

Division 7. Planning and Development Department**Section III-701. Powers and Duties**

The Director of Planning and the staff of the Planning and Development Department, shall perform the planning functions for the City, shall provide technical support and guidance for action on applications for development approval, and shall perform such other functions as may be requested by the City Manager. The Director of Planning shall coordinate all applications for development approval reviewed by the DRC.

Section III-702. Creation and Appointment

The Director of Planning shall be the department head of the Planning and Development Department and shall be appointed by and serve at the pleasure of the City Manager.

Section III-703. Jurisdiction, Authority and Duties

In addition to the jurisdiction, authority and duties which may be conferred upon the Director of Planning by other ordinances, the Director of Planning shall have the following jurisdiction, authority and duties:

- A. Collect the comments of the other DRC departments and prepare a written analysis of the issues raised by the application.
- B. Assist in the preparation and review of the Sarasota City Plan, any special area plans, these regulations, and any proposed amendments thereto.
- C. Review and provide comments on all applications for development approval.
- D. Coordinate all local, regional, state and other land development permitting processes affecting development approvals issued by the City.
- E. Sign pre-application conference letters of understanding in accordance with these regulations.
- F. Prepare zoning text amendments as may be directed by the City Commission, Planning Board, or City Manager.
- G. Official signatory for all certificates of concurrency that result from development approvals that require Planning Board action.
- H. Maintain the official Zoning District Map.
- I. Review and provide comments on the relationship of Site Plan applications governed by the City of Sarasota Advisory Community Design Guidelines (Appendix D).
- J. Approval of applications for Certificates of Appropriateness for minor work as provided for in Section IV-808(A)(6).
(Ord. No. 04-4515; Sec. 7, 1-20-04)