

**PINELLAS PLANNING COUNCIL
AGENDA MEMORANDUM**

AGENDA ITEM: V A-1.

MEETING DATE: June 16, 2010

SUBJECT:

Annual Work Program for F.Y. 2010-11 and Five-Year Work Program for 2010-11 thru 2014-15 – Draft

RECOMMENDATION:

Council Review and Provide Direction on Draft of the Annual and Five-Year Work Programs.

BACKGROUND:

Attached is a draft of the Annual and Five-Year Work Programs for fiscal year 2010-11. The work programs have been prepared consistent with the Council's Strategic Plan and current Five-Year Work Program and as outlined in the materials reviewed with the Council in May.

The Annual Work Program for F.Y. 2010-11 is organized around three major functions, including Plan Administration and Local Assistance, Countywide Plan and Intergovernmental Coordination, and Council Operations.

The principal tasks for FY 10-11 include the following:

- Assistance with and follow-through in the resolution of remaining consistency amendments with individual local governments;
- Pursuit and coordination of the transit-related land use work program authorized by the Council in concert with the DOT, TBARTA, PSTA, and MPO sponsored Alternatives Analysis;
- Development, coordination and adoption of Countywide Future Land Use Plan Map and Rule categories, procedures and criteria for transit-related corridors and station areas;
- Analysis and determination of Countywide Plan policy and Rule provisions dealing with coastal high hazard or coastal storm area based on evaluation of anticipated new mapping and state and regional determinations;
- Consideration of follow-up Rule amendments based on the Target Employment and Industrial Lands Study and the Scenic/Noncommercial Corridor Study;

PINELLAS PLANNING COUNCIL ACTION:

COUNTYWIDE PLANNING AUTHORITY ACTION:

SUBJECT: Annual Work Program and Five-Year Work Program - Draft

BACKGROUND (continued)

- Any procedural changes to the Countywide Plan amendment process dictated by the outcome of the proposed Constitutional Amendment No. 4 in November, 2010;
- Update and revision of Countywide Plan to focus on long-range policy issues including redevelopment, sustainability and the improved integration of land use and transportation considerations, and the means by which to best implement such policies relative to the current Future Land Use Plan Map and Rules;
- Any required legislative, administrative, and financial process that may be required relative to the current consideration of revised organizational structure involving the Planning Council and the MPO being considered by the Joint Land Use /Transportation Committee.

The Five-Year Work Program in past years has consisted of a detailed outline of possible projects and tasks previously identified in the Strategic Plan or otherwise scheduled as a function of direction by the Council pursuant to the Special Act and Rules. Given the current dialog concerning the potential restructuring of the countywide land use and transportation functions, a more general description of potential future tasks is provided in this outline. Subsequent to and based on future decisions concerning any restructuring of the Council and its functions, an updated and refined five-year work program should be prepared.

The accompanying Annual and Five-Year Work Programs are in draft form for consideration by the Council in conjunction with your consideration of the Annual Budget for next fiscal year. Upon review and input by the Council, both the work program and budget will be prepared in final form for approval by the Council in July.

ANNUAL AND FIVE-YEAR WORK PROGRAMS

Annual Work Program: F.Y. 2010-11

Five-Year Work Program: F.Y. 2010-11 thru 2014-15

Draft

June 16, 2010



PINELLAS PLANNING COUNCIL

ANNUAL AND FIVE-YEAR WORK PROGRAMS

F.Y. 2010-2011

and

F.Y. 2010-11 thru 2014-15

Pinellas Planning Council

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Draft

June 16, 2010

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ANNUAL WORK PROGRAM

FISCAL YEAR 2010-2011

INTRODUCTION

The Annual Work Program for F.Y. 2010-2011 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 2010-2011 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 plan should be reviewed and comprehensively updated during FY 2010-11 to reflect the current direction and priorities of the Council; in particular the outcome of the Joint Land Use/Transportation Committee recommendations and their implementation.

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 2010-11 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. In particular, to coordinate, assist with and monitor the conditions of the recently approved Updated Determinations of Consistency.
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. In particular, consideration of any procedural changes related to the Amendment 4 should it be approved, as well as finalizing consideration of any change to the coastal high hazard area definition and criteria.

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. The particular focus this year will be to develop, coordinate and adopt Countywide Plan and Rule categories, procedures and criteria for transit-related corridors and station area typologies.

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.

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 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 – Continue to coordinate, manage and enhance 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. In particular, to consider revisions to the Countywide Plan that initiate a transition to a long-range policy focus that will serve as a “bridge” between the current issues, position statements and strategies, and the role of the Future Land Use Plan Map and Rules as regulatory tools.

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. In particular, address any legal, administrative or financial process that may be required relative to the consideration of any revised organizational structure involving the Planning Council.
2. Other – Such other staff assistance, as need and opportunity present themselves, based on Council direction.

SUMMARY

This outline 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 2010-2011, and will be refined based on Council input and in concert with the budget.

FIVE-YEAR WORK PROGRAM

F.Y. 2010-11 THRU 2014-15

INTRODUCTION

The Five-Year Work Program is designed to set forth the projects recommended to be carried out consistent with the Council's 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.

This iterative process provides for the periodic review of the Strategic Plan and anticipates the annual update and revision of the Five-Year Work Program in conjunction with the preparation of the annual work program and budgeting process.

FIVE-YEAR WORK PROGRAM OVERVIEW

The Five-Year Work Program for F.Y. 2010-11 through 2014-15 represents the continuation of the direction set out in the Council's Strategic Plan, which itself will be reviewed and revised as necessary during this five-year period.

Given the potential for significant organizational change and the integration of land use and transportation functions now being considered, an entirely revised Strategic Plan and resultant Five-Year Work Program may prove both necessary and prudent during this five-year period. For that reason, only the most broad and fundamental countywide planning functions essential to the continuation of a meaningful Countywide Plan are identified below, which functions will need to be revisited, revised and detailed to reflect any new organizational structure and mission.

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

- Utilizing the Countywide Plan to guide planning issues of importance to the County as a whole by establishing a coherent policy framework;
- Providing the Countywide Plan tools to assist with and coordinate efforts to provide enhanced public transit;
- Continuing to refine the Countywide Rules to more effectively and efficiently address economic development and redevelopment needs, while providing for local discretion and flexibility;
- Providing cost-effective technical assistance for local government, including the local plan and regulatory updates;
- Pursuing plan strategies and implementing techniques to guide countywide redevelopment efforts and to better integrate land use and transportation considerations;
- 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.

SUMMARY

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 to better integrate the land use and transportations functions, and to conduct those efforts in the most effective and cost-effective means possible.

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.