

DEPARTMENT SUMMARY PLANNING

Mission Statement

To protect and advance quality of life through the application of sound land use planning principles, development review standards and building codes; to facilitate informed land use decisions through community participation and collaborative process; to protect and enhance safe, livable neighborhoods which reflect and preserve Pasadena's unique cultural and historic character; to support and encourage healthy reinvestment in the community to provide for a strong local economy; and to promote smart planning and a sustainable future for generations to come.

Program Description

The Planning Department includes four core functions: Planning, Cultural Affairs, Building & Safety, and Code Compliance; these four divisions are supported by the Administration Division.

Planning Division core services include facilitation of citizen participation in the land use and development review process; long-range planning including update of the General Plan, Specific Plans and other development regulations; review of development plans for compliance with City plans, the Zoning Code, architectural design review standards, historic preservation regulations and state environmental law; and management of progress toward completion of the citywide sustainability initiatives adopted in the Green City Action Plan. The Division provides staff support to the Planning Commission, Design Commission, Historic Preservation Commission and Environmental Advisory Commission as well as the Zoning Hearing Officers, the Board of Zoning Appeals, the General Plan Update Advisory Commission, and the Open Space and Conservation Element Committee.

The Cultural Affairs Division updates and implements cultural plans and policies including the Cultural Nexus Plan and the new Public Art Plan; manages the Private Development Public Art Program (1 percent for art mandate), the City Capital Improvement Program (CIP) Public Art Program, the Neighborhood Enhancement Mural

Program, and the new Rotating Public Art Exhibition Program which places artwork on city-owned property throughout the City. The Division also supports the arts through the Annual Arts Grants Program and Cultural Trust Fund programming, including the production "ArtNight" events. Cultural Affairs provides staff support to the Arts & Culture Commission.

The Building & Safety Division provides plan review and construction inspection services to enforce minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures.

The Code Compliance Division promotes and maintains standards to preserve and enhance the quality of life in Pasadena by ensuring compliance with various regulations including building, land use, and property maintenance codes. Code Compliance provides multi-family rental inspection, housing inspections of for-sale units, complaint tracking, and nuisance abatement. Code Compliance provides staff support to the Code Enforcement Commission.

The Administration Division provides leadership on key projects and controversial issues; provides overall management and administration of the four Planning divisions; ensures continuous evaluation and improvement of customer service and enhanced services, and; manages the department's financial, personnel, facilities, and disaster response functions.

Departmental Relationship to City Council Goals

Support and promote the quality of life and local economy

The Planning Department preserves and enhances neighborhood livability and vitality by encouraging public participation in the planning process and ensuring that new development complies with adopted plans; and by abating building, housing and zoning code violations. Planning encourages reinvestment in the community by maintaining a high quality of physical development and amenities; and by ensuring the City remains a cultural destination through the development and delivery of arts services.

Increase conservation and sustainability

The Planning Department increases conservation and sustainability through the inclusion of sustainability principles in planning documents, the development of smart planning strategies and environmentally sensitive plans, and enforcement of sustainable design and construction regulations. Further, the Planning Department is charged with the management of progress toward completion of the citywide sustainability initiatives adopted in the Green City Action Plan.

Improve mobility and accessibility throughout the city

The Planning Department works hand-in-hand with the Transportation Department to balance land use and transportation strategies to manage mobility and accessibility through the General Plan, specific plans and other development regulations.

Major Fiscal Year 2011 Accomplishments

During FY 2011, the Department worked with neighborhoods, non-profits, the business community, developers, commissions, committees, and the City Council to accomplish the following:

Planning

- · Processed 458 land use entitlements;
- Completed an ordinance modifying the development standards for Lower Hastings Ranch;
- Completed a Zoning Code amendment regarding Major Project Processing;
- Completed review and approval of the Valley Hunt Club Master Plan and the Chandler School Master Plan Amendment:
- Prepared and reviewed an EIR and Master Plan for All Saints
 Episcopal Church, including a revision to the draft EIR;
- Prepared a draft Open Space/Conservation Element update for community and City Council review;
- Processed 21 applications for historic property contracts;
- Completed historic context report and National Register nominations for Late-19th century and Early 20th-century development and architecture in Pasadena (and Citywide historic resources survey of houses from this period);
- Initiated "preliminary consultation" reviews of design projects with the Design Commission;

- Completed an update of the tree-protection ordinance with new findings for replacement trees and incentives to preserve on site protected trees;
- Achieved designation as a Preserve America community;
- Incorporated sustainability principles into the public participation process to update the City's General Plan Land Use and Mobility elements;
- Monitored statewide efforts to ban single-use plastic bags and brought forward a local ordinance for Pasadena;
- Revised methodologies and prepared an updated Draft Greenhouse Gas Emissions Inventory;
- Obtained CalTech peer review of Draft Greenhouse Gas Emission Inventory;
- · Published the FY 2010 Green City Report;
- · Published the FY 2010 Green City Indicators Report;
- Received an award from the California chapter of the American Planning Association for the Green City Indicators Report.

Cultural Affairs

- Obtained Council approval of the Rotating Public Art Exhibition Program and completed installation of Phase I of the artworks;
- Completed installations of five public art projects and murals including installation of a Neighborhood Enhancement Mural at Villa-Parke for the Headstart Playground area;
- Began development of the Public Art Master Plan by holding a series of Community Meetings to elicit input for a new vision of public art, developed initial draft recommendations in concert with the Public Art Master Plan Advisory Group;
- Produced 2 ArtNight Pasadena events (Fall 2010 and Spring 2011) that attracted more than 15,000 attendees each and which represent over \$720,000 in revenues to local businesses;
- Conducted Public Art Tours for visiting conference attendees and others;
- Awarded Annual Arts Grants to support programming that will reach more than 200,000 residents and visitors;
- Conducted six Technical Assistance Workshops for local arts organizations and individual artists;
- Developed a Strategic Planning Forum to provide Cultural Data Program support and training for executive directors;
- Organized and mounted two Student ArtWall Exhibitions at City Hall, including works by over 60 PUSD K-12 students;

- Conducted a training workshop for PUSD Teachers in conjunction with the public art tours in the My Masterpieces program, which utilizes the collections and resources of local arts & culture organizations for district-wide curricula;
- Received the Golden Bell Award from the California School Boards Association for the My Masterpieces program, as a program participant.
- Coordinated the selection of student artwork for the Burbank Airport Art Competition which places the selected student artwork on a large airport banner.

Building & Safety

- Issued 2,300 building permits and performed 26,000 building inspections;
- · Implemented electronic plan check;
- Implemented Interactive Web Response (IVR);
- Investigated approximately 150 complaints for construction without permits;
- · Completed audit of the building plan check process;
- Restructured the division for greater efficiency;
- Added representation by other departments in the permit center allowing for scheduled appointments;
- Accomplished adoption of the new California Building Codes and CalGreen codes;
- Provided support for Rose Parade New Year's Day activities and Rose Bowl Kick-off and inspected over 100,000 grandstand seating;
- Approved plan review and finalized construction permits for several major projects including: phase one of the Westgate project (480 apartment units), Washington Park Classic townhomes (11,189 square feet), Rose Avenue project (30 single family units), Urgent Care facility (10,021 square feet), Le Courdon Bleu Culinary School (21,148 square feet), Department of Water & Power office building, Rose Bowl renovation - Phase 1.

Code Compliance

- Investigated 4,100 code complaints;
- Conducted 2100 single family home/duplex occupancy inspections;
- · Conducted 5000 multi-family housing inspections;
- Conducted 5,200 CDBG Task Force inspections;
- Initiated an electronic housing inspection report process;
- Support CRASH team on over 50 cases;
- Streamlined the business license review process and eliminated onsite inspections.

Administration

- Continued to lead the update of the Land Use and Mobility
 Elements of the General Plan including the development of four
 plan alternatives during a community charrette; and analysis and
 presentation of the alternatives for community selection of a
 preferred alternative;
- Successfully made use of new technology to perform detailed analysis of the General Plan alternatives, providing the community with a clear understanding of the trade-offs between alternatives;
- Partnered with the Economic Development Division of the City Manager's office to initiate an economic development strategy that will eventually serve as the basis for a new Economic Development Element of the General Plan;
- Initiated a jobs/housing balance study to inform decisions about land use and economic development strategy;
- Refocused the sustainability program toward a more integrated role with comprehensive planning and a new focus on providing leadership to the study of greenhouse gas emissions, the integration of sustainable land use and mobility policies into the General Plan, and development of a long-range climate action plan;
- Lead a process improvement program in the Code Enforcement section including the implementation of a new process for complaint tracking and trend analysis, new performance measurement and reward programs, and a series of process improvements to streamline workflow and improve customer responsiveness.

Fiscal Year 2012 Adopted Budget

Operating Budget

The FY 2012 Adopted Budget including all funds of \$12.4 million is \$904,000 or 6.8 percent lower than the FY 2011 Adopted Budget. This change is the result of cost reduction initiatives including reduced salary and benefit costs of \$508,000 from the elimination of 15.68 FTEs, decreased \$152,000 in services and supplies primarily due to consultant costs and materials and supplies, and a net decrease of \$244,000 (including transfer out and Internal Service charges) as a result of the new DoIT chargeback methodology.

Personnel

A total of 76.75 FTEs are included in the FY 2012 Budget. This is a decrease of 15.68 FTEs due to the elimination of 10.81 FTEs in mid-year FY 2011, elimination of 3.00 memo FTEs related to code enforcement, decrease of 4.00 FTEs related to Graffiti which transferred to the Public Works Department, partially offset by an increase of 2.13 FTEs for Code Enforcement funded with Community Development Block Grant.

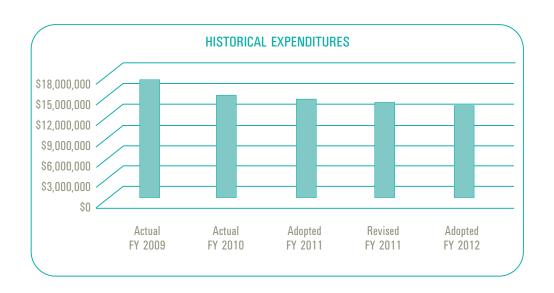
Future Outlook

The General Plan will continue to take much of the department's focus in FY 2012 as the community moves forward with the analysis of a preferred plan alternative, refinement of plan policies and objectives, and completion of the EIR. The Department will also begin revision of implementation tools such as the Specific Plans, the Zoning Code, and other development regulations to align with the General Plan. With the completion of the General Plan, the Department will begin development of a Climate Action Plan that will bring together the new General Plan, water and power

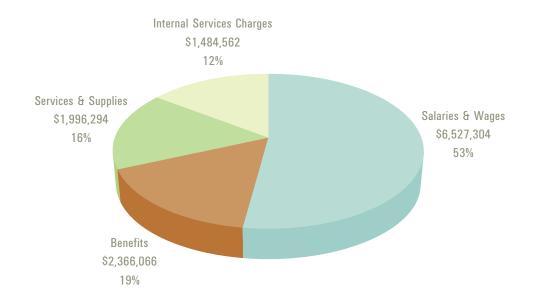
integrated resource plans and other related plans and policies to create a comprehensive document to guide climate protection and environmental sustainability into the future. An updated Greenhouse Gas Emissions Inventory to be completed in FY 2012 will serve as the basis for this plan. The Department will also be focused on the development of the City's first Public Art Plan, a document that will set the vision and goals for public art across the City. In addition, staff will complete a grant-funded study of local historic gardens.

In addition to these major projects, the department anticipates completion of a number of amendments to the Zoning Code, processing of several major projects still in the pipeline, and a steady workload of land use entitlements and design review for smaller projects. Based on current application and permitting activity, projections indicate that development activity will show only small increases in FY 2012. However, inquiries regarding new projects are beginning to surface at a noticeable pace which could indicate an upturn within FY 2012.

| Budget Details | FY 2009 Actual | FY 2010 Actual | FY 2011 Adopted | FY 2011 Revised | FY 2012 Adopted |
|---|-------------------|-------------------|--------------------|--------------------|--------------------|
| Summary of Appropriations by Division (\$000) |) | | | | |
| Division | | | | | |
| Administration | 1,930 | 1,806 | 1,654 | 1,588 | 1,522 |
| Cultural Affairs | 0 | 548 | 701 | 698 | 636 |
| Northwest & Enterprise Zone | 1 | 0 | 0 | 0 | 0 |
| Planning | 4,577 | 4,349 | 3,768 | 3,722 | 4,362 |
| Building & Safety | 6,971 | 5,020 | 5,150 | 4,993 | 4,236 |
| Code Compliance | 2,726 | 2,172 | 2,005 | 1,651 | 1,618 |
| Planning Total | 16,205 | 13,895 | 13,278 | 12,652 | 12,374 |
| Summary of Sources by Fund (\$000) | | | | | |
| Fund | | | | | |
| General Fund (101) | 8,900 | 8,413 | 7,616 | 7,134 | 7,395 |
| Building Services Fund (204) | 6,948 | 4,965 | 5,150 | 4,993 | 4,432 |
| Housing and Community Devel. Fund (219) | 243 | 249 | 260 | 260 | 223 |
| Project Management Fund (301) | 108 | 136 | 0 | 0 | 0 |
| Capital Public Art Fund (310) | 0 | 12 | 56 | 65 | 69 |
| Downtown Cultural Trust Fund (613) | 0 | 120 | 196 | 200 | 255 |
| Downtown Capital Projects Fund (801) | 6 | 0 | 0 | 0 | 0 |
| Planning Total | 16,205 | 13,895 | 13,278 | 12,652 | 12,374 |
| Summary of FTEs by Division | | | | | |
| Division | | | | | |
| Administration | 7.63 | 7.13 | 5.48 | 3.63 | 4.55 |
| Cultural Affairs | 0.00 | 3.50 | 3.50 | 3.00 | 2.75 |
| Planning | 33.00 | 33.00 | 31.00 | 30.00 | 33.00 |
| Building & Safety | 40.92 | 35.80 | 32.45 | 27.45 | 22.45 |
| Code Compliance | 25.00 | 21.00 | 20.00 | 15.00 | 14.00 |
| Planning Total | 106.55 | 100.43 | 92.43 | 79.08 | 76.75 |
| Planning Positions | NA | NA | 93 | 79 | 77 |



FISCAL YEAR 2012 BUDGET BY EXPENDITURE CATEGORY



| | Actual | Target | FY 2011 Mid-Year | FY 2012 Target |
|--|--|---|---|--|
| NG | | - | | |
| Goal: To support and promote the quality of life and the | ocal economy. | | | |
| date plans and codes to align with community vision. | | | | |
| Present the preferred land use and mobility concept for the General Plan update to the City Council by December. | N/A | N/A | N/A | 100% |
| Present Series V Zoning Code text amendments for Council review. | N/A | N/A | N/A | 2 |
| ffectively manage and protect historic resources. | | | | |
| Conduct audits of "Mills Act" agreements. | N/A | N/A | 10% | 10% |
| Notify Landmark District property owners of the need to secure certificates of appropriateness. | N/A | N/A | 25% | 25% |
| sure completion of sustainability initiatives in the Green City | Action Plan. | | | |
| Present updated inventory of greenhouse gas emissions to City Council by October. | N/A | N/A | N/A | 100% |
| pand community access to arts and culture. | | | | |
| Award annual grant funds in a manner that will reach at least 100,000 audience members per year. | N/A | N/A | N/A | 100,000 |
| Complete implementation of Phase II of the Rotating Public Art Exhibit Program. | N/A | N/A | N/A | 100% |
| Present draft of Public Art Master Plan to the City Council. | N/A | N/A | N/A | 100% |
| | Goal: To support and promote the quality of life and the Idate plans and codes to align with community vision. Present the preferred land use and mobility concept for the General Plan update to the City Council by December. Present Series V Zoning Code text amendments for Council review. Gouncil review. Frectively manage and protect historic resources. Conduct audits of "Mills Act" agreements. Notify Landmark District property owners of the need to secure certificates of appropriateness. Sure completion of sustainability initiatives in the Green City Present updated inventory of greenhouse gas emissions to City Council by October. pand community access to arts and culture. Award annual grant funds in a manner that will reach at least 100,000 audience members per year. Complete implementation of Phase II of the Rotating Public Art Exhibit Program. Present draft of Public Art Master Plan to the City | Goal: To support and promote the quality of life and the local economy. Idate plans and codes to align with community vision. Present the preferred land use and mobility concept for the General Plan update to the City Council by December. Present Series V Zoning Code text amendments for Council review. Conduct audits of "Mills Act" agreements. N/A Notify Landmark District property owners of the need to secure certificates of appropriateness. Sure completion of sustainability initiatives in the Green City Action Plan. Present updated inventory of greenhouse gas emissions to City Council by October. Award annual grant funds in a manner that will reach at least 100,000 audience members per year. Complete implementation of Phase II of the Rotating Public Art Exhibit Program. Present draft of Public Art Master Plan to the City N/A | Goal: To support and promote the quality of life and the local economy. Idate plans and codes to align with community vision. Present the preferred land use and mobility concept for the General Plan update to the City Council by December. Present Series V Zoning Code text amendments for Council review. Conduct audits of "Mills Act" agreements. Conduct audits of "Mills Act" agreements. N/A Notify Landmark District property owners of the N/A Notify Landmark District property owners of the N/A Notify Landmark District property owners of the N/A Notify Council by October. Present updated inventory of greenhouse gas emissions N/A N/A N/A N/A N/A N/A N/A To City Council by October. Award annual grant funds in a manner that will reach at least 100,000 audience members per year. Complete implementation of Phase II of the Rotating Public Art Exhibit Program. Present draft of Public Art Master Plan to the City N/A N/A N/A | Goal: To support and promote the quality of life and the local economy. date plans and codes to align with community vision. Present the preferred land use and mobility concept N/A |

| Performance Measures | FY 2010 | FY 2011 | FY 2011 | FY 2012 | | | | |
|---|---------|---------|----------|---------|--|--|--|--|
| | Actual | Target | Mid-Year | Target | | | | |
| PLANNING | | | | | | | | |
| Council Goal: To support and promote the quality of life and the local economy, cont. | | | | | | | | |
| E. To effectively manage and protect historic resources. | | | | | | | | |
| 1. Review plans over the counter. | N/A | N/A | 85% | 85% | | | | |
| 2. Provide initial review of submitted plans within 4 weeks. | N/A | N/A | 95% | 95% | | | | |
| T. T. officially recovered and restored historic recovered | | | | | | | | |
| F. To effectively manage and protect historic resources. | | | | | | | | |
| 1. Abate code compliance complaints within 60 days. | N/A | N/A | 85% | 85% | | | | |
| | | | | | | | | |