

**To the Mayor and Members of the City Council****June 16, 2020**

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**SUBJECT: MONTHLY DEVELOPMENT ACTIVITY REPORT**

This Informal Report is in response to the City Council's request to receive a monthly update on development activity within the City and the measures staff are using to improve the development process. Staff also generates a monthly report to keep the Council informed of the volume of development activity, process improvements and staff's performance in implementing changes and improving the delivery of plan review and permits. This activity report consists of metrics associated with building permits, infrastructure, stormwater development, and water development plan review. It provides updates on continuous development process improvement efforts. The monthly Development Activity report is attached for your use and information.

**May 2020 Highlights****Building Permits**

- Total commercial valuation (including remodels and additions) for May 2020 was \$119 million compared to:
  - \$258 million in April 2020, down 54%
  - \$311 million in May 2019, down 62%
- In May 2020, 69 new commercial permits were issued compared to:
  - 128 new commercial permits issued in April 2020, down 46%
  - 141 new commercial permits issued in May 2019, down 51%
- In May 2020, 39 new commercial permit applications were received.
- In May 2020, 505 new single-family permits were issued compared to:
  - 504 new single-family permits issued in April 2020, up 0.2%
  - 388 new single-family permits issued in May 2019, up 30%
- In May 2020, 457 new single-family residential applications were received.
- In May 2020, 574 new commercial and new single-family permits were issued.



To the Mayor and Members of the City Council

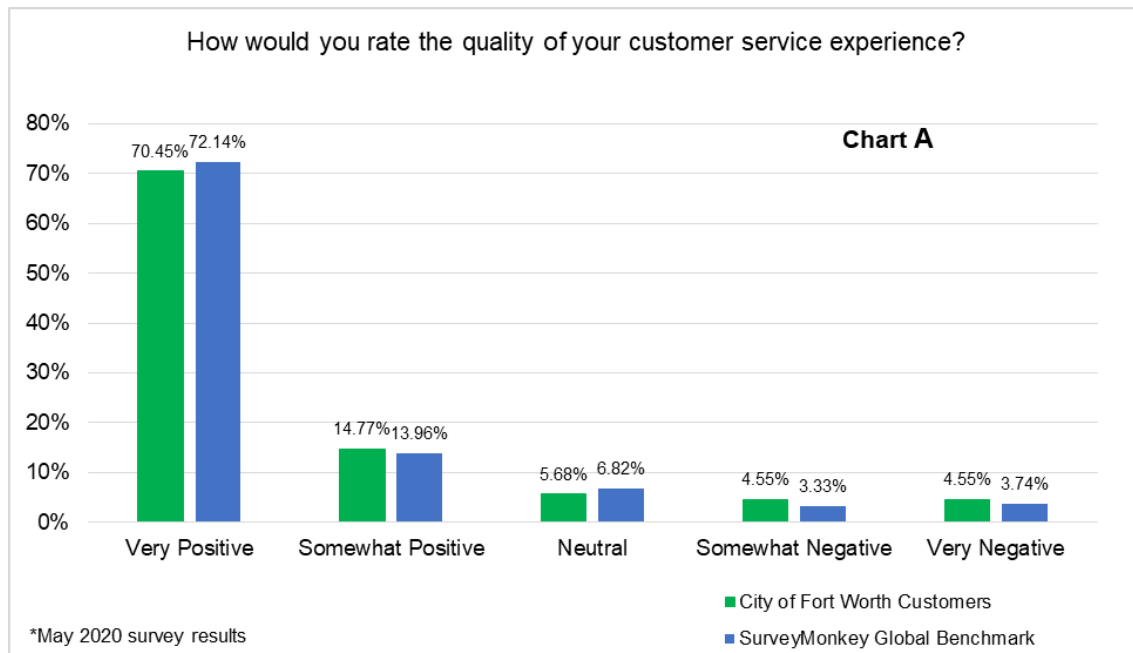
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Development Support Services

- The Overall Customer Service Satisfaction was 85% for either Very Positive or Somewhat Positive for May 2020, down from 93% in April 2020.
- Chart A shows survey responses for the month of May 2020.





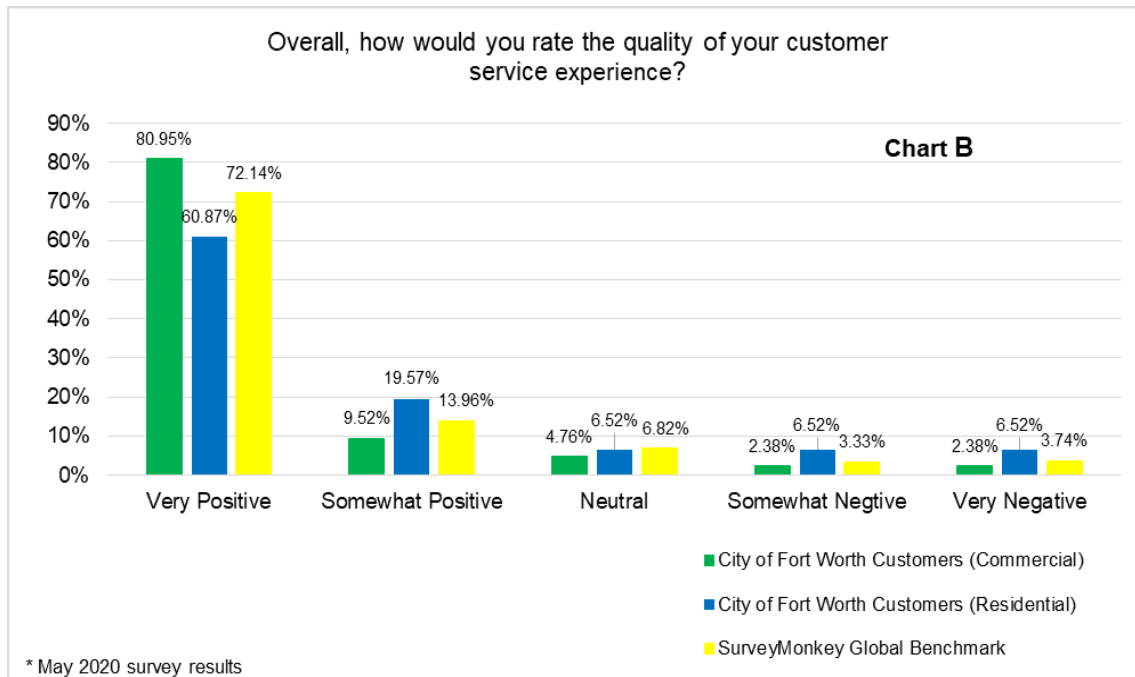
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- Chart B shows commercial vs residential survey responses for the month of May 2020.



- In May 2020, a total of 82% of our customers surveyed thought that our Inspections team was Extremely Helpful or Very Helpful, down from 100% in April 2020.

X-Team Building Plan Review

2020 X-Team Activity Totals			
	X-Team Applications	Conferences Completed	Building Permits Issued
January	10	11	17
February	11	10	24
March	6	1	27
April	3	0	2
May	9	0	10
YTD 2020 TOTAL:	39	22	80
CY 2019 TOTAL:	88	70	106
GROSS:	127	92	186

- As of May 31<sup>st</sup>, there are 59 pending X-Team building permits.



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**Building Plan Review**

- On May 31<sup>st</sup>, 2020 review times were as follows:

Days to first review Commercial Plans      Actual 5 Days      Goal 7 Days

Days to first review Residential Plans      Actual 1 Days      Goal 7 Days

- All departmental reviews time to first comment were as follows:

Commercial Plans      6 Days

Residential Plans      5 Days

	<b>New Commercial Building Permits</b>		
	<b>BPI Project May 2017 - Apr. 2018</b>	<b>Annual Report CY 2019</b>	<b>Current Month Apr. 2020</b>
<b>Total Time: from opened date to issued permit</b>	<b>96 days</b>	<b>64 days</b>	<b>93 days</b>
<b>City Time</b>	<b>63 days</b>	<b>31 days</b>	<b>29 days</b>
<b>Customer Time</b>	<b>33 days</b>	<b>33 days</b>	<b>64 days</b>
<b>Average Time to First Review</b>	<b>38 days</b>	<b>15 days</b>	<b>11 days</b>
<b>Total Number of Permits</b>	<b>60</b>	<b>76</b>	<b>15</b>
	<b>New Residential Building Permits</b>		
		<b>Annual Report CY 2019</b>	<b>Current Month Apr. 2020</b>
<b>Total Time: from opened date to issued permit</b>		<b>31 days</b>	<b>32 days</b>
<b>City Time</b>		<b>19 days</b>	<b>14 days</b>
<b>Customer Time</b>		<b>12 days</b>	<b>20 days</b>
<b>Average Time to First Review</b>		<b>11 days</b>	<b>7 days</b>
<b>Total Number of Permits</b>		<b>394</b>	<b>52</b>

*\*Data is reported in average business days and excludes the miscellaneous permits that are included in the building plan review section above. Miscellaneous permits are as follows: pools, spas, retaining walls, foundations, temporary construction, and fences. Additionally, the data excluded walk-in permits and third-party review permits.*

- City time for new commercial building permits issued during this reporting period was 29 days compared to:
  - 63 days in the BPI Project, down 34 days
  - 31 days in the CY 2019 Annual Report, down 2 days
- Average time to complete first review for new commercial building permits issued during this reporting period was 11 days compared to:
  - 38 days in the BPI Project, down 27 days
  - 15 days in the CY 2019 Annual Report, down 4 days

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- City time for new residential building permits during the Current Month was 14 days compared to 19 days in the CY 2019 Annual Report, down 5 days.
- Average time to complete first review for new residential building permits during the Current Month was 7 days compared to 11 days in the CY 2019 Annual Report, down 4 days.

**Plat/ Infrastructure Plan Review**

- Infrastructure Plan Review Center (IPRC) reviewed 100% of the plans submitted within the 14-day goal timeframe in the month of May 2020.
- In May 2020, 7 CFA applications were received.
- In May 2020, 31 Plat applications were received.

**Response to COVID-19 Pandemic**

- In our efforts to reduce the risk to staff and our development partners due to the COVID-19 pandemic, the Development Services Department has made all required applications/permits available online: In addition, we have added the following:
  - Transportation Impact Credit applications can be accessed online via Accela
  - Created a permit for Water and Sewer fees for Water Development to track fees not related to permit activity
  - Plat Vacation and Easement applications for Infrastructure can be accessed online via Accela
- In order to accommodate Governor Abbott's disaster declaration, Fort Worth's Development Services Department had quickly assembled a team to create virtual Boards and Commissions that allowed transparency to city business while encouraging a high level of resident participation and engagement. With the phased workplace transition plan starting soon and City facilities beginning to reopen, the Development Services department is gradually phasing from virtual meetings to hybrid meetings where the public may participate in-person and virtually. This will allow the citizens to participate in different ways.

The following virtual Boards and Commissions meetings have been held successfully:

- Downtown Design Review Board special called meeting (May 8<sup>th</sup>)
- Historic & Cultural Landmarks Commission meeting (May 11<sup>th</sup>)
- Zoning Commission meeting (May 13<sup>th</sup>)
- Boards of Adjustment meeting (Residential & Commercial) (May 19<sup>th</sup>)
- Urban Design Commission meeting (May 21<sup>st</sup>)
- City Plan Commission meeting (May 27<sup>th</sup>)

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The final Boards and Commissions meetings to be held virtually are:

- Historic & Cultural Landmarks Commission meeting (June 8<sup>th</sup>)
- Zoning Commission meeting (June 10<sup>th</sup>)
- City Plan Commission meeting (June 10<sup>th</sup>)

The new hybrid format of meetings will begin towards the end of June, starting with the Urban Design Commission meeting on June 18<sup>th</sup>.

- To provide increased availability for customers, Pre-Development Conferences (PDC) originally one hour face-to-face meetings have also been modified to thirty-minute virtual meetings. This continues to allow an effective exchange of information between City staff and developers.
- Zoning has continued to provide public commission meetings and virtual public neighborhood meetings. The Zoning section is creating new workflows in the Accela permitting system to allow for electronic Alcohol Distance Checks for those seeking new TABC licensing.
- The Development Services Department continues to work with both internal and external stakeholders to move as many services as possible onto digital platforms to provide consistent availability to the public and exceptional customer service. The Department has worked with our internal partners to execute all of our agreements electronically, leveraging Adobe Sign and electronic notarization. Contracts are executed in a more timely and efficient manner.
- Development Support Services is extensively reviewing and updating permit requirements and descriptions to assist customers with applying for permits online. The goal is to continue a fluid application process while most interactions are virtual, by phone or email.
- Staff has received training on all of the newly offered online services, and are still exploring more innovative avenues to continually improve service delivery.

Please contact D.J. Harrell, Development Services Director, at 817-392-8032 or [Dalton.Harrell@fortworthtexas.gov](mailto:Dalton.Harrell@fortworthtexas.gov) if you have any questions, concerns or comments.

**David Cooke**  
**City Manager**



# Development Activity Report



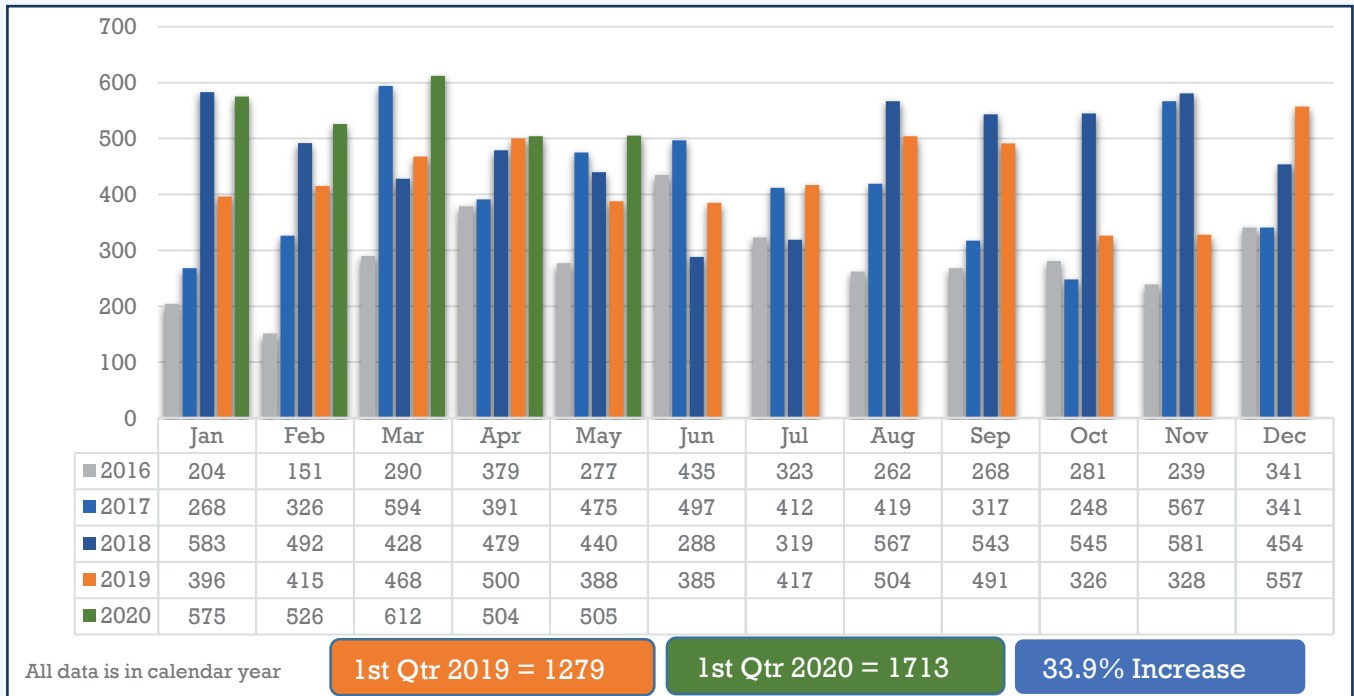
MAY 2020

## INSIDE THIS EDITION

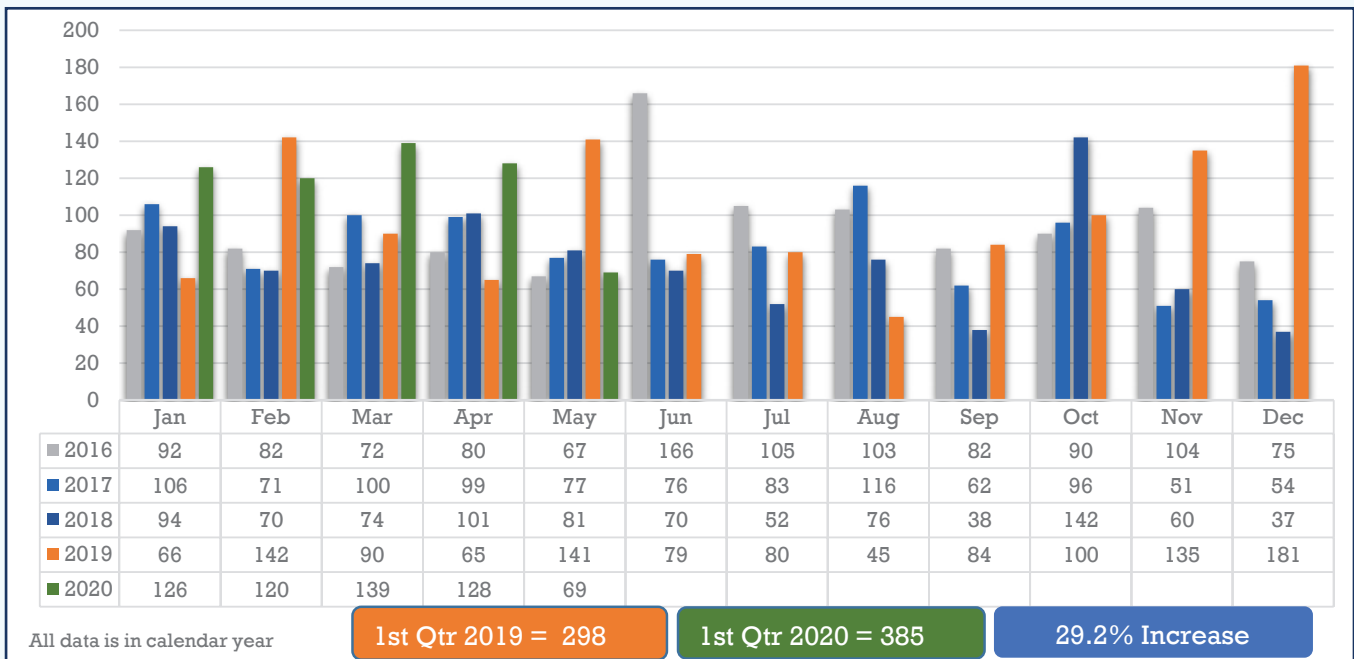
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# BUILDING PERMITS

## New Single Family Permits



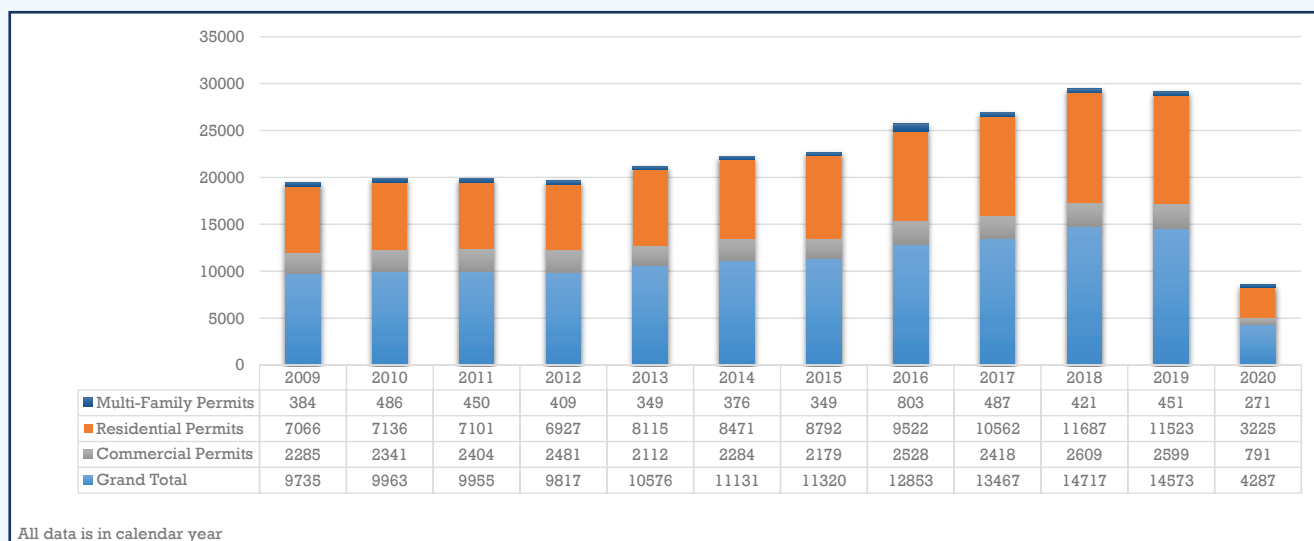
## New Commercial Permits



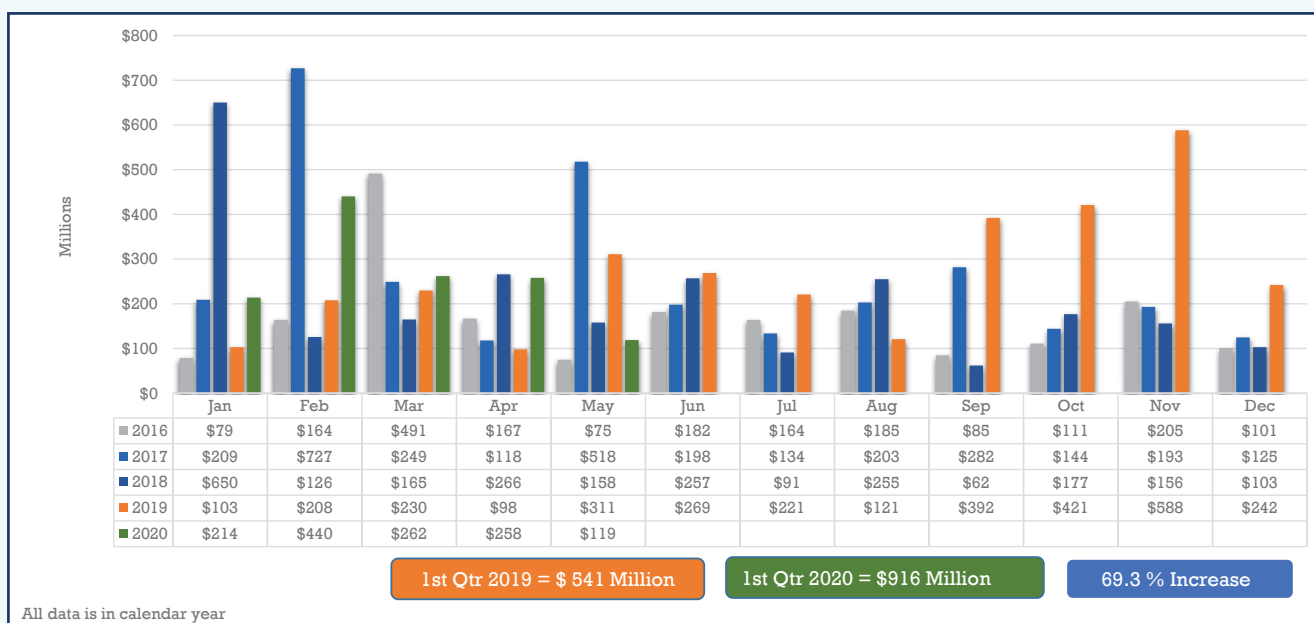


# BUILDING PERMITS

## Building Permit Comparison



## Total Commercial Valuation



# BUILDING PERMITS

## New Commercial Permits Valuation



## Permit Valuation Comparison

Category	Current Month	Prev. Month	Difference M-M	Prev. Year	Difference Y-Y %	CY19 vs CY20 %	
	May '20	Apr '20	%	May '19	May '20 vs May '19	Jan - Dec 2019	Jan- Dec 2020
New SF Permits	505	504	1 0%	388	117 30%	5175	2,722
						53%	
New SF Value	\$78,099,206	\$93,907,396	-\$15,808,190 -17%	\$71,923,942	\$6,175,264 109%	\$937,688,297	\$463,607,289
						49%	
New Comm Permits	69	128	-59 -46%	141	-72 49%	1208	582
						48%	
New Comm Value	\$35,757,696	\$155,178,959	-\$119,421,263 -77%	\$246,256,609	-\$210,498,913 15%	\$2,537,698,790	\$844,133,019
						33%	

# BUILDING PERMITS

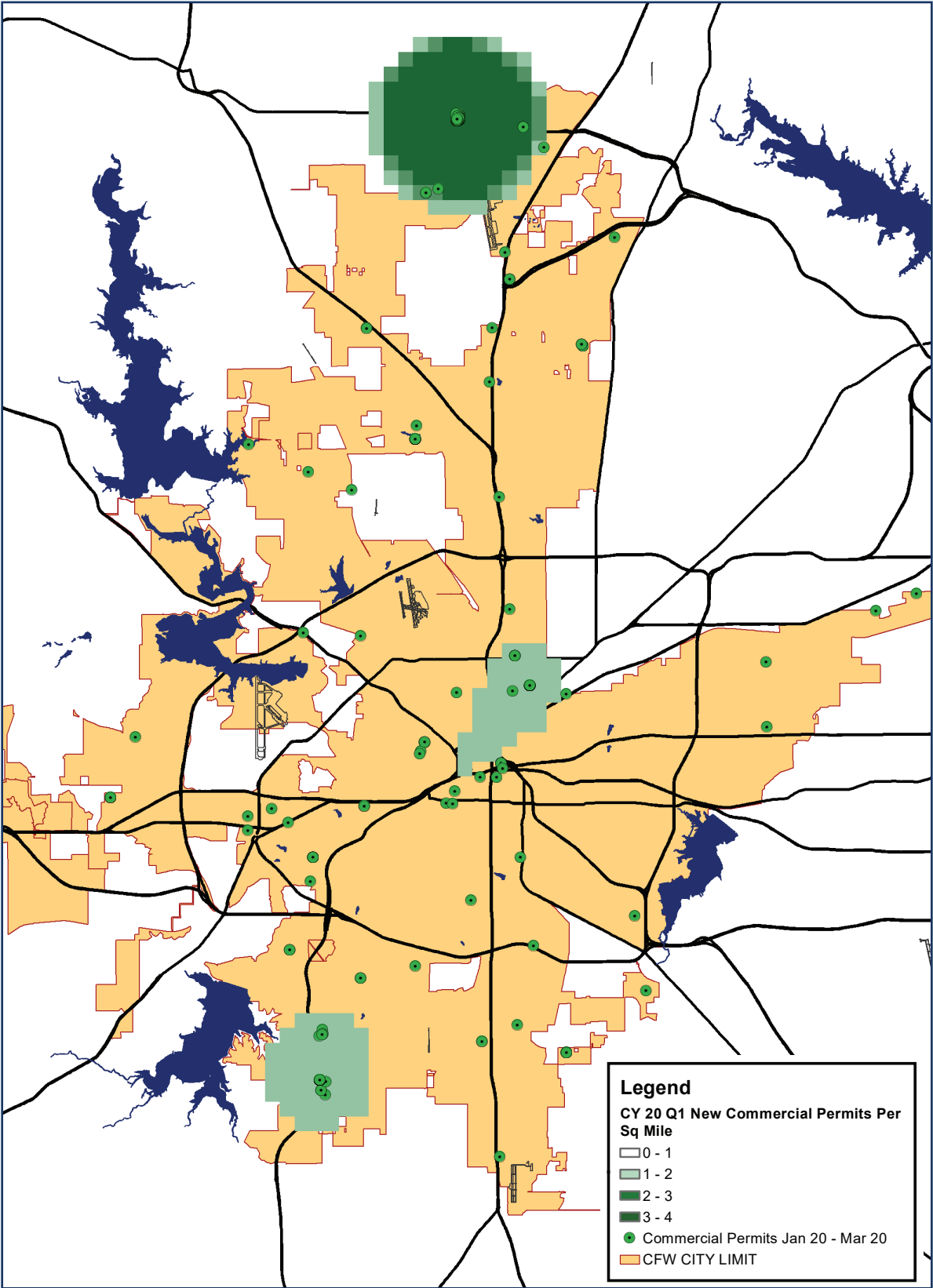
## Large Commercial Projects

### May Large Commercial Projects

Address	Council District	Project Name	Work Description	Valuation
2211 MC KINLEY AVE	2	NORTH SIDE HIGH SCHOOL	PHASE 2 & 3: RENOVATIONS TO CLASSROOMS , RESTROOMS, AUTOSHOP, CORRIDORS, TECHNOLOGY UPGRADES, PLUMBING AND HVAC	\$12,000,000
8640 TEHAMA RIDGE PKWY	7	LIVING SPACES	INTERIOR FINISH OUT OF STORE	\$5,500,000
450 SUCCESSFUL DR	8	SOUTHLAND BUSINESS PARK	FOUNDATION WITH UNDERGROUND UTILITY WORK	\$5,500,000
5805 W BAILEY BOSWELL RD	7	BOSWELL HIGH SCHOOL ATHLETIC COMPLEX	REMODEL OF EXISTING BUILDING, SITE WORK, UTILITY WORK TO PREPARE FOR UPCOMING BUILDING ADDITION	\$5,000,000
1003 W CANNON ST	9	FWISD - TRIMBLE TECH	REMODEL OF EXISTING SPACE	\$4,700,000
8200 WILL ROGERS BLVD	8	LINEAGE LOGISTICS	INSTALLATION OF STORAGE RACKS	\$4,000,000
13500 HERITAGE PKWY	7	DYNCORP	REMODEL OF EXISTING SPACE TO NEW OFFICES	\$3,656,938
1801 S BEACH ST	5	UPLIFT EDUCATION	RENOVATION OF EMPTY SPACE INTO 6 CLASSROOMS, REMOVAL AND REPLACEMENT OF STOREFRONT	\$3,000,000
122 E EXCHANGE AVE, SUITE# 340	2	SECOND RODEO	CHANGE OF USE TO RESTAURANT AND BAR	\$2,400,000
2401 PETTY PL	7	AMERCARE	REMODEL OF OFFICES AND WAREHOUSE TO NEW OFFICES AND WAREHOUSE	\$2,100,000
6930 HARRIS PKWY	6	CHISOLM TRAIL MOB	NEW SHELL BUILDING MEDICAL OFFICE	\$1,700,000
2301 HORIZON DR	7	TCCD NDT LAB	DEMOLITION OF EXISTING CLASSROOMS AND BREAKROOMS, REMODEL TO LAB AND CLASSROOM	\$1,600,000
1115 8TH AVE	9	CVS PHARMACY	NEW CONSTRUCTION OF A CVS PHARMACY	\$1,590,000
101 W 5TH ST	9	JACKSON SHAW AC HOTEL	CONVERTING AN EXISTING UNFINISHED SPACE INSIDE THE HOTEL INTO TWO MEETING ROOMS	\$1,300,000
2800 NORTHEAST LOOP 820 FWY, SUITE# 660	4	GORRONDONA AND ASSOCIATES	FINISH OUT OF SHELL BUILDING TO CREATE WAREHOUSE AND OFFICES	\$1,298,547
2100 CLOVER LN	7	STRIPLING MIDDLE SCHOOL	RENOVATIONS TO MAIN BUILDING, RESTROOMS, FINISHES AND ADDING ACCESSIBILITY UPGRADES	\$1,200,000
354 FOCH ST	9	FOCH	NEW CONSTRUCTION APARTMENT COMPLEX RE-PERMIT UNITS A-D	\$1,125,000
5401 N BEACH ST BUILDING 312	4	LOCKHEED GLOBAL SUSTAINMENT EXECUTIVE COMPLEX	REMODEL OFFICE SPACE	\$1,020,000

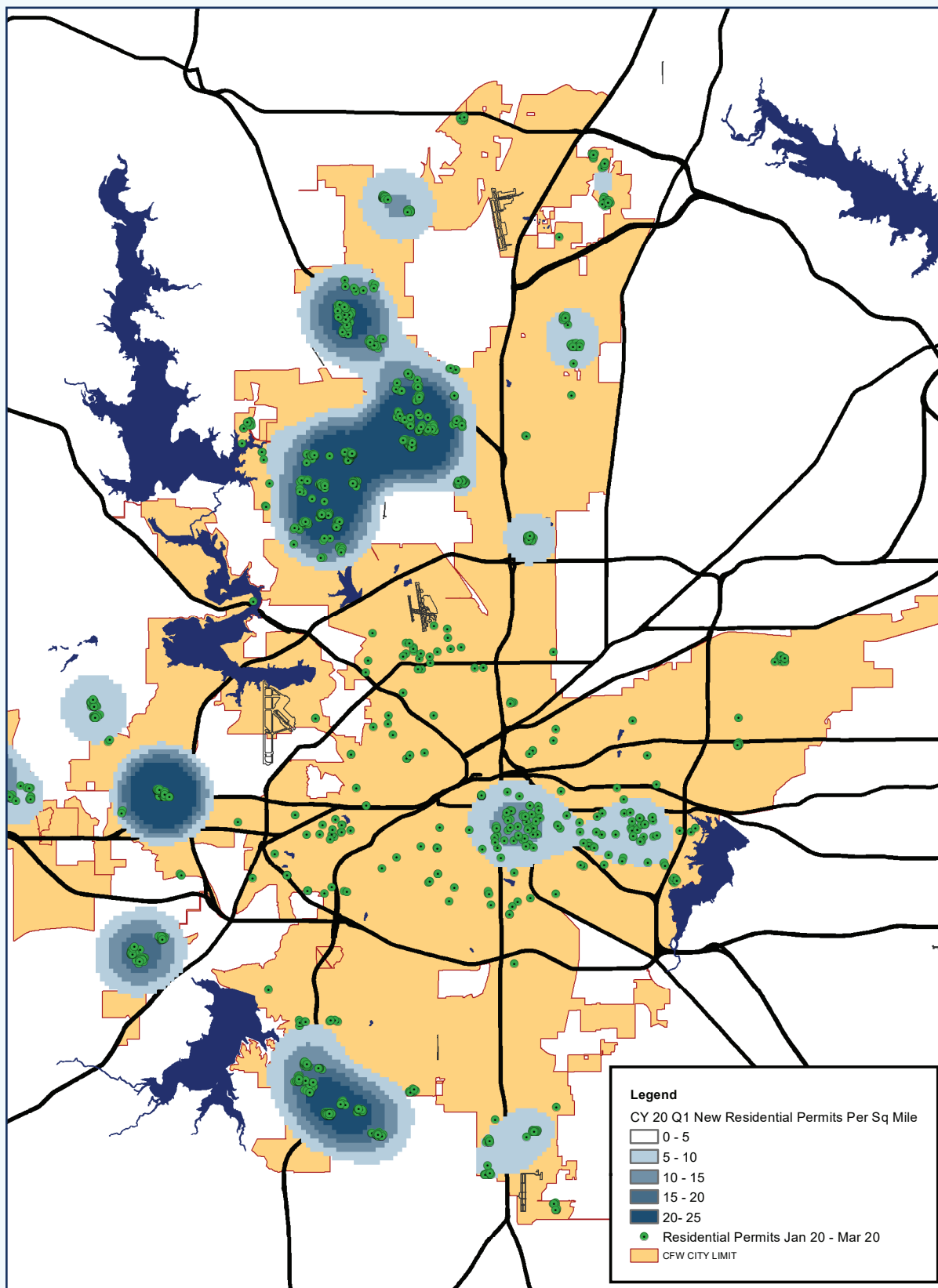
# BUILDING PERMITS

## CY 20 Q1 New Commercial Permits Heat Map



# BUILDING PERMITS

## CY 20 Q1 New Residential Permits Heat Map



## IPRC Overview

IPRC Overview Report	2016	2017	2018	2019	2020
Cycle Complete	52	52	52	52	22
Total Projects	157	170	148	181	60
Avg. Project Total Per Cycle	3.02	3.27	2.85	3.48	2.70
Total Accepted Projects	138	156	139	143	47
Plan Rev. & Ret w/n 14 days	93%	95%	98%	94%	94%

\*All data is in calendar year

## IPRC Quarterly Details

	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020
Cycles	13	13	13	14	9
Total Projects	45	57	41	36	24
Avg. Projects Total Per Cycle	3.46	4.38	3.15	2.57	2.70
Total Avg. Accepted Projects Per Cycle	2.31	2.54	3.10	2.20	1.2
Plan Rev. & Ret w/n 14 days	87%	93%	100%	100%	94%

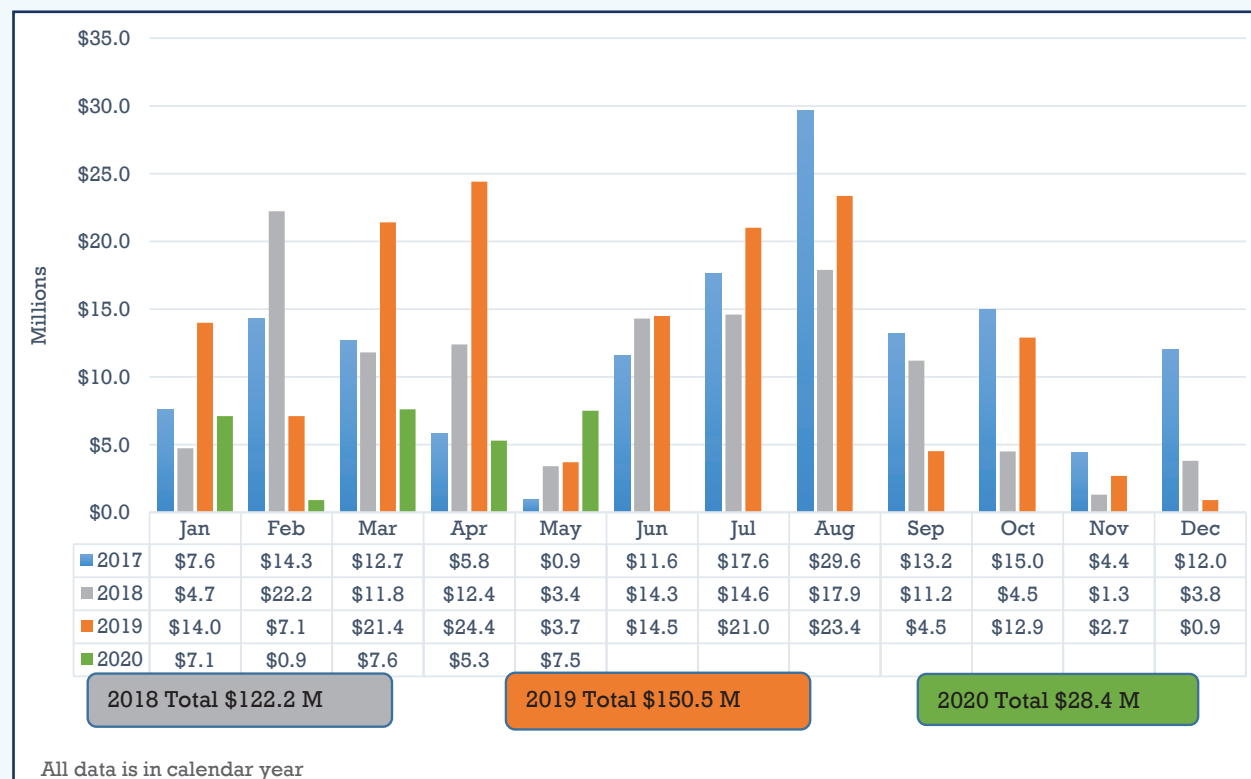
\*All data is in calendar year

# INFRASTRUCTURE

## CFA Project Overview

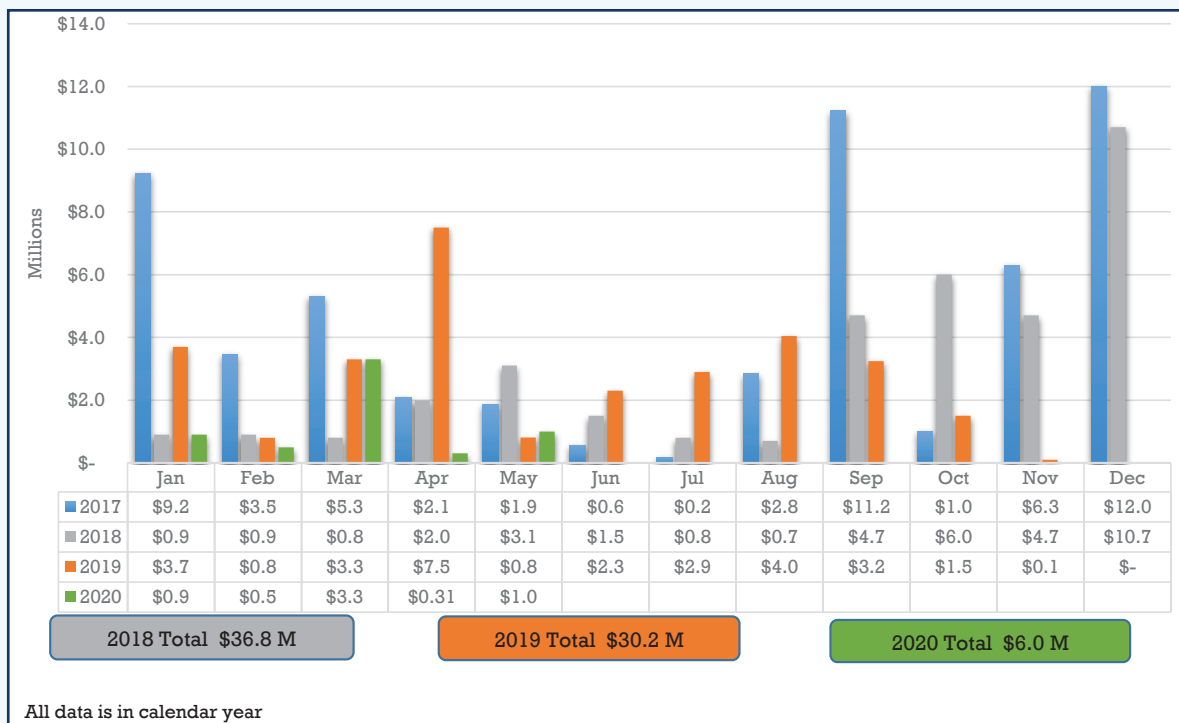


## Public Infrastructure Residential Projects



# INFRASTRUCTURE

## Public Infrastructure Commercial Projects



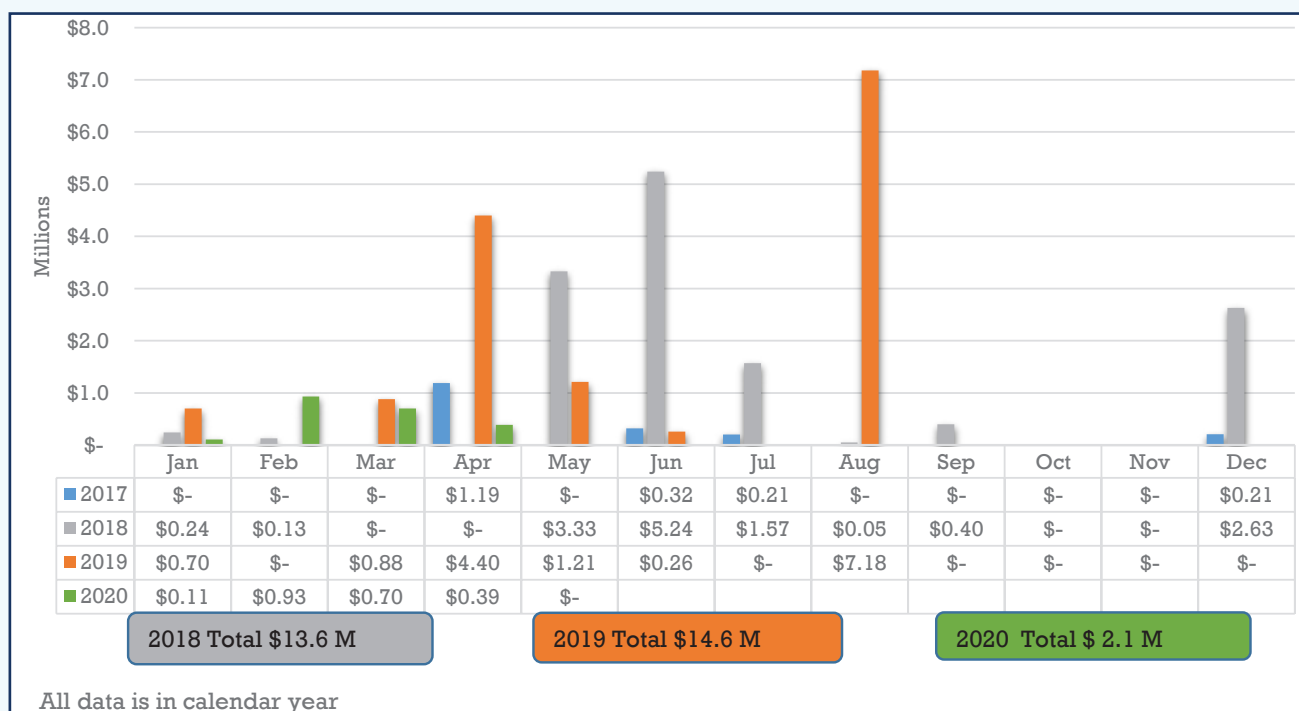
## Public Infrastructure Industrial Projects





# INFRASTRUCTURE

## Public Infrastructure Multi-Family Projects



## Public Infrastructure Institutional Projects



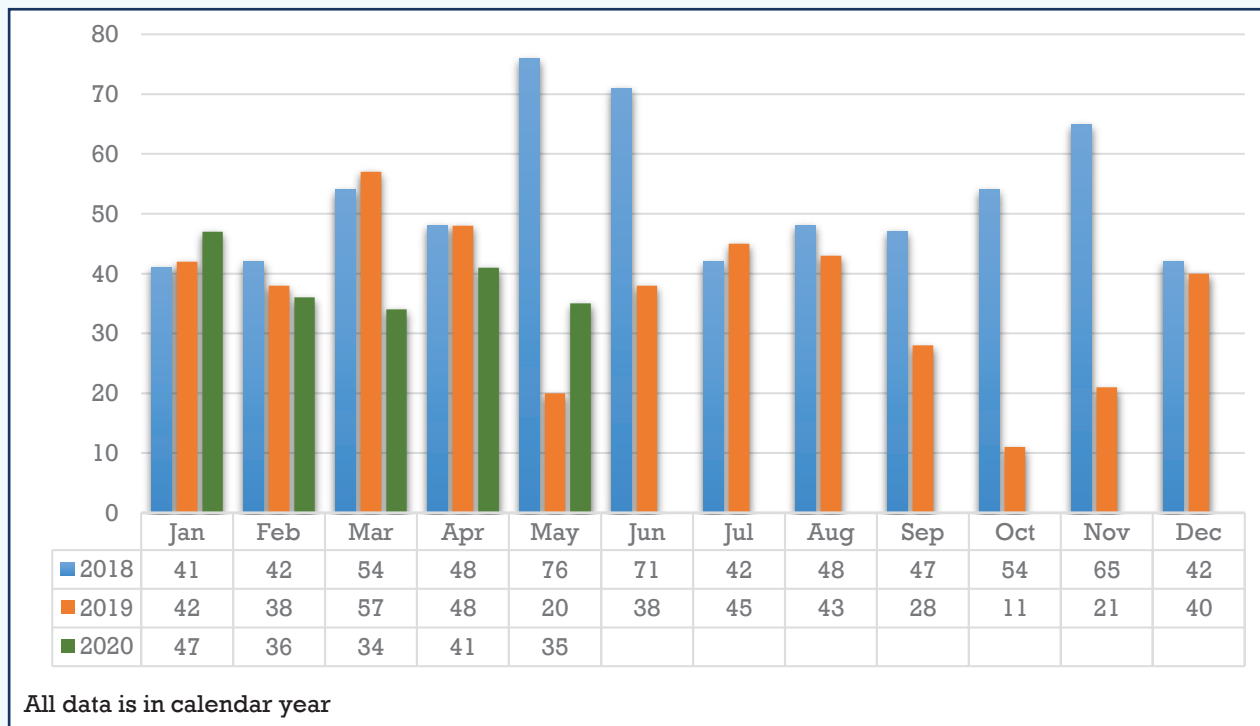
# STORMWATER

## Stormwater Review Performance

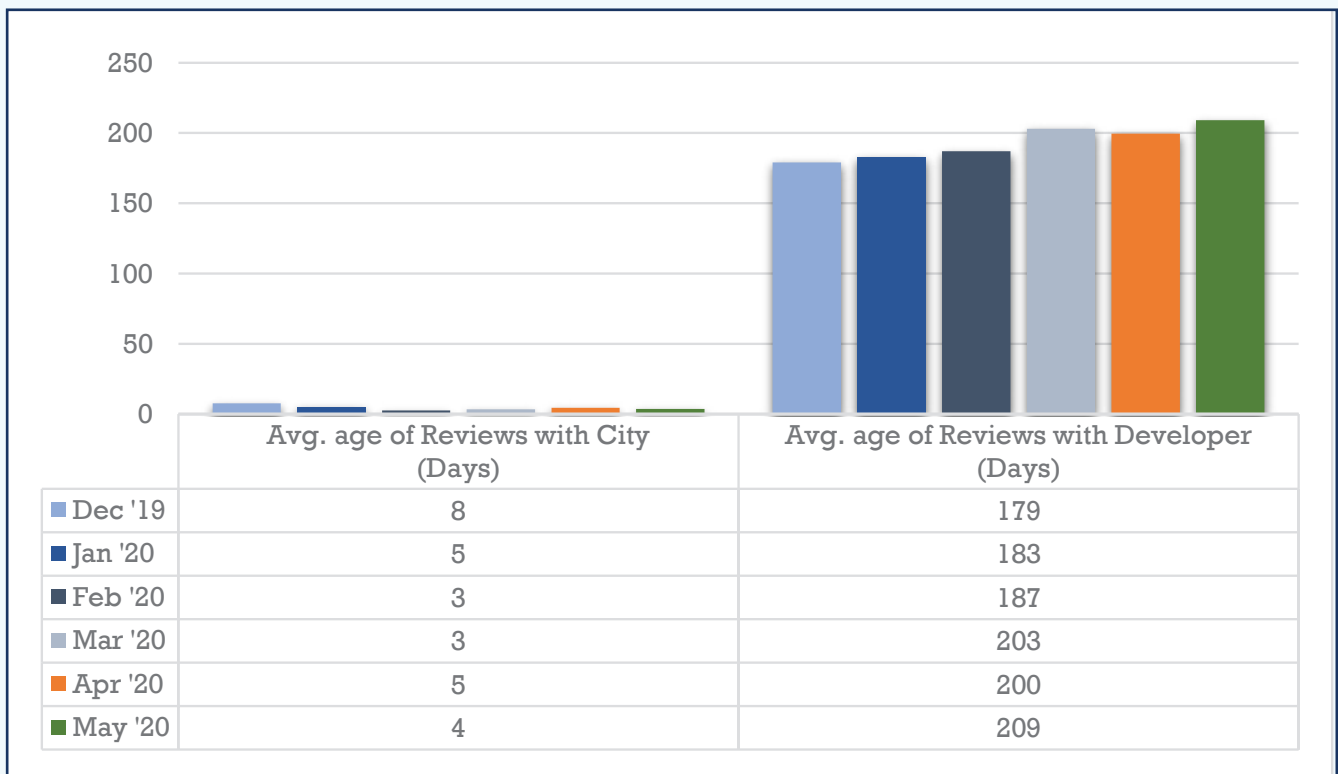
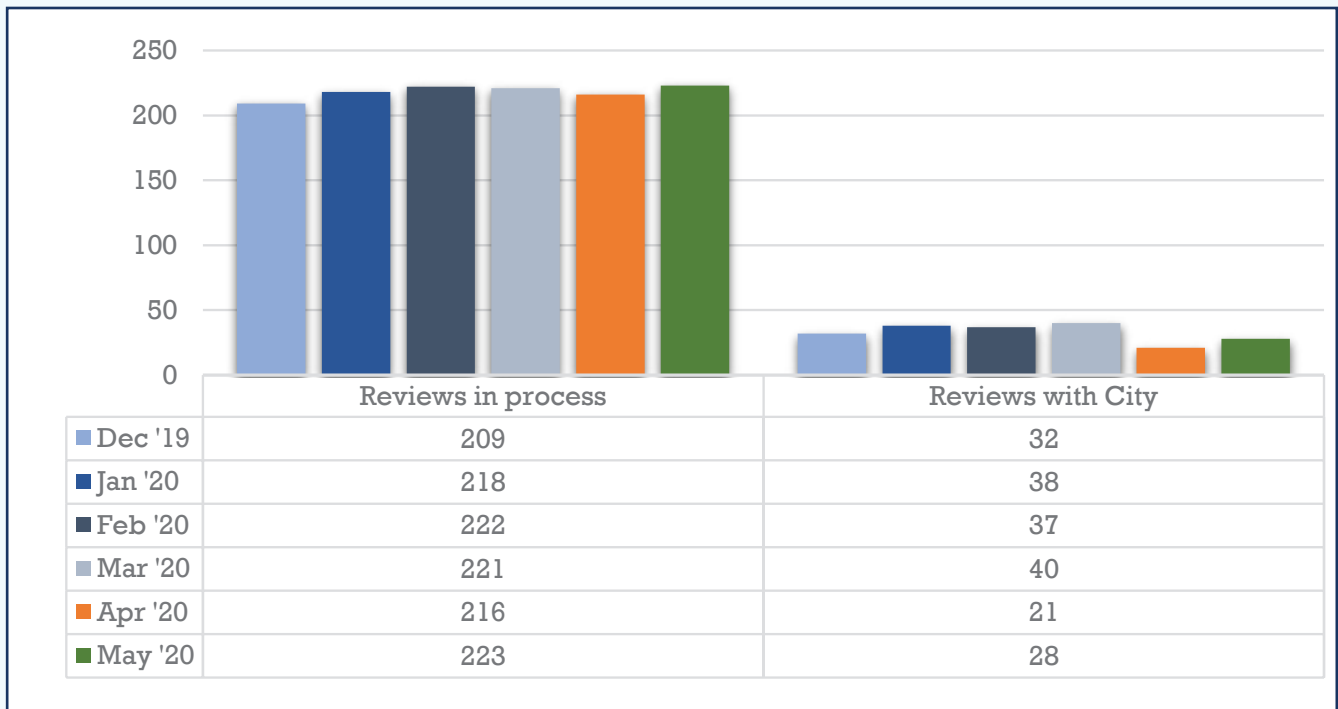
Stormwater Review Performance	CY '19	CY '20	May 20
Avg. Review Time (days)	7.1	6.5	6.3
Num. Review Completed	1,567	317	86
% completed in 10 business days or less	92.0	98.4	98.8
Avg. PiSWM Review Iterations (City)	2.6	0.0	0.0
Avg. FiSWM Review Iterations (City)	3.1	4.3	4.7
Avg. IPRC Review Iterations (City)	3.2	2.4	2.6
Avg. SWMP Review Iterations (City)*	1.6	2.3	3.4
Avg. Drainage Studies Iterations (City)*	0.0	0.0	1.6
Overall Customer Satisfaction Rating (1-5 scale)	4.6	4.9	4.5
Num. of Surveys Taken	64	17	2

\* New item tracked as a result of HB 3167

## New Stormwater Submissions



## Stormwater Pipeline Snapshot



## Newly Submitted Water/Sewer Studies

Water	Jan '20	Feb '20	Mar '20	Apr '20	May '20
Newly Submitted Water Studies	10	10	16	14	8
Water Studies Approved *	6	8	13	13	10
Total Submittals & Resubmittals	10	16	27	35	23
Avg. Water Study Cycle	1.7	2.0	2.1	2.7	2.3
Sewer	Jan '20	Feb '20	Mar '20	Apr '20	May '20
Newly Submitted Sewer Studies	10	10	17	14	7
Sewer Studies Approved *	6	9	16	12	9
Total Submittals & Resubmittals	10	20	31	24	23
Avg. Sewer Study Cycle	1.7	2.2	1.9	2	2.6

\* A study can be submitted multiple times prior to the reported month before being approved

## Submitted Water/Sewer Studies

Water	Jan '20	Feb '20	Mar '20	Apr '20	May '20
Water Study Reviews in Process	14	15	12	17	14
Water Study Reviews in Process with City	3	10	6	10	3
Water Study Reviews in Process with Owner	11	5	6	7	11
Avg. Water Study Reviews in Process with City (Days)	3.0	7.3	5.2	6.9	10.2
Avg. Water Study Review in Process with Owner (Days)	3.0	7.3	5.6	14.9	6.6
Sewer	Dec '19	Feb '20	Mar '20	Apr '20	May '20
Sewer Study Reviews in Process	15	16	14	19	16
Sewer Study Reviews in Process with City	2	7	6	10	2
Sewer Study Reviews in Process with Owner	13	9	8	9	14
Avg. Sewer Study Reviews in Process with City (Days)	3.0	5.5	7.9	8.6	7.6
Avg. Sewer Study Review in Process with Owner (Days)	3.0	5.0	11.7	18.2	4.1

# DEVELOPMENT PROCESS IMPROVEMENTS

Active Development Process Improvements		
As of May 2020		
Accela Automation/Website/Technology Improvements (1 in progress)		
Task	Department/Staff Assigned	Status
Create shared database for CFAs, IPRC, inspections and closeout for developer-led infrastructure projects.	Development Services, TPW, ITS	Staff worked with consultant on making updates to IPRC, CFA, and construction records related to the consolidated report, which is the report that will tract developer project from IPRC application to post construction. The consolidated report was completed by consultant and staff completed review and provided comments to consultant.
Permitting Review (1 in progress)		
Task	Department/Staff Assigned	Status
Complete lean process evaluation for commercial building permits.	Development Services - Allison Gray, Rochell Thompson, D.J. Harrell	Staff is working on video tutorials for online permitting and revised plan review deficiency letters.
Development Process Tree (1 in progress)		
Task	Department/Staff Assigned	Status
To update and publish the process trees for each of our alliance partners that have had changes in their respective process as a result of H.B. 3167. This will allow for citizens to have a clear, transparent and predictable review process for each of the review submittal process.	Development Services, Water, and TPW	Draft for Development tree was sent to departments for review. Departments have returned their reviews and revisions are ongoing. Expected completion date is the end of June 2020.
Parks and Recreation Department (1 in progress)		
Task	Department/Staff Assigned	Status
To streamline and improve the PARD Dedication/Conversion Policy by improving process flows and decreasing total processing time.	Development Services, PARD & TPW	Staff is presenting the findings to DAC on June 18, 2020. Following these discussions, we will create a committee and enact the proposed changes.
Tarrant County Interlocal Agreement (1 in progress)		
Task	Department/Staff Assigned	Status
Update the 2008 Inter Local Agreement with Tarrant County regarding plat approval jurisdiction in the City of fort Worth's ETJ.	Development Services, TPW, and Legal	Tarrant County will be ready for a discussion on updating the IIA after its Subdivision Ordinance has been updated.
School Site Development Guide(1 in progress)		
Task	Department/Staff Assigned	Status
To provide ISDs, Charter Schools, and Private Schools with a guide to developing a school site in the City of Fort Worth. The guide will offer directions and insight for new school constructions, expansions/additions, and remodels.	Development Services, Fire, Water, TPW, and Neighborhood Services	Staff continues to work on the draft of the guide and the completion date is the end of June 2020.
Water & Sewer Department (1 in progress)		
Task	Department/Staff Assigned	Status
Completed lean process improvement evaluation for misc. projects. After discussing results with management, the process improvement has been expanded to include payment process for misc. projects.	Water Dept. - Lawrence Hamilton and Homer Garza	The In-House Design Group and ITS will revisit the lean process improvement evaluation for the misc. projects during June 2020 and will consider all options for implementations.

# CONTACT INFORMATION

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