

Function:
Community and Economic Development

Department:
Planning, Zoning and
Building Safety

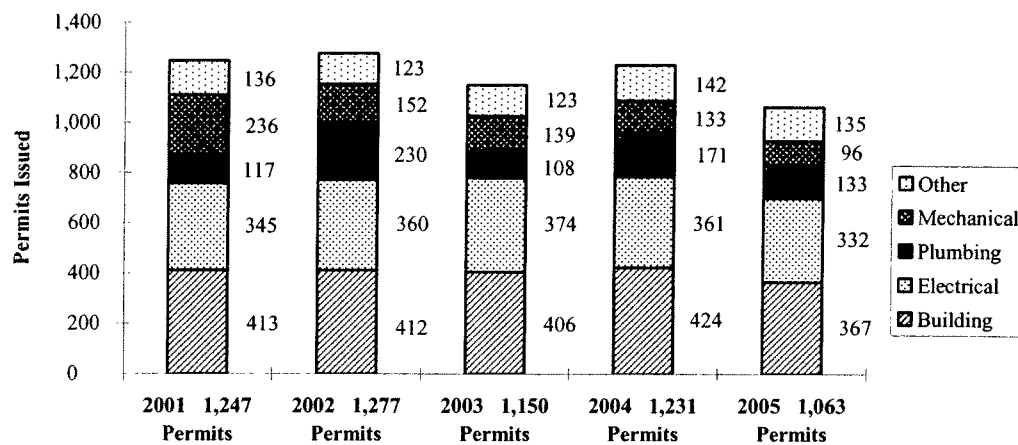
Activity:
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GENERAL INFORMATION

The Community Development Director retired in 2004 and due to financial constraints, this position and an office coordinator position were eliminated and the department reorganized. The new Planning, Zoning and Building Safety Department was created as part of this reorganization. The Building and Zoning Administrator was promoted to the new position of Director of Planning, Zoning and Building Safety. The 2006/2007 budget is the second full year for the newly organized department. The department is responsible for administering the zoning ordinance, building codes, the comprehensive plan, the capital improvements program, subdivisions, zoning changes, annexation reviews, and a variety of other planning and environmental functions. The division conducts building and site plan and site review for all building permit applications with respect to both building and zoning requirements including lot size, area, height, and the site plan review criteria. Also, compliance with handicap and energy code regulations is reviewed in accordance with state and local requirements. This department also conducts inspections for all rental housing units on a regular basis and conducts nuisance abatement activities in accordance with both state and local law.

During the past five calendar years, the following building-related permits were issued by the department with follow-up inspections:

Building-Related Permits by Fiscal Year



The two (2) full time inspectors perform on-site building and zoning inspections. The public health inspection program has also been the responsibility of this activity since July 1, 1991. The Health and Housing Coordinator performs all public health-related inspection activities including inspections of restaurants, retail food operations, and pool and spa operations.

The rental housing inspection program results in approximately 1,200 regular inspections each year. In addition to these inspections and related record keeping, the Health and Housing Coordinator and Senior Health and Housing Inspector conduct inspections arising from complaints received and perform re-inspections of residential units found to be in violation of the adopted codes for compliance with City ordered repairs. The Planning, Zoning and Building Safety activity also has responsibility for all nuisance abatement efforts including the weed and snow removal programs; trash, garbage, and junk removal orders; and demolition of substandard and dilapidated structures and outbuildings.

Decriminalizing violations of a number of ordinances related to building inspection activities has helped the enforcement component of the department's responsibilities. This department has also worked in conjunction with neighborhood organizations, addressing issues that affect the quality of life in those areas.

CURRENT TRENDS AND ISSUES

As a result of the department reorganization in 2004, the budgets for Community Development Administration and Building and Zoning were combined into the Planning, Zoning and Building Safety budget and comparisons reflect the total of the two former budgets beginning in 2004/2005.

The 2005/2006 revised estimate is over the budgeted amount by \$10,600 primarily due to increased employee health insurance costs of \$6,900. There were also smaller increases in operating supplies and capital outlay.

The 2006/2007 budget is \$31,600 (6.1%) more than the 2005/2006 budget primarily due to increased personal services costs.

In 2003 City Council adopted a new fee schedule for permits and services in the Planning, Zoning and Building Safety Department. The new fee schedule was effective May 1, 2003, and this schedule included additional increases to the building permit fee schedule effective both May 1, 2004 and May 1, 2005.

GOAL STATEMENT

To provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the City limits of Muscatine. To administer the planning and community development process in order to achieve results which will best address the social, physical, and economic needs of the City. Decisions affecting the development of the City will be based upon the application of urban planning knowledge, community standards, and expressed needs in the community. The underlying theme of these decisions is to improve conditions where the citizens of Muscatine live, work, and shop.

PERFORMANCE MEASURES

	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Estimated 2006
Permits Issued - Building, Plumbing, Electrical, HVAC, Accessibility, Energy, Sign, Percolation, Excavation, Sidewalk, Curb Cut, Occupancy, Tree, Demolition, House Moving	1,277	1,150	1,231	1,063	1,200
Building Inspections - Electrical, Building, Plumbing, HVAC	4,601	4,462	4,495	4,214	4,400
Rental Housing Inspections	1,024	1,041	1,169	1,104	1,200
Nuisance Complaints - Weeds, Snow, Junk Car, Debris, Garbage, Water, Rodents	1,349	1,973	1,591	1,659	1,700
Plan Reviews	69	62	77	53	60
Health Permits - Food Service Establishments (Restaurants)	117	129	132	135	130
Number of Inspections for Food Service (Restaurants)	418	413	430	453	450
Health Permits - Food Establishments (Grocery)	49	54	55	51	52
Number of Inspections for Food Establishments (Grocery)	162	157	150	130	130
Other Health Permits - Tanning Salons, Funeral Homes and Tattoo Parlors	19	16	16	15	15
Number of Inspections for Tanning Salons, Funeral Homes and Tattoo Parlors	23	20	21	18	18
Other Health Permits - Swimming Pools, and Hotel/Motels	20	21	20	18	18
Number of Inspections for Swimming Pools and Hotel/Motels	26	23	25	20	20
Number of People Certified and Recertified in Food Handling	41	65	50	68	50
Planning & Zoning Commission Meetings	12	12	12	12	12
Zoning Board of Adjustment Meetings	8	7	10	7	10
Rezoning Requests Processed	3	5	3	11	8
Subdivision Requests Processed	8	11	9	13	10
Voluntary Annexations	0	1	1	1	1
Request for Severance Processed	0	0	0	1	0
Property Vacation Requests Processed	5	1	1	2	2
Airport Grants Administered	1	2	1	1	2
Housing Rehabilitation Units Completed	6	6	5	7	6

RECENT CCOMPLISHMENTS

In 2005 project management for the Pearl of the Mississippi Project was completed. This project included transient boat slips and jetty restoration, new boat launch, new parking lot, new underground utilities to serve the project area, trail extension, period lighting, and the remodeling of the Riverview Center. Also completed was the project management for the new airport terminal building, the airport entrance deceleration lane, and the irrigation and landscaping projects at the airport. In addition, the department was responsible for coordinating the acquisition of two properties (37 acres) related to the Building Restriction Line (BRL) at the airport.

The department continued to participate in planning related to activities associated with the Community Improvement Action Team (CIAT), Pearl of Mississippi Project Team, Traffic Committee, Site Plan Review Committee, Cultural and Entertainment District Board of Directors, and Region 9 Transportation Advisory Council.

Another activity that took place this year was the merging of the functions of the former Community Development and Building and Zoning offices. This was done after the retirement of the former Director of Community Development. That position and the Community Development Office Coordinator position were eliminated at the time of the retirement and the functions of the two offices combined.

The department has completed its third year of scheduled fee increases for permits and inspection services as recommended and approved by City Council. Other activities completed included the Housing Rehabilitation Grant program that resulted in the successful renovation of 12 owner occupied homes, the historic preservation survey for the downtown area, the third generation "top ten" buildings list, and the training and State of Iowa certification of all building inspectors as credentialed radon mitigators. In addition, the department processed 13 subdivisions, 11 rezoning applications, 2 voluntary annexations, 2 requests for the sale and transfer of city property, and 1 request for severance.

OBJECTIVES TO BE ACCOMPLISHED IN 2006/2007

- * To act as project manager for the design and construction of the Pearl II Project, which includes the water feature and installation of the Mississippi River Harvest sculpture on the riverfront.
- * To complete the update of a new five-year Capital Improvements Program.
- * To complete a Highway 61/92 Corridor Study from the Mississippi River Bridge to the intersection of Green Street and Hershey Avenue.
- * To participate in appearance issues related to "gateways" into the city.
- * To actively participate in the evaluation of areas for potential annexation to the city as well as the potential for a program of incentives to encourage development within the current city boundaries.
- * To identify and encourage the disposal of unused or underutilized city property.
- * To complete the historic preservation survey for the West Hill neighborhood.

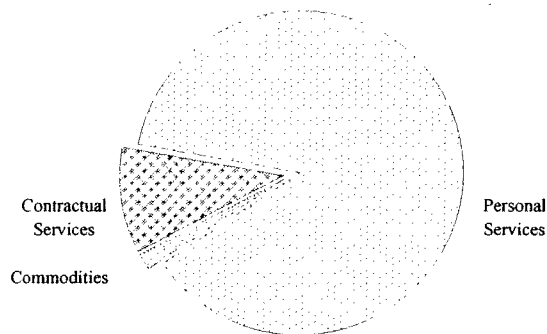
- * To administer the new Housing Rehabilitation program.
- * To continue to act as the point of contact for the acquisition of real estate related to the Building Restriction Line (BRL) at the airport.
- * To act as project manager for the crack sealing and apron renovation project at the airport.

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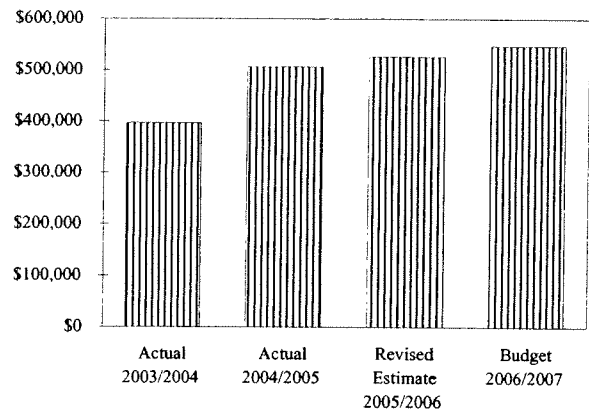
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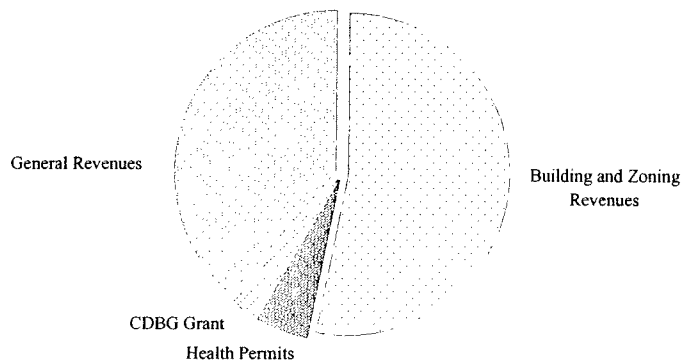
	Actual 2003/2004	Actual 2004/2005	Budget 2005/2006	Revised Estimate 2005/2006	Budget 2006/2007	Percent Change
Expenditure Summary						
Personal Services	\$ 343,074	\$ 427,310	\$ 443,600	\$ 451,500	\$ 480,400	8.30%
Commodities	13,181	15,747	11,200	13,000	9,000	-19.64%
Contractual Services	40,680	63,657	59,400	58,800	57,900	-2.53%
Capital Outlay	-	-	1,500	3,000	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 396,935	\$ 506,714	\$ 515,700	\$ 526,300	\$ 547,300	6.13%
Funding Sources						
Building and Zoning Revenues	\$ 264,912	\$ 291,843	\$ 286,500	\$ 289,500	\$ 289,700	1.12%
Health Permits	29,802	30,227	29,000	29,000	30,000	3.45%
CDBG Grant	14,598	16,277	-	5,000	15,000	
General Revenues	87,623	168,367	200,200	202,800	212,600	6.19%
Total Funding Sources	\$ 396,935	\$ 506,714	\$ 515,700	\$ 526,300	\$ 547,300	6.13%



**Budget 2006/2007
Expenditures by Type**



Actual and Projected Expenditures



**Budget 2006/2007
Funding Sources**

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Personnel Schedule						
	Actual 2003/2004	Actual 2004/2005	Budget 2005/2006	Revised Estimate 2005/2006	Budget 2006/2007	Budget Amount 2006/2007
Full Time:						
Director Planning, Zoning and Building Safety Building and Zoning Administrator	0.00	1.00	1.00	1.00	1.00	
Senior Inspector	-	1.00	1.00	1.00	1.00	
Inspector III	1.00	-	-	0.50	1.00	
Inspector II Health and Housing Coordinator	1.00	1.00	1.00	0.50	-	
Health and Housing Inspector	1.00	1.00	1.00	1.00	1.00	
Community Development/ Planning Coordinator *	0.00	1.00	1.00	1.00	1.00	
Office Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time	6.00	7.00	7.00	7.00	7.00	
Temporary:						
Custodian (Housing) **	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	
Total	6.00	7.50	7.50	7.50	7.50	\$ 341,000
Employee Benefits						<u>139,400</u>
Total Personal Services						\$ 480,400
* Formerly budgeted in the Community Development Administration budget.						
** Custodian (Housing) formerly budgeted in the Community Development Administration budget. This position is 100% funded through a Senior training program.						