

DEPARTMENT OF PLANNING

2016-2017 ANNUAL REPORT
*Central Planning Authority (CPA) and Development Control
Board (DCB)*



Table of Contents

2016-2017 Annual Report

Report Summary	3
Functions and Responsibilities:	4-5
1. The Department of Planning	
2. The Central Planning Authority (CPA)	
3. The Development Control Board	
Planning Approvals	6-7
1. Performance- CPA/Admin Projects (Sector/Supplementary Sector)	
2. Appeals	
3. Compliance	
Building Control Approvals	8
Sister Islands	9
1. Development Control Board	
2. Performance	
Department Revenue and Expenditure	10
Contact Information	15

Report Summary

This report was compiled by the Policy Development Section of the Department of Planning. It is inclusive of a variety of data, as well as brief accompanying commentary on that data to demonstrate the accomplishments of the Department of Planning, the Central Planning Authority, and Development Control Board. It serves to give readers a comprehensive understanding of what occurred in the Cayman Islands in terms of physical development during the fiscal year 2016-2017. Indicators of development such as projects approved, permits granted, certificates of occupancy issued, and revenue generated are exhibited in this document. The document aims to be very illustrative by incorporating many clear, useful tables and graphs; as well as example images.

The base data for the report comes from the Department of Planning's file management system database, as well as from CPA and DCB meeting minutes. Financial information is provided by the Government's central financial management system.



Haroon Pandohie, AICP
Executive Secretary, CPA

Functions and Responsibilities

The Department of Planning provides administrative services to the CPA, DCB and EBE. (Electrical Board of Examiners).

The Department is guided by the following mission statement:

To ensure all planning services are provided efficiently, honestly impartially and in accordance with the laws and regulations so that the physical development of the Cayman Islands are safe, aesthetically pleasing, environmentally friendly, technically sound, promotes a strong economy, and provides an unparalleled quality of life for the people of the Cayman Islands.

Current Planning

The Current Planning section (CP) is responsible for processing development applications 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.

Policy Development

The Policy Development section (PD) responsibilities include policy preparation, the study of long-range planning issues, 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. Other responsibilities include managing the electronic filing system (OPS), maintaining the Department's website, compiling and maintaining statistics for internal and external use, and any Geographic Information Systems (GIS) analysis and solutions.

Building Control

Building Control (BC) 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 Certificate of Occupancy (CO) process, Building Control certifies compliance with the Building Code Regulations (2016 Revision) and National Electrical Code (NEC) (2014 Revision). The Director of Planning is the secretary for the Electrical Board of Examiners.

Administration (Finance and Human Resources)

Members of the Operations section are the front line in customer service and provide essential support and reporting for the department. Among other matters, administrative staff ensures that fees are collected and that questions are directed to the appropriate officers.

The Administration section is responsible for Builder's Board registration, Electrical and Plumbing licencing. In addition, they are responsible for managing finances, human resources matters and clerical-support functions.

Functions and Responsibilities

The Central Planning Authority



Source: www.caymanlandinfo.ky

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 land in the Islands which this Law applies in accordance with the development plan for the Islands..."

(Section 5(1) Development and Planning Law 2017 revision)

The Authority consist of 13 members representing all six electoral districts. The Chairman of the Development Control Board is automatically a member of the CPA, along with the executive secretary, a member of staff from the Department of Planning.

The Development Control Board



Source: www.caymanlandinfo.ky

The Development Control Board (DCB), much like the Central Planning Authority (CPA), is primarily responsible to oversee development. However, the Development Control Board (DCB) specifically regulates the development within Cayman Brac and Little Cayman. The DCB's 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'

The DCB consist of seven (7) members. Along with the executive secretary, a member of staff from the Department of Planning.

Planning Approvals

The Central Planning Authority (CPA)

The CPA held 26 meetings in 2016-2017; two of which were Development Plan meetings . From the meetings held, 496 items were covered and 362 projects were approved. The meetings were generally well-attended with an average attendance of 10.19 (out of 13 regular members).

PERFORMANCE INDICATOR	2016-2017
Average Attendance	10.19
Applications Approved	356
Applications Adjourned	76
Applications Refused	16
Applications Adhered	6
Enforcements Issued	14
Matters from the Director	111
Information / Discussion	0
Number of Items	496
Number of Meetings	26

CPA Performance Table (2016-2017)

Administrative Approvals & Planners' Performance (CP & PD)

Administrative approvals are processed in-house (within the Department of Planning) and signed by the Director of Planning. Processing small projects administratively - such as houses, duplexes and temporary banners - allows for the CPA to devote their time to larger and more comprehensive projects.

On average, each planner processed an estimated 228 applications for approval in 2016-2017 with an estimated average of \$98 million in project job value processed per planner. This takes into account all project applications received regardless of outcome.

A total of 805 reference letter applications for Trade and Business Licenses were logged in 2016-2017. Also, current planners dealt with 134 Zoning Query letters in 2016-2017. There were 3 rezone applications processed by the Policy Development section in 2016-2017. All applications were heard by the Central Planning Authority and being advanced to subsequent stages in the process.

TYPE	COUNT	EST. PROJECT VALUE
ADMIN	651	\$122,317,703
CPA DECISION	496	\$366,161,488
Grand Total	1147	\$488,479,191

Approval Type: Administrative vs. CPA (2016-2017)

Appeals Against CPA

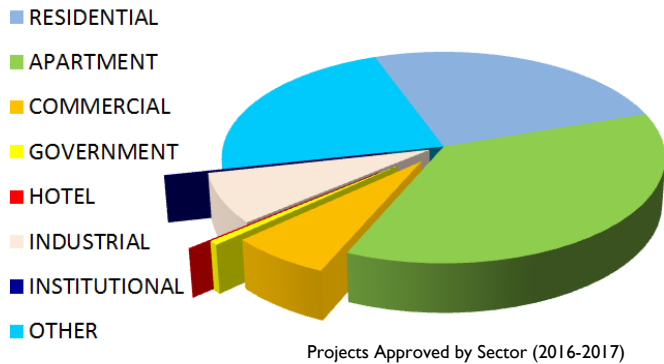
There were 10 appeals made against the Central Planning Authority decisions during the 2016-2017 fiscal year.

Compliance

In the 2016-2017 fiscal year, there were 125 compliance investigations processed. Examples of cases opened include illegal structures, illegal signage, land clearance without prior planning approval and informal/non-permitted electrical configurations.

Sector Approvals

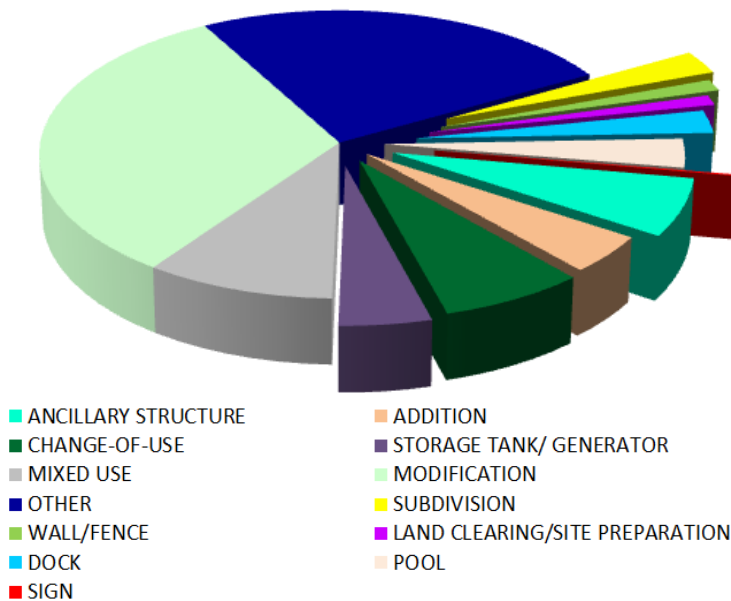
The sectors are categories of development that were chosen by the Department of Planning for record-keeping purposes.



SECTOR	COUNT	ESTIMATED VALUE
RESIDENTIAL	270	\$123,875,239
APARTMENT	77	\$179,191,295
COMMERCIAL	42	\$32,616,045
GOVERNMENT	10	\$3,200,000
HOTEL	2	\$320,000
INDUSTRIAL	21	\$37,472,510
INSTITUTIONAL	4	\$352,000
OTHER	714	\$111,452,102
Grand Total	1140	\$488,479,191

Projects Approved by Sector (2016-2017)

'Other' Sector Approvals



SECTOR	ESTIMATED VALUE
ADDITION	\$4,781,618
CHANGE-OF-USE	\$8,059,040
STORAGE TANK/ GENERATOR	\$5,112,356
MIXED USE	\$10,593,220
MODIFICATION	\$35,791,314
OTHER	\$27,631,096
SUBDIVISION	\$2,930,915
WALL/FENCE	\$1,443,380
ANCILLARY STRUCTURE	\$7,215,985
LAND CLEARING/SITE PREPARATION	\$1,257,900
DOCK	\$2,863,500
POOL	\$3,598,000
SIGN	\$173,778
Grand Total	\$111,452,102

'Other' Sector Approval (2016-2017)

The *Other* Sector is made up of a variety of minor development types.

Permit And Final Certification

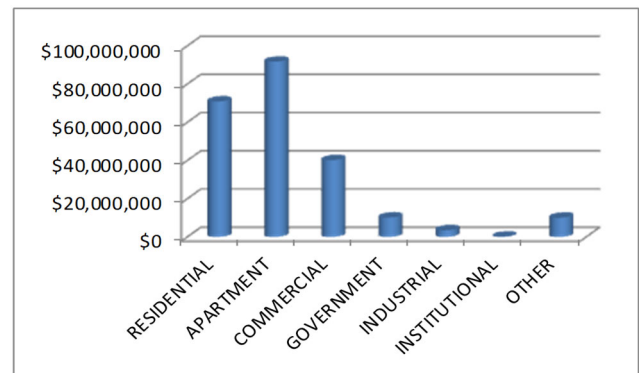
A Building Permit is granted after an application is made, and a set of plans is submitted, reviewed, and deemed in compliance with the building code requirements. By recording and presenting the number of building permits granted, it allows for a useful indication of what physical development is likely to occur in the near future because no construction may commence until a permit is issued. The total estimated value attached to these permits was over \$226 million.

Certificates of Occupancy (CO) are issued when a structure is deemed suitable for human occupation and allows that structure to be connected to the power company grid. For houses and duplexes, the granting of a CO requires all final inspections (building, plumbing, liquefied-petroleum gas, electrical, mechanical (if applicable) and elevators/lifts (if applicable)) to be passed before electrical connection paperwork can be sent to the power company. For commercial and multi-family projects, those same inspections must be passed internally, as well as inspections by other government agencies (C.I. Fire Department, Water Authority, Dept. of Environmental Health, National Road Authority, C.I. Petroleum Inspectorate). The overall number of COs issued during the fiscal year 2016-2017 was 338. The estimated value associated with these structures was over \$137 million.

Plan Review (Permit)

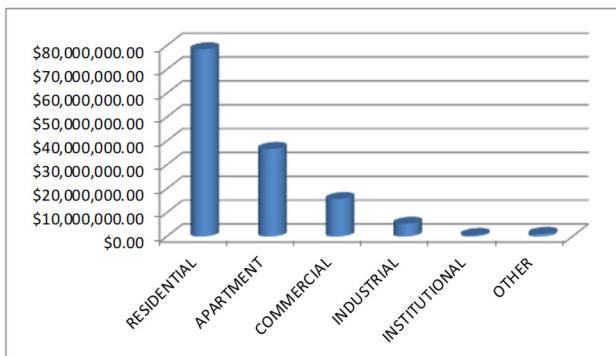
SECTOR	COUNT	EST. VALUE
RESIDENTIAL	214	\$70,927,689
APARTMENT	69	\$91,713,742
COMMERCIAL	83	\$40,215,050
GOVERNMENT	9	\$10,160,180
INDUSTRIAL	5	\$3,515,000
INSTITUTIONAL	6	\$187,592
OTHER	370	\$10,057,329
Grand Total	756	\$226,776,582

Building Permits by Sector(2016-2017)



Estimated Value of Building Permits by Sector (2016-2017)

Certificate of Occupancy (CO)



Estimated Value of Certificate of Occupancy by Sector(2016-2017)

SECTOR	COUNT	EST. VALUE
RESIDENTIAL	189	\$78,476,433.84
APARTMENT	56	\$36,705,242.50
COMMERCIAL	62	\$15,674,035.00
INDUSTRIAL	8	\$5,365,388.00
INSTITUTIONAL	7	\$655,000.00
OTHER	16	\$1,102,059.22
Grand Total	338	\$137,978,158.56

Certificate of Occupancy by Sector (2016-2017)

Sister Islands

Development Control Board

During the fiscal year 2016-2017, the Development Control Board approved 65 development applications valued at \$8.5 million. Meetings were generally well attended, with an average of 4.33 per meeting (out of 7 members) throughout the year.

The tables and charts below show Cayman Brac and Little Cayman project approvals categorized by Sector for fiscal year 2016-2017. The Sectors of development vary slightly from the categorization scheme that Grand Cayman uses in that houses and duplexes are paired together and subdivisions have their own category (outside of the *Other* category). *House/Duplex* and *Other* projects were the largest categories of development in terms of value and number of approvals for the Sister Islands.

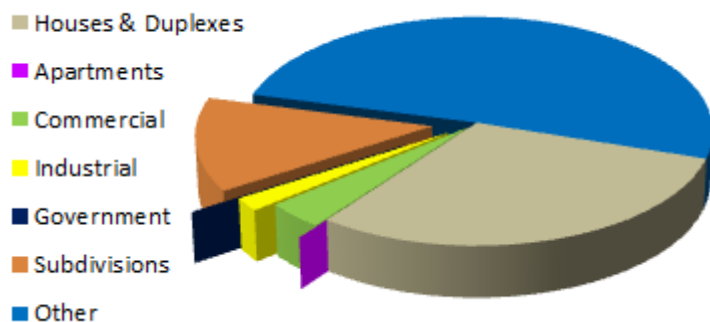
PERFORMANCE INDICATOR	2016-2017
Average Attendance	4.33
Applications Approved	65
Applications Adjourned	3
Applications Refused	0
Enforcement Items	7
Matters from the Department of Planning	9
Information / Discussion	1
Other Matters	30
Number of Items	38
Number of Meetings	12

DCB Performance Indicators (2016-2017)

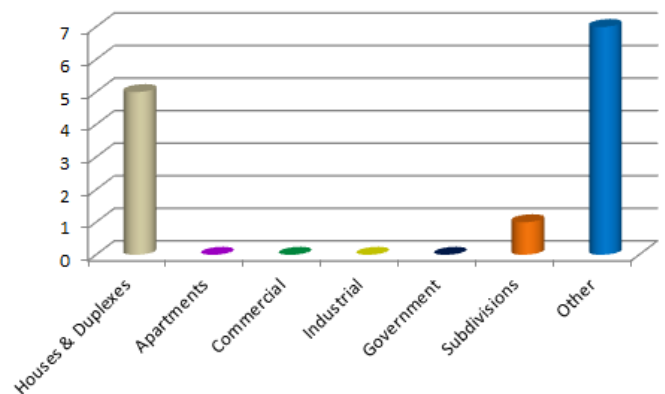
Sector Approvals

TYPE OF DEVELOPMENT	CAYMAN BRAC		LITTLE CAYMAN	
	COUNT	(est.) VALUE	COUNT	(est.) VALUE
Houses & Duplexes	16	3,233,716.00	5	1,426,789.00
Apartments	0	-	0	-
Commercial	2	200,000.00	0	-
Industrial	1	2,700,000.00	0	-
Government	0	-	0	-
Subdivisions	7	28,000.00	1	1,020,000.00
Other	27	871,800.00	7	71,500.00
Total	53	7,033,516.00	13	1,498,289.00

Sister Islands Projects Approved by Sector (2016-2017)



Cayman Brac Number of Projects Approved by Sector (2016-2017)



Little Cayman Number of Projects Approved by Sector (2016-2017)

Department Revenue and Expenditure

2015-2016

DEPARTMENT OF PLANNING FINANCIAL SUMMARY FOR THE FISCAL YEAR 2015-2016

ENTITY REVENUE	AMOUNT
Electrical Inspection Fees	32140
Sale of Planning Document	9138
Electrical License Fees	60755
Elevator Inspection Fees	21330
Online Planning System Service Fees	19695.25
Planning Inspection Call-Out Fees	30316.49
Total Entity Revenue	133984.24

EXECUTIVE REVENUE	AMOUNT
Planning Fees	(1,097,064.69)
Building Permit Fees	(4,238,485.86)
Infrastructure Fees	(444,461.39)
Total Entity Revenue	(5,780,011.94)

TOTAL REVENUE	(5,913,996.18)
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TOTAL EXPENDITURE	\$2,713,890.15
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PROFIT	\$3,200,106.03
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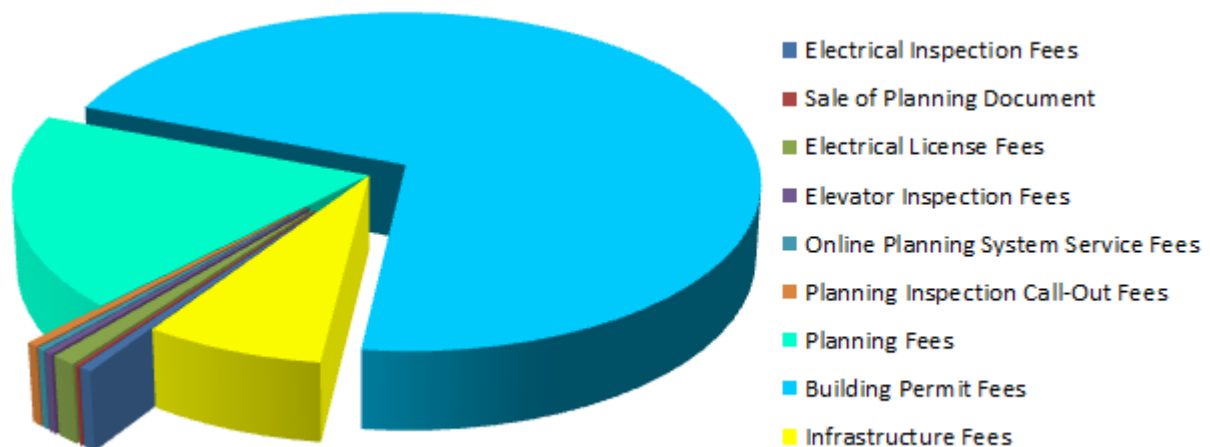
The Department of Planning generates revenue for the Cayman Islands Government through various fees and charges. Details of the revenue generated, as well as the total amount of profit and expenditure to operate the Department are summarized on this page.

There were \$ 5.9 million in fees collected by the Department of Planning in the fiscal year 2015-2016. Expenditure by the Department was \$2.7 million during 2015-2016

The figures displayed here only indicate realized revenues, and do not take into account forgone revenues due to incentives and fee concessions.

The distribution of fees based on type can be seen in the illustrations. Building Permit Fees are the main source of revenue, followed by Planning fees. This is due to the multiple structures and phases that are often required to complete a single project.

Revenue and Expenditure information for the Department of Planning (2016-2017)



Proportion of Revenue-generating Fees (2016-2017)

Note: The Financial Year follows the calendar year rather than that of the fiscal year.

Department Revenue and Expenditure

2017

DEPARTMENT OF PLANNING FINANCIAL SUMMARY FOR THE CALENDAR YEAR 2017

ENTITY REVENUE	AMOUNT
Electrical Inspection Fees	13400
Sale of Planning Document	8252
Electrical License Fees	69795
Builders Board Registration Fees	33437.5
Plumbers Examination Board Fees	1250
Miscellaneous Receipts	14584
Elevator Inspection Fees	25975
Online Planning System Service Fees	52438.99
Planning Inspection Call-Out Fees	59875

Total Entity Revenue **279007.49**

EXECUTIVE REVENUE	AMOUNT
Building Permit Fees	(5,246,088.92)
Planning Fees	(2,008,554.05)
Infrastructure Fees	(293,691.21)

Total Executive Revenue **(7,548,334.18)**

TOTAL EXPENDITURE **2,812,431.07**

PROFIT **5,014,910.60**

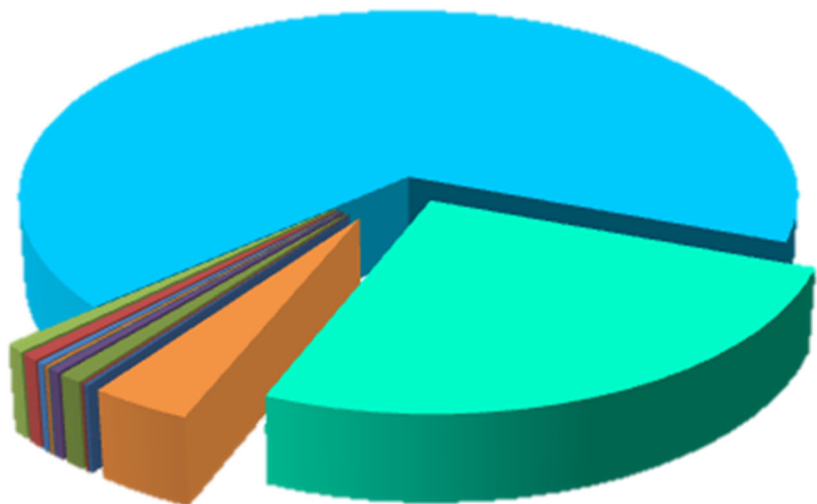
There were \$ 7.5 million in fees collected by the Department of Planning in the calendar year 2017. Expenditure by the Department was \$2.8 million during 2017.

The figures displayed here only indicate realized revenues, and do not take into account forgone revenues due to incentives and fee concessions.

The distribution of fees based on type can be seen in the illustrations. Building Permit Fees are the main source of revenue, followed by Planning fees. This is due to the multiple structures and phases that are often required to complete a single project.

Revenue and Expenditure information for the Department of Planning (2017)

- Electrical Inspection Fees
- Sale of Planning Document
- Electrical License Fees
- Builders Board Registration Fees
- Plumbers Examination Board Fees
- Miscellaneous Receipts
- Elevator Inspection Fees
- Online Planning System Service Fees
- Planning Inspection Call-Out Fees
- Building Permit Fees
- Planning Fees
- Infrastructure Fees



Proportion of Revenue-generating Fees (2017)

Note: The Financial Year follows the calendar year rather than that of the fiscal year.

CAYMAN ISLANDS DEPARTMENT OF PLANNING

Government Administration Building

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Government Administration Building**

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