

*Department of Planning and Zoning*

### 35-06-Development Conditions and Proffer Interpretation/ Interagency Coordination

Fund/Agency: 001/35	Department of Planning and Zoning	
Personnel Services	\$327,724	<p><b>CAPS Percentage of Agency Total</b></p> <p>3.9%</p> <p>96.1%</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>■ Development Conditions and Proffer Interpretation/ Interagency Coordination</p> <p>■ All Other Agency CAPS</p> </div>
Operating Expenses	\$12,372	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$340,096</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$6,263	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$6,263</b>	
<b>Net CAPS Cost:</b>	<b>\$333,833</b>	
Positions/SYE involved in the delivery of this CAPS	5/5.6	

► **CAPS Summary**

To provide the development community, citizens, Board members and their staffs, County staff, and staff from state and federal agencies with written and oral responses to inquiries regarding proffers and development conditions associated with approved zonings (special exceptions, special permits, rezonings, proffered condition amendments, development plans, and variances). This function also staffs other areas for which the Zoning Evaluation Division (ZED) is responsible, such as requests for additional time for special exceptions; coordination with the Department of Public Works and Environmental Services (DPWES) throughout the site plan/subdivision process; and, inquiries regarding the impact of approved zoning cases on County and private sector projects.

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### ► Method of Service Provision

Service is provided by County employees via written and oral communication in the form of responses to general inquiries regarding approved zoning cases and requests for proffer/development condition interpretations. Written responses consist of letters, memoranda, staff reports and Board Items. Oral communication takes the form of responses to telephone inquiries and meetings with other County staff, citizens, Board members and their staff, Planning Commissioners, and members of the development community.

Staff also attends meetings; answers phone and written inquiries; meets with office visitors; attends both regularly-scheduled and on-demand meetings with DPWES to resolve post-zoning issues; and serves as Planner-of-the-Day, a four-hour, rotating assignment as principal resource for general Division inquiries.

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Written responses to inquiries	643	606	697	640	640
Average staff hours per written response	5	5	5	5	5

In addition, this CAPS completes 90 percent of all written responses to inquiries within 30 days and prepares approximately 62 Board items each year.

### ► User Fee Information

Subsubject Code	Fee Title	FY 2002 ABP Fee Total
0604	Copying	\$6,263
<b>Current Fee</b>		<b>Maximum Allowable Fee Amount</b>
\$0.25 per copy		Not Applicable
<b>Purpose of Fee:</b> The purpose of this fee/charge is to offset the cost of copying (copying equipment and supplies).		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
<b>Other Remarks:</b> Revenue generated from duplication/copying for the Division as a whole has been included with this CAPS.		