

Memorandum



CITY OF DALLAS

DATE November 10, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Development Services Updates**

This memorandum is to provide you with an update on Development Services Department (DSD) activities and progress.

CUSTOMER INITIATIVES

The Lunch and Learn series continues to provide opportunities for Development Services staff to engage with customers and educate the public about DSD work processes. To date, a combined total of 106 participants have attended the previous four trainings. The November 2022 schedule includes sessions on the Board of Adjustment, zoning basics, and landscaping for commercial and residential projects. The classes are open to the public and details may be viewed on the [Development Services Calendar](#).

HIRING AND RECRUITMENT

On November 28, 2022, DSD will participate in a mass interview event with a focus on hard-to-fill positions. Qualified candidates who have already been placed on eligibility lists will be interviewed during this event. No walk-ins will be accepted. The department is seeking to fill the following positions: Lead Inspector, Lead Plans Examiner, Senior Plans Examiner, and Inspector III. DSD staff continues to partner with Human Resources to recruit and onboard qualified candidates.

CODE AMENDMENT PROCESS

Rebuttal comments have been posted to the Development Services website and may be viewed [here](#). On November 18, 2022, the draft ordinances and memos will be publicly posted. The full Code Amendment schedule may be viewed by clicking [this link](#).


NEW SINGLE-FAMILY RESIDENCES, REMODELS/ADDITIONS PERMITTING

The Residential Plan Review team received 147 New Single-Family Dwelling (NSFD) applications, performed 650 zoning reviews, and issued 313 permits in the month of October 2022. The Rapid Single-Family VIP Program (RSVP) continues to receive positive feedback and customers are continuing to book appointments. Since the program's inception mid-September 2022, the RSVP team has booked 97 appointments and has issued 67 permits.

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The three (3) Third-party vendors contracted to assist with building plan review/zoning have received a total of 445 building code review projects, approved 410, and completed 70 zoning reviews in the month of October. Beginning in mid-October, the third-party vendors began performing basic zoning reviews in the residential districts to assist with reducing the volume in queue.

Should you have any questions, please contact Andrew Espinoza, Director/Chief Building Official, at (214) 542-1227 or andres.espinoza@dallas.gov.



Majed A. Al-Ghafry, P.E.
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors