

Planning in Communities with Limited Staff

Alamo Area Council of Governments
Planning and Zoning For Public Officials
August 16, 2012
Chris Stewart, AICP



Agenda

1. Planning and Zoning Administration
2. Comprehensive Planning
3. Resources
4. Questions, Comments, Discussion

Planning and Zoning Administration

“ You just might be a Small Town
Zoning Administrator if....

“ You are responsible for interpreting
and administering the zoning
ordinance, the subdivision
ordinance, the sign regulations.....

“ You prepare agendas and review
applications for zoning changes,
variances, and plats...

“ They also call you when the Animal
Control Officer is on vacation

Tips for Success in Planning and Zoning Administration



- “ If you have a Comprehensive Plan, follow it.
- “ If you don't have a copy of Local Government Code....get one and use it! Chapters 211 & 212
- “ Use checklists. Borrow them from other communities before you “borrow” their ordinances.
- “ Keep a notebook and running notes from all phone calls and meetings.
- “ Develop a submittal calendar with built-in review time.
- “ Don't accept incomplete applications.
- “ Use the buddy system for notices.

City of Copperas Cove Planning & Zoning 2012

Tips, cont'd...

Cycle	Application Deadline	P&Z Meeting Date	Board of Adjustment Meeting Date	Council Meeting Date
I	Tuesday, December 06, 2011	Thursday, December 29, 2011		Tuesday, January 17, 2012
II	Monday, December 12, 2011	Monday, January 09, 2012		Tuesday, February 07, 2012
III	Wednesday, December 28, 2011	Monday, January 23, 2012	Thursday, January 19, 2012	Tuesday, February 07, 2012
IV	Thursday, January 19, 2012	Monday, February 13, 2012	Thursday, February 16, 2012	Tuesday, March 06, 2012
V	Thursday, February 02, 2012	Monday, February 27, 2012		Tuesday, March 20, 2012
VI	Thursday, February 16, 2012	Monday, March 12, 2012	Thursday, March 15, 2012	Tuesday, April 03, 2012
VII	Thursday, March 01, 2012	Monday, March 26, 2012		Tuesday, April 17, 2012
VIII	Thursday, March 15, 2012	Monday, April 09, 2012		Tuesday, May 01, 2012
IX	Thursday, March 29, 2012	Monday, April 23, 2012	Thursday, April 19, 2012	Tuesday, May 15, 2012
X	Thursday, April 12, 2012	Monday, May 07, 2012		Tuesday, June 05, 2012
XI	Thursday, April 26, 2012	Monday, May 21, 2012	Thursday, May 17, 2012	Tuesday, June 19, 2012
XII	Thursday, May 17, 2012	Monday, June 11, 2012		Tuesday, July 03, 2012
XIII	Thursday, May 31, 2012	Monday, June 25, 2012	Thursday, June 21, 2012	Tuesday, July 17, 2012
XIV	Thursday, June 14, 2012	Monday, July 09, 2012		Tuesday, August 07, 2012
XV	Thursday, June 28, 2012	Monday, July 23, 2012	Thursday, July 19, 2012	Tuesday, August 21, 2012
XVI	Thursday, July 19, 2012	Monday, August 13, 2012	Thursday, August 16, 2012	Tuesday, September 04, 2012
XVII	Thursday, August 02, 2012	Monday, August 27, 2012		Tuesday, September 18, 2012
XVIII	Thursday, August 16, 2012	Monday, September 10, 2012		Tuesday, October 02, 2012
XIX	Thursday, August 30, 2012	Monday, September 24, 2012	Thursday, September 20, 2012	Tuesday, October 16, 2012
XX	Thursday, September 13, 2012	Tuesday, October 09, 2012		Tuesday, November 06, 2012
XXI	Thursday, September 27, 2012	Monday, October 22, 2012	Thursday, October 18, 2012	Tuesday, November 20, 2012
XXII	Monday, October 15, 2012	Tuesday, November 13, 2012	TBD	Tuesday, December 04, 2012
XXIII	Thursday, October 25, 2012	Monday, November 26, 2012		TBD
XXIV	Thursday, November 08, 2012	Monday, December 10, 2012	Thursday, December 20, 2012	TBD

Cycle	Prior Pre-App Meeting Option	Last Pre-App Meeting Option	Application Deadline	Plat and Plan Review A	Target Formal Comments to Applicant	Plat and Plan Review B	Deadline Formal Comments to Applicant	Plat and Plan Review C / Applicant Response Due	200 Foot Radius Mailout	Notice to Paper by Noon	16 day Publication Date
I	Tuesday, November 15, 2011	Monday, November 21, 2011	Tuesday, December 06, 2011	Wednesday, December 07, 2011	Friday, December 09, 2011	Monday, December 12, 2011	Tuesday, December 13, 2011	Friday, December 16, 2011	Friday, December 09, 2011	Friday, December 13, 2011	Tuesday, December 13, 2011
II	Monday, November 21, 2011	Tuesday, December 06, 2011	Monday, December 12, 2011	Monday, December 12, 2011	Wednesday, December 14, 2011	Monday, December 19, 2011	Wednesday, December 21, 2011	Tuesday, January 03, 2012	Friday, December 23, 2011	Wednesday, December 21, 2011	Friday, December 23, 2011
III	Monday, December 12, 2011	Friday, December 16, 2011	Wednesday, December 28, 2011	Tuesday, January 03, 2012	Thursday, January 05, 2012	Monday, January 09, 2012	Tuesday, January 17, 2012	Monday, January 23, 2012	Friday, January 06, 2012	Wednesday, January 04, 2012	Friday, January 06, 2012
IV	Tuesday, January 03, 2012	Monday, January 09, 2012	Thursday, January 19, 2012	Monday, January 23, 2012	Wednesday, January 25, 2012	Tuesday, January 31, 2012	Wednesday, February 01, 2012	Tuesday, February 07, 2012	Friday, January 27, 2012	Wednesday, January 25, 2012	Friday, January 27, 2012
V	Monday, January 23, 2012	Tuesday, January 31, 2012	Thursday, February 02, 2012	Thursday, February 02, 2012	Monday, February 09, 2012	Monday, February 13, 2012	Wednesday, February 15, 2012	Tuesday, February 21, 2012	Friday, February 10, 2012	Wednesday, February 08, 2012	Friday, February 10, 2012
VI	Tuesday, February 07, 2012	Monday, February 13, 2012	Thursday, February 16, 2012	Tuesday, February 21, 2012	Thursday, February 23, 2012	Monday, February 27, 2012	Wednesday, February 29, 2012	Tuesday, March 06, 2012	Friday, February 24, 2012	Wednesday, February 22, 2012	Friday, February 24, 2012
VII	Tuesday, February 21, 2012	Monday, February 27, 2012	Thursday, March 01, 2012	Tuesday, March 06, 2012	Thursday, March 08, 2012	Monday, March 12, 2012	Wednesday, March 14, 2012	Tuesday, March 20, 2012	Friday, March 09, 2012	Wednesday, March 07, 2012	Friday, March 09, 2012
VIII	Tuesday, March 06, 2012	Monday, March 12, 2012	Thursday, March 15, 2012	Tuesday, March 20, 2012	Thursday, March 22, 2012	Monday, March 26, 2012	Wednesday, March 28, 2012	Tuesday, April 03, 2012	Friday, March 23, 2012	Wednesday, March 21, 2012	Friday, March 23, 2012
IX	Tuesday, March 20, 2012	Monday, March 26, 2012	Thursday, March 29, 2012	Tuesday, April 03, 2012	Thursday, April 05, 2012	Monday, April 09, 2012	Wednesday, April 11, 2012	Tuesday, April 17, 2012	Friday, April 06, 2012	Wednesday, April 04, 2012	Friday, April 06, 2012
X	Tuesday, April 03, 2012	Monday, April 09, 2012	Thursday, April 12, 2012	Tuesday, April 17, 2012	Thursday, April 19, 2012	Monday, April 23, 2012	Wednesday, April 25, 2012	Tuesday, May 01, 2012	Friday, April 20, 2012	Wednesday, April 18, 2012	Friday, April 20, 2012
XI	Tuesday, April 17, 2012	Monday, April 23, 2012	Thursday, April 26, 2012	Tuesday, May 01, 2012	Thursday, May 03, 2012	Monday, May 07, 2012	Wednesday, May 09, 2012	Tuesday, May 15, 2012	Friday, May 04, 2012	Wednesday, May 02, 2012	Friday, May 04, 2012
XII	Monday, May 07, 2012	Tuesday, May 15, 2012	Thursday, May 17, 2012	Monday, May 21, 2012	Wednesday, May 23, 2012	Tuesday, May 29, 2012	Wednesday, May 30, 2012	Tuesday, June 05, 2012	Friday, May 25, 2012	Wednesday, May 23, 2012	Friday, May 25, 2012
XIII	Monday, May 21, 2012	Tuesday, May 29, 2012	Thursday, May 31, 2012	Tuesday, June 05, 2012	Thursday, June 07, 2012	Monday, June 11, 2012	Wednesday, June 13, 2012	Tuesday, June 19, 2012	Friday, June 08, 2012	Wednesday, June 06, 2012	Friday, June 08, 2012
XIV	Tuesday, June 05, 2012	Monday, June 11, 2012	Thursday, June 14, 2012	Tuesday, June 19, 2012	Thursday, June 21, 2012	Monday, June 25, 2012	Wednesday, June 27, 2012	Tuesday, July 03, 2012	Friday, June 22, 2012	Wednesday, June 20, 2012	Friday, June 22, 2012
XV	Tuesday, June 19, 2012	Monday, June 25, 2012	Thursday, June 28, 2012	Tuesday, July 03, 2012	Thursday, July 05, 2012	Monday, July 09, 2012	Wednesday, July 11, 2012	Tuesday, July 17, 2012	Friday, July 06, 2012	Tuesday, July 03, 2012	Friday, July 06, 2012
XVI	Tuesday, July 03, 2012	Monday, July 09, 2012	Thursday, July 19, 2012	Monday, July 23, 2012	Wednesday, July 25, 2012	Tuesday, July 31, 2012	Wednesday, August 01, 2012	Tuesday, August 07, 2012	Friday, July 27, 2012	Wednesday, July 25, 2012	Friday, July 27, 2012
XVII	Monday, July 23, 2012	Tuesday, July 31, 2012	Thursday, August 02, 2012	Tuesday, August 07, 2012	Thursday, August 09, 2012	Tuesday, August 14, 2012	Wednesday, August 15, 2012	Tuesday, August 21, 2012	Friday, August 10, 2012	Wednesday, August 08, 2012	Friday, August 10, 2012
XVIII	Tuesday, August 07, 2012	Tuesday, August 14, 2012	Thursday, August 16, 2012	Tuesday, August 21, 2012	Thursday, August 23, 2012	Monday, August 27, 2012	Wednesday, August 29, 2012	Tuesday, September 04, 2012	Friday, August 24, 2012	Wednesday, August 22, 2012	Friday, August 24, 2012
XIX	Tuesday, August 21, 2012	Monday, August 27, 2012	Thursday, August 30, 2012	Tuesday, September 04, 2012	Thursday, September 06, 2012	Monday, September 10, 2012	Wednesday, September 12, 2012	Tuesday, September 18, 2012	Friday, September 07, 2012	Wednesday, September 05, 2012	Friday, September 07, 2012
XX	Tuesday, September 04, 2012	Monday, September 10, 2012	Thursday, September 13, 2012	Tuesday, September 18, 2012	Thursday, September 20, 2012	Monday, September 24, 2012	Wednesday, September 27, 2012	Tuesday, October 02, 2012	Friday, September 21, 2012	Wednesday, September 19, 2012	Friday, September 21, 2012
XXI	Tuesday, September 18, 2012	Monday, September 24, 2012	Thursday, September 27, 2012	Tuesday, October 02, 2012	Thursday, October 04, 2012	Tuesday, October 09, 2012	Wednesday, October 10, 2012	Tuesday, October 16, 2012	Friday, October 05, 2012	Wednesday, October 03, 2012	Friday, October 05, 2012
XXII	Tuesday, October 02, 2012	Tuesday, October 09, 2012	Monday, October 15, 2012	Tuesday, October 16, 2012	Thursday, October 18, 2012	Monday, October 22, 2012	Wednesday, October 24, 2012	Tuesday, October 30, 2012	Friday, October 28, 2012	Wednesday, October 26, 2012	Friday, October 28, 2012
XXIII	Tuesday, October 16, 2012	Monday, October 22, 2012	Thursday, October 25, 2012	Tuesday, October 30, 2012	Thursday, November 01, 2012	Tuesday, November 13, 2012	Wednesday, November 14, 2012	Tuesday, November 13, 2012	Friday, November 09, 2012	Wednesday, November 07, 2012	Friday, November 09, 2012
XXIV	Tuesday, October 30, 2012	Tuesday, November 13, 2012	Thursday, November 08, 2012	Tuesday, November 13, 2012	Thursday, November 15, 2012	Monday, November 26, 2012	Wednesday, November 28, 2012	Tuesday, November 27, 2012	Friday, November 23, 2012	Wednesday, November 21, 2012	Friday, November 23, 2012

Success....cont'd... Tips for

“ Don't be afraid to say
“Let me get back to
you on that.”

“ Don't be afraid to ask
for help...



Working on a Comprehensive Plan



“ Use a college group to
help with your baseline
analysis

“ UTSA

“ Trinity

“ UT-Austin

“ Texas State

“ Texas A&M

“ Texas Tech University

Working on a Comprehensive Plan



- “ Ask your business community to help evaluate trends
- “ Real estate community
- “ Banking community
- “ Chamber of Commerce
- “ Industrial Foundation

Working on a Comprehensive Plan

- “ Work with your COG, School District, and Electric Utility on your population projections
- “ They are looking at that information too...
- “ Having a unified set of projections benefits all parties



Working on a Comprehensive Plan



“ Existing land use and housing condition survey

“ Other city staff can be good helpers, e.g. :meter readers, utility crews, animal control, police department, fire department.

Working on a Comprehensive Plan

“Bring a planning consultant on-board:

“Consultant is a neutral, knowledgeable third party resource

“Consultant brings the combined experience of multiple cities facing the same issues you are.

“Consultant is there to help you brainstorm.

“Most consultants are willing to help as little or as much as you'd like.

Create Long-Term Value

- “ Remember your timeline is long-term
- “ Use the tools you have...
- “ ...and create the tools you need.



Resources



Questions,
Comments,
Discussion?

Thank you!

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