

MEMORANDUM

Date: March 14, 2022
To: Walter E. Reeves Jr., AICP, Development Services Director
From: Lata Krishnarao, AICP, LEED ND
Re: March 22, 2022 - Work session to review proposed development code amendments and Administrative Development Procedures Manual (ADPM)

Gunda Corporation (GUNDA) commenced work on reviewing the development related codes - Chapter 21.5: Signs; Chapter 23: Land Development Code; and Chapter 28: Zoning Code. The purpose of this review was to identify measures to consolidate requirements; simplify and streamline the development process; encourage economic development and investment; and make it less cumbersome in general. Comments gathered from public input, interviews with staff and developers, review of codes, guided the framing of the recommendations. The purpose of this work session is to discuss the methodology, findings, draft recommendations, and receive input.

Additionally, a draft Administrative Development Procedures Manual (ADPM) is being prepared. The ADPM is a manual that contains policies and procedures related to the development of land and building activity. This ADPM will provide vital information for applicants regarding the City's permit processes and will serve as an easy-to-follow reference guide and a tool for anyone who is interested in the development process in the City of Angleton. The manual is being finalized, and the outline and contents of this draft will be discussed at this work session.

A work session was held on November 15, 2021 to review the progress and draft recommendations. As requested, another work session is scheduled on March 22, 2022 with the Planning and Zoning Commission and City Council to discuss the changes and gain their input.

The following attachments have been included in the packet.

- Diagnostic Report, March 2022
 - Appendix A: Compiled list of recommendations (Chapter 23 LAND DEVELOPMENT CODE and Part II - CODE OF ORDINANCE)
 - Appendix B: Chapter 21.5 Signs – Outline
 - Appendix C: Redlined Chapter 23 - Land Development Code
 - Appendix D: Redlined Chapter 28 - Zoning Code
 - Appendix E: Application submission calendar example
 - Appendix F: Administrative Procedures Manual- Draft sections
 - Appendix G: Summary of Interview with Staff, Consultants, and Developers and Staff
 - Appendix H: Public Comments
- November 2021 Work Session Presentation

We thank you for this opportunity to assist the City of Angleton and for your input, and look forward to successful completion of this project.