



Applicant Guide for Site Plan Application Post-Review Cycle Meetings

The purpose of this document is to provide guidelines for post-review cycle meetings. This is an optional service designed to support overall comment resolution and facilitate application review. This service is currently limited to affordable housing development or residential-only development with five units or more.

Meeting Structure

- Case Managers are responsible for organizing, scheduling, and facilitating meetings with applicants and City reviewers.
- Applicants will be offered one post-review meeting during the course of a site plan application. Additional meetings will be at the Case Manager's discretion depending on application complexity.
- Applicants will be responsible for providing the Case Manager with topics of concern for the meeting agenda.
 - Applicants may request to discuss no more than four overall topics – not individual comments.
 - Project Coordinators will review the agenda and staff availability to ensure the meeting can meet the applicant's needs. The number of reviewers needed may vary with each application.
- All meetings will occur virtually, via Microsoft Teams.
- Meetings will be scheduled for one hour. Case Managers have the discretion to schedule topics into smaller, more targeted meetings.
- Individual review comments will not be cleared in these meetings. Discussion is focused on clarifying and resolving key issues and points of conflict.

Procedures

1. Applicants will be notified of the post-review cycle meeting option after the first review cycle via email and on the master comment report cover page. Applicants must contact their Case Manager to get started.
2. The Case Manager will communicate with the applicant to coordinate the meeting request. Applicants are required to provide the Case Manager with topics of concern for the meeting agenda.
3. The Case Manager schedules the meeting with the appropriate review staff and the applicant.
4. Review staff will confirm availability within 2 business days of an Outlook invitation. Review staff will review the agenda and be prepared to discuss the identified topics.
5. The Case Manager will facilitate the meeting with the applicant and scheduled reviewers. The applicant will draft meeting notes and submit them to the Case Manager within 2 business days. The Case Manager will then finalize those notes and email them to all meeting attendees within 2 business days of receipt of the draft notes.