

# PLANNING DIVISION

## Mission Statement

It is the mission of the Planning Division to: Provide leadership and assistance in guiding the physical, social and economic growth of Glendale in accord with goals and policies established by City Council; provide research and analysis for decision makers and the public that make clear the consequences of proposed actions, along with potential alternative actions; and provide opportunities for public involvement in the planning process.

## Operating Budget

Salaries and Benefits	\$	1,415,376*
Maintenance and Operation	\$	312,342
Capital	\$	5,000
<b>TOTAL</b>	<b>\$</b>	<b>1,732,718*</b>

\*These figures do not include salaries funded through Development Services or Public Works budgets.

## Description of Services

The Planning Division is responsible for both the long-range and current planning functions of the City. Specific responsibilities begin with the formulation of community goals and policies in the City's Comprehensive General Plan along with the development of specific plans and community plans for defined areas. Coordinates public participation efforts for these plans and conducts the original research necessary for informed decision-making, including the preparation of demographic analysis, review of State legislation and provision of land use information and analysis using the City's automated Geographic Information System. Also prepares ordinances and guidelines for consideration by City Council.

Environmental review (required by State and Federal law for both public and private projects), subdivision review (including both raw-land subdivisions and condominiums), and applications for annexation. Coordinates review of environmental documents and proposed subdivisions and annexations from adjoining cities to assess the impact on Glendale. Works closely with the Glendale Redevelopment Agency to ensure coordination of planning efforts.

Reviews development proposals to ensure consistency with applicable planning and zoning regulations. This includes counseling the public on planning and zoning regulations, plan checking, and processing applications for conditional use permits, variances, administrative exceptions and home occupation permits. Also administers the City's design review process.

Supports the City's Planning Commission, the Board of Zoning Adjustments, the Historic Preservation Commission, two Design Review Boards and the Environmental and Planning Board.