

# MEMORANDUM



**To:** Planning and Zoning Commission

**Through:** Brian Lockley, AICP, Director of Planning

**From:** Samantha Pickett, Planning Manager

**Date:** December 13, 2016

**Subject:** P&Z Commission Training Series  
[Topic 6: The Development Process from A to Z](#)

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## WHAT IS THE DEVELOPMENT PROCESS?

The development process is a comprehensive term for the many stages of planning and construction, including (re)zoning, platting, site planning, permits and inspections, and involves the four departments of the Development Services Division – Planning, Engineering, Building Inspections, and Code Compliance. Citizens and the development community must go through some or all of these steps in order to successfully develop in the City of McKinney.

The first steps typically occur with the Planning Department, and follow a similar pattern for each project. The development process will generally include a predevelopment meeting, the initial submittal, Staff review, public meeting (as needed), and final action (approval or denial). This is then followed by civil plans review by the Engineering Department and building plans review by the Building Inspections Department, Fire Marshal's Office, and Code Compliance Department. Once permits have been issued and construction is under way, regular inspections occur until the project is ready to be issued a Certificate of Occupancy, or CO, deeming the project complete.

## WHY HAVE A DEVELOPMENT PROCESS?

The development process is important because it provides a clear, formalized road map for developing property within the City of McKinney. This process allows both Staff and the applicant to see a clear path forward, knowing the steps along the way. Each Planning case type has a unique flowchart within the printed guidelines of the case types. These help the applicant to see a way forward when other factors, such as Planned Development Zoning Ordinance requirements or variances, affect the "standard" process.

## WHAT IS THE TYPICAL DEVELOPMENT PROCESS?

- 1) Predevelopment Meeting: The Planning, Engineering, Building Inspections and several other departments (including Fire and Parks) meet in person the potential

applicant to discuss their project. Staff provides feedback based on the Ordinances to be incorporated prior to a formal submittal.

- 2) Initial Submittal: New cases are formally submitted to the Planning Department, and assigned to a Development Review Planner. This planner becomes the case manager, acting as a liaison between the applicant and other Development Services departments.
- 3) Staff Review: Planning, Engineering, and Building Inspections, as well as a representative from the Fire Marshal's Office and Parks Department come together for a Development Review Committee meeting to discuss the new cases and any potential issues. The planner assigned to the case will then collect all comments from the various departments and send them to the applicant. The submittal/review process is repeated until there are no outstanding comments.
- 4) Public Meeting and/or Hearing: When the Zoning Ordinance or Texas Local Government Code requires review beyond the Staff level, the planner will schedule the case for an upcoming Planning and Zoning Commission meeting or City Council agenda. Certain case types, including replats, (re)zonings, site plans with variances, and façade plan appeals require a public hearing as well.
- 5) Final Case Action: After the case has been heard by the appropriate body, the case is voted on by the Board or Commission for approval or denial. Occasionally the case is tabled in order for Staff and the applicant to work through certain details, or to meet with the public. Some cases acted on by the Planning and Zoning Commission (such as site plans and façade plans) can be appealed to City Council; however, an approval allows the applicant to move forward in the development process towards permitting and construction.
- 6) Civil and Building Plans Review: The applicant may wait until the Planning case has been approved, or may submit civil and building plans at the same time as the Planning case for review by various other departments within and outside of the Development Services division.
- 7) Permit Issuance: Once the proper approvals have been granted, and any applicable fees paid, permits can be issued. Permit types include grading, ground work, and full building permit, which allows construction to go vertical.
- 8) Inspections: Throughout the construction process, Inspectors are constantly on site to check the progress of the development. Once construction is complete, the applicant will request a Certificate of Occupancy, or CO, which allows them to occupy the building and open their business.

## **THE COMMISSION'S ROLE IN THE DEVELOPMENT PROCESS**

The Planning and Zoning Commission plays a vital role in the development process. The Commission acts as both a recommending and decision-making body for the

various Planning cases that are submitted, including (re)zonings, site plans, plats, façade plans, and more. The authority granted to the Commission varies based on the case type and the authority granted by City Council, which has been covered in detail in the previous training sessions.