



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES

6 East 6th St
P.O. Box 708
Lawrence, KS 66044

www.lawrenceplanning.org

PHONE 785-832-3150
TDD 785-832-3205
FAX 785-832-3160

December 4, 2007

Dear Valued Customer,

These are exciting times for the City of Lawrence as we begin to merge two development related departments, Planning and Neighborhood Resources, into one unified Planning and Development Services Department. I want to update you on the merging of the departments.

Many recommendations of the December 2006 study of the development review process have been implemented and hopefully you view these as positive additions to the way we do business and serve you, our customer. Many recommendations, such as physically bringing the two departments under one roof and implementing tracking software to be even more responsive to your requests, will be major undertakings and we request your patience as these efforts unfold as resources permit.

A more immediate change involves revising the application process for zoning entitlement applications so more direct communication can occur between the applicant and the City/County reviewing agencies. I have received informal input from many development representatives and staff members, and most agree that better communication earlier in the project review process would be beneficial for most projects. While application forms and internal processes will certainly change, the most visible change will include inviting applicants to a plan review committee meeting early in the process to discuss review comments related to major projects. "Major projects" will be determined by staff, but an applicant can request to be placed on a plan review committee meeting for any project.

To implement this change, we will need to increase the amount of review time on the front end of the application review process by two weeks so that review agencies are prepared to conduct the meetings with the applicants. The benefits of this change in procedure include receiving more timely comments from the reviewing agencies, creating a forum to discuss the project with the reviewing agencies, and reducing deferrals at the Planning Commission due to incomplete resubmittals.

To further implement the objective of a more streamlined review process and to implement web-based Planning Commission agendas, we will begin requiring that, along with one paper copy of the application and supporting materials, all applications and accompanying studies, plans, and other documents be submitted electronically in PDF format, either on a disc or via email. Revised application forms will soon be available at www.lawrenceplanning.org. We do not believe that these changes will create a significant workload requirement for any applicants. If you find that this is not the case, please feel free to contact me about your concerns.

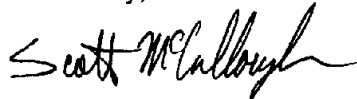


We are committed to providing excellent city services that enhance the quality of life for the Lawrence Community

To give you a sense of the flow and timing of the revised process, a typical rezoning timeline has been included with this letter. This revised process will begin with the application deadline of January 22, 2008. The recently adopted application submittal deadlines calendar is enclosed. In the mean time, please be patient with the process and staff as we all work toward timely reviews of your development applications.

In the coming months, we will continue to review our internal processes, seeking ways to improve efficiencies in all aspects of planning and development. As always, if there are any questions or if you have suggestions for process improvements please call me at 785-832-3154.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott McCullough". The signature is fluid and cursive, with the first name "Scott" being more prominent than the last name "McCullough".

Scott McCullough
Planning and Development Services Director

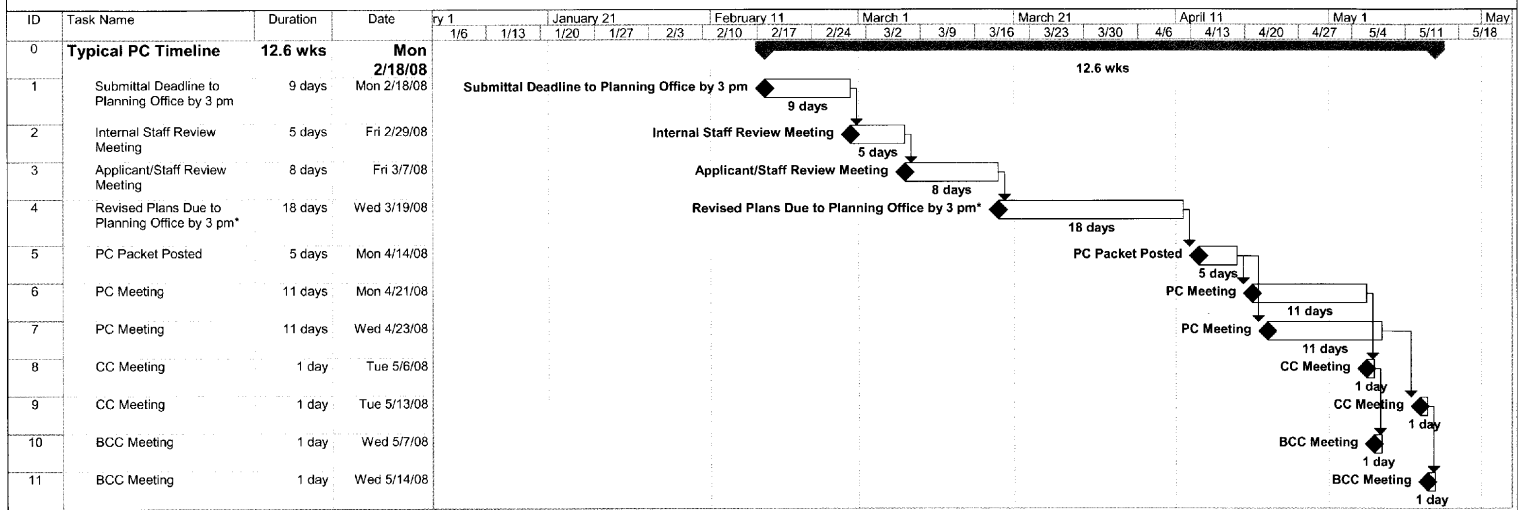
Enc. PC Meetings and Submittal Deadlines Calendar
Typical timeline for a rezoning application

2008
LAWRENCE-DOUGLAS COUNTY METROPOLITAN PLANNING COMMISSION
MEETINGS AND SUBMITTAL DEADLINES

Submittal Deadline * Monday, 3PM	Internal Staff Review Meeting, Friday	Applicant/Staff Review Meeting (if needed), Friday	Revised Plans Due, Wednesday, 3PM	Planning Commission Meetings 6:30 PM, Mon & Wed		City Commission Meetings, Tuesdays **		County Commission Meetings, Wednesdays **	
Nov 26, 2007*	Dec 07	Dec 14	Dec 26	Jan 28	Jan 30	Feb 12	Feb 19	Feb 13	Feb 20
Dec 24 *	Jan 04	Jan 11	Jan 23	Feb 25	Feb 27	Mar 11	Mar 18	Mar 12	Mar 19
Jan 22, 2008 *	Feb 01	Feb 08	Feb 20	Mar 24	Mar 26	Apr 08	Apr 15	Apr 09	Apr 16
Feb 19 *	Feb 29	Mar 07	Mar 19	Apr 21	Apr 23	May 06	May 13	May 07	May 14
Mar 17	Mar 28	Apr 04	Apr 16	May 19	May 21	Jun 03	Jun 10	Jun 04	Jun 11
Apr 21	May 02	May 09	May 21	Jun 23	Jun 25	Jul 08	Jul 15	Jul 09	Jul 16
May 19	May 30	Jun 06	Jun 18	Jul 21	Jul 23	Aug 05	Aug 12	Aug 06	Aug 13
Jun 23	Jul 03 (Thur)	Jul 11	Jul 23	Aug 25	Aug 27	Sep 09	Sep 16	Sep 10	Sep 17
Jul 21	Aug 01	Aug 08	Aug 20	Sep 22	Sep 24	Oct 07	Oct 14	Oct 08	Oct 15
Aug 18	Aug 29	Sep 05	Sep 17	Oct 20	Oct 22	Nov 04	Nov 11	Nov 05	Nov 12
Sep 15	Sep 26	Oct 03	Oct 15	Nov 17	Nov 19	Dec 02	Dec 09	Dec 03	Dec 10
Oct 13	Oct 24	Oct 31	Nov 12	Dec 15	Dec 17	-	Jan 06	-	Jan 07
Nov 24	Dec 05	Dec 12	Dec 24	Jan 26	Jan 28	Feb 10	Feb 17	Feb 11	Feb 18
Dec 22	Jan 03, 2009	Jan 10	Jan 21	Feb 23	Feb 25	Mar 10	Mar 17	Mar 11	Mar 18
	Complete applications submitted by the deadline day will be tentatively placed on the agenda as shown. More complex projects may take additional time. Deficiencies in submitted plans will be discussed at the applicant's review meeting and revised plans must be submitted by the deadline day to remain on the scheduled agenda.								
*	If submittal date is a holiday, applications due the following day. Deadlines pertain to submittal of completed applications including fees, property owner list, and plan copies. Extensions will not be granted. [<i>*Review cycle may not be fully implemented for the first two submittal deadlines due to schedule previously published.</i>]								
**	Public Hearing items which have 14 day protest period will not be forwarded to Governing Body prior to dates listed and contingent upon PC meeting minutes preparation.								
Written Communications	Communications must be received by the Planning Office by 10AM on the day of the first PC meeting.								
Deferred Items	<i>New information or revised plans for deferred items must be submitted to the Planning Office for review by the submittal deadline dates established above to be place on a future PC meeting agenda.</i>								
Meeting Locations	The Planning Commission and City Commission meetings are held in the City Commission meeting room on the 1 st floor of City Hall, 6 th & Massachusetts Streets. The Board of County Commissioners meetings are on the 2 nd floor of the County Courthouse located on the southeast corner of 11 th & Massachusetts Streets.								
Planning & Development Services Lawrence-Douglas County Planning Division 785-832-3150 www.lawrenceplanning.org									

Revised 11/28/07

TYPICAL PLANNING COMMISSION TIMELINE



Project: Typical PC Timeline
Date: Mon 11/26/07

Task

Project Summary

- All task durations are in business days.
- *Resubmittals must be complete to remain eligible for the next available PC meetings.