

Decision-Making Roles

There are four general types of applications. Each one has a specific process that must be followed. Basically, applications that could have a bigger impact on the community must pass a more thorough review process.

Type I Procedure (Ministerial)

These relatively simple applications like Site Plans are Type I decisions and decisions are made by the Planning Director. The Type I procedure is used when there are clear and objective approval criteria and applying those criteria requires no use of discretion.

Type II Procedure (Administrative)

Type II decisions are fairly minor land use applications like lot line adjustments and are made by the Planning Director with public notice and an opportunity for a public hearing. The appeal of a Type II decision is heard by the Planning Commission.

Type III Procedure (Quasi-Judicial/Legislative)

Some of the most common land use applications like subdivisions, conditional use permits, and partitions are Type III decisions and are made by the Planning Commission following a public hearing. An appeal is reviewed by the City Council. Type III procedures generally use discretionary approval criteria.

Type IV Procedure (City Council)

Major land use applications, comprehensive plan amendments, and zone changes are Type IV decisions. Annexations and certain quasi-judicial applications are also processed under the Type IV process. Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.