**MEMO**

TO: Plan Commission Members

RE: Rules of Procedure Updates

The Planning Director is requesting updates to the Rules of Procedure, as noted in the redline exhibit. The main point of this request is to align the notice document deadline with the State Law requirements of ten days instead of the current Rules requirement of 15 days.

The basis for this request is that in many months there is only 1 or 2 days between when technical revisions are due and when the applicant has to submit notice to the newspaper. The Daily Reporter publishes twice per week and needs the notice multiple days in advance.

The Director would prefer that staff not give applicants the notice documents and authorize them to proceed until we can confirm that they have responded appropriately to requests from technical review. We would also recommend a minor adjustment to the due date of tech revisions. An example of what this change looks like is noted below in the table:

|  |  |
| --- | --- |
| AUGUST MEETING EXAMPLE |  |
| 15 Day Notice | 10 Day Notice with Adjusted Revision Dates |
| **Filing Date:** June 27  **Tech Review:** July 8  *Public Notice documents need to be given prior to getting revised plans back in current system*  **Revised Plans:** July 22  **Notice Deadline**: July 28  Everything Must be Postmarked and Published by this date  **Daily Reporter Issue Date:** July 26  Daily Reporter Notice Submittal Deadline: July 23  DR published Wednesday and Saturday  **Agendas Posted:** August 5  **Meeting Date:** August 12 | **Filing Date**: June 27  **Tech Review:** July 8  **Revised Plans:** July 18  *Staff would recommend a schedule adjustment by 1-2 business days earlier for revised plans so that public notice documents can be given* ***after*** *a quick check that the applicant has responded to major tech comments*  **Notice Deadline:** August 1  Everything Must be Postmarked and Published by this date  **Daily Reporter Issue Date:** July 30  Daily Reporter Notice Submittal Deadline: July 25  DR published Wednesday and Saturday  **Agendas Posted:** August 5  **Meeting Date:** August 12 |

Adjusting the revised plan deadline by 1-2 business days (ideally with plan submittal on a Friday) gives us the ability to hold notice documents until after we can spot check the revisions. It will also give technical review teams a slight increase in time to review resubmittals which we hope will result in more tech comments being cleared out by the time a case gets to Plan Commission.

The rest of the year would look like this:

**REDLINE**

**October**  
Filing Date Friday August 29, 2025  
Tech Review 1:30 pm Tuesday September 9, 2025  
Revised Plans Due Friday September 19, 2025  
Notice Deadline Friday October 3, 2025   
Meeting Date 7 pm Tuesday, October 14, 2025  
   
**November**  
Filing Date Friday, September 26, 2025  
Tech Review 1:30 pm Tuesday October 7, 2025  
Revised Plans Due Friday October 17, 2025  
Notice Deadline Friday, October 31, 2025  
Meeting Date 7 pm Monday, November 10, 2025  
   
**December**  
Filing Date Friday, October 24, 2025  
Tech Review 1:30 pm Wednesday November 4, 2025  
Revised Plans Due Friday November 14, 2025  
Notice Deadline Friday, November 28, 2025  
Meeting Date 7 pm Tuesday, December 9, 2025

**CLEAN COPY**

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Meeting Date 7 pm Tuesday, December 9, 2025

It is the Director’s opinion that this schedule would be pretty similar to other communities as many match State Law and a slight improvement for our internal review teams. It may result in fewer continuances in some cases. Staff is requesting that the Plan Commission approve the changes to the Rules of Procedure and updates to the filing calendar.