

17.04.140 – Concept plan review

A. Purpose:

The purpose of the Concept Plan review is to enable the applicant to obtain informal input from the Historic Preservation Commission (where applicable), Plan Commission and Council Committee prior to spending considerable time and expense in the preparation of detailed plans and architectural drawings. It also serves as a forum for owners of neighboring property to ask questions and express their concerns and views regarding the potential development. A Concept Plan Review shall be required prior to submittal of applications for a new Planned Unit Development and certain applications for an amendment to an existing Planned Unit Development or a previously approved PUD Preliminary Plan, as specified in section 17.04.410, PUD Review Process. A Concept Plan Review is optional for all other applications. See Table 17.04-1.

(Ord. 2009-Z-9 § 2.)

B. Concept Plan Procedure:

1. Application for Concept Plan Review

An application for a Concept Plan review shall be filed with the Director of Community Development and shall include the information, plans and data as specified in Appendix A (Submittal Items). The Director of Community Development shall forward the application to the Plan Commission and the City Council Planning and Development Committee, or other Council Committee, for review. If the property is within a Historic District or is a designated Landmark, or is within 250 feet of a Historic District or a designated Landmark, the Director shall forward the application to the Historic Preservation Commission prior to the review by the Plan Commission.

2. Concept Plan Notice

Not less than 10 days prior to the Plan Commission meeting, the Director of Community Development shall mail a notice by first class mail to the owners of property within 250 feet of the proposed project site, excluding public rights of way. This notice shall include the date, time and place of the Plan Commission meeting where the Concept Plan is to be reviewed, and shall include a general description of the proposed development. The information shall also be mailed to the park and school districts in which the property is located, and to other persons or entities that may have jurisdiction over the project that the City desires to notify.

3. Review of Concept Plan

For properties within a Historic District and for designated Landmarks, and for properties within 250 feet of a Historic District or designated Landmark, the Historic Preservation Commission shall review the Concept Plan and may comment regarding its potential impact on the historic resources of the City, particularly with regard to designated landmarks and historic districts directly affected. The Plan Commission and the City Council Planning and Development Committee, or other City Council Committee, shall review the Concept Plan and may comment regarding its compatibility with the official Comprehensive Plan, this Title and other applicable ordinances. Affirmative comments by the Plan Commission, Historic Preservation Commission or City Council Committee do not necessarily indicate that a proposal will be approved during formal review, and do not obligate the City Council or any of its appointed officials, boards or commissions to approve later applications or plans. Negative comments do not prohibit the petitioner from submitting applications for formal public hearing and/or review by the Plan Commission and City Council. The applicant shall not be entitled to base any economic decisions regarding acquisition or development of the property on affirmative or negative comments made during review of a Concept Plan by any City elected or appointed official.