

600 – COMMUNITY DEVELOPMENT

Mission Statement

The Department of Community Development is committed to assist the Citizens of Brisbane, the Planning Commission and the City Council to develop and maintain community goals in regard to quality of life and the built environment by applying its professional and technical skills to the analysis of complex issues and by overseeing private and public development projects.

Department Description

The Department of Community Development implements the General Plan by evaluating private and public development projects, considering their physical, social, economic and environmental impacts; by reviewing and revising City ordinances as needed; by completing special studies to provide data to decision-makers as well as to update the General Plan and its Elements; and by responding to various State and Federal requirements. The Department provides staff support to the Planning Commission and City Council and works in cooperation with other private and public agencies to address mutual planning problems facing the community.

Administration Program Description

This program provides for the management of the department, providing oversight and direction in the performance of diverse activities, budgetary responsibilities and personnel management. The program provides staff and resources to support the work of the Zoning Administrator, Planning Commission and City Council. It also provides a broad public information function and arranges for coordination with City departments, local, regional, State and Federal agencies. Continued efforts will be required related to the City's participation in the regional Sustainable Communities Strategy (SCS) required pursuant to Senate Bill 375. This is closely related to the City's Regional Housing Needs Allocation (RHNA) for the 2014-2022 Housing Element. These regional programs will require a substantial commitment of staff resources in the upcoming fiscal year.

The General Plan and Zoning Consistency Program Description

Maintenance of the General Plan includes activities such as maintaining background data, amendments, the development or analysis of area and specific plans and evaluating proposed programs and capital projects for consistency with City policies. The Housing Element certified in January 2011 requires the implementation of numerous policies and programs within prescribed deadlines. Housing Element implementation will be a continued area of focus. Additionally, a substantial work program will commence on the upcoming 2014-2022 Housing Element which must be adopted in 2014. Publication of the Baylands Draft also enables the City to move forward on the comprehensive General Plan Update which began in 2005, and will represent another substantial commitment of city resources. Also included under this program are the analysis of land use proposals, EIR's and projects of outside jurisdictions and agencies in order to represent City policy and protect City interests, most notably the forthcoming Caltrain electrification Draft EIR.

Development Review Program Description

This program encompasses the implementation of City policy in terms of land use through the application of adopted regulations in Zoning, Subdivision and other development codes and standards and the California Environmental Quality Act to the review of development proposals. Included in this program are activities to assist in the planning and implementation of projects to provide City facilities. Substantial time will be expended on the public review on the Baylands Draft EIR, transitioning into the work effort of responding to public comments on the Draft EIR and preparing the Final EIR.

Building Inspection and Code Enforcement Program Description

Resources to provide the public with professional plan evaluation of building permit applications for compliance with adopted building, plumbing, electrical, mechanical and fire codes and field inspections to assure that construction conforms with approved plans are provided under this program. This includes continued and expanded implementation of the City's paperless building permit system. Also included is the enforcement of violations of building, zoning and other City codes.

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Covers the cost of computer, microfilm reader repairs; plus network maintenance	1,020	1,020	1,020	1,000

52233 Memberships

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
American Planning Association	450	450	450	450
Association of Environmental Professionals	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Total	850	850	850	850

52234 Office Expense

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Office supplies	6,108	6,108	6,108	2,000
Printing	6,107	6,107	6,107	2,000

Postage for general correspondence and required legal notices	3,591	3,591	3,591	2,000
Books and publications	<u>1,020</u>	<u>1,020</u>	<u>0</u>	<u>500</u>
Total	16,826	16,826	15,806	6,500

52235 Professional Services

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Plan check and building inspection	204,754	105,000	105,000	105,000
Technical assistance/Environmental Review General Plan Update	0	0	75,000	75,000
Fire Plan Check (No. County Fire)	33,949	34,000	34,000	34,000
Planning Assistance		25,000	50,000	50,000
Urban Land Institute – Crocker Park Charette				10,000
Technical assistance to review land use proposals, EIR's etc., from other jurisdictions	15,000	15,000	15,000	15,000
Legal Counsel for Subdivision and Zoning regulations for substandard lots and CC's	10,000	10,000	10,000	10,000
Planning Commission minutes for Appeals	7,570	2,000	2,000	2,000
Microfilming and blueprint duplication	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	273,273	193,000	293,000	303,000

52241 Special Department Expense

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Includes Strong Motion Instrumentation Fees, collected by the City and sent to the State	2,000	2,000	2,000	2,000
Environmental Review filing fees for the State Department of Fish and Game	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	4,000	4,000	4,000	4,000

52243 Travel and Training

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
League of Cities or APA	3,000	3,000	3,000	6,000