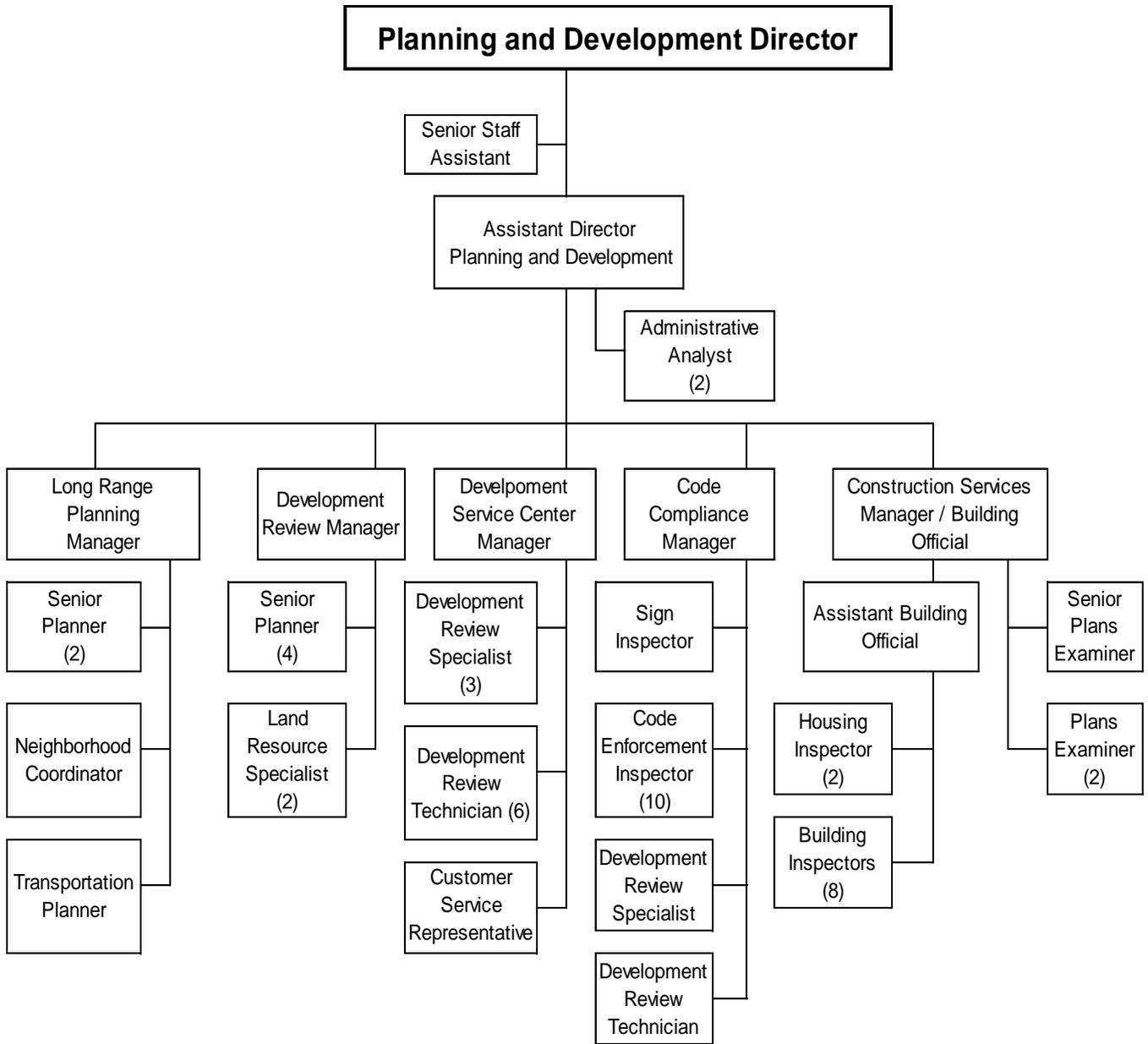




PLANNING AND DEVELOPMENT



Planning and Development – 57.0 FTE’s

PLANNING AND DEVELOPMENT

Department Description

The objective 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 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%
Total Planning and Development	4,804,742	4,978,906	5,400,550	5,627,690	4%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Planning	15.0	15.0	16.0	17.0
Construction Services	26.0	26.0	26.0	26.0
Code Compliance	13.0	13.0	14.0	14.0
Total Planning and Development	54.0	54.0	56.0	57.0

Department 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 to 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.

Program Description

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

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 Long Range 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.

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 Development Review 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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	1,210,763	1,271,439	1,360,640	1,441,350	6%
Operating	130,627	74,639	334,500	329,110	-2%
Internal Services	123,762	121,480	122,740	131,350	7%
Contribution to CIP	-	50,000	-	-	n/a
Total Planning	1,465,152	1,517,558	1,817,880	1,901,810	5%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Planning	15.0	15.0	16.0	17.0
Total Planning	15.0	15.0	16.0	17.0

CONSTRUCTION SERVICES

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 2013/14	tual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	1,539,703	1,492,480	1,607,360	1,612,170	0%
Operating	229,096	339,485	237,900	388,400	63%
Internal Services	491,282	519,973	553,920	559,490	1%
Debt Service	31,788	7,947	-	4,420	n/a
Total Construction Services	2,291,869	2,359,885	2,399,180	2,564,480	7%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Construction Services	26.0	26.0	26.0	26.0
Total Construction Services	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 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	900,460	933,876	967,830	891,080	-8%
Operating	25,559	40,172	88,950	93,250	5%
Internal Services	121,702	127,415	124,500	177,070	42%
Debt Services	-	-	2,210	-	n/a
Total Code Compliance	1,047,721	1,101,463	1,183,490	1,161,400	-2%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Code Compliance	13.0	13.0	14.0	14.0
Total Code Compliance	13.0	13.0	14.0	14.0

