

Planning/Zoning

Skidaway Island Incorporation Study

P&Z Task Force

Final Report – September 25, 2017

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Task Force Committee Members

Bob Fischer – Chair

Hal Duensing – Vice Chair

Mason Knowles – Secretary

John Bellucci

Joe DeBerardinis

Andrea Felkins

Kathy Field

Stanford Knowles

Skidaway Island Incorporation Study P&Z Task Force Executive Summary

Based on the research and discussion conducted, the P&Z Task Force recommends the following:

- Hire a full-time clerk/administer (or similar title) who would perform clerical and office duties for the new City as well as Assist the Building Department with zoning, permitting, development plans, etc.
- Select at least two engineering firms to perform a detailed review and analysis on proposed major projects and/or developments as directed by the City Counsel.
- Hire a building official to run the building department to perform all plan reviews and inspections. Hire part-time inspectors/plan reviewers on an as needed basis (such as life safety, etc.).
- Have a Flood Plain Administer on staff or hire/sub-contract a Flood Plain to develop and implement a plan for the City of Skidaway to achieve CRS status and follow through on achieving discounts for flood insurance.

Table of Estimated Costs

Item	Cost		Essential/Non-Essential
Clerk/Administrator to Assist with P&Z, and Permitting	Included in Governance Staff Costs	Recurring Cost	Essential
Materials, training, supplies, etc.	\$5,000/year	Recurring Cost	Essential
Building Official	\$90,000/year plus \$20,000/year for part time person(s) as needed	Recurring Cost.	Essential
P&Z consulting services for Master Plan and Zoning Ordinances	\$0	To be completed by Administration staff personnel.	Essential
City Engineering Firm	\$10,000/year	Recurring Costs	Essential
Flood Plan Administrator	Included in Governance Staff Costs	Recurring Costs	Essential
Scanning Documents	\$20,000	Initial Costs Minimal Recurring Costs	Essential

Building or Office Space Requirements:

- Building Inspector: One office approximately 150 sq. ft.
- Shared small conference room with table to seat at least 8 persons and capability to review plans.
- Long-term file and storage approximately 200-300 sq. ft. for records that can be shared with the rest of the administration.

Skidaway Island Incorporation Study Planning, Zoning and Code Enforcement (P7Z) Task Force Report

Background:

On April 20, 2017 the Planning, Zoning and Code Enforcement Task Force met for the first time. They were asked to achieve the following goals:

- Determine planning, zoning and code enforcement organization/structure and procedures that currently exist in the Skidaway Island area.
- Suggest planning, zoning and code enforcement organization/structure and procedures for the City of Skidaway.
- Provide a cost comparison of both organization and procedures.

Research:

In order to complete their goals, the Task Force researched and compared the organizational structure of the planning, zoning and code enforcement of a number of cities of similar size to the proposed city of Skidaway including; Rincon, Waycross, Garden City, Brunswick, Stone Mountain, Tybee Island and Los Fresnos, TX.

The Task Force also researched Chatham County's organizational structure for planning, zoning and code enforcement including: Chatham County Metropolitan Planning Council (MPC), Chatham County's floodplain management program, and Chatham County's Department of Building Safety and Regulatory Services. Interviews were conducted with

- Nick Helmholdt, Sr. Comprehensive Planner for Chatham County MPC
- Gary Plumbley, Developmental Services Administrator, Chatham County MPC
- Bob Seabeck, Chatham County Building Safety
- Clifford Bascomb, & Jarris Bryant, Chatham County Building Safety
- Michael Blakely, Flood Plain Administrator, Chatham County Dept. of Engineering
- Sue Hopensperger, Senior Field Representative CRS (Community Rating System) Program

The interviews provided the Task Force with information on how Chatham County handles planning, zoning, code enforcement and flood management on Skidaway Island as part of unincorporated Chatham County. In some cases, the individuals offered their suggestions on how best to go forward if Skidaway Island voted to incorporate.

Conclusions

In general, planning and zoning should not be an exceptionally active area for a City of Skidaway Island. Certain basic requirements, i.e. the development of a Master/Comprehensive Plan and the adoption of a Zoning Code will be the primary initial focus. This could easily be performed by initially adopting the Chatham County Zoning Ordinance and "tweaking" the master plan as it relates to Skidaway Island. This work could

be performed in house during the interim period with staff and assistance as needed through consultants.

Overall administration of the planning and zoning processes will be required to replace those functions currently administered by Chatham County, however, with much of the island already developed or restricted by homeowner association covenants, the emphasis for planning and zoning would be to ensure that areas outside the homeowner associations are developed in a responsible and compatible manner with the existing uses on the island. Since this is perceived as a minimal amount of work, we believe this work can be achieved through use of existing staff personnel already incorporated within the Governance Committee report.

Building and code enforcement are a requirement and are expected to be somewhat more active than planning and zoning matters. Administering building permits for new construction and significant renovations and the inspections necessary to make sure proper codes are followed are a fundamental responsibility. This department will also administer enforcement of violations based on the city of Skidaway building codes and municipal ordinances on properties out of compliance. A qualified individual(s) will need to be hired that possesses the necessary certifications and education required by the State of GA and ISO.

In the area of flood plain management, Nation Flood Insurance Program (NFIP), Community Rating System (CRS) and residents flood insurance premiums, the new City of Skidaway Island will lose its CRS status and discounts immediately upon the State of Georgia issuing the declaration the Skidaway is incorporated. Presently Skidaway Island residents have a 25% discount on their flood insurance based on the points Chatham County has achieved in the CRS program. The discount would not be available initially after incorporation. The additional cost of flood insurance per property in the short term is not known at this time since it is based on each property's compliance with the NFIP and CRS.

In order for the new city to become a CRS community, the city would first need to be in the NFIP. After a year of good standing in the NFIP, the city could apply to be a CRS community. Any discounts obtained under the involvement in the CRS would become effective in about 1-1/2 years after joining the CRS program. It is estimated that it may take 2-4 years for this process to be completed. We are currently reviewing this matter in greater detail to see if there is a way of expediting the schedule, such as starting while we are in the interim period (between vote and receiving our city declaration).

Recommendations:

Based on the research and discussion conducted, the Task Force recommends the following:

- Hire a full-time clerk/administer (or similar title) who would perform clerical and office duties for the new City as well as Assist the Building Department with zoning, permitting, development plans, etc. This person/position would accept and assign to the appropriate departments or individual(s), items such as, building permits, development plans, major projects, special projects, code inspection requests, zoning

variances and other issues relating to planning, zoning and code enforcement. Since the anticipated workload of the planning and zoning function is minimal and the clerk of council would most probably be attending the P&Z and Council meetings (where any variances will be heard and acted upon), we believe using the Clerk of Council to oversee this position to be a good fit.

- Select at least two engineering firms through a ‘professional services/qualifications’ based bid process and hire an engineering firm on a case-by-case basis as needed without an upfront retainer. The firm would perform a detailed review and analysis on proposed major projects and/or developments as directed by the City Counsel- Any applicants proposing non-City projects or developments would pay the cost of this outside review through application fees established by the municipality. These firms would also be available to analyze projects proposed by the City of Skidaway. A budget cost should be provided to account for these issues. The Task Force recommends at least \$10,000 per year for this function.
- Hire a building official to run the building department to perform all plan reviews and inspections. Hire part-time inspectors/plan reviewers on an as needed basis (such as life safety, etc.).
- A part-time shared secretarial or administrative support may also be necessary.
- Having a Flood Plain Administrator to develop and implement a plan for the City of Skidaway to achieve CRS status and follow through on achieving discounts for flood insurance. This work may be needed to be hired out at first, however, after this initial period, this function could be outsourced or incorporated into another position such as the Public Works Manager, City Administrator, etc. As such, the costs of this function is included in the Governance Committee Report.

Estimated Costs:

- Clerk of Council/Zoning Administrator: Included in Governance
- Materials, training, supplies, organizations, etc. for P&Z functions: \$10,000/year
- Building Official (inspector): \$90,000 plus \$20,000 for part-time inspector(s) if needed.
- Code enforcement materials, supplies, organizations etc.: \$5,000/year.
- P&Z consulting services to assist in developing our Master Plan, Zoning Ordinances and Code of Ordinances (for building): \$75,000 is estimated (if outsourced) during initial City development phase (ongoing changes to be made by staff and P&Z board). This is an upper end estimate and may not be needed if performed by interim staff.
- City Engineering Firm: \$10,000/year for review of simple city projects. Other projects costs will be paid by developer or as part of an appropriation for major city projects.
- Flood Plan Administrator: Possibly outsourced at first then absorbed into the City Administration staffing costs. Costs are included in Governance report.
- Scanning documents: Can be outsourced for an estimated initial fee of \$20,000.
- The above costs should be offset approximately \$100,000 per year based on the last two years (2016 and 2017 thru July) of plan review and building permit fees received by Chatham County (see attached list of 2016 and 2017 building permits for Skidaway Island). Please note that these offsets may be reduced when the amount of

new home construction dwindles (presently accounts for about 50% of the permit fees).

Building or Office Space Requirements:

- Building Inspector: One office approximately 150 sq. ft.
- Shared small conference room with table to seat at least 8 persons and capability to review plans.
- Long-term file and storage approximately 200-300 sq. ft. for records that can be shared with the rest of the administration.

One Time Start-Up Issues:

The Task Force identified items that would be required to start up a new planning, zoning and code enforcement department within the city of Skidaway including:

- Possibly hire a consultant to assist in developing a master plan for the city of Skidaway.
- Recruit and train (if necessary) new personnel.
- Rent or build office space and purchase equipment, tools, computers, etc.
- Establish a flood plain management program for the city of Skidaway, join the National Flood Insurance Program and become a CRS community with at least the level 5 status we already possess with Chatham County.

Comparative Cost to Chatham Country Planning, Zoning and Building Code activities:

The Task Group was not able to separate the costs for planning, zoning and code enforcement for the Skidaway Island area from the overall Chatham County budget to get a comparison to what it is costing us now for these specific services.

Research, Discussion, References

CHATHAM COUNTY METROPOLITAN PLANNING COUNCIL (MPC)

(Excerpts from Chatham County MPC website)

The Chatham County - Savannah MPC hosts several departments and provides administrative support to several boards and commissions throughout Chatham County and the City of Savannah.

Executive Director	Melony West westm@thempc.org 912.651.1448
Administrative	Christy Adams adamsc@thempc.org 912.651.1459
Comprehensive Planning	Nick Helmholdt helmholdtn@thempc.org 912.651.1454
Development Services	Gary Plumbley plumbleyg@thempc.org 912.651.1468
Financial and Systems	Melony West westm@thempc.org 912.651.1448
Historic Preservation	Ellen Harris harrise@thempc.org 912.651.1482

Savannah Area GIS Lara Hall halll@thempc.org 912.651.1451
Special Projects Charlotte Moore moorec@thempc.org 912.651.1465
Transportation Planning Mark Wilkes wilkesm@thempc.org 912.651.1477

Comprehensive Planning Department

The Comprehensive Planning department carries this tradition of planned development into the twenty-first century. The long term success of Chatham County and Savannah requires a strategic and balanced approach that establishes a desirable built environment, promotes economic development, protects natural resources, provides transportation options, ensures housing quality, and supports a high quality of life for our residents. The Comprehensive Planning department prepares the long-term plan, which describes specific goals and strategies designed to achieve our shared community vision.

The Comprehensive Planning department works closely with jurisdictions in Chatham County on storm water management, sea level rise, and other natural resource issues that cross municipal boundaries. Regional coordination is vital to ensuring that our population has clean water, thriving natural environments, and healthy air.

The Comprehensive Planning department brings focus to the fundamental elements required for our community to thrive. This focus helps us create thriving communities that are resilient to changing climate, technology, and attitudes.

The Comprehensive Planning staff is responsible for the Chatham County - Savannah Comprehensive Plan. Department staff works to ensure that other plans and projects are consistent with the goals and objectives identified in the Comprehensive Plan.

Development Services

Development Services focuses on current planning matters, including the review of site plans, subdivision plats, zoning map amendments and text amendments to the zoning ordinance. Staff also serves the Zoning Board of Appeals (ZBA) for the City of Savannah and Chatham County. The ZBA reviews variances, special uses, appeals of decisions and extensions of nonconforming uses. Additionally, staff assigns street addresses for new developments.

The City and County have separate zoning and subdivision ordinances; however most review procedures are similar.

- Site Plans. The MPC reviews site plans for all non-residential uses and multifamily uses (3 or more units).
- Subdivisions. A minor subdivision plat consists of one to three lots, and is a staff level review. A major plat consists of four or more lots, and requires review by the Planning Commission.
- Map and Text Amendments. All proposed amendments to the official zoning map or zoning ordinance require a recommendation from the Planning Commission to the local governing body (i.e., the City of Savannah Mayor and Aldermen or the Board of Chatham County Commissioners). The amendment process typically requires at least eight weeks.

The MPC provides planning services only to the City of Savannah and unincorporated Chatham County. The incorporated towns within Chatham County are listed below with the planning contact information listed for each.

- Bloomingdale: 912-748-0970
- Garden City: 912-966-7777
- Pooler: 912-748-7261
- Port Wentworth: 912-964-4379
- Thunderbolt: 912-354-5533
- Tybee Island: 912-786-4573
- Vernonburg: 912-790-7666

CHATHAM COUNTY DEPARTMENT OF BUILDING SAFETY AND REGULATORY SERVICES

Among other activities, this department issues building permits and inspects properties for compliance with building permits and applicable standards.

The department also issues home occupation permits and is responsible for the administration and enforcement of the County Property Maintenance Ordinance.

Discussion with Nick Helmholtz, Sr. Comprehensive Planner, Chatham County MPC

From a Planning perspective, the three basic requirements of a municipality are to:

1. Adopt a Zoning Ordinance;
2. Complete a Comprehensive Plan; and,
3. Develop a Services Delivery Strategy (SDS).

There are other requirements but these are the big picture basics.

The County Planning Commission is made up of appointed members and is supported by the MPC. The Commission makes advisory recommendations to both the City of Savannah and Chatham County for matters of larger subdivisions, site plan developments, larger projects and other matters of planning and zoning. The municipality is not bound by the Planning Commission recommendation and may reject the recommendation by simple majority. The County Zoning Board of Appeals, also supported by the MPC, has the authority to issue variances to zoning and building ordinances and also may approve special use permits (as described in the zoning code).

Chatham County and the City of Savannah have separate ordinances. For a Zoning Ordinance, Skidaway could adopt an edited version of the existing ordinance, write a new one or review existing ordinances from other municipalities. Of note, the Chatham County Zoning Ordinance was adopted in 1962 and has only been sporadically revised. It is considered somewhat outdated (additions have been made but outdated sections still exist) and does not incorporate many more recent innovations and accepted concepts in planning and zoning.

Skidaway may want to review aspects of the “Lean Urbanism” concept which has more flexibility yet is a much simpler approach to planning and zoning.

Current Planning requirements executed by the MPC for Skidaway Island are minimal. The

Comprehensive Plan, which includes Skidaway, is reviewed every five years and the Service Delivery Strategy (SDS) is done annually (but is not specific to Skidaway). The MPC also has a “future development” map, which is based on current zoning and files the annual MS4 permit with the state (the Storm water Management permit required of all municipalities under federal guidelines).

The SDS is an inventory of services following a state-provided template. Completing the SDS is an administrative function described as relatively straightforward but somewhat tedious. Nick suggested reviewing this would be a good exercise in determining what services a City of Skidaway might want to consider as it basically serves as an inventory list. Development of a Comprehensive Plan can be done several ways. Skidaway might remain part of the Chatham County-City of Savannah Comprehensive plan (done by the MPC) or create a Skidaway Comprehensive Plan, which most municipalities do.

To execute a Skidway plan, Skidaway could hire a consultant, work with the MPC or utilize the resources of the Coastal Regional Commission (CRC) to assist in developing a plan – or some combination of all of the above. Timing was not clear but certainly the plan must be developed within the five-year window.

Of note, the CRC must approve the Comprehensive Plan before the state will accept it. It is likely Skidaway will have to develop a transportation plan as it is in an “urban” area and may have to have a housing as well as an economic development plan, although the thresholds for these aspects would need to be researched.

In general, it seems the planning function would be an intermittent task that can be accomplished by an employee with other duties or, for infrequent tasks like the comprehensive plan, by temporary consultants.

Discussion with Gary Plumbley, Development Services, Chatham County MPC

Development Services has minimal interaction with Skidaway Island. Maybe 3-5 ZBA applications per year and very little else with the exception of a major site plan or subdivision.

Development Services did spend some time regarding the assisted living development being planned for the Village, but suggested that a small city would probably hire consultants to lead the process on behalf of the city.

Noted that some cities, i.e. Tybee, contract with Chatham County for some services and others hire part-time certified consultants to provide administration of zoning changes, etc. Noted that an updated Master Plan for the Landings is in place (made reference to it being lost? but was unclear).

Discussion with Bob Seabeck (201-4307), Chatham County Building Safety Notes the department handles building permits and inspections. Said some small cities do their own, some contract parts of the process.

Also handles property maintenance issues but noted that the enforcement ability of the Landings Assn. is quicker and sometimes more effective than county procedures which require going through the courts for ultimate enforcement.

Discussion with Clifford Bascomb (201-4319) & Jarris Bryant (201-4318), Chatham County Building Safety

Department currently issues building permits and provides all inspections for Skidaway. Will contract with local municipalities for these services. Noted that, for Tybee, they review building plans and provide inspection services on a contractual basis while Tybee administers the process and issues the actual permit based on Building Safety recommendations.

Emphasized that these services are separate from permits and plan approvals within homeowner associations to comply with homeowner covenants. While the plans may be the same and submittals may be comparable, the two are distinctly separate and require entirely separate processes and approvals.

(See attached 2016 & 2017 list of permits for the Skidaway Island area.)

Discussion with Michael Blakely (652-7814), Flood Plain Administrator, Chatham County Dept. of Engineering

FEMA designates flood plain boundaries and administers the National Flood Insurance Program (NFIP). The FEMA Community Ratings System (CRS) has a rather lengthy list of activities and programs that a community could implement to help inform residents, mitigate potential flood damage and provide discounts for all residents of a community with an insurance discount based on the community rating.

Due to the activities Chatham County administers, residents in the flood plains of unincorporated Chatham County (a Class 5 designation) get a 25% discount on their flood insurance. By leaving unincorporated Chatham County, the City of Skidaway would lose this benefit, at least in the short term.

Under FEMA guidelines, Skidaway may not contract with Chatham County for this service and must establish its own flood plain management program

Skidaway would be required to join the National Flood Insurance Program on it's own and may apply to CRS for membership. CRS membership is voluntary. The CRS determines how many 'points' Skidaway gets based on its programs, determines what class rating the city would be, and what discounts on the NFIP residents would be entitled to.

Discounts range from 0% to 45%. Only one city in the nation, located in California, receives the 45% discount. A 5%-10% discount is fairly easy to obtain, higher discounts require more effort.

The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements.

As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS:

- Reduce flood damage to insurable property;

- Strengthen and support the insurance aspects of the NFIP, and
- Encourage a comprehensive approach to floodplain management.

For more information: <https://www.fema.gov/community-rating-system>

Discussion with Sue Hopensperger, Senior Field Representative CRS Program

Currently Skidaway Island is under Chatham County's floodplain management program. This program, under the director of the county floodplain manager, Michael Blakey, CFM, affords the residents of Skidaway Island a 25% discount based on the points it has achieved in the CRS (Community Rating System) program. The dollar amount of savings is not known at this time as it is as result of the discounts given to each household based on their compliance with the NFIP, CRS, house construction (whether it meets the guidelines of the NFIP), etc.

In speaking to Sue Hopensperger, Senior Field Representative CRS Program, the new City of Skidaway Island will lose its CRS status and discounts immediately upon becoming incorporated. In order for the new City to become a CRS community, we would first need to be in the NFIP (National Flood Insurance Program). After a year of good standing in the NFIP, we could apply to be a CRS community. Any discounts obtained under our involvement in the CRS would become effective in about 1-1/2 years after joining the CRS program.

In summary:

- The new City of Skidaway Island would immediately lose its 25% flood insurance discount.
- The new City would need to immediately join the NFIP.
- After being a member in good standing for a year, the City could apply to become a CRS community.
- After becoming a CRS community, in about 1-1/2 years the City would receive flood insurance discounts based on the points received in the CRS process.
- The new City will need a Certified Flood Plain Manager in addition to a Building Department.

Please note that a 25% discount is a great accomplishment and would take a lot of work and a good Flood Plain Manager on staff to achieve. It is likely that our new City would achieve a lower discount at first with a goal to get to the level we are now with Chatham County. In the interim, there would be additional costs to the residents who presently have flood insurance under the current 25% discount until the new City becomes a CRS community and obtains the points necessary to achieve the current 25% discount."

Attachments:

- 1. Comparative City Data Matrix:**
- 2. Skidaway Island 2016 & 2017 Building Permit Summary**

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

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Skidaway Island

Population - 8300
Density - 420/sq mi
Median Income - 110K

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space Requirements
Administration	Clerical	Clerk/Administrator to Assist with P&Z, and Permitting		Included in Governance Staff Costs	Included in Governance Requirements
	Building Safety	Building Official/Inspector: One full time position to run Building Department - Plan review, inspections, code enforcement, work with Zoning Administrator on P&Z, attend P&Z Board meetings and Council meetings as required		Salary (without Markup) - \$60,000. Materials, training, supplies, organizations, etc: - \$5,000	One office approx 150 sq ft (includes filing space and tables for plan reviews, etc. Will also need long term file and storage area (200-300 sq ft) for records which can be shared with rest of administration and Zoning Clerk.
		Building Inspector - Part time inspector(s) as required for inspections		\$20,000/year	None - Share with Building Official/Inspector
	Admin/Building	Master Plan, Building, and Zoning Ordinance Development - Admin Staff including City Administrator, Building Official, Public Works Director, etc.		Included in staffing costs - May require consultant if work cannot be finished by staff which costs are in the Governance Report.	None
	Admin/Building	Outsourced as needed to assist in development reviews, etc.		\$10,000/yr	None
Admin/Building	Flood Plan Administrator - City Administrator of assigned staff person to receive appropriate training for a flood plain administrator		Included in staffing costs.	None	

Misc:

Initial Document Scans - Required to scan any building and zoning documents that exist in Chatham County for existing and past permits, etc. This information will be required to administer any ongoing building work and any building permits and other pertinent documentation that the new City will need to retain per Georgia code.

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

Rincon, GA

Population - approx 9,700

Type of Government: Mayor/City
Council/City manager

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Planning & Zoning		Planning Director - Responsible for planning, zoning and building. Works with P&Z board and Council and supervises the Building Department.		\$100,000 - Includes Salary markup	
		Building Inspector: - Responsible for Plan Review, Inspections, Code Enforcement, assisting Planning Director		\$100,000 - Includes Salary markup	
Note: Rincon is a growing community with a lot of new zoning and planning work required.					

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

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Waycross GA

Population 14,000 Density 1200/sq. mile
Median income \$25K
Type of Government: Mayor/City
Council/City manager

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Community Development		2 ea.			
		Improvement Director, Administrative Assistant*			
	Building	1 ea.			
		Building & Code Mgr.			
	Planning & Zoning	1 ea.			
		Building & Code Mgr.			
	Code Enforcement	4 ea.			
		Code Officials			
Engineering		2 ea.			
		City Engineer, Administrative Asst.			
	Ordinance & Permits	6 ea.			
		Water & Sewer Project Mgr.			
		GIS technician,			
		Soil Erosion & Storm-water,			
		Project Mgr.			
		Traffic Engineer & Building Maintenance			
		Engineering Superintendent			

* Works for multiple departments

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

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Garden City GA

Population 9,000 Density 600/sq. mile
 Median income \$33.5K
 Type of Government: Mayor/City
 Council/City manager

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Planning & Zoning		2 ea.		2014, \$77K	
		Planning Director,		2015, \$215K*	
		Administrative Asst.			
	Code Enforcement	2 ea.		2014, \$46K	
		Code Officers		\$2015, \$55K	

*2015 salaries including hiring of full time
 Building Inspector

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

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Brunswick

Population 15,500 Density 620/sq.
mile Median Income \$26K
Type of Government Mayor/City
Commission City Mgr.

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Engineering		2 ea.			
		City Engineer			
		Building Official*			
Planning & Zoning		3 ea.			
		Planning/Zoning Director,			
		City Planner			
		Building Official*			
	Code Enforcement	2 ea.			
		Code Officers			

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

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Los Fresnos, TX

Population 6,200 Density 2,000/sq.
mile Median Income \$52K
Type of Government Mayor/City Council
City Mgr.

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Building & Permits		1 ea.		\$56K/yr.	
		Mgr.			
		City Secretary*			
Planning & Zoning Commission		1 ea.	8 ea.	N/A	
		Building Inspector	Board Members		
	Code Enforcement	2 ea.		\$14/hr.	
		Part-time			

*Works for City Manager

**Skidaway Island Incorporation Study
Planning and Zoning Task Force
Matrix**

Stone Mountain GA

Population 6,000 Density 3,400/sq.
mile Median Income \$38.5K
Type of Government Mayor/City
Council City Mgr.

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Building		Contracts out to SAFEbuilt Inc.			
Code Enforcement		1 ea.			
		Code Compliance Officer			
Planning & Zoning			4 ea.		
			Planning & Zoning Committee		

**Skidaway Island Incorporation Study
 Planning and Zoning Task Force
 Matrix**

Tybee GA

Population 3,000 Density 900/sq.
 mile Median Income \$63K
 Type of Government Mayor/City
 Council City Mgr.

Organizational Structure:

Main Department	Departments	Paid Positions & Duties	Unpaid Positions & Duties	Salaries, Training & Equipment Costs	Building or Office Space
Planning & Zoning		3 ea.			
		Administrator,			
		Administrative Asst.,			
		Planning & Zoning Mgr.			

PERMIT SUMMARY BY TYPE

<u>Permit Type</u>	<u>Totals</u>	<u>Valuation</u>	<u>Fee Due</u>	<u>Fee Paid</u>
Alarm Permit	2 Permits	\$ 130,368.00	\$ 284.39	\$ 284.39
Antenna/Tower	3 Permits	\$ 170,500.00	\$ 433.50	\$ 433.50
Commercial Additions Permit	1 Permits	\$ 743,680.00		
Commercial Roofing Permit	1 Permits	\$ 70,500.00	\$ 165.00	\$ 165.00
Demolition Permit	1 Permits	\$ 25,000.00	\$ 55.00	\$ 55.00
Electrical Permit	18 Permits	\$ 128,768.00	\$ 352.00	\$ 352.00
Fence Permit	7 Permits	\$ 135,255.00	\$ 404.00	\$ 404.00
Foundation Permit	3 Permits	\$ 172,416.00	\$ 259.00	\$ 259.00
Mechanical Permit	35 Permits	\$ 1,598,696.00	\$ 1,836.00	\$ 1,836.00
Plumbing Permit	9 Permits	\$ 113,280.00	\$ 207.00	\$ 207.00
Residential Additions/Repair	81 Permits	\$ 10,160,854.36	\$ 15,601.00	\$ 15,601.00
Residential Detached Garage	1 Permits	\$ 250,000.00	\$ 300.00	\$ 300.00
Residential Miscellaneous	1 Permits	\$ 0.00	\$ 25.00	\$ 25.00
Residential New Permit	21 Permits	\$ 46,715,596.00	\$ 60,665.00	\$ 60,665.00
Residential Pool Permit	7 Permits	\$ 1,543,645.00	\$ 2,596.14	\$ 2,596.14
Residential Roofing Permit	223 Permits	\$ 9,362,948.22	\$ 18,823.00	\$ 18,823.00
Shallow Well Permit	7 Permits	\$ 4,800.00	\$ 350.00	\$ 350.00
	421 Permits	\$71,326,306.58	\$102,356.03	\$ 102,356.03

PERMIT SUMMARY BY TYPE

<u>Permit Type</u>	<u>Totals</u>	<u>Valuation</u>	<u>Fee Due</u>	<u>Fee Paid</u>
Antenna/Tower	2 Permits	\$ 124,000.00	\$ 282.00	\$ 282.00
Commercial Additions Permit	2 Permits	\$ 3,610,000.00	\$ 5,354.00	\$ 5,354.00
Deep Well Permit	1 Permits	\$ 22,000.00	\$ 66.50	\$ 66.50
Demolition Permit	1 Permits	\$ 325,000.00	\$ 415.00	\$ 415.00
Electrical Permit	7 Permits	\$ 84,560.00	\$ 166.00	\$ 166.00
Fence Permit	9 Permits	\$ 151,930.00	\$ 429.00	\$ 429.00
Fire Sprinkler Permit	2 Permits	\$ 368,500.00	\$ 615.90	\$ 615.90
Foundation Permit	7 Permits	\$ 288,796.00	\$ 417.00	\$ 417.00
Mechanical Permit	17 Permits	\$ 796,079.56	\$ 831.00	\$ 831.00
Plumbing Permit	5 Permits	\$ 11,569.52	\$ 78.00	\$ 78.00
Residential Additions/Repair	68 Permits	\$ 13,884,911.96	\$ 19,579.00	\$ 19,579.00
Residential Dock Permit	1 Permits	\$ 250,000.00	\$ 325.00	\$ 325.00
Residential New Permit	20 Permits	\$ 48,206,029.00	\$ 64,913.00	\$ 64,883.00
Residential Pool Permit	5 Permits	\$ 1,379,900.00	\$ 1,830.88	\$ 1,830.88
Residential Roofing Permit	97 Permits	\$ 4,125,648.56	\$ 8,238.00	\$ 8,238.00
Shallow Well Permit	4 Permits	\$ 6,000.00	\$ 200.00	\$ 200.00
	248 Permits	\$73,634,924.60	\$103,740.28	\$ 103,710.28