

Planning & Development – 57.0 FTEs

## Department Objective

Planning and Development aligns with the City Council's Strategic Direction of facilitating development of the economy through diversifying the economic base, increasing economic opportunity, and fostering community engagement. These goals are achieved by working with our citizens and business community to plan, build and maintain a vibrant, competitive, and livable Clearwater with an emphasis on professional customer service, education and safety.

## Summary of Services Provided

### **Planning**

The Planning program is organized into two operational divisions, Long Range Planning and Development Review.

#### **Long Range Planning Division**

The Long Range Planning division creates and administers the City's long-range planning programs that establish the City's goals for the future and insures consistency between these long-range goals and City policy and financial decisions. This division is responsible for all city long-range planning programs: comprehensive planning, downtown redevelopment planning, annexation, special area plans/projects and general research.

The division devotes time to coordinating programs with other city departments and participating in policy development with other agencies such as the Pinellas Planning Council, Metropolitan Planning Organization, Tampa Bay Regional Planning Council and the Florida legislature. The planners assigned to special projects must also work with interested parties on these projects including citizens, boards, neighborhood groups and/or special interest groups. Approximately 60 percent of the division's work is devoted to special projects.

#### Current Work Projects

- ◆ ATA (Agreement to Annex) Project
- ◆ U.S. 19 Wayfinding Plan
- ◆ CRA Update and Renewal of Downtown Redevelopment Plan
- ◆ U.S. 19 Land Development Regulation Implementation Changes
- ◆ Processing Community Development Code Updates and Amendments

#### **Development Review Division**

The Development Review division reviews development plans at three levels: permit issuance, Development Review Committee (City staff), and Community Development Board (public hearing board). Its primary responsibilities are to provide information on the Community Development Code to citizens, neighborhood associations, realtors, and those involved with site design and building construction related professions. The division administers the code and reviews for compliance on all applications for development approval. This includes plats, building permits and lot divisions. Landscape, site design, and sign alternatives are discussed in great detail.

The division is also responsible for review of tree removal permits, tree protection during construction, landscaping, and site plan compliance after development plan approval. This process involves on-site inspection. This division also performs special assignments such as development of small area/corridor plans and reviews landscape design.

#### Current Work Projects

- ◆ Processing applications for Flexible Standard Development, Flexible Development, Sign Permit and Comprehensive Sign Program.
- ◆ Inspecting sites for landscape compliance prior to issuance of a Certificate of Occupancy Permit, and re-inspecting sites for continued compliance.
- ◆ Implementation of Electronic Document Review

## Summary of Services Provided

### Construction Services

The Construction Services program is responsible for building permitting and building plan review and inspection services.

**Building Permitting** – This operation involves the intake of building plans and issuance of building permits. The division also works in conjunction with the Code Compliance division on the issuance of business tax receipts and includes the maintenance and retention of records as needed.

**Building Plan Review and Inspection** – This operation includes the following major programs:

- ◆ Building Plans Review – This operation involves the technical review of architectural and engineering plans for construction of buildings and structures in accordance with the Florida Standard Building Code.
- ◆ Building Inspections – This operation provides for inspections of building construction. Inspections are done in accordance with the building code as required by Florida Statutes. Areas requiring inspection pertain to building, electrical, plumbing, and mechanical trades.
- ◆ Unsafe Building Abatement and Housing Code Enforcement – This operation involves the enforcement of the Unsafe Building Abatement Ordinance and the Minimum Housing Code. These codes protect citizens and business owners by ensuring that residential and commercial buildings meet minimum safety and housing requirements. This function is important to enhance neighborhoods by ensuring the quality of housing and commercial structures, eliminating blighting influences and sustaining property values.

### Code Compliance

The Code Compliance program is responsible for attaining compliance with a variety of City Codes and includes the following areas.

**Community Standards Enforcement** – This operation concentrates on a myriad of issues pertaining to the zoning and development regulations contained within the Community Development Code as well as more general property nuisance and prohibited activities as defined in the Clearwater City Code. Examples include landscaping, debris, overgrowth, illegal yard parking, graffiti and signage violations. Inspectors also investigate and gain compliance with the Business Tax Receipts process. The Code Compliance division also conducts neighborhood code “sweeps” in various areas annually to identify violations.

**Sign Inspection and Enforcement** – Since 1987, the City of Clearwater has targeted sign blight throughout the City. The goal is to enforce against illegal, non-permitted, and snipe/roadside signage in order to maintain the aesthetic appearance of the City’s commercial and residential areas.

**Business Tax Receipts** – Business tax receipt inspectors enforce the business tax receipt requirements for businesses as provided for by Florida Statutes and required by city ordinance. Annually, there are approximately 10,000 business tax receipt and registrations within the city. In addition to annual renewal periods, license inspectors conduct sweeps for the purpose of locating and notifying unlicensed businesses of the need to obtain proper business licensing.

**Residential Rentals** – The city has a residential rental compliance ordinance that requires licensing of residential rental units, including single-family residences.

**Water Enforcement** – The Code Compliance division enforces water use restrictions, which are designed to make the best use of valuable water resources.

The division strives to achieve voluntary compliance in all program areas through education. Absent voluntary compliance, code inspectors initiate enforcement either through abatement, presentation of cases to the Municipal Code Enforcement Board or to Pinellas County’s local ordinance violations (LOV) court.

# Planning and Development

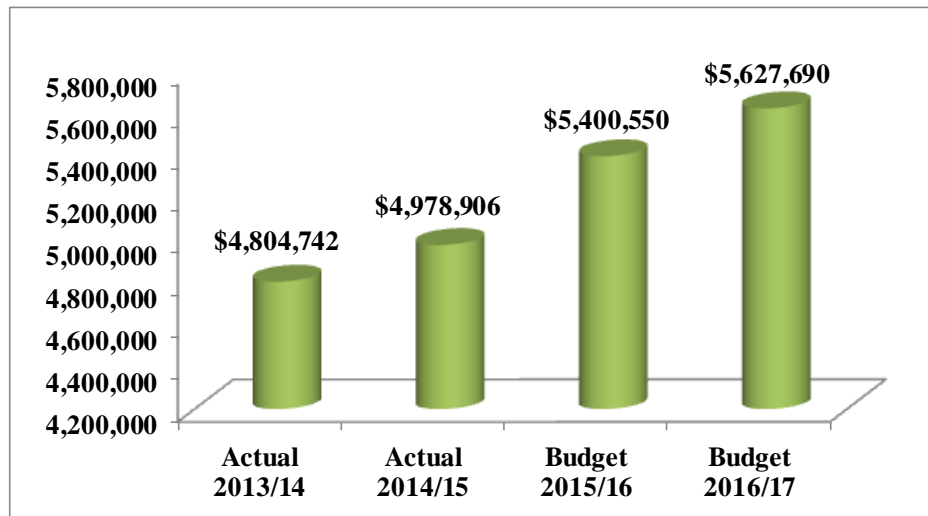
## Budget Summary

	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Planning	1,465,152	1,517,558	1,817,880	1,901,810	5%
Construction Services	2,291,869	2,359,885	2,399,180	2,564,480	7%
Code Compliance	1,047,721	1,101,463	1,183,490	1,161,400	-2%
<b>Total Planning and Development</b>	<b>4,804,742</b>	<b>4,978,906</b>	<b>5,400,550</b>	<b>5,627,690</b>	<b>4%</b>

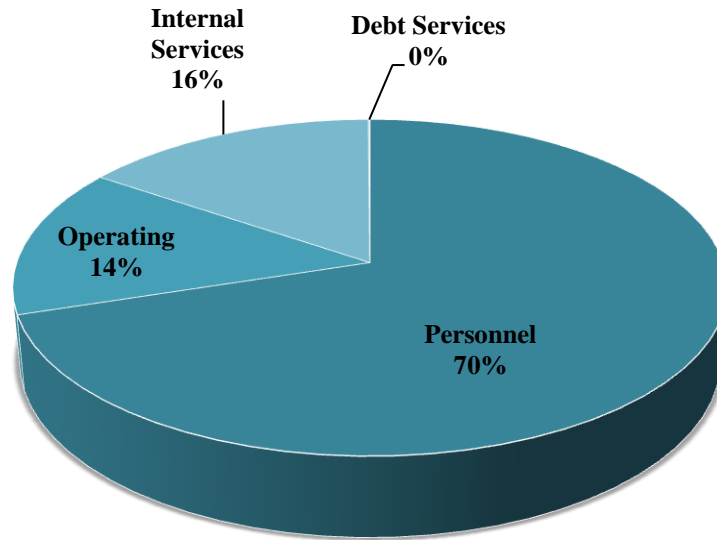
## Full Time Equivalent Positions

Planning	15.0	15.0	16.0	17.0	1.0
Construction Services	26.0	26.0	26.0	26.0	0.0
Code Compliance	13.0	13.0	14.0	14.0	0.0
<b>Total Planning and Development FTEs</b>	<b>54.0</b>	<b>54.0</b>	<b>56.0</b>	<b>57.0</b>	<b>1.0</b>

## Department Total Summary



## Fiscal Year 2016/17 Budget by Category



Key Performance Indicator	FY 2013/14	FY 2014/15	FY 2015/16
<b><u>Building Permits</u></b>			
• Total permits issued by type			
○ Repair	4,288	4,769	4,746
○ Roof	1,362	1,471	1,613
○ New Construction	455	481	449
○ Sign	122	136	136
○ Pool	46	84	71
○ Other	1,309	1,397	1,580
• % of permits issued online	18%	23%	32%
• Total permit revenue	\$2,751,371.08	\$2,997,876.54	\$2,613,346.22
<u>Objective:</u> to manage the workflow of plans reviews to ensure Clearwater remains a desirable place to do business.			

<b>Key Performance Indicator (continued)</b>	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>
<p><b><u>Building Inspections by Trade</u></b></p> <ul style="list-style-type: none"> <li>• <b>Building</b> 12,283</li> <li>• <b>Electrical</b> 4,612</li> <li>• <b>Plumbing</b> 2,398</li> <li>• <b>Gas</b> 389</li> <li>• <b>Mechanical</b> 2,973</li> <li>• <b>Other</b> 553</li> </ul> <p><u>Objective:</u> to provide residential and commercial building construction inspections in accordance with the building code as required by Florida Statutes.</p>			
<p><b><u>Code Cases Initiated by Type</u></b></p> <ul style="list-style-type: none"> <li>• <b>Community Development Code</b> 1,943</li> <li>• <b>Public Nuisance</b> 2,067</li> <li>• <b>Business Code</b> 786</li> <li>• <b>Water Violations</b> 37</li> </ul> <p><u>Objective:</u> to improve the aesthetic appearance, safety and quality of structures in the City through effective code enforcement.</p>			
<p><b><u>Job Value of New Construction</u></b></p> <p><u>Objective:</u> to take a pulse of the construction industry in the city which leads to increase in property values.</p>	\$117,094,547.25	\$327,355,016.01	\$136,476,416.98

## **Budget Highlights**

- ◆ The Planning and Development Department is supported by 57 full time equivalent positions, an increase of one FTE from the 2015/16 budget. For fiscal year 2016/17, one Transportation Planner is being added to the Planning program.
- ◆ The budget includes \$250,000 for contractual services associated with construction inspection services; \$90,000 for consultant assistance as needed; and \$100,000 for a City-wide Way-finding study. This is a 46% increase from the 2015/16 budget due the increased use of construction inspection services.
- ◆ The budget includes \$50,000 for lot mowing for vacant and/or overgrown properties throughout the City. This is the same level of funding as the 2015/16 budget.
- ◆ Other operating expenses include \$125,000 to fund supplies necessary for projects anticipated for the new neighborhood program.
- ◆ There have been no other significant changes in the Planning and Development Department. The budget for this department reflects a 4% increase from the 2015/16 budget.

