

## **7.5.503: CONCEPT AND DEVELOPMENT PLAN APPLICATION REVIEW PROCEDURES:**

### **A. Reviewing Authorities:**

1. Whenever a concept plan or development plan is required with an application for the establishment or change of zone district, the applications shall be reviewed concurrently by both the Planning Commission and the City Council.

2. Whenever a development plan is required with an application for a use variance or conditional use, the applications shall be reviewed by the Planning Commission.

3. All other concept plans, development plans and associated amendments shall be reviewed administratively by the Department.

4. A concept plan, development plan or associated amendment may be referred to the Planning Commission at the discretion of the Manager.

5. Whenever a development plan proposes the removal of residential dwellings with rents below the U.S. Department of Housing and Urban Development's fair market rate, the project shall be forwarded to the City's Community Development Division.

**B. Application:** An application for a concept plan, development plan or amendment to either shall be filed in a manner consistent with the requirements contained in part 2 of this article. The application shall be reviewed to ensure consistency with the intent, purpose and requirements of this section, the review criteria, the underlying zone district and this Zoning Code.

**C. Amendment Requirements:** A request to amend or modify an approved concept plan, or development plan shall be filed in accord with the requirements contained in part 2 of this article. All amendments or modifications shall be reviewed to be in compliance with the intent, purpose, and requirements of this section, the underlying zone district and this Zoning Code. Any changes in a concept plan or development plan shall occur only with the approval of an amendment or modification to the plan. All amendments to a concept plan or development plan shall be classified and determined by the Manager as either "major" or "minor" or minor modification in accord with the following characteristics. Minor or major amendments and minor modifications shall be characterized by the following types of proposed changes:

#### **1. Minor Amendments:**

- a. Additions to an existing structure which increases the gross floor area by less than fifteen percent (15%);
- b. Minor relocation or reorientation of buildings, lot lines and/or easements;
- c. Relocation of points of access which will improve traffic circulation on adjacent public rights-of-way as determined by the Traffic Engineer;
- d. Relocation of internal access and circulation;
- e. Relocation or rearrangement of parking areas;
- f. Reduction of established square footage and/or density limitations;
- g. Increase of landscape or building setbacks; and
- h. Renewal of an expired development plan for which no major design changes to comply with current development standards are necessary.

#### **2. Major Amendments:**

- a. Creation of new freestanding buildings;
- b. An increase in gross floor area of the established square footage by fifteen percent (15%) or more;
- c. Major relocation of buildings, lot lines, and/or easements;
- d. Relocation of points of access that are not clear improvements;
- e. Changes to established land uses;

- f. Increase of established building height;
- g. Decrease of required perimeter landscape or building setbacks; and
- h. Renewal of an expired development plan in which major design changes are necessary to comply with current development standards.

3. Minor Modifications: Minor modifications facilitate changes resulting in minimal impact to the overall site or to adjacent properties and generally do not require other agency comments or a public process. "Minor modifications" are defined as:

"Minor modifications" are minor changes that typically are contained to one small area on a plan sheet and can be reasonably reviewed by redlining, including, but not limited to:

- a. Small changes to lighting plans such as the addition or relocation of a pole or wall pack;
- b. Reasonable relocation of a few parking spaces, accessible spaces, aisles and ramps, but not an increase in parking lot area;
- c. Minor retaining wall modifications;
- d. Trash dumpster relocation that does not impact site layout, landscaping or parking area;
- e. Minor relocation or modification to landscaping or the plant schedule, but not the deletion of landscape;
- f. Minor corrections or modifications to plan notes such as clarification of allowed uses;
- g. Small accessory structures such as generators, sheds, video drop boxes and ATMs;
- h. Rooftop equipment or mechanical systems and rooftop screening evaluation;
- i. Minor additions and modifications of sidewalks or relocation of parking areas that do not impact site requirements;
- j. Addition of phase lines for required landscape and specific site improvements; and
- k. Other changes deemed minor by the Manager. (Ord. 94-107; Ord. 01-42; Ord. 02-71; Ord. 03-16; Ord. 09-78; Ord. 12-72; Ord. 18-3)