

# PLANNING

## Description of Operations

The role of the Planning Department is to provide the framework for the community to address change.

### Why We Plan

In the City of Sarasota, we plan for people. We plan for neighborhood livability and central city vitality. We plan for smart development as an antidote to urban sprawl. We plan for both the short and long term.

The Sarasota region is growing. Part of the growth is from people moving into the state for the same reasons we like living here. We are also part of this growth. We contribute to the region's projected future growth by living longer and having children thereby adding to the overall population. Even if we could build a wall around Sarasota tomorrow, and nobody could move in or out during the next 20 years, we still would need more homes just to take care of this natural increase in population.

Comprehensive land use planning, required by Florida law and practiced here in Sarasota, provides a way to manage this growth. It creates policies that support good jobs and affordable homes, protects natural resources, and preserves historic buildings. If we have to grow, it's important to plan so that we change in beneficial ways.

### Our Current Challenge

Sarasota's planning challenge is to reinforce and strengthen the livability of our neighborhoods and our central city in the face of rapid regional growth. Our own City Commission's goals and strategies reflect their firm resolution to meet this challenge. The Planning Department's job is to prepare for, not promote nor discourage, this growth. We have learned from our own city's past, and by watching other communities, that inappropriate development hurts our neighborhoods. If too much development occurs in the suburbs or outlying areas, our inner neighborhoods and our vibrant downtown suffer.

### What We Do

The Planning Department works alongside citizens to create the long-range plans that will guide Sarasota's future. The Comprehensive "long range" Plan is a compilation of the City's goals for the future. This comprehensive plan is known as the Sarasota City Plan. The goals in the plan address many subject areas including: land use, transportation, utilities, recreation and open space, coastal management and housing. In addition, the Future Land Use Plan identifies locations within the City for residential neighborhoods, offices, commercial/shopping areas, industrial areas and parks.

The current planning program coordinates the review of major development and redevelopment projects to ensure they are consistent with the Sarasota City Plan and applicable development regulations. During the review of projects, planners pay particular attention to compatibility with neighborhood character and values expressed by residents throughout the planning process. Another major function is to maintain and update Sarasota's Zoning Code to ensure the development regulations contained in the code remain consistent with the Sarasota City Plan.

In addition, staff works on a number of special projects related to housing, urban design, environmental protection, historic preservation, art in public places and other issues of concern to Sarasota.

## STAFF PROFILES

Of the 14 staff members in the Planning Department, 10 people have Master's Degrees and two have Bachelor's Degrees; five employees are certified in the American Institute of Certified Planners; three members have participated in the Certified Public Manager's program. Also, fifty percent of the Planning Department staff resides in the City of Sarasota.

# PLANNING

## Department Expenditures by Cost Center

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
030631 SPECIAL PROJECTS	224,726	233,153	217,122	20,000	237,122
030632 CURRENT PLANNING	614,436	588,062	638,813	0	638,813
030633 LONG RANGE PLANNING	282,155	336,978	336,005	0	336,005
Totals	\$1,121,317	\$1,158,193	\$1,056,129	\$20,000	\$1,211,940

## Department Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	777,795	846,946	880,580	0	880,580
Non Personal Expenditures	322,930	310,747	310,860	20,000	330,860
Capital Expenditures	20,592	500	500	0	500
Totals	\$1,121,317	\$1,158,193	\$1,191,940	\$20,000	\$1,211,940

## Personnel Summary

Actual Positions	14.00	0.00	14.00
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## Revenue Summary

	Total
CHARGES FOR SERVICES	2,500
	\$2,500

# PLANNING SPECIAL PROJECTS

## Description of Operations

The Special Projects Division conducts research projects and prepares plans to assist policy makers in achieving the City's goals. In addition, this Division administers the Historic Preservation and Public Art programs. The Historic Preservation program involves planning for the preservation of the City's historic resources, managing requests for the designation of historic resources and approving alterations to historic structures. The Public Art program involves encouraging art in public places to enhance the visual appeal of the City and approval, selection and placement of works of art.

## STUDIES AND RESEARCH

The Division conducts studies and research that improve the quality of life for citizens and improves City operations and functions. A major study recently completed is the update of the Downtown Master Plan. The goal of the update is to create a framework that will facilitate private development and investment in public infrastructure. The results of this Plan are expected to profoundly affect the look and feel of the downtown over the next twenty (20) years. In order to implement the Plan, staff is preparing amendments to the Sarasota City Plan and Zoning Code. Additional studies resulted in the relocation of the Sarasota County bus transfer facility and the siting and construction of the Palm Avenue parking garage. In process is a twenty (20) year master plan for an interconnected system of parks, open space and landscape elements and a master plan for the civic / cultural center.

## HISTORIC PRESERVATION

The Division supports the Historic Preservation program which involves identification, documentation and designation of historic resources. In addition, the Division provides education and promotion about preserving the City's heritage. The Division also proposes revisions to the Zoning Code as may be necessary to further the program. During the past year, a total of fifty (50) projects were reviewed comprised of; eight (8) historic designations, thirteen (13) certificates of appropriateness, twenty-five (25) development reviews in the Laurel Park Overlay and four (4) demolitions. In addition, the Historic Preservation Board held a ceremony to recognize seventeen (17) property owners for their efforts to preserve historic residences and commercial buildings located in the City. Currently the City is preparing to adopt a new Historic Preservation Chapter that would dramatically increase the City's commitment to preserving the City's heritage.

Based on the May 21, 2001 workshop with the City Commission, discussions with Sarasota County for the development of an interlocal agreement for additional support for the City's historic preservation program are currently underway. The budget includes an issue in the amount of \$20,000 to provide a modest budget for implementation of the proposed new Historic Preservation Chapter with existing staff resources. The new chapter, if adopted, is expected to become effective in June, 2002. This budget issue funds the first year of a comprehensive multi-year inventory of the City's historic resources. The entire inventory is projected to cost \$330,000 over six (6) years. Matching State grants are anticipated to fund fifty (50) percent of the inventory. However, it should be understood that completion of the survey and implementation of the chapter will require an ongoing financial commitment.

## PUBLIC ART

The Division supports the Public Art Program which involves identifying opportunities and supporting the use of art in public places to enhance public and private development. The program includes: review of art works required within the Community Redevelopment Area in accordance with the zoning code; review of donated art works; selection of public art works to be acquired using the City's public art fund; a major call-to-artists involving the review of four hundred fifty (450) submittals for the acquisition of exterior sculptures was conducted; and proposing revisions to the Zoning Code as may be necessary to further the program. In FY 99-00, six (6) new projects of public art were purchased and installed. In addition, a plaque program was implemented for donated public art and art purchased by the City. Eleven (11) bronze plaques were purchased and installed. There were six (6) donations given to the City. Three (3) construction projects were reviewed which resulted in the placement of public art and cash donations to the public art fund. Other accomplishments in FY 99-00 were

## PLANNING SPECIAL PROJECTS

the placement of public art and cash donations to the public art fund. Other accomplishments in FY 99-00 were the development and adoption of Goals and Guidelines for Selecting Works of Art for Public Places; major revisions to the Zoning Code; the creation and adoption of a Public Art Policy Statement; and revision to the public art information and application package. Recently, completed, a detailed maintenance and repair manual for the City's extensive collection of public art.

### **Goal - Responsible City Government**

Support special projects that provide for neighborhood livability and central city vitality.

### **Objectives**

Conduct research and prepare plans to assist policy makers.

Preserve the City's Historic Resources.

Promote art in public places.

### **Performance Measures**

<b>Description</b>	<b>Unit</b>	<b>FY2000</b>	<b>FY2001</b>	<b>FY2002</b>
<b>Output Measure</b>				
Studies completed	Number	1	1 to 2	1 to 2
Historic resource projects reviewed	Number	50	40 to 60	40 to 60
Public art projects reviewed	Number	15	6 to 8	6 to 8
<b>Effectiveness Measure</b>				
Quality of project	Survey	n/a	n/a	n/a
<b>Efficiency Measure</b>				
Annual cost per capita	Dollars	\$4.33	\$4.49	\$4.55
FTE's per 10,000 capita	Number	0.64	0.58	0.49

### **Expenditures By Category**

	<b>FY 2000 Actual</b>	<b>FY 2001 Budget</b>	<b>FY 2002 Continuation</b>	<b>FY 2002 Issues</b>	<b>FY 2002 Totals</b>
Personal Expenditures	193,351	189,884	173,865	0	173,865
Non Personal Expenditures	30,339	42,769	42,757	20,000	62,757
Capital Expenditures	1,036	500	500	0	500
<b>Totals</b>	<b>\$224,726</b>	<b>\$233,153</b>	<b>\$217,122</b>	<b>\$20,000</b>	<b>\$237,122</b>

### **Personnel Summary**

Actual Positions			2.55	0.00	2.55
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# PLANNING

## CURRENT PLANNING

### **Description of Operations**

The Current Planning Division coordinates the review of major development and redevelopment projects to ensure they are consistent with the City's long-range "comprehensive" growth plans and applicable regulations. This comprehensive plan is called the Sarasota City Plan. Another major function is to ensure that the development regulations remain consistent with the Sarasota City Plan. The development regulations include the Zoning Code and the Engineering Design Criteria Manual.

### DEVELOPMENT REVIEW

The Division coordinates the review of requests for development approval with other agencies and prepares staff reports. During the review of proposed projects, planners pay particular attention to compatibility with neighborhood character and values expressed by residents throughout the planning process. The staff report provides information and analysis for decision makers, along with public testimony to approve or deny requests for development approval. In FY 99-00, one hundred-three (103) development applications were processed. The applications consist of seventeen (17) rezonings; one (1) special exception; nine (9) conditional uses; twenty-eight (28) site plans; four (4) parking agreements; six (6) street vacations; one (1) development agreement; one (1) development of regional impact; and one (1) rezone ordinance amendment. Major projects reviewed included; Revisions to the Ritz-Carlton Hotel plans; the Ritz-Carlton Phase II condominium tower; Bishop Nevins Academy; Channel 40 Studio; and the Ringling Tower mixed-use development.

Also, the complexity of projects is increasing as infill and redevelopment occurs, particularly in and around the downtown.

### ZONING CODE

The Division maintains the Zoning Code to ensure the code remains consistent with the Sarasota City Plan and reflects a balance among all the City goals. In FY 99-00, twelve (12) Zoning Text Amendments were processed.

In January 2001, staff completed a comprehensive revision to the Zoning Code (Phase II Amendments) that represents a new set of regulations intended to address changes anticipated by the 1998 edition of the Sarasota City Plan. Proposed changes include new zoning districts and standards designed to improve the "fit" of new development and promote reinvestment and redevelopment. These changes are also intended to improve the quality and character of Sarasota's residential and commercial neighborhoods. Also in January 2001, Duany Plater-Zyberk and Company delivered a new type of Zoning Code (a SmartCode) that introduces the concept of the zoning "transect". These transect zones are proposed to implement the recently adopted Downtown Master Plan. Another code-related project involves revisions to the Engineering Design Criteria Manual (EDCM). Some of the proposed changes are merely updates to reflect contemporary engineering standards while others are necessary to complement the new urbanism principles found in the SmartCode. Currently the Engineering staff is preparing proposed revisions to the EDCM. The Planning staff is arranging for workshops with the Planning Board and public hearings to solicit public input on the Phase II, SmartCode and EDCM amendments. Subsequently, the City Commission will consider the recommendations of the Planning Board and additional public input prior to adoption.

### **Goal - Responsible City Government**

Assist policy makers in managing growth consistent with the community's goals.

### **Objectives**

Ensure new development is consistent with the Sarasota City and development regulations.

Ensure the development regulations are consistent with the Sarasota City Plan.

# PLANNING

## CURRENT PLANNING

### Performance Measures

Description	Unit	FY2000	FY2001	FY2002
<b>Output Measure</b>				
Development review projects	Number	88	60 to 80	60 to 80
Zoning code projects	Number	15	6 to 8	3 to 6
<b>Effectiveness Measure</b>				
Quality of staff projects / reviews	Survey	n/a	n/a	n/a
<b>Efficiency Measure</b>				
Annual cost per capita	Dollars	\$11.84	\$11.31	\$12.27
FTE per 10,000 capita	Number	1.16	1.31	1.41

### Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	341,548	401,822	448,348	0	448,348
Non Personal Expenditures	269,995	186,240	190,465	0	190,465
Capital Expenditures	2,893	0	0	0	0
<b>Totals</b>	\$614,436	\$588,062	\$638,813	\$0	\$638,813

### Personnel Summary

Actual Positions	7.35	0.00	7.35
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# PLANNING

## LONG RANGE PLANNING

### Description of Operations

The Long Range Planning Division manages future growth within the City by coordinating the preparation, implementation, evaluation, amendment and interpretation of the City's long-range "comprehensive" growth plan also known as the Sarasota City Plan. Another major function is the development and maintenance of essential information and maps that serve as the basis for planning studies. The Division also serves as liaison to various local, regional, State and Federal agencies.

### SARASOTA CITY PLAN

The Division prepares and reviews amendments to the Sarasota City Plan. This includes annual amendments and special amendments authorized by the City Commission. This also involves maintaining and updating the guidelines for seeking amendments to the Sarasota City Plan. Eight (8) comprehensive plan amendments were processed by staff and acted upon by the City Commission. An additional four (4) are currently under review by staff with public hearings to be scheduled for early in the year 2001. In addition, proposed amendments to the Sarasota City Plan were prepared based upon the evolving Downtown Master Plan prepared by Duany, Plater-Zyberk, Company. Public hearings on the proposals will occur in 2001. Staff processed, on a priority basis, a comprehensive plan amendment designating two (2) City neighborhoods as Urban Infill and Redevelopment Areas in order to qualify for a grant from the State of Florida. In May 2001 the City receives a \$300,000 grant.

The Division coordinates and assists with implementation of the Sarasota City Plan. Proposed implementation projects include preparing a Historic Preservation Chapter, Public Safety Chapter, and reviewing the land use plan for the area north of 10th Street and along North Tamiami Trail.

The Division reviews various proposals, projects or documents for consistency with the Sarasota City Plan. For example, this includes properties that will be considered for annexation into the City. Such reviews involve providing an assessment of the City's Future Land Use Map designation and zoning that may be applicable to the subject property(s).

### DATA, MAPS AND GRAPHICS

The Division assists with building, maintaining and utilizing geographic data layers for use by the public and private sectors.

The Division has automated its map development tasks utilizing Geographic Information System (GIS) software to produce visually superior map products. Digitally manipulated maps are now produced for rezonings, site plans, conditional uses, street vacations, development application status reports, historic preservation designations, comprehensive plan amendments and annexations among others. Map products are now generated faster and with greater data integrity than previous archaic cut/paste and photocopy methods.

The Development application status reporting has been consolidated into a comprehensive database, tracking the type of development (commercial, residential, etc.), approval status, and location among other attributes. In addition to application tracking, the database can be linked to active GIS maps for graphical output and querying.

The Division is awaiting the completion of a Sarasota County electronic basemap to improve City of Sarasota Data integrity and allow for the development of accurate planning related data layers. Expected completion of the Base mapping effort is the Fall of 2001.

### COORDINATION WITH OTHER AGENCIES

The Division provides intergovernmental coordination relating to planning programs within the region. Currently the department serves as a liaison with the Florida Department of Community Affairs, Sarasota/Manatee Metropolitan Planning Organization, Southwest Florida Regional Planning Council, Sarasota County Planning, Manatee County Planning, Longboat Key Planning, Sarasota County School Planning, Sarasota Bradenton

# PLANNING

## LONG RANGE PLANNING

Airport, Sarasota Memorial Hospital, University of South Florida/New College.

An example includes overseeing Sarasota County's Urban Land Institute (ULI) planning initiatives and providing recommendations on issues affecting the City. Working closely with the administration and the City Commission, staff created a "position paper" for delivery by the Mayor to the ULI panel members during their December 1999 visit. Results were very positive in the form of a ULI recommended "Urban Enhancement Program" for implementation by County government. Staff continued to monitor County efforts by participating in nine (9) County sponsored meetings on the issue. As of May 2001, staff is participating in the County's next ULI planning phase.

Over the past year, in an effort to introduce planning to the community, the Planning Department has prepared articles for City Tempo, a magazine with regional distribution.

Staff also provided population and employment projections to the Metropolitan Planning Organization for use in preparation of the "Year 2025 Long-Range Transportation Plan Update." Mapping and address information was provided in support of the Year 2000 United States Census Update.

### **Goal - Responsible City Government**

To plan for neighborhood livability and central city vitality.

#### **Objectives**

Create "long range" plans that will shape Sarasota's future.

#### **Performance Measures**

Description	Unit	FY2000	FY2001	FY2002
<b>Output Measure</b>				
Comprehensive plan amendments processed	Number	8	10 to 12	6 to 8
Studies completed	Number	2	2 to 4	2 to 4
Graphics/maps/illustrations prepared	Number	300	300 to 350	300 to 350
<b>Effectiveness Measure</b>				
Quality of projects	Survey	n/a	n/a	n/a
<b>Efficiency Measure</b>				
Annual cost per capita	Dollars	\$5.44	\$6.48	\$6.45
FTE per 10,000 capita	Number	0.91	0.81	0.79

#### **Expenditures By Category**

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY 2002 Totals
Personal Expenditures	242,896	255,240	258,367	0	258,367
Non Personal Expenditures	22,596	81,738	77,638	0	77,638
Capital Expenditures	16,663	0	0	0	0
<b>Totals</b>	\$282,155	\$336,978	\$336,005	\$0	\$336,005

#### **Personnel Summary**

Actual Positions	4.10	0.00	4.10
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