

PLANNING

MISSION STATEMENT:

The mission of the Planning Department is to facilitate the physical growth and development of the City in a sustainable manner that reflects 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

2016-2017 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 sustainable elements such as context sensitive design, place making, and vary transportation options
- Conduct training programs for City Boards and Commissions, focusing on planning and land use concepts
- Coordinate with neighboring cities regarding transportation and land use matters
- Increase public awareness of the City's long range plans such as the City Center Plan

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 at least one workshop, by the end of the fiscal year, with City departments 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 annual meetings with NCTCOG to boost momentum for commuter rail.
- Prepare and distribute promotional materials for 4 different existing events within the City Center.

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 to ensure their effectiveness and compliance with State Law
- Review and develop regulations to implement the concepts contained in the City's plans
- Review of current planning and development practices and procedures to ensure efficiency
- 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
- Communicate to boards, commissions and/or City Council in written form if the proposed development applications are consistent with the City's plans, policies and ordinances
- 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
- 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)

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
- Prepare City Council Action letters on all development applications and distribute to applicants and key city staff within 72 hours from City Council

meeting

- Approve select development applications (Tree Preservation Plan, Certificate of Occupancy and Alcoholic Beverage for off-premise consumption) within 7 business days.
- Maintain development application files and preserve documentation regarding development applications within 72 hours from City Council meeting

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

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 274,639	\$ 278,121	\$ 290,910	\$ 321,206	\$ 334,386	\$ -	\$ 334,386
Supplies	2,322	2,632	2,600	1,627	2,850	-	2,850
Maintenance	2,467	3,395	3,300	1,799	2,000	-	2,000
Services	3,881	22,405	26,075	63,362	79,650	-	79,650
Utilities	1,005	622	910	515	600	-	600
Leases/Rentals	-	-	-	-	-	-	-
Miscellaneous	14,767	13,437	13,355	10,918	13,355	-	13,355
TOTAL Dept. Budget	\$ 299,081	\$ 320,612	\$ 337,150	\$ 399,427	\$ 432,841	\$ -	\$ 432,841

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Director of Planning	1.00	1.00	1.00	1.00	1.00	-	1.00
Assistant Director of Planning	0.00	0.00	0.00	0.00	1.00	-	1.00
Senior Planner	1.00	1.00	1.00	1.00	0.00	-	0.00
Planner*	0.00	0.00	0.00	0.00	1.00	-	1.00
Development Services Coordinator	1.00	0.00	0.00	0.00	0.00	-	0.00
Executive Secretary	0.00	1.00	1.00	1.00	1.00	-	1.00
TOTAL Department Staff	3.00	3.00	3.00	3.00	4.00	-	4.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
Comprehensive Plan Update	1	\$ 300,000	No

*Additional Planner is budgeted to facilitate anticipated departmental transition.

Program One (1): Comprehensive Plan Update

Program Cost: \$300,000

Tax Rate Impact: \$0.0096

Included in City Managers Budget: No

Program Description:

This is a two year program split into two budget years (\$150,000 each year) and will fund the updating of the 2008 Comprehensive Plan. The primary purpose of the Comprehensive Plan is declare the city's over-arching plan for the physical development so that future public and private investments are well coordinated and aimed towards a set of common goals. The main purpose of this plan is to:

- Consolidate the main points of various city, county and state plans. Typically plans such as the Parks and Trails Plan, Master Water and Sewer Plans, City Facilities Plans, Loop-9, NCTCOG Transit Plan are considered and elements of each are incorporated into a single document so that any inconsistencies can be identified and corrected thus enhancing coordination and improving efficiency.
- Establish goals for development of the city and insure they reflect emerging directions in: sustainable design; environmental stewardship; trails and open space; place making; marketing and tourism; neighborhoods; and economic development.
- Base decisions on the latest demographic, economic and census data to insure that forecasts are accurate and useful as possible.
- Inventory the City's current physical characteristics. This includes identifying and quantifying vacant land, underutilized land, and lands to be preserved in their current condition, major utilities, natural land forms, historical sites, neighborhoods and the like.
- Develop a Future Land Use Plan that shows where major land use types, such as residential, retail, industrial, commercial areas, are to be located. This helps to mitigate any negative impacts between land uses such as noise, traffic, and smell. Since the Future Land Use plan guides land use and intensity, it also helps prioritize where new public utilities should be located or existing utilities to be improved.
- Update the Thoroughfare Plan to insure it accommodating the transportation needs for every demographic in the City.

The associated costs of hiring a consultant would include:

- Preliminary review and analysis of current plans, policies and ordinances;
- Engage the public in regards to the policies and vision for the City of Cedar Hill;
- Update the population and socio-economic conditions;
- Develop a Future Land Use Plan, Thoroughfare Plan based on the community's vision, and the population forecasts;
- Develop a plan that includes polices that facilitate and support a strong sense of community;
- Develop a plan that preserves Cedar Hill's natural beauty;
- Develop strategies that enhance economic opportunity for distressed communities, raise personal incomes and increase property tax revenues;
- Incorporate major elements of the City Center Plan; and
- Include the most current alignment of Loop 9.

If this program is not funded:

As time goes by, the current Comprehensive Plan will be less able to help the City Council manages growth and development, as the concepts and data within the plan is dated. Increasing growth and development pressure can strain local resources, endanger the environment and inconvenience property owners and businesses. This in turn could cause no growth or slow growth that may bring problems such as stagnant or declining tax revenues and deteriorating public infrastructure. A Comprehensive Plan addresses where and how future development should take place to help avoid these types of problems and make sound decisions about their growth.

This program reflects City Councils Premier Statements:

- ✓ Cedar Hill is Safe
- ✓ Cedar Hill has Vibrant Parks and Natural Beauty
- ✓ Cedar Hill has Excellent, Safe and Efficient Mobility
- ✓ Cedar Hill has a Strong and Diverse Economy