



Corporate *NO: R132*

Report *COUNCIL DATE: June 4, 2001*

REGULAR COUNCIL			
TO:	Mayor & Council	DATE:	May 23, 2001
FROM:	General Manager, Planning & Development	FILE:	0100-210
SUBJECT:	Process for Dealing with Comments and Recommendations from City Committees, Commissions and Boards on Development Applications		

RECOMMENDATION

The Planning and Development Department recommends that Council receive this report as information.

INTENT

This report advises Council of procedures associated with the processing of comments and recommendations made by City Committees, Commissions and Boards related to land development applications that are at different stages of the development review and approval process.

BACKGROUND

In receiving Committee Minutes at the Council meeting of March 12, 2001, Council decided not to deal with two recommendations from the Agricultural Advisory Committee because the recommendations were directly related to land development applications that had not yet been forwarded by staff to Council for consideration. Council recognized that it was premature to make a decision on the Committee's recommendations in the absence of a full staff report on each of the subject development proposals. This report outlines procedures that staff have implemented with respect to comments and recommendations from City Committees, Commissions and Boards regarding land development applications so that City Council is not faced with a similar circumstance in the future.

DISCUSSION

One of the responsibilities of the Planning and Development Department is to gather and assess information on land development applications, including comments from other Departments and other entities and agencies, and to make recommendations about the applications to Council for consideration. Through Planning reports to Regular Council – Land Use meetings, Council is informed about the specifics of the proposed development and related concerns. The Planning report is intended to provide a summary of all the concerns that have been identified through the review and consultation process and how each of the concerns has been addressed along with any other recommendations for Council's consideration.

In view of the above, staff have implemented the following procedures for dealing with input on land development applications from City Committees, Commissions and Boards:

- *Process that will be followed if a development application report has not been submitted to Council:*

If a Planning report on an application has not been formally submitted to Council at a Regular Council-Land Use meeting, then any comments and recommendations of a Committee, Commission or Board should be directed to the Planning and Development Department.

In this situation, the referral request to the Committee, Commission or Board or the staff member present at the Committee, Commission, or Board meeting will advise the members present about the preliminary nature of the application and request them to direct their comments and recommendations to the General Manager of the Planning and Development Department (and/or other Departments where appropriate). The minutes of the Committee, Commission, or Board meeting will include the comments and recommendations related to the application and indicate that they are directed to the General Manager of the Planning & Development Department (and/or other Departments where appropriate). Therefore, Council will be informed about the Committee, Commission or Board input, but will not need to take any action other than receiving such minutes as information. The staff report to Regular Council-Land Use meeting regarding the application will specifically note any comments and recommendations received from the City Committees, Commissions, or Boards regarding the application and how the comments and recommendations have been addressed.

- *Process that will be followed after a development application report has been submitted to Council:*

If an application has been formally considered by Council at a Regular Council-Land Use meeting, then any comments and recommendations of a Committee, Commission or Board related to the application will be directed to Council for consideration in the normal manner.

CONCLUSION

To ensure that comments and recommendations of City Committees, Commissions, and Boards about development applications are properly directed and addressed by staff and Council, a revised procedure has been implemented. Comments and recommendations related to land development applications that have not been formally considered by Council will be directed to the General Manager of the Planning and Development Department (and/or other Departments) and will be incorporated in the Planning report to Council on the application. Such reports are considered by Council at Regular Council - Land Use meetings. Committee, Commission, and Board comments and recommendations on any land development application that has been formally submitted to Council through a Planning Report to a Regular Council-Land Use meeting will be forwarded to Council directly for consideration.

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General Manager
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