



## CITY COUNCIL PLANNING DEPARTMENT REPORT

Meeting Date: November 15, 2022

To: Honorable Mayor and Councilmembers

From: Brian Shea, Planning Director

Through: George Garrett, City Manager

### BACKGROUND:

The Planning Department's mission is to support the social and economic vitality of Marathon by safeguarding fragile natural resources and ensuring that development protects and enhances the unique character and heritage of the City.

The Planning Department provides technical support and advice for the preparation and implementation of the comprehensive plan and the land development regulations (LDRs). The Department may perform other functions as requested by the Council or the City Manager.

In addition, the Planning Director has the following duties:

- Chair the TRC and prepare a report of its review and recommendations to the PC or Council;
- Provide administrative interpretations of the LDRs;
- Provide nonconformity determinations, including expansions of nonconforming uses and structures;
- Review and approve administrative variances to the LDRs;
- Review and approve certificates of compliance;
- Review and approve applications for temporary uses and special events;
- Conduct concept meetings with applicants for development approval as necessary or appropriate;
- Maintain the official zoning map and the public records of the planning department; and
- Review and consider applications eligible for administrative approval.

### PLANS

The Planning Department reviews, develops, and implements a myriad of plans. The Code of Ordinances and the Land Development Regulations (LDRs) are the fundamental rules and regulations that govern action within the City of Marathon. These are established by the Policies, Goals, and Objectives as set forth in the Comprehensive Plan. The Comprehensive Plan is the document that guides our future as a city, while also reflecting required updates based upon statutory changes. The City also has a Master Plan depicting how the City intends to encourage development based upon community input, and historical development patterns. As the City grows and evolves, more plans are adopted and implemented. The City has a sustainability and climate change plan, an economic resiliency master plan, and stormwater master plan all relating and tying

back to the other plans. Many of these plans are developed using grant funding, and the resulting products then allow for shovel ready projects to move forward as grant applications.

### COMMON DEVELOPMENT APPLICATIONS

Comprehensive Plan Amendments  
Development Agreements  
Subdivisions and Plats  
Conditional Use  
Temporary Placement Permits  
Appeals  
Vested Rights Determinations  
Determination of Building Rights  
Transfer of Development Rights

Land Development Regulation Amendments  
Site Plan Review  
Rezoning  
Building Permits  
Temporary Use Permits  
Beneficial Use Determinations  
Variances  
Transfer of Building Rights  
Marina Operating Permits  
Occupational License Review

### EXTERNAL AGENCY COORDINATION

The Planning Department is a nexus department, both internally at the City as well as externally with outside agencies. At the local level, the department coordinates with all the other municipalities within the County and the County itself. Additionally, agencies such as the South Florida Water Management District (SFWMD), Army Corps of Engineers (ACOE), Department of Environmental Protection (DEP), Fish and Wildlife Services (FWS), Florida Fish and Wildlife Conservation Commission (FWC) are collaborated with nearly daily. The Federal Emergency Management Agency (FEMA) and Florida Department of Emergency Management (FDEM) are coordinated with both blue sky and emergency scenarios. At a regional level, there is also coordination through the South Florida Regional Planning Council (SFRPC). The State agency for planning and coordinating agency for the Florida Keys area of Critical State Concern (ACSC) is the Department of Economic Opportunity (DEO).

### SYNOPSIS

The Planning Department is a nexus department, meaning that at any point in time a citizen will be dealing with the Planning Department in some aspect. All projects either start with a concept meeting with the department, are helped along through the process by the department, or are closed out by the department. The department acts as the facilitators with the public and multiple departments, as all development ties back to the plans, and the permits needed to implement them. The department is also available to assist the public and coordinate public input through workshops and charrettes to better guide the City in the direction that it intends to move, grow, and develop.