

PLANNING DEPARTMENT – GENERAL FUND

GENERAL GOVERNMENT FUNCTION

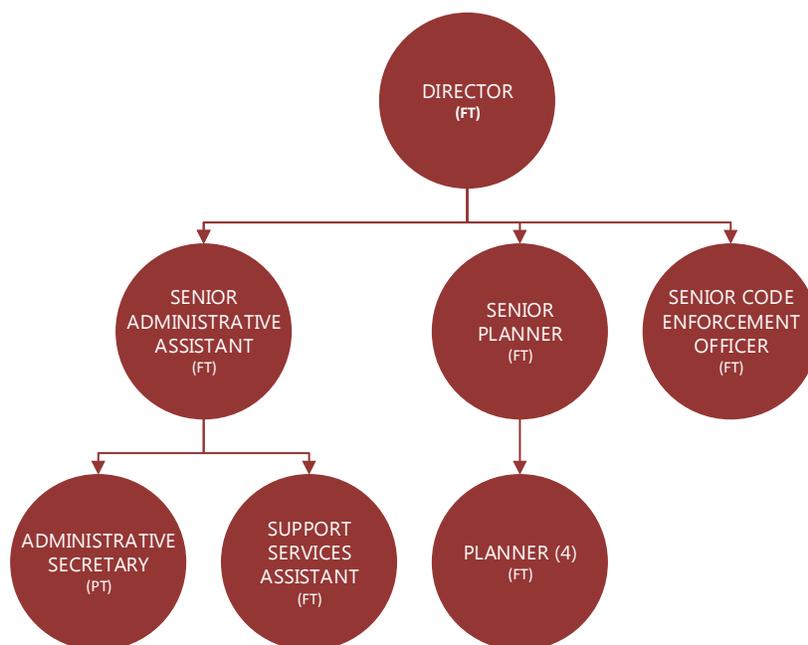
DIRECTOR

James C. Jordan joined the City of Sanibel in 1985 as a planning technician with the Department of Planning and Code Enforcement and was later appointed to the position of planner. He received his Bachelor of Science degree from the University of Florida with emphasis in political science, public administration and urban planning. Mr. Jordan became the City's planning director in May of 2009.

Director Jordan's professional accomplishments included working on the following projects:

- Draft new legislation, as part of City Council's redevelopment goals, that created a new public hearing process whereby the Planning Commission can now consider request for site specific zoning waivers to allow existing nonconforming commercial properties to make limited buildings and site improvements provided that such improvements do not further any existing nonconformity;
- Facilitate and participate in the on-going discussions and effort by City Council and various stakeholders to develop a Civic Core Master Plan for the community;
- Prepared Ordinances amending the Land Development Codes that revised:
 - The outdoor lighting standards and establishing a new effective compliance date;
 - The off-street parking design standards by reducing the size of parking spaces and the aisle width for two-way traffic;
 - The telecommunications devices standards by requiring reflective taping to be installed on all telecommunication support structures over 75 feet in height;
 - The accessory marine structures to add new permitting standards for floating dock platform as mandated by the State.

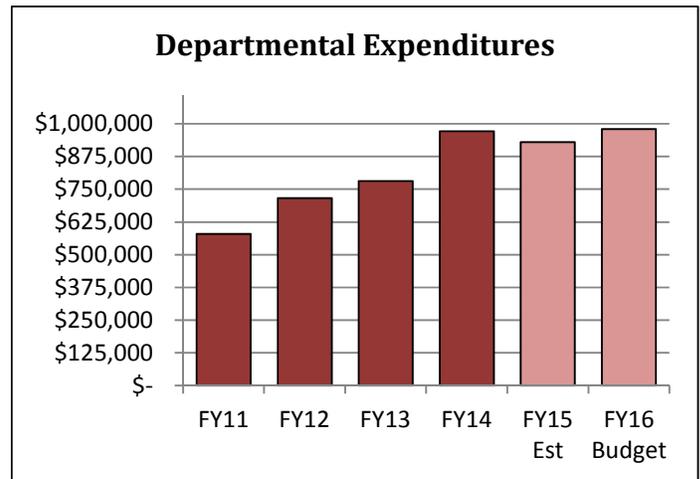
DEPARTMENT STRUCTURE



PLANNING DEPARTMENT – GENERAL FUND

DEPARTMENT FUNCTION

Provide effective and efficient Planning and Code Enforcement services to implement the best land use management practices required to address the City's future growth and redevelopment needs in a manner that is consistent with the [Sanibel Plan](#) and the community's unique character; continue to offer appropriate educational and sound compliance measures necessary to administer the Land Development Code and Sanibel Plan; conserve and protect all environmental and historical resources; and deliver the highest possible level of responsive public service and transparency.



EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- To ensure that Sanibel continues to remain a vibrant and unique community for both residents and visitors alike, continued department resources must be committed in support of City Council's goals and plans for the:
 - ❖ Redevelopment and rehabilitation work plan for the Commercial District;
 - ❖ Development and implementation of the Civic and Cultural Core's Master Plan;
 - ❖ Development of reasonable sound solutions to help manage and reduce the high seasonal traffic volumes;
 - ❖ Implementation of new permitting and zoning software and the digitization of all historical public records.
- Continue to preserve the Island's rural character and sense of community by providing for a centralized place where island residents and visitors can gather within a unique setting designed for civic, cultural, educational and social events.
- Conversion, from paper to a digital format, 40 years of historical public records and permit files that are currently stored off-island. Once these records and files are converted, this will eliminate all associated storage cost and improved the retrieval time of these records and files, which are routinely requested by the public and the department and other City staff.
- Implementation of the public education program pertaining to the City's Outdoor Lighting standards and requirements.
- Provide effective and responsive zoning and code enforcement action that will continue to encourage property owners to improve, maintain, and reinvest in their properties so as to protect the values of properties throughout the City.

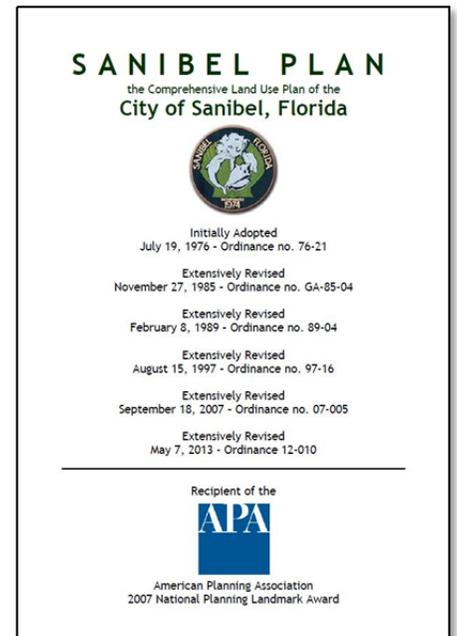
PLANNING DEPARTMENT – GENERAL FUND

EMERGING ISSUES AND CHALLENGES FACING THE DEPARTMENT

- Implementation of new planning and code enforcement software designed to enhance the Department's operation and improve timely responsiveness to citizen requests for assistance and information; Whereby citizens and contractors will be able to apply for permits online, follow a permit's progress, request inspections and access historical records, zoning and land use information.
- Increase training demands for the current and future implementation of new software purchased by the City for purposes of improving the management and retrieval of public records, including, but not limited to, meeting agendas, permits, ordinances, resolution, correspondence, and staff reports, while delivering the same level of responsive customer service without reducing staffing levels.

ACCOMPLISHMENTS

- Based on City Council direction, provided the necessary research, background materials and reports for the public workshops and hearings conducted by both City Council and Planning Commission for the Commercial Redevelopment Work Plan
- Drafted Land Development Code amendments and conducted public hearings associated with the adoption of new legislation designed to:
 - ❖ Establish a public hearing process that gives the Planning Commission the authority to grant specific waivers to nonconforming commercial properties that do not further their nonconformities
 - ❖ Allow permeable brick pavers in residential driveways and parking areas to be treated as 100% pervious
 - ❖ Promote and encourage safe inter-connectivity and intra-connectivity to the Shared Use Paths and between adjoining property
 - ❖ Established new standards to regulate floating docks and platforms pre-empted from prohibition by the State
 - ❖ Require reflective tape on new telecommunications towers to visually assist low-flying aircrafts identify these obstructions at night and during power outages
- Code Enforcement conducted 15 outdoor lighting compliance inspections that were requested and received from residence and condominium property owners, and was successful in correcting three residential properties that were cited under the recently adopted Distressed Property ordinance.



PLANNING DEPARTMENT – GENERAL FUND

DEPARTMENT OBJECTIVES

To Support Council Goals:

- Continue the city-wide redevelopment work program and develop strategies for:
 - ❖ The Commercial District Redevelopment Plan
 - ❖ The Civic and Cultural Core Master Plan
- Continue to provide educational support and develop enforcement measures to improve and enhance water quality
- Continue to implement internal cost saving strategies to ensure the City's continued economic stability including the ongoing evaluation of the permitting fee structure

To Support Departmental Objectives:

- Complete, for consideration and adoption by City Council, appropriate zoning regulations that will assist with the implementation of the Redevelopment Plan for the Commercial District.
- Evaluate and assist with the appropriate updates for implementation of the City's Civic Core Master Plan in a manner consistent with the Sanibel Plan.
- Restructure the Department's organizational chart to achieve greater internal efficiencies in the daily operations of the Department and carryout City Councils goals.
- Design and layout the format required to print the recently updated and adopted version of the Sanibel Plan and to have this document placed on the City's website.
- Complete the digital conversion of the hand-drawn development intensity and ecological zone maps into a GIS base format for implementation.
- Complete the implementation of a newly integrated zoning, permitting and code enforcement software program that will enhance and maximize the operational efficiency of the Department and allow contractors and citizen to apply for and track the status of any active permit or Code violations.

PLANNING DEPARTMENT – GENERAL FUND PERFORMANCE INDICATORS

Description	Actual FY 2014	Actual FY 2015	Estimated FY2016
Commercial Redevelopment Plan	September 2013-	September– 2014	September 2015 –
Civic Core Master Plan	N/A	September 2014-	September 2015-
Permits Processed	566	650	600
Planning Commission Hearings	20	25	24
Code Enforcement Cases and Hearings	490	543	500
Retrieval Requests for Off-island Records	721	851	800

RESPONSIBILITIES

- Provide professional and proactive planning services to City Council, the Planning Commission, appointed committees, the City Manager, City Departments and the community.
- Review and act on development and land use permit applications in an efficient, timely, uniform and thorough manner.
- Administer the Land Development Code through consistent and effective education and enforcement.
- Facilitate timely and accurate public notices, open communication, transparent planning and regulatory processes and procedures, effective citizen participation and innovation in service delivery.
- Maintain, update and implement the Sanibel Plan.
- Manage the City's redevelopment planning program consistent with goals established by City Council.
- Manage public records, consistent with the Florida State Statutes, the Sanibel Code and the City's policies and procedures.
- Provide planning and related services to support and retain local Island-serving businesses and to sustain an environmentally sensitive based economy.
- Provide natural hazard mitigation planning services and, in the event of an emergency, provide administrative, permitting, inspection and support services.
- Increase and improve the public and citizen of Sanibel ability to access and obtain online planning, zoning and other related land management information

PLANNING DEPARTMENT – GENERAL FUND TREND ANALYSIS

