



Interoffice Memorandum

September 20, 2023

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Andres Salcedo, P.E., Acting Director *Andres*  
Planning, Environmental, and Development Services  
Department

**CONTACT PERSON: Jennifer Moreau, Manager**  
**Zoning Division**  
**Phone: 407-836-5856**

SUBJECT: October 10, 2023 – Consent Agenda  
Staffing for Increased Permitting and Inspection Activity  
Resulting from Chapter 15 – Tree Protection and Removal  
Ordinance Update

Over the last two years, a detailed analysis was completed of the County's tree protection standards under Chapter 15, Article VIII, Tree Protection and Removal, along with the role of tree protection within the overall land development process. As staff worked to develop standards to correct identified deficiencies in the current code, it became clear that new standards were likely to increase workload and costs for both the developer and County staff. On May 23, 2023, staff provided a work session outlining draft code changes and an early look at revised fees and staffing needs. Board direction was given to proceed with finalizing the ordinance, developing new fees, and determining the appropriate staffing levels needed to properly serve our customers.

Using a baseline of the previous five years of permit processing, enforcement action, and other variables relating to serving our customers, staff developed conservative estimates for workload increases and new permitting revenue. It was determined that four additional staff positions would be necessary to manage the proposed increase in inspections and review complexity. Currently, the Arbor Team is comprised of three Arborist (Job Code 5619) positions and a Chief Planner (Job Code 5220), who provides supervisory support to the Arborists, as well as the Board of Zoning Adjustment Section. Staff's proposal, based on future estimates of workload and revenue, would be the addition of three new Senior Arborist (New Job Code 5620) positions and a new Chief Planner (Job Code 5220) to oversee the new 6-person Arborist Team. Funding for these positions will be included in the January 2024 budget amendment, but the positions are being requested now to recruit and onboard qualified individuals in preparation of the March 15, 2024, effective date for the ordinance.

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October 10, 2023 – Consent Item

Staffing for Increased Permitting and Inspections Resulting from Chapter 15 – Tree Protection and Removal Ordinance Update

On September 12, 2023, an adoption public hearing was held for amendments to the Tree Protection and Removal Ordinance where staff provided a presentation to the Board on the code changes, staffing requirements, and the proposed fees noting that the staffing requests and updated fees would be brought back at a future Board date.

**ACTION REQUESTED: Approval of four new positions within the Zoning Division to support amendments to Chapter 15, Article VIII, Tree Protection and Removal Ordinance. All Districts**

AS/bd