

City of
Gainesville

Inter-Office Communication

Planning Division

X5023, FAX x3259, Station 12

TO: Honorable Mayor and members of the
City Commission

DATE: Monday May 12, 2008

FROM:  Chairperson Development Review Board

SUBJECT: Work Plan and Budget Items for City Development Review Board

The attached Work Plan and Budget document is submitted for your review. The Chairperson of the board is prepared to make a presentation to the City Commission at its annual meeting with Advisory Boards.

Thanks for your consideration.

City of Gainesville
Advisory Board/Committee Work Plan
Proposed FY 2008-2009 Projects and
FY 2007-2008 Status Report

Board/Committee Name: Development Review Board

Name of Presenter: James Higman, Chairperson

FY 2007-08 WORK PLAN PROJECTS/ACCOMPLISHMENTS

The Development Review Board met eight (8) times between October, 2007 and May, 2008, and reviewed (62) petitions as follows:

<u>Project Title:</u>	<u>Status/Accomplishments</u>
Development Plans & Subdivisions	39

Other Reviews:

Minor Site Plans	23
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| 1. | Review petitions submitted to the Development Review Board. | On-going |
| 2. | Undergo training in order to perform required tasks in a more efficient manner | On-going |
| 3. | Process minor changes, amendments and other development activities as they relate to informing citizens concerning issues about permitting and development review. | On-going |

ACCOMPLISHMENTS:

1. Worked with staff and actively participated in discussions with the City Commission addressing environmental issues related to projects subject to development review
2. Addressed the City Commission concerning the need to have a more thorough environmental review of development plans conducted by the planning department.
3. Participated in a two joint meeting with the City Plan Board on issues of mutual concern.
4. Worked with staff and other relevant boards/committees to address Cluster Subdivisions, environmental concerns and open space needs.

LIST OF FY 2008-2009 PROPOSED PROJECTS

Project Title

1. Review petitions submitted to the Development Review Board.
2. Undergo training in order to perform required tasks in a more efficient manner
3. Process review of minor changes, amendments and other development activities
4. Attend special training through conferences as offered by the profession.
5. Work with staff to monitor the implementation of the sidewalk and pedestrian circulation plan.
6. Monitor and focus on environmental issues during reviews
7. Request periodic updates from staff concerning the status of plans reviewed by the board.
8. Work with staff to better understand/streamline the role/s of the Development Review Board.
9. Participate with staff in the review of options for a more efficient development review process.
10. Make recommendations to the plan board for review of certain codes and properties that are problematic within the Land Development Code and/or Comprehensive Plan
11. Twice a year meetings with the plan board, add to budget \$75.00 per joint meeting
12. Concerns about city owned projects not having public hearings
13. Threshold of projects coming to DRB should be redefined.
14. Motorcycle and scooter parking requirements
15. Tour of city facilities related to development review.

OUTSTANDING REFERRALS (as of June, 2008)

<u>Date of Referral</u>	<u>Referral Description</u>	<u>Status</u>
1. 2007 –2008	Request that the Plan Board consider rezoning the 300 Club property located at 3663 NW 12 th Avenue, from Conservation to a zoning appropriate to the use as a Swimming and Tennis Club.	Awaiting consideration
2.	The board continues to monitor and work on several of the above referenced issues.	

OTHER ISSUES

City of Gainesville
Advisory Board/Committee Work Plan
Proposed FY 2008-2009 Projects and
FY 2007-2008 Status Report

Board/Committee Name: Development Review Board	
Name of Presenter: James Higman, Chairperson	
FY 2008-2009 SPECIAL PROJECT/ACTIVITY BUDGET REQUEST ADVISORY BOARDS AND COMMITTEES	
Summary Description of Project	
<p>The following is a list of projects with budget impacts, which the Board would like to address:</p> <ol style="list-style-type: none"> 1. Training in the following: <ol style="list-style-type: none"> A. Training on Robert's Rule of Order. C. General training related to the function and role of the DRB D. Twice a year lunch meetings with other boards and staff <p><u>Expected Benefits</u></p> <p>The listed projects, training requests and budget allocation request will enable the board and the City staff to better serve the public.</p>	
Expected Project Cost Breakdown (FY2008 to 2010): (Cash Only)	
<u>Item Description:</u>	<u>Estimated</u>
Periodic Lunches and Training (FY2008 to 2009)	\$500.00
Periodic Lunches and Training (FY2009 to 2010)	\$500.00
Request for City "In-Kind" (Non-Cash) Contributions:	
<u>Item Description</u>	<u>Status</u>
Staff time for working and training with the Development Review Board.	
OTHER ISSUES	
<ol style="list-style-type: none"> 1. The board is attempting to address issues pertaining to its role, the Land Development Code and the Comprehensive Plan requirements in making decisions, working with staff and the general development community. The board has embraced a keen special interest in ensuring that city initiated projects undergo closer scrutiny and should be required to go through public hearings prior to undertaking construction. 	

