

PROPOSED MAPC APPLICATION REVIEW POLICY #1

In order to relieve Staff, MAPC members, Engineers/Surveyors/Attorneys and the general public from the lengthy meetings associated with the numerous items on each MAPC Agenda, the following Policy will be followed, effective with the November MAPC Meeting:

1. All applications shall be filed by 2:00 p.m. on the 17th of the month.
2. All applications shall be reviewed by the various Departments/Utilities at one time, as is currently done.
3. Only the first 12 applications shall be placed on the MAPC's First Meeting (Second Tuesday of the month) Agenda for consideration. At the discretion of the City Planner, up to 4 additional simple items, such as Minor Plats or Replats, may be added to that Agenda, according to applicants' needs. These items will be processed through to the City Council's First Meeting (Third Monday of the month), as is currently done.
4. The remaining items which have been filed will be heard by the Commission (as well as any Ordinance Amendments, Subcommittee Reports, Policy Issues, etc. on a time-available basis) at the MAPC's Second Meeting (to be held on the 4th Tuesday of the month). Action on these items will be processed through to the City Council's First Meeting of the next month (First Monday). The total delay for items which cannot be heard at the MAPC's First Meeting will be two weeks.
5. All applications will be scheduled on the MAPC's Agenda on a first-come, first-served basis, and no application which has been submitted with all required information will be "bumped" in favor of any other application. When the MAPC's First Meeting Agenda becomes full, the Assistant Planner will notify all later applicants that their requests will be heard at the MAPC's Second Meeting.
6. A date and time received stamp be used to stamp all submissions in order received.