Comprehensive and Coastal Zone Planning (CCZP)

Division of Planning

CCZP's Activity Areas

- Provides technical assistance to public regarding zoning & development provisions
- Provides technical assistance to other divisions & government departments regarding zoning & development provisions e.g., review of Business License, Earth Change, & Major CZM permit applications for zoning compliance (VIC, T. 29, Ch. 3, subCh. I, §237 (e))
- Responsible for handling Zoning Map Amendment (rezoning/use variance) process (VIC, T. 29, Ch. 3, subCh. I, §237 (c))
- Assists Division of Building Permits in conduct of Wireless Facility public hearings/informational meetings & preparation of recommendations (VIC, T. 29, Ch. 5, subCh. 312 (b)- 8)
- Assists Division of Building Permits in conduct of Zip line public hearings & preparation of recommendations
- Reviews applications for land subdivision into four or more parcels &/or creation of new road (VIC, T. 29 Ch. 3, subCh. II)
- Reviews & grants Group Dwelling permits (VIC, T. 29, Ch. 3, subCh. I, §237 (b))
- Responsible for handling Planned Area Development process (VIC, T. 29, Ch. 3, subCh. I, §232)
- Responsible for investigation of Zoning Violations (VIC, T. 29, Ch. 3, subCh. I, §235)

What is zoning?

- The division of an area into zones to restrict the number and types of buildings and their uses.
- It is a planning tool.

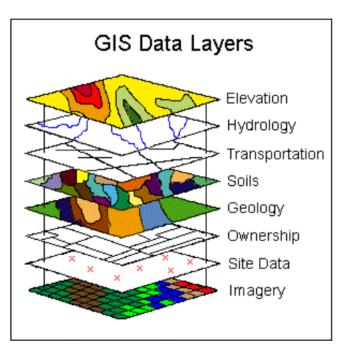
What is planning?

• Planning shapes cities, towns, regions, and even rural areas. Some communities are completely designed by planners, such as Greenbelt, Maryland. In other communities, planning helps determine how communities will grow and how they will adjust to change. Planning creates the vision for the community, identifies current problems, analyzes trends, engages community members in dialogue about goals and issues, and sets the framework for growth and change. (Excerpt from the American Planning Association Website)

Planning tools

• One common tool used in planning is Geographic Information Systems (GIS) that link data and electronic mapping. Other tools may include scenario building visualization tools, electronic poling systems, financial analysis spreadsheets, and demographic databases.

Planning tools



Modeling terrain using SketchUP



There are 18 zoning districts

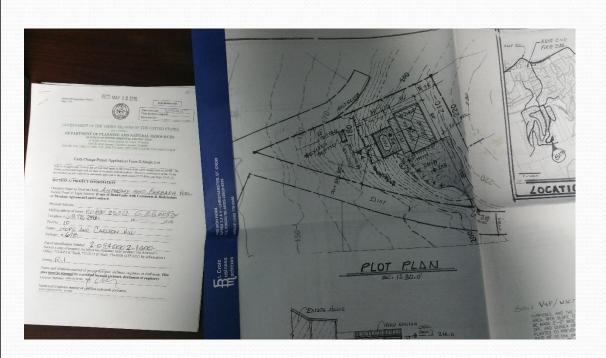
- They fall into the following broad categories:
 - Agriculture (A-1, A-2)
 - Residential (R-1, R-2, R-3, R-4, R-5, S, W-1)
 - Business (B-1, B-2, B-3, B-4)
 - Commercial (C)
 - Industrial (I-1, I-2, W-2)
 - Public (P)

Technical Assistance to public

Zoning Certification form

| DEPARTMENT OF PLANNING AND NATURAL RESOURCES |
|--|
| Division of Comprehensive and Coastal Zone Planning REQUEST FOR ZONING CERTIFICATION |
| REGION TO SECULIA CENTIFICATION |
| NAME: |
| TEL: EMAIL: |
| MAILING ADDRESS: |
| CITY: STATE: ZIP: |
| ZONING CERTIFICATION REQUEST IS FOR: |
| PLOT NO(S) AND ACREAGE: |
| |
| PARCEL ID NUMBER: |
| CURRENT USE OF PROPERTY: |
| |
| TOTAL NUMBER OF RESIDENTIAL UNITS ON PROPERTY: |
| PROPOSED USE OF PROPERTY: |
| |
| REASON FOR REQUEST: |
| |
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| |
| Revised 4/2014 |

Review of Earth Change Applications



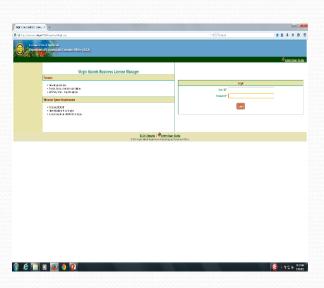
| DEI | PARTMENT OF PL Division of Cor | ANNING AND N nprehensive and Coas | | DURCES |
|---|---|---|--|--------------------------|
| | | Earth Change | | |
| | (In | House Review Sl | heet) | |
| Tracking No: | | | | |
| Tracking No: | | | | |
| Applicant: | | | | |
| | | | | |
| Plot No: | | | | |
| | | | | |
| Acreage: | | | | |
| | | | | |
| Zone: | SCZ/T/J Map N | 0. | Act No. | |
| No. of floors: | | No. | of dwelling units: | |
| | | | | |
| | | | | |
| No. of bedrooms | & bathrooms per unit | • | | |
| | & bathrooms per unit | | | |
| No. of bedrooms | & bathrooms per unit | | | |
| No. of kitchen: | , | | | |
| | , | | | |
| No. of kitchen: | , | | ight of the tower) | : |
| No. of kitchen: | BINES: Height | | ight of the tower) Side(2 | |
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| No. of kitchen: FOR WINDTUR Setbacks (for win Front Notes: | BINES: Height d turbines, setbacks a Back | re 1 x the total hei Side(1) | Side(2 |) |
| No. of kitchen: FOR WINDTUR Setbacks (for win Front Notes: Is this a substand | BINES: Height d turbines, setbacks a Back ard lot? Yes | re 1 x the total hei Side(1) | Side(2 | |
| No. of kitchen: FOR WINDTUR Setbacks (for win Front Notes: Is this a substand 75% of the zonin | BINES: Height d turbines, setbacks a Back ard lot? Yes N g districts requiremen | re 1 x the total hei Side(1) | Side(2 es, minimum setbo 3, §226 (i)). |) |
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Review of Business License Applications

• Step 1: Individual applies online through DLCA's website.

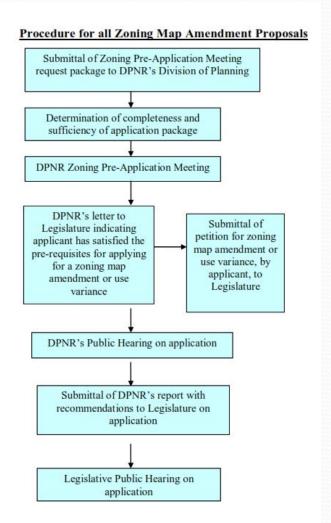
Step 2: CCZP Reviews Online Dashboard and submits

recommendation



| Virgin | n Islands Business License × | + | | | | | | | | | | | | | 1011 | 0 |
|--------|---|--------------|--|--|---------------|------------|-----|-----------|-------------------|--------|---------|--------|---------|-------|------|-------|
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| De | bepartment or me Leiala Place Logout ashBoard = Reports = | | g and Consumer Affairs (DLCA) Cortification - | | | | | 0 | ontrol N | | File Co | mplai | int & | Admin | | r GL |
| lect | Assigned To | Control | Business Name | Licenses Requested | Island | Date | OLG | B DF T | usiness ade Na | Name |) | он о | OA ENF | B&C | uc \ | View |
| 3 | | No. 58692 | Elrose Richards | General Construction Co. | St. Croix | 05/29/2015 | | | ense F | | sted | 9 (| NA NA | NA | P | Vic |
| | Karen Stapleton | 58677 | Jesse Richards | Transcient Disco Service | St. John | 05/28/2015 | P | F A | ate Rec | Office | ır | 80 (| NA (NI | (NA) | P | Vic |
| | Patricia Greenidge | 58673 | Victor Edney lii | Transcient Disco Service | St. Croix | 05/28/2015 | P | P | A | (NA) | (NA) | NA) (I | NA NA | NA) | P | Vi |
| | Varen Stanleton | 58666 | Adam Eichenauer | Fitness instructor | St. John | 05/28/2015 | P | P | P | (NA) | (NA) | NA) (F | NA NA | (NA) | P | Vi |
| | Patricia Greenidge | 58664 | Stanford Maccow | Landscaping, Garden, Maint. Service | St. Croix | 05/28/2015 | P | P | A | NA | P | NA) (F | NA) (NA | (NA) | P | Vi |
| œ | Stephanie Ross | 58662 | Mark Kragel | Administrative Law Judge/Hearing Officer | St. Thomas | 05/28/2015 | P | P | P | (NA) | (NA) | NA) (I | NA) (NA | (NA) | P | Vi |
| _ @ | Sharon Alexander | 58656 | Progressive Financial Services, Inc. | Collection Agency | St. Thomas | 05/28/2015 | P | P | P | NA | P | NA) (I | NA) (NA | (NA) | P | Vi |
| P | Karen Stapleton | 58654 | Diamond Double G Enteprises, Llc | Boat Charter Service (Per Boat) | St. John | 05/28/2015 | P | P | P | (NA) | P | NA) (I | NA) (NA | (NA) | P | Vi |
| P | Patricia Greenidge | 58640 | Kimerlee J Richardson | Restaurant B (Less Than 25) | St. Croix | 05/28/2015 | P | P | A | NA | P | P (| NA NA | NA) | P | Vi |
| P | Sandra Tyson | 58639 | Doreen J. Rodgers, James I. Rodgers | Laundromat Retail Shop & Store-No Liquor/Beer | St. Croix | 05/28/2015 | P | P | A | A | P | NA) (I | NA) NA | NA | P | Vi |
| _ @ | Stephanie Ross | 58624 | Petite Pump Room, Lic | Restaurant A (Seating Capacity 25 Or More) Tavernkeeper A (Distilled & Fermented) Tavern | St. Thomas | 05/28/2015 | P | P | P | (NA) | P | P) | NA NA | NA | P | Vi |
| | Licensingstx1@Dlca.Gov.V | 58621 | Burdock Usa Lic | Project Coordinator/Consultant | St. Croix | 05/28/2015 | P | P | A | (NA) | (NA) | NA) (I | NA) NA | (NA) | P | Vic |
| | Cherokee Thomas | 58611 | Robert Calderon | Jewelry & Watch Repair Shop | St. Thomas | 05/27/2015 | P | P | P | NA | P | NA) (I | NA (NA | NA | P | Vi |
| P | Cherokee Thomas | 58605 | Kennard Callendar | Sports Instructor | St. Thomas | 05/27/2015 | P | P | P | (NA) | (NA) | NA) (I | NA NA | NA | P | Vi |
| | Karen Stapleton | 58603 | Sherwood Consulting Group | Cabaret General Manufacturing - 20000 (Food And Kindred Products) Restaurant A (Seating Capacity 25 Or More) Retail Shop & Store-No Liquor/Beer Tavern | St. John | 05/27/2015 | P | P | P | NA | P | P (| NA NA | NA | P (| Vi |
| | Sandra Tyson | 58589 | Davina Martinez | Free Lance Video Photographer Theatrical Promoter & Booking Agt. Advertising/Marketing Internet | St. Croix | 05/27/2015 | NA | P | NA | P | (NA) | NA) (I | NA NA | NA | P | Vi |
| | Karen Stapleton | 58560 | Anthony Mathurin | Restaurant B (Less Than 25) Tavernkeeper A (Distilled & Fermented) Tobacco Retailer Tavern | St. John | 05/27/2015 | P | P | P | P | P | P (| NA NA | NA | P | Vie |
| | Cherokee Thomas | 58553 | Stoneworks Granite & Marble Del Caribe, Inc | Importer Of Goods Installation Of Equipment | St. Thomas | 05/27/2015 | P | P | P | (NA) | P | NA) (I | NA N | NA | P | Vi |
| | Sharon Alexander | 58551 | Mwv Hospitality, Inc. | Importer Of Goods Restaurant A (Seating Capacity 25 Or More) Retail Shop & Store-No Liquor/Beer Tavernkeeper A (Distilled & Fermented) Tavern | St. Thomas | 05/27/2015 | P | P | P | HA | (NA) | NA) (I | NA N | NA | P | Vi |
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Zoning Map Amendments (rezonings/use variances)



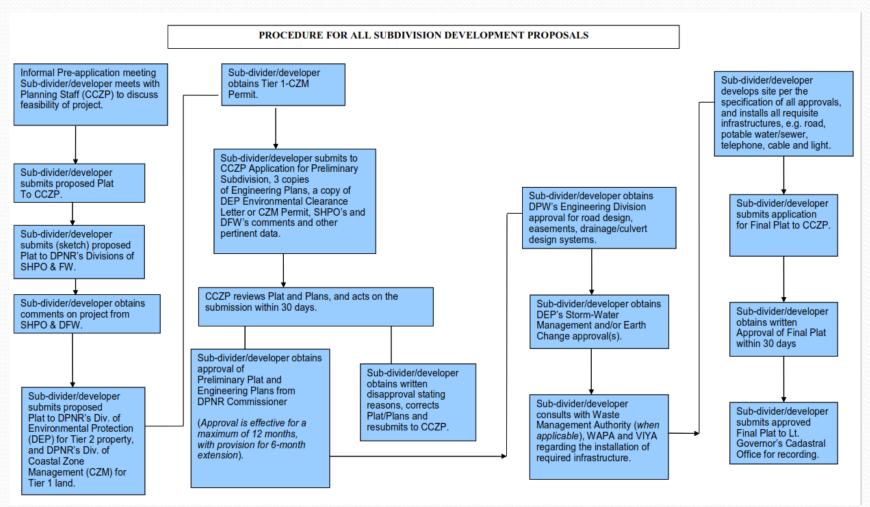
Conduct of Wireless Facility public hearings

- CCZP receives completed application from the Division of Building Permits
- Prepares public hearing documents: letters to applicant, neighbors (within 500' radius), newspaper ad template and sign template
- Conducts public hearing
- Prepares recommendation memo for Division of Building Permits
- Commissioner signs memo acknowledging
- File returned to BP for continued processing

Conduct of Zip line public hearings

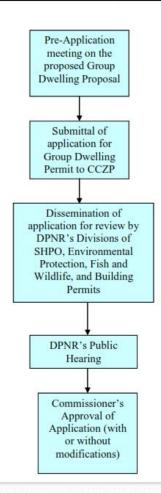
- CCZP receives completed application from the Division of Building Permits
- Conducts pre-application meeting with participation from other divisions
- Prepares public hearing documents: letters to applicant, neighbors (within 150' radius), newspaper ad template and sign template
- Conducts public hearing
- Prepares recommendation memo for Division of Building Permits
- Commissioner signs memo acknowledging
- File returned to BP for continued processing

Review of Subdivision Applications



Group Dwelling Permits

Procedure for all Petitions for Group Dwelling Permits



Planned Area Development Process

- Similar to Zoning Map Amendment process
- Requires Legislative Approval
- After Legislative Approval, if construction does not proceed within two years, or if there is any revision or adjustment to plans already approved by Legislature, plans need to be resubmitted for Legislative approval again

Zoning Violations

- This subchapter enforced by Zoning Administrator who shall be the Commissioner of Planning and Natural Resources thus complaints must be submitted in writing to Commissioner.
- CCZP given instructions to investigate, conducts site visit and if warranted, prepares Notice of Violation and Order to Cease and Desist
- Civil Penalty of \$250; Criminal Penalty handled by the Attorney General

New developments

- USVI Revised Zoning and Subdivision Code
 - Submitted to the Legislature in 2014
 - First public meeting was held by the Committee on Economic Development, Agriculture, and Planning on February 23, 2015.
 - DPNR awaiting word on additional public meetings to be held by the Committee
- Objectives of Revision
 - Modernize and make our 1972 Zoning and Subdivision Codes easier to understand and administer

Keep updated on zonings

- Territorial Zoning Map Amendment database updated at least once quarterly
- Division of Planning utilizes:
 - https://legvi.org/index.php/service/social-care/
 - (Up-to-date Virgin Islands Code found online; Zoning and Subdivision laws can be found under Title 29, Chapter 3, subchapter I and II)
 - Map Geo (GIS database maintained by the GIS Division of the Office of the Lt. Governor)