




MEMORANDUM

TO: City Council
Planning Commission

FROM: Gregory I. Guernsey, AICP
Planning and Zoning Department 

DATE: May 11, 2018

SUBJECT: Neighborhood Plan Contact Team Compliance Review

As a result of the Audit of Neighborhood Planning conducted by the City Auditor in November 2016, the Planning and Zoning Department reviewed the Neighborhood Plan Contact Teams (NPCT) bylaws for compliance with the Land Development Code. Planning and Zoning Department staff communicated with all NPCT's by the end of calendar year 2017 with necessary bylaws modifications to come into compliance with the Land Development Code.

This memo serves to report on the status of NPCT bylaws compliance. Of the 30 Neighborhood Plan Contact Team Bylaws:

Compliant: 13
In progress: 12
Non-responsive: 5

and
Initial adoption pending: 2

Staff will continue to review and communicate with NPCTs regarding bylaws compliance on an on-going basis.