

# Community Development Department



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The mission of the Community Development Department is to promote quality development, sustain the quality of existing neighborhoods, and ensure that new development and miscellaneous improvements to properties are constructed in accordance with the highest standards of safety.

***“Promoting and Sustaining Quality Development”***

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## Summary of Services

### **Administration**

Community Development Administration is responsible for maintaining high quality public service, support of project review, departmental budgeting, personnel, contract administration, oversight of daily operations, coordination with other City departments, and providing information and reports to the City Manager, Planning Commission, and City Council.

### **Current Planning**

Current Planning is primarily responsible for the following daily operations: reviewing proposed development projects for conformity with the City's codes, policies, and General Plan, ensuring that projects comply with the provisions of the California Environmental Quality Act, administering the Development Plan Review and Project/Environmental Review Committee packets, providing staff support for the Zoning Administrator, the Board of Zoning Adjustment and Planning Commission, coordinating landscape and certificate of occupancy inspections with the City's landscape consultants, reviewing business licenses for conformity, coordinating and distributing plan check development plans to planners, staffing the public counter, responding to telephone inquiries, and conducting field inspections on newly constructed projects.

### **Advance Planning**

Advance Planning provides forward planning services for the City. The division processes large scale development projects and specific plans, maintains the General Plan text and maps, processes annexations, monitors and responds to legislative changes, compiles demographic data for the City, prepares future population and housing estimates for the City, coordinates and distributes information provided from the U.S. Census, and implements the City's Historic Preservation Program.

### **Code Enforcement**

Code Enforcement is responsible for the enforcement of zoning and certain health and safety regulations on private property, enforces property maintenance of non-compliant properties, educates the business community and residents by distributing pamphlets on City regulations, oversees the City's inoperative vehicle abatement program, and manages the Code Enforcement volunteer program which assists in the removal of signs in the public rights-of-way. Code Enforcement also collaborates with various City departments in the interpretation and enforcement of various municipal codes.

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## **Building Inspection**

Building Inspection is responsible for providing inspections of all construction activities. The inspectors check for compliance with Title 24, California Code of Regulations; California Building Standards Code, selected California Health and Safety Laws, the Uniform Housing Code, and the Corona Municipal Code. This section also investigates complaints concerning violations of those regulations, and of illegal and unsafe construction practices. In the event of an emergency or disaster, it is the responsibility of the inspectors to perform damage assessments for all structures. Other duties include assisting with plan reviews, permit issuance, answering questions from design professionals, contractors and the public, record keeping, and preparing reports and correspondence for enforcement procedures. The inspection staff also assists the Code Enforcement Division in enforcement and collection of illegal parkway signs and assists in enforcement of illegal street vendor regulations.

## **Plan Check**

The Plan Check section performs reviews of plans to verify compliance of the California Building Code, Plumbing, Mechanical, and Electrical Codes, Residential Code, Green Building Code, structural calculations, and state handicap and energy requirements. The Plan Check section oversees the City's third party plan check contracts, is responsible for coordinating the routing of plans throughout the City, collects fees, issues permits, provides technical support for the professional community and inspectors, participates in the City's Development Plan Review process, provides technical assistance at the counter and provides over-the-counter plan check services. The staff prepares correspondence, builder's advisories, and researches and generates construction standards for the public use.

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## Department Accomplishments for Fiscal Year 2013-14

- Assisted approximately 14,000 customers at the public counter for various permits, information, application submittals and plan check submittals.
- Provided approximately 26,000 building inspections.
- Obtained compliance on 1,300 code enforcement cases.
- Conducted 5,200 code enforcement inspections.
- Conducted approximately 3,000 housing compliance inspections in the City's Community Development Block Grant district to benefit area residents.
- Removed 10,000 signs from the public rights-of-way.
- Removed 125 inoperative vehicles under the City's Abandoned Vehicle Abatement program.
- Processed 24 projects for public hearing and processed approximately 250 business/developer related applications and 350 garage sale permits.
- Participated in 90 transient camp sweeps with the Police and Public Works Departments.
- Completed the City's General Plan Housing Element for 2013-2021 and obtained certification from California Department of Housing and Community Development.
- Implemented handheld mobile devices for code enforcement to input notifications from the field.
- Corrected and provided quality control review of all scanned permits and building plans inclusive of data base search fields.
- Organized permit technician files in preparation for revisions to the 2013 Building Codes.
- Completed a minimum 20 hours per week of plan check staff time for building structures.
- Provided more than 40 hours of in-house training to the inspection staff, exceeding the state's requirement to complete 45 hours of training every three years.

## Department Goals for Fiscal Year 2014-15

- Provide customer service to an anticipated 15,000 customers at the public counter by June 2015.
- Undertake a technical update to the City's General Plan by June 2015.
- Respond to complaints concerning illegal construction to existing housing within the City's Community Development Block Grant district and engage in more proactive inspections in the district by June 2015.
- Continue to pursue the abatement of inoperative vehicles by voluntary means or through the City's vehicle abatement program by June 2015.
- Obtain compliance on 1,300 code enforcement cases by June 2015.

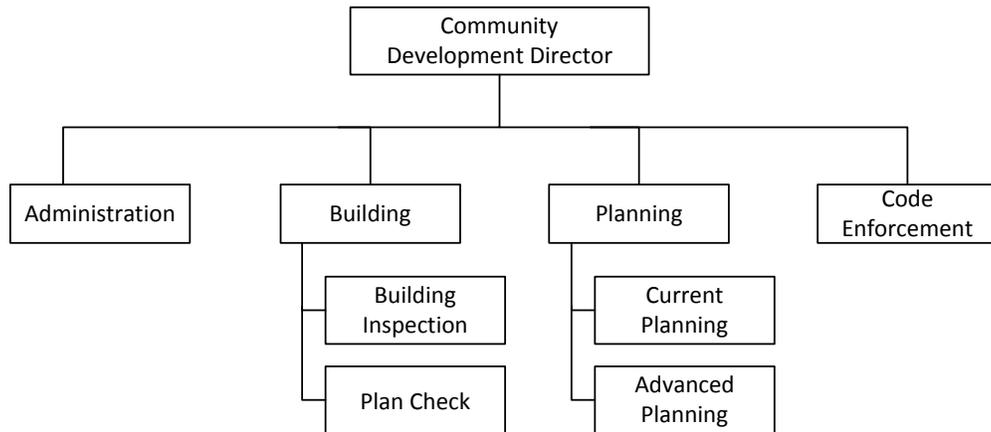
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- Continue to work cohesively with the City's Information Technology, Finance, Public Works, Department of Water and Power, and Community Development Departments to implement a new comprehensive permit system slated for development and installation possibility by June 2015.
- Provide a Public Technology Center to enhance customer service and expedite research pertaining to permit history and property information for residential, commercial and industrial properties by June 2015.
- Continue to remove illegal signs from the public rights-of-way by June 2015.
- Provide weekly training to maintain and increase the quality of inspections and meet the State of California requirements for continuing education by June 2015.
- Continue to provide a quality Volunteer Program to enhance the removal of illegal signs in the public rights-of-way by June 2015.
- Continue to participate in the cleanup of transient encampments in conjunction with the Public Works and Police Departments through June 2015.
- Continue to process business and developer related applications for public hearing by June 2015.

# Department Organizational Chart by Function Community Development

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# Financial Summary Operational

## COMMUNITY DEVELOPMENT

<u>Account/Description</u>	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
<b>BUDGET SUMMARY</b>					
1000 Salaries - Benefits	\$ 2,338,542	\$ 2,339,742	\$ 2,487,002	\$ 2,501,164	\$ 2,560,875
2000 Services - Supplies	606,917	654,762	410,986	725,710	522,513
5000 Capital Outlay	-	-	-	-	-
Total Department	<u>\$ 2,945,459</u>	<u>\$ 2,994,504</u>	<u>\$ 2,897,988</u>	<u>\$ 3,226,874</u>	<u>\$ 3,083,388</u>

## PROGRAMS

2111 Administration	\$ 471,235	\$ 427,590	\$ 458,978	\$ 462,836	\$ 438,318
2112 Current Planning	513,526	503,587	589,737	588,084	657,642
2113 Advance Planning	288,685	289,245	174,461	187,455	175,624
2114 Code Enforcement	537,726	491,858	526,432	523,032	463,154
2116 Building Inspection	565,464	579,970	598,055	603,865	662,400
2117 Plan Check	568,823	702,254	550,325	861,602	686,250
Total Programs	<u>\$ 2,945,459</u>	<u>\$ 2,994,504</u>	<u>\$ 2,897,988</u>	<u>\$ 3,226,874</u>	<u>\$ 3,083,388</u>

## FUNDING SOURCES

110 General Fund	\$ 2,865,466	\$ 2,994,504	\$ 2,897,988	\$ 3,226,874	\$ 3,083,388
475 Successor Agency Administration Fund	79,993	-	-	-	-
Total Funding	<u>\$ 2,945,459</u>	<u>\$ 2,994,504</u>	<u>\$ 2,897,988</u>	<u>\$ 3,226,874</u>	<u>\$ 3,083,388</u>

