



# DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT (DSEM)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission & Goal Statements

**DSEM:** To support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens and building positive relationships through exceptional customer service.

**Development Services:** Guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County.

**Building Plans Review and Inspection:** Ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies, and continuing staff development.

**Environmental Services:** Provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

**Permit and Code Services:** Administer, centralize, coordinate, and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by DSEM in order to achieve compliance with adopted ordinances and policies.

## Contact Us

(850) 606-1300  
www.LeonPermits.org

## PERMITTING, INSPECTION, DEVELOPMENT & SUPPORT



The DSEM Team

### Development Services Division

- Continued to provide exceptional customer service to the community and ensured that all approved development met or exceeded the minimum development standards. During FY 16-17, Development Services reviewed and approved 26 site and development plan applications, issued 23 concurrency certificates, reviewed and approved 46 minor subdivision applications, issued 126 Permitted Use Verifications, and reviewed 723 applications for land use compliance.
- Drafted an Ordinance to allow medical marijuana dispensaries consistent with the provisions of Senate Bill 8-A which implements the Florida Medical Marijuana Legalization Initiative, known as Amendment 2.
- Worked extensively with the developer of the Bannerman Crossing South development to draft a comprehensive design manual providing architectural, signage and design consistency.
- Reviewed and approved an application for the development of a large memory care facility on the corner of Thornton Road and Mahan Drive, one of the Mahan Corridor Nodes. Also reviewed and presented to the Board an application for a major sand mine operation on Silver Lake Road.

- Worked extensively on drafting design standards included in a Chapter 163 Development Agreement for the proposed development of a site located on North Meridian Road. The Agreement also provided the County the opportunity to upgrade stormwater management facilities to help control flooding in the area.

### Building Plans Review and Inspection Division

- Continued to ensure building safety within unincorporated Leon County by performing 18,611 building, electrical, plumbing and mechanical inspections; completed the associated plan reviews and issuing approximately 5,163 building permits.
- Completed the final phase of the digital document management program, Project Dox. This phase expanded the current use of Project Dox to allow the electronic submittal and review all building permit applications.
- Worked with MIS to implement Accela, the County's new software for building permitting and inspection. The new software will enhance the efficiency of building plans review, permitting and inspection, as well as increase citizen access in the process.



DSEM Open House



## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

### Strategic Initiatives/Support Highlights

#### Economy

- Developed examples of acceptable standard solutions to expedite environmental permitting for additions to existing single-family homes and accessory dwelling units.
- Revised the Land Development Code to allow medical marijuana dispensing facilities in the same zoning districts as pharmacies, consistent with the Medical Marijuana Legalization Initiative.

#### Quality of Life

- Implemented a property registration program for abandoned real property to ensure vacant properties are adequately maintained.

#### Environment

- Continued to update 100-year floodplain data in GIS with site-specific analysis received during the development review process to ensure future development is permitted outside of flood prone areas, and to provide a database to assist property owners and consultants with the design of proposed developments.
- Reviewed a proposed Development Agreement, which incorporated improvements to the stormwater management facilities to assist in the reduction of nuisance flooding on Meridian Road.

#### Governance

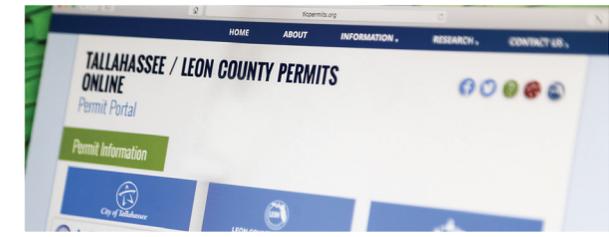
- Continued to offer after-hours and weekend building inspections for construction projects. This change assists roofing, HVAC, and other specialty contractors, and also provides homeowners the opportunity to be present during the County's final inspection of their project.
- Developed and implemented multiphase electronic building permit application submittal and plans review processes.
- Revised the Land Development Code to provide more flexibility in the types of parking and loading surfaces allowed inside the Urban Service Area. This flexibility includes the use of low impact design alternatives.

#### Environmental Services Division

- Staff drafted Canopy Road Protection Ordinance changes that were adopted by the Board to clarify the Canopy Road Citizens Committee's advisory role in the review process and established more objective criteria in the evaluation of projects impacting the Canopy Road Protection Zone.
- Continued to protect the community's natural features by reviewing and approving 50 Natural Features Inventories, 80 site plans, 24 stormwater management facility (SWMF) operating permits, 806 single-family permits, 186 SWMF operating permit renewals, and 86 environmental management permits. Staff also assisted 1,350 walk-in and telephone clients, and performed more than 7,488 environmental inspections.
- Completed the Capital Circle SW widening project. Staff is working with the Science Advisory Committee to develop recommendations for improving the water quality of Lake Munson.
- The Leon County Petroleum Storage Tank Regulation Program performed over 442 petroleum tank inspections in Leon, Gadsden, and Wakulla Counties during the Florida Department of Environmental Protection's (FDEP) 2016/2017 fiscal year. In July, Leon County accepted inspection responsibility for Jefferson County, as well, as requested by FDEP.

#### Permit & Code Services Division

- Development support through customer service is critical. During the year, more than 10,206 walk-in customers were assisted, over 27,295 phone calls were answered, and over 384 online Citizens Connect Service Requests were addressed. Additionally, 872 contractor licensing customers were assisted by staff.
- Staff responded to 4,402 code compliance calls from citizens, reporting issues such as public nuisances, junk, illegal dumping, or illegally removing trees or filling wetlands, resulting in 1,271 site inspections, and the presentation of 111 cases before the Code Enforcement Board for resolution.
- Implemented the Abandoned Property Registration (APR) Ordinance on March 12, 2013. This Ordinance established a registration program to



[www.TLCPermits.org](http://www.TLCPermits.org)



#### Did You Know

DSEM has a new online permitting portal that can be accessed at [www.TLCPermits.org](http://www.TLCPermits.org).

protect neighborhoods from becoming blighted through distressed and abandoned properties with mortgages in default. To date, 1,284 properties have been registered.

- Implemented the Compliance Certification Letter (CCL) process on July 7, 2015. The CCL process provides for the recovery of associated costs of research and processing of open code violations, lien research requests and the issuance of a CCL by the Code Compliance Program. To date, 525 CCL's have been issued.
- Implemented the amended Sign Code Ordinance approved to address illegal signs in the right-of-way in the unincorporated County. To date, 1,237 signs have been removed.
- Developed the revised Property Safety and Maintenance Ordinance approved on March 7, 2017. This Ordinance includes the creation of the Nuisance Abatement Board to streamline the process for the abatement of structures.