

## **CITY-COUNTY PLANNING BOARD STAFF REPORT**

**DOCKET:** UDO-CC18  
**STAFF:** [Elizabeth Colver](#)

### **REQUEST**

Planning and Development Services staff proposes this text amendment to amend language regarding procedures for submitting and reviewing various applications in a digital format throughout the *Unified Development Ordinances* (UDO).

### **BACKGROUND**

In February of 2017, the Planning and Development Services Department implemented a new permitting and site plan review software system, IDT Plans. The staff level review process for all planning and permitting submittals was updated at that time to provide a digital means for applicants and petitioners to submit plans for review. At present, language describing requirements for paper site plan submittals still exists throughout the UDO. This text amendment will remove and replace these outdated references with language describing our current, digitally-based process.

### **ANALYSIS**

After reviewing the UDO, staff identified a total of 14 sections in four different chapters which require modification to reflect current submittal practices:

- Section 3.2.4
- Section 3.2.5
- Section 3.2.8
- Section 3.2.9
- Section 3.2.11
- Section 3.2.13
- Section 3.2.14
- Section 3.2.15
- Section 3.2.16
- Section 3.2.18
- Section 3.2.19
- Section 7.2.3
- Section 9.2.5
- Section 10.1.2

The proposed UDO text amendment eliminates outdated language requiring paper application submittals and procedures, and proposes more generic language that could remain in place even if the specific review software used evolves over time. Planning and Development Services staff believes the proposed UDO language will correctly guide applicants, petitioners and/or their authorized agents to the appropriate means by which to submit applications.

**RECOMMENDATION: Approval**

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# **CITY-COUNTY PLANNING BOARD PUBLIC HEARING MINUTES FOR UDO-CC18 SEPTEMBER 8, 2022**

Elizabeth Colyer presented the staff report.

## **WORK SESSION**

MOTION: Clarence Lambe recommended that the Planning Board find that the request is consistent with the comprehensive plan.

SECOND: Jason Grubbs

VOTE:

FOR: George Bryan, Jason Grubbs, Clarence Lambe, Chris Leak, Mo McRae, Salvador Patiño, Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

MOTION: Clarence Lambe recommended approval of UDO-CC18

SECOND: Jason Grubbs

VOTE:

FOR: George Bryan, Jason Grubbs, Clarence Lambe, Chris Leak, Mo McRae, Salvador Patiño, Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

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Chris Murphy, AICP/CZO  
Director of Planning and Development Services