

City of Sanibel, Florida
Planning Department FY 2008-2009 Goals and Objectives

The Planning Department's FY 2008-2009 Goals and Objectives focus on the following:

- Implementation of the Sanibel Plan.
- Administration and enforcement of the Land Development Code.
- Provide professional planning services to City Council, Planning Commission, Historic Preservation Committee, appointed committees, City Departments and the Sanibel community.
- Pursue improvements and innovations in service delivery and communication to citizens, property owners, applicants, businesses and visitors.
- Undertake the Redevelopment Planning Work Program and related goals established by City Council.
- Provide and facilitate transportation planning necessary to support alternative forms of travel to reduce vehicular trips and mitigate congestion.

Goals	Productivity Measurement
1. Provide Professional, Administrative and Technical Planning Services	1.1 Provide Planning services to City Council, Planning Commission and the Sanibel Community. 1.2 Prepare and publish notices for Planning Commission, Planning Commission committees and Historic Preservation Committee meetings. 1.3 Prepare staff reports to the Planning Commission, Planning Commission committees and Historic Preservation Committee. 1.4 Prepare Planning Commission and Historic Preservation Committee minutes. 1.5 Provide planning services to the City Manager and City Departments. 1.6 Provide planning services to CHR.
2. Administration and Enforcement of the Land Development Code	2.1 Obtain Code compliance through: <ul style="list-style-type: none"> - Ongoing outreach and education - Timely response and follow-up to citizen complaints - Provide assistance to achieve compliance - Issue Notices of Violation - Prepare complete case reports - Assist City Attorney with case preparation

Goals	Productivity Measurement
2. Administration and Enforcement of the Land Development Code (Cont'd.)	<ul style="list-style-type: none"> - Presentation of cases to Hearing Examiner - Enforcement of Hearing Examiner decisions and stipulations 2.2 Conduct daily, evening and seasonal Code related inspections.
3. Improve Development Permitting Processes, Procedures, Coordination and Communication	3.1 Examine current application forms, processes and procedures. 3.2 Define and introduce specific service delivery improvements. 3.3 Schedule and implement priority HTE permit management improvements.
4. Implementation of the Sanibel Plan	4.1 Implementation of Redevelopment Planning Work Program and City Council goals (See Goal 5).
5. Implementation of Redevelopment Planning Work Program	5.1 Preliminary Issues Report for Non-conforming Multi-family Resort Housing Structures and Uses. 5.2 Preliminary Resort Redevelopment Options Report detailing potential alternative LDC amendments (as warranted). 5.3 Specific LDC amendments (as warranted) prepared for consideration and recommendation by the Planning Commission's Land Development Code Review Committee. 5.4 Planning Commission conducts public hearings on Resort Housing Redevelopment Amendment(s) to LDC (as warranted). 5.5 City Council conducts public hearings on Resort Housing redevelopment Amendments to LDC (as warranted). 5.6 Complete inventory of non-conforming single family and duplex residential lots, uses and structures. Submit report to Planning Commission and City Council. 5.7 Complete Issues and Options Report based on inventory of single family and duplex residential uses and structures. Potential amendments to LDC will be identified and evaluated for consistency with the Sanibel Plan (as warranted).

Goals	Productivity Measurement
6. Provide Transportation Planning Services and Focus on Alternative Modes of Travel and Congestion Mitigation	6.1 Represent the City on the MPO's TAC. 6.2 Support implementation of the Shared Use Path Master Plan. 6.3 Participate in US DOT FTA analysis of alternative forms of Island transportation. 6.4 Conduct traffic counts during peak and off-peak travel periods.
7. Expand Application of Geographic Information System (GIS)	7.1 Continue to convert Sanibel Plan and related maps to GIS format.
8. Provide Emergency Management and Hazard Mitigation Planning Services	8.1 In conjunction with City and County EMS officials, provide hazard mitigation planning services. 8.2 Update the Department's Emergency Response Mission and Responsibilities. 8.3 Continue to plan for hazard mitigation.
9. Complete Implementation of the Department's Records Management Plan	9.1 Assist the City Clerk with completion of the Department's Records Management Program consistent with City and State regulations.

City of Sanibel, Florida
**Planning Department Status of FY 2007-2008 Goals
and Summary of Accomplishments**

FY 2007-2008 Planning Department Goals and Status

Goal	Status
<p>Goal #1</p> <p>Implementation of the Sanibel Plan</p>	<p>Completed printing and distribution.</p> <p>Completed Capital Improvement Plan Amendment.</p> <p>Completed School Concurrency Amendment and supporting Inter-local Agreement.</p> <p>Completed Survey of municipal property for affordable housing sites.</p> <p>Initiated GIS conversions for Ecological Zones and Development Intensity maps.</p> <p>LCEC Strategic Plan participation.</p> <p>Implementation of redevelopment planning work program (See Goal 2).</p>
<p>Goal #2</p> <p>Implementation of Redevelopment Planning Work Program</p>	<p>Periwinkle Way West Commercial District Plan:</p> <p>Completed Phase 1: Existing Conditions, Opportunities and Constraints report;</p> <p>Completed Phase 2: District Visions report</p> <p>Completed Preliminary Phase 3: Redevelopment Principles, Policies and Concepts reports for:</p> <ul style="list-style-type: none"> - Town Center Focus Area - Palm Ridge Focus Area - Tarpon Bay Focus Area - District Public Spaces, Pedestrian Access, Parking and Circulation; and <p>Completed supporting Town Center commercial district economic and market analysis.</p> <p>Updated Inventory of Housing Stock.</p> <p>Updated Inventory of Resort Housing.</p> <p>Updated Commercial Land Use Inventory.</p> <p>Initiated Survey of pre-existing non-conforming resort uses and structures.</p>

Goal	Status
<p>Goal #3</p> <p>Protect and sustain the Island's carrying capacity and mitigate congestion</p>	<p>Provided planning services to support formulation of "green building" and energy efficiency goals, policies and initiatives.</p> <p>Initiated initial phases of work associated with Alternative Transportation in Parks and Public Lands Project, including carrying capacity analysis.</p>
<p>Goal #4</p> <p>Provide Professional, Administrative and Technical Planning Services</p>	<p><u>City Council and City Management</u> 116 reports prepared for consideration by City Council and City Manager.</p> <p><u>Planning Commission</u> 26 staff reports prepared for consideration by the Planning Commission. 17 resolutions prepared for Planning Commission Action. 29 Planning Commission meeting minutes prepared and approved.</p> <p><u>Planning Services</u> 34 public notices prepared. 380 consultations conducted by City Planners with property owners. 333 customers were assisted at the permit assistance desk. 5466 telephone calls were answered.</p> <p>195 e-mail messages initiated by the Planning Department in response to property owners requesting LDC or Planning Commission information.</p>
<p>Goal #5</p> <p>Administration and Enforcement of the Land Development Code</p>	<p>Processed 393 Short Form Development Permits. Processed 17 Long Form Development Permits. Distributed the following LDC guides:</p> <ul style="list-style-type: none"> - Resort Accessory Uses - Commercial Dumpster Regulations - Brazilian Pepper Eradication - Real Estate and Open House Signs - Outdoor Dining - Carryout Restaurant Outdoor Seating - Commercial District Regulations - Emergency Electrical Power Generators - Build Back

Goal	Status
<p>Goal #5</p> <p>Administration and Enforcement of the Land Development Code (Cont'd.)</p>	<p>Produced 12 monthly Code Enforcement case tracking and management reports. 556 Code Enforcement cases opened. 413 Code Enforcement cases resolved. 80 Notices of Violation issued. 8 Code Enforcement case hearings scheduled. 8 Stipulation reports prepared following hearings. 29 Hours of evening and weekend inspections completed.</p>
<p>Goal #6</p> <p>Improve Development Permitting Processes, Procedures, Coordination and Communications</p>	<p>Completed Guide to City of Sanibel's Permitting Resources, Information and Requirements for Home and Property Improvements</p> <p>Completed and Initiated Standardized Checklists to coordinate and facilitate compliance with permitting conditions and requirements between Planning and Building Departments.</p> <p>Initiated revised interdepartmental procedures between Building and Planning Departments to track and manage expiring development and building permits.</p> <p>Reviewed, updated and revised schedule of development permit and related fees.</p> <p>Conducted community outreach regarding Build Back registration.</p>
<p>Goal #7</p> <p>Update HTE Permit Management System</p>	<p>Completed upgrade to HTE 5 Permit Management System.</p> <p>Completed conversion to HTE Code Enforcement System.</p> <p>Participated/Assisted in the IT Steering Committee and introduction of the HTE Document Management System (DMS).</p>
<p>Goal #8</p> <p>Expanded Application of Geographic Information System (GIS)</p>	<p>Assisted MIS with preparation of RFP for the City of Sanibel's GIS Needs Assessment.</p> <p>Assisted with review of GIS Needs Assessment proposals.</p> <p>Participated in GIS Needs Assessment.</p> <p>Completed the following GIS maps (layers/themes):</p>

Goal	Status
<p>Goal #8</p> <p>Expanded Application of Geographic Information (Cont'd.)</p>	<ul style="list-style-type: none"> • Completed Illustrative Maps for the Sanibel Plan: <ul style="list-style-type: none"> - Hurricane Evacuation Routes - Coastal High-Hazard Area - Wetlands - Freshwater Management Area - Historic Site and Structures - Shared Use Path Routes - Recreation Sites and Open Spaces - Existing Land Use – 2006 - Wetlands Conservation Lands Map - Resort Housing District Map - Commercial District Map • Telecommunications Tolerant Areas • Potential Sites for Telecommunications Facilities (Service to the east end) • Summary of Land Development Code regulations for a 10-acre Periwinkle Way Property (Nave) • Base Map of Road Network (Intersections and links for displaying traffic counts) • Shared Use Path Routes (On Land Use, Recreation Sites and Open Spaces and Wetlands Maps) • Computer-generated maps – in progress • Amended FEMA Flood Insurance Rate Map • Real Property held in fee simple ownership by the City of Sanibel • Formatting for the Conversion of the Development Intensity Map • Formatting for the Conversion of the Ecological Zones Map • Graphics for the Master Plan for Shared Use Paths • Graphics for update of the Master Plan for Telecommunication Facilities
<p>Goal #9</p> <p>Provide Transportation Planning Services that focus on alternative modes of travel and congestion mitigation</p>	<p>Represented the City at MPO and TAC meetings.</p> <p>Facilitated completion of the Shared Use Path Master Plan Update.</p> <p>Completed Peak and Off-Peak Island-Wide traffic count reports.</p> <p>Completed Donax Area Traffic Study.</p> <p>Participated in Lee County's Value-Congestion Pricing Study.</p>

Goal	Status
<p>Goal #9</p> <p>Provide Transportation Planning Services that focus on alternative modes of travel and congestion mitigation (Cont'd.)</p>	<p>Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.</p>
<p>Goal #10</p> <p>Provide Emergency Management and Hazard Mitigation planning services</p>	<p>Completed update of Department's Emergency Response Plan.</p> <p>Complete required NIMS/ICS training.</p>
<p>Goal #11</p> <p>Provide planning services to facilitate Implementation of Phase 2 of the Periwinkle Way Restoration Project</p>	<p>Assisted City Manager, DPW, DNR and Sanibel Beautification with the final phase of the Periwinkle Way Restoration Project.</p>
<p>Goal #12</p> <p>Complete implementation of the Department's Records Management Plan</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations:</p> <p>Examples:</p> <ul style="list-style-type: none"> - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments
<p>Goal #13</p> <p>Improve Communication of Planning Programs and Projects</p>	<p>Updated Department's web page to include following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan - Periwinkle Way West District Plan - Sanibel Facts - Guide to Build Back Regulations - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System (GIS) - Development Permitting - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs - Contact Us - About the Department - Planning Department Forms <p>Examples:</p> <p>Centralized access to Planning Commission agendas, minutes, resolutions and reports.</p>

<p>Goal #13</p> <p>Improve Communication of Planning Programs and Projects (Cont'd.)</p>	<p>Submitted 12 monthly and 4 quarterly Development Permit and Code Enforcement Activity reports.</p> <p>Prepared and distributed Homeowner's Guide to Development Permitting Resources, Processes and Procedures.</p> <p>Conducted public surveys, updates, meetings, open houses and workshops pertaining to the Periwinkle Way West Commercial District planning work program.</p> <p>Completed summary information report on the City's Redevelopment Planning Work Program Schedule and Reports for FY 2007-2008 and FY 2008-2009.</p> <p>Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>
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Summary of FY '07 – '08 Planning Department Accomplishments

<p>1. Sanibel Plan Implementation</p>	<p>Completed printing and distribution.</p> <p>Completed Capital Improvement Plan Amendment.</p> <p>Completed School Concurrency Amendment and supporting Inter-local Agreement.</p> <p>Completed Survey of municipal property for affordable housing sites.</p> <p>Initiated GIS conversions for Ecological Zones and Development Intensity maps.</p> <p>LCEC Strategic Plan participation.</p> <p>Implementation of redevelopment planning work program (See Goal 2).</p>
<p>2. Implementation of Redevelopment Planning Work Program</p>	<p>Periwinkle Way West Commercial District Plan:</p> <ul style="list-style-type: none"> - Completed Phase 1: Existing Conditions, Opportunities and Constraints report - Completed Phase 2: District Visions report - Completed Preliminary Phase 3: Redevelopment Principles, Policies and Concepts reports for: <ul style="list-style-type: none"> - Town Center Focus Area - Palm Ridge Focus Area - Tarpon Bay Focus Area - District Public Spaces, Pedestrian Access, Parking and Circulation - Completed supporting Town Center commercial district economic and market analysis <p>Updated Inventory of Housing Stock.</p> <p>Updated Inventory of Resort Housing.</p> <p>Updated Commercial Land Use Inventory.</p> <p>Initiated Survey of pre-existing non-conforming resort uses and structures.</p>

<p>3. Preparation of Land Development Code Amendments</p>	<p>Prepared the following amendments to the Land Development Code for report and recommendation by the Planning Commission and action by City Council.</p> <ul style="list-style-type: none"> - LDC Section 126-1302 Outdoor Seating for Carryout Restaurants. - LDC Section 82-421 Unified Review of Short and Long Form Development Permit Applications for Principal and Accessory Structures. - LDC Chapter 94 Floods for FEMA Amended FIRM. - LDC Chapter 126 Zoning, Article XIV Supplementary District Regulations, Town Center General and Limited Commercial District Architectural Design and Site Planning Guidelines. - Completed analysis, report and recommendations, at the direction of City Council, to revise Article XVII Telecommunication Devices. - LDC Sec. 126-1305 and 1306 Emergency Electrical Power Generators (Submitted by J. Molnar).
<p>4. Preparation of Public Notices for Planning Board Meetings, Subcommittee Meetings and Public Hearings</p>	<p>Prepared 34 notices for Planning Board Meetings and public hearings.</p>
<p>5. Prepared Planning Board Agendas, Subcommittee Agendas and Staff Reports</p>	<p>Prepared 19 agendas and 26 staff reports for consideration by the Planning Commission, applicants and the public.</p>
<p>6. Prepared Planning Board and Subcommittee Minutes</p>	<p>Prepared minutes from 19 Planning Commission and 10 Subcommittee meetings.</p>
<p>7. Prepared Historic Preservation Committee Agendas, Minutes and Staff Reports</p>	<p>Prepared 12 agendas; 12 minutes; 20 staff reports for consideration by the Historical Preservation Committee.</p>
<p>8. Updated Sanibel Housing Inventory</p>	<p>Completed updated inventory of Sanibel's Housing Stock to support redevelopment planning work program.</p>
<p>9. Updated Commercial Land Use Inventory</p>	<p>Completed the annual update of the commercial land use inventory for approval by City Council pursuant to the Land Development Code.</p>
<p>10. Updated Resort Housing Inventory</p>	<p>As part of the updated Sanibel Housing Inventory, completed update of resort housing units.</p>

<p>11. Final Review and Notice Regarding Revised Flood Insurance Rate Maps (FIRM)</p>	<p>Completed final review, published property owner notices and conducted consultations regarding FEMA's revised FIRM.</p>
<p>12. Expanded City of Sanibel's Geographic Information System (GIS)</p>	<p>Assisted MIS with preparation of RFP for the City of Sanibel's GIS Needs Assessment. Assisted with review of GIS Needs Assessment proposals.</p> <p>Participated in GIS Needs Assessment.</p> <p>Completed the following GIS maps (layers/themes):</p> <ul style="list-style-type: none"> • Completed Illustrative Maps for the Sanibel Plan: <ul style="list-style-type: none"> - Hurricane Evacuation Routes - Coastal High-Hazard Area - Wetlands - Freshwater Management Area - Historic Site and Structures - Shared Use Path Routes - Recreation Sites and Open Spaces - Existing Land Use – 2006 - Wetlands Conservation Lands Map - Resort Housing District Map - Commercial District Map • Telecommunications Tolerant Areas • Potential Sites for Telecommunications Facilities (Service to the east end) • Summary of Land Development Code regulations for a 10-acre Periwinkle Way Property (Nave) • Base Map of Road Network (Intersections and links for displaying traffic counts) • Shared Use Path Routes (On Lane Use, Recreation Sites and Open Spaces and Wetlands Maps) • Computer-generated maps – in progress • Amended FEMA Flood Insurance Rate Map • Real Property held in fee simple ownership by the City of Sanibel • Formatting for the Conversion of the Development Intensity Map • Formatting for the Conservation of the Ecological Zones Map • Graphics for the Master Plan for Shared Use Paths • Graphics for update of the Master Plan for Telecommunication Facilities

13. Updated HTE Permit Management System	<p>Completed upgrade to HTE 5 Permit Management System.</p> <p>Completed conversion to HTE Code Enforcement System.</p> <p>Participated/Assisted in the IT Steering Committee.</p>
14. Conducted Meetings with Citizens, Property Owners and Development Permit Applicants	Conducted 360 meetings and consultations with citizens, property owners, business owners and development permit applicants.
15. Responded to Permit Counter, Telephone and E-mail requests for Information.	Responded to approximately 333 front counter inquiries, 5466 telephone calls and e-mail requests for information regarding the Sanibel Plan, Land Development Code and City of Sanibel and Planning Department activities.
16. Processed Applications for Development Permits	Processed 393 short form and 17 long form applications for Development Permits.
17. Resolution of Code Enforcement Cases	Initiated 556 Code Enforcement cases based on inspections and citizen contacts and resolved 413 cases through education and mediation. Scheduled 8 cases for action by hearing examiner.
18. Conducted Seasonal, Weekend and Evening Code Enforcement	Scheduled 29 weekend and evening code enforcement assignments during the peak season to both educate citizens and property owners and address code violations.
19. Conducted Outreach Program with Resort Hotels and Inns regarding Beach Management Regulations	Through correspondence and on-site meetings completed an outreach program with 4 resort owners and managers regarding beach equipment rental and storage.
20. Brazilian Pepper Eradication	Initiated 4 cases in Zone 2 and 9 cases in Zone 3.
21. Processed Sign Permit Applications	Processed 69 applications for sign permits.
22. Reviewed Business Tax Receipts and Alcoholic Beverage Licenses for Consistency with the Land Development Code	Assisted the Finance Department with the review of 290 new applications and transfers of occupational licenses and 14 applications for alcoholic beverage service licenses.
23. Processed Applications for Street Addresses	Processed 16 applications by property owners seeking clarification or a new street address.

<p>24. Transportation Planning</p>	<p>Represented the City at MPO and TAC meetings.</p> <p>Facilitated completion of the Shared Use Path Master Plan Update.</p> <p>Completed Peak and Off-Peak Island-Wide traffic count reports.</p> <p>Completed Donax Area Traffic Study.</p> <p>Participated in Lee County's Value-Congestion Pricing Study.</p> <p>Participated in the initial phases of US DOT FTA Alternative Transportation in Parks and Public Lands Project.</p>
<p>25. Periwinkle Way Restoration Master Plan</p>	<p>Assisted City Manager, DPW, DNR and Sanibel Beautification with the final phase of the Periwinkle Way Restoration Project.</p>
<p>26. Emergency Management Planning</p>	<p>Completed update of Department's Emergency Response Plan.</p> <p>Complete required NIMS/ICS training.</p>
<p>27. Records Management</p>	<p>Completed the assessment, inventory, indexing and retention of the Department's records consistent with City and State regulations.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Conditional Use Permits - Variances - Comprehensive Land Use Plan Amendments
<p>28. Communication of Planning Projects and Programs</p>	<p>Updated Department's web page to include following features:</p> <ul style="list-style-type: none"> - The Sanibel Plan - Periwinkle Way West Commercial District Plan - Sanibel Facts - Guide to Build Back Regulations - Frequently Asked Questions - Access to City Codes - Maps & Geographic Information System - Development Permitting - Planning Commission - Historic Preservation Committee - Historic Landmarks and Guidelines - Historic Preservation Assistance Programs

<p>28. Communication of Planning Projects and Programs (Cont'd.)</p>	<ul style="list-style-type: none"> - Contact the Planning Department - About the Department - Planning Department Forms <p>Example: Centralized access to Planning Commission agendas, minutes, resolutions and reports.</p> <p>Submitted 12 monthly and 4 quarterly Development Permitting Resources, Processes and Procedures.</p> <p>Conducted public surveys, updates, meetings, open houses and workshops pertaining to the Periwinkle Way West Commercial District planning work program.</p> <p>Completed summary information report on the City's Redevelopment Planning Work program schedule and reports for FY 2007-2008 and FY 2008-2009.</p> <p>Distributed and published notices, provided information and met with property owners regarding revised FEMA Flood Insurance Rate Maps.</p>
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