



TO: CodeNEXT Advisory Group Members

**FROM: George Adams, Assistant Director
Planning and Development Review Department**

DATE: February 21, 2014

RE: Code Advisory Group Requests

This memorandum provides an update on several issues discussed at your January 15, 2014 Advisory Group meeting.

Update on Major Code Revisions and Plans

We have provided an overview of several major code and plans as an attachment to this memorandum.

Community Character Analysis and Manual

Several Advisory Group members requested demographic information be included as part of the Community Character Manual. We have discussed this issue with city demographic and GIS staff and will be able to provide basic demographic information for the neighborhood reporting areas as part of the Community Character Manual. Basic demographic information will include population, ethnicity, age, housing type, density, and household characteristics.

Alignment of CodeNEXT and the Development Review Process

Over the last few months multiple Advisory Group members have stressed the need for a comprehensive review of the development review process and alignment of the process with the new code. I am pleased to let you know that we have identified resources to ensure that the development review process can be integrated with the new code. More details are provided below along with additional background information.

As you may recall starting in early 2013 there was a serious backlog in the development review process. Since that time the City Manager's office has been evaluating options to improve the city's development review process. Concurrently we have emphasized the importance of aligning the development review process with the new code. Based on these discussions we have developed a two part process to achieve both near and longer term needs. In the next few months PDRD will issue a Request for Proposals (RFP) to assess the current development review process and identify potential near-term enhancements and efficiencies. This approach is needed to both better assess the current development review process and to provide near-term improvements while the current Land Development Code is in effect over the next two years.

The second part will be focused on aligning the development review process with the new code. The timing of this study is not yet finalized but will need to be late enough in the process to have

a clear understanding of the new code but early enough to allow adequate time for the analysis and implementation. The vehicle for the study is also to be determined but will, at a minimum, require close coordination and integration of the CodeNEXT consultant team. As the CodeNEXT process moves forward we will flesh out these details and review them with the Code Advisory Group.

Finally, there were a number of additional issues raised by the Advisory Group that we are working on. We will report back on those as soon as possible. I hope this information is helpful. Feel free to contact George Zapalac, Matt Dugan or myself if you have questions or concerns.