

**PINELLAS PLANNING COUNCIL  
AGENDA MEMORANDUM**

**AGENDA ITEM:** V C-1.

**MEETING DATE:** July 15, 2009

**SUBJECT:**

Annual Work Program for F.Y. 2009-10 and Five-Year Work Program for 2009-10 thru 2013-14 – Final

**RECOMMENDATION:**

Council Review and Approve Annual and Five-Year Work Programs

**BACKGROUND:**

Attached is a final draft of the Annual and Five-Year Work Programs for fiscal year 2009-10. The work programs have been prepared consistent with the Council's Strategic Plan and current Five-Year Work Program and have not been changed from the earlier draft reviewed with the Council in June.

**While the budget has been significantly reduced from that which was prepared and considered in concert with the attached work programs, the work program remains unchanged. The Executive Director recommends that rather than selectively remove or reduce those tasks that may not be able to be carried out as a result of budget reductions, the work program be retained as the preferred course of action and expression of target objectives allowing staff and the Council to make adjustments as priorities and resources dictate.**

The Annual Work Program for F.Y. 2009-10 is organized around three major functions, including Plan Administration and Local Assistance, Countywide Plan and Intergovernmental Coordination, and Council Operations.

The annual work program essentially proposes to continue with those on-going functions which are required by the Special Act consistent with the administration of the countywide planning process. The work program does not propose major new initiatives, but rather focuses on completing and taking the necessary steps to implement and administer those efforts that are now underway. Examples include the five-year review

**PINELLAS PLANNING COUNCIL ACTION:**

**COUNTYWIDE PLANNING AUTHORITY ACTION:**

**SUBJECT: Annual Work Program and Five-Year Work Program - Final**

***BACKGROUND (continued)***

and update of the Countywide Plan, monitoring and continued implementation of tasks under *Pinellas By Design*, assisting with the work of the interlocal boundary service area agreement process as needed, miscellaneous Rules updates, completion of the project to address updated determinations of consistency for all 25 jurisdictions, and in-kind assistance to local governments for special projects, as requested and available, consistent with Council direction for the provision of local assistance.

The only new initiatives of significance would be to: (1) participate in the development of a transit overlay corridor concept for the Countywide Plan and Rules consistent with the efforts of the Pinellas County MPO and TBARTA; and (2) identify and evaluate the potential for additional efficiencies and integration of planning functions countywide. Each of these items will be dependent on the time and financial resources available and the willingness and commitment of others to participate.

The five-year work program is an outline of possible projects and tasks previously identified in the Strategic Plan or otherwise scheduled as a function of the Special Act and Rules.

The accompanying Annual and Five-Year Work Programs are in a form for consideration by the Council in conjunction with your consideration of the Annual Budget for next fiscal year.

# ANNUAL AND FIVE-YEAR WORK PROGRAMS

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**Annual Work Program: F.Y. 2009-10**

**Five-Year Work Program: F.Y. 2009-10 thru 2013-14**

**Final**

**July 15, 2009**



# PINELLAS PLANNING COUNCIL

ANNUAL AND FIVE-YEAR WORK PROGRAMS

F.Y. 2009-2010

and

F.Y. 2009-10 thru 2013-14

## ***Pinellas Planning Council***

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Vice Mayor Jerry Knight, Vice Chairman  
Commissioner John Morrone, Treasurer  
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Mayor Jim Ronecker  
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**Final**  
**July 15, 2009**

# TABLE OF CONTENTS

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## ANNUAL WORK PROGRAM: 2009-10

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

## FIVE-YEAR WORK PROGRAM: 2009-10 TO 2013-14

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

# ANNUAL WORK PROGRAM

## FISCAL YEAR 2009-2010

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### INTRODUCTION

The Annual Work Program for F.Y. 2009-2010 identifies the principal tasks the Council will be engaged in during the upcoming fiscal year, to the extent provided for in the adopted budget.

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 2009-2010 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 Strategic Plan approved in April 2005; which itself is scheduled to be reviewed and updated as the Council determines appropriate during 2010.

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 2009-10 is organized under the Council's three major functional headings as follows:

- Land Use Plan and Local Assistance,
- Countywide Plan and Intergovernmental 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 and maintaining 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 the Special Act, and periodic reporting and assessment of annexation activities.
2. Coordination and Implementation of Reconstituted Process – Provides for staff coordination and assistance with the Chapter 171, Part II Interlocal Service Boundary Agreement Act, 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

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 including pertinent continuing education efforts; 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 – Implement and manage conversion and transfer from the Property Appraiser’s Office the new 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.

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. 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. Review and update as appropriate the Council's Strategic Plan. 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. In particular, investigate and determine the most appropriate means by which to establish a basis in the Countywide Plan and Rules to provide a plan for and enable a “transportation corridor overlay” concept consistent with the on-going countywide and regional efforts for enhanced mass transit. The purpose of this concept is to both give guidance to and enable local government to establish distinct land use transit-oriented design standards in conjunction with proposed transit enhancement along selected corridors and at proposed transit station locations.

## SUMMARY

This preliminary draft of the 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 2009-2010, and will be refined based on Council input and in concert with the budget.