

# PLANNING METRICS

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JANUARY 2025

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# Background

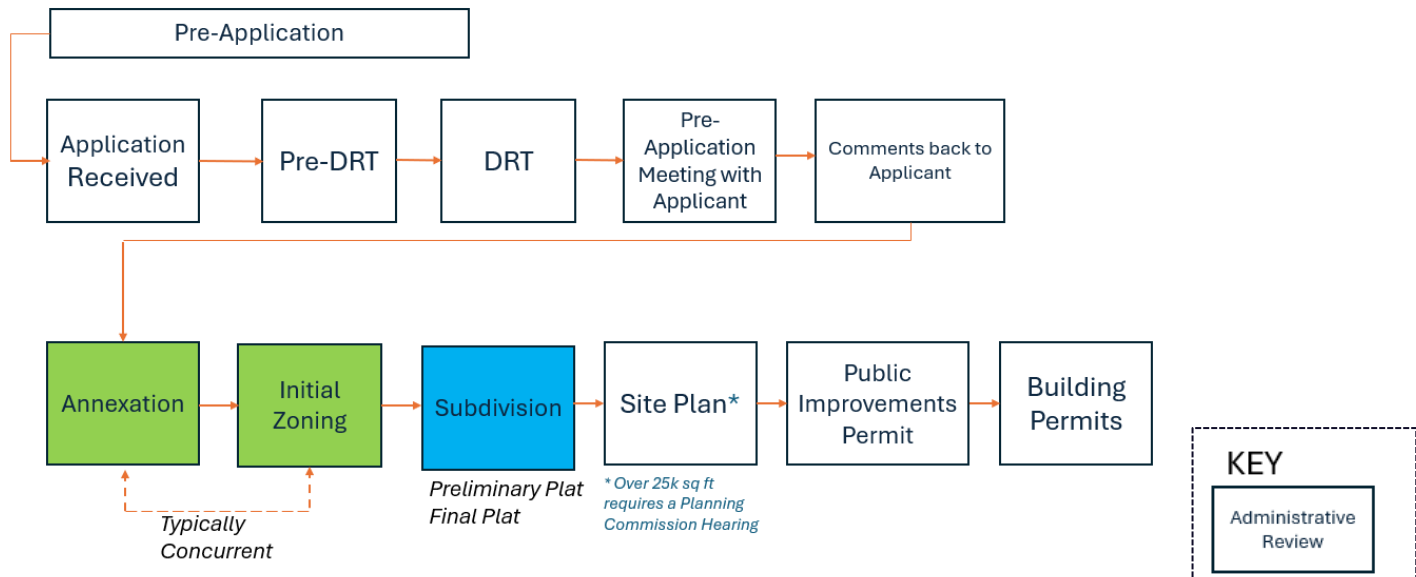
The Planning Division of the Planning and Development Department handles land use applications, which include the following:

- Annexation
- Architectural Review
- Certificate of Appropriateness (COA)
- Comprehensive Plan Amendment
- Initial Zoning
- Planned Development (PD) Zoning
- PD Amendment
- Pre-Application Meeting
- PUD Amendment
- Rezoning
- Subdivision
  - Minor Subdivision (creation of 10 or fewer lots)
  - Minor Amendments
  - Preliminary Plat
  - Final Plat
- Site Plan
- Special Review Use
- Temporary Use
- Wireless Communication Facilities (WCF)

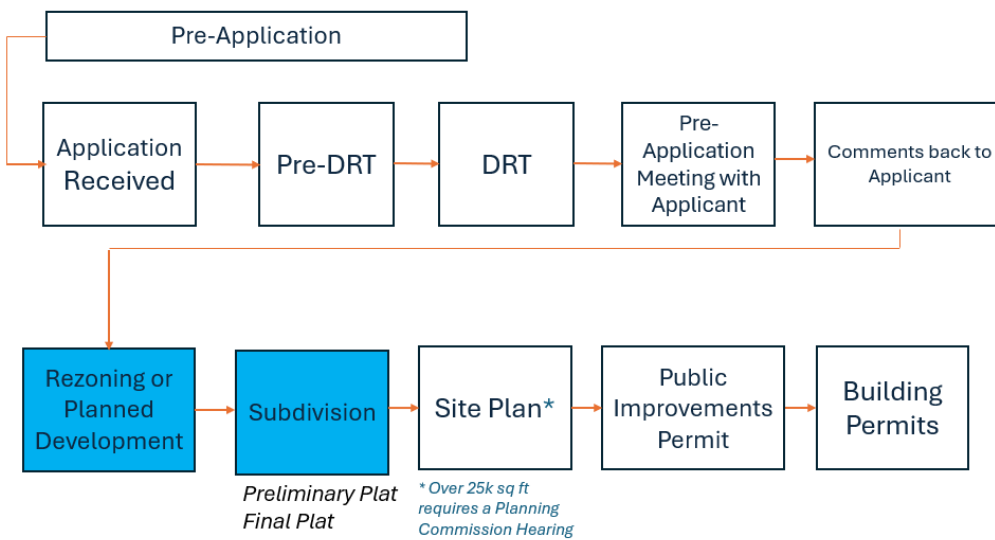
This report provides metrics on land use applications managed by the Planning Division for 2024. Several applications that were initiated in 2024 are still in process. The last land use applications metrics report provided to the Town Council was in January 2024 (for the year 2023), and prior to that was August 2022 (for the years 2017 to 2021).

These land use applications are, at many times, the first step in seeing vertical construction of buildings around Town. The general path of the development process is illustrated below in the following flow charts.

**Figure 1: Development Review Process for Projects Needing to Annex**



**Figure 2: Development Review Process for Projects within Town Boundaries**



Some land use applications require public hearings, and/or neighborhood meetings, while others do not. The following table summarizes review, decision-making and notice requirements, more details on review and approval procedures can be found in [Title 10, Chapter 7](#) of the Unified Development Code (UDC).

Land Use Application Type	Required Meeting/Hearing			Decision-Making Body					Required Notice		
	Pre-Application	Neighborhood Meeting	Public Hearing Required	Town Council	Planning Commission	Board of Adjustment	Town Staff	Referral Agencies/Consultants	Mailed	Published	Posted
Annexation	Yes		Yes	D			R	R		Yes	Yes
Architectural							D				
Building Permits							D				
Development Agreement				D			R				
Initial Zoning	Yes		Yes (Council)	D			R	R	Yes	Yes	Yes
Planned Development (PD) Zoning	Yes	Yes	Yes	D	R		R	R	Yes	Yes	Yes
Planned Unit Development	Yes	Yes	Yes	D	R		R	R	Yes	Yes	Yes
Rezoning	Yes	Yes	Yes	D	R		R	R	Yes	Yes	Yes
Sign Permit							D				
Site Plan (Under 25k square feet)	Yes						D	R			
Site Plan (Over 25k square feet)	Yes	Yes			D		R	R	Yes	Yes	Yes
Site Plan Agreement				D			R				
Special Review Use	Yes	Yes	Yes	D	R		R	R	Yes	Yes	Yes
Subdivision: Annexation	Yes						D				
Subdivision: Preliminary Plat		Yes	Yes	D	R		R	R	Yes	Yes	Yes
Subdivision: Final Plat	Yes						D	R			
Subdivision: Minor Subdivision	Yes						D	R			
Temporary Use Permit							D	R			
Variance	Yes		Yes			D	R	R	Yes	Yes	Yes
Comprehensive Plan Amendment	Yes		Yes	D	R		R	R		Yes	

**Table 1: Roles and Notice Requirements by Land Use Application Type**

In the above table “R” denotes responsibility for review or recommendation, while ‘D’ denotes responsibility for final decision.

# 2023 and 2024 Metrics

## Case Comparison

Last year in 2024, land use cases increased 18% from 2023, compared to a 4% increase from 2022 to 2023. This large increase included most types of applications including Pre-applications, Annexations, Architecture, Minor Subdivision, PD Amendments, Special Review Uses, and Site Plans.

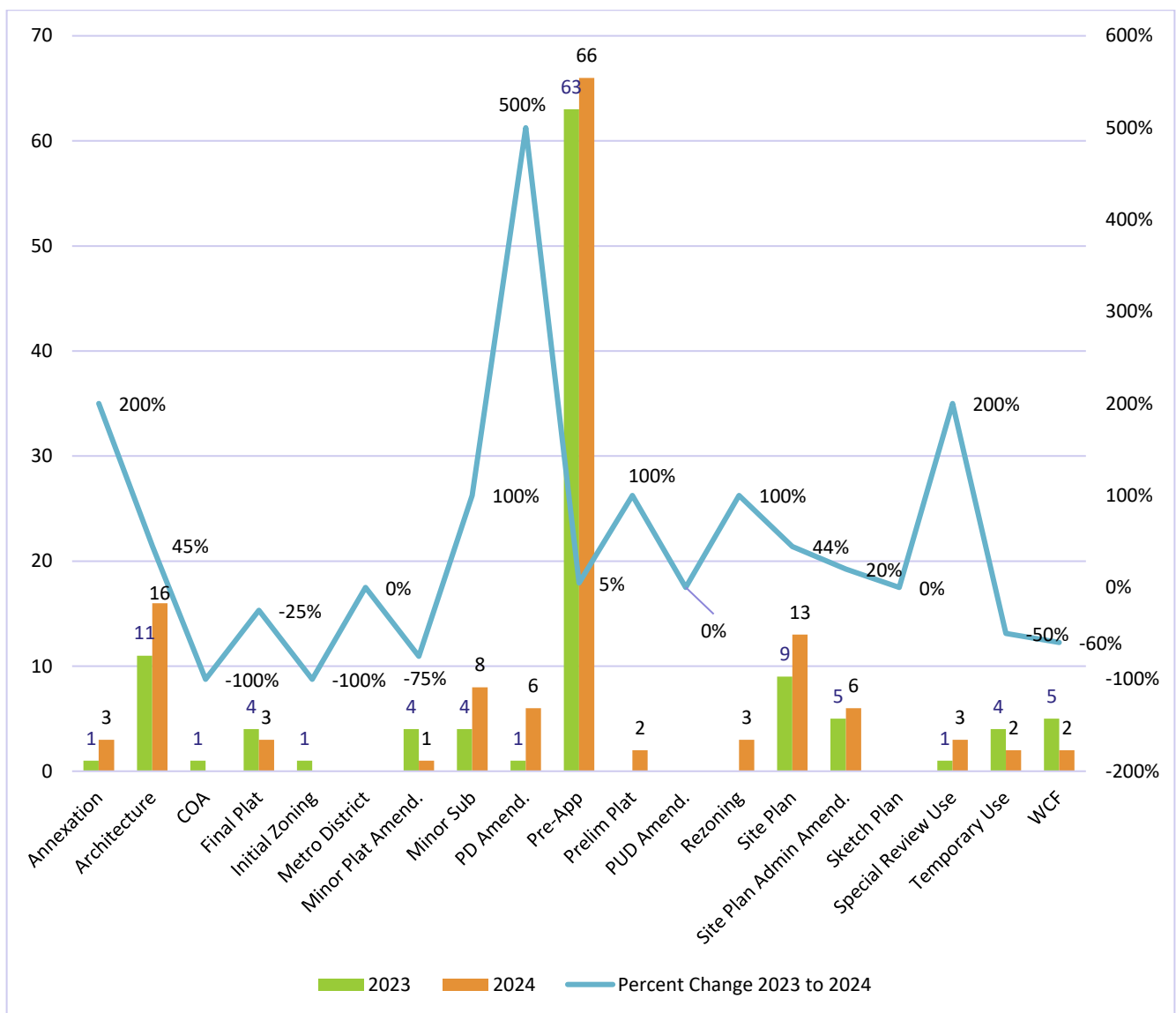


Figure 3: Number of Cases, by Case Type, Comparison 2023 to 2024

## Total Time

The figure below illustrates the average days to completion. The overall number of days are expressed as an average by application type. These timelines reflect both staff review times *and* applicant times spent responding to comments and re-submitting necessary documents. Elements that can impact the length of an application review include complexity and scale of a project, public interest and community input, and quality of applications received from applicants.

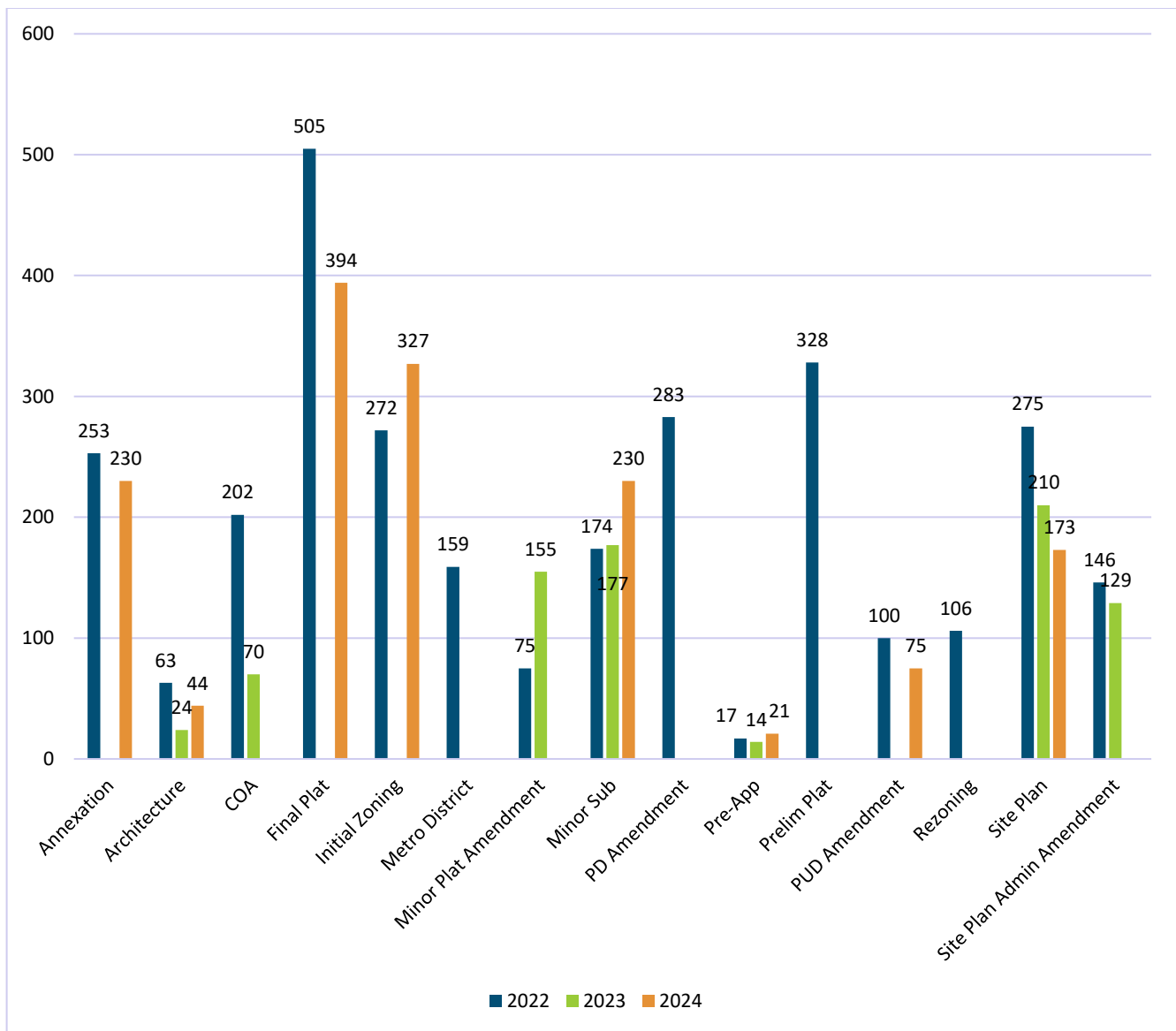


Figure 4: Average Days to Completion, by Case Type and Year

## Previous Metrics, 2017 to 2021

The previously reported land use application metrics are provided below for reference.

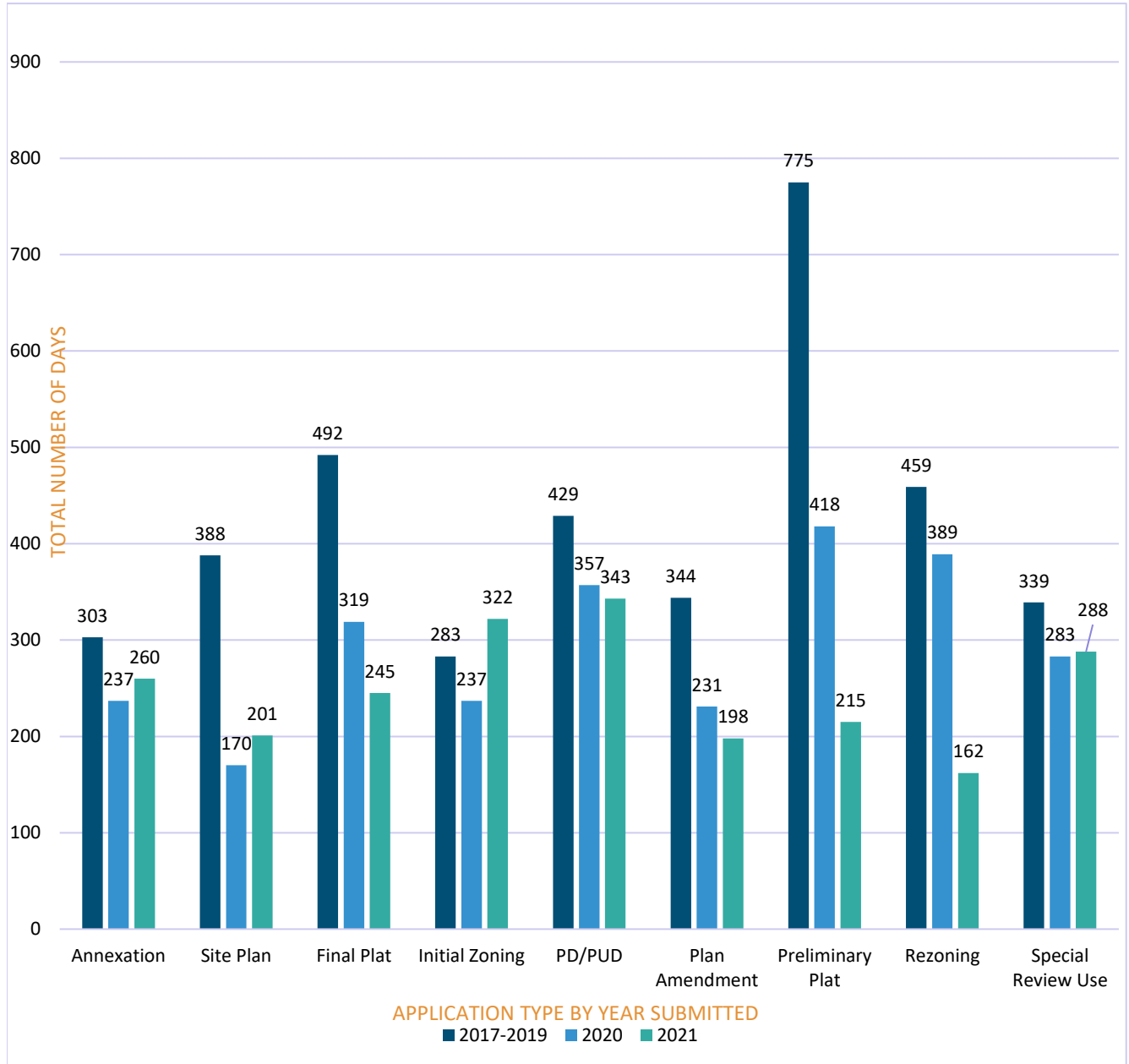


Figure 5: Total Time, Average Days

## Key Takeaways

2024 saw a decrease in the following application types:

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- Architecture
  - Certificate of Appropriateness (Historic Preservation Advisory Board)
  - Final Plat
  - Initial Zoning
  - Minor Plat Amendment
  - Pre-Applications
  - Temporary Use
  - Wireless Communications

From 2023 to 2024 Annexation and Special Review Use applications more than doubled. Minor Subdivision, Preliminary Plats, and Rezoning applications doubled from 2023 to 2024. The largest increase (500%) was seen in Planned Development (PD) Amendment applications. These PD Amendments have included changes to uses, densities, and dimensional standards, Most of the PD Amendments filed for in 2024 are still in process.

Thirty-five cases initiated in 2024 are still in process. These include: Annexation, Architecture, Final Plat, Minor Plat Amendment, Minor Subdivision, Planned Development Amendment, Preliminary Plat, Site Plan, and Site Plan Amendment. Fifty-four percent of these were applied for in the last half of 2024.

## Conclusions and Next Steps

Planning staff continue to identify process improvements while providing excellent customer service and detailed development reviews. An important factor in the total time to completion for cases is the amount of time applications are in the applicants' court to respond to comments and make corrections. Staff is working with Central Square, the Town's development review software, to develop custom reporting to highlight Town vs applicant response times.