

City Planning and Engagement

Budget & Finance Committee

April 2, 2025

Agenda

- Mission Statement and Services
- Budget and FTE History
- FY25 Performance Agreement
- FY25 Performance Measures
- Other Service Delivery Challenges
- Accomplishments

Mission Statement and Services

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**
- **Subdivisions**
- **Mapping and Data Support**
- **Charter and Zoning Code Defined Responsibilities of CPC**
- **Zoning Studies and Amendments**
- **Long Range Planning**
- **Permit Review and Support**
- **Zoning Hearing Review and Recommendations**
- **Pre-Development**
- **Zoning Compliance Review**
- **Environmental Review**

Budget and FTE History

City Planning and Engagement General Fund	FY 2021	FY 2022	*FY 2022 w/ Zoning Adj.	FY 2023	FY 2024	FY 2025
Personnel Compensation	320,560	362,690	731,450	977,700	1,184,040	1,344,830
Fringe Benefits	29,040	138,550	368,550	344,700	331,680	439,830
Non-Personnel Expenses	48,440	40,580	50,680	81,220	84,370	340,110
General Fund Total	398,040	541,820	1,150,680	1,403,620	1,600,090	2,124,770

City Planning and Engagement - FTEs by Agency	FY 2021	FY 2022	*FY 2022 w/ Zoning Adj.	FY 2023	FY 2024	FY 2025
	10.00	10.00	16.00	18.00	18.00	18.00

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

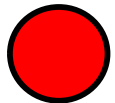
FY25 Performance Agreement

City Goal	Objective	Service Group	Service	Performance Goal
Excellent & Equitable Service Delivery	Open Dialogue with Community	Administration	Community Engagement Policy, Training and Facilitation	10% of City staff complete first training module by January 2025 100% completion of Community Engagement Policy by Dec 2024 100% of training template complete by December 2024
Thriving Neighborhoods	Desirable Destination	City Planning	Subdivision Review	90% of subdivisions reviewed within 30 days Average number of days to complete review does not exceed 45 days
			Zoning Studies and Amendments	90% of zoning studies/amendments complete within 6 months for zone change application 90% of zoning studies/amendments complete within one year for zoning study
		Zoning	Permit Review and 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 and Recommendation	90% of HCB reports transmitted to Law 4 business days before hearing 90% of ZHE reports are transmitted to Law one week before the hearing

FY25 Performance Measures

Community Engagement Policy, Training and Facilitation

Q1: July-September

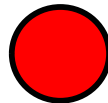


0%

%/ Avg. Text Here

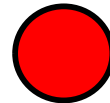
10% of City staff complete first training module by January 2025

Q2: October-December



0%

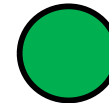
Q1: July-September



0%

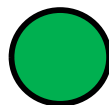
100% of training template complete by December 2024

Q2: October-December



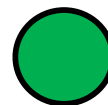
100%

Q1: July-September



100%

Q2: October-December



100%

100% completion of Community Engagement Policy by Dec 2024

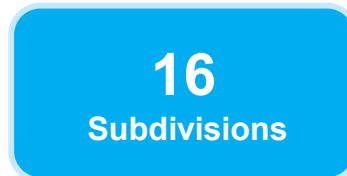
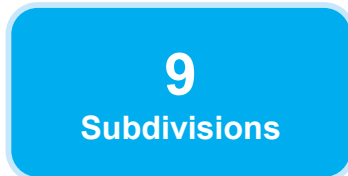
After 3 years of research, engagement, and policy development, the City Manager's Community Engagement Plan and Policy went into effect on September 3, 2024. Training and Policy Facilitation is underway.

FY25 Performance Measures

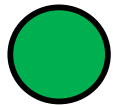
Subdivision Review

Q1: July-September

Q2: October-December



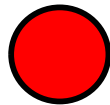
Q1: July-September



100%

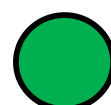
90% of subdivisions reviewed within 30 days

Q2: October-December



81%

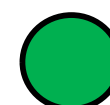
Q1: July-September



19.67

Average number of days to complete review does not exceed 45 days

Q2: October-December



27

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

FY25 Performance Measures

Zoning Studies and Amendments

Q1: July-September

Q2: October-December



Q1: July-September

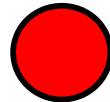
Q2: October-December

Q1: July-September

Q2: October-December



100%



67%



100%



100%

90% of zoning studies/amendments complete within 6 months for zone change application

90% of zoning studies/amendments complete within one year for zoning study

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.

FY25 Performance Measures

Permit Review and Support

Q1: July-September

Q2: October-December

Q1: July-September

Q2: October-December

662

Commerical Plan Reviews

750

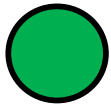
Commerical Plan Reviews

515

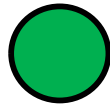
Residential Plan Reviews

513

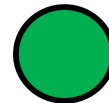
Residential Plan Reviews



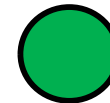
99%



99.6%



99%



99%

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

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.

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

FY25 Performance Measures

Zoning Hearing Review and Recommendations

Q1: July-September

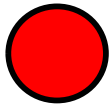
Q2: October-December

15

HCB Reports

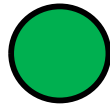
22

HCB Reports



83%

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



90.9%

Q1: July-September

Q2: October-December

37

ZHE Reports

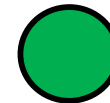
44

ZHE Reports



89%

90% of ZHE reports are transmitted to Law one week before the hearing



97.7%

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

This work can be very technically complex, and some projects may require additional information or review time.

Other Service Delivery Challenges

- **Zoning Plans Examiners** face challenges with high permit volumes and tight deadlines, which can impact quality and efficiency. ZPE Tech would help balance workload, create new entry-level career pathway.
- **Plan Cincinnati Update** is a complex project that will require consulting assistance to complete on time.
- **City of Cincinnati's Zoning Code** was adopted in 2004. An update could better achieve the City's goals in:
 - Reflecting Current City Values and Priorities (Plan Cincinnati Update)
 - Addressing Out-of-Date Sections
 - Modernizing General Usability/Readability

Accomplishments

- **Connected Communities** approved and in effect since July 1, 2024.
- **City Manager's Community Engagement Plan and Policy** approved, in effect September 2024.
 - Staff Training in progress
 - Working toward Continuous Improvement
- **Zoning Division** continues to meet measurement goals (or get close) despite high volume.
 - 1,563 same-day reviews
 - 301 Zoning Verification Letters
 - 48 Certificates of Appropriateness
 - 3,847 calls to the Zoning Info line, 264 walk-ins

See our 2024 Annual Report for more great work!

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

Questions?