

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.

Department Summary					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Planning	927,302	1,082,659	1,167,890	1,244,650	6.6%
Housing Svcs	464,586		-		n/a
Neighborhood Svcs	155,348	-	-	-	n/a
Total	1,547,236	1,082,659	1,167,890	1,244,650	6.6%

Department Full-Time Equivalent Positions				
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>
Planning	15.0	17.0	16.0	16.0
Neighborhood	3.0	0.0	0.0	0.0
Housing	<u>8.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	26.0	17.0	16.0	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, downtown redevelopment, transportation planning, annexation, historic preservation, special area plans/projects and general research. The Division worked on the Clearwater Downtown Redevelopment Plan, which was adopted by the City Council on September 18, 2003 and became effective on February 3, 2004 after approval by the Countywide Planning Authority.

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
- ❖ Downtown Plan Design Guidelines
- ❖ Flood Plain Management

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 applications including the Days Inn redevelopment and Pelican Walk Parking Garage 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>%</i>
	<i>2001/02</i>	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>Change</i>
Personnel	725,325	827,730	970,860	1,000,540	3.1%
Operating	51,809	61,121	82,720	122,550	48.2%
Internal Services	125,332	120,556	114,310	121,560	6.3%
Capital	20,082	8,252	-	-	n/a
Debt Service	4,754	-	-	-	n/a
Transfers	-	65,000	-	-	n/a
Total	927,302	1,082,659	1,167,890	1,244,650	6.6%
Program Full-Time Equivalent Positions	15.0	17.0	16.0	16.0	

Program Highlights

- ❖ The Planning program is supported by 16 full-time equivalent positions, the same as the 2003/04 budget.
- ❖ Operating expenditures reflect a 48.2% increase primarily due to the addition of professional services for consultants for the Downtown Plan implementation, architectural reviews and the enclave annexation program.
- ❖ There have been no other significant changes in the Planning Department in this fiscal year. The 2004/05 budget for this office reflects an increase of 6.6% over the previous year's budget.