



Legislation Text

File #: 09-0120, **Version:** 2

Development Services Department recommending that the Board adopt a Resolution outlining the parameters, including limits of decision maker and staff response, for conceptual review workshops which provide for early review of development projects by the Planning Commission or the Board of Supervisors.

FUNDING: Fees

Background: On January 27, 2009, Supervisor Sweeney placed an item before the Board suggesting a procedure be considered for early review of projects by the Board. Several reasons were given in support of the procedure. After discussion among the Board members, the recommendation was to direct the Development Services Director (DSD) to return to the Board on February 24, 2009 with a resolution for the Conceptual Scoping Process.

The Department began offering Conceptual Review Workshops through the Planning Commission almost two years ago. To date, seven applicants have utilized the Conceptual Review Process.

The current procedure is handled through the Pre-Application Process. If the Board approves the DSD recommendation, an applicant may request a Conceptual Review Workshop before the Planning Commission or the Board of Supervisors. A modified pre-application form is included as Attachment A. Supervisor Sweeney's list of submittal items is similar to the "Pre-Application/Conceptual Review Submittal Information."

The primary difference in the Supervisor's suggested procedure and the DSD recommendation is in allowing any applicant the opportunity to obtain early review of a project. The Supervisor's memo suggested that they only come to the Board through the district supervisor where the project would be located. However, under the procedure currently operating, anyone can bring a project to the Planning Commission.

RECOMMENDED ACTION: DSD recommends the Board take the following actions: 1. Review and approve procedures for the use of Conceptual Review Workshops; and 2. Adopt the Resolution setting the parameters for Conceptual Review Workshops at the Board and Planning Commission.

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