

## Legislation Text

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**File #:** 19-423, **Version:** 2

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Presenter/Contact

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**SUBJECT:**

Approval of an amendment to the authorized position listing in the FY 2018-19 Development Services Fund.

**BACKGROUND / RATIONALE:**

As part of the continuous improvement of the development process, three additional positions are proposed. They include:

1. Development Engineer

The Development Engineer will manage third party engineering-related plan review conducted for master plans, subdivision plats, infrastructure construction plans, and commercial permits. The person filling this position will also conduct in-house engineering reviews for those that are not assigned to third party and will continuously evaluate the aforementioned processes for modifications to improve efficiency and implementation of state mandates.

2. Development Coordinator

The Development Coordinator will serve as an “ombudsman” for development applications, assist customers through the process and continuously update SOPs (Standard Operating Procedures) and Customer Bulletins. The person filling this position will be responsible for oversight of application intake, delegating reviews to reviewing entities, and managing the status of reviews in the process. They will respond to customer inquiries on application status and elevate any concerns from customers. They will also coordinate the consolidation of and establishment of standard comments.

3. Planning Coordinator

The Planning Coordinator will assist the Development Coordinator with applications for rezoning and variance cases, and will develop related SOPs, Customer Bulletins and Code Interpretations. The person filling this position will be responsible for researching and managing variance requests including report preparation and presentation to the Zoning Board of Adjustment and the Access Management Board of Adjustment. And they will oversee the nonconforming use registration process and prepare the department’s annual report.

**ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:**

<b>City Plan/Council Priority:</b> Strategic Issues	<b>Growth &amp; Development Strategic Issue:</b> • Development Services • Implementing Development Process Improvements
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**FISCAL IMPACT:**

As discussed during the June 3<sup>rd</sup> City Council retreat, these positions will be supported entirely by development related fees. There are sufficient funds to support the costs stemming from these positions in the FY 2018-19 Development Services Fund Budget. The full annual cost will be incorporated into the FY 2019-20 Development Services Fund Proposed Budget.

**COMMITTEE RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval to create these new positions and fill them post haste to further reduce cycle time for customers.