

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 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.

| | <i>Actual</i> 2000/01 | <i>Actual</i> 2001/02 | % | <i>Budget</i> 2002/03 | % | <i>Budget</i> 2003/04 | % |
|-------------------|--------------------------|--------------------------|--------------|--------------------------|---------------|--------------------------|-------------|
| Administration | 184,103 | - | n/a | - | n/a | - | n/a |
| Planning | 959,000 | 927,302 | -3.3% | 1,158,920 | 25.0% | 1,167,890 | 0.8% |
| Housing Svcs | 433,398 | 464,586 | 7.2% | - | n/a | - | n/a |
| Neighborhood Svcs | 126,414 | 155,348 | 22.9% | - | n/a | - | n/a |
| Total | 1,702,915 | 1,547,236 | -9.1% | 1,158,920 | -25.1% | 1,167,890 | 0.8% |

| | <i>Actual</i> 2000/01 | <i>Actual</i> 2001/02 | <i>Budget</i> 2002/03 | <i>Budget</i> 2003/04 |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Administration | 4.0 | 0.0 | 0.0 | 0.0 |
| Planning | 14.0 | 15.0 | 17.0 | 16.0 |
| Neighborhood | 2.0 | 3.0 | 0.0 | 0.0 |
| Housing | 8.0 | 8.0 | 0.0 | 0.0 |
| Total | 28.0 | 26.0 | 17.0 | 16.0 |

Program Description

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, transportation planning, annexation, historic preservation, special area plans/projects and general research. The Island Estates Neighborhood Plan and the Neighborhood Conservation Overlay district were approved last year.

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 & Beach Plan Administration
- ❖ Update of the Downtown Plan
- ❖ Island Estates Neighborhood Overlay District

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 splits. 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

- ❖ Assisting Long Range Planning with the Downtown Plan Update and the 2002 Code Amendments.
- ❖ Processing applications for Flexible Standard Development, Flexible Development, Sign Permit and Comprehensive Sign Program applications including the Clearwater Bay Marina and East Shore projects.
- ❖ Inspecting sites for landscape compliance prior to issuance of a Certificate of Occupancy Permit, and reinspecting sites for continued compliance

| Program Summary | | | | | | | |
|---|----------------|----------------|--------------|------------------|--------------|------------------|----------------|
| | <i>Actual</i> | <i>Actual</i> | | <i>Budget</i> | | <i>Budget</i> | |
| | <i>2000/01</i> | <i>2001/02</i> | <i>%</i> | <i>2002/03</i> | <i>%</i> | <i>2003/04</i> | <i>%</i> |
| Personnel | 729,684 | 725,325 | -0.6% | 965,560 | 33.1% | 970,860 | 0.5% |
| Operating | 153,575 | 51,809 | -66.3% | 67,770 | 30.8% | 82,720 | 22.1% |
| Internal Services | 75,741 | 125,332 | n/a | 124,830 | -0.4% | 114,310 | -8.4% |
| Capital | - | 20,082 | n/a | 760 | -96.2% | - | -100.0% |
| Debt Service | - | 4,754 | n/a | - | -100.0% | - | n/a |
| Total | 959,000 | 927,302 | -3.3% | 1,158,920 | 25.0% | 1,167,890 | 0.8% |
| Program Full-Time Equivalent Positions | 28.0 | 26.0 | | 17.0 | | 16.0 | |

Program Highlights

- ❖ The Planning program is supported by 16 full-time equivalent positions, **a decrease of one position from the 2002/03 budget. A Senior Planner for the annexation program has been deleted.**
- ❖ Operating expenditures reflect a 22% increase primarily due to an increased emphasis on training.
- ❖ There have been no other significant changes in the Planning Department in this fiscal year. The approved 2003/04 budget for this office reflects an increase of 0.8% over the previous year's budget.