Proposed amendments to Title 11 Subdivisions for consideration at the Torrey P&Z meeting on November 19 and subsequent recommendation to the Torrey Town Council.

11-1-6: Administrative Land Use Authority

The appointment of the Administrative Land Use Authority is hereby created. Torrey Town hereby designates the Planning and Zoning Commission as the Administrative Land Use Authority for preliminary subdivision application approvals and for final subdivision application approvals for simple lot subdivisions. Torrey Town hereby designates ~~a member appointed by the Town Council,~~ the Chair of the Planning and Zoning Commission, the Town Maintenance Supervisor, and the Town Engineer as the Administrative Land Use Authority for final subdivision application approvals other than simple lot subdivision applications. The Administrative Land Use Authority shall have such powers as are set forth in this section.

A. ~~Only~~ This section applies to all subdivision applications that include permissible uses within Torrey town limits. ~~for single family dwellings, two (2) family dwellings, or town homes.~~

B. The Administrative Land Use Authority shall be appointed by the Torrey Town Council via this title.

C. A land use decision of the Administrative Land Use Authority shall be considered an administrative act.

D. The respective Administrative Land Use Authority shall approve the preliminary subdivision application and the final subdivision application.

11-1-18: Simple Lot Subdivision Review and Approval Process

A. The review and approval of complete applications are intended to be timely, following these steps:

1. An applicant may request a meeting with Town staff and representatives before submitting an application to discuss the requirements and review the process.
2. The applicant must submit the application online or to the town office along with all required materials specified in this Title. ~~The Town will first check the application for completeness. If any required information is missing, the application will be returned to the applicant until all necessary materials are included. Once deemed complete, the Town will initiate an administrative review.~~

B. ~~The Town~~ Once the application is submitted, the Planning and Zoning Commission will assess the application to ensure compliance with all applicable requirements. Key questions include:

1. Have all required conditions been satisfied, and are all submitted materials complete and accurate?
2. Does the application meet the code requirements? Common review items include lot size, minimum lot frontage along a public street, utility connections, and public right-of-way improvements.
3. Are any lots located in a hazard area, such as a FEMA floodplain? If so, do they meet the applicable regulations for such hazards?

~~C. If all requirements are met, the project will be forwarded to the Planning Commission for a recommendation.~~

C. ~~D. Planning Commission~~ Administrative Land Use Authority Review:

1. The Planning and Zoning Commission, serving as the Administrative Land Use Authority for simple lot subdivisions, may hold a public hearing. A notice will be sent to all property owners within three hundred feet (300') of the property, informing them of the hearing's time, place, and the nature of the request.

2. The Planning and Zoning may also consult with the Town Maintenance Director and the Town Engineer during its review process if it believes there are complicated issues where additional input would be helpful to its deliberations.

3. ~~2.~~ If the proposed simple lot subdivision meets all applicable requirements, the Planning and Zoning Commission shall ~~will~~ approve the application. If the applicant does not meet the requirements, the application will be denied.

~~E. Administrative Land Use Authority Review:~~

~~1. Once approved by the Planning Commission, the Simple Lot Subdivision Application will be forwarded to the Administrative Land Use Authority for final approval.~~

Renumber the next three sections.