again, the Committee meets to work on defined projects (Council approved yearly work plan) and on such matters as may be referred by the Council, Planning Commission or Staff.

The review process for planning projects is found in the Town Zoning Code at section 13.60.03 Table 6-1 as follows.

TYPE OF DECISION	ROLE OF REVIEW AUTHORITY (1)		
	Director	Planning Commission	Council
Administrative & Legislative			
Interpretation	Decision (2)	Appeal	Appeal
General Plan Amendment	Recommend	Recommend	Decision
Specific Plan	Recommend	Recommend	Decision
Zoning Map Amendment	Recommend	Recommend	Decision
Zoning Ordinance Amendment	Recommend	Recommend	Decision
Land Use Permit / Development Approval			
Zoning Clearance	Decision (2)	Appeal	Appeal
Master Development Plan	Recommend	Recommend	Decision
Master Sign Plan	Decision (2)	Appeal	Appeal
Minor Use Permit (MUP)	Decision (2)	Appeal	Appeal
Use Permit (UP)	Recommend	Decision	Appeal
Minor Variance	Decision (2)	Appeal	Appeal
Variance	Recommend	Decision	Appeal
Design Review - Permitted use or MUP	Decision	Appeal	Appeal
Design Review - UP use	Recommend	Decision	Appeal
Limited Term Prmit	Decision	Appeal	Appeal
Sign Permit	Decision (2)	Appeal	Appeal

NOTES

- (1) "Recommend" means that the review authority makes a recommendation to a higher decision-making body; "Decision" means that the review authority makes the final decision on the matter; "Appeal" means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Chapter 13.74
- (2) The director may defer action and refer the request to the commission, so that the commission may instead make the decision.