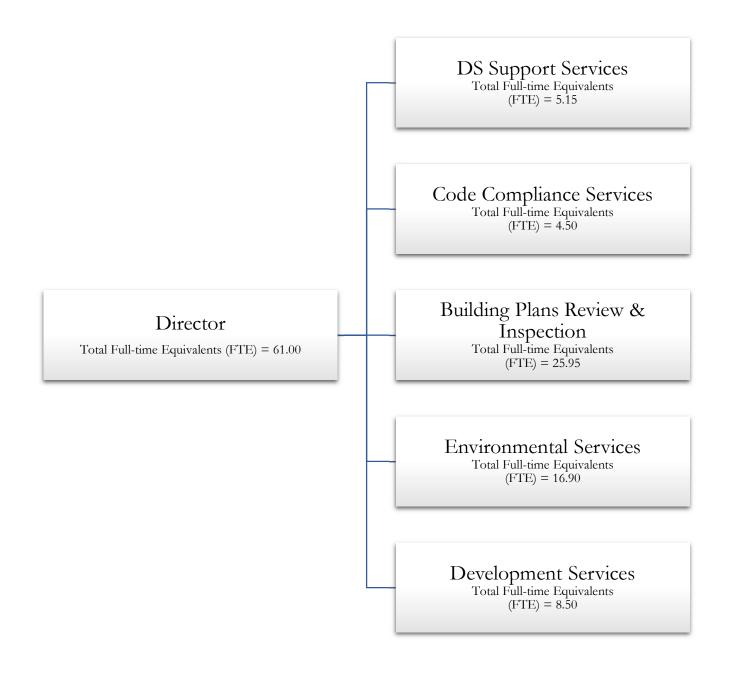
# >>> Department of Development Support & Environmental Management Index

Organizational Chart	12-2
Executive Summary	12-3
Business Plan	12-5
DSEM Summary	12-7
Code Compliance Services	12-8
Support Services	12-11
Building Plans Review and Inspection	12-13
Environmental Services	12-17
DEP Storage Tank	12-21
Development Services	12-23

# >>> Department of Development Support & Environmental Management Organizational Chart



# >>> Department of Development Support & Environmental Management Executive Summary

The Department of Development Support and Environmental Management (DSEM) section of the Leon County FY 2026 Annual Budget is comprised of Code Compliance Services, Support Services, Building Plans Review & Inspection, Environmental Services, Development Services, and Florida Department of Environmental Protection (FDEP) Storage Tank Program.

Code Compliance Services coordinates and administers code compliance and citizen review board services. Support Services provides initial point of contact for phone-in customers and provides administrative support for the department, including processing internal and external records requests and staffing all DSEM Board-appointed citizens' groups. Building Plans Review & Inspection ensures compliance using the Florida Building Code for building permit application review and inspections. Environmental Services provides technical and scientific permitting and review services and disseminates environmental information to the public. Development Services ensures land development proposals are approved consistent with adopted standards and regulations and coordinates address assignment and street naming. The Department's Storage Tank program implements the FDEP Storage Tank Contract.

Leon County follows an annually updated five-year planning cycle, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, DSEM's Business Plan communicates the continued alignment of the Board's strategic priorities and initiatives with the department's actions and performance measures. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities and serves as a gauge to assist the department in measuring outcomes of the Strategic Plan.

# Highlights

### **Development Services:**

During FY 2025, Development Services processed 175 Permitted Use Verifications (PUV) and Residential Compliance Certificates (RCC), 52 exempt development applications, 45 site and development plans, 1,940 zoning compliance determinations for residential developments, and 30 concurrency certificates. The number of zoning compliance reviews has increased from FY 2024, likely due to a number of residential development plans finalizing infrastructure improvements. The Division processed over 900 construction address assignments and 20 street name and renaming notifications. The Division also facilitated Land Development Code (LDC) amendments including amendments to the Addressing and Street Naming Ordinance as well as a Scrivener's Ordinance update.

### **Support Services:**

Support Services answered approximately 21,500 phone calls during FY 2025. The recent implementation of DSEM's automated telephone system and the 'text to inspect' feature enables calls to be routed more efficiently, reducing wait times. The numbers for FY 2026 are expected to further decrease as customers get more acquainted with these and other technological enhancements. Support Services also responded to internal and external public records requests, as well as provided staffing for all DSEM Board-appointed citizens' groups.

### **Environmental Services:**

During FY 2025, Environmental Services reviewed and approved 41 Natural Features Inventories, 97 site plans, 35 stormwater management facility (SWMF) operating permits, 550 single-family environmental permits, 120 SWMF operating permit renewals, 112 driveway applications, 175 permitted use verifications for environmental requirements, and 35 environmental management permits. The Division also anticipates executing more than 5,500 environmental inspections, including over 350 Florida Department of Environmental Protection (FDEP) Petroleum Storage Tanks Compliance Inspections.

# Department of Development Support & Environmental Management Executive Summary

### **Building Plans Review and Inspection:**

During FY 2025, BPRI is on track to review and issue 7,000 building permits and conduct 30,000 inspections. The number of new single-family home permits at the end of FY 2025 is expected to be approximately 170, which is a decrease of 3% from FY 2024 (176). However, while the number of new single family home permits remains low in FY 2025, the overall number of permits issued is on track to increase by 10% from FY 2024 (6,338). In addition to permit review and inspection responsibilities, the division has continued to refine its internal and external permitting and inspection policies in an effort to increase efficiencies and transparencies within the department, and staff assisted approximately 2,857 walk-in customers.

### **Code Compliance Services:**

During FY 2025, Code Compliance Services investigated 1,740 code compliance inquiries, conducted 1,726 site inspections, and presented 63 cases before the Code Enforcement Board for disposition. In addition, the Division staffed the County's Code Enforcement Board and Nuisance Abatement Board. The Division also facilitated a comprehensive update to the Code Enforcement Board and Nuisance Abatement Board Member Handbook.

# >>> Department of Development Support & Environmental Management Business Plan

## MISSION STATEMENT

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

# STRATEGIC PRIORITIES

### **ENVIRONMENT**



EN1 - Protect the quality and supply of our water.



EN2 - Conserve and protect environmentally sensitive lands and our natural ecosystems.



EN3 - Promote orderly growth and sustainable practices.

### **GOVERNANCE**



G2 - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.



G3 - Inform and engage citizens through multiple outreach platforms to ensure consistent, high-value, transparent communication on our most important issues.

### **QUALITY OF LIFE**



Q5 - Promote livability, health and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages.

## STRATEGIC INITIATIVES

### **GOVERNANCE**

- 1. (G3) Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (2022-40)
- 2. Expand efforts to build public awareness of the County's Code Compliance Program through ongoing neighborhood engagement and public information efforts. (2025-100)

### **ENVIRONMENT**

1. (EN2) Exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship such as tree removal and other vegetation management. (2025-92)

# **ACTIONS**

#### **GOVERNANCE**

- 1. Coordinated with CMR to implement the notification of development project meetings through the NextDoor application online. (Ongoing)
- 2. Engage the community on updates to the County's Code Compliance Program through social media as well as community meetings and events. (Ongoing)

### **ENVIRONMENT**

- 1. The Board authorized staff to proceed with drafting an ordinance to amend the silviculture and forest management application requirements section of the Environmental Management Act (EMA) and approval to schedule the first and only Public Hearing for June 10, 2025. (Complete)
- 2. Proposed amendments to Section 10-4.207 of the Environmental Management Act to expand environmental permitting exemption criteria to include accredited land conservancy management groups. (In Progress)
- 3. Support the mission of accredited land conservancy management organizations like Tall Timbers with their exemplary land stewardship and public outreach and conservancy education efforts. (In Progress)

# **BOLD GOALS & 5-YEAR TARGETS**



Target: Offer 100% online permitting for licensed contractors, engineers, and architects. (T15)

	FY 2022	FY 2023	FY 2024	FY 2025*	FY 2026*	TOTAL
% Online Permitting	25%	100%	100%	100%	100%	100%

Notes: In recent years, the County has reduced average permitting times in large part due to the launch of new permitting software which previously allowed licensed contractors, engineers, and architects to complete most of the permitting process online. Specifically, prior to the start of the FY 2022 – 2026 Strategic Plan, approximately 75% of the County's permitting process could be completed online. However, several steps of the process were still paper based including most applications and associated support materials. In April 2024, the County launched and completed its transition to a new system software allowing 100% online permitting for licensed contractors, engineers, and architects.

\*Bold Goal & Target figures for FY 2025 and FY 2026 are estimates. Actuals for FY 2025 will be reported at the Annual Board Retreat in January 2026.



# Department of Development Support & Environmental Management

	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Budgetary Costs	Actual	Adopted	Continuation	Issues	Budget	Budget
Personnel Services	5,296,774	6,298,171	6,329,334	-	6,329,334	6,519,630
Operating	311,228	501,361	502,754	(71,950)	430,804	431,605
Total Budgetary Costs	5,608,002	6,799,532	6,832,088	(71,950)	6,760,138	6,951,235
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Appropriations	Actual	Adopted	Continuation	Issues	Budget	Budget
DS Support Services	527,398	646,744	610,318	(5,250)	605,068	621,679
Code Compliance Services	552,113	613,048	543,062	(4,700)	538,362	553,566
Building Plans Review & Inspection	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580
Environmental Services	1,689,956	2,060,593	2,054,725	-	2,054,725	2,110,831
Development Services	732,035	978,136	1,057,634	(10,000)	1,047,634	1,077,579
Total Budget	5,608,002	6,799,532	6,832,088	(71,950)	6,760,138	6,951,235
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
F 1: C	Actual		Continuation	Issues		
Funding Sources		Adopted			Budget	Budget
120 Building Inspection	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580
121 Development Support & Environmental Managment Fund	3,271,267	4,044,468	3,999,006	(19,950)	3,979,056	4,088,765
125 Grants	230,234	254,053	266,733	-	266,733	274,890
Total Revenues	5,608,002	6,799,532	6,832,088	(71,950)	6,760,138	6,951,235
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Building Plans Review & Inspection	26.10	26.45	25.95		25.95	25.95
Code Compliance Services	5.35	5.50	4.50	_	4.50	4.50
Development Services	8.00	8.00	8.50	_	8.50	8.50
DS Support Services	5.65	5.15	5.15	_	5.15	5.15
Environmental Services	16.90	16.90	16.90	-	16.90	16.90
Total Full-Time Equivalents (FTE)	62.00	62.00	61.00	-	61.00	61.00
	EV 2024	EV 2025	EV 2026	EV 2026	EV 2026	EV 2027
ODC C4-ffin - C	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
OPS Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Development Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00		1.00	1.00



# Department of Development Support & Environmental Management

Code Compliance Services Summary							
Budgetary Costs	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
Personnel Services	457,374	522,167	451,129	-	451,129	466,285	
Operating	94,739	90,881	91,933	(4,700)	87,233	87,281	
Total Budgetary Costs	552,113	613,048	543,062	(4,700)	538,362	553,566	
Appropriations	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
Code Compliance Services (121-423-537)	552,113	613,048	543,062	(4,700)	538,362	553,566	
Total Budget	552,113	613,048	543,062	(4,700)	538,362	553,566	
Funding Sources	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
121 Development Support & Environmental Mana	552,113	613,048	543,062	(4,700)	538,362	553,566	
Total Revenues	552,113	613,048	543,062	(4,700)	538,362	553,566	
Staffing Summary	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
Code Compliance Services	5.35	5.50	4.50	-	4.50	4.50	
Total Full-Time Equivalents (FTE)	5.35	5.50	4.50	_	4.50	4.50	

# >>> Department of Development Support & Environmental Management

# Code Compliance Services (121-423-537)

Goal	The goal of the Division of Code Compliance Services is to administer, centralize, coordinate and facilitate code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by the Department of Development Support and Environmental Management.
Core Objectives	<ol> <li>Provide administrative support for the Code Enforcement Board and Nuisance Abatement Board.</li> <li>Coordinate Code processing through the Code Compliance Program.</li> <li>Coordinate and promote Code compliance through educational efforts.</li> <li>Provide an initial point of contact to customers for all code compliance related matters.</li> <li>Coordinate compliance activities for the Abandoned Property Registration Ordinance, Refueling Assistance for Persons with Disabilities Ordinance, Criminal History Records Check and Waiting Period for Purchase of Firearms (aka the "Gun Show Loophole"), and Signs on the Right-of-Way Ordinance.</li> <li>Coordinate activities for the Compliance Certification Letter to research and process open code violations and lien research requests.</li> <li>Coordinate the streamlined Nuisance Abatement Process as outlined in Chapter 14 consistent with applicable Florida Law.</li> </ol>
Statutory Responsibilities	Leon County Code of Laws Chapter 5 "Minimum Housing Code;" Chapter 10 "Land Development Code;" Chapter 11 "Refueling Assistance for Persons with Disabilities;" Chapter 12 Criminal History Records Check and Waiting Period for Purchase of Firearms (aka the "Gun Show Loophole"); Chapter 14 "Property Safety and Maintenance Code;" Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"
Advisory Board	Code Enforcement Board; Nuisance Abatement Board

Benchma	Benchmarking									
Strategic Priorities	Benchmark Data	Leon County	Benchmark*							
	Code compliance cases brought into compliance as a % of open cases (171 cases)	55%	55.6%							
	Code compliance cases brought into compliance as a % of all cases (314 total)	83%	73.1%							

<sup>\*</sup>International City/County Management Association Comparable Performance Measurement

Performance Measures						
Strategic Priorities	Performance Measures		FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate	
	Percentage of Code Enforcement Board orders prepared and executed within 10 working days. <sup>1</sup>	103/100%	112/100%	100/100%	100/100%	

In FY 2024, there were 112 Code Enforcement Board orders filed within the required 10 working days, which is consistent with the previous year. This trend of executing 100% of orders within 10 days is expected to continue in FY 2025 and FY 2026.



### Department of Development Support & Environmental Management

### Code Compliance Services - Code Compliance Services (121-423-537)

1		•		`	,	
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Budgetary Costs	Actual	Adopted	Continuation	Issues	Budget	Budget
Personnel Services	457,374	522,167	451,129	-	451,129	466,285
Operating	94,739	90,881	91,933	(4,700)	87,233	87,281
Total Budgetary Costs	552,113	613,048	543,062	(4,700)	538,362	553,566
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
121 Development Support & Environmental Managment Fund	552,113	613,048	543,062	(4,700)	538,362	553,566
Total Revenues	552,113	613,048	543,062	(4,700)	538,362	553,566
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Code Compliance Supervisor	0.75	0.75	0.75	-	0.75	0.75
Director of Permit & Code Services	1.00	1.00	1.00	-	1.00	1.00
Senior Compliance Specialist	1.75	2.00	2.00	-	2.00	2.00
Addressing Customer Service Technician	0.50	0.50	-	-	-	-
Building Inspection Supervisor	0.10		-	-	-	-
Senior Compliance Services Technician	0.25	0.25	0.25	-	0.25	0.25
Addressing Program Coordinator	0.50	0.50	-	-	-	-
Compliance Services Technician	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	5.35	5.50	4.50	-	4.50	4.50

The major variances for the FY 2026 Code Compliance Services budget are as follows:

### Decreases to Program Funding:

<sup>1.</sup> Personnel costs related to the elimination of a Addressing Customer Service Technician position and the realignment of a Addressing Program Coordinator position from Code Compliance Services to Development Services. These costs are offset by increased costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees.

<sup>2.</sup> Through the Leon LEADS structure, other operating costs savings in the amount of \$4,700 to maximize organizational efficiencies.

# >>> Department of Development Support & Environmental Management

# **Support Services (121-424-537)**

Goal	The Support Services Division provides administrative direction and support for all Divisions within the Department of Development Support and Environmental Management (DSEM). Staff serve as the initial point of contact for telephone customers, all internal and external records requests, issuance of Certificates of Occupancy and Completion, and staffing Board-appointed citizen committees.
Core Objectives	<ol> <li>Direct incoming telephone calls to the appropriate staff for assistance.</li> <li>Provide department-wide direction, coordination, and support to divisions and programs.</li> <li>Provide administrative coordination and support for agenda, budget, personnel, training, property, and other such reports.</li> <li>Act as liaison between the public and Department staff regarding scheduling, meetings, correspondence, public records requests, etc.</li> <li>Provide the initial point of contact for the public and other governmental entities in their requests for information and reservation of the Renaissance Center's 2nd floor meeting room.</li> <li>Provide the initial point of contact for the public, Department staff, and other governmental staff in their request for building, code compliance, development review, or environmental records.</li> <li>Provide staffing for DSEM related Board-appointed citizen's committees, including but not limited to Advisory Committee on Quality Growth, Board of Adjustment and Appeals and the Science Advisory Committee.</li> <li>Act as liaison between the public and the Clerk of Courts Office regarding electronic recording of DSEM site plan review and permitting-related documents.</li> </ol>
Statutory Responsibilities	Chapter 119, Florida Statutes (Florida Public Records Law); Leon County Code of Laws Chapter 10 (Land Development Code); Countywide Minimum Environmental Standards Regulations (Environmental Management Act); Florida Building Code; and other BCC-adopted plans and implementing policy and procedures manuals.
Advisory Board	Board of Adjustment and Appeals; Development Review Committee; Advisory Committee for Quality Growth; Tallahassee-Leon County Planning Commission; Science Advisory Committee.

Performance Measures							
Strategic Priorities	Pertormance Measures		FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate		
M	Number of telephone calls processed through the main switchboard <sup>1</sup>	15,544	21,500	20,000	18,000		

#### Notes:

1. The number of telephone calls processed in FY 2025 is likely due to two factors: the implementation of an automated phone system which more accurately tracks all incoming phone calls, including ones made to staff direct lines; and the implementation of a new online permitting system, which generated more phone calls during the initial stages. It is anticipated that the number of phone calls will slightly decrease over time as customers become familiar with the automated phone system and new permitting software.



# Department of Development Support & Environmental Management

DS Support Services (121-424-537)							
Budgetary Costs	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
Personnel Services	498,002	594,962	558,536	_	558,536	575,147	
Operating	29,396	51,782	51,782	(5,250)	46,532	46,532	
Total Budgetary Costs	527,398	646,744	610,318	(5,250)	605,068	621,679	
Funding Sources	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
121 Development Support & Environmental Managment Fund	527,398	646,744	610,318	(5,250)	605,068	621,679	
Total Revenues	527,398	646,744	610,318	(5,250)	605,068	621,679	
Staffing Summary	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget	
Director of Development Support &	0.90	0.90	0.90	_	0.90	0.90	
Environmental Management							
Chief Development Resources Officer	0.75	0.75	0.75	-	0.75	0.75	
Records Manager	0.50	0.50	0.50	-	0.50	0.50	
Operations Analyst	0.50	0.50	0.50	-	0.50	0.50	
Senior Administrative Associate II	1.00	1.00	1.00	-	1.00	1.00	
Senior Administrative Associate	1.00	0.50	1.00	-	1.00	1.00	
Administrative Associate	0.50	0.50	-	-	-	-	
Customer Experience Liaison	0.50	0.50	0.50	_	0.50	0.50	
Total Full-Time Equivalents (FTE)	5.65	5.15	5.15	-	5.15	5.15	

The major variances for the FY 2026 DS Support Services budget are as follows:

### Decreases to Program Funding:

<sup>1.</sup> Personnel costs associated with the hiring of a new Director of Development Support & Environmental Management (DSEM) at a lower salary than previously budgeted. These costs are offset by increased costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees.

<sup>2.</sup> Through the Leon LEADS structure, other operating costs savings in the amount of \$5,250 to maximize organizational efficiencies.



# Department of Development Support & Environmental Management

Building Plans Review & Inspection Summary								
Budgetary Costs	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget		
Personnel Services	2,013,961	2,313,477	2,380,050	-	2,380,050	2,452,847		
Operating	92,540	187,534	186,299	(52,000)	134,299	134,733		
Total Budgetary Costs	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580		
Appropriations	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget		
Building Plans Review and Inspection (120-220-524)	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580		
Total Budget	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580		
Funding Sources	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget		
120 Building Inspection	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580		
Total Revenues	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580		
Staffing Summary	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget		
Building Plans Review and Inspection	26.10	26.45	25.95	-	25.95	25.95		
Total Full-Time Equivalents (FTE)	26.10	26.45	25.95	-	25.95	25.95		

# >>> Department of Development Support & Environmental Management

# Building Plans Review & Inspection (120-220-524)

Goal	The goal of the Building Plans Review and Inspections Division is to ensure that built environments are safe, accessible, and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies, and continuing staff development and training. Staff serve as the initial point of contact for walk in customers and DSEM related Citizen Connect inquiries.
Core Objectives	<ol> <li>Process permit applications and collect permit fees.</li> <li>Provide an initial point of contact for walk-in customers and direct to the appropriate staff for assistance.</li> <li>Direct Citizen Connect inquiries to the appropriate staff for resolution, and track assignments until completed.</li> <li>Review building plans and permit applications for all proposed new, existing, renovated, additions, and alterations for construction projects, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws, County's Code of Laws Chapter 5 Building Code, and the Florida Building Code for Floodplain compliance in concert with the County's Floodplain Management Ordinance requirements.</li> <li>Inspect all proposed manufactured housing permits to ensure compliance with the State Department of Motor Vehicles requirements related to the installation and set-up.</li> <li>Inspect all new, existing, renovated, additions, and alterations for construction projects, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws and the County's Floodplain Management Ordinance.</li> <li>Inspect building foundation systems of all manufactured housing to ensure compliance with the State Department of Motor Vehicles requirements and Florida Building Code Floodplain requirements.</li> <li>Provide daily, on demand building plans review and inspection service advisor assistance to the public.</li> <li>Provide the Board, upon request, with recommendations and professional assistance regarding all matters relating to building plans review and approval, construction regulations, and building inspections.</li> <li>Provide technical support to the Leon County Code Enforcement, Contractors' Licensing, Examination Board, and the Board of Adjustment and Appeals, and other County, City, and State agencies for construction code requirements, permitting, and related management decisions.</li></ol>
Statutory Responsibilities	Florida Mechanical Code; Leon County Code of Laws, Chapter 5; Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; Florida National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code: & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.998; Florida Accessibility Code; & F.S., Chapter 553.45 - 553.495; Contractor Licensing – (LCCOL) Section 5-(5-3.01 – 5.3.31); Swimming Pool Code – Section 5 (5-2.19); Florida/County Mobile Homes Installation, Section 5-(5.2.11 – 5-2.18); F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code – Life Safety; F.S., Chapter 633.025 & Chapter 553.895; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713; Funding of the Building Code Administrators and Inspectors Board, F.S. Chapter 468.631; Funding of the Florida Building Commission, F.S. Chapter 553.721; Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633, Carbon Monoxide Detection by Occupancy- F.S., Chapter 509.211; Property Maintenance Code – (LCCOL) Section 5 – (5-4.01 – 5-4.12); Tiny Houses – (LCCOL) Section 5 – (5-2.10 (a – f); Regulations for the Practice of Building Code Administration and Inspection – F.S. Chapter 468.
Advisory Board	Code Enforcement Board; Board of Adjustment and Appeals

# Building Plans Review & Inspection (120-220-524)

Benchma	Benchmarking										
		Sin	gle Family			Commerc	ial				
Strategic Priorities	Permit Review & Time Frames <sup>1</sup>	Total Days	Applicant	Staff	Total Days	Applicant	Building Plans Review & Inspection				
M	2022 Actual	13	5	8	29	18	11				
M	2023 Actual	14	6	8	31	20	11				
M	2024 Actual	26	21	52	47	38	11				
M	2025 Estimate	12	6	6	22	14	8				
<b>M</b>	2026 Estimate	14	7	7	30	20	10				
M	Internal Benchmark <sup>3</sup>	18	7	8	32	20	12				

#### Notes:

- Review times are based on business days and include both staff and applicant/consultant holding periods. Building, Environmental and septic permit
  applications are reviewed concurrently.
- 2. The recent implementation of the DigEplan software and the launch of the County's updated permit portal appears to have aided in the reduction of staff days by increasing efficiencies in the permit application and review process.
- 3. The internal benchmark is based on Leon County averages of reported data from FY 2022 to FY 2024.

FY 2022-2026 Strategic Plan						
Bold Goals & Five-Year Targets	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate <sup>2</sup>	FY 2026 Estimate <sup>2</sup>	TOTAL
Offer 100% online permitting for licensed contractors, engineers, and architects. (T15)1	25%	100%	100%	100%	100%	100%

- Notes:
- 1. In recent years, the County has reduced average permitting times in large part due to the launch of new permitting software which previously allowed licensed contractors, engineers, and architects to complete most of the permitting process online. Specifically, prior to the start of the FY 2022 2026 Strategic Plan, approximately 75% of the County's permitting process could be completed online. However, several steps of the process were still paper based including most applications and associated support materials. In April 2024, the County launched and completed its transition to a new system software allowing 100% online permitting for licensed contractors, engineers, and architects.
- 2. Bold Goal & Target figures for FY 2025 and FY 2026 are estimates. Actuals for FY 2025 will be reported at the Annual Board Retreat in January 2026.

Perform	ance Measures				
Strategic Priorities	Performance Measures	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate
M	Number of building inspections performed. <sup>1</sup>	26,319	27,716	30,000	30,000
M	Percentage of inspections completed on time. <sup>2</sup>	100%	100%	100%	100%
<b>M</b>	Percentage of permit requests completed within 30 days. <sup>3</sup>	100%	100%	100%	100%
M	Building inspections per day per inspector.4	13	14	16	16
M	Plan reviews per plans examiner per day. <sup>5</sup>	6	7	8	8
M	Number of permits issued and processed <sup>6</sup>	5,392	6,338	7,000	7,000
<b>M</b>	Total application review fees received (millions) 7	\$2.9	\$4.1	\$2.0	\$3.0
M	Number of walk-in customers <sup>8</sup>	3,128	2,857	2,800	2,800

#### Notes:

- 1. The increase in the number of inspections estimated for FY 2025 and FY 2026 is due to an increase in permitting activity
- 2. In FY 2025 and FY 2026 the percentage of inspections completed on time are expected to remain consistent with the previous fiscal years.
- 3. In FY 2025 and FY 2026 the percentage of permit requests completed within 30 days is expected to remain consistent with the previous years.
- 4. In FY 2025 and FY 2026 the number of building inspections per day per inspector is expected to increase due to the increase in permitting activity.
- 5. The number of plan reviews per plans examiner per day in FY 2025 and FY 2026 is expected to increase due to the increase in permitting activity.
- 6. Based on the current numbers, it is anticipated that the number of building permits issued will increase in FY 2025 and FY 2026.
- 7. Total application review fees include revenue received in the Building Inspection (\$2.3 million) and DSEM (\$1.8 million) funds for FY 2024. This increase coincides with the increase in permitting activity. The revenue received in FY 2025 is expected to decrease based on an anticipated decrease in permitting activity. The revenue received in FY 2026 is expected to increase based on an anticipated increase in permitting activity.
- The number of walk-in customers is expected to continue to decrease in FY 2025 and FY 2026 as customers become more familiar with the new electronic
  application filing software.



# Department of Development Support & Environmental Management

# Building Plans Review & Inspection - Building Plans Review and Inspection (120-220-524)

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	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Budgetary Costs	Actual	Adopted	Continuation	Issues	Budget	Budget
Personnel Services	2,013,961	2,313,477	2,380,050	-	2,380,050	2,452,847
Operating	92,540	187,534	186,299	(52,000)	134,299	134,733
Total Budgetary Costs	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
120 Building Inspection	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580
120 Building Hispection	2,100,301	2,501,011	2,300,317	(32,000)	2,511,517	2,307,300
Total Revenues	2,106,501	2,501,011	2,566,349	(52,000)	2,514,349	2,587,580
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Director of Development Support &	0.10	0.10	0.10	-	0.10	0.10
Environmental Management						
Director of Building Plans Review & Inspection	1.00	1.00	1.00	-	1.00	1.00
Building Plans Review Administrator	1.00	1.00	1.00	-	1.00	1.00
Chief Development Resources Officer	0.25	0.25	0.25	-	0.25	0.25
Code Compliance Supervisor	0.25	0.25	0.25	-	0.25	0.25
Senior Environmental Engineer	0.10		-	-	-	-
Building Plans Reviewer	3.00	3.00	3.00	-	3.00	3.00
Records Manager	0.50	0.50	0.50	-	0.50	0.50
Senior Compliance Specialist	1.25	1.00	1.00	-	1.00	1.00
Addressing Customer Service Technician	0.50	0.50	-	-	-	-
Environmental Compliance Specialist	-	0.10	0.10	-	0.10	0.10
Building Inspector	9.00	9.00	9.00	-	9.00	9.00
Building Inspection Supervisor	0.90	1.00	1.00	-	1.00	1.00
Senior Compliance Services Technician	0.75	0.75	0.75	-	0.75	0.75
Addressing Program Coordinator	0.50	0.50	0.50	-	0.50	0.50
Permit Processing Supervisor	1.00	1.00	1.00	-	1.00	1.00
Operations Analyst	0.50	0.50	0.50	-	0.50	0.50
Compliance Services Technician	0.50	0.50	0.50	-	0.50	0.50
Permit Technician	3.00	3.00	3.00	-	3.00	3.00
Senior Administrative Associate	1.00	1.50	2.00	-	2.00	2.00
Administrative Associate	0.50	0.50	-	-	-	-
Customer Experience Liaison	0.50	0.50	0.50	_	0.50	0.50
Total Full-Time Equivalents (FTE)	26.10	26.45	25.95	-	25.95	25.95

The major variances for the FY 2026 Building Plans Review and Inspection budget are as follows:

### Increases to Program Funding:

### Decreases to Program Funding:

1. Through the Leon LEADS structure, other operating costs savings in the amount of \$52,000 to maximize organizational efficiencies.

<sup>1.</sup> Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees. These costs are offset by the elimination of a Addressing Customer Service Technician



# Department of Development Support & Environmental Management

Env	vironmenta	al Service	s Summary			
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Budgetary Costs	Actual	Adopted	Continuation	Issues	Budget	Budget
Personnel Services	1,625,818	1,956,982	1,949,787	-	1,949,787	2,005,596
Operating	64,138	103,611	104,938	-	104,938	105,235
Total Budgetary Costs	1,689,956	2,060,593	2,054,725	-	2,054,725	2,110,831
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Appropriations	Actual	Adopted	Continuation	Issues	Budget	Budget
DEP Storage Tank (125-866-524)	230,234	254,053	266,733	-	266,733	274,890
Environmental Services (121-420-537)	1,459,721	1,806,540	1,787,992	-	1,787,992	1,835,941
Total Budget	1,689,956	2,060,593	2,054,725	-	2,054,725	2,110,831
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
121 Development Support & Environmental Mana	1,459,721	1,806,540	1,787,992	-	1,787,992	1,835,941
125 Grants	230,234	254,053	266,733	-	266,733	274,890
Total Revenues	1,689,956	2,060,593	2,054,725	-	2,054,725	2,110,831
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Environmental Services	14.90	14.90	14.90	-	14.90	14.90
DEP Storage Tank	2.00	2.00	2.00	_	2.00	2.00
Total Full-Time Equivalents (FTE)	16.90	16.90	16.90	_	16.90	16.90

# >>> Department of Development Support & Environmental Management

# Environmental Services (121-420-537)

Goal	The goal of the Division of Environmental Services is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.
Core Objectives	<ol> <li>Review development proposals, including permit applications, site and development plans and pre-application requests for compliance with the Environmental Management Act and sound environmental management practices.</li> <li>Conduct environmental analysis for rezoning, subdivisions, site plans, and other proposed activities to ensure identification and mitigation of environmentally sensitive areas (ESA) and other regulatory constraints.</li> <li>Provide technical support and recommendations on environmental policy, land use, permitting, and related management decisions to the Planning Commission, Board of Adjustment and Appeals, the Board of County Commissioners, and other County, City and State agencies.</li> <li>Inspect permitted new construction and development activity for code compliance and consistency with permitted plans.</li> <li>Implement the stormwater facility maintenance and operating permit program.</li> <li>Provide walk-in client assistance through the environmental service advisor rotation in research, interpretation, information gathering, or generally directing the client to the appropriate resource or agency.</li> <li>Implement single family permit reviews, including flood letter review and flood protection notification, Board mandated flood indemnification declaration, compliance with master permit and plat, tree protection, erosion and sedimentation control, protection of features, lot to lot drainage issues, and driveway connection permit review.</li> <li>Perform inspections and resolution of code violations with possible Code Enforcement Board involvement, such as non-permitted development activities, junk and mowing ordinance violations.</li> </ol>
Statutory Responsibilities	Florida Statutes, Chapter 163; the Comprehensive Plan; Florida Statutes, 403.0885(NPDES); Florida Statutes 403.0891; Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Leon County Code of Laws; Chapter 14 "Junk and Litter"; Leon County Code of Laws; Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"; Leon County Driveway and Street Connection Guidelines and Procedures Manual
Advisory Board	Tallahassee-Leon County Planning Commission; Board of Adjustment and Appeals; Code Enforcement Board; Science Advisory Committee; Water Resources Committee; Canopy Road Citizen's Committee

Benchma	Benchmarking											
Strategic Permit Review Time		Natu	ral Feature Inve	entory	Environmental Permits							
Priorities	Frames <sup>1</sup>	Total Days	Applicant	Staff	Total Days	Applicant	Environmental Services					
M	FY 2022 Actual	33	26	7	29	18	11					
M	FY 2023 Actual	29	14	15	41	31	10					
<b>M</b>	FY 2024 Actual	47	33	14	25	17	10					
M	FY 2025 Estimate	92	1	9	33	163	15					
M	FY 2026 Estimate	36	14	10	33	23	10					
<b>M</b>	Internal Benchmark <sup>4</sup>	36	24	12	32	22	10					

#### Notes:

- 1. Review times are based on calendar days and include both staff and applicant/consultant holding periods.
- 2. The estimated decrease in total days for Natural Feature Inventory is due to an unexpected influx of Natural Feature Inventory No Impact applications, which have much shorter review times. It is anticipated this would not be an ongoing trend and the numbers should revert to normal levels in FY 2026.
- 3. The estimated decrease in applicant days for Environmental Permits is due to smaller projects being submitted that do not require specific engineering data that is not provided in the initial application, resulting in fewer re-submittals being required.
- 4. The internal benchmark is based on Leon County averages of reported data from FY 2022 to FY 2024.

# >>> Department of Development Support & Environmental Management

# Environmental Services (121-420-537)

Performa	ance Measures				
Strategic Priorities	Performance Measures	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate
	Number of Natural Features Inventory (NFI) application reviews. <sup>1</sup>	48	39	41	40
	Number of site plan reviews (environmental impacts). <sup>2</sup>	94	82	97	95
6	Number of stormwater operating permits reviews. <sup>3</sup>	40	37	35	30
M	Number of environmental service advisor clients.4	722	721	740	740
	Number of single-family lot Environmental Permit Application reviews. <sup>5</sup>	1,245	763	550	600
	Number of driveway application reviews.6	395	196	112	130
6	Number of stormwater operating permit renewals completed within the 3-year renewal cycle. <sup>7</sup>	115	102	120	110
6	Number of environmental compliance Plans Review, and Inspections completed on an annual basis consistent with established guidelines. <sup>8</sup>	5,123	4,756	5,500	5,250
	Number of Environmental Management Act permits issued within the time frame designated by Ordinance. <sup>9</sup>	68	46	35	45
<b>6</b>	Number of Science Advisory Committee meetings administered. <sup>10</sup>	8	5	6	5

#### Notes:

- 1. NFI totals for FY 2025 are projected slightly higher, even with a weakened development market in the first half of the year. It is expected this figure will remain consistent in FY 2026 due to the current economy and market trends.
- 2. The number of environmental impact reviews associated with site plans is anticipated to increase in FY 2025 due to the current market trends and remain somewhat consistent through FY 2026.
- 3. The operating permit reviews are dependent on the timing of the construction project completion, and therefore, projections are based on completed projects thus far.
- 4. The number of service advisor clients is expected to increase in FY 2025 and FY 2026. The increase is due to the number of developments under construction, ongoing drainage issues, routine complaints, tree issues, increased weather events, inquiries into developments, and more calls from the public trying to develop their property.
- 5. The number of single-family applications reflects a substantial decrease due to increasing interest rates and a slowing of the market.
- 6. The number of driveway applications is projected to decrease, which is consistent with the decrease in the combined total of single-family building permits and environmental permits with access to county-maintained roadways.
- Operating permit renewals are based on a three-year cycle; therefore, the numbers will vary depending on the sites scheduled for renewal.
- 8. The increase in environmental inspections is due to the current active permits in the development market. It is directly related to the number of environmental and building permits that were issued in FY 2024 and FY 2025.
- 9. In FY 2025, the number of approved environmental permits, which encompasses a wide range of development activities, is anticipated to decrease slightly due to the current housing market trends.
- 10. The number of Science Advisory Committee meetings is projected to remain consistent in FY 2025 and FY 2026.



## Department of Development Support & Environmental Management

## Environmental Services - Environmental Services (121-420-537)

		FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
<b>Budgetary Costs</b>		Actual	Adopted	Continuation	Issues	Budget	Budget
Personnel Services		1,402,168	1,715,251	1,695,660	-	1,695,660	1,743,351
Operating		57,553	91,289	92,332	-	92,332	92,590
	Total Budgetary Costs	1,459,721	1,806,540	1,787,992	-	1,787,992	1,835,941
		,		,	,		

	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
121 Development Support & Environmental	1,459,721	1,806,540	1,787,992	-	1,787,992	1,835,941
Managment Fund						

Total Revenues	1,459,721	1,806,540	1,787,992	-	1,787,992	1,835,941
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	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Director of Environmental Services	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Engineer	1.90	2.00	2.00	-	2.00	2.00
Environmental Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Specialist	5.00	4.90	4.90	-	4.90	4.90
Stormwater Senior Design Analyst	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Review Biologist	2.00	2.00	2.00	-	2.00	2.00
Engineer Intern	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	14.90	14.90	14.90	-	14.90	14.90

The major variances for the FY 2026 Environmental Services budget are as follows:

### Increases to Program Funding:

1. Inflationary costs associated with vehicle fuel and repair.

### Decreases to Program Funding:

1. Personnel costs associated with the hiring of a new Director of Environmental Services at a lower salary than previously budgeted. These costs are offset by increased costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees.

# >>> Department of Development Support & Environmental Management

# **DEP Storage Tank (125-866-524)**

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Goal	The goal of the Department of Environmental Protection Storage Tank Program is to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.
Core Objectives	<ol> <li>Perform compliance inspections of registered petroleum storage tank facilities annually in Leon County, and every other year in Gadsden, Wakulla and Jefferson Counties.</li> <li>Perform installation inspections of new petroleum equipment at new and existing facilities.</li> <li>Perform site inspections for tank removals and abandonments.</li> <li>Investigate and report on petroleum discharges, leaks, non-registered tanks and other code violations, and initiate enforcement actions as appropriate.</li> <li>Provide assistance to citizens and consultants concerning petroleum storage tanks.</li> <li>Orientate new DEP/Office of General Counsel Storage Tank employees on tank inspections, closures, and installations in Leon, Gadsden, Wakulla and Jefferson Counties.</li> </ol>
Statutory Responsibilities	Florida Statutes, Chapter 376.3071 "Petroleum Storage Tank Section"; Florida Administrative Code, Chapters 62-761 & 62-762; Aquifer Recharge Element of Comp Plan, Policy: 1.1.5
Advisory Board	N/A

Performa	Performance Measures							
Strategic Priorities	Performance Measures		FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate			
6	Percent of regulated facilities inspected with Leon County. <sup>1</sup>	100%	100%	100%	100%			
<b>M</b>	Percent of requests for customer assistance responded to within contract guidelines. <sup>2</sup>		100%	100%	100%			
6	Percent of regional facilities inspected. <sup>3</sup>	50%	50%	50%	50%			

Notes: The regional program includes Gadsden, Wakulla, and Jefferson counties. The program began in FY 2012 with contractual obligations originally requiring these facilities be inspected once every two years. These inspections have been reduced in some counties and increased in others and can change based on contractual obligations outlined in the yearly task assignments, with the overall average remaining at approximately 50%.

- 1. Grant program expenditures for Emergency Management and the Storage Tank Program are greater than the grant allocations, which require increasing the general revenue transfer to maintain program service levels. Since 2012, the Board has allocated additional funding for the Storage Tank Program to ensure all local petroleum facilities are inspected on an annual basis, which is more than the Florida Department of Environmental Protection's 50% requirement.
- 2. 100% of customer assistance calls were responded to in FY 2024. This trend of 100% of requests for customer assistance responded to within contract guidelines is expected to continue in FY 2025 and FY 2026.
- 3. Per the annual FDEP Task Assignment, 50% of contracted regulated storage tanks within Wakulla, Gadsden, and Jefferson counties are anticipated to be inspected in FY 2025 and FY 2026.



# Department of Development Support & Environmental Management

## Environmental Services - DEP Storage Tank (125-866-524)

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Budgetary Costs	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget
				1554C5		0
Personnel Services	223,650	241,731	254,127	-	254,127	262,245
Operating	6,585	12,322	12,606	-	12,606	12,645
Total Budgetary Costs	230,234	254,053	266,733	=	266,733	274,890
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
125 Grants	230,234	254,053	266,733	-	266,733	274,890
Total Revenues	230,234	254,053	266,733	-	266,733	274,890
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Senior Environmental Compliance Specialist	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2026 DEP Storage Tank budget are as follows:

### Increases to Program Funding:

<sup>1.</sup> Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees.

# >>> Department of Development Support & Environmental Management

# Development Services (121-422-537)

Goal	To guide and support the development of sustainable communities through the implementation of the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, in order to ensure and promote the quality of life for all citizens of Leon County Florida.
Core Objectives	<ol> <li>Provide comprehensive and timely analysis of new development and redevelopment activities requiring site and development plan review.</li> <li>Complete the review of exempt subdivisions and other exempt processes within established minimum time-frames.</li> <li>Issue zoning letters, Permitted Use Verifications and Residential Compliance Certificates in a timely manner providing guidance and notification to property owners and the development community for proposed development activities.</li> <li>Review all new construction permits to ensure compliance with the applicable zoning and development standards.</li> <li>Provide assistance to the Board of Adjustment and Appeals in review of requests for variances to development standards or appeals of determinations made by DSEM.</li> <li>Enhance customer service delivery by streamlining procedural requirements and revising or updating the applicable provisions of the Leon County Land Development Code.</li> </ol>
Statutory Responsibilities	Florida Statutes, Chapters 163 and 380; Florida Administrative Codes 73C-40, 73C-41 and 28-24, the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); Bradfordville Sector Plan; and other BCC-approved plans and implementing policy and procedures manuals
Advisory Board	Board of Adjustment and Appeals; Development Review Committee; Advisory Committee on Quality Growth; Code Enforcement Board; Parking Standards Committee; Tallahassee-Leon County Planning Commission; Addressing Steering Committee

Benchmarking						
Strategic Priorities	Site Plans Types→	Average time for review of ASAP1, Limited Partition, and Type A, B, C, D applications				
	Fiscal Year↓	Total Days <sup>2</sup>	Applicant <sup>2</sup>	Development Services <sup>2</sup>		
$\overline{\mathbf{M}}$	2022 Actual	129	107	22		
M	2023 Actual	174	154	20		
<b>M</b>	2024 Actual	140	123	17		
<b>M</b>	2025 Estimate <sup>3</sup>	131	105	26		
<b>M</b>	2026 Estimate	135	110	25		
M	Internal Benchmark <sup>4</sup>	148	99	20		

#### Notes:

- 1. Administrative Streamlined Approval Process (ASAP) includes minor site plan reviews that require significantly fewer days to complete, resulting in a lower combined mean time for review.
- 2. Review times are based on calendar days. "Applicant" refers to number of days that the applicant was responsible for making corrections to the plan; "Development Services" refers to number of days that staff spent reviewing the plan.
- 3. The estimated decrease in FY 2025 is a result of more projects being submitted for ASAP review which has no public meeting requirements. Many of these ASAP applications resulted in very short turn-arounds and ultimately reduced the overall timeframes. With the uncertainty in the market, it is expected that the numbers may increase slightly in FY 2026.
- 4. The internal benchmark is based on Leon County averages of reported data from FY 2022 to FY 2024.

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# >>> Department of Development Support & Environmental Management

# Development Services (121-422-537)

Performance Measures							
Strategic Priorities	Performance Measures		FY 2024 Actual	FY 2025 Estimate	FY 2026 Estimate		
	Number of site and development plan reviews (Limited Partition, ASAP, Type A-D). <sup>1</sup>	40	45	45	45		
	Number of subdivisions & exempt determinations completed by staff within the applicable time frames as established by Code. <sup>2</sup>	54	54	52	45		
	Number of Permitted Use Verifications (PUV), Residential Compliance Certificates (RCC) and zoning letters issued within 15 days. <sup>3</sup>	217	188	175	150		
670	Number of zoning compliance determinations issued for residential development. <sup>4</sup>	1,391	1,542	1,940	1,700		
	Number of Board of Adjustment and Appeals Requests. <sup>5</sup>	4	7	7	5		
	Number of Concurrency Management Certificates issued, small and large projects. <sup>6</sup>	26	20	30	20		
	Number of Development Agreements & DRI applications reviewed with recommendations provided to the Board. 7	2	3	2	2		
	Number of Land Development Code (LDC) amendments by section recommended to the Board for approval. <sup>8</sup>	43	2	20	5		
	Number of all new construction address assignments and verifications completed within the permitting and review process as established by County code. <sup>9</sup>	992	817	900	875		
	Number of all new street name and street renaming notifications generated. <sup>10</sup>	32	24	24	25		

#### Notes:

- The recent development trend indicates no change in site plan applications compared to the previous year, which is due to instability
  in the market.
- 2. The number of exempt applications is anticipated to decrease in FY 2025 and FY 2026 due to market conditions.
- 3. The number of Permitting Use Verifications in FY 2025 and FY 2026 is expected to be lower due to the current market conditions.
- 4. The number of zoning compliance determinations in FY 2025 is expected to be slightly more than the previous year as applicants are finishing out building projects as a result of uncertainty in the market.
- 5. The number of Board of Adjustment and Appeals Requests applications is expected to be about the same as the previous year. This is likely due to uncertainty in the market.
- 6. The number of Concurrency Management Certificates issued is anticipated to be more than the previous fiscal year, and likely the result of a number of site plans from the previous year being finalized.
- 7. The projected number of Development Agreements reviewed & DRI Applications reviewed is consistent with the previous fiscal years.
- 8. The significant projected increase in LDC amendments from FY 2024 to FY 2025 is due to a scrivener's ordinance update that included multiple different sections.
- The FY 2025 figure shows a slight increase, consistent with the number of single-family home building permits issued during this
  period and the number of new subdivisions approved. However, a slight decrease is anticipated in FY 2026 due to uncertainty in
  the current market.
- 10. The number of street naming notifications is consistent with the previous year and the trend is expected to be generally the same for FY 2025 and FY 2026.



# Department of Development Support & Environmental Management

De	evelopment	Services (1	21-422-537)			
Budgetary Costs	FY 2024 Actual	FY 2025 Adopted	FY 2026 Continuation	FY 2026 Issues	FY 2026 Budget	FY 2027 Budget
Personnel Services	701,620	910,583	989,832	-	989,832	1,019,755
Operating	30,415	67,553	67,802	(10,000)	57,802	57,824
Total Budgetary Costs	732,035	978,136	1,057,634	(10,000)	1,047,634	1,077,579
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Funding Sources	Actual	Adopted	Continuation	Issues	Budget	Budget
121 Development Support & Environmental Managment Fund	732,035	978,136	1,057,634	(10,000)	1,047,634	1,077,579
Total Revenues	732,035	978,136	1,057,634	(10,000)	1,047,634	1,077,579
	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027
Staffing Summary	Actual	Adopted	Continuation	Issues	Budget	Budget
Director of Development Services	1.00	1.00	1.00	-	1.00	1.00
Development Services Administrator	1.00	1.00	1.00	-	1.00	1.00
Planner	2.00	-	2.00	-	2.00	2.00
Senior Planner	2.00	2.00	2.00	-	2.00	2.00
Concurrency Management Planner	1.00	1.00	1.00	-	1.00	1.00
Addressing Program Coordinator	-	-	0.50	-	0.50	0.50
Principal Planner	1.00	1.00	1.00	-	1.00	1.00
Planner		2.00	-	-	-	_
Total Full-Time Equivalents (FTE)	8.00	8.00	8.50	-	8.50	8.50

The major variances for the FY 2026 Development Services budget are as follows:

Total OPS Full-Time Equivalents (FTE)

### Increases to Program Funding:

Part-Time OPS Planning Intern

**OPS Staffing Summary** 

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 5% raises for all employees.

FY 2025

Adopted

1.00

1.00

FY 2026

1.00

Continuation

FY 2026

Issues

FY 2026

Budget

1.00

1.00

FY 2027 Budget

1.00

1.00

2. Personnel costs associated with the realignment of a Addressing Program Coordinator position from Code Compliance Services to Development Services to improve operational efficiencies.

### Decreases to Program Funding:

1. Through the Leon LEADS structure, other operating costs savings in the amount of \$10,000 to maximize organizational efficiencies.

FY 2024

Actual

1.00

1.00