INTRODUCTION

The Urban Planning staff works with property owners, local businesses, public agencies and community organizations on matters pertaining to short- and long-range planning duties. Division Staff is responsible for long-range planning duties, including maintenance of the City’s Comprehensive Plan, coordination of the City’s Official Zoning Map with the Official Future Land Use Map, monitoring of state growth management legislation and compliance with required monitoring reports. Division staff is also responsible for short-range planning duties, including management of a Transfer of Development Rights program, coordination of the workforce housing development bonus incentive, text amendments to the City’s land development regulations and other special research projects. Division staff is responsible for external coordination with countywide land use and transportation organizations and agencies. Regarding matters pertaining to flood prevention and mitigation, Division staff provides support assistance to the Community Rating System program, Planning and Economic Development Department’s Disaster Operations Plan and the Pinellas County Local Mitigation Strategy. Finally, Division staff uses GIS for data analysis and provides mapping support to the various Divisions within the Department.

DEPARTMENT AND STAFF

Urban Planning and Historic Preservation Division
Planning and Economic Development Department
City of St. Petersburg, Pinellas County, Florida
Municipal Services Center
One Fourth Street North, 8th Floor
St. Petersburg, Florida 33701

Division Staff
GENERAL INFORMATION

- **Future Land Use Map and Zoning Map Amendment Inquiries and Applications**

  The Division is responsible for inquiries and applications relating to proposed Future Land Use Map (FLUM) and Zoning Map changes for all properties located within the City’s municipal boundary. The FLUM is a broad guide to the physical development of the City and the Zoning Map is the land use regulation tool that implements that development. Most Zoning Map changes also require a FLUM change and all FLUM changes require a Zoning Map change. When a property owner wants to use or develop a property in a way that is not allowed by the current FLUM or Zoning Map, he or she may inquire about the likelihood of changing to a category that allows the desired use or development. When an inquiry is made, Division staff researches the site and situation of the subject property, analyzes whether the proposed change is consistent with the LDRs, the Comprehensive Plan and the Countywide Plan Rules, and based on the analysis, determines if staff will recommend approval or denial of the proposed change. When an application is received, Division staff determines whether it is complete and if so, moves forward by coordinating proper public noticing, preparing a staff report and giving a presentation at public hearings.

  Zoning Map changes have public hearings before the Community Planning and Preservation Commission and City Council. All FLUM changes have a public hearing before the Community Planning and Preservation Commission, City Council, the Pinellas Planning Council and the Board of County Commissioners, acting in their capacity as the Countywide Planning Authority. FLUM changes for properties 10 acres in size or greater are also reviewed by the State Land Planning Agency, currently the Department of Economic Opportunity. In these instances, Division staff prepares and sends an amendment package at the proposed stage and the adopted stage. The package is also sent to Pinellas County, the Tampa Bay Regional Planning Council and several state agencies for comment.

- **Comprehensive Plan Text Amendments**

  Since the Comprehensive Plan guides how and where growth takes place in the City, it is occasionally necessary to update the document text based on emerging demographic, economic, ecologic or cultural realities. Amendments are often necessitated by policy changes at the state, regional or local level. Division staff conducts relevant research and coordinates with concerned parties before drafting an amendment. The draft amendment is reviewed by the Community Planning and Preservation Commission and the City Council for consideration of adoption. All Comprehensive Plan text changes are reviewed by the State Land Planning Agency. Division staff prepares and sends an amendment package at the proposed stage and the adopted stage. The package is also sent to the County, the Tampa Bay Regional Planning Council and several state agencies for comment.

- **Emergency Management Coordinator**

  A Division staff member is designated as the Emergency Management Coordinator for the Department and is responsible for all duties relating to the position, which primarily includes coordinating the updates of the two plans outlined below.

  1. **Department Disaster Operations Plan (DDOP) – Annual Update**

     The Department maintains a Disaster Operations Plan (DDOP) that outlines the specific duties of the Department relative to the City's DOP. Each year, before the start of Hurricane Season (June 1), Division staff ensures the DDOP includes the most updated information,
including staff changes, organizational structure changes and asset changes (e.g., if the Department acquires a new vehicle or map plotter). Other updates to the DDOP may be necessary based on the biennial update to the City’s DOP.

2. City Disaster Operations Plan (DOP) – Biennial Update

The City’s Emergency Management Office updates the DOP biennially (i.e., every-other-year). Updates are warranted for a variety of reasons including changes to the City’s organizational structure, emerging best practices in the Emergency Management field or need to clarify or improve the plan based on training exercises. Division staff provides comments and edits to the Emergency Management Office staff based on the current DOP, which are then integrated in the City’s updated DOP.

- **Record Retention Coordinator**

  1. **File Requests**

     When a city staff member needs a past file for research on a current matter, or a member of the public requests to see such a record, Division staff is responsible for coordinating with Central Records staff in accommodating such requests. Division staff is responsible for all such file requests on application types relating to planning matters (e.g., Site Plan Reviews, Special Exceptions, Plats, Vacations, Zoning Map Amendments, etc.).

  2. **Destruction Certificate Processing**

     In accordance with Florida law, the City determines the minimum retention period for each record type. Once records extend beyond the determined retention period, Division staff obtains approval from Department management to destroy certain records, then coordinates with Central Records staff in destroying those records. Some record types are never destroyed because the city is required to retain them in perpetuity.

  3. **Send Files and Boxes back to Central**

     Once a city staff member or member of the public has finished examining a requested file, Division staff sends it back to Central Records. In addition, once available file cabinet space has reached maximum capacity, Division staff fills out a “Records Transmittal” form detailing the contents of the files sent and then sends the files to Central Records. Division staff retains a copy of the Records Transmittal sheet for future reference as staff makes file requests.

- **Mapping Support**

  The Division includes a staff person knowledgeable in using Geographic Information Systems (GIS). GIS allows Division staff to capture, store, manipulate, analyze, manage, and present all types of geographical data. Division staff produces maps for all the divisions within the Department and other departments as outlined below.

  1) Maintains the official Zoning Map and FLUM (Urban Planning Division)

  2) For development applications:

     a. FLUM and Zoning Map amendment maps (Urban Planning Division)

     b. Certificates of Appropriateness (COA) maps (Historic Preservation Division)

     c. Local Landmark Designation maps (Historic Preservation Division)
3) For CRS Verification (Construction Services and Permitting / Urban Planning Division)

4) As needed:
   a. Special projects, which currently include:
      1) Downtown Waterfront Master Plan (Urban Planning Division)
      2) Skyway Marina District Plan (Economic Development Department)
      3) African American Heritage Trail (Historic Preservation Division)
   b. Comprehensive Plan maps (Urban Planning Division)
   c. Maps showing restricted land use based on separation requirements, for e.g., premises serving alcohol and Community Residential Homes (Development Review Services Division)
   d. Enterprise Zone maps (Economic Development Division)
   e. Beach Drive Shopping District maps (Economic Development Division)
   f. Community Redevelopment Area (CRA) maps, in 2013 this included maps for the proposed Southside CRA (Economic Development Division)
   g. Drainage basin maps (Stormwater Department)
   h. Transportation planning related maps (Transportation and Parking Department)
   i. Maps for the Community Services Department
   j. Maps for the City Attorney’s office

5) Annually:
   a. Recycling data maps (Sanitation Department)
   b. Population projection maps (Water Resources Department)

- **Transfer of Development Rights, Environmental**
  Transfer of development rights, environmental (TDR, E) for designated preservation districts is an economic development incentive to preserve environmentally sensitive lands within the City. The TDR program allows property owners of designated preservation districts to benefit from the development potential by allowing the sale of the development right. Division staff coordinates with the interested buyer, seller and the City Attorney’s office in completing the establishment and transfer of such credits.

- **Workforce Housing Development Bonus Incentive**
  The workforce housing density bonus is an incentive program to increase the construction and availability of workforce housing units, whether for rent or fee simple transfer. Specifically, the incentive program permits the total number of dwelling units to exceed the maximum density allowed for the zoning district. Division staff provides the public with basic information describing the incentive program and helps coordinate interested individuals or entities with the appropriate City staff. A workforce housing agreement that imposes conditional covenants and restrictions on the subject property is required, negotiated and administered by the City’s Housing and Community Development Department.

- **Zoning Counter Customer Service**
  Division staff provides customer service at the Zoning Counter in the afternoon one day per week and provides additional service at the counter if warranted by Development Review staff schedules. Division staff provides general information relating to the Land Development Regulations (LDRs), reviews permits for residential building application types and reviews Certificates of Use for consistency with the LDRs. Providing customer service at the Zoning Counter is beneficial because it is a cross-training opportunity between divisions and provides a
foundation of practical application when division staff composes amendments to the LDRs (discussed under the Special Project section of this Report).

- **Website Management**
  
  Due to the subject matter, and the technical proficiency of current staff, the Division is responsible for maintaining the following websites. Services previously rendered include the creation or redesign of several websites, and currently includes updating relevant information and documentation. Services are provided as needed.

1. **Historic Preservation**

2. **Urban Planning**
   - [http://www.stpete.org/urban_planning](http://www.stpete.org/urban_planning)

3. **African American Heritage Trail**
   - [http://www.stpete.org/historic_preservation/african_american_heritage_project/index.asp](http://www.stpete.org/historic_preservation/african_american_heritage_project/index.asp)

4. **Community Planning and Preservation Commission**

5. **Flood Hazard Information**

6. **Rebates for Residential Rehabilitations**

7. **Update applications and forms for CSP**
   - [http://www.stpete.org/development/applications_and_forms/construction_services_forms.asp](http://www.stpete.org/development/applications_and_forms/construction_services_forms.asp)

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**SPECIAL PROJECTS**

- **Downtown Waterfront Master Plan**
  
  On November 8, 2011 St. Petersburg voters approved a City Charter amendment mandating that a new Downtown Waterfront Master Plan (DWMP) be adopted no later than July 1, 2015. The downtown waterfront contains many uses and facilities including parks, marinas, the airport and seaport, museums and a major performing arts venue. The DWMP is intended to provide the first integrated vision for the City’s entire downtown waterfront and its many uses by establishing a master plan and policy framework of guiding principles for future decision making. Division staff is the primary point of contact for this planning effort including project management, research, writing, mapping and community outreach.

- **LDR Text Amendments**
  
  Chapter 16 of the St. Petersburg City Code is commonly referred to as the Land Development Regulations (LDRs). The LDRs codify the goals, objectives and policies of the City’s Comprehensive Plan. It is occasionally necessary to update the LDR’s based on emerging demographic, economic, ecologic or cultural realities, planning concepts, and new market trends not previously known or anticipated. Amendments are sometimes necessitated by policy changes at the state, regional or local level. Division staff conducts relevant research and coordinates with concerned parties before drafting an amendment. The draft amendment is
reviewed by the Development Review Commission and the City Council for consideration of adoption.

STAFFING SUPPORT

- **Community Planning and Preservation Commission**
  Division staff provided support to both the Planning & Visioning Commission (PVC) and the Community Preservation Commission (CPC), which were consolidated into one commission, the Community Planning and Preservation Commission (CPPC), by an ordinance adopted in December 2013. The PVC reviewed FLUM amendments, Zoning Map amendments and Comprehensive Plan text amendments. The CPC reviewed the designation of local historic landmarks, the reinstatement of grandfathered uses and variance requests. The CPPC reviews FLUM amendments, Zoning Map amendments, Comprehensive Plan text amendments and the designation of local historic landmarks while the Development Review Commission (DRC) now reviews the reinstatement of grandfathered uses and variance requests. Division staff provides clerking, urban planning and historic preservation expertise to the CPPC.

- **St. Petersburg Sustainability Council**
  In June 2013 the City Council passed a resolution establishing a Sustainability Council to address the four E’s: economy, environment, (social) equity and efficiency. A Sustainability Council was seen as a method to encourage widespread community input as the City proactively addresses the challenges and opportunities related to the four E’s. Division staff provides support to the Sustainability Council in areas related to land use planning and the built environment.

INTERGOVERNMENTAL COORDINATION

- **Federal Emergency Management Agency’s (FEMA) Community Rating System (CRS)**
  1. **Community Rating System (CRS)**
     The City is a participant in the National Flood Insurance Program’s (NFIP) Community Rating System (CRS), which rates communities according to a suite of flood mitigation and preparation activities. The Federal Emergency Management Agency (FEMA) created the CRS program in 1990 to provide an incentive for communities to reduce losses associated with flooding. As a result of the City’s participation in the program, property owners receive a discount on flood insurance.

    a. **Annually**

    1) **Recertification**

       Recertification in the CRS program occurs annually with a deadline of October 1. By this deadline date, the City must submit required documentation to an independent auditor chosen by FEMA. The annual Recertification process is much less rigorous than the five-year Verification process and occurs annually, except for the year that the City undergoes the Verification process instead.
2) Flood Brochure Mailing

Each year, the City completes two mailings as part of its participation in the CRS program. The first is a flood hazard brochure sent with the June utility bill to all properties in the City that have a utility account. The second is a flood hazard brochure sent to all properties in the special flood hazard area or in repetitive loss areas. Division staff coordinates with Valassis, a direct mail media company, to send out the brochure each September. Both brochures are sent out before the October 1 annual CRS Recertification deadline.

b. Every Five (5) Years

1) Verification

Verification in the CRS program occurs every five years, the exact timing of which is coordinated with an independent auditor chosen by FEMA. The City underwent its Verification process in December 2013. A Division staff person served as the CRS Coordinator and had project-manager like responsibilities, including coordination of meetings with the CRS team, setting deadlines for documentation from the various CRS team members and organization of submittal materials to the independent auditor. During the Verification process not only is more extensive documentation required, but the independent auditor visits staff offices and conducts field visits to confirm at the ground level the activities being claimed on submitted documentation. Being the CRS Coordinator is not only a substantial time commitment but also requires extensive knowledge of the CRS program and manual, researching skills, organizational skills and communication skills (both verbal and written).

2. FEMA Mitigation Grants

FEMA funds three different types of grants: the Hazard Mitigation Grant Program (HMGP), the Pre-Disaster Mitigation Grant Program (PDM) and the Flood Mitigation Assistance Grant Program (FMA). The HMGP is only available after the President of the U.S. declares an emergency and PDM Program funds were not available in 2013, as all available funds were used to fund projects submitted in 2012. The FMA Program consists of Hazard Mitigation Assistance Grants (HMA), Repetitive Loss Program Grants (RL) and Severe Repetitive Loss Program Grants (SRL). Division staff worked with a property owner in 2013 to submit a HMA application. Under FEMA HMA grants, the State of Florida is actually the applicant and the City is a sub-applicant, property owners cannot apply directly to FEMA. HMA grants function as a cost-reimbursement system in which the homeowner pays expenses first, then submits receipts to the City for reimbursement; the City then requests reimbursement from the State. Division staff worked with the property owner in obtaining necessary documentation, coordinated with the City Administrator in obtaining funding from City Council, filled in and submitted the HMA application in October 2013. Since these grants are part of the Congressional Budget approval process, there is no guarantee from year to year that they will be available and to what extent.
Every Seven Years: Evaluation and Appraisal Review

The Florida Department of Economic Opportunity (DEO) is the State Land Planning Agency. Prior to 2011, the Agency was called the Department of Community Affairs (DCA) and the City was required to submit an “Evaluation and Appraisal Report” of its Comprehensive Plan to the Agency for a sufficiency determination. However, the Community Planning Act, effective June 2, 2011, changed this process. Under the 2011 Act, the City determines whether the need exists to amend the Comprehensive Plan to reflect changes in state requirements since the last time the Comprehensive Plan was updated. If Division staff tracks state legislation, as outlined in the section below, and updates the Comprehensive Plan with a text amendment each year according to the legislation passed each session, there should be no need for the City to undergo the State Coordinated Review process. Instead, Division staff can send a letter to DEO which states the Comprehensive Plan has been reviewed and no updates are needed. Per Rule Chapter 73C-49, Florida Administrative Code, this process must occur at least every seven years according to a schedule established by DEO. The City’s Evaluation and Appraisal Review is scheduled for May 1, 2016. Since the legislative session doesn’t typically conclude until sometime in May, Division staff will need to work closely with DEO staff to ensure that the City will not need to undergo the State Coordinated Review process.

Florida State Legislature

Annually

Each spring the Florida Legislature convenes a session with the intent to introduce and pass legislation. Many of the proposed bills impact city planning, including those related to economic development, growth management, environmental protection, land use regulation and transportation. Since the Division is responsible for maintaining the Comprehensive Plan, Division staff tracks any legislation that relates to the Comprehensive Plan or other areas of interest to the Division. Should legislation pass that impacts the Comprehensive Plan, Division staff prepares a proposed amendment to be considered by City Council. This ensures the Comprehensive Plan is up-to-date and reduces the need for the City’s Comprehensive Plan to undergo the State Land Planning Agency’s Coordinated Review process.

Pinellas County

1. Monthly
   a. County Ordinance Review for City Attorney
      
      Each month the City Attorney’s office receives ordinances passed by the Board of County Commissioners and forwards them to Division staff to review for items applicable to land use planning, zoning, historic preservation, or other items concerning the Division.

2. Annually
   a. Local Mitigation Strategy (LMS)
1) **Appendices Update.** Each year Appendices 9 and 10 of the LMS are updated. Appendix 9 contains a list of mitigation projects throughout the County, ranked according to the outcome of the Project Evaluation score sheet results. Appendix 10 contains a list of mitigation accomplishments and success stories. Each year Division staff coordinates with the City Emergency Management Office in determining which projects in the City can move from Appendix 9 to Appendix 10, and if any new projects should be placed on Appendix 9.

2) **Goals and Objective Evaluation Report.** Each year, as part of the participation in the Community Rating System (CRS), Division staff prepares an evaluation report of the goals and objectives contained in the LMS. This report is submitted as part of the City’s Annual CRS Recertification, which has an October 1 deadline each year.

3. **Every Five Years**

   a. **Local Mitigation Strategy (LMS)**

      Since the LMS serves as the floodplain management document for many municipalities in the County, the five-year update of the LMS is designed to help communities in the County prepare for their CRS five-year verification visit. The LMS was also developed in accordance with the Disaster Mitigation Act of 2000. Consequently, the LMS must be periodically updated in order to receive federal funding following a disaster. Along with staff from the City’s Emergency Management Office, Division staff serves on the LMS Committee, which meets quarterly, or more often as needed, to complete the five-year update of the LMS.

   • **Pinellas County School Board**

       1. **Monthly**

          a. **Residential Reporting**

             Per the City’s interlocal agreement with the School Board (Resolution 2012-328) approved by City Council on July 26, 2012, the City will inform the School District, in advance of the final approval, of developments that have a residential unit increase. Each month Development Review Services staff informs Division staff of any development projects that result in a residential unit increase scheduled for review at the next month’s Development Review Commission (DRC) meeting. Division staff then emails School Board staff information on the proposed development(s).

          b. **Pinellas Schools Collaborative Meeting**

             The Pinellas Schools Collaborative consists of members of the School Board and elected officials from the municipalities within Pinellas County. Although the Collaborative has monthly meetings scheduled, the meetings are frequently cancelled since the Community Planning Act (2011) made school concurrency optional. When the monthly meeting is held and items of relevance to the City are on the agenda, Division staff attends to provide staff support to the City’s elected official that is a member of the Collaborative (currently Council Member Dudley).
2. Annually

Per the interlocal agreement, the School Board will provide a copy to the City of the annual update to the Five-Year Work Program for comment, which typically occurs in the month of August. The Work Program outlines planned School Board projects for the next five years and identifies proposed school facility changes such as new construction, remodeling, renovation, closures, etc.

- **Pinellas Planning Council (PPC)**
  
  1. Monthly
     
     a. Planners Advisory Committee
        
        The Pinellas Planning Council (PPC) has a technical input committee called the Planners Advisory Committee (PAC), which meets monthly and makes recommendations on matters before the PPC. PAC is comprised of the directors of the various local government planning departments, or other selected representatives. The Division manager is the City’s PAC member, with Division staff serving as alternates.

     b. Memorandum to CM Kennedy
        
        The PPC meets monthly. An agenda is sent out in advance; Division staff reviews the agenda for any items of specific interest to the City. If there are items of interest to the City, Division staff composes a memorandum that includes details of the applicable item(s).

- **Southwest Florida Water Management District (SWFWMD)**

  Five-Year Update to the Regional Water Supply Plan and Update to Comprehensive Plan

  The Southwest Florida Water Management District (SWFWMD) has a Regional Water Supply Plan (RWSP) which provides a framework for future water management decisions in the District and shows how water supply demands can be met. The RWSP was first adopted by SWFWMD’s Governing Board in 2001 and is updated every five years. Per Section 163.3177(6)(c)3., F.S., the City must adopt it’s updated 10 Year Water Supply Facilities Work Plan within 18 months after the Governing Board approves an updated RWSP. The City’s 10 Year Water Supply Facilities Work Plan is contained in the Potable Water Subelement of the Comprehensive Plan. Tampa Bay Water (TBW) is the regional water supply authority and is contractually obligated to supply 100 percent of the City’s water needs. Following the RWSP update, TBW sends a letter to Division staff stating that its Long Term Water Supply Plan is consistent with SWFWMD’s RWSP and that there is sufficient water supply to meet the projected needs of the planning horizon period. Division staff coordinates the amendment to the Comprehensive Plan that includes the updated 10 Year Water Supply Facilities Work Plan.

- **Tampa Bay Regional Planning Council (TBRPC)**

  1. Bimonthly: Memorandum to CM Newton

     The Tampa Bay Regional Planning Council (TBRPC) meets bimonthly on the second Monday of the month. The meeting agenda is sent out in advance; Division staff reviews the agenda for any items of specific interest to the City. If there are items of interest to the City, Division staff composes a memorandum that includes details of the applicable item(s). If no...
items are of importance to the City, Division staff simply sends an email to the City Council Member that is on the TBRPC stating there are no items of specific interest to the City.

2. **Five-Year Update: The Tampa Bay Regional Hurricane Evacuation Study**

The Florida Division of Emergency Management, the State Land Planning Agency and Department of Transportation in coordination with the Tampa Bay Regional Planning Council have developed the Regional Evacuation Study for the Tampa Bay Region. This report updates the region's evacuation population estimates, evacuation clearance times, and public shelter demand and identifies the Coastal High Hazard Area (CHHA). The most current Hurricane Evacuation Study was released in 2010 and is updated every five years. Subsequent to an update, Division staff works to update the GIS mapping of the CHHA and associated map in the Comprehensive Plan (Map 15).

- **University of South Florida St. Petersburg (USFSP)**

  1. **Five-Year Master Plan Update**

     Section 1013.30, Florida Statutes, requires the State's public universities to update their master plans every five years. USFSP’s Master Plan was originally adopted in 1995, amended in 1998 and updated in 2002, 2004, 2009, 2011 and 2013. The next required update will be in 2016. The purpose of the campus master plan is to identify the expected academic and physical campus development activities for a ten year period. Division staff coordinates with USFSP staff in updating the GIS mapping of the CHHA and associated map in the Comprehensive Plan (Map 15).

  2. **Development Agreement**

     a. **Amending - Following the Five-Year Master Plan Update**

        As part of the Five-Year Master Plan Update process the City’s Development Agreement with USFSP may need to be amended. Adoption of the Development Agreement amendment typically takes place a month or two after the Master Plan update has been adopted by City Council. During the Master Plan Update process goal development activities may have been identified by the University that are not in accord with the current Development Agreement, therefore an amendment is needed. Division staff coordinates with USFSP staff in determining the terms of the Development Agreement.

     b. **Reviewing - Associated with Permitting**

        As USFSP achieves the physical goals outlined in the Master Plan, it obtains permits for various site and facilities work. Development Review Services staff and Construction and Permitting Services coordinates with Division staff to ensure all permits are in compliance with the terms of the Development Agreement between the City and the University.
ANNUAL REPORTING

- **Annual Capital Improvements Element (CIE) Update**
  
  Section 163.3177(3)(b), F.S., requires that the CIE and the schedule of capital improvements, also referred to as the Capital Improvement Program (CIP), be reviewed on an annual basis and modified as necessary. Division staff coordinates with Budget Department staff and Transportation Department staff each year to prepare the Annual CIE Update to the Comprehensive Plan. Although the schedule of capital improvements is included in the Capital Improvements Element of the Comprehensive Plan, the annual update can be adopted by ordinance and does not need to be transmitted to the State Land Planning Agency. Division staff coordination with Budget Department staff begins early in the year, then again in late summer before the Mayor takes the Annual Budget to City Council for approval. Concurrently, Division staff also coordinates with Transportation Department staff on the ranking of transportation related projects. Projects that appear in the Annual CIE Update five-year schedules are those of at least $250,000 that are related to the Comprehensive Plan. Division staff presents the draft ordinance for approval to the CPPC and the City Council for adoption generally in December each year.

- **Annual Concurrency Report**
  
  The City of St. Petersburg is required under its Concurrency Management Ordinance (Section 16.03.070) and Comprehensive Plan to produce an Annual Concurrency Monitoring Report. This report includes a review of the level of service (LOS) and capacity for all public facilities with adopted LOS standards included in the City’s Comprehensive Plan. The City has adopted LOS standards for the following public facilities and services: potable water, sanitary sewer, solid waste, drainage, roadways, mass transit, and recreation and open space. Early each year Division staff begins coordinating with staff from other Departments regarding the LOS standards for the facilities and services listed above. This includes City staff from the Water Resources Department, Sanitation Department, Stormwater Department, Transportation Department, and the Parks and Recreation Department and County staff from the Solid Waste Department. Once a draft report is created, Division staff coordinates with Department management to finalize the report. The Annual Concurrency Report is then posted on the City’s website. The Annual Concurrency Report also serves as a foundation document in recommending approval or denial of FLUM amendments and Zoning Map amendments throughout the year.
## Calendar of Updates

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# Division Work Program Summary

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