

Information Item

# Comprehensive Plan Amendments – Review Timeframes

August 15, 2016

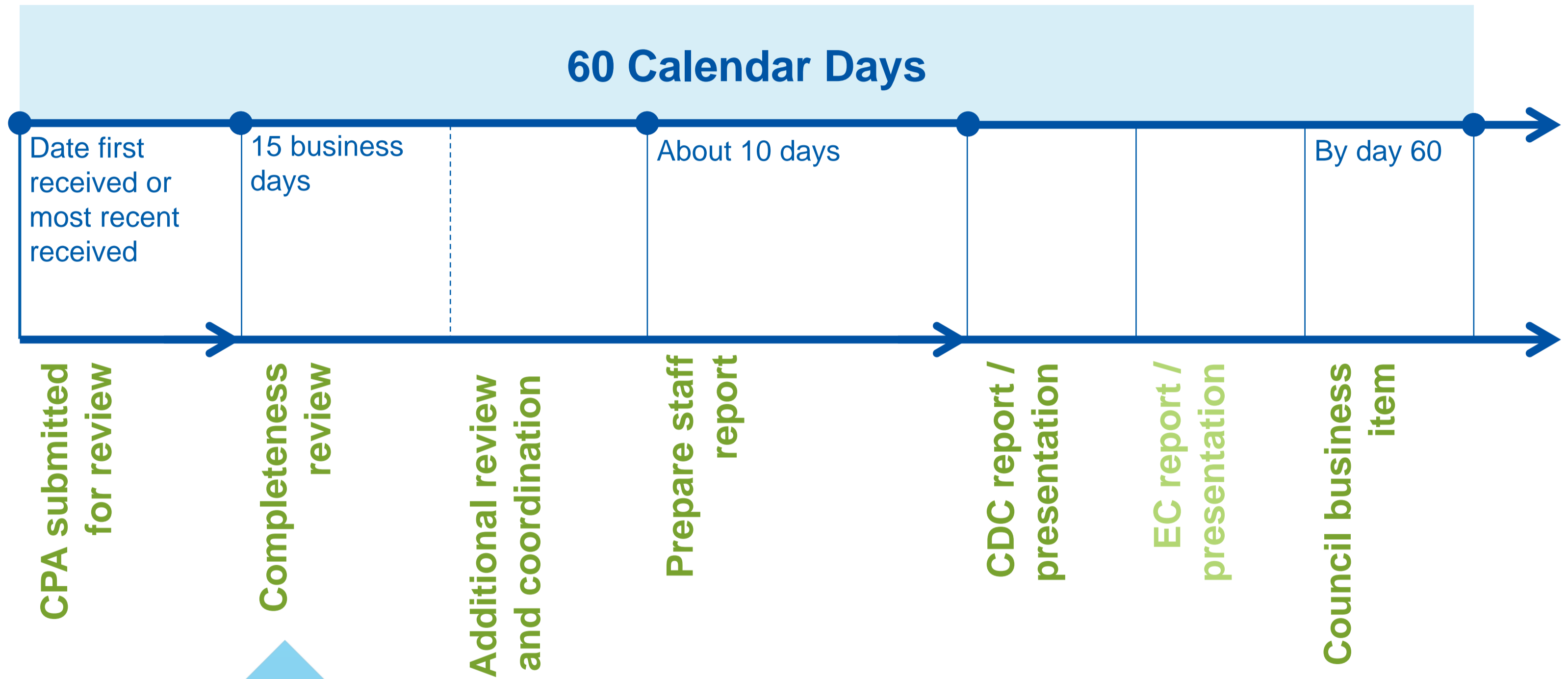
Community Development Committee



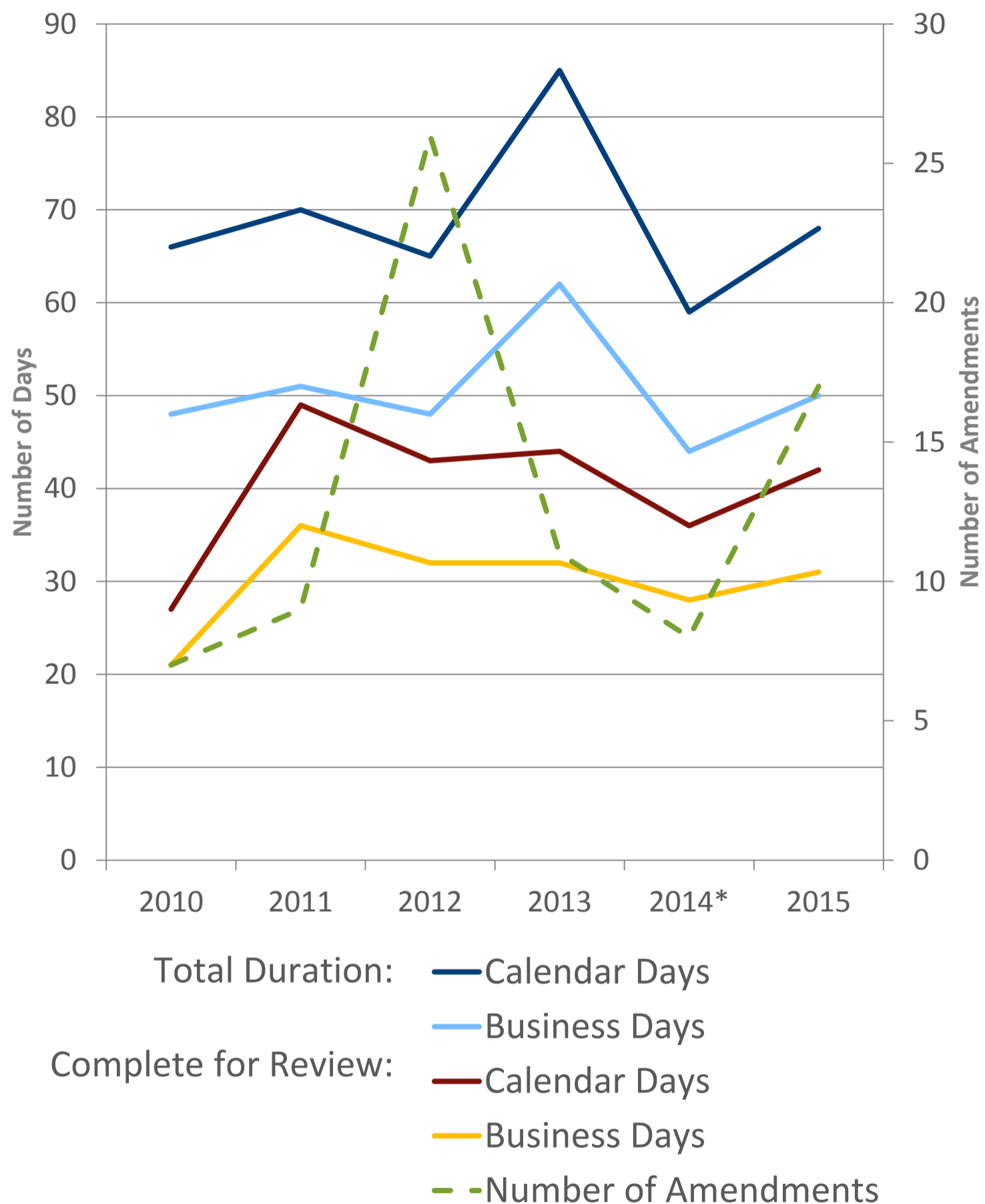
# Reviews Overview

- Performance management
  - Meeting high quality customer service goals
  - Staff workload management
- Official reviews
  - Comprehensive plans
  - Comprehensive plan amendments
  - Environmental reviews
- Data tracking history
  - Since 1967
  - All reviews ever completed
  - Varying levels of record detail
  - New record keeping system in place
  - Last 6 years with timeframes data

# Amendment Review Process



# CPAs - Council Action

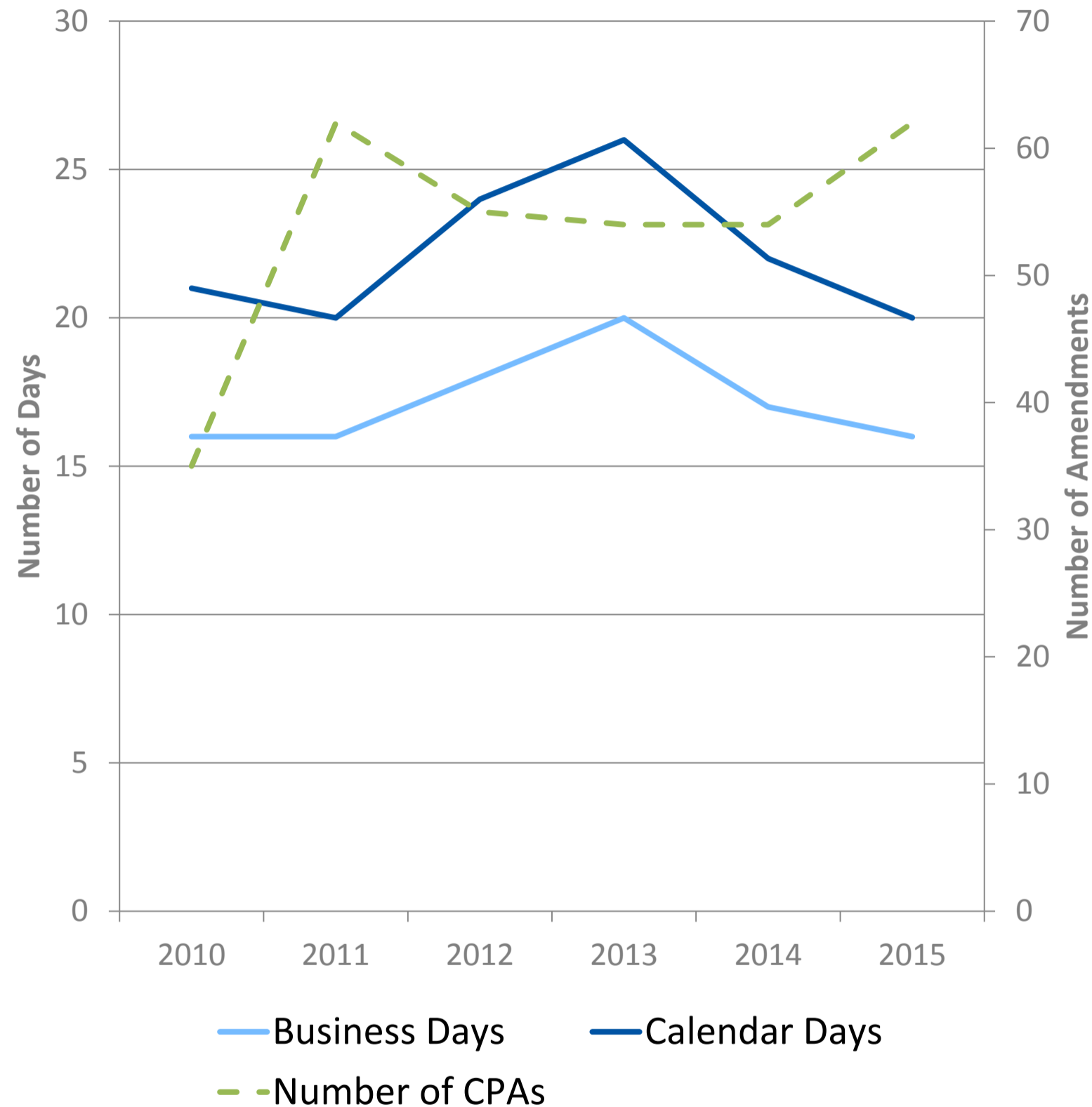


## How are we doing?

- ✓ Number of CPAs more than doubled
- ✓ Keeping total duration between 60 and 70 calendar days – consistent with statutes
- ✓ Once complete, CPAs are scheduled for formal action as soon as possible



# CPAs - Administrative Review



## How are we doing?

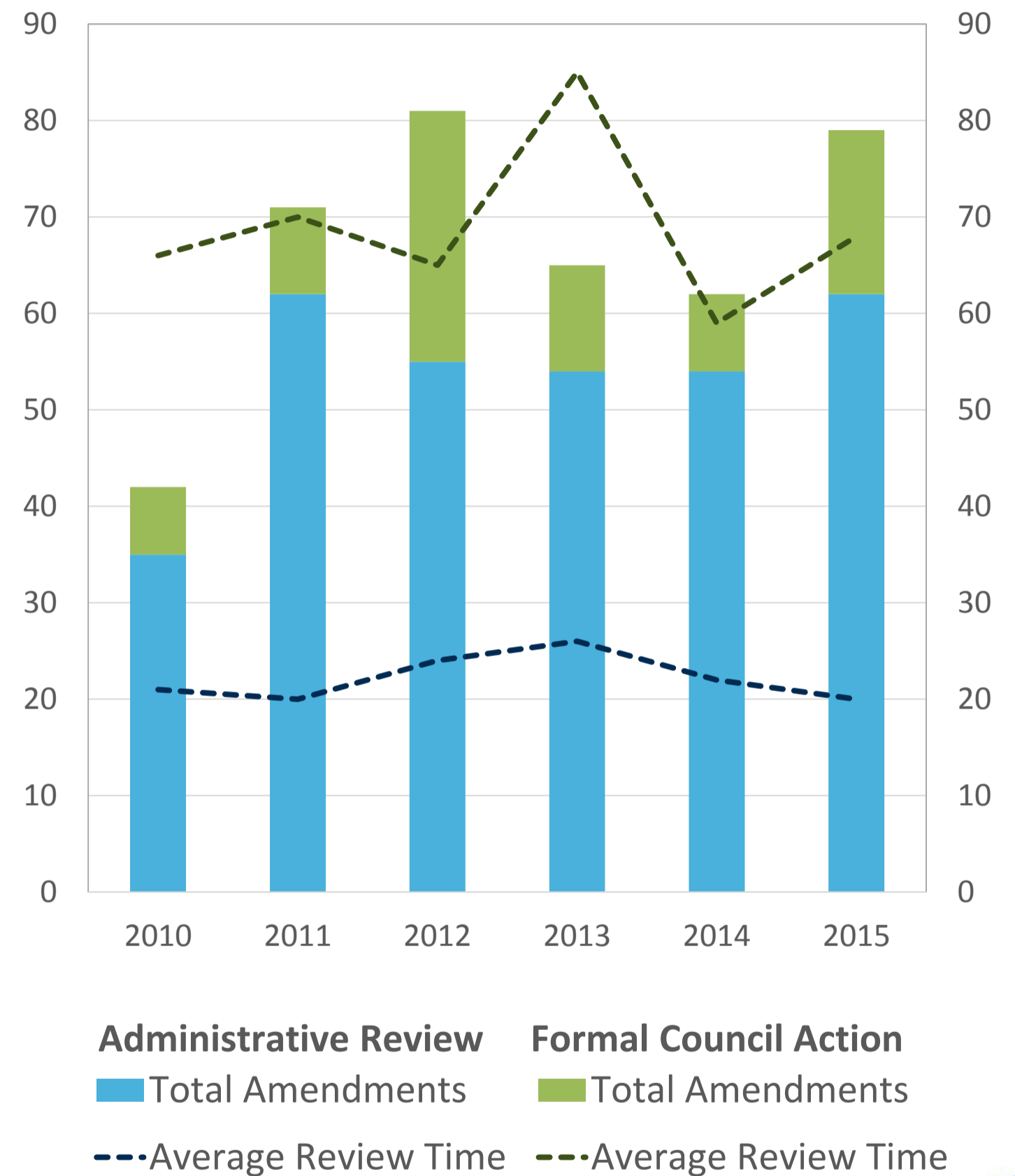
- ✓ Increase in the number of CPAs
- ✓ Continued to keep total duration just over **15 business days**, from a peak of 20 days in 2013

NOTE: The duration does not always capture the submittal date of supplemental information which officially restarts the review clock for an item that may otherwise be incomplete for review.

# All CPAs

## How are we doing?

- ✓ Overall increase in CPAs over the previous two years
- ✓ Continue to keep review times near our targets
- ✓ There is a **40-50 calendar day difference** in review times between CPA types



# Questions for Discussion

- Should the Committee consider revising the Administrative Review Guidelines to adjust the thresholds for review?
- How can information regarding comprehensive plan amendments and trends in the proposed changes be best packaged so it is useful to Committee members?