



ADMIN POLICY – Development Application Review Procedures	
Original Adoption: March 28, 2023 Reviewed/Updated:	Reference No. ADMIN-012

**PURPOSE AND SCOPE**

**The City of Mound (the “City”) is committed to consistency and transparency in reviewing and processing applications for subdivision and redevelopment. These procedures apply to Commercial, Industrial, or Mixed Use district projects that include Conditional Use Permit (including Planned Unit Development), subdivision, or preliminary plat actions**

**POLICY**

Prospective developers will anticipate the following procedural steps in coordination with Staff, Commissions, Council, and the Public for considering approval of project applications.

**1. Project Definition and Fact-finding**

Staff will provide prospective development applicants with specific Comprehensive Plan guidelines, zoning code requirements and references, zoning performance standards, various land-use bulk ratio requirements, acquisition/assembly/vacation procedures that may be a component of the subdivision actions, anticipated administrative timelines, and application procedures, fees, charges, dedications, and escrow amounts that are anticipated for the described project. The privacy of the applicant and project details will be respected throughout fact finding activities. Contact Community Development Director Sarah Smith to initiate dialog on any prospective project.

**2. City Council Concept Introduction**

The proposal is introduced at a City Council meeting where the Council is provided opportunity to review the basic elements of the proposed project and to provide direction about any refinements or additional issues it wishes to be researched or addressed prior to making application. The meeting includes a presentation of the relevant conceptual sketches and ideas by the Developer, but not detailed engineering or architectural drawings; i.e. a single-line site plan showing property lines, building footprints, parking, access and circulation, single-line building elevations, a project narrative, and a listing of the anticipated applications for the project. No staff recommendations are provided, the public is invited to offer comments, and Council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes. Notification of the Council Introduction is mailed to property owners within 350-feet of the property lines of the anticipated subdivision or project site not later than 10 days before the docketed meeting.

### 3. Neighborhood Meeting

Based on Developer preference and/or feedback from the Council received during the concept intro; the Developer may host a neighborhood meeting to review a potential project and solicit resident feedback. City officials may attend the neighborhood meeting, but only to observe the dialog between the Developer and neighborhood and answer procedural questions. The Developer will plan the venue, announcement, invite, and publicity, and host the meeting independently; and provide those details to Staff for information only.

### 4. Formal Project Application

Submission of an application triggers certain timelines for completion of final decision actions by the Council defined in State Statute 15-99. Staff will make a determination on completeness of the application materials within 15 days. For complete applications, Staff will distribute application materials to coordinating agencies for review, and prepare agency comments, staff review, and recommendations for earliest review by the Planning Commission. Complete applications received NLT the first of the month will typically be docketed for Planning Commission review at the meeting of the following month; i.e. received by March 1 will be reviewed first Planning Commission meeting in April. All application materials will be posted to the City website upon determination of completeness for public review and maintained until withdrawn or acted upon by the Council.

### 5. Planning Commission Review

The Planning Commission holds an official public meeting/hearing for the development review and recommends action to the City Council. Planning Commission meetings are generally held the first Tuesday of each month. Notification of Planning Commission review and any required hearings is provided per State Statute; i.e. mailed to property owners within 350-feet of the property lines of the anticipated subdivision for project site within prescribed timelines before the docketed meeting.

### 6. City Council Review

Based on input from the Planning Commission, professional staff, and the public, the City Council takes final action to approve or deny the proposed development. Notification of Council review and any required hearings is provided per State Statute; i.e. mailed to property owners within 350-feet of the property lines of the anticipated subdivision for project site within prescribed timelines before the docketed meeting.