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OFFICE OF THE CITY MANAGER

NO. LTC# **103-2016**

LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: March 10, 2016

SUBJECT: **2015 Summary – Planning Department**

I am pleased to share the 2015 year end summary for the Planning Department. The document summarizes the regulatory statistics for the department over the course of 2015, including development application and permit review. It also provides an overview of other significant accomplishments and contributions.

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Attachment (1)

C: Raul Aguila, City Attorney
Rafael Granado, City Clerk

2015 Year-End Summary
Planning Department

Message from the Director

In 2014 the Planning Department reorganized and began to implement new processes and procedures, as well as undertake a number of different initiatives designed to expedite, streamline and improve overall customer service. In addition to our regulatory functions as part of the building permit review process, the Planning Department is also responsible for staffing and administering the City's four major Land Use Boards: Historic Preservation, Design Review, Planning and the Board of Adjustment, as well as providing staff support for the Land Use Committee.

Within a short period of time our staff has modified and streamlined previously cumbersome processes, taken on a leadership role in the implementation of the electronic agenda project and the EnerGov permitting project, as well as reassigned responsibilities to better serve both internal and external customers with particular emphasis on consistency and improved delivery of services. Over the last two years there has been a marked increase in board submittals, as well as permit review applications at the counter and drop-off, and the department has been able to keep pace every step of the way. This is a strong testament to the dedication and work ethic of all of the members of the Planning Department staff.

Our staff has been and continues to be committed to providing the highest, most efficient level of service for City residents, property owners and business people. All of our initiatives are intended to provide better services to our customers, improve and streamline work-flows and foster a better work environment for staff. In this report we have provided a snapshot of the quantity of work accomplished. These numbers do not reflect the time, effort and dedication of our professional; planning and administrative support staff.

Summary and Status Update of Key Initiatives:

NOVUS Agenda

All internal configuration and workflow adjustments for transitioning to an electronic agenda system called NOVUS were completed in 2015. This system will streamline and automate many of the manual steps needed to produce an agenda, as well as provide substantially more information to the public in an easily accessible, electronic format. The Planning Department will use this software to manage Land Use Board applications and is in the final stages of testing. The system is expected to go live in the spring of 2016.

EnerGov

The City is in the process of implementing a new permitting and financial system called EnerGov, which will replace Permits Plus. Once implemented Building, Planning, Fire and Public Works and other departments will be reviewing and approving permits concurrently expediting the review process. In 2015, the Planning Department mapped and refined the Land Use Board processes, as well as the Department's roll in the review of building permits to refine and expedite applications, eliminate duplicity and prevent errors. The system is expected to go live in the late spring of 2016.

Electronic Paint Permits

In 2015 the Planning Department launched an E-Application to generate Paint Permits online until the EnerGov system is fully implemented. This system allows the applicant to obtain Paint Permits if they choose one body and one trim color from the pre-approved lists. If additional trim colors, or a color not found in the preapproved list are sought, the applicant will have to come to the department for review and approval. 82 E-permits have been issued since inception and have saved the applicant approximately three to five days of permit processing time.

Data Storage and Access

In 2015, the Planning Department continued to restructure the manner and location for records and files, including the compiling, inventorying and scanning of documents so they can be more easily accessed and searched. This data will also be uploaded to EnerGov at the parcel level and will be available to Planning staff when reviewing a permit or taking an application for a board.

Best Buddies
Through Best Buddies, William Blachar (Billy) joined the Planning Department in 2015 and was assigned to assist with records management and clerical support. Billy's responsibilities have increased since joining the team. He is an asset and a great addition, as he is punctual, reliable, pays close attention to detail, and asks questions regarding his tasks to make sure they are completed correctly. He is eager to take on new assignments. Billy works with Microsoft software, including Word, Excel and Outlook. He scans and names files and picks up the department's mail from the mailroom. Most of all Billy has learned new skills and is a valued member of the Planning team. He is friendly and respectful and always eager to assist. Billy is a great addition to the team and we are very proud that Planning was the first department in City Hall to participate in the Best Buddies program.

Historic Preservation App and Website
In 2015 work began on creating a mobile App to enhance and showcase the City's historic resources, in addition to updating the Historic Preservation webpage. The goal is to create an application that identifies historic resources, gives a brief description and history of the district and provides photographs of historic properties.

E-Recording
In 2015 electronic recording for Land Use Board orders was implemented. This has expedited the completion of the Board Application process by allowing Planning staff to record final orders in minutes; a process which would have taken the applicant two to three weeks. The department now has control of these documents and the applicants can obtain the recorded order from the County Clerk website. Additionally, recorded orders will be loaded to NOVUS to complete the electronic file which will be accessible to the public.

Standardization of Documents required for Board Submittals and Zoning Information
All documents necessary for planning staff to evaluate board applications and building plans have been substantially refined, including checklists for board submittals. All forms are now online, as well as at the Building and Zoning permit counters.

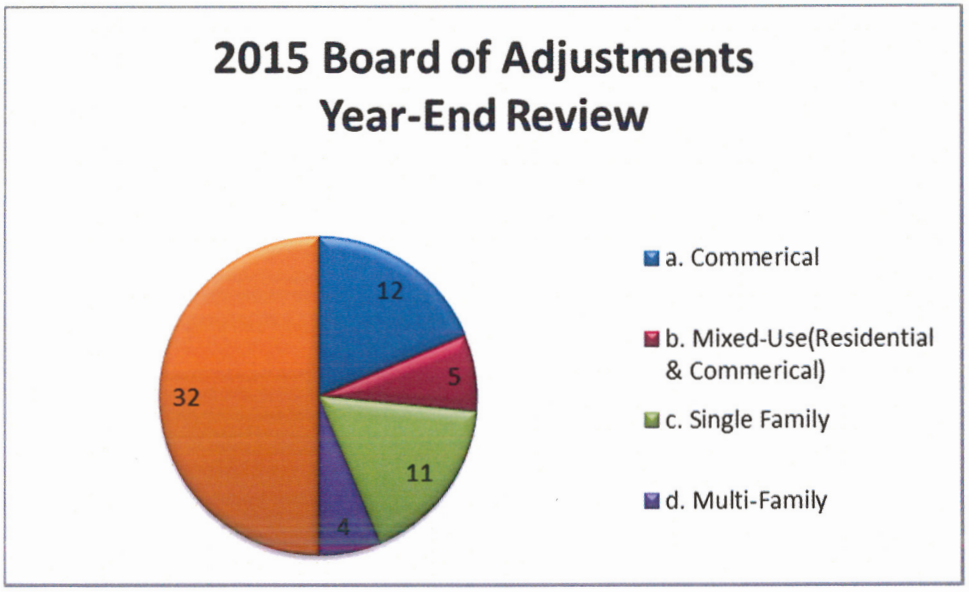
Update to Fee Schedule
In 2015 the City Commission approved an updated fee schedule for both Board Applications and Plans review. It had been more than 10 years since the fees were reviewed and the previous fees were not commensurate with the actual costs of tasks. The fees have now been updated and will be adjusted annually based on the Consumer Price Index for Urban areas. Such regular review and adjustments will ensure that the actual level of development will fairly subsidize the impact created on city services.

Fee In Lieu of Parking
This is an ongoing effort, and planning staff continues to invoice and collect fees based on Land Use Regulations and Commission direction. The department invoiced a total of $473,220 in 2015 and has collected close to $300,000 thus far.

APPLICATIONS / PERMIT REVIEWS - 2015

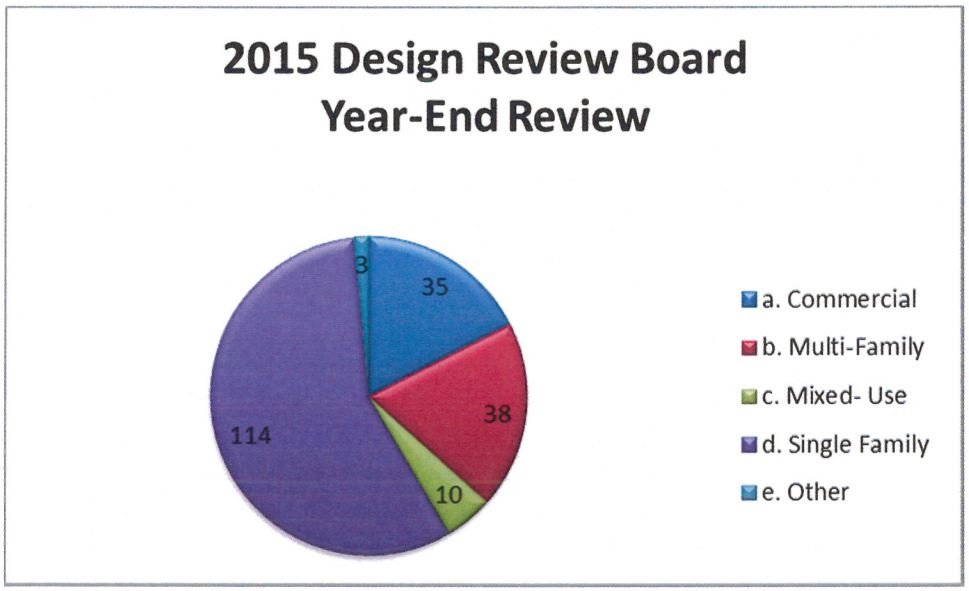
Board of Adjustment

1. Number of Applications reviewed by the Board of Adjustment from January-December: **32**
    a. Commercial: **12**
    b. Multi-Family: **4**
    c. Mixed-Use (Residential & Commercial): **5**
    d. Single Family: **11**



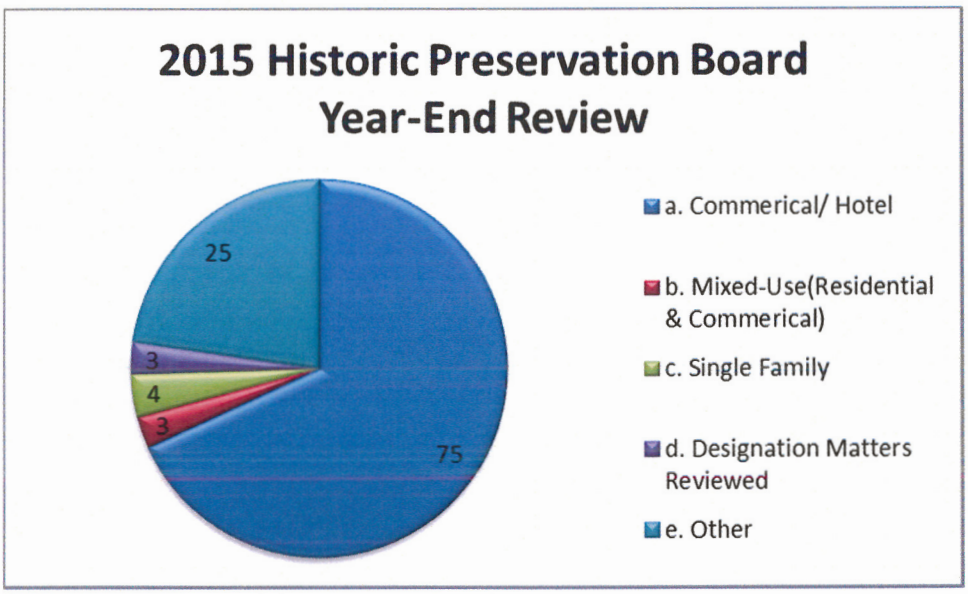
Design Review Board

1. Number of Applications reviewed by the Design Review Board from January-December: **200**
    a. Commercial: **35**
    b. Multi-Family: **38**
    c. Mixed-Use (Residential & Commercial): **10**
    d. Single Family: **114**
    e. Other: **3**



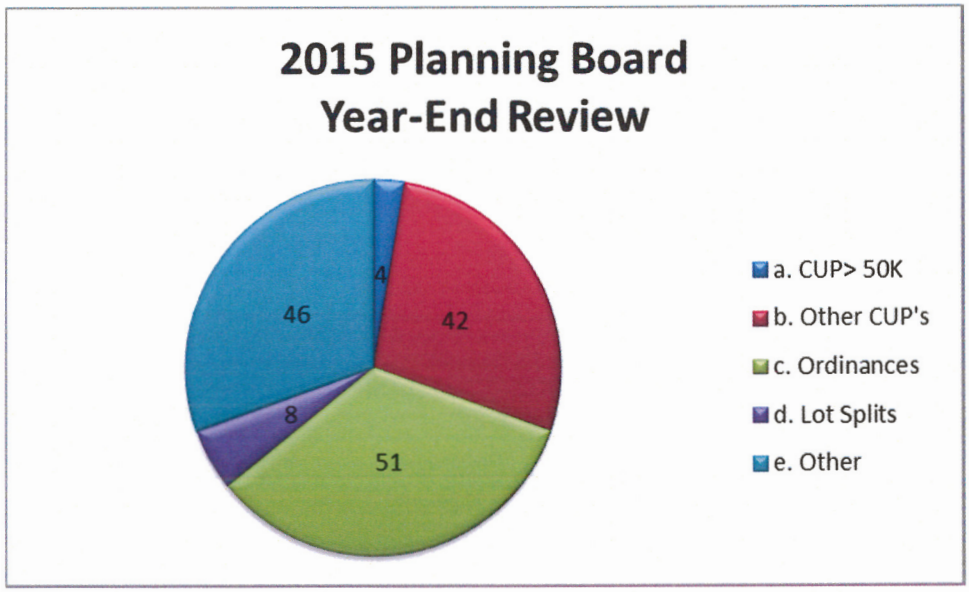
Historic Preservation Board

1. Number of Applications reviewed by the Historic Preservation Board from January- December: **122**
    a. Commercial/Hotel: **75**
    b. Multi-Family: **12**
    c. Mixed-Use (Residential & Commercial): **3**
    d. Single Family: **4**
    e. Other: **25**
2. Designation Matters Reviewed: **3**
3. Any other Historic Preservation related initiatives/accomplishments:
    a. Initiated a digital survey update re-survey of local historic districts



Planning Board

1. Number of Applications reviewed by the Planning Board from January-December: **151**
    a. CUP> 50K: **4**
    b. Other CUP's: **38**
    c. Ordinances : **51**
    d. Lot Splits: **8**
    e. Other: **46**



Comprehensive Plan Amendments

1. Faena District (Large Scale)
2. 1100 15th Street (Small Scale)

Other Plans/Studies

1. Washington Avenue Master Plan
2. Par III Park Master Plan
3. North Beach FAR Study
4. Ocean Drive Realignment Study
5. Ocean Drive Shade Study

Building Permits Reviewed by Planning and Issued from 1/1/2015-12/31/2015

Permit Type	Total
Alterations & Remodeling (Single-Family Only)	202
Alterations & Remodeling (Multi-Family & Commercial)	1,153
Awnings	107
Doors and Windows	1,123
Fence	328
Landscape	152
Marine Structures (Docks)	194
Paving	125
Pools	248
Railings	183
Roofing	467
Signs	204
New Construction and Additions (Single-Family Only)	157
BCU (BTR Approvals)	1,023
New Construction and Additions (Multi-Family & Commercial)	95
PZ Permits (Planning & Zoning Permits)	301
Total	6,062
Total Number of ***Reviews*** Conducted by the Planning Department (This number includes all reviews done by the department including denial comments)	14,447

2016 Initiatives Underway

- Electronic permits for Garage Sales and Real Estate signs. These online services will assist residents in obtaining the appropriate permits from the comfort of their home.

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