

PLANNING

MISSION STATEMENT:

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

CORE FUNCTIONS:

- 1) **Manage Comprehensive Long Range Planning** – Analyze and maintain *The Comprehensive Plan* to develop plans, policies and procedures for its implementation
- 2) **Develop Implementation and Enforcement Strategies** - Analyze and maintain the Zoning Code, Subdivision Ordinance and various other Land Development ordinances and policies, which are designed to facilitate the concepts contained within *The Comprehensive Plan*
- 3) **Facilitate Development Review and Approval** – Review of land development proposals for compliance with City plans, codes and policies, as well as guide proposals through the public review process

2012-2013 WORK PLAN

CORE FUNCTION: #1 Manage Comprehensive Long Range Planning

Action:

- As development occurs, evaluate development applications based on their compatibility to *The Comprehensive Plan*
- Explore and study new planning and design concepts and trends such as *New Urbanism*, for their possible application in Cedar Hill
- Continue to develop and refine specific area plans for the Downtown, Midtown and Uptown Districts as delineated in the City Center Vision Plan and City Center Phase II
- Support regional rail initiatives by North Central Texas Council of Governments (NCTCOG) and the Regional Transportation Council (RTC)

Activity Measurement:

- Conduct at least four meetings with the Planning and Zoning Commission to discuss and develop strategies for the implementation of *The Comprehensive Plan*
- Conduct at least one meeting with stakeholders in the Downtown, Midtown and Uptown areas to obtain feedback on the planning process for the City Center Vision Plan
- Conduct at least one workshop to educate the public about the concepts outlined in the City Center Plan
- Attend at least one New Urbanism Seminar to learn ways of incorporating New Urbanism design trends, i.e. Transit Orientated Development (TOD) district within the fiscal year
- Conduct at least four meetings with the City Center Advisory Committee and professional planning consultant to begin work on City Center Plan Phase II
- Conduct at least four meetings with the Planning and Zoning Commission and the Main Street Board on development of a Downtown/Uptown Plan
- Coordinate quarterly meetings with cities along the rail corridor to create enthusiasm and develop momentum for commuter rail

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Excellent, Safe and Efficient Mobility.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION #2 Develop Implementation and Enforcement Strategies

Action:

- Facilitate, maintain and revise, as necessary, the Zoning Ordinance
- Facilitate, maintain and revise, as necessary, the Subdivision Regulations
- Study and examine the need for the creation of various land use and development related ordinances, such as Historic Preservation and Form Based Codes
- Ensure City codes and policies are current relative to changes in State Law, the activities of area cities and changes in planning practices and procedures

Activity Measurement:

- Conduct quarterly meetings with the Planning and Zoning Commission to review various City Land Development Codes
- Conduct at least one public meeting with area stakeholders to present and discuss standards and guidelines for a Historic Preservation Ordinance
- Conduct at least four meetings with the Code Enforcement Officers to discuss violations and any zoning enforcement related issues

Meets City Council's Premier Statements:

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CORE FUNCTION: #3 Facilitate Development Review and Approval

Action:

- Develop and maintain submittal guidelines, applications and other aids that inform and assist the developing community in the submission of land development proposals
- Accept proposals for land development, coordinate the applications through the City review process and advise the applicant of any needed changes
- Notify the general public, as required, and schedule development proposals for consideration by the appropriate boards, commissions and City Council
- Coordinate and report to the reviewing boards, commissions or City Council decisions and recommendations received from City Staff and other boards, and comments from the general public
- Execute Planning and Zoning's and City Council's actions regarding development

Activity Measurement:

- Process various development applications, platting, site plan, zoning changes and conditional use permit requests within 30-45 days or as established by City and State guidelines
- Coordinate with City staff to maintain and review the Development Services Handbook monthly
- Ensure that legal notifications are processed within 30 days of receipt of complete application
- Conduct Development Review Committee (DRC) meetings weekly or as warranted by development workload
- Transmit DRC comments to applicants within ten business days

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**SUMMARY
PLANNING**

EXPENDITURES	ACTUAL FY 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
Personnel	\$ 277,233	\$ 281,715	\$ 278,045	\$ 288,530
Supplies	1,069	2,350	1,825	2,450
Maintenance	1,998	2,910	2,400	2,300
Services	47,763	34,010	11,295	30,650
Utilities	1,077	1,230	1,200	1,200
Sundry	12,888	13,055	12,925	15,425
TOTAL Department Budget	\$ 342,028	\$ 335,270	\$ 307,690	\$ 340,555

STAFFING	ACTUAL FY 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
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	0.00	1.00	1.00	1.00
Executive Secretary	1.00	0.00	0.00	0.00
TOTAL Department Staff	4.00	4.00	4.00	4.00

PERFORMANCE INDICATORS	ACTUAL FY 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
Number of applications processed for review	42	50	34	50
Percent of time the Review Committee responded to applicant within 10 business days	95%	95%	95%	95%