



**City Council
Development Services Department
Monthly Report – February 2020**

Agenda of: February 18, 2020	Submitted By: Jessica Duet Dir. Development Services
Department: Development Services	

During the month of January 2020, the Development Services Department completed work as described in Table 1: *Development Services Department Monthly Report – January 2020*. This Table captures work processed and completed between January 1, 2020 to January 31, 2020. The Table also provides data beginning from Fiscal Year 2020 to January 31, 2020.

The Department was also involved in many meetings throughout the month including but not limited to a monthly Meridiana Development meeting, 10 DRC (Development Review Committee)/pre-development meetings, seven pre-construction meetings, and two City Hall expansion meetings. The bullet points below provide a summary of development related meetings. The Department was also integral in submitting a contract to City Council for BBG, Consulting Inc. Our new contractors will perform inspections and plan review that replaces the previous Building Official’s duties. We have also worked with the Fire Marshal’s Office to ensure the safety of the owner and perspective tenants for the structure collapse located at 11800 Magnolia Parkway.

- Meridiana Monthly Meeting – January
Staff discussed possible early morning and Saturday inspections due to the railroad bridge overpass and coordinating road closure for Manvel Parkway Phase 6.
- The DRC/Pre-Development and ongoing Development meetings included a self-storage facility located in the City’s ETJ, two updates from the developers of Manvel Town Center, a day care use on Masters Road, a single-family residential development on County Road 48, construction of AutoZone on Magnolia Parkway, manufactured home development on Joe Road (City’s ETJ), RV/Boat Storage use in the City’s ETJ, Sedona Lakes MUD No. 1 lift station expansion, facilitation of a building permit for the MBBT Lux School located on Croix Road, and a City-wide water planning meeting with HDR.

Staff is continuing work on the City’s zoning ordinance text amendment for “massage parlor” uses to present a final version to City Council. We are also incorporating simple “clean up” items with the amendment to presented to City Council in February. Continued items to complete include a Development Handbook, updates to the City’s Development Services webpage, presenting a text amendment for “small box retail” uses, a building façade incentive program, and upgrading the MyGov software.

Table 1: Development Services Department Monthly Report - January 2020

Department Activity	Fiscal Year 2020 (to date)	January 2020
<u>Permits and Inspections</u>		
Residential Home Permits Issued	196	57
Commercial Permits Issued	9	1
Other Permits Issued	389	81
Inspections Completed	3470	799
Change of Occupancy Permits Completed	2	0
Certificates of Occupancy Issued	189	29
Infrastructure Plans Processed	12	5
Sign Permits Processed	18	5
<u>Zonings</u>		
Code of Ordinance Text Amendments Completed	0	0
Rezoning Processed	0	0
SUPs Processed	1	1
New/Amended PUDs Processed	1	1
<u>Plats</u>		
Plats Processed	18	6
New Master Plans Processed	0	0
Amended Master Plans Processed	0	0
<u>Development Agreements</u>		
Development Agreements Processed	1	0
<u>Variances</u>		
Subdivision Variances Processed	6	1
Zoning Variances Processed	2	2
<u>Meetings</u>		
Pre-Development & Development Meetings Held	41	10
Pre-Construction Meetings Held	14	7