

Part 14-16-6 Administration and Enforcement

6-1 PROCEDURES SUMMARY TABLE

Table 6-1-1 lists the types of development applications authorized by this IDO. For each type of application, the table indicates what type of notice is required, whether pre-application meetings with Planning staff or Neighborhood Associations are required, which City bodies review and make a decision on the application, and in which cases a public meeting or hearing is required. At a public meeting, the reviewing body may or may not allow public comment at its discretion; at a public hearing, public testimony is allowed, and a record of the proceeding is created.

Table 6-1-1: Summary of Development Review Procedures																
X = Required R = Review and/or Recommend D = Review and Decide AR = Appeal Review and Recommend																
AD = Appeal Review and Decision [] = Public Meeting < > = Public Hearing																
Section	Public Notice					Mtgs		Review and Decision-making Bodies						Specific Procedures		
	6-4(K)					6-4(B)	6-4(C)	6-2								
Application Type	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood	City Staff ^[1]	DRB	LC	EPC	ZHE	LUHO	City Council ^[2]		
Administrative Decisions																
Archaeological Certificate								D					<AR>	<AD>	6-5(A)	
Historic Certificate of Appropriateness – Minor			X	X				D		<AD>			<AR>	<AD>	6-5(B)	
Permit – Sign																
<i>Permit</i>				X	X			D					<AR>	<AD>	6-5(C)	
<i>Alternative Signage Plan</i>			X	X	X			D					<AR>	<AD>	6-5(C)	
Permit – Temporary Use								D					<AR>	<AD>	6-5(D)	
Permit – Temporary Window Wrap		X						D					<AR>	<AD>	6-5(E)	
Permit – Wall or Fence – Minor				X	X			D					<AR>	<AD>	6-5(F)	
Site Plan – Administrative ^[3]			X	X	X			D					<AR>	<AD>	6-5(G)	
Wireless Telecommunications Facility Approval		X						D					<AR>	<AD>	6-5(H)	
Decisions Requiring a Public Meeting or Hearing																
Conditional Use Approval	X	X	X	X	X		X	R					<D>	<AR>	<AD>	6-6(A)

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	6-4(K)					6-4(B)	6-4(C)	6-2							
Application Type	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood	City Staff ^[1]	DRB	LC	EPC	ZHE	LUHO	City Council ^[2]	
Demolition Outside of an HPO ^[4]	X	X	X	X	X		X	R		<D>			<AR>	<AD>	6-6(B)
Expansion of Nonconforming Use or Structure		X	X	X	X		X	R				<D>	<AR>	<AD>	6-6(C)
Historic Certificate of Appropriateness – Major	X	X	X	X	X	X		R		<D>			<AR>	<AD>	6-6(D)
Historic Design Standards and Guidelines	X	X	X	X	X		X	R		<D>			<AR>	<AD>	6-6(E)
Master Development Plan	X	X	X	X	X		X	R			<D>		<AR>	<AD>	6-6(F)
Permit – Carport		X	X	X	X							<D>	<AR>	<AD>	6-6(G)
Permit – Wall or Fence – Major		X	X	X	X							<D>	<AR>	<AD>	6-6(H)
Site Plan – DRB	X	X	X	X	X		X	R	[D]				<AR>	<AD>	6-6(I)
Site Plan – EPC	X	X	X	X	X		X	R			<D>		<AR>	<AD>	6-6(J)
Subdivision of Land – Minor				X	X			R	[D]				<AR>	<AD>	6-6(K)
Subdivision of Land – Major															
<i>Bulk Land Subdivision</i>	X	X	X	X	X	X		R	[D]				<AR>	<AD>	6-6(L)
<i>Preliminary Plat</i>	X	X	X	X	X	X		R	[D]				<AR>	<AD>	6-6(L)
<i>Final Plat</i>					X			R	[D]				<AR>	<AD>	6-6(L)
Vacation of Easement, Private Way, or Public Right-of-way															
<i>Vacation of Public or Private Easement or Private Way^[5]</i>						X		R	[D]				<AR>	<AD>	6-6(M)
<i>Vacation of Public Right-of-way – City Council</i>	X	X	X	X	X	X	X	R	R					<D>	6-6(M)
<i>Vacation of Public Right-of-way – DRB</i>	X	X	X	X	X	X	X	R	[D]				<AR>	<AD>	6-6(M)
Variance – EPC	X	X	X	X	X		X	R			<D>		<AR>	<AD>	6-6(N)
Variance – ZHE	X	X	X	X	X		X	R				<D>	<AR>	<AD>	6-6(O)
Waiver – DRB				X	X		X	R	[D]				<AR>	<AD>	6-6(P)

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Application Type	Published	Mailed	Posted Sign	Electronic Mail	Web Posting	Pre-application	Neighborhood	City Staff ^[1]	DRB	LC	EPC	ZHE	LUHO	City Council ^[2]	
Waiver – Wireless Telecommunications Facility	X	X	X	X	X			R			<D>		<AR>	<AD>	6-6(Q)
Policy Decisions															
Adoption or Amendment of Comprehensive Plan	X	X		X	X			R			<R>			<D>	6-7(A)
Adoption or Amendment of Facility Plan	X	X		X	X			R			<R>			<D>	6-7(B)
Adoption or Amendment of Historic Designation	X	X	X	X	X	X	X	R		<R>				<D>	6-7(C)
Amendment to IDO Text – Citywide	X	X		X	X			R			<R>			<D>	6-7(D)
Amendment to IDO Text – Small Area	X	X		X	X		X	R			<R>			<D>	6-7(E)
Annexation of Land	X	X	X	X	X			R			<R>			<D>	6-7(F)
Zoning Map Amendment – EPC	X	X	X	X	X		X	R			<D>		<AR>	<AD>	6-7(G)
Zoning Map Amendment – Council ^[6]	X	X	X	X	X		X	R			<R>			<D>	6-7(H)
<p>[1] May include Planning Department staff, Historic Preservation Planner, Impact Fee Administrator, Floodplain Administrator, City Engineer, Parks and Recreation Department staff, or others, depending on the type of application involved and delegation of responsibilities granted.</p> <p>[2] When a LUHO decision on an appeal is reviewed by City Council, the City Council will only hold a hearing if it does not uphold the LUHO decision.</p> <p>[3] See Subsections 14-16-6-4(K)(4)(b) and 14-16-6-4(K)(5)(a) for exceptions to posted sign and electronic mail requirements for any Site Plan – Administrative for low-density residential development in that subdivision within 2 years after the approval for Subdivision of Land – Major.</p> <p>[4] This procedure applies only if the Historic Preservation Planner determines, pursuant to Subsection 14-16-6-6(B)(2) (Demolition Outside of an HPO Procedure), that a hearing is necessary.</p> <p>[5] This procedure is for easements on a plat only.</p> <p>[6] Includes creation or amendment of text or map for APO, CPO, or VPO Zones.</p>															