



**City Council
Development Services Department
Monthly Report – November 2021**

Date Submitted: November 9, 2021	Submitted By: Jessica Rodriguez Dir. Development Services
Department: Development Services	

During the month of October 2021, the Development Services Department completed work as described in Table 1: *Development Services Department Monthly Report – October 2021*. This Table captures work processed and completed between October 1, 2021 to October 31, 2021, and represents the beginning a new fiscal year.

The Department participated in six pre-development and development related meetings and one pre-construction meetings.

The six pre-development and/or development meetings included:

1. Two meetings for residential development
2. A drill site
3. A mixed-use development
4. Continued AISD activity
5. Cameron Recycling between Mr. Johnson (neighbor) and Mr. Black (business owner)

The pre-construction meeting was held for a residential development.

The Planning, Development & Zoning Commission held a meeting on October 12, 2021, where they heard five plats. A second Planning, Development & Zoning Commission was cancelled.

We continue to hold weekly staff meetings with the GIS Division, and bi-weekly staff meetings Capital Projects Divisions. A City Planner was hired to head up the Planning Division. Weekly staff meetings have begun in the Planning Division. The City's pre-development meetings and pre-construction meetings continue to be held via Microsoft Teams unless a request is made to meet in person.

Table 1: Development Services Department Monthly Report – October 2021

Department Activity	Fiscal Year 2021-22	October 2021
<u>Permits and Inspections</u>		
Residential Home Permits Issued	56	56
Commercial Permits Issued	17	17
Other Permits Issued	125	125
Inspections Completed	2,044	2,044
Change of Occupancy Permits Completed	1	1
Certificates of Occupancy Issued	74	74
Infrastructure (Civil) Plans Processed	4	4
Sign Permits Processed	5	5
<u>Zonings</u>		
Code of Ordinance Text Amendments Completed	0	0
Rezoning Processed	0	0
SUPs Processed	0	0
New/Amended PUDs Processed	0	0
<u>Plats</u>		
Plats Processed	8	8
New Master Plans Processed	0	0
Amended Master Plans Processed	0	0
<u>Development Agreements</u>		
Development Agreements Processed	0	0
<u>Variances</u>		
Subdivision Variances Processed	0	0
Zoning Variances Processed	0	0
<u>Meetings</u>		
Pre-Development & Development Meetings Held	6	6
Pre-Construction Meetings Held	1	1