



Agenda Statement

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Date	Ver.	Action By	Action	Result
11/28/2018	1	Planning and Zoning Commission		

ITEM TITLE:

Community Development Work Session on Department Process

SUBMITTED BY: Rochelle Rollenhagen, Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discussion Only

SUMMARY STATEMENT:

The Planning and Zoning Commission has requested a work session to review the department's various processes for permitting and other planning functions. The following will be presented and discussed this evening:

1. Introduction and overview of the Community Development Department operations and responsibilities - *Rochelle Rollenhagen, Director*
2. Permit overview:
 - Zoning Review- *Nicole LeRoy, Planning Technician*
 - Floodplain Development - *Kate Huber, Senior Planner, CFM*
 - Building - *Jay Yunker, Building Inspector*
 - Septic Review - *Kate Huber, Senior Planner, CFM*

3. Platting process - *Paul Nylund, Senior Planner/GIS Technician*
4. Land Sales - *Paul Nylund, Senior Planner/GIS Technician*
5. Municipal Entitlements - *Paul Nylund, Senior Planner/GIS Technician*
6. Leases - *Nicole LeRoy, Planning Technician*
7. Flood and Hazard Mitigation overview - *Kate Huber, Senior Planner, CFM*
8. Planning & Zoning Commission permitting and recommendations (CUP, Variance, Exception, Rezoning) - *Kate Huber, Senior Planner, CFM*
9. Closing discussion: the way forward to increase public understanding, education, and department improvement - *Rochelle Rollenhagen, Director*