

**DS TASKFORCE
MONTHLY MEETING
FEBRUARY 18, 2022**



“Employee of the Month”

SARADJA REGISTRE (LAND DEVELOPMENT)

Saradja, although she has been here several months, she is still considered somewhat of a new employee; however, in her brief time with the department, she has been instrumental in the processing of plats and lending her knowledge to the creation of a plat template to expedite our reviews and improve performance efficiency. Observing Saradja, it may appear that she is a quiet, stoic, and a very reserved individual but in fact, she is a consummate professional with a willingness to take on new assignments without hesitation or complaints. This is how we grow; this is how we develop. Congratulations Saradja ...!!!



RYAN EDWARDS (BUILDING DIVISION)

Ryan maintains a high level of professionalism with his internal and external customers. He continuously goes above and beyond to ensure construction projects remain on schedule by staying until the final nail is hammered in, the trees are correctly planted, and the site does indeed drain properly. In addition to his commitment to improving our services, he has shown an excellent level of respect and care for his coworkers and is always willing to lend a helping hand. This is how we grow; this is how we develop. Congratulations Ryan ...!!!



2021 ANNUAL REPORT

OVERVIEW

LAND DEVELOPMENT

Zoning Update

Zoning Case Interactive Map

Revamped Platting Process

Master Preliminary Plat

Trust Fund & City Participation Fund Balance

Public Improvement Plan Review & Inspection Fees - April 1ST, 2022

LAND DEVELOPMENT PROCESS IMPROVEMENTS

▶ Zoning:

- ▶ Reduced time from Planning Commission to City Council has been enacted. Format of documents has been streamlined.
- ▶ Zoning case interactive map - Updated www.cctexas.com/ds.

▶ Platting:

- ▶ New application form will be for all plat types (Simplification)
 - ▶ Master Preliminary Plat, Preliminary Plat, Final Plat, Replat, Vacating/Amending plats.

UNIFIED DEVELOPMENT CODE (UDC) UPDATES

- ▶ Consultant: Camiros, Inc.
 - ▶ Conducted Stakeholder Interviews Oct. 20-21 via zoom
 - ▶ Currently drafting zoning amendments
 - ▶ Scheduled for April-May 2022 Public Input
- ▶ Staff amendments - upcoming
 - ▶ Wastewater fee waivers (when a construction waiver is approved) - amend to make fee waiver administrative vs. taking it to City Council
 - ▶ Master Preliminary Plat - delete lot requirement and add density; remove 400 ac. maximum
 - ▶ Plat time expiration and extension - change from 6 to 12 months
 - ▶ Garage Setback Text Amendment removed

TRUST FUND BALANCE

- **AVAILABLE COMBINED TRUST FUNDS BALANCE AS OF 12/31/21 AS REPORTED BY FINANCE IS:**
\$ 854,529.90

- **INDIVIDUAL TRUST FUND BALANCE BREAK DOWN:**

Water Arterial Transmission & Grid Main Trust	Water Distribution Main Trust	Sanitary Sewer Trunk System Trust	Sanitary Sewer Collection Line Trust
\$315,900.97	\$76,036.81	\$368,730.39	\$93,861.73

Approved:

- Park Springs IHS Sanitary Sewer Collection Line - \$87,463.77 City Council approved on 1/25/22

Pending:

- Caroline's Heights - Water Arterial/Grid Main - \$471,448.10 Scheduled for 3/8/22 City Council
- Royal Oak Future Units (PUD), Sanitary Sewer Collection Line - Cost TBD
- Pozo-Flores Cruz - Water Arterial/Grid Main - Cost TBD

CITY PARTICIPATION

Available Balance Participation Funds as of 1/14/22

- Bond 12 - \$111,442.15
- Bond 16 - \$294,259.81
- Bond 18 - \$2,000,000.00
- *Combined Total of Participation Funds Available: \$2,405,701.96.*
- *Note: There are no developer participation funds allocated in the 2020 Bond initiative*

City Participation Activity FY 2021-2022:

- Royal Oak Future Units (PUD), Off-Site Storm Sewer- \$867,649.76 (City Council approved on 1/25/22)

Pending :

- Callicoate Estates Unit 5, Detention Pond (Drainage) - Estimated cost TBD

PUBLIC IMPROVEMENT FEES

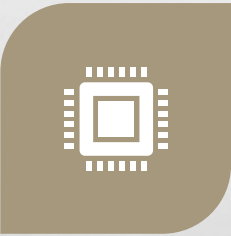
Plan Review Fees

<1 acre*	\$1,629.00
1-5 acre*	\$2,046.00
>5 acre*	\$3,675.00
Fill permit application fee*	\$275.00
Site Development*	\$1,629.00

Construction Inspection Fees

Public Improvement without plat	\$350
Plats (non-preliminary)	\$450 per acre minimum of \$450
Surcharge for plats with lots exceeding 24	\$50.00 per lot

BUILDING DIVISION



**I-CODE
ADOPTION
UPDATE**



**STAR
PROGRAM
UPDATE**



**CLOSING
DOCUMENTS
DISCUSSION**



**SUPPLY CHAIN
ISSUES**



**PROMOTE
PORTAL USE**



IB-010

2021 Code Adoption

Building Code
Existing Building Code
Residential Code
Plumbing Code
Mechanical Code
Fuel Gas Code
National Electrical Code
Energy Conservation Code
Fire Code
Swimming Pool Spa Code

Proposed Timeline

- **Beginning February 1st through March 31st, 2022**, open public comment period for the 2021 Codes and the proposed Local Amendments.
- Draft of the 2021 Codes with Local Amendments due **February 1, 2022**.
- Draft of the 2021 Codes with Local Amendments posted for 30-days ending **March 31st, 2022**.
- **May 2022**, present 2021 Codes with Local Amendments to the Planning Commission.
- **July 2022**, present 2021 Codes with Local Amendments to City Council for adoption.

STAR Program

Launching 2022

Contractor Requirements	Bronze STAR	Silver STAR	Gold STAR
Application	√	√	√
Code of Ethics Acknowledgement	√	√	√
General Proof of Insurance	√	√	√
Completed and Approved Background Check	√	√	√
No Construction Related Contractor Infractions/Complaints		√	√
DSD Approved Trainings (2 events per year)		√	√
Current on all DSD Permitting Fees		√	√
Minimum 5 Year Registration with DSD Corpus Christi			√
At Least One Agent of the Contractor maintains any International Code Council (ICC) Certification or Other Certifications Approved by the Building Official			√
Membership to a Local Professional Organization			√

CLOSING DOCUMENTS

CURRENT PROCESS:

ALL FINAL DOCUMENTS ARE SUBMITTED AFTER BUILDING FINAL.

PROPOSED PROCESS:

DOCUMENTS TO BE SUBMITTED PRIOR TO BUILDING FINAL.

BENEFIT:

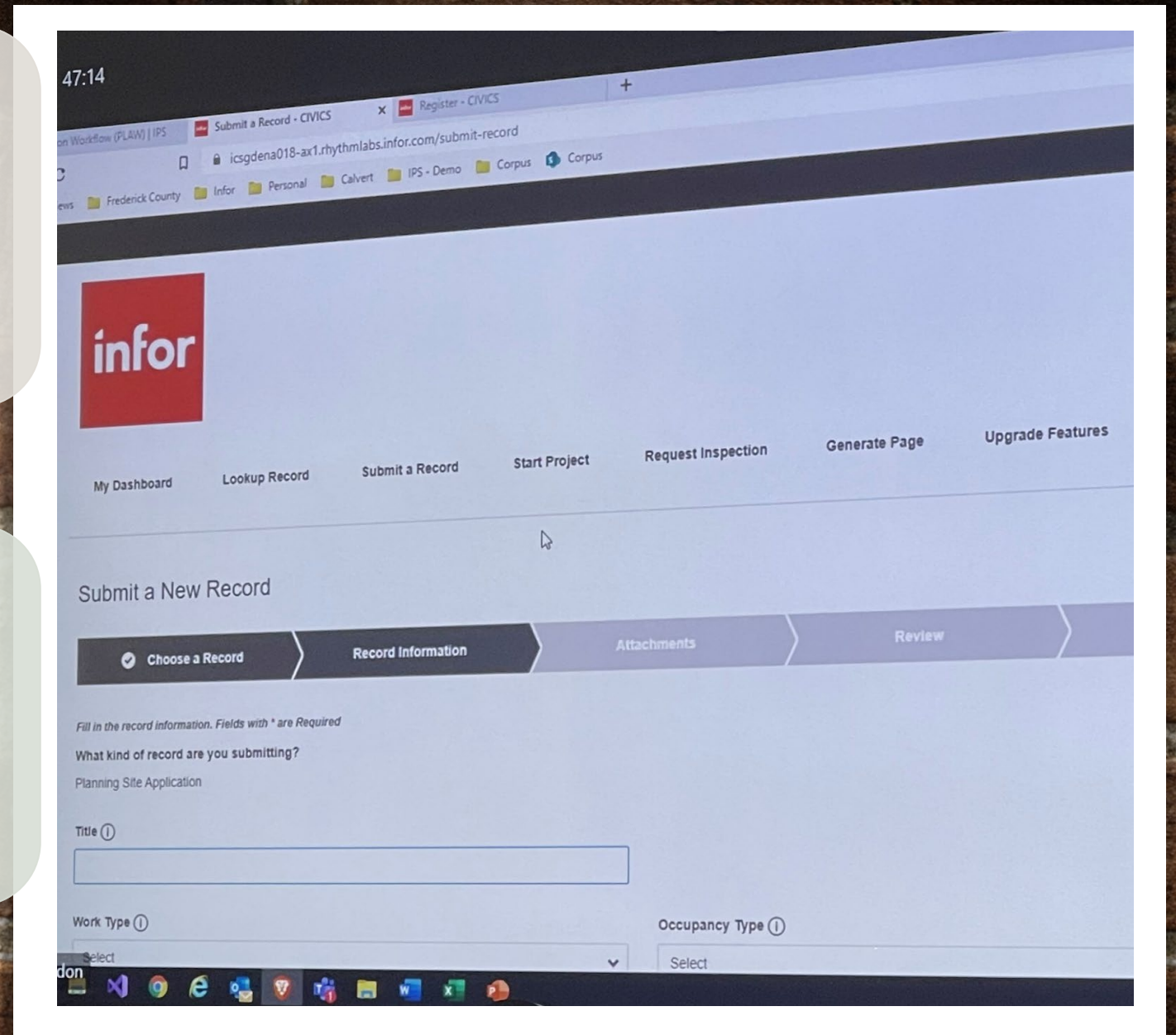
ENSURE COMPLIANCE PRIOR TO FINAL AND EXPEDITE THE CO PROCESS.

Supply Chain Issues:

- **Discussion**

INFOR:

- **Promoting Portal Usage**
- **Training Available @ DSD**



IB-010

PROPOSED REVISIONS

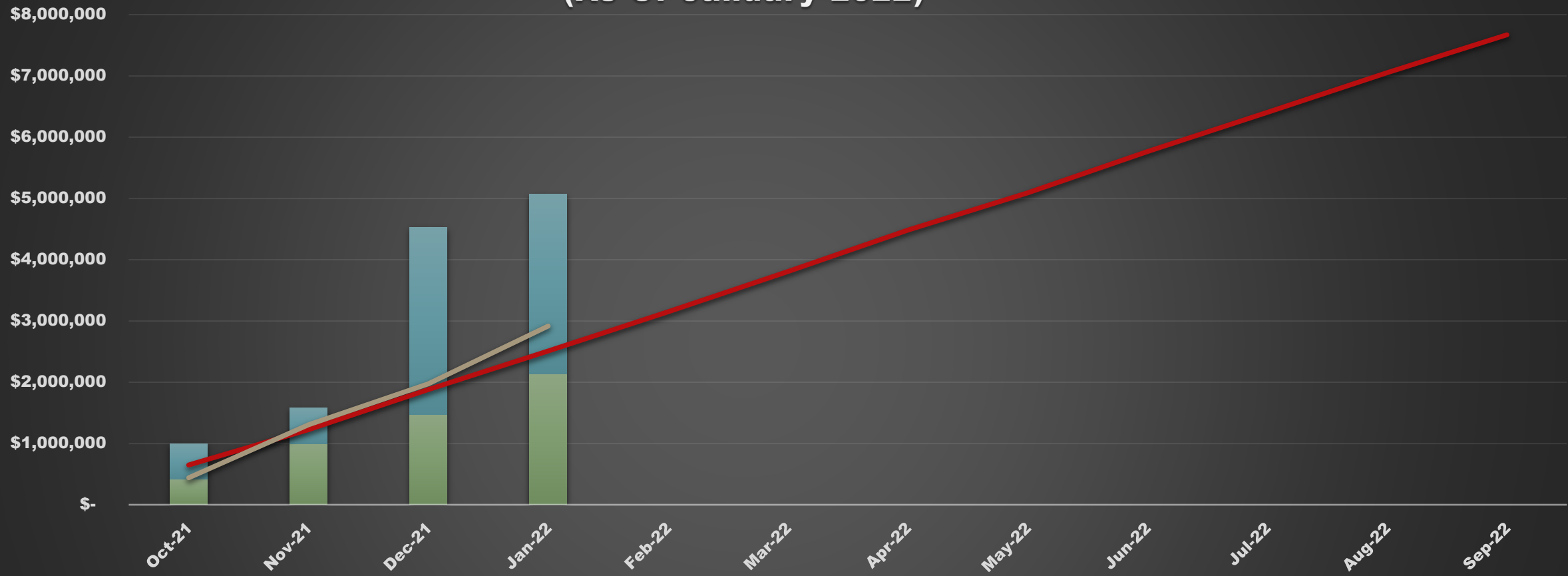
1. Currently, under procedures there is a sentence that states all engineered lumber along with the specifications and/or cut sheets should be included in the Plan Review submission (DSD will now enforce this requirement)
2. **NEW:** Regardless if utilizing conventional wood framing and/or engineered wood products, DSD will require a “framing plan” to be submitted with all new residential home submissions
3. **NEW:** The framing plan shall identify the size and spacing of wall members; size and spacing of ceiling assembly members; and size and spacing of roof rafters. When utilizing conventional wood framing all wood members shall comply with the International Residential Code (IRC)
4. **NEW:** If the framing plan integrates conventional wood framing with engineered wood products both shall be identified on the plans and specifications, for the engineered wood product(s), shall be provided
5. **NEW:** DSD’s plan review staff will confirm code compliance prior to plan approval and permit issuance



DIRECTOR'S REPORT

- **REVENUES / EXPENSES – JANUARY**
- **CURRENT VACANCY RATE**
- **PERFORMANCE METRICS**
- **DSD PROJECTS**
- **QUESTIONS, COMMENTS, SUGGESTIONS**

Development Services Budget Vs. Actual Analysis (As Of January 2022)



	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Outstanding PO's	\$577,495	\$582,628	\$3,051,458	\$2,931,360								
Actual Expenses	\$423,480	\$1,001,606	\$1,477,436	\$2,139,744								
Planned Revenue	\$649,291	\$1,227,110	\$1,881,030	\$2,512,363	\$3,149,970	\$3,809,249	\$4,481,453	\$5,093,047	\$5,764,954	\$6,404,770	\$7,052,736	\$7,671,819
Actual Revenue	\$442,424	\$1,308,591	\$1,975,636	\$2,917,926								

■ Actual Expenses
 ■ Outstanding PO's
 — Planned Revenue
 — Actual Revenue



Vacancy Report

Division	October Vacancy Rate	November Vacancy Rate	December Vacancy Rate	January Vacancy Rate
Land Development	48.33%	48.00%	36.67%	26.67%
Administration	17.86%	20.00%	14.29%	14.29%
Inspection Operations	26.63%	26.96%	18.48%	15.22%
Totals:	30.51%	30.88%	22.43%	17.65%



PERFORMANCE METRICS

JANUARY 2022

	Goal	Total
Total # of Plans Applications Submitted	n/a	353
Total # Residential Plans Submitted	n/a	287
Total # Residential Plans Reviewed	n/a	470
Average Review Time (Days)	3	1.15
Total # Commercial Plans Submitted	n/a	66
Total # Commercial Plans Reviewed	n/a	154
Average Review Time (Days)	10	4.18
Total # of Permits Submitted		1890
Total # Trade Permits Submitted (MEP)		1269
Total # of Permits Issued		1559
Total # Trade Permits Issued (MEP)		1067
Total # Rezoning Applications Submitted	n/a	7
Total # Rezoning Cases to PC		7
Average # of Days		25
Total # Rezoning Cases from PC to CC		2
Average # Days		114
Total # Platting Applications Submitted	n/a	21
Total # Platting Applications Accepted	n/a	21
Total # of Plats to PC	n/a	18
Average # Days	n/a	88
Total # of Public Improvements Plans (PIP) Submitted	n/a	7
Total # PIP Reviewed	n/a	14
Average Review Time (Days)	25	14
Total # Compliance Inspector Investigations	n/a	73
72 Hour Notices	n/a	29
Stop Work Orders Issued	n/a	20
Permits Obtained from Investigations	n/a	24
Total # of Inspections Resulted		4635
Total # of Inspections Scheduled		4395
% Rate of Next Day Service	85%	90%



DSD PROJECTS

- FACILITY MANAGEMENT**
- COMPUTERS & PERIPHERALS**
- FLEET**

****Next Meeting scheduled for March 18, 2022****