

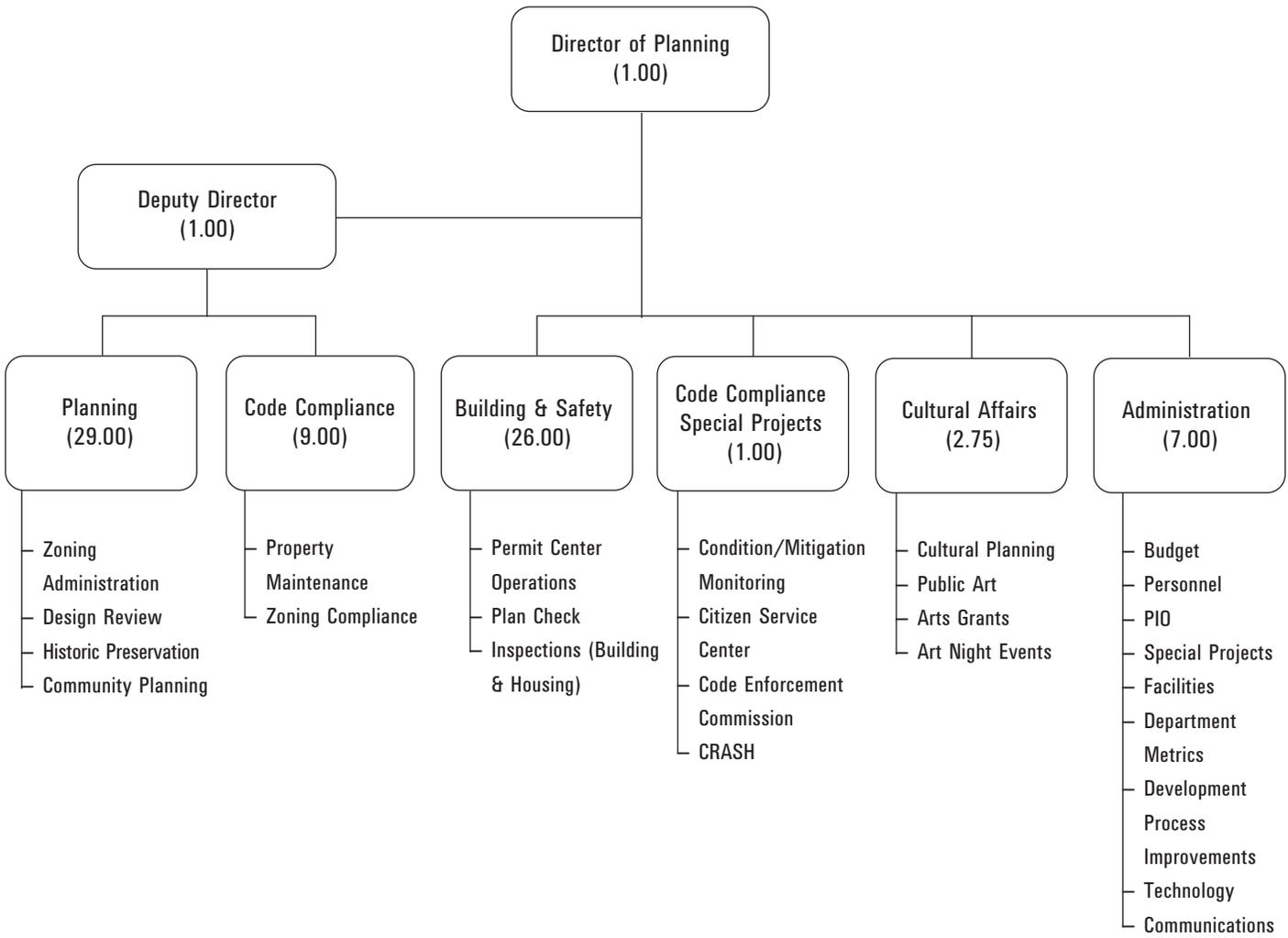


## PLANNING AND COMMUNITY DEVELOPMENT



*Teens enjoying a Summer Reading Program  
La Pintoresca Branch Library*

CITY OF PASADENA  
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**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; and
- 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

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the progress toward completion of the citywide sustainability initiatives adopted in the Green City Action Plan.

**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 2014 ACCOMPLISHMENTS**

The Department accomplished the following during FY 2014:

Improving the Quality of Neighborhoods:

- Provided response to over 1,800 Code Compliance related complaints;
- Inspected over 3,200 units through the Quadrennial Inspection Program; and
- Inspected over 1,900 residential units through the Occupancy Inspection Program.

Customer Service Improvements:

- Performed over 27,000 building inspections for commercial and residential construction;
- Served over 35,000 Permit Center customers for Building, Code Compliance, Design and Historic Preservation, Fire Prevention, Public Works and Zoning related services;
- Processed applications to support Historic Preservation goals including approval of three Landmark designations, two Landmark Districts, and 21 Mills Act applications;
- Completed a Certified Local Government grand funded development of an historic preservation public education program including a smart phone application, brochure, websites and CHRID (Historic resource database) enhancements;

- Providing a list of major zoning projects that are currently being processed to City Council, the Planning Commission and on the Planning Division website on a monthly basis;
- Reduced the average processing time for Hearing Officer cases, by 22% (or 4 weeks) from five months to four months compared to the previous fiscal year; and
- Provided zoning clearance for 55% more plan checks, from 365 to 564 compared to the previous fiscal year.

Long-Range Planning:

- Lincoln Ave. Specific Plan – In October the City Council adopted the Lincoln Avenue Specific Plan. This Plan is the result of a major effort by the City and property owners and residents of the Lincoln Avenue area. The Plan creates a vision to turn the 1.3 mile section of Lincoln from Forest Avenue to the northern City limit into a vibrant, neighborhood-oriented district with new housing, retail and office uses and a pedestrian-friendly environment.
- Greenhouse Gas Emissions Inventory – The City Council approved the Greenhouse Gas (GHG) Emissions Inventory which is the first step in addressing GHG emissions. It identifies the sources and quantities of GHG emissions that resulted from activities within Pasadena in 2009. The City will use this 2009 baseline to set future GHG emissions reduction targets in a Climate Action Plan (CAP). The Emissions Inventory also includes best practices for potential inclusion in a future CAP, and a series of City activities that reduced GHG from 2007 to 2011.
- Homeless Shelter Zoning Code Amendment – Council approved an amendment to the Zoning Code that will bring the City into compliance with State law regarding emergency shelters. The Zoning Code amendments would create a new land use called Emergency Shelter, Limited, with specific regulations, and would permit the use by right in specific areas.

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- Housing Element – Council approved the Housing Element in February, 2014. The Housing Element is a key component of the City’s General Plan as it describes the needs for housing in the City, analyzes the resources for providing it, and establishes policies and programs to address the development, improvement, and conservation of housing.
- The City Council gave conceptual approval to the update of the General Plan. The update focuses on the Land Use and Mobility Elements. The updates include a new guiding principle on education; expanded policies on design, preservation and sustainability; expanded capacity in the Central District and other areas with rail and bus service; and retiring obsolete optional elements and consolidating them into Land Use and Mobility.
- Released the environmental initial study for the General Plan Update and have begun preparation of the Draft EIR.
- Completed Master Plans – Community Planning completed the Walden School Master Plan as well as the Maranatha School Master Plan. These Master Plans establish the ability of these schools to expand over the next decade.

Cultural Affairs:

- Adopted the City’s first Public Art Master plan. These policies set the vision and goals for public art development in Pasadena and reflect broad community input;
- Completed artwork installation for Phase two of the Rotating Art Exhibition Program that places temporary public art at 11 sites throughout the City;
- Through the Annual Grants Program, facilitated funding support to local arts and cultural organizations and individual artists for programs that reached over 200,000 audience members, including adults, families and students;
- Produced two ArtNight Pasadena events, which received the Reader Recommendation award for “Best Cultural Festival” by the Pasadena Weekly;

- Developed a plan for implementation of the Public Art Master Plan to prioritize project development and identify resources; and
- Engaged over 1,400 PUSD second grade students through the *My Masterpiece Program* public art tours and showcased the artworks of over 45 PUSD students through City Hall *Bridging Boundaries* exhibitions.

**FISCAL YEAR 2015 ADOPTED BUDGET**

**Operating Budget:**

The FY 2015 Adopted Budget of \$12,968,434 is \$35,580 more (0.3%) than the FY 2014 Revised budget.

**Personnel:**

A total of 76.75 FTEs are included in the FY 2015 Adopted Budget. This is a net increase of 2.0 FTE from FY 2014. In addition, some existing positions will be removed and replaced with a different job classification. The staff and organizational changes were developed based on variety of factors, including: the increased volume of construction permit activities and the continued commitment to providing excellent customer service. The following 4.0 new FTE’s are included in the FY 2015 Adopted Budget:

FTE's	Job Classification
2.0	Planner
1.0	Plans Examiner
1.0	Management Analyst IV

(The existing Management Analyst V and Technology Coordinator positions were deleted for a net increase of 2.0 FTE)

The Building Fund is projected to have a surplus of approximately \$2,700,000 at the beginning of FY 2015;

**YEAR-OVER-YEAR BUDGET CHANGES**

**General Fund:**

- Personnel decreased \$91,781 due to a decrease (\$130,125) in Workers Compensation allocation offset by a .75 FTE increase in personnel due to changes in funding distribution.

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- Services and Supplies decreased by \$464,342. The majority of this savings is the General Plan related work expenses that are being moved to Fund 204 and funded from the General Plan Maintenance Fee and, .
- Internal Service charges decreased by \$71,269 based on a decrease in DoIT allocations.

**Building Services Fund:**

- Personnel increased \$140,691 as a result of 2.0 new FTEs in FY 2015;
- There is a \$420,000 increase in contract services based on the changes in the General Plan related work that was transferred from the General Fund.
- Internal Service charges increased by \$112,523 due to changes in DoIT allocations.
- Approximately \$900,000 in contract services are included in the FY 15 budget for expenses for contract plan check

- services, contract building inspection services, general plan expenses, and long range planning contract services.

**FUTURE OUTLOOK**

With an improved economy, construction related activities are anticipated to increase from previous years and represent a significant source of work for the entire Department – from planning entitlement to construction inspections – and staffing resources will continue to be concentrated in this area. Work will continue on the processing of complex Planning projects including: the implementation of the Housing Element; the Desiderio site Planned Development, the Lincoln Property Company Planned Development (Parsons), the project at Colorado and Hill Planned Development; Saint Luke's Hospital; and the La Salle Master Plan. The ongoing implementation of the Management Study of the Development Review Process is anticipated to result in additional improvements to customer service, efficiencies in the review process and enhancements to the Permit Center.

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**SUMMARY OF APPROPRIATIONS BY EXPENDITURE CATEGORY (\$000)**

Expenditure Category	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Personnel	\$8,495	\$7,529	\$9,064	\$9,064	\$9,120
Services & Supplies	2,038	2,148	1,355	2,100	2,038
Internal Service Charges	1,324	1,557	1,769	1,769	1,810
Transfers Out	143	0	0	0	0
<b>Planning &amp; Community Development Total</b>	<b>\$12,000</b>	<b>\$11,234</b>	<b>\$12,188</b>	<b>\$12,933</b>	<b>\$12,968</b>

**SUMMARY OF APPROPRIATIONS BY DIVISION (\$000)**

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Administration	\$1,506	\$1,002	\$1,489	\$1,552	\$1,620
Cultural Affairs	759	828	852	852	855
Planning	4,392	4,116	4,922	5,275	5,345
Building & Safety	3,942	3,674	4,537	5,254	5,148
Code Compliance	1,401	1,614	388	0	0
<b>Planning &amp; Community Development Total</b>	<b>\$12,000</b>	<b>\$11,234</b>	<b>\$12,188</b>	<b>\$12,933</b>	<b>\$12,968</b>

**SUMMARY OF APPROPRIATIONS BY FUND (\$000)**

Fund	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
101-General Fund	\$7,064	\$6,809	\$7,582	\$7,827	\$7,199
105-General Fund Projects Fund	280	339	0	0	0
204-Building Services Fund	4,048	3,691	4,116	4,616	5,279
219-Housing and Community Devel. Fd	187	0	0	0	0
301-Project Management Fund	14	33	0	0	0
310-Capital Public Art Fund	147	93	166	166	166
613-Downtown Cultural Trust Fund	274	302	324	324	324
Capital Reconciliation	(14)	(33)	0	0	0
<b>Planning &amp; Community Development Total</b>	<b>\$12,000</b>	<b>\$11,234</b>	<b>\$12,188</b>	<b>\$12,933</b>	<b>\$12,968</b>

**SUMMARY OF FY 2015 CAPITAL EXPENDITURES (\$000)**

	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
<b>Planning &amp; Community Development Total</b>					<b>\$600</b>

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**SUMMARY OF FTES BY DIVISION**

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Administration	4.55	4.55	6.55	6.55	7.30
Cultural Affairs	2.75	2.75	2.75	2.75	2.75
Planning	33.00	28.00	34.00	34.00	35.00
Building & Safety	22.45	21.45	31.45	31.45	31.70
Code Compliance	14.00	14.00	0.00	0.00	0.00
<b>Planning &amp; Community Development Total</b>	<b>76.75</b>	<b>70.75</b>	<b>74.75</b>	<b>74.75</b>	<b>76.75</b>

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PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>				
<b>Council Goal: To support and promote the quality of life and the local economy.</b>				
Objective A: To evaluate and implement Department changes to increase efficiency and improve customer service.				
1. To complete the Interdepartmental Review Team Strategic Plan, which consists of a list of all recommended changes to the Development Review Process.	N/A	N/A	N/A	100%
2. Monthly monitoring and reporting of performance on cycle time objectives for plan check review and entitlement applications as developed by Interdepartmental Review Team.	N/A	N/A	N/A	100%
3. Develop an Express Window program for the Permit Center.	N/A	N/A	N/A	50%
4. Develop the Permit Technician job series that will staff the Express Window when implemented.	N/A	N/A	N/A	50%
Objective B: To evaluate and expand the role of technology within the Department.				
1. Identify existing on-line Permit Center services and where those services can be expanded.	N/A	100%	25%	100%
2. Complete a review of the Department website and provide recommendations to expand access to information and services.	N/A	100%	10%	100%
3. Provide hand-held devices for all field based positions.	N/A	N/A	N/A	100%
Objective C: To complete plan check reviews in an efficient and timely manner.				
1. Identify the types of permits that can be issued over the counter.	N/A	N/A	N/A	100%
2. Complete initial review of Large projects within 21 days.	100%	95%	100%	80%
3. Complete final sign off of plans within 7 days of resubmittal.	100%	95%	95%	80%
4. Provide inspection services within one business day of receipt of request.	N/A	N/A	N/A	95%
Objective D: To address code compliance complaints in an efficient and timely manner.				
1. Resolve staff level code compliance cases within 60 days.	N/A	85%	68%	50%
2. Conduct initial site inspection for new code compliance cases within three business days of receipt of complaint.	N/A	85%	66%	50%
3. Provide monthly reporting on performance measures related to response times and bringing complaints to compliance with code.	N/A	N/A	N/A	100%
4. Study and implement increasing the administrative citation penalties.	N/A	N/A	N/A	50%
5. Evaluate the Condition and Mitigation Reporting program and implement improvements that can be made with the use of new tracking software.	N/A	N/A	N/A	100%

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PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
Objective E: To update plans and code with community vision.				
1. Certify the General Plan EIR and adopt the Land Use and Mobility Elements.	N/A	N/A	N/A	100%
2. Complete Transit Oriented Development revisions.	N/A	N/A	N/A	100%
3. Complete code amendment for Recycling Centers.	N/A	N/A	N/A	100%
4. Complete Housing element Implementation process.	N/A	N/A	N/A	100%
5. Complete the Lincoln Avenue Corridor Parking Study.	N/A	N/A	N/A	100%
Objective F: To ensure completion of sustainability initiatives in the Green City Action Plan.				
1. Complete the Climate Action Plan	N/A	N/A	N/A	100%
Objective G: To expand community access to arts and culture.				
1. Through a competitive process, award grant funds to programs that serve at least 200,000 audience members.	N/A	N/A	N/A	100%
2. Develop a temporary public art installation for the Civic Center area based on Bennett Plan.	N/A	N/A	N/A	100%
Objective H: To effectively manage and protect historic resources.				
1. Evaluate all existing Mills Act contracts and establish a schedule to conduct annual audits.	N/A	N/A	N/A	40%
Objective I: To effectively and efficiently manage entitlement cases and CEQA review.				
1. Develop and adopt new Environmental Administrative Procedures and local CEQA guidelines.	N/A	N/A	N/A	100%
2. Complete Mitigated Negative Declarations within 180 days.	N/A	N/A	N/A	85%
3. Complete Environmental Impact Reports within 365 days.	N/A	N/A	N/A	85%
4. Process completeness review on cases within 30 days.	N/A	N/A	N/A	80%
5. Schedule complete cases to Hearing Officer within 60 days of deeming application complete.	N/A	N/A	N/A	80%