

CITY OF NORMAN, OKLAHOMA
CITY COUNCIL
BUSINESS AND COMMUNITY AFFAIRS COMMITTEE
AGENDA

Municipal Building Conference Room
201 West Gray

THURSDAY, FEBRUARY 7, 2013

9:00 A.M.

- 1. CONTINUED DISCUSSION REGARDING STREAMLINING THE DEVELOPMENT PROCESS.**
- 2. MISCELLANEOUS DISCUSSION.**



TO: Council Business and Community Affairs Committee
THRU: Steve Lewis, City Manager 
FROM: Terry Floyd, Development Coordinator 
DATE: January 31, 2013
SUBJECT: Fee Determination for Preliminary Plat Extension Process
and Proposed Streamlining of Pre-Development Meetings

At the January 3, 2013, Council Business and Community Affairs Committee (BACA) meeting, staff was asked to research the City's costs associated with reviewing plats as part of the proposed preliminary plat extension process, along with exploring options for streamlining the pre-development meeting process.

Analysis of City Personnel Costs for Preliminary Plat Extension Fees

Staff has conducted analysis regarding City personnel costs associated with conducting a new standard for review of a preliminary plat for the proposed preliminary plat extension ordinance. As staff analyzed the new review process, two different cost totals became evident. One cost determination was based on a preliminary plat review with no changes (\$450), and the other cost determination was based on a preliminary plat review with minor amendments (\$900). The differences in the two costs emerged due to the number of staff involved and the estimated amount of additional staff time that is involved in each respective plat review. A plat review with no amendments, involves ten (10) staff members; whereas, a plat that has minor amendments (as outlined below) may involve up to fourteen (14) staff members and will require additional staff time to conduct the plat review.

As part of the newly proposed preliminary plat extension ordinance, certain conditions will be considered minor amendments to a preliminary plat applying for extension and can be approved administratively by the Development Committee. The proposed conditions include: 1) an increase in the number of lots up to 10%, or decrease in the number of lots, 2) changes to parkland location, upon recommendation of approval by the Director of Parks, and 3) street alterations that concurrently accompany a request for an increase or decrease in the number of lots, as long as the layout of the street is not substantially altered.

In conducting the review of personnel costs, staff utilized a cost analysis that factored each employee involved in each phase of the review and the employee's estimated time during each phase of the review. The final cost estimate utilizes each employee's estimated time multiplied by their hourly wage. The hourly wage figure factors in the employee's salary and benefits (including retirement and health insurance) and is based upon the employee's current rate. The estimated time and cost for the employees

involved in both projected review processes are included as Attachment A and Attachment B.

One proposal that BACA could consider in establishing a fee for this process is a dual fee structure for plats with amendments and those without. Plats that do not have any amendments when applying for extension would be charged \$450 and a plat that has minor amendments would be charged \$900. During the January 2013 BACA meeting, staff had suggested charging a fee of \$1,200 for a preliminary plat extension, which is consistent with the fee that Oklahoma City charges for a similar process. Representatives from the development community have communicated that the development community would be willing to pay the same fee for the plat extension as was paid for the original preliminary plat filing. Once determined, this fee could be reviewed on a biennial basis, to ensure it is adequate.

Pre-Development Meeting Streamlining Option

Currently, under section 19-302 of the subdivision regulations and section 442.1 of the Zoning Ordinance, the City requires properties that are applying for rezoning, Land Use and Transportation Plan amendments, Certificate of Survey and all forms of preliminary plats to conduct a pre-development meeting *before* applying to Planning Commission for consideration. Pre-development meetings occur on the last Thursday of each month, which then precludes an application from proceeding to the next scheduled Planning Commission meeting. The first opportunity for the development to appear on a Planning Commission agenda would be the following month. This adds approximately 28-30 days to the development process.

Staff has recently met with Mr. Harold Heiple, on behalf of the Norman Developer's Council, to discuss a proposed amendment to the pre-development meeting ordinance. A draft of this amended ordinance is attached to this document as Attachment C. This amended ordinance does not alter any requirement for preliminary plats, rezoning and Land Use and Transportation Plan amendments to conduct a pre-development meeting. The proposed amendments now allow a development to submit for a pre-development meeting and Planning Commission in the same application cycle.

Changes to the predevelopment meeting ordinance as outlined, along with the proposed development streamlining options that include: 1) extending the validity of Preliminary Plats to 5 years and adding an administrative plat extension process, 2) review and approval of final plats by City Council only, and 3) optional pre-development meetings for Certificate of Survey properties can be presented to the Planning Commission the February 14th meeting. These items could then be presented to Council for first reading on March 12th and final reading/consideration on March 26th. Staff can present these items for discussion at the March 19th Council Study Session, if needed.

Please feel free to contact me if you have any questions.

Attachment A

City of Norman Employee– Total Hours and Cost

Preliminary Plat Extension Review Process
No Amendments to Preliminary Plat

<u>Position</u>	<u>Number of Hours</u>
Administrative Technician IV	0.50
Subdivision Development Manager	2.00
Subdivision Development Coordinator	0.50
Director of Public Works	0.50
Director of Planning	0.50
Director of Utilities	0.50
City Engineer	0.50
Principal Planner	0.50
Asst. City Attorney II	1.00
City Attorney	0.50

Total Cost: \$450.00

Attachment B

City of Norman Employee– Total Hours and Cost

*Preliminary Plat Extension Review Process
With Amendments to Preliminary Plat*

<u>Position</u>	<u>Number of Hours</u>
Administrative Technician IV	0.75
Subdivision Development Manager	2.50
Subdivision Development Coordinator	0.50
Director of Public Works	1.00
Director of Planning	1.00
Director of Utilities	1.00
City Engineer	1.00
Principal Planner	1.00
Director of Parks and Recreation	0.50
Park Planner II	0.50
Transportation Engineer	0.50
Utilities Engineer	0.50
Asst. City Attorney II	1.5
City Attorney	1.0

Total Cost: \$900

Attachment C

Draft of Revisions to Subdivision Regulations and Zoning Ordinance for Pre-Development Meeting Changes

SEC. 442.1 - AMENDMENTS

1. ~~Before~~ Whenever a formal application ~~can be~~ is filed that would amend the NORMAN 2025 Land Use and Transportation Plan, rezone any parcel larger than forty (40) acres, or grant a Special Use on a tract, or allow for the issuance of a construction permit for a new Commercial Communication Tower (cell tower), a Pre-development Informational Meeting must be held before the item can be considered by the Planning Commission. Any applicant contemplating rezoning of any parcel containing less than forty (40) acres may voluntarily requests a pre-development meeting, subject to the same filing requirements. If an applicant has chosen not to schedule a Pre-Development Information Meeting and his application generates a filed protest comprising at least ~~twenty (20)~~ thirty (30) percent of the required notification area, ~~either the Planning Commission or City Council shall require that~~ the item must be postponed until such a Pre-Development meeting can be held before the City Council considers the application. (O-0809-14)
2. The purpose of the Pre-Development meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and gain information about the proposed application. In order for the meeting to occur, the following items must accompany your completed application to the Planning Department:
 - a. ~~a copy of the deed to the property.~~ The written legal description of the property.
 - b. a written description of the proposed rezoning (or Plan amendment, Special Use or construction of a new Commercial Communication Tower) which provides details of the proposal, such as the proposed use and the number and type of buildings. The narrative should provide as much detail as practicable, without being lengthy or technical. (O-0809-14)
 - c. A generalized site plan must accompany any request for commercial, industrial, multifamily, Special Use, or construction of a new Commercial Communication Tower, showing proposed buildings, parking, driveway entrances, landscaping areas, and screening. ~~In addition to three full-sized drawings,~~ A 24" x 36" full-sized drawing and an 8 ½" by 11" reduction must be submitted. (O-0809-14)
 - d. A certified ownership list for all property within a three hundred fifty (350) foot radius of the exterior boundary of the subject request, said radius to be extended by increments of one hundred (100) feet until the list of property owners includes not less than fifteen (15) separate parcels, or until a maximum radius of one thousand (1,000) feet has been reached.
 - e. A completed Greenbelt Enhancement Statement if required by and in accordance with Section 4-2027 of the Code of the City of Norman. (O-1011-24)

A complete Pre-Development application packet must be received filed in the Planning Department by 4:00 p.m. seventeen (17) days before the regularly scheduled Pre-Development meeting. At that same time, an application packet may also be submitted for a Plan Amendment, rezoning, Special Use permit, and/or a commercial communication tower. By submitting both application packets at the same time, the application will be scheduled for a Pre-Development meeting, and then a Planning Commission hearing in the month immediately subsequent to the Pre-Development meeting.

However, if the application for Planning Commission hearing is not received in the Planning Department with the Pre-Development Application according to the above deadline, the application will be scheduled for a Planning Commission hearing at the time that application is received in the Planning Department.

Such Pre-Development meetings will be held on an as-needed basis, and are anticipated to occur at least once a month. Staff will notify all persons identified on the certified ownership list, and will include a copy of the written description of the proposed project as well as any reduced drawings. This meeting must be completed before any formal zoning or Plan application can be filed with the City, but may not occur more than six (6) months before said filing. If an applicant does not submit an application for Planning Commission within six months from the date of the Pre-Development meeting, a new Pre-Development meeting must be held prior to the Planning Commission hearing.