



# Planning and Development Services Department Administration

## MONTHLY DEPARTMENT REPORT

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**TO:** Board of County Commissioners

**THROUGH:** Howard Tipton, County Administrator  
Mark Satterlee, AICP, Deputy County Administrator

**FROM:** Leslie Olson, AICP, Director

**DATE:** June 10, 2016

**SUBJECT:** Planning and Development Services Department Report: May 2016

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Planning and Development Services provides services to the community encompassing Planning and GIS, Building permitting and inspections, Code Enforcement, and Economic Development/Business Navigator Services.

The Planning Division section of this report discusses development trends, shows concentrations of interest in industry types, and discusses key special projects in progress. A scorecard on the Division's customer service surveys is also included. The Planning section is found on pages 2 and 3.

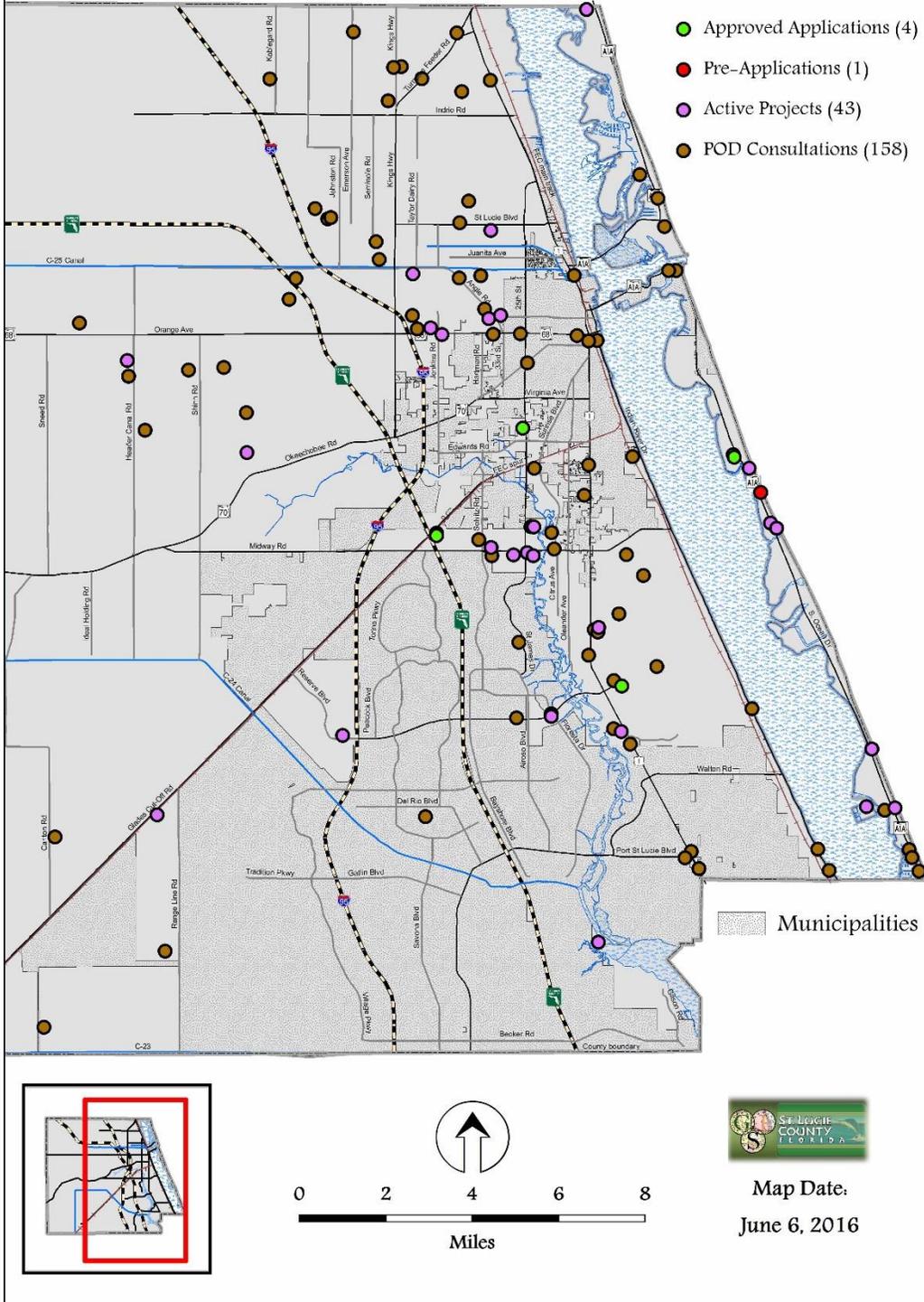
The Economic Development section tracks economic indicators such as the number of jobs created, the number and types of new businesses opening, trends in interest from new and relocating targeted industries, and snapshots of the services provided to new and expanding businesses. The Economic Development section of this report is found on page 4 and 5.

The Code Enforcement section of the report focuses on compliance. The goal is to attain compliance with adopted regulations which protect our citizen's health, safety and welfare. Thus, a meaningful Code Enforcement metric is a monthly snapshot of number of cases created vs. the number of cases closed out (or "complied"). While this does not mean all cases created in that month were complied in the same month, it does show trend lines of compliance over time. The Code Enforcement section of this report is found on page 5.

The Building section of this report provides robust historical data, showing comparison figures for multiple indices of permitting trends tracked since 2010. This also will include a scorecard on the Permitting section's Customer Service survey. The Building Section of this report is found on pages 6 through 11.

PLANNING

St. Lucie County Planning Division  
MAY 2016



**Development Application Trends:**

The previous map graphically illustrates the locations of Planning applications and interest for the month of May. Areas of high interest focus on Orange Avenue at I-95, Angle Road north of Orange Avenue, Midway Road near 25<sup>th</sup> Street and South Hutchinson Island.

<i>Development Application Statistics</i>	<i>May 16</i>	<i>April 16</i>
<i>Planner of the Day Consultations</i>	158	N/A
<i>Development Applications filed in April</i>	4	14
<i>Total Development Applications under review</i>	43	42
<i>Development Applications approved</i>	4	7

**Walk-in and Call-in inquiries are Welcome**

In addition to providing timely review of development applications, the Planning Division manages daily inquiries from the public. This facet of planning can be challenging because of the complexity of some of the calls and the uncertainty of the volume. For example, on Tuesday, May 31 there were 24 calls, and on Tuesday, May 3, there were only 2 calls. The Planning team works together so that each citizen can speak live with a planner the same day with very little delay. In May, staff answered 158 inquiries. Routinely, the Planning staff provides general zoning and site development standards such as lot size and setbacks but there are also calls not related to a specific parcel. This month, there were questions related to the Wawa which is proposed on Prima Vista; questions related to standards to review alcohol and drug rehabilitation facilities; standards for mobile food vending; converting cargo containers to housing and whether the county allows “tiny houses”.

**Active Applications and Projects:**

Of the 42 active development applications currently under review, 14 are new applications received in April. While development applications are an important part of the Division’s duties, it does not adequately describe the work in progress. The Planning Division is also managing or participating in the following special projects including:

- 5-Year Impact Fee Update
- Composting Regulations
- Use Determinations to allow for “outside the box” business uses
- SEAL Museum Expansion

**Planning Customer Service Scorecard:**

Helpful, knowledgeable, problem-solving customer service is a fundamental objective of the Planning Division. An 80% success rate of five-star rating is the Division’s benchmark goal.

<i>Customer Service Surveys</i>	<i>May 2016</i>	<i>April 2016</i>
<i>Number Received, Online &amp; Print</i>	6	7
<i>5-Star Rating Achieved</i>	85% of the time	94% of the time

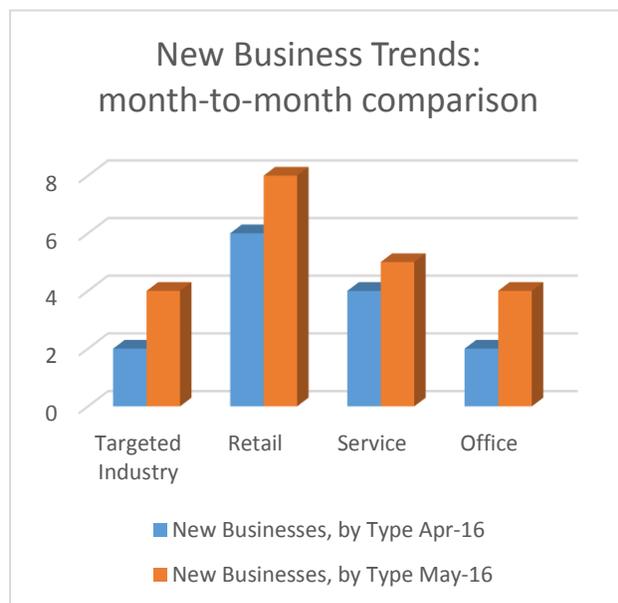
## ECONOMIC DEVELOPMENT

### Jobs and Industry

Through the Business Tax Receipt and associated Zoning Compliance process, PDS has the ability to track the number of new jobs created by new businesses in unincorporated St. Lucie County. The caveat is that these are self-reported numbers by new businesses only. It does not track new positions created by expanding companies unless they are relocating or expanding to a different location.

### May 2016 Business Openings and New Job Creation

<i>Business Type</i>	<i>Number of Businesses</i>	<i>Jobs</i>
<i>Targeted Industry</i>	2	7
<i>Retail</i>	6	10
<i>Service</i>	4	31
<i>Office</i>	2	7



<i>Cumulative New Jobs &amp; Businesses</i>	<i>May-16</i>	<i>Apr-16</i>	<i>Annual to date*</i>
<i>New Businesses</i>	21	14	35
<i>New Jobs</i>	64	54	118

- Since April 1, 2016

## Business Navigator Project Highlights

**A1 Roof Trusses** expansion: Planning application approved in six weeks, Building Permit, Fire District Permit and FFE Variance approval complete in five weeks, Economic Development Incentive Letter of Intent scheduled for Board of County Commissioner action on June 21, 2016.

**Islamorada Brewing Company:** Conditional Use application for tasting room complete, building permit complete, Economic Development Incentive Letter of Intent scheduled for Board of County Commissioner action on June 21, 2016. Grand opening planned for

## Economic Development Incentive Program

The Business Navigator met with four Targeted Industries this month considering a move to St. Lucie County in the following industries:

<i>Targeted Industry Type</i>	<i>Businesses Visited</i>	<i>Potential Jobs</i>
<i>Manufacturing</i>	4	95

Incentive packages begin with a Letter of Intent signed by the Commission Chairman, laying out the qualifications of a Targeted Industry, and a rough estimate of the package offered. Following this offer, the package is formalized through the Commission action via adopted Resolutions and/or Ordinances.

<i>Incentive Packages</i>	<i>Step</i>	<i>Value</i>
<i>Indian River BioDiesel</i>	Letter of Intent Signed	\$148,799 (AV & JGIG)

## CODE ENFORCEMENT

Code Enforcement cases originate as a “complaint.” This can mean a neighbor calling with a concern, and it can also mean a Code Enforcement Officer noting a violation on another parcel while investigating a complaint. A complaint can be closed out before a written Notice of Violation is issued if the Officer can talk to the property owner and educate them about the needed steps for compliance. Another reason a complaint can be closed is that not all complaints are valid regulatory issues. For instance, overly vibrant house paint color is not regulated by the St. Lucie County Code of Ordinances. That would be an example of a simple open and closed complaint. Notices of Violation tend to take a longer period of time to abate (close out,) but in 2015, Code Enforcement was able to attain an 83% NOV abatement rate over the year.

	<i>May 16</i>	<i>April 16</i>
<i>Complaints Received vs Complaints Closed</i>	84 Received, 56 Closed	42 Received, 46 Closed
<i>NOV's Issued vs. NOV's Abated</i>	289 Issued, 67 Abated	211 Issued, 27 Abated
<i>Total Cases Generated</i>	430	326
<i>Case load created per Officer, Avg.</i>	86	92

## BUILDING

### Permitting Customer Service Scorecard

Permitting tracks customer service with written and online surveys. This division aims for a rating of 100%, 90 % of the time.

<i>Customer Service Surveys</i>	<i>May 16</i>	<i>April 16</i>
<i>Number Received, Online &amp; Print</i>	18	27
<i>100% Positive Review</i>	100% of the time	100% of the time

Customer Service Quote of the Month:  
*"Professionalism at its highest level – Thank You."*

### Permitting Data

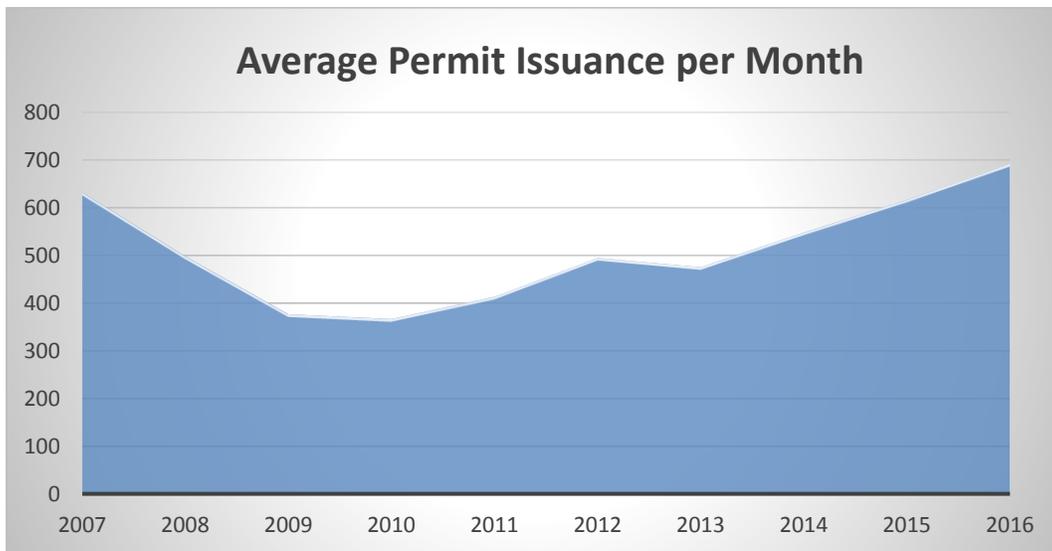
Building permit activity was up significantly by 34.79% for May 2016 over May 2015. In addition, revenue was up substantially by 72.41% for April 2016 over April 2015. Total valuations for May came to \$15,413,978 which was the highest since 2009 and 125% higher than April 2015. These dramatic increases were due to the increased number of single family permits, and a new Kubota Retail and Service Facility. Building permit activity for May was the highest since 2006. Please note, although the Reserve fund shows a small decline, this is an accounting technicality, and June will show a significant increase to the Reserves.

In order to maintain our high level of customer service, a new Inspector/Plans Examiner position is proposed for the 2016/2017 budget. The growing 491 reserve fund is adequately funded for the new position.

<b>MONTHLY &amp; ANNUAL BUILDING DIVISION PERMIT ACTIVITY REPORT</b>			
<b><i>Monthly Data</i></b>	<b><i>May-16</i></b>	<b><i>May-15</i></b>	<b><i>Percent +/-</i></b>
Total Permits	771	572	34.79%
Revenue Total	\$210,372	\$122,021	72.41%
Single Family Permits	24	8	200.00%
Commercial Building Permits	2	0	200.00%
Distressed Properties	21	25	-16.00%
Distressed Prop Revenue	\$2,100	\$2,500	-16.00%
<b><i>Annual Data*</i></b>	<b><i>2016</i></b>	<b><i>2015</i></b>	<b><i>Percent +/-</i></b>
Total Permits	3458	2401	44.02%
Revenue Total	\$895,330	\$575,363	55.61%
Single Family Permits	105	26	303.84%
Commercial Building Permits	7	2	250.00%
Distressed Properties	102	165	-38.25%
Distressed Prop Revenue	\$10,200	\$16,500	-38.25%
<b><i>491 Fund</i></b>	<b><i>FY 15/16</i></b>	<b><i>FY 14/15</i></b>	<b><i>Percent +/-</i></b>
Revenue	\$1,180,977	\$929,522	27.05%
Reserve	\$2,183,571	\$2,333,161	-6.04%

### Total Building Permits - Month-to-Month Comparison 2010-2016

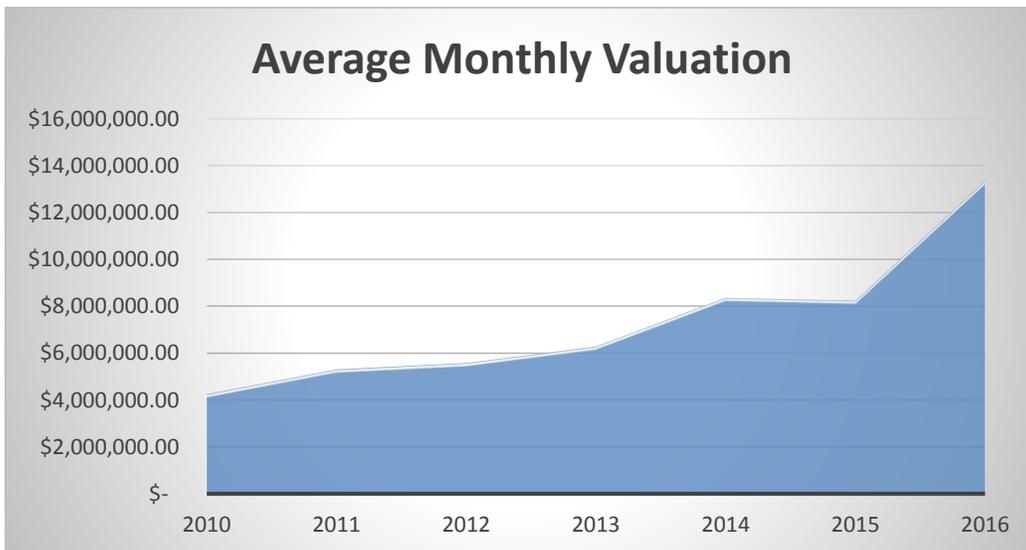
	2016	2015	2014	2013	2012	2011	2010
JANUARY	545	594	521	478	430	329	354
FEBRUARY	667	522	479	435	425	355	414
MARCH	774	566	554	493	503	444	384
APRIL	702	647	697	587	512	427	341
MAY	771	572	547	529	549	376	330
JUNE		737	569	430	592	449	424
JULY		700	494	521	532	509	413
AUGUST		683	595	374	555	417	409
SEPTEMBER		655	570	547	535	453	362
OCTOBER		587	551	487	516	418	316
NOVEMBER		510	416	410	458	347	337
DECEMBER		636	586	412	330	435	316
<b>TOTAL</b>	<b>3458</b>	<b>7409</b>	<b>6579</b>	<b>5703</b>	<b>5937</b>	<b>4959</b>	<b>4400</b>
<b>AVG/MONTH</b>	<b>692</b>	<b>617</b>	<b>548</b>	<b>475</b>	<b>495</b>	<b>413</b>	<b>367</b>



\*Please note a longer tracking time on the chart, as opposed to the above table.

### Total Monthly Permit Valuation 2012-2016

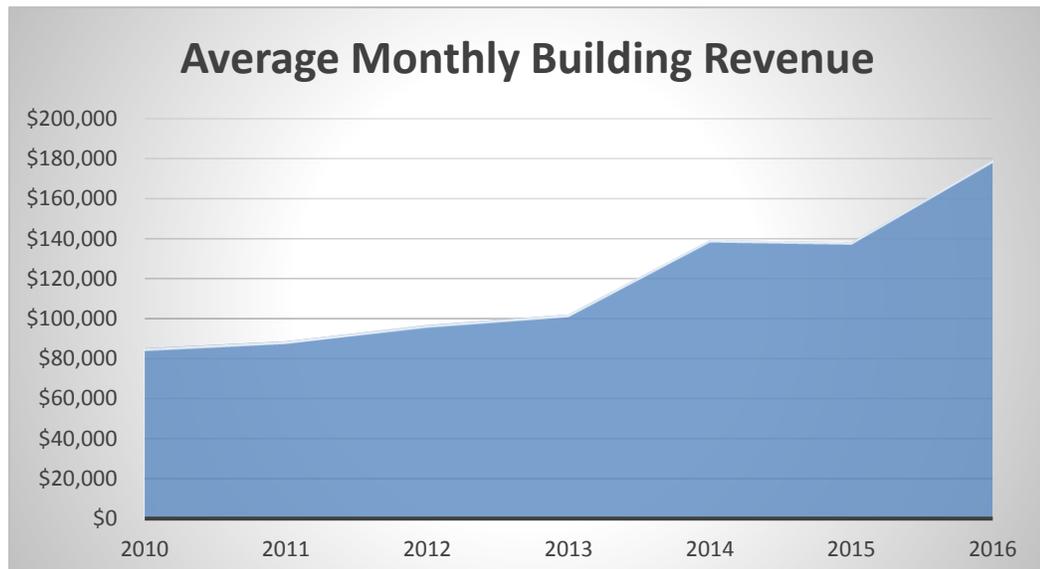
	2016	2015	2014	2013	2012
JANUARY	\$9,789,856	\$3,788,506	\$6,759,974	\$4,168,037	\$5,091,494
FEBRUARY	\$9,618,922	\$5,747,846	\$6,220,102	\$5,631,141	\$4,526,223
MARCH	\$17,775,272	\$5,500,153	\$7,064,297	\$7,778,777	\$5,271,091
APRIL	\$14,115,157	\$7,607,573	\$11,066,194	\$7,070,186	\$6,717,812
MAY	\$15,413,978	\$6,848,049	\$11,109,106	\$12,901,458	\$6,846,070
JUNE		\$13,512,910	\$6,725,142	\$4,355,679	\$6,679,860
JULY		\$7,901,932	\$5,504,361	\$3,869,278	\$7,198,011
AUGUST		\$12,962,189	\$8,861,069	\$4,524,059	\$5,747,772
SEPTEMBER		\$10,476,695	\$14,277,545	\$7,266,425	\$7,522,453
OCTOBER		\$6,874,832	\$9,159,555	\$5,877,581	\$4,037,949
NOVEMBER		\$7,942,062	\$6,360,634	\$6,866,256	\$4,555,056
DECEMBER		\$9,634,750	\$7,216,546	\$5,095,723	\$2,772,033
<b>TOTAL</b>	<b>\$66,713,185</b>	<b>\$98,797,297</b>	<b>\$100,324,525</b>	<b>\$75,404,600</b>	<b>\$66,965,824</b>
<b>AVG/MONTH</b>	<b>\$13,342,637</b>	<b>\$8,233,108</b>	<b>\$8,360,377</b>	<b>\$6,283,716</b>	<b>\$5,580,485</b>



\*Please note a longer tracking time on the chart, as opposed to the above table.

### Monthly Building Revenue 2010-2016

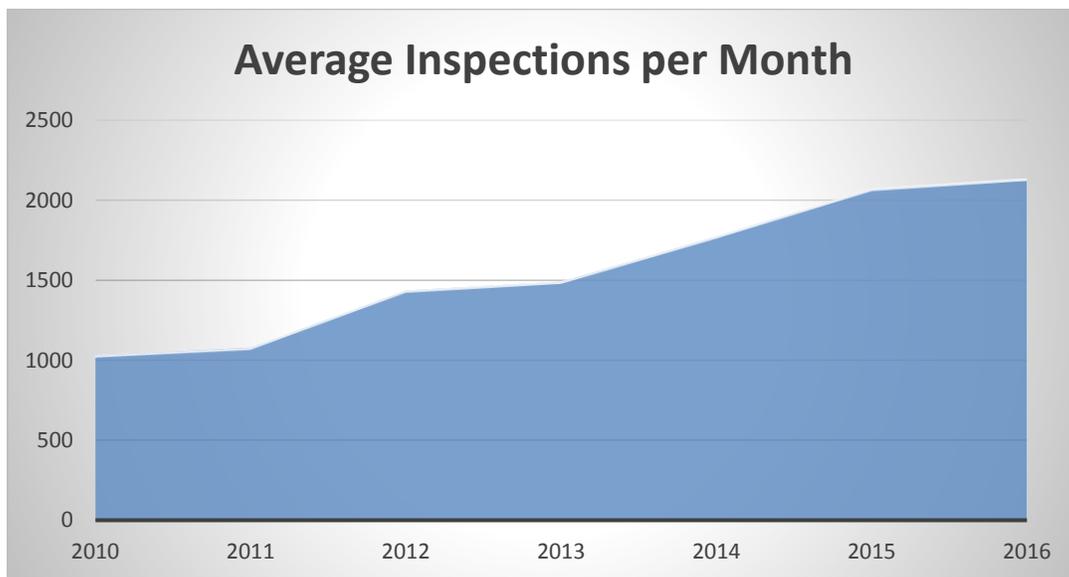
	2016	2014	2013	2012	2011
JANUARY	\$122,489	\$94,052	\$110,049	\$82,367	\$83,275
FEBRUARY	\$145,448	\$110,411	\$111,093	\$98,229	\$77,649
MARCH	\$219,103	\$116,086	\$112,806	\$86,788	\$93,466
APRIL	\$197,878	\$132,793	\$166,791	\$101,829	\$98,710
MAY	\$210,372	\$122,021	\$146,139	\$147,692	\$98,010
JUNE		\$188,155	\$115,158	\$80,815	\$104,624
JULY		\$138,690	\$118,783	\$103,452	\$120,220
AUGUST		\$169,574	\$168,906	\$105,769	\$132,245
SEPTEMBER		\$176,515	\$259,363	\$148,362	\$125,664
OCTOBER		\$139,399	\$131,685	\$96,979	\$92,544
NOVEMBER		\$134,787	\$97,978	\$92,153	\$77,105
DECEMBER		\$136,470	\$132,334	\$80,435	\$57,635
<b>TOTAL</b>	<b>\$895,330</b>	<b>\$1,658,953</b>	<b>\$1,671,084</b>	<b>\$1,224,870</b>	<b>\$1,161,147</b>
<b>AVG/MONTH</b>	<b>\$179,066</b>	<b>\$138,246</b>	<b>\$139,257</b>	<b>\$102,073</b>	<b>\$96,762</b>



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### Yearly Inspection Summary 2011-2016

	2016	2015	2014	2013	2012	2011
JANUARY	1937	1717	1762	1391	1219	807
FEBRUARY	1978	1934	1748	1261	1343	737
MARCH	2273	2163	1861	1544	1391	1078
APRIL	2283	2235	1951	1785	1304	1045
MAY	2197	1854	1801	1556	1425	963
JUNE		1961	1775	1254	1566	1221
JULY		2154	1681	1464	1801	1157
AUGUST		2040	1830	1609	1559	1233
SEPTEMBER		2351	1635	1492	1366	1171
OCTOBER		2337	1929	1611	1678	1181
NOVEMBER		1902	1585	1524	1444	1136
DECEMBER		2201	1731	1410	1141	1218
<b>TOTAL</b>	<b>10668</b>	<b>24849</b>	<b>21289</b>	<b>17901</b>	<b>17237</b>	<b>12947</b>
<b>AVG/MONTH</b>	<b>2134</b>	<b>2071</b>	<b>1774</b>	<b>1492</b>	<b>1436</b>	<b>1079</b>



*\*Please note a longer tracking time on the chart, as opposed to the above table.*

CC: Bob Adolphe, PE, Deputy County Administrator  
 Daniel McIntyre, County Attorney  
 Erick Gill, Public Information Officer  
 Stan Payne, Senior Economic Development Advisor  
 Planning and Development Services Staff  
 Peter Tesch, EDC President