



TOWN COUNCIL STUDY SESSION AGENDA
November 28, 2022
5:00 PM

I. Staff/Council Updates

II. Study Session Items

1. LDO Modernization, Module 3 Follow-Up - Munkata & Neger - 30 minutes
2. Parks, Recreation & Open Space Update - Colton - 45 minutes

III. Town Council Items

**A PARKER AUTHORITY FOR REINVESTMENT STUDY SESSION WILL
IMMEDIATELY FOLLOW THE TOWN COUNCIL STUDY SESSION.**



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Mary Munekata, Senior Planner
Stacey Nerger, Senior Planner
John Fussa, Community Development Director

DATE: November 28, 2022

SUBJECT: Land Development Ordinance: Follow-up Discussion on Policy
Questions from the October 10, 2022 Update on the LDO
Modernization project

ISSUE:

The Community Development staff and project consultant Clarion Associates provided the Town Council with an update on the Land Development Ordinance (LDO) Modernization Project and draft Module 3, Administration and Procedures, at the October 10 Study Session. Staff and the consultant presented two (2) policy questions to the Council for discussion and direction. The Council determined that more information was needed and requested that staff return for continued discussion at a future study session.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The October 10 Study Session update to the Town Council about draft Module 3 of the LDO Modernization project included highlights of key changes proposed to Chapter 13.01, General Provisions, and Chapter 13.03, Administration and Procedures. The project consultant and staff identified the two (2) policy questions below for consideration by the Council. The Town Council requested that staff return for a follow-up discussion of the policy questions and review of the benefits, detriments and potential added costs associated with them. These questions were also provided to the Council in a follow-up email on October 12, 2022 that confirmed staff would return for further discussion at the November 28, 2022 Study Session.

1. **Public Notice:** When a development application requires public notice, should it be sent to the property owner and tenants (business and residential) of the property in question for increased transparency?
2. **Minor Development Plat Administrative Review and Approval:** The LDO provides that certain types of development applications are administratively reviewed and approved subject to the zoning and development standards approved by the Town Council. Minor Development Plats (MDPs) are a type of subdivision application that is used primarily by the developers of commercial, light industrial, office and multi-family residential uses that involve the creation of four (4) lots or less. Should MDP applications be administratively reviewed and approved to align with the process for Site Plan

applications and assist applicants with a more predictable, timely process for approval/entitlement?

The October 12 email to the Town Council also included a copy of the proposed Development Procedures Table from Chapter 13.03, Administration and Procedures, of the draft Module 3 of the LDO Modernization in response to Councilmember Poage's request. The Table shows all applications that are subject to administrative review and approval. The MDP application is the only application type that is recommended to be changed to an administrative review and approval process from a public hearing process by the consultant and staff. As the consultant indicated at the October 10 Study Session, they recommend the use of administrative review and approval for applications that are technical in nature and over which the applicant and approval authority have limited discretion. This approach is recommended for MDPs because they are a technical engineering and planning application for subdivision that must comply with Town criteria/standards and for which there is little discretion in approving the application when it satisfies adopted subdivision criteria/standards.

If the Town Council supports the recommended changes listed above, they will be reflected in the next consolidated draft of Module 3 that the project consultant will deliver in Q1 2023.

RECOMMENDATION:

Staff requests Town Council direction to proceed with the two (2) policy recommendations as indicated. If Town Council does not support the recommendations, staff requests Council's direction about how to proceed with an alternative approach.

REQUESTED DIRECTION:

Staff requests input and direction on the LDO Modernization policy questions.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Mary Colton, Parks and Recreation Director
DATE: November 28, 2022
SUBJECT: Parks and Recreation Department update

ISSUE:

The Parks, Recreation and Open Space will provide a quarterly Department update including relevant topics.

FISCAL/BUDGET IMPACT:

There is no financial or budget impact component to this presentation.

BACKGROUND:

The Parks and Recreation Department occasionally updates the Mayor and Council on Department-specific issues/projects, etc. This will be the final Department update of 2022 to include capital project updates as well as parks, marketing and recreation facility and program updates.

RECOMMENDATION:

No recommendations are being made, the presentation is for information only.

REQUESTED DIRECTION:

No action is required, staff will provide a Department update.

ATTACHMENT:

None