

Planning Department Project Tasks List 2014

Revised: Wednesday, February 26, 2014

Note: The order of the tasks shown are not intended to indicate a particular priority

	Tasks	Description	Status	Notes
	Projects			
1	Commercial Redevelopment			
		Permitted and Conditional Uses	COMPLETED	Ordinance Adopted by City Council
		Inter-connectivity and Intra-connectivity	* Proposed Ord. and Guidelines pending sched. on CC agenda	* PC discussions 12/10/13 thru 3/11. At conclusion of 3/11 discussion, Planning Com. voted to move the proposed Ordinance and Guidelines to CC, recommending approval.
		Parking	Pending Scheduling before the Planning Commission	Presentation to be scheduled with the Planning Commission after Intra- and Inter-connectivity is completed.
		Non-Conforming Structures	Pending scheduling before City Council	Present to City Council for Direction. Schedule with Planning Commission after intra-and inter-connectivity is completed.
		Set Backs	Pending scheduling before City Council	Present to City Council for Direction. Schedule with Planning Commission after the completion of Nonconforming Structures.
	2 Civic Core\ Community and Cultural Center	Consultant Preparing Conceptual design and Analysis for the Development of a Master Plan	Currently Under City Council's Consideration	Review of Concept Plan Scheduled for the City Council March 4, 2014 meeting.

	Tasks	Description	Status	Notes
3	Planning Commission Sub-Committee Meetings			
		Land Development Code Review	* Meetings scheduled for 3/25/14, 4/08/14 and 5/27/14	* 3/25/14 LDC Subcom. to review 1) Resort Housing Room Size and 2) Roof Lines Legislation
		Capital Improvements Review	Meeting scheduled for 5/13/14	
		Below Market Rate Housing Review	* Meeting scheduled for 4/22/14	
		Permitting Process Review	Preparing agenda and meeting dates	
4	Sanibel Plan			
		Prepare Sanibel Plan for the Printing of Hard Copies and Its Posting on the City's Web Site	Preparing steps for layout and conversion	Complete all required edits and updates of the Plan
5	Digitized Zoning Maps	Finalize Remaining Official Zoning Maps for Digital Conversion and Approval By City Council (Ecological Zone and Density Maps)	85% Completed	Commence and complete after Sanibel Plan is finished
6	Planning Department Fees			
		The Department is currently tracking Staff's hours associated with permitting and special projects activities	Provide Monthly Reports of Hours for Fiscal Year 2013-2014	Data collected for a final report and assessment of the department's permitting fees.

	Tasks	Description	Status	Notes
7	Zoning Analysis			
		Conduct Zoning and Land use Analysis for Privately Owned vacant lands	On-going	Examples: Bowman's Beach parcel and Lots with Sanibel Highlands, Tarpon Bay and Sanibel Garden Subdivisions
8	Update HOA/Condo Assoc. and Subdivision Contacts	Prepare recommendation for potential Land Development Code Amendment	Schedule after commercial Redevelopment	Present to the Land Development Code Review sub-committee.
9	Resort Housing Unit Size			
		Draft ordinance to permit the maximum size of a resort housing units not to exceed 600 S.F.	* Sched'd for 3/25 LDCR Plan. Com. Subcom.	
10	Digitize Planning Docs (Laser Fiche)	Prioritize next-steps for digitizing Planning docs. Including the indexing of Off-island records	On-going	Planning Commission Documents thru 2012 have been scanned
11	Revise LDC 86-43	Revise notifications Requirements for minor development projects and renovations	Schedule after Commercial Redevelopment	Refer to LDC Review Subcommittee
Consultants Projects				
1	Mailbox Structures	Establish new standards for the installation of mailboxes	Assigned	Refer to LDC Review Subcommittee
2	Civic Core\ Community and Cultural Center	Consultant Preparing Conceptual design and Analysis for the Development of a Master Plan	Preliminary Design completed	Consensus plan to presented at the City Council March 4, 2014 meeting.

	Tasks	Description	Status	Notes
3	Taxi Cab Ordinance	Consultant Preparing draft Recommendations	Preliminary draft completed	* Present draft product and recommendations to City Council April 1
4	Pervious Brick Paver Standards	Draft Recommendations for Potential Land Development Code amendments	* Preliminary draft completed	* Present draft product and recommendations to City Council April 1
5	FEMA/FIRM MAPS	Review current FEMA FIRM maps for Potential Flood Elevation Revisions	To be Assigned	Draft product and recommendation to be presented to City Council

Note: * indicates updated status/notes from last report