



Development Manual Update and Process Improvements

City of Georgetown | December 12, 2022



Fall 2022 Development Manual Updates



Impacted Documents

Application Checklists

- Abandonment
- Construction Plans – Subdivision-Infrastructure
- Letter of Regulatory Compliance
- Subdivision Plat (PP, FP, PFP)
- Site Development Plan

Forms/Documents

- Subdivision Plat Signature Block
- Utility Providers' Acknowledgement Form
- 2023 Submittal Deadline Dates/Times

<https://udc.georgetown.org/development-manual/>



Process Improvements, Timeline, and Measuring Success

Submittal Process Adjustment

Current

- Application Submittal Deadline Monday at 12:00 PM

Effective
1/1/2023

- Application Submittal Deadline Monday at 12:01 AM



Supplemental Process Enhancements

Completeness Review Process
Enhancement

In-Application Meetings

<https://planning.georgetown.org/app-review-process/>



Completeness Review Enhancements

- Effective January 1, 2023, the City will allow the submittal of the below-identified documents for certain applications **AFTER** the submittal deadline in order to allow an application to be deemed complete:
 - Shot Clock Waiver Form
 - Property Owner's Consent Form
 - Letter of Intent Parkland
 - Title Report/Easement Encumbrance Schedule
 - Drainage Study/HEC Res File





Guidelines and Applicable Project Types

- If you are missing **TWO OR FEWER** of the noted documents, your application will **INITIALLY** be deemed incomplete.
- You will receive notice, as usual, and will have **24 HOURS** from the date stamp of that notification to upload the missing documents to the application via MyGovernmentOnline.
- This pilot is limited to the following applications at this time:
 - Heritage Tree Removal and Pruning Permits (HT)
 - Site Development Plan (SDP)
 - Subdivision Plats (All types)
 - Subdivision Plat Vacation (VAC)
 - Land-Use-Related Applications (as identified on the City's posted 2023 Application Submittal Dates Calendar)



Frequently Asked Questions

- **What if I am missing more than 2 of the above documents?**
 - Then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I am missing documents other than those identified with this pilot?**
 - Then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **How do I submit my missing documentation to the City?**
 - Documents will only be accepted through the MGO portal. Emailed documents will not be accepted to fulfill your completeness requirement.
- **What if I do not submit my missing documents within the 24-hour window?**
 - Then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I resubmit the documents, but am still missing a document or do not fulfill the requirement?**
 - Then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.
- **What if I do not pay my fee?**
 - Fee deadlines and requirements are not changing with this pilot. If you do not pay your fee within the time and manner prescribed, then your application will be deemed incomplete, any documents you submit will not be brought in, and your case will not be reviewed for completeness, until the next submittal day.

<https://planning.georgetown.org/app-review-process/>



In-Application Meetings

- In-Application Meetings are offered as a free service to discuss outstanding review comments from City Staff for in-progress planning applications such as Subdivision Plats, Site Development Plans, Subdivision Construction Plans, or Heritage Tree Pruning or Removal Permits.
- A representative from a maximum of two departments relevant to the outstanding comments may attend the meeting.
- In-Application Meetings are intended to provide applicants with feedback on outstanding review comments provided by the City.



Logistics

- In-Application Meetings are held by **appointment only** on a **first come first serve basis** every 1st and 3rd Thursday in half-hour increments, between 2 pm. and 4 pm.
- These meetings will be no longer than 30 minutes and will be held either virtually or in-person at the Planning Department located at 809 Martin Luther King Jr. St. Georgetown, TX 78626.



Criteria

- Meetings will not be scheduled unless the following criteria are met:
 - Shot clock waiver case meetings will take priority over standard cases, and meetings will be available after the 1st and 3rd reviews.*
 - Standard case meetings will be available after the 3rd completed review.*
 - The requester (owner/applicants) must have all fees paid.
 - Plan sheets containing the comments intended for discussion must be attached in the required field.
 - A document with specific questions to be discussed must also be included below in the required field.

Timeline and Outline for Measuring Success

December 2022

- Send out Pre-Implementation Survey

30-60 Days

- Assess survey results
- Ensure internal success by tracking staff's ability to meet expectations

160 Days

- 160 Days: Send out Post-Implementation Survey accompanied by Metrics

January 2023

- Application Submittal Deadline: Monday at **12:01 AM** – Effective
- Completeness Review Process Enhancements - Effective
- Structured In-App Meeting Opportunity - Effective

60-90 Days

- 60 Days: Send out Post-Implementation Survey accompanied by Metrics
- 90 Days: Compile and assess survey data and staff metrics

180 Days

- Identify pilot success based on survey results and gathered metrics
- Develop and solidify customer education materials/opportunities in time for the next Development Manual Update

Thank you!

City of Georgetown | Planning Department

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