

1231.1 SUBJECT: CURRENT PLANNING

:1 OBJECTIVE:

The quality of service to the general public and the development community shall include an efficient and accurate review of all plans and development applications. This service shall be provided in a professional, courteous, and helpful manner. All program activities are directed toward implementing the Growth Management Plan (GMP). To this end, the Current Planning Section shall provide efficient and cost-effective professional and administrative support to the Municipal Planning Board, Technical Review Committee, Board of Zoning Adjustment, Southeast Town Design Review Committee, and City Council. The program is responsible for the review of all new construction/alteration for zoning compliance.

:2 AUTHORITY:

This procedure amended by City Council October 11, 2004, Item A4.

:3 DIRECTION:

The Chief Planner, overseeing this section, receives direction from the City Planning Division Manager.

:4 FUNCTIONS:

- A. Provides administrative, technical and professional support and services to the Municipal Planning Board, Board of Zoning Adjustment, other City departments, divisions, offices, and City Council on all community development activities involving: annexation and initial zoning, master plans, public benefit review, voluntary site plan review subdivisions, planned developments, conditional uses, abandonments, Development of Regional Impact reviews, zoning, rezonings, and variances and appeals relative to the Land Development Code (LDC) and ordinances.
- B. Assists the public in the preparation, acceptance and processing of annexation and all the land development applications for citizen boards and City Council review and action.
- C. Assembles information, coordinates input from affected departments and the Technical Review Committee relative to staff reports for proposed public and private projects.
- D. Prepares agendas, schedules meetings/hearings, and processes minutes of the Technical Review Committee for presentation and action by the Municipal Planning Board.
- E. Processes applications; prepares agendas, schedules and advertises public hearings and processes minutes of all Municipal Planning Board, Board of Zoning Adjustment, and Southeast Town Design Review Committee meetings for presentation to City Council.
- F. Provides professional assistance in the development and review of existing LDC and amendments.

- G. Consults with and renders assistance to professional personnel, contractors and property owners on the interpretation and application of the LDC and site plans.
- H. Reviews building permits, construction plans, drawings and specifications for compliance with the LDC and ordinances.
- I. Administers and enforces compliance with the LDC as it relates to the processing and issuance of alcoholic beverage and occupational licenses and home occupations.
- J. Ensures that effective coordination is maintained with other City, County, State and Federal agencies relative to community planning matters and the management of land development activities.
- K. Promotes public interest in, and understanding of the LDC.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Amended by City Council July 26, 1993; amended October 11, 2004, Item A4.

:8 EFFECTIVE DATE:

This procedure effective October 11, 2004.