



# MEMO

TO: PLANNING AND ZONING COMMISSION  
FROM: MATTHEW LEWIS, CNU-A, DEVELOPMENT SERVICES DIRECTOR  
DATE: JANUARY 23, 2014  
RE: 2013 END OF YEAR REPORT

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2013 was a very productive year. We have achieved more with less to a point that can't be replicated. The professionalism of our staff and commission has increased and the quality of our work is more refined. The Development Services staff lives to improve the quality of life for our citizens thru betterment of our built and natural environments.

All the great work that was accomplished last year provides us direction and guidance for the work we take on this year. We are excited and proud to share the accomplishments by the Commission and our staff in 2013.

Highlights from this presentation are:

- According to Staff's estimates, the City's population as of January 1, 2014 is 50,850.
- The new Comprehensive Plan, *Vision San Marcos*, was adopted in April.
  - The Future Land Use Map was replaced with the Preferred Scenario, and a more comprehensive process for updates was implemented
- The department held over 100 public meetings
- 142 cases were submitted. The Commission heard 96 of these. The rest were either administratively approved or withdrawn.
- 227 predevelopment meetings were held.
- 31 projects were permitted in the SmartCode area
- Key projects completed:
  - Impact Fee Ordinance
  - Complete Streets Ordinance
  - Erosion Control Program
  - Standardized Surety Agreement process
  - Main Street Manager & Coordinator
  - CUP Audit Report
  - Department Newsletter
  - Parking Day
  - Planning Month
  - SMTX Talks
  - Making it Happen Downtown
- Conferences and Trainings attended by Commission and Staff
  - Texas APA – San Marcos held a session on *Vision San Marcos*

- CNU National
- Systematic Development of Informed Consent
- VeloTexas Bicycle Design Workshop
- Webinars
- Awards received
  - *Vision San Marcos* - Central Texas APA
  - Bill Taylor – Texas APA Planning Commissioner of the Year
  - MyPermitNow – Digital Government Achievement Award (national)
- Total Certifications
  - 2 – American Institute of Certified Planners (AICP)
  - 2 – Congress for the New Urbanism (CNU-A)
  - 1 – Certified Risk Manager (CRM)
  - 2 – Code Enforcement Officers
  - 2 – Building Permit Technicians
  - 1 – ICC Zoning Inspector
  - 2 – Notaries
  - 3 – Deputized to Write Inspections
- 856 Building Permits Issued, (\$255 million value)
- 14,417 inspections were scheduled
- Building and site permit review times went down for the second consecutive year
- Vacant positions were filled, but staffing levels have not increased

This shows the hard work of our Staff and Commission. 2013 was a successful year, and we all look forward to more great things in 2014.