

Planning and
Development

Derek L. Delacourt

DATE: 6-12-09

TO: Planning Commission

RE: Extension Policy

As discussed on several occasions with the Commission, Staff is proposing a simple policy to handle the increase and amount of site plan extensions that have recently occurred.

Prior to approval of any extension the applicant must produce documentation that;

- They still own the subject property or are still able to legally represent the owner (the same criteria for site plan submittal can be used to confirm this criteria is met)
- That all taxes related to the subject site are paid and up to date
- That all applicable escrows are in good standing with the City
- All required bonds related to the site are in good standing

The applicable approval authority, (Staff, PC, and/or CC), will grant one extension without requiring the site to come into conformance with any new or changed City regulations.

If the applicant requests a second extension, a letter, (city will provide the template), will be required that indicates the site will brought into conformance will all new City regulations prior to the City approving the start of construction. This would require the applicant to acknowledge that new requirements must be met and that it may impact the approved site plan, or may even require a revised site plan approval, before receiving a second extension. This allows the applicant to be granted an extension without having to go through a review process.

As Staff, we believe this to be fair to both the applicant and the City. We are seeking input from the Commission on the process and if there is anything else that should or could be added.

If the PC is in favor of this direction we will draft a policy and have it available for review at the next meeting.