

# PLANNING

## MISSION STATEMENT:

The mission of the Planning Department is to facilitate the physical growth and development of the City to reflect its unique and vibrant character.

## CORE FUNCTIONS:

- 1) **Manage Comprehensive Long Range Planning** – Develop, maintain and supplement *The Comprehensive Plan* in a manner that effectively guides development
- 2) **Develop Implementation and Enforcement Strategies** – Analyze, prepare and maintain land development ordinances, policies and procedures to attain the concepts in adopted City plans
- 3) **Facilitate Development Review and Approval** – Guide land development proposals through the process. Review and evaluate proposals with respect to adopted City plans, policies and ordinances

2013-2014 WORK PLAN

## **CORE FUNCTION: #1 Manage Comprehensive Long Range Planning**

### **Action:**

- Conduct periodic reviews of The Comprehensive Plan with the Planning and Zoning Commission
- Research and evaluate new planning and design concepts that are economically viable, promote social interaction and preserve natural resources
- Continue to develop and refine specific area plans, such as City Center, Historic Downtown and Corridor Plans, that incorporate the elements of walkability, mixed-use and social interaction
- Develop a training program for City Boards and Commissions, focusing on planning concepts such as walkability, mixed-use and social interaction
- Coordinate with neighboring cities regarding transportation and land use matters
- Increase public awareness of the City Center Plan by using social media

### **Activity Measurement:**

- Conduct two meetings, by the end of the fiscal year, with the Planning and Zoning Commission to review and evaluate *The Comprehensive Plan*
- Conduct an annual meeting with the Planning and Zoning Commission to discuss and develop strategies for the implementation of *The Comprehensive Plan*
- Attend at least four sustainable development design seminars (i.e. LEED-ND, Form-Based Codes and Complete Streets), by the end of the fiscal year, to learn how these standards may be best applied
- Conduct two meetings, by the end of the fiscal year, with the City Center Advisory Committee and consultants, to conclude Phase II of the City Center Plan
- Conduct at least one workshop, by the end of the fiscal year, with City boards and commissions to educate about the concepts outlined in the City Center Plan
- Attend at least a four neighborhood meetings, by the end of the fiscal year, to discuss the concepts of the City Center Plan
- Facilitate an annual meeting with neighboring cities and NCTCOG to boost momentum for commuter rail.
- Gain/maintain at least 50 friends on *Facebook*, 25 followers on *Twitter* and 10 participants on Community Voice/Center discussion boards by the end of the fiscal year

## **CORE FUNCTION #2 Develop Implementation and Enforcement Strategies**

### **Action:**

- Conduct periodic reviews of the zoning and subdivision ordinances with the Planning and Zoning Commission
- Facilitate the review of land use and development related ordinances with the Development Review Committee (DRC) to ensure their effectiveness and compliance with State Law
- Facilitate the review and adoption of land use and development ordinances that will achieve the concepts in adopted City Plans
- Review of current planning and development practices and procedures to ensure efficiency
- Review and approve select development related applications such as Tree Preservation Plan, Certificate of Occupancy (CO) and Alcoholic Beverage (retail sales of beer/wine for off-premise consumption only)
- Research and prepare official zoning verification letters.
- Address unforeseen issues related to zoning and land use matters

### **Activity Measurement:**

- Conduct an annual meeting with the Planning and Zoning Commission to review the zoning ordinance
- Facilitate quarterly meetings with the DRC to discuss issues related to zoning and land use matters
- Conduct an annual meeting with the Planning and Zoning Commission to review the subdivision regulations
- Conduct monthly meetings with the DRC to review land use and development related ordinances, plans, policies and/or procedures
- Conduct an annual meeting with the Planning and Zoning Commission, to review and gain feedback on any recommended amendments to land use and development related ordinances, plans, policies and/or procedures
- Approve select development applications (Tree Preservation Plan, Certificate of Occupancy and Alcoholic Beverage for off-premise consumption) within 7 business days.
- Process zoning verification letters within 7 business days
- Conduct quarterly meetings with the Code Enforcement/Building Inspections department to discuss zoning enforcement issues

### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

## **CORE FUNCTION: #3 Facilitate Development Review and Approval**

### **Action:**

- Develop and maintain submittal guidelines, applications and other aids that inform and assist the development community in submitting land development applications
- Accept applications for land development and facilitate their review and advise the applicant of any needed changes
- Notify the general public, as required, and schedule development proposals for consideration by the appropriate board, commission and/or City Council
- Analyze land development applications, with respect to City plans, policies and ordinances, and report staff's findings to the board, commission and/or City Council
- Report to the board, commission and/or City Council any comments received from the general public regarding land development applications
- Develop training programs for boards and commissions, focusing on zoning and subdivision regulations, as they relate to their respective review of land development applications
- Execute the actions of the Planning and Zoning Commission and City Council, as they relate to land development applications
- Archive land development applications and decisions, as required by law

### **Activity Measurement:**

- Conduct an annual meeting with the DRC to review submittal guidelines, applications and other publications to ensure their continued effectiveness
- Process land development applications, i.e. Platting, Site Plan, Zoning Changes and Conditional Use Permit requests within 30-45 days or as established by City and State Law
- Conduct weekly reviews with the DRC to evaluate land development applications
- Report monthly to the DRC the actions of the Planning and Zoning Commission and City Council regarding development applications
- Develop and implement, by the end of the fiscal year, procedures for web based submissions of land development applications
- Convey DRC comments to applicants, within ten business days Planning and Zoning Commission of receipt of an application
- Conduct at least three training seminars, by the end of the fiscal year, with boards and commissions related to their respective review
- Each planning staff member will attend at least 4 continuing education classes annually on topics related to Land Use Law, Subdivision or Zoning and code management

**Activity Measurement (continued):**

**Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Excellent, Safe and Efficient Mobility.

**SUMMARY  
PLANNING**

<b>EXPENDITURES</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Personnel	\$ 277,747	\$ 288,530	\$ 286,800	\$ 295,855
Supplies	899	2,450	4,650	1,600
Maintenance	1,745	2,300	2,500	2,000
Services	15,634	30,650	19,575	34,825
Utilities	1,196	1,200	1,200	1,200
Sundry	13,855	15,425	14,255	15,905
<b>TOTAL Department Budget</b>	<b>\$ 311,076</b>	<b>\$ 340,555</b>	<b>\$ 328,980</b>	<b>\$ 351,385</b>

<b>STAFFING</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Director of Planning	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Planner	1.00	1.00	1.00	1.00
Development Coordinator	1.00	1.00	1.00	1.00
<b>TOTAL Department Staff</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Number of applications processed for review	32	50	30	30
Percent of time the Review Committee responded to applicant within 10 business days	95%	95%	95%	95%