

Moratorium Committee Recommendations
Project Management Tool

Project	Project Manager	Start Date	Target Date for Completion	Council Committee	Documents Needed	Actions Required	Potential Implications	STATUS
Redefine Multifamily Unit - Anything with 4 or more units within a single development. Does it need to be 4 or more units as recommended or 6 or more or other?	Planning - Otis Spriggs, and Tim Renshaw - Inspections.	2/1/2014	12/31/2015	Public Works	Code of Ordinances - Chapter 117	1. Otis to rewrite ordinance based on committee recommendation, 2. Council to approve, 3. Revise fee schedule - Revenue Enhancement Committee to create category and appropriate fee	1. City Collections/Privilege Licenses - may have fees collected as a result of change, 2. Sanitation Collection - Commercial business no longer eligible for residential pick up, 3. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases.	Rev. Committee to decide how many rental "doors" constitutes as a business and can we start charge bus. Privilege license fees? Cannot charge for trash pick up. Rev. Committee is already formed - needs to meet.
Property Management Registration Program - for properties with 36+ units within a single development; for 100+ an onsite manager required.	Quality of Life Unit - Lt. Todd Nelson, and Tim Renshaw from Inspections.	2/1/2014	12/31/2015	Public Safety	Resolution Needed to establish policy and procedure for this program	1. Todd to write the resolution, the policy, and the procedure for property management, 2. Council to approve.	1. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases.	Ordinances are written. Need to decide when to go to council. Two issues: 1. does the ord dictate onsite property managers AND property mgt of ALL rental units in Jonesboro? 2. How can we enforce not only yard maintenance but broken windows, needs policies for that on all units and how do we deal with low income homeowners in that areas? Todd, Tim, and Mayor to meet and discuss.
Property Maintenance Code - Establish a committee to study and make recommendations - for ALL types of structures - residential single family, residential multifamily, and commercial.	Building Inspections - Terry Adams; Quality of Life Unit - Lt. Todd Nelson	2/1/2014	12/31/2015	Public Safety	ICC International Property Maintenance Code	1. Terry and Mayor to comprise list of citizens for committee, 2. Submit to Nominations and Rules for appointments, 3. Committee to study and make recommendation for an ordinance adoption.	1. Exterior versus interior application, 2. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases, 3. Additional training to SROs and other designated personnel.	
Impact Fees - Establish a committee to study and make recommendations	Mayor's Office - Planning & Engineering & MPO (Mayor, Craig, Otis, LW, Marsha, Heather, and Ben)	2/1/2014	12/31/2016	Public Works and possibly Finance	Case Studies, comparables from other Arkansas cities	1. Administration to comprise list of citizens for committee, 2. Submit to Nominations and Rules for appointments, 3. Committee to study and make recommendation for an ordinance adoption	1. Evaluate application for all types of developments, 2. Educational process needed to make public aware of new process - Presentations to stakeholders such as Developers, channel 24, media outlets with Press Releases.	Study in 2016. Not in 2015 budget and need to get other items finalized before approaching this issue.
City School Systems - to be included in planning/development processes	Planning - Otis Spriggs	2/1/2014	DONE	Nominations/Rules Committee	N/A	1. Re-write policies and procedures to include Superintendents or designees from city schools on Master Land Use / Master Street Plan Committees (split out to two groups), 2. Adopt a multifamily procedure for rezoning processes - so that schools are notified when multifamily developments are approved, 3. Utilize school resource officers and other personnel for training for on-site visits to multifamily units regarding property maintenance violations.	1. Coordination of impacts on school systems - making schools a part of the process, 2. It is already state law to advise schools in a certain way - need to update local to match state and then adhere to, 3. Language has been written into Land Use Plan - needs to be addressed in Master Street Plan also.	Planning process with school systems already in place and being implemented. CANNOT go into homes when schools go into homes to "check on youth/kids" to use as an entry to check inside of homes. This will have to be dealt with on a property maintenance code for landlords - see above.
Master Land Use / Master Street Plan to be active for 2 years or less	Planning - Otis, MPO - Marsha, and Engineering - Craig May call in PM's to advise them.	2/1/2014	DONE	Public Works	N/A	1. RE-write policy and procedure	1. Master Land Use / Master Street Plan will be active for 2 years or less making the planning process ongoing and real time.	Public hearings start next week - Feb. 2nd and 9th. Also, from now on plans will always be updated every 24 months with alternating completion years so that they are not being updated the same year. Also, Mayor added additional "system" reps to these boards such as school system, CWL, gas companies, and low income. This will continue.

* Revised 1.30.2015

* Business Licenses - property owners to assess with Becky in Collector's office annually - anyone with XX doors (whether or not it is in one building or several houses), HAS to register/assess/pay business license/fee.

* Revenue Enhancement - meeting to increase fees - need to break down by department ALL fees/revenues, and then reevaluate any revisions / increases that need to occur.

* Impact Fees - Will need to do a feasibility study in 2016 - this year we need to look at first/Finish/Decide: 1. Master Land/Street use plan(s), 2. Business license fees for property owners/rental properties, 3. Incentive packages for redevelopment in inner Johnson Avenue, G Street, and Caraway Road -

* Commerce Drive north / south arterial - NOT "eastern bypass." Eastern Bypass will be further out and will be Heslie Road. But will have restrictions on development around it to "prevent" sprawl - all the more reason to get redevelopment incentive package ready now in 2014.