

Planning Department Project Tasks List 2014

Revised: Tuesday, May 27, 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	City Council first reading 5/6/14. <i>*Second reading scheduled for 6/3/14 CC Mtg.</i>	PC discussions 12/10/13 thru 3/11. 4/8/14 Resolution 14-05 on PC Consent Agenda to forward proposed draft Ord 14-001 to Council. <i>*Draft Ord 14-001 on Interconnectivity was on 5/6/14 CC Mtg agenda for 1st reading; 2nd reading/public hearing scheduled for 6/3/14 CC Meeting</i>
		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 Land Development Code Review Subcommittee and Planning Commission after intra-and inter-connectivity is completed.
		Set Backs	Pending scheduling before City Council	Present to City Council for Direction. Schedule with Land Development Code Review Subcommittee and Planning Commission after the completion of Nonconforming Structures.

	Tasks	Description	Status	Notes
2	Planning Commission Sub-Committee Meetings	Land Development Code Review	Resort Housing Room Size (Draft Ord 13-002) and Roof Lines (Draft Ord 13-03) itmes scheduled for second reading/hearing at 6/3/14 City Council Mtg.	3/25/14 LDC Subcom. reviewed Resort Housing Room Size and Roof Lines Legislation . 4/8/14 PC reviewed Draft Resolutions (14-06 & 14-07) and proposed Draft Ordinances (14-002 & 14-003) for Resort Housing Room Size and Roof Lines. PC voted to forward draft Ordinances 14-002 and 14-003 to CC. Draft Ordinances 14-002 and 14-003 were on 5/6/14 CC agenda for First Reading. Second Reading and Public Hearing scheduled for June 3. 4/22/14 LDC Subcom. reviewed Floating Docks; pending Planning Commission Review.
		Capital Improvements Review	Follow-up meeting scheduled for 6/10/14	Public Works Dept. Director, Keith Williams, presented Capital Projects Report 5/13/14. Follow-up meeting sch'd for 6/10 to review capital projects for Library, School, LCEC and IWA and follow-up on questions on Public Works items.
		Below Market Rate Housing Review	Meeting scheduled for 5/27/14	CHR Director and Board President to present at 5/27/14 BMRH Subcommittee Meeting.
		Permitting Process Review	Meeting Scheduled for 6/24/14	Discussion regarding new software application
3	Sanibel Plan	Prepare Sanibel Plan for posting on the City's Web Site	In progress	Complete all required edits and updates of the Plan. Convert document into digital format
4	Digitized Zoning Maps	Finalize remaining Official Zoning Maps for digital conversion and approval by City Council (Ecological Zone and Density Maps)	85% Completed	Commence after Sanibel Plan is finished

	Tasks	Description	Status	Notes
5	Analysis of Planning Dept. fees related to permit activities	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 being collected for the preparation of a final report and assessment of the department's permitting fees.
6	Request for 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
7	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
8	Revise LDC 86-43	Revise notifications requirements for minor development projects and renovations	Assigned	Refer to LDC Review Subcommittee with recommendations
Consultants Projects				
1	Mailbox Structures	Standards for the installation of mailboxes	To be assigned	Refer to LDC Review Subcommittee with recommendations
2	Civic Core\ Community and Cultural Center	Consultant Preparing Conceptual design and Analysis for the Development of a Master Plan	Preliminary Design completed	Conceptual plan adopted at the 4/1/14 City Council meeting.
3	Vehicles for Hire	Consultant preparing draft recommendations	Preliminary draft completed	Presentation of draft product and recommendations to City Council pending

	Tasks	Description	Status	Notes
4	Pervious Brick Paver Standards for Residential Uses	Draft recommendations for potential Land Development Code amendments	Pending Planning Com. review	Presented draft product and recommendations at City Council May 6, 2014. * Planning Com scheduled to review at 5/27/14 Meeting. Scheduled for 6/3 City Council 1st Reading. Scheduled for 7/22 City Council 2nd Reading/Public Hearing.
5	FEMA/FIRM MAPS	Review current FEMA FIRM maps for potential Flood Elevation Revisions	To be Assigned	Draft product and recommendation to be presented at future City Council Meeting

Note: * indicates updated status/notes from last report