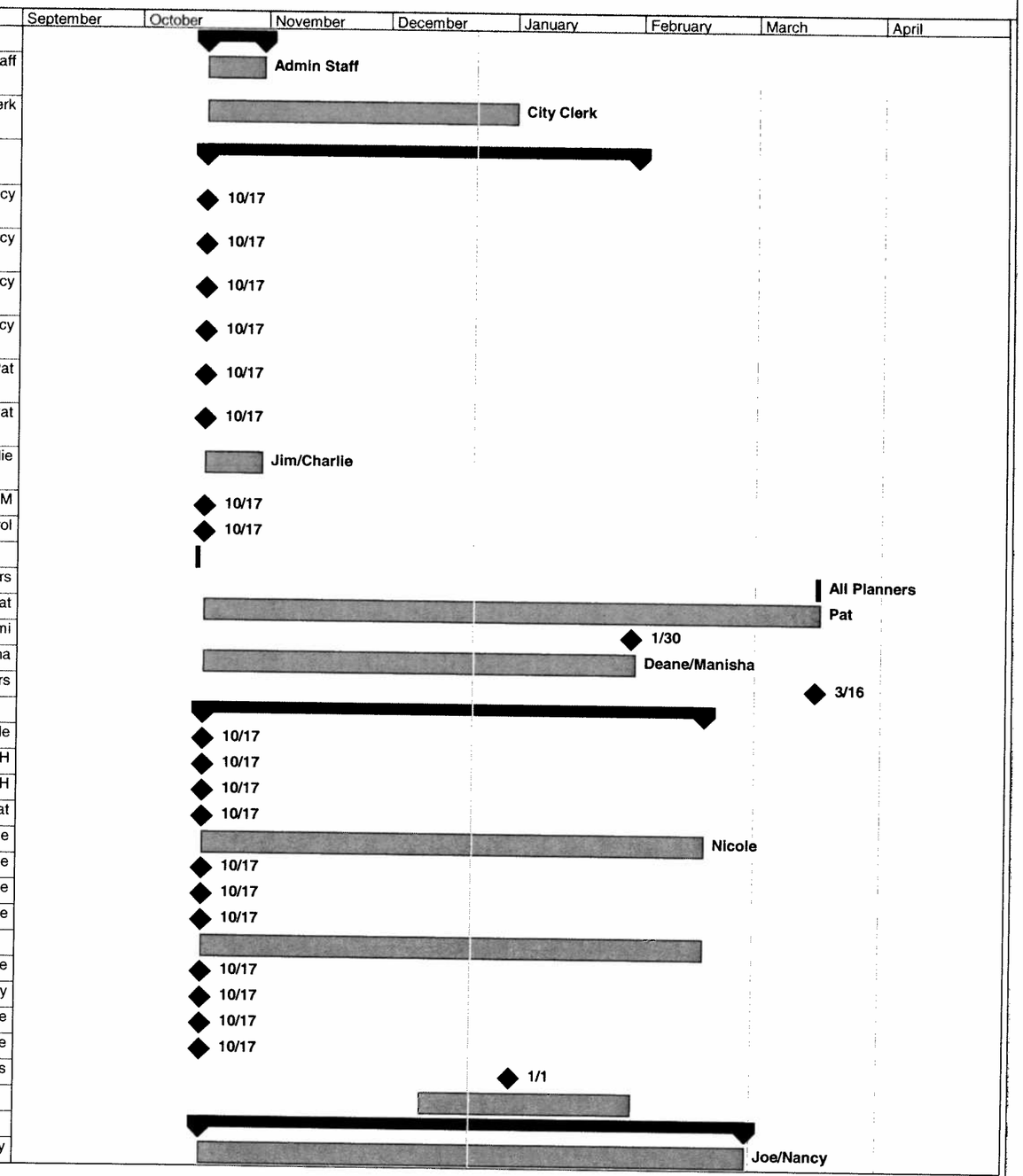
Zoning Implementation Task List

ID		Task Name	Start	Finish	Resource Names
1		**Administrative Tasks**	**Fri 10/17/08**	**Thu 10/30/08**	
2		Create zoning interpretation file	Fri 10/17/08	Thu 10/30/08	Admin Staff
3		Term and member sheet for each Board	Fri 10/17/08	Wed 12/31/08	City Clerk
4		**Standard language for:**	**Fri 10/17/08**	**Fri 1/30/09**	
5		Conditions of approval	Fri 10/17/08	Fri 1/30/09	MMH/Nancy
6		approval letters, w/appeal language	Fri 10/17/08	Fri 1/30/09	MMH/Nancy
7		Staff Report Template	Fri 10/17/08	Fri 2/27/09	MMH/Nancy
8		APFO determination standard language for staff reports).	Fri 10/17/08	Fri 2/27/09	MMH/Nancy
9		External notification	Fri 10/17/08	Fri 1/30/09	Nicole/Pat
10		Internal notices (letter and postcard)	Fri 10/17/08	Fri 1/30/09	Nicole/Pat
11		Notice of violation, Stop Work Order	Fri 10/17/08	Thu 10/30/08	Jim/Charlie
12		Zoning Verification Letters	Fri 10/17/08	Fri 1/30/09	MMH/DEM
13		Notification signs	Fri 10/17/08	Fri 1/30/09	Nicole/Carol
14		**Logs/list:**	Wed 10/15/08	Wed 10/15/08	
15		transition projects (25.08.02)	Mon 3/16/09	Mon 3/16/09	All Planners
16		Expiration dates-taking purposes	Fri 10/17/08	Mon 3/16/09	Pat
17		Lighting complaints (CAV Entry Training)	Fri 1/30/09	Fri 1/30/09	All Staff/Tami
18		APFO log and queue	Fri 10/17/08	Fri 1/30/09	Deane/Manisha
19		Known non conforming uses	Mon 3/16/09	Mon 3/16/09	All Planners
20		**Application Forms**	**Fri 10/17/08**	**Mon 2/16/09**	
21		Administrative Adjustment	Fri 10/17/08	Mon 2/16/09	Cas/Nicole
22		Variance	Fri 10/17/08	Mon 2/16/09	Nicole/MMH
23		Appeal	Fri 10/17/08	Mon 2/16/09	MMH
24		Temporary use permits (add routing for CPDS)	Fri 10/17/08	Mon 2/16/09	Pat
25		time extensions	Fri 10/17/08	Mon 2/16/09	Nicole
26		pre-application	Fri 10/17/08	Mon 2/16/09	Nicole
27		Special Exception (minor/major modification)	Fri 10/17/08	Mon 2/16/09	Cas/Nicole
28		communications waiver	Fri 10/17/08	Mon 2/16/09	Nicole
29		Project Plan	Fri 10/17/08	Mon 2/16/09	
30		revision	Fri 10/17/08	Mon 2/16/09	Nicole
31		nonconforming alteration	Fri 10/17/08	Mon 2/16/09	Nancy
32		site plan (1,2,3)	Fri 10/17/08	Mon 2/16/09	Nicole
33		site plan amendment	Fri 10/17/08	Mon 2/16/09	Nicole
34		Add statement of justification that address compliance with:	Thu 1/1/09	Fri 1/30/09	All Planners
35		Applications to graphics	Wed 12/10/08	Fri 1/30/09	
36		**Fees**	**Fri 10/17/08**	**Fri 2/27/09**	
37		fee applications	Fri 10/17/08	Fri 2/27/09	Joe/Nancy



Project: ProjectManagementSchedule
Date: Mon 12/22/08

Task | Split | Progress | Milestone | Summary | Project Summary | External Tasks | External Milestone | Deadline

Zoning Implementation Task List

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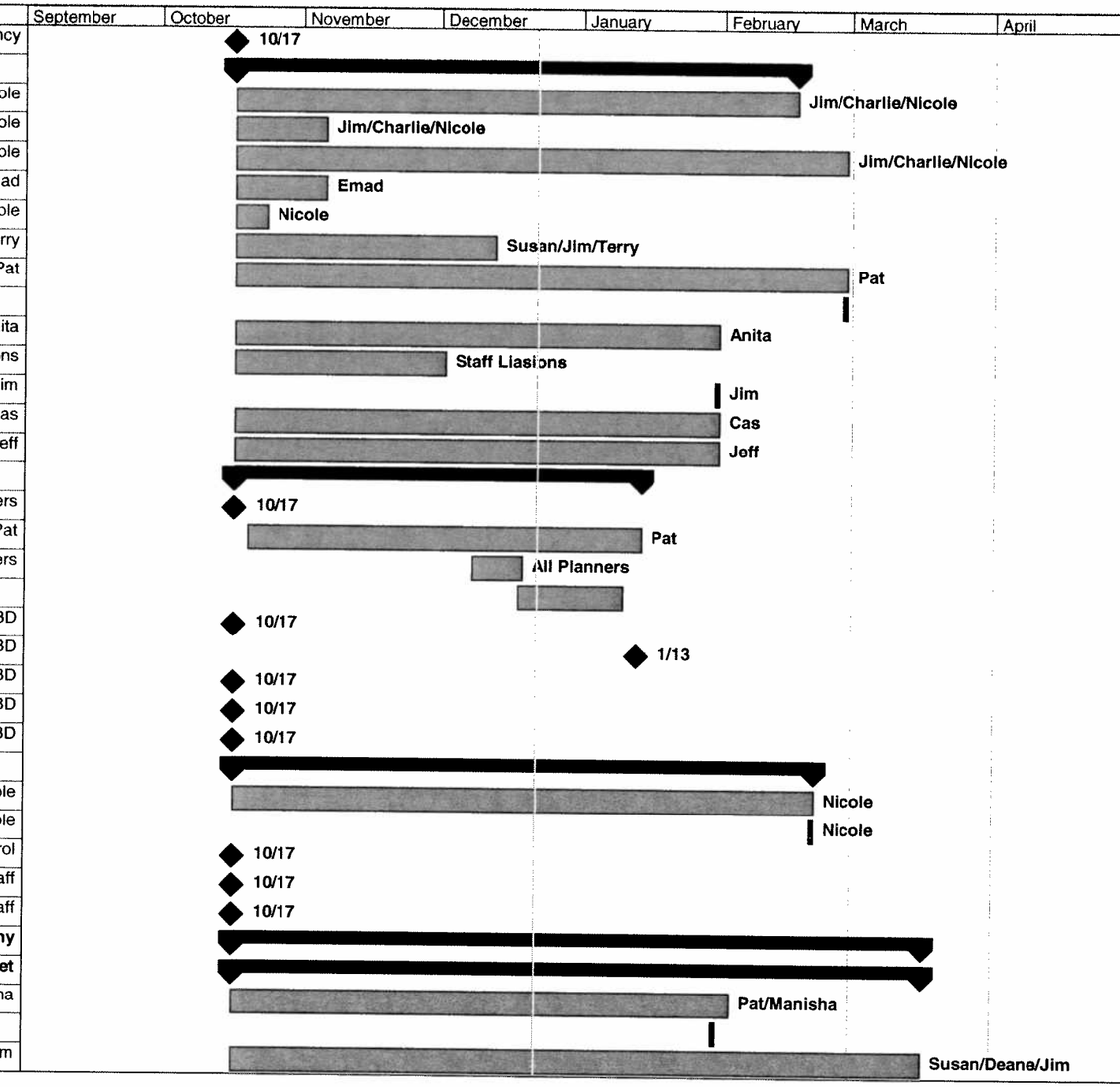
38		public use space fee-I-lieu	Fri 10/17/08	Fri 2/27/09	Joe/Nancy
39		**Coordination with other Staff**	**Fri 10/17/08**	**Mon 2/16/09**	
40		ISD:changes to SFD, BLD and OCC forms (meeting)	Fri 10/17/08	Mon 2/16/09	Jim/Charlie/Nicole
41		ISD: SRB and Sign permits (meeting)	Fri 10/17/08	Wed 11/5/08	Jim/Charlie/Nicole
42		Develop a process for granting additional time for compliance	Fri 10/17/08	Fri 2/27/09	Jim/Charlie/Nicole
43		Transportation: Review of lighting manual	Fri 10/17/08	Wed 11/5/08	Emad
44		City Clerk: applications to be filed with them.	Fri 10/17/08	Thu 10/23/08	Nicole
45		Code Enforcement: HBBE -Inspections (meeting)	Fri 10/17/08	Fri 12/12/08	Susan/Jim/Terry
46		ISD: plats not recorded/applications	Fri 10/17/08	Fri 2/27/09	Pat
47		expired.	Fri 2/27/09	Fri 2/27/09	
48		Other Sections of City Code to be modified.	Fri 10/17/08	Fri 1/30/09	Anita
49		Rules of Procedure Updates	Fri 10/17/08	Mon 12/1/08	Staff Liasions
50		PC	Fri 1/30/09	Fri 1/30/09	Jim
51		BOA	Fri 10/17/08	Fri 1/30/09	Cas
52		HDC	Fri 10/17/08	Fri 1/30/09	Jeff
53		**Training**	**Fri 10/17/08**	**Tue 1/13/09**	
54		Project Plan DRC Review	Fri 10/17/08	Thu 12/4/08	All Planners
55		Project Plan Draft Screens	Mon 10/20/08	Tue 1/13/09	Pat
56		PAM DRC Review	Mon 12/8/08	Thu 12/18/08	All Planners
57		PAM DRC Comments	Thu 12/18/08	Fri 1/9/09	
58		DRC	Fri 10/17/08	Fri 1/30/09	TBD
59		ISD	Tue 1/13/09	Fri 1/30/09	TBD
60		Senior Staff	Fri 10/17/08	Fri 1/30/09	TBD
61		Code Enforcement:	Fri 10/17/08	Fri 1/30/09	TBD
62		Public	Fri 10/17/08	Fri 2/27/09	TBD
63		**Procedures Manual**	**Fri 10/17/08**	**Fri 2/20/09**	
64		Outline	Fri 10/17/08	Fri 2/20/09	Nicole
65		Text	Fri 2/20/09	Fri 2/20/09	Nicole
66		Flowcharts	Fri 10/17/08	Fri 2/20/09	Janet/Nicole/Carol
67		Internal Version	Fri 10/17/08	Fri 2/20/09	Nicole/Staff
68		External Version	Fri 10/17/08	Fri 2/20/09	Nicole/Staff
69		**Website Update**	**Fri 10/17/08**	**Mon 3/16/09**	**Jeremy**
70		**Maps**	**Fri 10/17/08**	**Mon 3/16/09**	**Deane/Manisha/Margaret**
71		Updating Zones (Parcels)	Fri 10/17/08	Mon 2/2/09	Pat/Manisha
72		Misc	Fri 1/30/09	Fri 1/30/09	
73		Zoning Ordinance Implementation	Fri 10/17/08	Mon 3/16/09	Susan/Deane/Jim



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