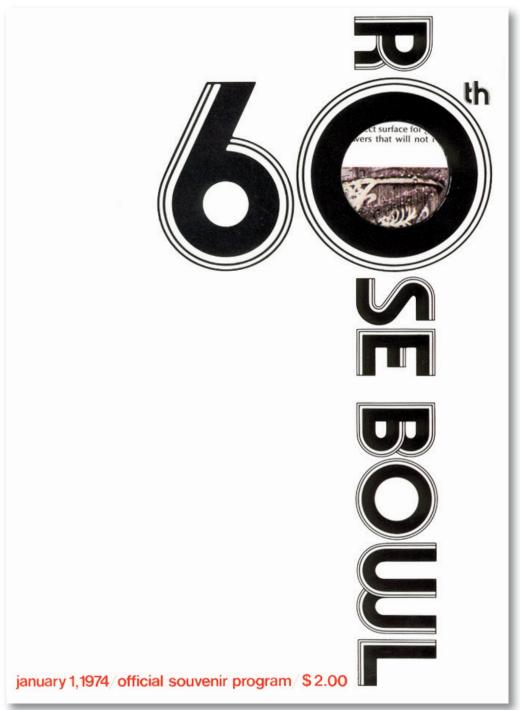
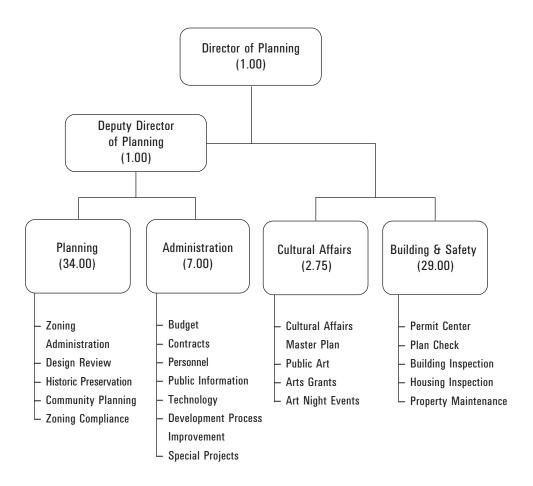
PLANNING AND COMMUNITY DEVELOPMENT



Rose Bowl Game 1974 - Ohio State 42 USC 21



CITY OF PASADENA PLANNING AND COMMUNITY DEVELOPMENT



PLANNING & COMMUNITY DEVELOPMENT

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 & Community Development Department includes four core functions: Building and Safety, Code Compliance, Cultural Affairs, and Planning. The Department performs the following services:

- Facilitates citizen participation in the land use and development review process; including long-range planning projects such as the General Plan, Specific Plans and other development regulations.
- Reviews development plans for compliance with the Building Code and Zoning Code, the General Plan and specific plans, architectural design review standards, historic preservation regulations and state environmental laws.
- Updates and implements cultural plans and policies including the Cultural Nexus Plan and the new Public Art Master Plan.
- Manages the Private Development Public Art Program, the City's Capital Improvement Program (CIP) Public Art Program, and the new Rotating Public Art Exhibition Program which places artwork on city-owned property throughout the City.
- 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.
- Ensures that Pasadena businesses, residents, and developers

- comply with various regulations including building, land use, and property maintenance codes by providing a multitude of field inspections including but not limited to, multi-family rental inspection, housing inspections of for-sale units, complaint tracking, and nuisance abatement.
- Processes a variety of development permits for residents and commercial businesses including non-construction type permits such as certificates of occupancy for house sales, home occupation permits for home based businesses, and yard sale permits.
- Provides information and support services to residents and business owners regarding applicable code requirements and regulations for building permits and discretionary entitlements.
- Provides technical assistance to City departments on compliance with the California Environmental Quality Act (CEQA), including review and/or preparation of required CEQA documents to support discretionary decisions.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Support and promote the quality of life and local economy

The Department: 1) Encourages public participation in the planning process and guarantees that new development complies with adopted plans; and by abating building, housing and zoning code violations; 2) Fosters reinvestment in the community by maintaining a high quality of physical development and amenities; and 3) Ensures that the City remains a cultural destination through the development and delivery of arts services.

Increase conservation and sustainability

The Department: 1) Implements sustainability principles in planning documents, the development of smart planning strategies and environmentally sensitive plans, and enforcement of sustainable design and construction regulations, and 2) Manages the progress toward completion of the citywide sustainability initiatives adopted in the Green City Action Plan.

CITY OF PASADENA

PLANNING & COMMUNITY DEVELOPMENT

Improve mobility and accessibility throughout the City

The 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.

FISCAL YEAR 2013 ACCOMPLISHMENTS

The Department accomplished the following during FY 2013:

- Reviewed community feedback from the June 2012 community workshops on the General Plan concept maps and developed a draft of the primary components (land use diagram, guiding principles, objectives, development levels and changes to specific plan boundaries).
- Presented the components of the draft General Plan Land Use and Mobility Elements at 17 commission and committee meetings (Planning Commission, TAC, GPAUC, Historic Preservation Commission, Northwest Commission and Human Services) and received their recommendations to City Council.
- Brought 90 recommendations from staff, commissions, and committees to the City Council on the components of the draft General Plan Land Use and Mobility Elements.
- Processed 708 planning applications, reviewed 3,257 plan checks for zoning compliance and completed six Environmental Impact Reports.
- Completed a Zoning Code Amendment establishing a Parking Credit Program for the South Lake Avenue District.
- Presented the City's Greenhouse Gas Emissions Inventory to the Planning Commission.
- Presented the DEIR for the Lincoln Avenue Specific Plan to the Planning Commission.
- Completed consultant selection to initiate the EIR process for the Desiderio re-use project.
- Processed a number of applications to support Historic
 Preservation goals including approval of seven Landmark

- designations, two Historic monuments. one Landmark tree and 26 Mills Act applications.
- Completed a CLG grant-funded study of local historic gardens to describe the types of gardens, and establish a design template for future development projects.
- Received a CLG grant to develop an historic preservation public education program including a smart phone application, brochure, websites & CHRID (historic resource database) enhancements.
- Completed the public comment period for the Public Art Master
 Plan and processed 166 survey responses to proposed policy recommendations.
- Finalized the Public Art Master Plan for presentation to the City Council for adoption. This document sets the vision and goals for public art in Pasadena and reflects broad Community input.
- Completed the Artwork Selection Process for Phase two of the Rotating Public Art Exhibition Program that places temporary public art at an expanded 11 sites throughout the City.
- Expanded public access to Pasadena's Public Art collection by incorporating the Public Art Archive into a national, online database.
- Through the Annual Grants Program, facilitated funding to local arts and culture organizations and individual artists supported programs that reached almost 150,000 audience members.
- Produced two ArtNight Pasadena events, which received the "Best Cultural Festival 2012" award by the Pasadena Weekly.
- Provided response to over 1,600 Code Compliance related complaints.
- Inspected more than 5,200 units through the quadrennial inspection program for multi-family housing units.
- Performed over 25,000 building inspections for commercial and residential construction.
- Served over 20,000 Permit Center customers for Building, Code Compliance, Design and Preservation, Fire, and Zoning related services.

CITY OF PASADENA PLANNING & COMMUNITY DEVELOPMENT

FISCAL YEAR 2014 ADOPTED BUDGET

Operating Budget

The FY 2014 Adopted Budget of \$12,187,497 is \$25,957 .20 percent lower than the FY 2013 Revised budget.

Personnel

A total of 74.75 FTEs are included in the FY 2014 Adopted Budget. This is a net increase of 4.00 FTE's from FY 2013. The staff increase and organizational changes were developed in response to a comprehensive management study (the Matrix Report) in conjunction with an internal analysis of the Department's staffing needs. These positions will provide the staff needed in specific areas to achieve implementation of the Matrix Report recommendations that will increase staff efficiencies, improve the use of technology for Department functions and improve customer service in the Permit Center. The following 4.00 FTE's are included in the FY 2014 Adopted Budget:

FTE's	Job Classification
1.0	Associate Planner
1.0	Planner
1.0	Management Analyst V
1.0	Technology Coordinator

YEAR-OVER-YEAR BUDGET CHANGES

General Fund

- The organizational changes will result in a net decrease of 1.00
 FTE to the General Fund and a fund savings of \$17,542.
- Contracting Services and Supplies were reduced resulting in a savings of over \$80,000 to the General fund.

Building Services Fund

 The Building Fund is projected to have a surplus of over \$200,000 at the beginning of FY 2014.

- Contracting Services were reduced resulting in a savings of over \$100,000 to the fund.
- The organizational changes will result in a net increase of 5.00 FTEs to the Building Fund with an additional cost of \$559,694.

FUTURE OUTLOOK

The General Plan will continue to move forward in FY 2014. During the fiscal year, staff will present the policies for the Land Use and Mobility Elements to the community and Commissions for feedback. Staff will also continue working with consultants on the environmental impact report (EIR), which includes meeting with the community and Commissions to review the report's analysis. The EIR will include highly detailed analysis of the General Plan's impacts on the environment in areas such as traffic, air quality, noise, aesthetics, and population/housing. In the summer of 2014, staff expects to bring the EIR and the General Plan Land Use and Mobility Elements to the City Council for adoption. Once the General Plan is adopted, staff will begin the process of revising implementation tools such as Specific Plans, the Zoning Code and other development regulations to align with the newly adopted General Plan.

Work will continue on important Planning projects including the Housing Element which is anticipated to be presented to the City Council in the winter of 2014, the re-use of the Desiderio site, completion of the Lincoln Avenue Specific Plan, a code amendment for Homeless Shelters and continued work on the Greenhouse Gas Emissions Inventory and a Climate Action Plan. A Planned Development for the Parson's site has been submitted and staff is working on Master Plans for two schools; Maranatha and La Salle.

With completion of the Matrix Report, the Department will begin a comprehensive review of key recommendations to improve customer service, staff efficiencies, and the use of technology. The recommendations and an implementation plan will be presented to the City Council, Commissions and the community.

CITY OF PASADENA PLANNING & COMMUNITY DEVELOPMENT

SUMMARY OF APPROPRIATIONS BY EXPENDITURE CATEGORY (\$000)

Expenditure Category	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2013 Revised	FY2014 Adopted
Personnel	\$8,862	\$8,495	\$8,419	\$8,419	\$9,064
Services & Supplies	2,358	2,038	2,037	2,120	1,355
Internal Service Charges	1,261	1,324	1,675	1,675	1,769
Transfers Out	0	143	0	0	0
Planning & Community Development Total	\$12.481	\$12,000	\$12,131	\$12.214	\$12,188

SUMMARY OF APPROPRIATIONS BY DIVISION (\$000)

Division	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2013 Revised	FY2014 Adopted
Administration	\$1,407	\$1,506	\$1,111	\$1,111	\$1,489
Cultural Affairs	569	759	741	741	852
Planning	3,926	4,392	4,237	4,320	4,922
Building & Safety	4,819	3,942	4,237	4,237	4,537
Code Compliance	1,760	1,401	1,805	1,805	388
Planning & Community Development Total	\$12,481	\$12,000	\$12,131	\$12,214	\$12,188

SUMMARY OF APPROPRIATIONS BY FUND (\$000)

Fund	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2013 Revised	FY2014 Adopted
101-General Fund	\$7,054	\$7,064	\$7,474	\$7,557	\$7,582
105-General Fund Projects Fund	119	280	0	0	0
106-New Years Day Genl Fund Events	19	0	0	0	0
204-Building Services Fund	4,799	4,048	4,262	4,262	4,116
219-Housing and Community Devel. Fd	248	187	0	0	0
301-Project Management Fund	121	14	0	0	0
310-Capital Public Art Fund	56	147	74	74	166
613-Downtown Cultural Trust Fund	186	274	321	321	324
Capital Reconciliation	(121)	(14)			
Planning & Community Development Total	\$12,481	\$12,000	\$12,131	\$12,214	\$12,188

SUMMARY OF FY 2014 CAPITAL EXPENDITURES (\$000)

	FY2011	FY2012	FY2013	FY2013	FY2014
	Actual	Actual	Adopted	Revised	Adopted
Planning & Community Development Total					\$167

SUMMARY OF FTES BY DIVISION

Division	FY2011 Actual	FY2012 Actual	FY2013 Adopted	FY2013 Revised	FY2014 Adopted
Administration	5.48	4.55	4.55	4.55	6.55
Cultural Affairs	3.50	2.75	2.75	2.75	2.75
Planning	31.00	33.00	28.00	28.00	34.00
Building & Safety	32.45	22.45	21.45	21.45	31.45
Code Compliance	20.00	14.00	14.00	14.00	0.00
Planning & Community Development Total	92.43	76.75	70.75	70.75	74.75

PERFORMANCE MEASURES	FY 2012 Actual	FY 2013 Target	FY 2013 Mid-Yr Actual	FY 2014 Target
PLANNING AND COMMUNITY DEVELOPMENT Council Goal: To support and promote the quality of life and the local ed Objective A: To update plans and codes with community vision.	conomy.			
Present recommendations on the General Plan Land Use and Mobility Element Update to the City Council Review by June 2013.	N/A	N/A	N/A	100%
Present Homeless Shelter Zoning Code text amendments for Council review by August 1, 2013.	N/A	N/A	N/A	100%
 Present the Lincoln Avenue Specific Plan and EIR to the City Council. 	N/A	N/A	N/A	100%
 Complete the Housing Element update and present it to the Planning Commission by January 2014. 	N/A	N/A	N/A	100%
 Complete the preparation of the EIR for the Desiderio re-use process with certification of the EIR from the City Council by June 30, 2014. 	N/A	N/A	N/A	100%
Objective B: To effectively manage and protect historic resources.				
To conduct audits of 10% of current "Mills Act" agreements.	N/A	N/A	N/A	85%
 Notify all Landmark District property owners of the need to secure Certificates of Appropriateness for specific improvements to their property. 	N/A	N/A	N/A	100%
 Evaluate the review process for contributing features for properties that are individually listed on the National Register of Historic Places. (located within historic districts). 	N/A	N/A	N/A	100%
Objective C: To ensure completion of sustainability initiatives in the Green City A	ction Plan.			
 To identify a funding source and begin to develop a Climate Action Plan. 	N/A	N/A	N/A	100%
Objective D: To expand community access to arts and culture.				
Through a competitive process, award grant funds to programs that serve at least 100 audience members in aggregate.	N/A	N/A	N/A	100%
Complete Artwork installation for Phase two of the Rotating Public Art Exhibition Program.	N/A	N/A	N/A	100%
3. Present the Public Art Master Plan to Council for Adoption.	N/A	N/A	N/A	100%
Objective E: To complete plan check reviews in an efficient and timely manner.				
To provide over the counter plan check services to customers.	N/A	N/A	85%	85%
To complete initial review of submitted plans within two- to four weeks.	N/A	N/A	95%	95%
3. To complete Final Sign Off of plans within 10 days of re-submittal.	N/A	N/A	N/A	95%
Objective F: To address Code Compliance complaints in an efficient and timely	manner.			
 Bring staff level Code Compliance complaints to code within 60 days. 	N/A	N/A	82%	85%
Bring Code Enforcement Commission cases into compliance within 180 days	N/A	N/A	N/A	85%
3. Conduct initial site inspections for new complaint cases within 72 hours of receipt of complaint.	N/A	N/A	N/A	85%

PERFOR	MANCE MEASURES	FY 2012 Actual	FY 2013 Target	FY 2013 Mid-Yr Actual	FY 2014 Target	
PLANNING AND COMMUNITY DEVELOPMENT (continued)						
Objective G	: To evaluate and expand the role of technology within the Department					
1.	To expand the number of on-line Permit Center services, including	N/A	N/A	N/A	100%	
2.	To develop a recommendation for the appropriate Tidemark of (automated permit tracking) replacement system.	N/A	N/A	N/A	100%	
3.	Complete a review of the Department website and provide recommendations expand access to information and services.	N/A	N/A	N/A	100%	
Objective H	: To evaluate and implement Department changes to increase efficiency	and improve custon	ner service.			
1.	Develop an implementation plan for organizational changes to Code Compliance, changes to Code Compliance, Building and Safety, Planning and Administration positions.	N/A	N/A	N/A	100%	
2.	Evaluate and develop recommended changes to processing procedures for discretionary applications.	N/A	N/A	N/A	100%	
3.	Evaluate and implement changes to Permit Center operations and services.	N/A	N/A	N/A	100%	