

CITY OF GLENDALE PLANNING DEPARTMENT

DEPARTMENT SUMMARY PLANNING DEPARTMENT

Mission Statement

Provide innovative leadership to the community in defining its vision, while maintaining a transparent and predictable development review process that has efficient and courteous customer service.

Department Description

The Planning Department provides leadership in defining the community's vision, and ensures that development occurs in an orderly safe manner that is sensitive to the community, avoids unnecessary impacts to the environment, meets the needs of the public, and improves the quality of the built environment. Responsibilities include preparing and updating the General and Specific Plans, processing development applications (variances, conditional use permits, subdivisions, design review, etc.), historic districts, mobility planning and urban design review. In addition, the Department manages and provides support for five Boards and Commissions, which provide the opportunity for public input on development applications.

Relationship to City Strategic Goals Long Range Plan (LRP)

In December 2008, the Planning Department began creating a North Glendale Community Plan, the first step toward a comprehensive update of the City's General Plan. The General Plan is the blueprint for future growth in the City and serves as the prime point for implementing all LRP goals. The City has embarked on a program that will focus efforts on community-based planning, with an aim to produce consecutive community plans over the coming years that will encompass all portions of the community.

Housing

The Department continues to maintain a certified Housing Element to ensure Glendale will retain competitiveness for State funding for housing and transportation projects. Monitoring and compliance with provisions of SB375 and submittal of annual reports to the State Department of Housing and Community Development also will be performed as required by state law. In addition, the Department continues to play a key role in housing production by processing design review applications and, as needed, other discretionary permits. Individualized guidance from staff's urban designers is given to enable property owners to successfully navigate design review. The Department will continue to promote innovative design for multi-family housing.

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Community Planning and Character

The Department develops appropriate policies, guidelines and procedures necessary to ensure predictable development that is of a high quality, reflective of community character. Staff works with the Planning Commission, Redevelopment Agency, Design Review Board, and Historic Preservation Commission for public inclusion in the planning process to ensure that general plan, community plan, zoning and design guidelines reflect community character and effective land use policies. Staff will continue to implement the design review process, which plays a key role in maintaining community character by assuring that development plans are shaped to maximize consistency with the existing patterns of development. The Department assists in coordinating efforts between various departments for a comprehensive approach to the overall built environment in the City.

Environment and Conservation

The Department completes environmental review on most of the development projects, which are requested through the Planning Department. Planning staff identifies pertinent issues, and works with other City departments and outside agencies to develop mitigation for environmental impacts.

Economic Vitality

The Department is responsible for transmitting thorough and accurate information to existing and potential new businesses, in addition to processing necessary applications expeditiously.

Sense of Community

The Department actively works to accommodate neighborhood concerns about development projects through the design review process, including through accurate and timely notification to neighbors, posting of signs and notification to all neighborhood homeowners' associations of development projects.

Trust in Government

The Department plays a key role in the development issues which affect residents, and foster trust through accurate and timely notices of public hearings, and thorough and balanced staff reports for all public hearings: Zoning Administrator; Design Review Board, Planning Commission and Historic Preservation Commission. Procedures of the City are well established and maintained at high standards. The Department will continue to participate in public forums, workshops, and meetings associated with planning and preservation efforts. The Studio will continue to advise on planning policies to ensure a predictable, open and transparent entitlement review process.

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Arts & Culture

The Department, in partnership with Development Services staff, will direct and manage the public art requirements of the Downtown Specific Plan, as well as other public art initiatives in redevelopment areas.

Community Services and Facilities

The Department provides professional peer review and design assistance for the renovation and construction of community facilities.

Diversity

Significant effort is made to reach out to all sectors of the community to make sure all voices are heard, and that Glendale continues to be a vibrant place for all its inhabitants.

Education, Knowledge and Literacy

The Department preservation programs continue to provide educational resources and information related to the City's development history and heritage

Environment and Conservation

The Department participates in the City's "Green Team" to develop effective green building policies and standards. The Department will continue to collaborate with other departments on a variety of efforts to promote sustainability, including water and resource conservation.

Health and Wellness

The Department, in collaboration with the Transportation Department, continues to implement the Downtown Mobility Study, which promotes greater use of public

transit which leads to more walking and a healthier environment. The Department works with the Parks & Recreation Department on the PLACE Grant, a grant from the State Health Department, to promote safety for bicyclists and pedestrians throughout the City.

Parks and Open Space

The Urban Design Studio continues to collaborate with the Parks & Recreation Department to create opportunities to enhance the parks and open space, including streetscape throughout the City. The Department is currently working with multiple departments on the assessment and future planning of the Rockhaven site in North Glendale.

Safe Community

The Department collaborates with the Redevelopment Agency on projects that eliminate blight and result in a more vibrant and beautiful community.

Sense of Community

The Department works on comprehensive planning policies (beginning with the North Glendale/La Crescenta Community Plan and Citywide Design Guidelines), which includes input from the community in order to capture the vision of all those who live, work and play in Glendale.

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Transportation and Mobility

The Department, in cooperation with the Transportation and Traffic Division, continues to implement the policy recommendations of the Downtown Mobility Study, and as well as improvements to streetscape, pedestrian and bicyclist safety and mobility policy throughout the city.

Major Accomplishments

In fiscal year 2009, the City Council adopted the revised Housing Element, which was also certified by the State. The North Glendale Community Plan community outreach effort was started. In compliance with the recently approved Housing Element, and in order to further housing opportunities, a Density Bonus informational brochure was created. The first historic district (Royal Boulevard) was adopted, and was followed by the adoption of two additional districts (Cottage Grove, Ard Eevin Highlands). Miscellaneous Zoning Code amendments and amendments to the Downtown Specific Plan were adopted by Council. One of the key recommendations of the Downtown Mobility Study (metered street parking on Brand Boulevard and the concurrent reformation of parking rates for on-street parking, parking lots and parking structures) was implemented. Council adopted Downtown Specific Plan amendments. The Board of Zoning Adjustments was eliminated in favor of the Planning Commission reviewing appeals.

The Department webpage was redesigned to be more user-friendly and development applications were put online for the first time. The Department received the 2008 Award of Merit for the Craftsman Survey Project from the Los Angeles Chapter of the American Planning Association.

Changes from Prior Year

Budget Changes: There was a net decrease in the Department's budget from fiscal year 2009 revised budget. The decrease is attributable to the following:

1. Eliminate Administrative Assistant position.
2. Reduction to the M&O budget for Advertising, General Supplies and Contractual Services accounts.
3. Elimination of overtime pay.

Staffing Changes: There was a net decrease of one Office Services Specialist I from the fiscal year 2009 revised budget. This position was in the Administrative Section of the department.

Organizational/Program Changes:

The Historic Preservation contract and the first phase of community outreach for the North Glendale Community Plan were completed this year creating a reduction to the M&O budget for the department.

Future Outlook

The Planning Department is proactively working with the community on the first phase of the

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City's General Plan update – the North Glendale Community Plan. The update will include an Urban Design Framework. Single Family Design and Hillside Guidelines will be revised. Multi-family design guidelines will be started. Historic District applications will continue to be processed.

The Department will continually monitor the Zoning Code to see if further amendments are needed. The department will continue to maintain excellent customer service by providing efficient, consistent advice and timely application analysis and case processing. Design assistance and leadership will continue to be provided to other City departments.

CITY OF GLENDALE PLANNING DEPARTMENT

DIVISION SUMMARY ADMINISTRATION – PLANNING

Mission Statement

Provide leadership to the Department and assistance to City Council and the City Manager to ensure cutting-edge planning policies that are reflective of the community.

Section Description

The Administrative Section of Planning is responsible for providing staff support to the City Council the five Planning Department Boards and Commissions, and seeing that the department is running in an efficient and effective manner. Administrative staff notices and attends all public hearings and provides excellent customer service to the public.

Major Accomplishments

During fiscal year 2009, staff provided clerical support for approximately 130 Board and Commission meetings. Published approximately 112 public notices and produced approximately 53 reports to the City Council with related hearings.

Changes from Prior Year

Budget Changes: This section's budget decreased with the elimination of an Office Services Specialist I position and overtime pay.

Staffing Changes: This section lost one administrative position.

Future Outlook

Administrative staff will continue to provide leadership for cutting-edge planning practices and procedures. Clerical staff will continue to emphasize excellent customer service to internal and outside customers, while identifying ways to cut costs and improve services.

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DIVISION SUMMARY CURRENT PLANNING – PLANNING

Mission Statement

To provide excellent customer service, with speed, consistency and accuracy to residents and business owners, and to process applications expeditiously and with transparency and integrity.

Section Description

The Current Planning Section is responsible for providing information to the public concerning regulations in the Municipal Code relating to the Zoning Code and Subdivisions. This is accomplished through staffing the Zoning Counter at the Permit Services Center five days a week, from 7 a.m. to 3:30 p.m., and receiving phone inquiries throughout the day. In addition, the section is responsible for processing land use entitlement applications such as design review, variances, conditional use permits, subdivisions and others. Planners investigate, analyze, write reports with recommendations and present information at public hearings, providing a crucial coordinating function for the regulations and requested improvements of various City departments. Staff also review and approve associated building permit plans, and inspect construction at various intervals.

Major Accomplishments

During fiscal year 2009, this section will process approximately 528 applications and provided staff support for approximately 130 Board and Commission meetings. Staff

provided thorough and balanced analysis in the processing of applications that include the preparation of staff reports and recommendations to the Zoning Administrator.

Changes from Prior Year
Budget Changes: This section's budget decreased as a planner position was transferred to the Comprehensive Planning Section and overtime pay was eliminated.

Staffing Changes: This section lost one planner position.

Future Outlook

This section will continue to ensure that development occurs in an orderly, safe manner that is sensitive to the community, avoids unnecessary impacts to the environment, meets the needs of the public, and improves the quality of the built environment. Excellent customer service will be maintained by continuing to provide efficient, consistent advice and timely application analysis and case processing.

CITY OF GLENDALE PLANNING DEPARTMENT

DIVISION SUMMARY COMPREHENSIVE PLANNING – PLANNING

Mission Statement

To prepare accurate documents and studies that reflects cutting-edge planning practices and community values.

Section Description

Comprehensive Planning prepares and administers the City's General Plan in accordance with state laws. Responsibilities of Comprehensive Planning include maintaining the Zoning Code and Subdivision Ordinance, serving as the City's resource for preparation of environmental documentation, special studies related to planning topics, and public outreach.

Major Accomplishments

During fiscal year 2009, this section completed the Housing Element update. Staff began community outreach for the North Glendale Community Plan as part of the General Plan update. Zoning Code amendments were adopted by Council.

Changes from Prior Year

Budget Changes: This section's budget increased overall because of the transfer of a Planner position from the Current Planning Section.

Staffing Changes: A Planner position was moved to this section from the Current Planning Section.

Future Outlook

Complete the first draft of the North Glendale Community Plan as part of the General Plan update.

CITY OF GLENDALE PLANNING DEPARTMENT

DIVISION SUMMARY URBAN DESIGN STUDIO – PLANNING

Mission Statement

To promote high quality, excellent architecture, urban design and well-designed public environments that reflect community values, heritage and progressive design practices.

Section Description

The Urban Design Studio is responsible for developing and enforcing the City's design policies, guidelines and historic preservation programs, in addition to providing design advice to applicants, City Departments and Boards.

Major Accomplishments

During fiscal year 2009, this section completed three Historic District designation applications and implemented the new design review application review process.

Changes from Prior Year

Budget Changes: This section's budget had no changes.

Staffing Changes: This section had no staff changes.

Future Outlook

Complete the first draft of the North Glendale Community Plan as part of the General Plan update. Complete first draft of City-wide Design Guidelines. Continue to implement policy recommendations of the Downtown Mobility Study. Provide design assistance to other departments on civic projects such as Brand Library renovations, Housing Authority projects, and Downtown streetscapes and way-finding signs. Provide design review assistance to Redevelopment Agency, Design Review Board and Historic Preservation Commission applications as necessary. Process Historic District applications as necessary. Collaborate with other City Departments to develop a Green Building policy. Continue to engage in extensive public outreach on planning- and design-related topics.

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PLANNING-ADMINISTRATION
101-181**

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	468,848	610,423	610,423	565,578
41200	Overtime	1,098	11,800	11,800	0
41300	Hourly Wages	20,996	19,761	19,761	19,761
41600-42700	Benefits	119,172	180,380	180,380	168,562
	Total Salaries & Benefits	610,114	822,364	822,364	753,901
MAINTENANCE & OPERATION					
42800	Auto Allowance	5,934	11,160	11,160	11,160
43050	Repairs-Bldgs & Grounds	1,575	0	0	0
43110	Contractual Services	2,426	0	0	0
43150	Cost Allocation Charge	5	0	0	0
44120	Repairs to Office Equip	73	0	0	0
44200	Advertising	349	0	0	0
44300	Telephone	2,231	1,165	1,165	1,165
44450	Postage	13,823	13,000	13,000	13,000
44550	Travel	5,023	960	960	960
44650	Training	4,500	5,000	5,000	5,000
44700	Computer Software	3,092	500	500	500
44750	Insurance & Surety Bonds	9,819	13,714	13,714	14,757
44800	Membership and Dues	518	500	500	500
45050	Periodicals & Newspapers	125	250	250	250
45100	Books	40	300	300	300
45150	Furniture & Equipment	4,247	0	0	0
45170	Computer Hardware	3,793	0	0	0
45250	Office Supplies	27,057	17,758	17,758	17,758
45350	General Supplies	0	9,860	9,860	9,860
45450	Printing and Graphics	1,145	0	0	0
46900	Business Meetings	1,504	600	600	600
47000	Miscellaneous	142	0	0	0
	Total Maintenance & Operation	87,421	74,767	74,767	75,810
TOTAL DEPARTMENT		697,535	897,131	897,131	829,711

CITY OF GLENDALE
 PLANNING DEPARTMENT
 PLANNING-CURRENT
 101-182

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	1,300,182	1,162,318	1,162,318	1,091,148
41200	Overtime	0	21,200	21,200	0
41300	Hourly Wages	10,315	7,291	7,291	7,291
41600-42700	Benefits	300,088	305,996	305,996	271,463
	Total Salaries & Benefits	1,610,585	1,496,805	1,496,805	1,369,902
MAINTENANCE & OPERATION					
42800	Auto Allowance	6,777	6,100	6,100	6,100
43150	Cost Allocation Charge	45	1,500	1,500	0
44300	Telephone	5,651	1,499	1,499	1,499
44550	Travel	594	0	0	0
44650	Training	1,223	0	0	0
44750	Insurance & Surety Bonds	44,930	26,496	26,496	27,083
44800	Membership and Dues	1,111	1,200	1,200	1,200
45100	Books	634	0	0	0
45150	Furniture & Equipment	41	0	0	0
45250	Office Supplies	3,155	0	0	0
45450	Printing and Graphics	0	0	0	1,500
46900	Business Meetings	284	0	0	0
47000	Miscellaneous	253	0	0	0
	Total Maintenance & Operation	64,698	36,795	36,795	37,382
TOTAL DEPARTMENT		1,675,282	1,533,600	1,533,600	1,407,284

**CITY OF GLENDALE
PLANNING DEPARTMENT
PLANNING-LONG RANGE
101-184**

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	522,371	478,076	478,076	591,178
41300	Hourly Wages	21,475	12,854	12,854	12,854
41600-42700	Benefits	121,827	128,539	128,539	169,496
	Total Salaries & Benefits	665,673	619,469	619,469	773,528
MAINTENANCE & OPERATION					
42800	Auto Allowance	5,018	0	0	0
43080	Rent	112	0	0	0
43110	Contractual Services	17,439	0	0	0
43150	Cost Allocation Charge	269	4,986	4,986	0
44200	Advertising	1,828	3,010	6,660	6,660
44300	Telephone	3,228	408	408	408
44450	Postage	154	0	0	0
44550	Travel	3,934	0	0	0
44650	Training	1,810	0	0	0
44700	Computer Software	1,686	0	0	0
44750	Insurance & Surety Bonds	10,877	11,284	11,284	14,191
44800	Membership and Dues	3,750	1,050	1,050	1,050
45100	Books	218	0	0	0
45150	Furniture & Equipment	2,520	0	0	0
45250	Office Supplies	6,494	0	0	0
45350	General Supplies	0	0	2,500	2,500
45450	Printing and Graphics	157	0	0	4,986
46900	Business Meetings	1,993	0	0	0
47000	Miscellaneous	126	0	0	0
	Total Maintenance & Operation	61,613	20,738	26,888	29,795
TOTAL DEPARTMENT		727,286	640,207	646,357	803,323

CITY OF GLENDALE
 PLANNING DEPARTMENT
 PLANNING - DESIGN STUDIO
 101-185

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	0	208,818	208,818	217,020
41600-42700	Benefits	0	50,412	50,412	54,635
	Total Salaries & Benefits	0	259,230	259,230	271,655
MAINTENANCE & OPERATION					
43150	Cost Allocation Charge	0	2,190	2,190	0
44200	Advertising	0	1,290	1,290	1,290
44300	Telephone	0	175	175	175
44750	Insurance & Surety Bonds	0	4,273	4,273	4,273
44800	Membership and Dues	0	450	450	450
45450	Printing and Graphics	0	0	0	2,190
	Total Maintenance & Operation	0	8,378	8,378	8,378
TOTAL DEPARTMENT		0	267,608	267,608	280,033

PLANNING
Personnel Classification Detail

Salaried Employees

Classification	Budget 2007-08	Budget 2008-09	Revised Budget 2008-09	Budget 2009-10
Assistant Director of Planning	1.00	1.00	1.00	1.00
Director of Planning	1.00	1.00	1.00	1.00
Executive Secretary (Steno)	2.00	2.00	2.00	2.00
Mobility/Transportation Planner	1.00	-	-	-
Office Services Specialist I	1.00	1.00	1.00	-
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00
Planner	6.00	6.00	6.00	6.00
Planning Assistant	3.00	3.00	3.00	3.00
Planning Associate	1.00	1.00	1.00	1.00
Principal Planner	3.27	3.27	3.27	3.27
Senior Office Services Specialist	1.00	1.00	1.00	1.00
Senior Office Specialist	1.00	1.00	1.00	1.00
Senior Planner	5.68	5.68	5.68	5.68
Zoning Administrator	1.00	1.00	1.00	1.00
Total Salaried Employees	<u>28.95</u>	<u>27.95</u>	<u>27.95</u>	<u>26.95</u>

Hourly Employees *

Hourly City Worker	<u>2.40</u>	(4)
Total Hourly Employees	<u>2.40</u>	
Planning Total	<u><u>29.35</u></u>	

* Hourly Employees - Data not available prior to fiscal year 2009-10

** Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)