

Major Site Plan Land Use Review Process

When	What	Who	Where	Why	How	Materials Required	Outcome
Step 1	Conceptual Proposal Review Meeting* (30 mins)	Applicant DRB	DRB Mtg	The DRB will provide the applicant(s) an introduction/review of the design guidelines, comprehensive plan goals and policies applicable to the site, as well as, an opportunity to explore design concepts and/or options. BIMC 2.16.040.D.1	Applicant Schedule	Statement of Intent, Site Analysis and Context Map (pg 9)	Project recommendations at this meeting are subject to review with City staff, the Comp Plan and the municipal code and will be discussed at the preapplication conference (Step 4).
Step 2	Design Guidance Review Meeting (60 mins)	Applicant DRB Planner	DRB Mtg	The DRB will provide input and guidance to the applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendation for how the project could be revised to achieve greater consistency. BIMC 2.16.040.D.2	Planner Schedule	Schematic Design & completed applicable design guidelines (pg 9)	Determination of project consistency with design guidelines.
Step 3	Preapplication Intake Appointment (60 mins)	Applicant Permit Specialist Planner	PCD	The applicant shall provide all required submittal materials outlined in Admin Manual for the City staff to review prior to the Preapplication Conference. City staff will familiarize themselves with the proposed project and come prepared to review the project with the applicant at the Preapplication Conference (Step 4).	Applicant Schedule	Refer to Admin Manual (pg 10)	A permit specialist will schedule the Preapplication Conference approximately three weeks after the date of this meeting. This will allow the City staff to review the submitted materials prior to the next meeting with the applicant.
Step 4	Preapplication Conference (60 mins) \$	Applicant Planner DE	PCD	The preapplication conference is an informal discussion between a potential applicant, interested citizens, and city staff regarding a proposed project. A preapplication conference shall not include extensive field inspection or correspondence. BIMC 2.16.020.I.2	Permit Specialist Schedule	Refer to Admin Manual (pg 10)	The planner will send a summary of this meeting to the applicant post meeting. The preapplication conference application shall be provided to the Design Review Board (Step 7). BIMC 2.16040. D.3
Step 5	Public Participation Meeting (60 mins)	Applicant Planner PC	PC Mtg	As part of the preapplication phase, applicants are required to participate in a community meeting through the City's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a Planning Commission meeting. BIMC 2.16.040.D.3	Planner Schedule	Materials submitted at Preapplication Conference	The applicant (with City staff support) will present the project to the public at a Planning Commission meeting. A summary of the meeting will be distributed by the planner to those that attended, requested a summary and to the applicant.
Step 6	Application Submittal** (60 mins) \$	Applicant Permit Specialist Planner	PCD	An application for a specific type of land use decision shall be filed with the planning department on forms prescribed by the department and shall include fees as required by resolution of the city council. Each application has specific submittal requirements that are described in the administrative manual. Additional requirements may be requested on the application form. BIMC 2.16.020.J.1.a	Applicant Schedule	Refer to Admin Manual (pg 13-14)	A land use application shall be deemed complete when all submittal requirements and all required fees as set forth in the administrative manual or by resolution of the city council have been submitted to the appropriate department and staff has confirmed that the level of detail in submitted materials is sufficient to allow accurate review, even though additional information may be required or subsequent project modifications may occur (see subsection L.4 of this section for timelines). BIMC 2.16.020.J.2.a
Step 7	Design Review Board Review & Recommendation (60 mins)	Applicant DRB Planner	DRB Mtg	The DRB will review the proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended at the design guidance meeting (Step 2). The project is presented to the DRB after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design.	Planner Schedule	Refer to Admin Manual (pg 13-14)	The DRB will forward written findings, their determination of the project's consistency with the design guidelines, design guideline checklists and their recommendation, including any conditions, to the staff planner. The staff planner will include these findings and recommendations in the Staff Report to be presented to the Planning Commission.
Step 8	Planning Commission Review & Recommendation (60 mins)	Applicant Planner PC	PC Mtg	The PC will review the proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan. The PC will take into consideration the recommendation from the DRB, any public comment received and the City staff recommendation.	Planner Schedule	Recommended, however, optional presentation by applicant	The Planning Commission shall issue a written recommendation that contains a statement recommending that the proposed project be approved, approved with conditions or denied. A statement of facts upon which the recommendation is based and the conclusions derived from those facts must be provided by the Planning Commission to the Director.
Step 9	Decision	Director	N/A	The Director gives consideration to public comment, decision criteria and substantial weight to the PC & DRB recommendations.	N/A	Staff report from planner to the Director	Decisions distributed to the commenters. Any administrative decision can be appealed.

DRB = Design Review Board PCD = Planning & Community Development PC = Planning Commission DE = Development Engineer * Waiver available **120 day review period begins \$ Fee Due