

# City Planning and Engagement

## Budget, Finance & Governance Committee

April 6, 2026

# Agenda

- Mission Statement and Services
- Budget and FTE History
- FY26 Performance Agreement
- FY26 Performance Measures
- FY27 Proposed Performance Agreement Measures
- FY27 Budget Reduction Impact on Performance
- Other Service Delivery Challenges
- Accomplishments

# Mission Statement and Services

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**Through community engagement; zoning and subdivision regulations, and historic conservation guidelines; and creative planning principles, as a nationwide model City Planning and Engagement guides land use to create a vital city and thriving urban core.**

- Community Engagement Policy Training and Facilitation
- Charter and Zoning Code Defined Responsibilities of City Planning Commission
- Zoning Studies and Amendments
- Subdivisions
- Long Range Planning
- Pre-Development Guidance
- Permit Review and Support
- Zoning Hearing Review and Recommendations
- Zoning Compliance Review
- Environmental Review
- Mapping and Data Support

# Budget and FTE History

City Planning and Engagement General Fund	FY 2022	*FY 2022 w/ Zoning Adj.	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Compensation	362,690	731,450	977,700	1,184,040	1,344,830	1,445,080
Fringe Benefits	138,550	368,550	344,700	331,680	439,830	477,270
Non-Personnel Expenses	40,580	50,680	81,220	84,370	340,110	193,520
<b>General Fund Total</b>	<b>541,820</b>	<b>1,150,680</b>	<b>1,403,620</b>	<b>1,600,090</b>	<b>2,124,770</b>	<b>2,115,870</b>

City Planning and Engagement - FTEs by Agency	FY 2022	*FY 2022 w/ Zoning Adj.	FY 2023	FY 2024	FY 2025	FY 2026
	10.00	16.00	18.00	18.00	18.00	19.00

\* In October 2021, the Zoning Administration function transferred from the Department of Buildings & Inspections to the Department of City Planning & Engagement.

# FY26 Performance Agreement

City Goal	Service	Performance Goal
<b>Thriving Neighborhoods</b>	Permit Review & Support	90% of plan reviews are completed in 10 business days for residential permits
		90% of plan reviews are completed in 15 business days for commercial permits
	Zoning Hearing Review & Recommendations	90% of HCB Reports transmitted to Law 4 business days before the hearing
	Subdivisions	90% of major subdivisions reviewed within 30 days
		90% of minor subdivisions reviewed within 30 days
	Zoning Studies & Amendments	90% of zoning studies/amendments are completed within 6 months for the zone change applications or 1 year for zoning study

# FY26 Performance Measures

## Permit Review and Support

Q1: July-September

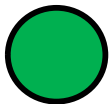
Q2: October-December

**525**

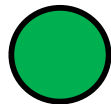
Residential Plan Reviews

**508**

Residential Plan Reviews



**99%**



**100%**

90% of plan reviews are completed in 10 business days for residential permits

Zoning Staff consistently meets all performance metrics despite high volume and other challenges.

# FY26 Performance Measures

## Permit Review and Support

Q1: July-September

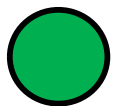
Q2: October-December

**723**

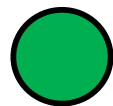
Commercial Plan Reviews

**806**

Commercial Plan Reviews



**100%**



**99.9%**

90% of plan reviews are completed in 15 business days for commercial permits

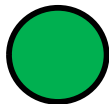
Zoning Staff consistently meets all performance metrics despite high volume and other challenges.

# FY26 Performance Measures

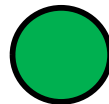
## Zoning Hearing Review and Recommendations

Q1: July-September

Q2: October-December



100%



100%

90% of HCB Reports transmitted to Law 4 business days before the hearing

Nearly all Historic review is conducted by 1 FTE. This highly technical work requires a specialized skillset and great attention to detail.

# FY26 Performance Measures

## Subdivisions

Q1: July-September

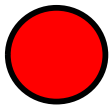
Q2: October-December

5

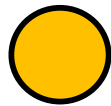
Major Subdivisions

5

Major Subdivisions



60%



86%

90% of major subdivisions reviewed within 30 days

Subdivisions can be technically complex, and some may take longer than others to complete due to need for additional information or City Planning Commission schedule or agenda.

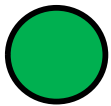
# FY26 Performance Measures

## Subdivisions

Q1: July-September

3

Minor Subdivisions



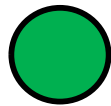
100%

90% of minor subdivisions reviewed within 30 days

Q2: October-December

2

Minor Subdivisions



100%

Subdivisions can be technically complex, and some may take longer than others to complete due to need for additional information.

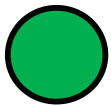
# FY26 Performance Measures

## Zoning Studies and Amendments

Q1: July-September

5

Zoning Studies /  
Amendments



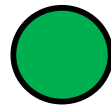
100%

90% of zoning studies/amendments are complete within 6 months for zone change application or 1 year for zoning study

Q2: October-December

6

Zoning Studies /  
Amendments



100%

Zone Changes and Zoning Studies can be technically complex, and some may take longer than others to complete due to project challenges, need for additional community engagement, or City Planning Commission schedule and agenda.

## Proposed FY27 Performance Measures

Permit Review and Support	Subdivision Review	Zoning Studies and Amendments	Zoning Hearing Review and Recommendations	Zoning Hearing Review and Recommendations
No Change	No Change	No Change	No Change	New
<p><b>Why:</b> Core to operations. Still the correct goal.</p> <p><b>Measure:</b> 90% of Plans reviewed in 10/15 business days.</p>	<p><b>Why:</b> Core to operations. Goal is consistent with the regulations.</p> <p><b>Measure:</b> 90% of subdivisions will be completed in 30 days.</p>	<p><b>Why:</b> Core to operations. Still the correct goal.</p> <p><b>Measure:</b> 90% complete within 6 months for zone change application or 1 year for zoning study.</p>	<p><b>Why:</b> Core to operations. Still the correct goal.</p> <p><b>Measure:</b> 90% of HCB Reports transmitted 4 business days before the hearing.</p>	<p><b>Why:</b> Measuring only Historic reviews is an incomplete picture. Need to measure all Zoning Reviews.</p> <p><b>Measure:</b> 90% of ZHE Reports will be transmitted one week before hearing.</p>

## Budget Reduction Impact

A 5.1% budget reduction for City Planning & Engagement is equivalent to \$116,448. This will have a performance impact on FY27 service delivery in the following ways:

- **Increase in Development Review Time**

*Includes CSR, Permit Review, Zoning/Historic Reports, Zone Changes, Subdivision Review, Environmental Review*  
Our team consistently meets performance goals but is stretched in capacity.

- **Delayed Neighborhood Plan Starts/Completion**

Each Plan requires staff to be dedicated and responsive.

- **Focus on Being Reactive vs. Proactive**

Development applications take priority, leaving less time for more forward-looking work such as long-range planning, zoning code clean-up/reform, community engagement, relationship-building, research, special projects, etc.

## Other Service Delivery Challenges

- **Zoning Plans Examiners** face challenges with high permit volumes and tight deadlines, which can impact quality and efficiency. Current ZPE staffing capacity is inadequate to keep up with volume and maintain performance.
- **Plan Cincinnati Update** is a complex project that will require consulting assistance to complete on time.
- **Community Engagement** is currently conducted with no budget. Sufficient materials, equipment, technology, and refreshments all help those we engage feel more welcome and appreciated.

# FY26 Accomplishments

- **Accomplishment 1: Neighborhood Plan Progress**
  - 2 finished and approved and 2 started in FY26; possible 5 more plans may be approved in 2026 calendar year.
- **Accomplishment 2: Implementation of City Manager's Community Engagement Plan and Policy**
  - 53 Engagement Champions representing all City Departments – training and tracking
  - Over 20% of all City Employees have completed Introductory Community Engagement training
  - 30+ Community Engagement touchpoints and continual relationship building
- **Accomplishment 3: Zoning Division** continues to meet measurement goals (or get close) despite high volume.
  - 6,279 zoning reviews
  - 1,253 same-day reviews
  - 347 Zoning Verification Letters
  - 753 Historic Reviews
  - 33 Certificates of Appropriateness
  - 3,910 calls to the Zoning Info line, 275 walk-ins

See our 2025 Annual Report for more great work!

<https://www.cincinnati-oh.gov/planning/about-city-planning/annual-reports/>

# Questions?