



## Downtown Sarasota Condominium Association Board Meeting

July 5, 2023

Lucia Panica, Director

Development Services Department

City of Sarasota

# Presentation

- Overview of the Development Services Department
- Highlighted recent changes
- Development Review Committee
- Staging Plans
- Code Compliance
- Update on One Stop Shop building

# Development Services Department

City Hall Annex Building (2<sup>nd</sup> and 3<sup>rd</sup> floors), 1565 1<sup>st</sup> Street

66 Employees

## 7 Divisions:

- Code Compliance
- Local Business Tax
- Development Review
- Zoning
- Tree Protection
- Building and Permitting
- Facilities



**Lucia Miranda**

**Lucia Miranda**  
Director, Development ...  
City Hall Annex

Marlon Brown ○  
Lucia Miranda ●

**Larry Murphy**

**Larry Murphy**  
Building Official  
City Hall Annex

**Myra Schwarz**

**Myra Schwarz**  
General Manager, Devel...  
City Hall Annex

**Angela McLeod**

**Angela McLeod**  
Administrative Assista...  
City Hall Annex

**Robin Carter**

**Robin Carter**  
Supervisor, Administra...  
City Hall Annex



**Larry Murphy**

Larry Murphy  
Building Official  
City Hall Annex

- Marlon Brown ○
- Lucia Miranda ○
- Larry Murphy ●

**Macy Grochowski**

Macy Grochowski  
Manager, Permits & Lic...  
City Hall Annex

**Rob Schanley Jr**

Rob Schanley Jr  
Manager, Facilities an...  
City Hall Annex

**Adam Swift**

Commercial Plans Exami...  
City Hall Annex

**Andy Mihaly Jr**

Plans Examiner  
City Hall Annex

**Fazal Mohamed**

Bldg Inspec Multi Lic  
City Hall Annex

**Gary Belle**

Plans Examiner  
City Hall Annex

**Jean Richard**

Building Inspector (Mu...  
City Hall Annex

**Jeff Griffith**

Plans Examiner  
City Hall Annex

**John Mushinski Jr**

Commercial Plans Exami...  
City Hall Annex

**Joshua Courson**

Building Inspector (Mu...  
City Hall Annex

**Kendall Tarr**

Building Inspector, Mu...  
City Hall Annex

**Kurt Richter**

Building Inspector (Mu...  
City Hall Annex

**Michael Taylor**

Deputy Building Offici...  
City Hall Annex

**Robert Scott**

Building Inspector (Mu...  
City Hall Annex

**Steve Mansfield**

Chief Building Inspec...  
City Hall Annex



**Larry Murphy**

Larry Murphy  
Building Official  
City Hall Annex

- Marlon Brown ○
- Lucia Miranda ○
- Larry Murphy...(2) ●

Thomas Lifsey  
Plans Examiner  
City Hall Annex

Building Inspector...

Plans Examiner (Un...



**Myra Schwarz**

**Myra Schwarz**  
General Manager, Devel...  
City Hall Annex

- Marlon Brown ○
- Lucia Miranda ○
- Myra Schwarz ●

**Diane Kennedy**

**Diane Kennedy**  
Manager, Code Complian...  
City Hall Annex

**Donald Ullom Jr**

**Donald Ullom Jr**  
Senior Arborist, Ordin...  
City Hall Annex

**Stephanie Prince**

**Stephanie Prince**  
Senior Zoning Analyst  
City Hall Annex

**Alison Christie**  
Development Review Chi...  
City Hall Annex

**Amy Pintus**  
Development Review Pla...  
City Hall Annex

**Cindy Cahill**  
Flood Zone Specialist  
City Hall Annex

**Gina Giovannone**  
Intern I  
City Hall Annex

**Karen Grasset**  
Senior Planning Techni...  
City Hall Annex

**Noah Fossick**  
Development Review Sr ...  
City Hall Annex

## Highlighted recent changes

- Interactive map for Development Applications
- Enhanced public engagement with Development Applications
- Technology initiatives – 3-D Modeling and electronic development application submissions



# Development Review Committee (DRC)

- Regulated by Article III Division 6 of the Zoning Code.
- Consist of City staff from numerous Departments, a Sarasota County School Board representative and a Sarasota County Fire Department representative. Staff members attend DRC meetings and provide comments on pre-applications, zoning text amendments, city projects/proposals and formal development applications.
- This is a technical review and DRC members review against their applicable Codes and regulations.
- Project comments are discussed at DRC meetings (1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month).
- Case Planner (Development Services Department) is the main contact regarding a development application for everyone.
- **Once an application is deemed complete the Case Planner will email the designated neighborhood representative introducing themselves and notifying them of the project. DRC Comments are also sent to the neighborhood representatives. Notifications are mailed to property owners and Neighborhood Associations with in 500 feet of the site.**
- DRC meetings are open to the public but public input is not permitted. Input can be submitted in writing or by calling the Case Planner.

To view information on pending development applications, go to the Development Review page on the Development Services website at <https://www.sarasotafl.gov/government/development-services/development-review>.

This site contains two links that are helpful with finding pending development application information.

The City of Sarasota

SEARCH... JOBS

Stormwater  
Contact  
Facility Directory  
+ City Attorney  
+ City Auditor and Clerk  
Public Records Request  
+ City Commission  
+ City Manager  
COVID-19  
- Development Services  
Building & Permitting  
+ Code Compliance  
Development Application Forms  
Development Review  
Development Services Staff Contact  
Facilities Division  
Local Business Tax  
Tree Protection  
+ Zoning  
+ Vacation Rentals  
+ Financial Administration  
+ Human Resources  
Information Technology  
+ Office of Housing and Community Development

Government > Development Services >

## Development Review

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Development Review staff, through review of new development projects, ensures that the long-range plans of the City are implemented and that new development adheres to the City's codes and regulations. Every new project is different and City Planners work with developers, architects, engineers, attorneys and neighborhood representatives to achieve a balanced integration between new development and the built environment.

The Development Review Committee (DRC ) is composed of City Staff from various Departments/Divisions. The DRC:

- Meets on the first and third Wednesday of every month to coordinate and analyze requests for development approval, such as rezonings and site plans.
- Meetings begin at 9:00 a.m. and are typically held in the City Commission Chambers in City Hall.
- Meetings are open to the public however participation is limited to committee members, unless a committee member requests information of an applicant (Reference: Zoning Code, Section III-603)

To simplify and streamline the DRC review process in terms of completeness and technical review, the submission deadlines for development applications have been revised.

- View the 2023 submission deadlines/review schedule for development applications for Completeness and Technical Review by the DRC.
- View the 2023 schedule for placement on a Planning Board/City Commission public hearing meeting schedule based on the date the project receives full DRC sign-off
- View status of in process development applications: [Development Application Status Report](#)
- View a map of development applications under review: [Development Application Map](#)

### Planning Board

The Planning Board / Local Planning Agency holds public hearings and makes recommendations to the City Commission on a variety of development applications and related issues including:

- Proposed amendments to the **Sarasota City Plan (2030)** and the Sarasota Zoning Code (2002 Ed.);
- Ordinances and regulations governing development of land in the City;
- Whether proposed development conforms to the principles and requirements of the **Sarasota City Plan (2030)**.

Planning Board members are volunteers appointed by the City Commission to serve three-year terms. Members of the Planning Board are required to be City residents who do not hold any public position or office in City Government.

- View the 2023 meeting schedule: [2023 Planning Board Meeting Schedule](#)
- Send a message to the Board members: [Contact Your Board Members](#)

City of Sarasota Development Services Department  
Development Application Status Report

(Current as of June 21, 2023)

Note: Weekly updates are now available on the City's Website at [Developments Under Review](#)

In Process:

**22-SP-06, 22-ADS-06**

**Quay Sarasota Blocks 1 & 9 (1100 Boulevard of the Arts):** Application seeking Site Plan approval to develop 123 residential units, 13,697 square feet of commercial space, parking and accessory uses on Blocks 1 and 9 located on the eastern portion of the Quay Sarasota site. Access is proposed from N. Tamiami Trail, Boulevard of the Arts, and interior street Quay Commons. Previous approvals include 16-SP-08, 16-SV-03, 16-SV-05, 16-DA-01, 19-SP-05, 19-SP-10, and 20-SP-08. All Site Plans must be consistent with those previous approvals and approved minor amendments. The entire Quay Sarasota site is approximately 14.69 acres and is zoned Downtown Bayfront (DTB). Blocks 1 and 9 are 1.96 acres of that site. No attainable housing is proposed. [TS] *Under completeness review, 30-day period ends 1/12/22. Deemed complete, DRC 2/2/22. Resubmittal required. Resubmittal received, DRC 3/16/22. Resubmittal required. Resubmittal received, DRC 4/20/22. Resubmittal required. Resubmittal received, DRC 7/20/22. Resubmittal required. Resubmittal received, DRC 8/17/22. Partial sign-off. Response to comments received 11/7/22. Comments sent 12/6/22. Response to comments received 1/17/23. PB 2/8/23. TBD. Tentatively scheduled for 6/14/23 PB meeting.* PB TBD.

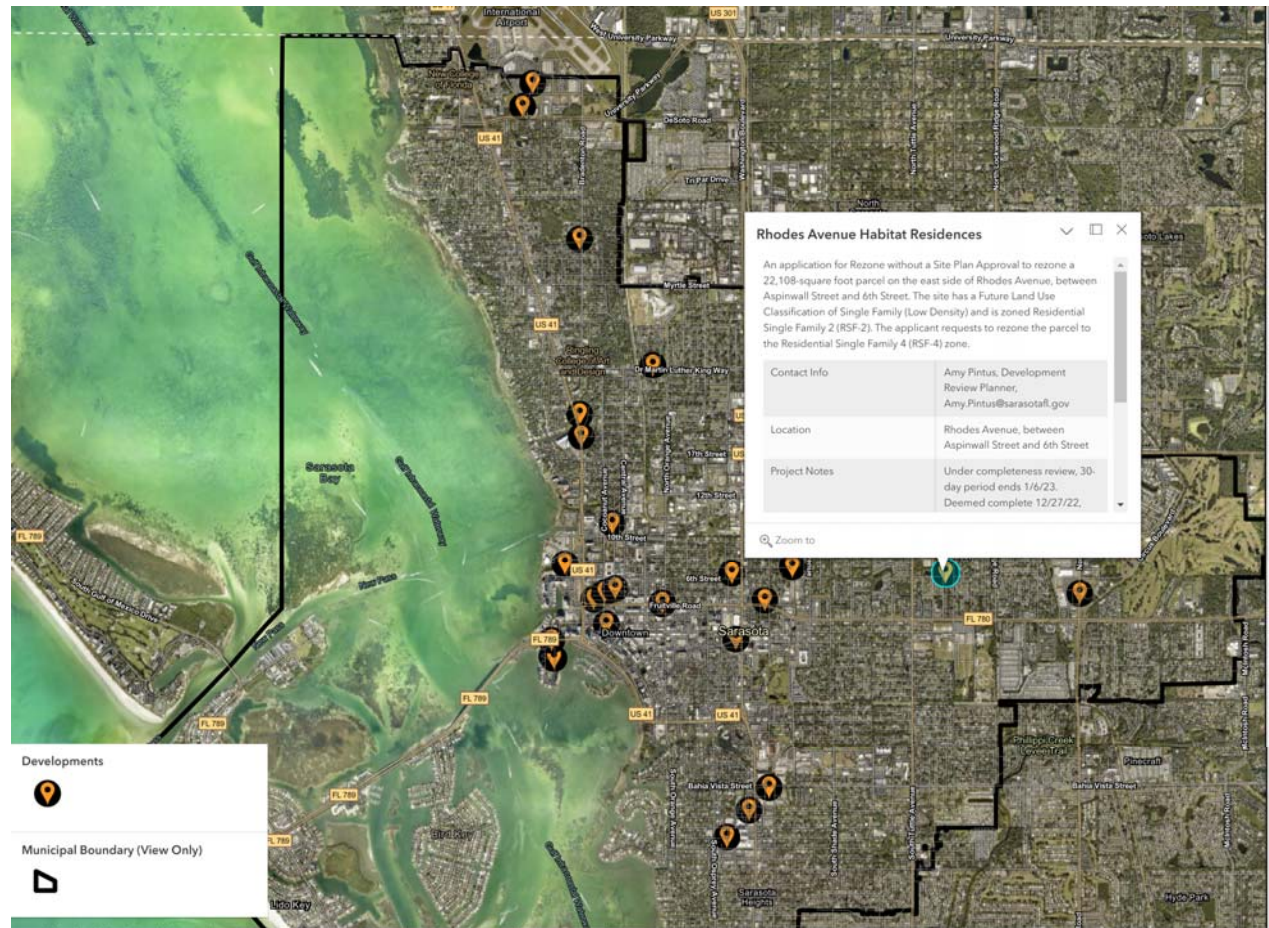
**23-DA-01**

**Quay Development Agreement Amendment (1100 Blvd of the Arts):** application seeking approval to amend the Quay Sarasota Development Agreement to allow for submission of a Block Site Plan application reflecting vertical development over Quay Commons between Blocks 1 and 9. The entire Quay Sarasota site is approximately 14.69 acres and is located within the Downtown Bayfront (DTB) zone district and a Future Land Use (FLU) classification of Downtown Bayfront. [TS] *Under completeness review. Deemed complete 11/17/22. Deemed complete 11/17/22. DRC 12/7/22. Full sign-off achieved. PB 2/8/23 3/8/23. Continued to 4/12/23 PB meeting. Public hearing cancelled. Scheduled for 7/12/23 PB meeting.* PB TBD.

**22-SP-09, 22-ROA-01**

View status of pending development applications: Development Application Status Report. This report is published monthly and contains the project description, case planner initials (name and contact information for the case planners is listed at the end of the report), and the history/current status of the application.

View an interactive map of development applications under review: [Development Application Map](#). This data is updated on Fridays and contains the project description, case planner name and contact information, and the history/current status of the application.



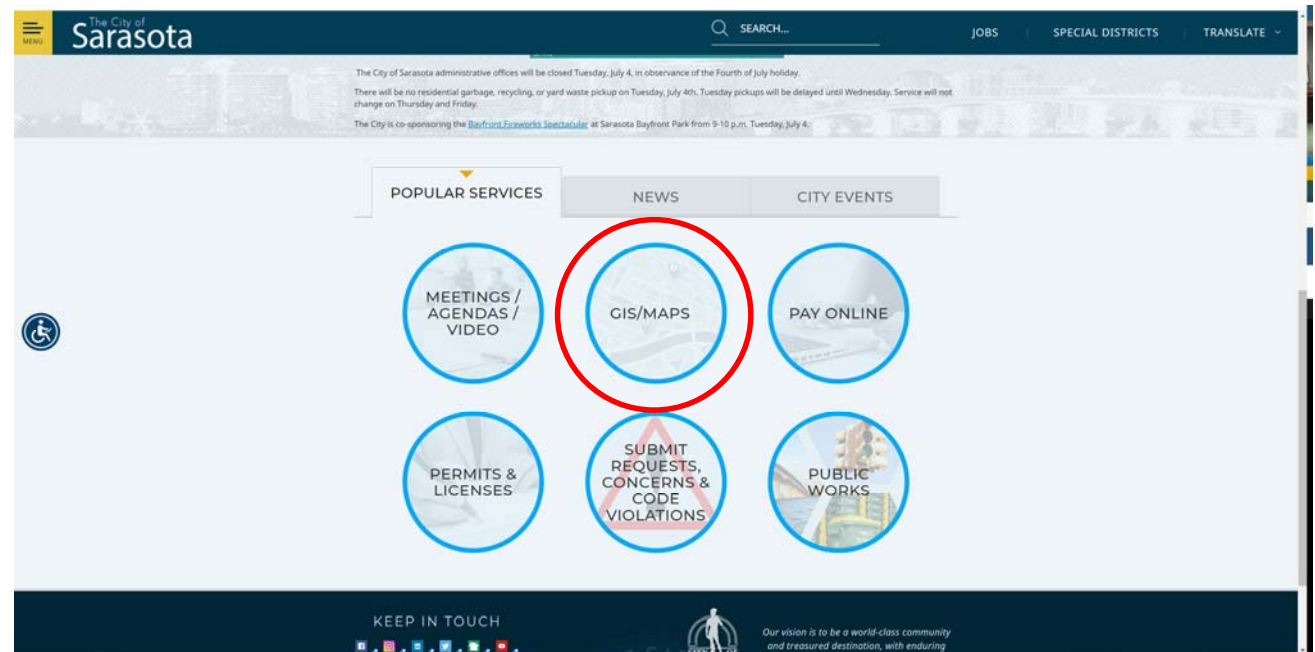


## Staging Plans

- Required for new commercial buildings, major renovations and single family dwellings over 5,000 square feet.

- Emphasis on maintaining all operations within the approved site boundaries, minimizing impact on neighboring properties and attention to erosion control, safety, right-of-way preservation, traffic mitigation and parking regulation.

- Sidewalk and road closures map.





## Public Maps & Apps

A collection of maps and apps our organization makes available to the general public.

Closures & Detours  
Web Application

Closures & Detours is an application that allows the general public to identify and become informed

Find My Commission District  
Web Application

web map showing the current commission districts for the City of Sarasota

Developments Under Review  
Web Application

app for displaying active developments in the City of Sarasota.

Elevation Certificates  
Web Application

app for downloading elevation certificates.

Facilities and Risks  
Web Application

Shows Important Facilities and Flood Zone Information for the City of Sarasota

AFTER THE STORM

Website for public use and the Hurricane Ian Disaster Collection Portal.

Park Finder  
Web Application

Park Locator is an application that allows the general public to locate a park or recreation facility near

Proposed Sidewalk Connectivity  
Web Application

Showing existing sidewalks, and proposed new sidewalk connections.

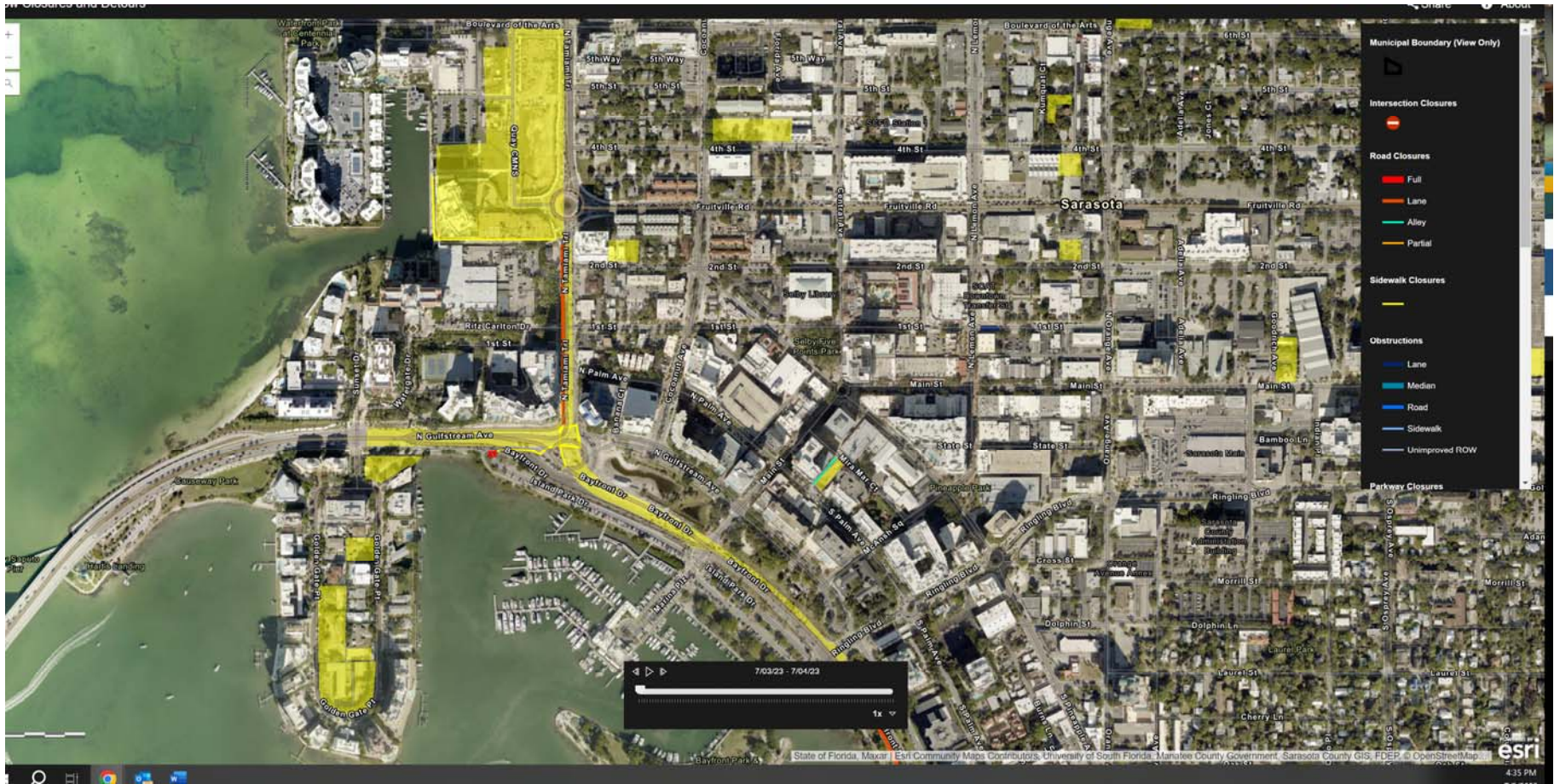
Public GIS Viewer

Public Tree Requests

ROW Management

Zoning & Future Land Use





# Staging Plan Lookup

The City of Sarasota

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Stormwater  
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Facility Directory  
City Attorney  
City Auditor and Clerk  
Public Records Request  
City Commission  
City Manager  
COVID-19  
Development Services

Building & Permitting

Code Compliance  
Development Application Forms  
Development Review  
Development Services Staff Contact  
Facilities Division  
Local Business Tax  
Tree Protection  
Zoning  
Vacation Rentals  
Financial Administration  
Human Resources  
Information Technology  
Office of Housing and Community Development

Government & Development Services

## Building & Permitting

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Building & Permitting staff review building plans and provide technical inspections to ensure every building project in the City conforms to the appropriate codes and regulations.

### Current Building Code in Effect:

On December 31, 2020 the 2020 Florida Building Code took effect.

[Florida Building Commission](#)  
[Florida Building Code Effective Dates](#)  
[New 2020 Florida Building Code Wind Map](#)  
[Sarasota County Property Appraiser](#) (Property Look-up)

### Building and Engineering Online Services

[Online Permit Lookup / Apply Online](#)  
[Link to New Online Permit Submissions](#)  
[Online Plans Upload Instructions](#)  
[Sarasota County Property Appraiser](#) (Property Look-up)

### Inspections

#### IVR Inspections

#### Frequently Asked Questions

Note: The Inspections Line Hours of Operation are **Monday - Friday, 7:30 am - 3:30 pm**; Call 941-263-6418 or email [inspections@sarasotastaff.gov](mailto:inspections@sarasotastaff.gov)

- [Request Inspections by Email Instructions](#)
- [Temporary CO Renewal Form & Instructions](#)
- [Temporary Power Form](#)
- [Inspector and Reviewer Contact Information](#)

### Applying for a Building Permit?

- [Frequently Asked Questions](#)
- [Learn When a Building Permit Is Needed](#)
- House Bill 1307 allows the use of Private Providers for building plans examination and inspections. If you



Building and Engineering Permitting Online Services

[Home](#) » [Search](#)

Review Submitted Permit Documents / Pay Balances

If you know the Application ID or Permit Number you may enter that ID. Select/enter what you know and press 'Search.' You may also pay your permit balances here. Some residential permit data, prior to 1997, may not be available on line.

Permit Type:	<input type="text" value="All Permits"/>	Open, Closed or All:	<input type="text" value="All"/>
Application Date within:	<input type="text" value="Any Date"/>	Application ID or Permit Number:	<input type="text"/>
Business Name:	<input type="text"/>	Contractor/Agent:	<input type="text"/>
Owner Name:	<input type="text"/>	Street Name:	<input type="text"/>
Street Number:	<input type="text"/>	<small>Enter ONLY the street name (without directional prefixes/suffixes or types)</small>	
City:	<input type="text"/>	Parcel ID:	<input type="text"/>
Postal Code:	<input type="text"/>		
<input type="button" value="Clear"/> <input type="button" value="Search"/>			

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## Code Compliance

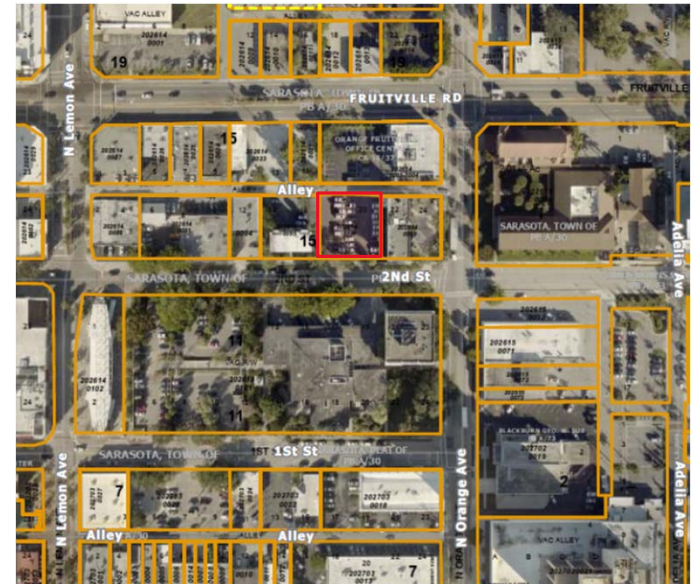
- 80% proactive, 20 % reactive
- CoS Click-2-Fix is an app used to report problems such as potholes, broken sidewalks, tree limbs down, parking meters, and many more. The app is owned by the IT Department but the submissions are responded to by numerous City Departments.
- Improvements to the workflows that support the application are continuing. The categories remain unchanged due to the limitations of the “temporary” application. The permanent application is schedule to be installed during the FY 25-26.
- Code Compliance requests cannot be submitted through Click-2-Fix.

# 3-D Modeling

- Looking into the feasibility of utilizing 3-D Modeling.
- 3-D Modeling can help visualize the impact of proposed zoning text amendments, development applications and streetscape projects.
- This initiative has been a multi-department effort with the Planning Department taking the lead so far.
- Three phases
  - Phase 1: Collect citywide data
  - Phase 2: Create 3-D modeling based on data
  - Phase 3: Plug in new projects
- A Request for Proposal for Phase 1 is proposed to be submitted by September 2023 and a start date of December 2023.

# One Stop Shop

- Development Services Department, Utilities Billing, Public Works Engineering, a Utility Engineer, and the majority of the Planning Department.
- The Building is under construction.
- Willis A. Smith Construction is the contractor.
- The anticipated completion date is approximately Summer of 2024.



How to get in  
contact with  
US:

Code  
Compliance  
(941) 263-6417

Local Business  
Tax  
(941) 263-6469

Development  
Review  
(941) 263-6596

Zoning  
(941) 263-6432

Tree Protection  
(941) 263-6536

Building and  
Permitting  
(941) 263-6494



Thank you!

Lucia Panica

941-263-6592

[lucia.panica@sarasotafl.gov](mailto:lucia.panica@sarasotafl.gov)