

# ANNUAL AND FIVE-YEAR WORK PROGRAMS

---

**Annual Work Program: F.Y. 2008-09**

**Five-Year Work Program: F.Y. 2008-09 thru 2012-13**

**July 16, 2008**



# PINELLAS PLANNING COUNCIL

## ANNUAL AND FIVE-YEAR WORK PROGRAMS

F.Y. 2008-2009

and

F.Y. 2008-09 thru 2012-13

### Pinellas Planning Council

Mayor Bob Hackworth, Chairman  
Mayor Beverley Billiris, Vice Chairman  
Commissioner John Morrone, Treasurer  
Vice Mayor Jerry Knight, Secretary  
Councilmember Sandra Bradbury  
Councilmember John Doran  
Mayor Patricia S. Gerard  
Mayor Dick Holmes  
Councilmember Jim Kennedy  
School Board Member Linda S. Lerner  
Mayor Mary H. Maloof  
Mayor Jim Ronecker  
Mayor Andy Steingold

**July 16, 2008**

# TABLE OF CONTENTS

---

## Annual Work Program - 2008-09

Introduction .....	1
Annual Work Program Overview.....	2-6
Summary.....	6

## Five-year Work Program - 2008-09 - 2012-13

Introduction .....	7
Five-Year Work Program Outline.....	8-10
Summary.....	11

# ANNUAL WORK PROGRAM

## FISCAL YEAR 2008-2009

---

### **INTRODUCTION**

The Annual Work Program for F.Y. 2008-2009 identifies the principal tasks the Council will be engaged in during the upcoming fiscal year.

The annual work program is a tool to provide overall direction to the Council's work effort and structure the sequence and timing of those efforts. The preparation and approval of this work program allows the Council to guide the work effort and provide direction in the formulation of budget priorities.

The annual work program for 2008-2009 continues and builds on the tasks identified through the on-going strategic planning process and previous work programs. The Council completed a review and update of its Strategic Plan in 2005, including its Mission and Role Statements, as well as Strategic Goals, Objectives and Actions that establish the basis for work program tasks. The five-year and annual work programs are derived from and reflect the Council's updated Strategic Plan approved in April 2005.

Upon approval by the Council, the work program will be utilized by staff to detail and schedule the tasks to be carried out. With the concurrence of Council, the annual work program may be revised as is necessary during the course of the fiscal year.

# ANNUAL WORK PROGRAM OVERVIEW

This outline of the Annual Work Program for 2008-09 is organized under the Council's three major functional headings as follows:

- Land Use Plan and Local Assistance,
- Countywide Plan and Plan Coordination, and
- Council Operations

The individual tasks to be carried out under each of these three functional headings are outlined below for review and approval by the Council.

## I. LAND USE PLAN AND LOCAL ASSISTANCE

### A. Countywide Future Land Use Plan

1. Plan Map Amendment Review and Processing - Includes the several facets of maintaining and administering the Countywide Future Land Use Plan Map (Countywide Plan Map), including the monthly amendment process and annual update, filing and distribution of the map.
2. Plan Map & Related Data Maintenance - Includes the examination of intensity standard adjustments, the annual inventory of supplemental recommendations, calculating traffic data, and summarizing Countywide Plan Map amendments on an annual basis.
3. Coordination of Special Area Plans – Includes the review, processing and tracking of all special area plans utilizing the CBD, CRD, AC and Planned Redevelopment categories of the Countywide Plan Map, including subsequent amendments and periodic evaluation thereof.

### B. Countywide Rules

1. Consistency Review & Maintenance - Provides for on-going coordination with local government to maintain consistency, including review of local comprehensive plan and land development regulation amendments and maintaining the library of current local plans and regulations.
2. Rule Administration and Amendments - Provides for the ongoing interpretation and administration of the Countywide Rules, as well as identification and consideration of amendments as requested by local government, the Council and the Countywide Planning Authority.
3. Rules Update and Coordination with Countywide Plan and EDRP – Includes the periodic review and update of the Rules, and in particular their revision to reflect current Countywide Plan and Economic Development and Redevelopment Plan initiatives.

C. Annexation

1. On-going Review and Reporting – Includes the review and coordination of requests for voluntary annexation as submitted by local government, review of referendum annexation pursuant to Resolution No. 03-128 and the Charter Settlement Agreement, review for ability to serve pursuant to Special Act, and periodic reporting and assessment of annexation activities.
2. Coordination and Implementation of Reconstituted Process – Provides for staff coordination and assistance to reconstituted Joint PPC/CPA Annexation Subcommittee, as requested, including implementation of any recommendations resulting from this process.

D. Local Government Assistance

1. Routine Technical Assistance - Includes the provision of routine ongoing assistance with local plans and regulations, in particular to assist in their coordination with the Countywide Plan and Rules.
2. Mapping Assistance - Includes producing and maintaining plan, zoning, and special purpose maps for local government under our Mapping Services and Interlocal Agreements.
3. Contract/Special Project Assistance - Includes the provision of technical assistance for special projects or specified ongoing services on a project basis under our Interlocal Agreements for Planning Services on an as requested/as available basis.

II. COUNTYWIDE PLAN AND INTERGOVERNMENTAL COORDINATION

A. Plan Coordination

1. Interagency Coordination - Provide for the ongoing coordination with county, regional, and state agencies, including expanded opportunities for enhanced coordination and collaboration as a function of the Updated Countywide Plan and the Economic Development and Redevelopment Plan; and continued participation in countywide intergovernmental activities intended to implement state growth management legislation.
2. Council Information and Resources – Prepare the Council newsletter and mandatory annual report to communicate PPC activities to local government; maintain and coordinate reference materials for the Council and local government; track and provide information regarding state growth management legislation and rules as a resource to local

government and as it pertains to the countywide planning process; and maintain and enhance the Council website to include current information related to the countywide planning process.

3. Integrated Data and Mapping Capability – Provide for the incorporation of the Property Appraiser’s Office conversion from the existing Medit to the Arc-GIS system for the production and improved utilization of the Countywide Plan Map and associated data; and enhance the collection, organization, evaluation and distribution of key information on land use, demographic, and economic factors relevant to the countywide planning process and local government.

B. Countywide Plan

1. Countywide Plan Supplement/Refinement – Evaluate and implement the most appropriate means of supplementing the Countywide Plan to reflect the adopted Economic Development and Redevelopment Plan by amendment of existing Land Use and Intergovernmental Coordination components of the Countywide Plan.
2. Countywide Plan Implementation – Identify and pursue the recommended plan strategies consistent with the approved Responsibility Matrix. In particular, prioritize Countywide Plan strategies in order to facilitate their implementation; and work with affected entities to identify the actions necessary to implement required tasks.
3. Coordinate Local Comprehensive Plan Amendments with Countywide Plan – Provide assistance and coordination with local government in the amendment of local plans to assure such amendments are consistent with and further, to the greatest extent possible, the strategies and position statements of the Countywide Plan.

C. Economic Development and Redevelopment Plan (EDRP)

1. Pursue EDRP Implementation - Participate, in cooperation with Pinellas County, in carrying out the strategies set forth in the EDRP pursuant to the approved list of implementation initiatives.
2. Monitor and Refine EDRP - Coordinate with and assist Pinellas County Economic Development (PCED) in the identification and tracking of redevelopment indices to monitor and report on EDRP results. PPC responsibilities to include maintenance of the *Pinellas By Design* web site, data collection and analysis, collaboration on follow-up summits, bi-annual report functions, and five-year plan review and updates in collaboration with PCED as set forth in the list of implementation initiatives.

D. Evaluation and Appraisal Report (EAR) Process/Follow-up

1. EAR-Based Amendments – Provide continuing assistance to local government in preparing and processing their comprehensive plan amendments based on the evaluation and appraisal report process. Facilitate the process by providing consultant contract management, as well as technical and document preparation and publishing assistance.
2. Integration of EAR-Based Amendments with Comprehensive Plans - With the completion and approval of the EAR-based amendments, assist local government with the need to integrate these amendments within their comprehensive plans and produce consolidated plan documents and mapping.

III. COUNCIL OPERATIONS

A. Administration and Management

1. Coordinate with Council and Countywide Planning Authority (CPA) - Provide for the coordination of all Council functions and representation of the Council with local government, the Countywide Planning Authority and the public, including an ongoing system of reporting to and soliciting feedback from both local government and the CPA. In particular, hold joint workshop to coordinate work program and budget with the PPC and CPA as mutually agreed to.
2. Work Program Preparation and Oversight - Maintain and update annual and five-year work programs in concert with the Council's Strategic Plan. Oversee and integrate individual parts of the annual work program based upon Council's direction.
3. Budget, Audit and Contract Coordination - Prepare, review and coordinate approval of budget process by the Council and Board of County Commissioners. Prepare and administer Interlocal Agreement with Property Appraiser's Office and planning services agreements with the local governments. Establish and oversee consultant contracts designed to provide local assistance with redevelopment and Evaluation and Appraisal Report initiatives. Coordinate preparation, review and acceptance of annual audit under the contract with independent auditor.
4. Personnel, Finance and Office Management - Administer Council operations including personnel, finance and office oversight based on Council's approved work program, budget and operating procedures.

B. Integrate Council Role and Procedures with Emerging Issues

1. Governance/Service Delivery Opportunities - Continue to coordinate and refine the role of the Council and the CPA under the Special Act

and the countywide planning process in response to emerging issues as authorized by the Council. Identify, assess and participate, as may be appropriate, in any realignment of governance structure and service delivery responsibilities as mutually agreed to by the Council and the CPA.

2. Other – Such other staff assistance, as need and opportunity present themselves, based on Council direction.

## **SUMMARY**

This work program reflects the Council's objectives for work to be undertaken and will be the basis for establishing the respective timing of each major work item. It shall serve as the overall direction to staff in carrying out its functions during fiscal year 2008-2009.

The work program has been prepared in concert with the budget for fiscal year 2008-2009 and is in a form for approval, subject to the Council's corresponding action on the budget.

# FIVE-YEAR WORK PROGRAM

## F.Y. 2008-09 t h r u 2012-13

---

### **INTRODUCTION**

The Five-Year Work Program is designed to set forth the projects recommended to be carried out consistent with the Council's updated Strategic Plan. The Strategic Plan includes the Council's Mission and Role Statements and identifies the Strategic Goals and Objectives that serve as the basis for developing the work program.

The objective of the Five-Year Work Program is to identify an agreed-upon multi-year approach to the work of the Council, consistent with the Strategic Plan. It is designed to allow the Council to establish mid-range program objectives in a clear and interrelated fashion, while serving as the basis for the preparation of the annual work program and budget.

The strategic planning process will be on-going and anticipates the annual update and revision of the Five-Year Work Program in conjunction with the annual work program and budgeting process, and the periodic review of the Strategic Plan.

## FIVE-YEAR WORK PROGRAM OUTLINE: F.Y. 2008-09 thru 2012-13

The Five-Year Work Program Outline, F.Y. 2008-09 through 2012-13, summarizes the special project tasks by year to provide a convenient overview of work expected to be undertaken each year. The proposed 2008-09 annual work program is set forth in detail in the Annual Work Program for F.Y. 2008-09, and is not repeated here.

<b><u>YEAR</u></b>	<b>TASKS</b>
<b><u>Year 1: 2008-09</u></b>	See Detailed F.Y. 2008-09 Annual Work Program
<b><u>Year 2: 2009-10</u></b>	<p>A. <u>Annual/On-Going Tasks</u></p> <ol style="list-style-type: none"> <li>1. As Carried Forward/Modified By the Council From the Previous Year</li> </ol> <p>B. <u>Special Projects</u></p> <ol style="list-style-type: none"> <li>1. Countywide Plan – Pursue implementation and monitoring of updated Countywide Plan based on prioritized strategy recommendations.</li> <li>2. Economic Development and Redevelopment Plan Follow-Up:               <ol style="list-style-type: none"> <li>a.) Continue implementation efforts based on prioritized action steps and redevelopment plan initiatives.</li> <li>b.) Continue biannual monitoring and review process.</li> </ol> </li> <li>3. Annexation Issues – Assist with the Interlocal Service Boundary Agreement initiative of the Annexation Subcommittee as requested and directed.</li> <li>4. Growth Management Legislation/Rules - Monitor and assist local government and the school district with changes to State growth management legislation and rules.</li> <li>5. Local Plan Evaluation and Appraisal Reports (EAR) - Coordinate and assist local governments with State EAR requirements for local comprehensive plan amendments and corresponding land development regulation.</li> <li>6. Participate in the regional planning initiatives of One Bay and TBARTA from the Countywide Future Land Use Plan perspective as directed by the PPC.</li> <li>7. Service Delivery/Governance Issues – Participate in and undertake the evaluation of opportunities for improved service delivery and governance techniques, structure and agreements as identified by the Council and Countywide Planning Authority.</li> <li>8. Other/Alternative Projects – As determined appropriate, prioritized, and funded by PPC based on outline in annual work program.</li> </ol>

**Year 3: 2010-11**

A. Annual/On-Going Tasks

1. As Carried Forward/Modified By the Council from the Previous Year

B. Special Projects

1. Countywide Plan – Continue implementation and monitoring of the updated Countywide Plan.
2. Economic Development and Redevelopment Plan Follow-Up – Continue implementation efforts based on prioritized action steps and redevelopment plan initiatives.
3. Growth Management Legislation/Rules - Monitor and assist local government and the school district with changes to State growth management legislation and rules.
4. Local Planning Assistance – Continue to assist local government with implementation of local comprehensive plan and land development regulation amendments.
5. Participate in the regional planning initiatives of One Bay and TBARTA from the Countywide Future Land use Plan perspective as directed by the PPC.
6. Service Delivery/Governance Issues – Participate in and undertake the evaluation of opportunities for improved service delivery and governance techniques, structure and agreements as identified by the Council and Countywide Planning Authority.
7. Consistent Zoning/Land Development Regulation (LDR) Requirements – Institute an inventory and develop guidelines to promote a more consistent countywide approach to land development regulations.
8. Other/Alternative Projects – As determined appropriate, prioritized, and funded by PPC based on outline in annual work program.
9. Update of Strategic Plan.
10. Five-Year Update of Pinellas By Design – An Economic Development and Redevelopment Plan.

<p><b><u>Year 4: 2011-12</u></b></p>	<p>A. <u>Annual/On-Going Tasks</u></p> <ol style="list-style-type: none"> <li>1. As Carried Forward/Modified By the Council from the Previous Year</li> </ol> <p>B. <u>Special Projects</u></p> <ol style="list-style-type: none"> <li>1. Countywide Plan – Continue implementation and administration of the Countywide Plan</li> <li>2. Economic Development and Redevelopment Plan Follow-Up:       <ol style="list-style-type: none"> <li>a.) Continue implementation efforts based on prioritized action steps and redevelopment plan initiatives.</li> <li>b.) Initiate biannual monitoring and review process.</li> </ol> </li> <li>3. Annexation Planning Boundaries –</li> <li>4. Growth Management Legislation/Rules - Monitor and assist local government and the school district with changes to State growth management legislation and rules.</li> <li>5. Local Planning Assistance – Continue to assist local government with implementation of local comprehensive plan and land development regulation amendments.</li> <li>6. Participate in the regional planning initiatives of One Bay and TBARTA from the Countywide Future Land use Plan perspective as directed by the PPC.</li> <li>7. Service Delivery/Governance Issues – Continue participation in efforts to improve service delivery and governance structure as determined appropriate</li> <li>8. Consistent Zoning/Land Development Regulation (LDR) Requirements – Approve recommendations and implementation strategies to develop a more consistent countywide approach to land development regulations</li> <li>9. Other/Alternative Projects – As determined appropriate, prioritized, and funded by PPC based on outline in annual work program.</li> <li>10. Five-Year Update of Countywide Plan.</li> </ol>
<p><b><u>Year 5: 2012-13</u></b></p>	<p>A. <u>Annual/On-Going Tasks</u></p> <ol style="list-style-type: none"> <li>1. As Carried Forward/Modified By the Council from the Previous Year</li> </ol> <p>B. <u>Special Projects</u></p> <ol style="list-style-type: none"> <li>1. Previous Enumerated Efforts - Continue as is applicable</li> <li>2. Five-Year Update of Countywide Rules</li> <li>3. Other/Alternative Projects – As determined appropriate, prioritized and funded by PPC based on updated Strategic Plan</li> </ol>

## SUMMARY

The Five-Year Work Program for F.Y. 2008-09 through 2012-13 represents the continuation of the direction set out in the Council's updated Strategic Plan.

The work program outlined for the next five years emphasizes the following:

- Utilizing the Countywide Plan to guide planning issues of importance to the County as a whole;
- Continuing to refine the Countywide Rules to more effectively and efficiently address economic development and redevelopment needs;
- Providing cost-effective technical assistance for local government, including the Evaluation and Appraisal Report (EAR) process and local plan and regulatory updates;
- Pursuing plan strategies and implementing techniques to guide countywide redevelopment efforts;
- Continuing to assist with and refine solutions to annexation and service area issues;
- Coordination of revised State Growth Management Act requirements;
- Identifying a means to achieve more consistent land development standards and procedures countywide; and
- Seeking more clear and efficient means of intergovernmental coordination, governance and service delivery.

The work program outlined herein is based on and follows logically from what has been done in preceding years. In the short term, it continues and seeks to improve upon those ongoing tasks to administer the Future Land Use Plan and Rules and provides for their refinement and update, while continuing to provide substantial local assistance and coordination based on the needs of local governments. In the long term, it provides for a new emphasis on identifying and achieving those means by which to improve the planning process within and between the multiple jurisdictions in Pinellas County.

The Five-Year Work Program is meant to provide a flexible, but systematic, tool for the Council to chart its course and may be amended at the pleasure of the Council, as well as being updated annually.