

1. Discussion Objective:

Work Session Date: April 18, 2011

Community Development Department Staff will provide and present to Council an overview of current operations information for review and discussion.

2. Submitter of Information:

- Council
- Town Staff – Community Development Department
- Town Attorney

3. Estimated Time for this item:

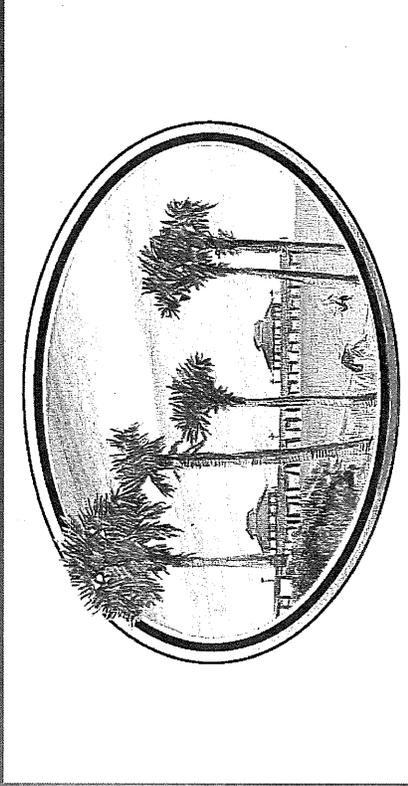
40 minutes

5. Background:

- **The Community Development Department consists of Building, Planning, Zoning, Environmental Sciences and Code Enforcement.**
- **The attached Excel Spreadsheet provides a brief overview of current Department Activities.**
- **The attached PowerPoint provides an expanded overview of some of the topics discussed in the Excel Spreadsheet.**
- **Evaluation and Appraisal Report Process Overview, including survey and project timeline.**

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Cultural Resources Director	Town Clerk
						

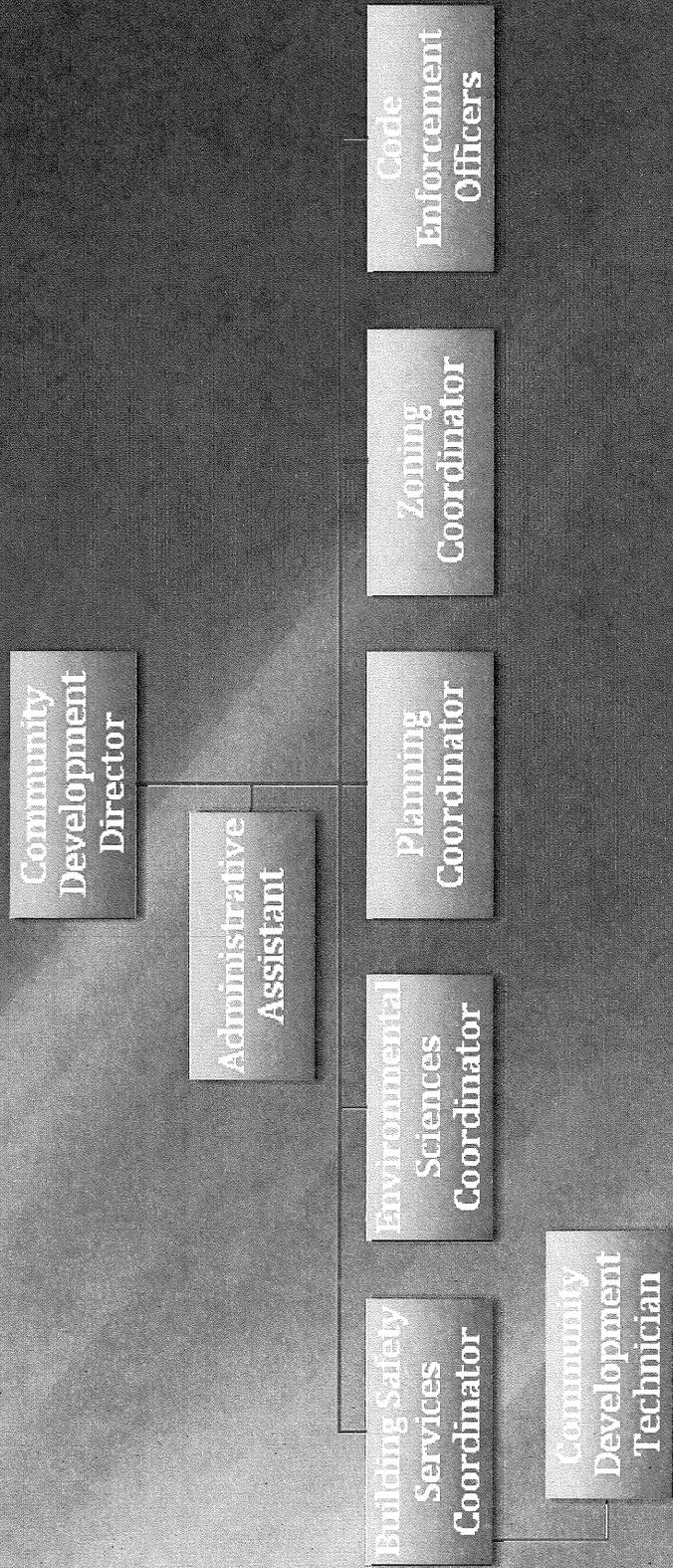
TOWN OF FORT MYERS BEACH



Community Development Department Report

October 1, 2010 to April 1, 2011

Department Organizational Chart



Overall Department Activities

- File System protocol for server has been created.
- Scanning of all permit and applications documents has commenced
- Customer Service Survey and Benchmarks have been established
- Business Plan for Building Department is almost finished
- Balanced Scorecard approach is being developed as a component of the Business Plan

Customer Service

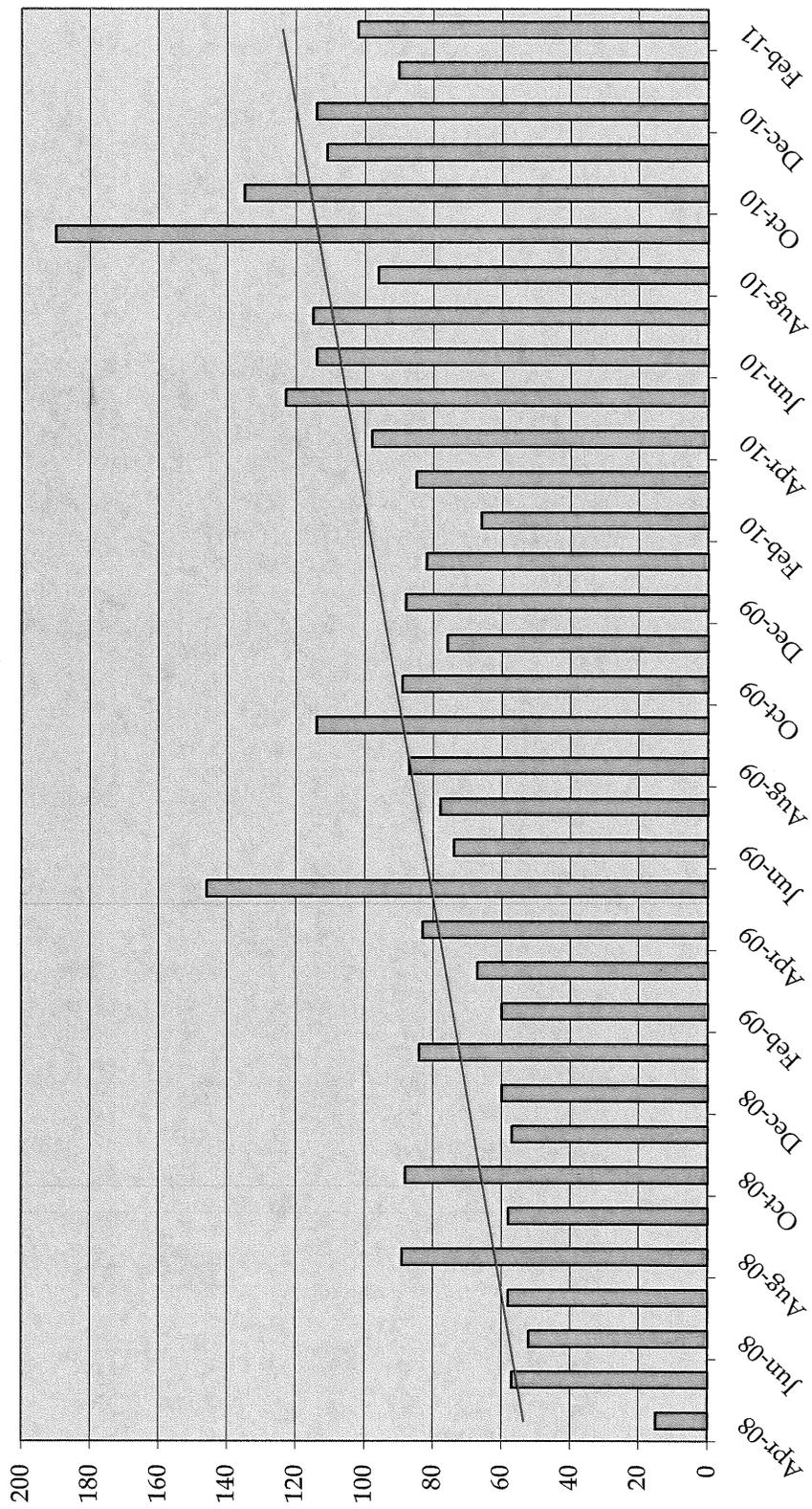
CUSTOMER SERVICE IMPLEMENTATION:

Department Staff has implemented a Customer Satisfaction Survey and established benchmarks for performance. All Department Personnel have the surveys displayed in a prominent manner at their work stations and customers are asked to fill out a survey and turn it back in via email or at the front desk. The following questions are asked on the survey:

- 1) *Courtesy of staff*
- 2) *Professionalism and knowledge of staff*
- 3) *The program/service satisfies my needs and concerns*
- 4) *I rate the value of this program/service as*
- 5) *Condition of facility and/or equipment*
- 6) *Community Development answered your question (s)*
- 7) *Your plans \ documents were explained and/or reviewed in a timely manner*
- 8) *Code enforcement complaints made by you were followed up*
- 9) *Staff offered steps to take to address your concerns*
- 10) *Overall quality of the program/event or service*

Customers are asked to rank the following questions 1 through 5 or Not Applicable, with 5 being an Excellent score and 1 being Very Poor. Benchmarks are set for individual questions, as well as average score. The primary benchmarks are for 80% of the average scores to be over an average score of 4 and for no more than 20% of the average scores to be under an average score of 2. For the month of March, 11 completed surveys were returned and all surveys met the primary benchmarks, as well as the benchmarks for the individual questions.

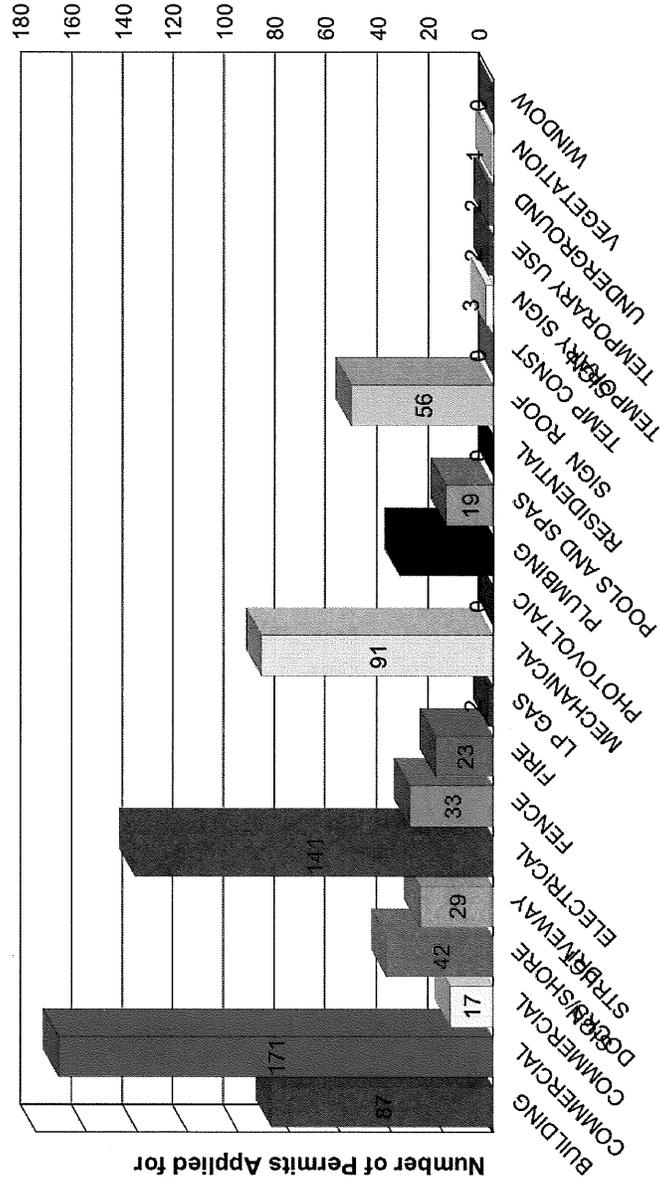
Building Activity Summary



Building Activity Summary

4/11/2011
1:36:21PM

Town of Fort Myers Beach
PERMITS Applied for by Type
For the Period 10/1/2010 thru 4/30/2011



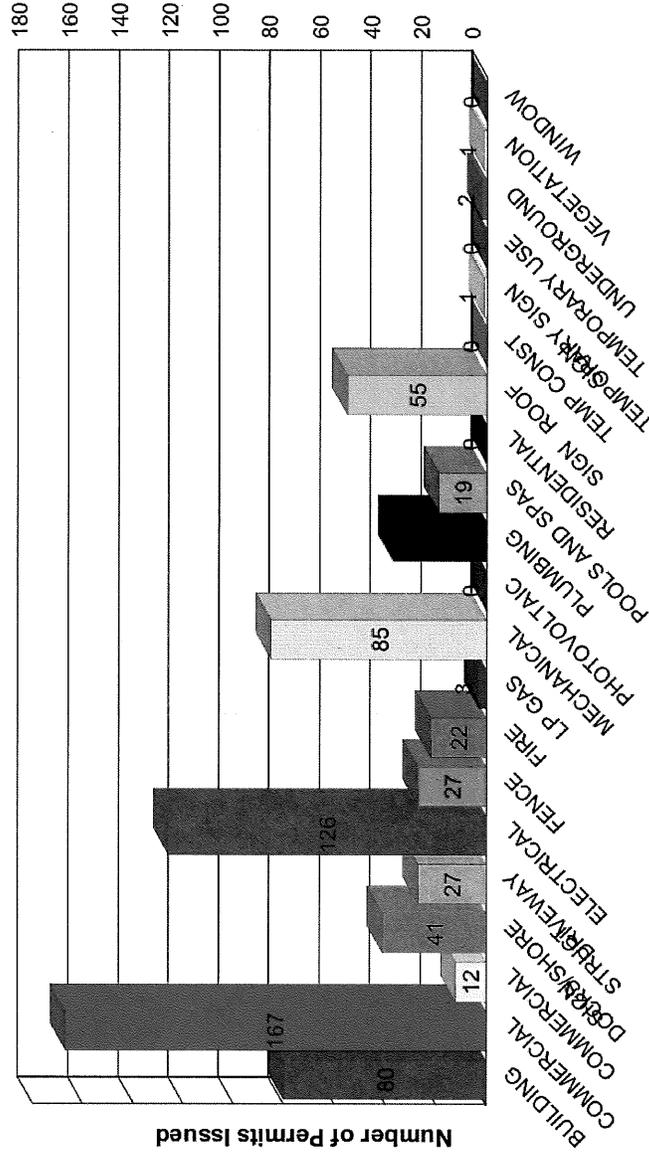
Total Permits Applied For: 756

Building Activity Summary

4/11/2011
1:38:26PM

Town of Fort Myers Beach
PERMITS Issued by Type

For the Period 10/1/2010 thru 4/30/2011



Total Permits Issued: 705

Building Revenue Summary

	FY2008*	FY2009	FY2010	FY2011**	Projected 2011****
Lee Co BP Fees					
	\$48,351	\$107,075	\$175,125	\$119,028	\$219,744
FMB BP Fees					
	\$2,808	\$4,426	\$6,971	\$11,595	\$27,828

Planning Activity Summary

- ▣ Staff is currently developing our strategic approach to the Evaluation and Appraisal Report of the Comprehensive Plan. Preliminary areas of major concern to Staff include:
 1. Impact of FEMA regulations on business and residential expansion.
 2. Estero Boulevard traffic issues and alternative approaches to solutions.
 3. Times Square.
 4. Redevelopment opportunities stifled by current Comprehensive Plan restrictions.
 5. CRA for Downtown as a leverage mechanism for traffic solutions and redevelopment incentives.
 6. Height and Density Issues in the form of bonus density provisions to create transportation impact fund.
 7. Land development review process improvements, to streamline review timelines, costs and to provide greater protections to neighborhoods.

EAR Work Program

	2011					2012								
	March	April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March	April
Agency Scoping Meeting														
Public Scoping Meeting														
LPA Scoping Meeting														
Public Scoping Meeting														
Letter of Understanding to DCA														
DCA Confirmation of Major Issues														
Draft EAR														
Submit Draft to DCA														
Finalize EAR											*			
LPA Public Hearing														
Council Public Hearing														
EAR Due to DCA														**

* Copies must be provided to DCA, State and Regional Commenting agencies, adjacent jurisdictions, and interested members of the public. Review comments must be transmitted within 30 days

** Within 60 of receipt of adopted plan, DCA will review and make a preliminary sufficiency determination. A final sufficiency shall be issued within 90 days

Zoning Activity Summary

- ▣ 8 ZVLs
- ▣ 5 Special Exception Applications in process
- ▣ 1 Residential Planned Development Application in process
- ▣ 3 Planned Development Amendments
- ▣ 2 Administrative COP Approvals
- ▣ 6 Ordinances in process (STR, COP, Sign, Floodplain, Parasail, Raking)

Zoning Revenue

- ▣ FY 2011 Zoning Budget Revenue Estimate=
\$25,000
- ▣ FY 2011 YTD Actual Revenue=\$25,850
- ▣ Trend: Zoning applications appear to be on the rise.
- ▣ Initial zoning inquiries have increased substantially

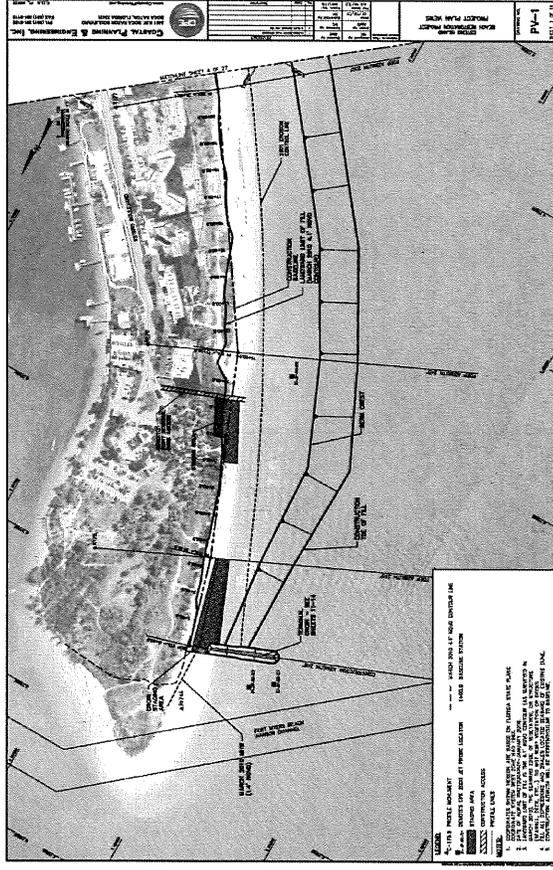
Zoning Issues

Staff is reviewing areas of potential concern:

1. FEMA Issues are having a negative impact on business expansion in Times Square. In particular, Staff is working with a couple property owner who would like to have food vending carts. However, current code does not provide adequate direction to permit viable carts.

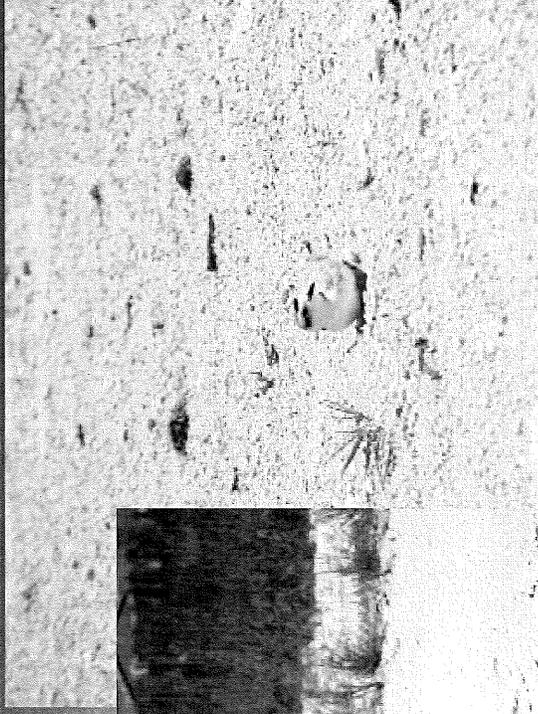
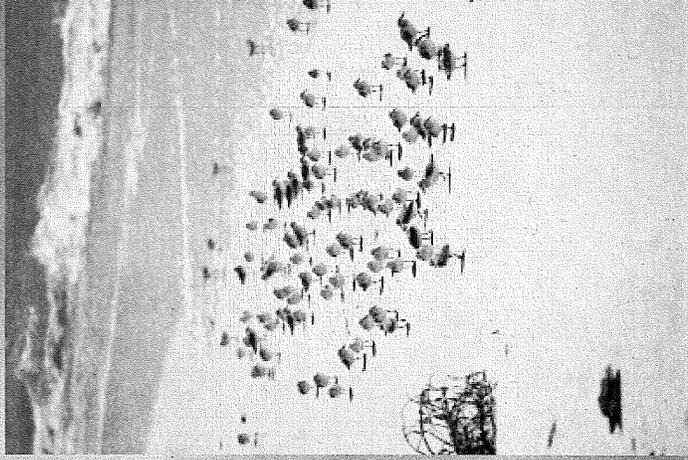
Environmental Activity- Coastal Management

- ▣ Staff continued work towards permitting a new channel for the Laguna Shores
- ▣ Staff continued partnering with Lee County on planning for the late spring commencement of construction of the beach nourishment project and jetty for the north end of Fort Myers Beach



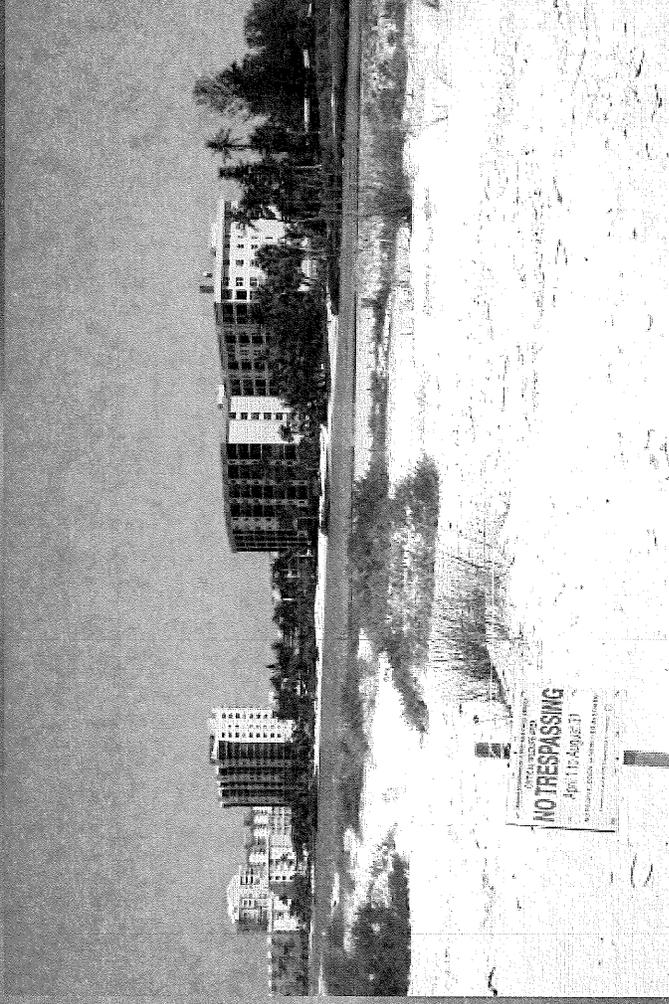
Environmental Activity

- ▣ Staff continued partnered with private property owners and FWC to obtain a five year permit from DEP to manage beach nesting bird habitat during and after nesting season.



Environmental Activity

- ▣ Staff continued co-management efforts of the Little Estero Island Critical Wildlife Area with the Florida Fish & Wildlife Conservation Commission



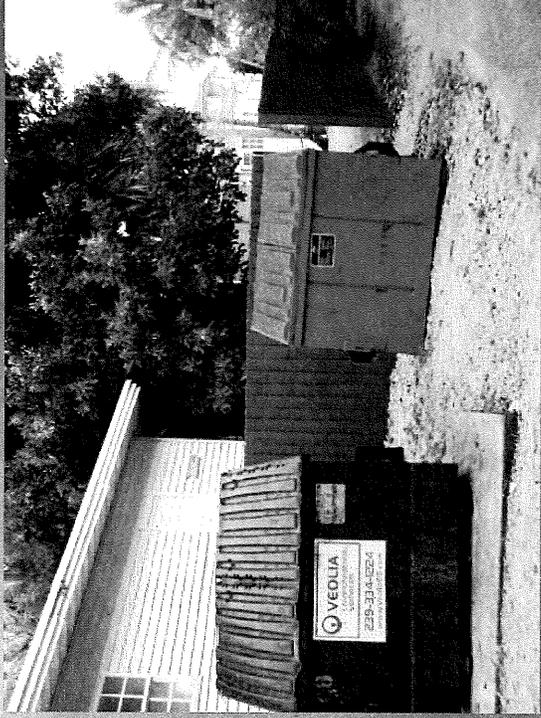
Code Enforcement

- ▣ Number of Active Cases: 79
- ▣ Number of Closed Cases: 192
- ▣ Number of Opened Cases: 201
- ▣ # of Special Magistrate Hearing Cases: 41



Code Enforcement - Dumpster Sweep

- ▣ Number of Dumpsters inspected: 79
- ▣ Number of Violations issued: 63
- ▣ Number that went to Hearing: 20
- ▣ Number of Hearing Cases that Complied: 19



Code Enforcement - Lien Status

- ▣ Number of Liens: 73
- ▣ Liens Released: 52
- ▣ Liens Pending: 21
- ▣ Amount of Lien Collections: \$3,109.80



Code Enforcement - In Progress

- ▣ Adoption of the International Property Maintenance Code

IPMC

INTERNATIONAL PROPERTY
MAINTENANCE CODE

CODE AND
COMMENTARY

- ▣ Short Term Rental Ordinance



Community Development Department Report			
For October 2010 through March 2011			
Division/Program Activity	Revenue	Volume	Comments
Building			
Permits applied for:		756	
Permits issued:		705	
Permit Revenue: FMB			
Permit Revenue: Lee County			
Business Plan			Staff has been working on a Business Plan, since January, to assess the feasibility of taking over all permitting functions from Lee County.
Planning			
Submitted FEMA Grant Applications		4	Staff has been coordinating with the State Dept of Emergency Management on processing these applications and making necessary revisions
Processing FEMA Previously Approved Grants		1	Staff has been processing ongoing FEMA grant funding requests for previously approved Erickson grant
Evaluation and Appraisal Report Data Analysis			Staff is currently researching and gathering data to assess the population growth, land use changes, and vacant lands analysis on the island as required by Florida Statute.
Developing Evaluation and Appraisal Report Work Program and Preliminary Work Products			Staff has held two EAR workshops with the LPA. Staff recently developed a community wide survey document and is working on the survey method. Staff is working on two community visioning sessions in the months of May and June. Staff has already held an interagency coordination kick-off meeting. We've attached an overview of the EAR process, including a draft community survey for input.
Historic Plaque Ceremonies		2	Carter Cottage presented in March, Smith Cottages being planned
Historic Plaque Program			The Historic Advisory Committee and Estero Island Historic Society have received numerous requests from property owners requesting designation. The HAC is working to amend the existing application and program to continue the plaque program for additional properties.
Wetlands Mapping Error Request		1	Coordinating with applicant on wetlands mapping error request for Higgins Parcel.
FEMA Regulations Interpretations		Numerous	Staff handles numerous call from the public requesting information regarding substantial determination regulations, base flood elevation, buildback requirements, and the national flood insurance program.
FEMA Variance Requirements		1	Staff is currently researching precedent for a FEMA variance to allow construction below base flood elevation for a development that obtained permit extensions due to Senate Bills 360 and 1752.
FEMA Community Assistance Visit and Community Rating System			Staff is coordinating with FDEM to finalize items flagged as issues with last years CAV. Also coordinating with ISO contacts to begin this years rating report and monitoring.
DRI Monitoring Report for Bay Beach Docks			Staff is coordinating with property developer to obtain a monitoring report for the Bay Beach Docks DRI. The report is required by Florida Statute.
Zoning			
Zoning Verification Letters		8	
Special Exceptions		5	Staff is currently processing Special Exception requests for Surf Club, Mermaid, Merlot, La Ola, Tiki Hut
Rezoning		1	Staff is processing an application for Rowe RPD, to allow a Residential Planned Development on North Estero, consisting of 3 condo units
Planned Development Amendments-In Process			Staff is currently processing applications for Big John's Eatery (Master Concept Plan Amendment), . Staff recently approved an administrative amendment for Big John's Eatery to extend the MCP.
Planned Development Amendments-Forthcoming			Staff is currently working on forthcoming applications with Snook Bight marina to allow outdoor entertainment
COP Administrative Approval		2	Staff has recently processed Administrative COP approvals for Zushi Zushi and the Golf Course
Special Event Permits		Ongoing	Staff receives and processes approximately one special event application per week
Ordinances-Approved			
Ordinances- In Progress			Short Term Rentals, Sign, Floodplain Management, COP in EC Zoning District, Parasailing, Beach Raking
DO Extension Request		1	Coordinating with Manatee Bay attorney requesting DO extension
Certificates of Use		Ongoing	
SB 360/1752 Requests		2	
Variances		Numerous	There are numerous requests pending for variances from sign code, pending approval of the sign code amendment. Holiday Inn has indicated that they will be forthcoming with a sign variance request. Staff has met with Lani Kai to discuss sign ordinance impact and variance potential.
Total Zoning Applications in Process (all types)			
Total Revenue YTD	\$25,850		Budget estimate for Zoning revenue was \$25,000
Environmental			
Laguna shores dredging permit			Waiting on final contract execution. Applied to WCIND for project funding.
Beach-nesting bird management			Monitoring bird nesting and posting new nests as they appear Carlos Point and in the critical wildlife area
Beach nourishment			Coordinating with LeeCounty and DEP on project planning and construction
Smalltooth sawfish			Coordinating with other agencies on joint letter to the national marine fisheries service
Ordinance revisions			Working with MRTF on raking ordinance. Assisting other staff on other ordinances such as COP as needed.
EPA numeric nutrient criteria			Monitoring rule development and providing feedback to town manager as needed
Sea turtle conservation			Coordinating with LeeCounty and Turtle Time on outreach and education. Nesting season begins May 1 and lighting enforcement begins at that time
Code Enforcement			
Code Enforcement Liens			
Total active code cases		79	
New Code cases initiated over past 6 months		201	
Code Cases cleared in past 6 months		192	
Special Magistrate Cases		41	
Dumpster Sweep			79 dumpsters were inspected, 63 violations were issued, 20 went to hearing and 19 are in compliance.
Street Performer Licenses			Staff recently took over Times Square street performer applications.
Short Term Rentals			Staff is currently coordinating review of the pending STR Ordinance with Town Attorney and reviewing launch strategies for the ordinance.
Historic Lien Research			
Number of Liens		73	
Liens Released		51	
Liens Pending		21	
Amount of Liens Collected	\$3,109.80		