

**Material reviewed at this meeting:** Part 4 (starting at Chapter 440)  
**Material to be reviewed at the next meeting:** Part 2

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## **NOTES BY SECTION**

### CHAPTER 440. SUBDIVISION REVIEW PROCEDURES

**Section 4401. Applicability.** No changes made.

**Section 4402. Lot Line Adjustment and Merger.** No changes made.

**Section 4403. Pre-Application Conference.** No changes made.

**Section 4404. Sketch Plan Review.** There was discussion of authorizing administrative sketch plan review by the Zoning Administrator. This raised the question of how to handle requests to waive application requirements, which should be heard by the DRB. These two steps could be separated so that sketch plans with no waiver requests could be reviewed by Zoning Administrator and those with a waiver request would require DRB review. There was also discussion of continuing to define major and minor subdivision and establishing a process so that applicants for minor subdivisions will only need to appear once before the DRB. Again, this raised the question of how to deal with requests to waive application requirements. Brandy will continue to refine this chapter to address Planning Commission concerns.

**Section 4405. Master Plan.** The Planning Commission discussed whether there should be a more specific trigger for the master plan requirement and wanted to get feedback on this issue from the DRB.

**Section 4406. Preliminary Plan Review.** No changes made. Will be reconsidered after resolution of issues raised in discussion of Section 4404.

**Section 4407. Final Plan Review.** No changes made. Will be reconsidered after resolution of issues raised in discussion of Section 4404.

**Section 4408. Filing Requirements.** No changes made.

**Section 4409. Modification of Approved Subdivisions.** No changes made.

**Figure 4-05.** No changes made pending review of Part 3.

### CHAPTER 450. PLANNED UNIT DEVELOPMENT PROCEDURES

This chapter will be reconsidered once PUD standards are drafted in Part 3. Planning Commission generally likes idea of having separate procedures for subdivision and PUD approval, however.

**Section 4501. Pre-Application Conference.** No changes made.

**Section 4502. Sketch Plan Review.** No changes made.

**Section 4503. Preliminary Plan Review.** No changes made.

**Section 4504. Final Plan Review.** No changes made.

**Section 4505. Filing Requirements.** No changes made.

**Section 4506. Modification of Approved Planned Unit Developments.** No changes made

**CHAPTER 460. APPEAL PROCEDURES**

**Section 4601. Appeal of the Zoning Administrator's Action or Decision.** No changes made.

**Section 4602. Waivers.** No changes made. Will be reconsidered once standards are set in Part 2.

**Section 4603. Variances.** No changes made.

**Section 4604. Appeal of the Development Review Board's Action or Decision.** No changes made.

**CHAPTER 470. NOTICE, HEARING & DECISION PROCEDURES**

**Section 4701. Notifying the Public about a Hearing.** No changes made.

**Section 4702. Site Visits.** No changes made.

**Section 4703. Conducting a Hearing and Taking Evidence.** No changes made.

**Section 4704. Recessing a Hearing.** No changes made.

**Section 4705. Issuing a Decision.** Eliminated reference to how the decision must be sent to the applicant.

**CHAPTER 480. ENFORCEMENT PROCEDURES**

**Section 4801. Investigation and Action by the Zoning Administrator.** No changes made.

**Section 4802. Liability and Penalties for Violations.** No changes made.

**Section 4803. Municipal Civil Complain Ticket.** No changes made.

**Section 4804. Notice of Violation.** No changes made.