Commercial Development Committee
October 16, 2019

Wade A. Hugh
Development Services
Small Business Project Management

- October 1, 2018 – September 30, 2019
  - Number of small businesses engaged through the program – 491
    - Number of small businesses opened – 379
      - JOE Level 1 – 266
      - JOE Level 2 – 93
      - TLO - 20
    - Number of businesses working through the plan review, permit and inspection process – 45
    - Number of businesses that met with staff as part of their due diligence – 67
Building Plan Submissions

Note: CY19 assumes no growth over CY18.
Building Plan Review

First Quarter (Jul-Sept)

- **New Structures (target 4.5 weeks)**
  - Number of plans: 14 (FY17), 17 (FY18), 2 (FY19), 15 (FY20)
  - Average weeks for first review: 3.2 (FY17), 3.6 (FY18), 4.4 (FY19), 3.3 (FY20)

- **Tenant Layout (target 2.3 weeks)**
  - Number of plans: 46 (FY17), 40 (FY18), 56 (FY19), 46 (FY20)
  - Average weeks for first review: 1.3 (FY17), 1.8 (FY18), 2.0 (FY19), 1.8 (FY20)
## Performance/Workload Data

### Commercial New Structures

#### First Quarter (Jul-Sept)

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of approved plans</strong></td>
<td>8</td>
<td>12*</td>
<td>11/9**</td>
<td>8</td>
</tr>
<tr>
<td><strong>Average reviews to approval</strong></td>
<td>3.1</td>
<td>2.8</td>
<td>4.18/3.3</td>
<td>2.1</td>
</tr>
<tr>
<td><strong>Average days to approval</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County time</td>
<td>49</td>
<td>71</td>
<td>68/50</td>
<td>45</td>
</tr>
<tr>
<td>Applicant time/Outside Agencies time</td>
<td>118</td>
<td>62</td>
<td>161/90</td>
<td>47</td>
</tr>
</tbody>
</table>

**Total Plans** = include major and minor plans. (minor plans: canopy, dumpster enclosure, kiosk, flag pole, etc.)

*One special inspections project took 364 days to be ready for permit. Excluded county time 41 and applicant time 51.

**Excludes two projects, one with 9 reviews and one with 7 reviews.
### Commercial New Structures

**First Quarter (Jul-Sept)**

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of approved plans</td>
<td>4*</td>
<td>8**</td>
<td>6/4***</td>
<td>3</td>
</tr>
<tr>
<td>Average reviews to approval</td>
<td>3.3</td>
<td>3.1</td>
<td>5.0/3.5</td>
<td>2.7</td>
</tr>
<tr>
<td>Average days to approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County time</td>
<td>68</td>
<td>96</td>
<td>86/54</td>
<td>72</td>
</tr>
<tr>
<td>Applicant time/Outside Agencies time</td>
<td>37</td>
<td>89</td>
<td>209/73</td>
<td>70</td>
</tr>
</tbody>
</table>

**Major Plans** = New Construction (projects that bring in revenue).

Excludes the following plans: targeted plans, apartments and apartment-related, condos and condo-related, public schools, churches and other minor projects.

*PWC Parks and Recreation project excluded.

**One special inspections project took 364 days to be ready for permit. Excluded county time 53 and applicant time 77.

***Excludes two projects, one with 9 reviews and one with 7 reviews.
Performance/Workload Data

Tenant Layout

First Quarter (Jul-Sept)

- Number of approved plans
  - FY17: 45
  - FY18: 40
  - FY19: 55
  - FY20: 51

- Average reviews to approval
  - FY17: 2.3
  - FY18: 2.4
  - FY19: 2.5
  - FY20: 2.3

- Average days to approval
  - County time
    - FY17: 16
    - FY18: 21
    - FY19: 23
    - FY20: 21
  - Applicant time/Outside Agencies time
    - FY17: 25
    - FY18: 37
    - FY19: 32
    - FY20: 45

Total Plans

- FY17: 45
- FY18: 40
- FY19: 55
- FY20: 51

Performance/Workload Data

Tenant Layout

First Quarter (Jul-Sept)  
- Number of approved plans  
  - FY17: 38  
  - FY18: 36  
  - FY19: 53  
  - FY20: 46
- Average reviews to approval  
  - FY17: 2.5  
  - FY18: 2.4  
  - FY19: 2.5  
  - FY20: 2.3
- Average days to approval  
  - County time  
    - FY17: 17  
    - FY18: 21  
    - FY19: 23  
    - FY20: 26  
  - Applicant time/Outside Agencies time  
    - FY17: 28  
    - FY18: 40  
    - FY19: 32  
    - FY20: 51
- % of plans targeted & expedited  
  - FY17: 17%  
  - FY18: 10%  
  - FY19: 4%  
  - FY20: 10%

Excluding Expedited and Targeted Plans

<table>
<thead>
<tr>
<th></th>
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<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of approved plans</td>
<td>38</td>
<td>36</td>
<td>53</td>
<td>46</td>
</tr>
<tr>
<td>Average reviews to approval</td>
<td>2.5</td>
<td>2.4</td>
<td>2.5</td>
<td>2.3</td>
</tr>
<tr>
<td>Average days to approval</td>
<td>17</td>
<td>21</td>
<td>23</td>
<td>26</td>
</tr>
<tr>
<td>County time</td>
<td>17</td>
<td>21</td>
<td>23</td>
<td>26</td>
</tr>
<tr>
<td>Applicant time/Outside Agencies time</td>
<td>28</td>
<td>40</td>
<td>32</td>
<td>51</td>
</tr>
<tr>
<td>% of plans targeted &amp; expedited</td>
<td>17%</td>
<td>10%</td>
<td>4%</td>
<td>10%</td>
</tr>
</tbody>
</table>
Performance/Workload Data

Site Plans

First Quarter (Jul-Sept)

- Number of approved plans
  - FY17: 20
  - FY18: 7
  - FY19: 11
  - FY20: 16

- Average reviews to approval
  - FY17: 3.3
  - FY18: 3.1
  - FY19: 3.6
  - FY20: 3.44

- Average days to approval
  - County time
    - FY17: 43
    - FY18: 43
    - FY19: 68
    - FY20: 62
  - Applicant time/Outside Agencies time
    - FY17: 268
    - FY18: 140
    - FY19: 172
    - FY20: 240
Permits Issued

First Quarter (Jul-Sept)

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site permits issued*</td>
<td>53</td>
<td>42</td>
<td>42</td>
<td>48</td>
</tr>
<tr>
<td>Building permits issued – NS</td>
<td>37</td>
<td>33</td>
<td>37</td>
<td>15</td>
</tr>
<tr>
<td>Building permits issued – TLO</td>
<td>180</td>
<td>134</td>
<td>181</td>
<td>164</td>
</tr>
</tbody>
</table>

*Prior year reports included all site permits issued. Effective FY19, only the “site plan” related permits will be shown.
## Performance/Workload Data

### Occupancy Permits Issued

#### First Quarter ( Jul-Sept )

<table>
<thead>
<tr>
<th>Category</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy permits issued – NS</td>
<td>31</td>
<td>19</td>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>Occupancy permits issued – TLO</td>
<td>46</td>
<td>39</td>
<td>52</td>
<td>44</td>
</tr>
<tr>
<td>OP issued – Change of Tenant</td>
<td>27</td>
<td>24</td>
<td>19</td>
<td>34</td>
</tr>
<tr>
<td>Building – New Residential</td>
<td>336</td>
<td>395</td>
<td>256</td>
<td>341</td>
</tr>
<tr>
<td>Occupancy – New Residential</td>
<td>392</td>
<td>369</td>
<td>342</td>
<td>319</td>
</tr>
</tbody>
</table>