



Public Review Process

This handout summarizes the general public review process for large development projects. Please contact a planner at 952-939-8290 with questions regarding the process for specific projects.

1. **Neighborhood Meeting.** The developer hosts a neighborhood meeting to review a concept plan and solicit resident feedback. Comments received during the meeting may help inform/influence future plans if the developer chooses to proceed with a formal development application. City officials attended the neighborhood meeting, but only to observe the dialog between the developer and neighborhood and answer “procedure” questions.
2. **Planning Commission Concept Plan Review.** The planning commission Concept Plan Review is intended as a follow-up to the neighborhood meeting. The objective of this meeting is to identify major issues and challenges in order to inform subsequent review and discussion. The meeting includes a presentation by the developer of conceptual sketches and ideas, but not detailed engineering or architectural drawings. No staff recommendations are provided, the public is invited to offer comments, and planning commissioners are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.
3. **City Council Concept Plan Review.** The city council Concept Plan Review is intended as a follow-up to the planning commission meeting and would follow the same format as the planning commission Concept Plan Review. No staff recommendations are provided, the public is invited to offer comments, and council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.
4. **Formal Application.** If the developer chooses to file a formal application, notification of the application is mailed to area property owners. Property owners are encouraged to view plans and provide feedback via the city’s website. Through recent website updates: (1) staff can provide residents with ongoing project updates, (2) residents can “follow” projects they are particularly interested in by signing up for automatic notification of project updates; (3) residents may provide project feedback on projects; and (4) and staff can review resident comments.
5. **Council Introduction.** The proposal is introduced at a city council meeting. At the time, the council is provided another opportunity to review the issues identified during the initial Concept Plan Review meeting, and to provide direction about any refinements or additional issues it wishes to be researched, and for which staff recommendations should be prepared.
6. **Planning Commission Review.** The planning commission holds an official public hearing for the development review and recommends action to the city council.
7. **City Council Action.** Based on input from the planning commission, professional staff and the general public, the city council takes final action to approve or deny the proposed development.