

# COMMUNITY DEVELOPMENT

## Mission Statement

Managing growth through responsible stewardship and excellent customer service – *we make a difference.*

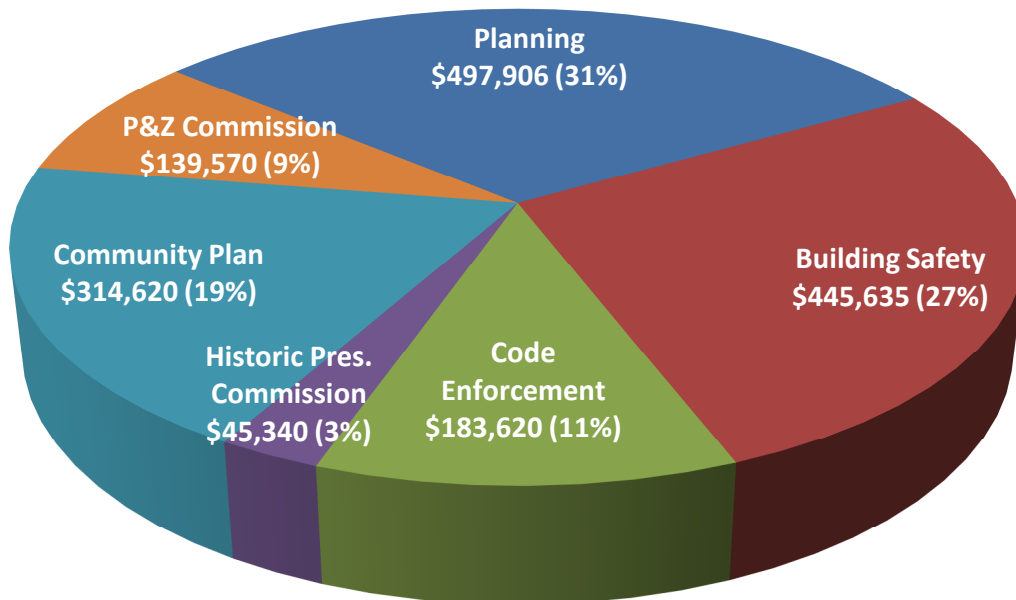
## Description

The Community Development Department is comprised of thirteen full-time employees (FTEs) in six divisions and provides support to City Council, the Historic Preservation and Planning & Zoning Commissions, as well as the Board of Adjustment.

The Community Development Department is responsible for the following program areas:

- Planning
- Building Safety
- Code Enforcement
- Historic Preservation Commission
- Community Plan
- Planning & Zoning Commission

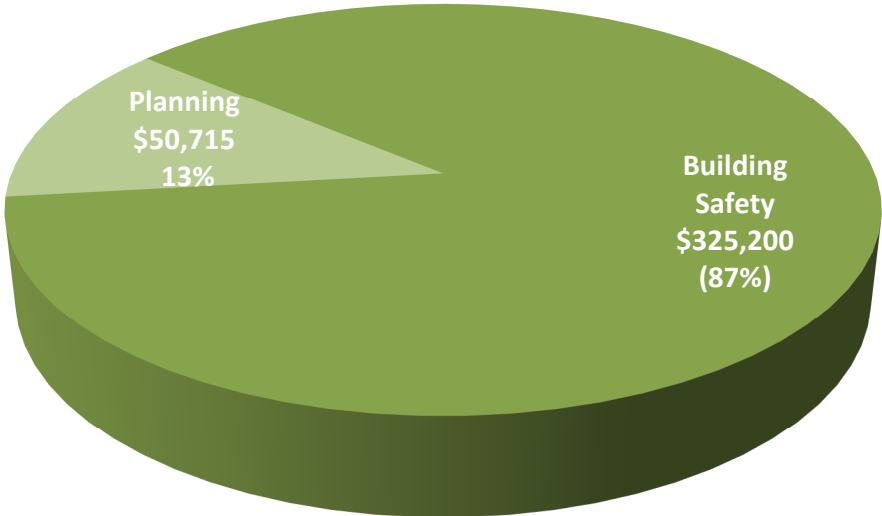
## PROGRAM EXPENDITURES: \$1,626,691



# REVENUE

	FY 15 Actual	FY 16 Estimate	FY 17 Target
<b>Building Safety Revenues</b>			
Building Permits	\$350,118	\$324,400	\$325,000
Time Extensions	\$200	\$650	\$200
<b>Sub Total</b>	<b>\$350,318</b>	<b>\$325,050</b>	<b>\$325,200</b>
<b>Planning Revenues</b>			
Expedited Plan Review	\$0	\$11,000	\$14,400
Conditional Use Permits	\$3,900	\$2,000	\$2,000
Liquor Licenses	\$375	\$775	\$200
Temporary Uses	\$4,550	\$3,500	\$3,550
Sign Permits	\$19,462	\$17,500	\$17,500
Land Division Permits	\$1,100	\$1,000	\$1,015
Copies Records Maps	\$38	\$200	50
Development Review	\$6,220	\$6,750	\$6,750
Reinspection Fees	\$350	\$300	\$450
Zoning Amendments	\$4,715	\$0	\$0
Variances	\$780	\$0	\$0
Subdivisions	\$3,450	\$500	\$500
Appeals	\$600	\$300	\$300
Misc. Review	\$6,625	\$8,000	\$4,000
<b>Sub Total</b>	<b>\$52,165</b>	<b>\$51,825</b>	<b>\$50,715</b>
<b>Total Revenue Estimates</b>	<b>\$402,483</b>	<b>\$376,875</b>	<b>\$375,915</b>

## FY17 Proposed Revenue: \$375,915

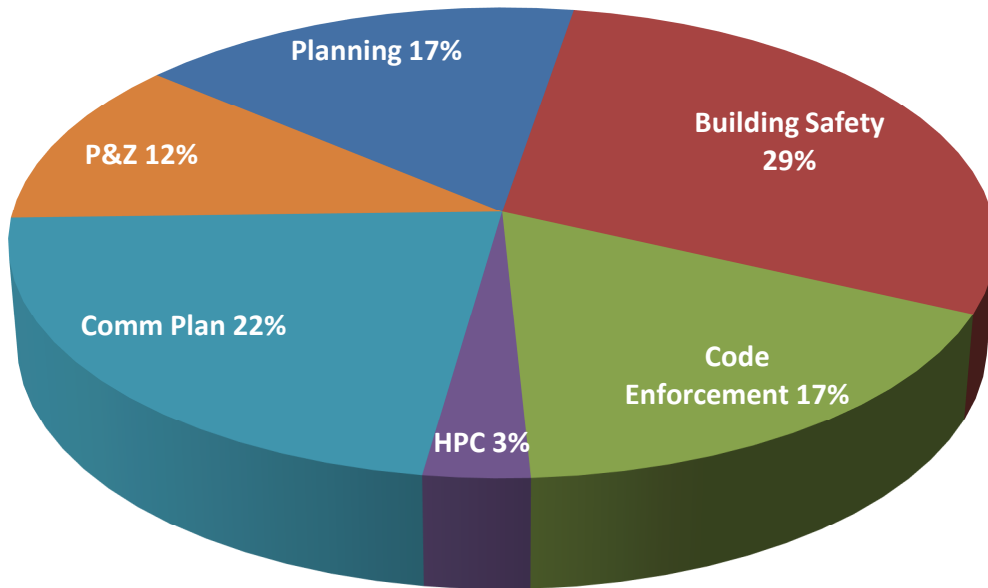


## FY 17 Employee Time Allocations (Percentage)

Employee Name	Planning	Building Safety	Code Enf	HPC	Com Plan	P&Z	Total Percent
Director	25	10	10	5	25	25	100
Administrative Assistant	10	5	5	15	5	60	100
Assistant Planner	30	30			35	5	100
Assistant Planner	30	30			35	5	100
Building Inspector		100					100
Code Enforcement Officer			100				100
Sr. Code Enforcement Officer			100				100
Development Services Rep.	10	80	10				100
Plans Examiner		100					100
Principal Planner	20	15		15	30	20	100
Senior Planner	60	10			10	20	100
Senior Planner	20			5	70	5	100
Senior Planner	10				80	10	100
<b>Total Percent*</b>	<b>215</b>	<b>380</b>	<b>225</b>	<b>40</b>	<b>290</b>	<b>150</b>	<b>1300</b>

\*100% = 1 Full time employee

### Percentage of Employee Allocation by Program Area



## Planning

<b>Program Expenditures:</b>	<b>\$497,906</b>
<b>Personnel costs</b>	<b>\$192,580 (39%)</b>
<b>Supplies &amp; Services:</b>	<b>\$295,294 (59%)</b>
<b>Capital &amp; Debt Service:</b>	<b>\$ 11,032 (2%)</b>
<b>FY 17 Estimated Revenues:</b>	<b>\$ 50,715 (General Fund)</b>
<b>Employee Time Allocation:</b>	<b>2.15 FTEs</b>

The Planning program administers zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, sign permits, as well as front counter assistance. Additionally, because the Board of Adjustment meets on an as-needed basis, this quasi-judicial body is included in the Planning program.

PERFORMANCE MEASURES	FY 15 Actual	FY 16 Estimate	FY 17 Target
Community Plan Amendments	2	3	2
Zone Changes	2	3	5
Development Review	2	8	10
<ul style="list-style-type: none"> <li>• Average days to residential issue <i>FY17 Goal: 7</i></li> <li>• Average days to commercial issue <i>FY 17 Goal: 21</i></li> </ul>			
Conditional Use Permits	7	5	6
Temporary Use Permits	66	78	75
<ul style="list-style-type: none"> <li>• Average days to issue <i>FY 17 Goal 14</i></li> </ul>			
Sign Permits Permanent	101	109	115
<ul style="list-style-type: none"> <li>• Average days to issue <i>FY 17 Goal 7</i></li> </ul>			
Sign Permits Temporary	164	108	120
<ul style="list-style-type: none"> <li>• Average days to issue <i>FY 17 Goal 1</i></li> </ul>			
Film Permits	20	15	20
<ul style="list-style-type: none"> <li>• Average. days to issue <i>FY 17 Goal 5</i></li> </ul>			
Subdivision	2	5	6
Administrative Waivers	7	9	10
Land Division Permits	18	17	20
Variance	1	1	1
Appeals	2	1	1
Land Development Code Amend	-	1	4
<b>TOTAL</b>	<b>394</b>	<b>363</b>	<b>395</b>
Customers rating quality of permitting services as good or excellent			

## Building Safety

<b>Program Expenditures:</b>	<b>\$445,635</b>
<b>Personnel costs</b>	<b>\$403,400 (91%)</b>
<b>Supplies &amp; Services:</b>	<b>\$ 31,203 (7%)</b>
<b>Capital &amp; Debt Service:</b>	<b>\$ 11,032 (2%)</b>
<b>FY 17 Estimated Revenues:</b>	<b>\$325,200 (General Fund)</b>
<b>Employee Time Allocation:</b>	<b>3.8 FTEs</b>

Functions include processing and review of all residential and commercial building permit applications and inspections related to new construction, renovations, photovoltaic systems, accessory dwelling units, utilities, zoning, grading, drainage, pools, sheds, decks and other miscellaneous permits.

PERFORMANCE MEASURES	FY 15 Actual	FY 16 Estimate	FY 17 Target
Single-Family Building Permits Issued	33	39	40
• Total Valuation	\$12,934,000	\$18,889,389	\$20,000,000
Manufactured Homes Building Permits	5	7	10
• Total Valuation	\$322,000	\$352,983	\$400,000
Number of Commercial Building Permits Issued	73	81	91
• Total Valuation	\$22,049,921	\$11,855,140	\$14,000.00
Photovoltaic Building Permits	52	46	55
• Total Valuation	\$941,959	\$883,085	\$960,000
Tenant Occupancy Permits (CofOs)	169	201	250
Misc. (sheds, decks, fences, pools, etc.)	74	64	80

1.25 FTE's conduct building safety inspections	FY 15 Actual	FY 16 Estimate	FY 17 Target
• Total Inspection / Average per day	1,951 / 7.5	2,086 / 8	2,300 / 9
• Average days from request to inspection	-	-	-
○ Residential	-	-	-
○ Commercial	-	-	-

Initial Plan Review Timeframe Goals	Number of Days
Residential Permits	7
Commercial Permits	21
Solar Panels	7
Tenant Occupancy	5
Tenant Improvements	5
Temporary Use Permits	14
Misc. Permits	5

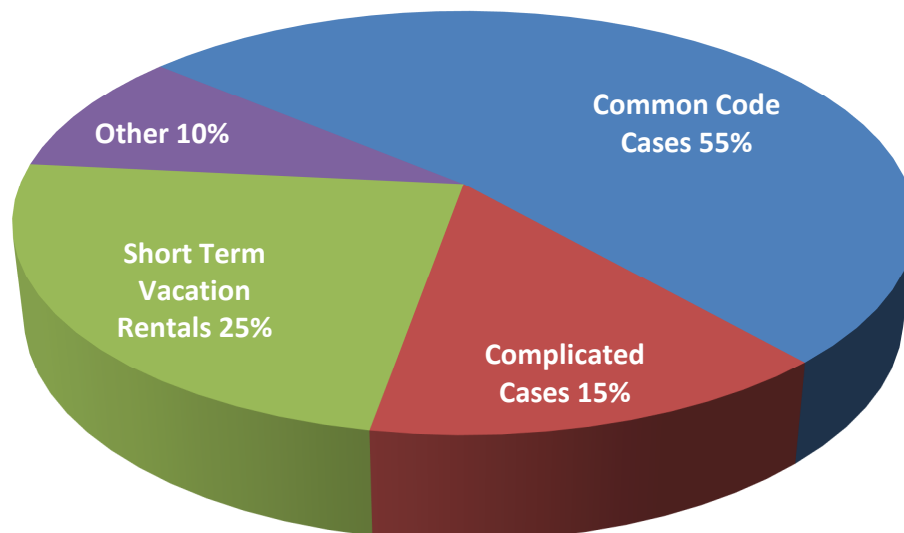
## Code Enforcement

**Program Expenditures:** \$183,620  
**Personnel costs** \$163,040 (89%)  
**Supplies & Services:** \$ 20,580 (11%)  
**Employee Time Allocation:** 2.25 FTEs

Code Enforcement promotes the health, safety, and welfare of the citizens and the community through enforcement of adopted City Codes. Staff responds to citizen complaints and observed violations of the Land Development Code and the City Code.

PERFORMANCE MEASURES	FY 15 Actual	FY 16 Estimate	FY 17 Target
Common Code Cases	351 (78%)	375 (74%)	400 (78%)
Complicated Code Cases	50 (11%)	62 (12%)	60 (12%)
Short-term Vacation Rental Cases	50 (11%)	70 (14%)	50 (12%)
Cases resolved by voluntary compliance			
Cases resolved by forced compliance			
Code Enforcement Cases per FTE			
Avg. Days from Complaint to First Investigation			
Avg. Days from Investigation to Voluntary Compliance			
Avg. Days from Investigation to Forced Compliance			
Citizens rating code violations			
<ul style="list-style-type: none"> <li>• A major problem</li> <li>• Somewhat of a problem</li> <li>• Only a small problem</li> <li>• Not a problem</li> </ul>			
<b>Total</b>	451	507	510

**Percent of Time Allocation by Case Type**



## Historic Preservation Commission

<b>Program Expenditures:</b>	<b>\$45,340</b>
<b>Personnel costs</b>	<b>\$38,890 (86%)</b>
<b>Supplies &amp; Services:</b>	<b>\$ 6,450 (14%)</b>
<b>Employee Time Allocation:</b>	<b>.4 FTEs</b>

The Historic Preservation Commission is comprised of seven members appointed by the City Council. The Commission was created in 1998 as a working Commission and was allocated 20% of one full-time employee's time. However, the amount of staff time dedicated is approximately twice the original 20% allocation.

The purpose of this seven member Commission is to:

- Identify and preserve the historic properties
- Promote the use of historic properties for the education, pleasure, and welfare of city
- Foster civic pride in the accomplishments of the past
- Protect and enhance Sedona's attractiveness to visitors and the support and stimulus to the economy
- Stabilize and improve property values of rehabilitated and protected sites
- Provide incentives for restoration by owners of landmarks or historic properties
- Provide standards for restoration of designated properties and new construction within Historic Districts

### FY 16 Accomplishments

- Article 15 (HP Ordinance): Evaluated proposed amendments
- USFS Ranger Station Brewer Road property conceptual master plan: Evaluated and recommended approval of conceptual plan
- Landmark Properties Appreciation Open House

### FY 17 Objectives

- Article 15 (HP Ordinance): Recommend approval to Planning & Zoning Commission/City Council
- Update Historic Landmark Information
- Create a Historic Resource Recognition Program
- Establish a new Commissioner Training Program

PERFORMANCE MEASURES	FY 15 Actual	FY 16 Estimate	FY 17 Target
Total Number of Landmarked Properties	23	23	23
Number of Public Meetings	7	10	8
Number of New Properties Landmarked	0	0	0
Number of Civic Pride/Educational Events	0	1	1
Number of Certificates of Appropriateness Issued	2	1	1
Number of Historic Resource Recognition Awards Issues	-	-	1
Educational Training Exercises (Commissioners)	2	2	3

## Community Plan

<b>Program Expenditures:</b>	<b>\$314,620</b>
<b>Personnel costs</b>	<b>\$280,420 (89%)</b>
<b>Supplies &amp; Services:</b>	<b>\$ 34,200 (11%)</b>
<b>Employee Time Allocation:</b>	<b>2.90 FTEs</b>

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. On-going functions related to the Community Plan include implementation identified goals and strategies, specific planning efforts (CFA), minor and major amendments to the Plan.

### FY 16 Accomplishments

- Completed Soldier Pass CFA
- Completed Western Gateway CFA
- Initiated Schnebly Hill CFA
- Initiated Brewer Road, Ranger Station Master Plan

### FY 17 Objectives

- Complete the Schnebly Hill CFA
- Initiate Land Development Code update to be compliant with Community Plan
- Initiate two additional CFAs
- Process major amendments to the Community Plan (mandatory)
- Complete the Brewer Road, Ranger Station Master Plan

Community Focus Area Planning	<b>FY 15 Actual</b>	<b>FY 16 Estimate</b>	<b>FY 17 Target</b>
Number of Public Meetings	13	1	8
Number of Work Group Meetings	18	3	18
Number of Planning and Zoning Commission Meetings	12	8	6
Number of City Council Meetings	2	6	6



## Planning and Zoning Commission

**Program Expenditures:**            \$139,570  
**Personnel costs**                    \$133,370 (96%)  
**Supplies & Services:**            \$ 6,200 (4%)  
**Employee Time Allocation:**    1.50 FTEs

The Planning and Zoning Commission is comprised of seven citizens who have been appointed by the City Council to review matters relating to planning and development. The Commission is the decision authority for conditional use permits and development review applications. The Commission makes recommendations to the City Council on such things as amendments to the Community Plan and Land Development Code, specific planning projects, rezonings, and subdivision requests.

### FY 17 Additional Objectives

- Prepare accurate, well-documented, and well-written reports
- Establish a new Commissioner Training Program
- Respond to requests for information in a timely and professional manner.
- Provide exhibits, illustrations, and/or pictures to help commissioners visualize the project/proposal

Planning and Zoning Commission	FY 15 Actual	FY 16 Estimate	FY 17 Target
Number of Work Sessions	10	7	20
Number of Public Meetings	17	15	20
Number of Site Visits	3	0	4

PERFORMANCE MEASURES	FY 15 Actual	FY 16 Estimate	FY 17 Target
Community Plan Amendments	2	3	2
Zone Changes	2	3	5
Development Review	2	8	10
Conditional Use Permits	7	5	6
Subdivision	2	5	6
Land Development Code Amendments	0	1	4
CFAs	2	3	3
Special Projects	-	1	1
Educational Training Exercises (Commissioners)	-	1	2
<b>Total</b>	17	30	39