



Planning & Development – 56.0 FTE’s

Planning and Development

Mission

The mission of the Planning and Development Department is to work 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.

DEPARTMENT SUMMARY

	Actual 2012/13	Actual 2013/14	Budget 2014/15	Budget 2015/16	% Change
Planning	1,325,087	1,465,152	1,481,600	1,817,880	23%
Construction Services	2,311,520	2,291,869	2,305,820	2,399,180	4%
Code Compliance	1,052,521	1,047,721	1,100,260	1,183,490	8%
Total Planning and Development	4,689,128	4,804,742	4,887,680	5,400,550	10%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS

	Actual 2012/13	Actual 2013/14	Budget 2014/15	Budget 2015/16
Planning	15.0	15.0	15.0	16.0
Construction Services	26.0	26.0	26.0	26.0
Code Compliance	13.0	13.0	13.0	14.0
Total Planning and Development	54.0	54.0	54.0	56.0

Planning and Development

Key Performance Indicator	FY 2012/13	FY 2013/14	FY 2014/15 (October 1 - August 31)
Number of Code Cases Brought Into Compliance <u>Objective:</u> to improve the aesthetic appearance, safety and quality of structures in the City through effective code enforcement.	3892 Closed of 4905 Total Cases	4431 Closed of 4864 Total Cases	3782 Closed of 4584 Total Cases
Resolution of Code Cases *Measured by the percentage of total cases received that were brought into compliance for the period.	79%	91%	83%
Number of Permits Issued by Construction Services <u>Objective:</u> to manage the workflow of plans reviews to ensure Clearwater remains a desirable place to do business.	7,111	7,778	7,653
Number of Building Inspections <u>Objective:</u> to provide residential and commercial building construction inspections in accordance with the building code as required by Florida Statutes.	23,460	24,234	24,960

Department Highlights

- ◆ The Planning and Development Department is supported by 56 full time equivalent positions, an increase of two FTE's from the 2014/15 budget. For fiscal year 2015/16, one Neighborhoods Coordinator is being added to the Planning program; and one Code Enforcement Inspector is being added to the Code Compliance program.
- ◆ The budget includes \$50,000 for lot mowing due to the increased number of vacant overgrown properties throughout the City. This is the same level of funding as the 2014/15 budget.
- ◆ The budget includes \$150,000 for contractual services associated with demolition of unsafe structures; and \$150,000 for professional services to fund a Hercules Area redevelopment study. This is a 50% increase from the 2014/15 budget due the professional services funding.
- ◆ 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 10% increase from the 2014/15 budget.

Program Description

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
- ◆ North Marina District Master 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 and training 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 will also perform special assignments such as corridor plans and 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.
- ◆ Update of Downtown Design Guidelines and Signage

Program Summary						
	Actual	Actual	Budget	Budget	%	
	2012/13	2013/14	2014/15	2015/16	Change	
Personnel	1,173,482	1,210,763	1,248,990	1,360,640	9%	
Operating	37,818	130,627	111,500	334,500	200%	
Internal Services	113,787	123,762	121,110	122,740	1%	
Total Planning	1,325,087	1,465,152	1,481,600	1,817,880	23%	
Full Time Equivalent Positions	15.0	15.0	15.0	16.0	1.0	

Program Description

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.

Program Summary					
	Actual	Actual	Budget	Budget	%
	2012/13	2013/14	2014/15	2015/16	Change
Personnel	1,597,897	1,539,703	1,520,370	1,607,360	6%
Operating	195,638	229,096	232,600	237,900	2%
Internal Services	486,197	491,282	544,900	553,920	2%
Debt Services	31,788	31,788	7,950	-	-100%
Total Construction Services	2,311,520	2,291,869	2,305,820	2,399,180	4%
Full Time Equivalent Positions	26.0	26.0	26.0	26.0	-

Program Description

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.

Program Summary					
	Actual 2012/13	Actual 2013/14	Budget 2014/15	Budget 2015/16	% Change
Personnel	882,734	900,460	888,660	967,830	9%
Operating	50,569	25,559	88,600	88,950	0%
Internal Services	119,218	121,702	123,000	124,500	1%
Debt Services	-	-	-	2,210	n/a
Total Code Compliance	1,052,521	1,047,721	1,100,260	1,183,490	8%
Full Time Equivalent Positions	13.0	13.0	13.0	14.0	1.0

