

## MEMORANDUM

TO: Planning Commission Ordinance Revisions Committee (ORC)

FROM: Brett Lenart, Planning Manager  
Matt Kowalski, City Planner

DATE: May 25, 2021

SUBJECT: Site Plan Review Thresholds

Since the last Ordinance Revisions Committee (ORC) meeting, staff has spent time meeting with City Staff and examining ordinances and site plan requirements from similar communities. As a result of this work, Planning staff has decided not to proceed with a site plan lite at this time. At the next ORC meeting staff will explain the analysis and conclusions using the attached annotated site plan review checklist. With that presentation, staff is looking to accomplish the following goals at the meeting: 1) Verification and discussion of staff conclusions regarding a site plan lite 2) Approval of Site plan threshold standards to proceed to whole Planning Commission for review and comment, and 3) Authorization to move forward toward next steps.

Staff is providing this information to assist with the Planning Commission's consideration of the proposed changes.

### Attachments:

- Site Plan Threshold and Development Code Applicability Summary Tables
- Proposed Amendments Site Plan Review Thresholds Chart (From March ORC meeting)
- Development standards of review (which sections are applicable to which site plan)
- Site plan review checklist (annotated)