

## *Mission*

*To provide programs, services and direction that create private and public sector investments that lead to the best possible environment for Clearwater's citizens and businesses to live, work, and play. These programs and services will be delivered in a customer friendly and professional manner that is characterized by prompt, accurate, consistent and fair service.*

## Department Description

The Planning department establishes the City's long range plans in concert with the City's overall goals. The Department is responsible for creation and administration of the City's Comprehensive Plan, the 20-year plan for the entire City, as well as, detailed neighborhood and area plans. The Department also implements the City's redevelopment goals through site plan reviews of public and private projects.

The Planning department 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, annexation, historic preservation, special area plans/projects and general research. The Division worked on the Clearwater Downtown Redevelopment Plan Downtown Design Guidelines, which was adopted by the City Council on November 4, 2004 and became effective after approval by the Countywide Planning Authority. The Division also prepared an amendment to Beach by Design and prepared a new Flood Plain Management Plan.

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, City boards, neighborhood groups and/or special interest groups. Approximately 60 percent of the division's work is devoted to special projects.

### **Current Work Projects**

- ❖ Comprehensive Plan and Beach Plan Administration
- ❖ Evaluation and Appraisal Report
- ❖ Conducting Small Area Plans for Selected Areas

### **Development Review Division**

The Development Review Division reviews all new and redevelopment site 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 professional designers. The Division administers the Code and reviews and determines compliance of applications for development approval. This includes all types of applications such as plats, building permits and lot divisions. Landscape, site design, and sign alternatives for private sector projects are discussed in great detail.

The Division is also responsible for tree removal permit review, tree protection during construction, landscaping, and site plan compliance after plan approval, which is administered through on-site inspections. This Division is assigned special projects such as corridor plans and landscape design. The Community Development Code requires all of the recurring responsibilities of the Development Review Division.

## Current Work Projects

- ❖ Streamlining the process by which applications are reviewed.
- ❖ 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.

DEPARTMENT SUMMARY					
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07	% Change
Personnel	921,849	921,718	1,228,480	1,199,580	-2.4%
Operating	55,237	161,799	138,580	103,920	-25.0%
Internal Services	108,724	111,525	117,270	141,880	21.0%
<b>Total Planning</b>	<b>1,085,810</b>	<b>1,195,042</b>	<b>1,484,330</b>	<b>1,445,380</b>	<b>-2.6%</b>

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07
Planning	16.0	16.0	18.5	18.5
<b>Total Planning</b>	<b>16.0</b>	<b>16.0</b>	<b>18.5</b>	<b>18.5</b>

## Program Highlights

- ❖ The Planning program is supported by 18.5 full time equivalent (FTE) positions, the same as the 2005/06 budget. Personnel costs reflect a 2.4% decrease due to filling vacancies at lower salaries than previous incumbents and decreases in workers compensation insurance premiums.
- ❖ Internal service charges reflect an increase of 21% primarily due to higher information technology charges for costs related to Geographical Information System (GIS) support and additional computer resources for FTEs added during fiscal year 2006.
- ❖ Operating expenditures reflect a 25% decrease primarily due to a decrease in professional services. A report for the Federal Emergency Management Agency (FEMA) previously paid for by the Planning program has shifted to the Public Works Engineering department in this budget year.
- ❖ There have been no other significant changes in the Planning department in the current budget.