



## Planning and Economic Development

### Mission

To utilize all available resources, especially information technology, to measure, plan, and guide the City's growth in a manner that is reflective of the vision of its citizens and their chosen representatives.

### Goals

To constantly examine data, analyze trends, and apply our professional skills toward providing information that will facilitate the formation of that vision.

To provide the necessary information to all relevant parties in a manner that is reflective of the vision of its citizens and their chosen representatives.

### Objectives

Staff meetings of the Planning and Zoning Board, Board of Adjustment, Economic Development Board, Landscape Advisory Board, and other Committees/Boards as needed.

Process and prepare reports, graphics, public notices, agendas, and supporting documentation for the following: public hearings, workshops, text amendments to the Zoning Code or Comprehensive Plan, change of zoning district (rezoning), modifications to Developments of Regional Impacts (DRI's), Future Land-Use Map and text amendments, plats, and site plans.

Monitor and update the Comprehensive Plan and Future Land Use Map pursuant to updates of the Broward County Land Use Plan, State Statutes, and the recommendations in the Comprehensive Plan Evaluation and Appraisal Report as approved by the State of Florida, Department of Economic Opportunity (DEO).

Collect data as needed for the next Comprehensive Plan Evaluation and Appraisal Report.

Prepare updates as needed to the water supply plan in order to comply with State of Florida, Department of Economic Opportunity Water Supply Planning Requirements of the Comprehensive Plan.

Provide annual updates to the Capital Improvement Element for adoption and transmittal to DEO as required by State Statutes.

Provide intergovernmental coordination services to ensure the City's planning interests are represented on a county-wide and regional basis by attending

technical planning meetings/workshops and participating in Development of Regional Impact sufficiency review meetings.

Participate with the Broward County School Board and other municipalities in implementing the Unified Inter-local Agreement and public school concurrency as required by the State of Florida DEO.

Maintain and manage the City's Geographic Information system (GIS) mapping functions, which serves many other City departments, Advisory Boards, and the City Commission.

Review zoning and land development codes annually and update for compliance with comprehensive plan policies and existing conditions.

Provide data and analysis to identify areas and needs of the eastern portion of the city for redevelopment activities.

Coordinate with the Community Redevelopment Associates of Florida (CRA) to implement and monitor Federal and State Housing and nonresidential rehab programs.

Coordinate and assist the Code Compliance Department with property research and other technical support, attend Special Magistrate meetings as needed to provide witness testimony on behalf of the City, and offer recommendations on code compliance resolutions.

Support the City's businesses through networking, seminars, educational events, workshops, and partnerships with the Chamber of Commerce.

Attract and recruit businesses to diversify the city's economy and promote job growth through partnerships with the Chamber of Commerce and Greater Fort Lauderdale Broward Alliance.

Support businesses throughout the development process.

Utilize the City's cable channel and web site to improve public education and outreach programs.

### Major Functions and Activities

The Planning and Economic Development Division coordinates economic development, planning, zoning, landscaping, and GIS functions. Division staff also provides technical assistance to the Economic Development Board and coordinates Board activities



## Planning and Economic Development

with the City Commission, other Boards, and the Chamber of Commerce.

The Division is responsible for providing technical assistance to City Boards and, through the City Manager, providing the Mayor and the City Commission with alternative options for overall development and redevelopment.

Coordinates the City's review processes in order to ensure that the goals of the City Commission are reflected in the overall design of projects and actual building construction. This is accomplished through the enforcement of the City's Comprehensive Planning and Zoning Ordinance and its management of the Development Review Committee process.

Continuously updates long-term planning documents as required by State Statute.

Emphasizes redevelopment activities and associated studies and document preparation.

Prepares feasibility and other studies as requested by the City Boards and Commission.

Provide support to the City's business community.

### Budget Highlights

Implementation of Eastern Redevelopment Programs including the commercial rehabilitation program.

Conduct business seminars and activities to support the business community

Continue providing the City Manager's office with updated economic development marketing data relative to the City and County

Continue to work with City Manager in marketing City owned properties for sale.

Expansion of Shop Local Program in coordination with the Chamber of Commerce.

Implemented business outreach program in coordination with the Chamber of Commerce to welcome businesses into the City.

Coordinate with Public Services in the implementation of the Streetscape Program

Coordinate the Neighborhood Stabilization Program (NSP-3) with the CRA, which will assist people to acquire and rehabilitate foreclosed homes.

Update sections of the Code of Ordinances as

recommended by the Planning and Zoning Board, Board of Adjustment, and Landscape Advisory Board.

Implementation of the Landscape Inspection Program

### Accomplishments

Reviewed and processed the third amendment to the City Center Local Activity Center land-use designation to make it more marketable.

Created a business outreach program with the Chamber of Commerce to welcome new businesses into the City.

Developed a business specialist position providing support for business retention, recruitment, and the creation of new businesses as well as expedited permitting services for the business and residential communities.

Provided expedited development application processing.

Worked with the Chamber of Commerce and Broward Alliance in improving permit expediting services to achieve platinum City recognition for excellence in permitting.

Division staff in conjunction with the Economic Development Board, Miramar-Pembroke Pines Chamber of Commerce and the Greater Fort Lauderdale Broward Alliance conducted educational, networking and appreciation events for small businesses.

Interacted with the business community to improve, maintain, and attract businesses to diversify the city's economy by organizing networking seminars, workshops, as well as partnerships with the Chamber of Commerce.

Utilized the City's cable channel and website to improve public education and outreach programs.

Adopted the annual update to the Capital Improvement Element of the Comprehensive Plan

Implemented code of ordinance changes pursuant to recommendations of the Planning and Zoning Board and Board of Adjustment.

Coordinated with County in the installation of bus shelters throughout the City.

Created a landscape inspection program for non-



## **Planning and Economic Development**

residential properties.

Worked with the Landscape Advisory Board on Florida Friendly Yards Program

Provided intergovernmental coordination to ensure the City's planning interests are represented on a countywide and regional basis by attending planning meetings and workshops including but not limited to those conducted by the Metropolitan Planning Organization and the Broward County Emergency Management Department.

Participated with Broward County School Board and other municipalities in implementing the Interlocal Agreement and public school concurrency.

Provided housing rehabilitation assistance for 25 owner-occupied units and housing purchasing/repair assistance for 10 units.

Coordinated and assisted the Code Compliance Department with property research and other technical support; attended Special Magistrate meetings as needed to provide witness testimony on behalf of the City and to offer recommendations on code compliance resolutions.

Expanded staffing levels within the division and rebranded the Planning Division to the Planning and Economic Development Division.

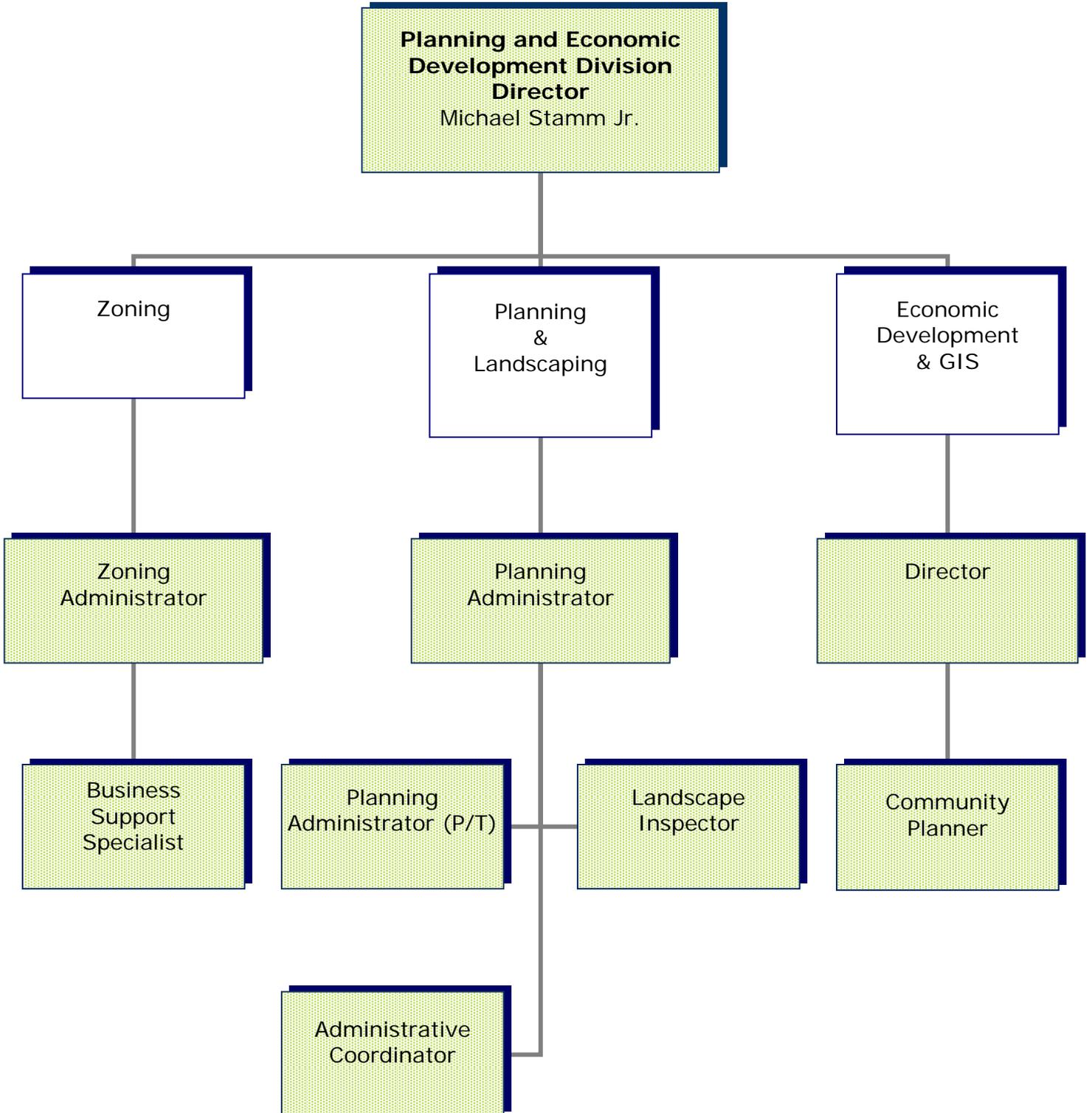
Expanded the Division with respect to community planning functions by adding a Landscaping Inspector to improve community appearance and a sense of place through design recognition and certification programs.

## Planning and Economic Development Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14
	Actual	Goal	Actual	Goal	Goal	Goal
<b>Outputs</b>						
Number of Planning and Zoning Board meetings facilitated	18	18	21	18	18	20
Number of Development Review Committee meetings coordinated	25	25	24	28	25	24
Number of Board of Adjustment meetings facilitated	12	12	10	11	11	10
Number of intergovernmental coordination meetings attended	15	15	15	10	15	15
Number of Economic Development Board Meetings facilitated	11	n/a	9	n/a	n/a	11
Number of Landscape Advisory Board Meetings facilitated	n/a	n/a	n/a	n/a	n/a	11
<b>Effectiveness</b>						
% of public information requests answered within three working days	99%	99%	99%	99%	99%	99%
<b>Efficiency</b>						
% of building plans reviewed within ten days for zoning compliance	100%	100%	100 %	100%	100%	100%

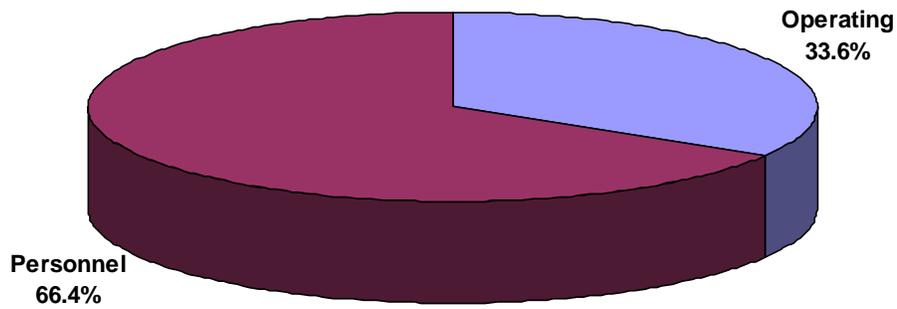
# PLANNING AND ECONOMIC DEVELOPMENT DIVISION

## Organizational Chart



 Shading indicates direct public service provider

### Planning and Economic Development - Budget Summary



Expenditure Category	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Budget
Personnel				
Salary	464,260	403,257	374,392	354,038
Benefits	252,046	214,536	256,441	307,320
<b>Personnel Subtotal</b>	<b>716,305</b>	<b>617,792</b>	<b>630,833</b>	<b>661,358</b>
Operating				
Other Contractual Services	1,750	5,650	136,000	178,269
Travel Per Diem	-	-	1,200	1,200
Communication and Freight Services	2,826	1,962	48,120	48,120
Rentals and Leases	4,294	4,287	4,500	1,802
Insurance	143	-	150	150
Repair and Maintenance Services	125	774	1,900	3,354
Printing and Binding	-2,062	1,675	2,000	2,000
Promotional Activities	13,992	6,355	24,000	75,000
Other Current Charges and Obligation	-2,178	6,118	6,000	6,000
Office Supplies	1,605	3,156	6,000	6,000
Operating Supplies	-5,858	-1,928	8,210	12,152
Publications and Memberships	67	-	820	820
<b>Operating Subtotal</b>	<b>14,705</b>	<b>28,050</b>	<b>238,900</b>	<b>334,867</b>
<b>Total</b>	<b>731,011</b>	<b>645,842</b>	<b>869,733</b>	<b>996,225</b>

### Planning and Economic Development - Personnel Summary

Position Title		2010-11 Actual	2011-12 Actual	2012-13 Adopted Budget	2013-14 Budget
12184	Zoning Administrator	1	1	1	1
12518	Associate Planner	1	-	-	-
12520	Assistant Planner	2	-	-	-
12524	Administrative Coordinator I	1	1	1	1
12684	Clerical Spec II	1	1	1	-
12695	Plan/Econ Development Div Director	-	1	1	1
12696	Planning Administrator	-	1	1	1
13161	Administrative Services Director	1	1	-	-
13426	P/T Planning Administrator	-	1	1	1
13449	P/T CADD Operator	1	1	1	1
Total	Full-time	6	5	5	4
	Part-time	2	3	2	2