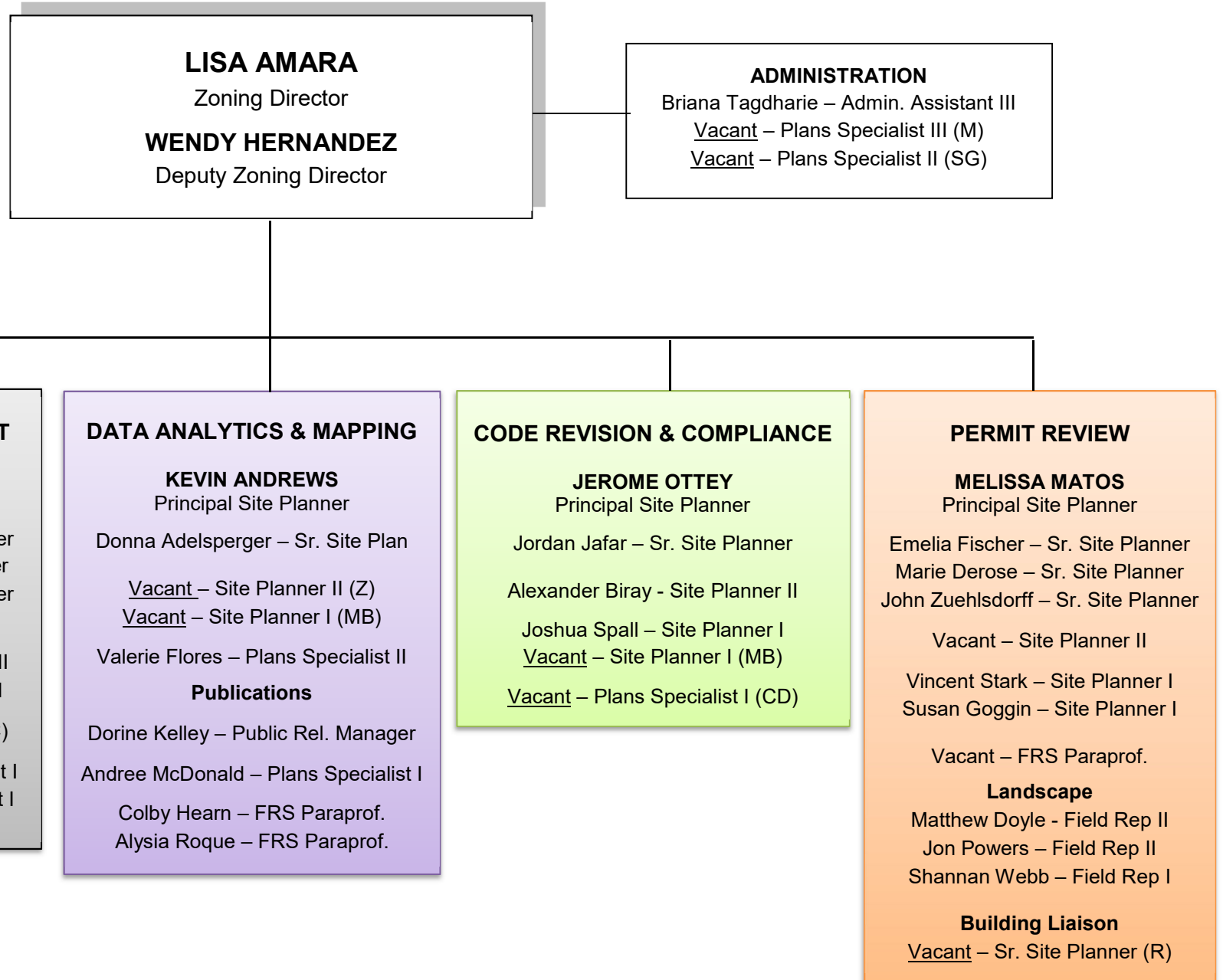


Zoning Division 2024



Functions of the 5 Sections are listed below:

Development Review Section

- The Principal manages the Administrative Review Development Review Officer (DRO) process
 - DRO Applications include Development Review Officer (DRO), Zoning Agency Review (ZAR), Administrative Abandonments, Type 1 Waivers, Temporary Uses, Temporary Signs, Pre-application Conference, and can include Type 2 and 3 Concurrent Review
 - Coordinates Plat Review
 - Administrative applications for Reasonable Accommodation, Community Residential housing, Congregate Living Facilities, and associated Zoning Confirmation Letters
 - Staff within this section are primarily assigned administrative applications, and may be assigned all types of Zoning applications

Economic Development Section

- The Principal manages the Zoning Commission and Board of County Commissioners public hearings for Zoning applications
 - Public Hearing applications include: re-zoning, development order amendments, abandonments, Type 2 and 3 Concurrent Review
 - Variances and Waivers including Type 1 and Type 2
 - Staff within this section are assigned all types of Zoning applications
 - Staff within this section coordinate with the Business Development Board for economic development projects

Data Analytics & Mapping Section

- The Principal and staff are responsible for the following:
 - Manages the On Call (OC) function
 - Staff ensure the processing of Business Tax Receipts and liquor licenses
 - Manage GIS projects
 - Staff within this section are assigned all types of Zoning applications

Code Revision & Compliance Section

- The Principal manages the Land Development Regulation Advisory Board (LDRAB) and Land Development Regulation Advisory Committee (LDRAC) and hearings
 - Staff manage all proposed Unified Land Development Code (ULDC) revisions, and prepares ULDC revisions
 - Staff within the section coordinate with Code Enforcement on code violation cases and with the Building Division on the review of agricultural projects
 - coordinate Informal Zoning Confirmation letters and is the point of contact for requests for Formal Zoning Confirmation Letters
 - Staff within this section are assigned all types of Zoning applications
 - Staff within this section coordinate with the Westgate CRA and Urban Redevelopment Area (URA) Planning Staff

Permit Review Section

- The Principal manages coordination between the Zoning and Building Divisions
 - Staff within this section review Building permit applications routed to Zoning to ensure consistency with the ULDC, and/or the Development Order Conditions of Approval
 - Staff within this section process concurrency applications related to building permits, and Unity of Title & Release
 - Staff within this section implement the Landscape Code, and process associated permits, vegetation review, landscape plans, and inspections
 - This section provides a Building Liaison that coordinates directly with Building Permit staff

Administration Section

- The Administration Section manages the overall operation of the Division
 - Staff within this section coordinate Zoning Web page updates, prepare maps & GIS data, manage the Front Desk
 - The Public Relations Manager coordinates File Room functions, retrieves and maintains files, including public records requests, and phone coverage