



## Legislation Details (With Text)

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**File created:** 6/20/2019      **In control:** Planning and Zoning Commission

**On agenda:** 6/24/2019      **Final action:**

**Title:** Discuss staff time spent related to processing zoning requests.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Discuss staff time spent related to processing zoning requests.

#### BACKGROUND:

At a prior Planning and Zoning Commission meeting, the Commission requested to discuss the length of time that it takes to process a zoning application. Staff does not typically track hours worked on individual zoning cases (including development applications). However, due to using contracted professional services for the recent IH-35E zoning cases, staff is able to provide the Commission with data related to work hours completed for those cases. Below is a summary of the hours worked related to the IH-35E cases:

#### Tasks/Breakdown and Hours Completed

- Research and Analysis for P&Z and Council study sessions: 80.25
- Windshield survey for 4 PD areas: 47.25
- InDesign/Graphic Edits: 18.00
- Application Process (total for 5 PD amendments): 280.25
- Application Process Approx. for 1 PD amendment: 56.05

It should be noted that the typical hours worked on a zoning case varies significantly due to several factors including:

- Reviewing any conceptual site plans or detailed site plans that may be associated with the zoning request, in coordination with the applicant (e.g. PD-18/Medical Center Parkway; PD-103 and PD-104 (Simonton West and East); PD-88 Brickyard Mid-density; PD-95/JPI East Branch);
- Reviewing, negotiating and /or editing proposed ordinance stipulations for planned development districts and/or Comprehensive Zoning Ordinance amendments (e.g. PD-103 and PD-104 (Simonton West and East); PD-88 Brickyard Mid-density; vehicle storage and distribution);
- If it is an existing planned development district that is dated and has not been updated in quite some time, then reviewing existing stipulations for compliance with existing development as well as any future development proposals (e.g. PD-18 (Medical Center Parkway); IH-35E corridor PDs);
- Responsiveness of applicant and staff;

- Complexity of project - multiple buildings vs. single building development; form based code/urban form vs. conventional zoning/suburban form;
- Quality of development plans submitted by the applicant;
- Preparing public notifications and tracking responses (if any);
- Preparing staff reports; and
- Coordination with city attorney for final ordinance preparation (all).

Staff will be available at the meeting for discussion and questions.

**ACTIONS:**

No action required.

**ATTACHMENTS:**

None.