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### 11-3-2: Land use authority

- A. The Land Use Authority for preliminary subdivision applications is the Planning Commission. For purposes of subdivision applications, the Planning Commission shall be ultimately responsible for the following, but may delegate any task to the City Engineer, City Staff, Zoning Administrator, or members of the Planning Commission:
1. Rendering land use decisions related to preliminary applications under this Chapter, including approving or denying preliminary applications.
  2. Reviewing all preliminary applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter. This task is delegated to the Zoning Administrator by default.
  3. Scheduling and holding a pre-application meeting with potential applicants as required by this Chapter. This task is delegated to the Zoning Administrator by default.
  4. Keeping subdivision application forms (both preliminary and final) and related informational material up to date and publicly accessible and distributing such forms and materials to potential applicants. This task is delegated to City Staff by default.
- B. The Land Use Authority for final subdivision applications is the Development Review Committee (DRC). ~~The DRC shall comprise one member of the Planning Commission, the Zoning Administrator, the Public Works Director, and the City Engineer; t~~The DRC shall meet on an as-needed basis and shall act upon the agreement of at least three members. The City Attorney and City Engineer may participate in DRC meetings or advise the DRC on an as-needed basis. For purposes of subdivision applications, the DRC shall be responsible for the following, but may delegate any task to the City Engineer, City Staff, or members of the DRC:
1. Rendering land use decisions related to final applications under this Chapter, including approving or denying final applications.
  2. Reviewing all final applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter.
  3. Providing feedback to applicants on their final applications in the manner required by this Chapter.
  4. Providing notice to entities and parties as required by this Chapter.
  5. Signing final application approvals as required by this Chapter.
  6. Ensuring that documents are properly recorded with the County as required by this Chapter.
- C. As subdivision application decisions are administrative, not legislative, the Land Use Authority is authorized to make any land use decision described by this Chapter without City Council approval.
- D. Except when operating as the Appeal Authority, or amending a subdivision, the City Council shall not require the Land Use Authority to approve or deny an application under this Chapter.

(Adopted by Ord. 2025-01 on 6/19/2025)