

# PLANNING

## **Mission Statement**

To work with the community and various public agencies to preserve and shape safe, vital, and well planned urban environments.

## **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 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
030631 SPECIAL PROJECTS	254,399	237,122	250,418	38,000	288,418
030632 CURRENT PLANNING	688,322	638,813	673,468	31,500	704,968
030633 LONG RANGE PLANNING	259,635	336,005	356,934	10,000	366,934
Totals	\$1,202,356	\$1,211,940	\$1,280,820	\$79,500	\$1,360,320

## Department Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	855,576	880,580	925,865	0	925,865
Non Personal Expenditures	318,723	330,860	354,455	70,500	424,955
Capital Expenditures	28,057	500	500	9,000	9,500
Totals	\$1,202,356	\$1,211,940	\$1,280,820	\$79,500	\$1,360,320

## Personnel Summary

Actual Positions	14.00	14.00	0.00	14.00
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## Revenue Summary

	Total
CHARGES FOR SERVICES	1,500
	\$1,500

# PLANNING SPECIAL PROJECTS

## **Mission Statement**

To work with the community and various public agencies to preserve and shape safe, vital, and well planned urban environments.

## **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, the 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 Parks+Connectivity Master Plan. A draft request for proposal has been prepared for a Cultural District Master Plan.

### 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 thirty-four (34) projects were reviewed comprised of; six (6) historic designations, twenty (20) certificates of appropriateness, and six (6) demolitions. In addition, the Historic Preservation Board held a ceremony to recognize ten (10) property owners for their efforts to preserve historic residences and commercial buildings located in the City. A major accomplishment in FY 01-02 was the adoption of a new Historic Preservation Chapter as part of the Sarasota City Plan.

The FY 01-02 budget included \$20,000 for a matching grant for the first phase of a comprehensive survey of the City's historical resources. A grant of \$20,000 was approved by the State of Florida; however, these funds will not be available until July 2002. 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 would require an ongoing financial commitment.

### Public Art

The Division supports the Public Art Program that 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; FY 01-02 installations were The Runners by Jorge Blanco and Luma Cloud by Ray King. In addition, a public art program for Palm Avenue and a Public Art Loan Program were developed and approved by the City Commission. Two (2) sculptures were donated to the City and two (2) construction projects were reviewed which resulted in the placement of public art and cash donations to the public art fund. The lease agreement with Sarasota Season of Sculpture was reviewed and approved for the 2002-2003 season. The other major accomplishment in FY 01-02 was the development of a public art repair and maintenance program.

## **Goal - Responsible City Government**

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

# PLANNING SPECIAL PROJECTS

## Objectives

Conduct research and prepare plans to assist policy makers.

Preserve the City's historic resources.

Promote art in public places.

## Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
<b>Output Measure</b>					
Studies completed	Number	n/a	1	1 to 2	1 to 2
Historic resource projects reviewed	Number	n/a	50	40 to 60	40 to 60
Public art projects reviewed	Number	n/a	15	6 to 8	6 to 8
<b>Effectiveness Measure</b>					
Quality of project	Survey	n/a	n/a	n/a	n/a
<b>Efficiency Measure</b>					
Annual cost per capita	Dollars	n/a	\$4.33	\$4.49	\$4.55
FTE's per 10,000 capita	Number	n/a	0.64	0.58	0.49

## Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	181,892	173,865	191,576	0	191,576
Non Personal Expenditures	44,450	62,757	58,342	38,000	96,342
Capital Expenditures	28,057	500	500	0	500
Totals	\$254,399	\$237,122	\$250,418	\$38,000	\$288,418

## Personnel Summary

Actual Positions	2.55	2.75	0.00	2.75
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# PLANNING

## CURRENT PLANNING

### Mission Statement

To work with the community and various public agencies to preserve and shape safe, vital, and well planned urban environments.

### Description of Operations

The Current Planning Division coordinates reviews of major development projects to assure consistency with the Sarasota City Plan and applicable land development regulations. The division also develops and processes Zoning Code revisions and updates.

#### Development Review

The Current Planning Division coordinates development application reviews with other affected agencies. The Division provides staff support to the City's Development Review Committee (DRC). Current Planners analyze development proposals and write and present staff reports and recommendations for the Planning Board and City Commission. In FY 00-01, the Current Planning Division processed eighty-two (82) development applications:

15	Rezoning
16	Conditional Uses
37	Site Plans
4	Parking Agreements
1	Subdivision
4	Street Vacations
1	G-Zone Waiver
4	Rezone Ordinance Amendments

#### Zoning Code

The Current Planning Division maintains and updates the Zoning Code to assure it remains consistent with the Sarasota City Plan and that it reflects a balance of the needs and goals of the City. In FY 00-01, the Current Planning Division processed eight (8) Zoning Text Amendments. Most notable among these is the "Mega-house" ordinance, designed to address issues associated with very large houses replacing smaller homes in established neighborhoods.

### 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.

### Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
<b>Output Measure</b>					
Development review projects	Number	n/a	88	60 to 80	60 to 80
Zoning code projects	Number	n/a	15	6 to 8	3 to 6
<b>Effectiveness Measure</b>					
Quality of staff projects / reviews	Survey	n/a	n/a	n/a	n/a
<b>Efficiency Measure</b>					
Annual cost per capita	Dollars	n/a	\$11.84	\$11.31	\$12.27
FTE per 10,000 capita	Number	n/a	1.16	1.31	1.41

# PLANNING

## CURRENT PLANNING

### Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	428,196	448,348	467,003	0	467,003
Non Personal Expenditures	260,126	190,465	206,465	31,500	237,965
Capital Expenditures	0	0	0	0	0
Totals	\$688,322	\$638,813	\$673,468	\$31,500	\$704,968

### Personnel Summary

Actual Positions	7.35	7.25	0.00	7.25
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# PLANNING

## LONG RANGE PLANNING

### **Mission Statement**

To work with the community and various public agencies to preserve and shape safe, vital, and well planned urban environments.

### **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. Ten (10) comprehensive plan amendments were processed by staff and acted upon by the City Commission including a new Historic Preservation Chapter and amendments associated with the Downtown Master Plan. An additional two (2) are currently under review by staff with public hearings to be scheduled for later this year (2002).

Currently the division is responding to an official challenge of the Downtown Master Plan based Plan amendment and preparing amendments to the guidelines for Plan amendments.

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.

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

An example includes overseeing Sarasota County's development of "Sarasota 2050" which is a major proposed amendment to its existing comprehensive plan and which has significant implications to the City (e.g. traffic impacts). As of this writing, staff has prepared a "position paper" for the City Commission's consideration on April 1, 2002. Subsequent to review of "Sarasota 2050" by the Department of Community Affairs, staff will

# PLANNING

## LONG RANGE PLANNING

continue to monitor and report on the County's modifications to the amendment prior to it's final adoption.

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".

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

To plan for neighborhood and central city vitality.

### **Objectives**

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

### **Performance Measures**

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
<b>Output Measure</b>					
Comprehensive plan amendments processed	Number	n/a	8	10 to 12	6 to 8
Studies completed	Number	n/a	2	2 to 4	2 to 4
Graphics/maps/illustrations prepared	Number	n/a	300	300 to 350	300 to 350
<b>Effectiveness Measure</b>					
Quality of projects	Survey	n/a	n/a	n/a	n/a
<b>Efficiency Measure</b>					
Annual cost per capita	Dollars	n/a	\$5.44	\$6.48	\$6.45
FTE per 10,000 capita	Number	n/a	0.91	0.81	0.79

### **Expenditures By Category**

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	245,488	258,367	267,286	0	267,286
Non Personal Expenditures	14,147	77,638	89,648	1,000	90,648
Capital Expenditures	0	0	0	9,000	9,000
<b>Totals</b>	<b>\$259,635</b>	<b>\$336,005</b>	<b>\$356,934</b>	<b>\$10,000</b>	<b>\$366,934</b>

### **Personnel Summary**

Actual Positions	4.10	4.00	0.00	4.00
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# PLANNING

## PUBLIC ART - REPAIR AND MAINTENANCE

The Public Art Committee spent the past year organizing a repair and maintenance program. The Committee has organized the 38 public art works into categories of bronze; aluminum, steel; hammered bronze and copper; concrete and stone; and mixed media. Historical objects, such as the limestone sculptures on loan at St. Armand's Key, were surveyed but not included in the program.

Annual Maintenance - Art experts developed maintenance specifications and quotes were obtained for much of the work. Total annual maintenance for the art collection (minus Memory Path) is funded at \$16,500.

Repair - Since there has been no systematic program for repair or maintenance, some of the pieces require significant work. Artists for each of the pieces were consulted in preparing estimates for repair. The total provided for repair (minus Memory Path) is \$26,400. As this item includes only a part of the total needed, an additional request will be submitted in FY 2003-2004.

Memory Path - Annual maintenance for Memory Path is estimated separately because of the scale of this art piece. Annual maintenance is provided at \$1,500. Estimated repairs range from \$12,500 to \$32,500 depending on whether or not broken or chipped tiles are replaced.

Category of Art Works and Art Works in Each Category:

### **Bronze**

Interlocking Love, The Duffer, Adventure Mountain, The Butterfly Lady, John Ringling, Facts of Life, Sprite, Mercury, Discus Thrower, Doughboy, Olympic Wannabees  
Annual Maintenance: \$8,900      Repair:      \$0

### **Aluminum**

Garden Sculpture 3, Samurai, Synergy, Applause, Mr. Red, The Runners  
Annual Maintenance: \$3,500      Repair:      \$4,000

### **Steel**

Omphalos, People's Place, Exotic 10, Bob Beardsworth Memorial  
Annual Maintenance:      \$850      Repair:      \$0

### **Concrete and Stone**

Earth Mother, Encore, The One that Got Away, A Family Place, The Buck, Encore(Memory Path - see below)\* Annual Maintenance: \$1,250      Repair:      \$3,400

### **Hammered Bronze and Copper**

Nobody's Listening, Sentinel I, An American Allegory, Monolith II, The Guardian, Pioneer Family, The Titans Annual Maintenance:      \$0      Repair:      \$2,400

### **Mixed Media**

Sarasota Historical Portals, Silent Daughter, Luma Cloud  
Annual Maintenance: \$2,000      Repair:      \$16,600

Subtotal Annual Maintenance: \$16,500

Subtotal Repair: \$26,400

### **\*Memory Path**

Annual Maintenance: \$1,500      Repair:      \$12,500 - \$32,500

Vandalism Contingency: \$5,000

**TOTAL Annual Maintenance: \$18,000      Repair: \$43,900 - \$63,900**

# PLANNING

## PUBLIC ART - REPAIR AND MAINTENANCE (CONT.)

### Cost of Issue

Personal Services	0
Non Personal	38,000
Capital	0
Transfers	0
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Total	\$38,000

## TECHNOLOGY

Additional funding is provided to maintain the Planning Department's existing technology level of service.

Replace obsolete workstations and peripheral devices on a five to seven year cycle. Current inventory includes 15 workstations, 3 network printers, 2 scanners and 1 projector. Acquisitions for FY 02-03 include replacement of 3 of the 5 workstations as recommended by the Information Systems and Technology Department. \$7,000

Upgrade the operating system on 6 of the 7 existing workstations as recommended by the Information Systems and Technology Department. \$1,000

Acquire 3-dimensional modeling software to enhance illustrations, presentations, scenario analysis and master planning initiatives. \$2,000

\$ 7,000 Work stations  
\$ 1,000 Operating systems  
\$ 2,000 Modeling software  
\$10,000 TOTAL

### Cost of Issue

Personal Services	0
Non Personal	1,000
Capital	9,000
Transfers	0
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Total	\$10,000

## CONSULTANT SERVICE

The use of consultant services to perform an analysis of lighting standards is provided. This is one of many zoning code projects recommended by the Planning Board during the Phase II Amendment project.

### Cost of Issue

Personal Services	0
Non Personal	5,000
Capital	0
Transfers	0
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Total	\$5,000

# PLANNING ADVERTISING

The Planning Department currently budgets for one cycle of Sarasota City (comprehensive) Plan amendments and two cycles of Zoning Text amendments. Additional advertising funds are provided to fund public notices for all City initiated projects.

## City Initiated Zoning Text Amendments

Two additional cycles of zoning text amendments will provide quarterly, rather than semi-annual amendments, to the Zoning Code. Possible projects recommended by the Planning Board include the following:

1. Recess / Step-backs in multiple family and waterfront districts
2. Height measurements in the multiple family and waterfront districts
3. Lighting standards
4. Off street parking
5. Government zone district standards
6. Lot size for religious institutions
7. Access to non-residentially zoned properties
8. Garage Placement in Single Family districts (snout houses)

\$ 6,400 4 newspaper notices @ 1,600 per notice  
\$ 1,600 4 mailings @ \$400 per mailing  
\$ 2,000 Contingency for additional public hearing  
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\$ 10,000

## City Initiated Rezonings

Funds are provided for City initiated rezonings after the Phase II Zoning Text Amendments are completed. Proposed projects include the area annexed south of Bee Ridge / Bay Roads and Laurel Park. Two other areas to be determined by the City Commission could include North Trail and South Trail.

\$ 12,800 8 newspaper notices @ 1,600 per notice  
\$ 3,200 8 mailings @ \$400 per mailing  
\$ 500 Contingency  
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\$ 16,500

## Cost of Issue

<b>Personal Services</b>	<b>0</b>
<b>Non Personal</b>	<b>26,500</b>
<b>Capital</b>	<b>0</b>
<b>Transfers</b>	<b>0</b>
<b>Total</b>	<b>\$26,500</b>