Director/Department Head Tory Carpenter
Staff:
- Katherine Griego - Development Permit Coordinator
- VACANT – Senior Planner

Services & Service Levels:

The Planning Department's responsibilities are divided into two primary categories:

- Development Permitting (Current Planning): Includes reviewing and processing applications related to site development, subdivisions, zoning changes, variances, and other entitlements.
- Special Projects (Long-Range Planning): Encompasses projects such as the Comprehensive Plan, ordinance updates, and policy development to guide future growth.
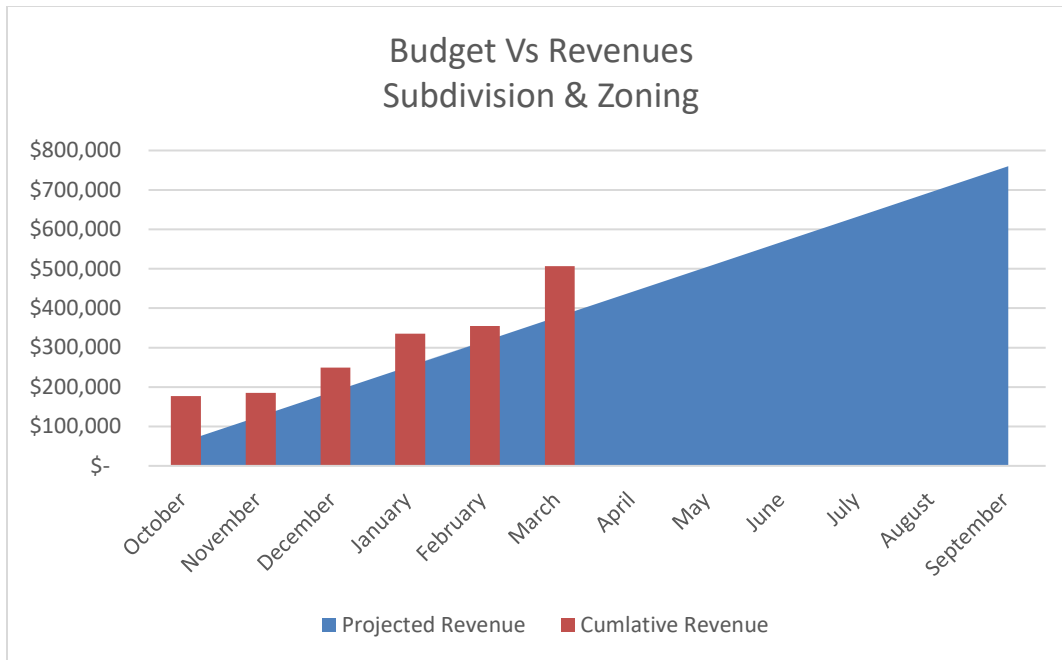
Active Permits:

- Site Development: 40
- Subdivision and Construction Plans: 37
- Zoning/PDD/CUP/Variance etc: 4
- ETJ Disannexation Requests: 13 (since October 1)

Additionally, the department has facilitated 39 pre-development meetings since October 1. These meetings provide property owners, developers, and consultants with an opportunity to meet with staff and discuss the development process, requirements, and potential challenges early in the planning phase.

FY 2025 Budget Highlights:

Below is an overview of the Planning Department's projected revenues and collected revenues. The revenues below include all permit fees collected by the department.

Budget Vs Revenues
Subdivision & Zoning

Projects:	Start Date:	Completion Date:	Status:	Notes:
• Comprehensive Plan	March 2022	2025	In Progress	Next steps to be handled in-house with the Comprehensive Plan Committee.
• Development Code Update	October 2025	October 2026	Not Started	Staff plans to do much of project in-house with third-party help with a limited scope
• GIS System Enhancements	December 2025	Ongoing	Not Started	Possible GIS position to improve mapping, interactive public tools, and data management.

Future:

GIS Analysis & Data Management:

• There is potential to create a GIS Analyst position to support citywide mapping needs, provide interactive maps for public and staff use, and manage spatial data more effectively. This role would improve efficiency across multiple departments and enhance public engagement through better visualization tools.