



ITEM SUMMARY

MEETING DATE: December 13, 2021

FROM: Kara Irwin-Ferris, AICP, Development & Neighborhood Services Director

SUBJECT: **Ordinance 2021-19, ZTA-21-03**

Rename Land Development Staff as the Development Review Committee

BACKGROUND

The City of Greenacres (City) created a Land Development Staff Committee whose purpose is to provide a coordinated and integrated staff review of development applications. The Land Development Staff Committee consists of representatives from Development and Neighborhood Services (Planning and Building), Fire Department, Police Department, Community and Recreation Department, and Public Works Department. Currently, they met twice a month to review development petitions and to provide their expertise and recommendations to the City's decision-making body.

The name Land Development Staff Committee is not a common one used in the municipal government field. Typically, committees that are charged with providing technical reviews for development petitions are called Development Review Committees (DRC) which better represents what the committee does. To avoid public confusion if a resident is dealing with a City Department versus an inter-department committee, staff is recommending changing the name Land Development Staff Committee to Development Review Committee. In addition, we are recommending the name of Planning and Engineering Department be changed to Development and Neighborhood Services based upon the recently adopted budget and the name Planning Commission be changed to the Planning and Zoning Board of Appeals per the Zoning Text Amendment being processed concurrently with this petition.

The Land Development Staff has reviewed these text amendments and is recommending approval. The Planning Commission reviewed this staff-initiated text amendment on November 17, 2021, and recommended approval by a vote of 6-0.

ANALYSIS

The proposed changes are as follows:

1. Changes the name of the Land Development Staff Committee to the Development Review Committee
 2. States that the DRC possesses the ability to consult with outside agencies
 3. Clarifies that the DRC meetings are open but not intended for public comments
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4. States that the Development and Neighborhood Services Department is responsible for the DRC process
 5. Allows the DRC to call a DRC meeting if there is insufficient time to review a petition until the next DRC meeting
 6. Limits the number of times that a petition can be heard by the DRC to twice based upon insufficient plans
 7. Changes the name of the Planning and Engineering Department to Development and Neighborhood Services Department based upon the recently adopted budget
 8. Changes the name of the Planning Commission to the Planning and Zoning Board of Appeals.
 9. Provides that the Development and Neighborhood Services Department can add any items for review by the DRC

FINANCIAL INFORMATION

N/A

LEGAL

Ordinance 2021-19 was prepared in accordance with all applicable state statutes and City Code Requirements.

STAFF RECOMMENDATION

Approval of ZTA-21-03 through the adoption of Ordinance 2021-19.