



Mayor Robert E. Simison

City Council Members:

Luke Cavener, President
Liz Strader, Vice President
Doug Taylor
John Overton
Anne Little Roberts

April 29, 2024

MEMORANDUM

TO: Mayor, City Council and Planning & Zoning Commission

CC: City Clerk

FROM: Caleb Hood, Deputy Director

RE: Staff Report Template Changes

Over the past several months, Staff has been working on making changes to the Planning Division's Staff Report. Minor modifications have been implemented while more substantive, wholistic changes were being contemplated. Staff would like to present the latest and greatest version of the template to Council and the P&Z Commission prior to using on a regular basis.

In 2018, a "new" staff report template was developed. City Staff is using (basically) that same version today. In late 2022, staff proposed some substantial modifications to the staff report and issued a survey to Council to obtain comments. At that time, Staff thought we'd need consultant help to make the innovative changes envisioned. However, staff has worked in Word, Accela, GIS and Excel to produce the report and now believes the template works well as-is and consultant help is not necessary – at this time (there are some more efficiencies that could be realized, but Staff is concerned about the cost to develop those tools.)

During the May 7th joint meeting, staff will run through the draft staff report template section-by-section. This version of the staff report considers feedback received over the last year. Staff would like to begin using the new staff report template in earnest soon.