

III. Development Review Committee (DRC) Meeting

After you submit your application, you will work with the Development Review Committee (DRC). The DRC is comprised of representatives from the departments of:

ACTION ITEMS

- City reviews plans
- Respond to comments and submit revised plans

- Community Development, which includes Planning and Building Inspection
- Engineering
- Fire

The staff from these departments review all submittals related to a planned development or other project including zoning, platting, site plans or engineering.

Reviews are completed as quickly as possible. Larger projects take additional time. Your case manager will provide you an estimate of how long the plan review will take. The Community Development Department compiles all of the comments from the committee members and provides the information to you.

Your responses/revisions must then be provided back to the Community Development Department within seven days in order to be scheduled for the next P&Z meeting. Please note that P&Z meetings are held on the first Thursday of every month. Prior to the P&Z meeting, staff will review the responses to ensure that the revisions are adequate, before confirming the P&Z agenda. If the revisions are not adequate, the items will be removed from the agenda and staff will meet with you to make any necessary or required changes. For platting cases, a letter may be required to waive the City's 30-day review requirement. If a waiver letter is not submitted, the plat will move forward with staff recommendation to deny. Upon approval or denial by P&Z, the item will go to the City Council for a final decision. Items that have been denied by P&Z may be overturned by three-fourths of the City Council.