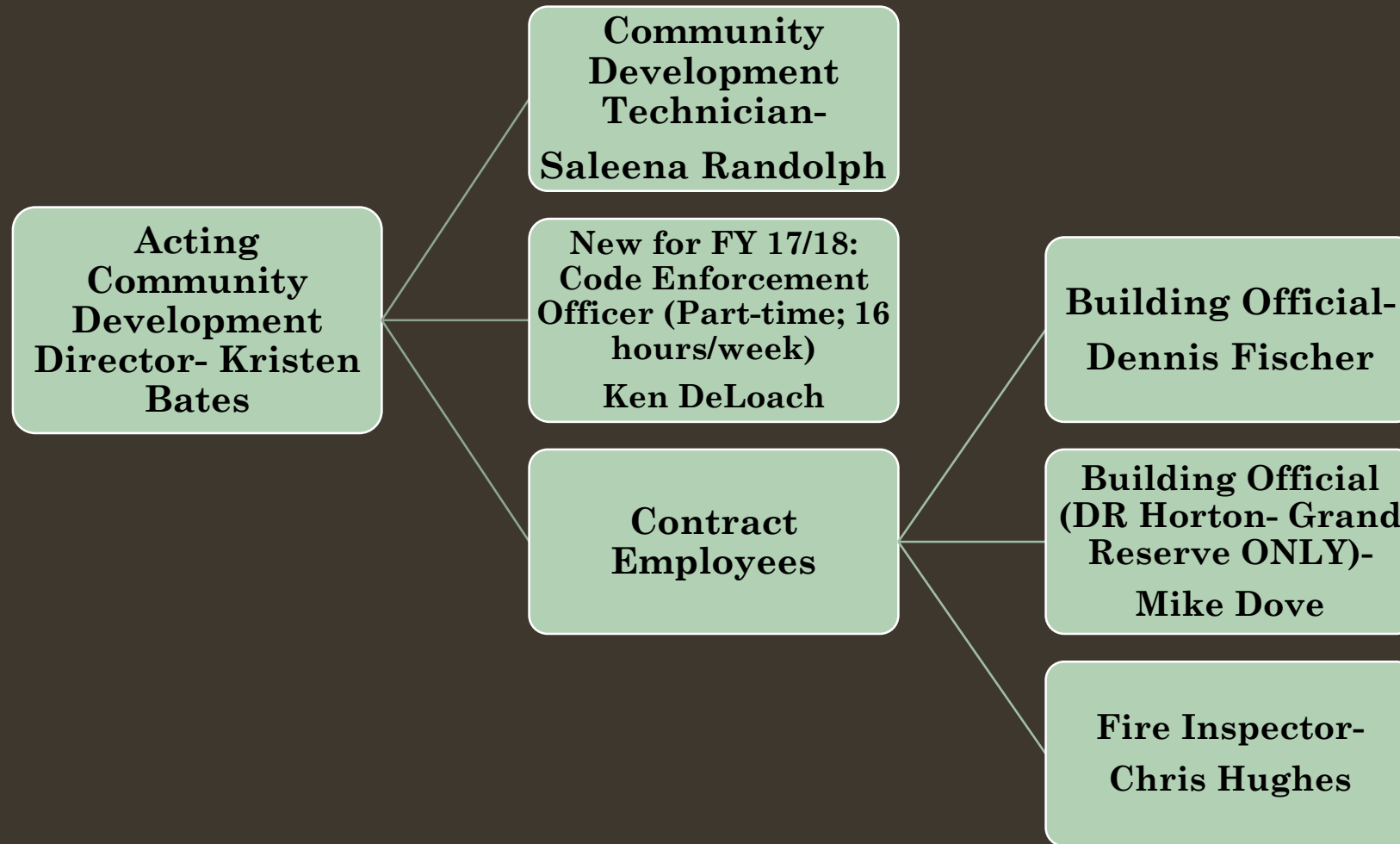


Community Development

Departmental Report FY 17/18 to date



Department Staff



Department Duties and Responsibilities

- Staff support for PZA and Code Enforcement Boards
 - All agendas for these boards; documentation for all items which appear before these boards
- Preparing items for City Commission approval
 - Land Development Code and Code of Ordinance Amendments
 - Appeals from the Planning Board
 - Vacations of Public Property
 - Development orders or development issues



Crossroads of Flagler County

*Board Members:
Thea Mathen
Jan Reeger
Jerry Jones
Howard Kane
Carl Lilavois
Shannon Strickland*

PLANNING, ZONING AND APPEALS BOARD AGENDA

**Tuesday, January 16, 2018
7:00 PM**

201 West Moody Boulevard,
City Commission Chambers - Building 3
Bunnell, FL 32110

1. **Call Meeting to Order for Planning and Zoning Meeting and Roll Call**

2. **Disclosure of Ex-Parte communications.**

3. **Approval of Minutes**

a. December 19, 2017 Planning, Zoning and Appeals Board Minutes

New Business:

4. **Public Hearing** Case Number 2018-01: Ordinance 2018-XX Amending the Capital Improvements Element of the Comprehensive Plan.

Old Business: None

5. **Public Comment**

Comments regarding items not on the agenda. Citizens are encouraged to speak; however, comments should be limited to three minutes.

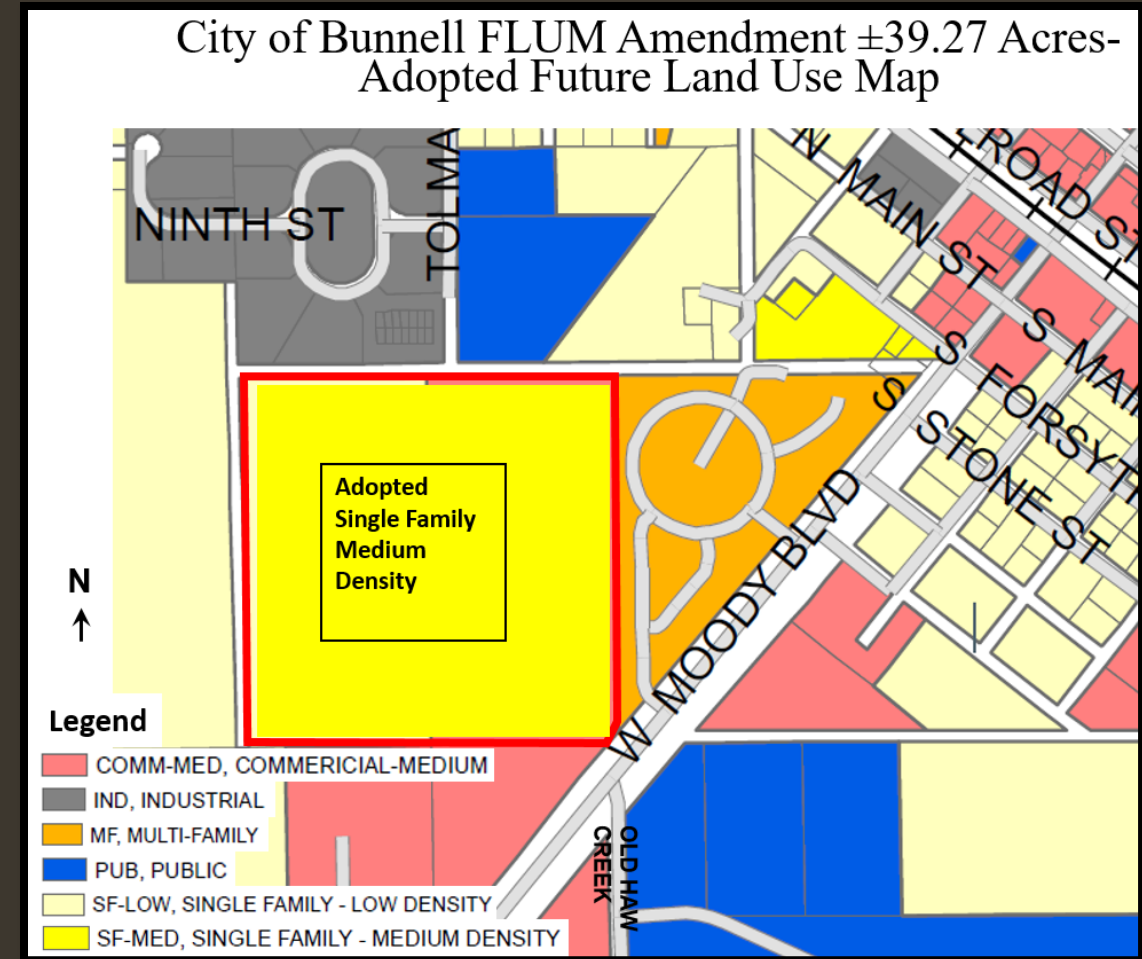
6. **Board comment**

7. **Adjournment of Planning and Zoning Meeting**

NOTICE: If any person decides to appeal any decision made by the Planning, Zoning and Appeals Board with respect to any item considered at any meeting of this board, He or She will need a record of the proceedings, and for this purpose, He or She may need to ensure that a verbatim record of the proceedings is made, which record is to include the testimony and evidence upon which the appeal is based. (286.0105 Florida Statutes). Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's office at (386) 437-7500.

Department Duties and Responsibilities Cont.

- Census Bureau Liaison
 - Boundary and Annexation (BAS) Annual Reporting
 - Census Reporting
- Comprehensive Plan
- Comprehensive Plan Amendments
 - Small Scale Land Use Amendments
 - Large Scale Land Use Amendments
 - Submittals to State
 - Annual Capital Improvements Amendment



Department Duties and Responsibilities Cont.

- Growth and Development
 - Site Plan Review
 - Building Permitting
 - Plat and Re-Plat reviews and processing
- Land Use and Zoning issues
 - Questions about land use and zoning regulations
 - Processing all land use and zoning change requests
 - Ensuring City Maps and GIS data are accurate



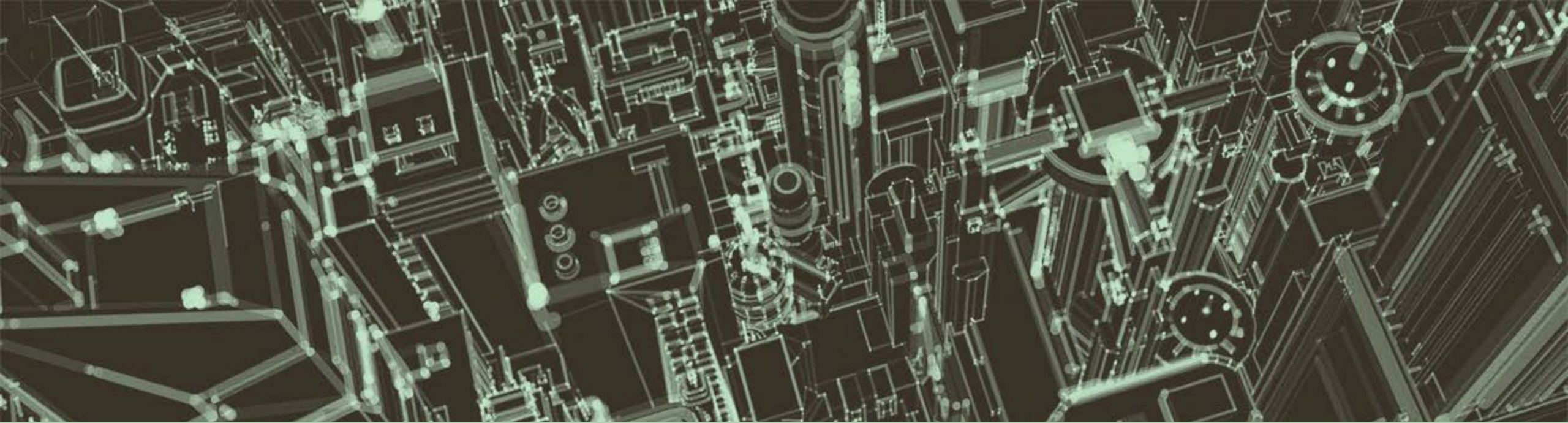
Department Duties and Responsibilities Cont.

- Code Enforcement
- Economic Development
- Special Event Application Review & Permitting
- Grant support
- Flagler Humane Society Liaison
- Fair Housing Coordinator



What are some things that occurred in past years which may still be impacting Community Development?

- In the past 4-5 years, the department budget continued to reduce despite the growth to the City. This means when the FY 17/18 budget was prepared, it had to make up for or increase a department that was operating below a needed budget for several years.
- Since 2014, this department has lost 2 full-time employees (Planner and Administrative Assistant), but growth has continued.
- FMLA Leave and retirement of Mick Cuthbertson (November 2016-June 2017).
- There have been 3 different Community Development technicians since February 2016.
- No increase in permitting or development fees in over 10 years
 - Permitting fees were amended in FY 16/17; however, it will still take time for the City to benefit from this change
 - Need to amend the development fees to get them current
- In 2011, the City bought a building permitting system that was being phased out. Staff is working harder for this system to get things accomplished rather than the system working for the City.



FY 17/18 Report



Comparison of Some Community Development Revenues

| | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 <i>(as of 12/31/17)</i> |
|--|-------------|--------------|----------------|-------------------------------------|
| Building Permits | \$15,679.12 | \$19,035.41 | \$83,523.68.00 | \$50,263.73 |
| Impact Fees (City Only- Water/ Sewer) | \$7,777.00 | \$266,978.00 | \$293,086.00 | \$142,453.00 |
| Plan Reviews | \$4,471.83 | \$3,531.55 | \$3,061.50 | \$4,800.00 |
| FLUM/Zoning Changes; Special Exception & Variance Requests | \$3,378.00 | \$4,241.00 | \$5,025.00 | \$2725.00 |
| Code Enforcement Fines Collected | \$0 | \$1,650.00 | \$2,132.00 | \$0 |

Comprehensive Plan



- The Comprehensive Plan is a policy document that represents the official statement of the City regarding its social, physical, and economic goals.
- The City adopted the new 2030 Comprehensive Plan in July of 2011. It is now the guiding document for development within the City.
- The adopted 2030 Comprehensive Plan includes chapters on future land use, conservation, utility infrastructure, housing, open space, intergovernmental coordination, traffic circulation, and educational and cultural resources.
- The Comprehensive Plan determines the potential growth of the City, including residential, commercial, and industrial growth and establishes the goals to accommodate that growth.
 - The City needs to be prepared to start working on it's next Comprehensive Plan starting in the year 2023 or 2024. It is a very long process that takes a great deal of data, analysis, work and submittals to the State.

Planning and Zoning



- There are two primary functions of the Planning & Zoning Division: long range planning and current planning.
- Long range planning involves the establishment of regulations and long range plans for land use and development within the City through a Comprehensive Plan.
- Some of the issues which are handled through planning and zoning review:
 - Variance requests and special exception requests
 - Amendments to the Land Development Code
 - Site Plan Reviews
 - Subdivision of property
 - Plats and Re-Plats

* Calendar
Year

of Items on the
Agenda

2012

32

2013

36

2014

37

2015

30

2016

34

2017

37

Building Permits

- The Community Development Department issues permits for all new construction or modifications to existing developments (commercial, residential or industrial) in the City. The permits follow the safety standards set forth in the Florida Building Code. Adherence to the Building Code ensures that each project meets a minimum set of safety standards, which in turn helps preserve the value of the buildings and structures.



* Only some of the types of permits issued

Issued Since
10/1/17

| | |
|---------|----|
| New SFR | 20 |
|---------|----|

| | |
|---------------------------------|----|
| Residential Addition/Remodel | 10 |
|---------------------------------|----|

| | |
|----------------|---|
| New Commercial | 6 |
|----------------|---|

| | |
|---------------------------------|---|
| Commercial Addition/ Remodel | 3 |
|---------------------------------|---|

| | |
|---------|----|
| Re-Roof | 25 |
|---------|----|

| | |
|-------|---|
| Fence | 5 |
|-------|---|

| | |
|------|---|
| HVAC | 9 |
|------|---|

| | |
|----------------------------|---|
| Waterheater Replacement | 0 |
|----------------------------|---|

| | |
|-------|---|
| Signs | 4 |
|-------|---|

| | |
|--------------|---|
| Tree Removal | 2 |
|--------------|---|

Grand Reserve

- In April 2017, DR Horton began the build out of Grand Reserve
- Most of the houses are issued up to 3 different permits to complete the project- the house/building permit, a LP Gas permit, and an Irrigation permit.
 - City staff has to track all three permits at the same time before allowing the Certificate of Occupancy to be issued.
- On average, the contract Building Official will complete about 50 inspections per week just for this development
- At least 5 closings have been reported to the City on homes that have received their Certificate of Occupancy



| | # SFR Permits Open (as of presentation) | # Certificates of Occupancy Issued |
|----------------------|--|--|
| Grand Reserve Dr. | 38 | 8 |
| Fairway Ct. | 21 | 7 |
| Golfview Ct. | 14 | 2 |

Grand Reserve



Grand Reserve



Grand Reserve



Grand Reserve Potential Impacts

- In April 2017, the City's estimated population was 2,927
- With the proposed density of single family homes, this one development has the potential to at least double the City's population in a very short time period
 - This means the City needs to plan how to increase our level of services to citizens (i.e. utilities, solid waste, police, road maintenance, etc.) to meet this increase in demand in a relatively short period of time

Ongoing Projects in Building Permitting

- US 1 Business Park located at 7 Otis Stone Hunter Road: Site Plan approval granted by the Planning Board on 11/21/17. Still in building permit review.
- All About Price located at 1025 N. State St: Site Plan approval granted 12/20/17 for a new car dealership and repair shop. Building permit ready to release.
- 101 S. Holland St. Project: Site Plan approval granted 12/14/17. Still in building permit review.

Ongoing Projects in Site Plan Review Process

- Flagler Commons I located at 351 Elm Ave.: 15 unit multi-family project. Still in site plan review process.
- Flagler Commons II located at 365 Elm Ave.: 15 unit multi-family project. Still in site plan review process.
- 3330 Steel Rail Dr.: An office warehouse facility divided into 2 Phases. Still in site plan review process.
- Josh White Development 1050 State Highway 100 West: A proposed land clearing debris material recovery facility. Still in site plan review process.

Ongoing Projects in Concept Design

- Shade Tree at Bunnell located in the 4000 Block of E. Moody Blvd. (SR 100 LLC proposed development)- 240 multi-family unit complex. All needed zoning approvals and variances have been granted. The developer is working on the site plan.
- Manuel Madaleno Deen Road Duplex project- 6 proposed duplexes. In 2017, the City helped lay the ground work for this project with the vacation of a portion of Hardy Street and the future land use and zoning changes adopted for the properties involved with this project. The owner is working on the site plan.



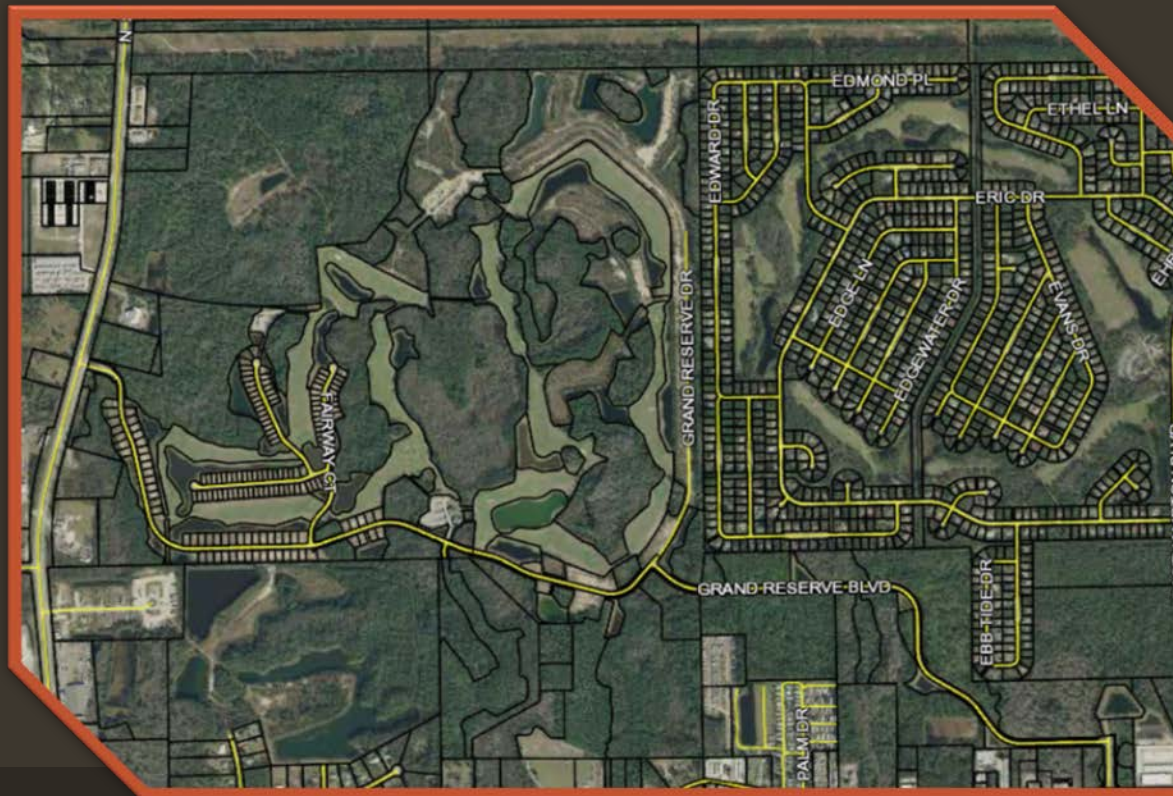
Completed Commercial Building Projects

- Flagler Playhouse western expansion
- CrossFit Bearcat located at 501 E. Moody Blvd.: This existing business in the City of Bunnell bought property and moved it's operations from a rental location to a permanent home in the City. The Certificate of Occupancy (CO) was issued in January 2018.



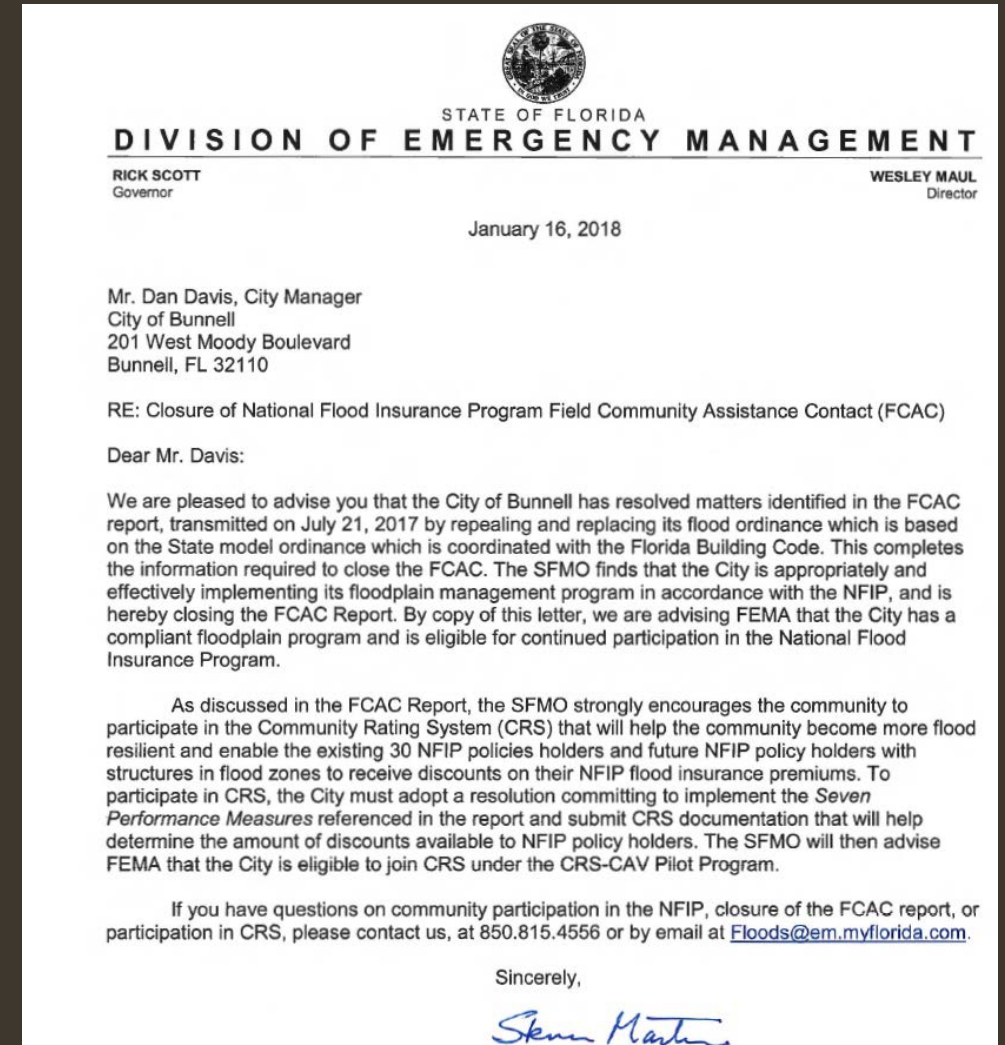
Known Future Development Projects

- Grand Reserve PUD Amendment- submitted for review in mid-December 2017
- Grand Reserve is planning to re-plat two different portions of the subdivision for future development this year



National Flood Insurance Program Field Community Assistance Contact

- Since January 2017, Community Development has been working to revise regulations which ensure the City is in compliance with floodplain regulations for continued participation in the National Flood Insurance Program
- The State Model ordinance was adopted January 8, 2018 and the State of Florida Division of Emergency Management office was provided the adopted regulations
- January 16, 2018, the City received an e-mail that FEMA will be notified of our compliance for continued participation in the National Flood Insurance Program



Code Enforcement

- Code Enforcement focuses on enforcing property maintenance, zoning requirements, and related provisions of the City of Bunnell Land Development Code or the Code of Ordinance.
- The City's codes help ensure that homeowners, businesses, property owners and adjacent properties are protected from potential health and safety risks in addition to maintaining Bunnell's aesthetic integrity.
- Frequently enforced codes:
 - Weeds, liter and debris
 - Junk vehicles
 - Dangerous building
 - Unpermitted work/building code violations
 - RV storage/parking
 - Fire inspection violations and/or unpaid fire reinspection fees
 - No BTR or delinquent BTR



| * Calendar Year | # of cases opened |
|-----------------|-------------------|
|-----------------|-------------------|

| | |
|------|----|
| 2012 | 92 |
|------|----|

| | |
|------|----|
| 2013 | 95 |
|------|----|

| | |
|------|-----|
| 2014 | 103 |
|------|-----|

| | |
|------|----|
| 2015 | 67 |
|------|----|

| | |
|------|----|
| 2016 | 56 |
|------|----|

| | |
|------|----|
| 2017 | 77 |
|------|----|

Economic Development

- Staff currently partners with the Flagler County Chamber of Commerce, JAXUSA (formerly Cornerstone), Flagler County Department of Economic Opportunity, Customer Service Task Force, Flagler County Tourism Development Council, and Palm Coast Business Assistance Center as all of these groups search for answers to the Economic Development issues facing this area of Florida.





Ongoing Projects

- 2020 Local Update of Census Addresses (LUCA): The City participates in this project to verify all address points in the City's jurisdiction to help the US Census Bureau prepare for the upcoming 2020 census. This is important as a valid census count helps with the apportionment of seats in the US House of Representatives, because over 1,000 federal programs utilize census data for funding decisions and is used to support grant funding for community and regional development programs and projects.
 - The City is committing four (4) staff to this project.
 - The City must follow US Census Bureau procedures and guidelines and has only 120 days from the receipt of the information to complete the project.
- Boundary and Annexation Reporting: The City is required to report all boundary changes to the US Census Bureau. Staff is waiting for the response materials to be sent so that all 2017 annexations and contractions can be reported.

Ongoing Projects Cont.

- Revising the City's Development fee costs and correcting a codification error when fees were recorded in the Code of Ordinance
- Correcting an error in codification from 1958 and revising door-to-door sales regulations
- Finishing the re-write of Chapter 10 Animals
- Finishing the re-write to junk vehicle regulations
- Drafting the vaping ordinance requested by the Commission in December and January



Looking to the Future

- Working with NUE Urban Concepts on the approved Impact Fee study and analysis
 - Providing information to Jonathan Paul of NUE Urban Concepts on proposed, permitted and ongoing development, any infrastructure information or other applicable data and information to allow for a legally defensible study to be completed
 - Once the report is received, scheduling a workshop to review the study and determine the direction the Commission would like to take with impact fees
 - *Reminder: Impact fees would be used to help increase levels of service to citizens because of growth and development*



Looking to the Future

- Revisiting possible historical overlay district regulations
 - Scheduling a joint workshop with the Planning Board to discuss ideas and what is in property owners' and the City's best interests
 - Change of focus from the last time this issue was discussed to one corridor- rather than focusing on all "historic" homes and buildings or streets where "historical" homes and buildings are located



Historic Structure Survey City of Bunnell Flagler County, Florida

Final Report

June 30, 2008

Prepared for:
City of Bunnell

Prepared by:
GAI Consultants, Inc.
Jared N. Tuk, M.A.
Lead Architectural Historian

GAI Project Number:
C071389.00





Department Needs

- At least 1 more full time staff.
- Increasing the number of hours for the Code Enforcement Officer to at least 24-25 hours per week.
- A better system for building permits, code enforcement and business tax receipts.
- Interlocal agreement with Flagler County GIS Department for maps printing, updating and maintenance of all City map information
- Hiring a Planner or contracting a Planner by 2023 for the 2050 Comprehensive Plan.