

# Planning & Development Department

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## Mission

*Working together to build a better Jacksonville Beach.*

## Department Service Objectives

- Ensure compliance with the City’s adopted land development code and building codes.
- Enforcement of adopted codes to ensure the health, safety and welfare of our community.
- Assist the public in their understanding of the land planning, development and building permit processes and requirements.

## Organization

The Planning & Development Department consists of three divisions: **Planning & Development**, **Building Inspection**, and **Code Enforcement**. The Department provides information and services to our citizens. In addition to serving the public in their development needs and inquiries, the Department provides administrative support to the Community Redevelopment Agency (CRA), Planning Commission, Board of Adjustment, and the Special Magistrate. The shift in personnel below is reflective of moving the Senior Permit Specialist from the Code Enforcement Division to the Building Inspection Division, and by moving a Permit Specialist position from the Building Inspection Division to the Planning Division.

Authorized Positions	FY2019	FY2020	FY2021
Planning Division	2	2	3
Building Inspection Division	6	6	6
Code Enforcement Division	2	2	1
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>

## Financial Summary - All Divisions

Resource Allocation	Actual 2019	Original Budget 2020	Proposed Budget 2021	Increase -Decrease	% Change
Personal Services	\$690,691	\$821,369	\$871,996	\$50,627	6.2%
Operating	\$154,370	\$176,083	\$274,619	\$98,536	56.0%
Capital Outlay	\$0	\$0	\$0	\$0	-
<b>TOTAL</b>	<b>\$845,061</b>	<b>\$997,452</b>	<b>\$1,146,615</b>	<b>\$149,163</b>	<b>15.0%</b>

*Operating costs increased by 56% due to the Council approved addition of professional services for short-term vacation rental compliance, and commercial building inspection services.*

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## Financial Summary by Division

Resource Allocation	Actual 2019	Original Budget 2020	Proposed Budget 2021	Increase -Decrease	% Change
Planning	\$236,786	\$246,147	\$349,402	\$103,255	41.9%
Building Inspection Code Enforcement	\$439,643	\$546,465	\$669,972	\$123,507	22.6%
	\$168,632	\$204,840	\$127,241	-\$77,599	-37.9%
<b>TOTAL</b>	<b>\$845,061</b>	<b>\$997,452</b>	<b>\$1,146,615</b>	<b>\$149,163</b>	<b>15.0%</b>

The FY2021 budget for the Department increased by 15% from the FY2020 budget. The budget reflects shift in personnel, and City Council approved consultant service contracts for Short Term Vacation Rental compliance and for Commercial Construction Inspection Services necessary in conjunction with three active hotel construction projects.

## Planning & Development Division

The Planning and Development Division is responsible for the City’s short- and long-range planning activities including administering and maintaining the 2030 Comprehensive Plan and implementing the Land Development Code. The Division also provides administrative support for the City’s community redevelopment efforts. This function includes developer relations, redevelopment agreement negotiations, and monitoring the implementation of projects.

The Planning and Development Division works closely with the appointed Planning Commission, Board of Adjustment, and Community Redevelopment Agency (CRA), providing administrative support and staff representation at all meetings.

Authorized Positions	FY2019	FY2020	FY2021
Director of Planning & Development	1	1	1
Senior Planner	1	1	1
Permit Specialist	0	0	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>

## Recent Accomplishments

- ✓ Processed 260 separate Land Development Code related applications, including six Land Development Code Text Amendment applications, 14 Development Plan (site plan) applications, four Concept Plat applications and one Final Plat application.

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- ✓ Secured an Assistance Grant from the Florida Department of Environmental Protection to prepare a State-mandated amendment to the 2030 Comprehensive Plan to address F.S. 163.3178(2)f *Peril of Flood* requirements.
- ✓ Processed 25 Conditional Use applications and 107 Variance applications for public hearings by the Planning Commission and Board of Adjustment, respectively.
- ✓ Approved 57 Home Occupation applications and 34 Temporary Extension of Licensed Alcoholic Beverage Premises permits.
- ✓ Continued the Division's commitment to provide a 10-day turnaround time for the initial review of Development Plan Application submittals.
- ✓ Maintained the City's representation on the North Florida Transportation Planning Organization (NFTPO) technical coordinating committee.
- ✓ Maintained the City's representation on the Duval County Local Mitigation Strategy ("Duval Prepares") steering committee.
- ✓ Maintained the City's participation in the National Flood Insurance Program's Community Rating System (CRS), maintaining the City's Class 6 CRS Rating.

## Planning & Development Division Goals for FY2021

- Review the 2020 US Census data when it becomes available to determine the need for an update to the 2030 Comprehensive Plan.
- Encourage the development of the downtown consistent with Vision Plan and Downtown Action Plan goals and objectives.
- Maintain standard of distributing development plans to reviewing departments within two working days of receipt and completing the initial review of the submittal within ten working days.
- Continue working on beaches transportation issues through participation on the North Florida Transportation Planning Organization (NFTPO) technical coordinating committee.
- Continue representing the City on the Duval County Local Mitigation Strategy steering committee regarding natural hazards such as hurricanes and flooding.
- Continue to provide professional and administrative support to the Community Redevelopment Agency.

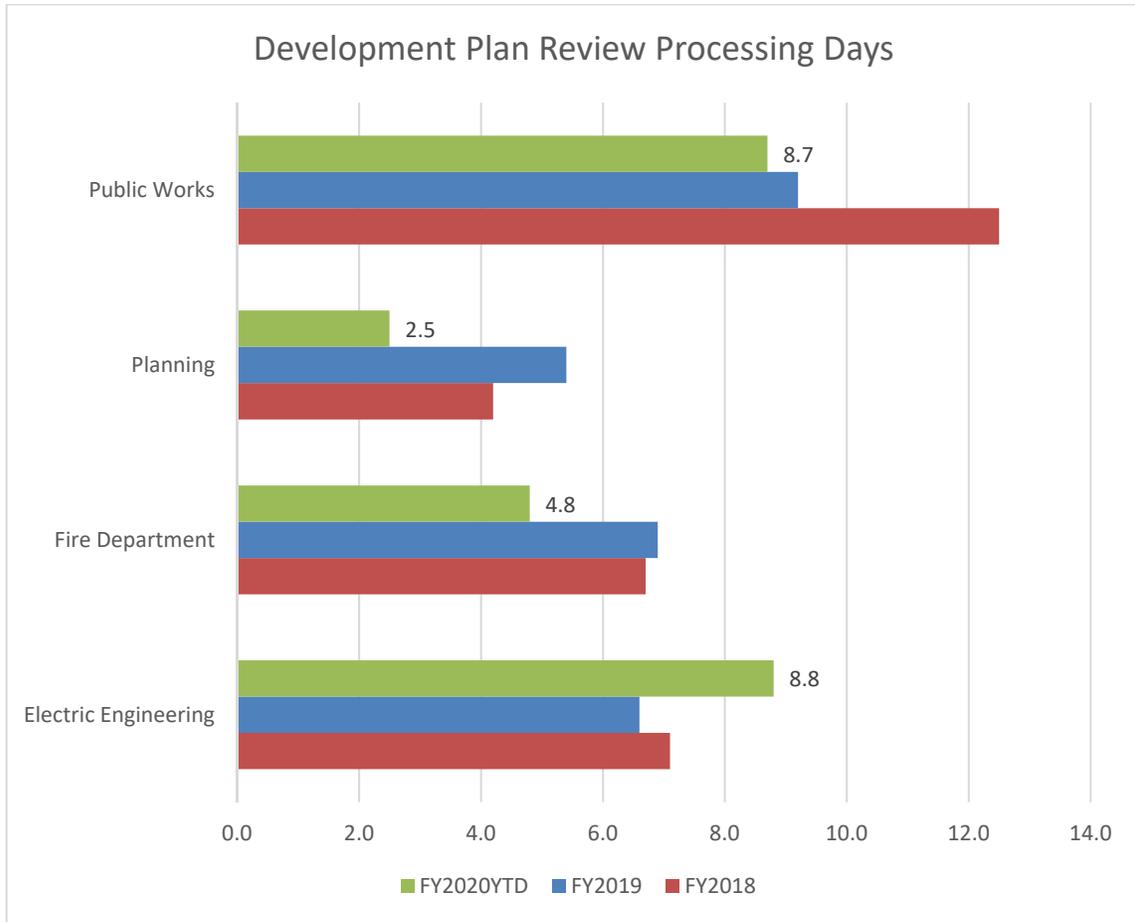
## Division Budget Issues for FY2021

Approved staffing levels are projected to remain adequate.

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## Division Performance Measures

It is the goal of the Division to complete the initial review of all development plan applications within **10 working days** from receipt. In 2019, the Division processed seven Development Plan applications, and Year to Date 2020, the Division has processed six Development Plan applications.



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## Building Inspection and Code Enforcement Divisions

### Organization of the Divisions

The **Building Inspection Division** is responsible for reviewing and approving all applications for permits, including new construction and remodeling, electrical, plumbing, mechanical, and miscellaneous work. This division also inspects all permitted construction jobs to ensure that they are carried out in accordance with the approved plans and adopted codes.

Authorized Positions	FY2019	FY2020	FY2021
Building Official	1	1	1
Building Inspector	2	2	2
Senior Permit Specialist	0	0	1
Permit Specialist	3	3	2
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>

The **Code Enforcement Division** is responsible for enforcing the property maintenance ordinances and zoning code of the City, including sign and vehicle parking regulations. This function includes clearing of vacant lots, abating general nuisances, and removal of junked or abandoned property. The Division works closely with the appointed Special Magistrate in carrying out this responsibility.

Authorized Positions	FY2019	FY2020	FY2021
Code Enforcement Inspector	1	1	1
Senior Permit Specialist	1	1	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>1</b>

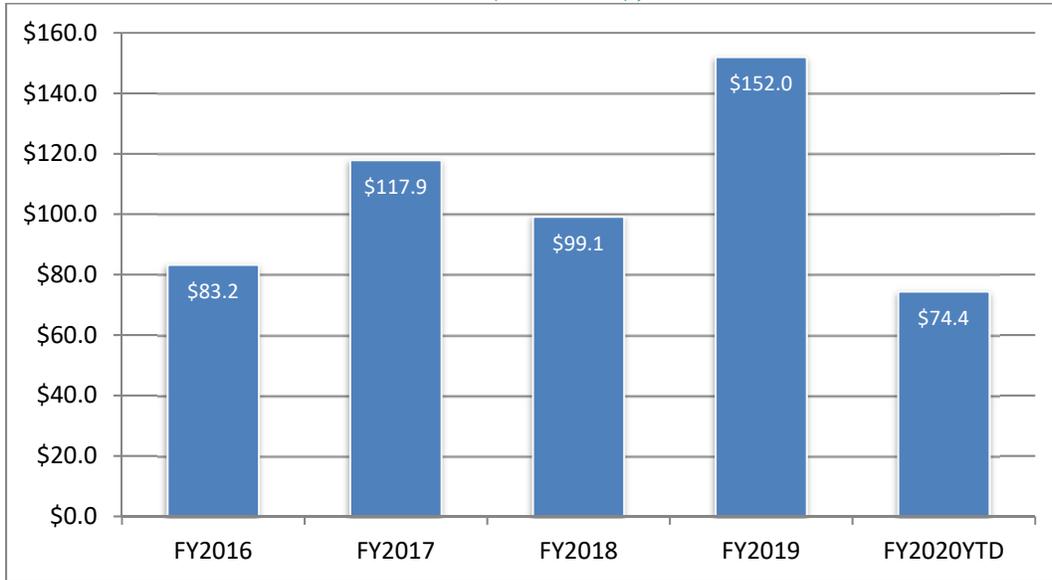
### Recent Accomplishments

- ✓ In FY2019, the Building Inspection Division issued 3,358 construction related permits and approved construction with a total valuation of \$152,044,531. Building inspection personnel carried out 5,841 construction inspections during the fiscal year. Construction activity included 198 new dwelling units, and generated approximately \$968,000 in permit fees.
- ✓ *Code Enforcement* staff processed 287 code cases in FY2019, compared with 772 in 2018. The Special Magistrate is an attorney who hears and decides code violation cases. In FY2019, the Magistrate conducted three hearings and considered a total of 11 cases.
- ✓ The *Building Inspection Division* continues to meet its objectives for turnaround times relative to the initial review of construction plans.
- ✓ Both divisions have been attained/retained proper licensure and credentials under state law. The Building Inspector has now passed the required four trades certifications required for *Residential, One- and Two- Family Dwellings, Building Codes Inspector* licensure.

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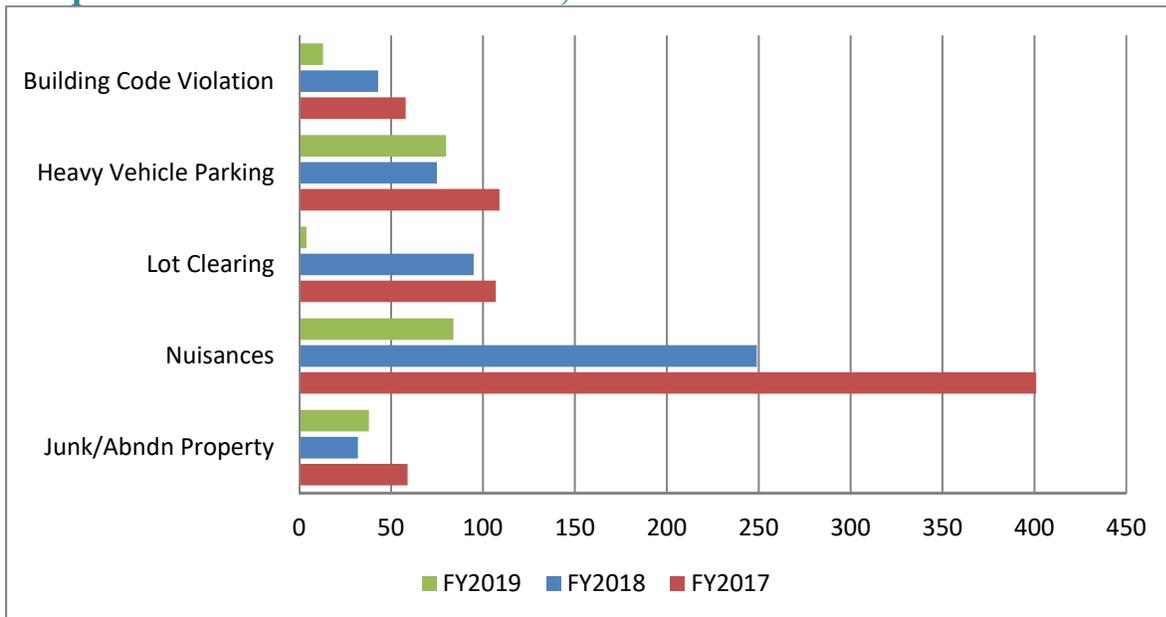
## Building Inspection and Code Enforcement Divisions Performance Measures

### Total Dollar Value of Permits (millions), FY2016-2020YTD



*The Building Inspection Division’s primary objective is to protect the quality of life in our community by providing building inspections, plan reviews and code enforcement.*

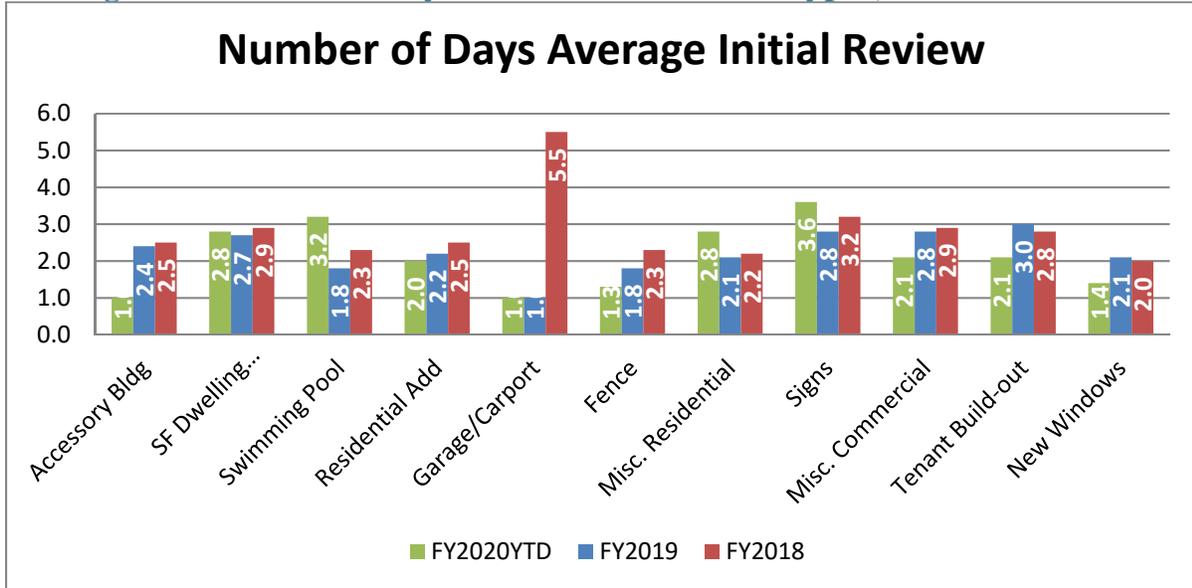
### Frequent Code Enforcement Cases, FY 2017-2019



*The “nuisances” category includes violations such as overgrown grass or weeds above 10 inches, noise, trash accumulation, dilapidated structures, or other conditions that endanger the health and safety of others.*

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## Average Initial Review Days for Selected Permit Types, FY2018-2020YTD



*The Building Inspection Division’s goal for the initial review of major projects is 10 working days for commercial and multi-family projects and four working days for single-family residential projects.*

### Building Inspection and Code Enforcement Division Goals for FY2021

- Obtain *Permit Technician* certification by all full-time Building Inspection Division Permit Specialists.
- Maintain a standard of completing the initial plan review for single-family residential construction permits within four working days of receipt.
- Maintain a standard of completing initial plan review for large-scale projects within ten working days of receipt.
- Issue trade permits for miscellaneous work within one working day of receipt.
- Provide “next day” service for all requests for building inspections.
- Continue to work with the City’s ERP consultants to add online permitting to the Department’s webpage.

