



**CAYMAN ISLANDS
CENTRAL PLANNING AUTHORITY
&
DEVELOPMENT CONTROL BOARD
2022 ANNUAL REPORT**



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Report Summary

This report was compiled by the Policy Development Section of the Department of Planning and approved by the Central Planning Authority (CPA) and Development Control Board (DCB) for submission to Cabinet for the information of the Legislative Assembly, per section 50 of the Development and Planning Act (2021 Revision). It is inclusive of a variety of data, as well as brief accompanying commentary on that data to summarize the activities of the Central Planning Authority, Development Control Board and the Department of Planning. It serves to give readers a comprehensive understanding of what occurred in the Cayman Islands in terms of physical development during the calendar year 2022. 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 systems database, as well as from CPA and DCB meeting minutes. Financial information is provided by the Cayman Islands Government's (CIG) central financial management system.

Once presented to Cabinet, the report and its content will be disclosed under the Freedom of Information Act (revised 2021) and will be located electronically on the website of the Department of Planning at <https://www.planning.ky>



Haroon Pandohie, AICP
Executive Secretary, CPA

Message from the Chairmen

The Central Planning Authority

In 2022 the Cayman Islands, like the rest of the world, continued to face the crisis of the COVID-19 pandemic. Though the impacts were great, escalating interest rates and increasing cost of materials due to supply chain shortages did not drastically impact the construction industry and the demand for housing has remained strong. With careful and thorough analysis of our Agendas, the CPA and the Department of Planning have done our best to keep pace with the volume of applications received and over the course of 2022, the Board approved over 400 projects with a combined estimated value in excess of \$500M.

In my first full calendar year as Chairman of the Central Planning Authority, I would like to acknowledge the previous Board and thank them for their service. In addition, I must also acknowledge the dedication of the current board members who have been working to ensure that development in Grand Cayman is held to a high standard. Though our decisions at times may be unpopular, we aspire to exercise equity in decision-making, taking all relevant factors into consideration, including compliance with the Development Plan, Planning & Development Act and Regulations. We appreciate the opportunity and take great pride in helping to ensure the proper development for the future of the Cayman Islands.

The CPA would also like to note that, thanks to the stellar work of the Planning Department, the Authority reviewed and approved the draft National Planning Framework and forwarded same to the Minister for Planning in September 2022. The CPA, and indeed the country, look forward to Cabinet's review and approval of this document which is the first step in updating the Development Plan.



Ian Pairaudeau
Chairman, CPA

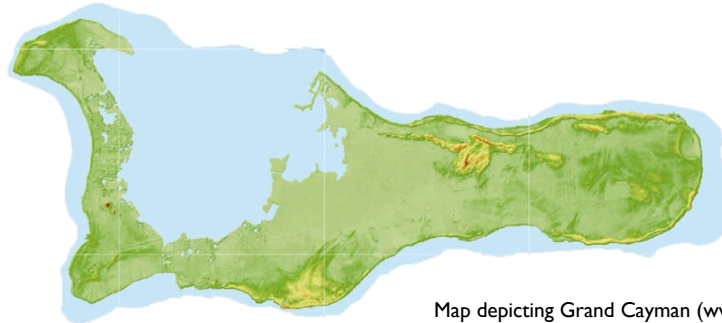
The Development Control Board

During the calendar year 2022, the Development Control Board continued to see increased interest in growth compared to 2021. The DCB remained astute in ensuring that development decisions are made in the best interest of the Sister Islands. In 2022 we sought to increase customer satisfaction by taking serious consideration of the ongoing effectiveness of the planning process in the Sister Islands. This ensured quicker turn-around times for board decisions to be made thus leading to customers being able to progress their projects in a timely manner. This level of efficiency is aided by the local Planning Officer with which the Board enjoys a very positive working relationship and thanks her for her support and dedication. The Board also works with the staff and management of the Department in Grand Cayman. The support and frequent presence of the Director of Planning is particularly appreciated. We strive to improve our performance in the coming year and will continue to do our part in guiding development within the Sister Islands.



Capt. Edgar Ashton Bodden JP
Chairman, DCB

The Central Planning Authority



Map depicting Grand Cayman (www.caymanlandinfo.ky)

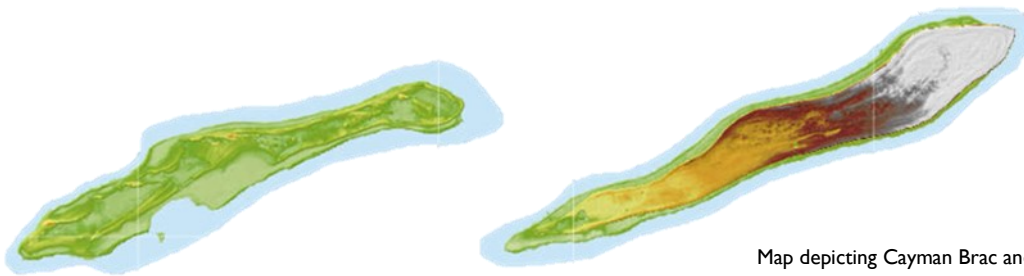
The Central Planning Authority (CPA) is a statutory authority appointed by Cabinet to oversee and review the physical development of Grand Cayman. The primary functions of the CPA are to review and make decisions regarding development applications, prepare development plans, make recommendations to Cabinet regarding amendments to the Law and Regulations and ensure that development proposals conform to the plan. Regarding the Development Plan, it is the Authority's role to:

“...secure consistency and continuity in the framing and execution of a comprehensive policy approved by the Cabinet with respect to the use and development of the land in the Islands ...”

(Section 3A, 4(1) Development and Planning Act 2021 revision)

The Authority consists of 15 members representing all six districts. The Chairman of the Development Control Board is automatically a member of the CPA, along with the Executive Secretary (non-voting), who is the Director of the Department of Planning.

The Development Control Board



Map depicting Cayman Brac and Little Cayman (www.caymanlandinfo.ky)

The Development Control Board (DCB), much like the Central Planning Authority (CPA), is primarily responsible to oversee the development. However, the Development Control Board (DCB) specifically regulates the development for the sister islands, 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 consists of eight (8) members along with the Executive Secretary (non-voting), who is a member of staff from the Department of Planning.

Functions and Responsibilities

2022

The Department of Planning provides administrative services to the CPA, DCB and EBE. (Electrical Board of Examiners). Currently, there are 52 full-time team members in the Department. 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

Building Control

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 Act, Regulations, and Guidelines for Cayman Brac and Little Cayman.

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 (2022 Revision) and National Electrical Code (NEC) (2014 Revision).



Policy Development

Operations and Administration

The Policy Development section (PD) sole responsibilities involves 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 (PlanCayman), 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, managing the electronic filing systems (Community Works), maintaining the department's website, compiling and maintaining statistics for internal and external use, and providing departmental representation as needed.

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 function.



The Central Planning Authority (CPA)

The CPA held 32 meetings in 2022. From the meetings held, 683 applications were reviewed of which 463 projects were approved with a combined estimated value in excess of \$500M. The meetings were generally well-attended with an average attendance of 12.66 (out of 15 regular members).

PERFORMANCE INDICATOR	2022
Average Attendance	12.66
Applications Approved	463
Applications Adjourned	184
Applications Refused	25
Applications Adhered	11
Enforcement Matters	6
Matters from the Director	118
Information / Discussion	5
Number of Items	812
Number of Meetings	32

CPA Performance Table (2022)

Administrative Approvals & Planners' Performance (CP & PD)

Administrative approvals, the authority for which is delegated by the CPA, 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.

Department of Planning Application Processing

On average, each planner processed an estimated 170 applications for approval in 2022 with an estimated average of \$200M in project job value processed per planner. This takes into account all project applications received regardless of outcome.

Current planners dealt with a total of 88 Zoning Query letters in 2022. Within the same period there were 2 rezone applications processed by the Policy Development unit. Both applications were heard by the Central Planning Authority with both not recommended for zoning changes.

Appeals Against CPA

There were 8 appeals made against the Central Planning Authority decisions during the 2022 calendar year, indicating a small degree of dissatisfaction with decisions taken by the Authority. This is a slight decrease from the 9 appeals made against the CPA in 2021.

Compliance

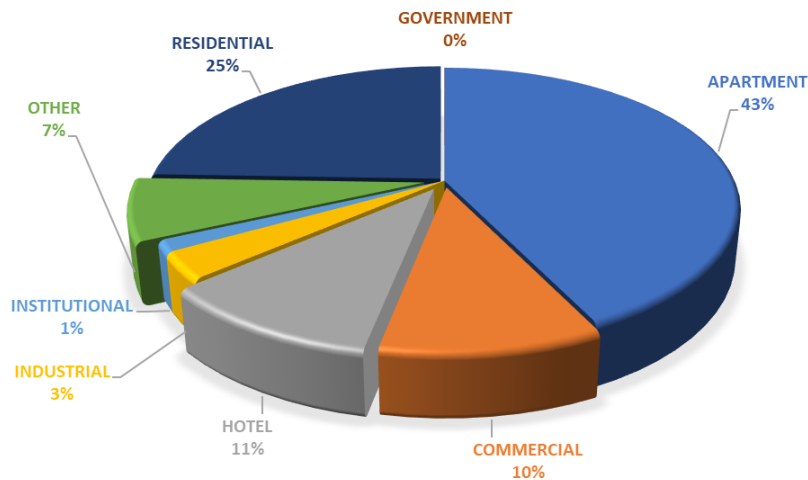
In the calendar year 2022, the compliance team received 292 complaints which were logged in DoP's Complaint Tracking 2022 spreadsheet. Of those, 231 code enforcement cases (Enforcement & Stop Notices) were created in Online Planning System (OPS) of which 156 code enforcement cases were closed or are currently on hold due to applications being submitted. Also during 2022, 59 code enforcement case files were submitted to the Office of the Department of Public Prosecutions for rulings. The DoP has identified room for improvement with increased compliance breach reports and has taken steps to expand the team to meet demand and maintain efficiency. Examples of cases opened include illegal structures, illegal signage, land clearance without prior planning approval and informal/non-permitted electrical configurations.

Planning Approvals

2022

Sector Approvals

These sectors are categories of development that were selected by the Department



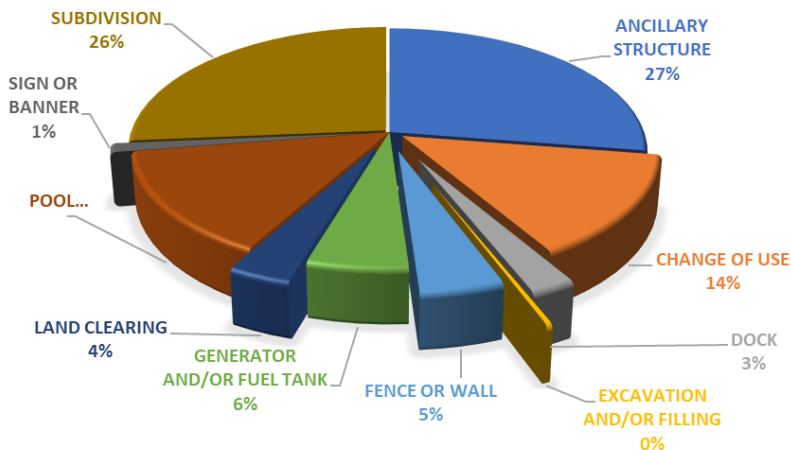
Projects Approved by Sector (2022)

SECTOR	COUNT	EST. VALUE
APARTMENT	122	\$311,061,482
COMMERCIAL	44	\$75,445,471
HOTEL	3	\$77,000,800
INDUSTRIAL	14	\$22,986,912
INSTITUTIONAL	6	\$10,061,637
OTHER	422	\$53,286,968
RESIDENTIAL	308	\$177,864,420
GOVERNMENT	3	\$100,000
Grand Total	922	\$727,807,690

Projects Approved by Sector (2022)

'Other' Sector Approvals

The "Other" sector comprises a variety of minor development sub-types



'Other' Sector Approval (2022)

SECTOR	EST. VALUE
ANCILLARY STRUCTURE	\$4,366,000
CHANGE OF USE	\$2,237,000
DOCK	\$395,000
EXCAVATION AND/OR FILLING	\$50,800
FENCE OR WALL	\$738,210
GENERATOR AND/OR FUEL TANK	\$901,000
LAND CLEARING	\$557,601
POOL	\$2,286,750
SIGN OR BANNER	\$187,624
SUBDIVISION	\$4,192,730
Grand Total	\$15,912,715

'Other' Sector Approval (2022)

Though there was a 25% increase in the number of projects approved by the CPA and the Department of Planning in 2022 (803 in 2021 to 922 in 2022), there was an overall decrease in the estimated value of said projects. Approximately a \$250M decline in estimated values for approved projects were recorded. Most noticeably, the sectors which contributed the most to the reduction in estimated value were the Institutional Sector - 56% reduction, Government Sector - 97% reduction, Hotel Sector - 52% reduction and 'Others' - 87% reduction.

Building Control Approvals

2022

Permit And Final Certification

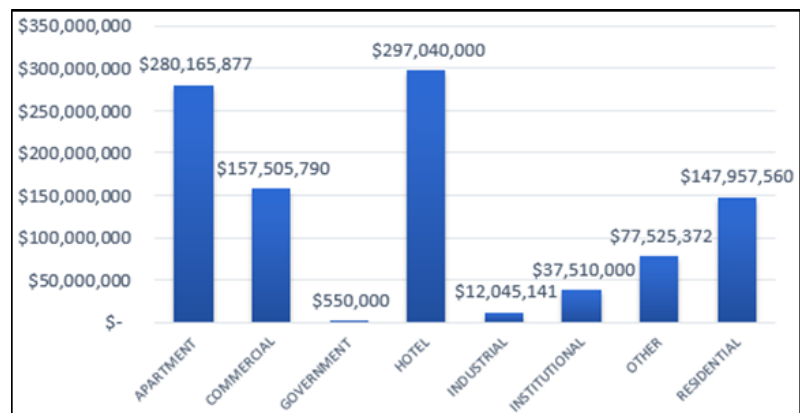
A Building Permit is granted after an application is made, and a set of plans is submitted, reviewed, and deemed in compliance with the Building Code requirements. By recording and presenting the number of Building Permits granted, it allows for a useful indication of what physical development “starts” are likely to occur in the near future because construction may not commence until a permit is issued. The total estimated value attached to these permits was in excess of \$1 billion in 2022 which reflects a 44% increase from \$565 million in 2021.

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 approved before electrical connection paperwork can be sent to the power company. For commercial and multi-family projects, those same inspections must be approved 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 calendar year 2022 was 484. The estimated value associated with these habitable structures was in excess of \$385 million in 2022, a 38% increase compared to \$241 million in 2021.

Plan Review (Permit)

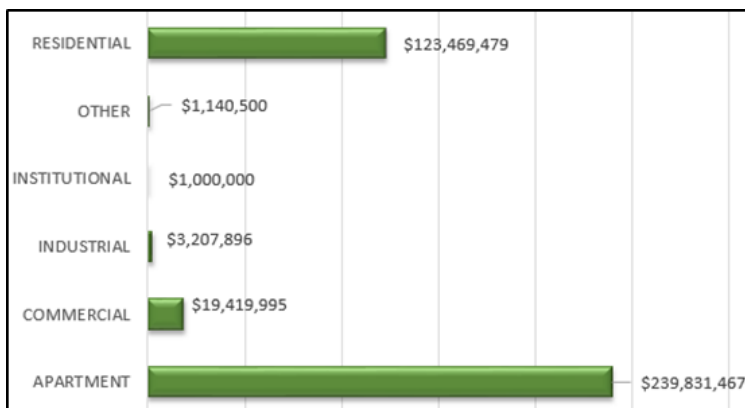
SECTOR	COUNT
APARTMENT	194
COMMERCIAL	108
GOVERNMENT	4
HOTEL	4
INDUSTRIAL	8
INSTITUTIONAL	3
OTHER	400
RESIDENTIAL	328
Grand Total	1049

Building Permits by Sector (2022)



Estimated Value of Building Permits by Sector (2022)

Certificate of Occupancy (CO)



Estimated Value of Certificate of Occupancy by Sector (2022)

Sector	Count
APARTMENT	150
COMMERCIAL	63
INDUSTRIAL	5
INSTITUTIONAL	1
OTHER	16
RESIDENTIAL	249
Grand Total	484

Certificate of Occupancy by Sector (2022)

Development Control Board

During the calendar year 2022, the Development Control Board approved 93 development applications. Meetings were generally well attended, with an average of 6.9 per meeting (out of 8 members) throughout the year.

The table and charts below shows Cayman Brac and Little Cayman project approvals categorized by Sector for the year 2022. 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). In total, the estimated value of projects approved by the DCB was in excess of \$64 million. *House/Duplex* and *Other* projects were the largest categories of development in terms of value and number of approvals for the Sister Islands.

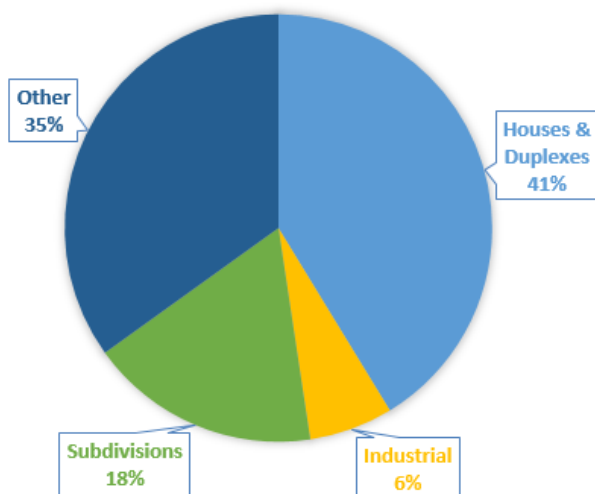
PERFORMANCE INDICATOR	2022
Average Attendance	6.5
Applications Approved	83
Applications Adjourned	10
Applications Refused	0
Enforcement Items	9
Matters from the Department of Planning	12
Information / Discussion	1
Number of Items	115
Number of Meetings	13

DCB Performance Indicators—2022

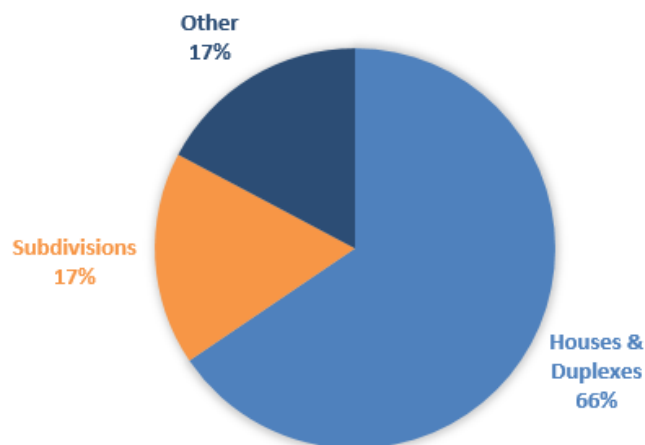
Sector Approvals

TYPE OF DEVELOPMENT	COUNT
Houses & Duplexes	45
Apartments	-
Commercial	-
Industrial	5
Government	-
Subdivisions	16
Other	27
Total	93

Sister Islands Projects Approved by Sector—2022



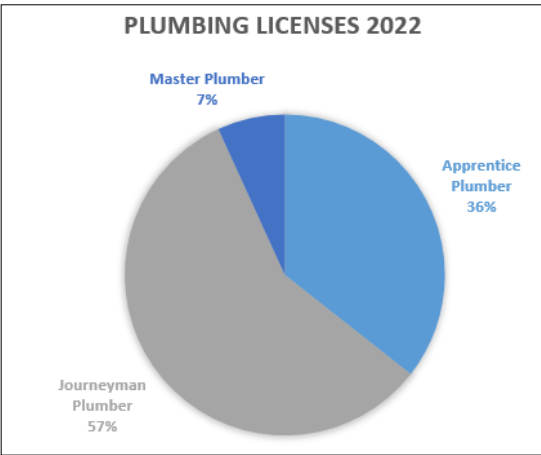
Cayman Brac % of Projects Approved by Sector—2022



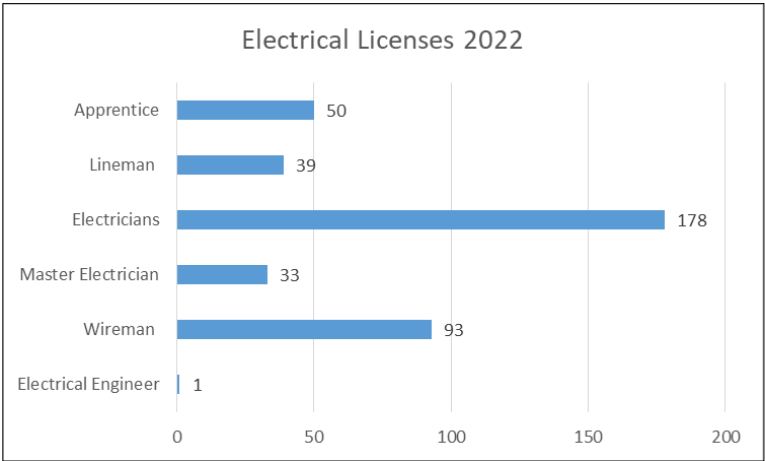
Little Cayman % of Projects Approved by Sector—2022

Plumbing & Electrical Licenses 2022

During the calendar year 2022, the Department of Planning’s Professional Registration Coordinator issued a total of 526 plumbing and electrical licenses. This process is geared towards maintaining integrity within the industry so as to preserve a high level of standard and safety for the general public. The charts below show the breakdown of plumbing and electrical licenses distributed by the DoP for 2022 in Grand Cayman and the Sister Islands.



Percentage breakdown of plumbing licenses issued — 2022



Category breakdown of electrical licenses issued — 2022

Freedom of Information Requests 2022

As a public authority, the Department of Planning is committed to openness, transparency and serving the public interest in compliance with the Freedom of Information Act, 2021. The Freedom of Information (FOI) Act was initially published and gazetted in 2007 and more recently revised in January 2021. It gives the public a right of access to all types of records held by public authorities, but also sets out some exemptions from that right.

During the 2022 calendar year, 15 FOI requests were received by the Department of Planning of which 14 were in regard to general information requests whilst the remaining 1 was a request for personal information. However, only 12 of the requests were completed within the reporting period with 8 having decisions at the request for information stage made within 30 days.

Department Revenue and Expenditure

2022

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 below.

DEPARTMENT OF PLANNING FINANCIAL SUMMARY (JAN2022-DEC2022)	
Executive Revenue	Amount \$
Building Permit Fees	7,952,165.46
Planning Application Fees	1,877,521.92
Infrastructure Fund Fees	6,627,902.82
Grand Total:	16,457,590.20
Entity Revenue	Amount \$
Brd Party Revenue	471,675.89
Grand Total:	471,675.89
Entity Expenditure	Amount \$
Personnel Charges	3,823,338.03
Supp/Cons Charges	821,835.55
Depreciation	76,904.10
Grand Total:	4,722,077.68
PROFIT	\$ 12,207,188.41

Revenue and Expenditure for the Department of Planning (2022)

There was \$16.46 million in fees collected by the Department of Planning in the calendar year 2022. During the same period, expenditure by the Department amassed \$4.72 million.

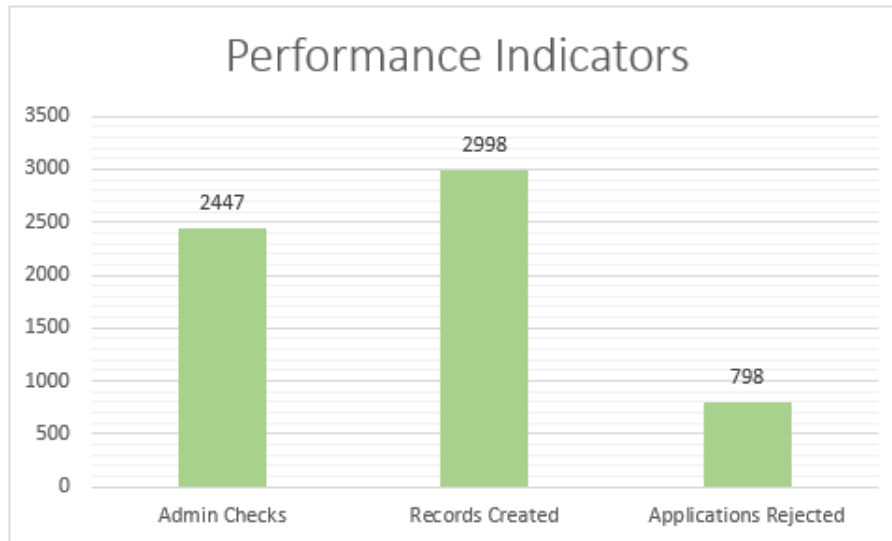
The figures displayed here only indicate realized revenues, and do not take into account forgone revenues due to incentives and fee concessions.

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 Application fees. This is due to the multiple structures and phases that are often required to complete a single project.

Operations Team Performance

2022

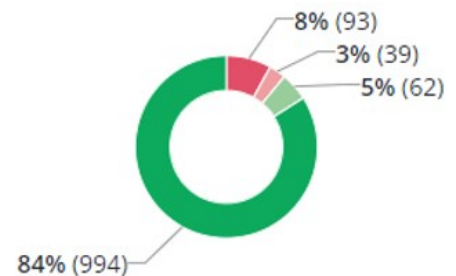
The Department of Planning Operations Team consist of 7 members which includes the operations manager. Some of the primary functions carried out by the Operations Team includes: providing front-line support to all customers who require administrative assistance with matters related to submitting applications, reviews and inspection requests, making payments, locating documentation and responding to minor procedural enquiries. The team also supports staff members from other sections by providing clerical and technical assistance as needed. This team is the backbone of the DoP; ensuring information is correctly processed and moved up the chain of command. The following chart depicts a synopsis of 3 main performance indicators for the Operations Team in 2022.



Operations Team Performance Indicators for 2022

*P.S. Applications rejected in this phase were based on incompleteness and not an indication of final decision on an application.

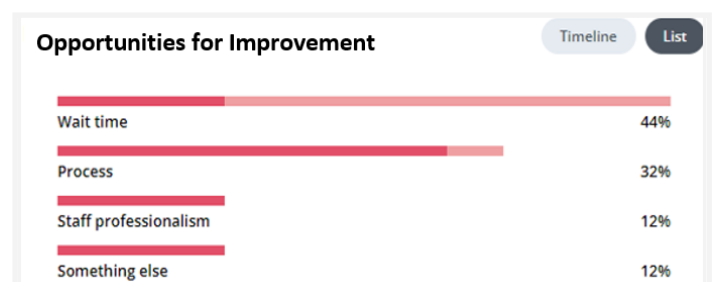
Public criticism upon interaction with members of the Operations Team was solicited via the use of a 'Happy-Or-Not' feedback kiosk. With enhanced usage from April 11, 2022, totaling 1,188 responses, the data showed 89% of our patrons are satisfied with the quality of performance being offered by the team. The following diagrams depicts the areas that received customer feedback and their corresponding percentages.



Happy-Or-Not Kiosk Feedback Results 2022



Positive Customer Feedback Kiosk Review 2022



Negative Customer Feedback Kiosk Review 2022

PlanCayman

PlanCayman is a long-range comprehensive plan which will be used to guide physical development and the overall use of land on Grand Cayman. The purpose of the Plan is to assist residents, developers, government agencies and the Central Planning Authority by establishing goals, objectives and guidelines for future development.

The Plan is a living document and will be reviewed and updated as actions are achieved and conditions change. Once complete, PlanCayman will replace the 1997 Development Plan for Grand Cayman. The National Planning Framework is the first of three components that will collectively constitute the policy framework for the Plan review. These components are:

1. National Planning Framework
2. Area Plans
3. Zoning Map, Regulations and Planning Statement

The review of the National Development Plan – PlanCayman – continued during 2022. On 24 August 2022 (CPA/20.A/22; Item 3.3) the Central Planning Authority advised that the National Planning Framework (NPF) document was acceptable. The NPF document was then formally submitted to Planning Minister, The Honorable Jay Ebanks on the 14th of September 2022 (CPA/22/22; Item 5.4) for onward transmission to Cabinet.

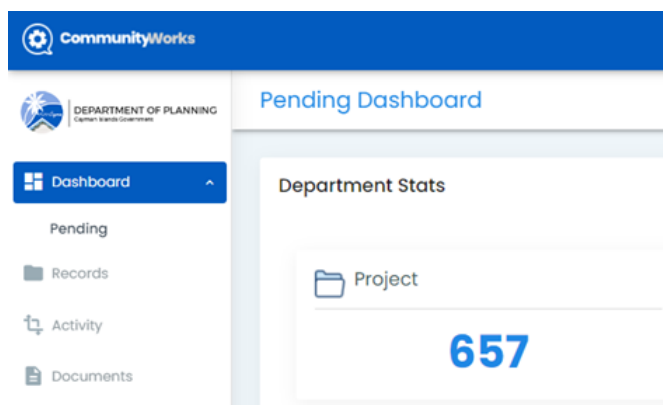
PLAN*Cayman*

OPS Relaunch to Community Works

The Department launched the Community Works platform in October 2022, representing an update to the Online Planning System. Community Works is a more modern and scalable platform to work with that allows for a better user experience in terms of visual layout and web-page responsiveness and interaction.



DEPARTMENT OF PLANNING
Cayman Islands Government



Customers now have more tools and control options to better manage their projects and data. The new system allows for more dynamic features to be added more quickly and it is also more secure. Additional hardware and cybersecurity infrastructure was included as part of the upgrade, which is very important. As more functionality is added over the next six months, the system will become increasingly easier to use and incorporate more of the department's functions such as making requests for emergency electrical repairs and 'out of hours' reviews/inspections, and introducing a new scheduling and calendar module to better manage inspection appointments and work items.

Training & Outreach Initiatives

The Department of Planning provides training for customers on various Building Code related matters. The Department of Planning's website links training materials for the International Code Council (ICC), AECDaily, International Association of Electrical Inspectors (IAEI) and various Elevator industry documentation. For the calendar year 2022, the following outreach initiatives were undertaken:

Inspire Cayman Training –

Through the Inspire Cayman organization, Lakeisha Mason (Plans Examiner) was able to enlighten and motivate young Caymanian students into taking up interest in the trade and vocational industries. She said, *“Truly an honour to represent the department in this light, and advocating for students to pursue career paths in the trade and vocational industries. I’m looking forward to future developments and other opportunities to represent the Department of Planning.”*



School Career Fair –

The DoP has made it an annual point of duty to provide educational material and personnel to support career fairs when called upon. In 2022, the Department supported the Clifton Hunter High School career fair where a DoP booth was setup and DoP employees were present to answer questions, educate and spark the interest of students.



CAYMAN ISLANDS DEPARTMENT OF PLANNING

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**Website: www.planning.ky
Email: info@planning.ky**