



# The 2010 Annual Report of the Central Planning Authority and Development Control Board

## Central Planning Authority Members

Mr. A. L. Thompson, Jr.	Chairman
Mr. Steve McLaughlin	Deputy Chairman
Mr. Peterkin Berry	Member
Mr. Peter Campbell	Member
Mr. Eldon Rankin	Member
Mr. David Christian	Member
Mr. Gillard McLaughlin	Member
Mr. Ray Hydes	Member
Mr. Allan Myles	Member
Mr. Helbert Rodriquez	Member
Mr. Antonio Smith	Member
Mr. Rex Miller	Member
Mr. Ernie Hurlstone	Member, DCB
Mr. Haroon Pandohie	Executive Secretary Director of Planning

## Development Control Board

Mr. Ernie Hurlstone	Chairman
Mr. Edgar (Ashton) Bodden	Member
Mr. Larry Bryan	Member
Mr. Royce Dilbert	Member
Mr. Ronald Kynes	Member
Mr. Melgreen Reid	Member
Mr. Delano Lazzari	Member
Ms. Andrea Stevens	Executive Secretary/Planning Officer

## 2010 Annual Report of the Central Planning Authority and Development Control Board

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## Executive Summary

During the 2010 calendar year, the Central Planning Authority (CPA) was busy carrying out its responsibilities with utmost care and dedication, and with the diligent support of the Department of Planning. It has by no means been a favorable or easy year in development opportunities and economic conditions, but the CPA managed to meet regularly (29 times for the year) and take action on many projects and enforcement issues.

While the number and value of projects approved have decreased slightly in the past year (961 from 967 and 311.6M from 399.8M respectively), the department has been very busy keeping itself operating at a high performance level to provide quality service to customers. In projects approved by the CPA (separate from administrative approvals and approvals in the sister islands), there was an increase in number coupled with a decrease in project value, indicating a shift to smaller and more ancillary projects.

The CPA and the department made an extra effort to address cases of noncompliance with the planning laws and regulations. We served a total of 106 enforcement notices in Grand Cayman. Our compliance officers were busy on the roads of the island doing regular investigations and follow-ups of public complaints. Illegal signage was a regular concern throughout 2010.

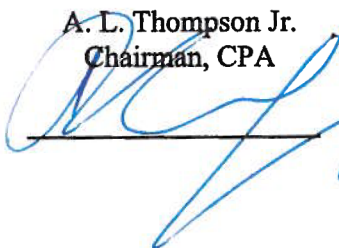
A major talking point for the CPA and the public in 2010 was the amendments to Planning legislation, which now allows for smaller residential lots island wide, mixed-use developments, taller developments along Seven Mile Beach, and increased fees to the department and the Ministry of Tourism, Environment, Development, and Commerce. These changes came into effect only during the month of July, so members of the CPA, the department, and the public have had less than half a year to adjust and adhere to the new legislation.

Apart from project application processing, some of the endeavors to enhance efficiency within the department included an upgraded file-tracking system to improve functionality in-house and the coordination with the CPA in project management, record keeping, and report and agenda generation. Efficient customer service continues to be a top priority, exemplified by delegating Certificate of Occupancy sign-off from the Director of Planning to the Chief Building Control Officer, as does expanding information on the department's web site. In personnel development, many of the staff members received further training to enhance their expertise and diversity, which the CPA supports wholeheartedly.

Our Development Control Board (DCB) colleagues in Cayman Brac continued to service the people of the sister islands by meeting 22 times and approving 91 applications in the Brac, and 23 in Little Cayman, valued at 16.9M and 1.98M respectively.

The CPA, the DCB, and the Department of Planning look forward to tackling planning challenges proactively in 2011 to protect and enhance the quality of life for all residents.

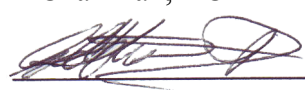
A. L. Thompson Jr.  
Chairman, CPA



Haron Pandohie, AICP  
Executive Secretary, CPA



Ernie Hurlstone  
Chairman, DCB



## *Functions and Responsibilities*

### **Central Planning Authority**

The Central Planning Authority (CPA) is a statutory authority appointed by Cabinet to oversee and review the physical development of Grand Cayman. The primary function of the CPA is to prepare development plans and ensure that development proposals conform to the plan. Additionally it is the Authority's role to:

*"...Secure consistency and continuity in the framing and execution of a comprehensive policy approved by the Executive Cabinet with respect to the use and development of the land in the Islands which this Law applies in accordance with the development plan for the Islands..."<sup>1</sup>*

The Authority in 2010 consisted of 13 members representing all six electoral districts. The Chairman of the Development Control Board is automatically a member of the CPA.

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### **Development Control Board**

The Development Control Board (DCB) has a similar role to the CPA but oversees development on Cayman Brac and Little Cayman. The DCB consists of 7 members. Its functions are directed primarily by Appendix 1 and 2 of The Development Plan 1997 'GUIDELINES FOR DEVELOPMENT CONTROL IN CAYMAN BRAC' and 'GUIDELINES FOR DEVELOPMENT CONTROL IN LITTLE CAYMAN.'

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### **Department of Planning**

The Department of Planning provides administrative services to the CPA, DCB and EBE. The Department is guided by the following mission statement:

*To ensure that all development applications are processed efficiently, courteously, unbiased and in accordance with the development plans and associated legislation so that the physical development of the Islands is aesthetically pleasing, environmentally friendly, sustainable, technically sound, promotes a strong economy, and provides an unparalleled quality of life for existing and for future generations.*

There are 47 full-time team members in the Department organised as shown in Figure 2.

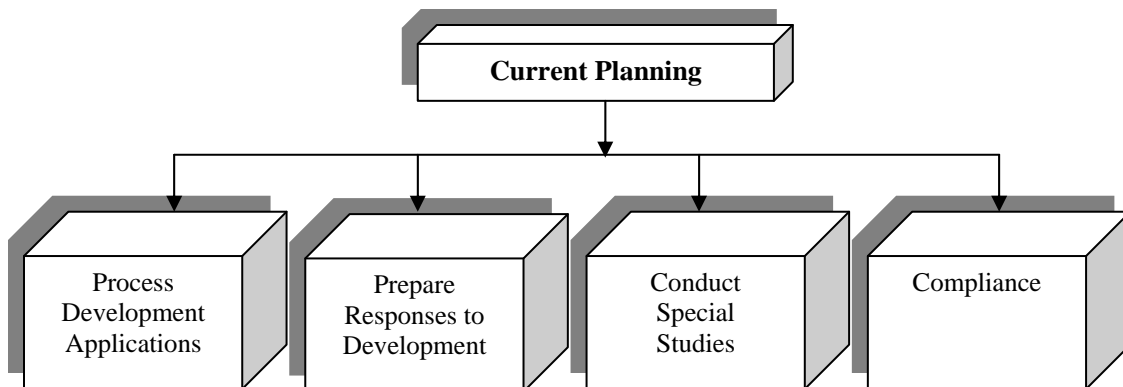
## Functions and Responsibilities



**Figure 1:** Department of Planning Organization Diagram

### Current Planning

The Current Planning section (CP) is responsible primarily for processing development applications (everything from signs to hotels, large-scale commercial and industrial complexes) for presentation to the CPA and the DCB. This section's primary responsibility is to ensure that development proposals are in accordance with the Development Plan, Planning Law, Regulations, and Guidelines for Cayman Brac and Little Cayman. Two Code Compliance Officers seek compliance with the Development and Planning Law and Regulations, and the decisions of the CPA and the DCB.

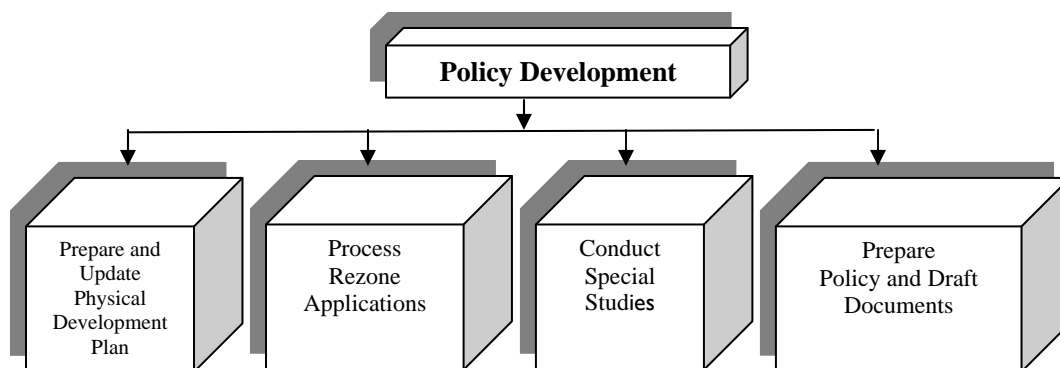


**Figure 2:** Current Planning Functions and Responsibilities

## *Functions and Responsibilities*

### *Policy Development*

The Policy Development duties of this section involves policy preparation, long-range planning issues such as land-use policies, conducting special studies, keeping the Development Plan (Physical) current, processing rezoning applications and preparing amendments to the Development Plan, Planning Law and Regulations. Duties also include reviewing and recommending changes to planning laws, regulations, policies, procedures and practices for compatibility with the goals of national initiatives, such as FOI, National Energy Policy, and National Planning Initiative.

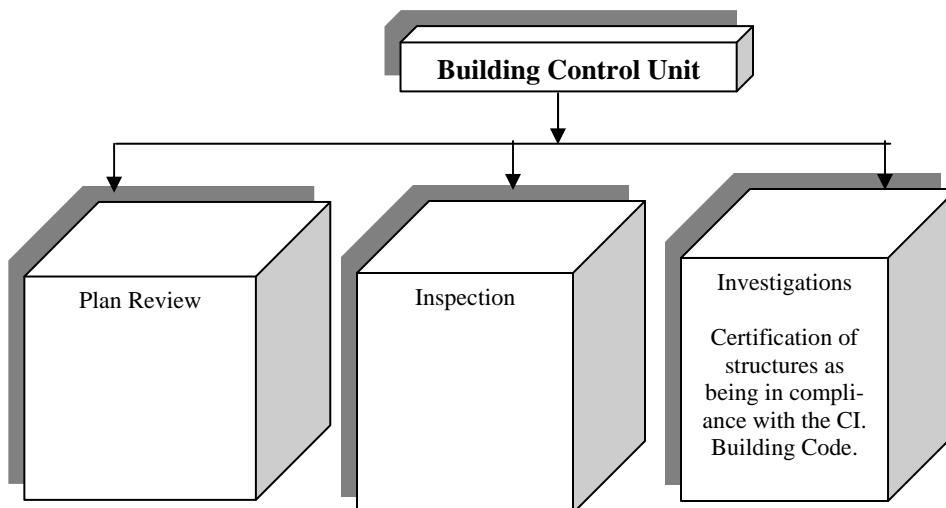


**Figure 3a:** Policy Development Functions and Responsibilities

## Functions and Responsibilities

### Building Control Unit

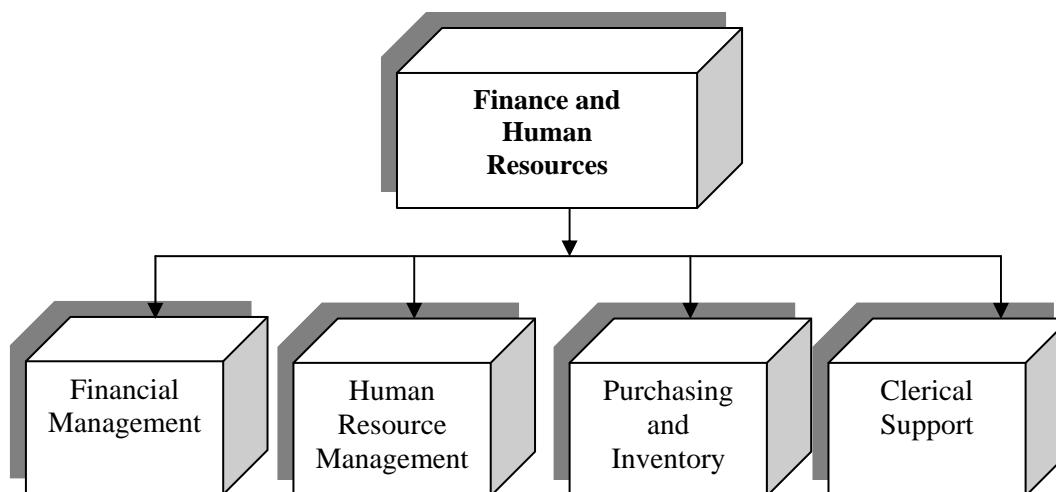
The Building Control Unit (BCU) reviews applications for building permits and conducts inspections on the structural, plumbing, mechanical and electrical components of structures to determine compliance with applicable codes. Through the CO or Certificate of Occupancy process the BCU certifies compliance with the Building Code Regulation (2006 Revision).



**Figure 4:** Building Control Functions and Responsibilities

### Finance and Human Resources

Staff in this section are the front line in customer service and provide essential support services for technical and professional staff. Among other matters, administrative staff ensure that fees are collected and that questions are directed to the appropriate officers. In addition, they are responsible for managing finances, Human Resources matters and clerical-support issues.



**Figure 5:** Finance and Human Resources Functions and Responsibilities

## *Application Processing—CPA*

### Central Planning Authority Performance

The CPA held 29 meetings in 2010 with an average attendance of 11 members per meeting. This compares to 31 meetings in 2009 with the average attendance of 9 members per meeting..

A total of 961 planning applications (CPA and Administrative) were approved in 2010 compared with 967 in 2009, a 0.6% decrease. This equates to about 33 items per meeting, up slightly from 31 the year before.

The number of applications approved by the CPA in 2010 increased 31% from the 379 in 2009 with a total of 495 items approved. The value of approvals at \$227M showed a 45% decrease from \$272.9M in 2009. See page 22 for details on Administrative approvals.

There were 77 applications adjourned compared with 91 in 2009. This represents a 15% reduction in adjournments.

The number of refusals stood at 14 in 2010, compared to 25 in 2009. Enforcements were up with 106 notices issued in 2010 compared to 52 in 2009.

Information and Discussion items were up, with 44 items considered in 2010 compared with 34 in 2009. Matters from the Director increased, with 103 in 2010 compared to 75 in 2009.

Performance Indicator	Year		% Change 2009-2010
	2009	2010	
Attendance (Avg.)	9.4	11.0	17%
Applications (Approved)	379	495	31%
Applications (Adjourned)	91	77	-15%
Applications (Refused)	25	14	-44%
Enforcements	52	106	104%
Matters from the Director	75	103	37%
Information/ Discussion	34	44	29%
No. of Items	740	854	15%
No. of Meetings	31	29	-6%

**Table I:** Central Planning Authority Performance Indicators: 2009-10

## *Compliance*

There were 129 compliance cases opened in 2010 versus 186 in 2009. There were 106 enforcement notices issued in 2010, versus 52 in 2009. With CPA's approval, enforcement action was initiated at several key locations in George Town (including the Esterley Tibbets Highway) to remove illegal signage. This will continue into other areas in 2011.



**Figure 6:** A compliance case.

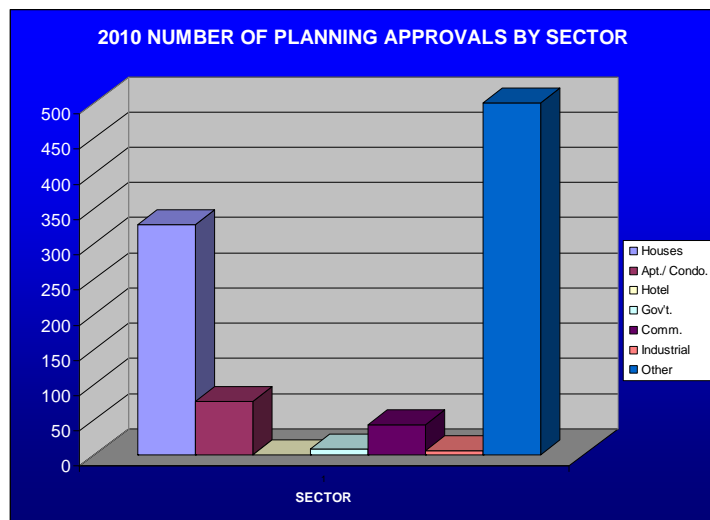
## *Appeals*

In 2010, there were 10 appeals against Central Planning Authority decisions. There were also 10 in 2009, there were 17 in 2008, 22 in 2007, 21 in 2006 and 15 in 2005. In 2010 there was 1 appeal against Development Control Board Decision, the same as 2009. There were two appeals in 2008 against Development Control Board decisions. There were no appeals of DCB decisions in 2007 and 2006. However, 3 were lodged in 2005.

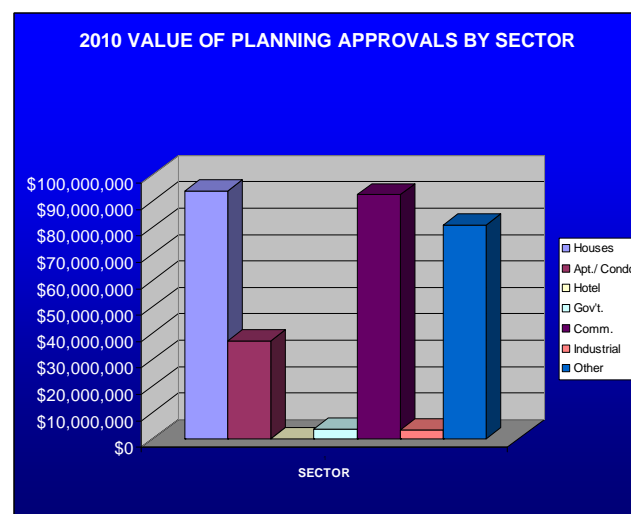
## *Application Approvals—CP/CPA*

### Summary of Application Approvals

The number of applications approved in all three islands was down 4% with 1075 plan approvals in 2010 compared to 1,121 applications approved in 2009. The value of approvals was also down with a 15% decrease from \$420.8M approved in 2009 to \$357M approved in 2010.



**Figure 7:** Number of Planning Approvals by Sector, 2010



**Figure 8:** Value of Planning Approvals by Sector, 2010

### Sector



**Figure 9:** A home in the South Sound area

#### *Houses*

Single family housing approvals on Grand Cayman fell 40% in 2010 with 327 new approvals compared to 547 in 2009. The value of these approvals went down to \$93.9M from \$134M, or 29%. The average value of the homes went up to \$287K compared to \$249K in 2009.



**Figure 10:** Apartments under construction

#### *Apartments*

The number of apartments increased in 2010, with 76 newly approved applications compared to 43 in 2009, a rise of 77%. The value of apartment projects decreased from \$157.1M in 2009 to \$37M in 2010, a 76% decrease. The first 9 storey building (Watercolours) was approved, enabled by a regulatory amendment of building height on Seven Mile Beach.

## Application Approvals—CP, CPA (cont.)

### Government

The Government had 9 application approvals in 2010, compared to 2 in 2009. Also, the value of these projects rose by 91% from \$0.3M in 2009 to \$3.6M in 2010. Government and statutory authority projects approved in 2010 included affordable housing in West Bay and East End.

### Hotel

There were no hotel approvals in 2010, nor were there any in 2009.



Figure 11: Government Office Accommodation Project, finishing touches, George Town

### Commercial

There were 43 new commercial applications this past year, down from 57 in 2009. Also, the value increased 83% from \$50.6M in 2009 to \$92.5M in 2010.

### Industrial

There were 6 industrial projects in 2010 valued at \$3.3M. This is a 62.5% decrease in quantity and 67.5% fall in value from 2009, which saw 16 industrial projects valued at \$10.2M.

### Projects valued over \$1 Million

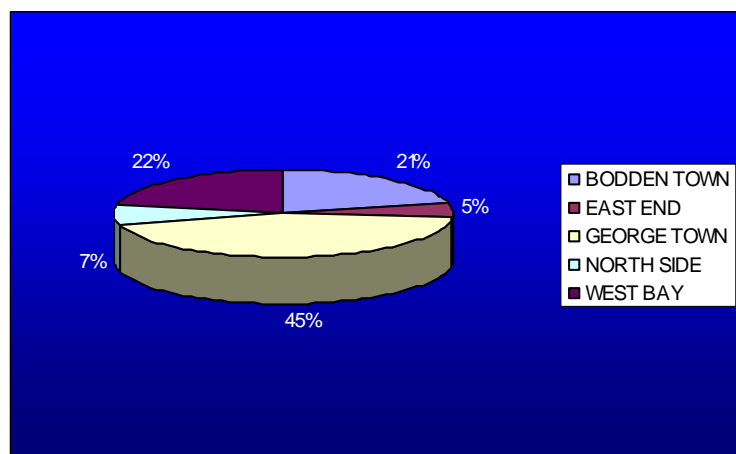
There were 35 projects of \$1 million or more in value (from 54 in 2009). This is a significant decrease in number (35%) and value (from \$324M to \$174M). The average value per sq. ft. was \$187.7 (from \$182.17 in 2009). About 8.5% (i.e. \$11.69M) of the total value of projects valued over \$1 million is from the Apartments sector. Table 2 shows the top ten most valuable approved projects with a total value of \$124M and an average cost per sq. ft. of \$204.5. This compares to 2009 top ten projects valued at \$147M and an average cost per sq. ft. of \$148.

TOP TEN APPROVED PROJECTS BY VALUE IN 2010

APPLICANT	DESCRIPTION	VALUE	AREA (Sq. Ft.)
THE WATERCOLOURS LIMITED	MODIFICATION TO INCREASE THE FLOOR AREA	\$33,000,000	86,391
CAYMAN SHORES DEVELOPMENT LTD	COMMERCIAL BUILDING	\$28,000,000	196,361
NATIONAL GALLERY	COMMERCIAL BUILDING	\$15,000,000	10,275
GREG VASIC	COMMERCIAL BUILDING	\$11,803,560	78,690
CAYMAN SHORES DEVELOPMENT LTD	COMMERCIAL BUILDING	\$10,000,000	68,075
EMPIRE DEVELOPMENT CO. LTD	APARTMENTS AND GAZEBO	\$7,200,000	49,545
GKL PROPERTIES LTD	COMMERCIAL BUILDING	\$6,000,000	33,304
McAlpine Ltd	MODIFICATION TO DECREASE FLOOR AREA FOR RETAIL CENTRE	\$5,500,000	26,000
CAYMAN FREE PRESS	COMMERCIAL BUILDINGS	\$4,000,000	32,492
SEVENTH DAY ADVENTIST CHURCH	CHURCH & CHURCH HALL	\$3,500,000	25,190
<b>TOTALS</b>		<b>\$124,003,560</b>	<b>606,323</b>

\$ \_\_\_\_/sq. ft avg.

Table 2: Top 10 projects over \$1M in Value: 2010



**Figure 12:** Percentage of Subdivisions Approved by District: 2010



**Figure 13:** Landscaped wall



**Figure 14:** Rock wall at residence in Red Bay

### ***“Other” Category***

There are several other project types that fall into the subcategory title “Other.” These include subdivisions, pools, signs, modifications, fences, and ancillary applications. The number of “Other” applications approved increased to 500 from 353 in 2009, a 29% rise. “Other” applications approved was valued at \$81M in 2010, compared to \$59M in 2009, 39% rise). The following sections summarise these application types.

### ***Subdivisions***

2010 saw a increase in the number and a decline in value of subdivisions, compared to 2009. A total of 65 subdivision applications valued at \$8M were approved in 2010. Forty seven (47) were for subdivisions of less than 6 lots and the remaining 18 were for 6 lots or more. A total of 54 subdivision applications valued at \$33.2M were approved in 2009. In 2009, there were 54 approved subdivisions valued at \$33.2M. 39 were for subdivisions of less than 6 lots and the remaining 15 were for 6 lots or more.

### ***Swimming Pools***

There were 65 pool applications approved in 2010 valued at \$2.9M. A total of 75 pools valued at \$3.2M were approved in 2009.

### ***Signs***

There were 16 sign Applications approved, valued at \$58K in 2010, compared with 29 approved at \$220K in 2009.

### ***Modification***

There were 175 applications valued at \$53M to modify Central Planning Authority Approvals in 2010. This compares to 43 modifications valued at \$3.5M in 2009.

### ***Fences and Walls***

There were 42 applications for fences and walls in Grand Cayman valued at approximately \$.7M. In 2009, 33 walls and fences were approved at \$0.5M.

### ***Ancillary***

Projects in this sector included antennas, cabanas, docks, excavations, institutional, land clearing, seawalls, storage sheds, and tents. In total there were 137 of these applications valued at 16M. This compares to 118 applications valued at \$18.2M in 2009.

## Application Approvals (cont.)

### District

Once again, George Town had the majority of developments with 340 approvals valued at \$182M, accounting for 36% and 58% of Grand Cayman's respective totals. Compared to the previous year, the number of approvals for George Town was down and the value was down (419 approvals valued at \$229M).

Bodden Town continued its trend of having the second largest number. However, 2010's 277 approvals valued at \$64M was an decrease of 8% in quantity and decrease of 1% in value from 2009's 303 approvals valued at \$65M.

West Bay had 225 approvals valued at \$49M (third in value). Applications were up 19% from 2009's 205. The value of approvals was down (48%) compared to 2009's \$96M.

East End's 50 approvals valued at \$5.6M is up 20% in number and up 46% in value compared to 2009 figures (40 approvals valued at \$3M).

North Side's 69 approvals were a 26% increase from 2009's 51 approvals. The value decreased 41% from \$17.7M in 2009 to \$10.3M in 2010.

Cayman Brac had 91 approvals valued at \$39M in 2010 compared to 88 approvals valued at \$9.5M in 2009. This is a 3% increase in number and 75% rise in value. Little Cayman had 23 approvals valued at \$6.2M, an increase of 34% and 85% respectively from 2009's figures of 15 approvals valued at \$0.9M.

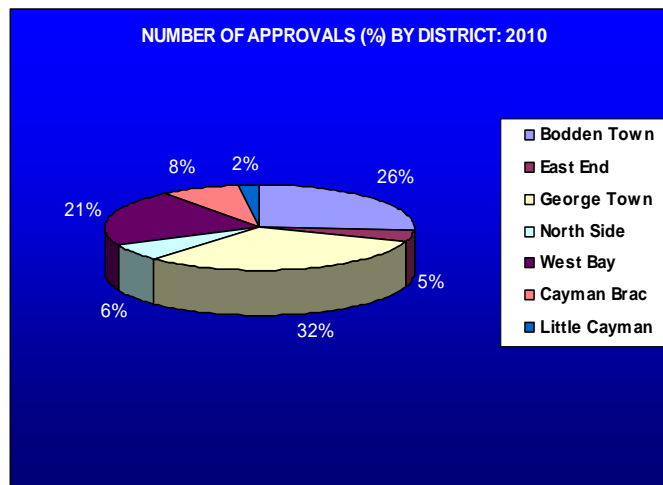


Figure 15: Percentage of Number of Approvals by District: 2010

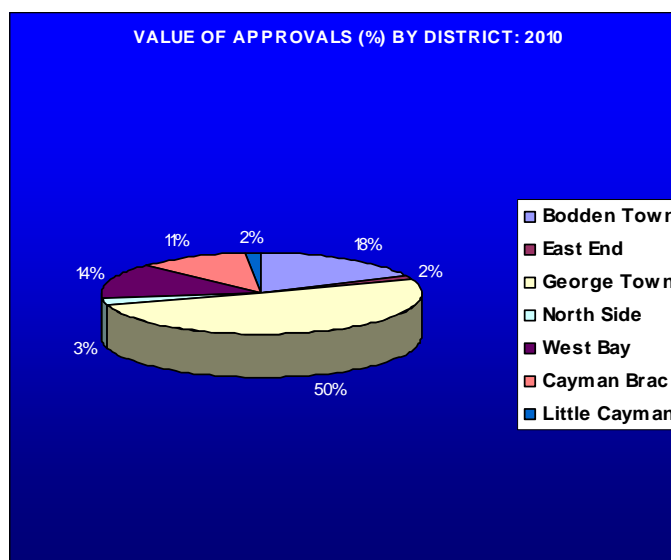


Figure 16: Percentage of Value of Approvals by District: 2010

## Administrative Approvals

Fourteen years ago, the Director of Planning was delegated the authority to approve applications administratively and this delegation has proven to be very successful. In 2003 the Director's delegated authority was enhanced to allow for the administrative processing of duplexes and temporary banners. The Administrative Approval function continues to be successful and allows CPA to devote their time to larger and more comprehensive projects and issues. In 2010, 48% of all Grand Cayman approvals were administrative. This was lower than 2009's 71.5%. These 466 applications valued at \$84.6M represented a 36% decrease in number and 25% fall in value (from 2009's 734 applications valued at \$114M).

## *Application Processing—DCB*

### Development Control Board Performance

The Development Control Board (DCB) approved 114 development applications valued at \$18.9M. These figures represented a increase in total approvals by 11% (from 103 in 2009), and the value increased by 32% from 2009's \$12.8M.

Performance Indicator	Year
	2010
Attendance (Avg.)	7.0
Applications (Approved)	114
Applications (Adjourned)	31
Applications (Refused)	1
Enforcements	34
Matters from the Department of Planning	14
Information/ Discussion	10
No. of Items	226
No. of Meetings	23

**Table 3:** Performance Indicator Table for the DCB—2010

## Application Processing—DCB

### Development Control Board Performance

Housing approvals decreased with 27 permissions compared to 34 in 2009. There were 2 Apartment applications approved on the Sister Islands in 2010, which was the same amount in 2009. Government projects approved increased from 3 in 2009 to 8 in 2010. There was 1 industrial approval, compared to none in 2009. "Other" approvals rose from 62 in 2009 to 71 in 2010.

In summary, the value of projects approved in Cayman Brac rose, going from \$9.5M in 2009 to \$16.9M in 2010.

The total applications approved for Little Cayman was 23, compared to 15 in 2009. The value of applications for Little Cayman decreased from \$3.2M in 2009 to \$1.98M in 2010.

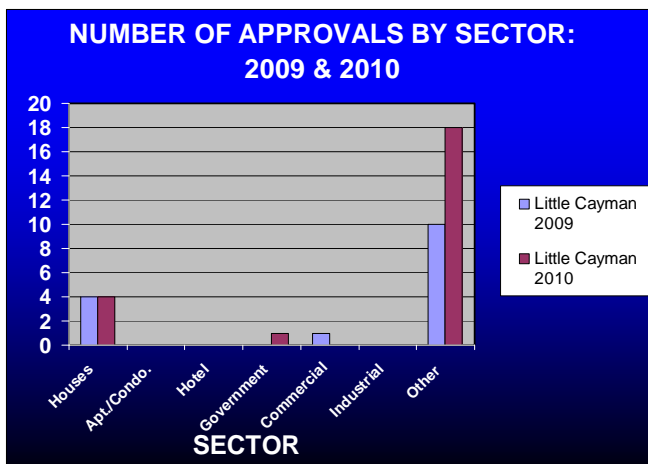


Figure 17: Little Cayman: Number of Approvals by Sector: 2009 vs. 2010

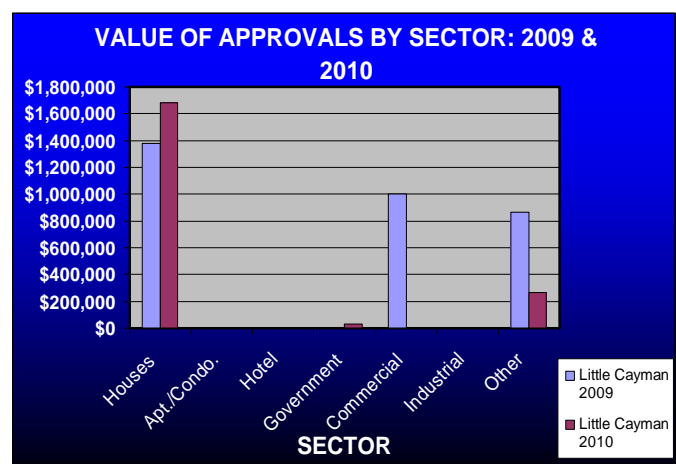


Figure 18 Little Cayman: Value of Approvals by Sector: 2009 vs. 2010

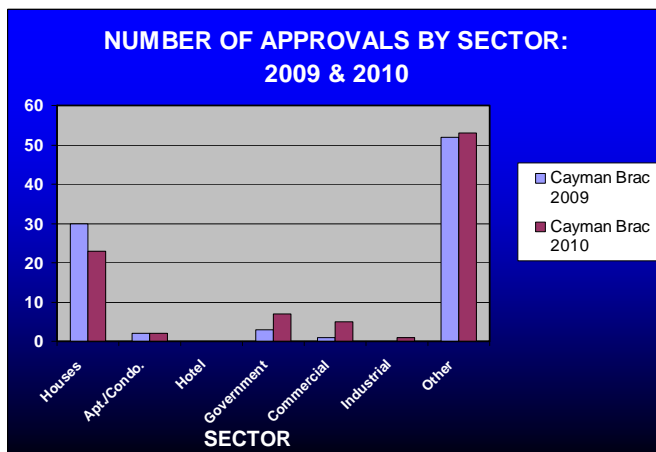


Figure 19: Cayman Brac: Number of Approvals by Sector: 2009 vs. 2010

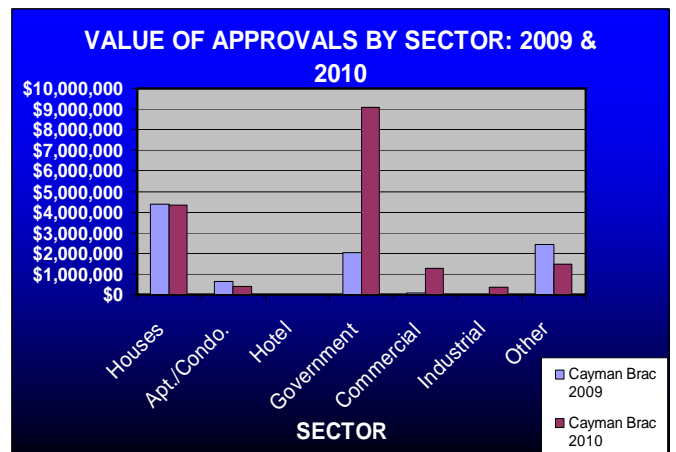


Figure 20: Cayman Brac: Value of Approvals by Sector: 2009 vs. 2010

## *Application Processing*

### **Planners Performance CP & PD**

On average, each planner processed 93 applications for approval in 2010 compared with 205 applications in 2009. Each planner on average processed approximately \$17M, compared to \$23M in 2009. A total of 277 reference letter applications for Trade and Business Licences were logged compared to 300 in 2009. Also, current planners dealt with 63 “due diligence” letters, compared to 100 in 2008. 2 rezone and 1 request for advice on Low Cost Housing were processed.



**Figure 21a:** Rebuilt Solomon's Grocery Store, Mary Street, George Town



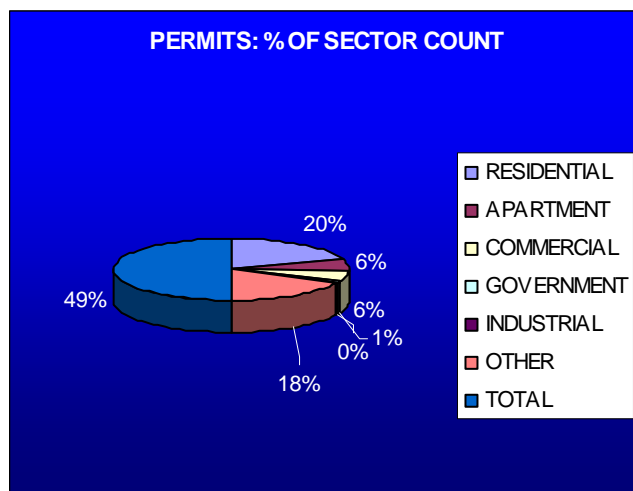
**Figure 21b:** New apartment complex, Old Prospect Road

## *Building Permits Issued—BCU*

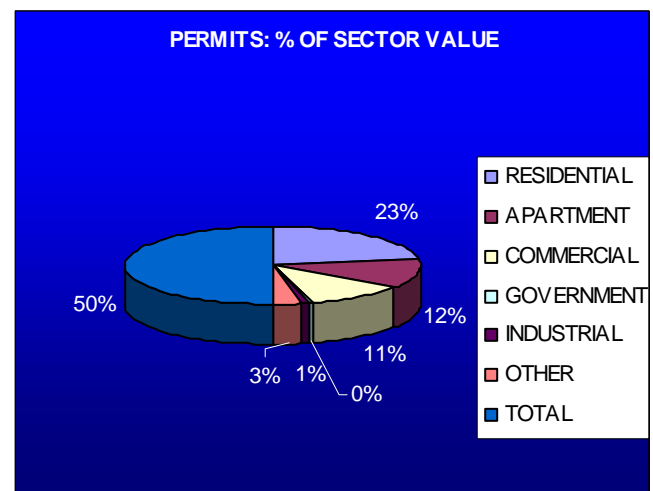
There were 990 Building permits issued in 2010, valued at \$205.6M. In 2009 building permits totalled 1,144 with a value of \$354.9M. This represents a 13% decrease in the number of building permits issued and a 42% decrease in the value of permits issued.

BUILDING PERMITS - BY SECTOR		
SECTOR	COUNT	VALUE*
RESIDENTIAL	390	\$93,060
APARTMENT	114	\$49,425
COMMERCIAL	120	\$45,322
GOVERNMENT	12	\$2,003
INDUSTRIAL	7	\$3,246
OTHER	347	\$12,581
TOTAL	990	\$205,637
		* = 000'S

**Table 5:** Building permits, 2010



**Figure 22a:** Building permits, 2010 - % Share of Count



**Figure 22b:** Building permits, 2010 - % Share of Value

## Certificates of Occupancy—BCU



Figure 23: House completed at South Sound Rd.



Figure 24: New Audi dealership—Camana Bay

Certificates of Occupancy (COs) issued in 2010 totalled 613 with a value of \$145.4M, which is an increase of 23% and decrease of 49% respectively, when compared with 538 COs valued at \$286.7M in 2009.

CERTIFICATES OF OCCUPANCY - 2010		
SECTOR	COUNT	VALUE*
RESIDENTIAL	308	\$67,026
APARTMENT	92	\$43,388
COMMERCIAL	93	\$26,733
GOVERNMENT	10	\$1,592
INDUSTRIAL	3	\$1,600
OTHER	107	\$5,098
TOTAL	613	\$145,439

\* = 000'S

Table 6: COs, 2010

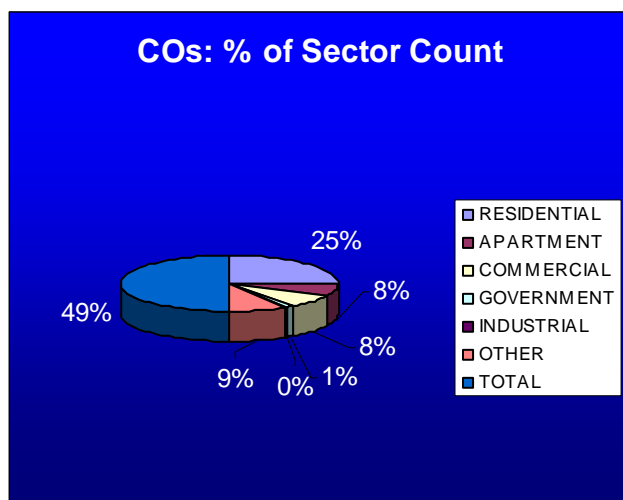


Figure 25a: COs, 2010—% Share of Count

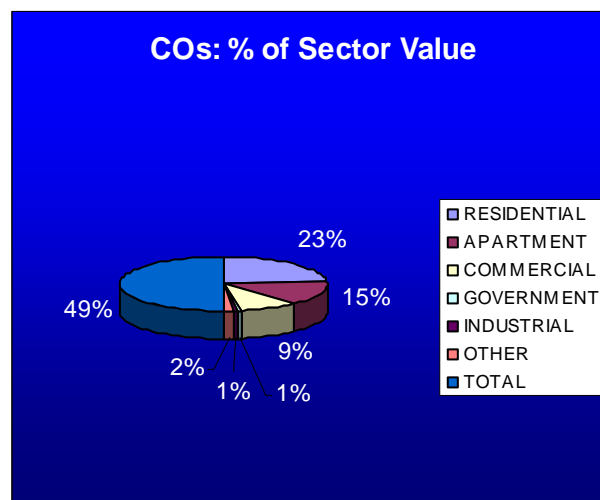


Figure 25b: COs, 2010—% Share of Value

## Highlights of 2010

### Promotion, New Team Members.



**Fig. 26a:** Director of Planning  
& CPA Executive Secretary  
Haroon Pandohie, AICP



**Fig. 26b:** Planning Assistant  
Ms. Jacqueline Gittens, MA



**Fig. 26c:** Plans Examiner  
Ms. Samantha McField, BSc



**Fig. 26d:** Clerical Officer  
Mr. John Henkis

Mr. Haroon Pandohie was confirmed as Director of Planning in 2010 after acting in the post for approximately one year. He was previously responsible for the Policy Development Section of the Department. He is a member of the American Institute of Certified Planners (AICP) and holds a Masters Degree in Urban and Regional Planning from Rutgers University. Mr. Pandohie thanked the Ministry of Financial Services, Tourism and Development, the Central Planning Authority, Development Control Board, and Electrical Board of Examiners for their continued support of the Department as it continues to improve its service to the community.

Mrs. Jacqueline Bleicher (Gittens) joined the Department as a Planning Assistant in the Policy Development Section. She was seconded from the Public Works Department. Mrs. Bleicher is a registered Architect with the Architects Registration Board (ARB) in the United Kingdom and is an urban designer. She has a Masters Degree in Urban Design from Oxford Brookes University.

Ms. Samantha McField was hired as a Plans Examiner in the Building Control Unit. Ms. McField holds a Bachelors degree in Construction Management from Florida International University (FIU) and Associates in Physical Science from UCCI. Her experience in the construction field includes stints at Arch & Godfrey Cayman Limited & Russell Top Job Inc., holding positions from Jr. Engineer/Jr. Estimator to Assistant Project manager.

Mr. John Henkis joined the Department as a clerical officer. In addition to assisting applicants, his duties in 2010 cover data entry, tracking and retrieval. Among other computer related posts, Mr. Henkis was a systems administrator. The experience and competencies developed from these posts make him highly suitable for his role at the Department.

During the year three staff members retired. They are: Ken Wright, Building Inspector on Grand Cayman; John Elliott, Sister Islands Building Inspector; and Erwin Schmidt. Also, officers moving on were Gerald Mazur (Elevator Inspector), Stephen Shows (Plans Examiner), Benjamin Kant (Sister Islands Electrical Inspector), Dermott Murphy (Plans Examiner) and Garth Tibbetts (electrical inspector and plans examiner). Mr. Pandohie expressed appreciation to all for their years of valuable service to the Department and the Islands.

## *Notable Events/Highlights of 2010*

### **Training**

Sections/Units of the Department had team members on specific training during 2010. The main aim of training is to keep current on best practice applicable to the Cayman Islands context in the interest of optimal customer service.

### **Finance and Administration**

Administration Manager Mrs. Joy Watson enrolled in the Civil Service College Associates Programme in Public Administration, administered by the Civil Service College. She expects that the programme will enhance her supervisory skills.

### **Building Control Unit (BCU)**

The Building Inspectors and Plans Examiners continued cross-training. This is ongoing and will benefit BCU and Planning overall with time savings as it related to having one inspector or plans examiner do multi-discipline inspections and plan reviews. Electrical guru and trainer Mike Holt provided National Electrical Code training to the electrical industry in May 2010. BCU representatives attended the International Code Council (ICC) code hearings in Dallas and in Charlotte, North Carolina. This was made possible in part by the ICC Scholarship Foundation, which assisted with funding for the two successful team members. As adoption of up-to-date International Codes to save money and time and be in line with the current code standards in North America and other parts of the world is an aim, The ultimate aim of training and exposure is to provide robust skill sets and redundancy in the interest of optimum customer service.

### **Policy Development**

Team members attended workshops on the census and climate change. Also, in-house training occurred on technical (e.g. GIS) and supervisory subjects. Jon-Andrew Japal had the privilege of attending the annual ESRI GIS User Conference in San Diego in July thanks to sponsorship from CARICOM and the Department. The exposure to the most current software, technology and methods in the world of Geographic Information Systems was invaluable and tremendously beneficial. The section continued to host brownbag lunch talks on general interest as well as topics relevant to specific sections of the Department.

### **TrakIt Upgrade/Training**

The Department received a new version of the TrakIt electronic filing system, which was been more tailored to suit the Department's specific needs. Improved design, user-friendliness, searchability, report generation, and general functionality are just some of the benefits worth mentioning. All staff members were trained by the CRW company representatives from San Diego to ensure that they are getting the most out of the program.



### **Team Activities**

**Figure 27:** Planning typically partakes in the annual Cardboard Boat Regatta that raises funds for charities. Our team has become quite popular at this event for our notable cardboard contraptions and planning members have a lot of fun coming together to build them. In another team activity this year the Department of Planning placed third in the Government Softball League.

## *Highlights of 2010*

### **Legislative Amendments**

The year saw significant amendments to Planning legislation. The Development and Planning Regulations was revised to (among other matters): reduce lot sizes and increase density in the residential zones in the interest of affordability; more flexible requirements for off-site parking; the phasing of building permit fees; and the option for an applicant to pay for instead of setting aside Land for Public Purposes, at the discretion of the CPA. The amendments also allowed for Planned Area Development and additional mixed use. These are aimed at encouraging pedestrian activity, reducing vehicular traffic and conserving open space. Height restrictions were minimized to allow for taller buildings along West Bay Road, which results in higher densities and open land preservation. All Fees were amended, including compensation for services that were free prior to the amendments.

### **Policy Development section Initiatives**

Several strategic planning projects undertaken were primarily geared at addressing matters raised from Government's Strategic Policy Statement and common to more than one Section of the Department. Three items are noted below.

#### **Area plans and related matters**

The section did preliminary area plan work on the fastest growing district in the Cayman Islands—Bodden Town. Detailed SWOT analysis of the district was carried out, as well as consultation with various Government departments and other stakeholders. Preliminary design work such as zone and road allocations were drafted as groundwork for further (future) detailed consultation and design.

#### **Participation in the 2010 Census Coordination**

The Assistant Director Mr. Robert Lewis represented the Department on the Census Advisory Committee and Chaired its Mapping Subcommittee, which was responsible for producing enumeration area and other maps to facilitate enumerators and field supervisors work. The Subcommittee also made recommendations via the Census Advisory Committee to the Boundaries Commission. The latter mainly consisted of rectifying technical anomalies where electoral boundaries split buildings and parcels. Team members Mr. Charles Brown and Mr. Jon-Andrew Japal contributed on the subcommittee through Geographic Information System work and related activity. Additionally, Charles Brown assisted with media outreach and was a census field supervisor.

#### **Input on the National Energy Policy Committee (NEPC)**

The Section also contributed to the National Energy Policy and its Construction, Buildings and Land Use Subcommittee. The National Energy Policy (started in the 2009-10 fiscal year) when completed in the 2010-11 fiscal year is expected to offer a comprehensive framework on energy conservation, efficiency and security. This framework is expected to be evaluated and amended as necessary based on changing technology, available resources and public expectations.

#### **Participation on the National Climate Change Adaptation Working Group (NCCAWG)**

The Section is represented on the NCCAWG to offer input on issues relating to buildings, land use and related matters. In this regard the section participated in workshops aimed at drafting a National Climate Change Policy

## *Highlights of 2010*

### **FACE Awards Nominations**

With 7 endorsements of a total of 61 nominees in the entire core Government, the Department saw a significant number of team members being nominated for the annual customer service awards. Nominations were submitted by customers seeking to recognize civil servants who they believe exemplify excellent customer service.

Department nominees were:

- Mrs. Elsi Amor-Miller
- Mr. Shondel Bodden
- Mr. Dwayne Ebanks
- Mrs. Rose Marie Eden-Sanchez
- Mr. Neville Faulkner
- Mr. Egbert Jackson
- Mrs. Linda McLean

The Director of Planning Mr. Haroon Pandohie noted that substantial number of nominees is an indicator of the Department's continuous drive to provide optimum service to stakeholders in the planning process and to the public.



**Fig. 28a:** Mrs. Elsi Amor-Miller



**Fig. 28b:** Mr. Shondel Bodden



**Fig. 28c:** Mr. Dwayne Ebanks



**Fig. 28d:** Mrs. Rose Marie Eden-Sanchez



**Fig. 28g:** Mrs. Linda McLean



**Fig. 28f:** Mr. Egbert Jackson

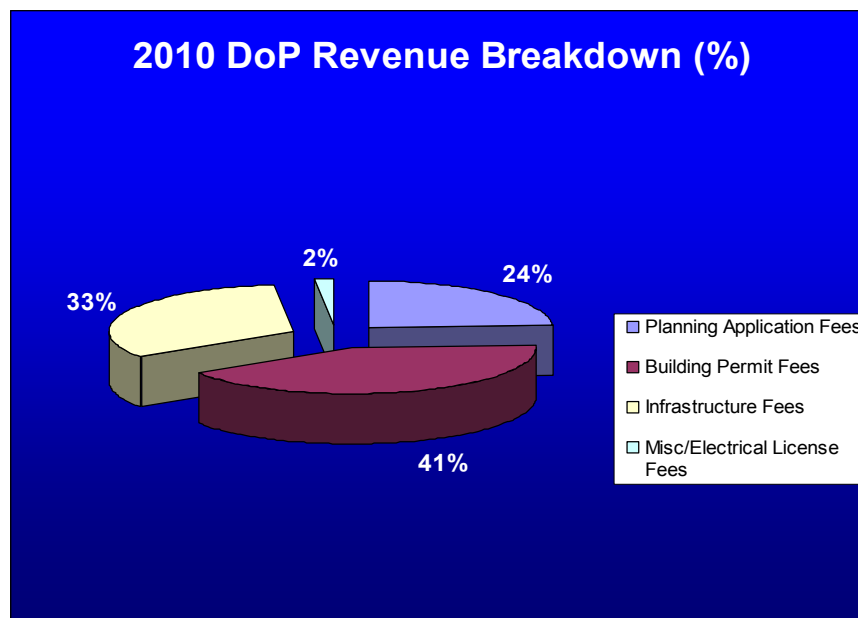


**Fig. 28e:** Mr. Neville Faulkner

## *Revenue and Expenditure*

### Department Revenue and Expenditure

There were \$3.65M in fees collected by the Department of Planning in 2010 compared with \$2.3M in 2009, an increase of \$1.35M or 59%. The distribution was as follows: \$0.88M in Planning Application Fees (up from \$0.47M), \$1.52M in Building Permit Fees (up from \$1M), \$1.2M in Infrastructure Fees (up from \$0.709M), and \$61K in Misc/electrical license fees (down from \$68K). Expenditure for the year was \$3.7M compared to \$4.1M in 2009. Revenue increase and expenditure decrease were due to measures initiated to deal with the challenging economic climate. The initiatives include recouping cost for services not previously charged for (enabled by legislative amendments to fees) and cost cutting policies.



**Figure 29:** Department Revenue: 2010 (note that the above revenue is based on calendar year 2010 Government account runs from 1st July - June (following year). Figures are unaudited; there may be changes once audited.

*Appendix 1: 2010 Planning Approval Statistics*

SECTORS	2006		2007		2008		2009		2010		% Change 2010 vs. 2009	
	No.	VALUE	No.	VALUE	No.	VALUE	No.	VALUE	No.	VALUE	No.	VALUE
Houses	336	\$ 74,848,218	437	\$ 131,284,341	375	\$109,961,601	547	\$134,082,575	327	\$93,902,210	-40%	-30%
Apt./Condo.	222	\$ 294,288,813	112	\$ 88,941,813	108	\$148,384,887	43	\$157,178,832	76	\$37,224,296	77%	-76%
Hotel	1	\$ 6,042,649	1	\$ 55,000,000	1	\$60,000,000	0	\$0	0	\$0	0%	0%
Gov't.	15	\$ 7,460,091	13	\$ 230,565,382	6	\$32,200,000	2	\$310,000	9	\$3,641,100	350%	1075%
Comm.	70	\$ 119,779,333	56	\$ 71,740,141	45	\$66,211,974	57	\$50,576,311	43	\$92,482,837	-25%	83%
Industrial	30	\$ 44,387,985	14	\$ 8,385,000	7	\$6,261,180	16	\$10,212,466	6	\$3,312,000	-63%	-68%
Other	574	\$ 74,155,347	493	\$ 59,108,542	647	\$48,280,303	353	\$58,005,627	500	\$81,074,981	42%	40%
<b>TOTAL</b>	<b>1,248</b>	<b>\$620,962,436</b>	<b>1,126</b>	<b>\$645,025,219</b>	<b>1,189</b>	<b>\$471,299,945</b>	<b>1,018</b>	<b>\$410,365,811</b>	<b>961</b>	<b>\$311,637,425</b>	<b>-6%</b>	<b>-24%</b>

**Table 6:** Number and Value of Planning Approvals by Sector 2006 to 2010 Grand Cayman,

Sector	2006		2007		2008		2009		2010		2009	2010	% Change 2010 vs. 2009
	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Totals	Totals	
Houses	5	34	3	32	5	35	4	30	4	23	34	27	-21%
Apt./Condo.	0	0	0	6	2	3	0	2	0	2	2	2	0%
Hotel	0	1	0	0	0	2	0	0	0	0	0	0	0%
Government	1	9	1	8	1	2	0	3	1	7	3	8	167%
Commercial	0	5	0	5	0	5	1	1	0	5	2	5	150%
Industrial	0	10	0	0	0	1	0	0	0	1	0	1	N/A
Other	8	59	5	44	9	44	10	52	18	53	62	71	15%
<b>Totals</b>	<b>14</b>	<b>118</b>	<b>9</b>	<b>95</b>	<b>17</b>	<b>92</b>	<b>15</b>	<b>88</b>	<b>23</b>	<b>91</b>	<b>103</b>	<b>114</b>	<b>11%</b>

**Table 7:** Number of Planning Approvals by Sector 2006 to 2010 on the Sister Islands

Sector	2006		2009		2010		2009	2010	% Change 2010 vs. 2009
	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Little Cayman	Cayman Brac	Totals	Totals	
Houses	\$1,220,852	\$5,494,064	\$1,378,761	\$4,371,782	\$1,683,878	\$4,325,125	\$5,750,543	\$6,009,003	4%
Apt./Condo.	\$0	\$0	\$0	\$650,000	\$0	\$407,105	\$650,000	\$407,105	-37%
Hotel	\$0	\$5,500,000	\$0	\$0	\$0	\$0	\$0	\$0	0%
Government	\$20,000	\$2,719,400	\$0	\$2,025,000	\$30,000	\$9,077,000	\$2,025,000	\$9,107,000	350%
Commercial	\$0	\$650,000	\$1,000,000	\$85,000	\$0	\$1,265,625	\$1,085,000	\$1,265,625	17%
Industrial	\$0	\$1,550,000	\$0	\$0	\$0	\$350,000	\$0	\$350,000	N/A
Other	\$26,550	\$743,961	\$864,600	\$2,416,450	\$265,900	\$1,487,000	\$3,281,050	\$1,752,900	-47%
<b>Totals</b>	<b>\$1,267,402</b>	<b>\$16,657,425</b>	<b>\$3,243,361</b>	<b>\$9,548,232</b>	<b>\$1,979,778</b>	<b>\$16,911,855</b>	<b>\$12,791,593</b>	<b>\$18,891,633</b>	<b>48%</b>

**Table 8:** Value of Planning Approvals by Sector 2006 to 2010 Sister Islands

## Appendix 1: 2009 Planning Approval Statistics

Districts	2006		2007		2008		2009		2010		% Change 10-09	
	No.	Value*	No.	Value*	No.	Value*	No.	Value*	No.	Value*	No.	Value
Bodden Town	339	\$83,194	340	\$69,021	277	\$66,990	303	\$65,010	277	\$63,996	-9%	-2%
East End	41	\$7,796	50	\$77,717	52	\$77,065	40	\$2,958	50	\$5,666	25%	92%
George Town	526	\$341,379	427	\$231,362	523	\$210,387	419	\$228,745	340	\$182,323	-19%	-20%
North Side	74	\$26,426	53	\$13,917	73	\$12,128	51	\$17,657	69	\$10,369	35%	-41%
West Bay	268	\$162,167	253	\$76,974	264	\$104,730	205	\$95,996	225	\$49,314	10%	-49%
GC Total	1248	\$620,962	1123	\$468,991	1189	\$471,300	1018	\$410,366	961	\$311,668	-6%	-24%
Cayman Brac	118	\$16,657	95	\$35,286	92	\$24,887	88	\$9,548	91	\$39,230	3%	311%
Little Cayman	14	\$1,267	9	\$904	17	\$3,018	15	\$864	23	\$6,269	53%	626%
Sister Islands Total	132	\$17,924	104	\$36,190	109	\$27,904	103	\$10,412	114	\$45,499	11%	337%
Grand Total	1,380	\$638,886	1,227	\$505,181	1298	\$499,204	1,121	\$420,778	1,075	\$357,167	-4%	-15%

\*='000's

**Table 9:** Number and Value of Planning Approvals by District 2006 to 2010 (all Districts) \* (,000)

ANCILLARY	Number	56
	Value	\$2,386,720
ANTENNAE	Number	4
	Value	\$226,500
DOCKS	Number	18
	Value	\$708,000
FENCES/WALLS	Number	42
	Value	\$721,253
GAZEBOS	Number	19
	Value	\$511,900
INSTITUTIONAL	Number	8
	Value	\$5,627,000
LANDCLEARING	Number	8
	Value	\$3,270,300
MODIFICATIONS	Number	175
	Value	\$53,349,406
POOLS	Number	65
	Value	\$2,897,200
SEA WALLS	Number	3
	Value	\$2,598,500
SHEDS	Number	19
	Value	\$583,575
SIGNS	Number	16
	Value	\$57,516
SUBDIVISIONS	Number	65
	Value	\$8,127,111
TENTS	Number	2
	Value	\$10,000
TOTAL	Number	500
	Value	\$81,074,981

**Table 10:** Number and Value of Planning Approvals Other Sector 2010

*Appendix 1: 2009 Planning Approval Statistics*

Subdivisions	Bodden Town	East End	George Town	North Side	West Bay	Total
Major	7	3	3	1	4	18
Minor	14	4	10	11	8	47
Total	21	7	13	12	12	65

**Table 11:** Subdivision Approvals by District 2010

	APPROVAL TYPE, 2010		TOTALS
	ADMIN	CPA	
Number	466	495	961
Value	\$84,623,421	\$227,014,003	\$311,637,424

**Table 12:** Number and Value of CPA and Administrative Approvals 2010

## *Frequently Asked Questions*

### GUIDELINES ON INSPECTION AND COPYING OF RECORDS

#### STANDARD (NON-FREEDOM OF INFORMATION) GUIDELINES

##### **1. INSPECTION OF DRAWINGS/PLANS**

Site plans and building elevations can be inspected by anyone! This is regardless of whether they received a notice or the project was advertised. The rationale is that the finished product will be visible by the public from the exterior. Drawings other than site plans and building elevations (e.g. floor plans, etc) can only be inspected by the landowner / applicant / author or someone who has been notified of the project [section 15(4) notice]. Alternatively, anyone can inspect "other drawings" if the project was required to be advertised per the planning law and/or regulations.

##### **2. COPIES OF DRAWINGS/PLANS**

Copies of drawings/plans - any kind or type - can be obtained with the written consent of author (e.g. architect, draftsman, engineer or surveyor). Such consent may be by e-mail. Existing copy charges remain. The exception per existing practice is that an applicant/owner can obtain copies without written consent from the author.

##### **3. INSPECTION OF FILES/REPORTS**

Whoever is notified of a project [via section 15(4) notice or newspaper ad] is entitled to inspect the applicant's submissions. Legal opinion/advice is considered privileged and not subject to inspection.

##### **4. COPIES OF FILES/REPORTS**

Standard existing procedure on who is allowed to get copies of records remains (similar to item "2" above). Legal opinion/advice is considered privileged and not subject to copying. The planning appeals process (in terms of who eventually gets copies of records regarding an appeal) remains the same.

#### FREEDOM OF INFORMATION (FOI) APPLICATIONS (in brief)

Anyone other than the land owner, author (or someone authorized in writing by either) seeking an inspection or copies of records that do not fall under any of the above guidelines should be advised to submit a FOI application. A FOI request can be submitted by completing the application form, or submitting a letter, fax or e-mail ([foi.pln@gov.ky](mailto:foi.pln@gov.ky)). If uncertain whether a FOI application should be submitted, consult the Department's Information Manager at the stated e-mail.

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