

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.

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 thorough, 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.

#### 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.

#### 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 and 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:

The changes in the Department's budget from fiscal year 2009 revised budget reflect minor step increases in salaries, increased insurance costs, and minor M&O increases.

Staffing Changes:

No staffing changes at this time.

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.

Organizational/Program Changes: The Historic Preservation contract and the

<b>PLANNING</b>			
	<b>Actual Expenditures 2007-08</b>	<b>Original Budget 2008-09</b>	<b>Proposed Budget 2009-10</b>
Salaries & Benefits	2,886,372	3,197,868	3,249,256
Maintenance & Operations	213,732	140,678	151,365
<b>Total Appropriations</b>	<b>3,100,103</b>	<b>3,338,546</b>	<b>3,400,621</b>

**Future Outlook**

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