

Development Services

The mission of the Division is to serve property owners, residents, and land development professionals by ensuring that all land development proposals are approved consistent with adopted regulations. The Division will ensure the continued vitality of the community including both the natural and built environments by promoting awareness and compliance with adopted growth management ordinances and policies.

PROGRAM HIGHLIGHTS

1. Developed the Bradfordville Site and Building Standards Guidelines Manual to provide additional assistance with the implementation of the Bradfordville Sector Plan.
2. Completed a substantial portion of the Woodville site-specific rezoning project as directed by the Board.
3. Completed the duplicate and sound-a-like street renaming project.
4. Developed the Leon County Quality Development Ordinance which was adopted by the Board to provide for streamlined development review for proposed projects that incorporate provisions above the County's minimum code requirements.
5. Assisted the Environmental Compliance Division with the development of revisions to the EMA Ordinance and related land development regulations.

ADVISORY BOARD

Board of Adjustment and Appeals, Development Review Committee, Code Enforcement Board, and Tallahassee-Leon County Planning Commission.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 163 "Comprehensive Plan * Leon County Code of Laws, Chapter 10 "Land Development Regulations"

SUMMARY OF KEY SERVICE FUNCTIONS

1. Reviews all land development proposals for Comp Plan compliance and implementing Land Development Code.
2. Approves applications for quick-turn permitting process.
3. Maintains and updates the County's permit tracking system data based for concurrency management.
4. Provide the BOCC annual reports on infrastructure capacity availability and or deficiency based on approved development projects.
5. Reviews and issues Permitted Use Verifications for all new development proposals in the unincorporated area.
6. Responsible for the implementation and enforcement of the County's Manufactured Housing Ordinance .
7. Coordinates the approval of permitting requests associated with septic tank permitting.
8. Processes requests for exemptions and lots of record determinations under the County's Vested Rights Review Ordinance.
9. Staffs the Board of Adjustment and Appeals, Development Review Committee, Code Enforcement Board, and Planning Commission.
10. Assigns addresses to new developments in the County, and names new streets and other access easements.
11. Identifies and processes amendments to the County's Land Development Code.
12. Inspections sites for land development code compliance, and ensures compliance by prosecuting cases through the Code Enforcement Board.
13. Provides staff support and technical assistance to Board-appointed citizens user groups and other committees.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Make 100% of Zoning compliance determinations for residential development proposals w/in (1) working day.	1,632	1,479	1,500	1,500
2) Make 100% of Concurrency determinations withing five (5) working days.	225	117	150	150
3) Complete subdivision/site plan exemption determinations or advise of the appropriate review process w/in five (5) working days.	100	146	125	125
4) Complete all field verification and zoning enforcemrnts requests w/in (2) working days.	100%	100%	100%	100%
5) Complete all new construction address assignments w/in (1) working day.	1,400	1,756	1,700	1,700
6) Complete 100% of Subdivision and Site and Developemnt Plan reviews within the timeframes established by the ordinance.	70	86	80	80
7) Review and issued certificates for 100% of Permitted Use Verifications (PUV) requests within ten (10) working days.	160	144	150	150

Development Services

ACCOUNT NUMBER: 121-422-537

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$504,765	\$736,398	\$681,335	\$701,775	\$722,828	\$744,513	\$766,849
Operating	49,499	59,739	59,739	59,739	59,739	59,739	59,739
Capital Outlay	937						
Grants & Aid							
TOTAL	\$555,201	\$796,137	\$741,074	\$761,514	\$782,567	\$804,252	\$826,588
<u>STAFFING</u>							
Full Time	13.00	13.00	13.00	13.00	13.00	13.00	13.00
O.P.S.	3.50	3.50	2.50	2.50	2.50	2.50	2.50

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at an decreased funding level. These recommendations are:

1. Routine salary and wage adjustments.
2. Reclassificaton of Transportation Planner - \$3,038.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the out years with the exception of anticipated routine salary and wage adjustments.

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PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
		Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$383,002	\$550,380	\$477,846	\$2,621	\$480,467	\$477,846	\$2,621	\$480,467
51300	Other Salaries	5,896		37,439		37,439	37,439		37,439
51400	Overtime	114	1,000	1,000		1,000	1,000		1,000
52100	FICA Taxes	29,210	37,641	39,421	200	39,621	39,421	200	39,621
52200	Retirement	31,567	60,911	28,105	191	28,296	28,105	191	28,296
52300	L & H Insurance	42,720	71,753	78,961	15	78,976	78,961	15	78,976
52400	Workers' Comp.	12,256	14,713	15,525	11	15,536	15,525	11	15,536
TOTAL PERSONAL SERVICES		\$504,765	\$736,398	\$678,297	\$3,038	\$681,335	\$678,297	\$3,038	\$681,335
54000	Travel & Per Diem	848	4,000	4,000		4,000	4,000		4,000
54100	Communication	1,005	1,500	1,500		1,500	1,500		1,500
54200	Postage	3,249	2,040	2,640		2,640	2,640		2,640
54300	Utility Services	12,132	9,500	13,297		13,297	13,297		13,297
54500	Insurance	943	943	943		943	943		943
54601	Vehicle Repair & Mtc.	1,397	2,804	2,804		2,804	2,804		2,804
54700	Printing & Binding	2,673	4,905	4,775		4,775	4,775		4,775
54900	Other Current Chg.	13,069	12,250	12,250		12,250	12,250		12,250
55100	Office Supplies	4,172	5,828	4,500		4,500	4,500		4,500
55200	Operating Supplies	6,407	6,494	5,500		5,500	5,500		5,500
55210	Fuel & Oil	1,459	1,369	1,369		1,369	1,369		1,369
55400	Bks, Pubs, & Memb.	1,056	2,225	1,675		1,675	1,675		1,675
55401	Training	1,089	5,881	4,486		4,486	4,486		4,486
TOTAL OPERATING EXPENSES		\$49,499	\$59,739	\$59,739		\$59,739	\$59,739		\$59,739
56400	Mach. & Equip.	937							
TOTAL CAPITAL OUTLAY		\$937							
PROGRAM TOTAL		\$555,201	\$796,137	\$738,036	\$3,038	\$741,074	\$738,036	\$3,038	\$741,074

PROGRAM STAFFING DETAIL

Addressing Program Team Leader	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	1.00	1.00	1.00
Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Tech	1.00	1.00	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00	1.00	1.00
Planner I	1.00	1.00	1.00	1.00	1.00	1.00
Planner II	3.00	3.00	3.00	3.00	3.00	3.00
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Total	13.00	13.00	13.00	13.00	13.00	13.00

OPS STAFFING TABLE

Addressing Technician	1.50	1.50	1.50	1.50	1.50	1.50
Intern	1.00	1.00	1.00	1.00	1.00	1.00
Land Use Planner	1.00	1.00				
Total	3.50	3.50	2.50	2.50	2.50	2.50