Mayor Castor's Advisory Teams
Development Services Advisory Team – Chair Julia Mandell
Friday, October 4, 2019 at 2:00 P.M.
Tampa Police Department – Headquarters
411 Franklin Street – 5th Floor
Tampa, Florida 33602

Advisory Members: Chair Julia Mandell, Jennifer Motsinger, John Diaz, Charlie Rollins, Rhea Law, Andy Scaglione, Mike Loomis, Solimar Molnar, Chase Collier, Carroll Ann Bennett, and Meredith Freeman.

Transition Team and staff present: Transition Lead Carole Post, Advisory Team Co-Chair Sonya Little, Advisory Team Co-Chair Harry Cohen, Chief of Staff John Bennett, City Attorney Gina Grimes, Chief Technology Officer Russell Haupert, Strategic Initiatives Director Marley Wilkes, Deputy City Attorney Andrea Zelman, Assistant City Attorney Cate Wells, Planning and Development Director Thomas Snelling, Planning, Design & Development Coordinator Catherine Coyle, Professional Plans Review Supervisor Dave Jennings, Chief Construction Inspector Troy Chavez, and City Clerk Support Technician Karencia Ciagala.

Transition Lead Carole Post welcomed everyone and advised the team that today's objective is to go through the prepared document, to come to consensus, and presentation to the mayor.

Team Chair Julia Mandell stated the document is a living breathing document, and that I the team had gone over a majority of it, at the last meeting. Comments made during that meeting, have been added to the document. The document, dealing with the land development code, Chapter 27, statutorily will continue to change.

Advisory Team Co-Chair Harry Cohen stated that it is very confusing and problematic to the public, when provisions in the code are repeatedly waived, such as distance between establishments, or alcohol beverage sales.

Deputy City Attorney Andrea Zelman stated some codes should be updated to be more honest to developers and not waived. An assessment of codes needs to happen, to identify where changes need to be made.

Code requires a public notice to neighbors, even though they may not have opportunity to be heard, and/or their opinions meaningless. **Deputy Zelman** suggested changing the content of the notice to properly put neighbors on notice and be able to understand the process.

Planning and Development Director Thomas Snelling advised that his department has been listening to this team, and are becoming more transparent, and have been adding information to the web. He also suggested guidance materials (user-friendly bulletins) for John Q public to understand 2019 legislative changes, and using the Accela program. They have implemented ongoing Accela training classes.

Advisory Team Co-Chair Sonya Little said that the Florida League of Cities issues briefs to local governments about codes, and are more proactive throughout the state. **Deputy Zelman** suggested summarizing in laymen's terms and posting them as impact statements on the city website.

Mayor Jane Castor, along with City of Tampa's Official Dog, **Alcaldesa**, and Marketing and Communications Director **Ashley Bauman** entered and made a brief appearance. Greeting everyone and hoping to be in the Series playoffs, Mayor Castor announced that the Astro's and Tampa Bay Rays wildcard playoff score was still zero to zero. Director Bauman took several photos of team members and staff, while Alcaldesa made her way around the table and the room.

Mayor Jane Castor stated that she wanted everyone to know how thankful she is to the team, for his or her time and effort. She is looking forward to the document they are finalizing, and she will take quick action. The mayor reminded everyone of what a great time this is for the city, with so much is happening in the city, and that developers just broke ground on an amazing new development for a military simulator. As they exited the room, she thanked the members again for their forthcoming document.

Team Chair Julia Mandell brought the room back to the task-at-hand and began going through the copy of the document. **Advisory Team Co-Chair Harry Cohen** stated that it was a beautifully written, tremendous and powerful document. Team members applauded, and **Transition Lead Carole Post** stated that there were many contributors, and that they should hold their applause until after it is implemented.

Planning and Development Director Thomas Snelling advised that a lot of time and resources have gone into this, this is real, and the greatest pressures have been justified by where we are today. Plan Review numbers are up.

Chief of Staff John Bennett stated that this document as a resource with efficiencies is a great starting point. He foresees more questions down the road that will come from this. He would like to see an efficiency goal of four to five compressed to one or two.

Transition Lead Carole Post reminded the team that the plan is metric driven. For each advisory team there is a performance tracker showing responsible party/departments and at the end of six-months, they will provide an update to team members to show actions taken and outcomes. This document will not sit on a shelf, and parties involved are accountable.

Professional Plans Review Supervisor Dave Jennings stated the team has been heard, and they are beginning same-day processing. They are being proactive, providing info on what is needed to get processing in and out the door. This should happen by years end. **Advisory Team Co-Chair Harry Cohen** stated that if this is the only thing that comes from all of this, we hit a home run!

An action item also implemented are the Accela training classes given by Design & Development Coordinator Catherine Coyle and staff. Website changes that have been implemented, and will continue to change, are making the website more user friendly, with less code words. Moving forward training classes were also recommended for the City Council Legislative Aides.

Chief Technology Officer Russell Haupert explained that there are three major components involved. The first, **Accela,** was not a good process when they began. Everything was in one place, and now they divided in to three separate teams, for bugs, enhancements, and quality controls. The second, the **Set**, is where the scripting work happens. The third is **Volton**, which is the E-permit hub and plan review. They now have better visibility to fix, and understand priorities going forward. The web team is already producing a 40-minute video and are using this video to create shorter five-minute training videos.

The conditional approval snag should not hold up the whole process. Re-writes and modifying passages will help to move forward through the Que. Staff will be looking into whether or not it is possible for contractors or contractor's representatives to "greenline" architectural plans or whether only the architect could do so.

Team Chair Julia Mandell expressed her gratitude to the members for all their efforts.

Transition Lead Carole Post stated that now that the team has come to consensus, she would finalize the document as our formal recommendation to the mayor. The team will receive a copy of the final document prior to submitting to the mayor. In the near future, the mayor will present the advisory team's recommendations in a public presentation.

Advisory Team Co-Chair Sonya Little stated that this process was so overwhelming, and that this advisory team did a phenomenal job, directed by the mayor. City staff has embraced the process, and she wonders if anyone on the team or staff has missed their own jobs. She thanked everyone, and stated everybody should be proud of this well written product.

Advisory Team Co-Chair Harry Cohen thanked everyone, including **Chair Julia Mandell** and **Transition Lead Carole Post** and staff for all their hard work. He is already looking forward to the six-month report. **Transition Lead Carole Post** thanked everyone as well and said it has been an absolute pleasure.

Minutes prepared by City Clerk Support Technician Karencia Ciagala