

**Function:**  
Community and Economic Development

**Department:**  
Community Development

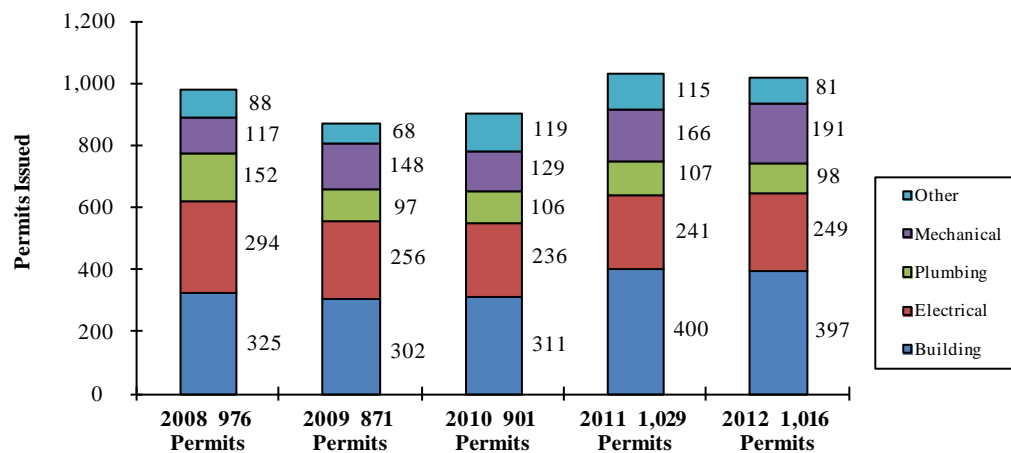
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### GENERAL INFORMATION

The former Planning, Zoning and Building Safety department was reorganized and renamed the Community Development department in 2010. This 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 department 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. Inspections of all rental housing units are performed on a regular basis and the department 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 Year**



Two (2) full time inspectors in this department perform on-site building and zoning inspections. The public health inspection program is also a responsibility of this department. 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 1,000 regular inspections each year. In addition to these inspections and related record keeping, staff of this department 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 Community Development department 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 to address issues that affect the quality of life in those areas.

#### ***CURRENT TRENDS AND ISSUES***

The 2012/2013 revised estimate is \$11,800 less than the original budget primarily due to a reduction in the allocation for contracted nuisance abatement services. In prior years these contracted services included mowing several areas of City right-of-way. Beginning in 2013 these properties will be maintained by Park maintenance staff. This accounted for \$2,500 of the reduction in contractual services in 2012/2013 and \$5,000 of the reduction in 2013/2014. Nuisance abatement costs are billed to property owners and if not paid, are assessed against the properties.

The 2013/2014 budget is \$13,500 (1.9%) less than the 2012/2013 budget. The personal services cost increase of \$5,900 and capital outlay increase of \$1,500 were more than offset by a decrease of \$21,200 in contractual services. The contractual services decrease includes a reduction of \$13,500 in contracted nuisance abatement costs and an \$8,100 decrease in professional services related to a historic preservation grant in 2012/2013.

#### ***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.

<b>PERFORMANCE MEASURES</b>
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	<b>Actual 2009</b>	<b>Actual 2010</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Estimated 2013</b>
<b>Permits Issued</b> - Building, Plumbing, Electrical, HVAC, Accessibility, Energy, Sign, Percolation, Excavation, Sidewalk, Curb Cut, Occupancy, Tree, Demolition, House Moving	902	925	1,021	1,016	1,050
<b>Building Inspections</b> - Electrical, Building, Plumbing, HVAC	4,059	3,952	4,000	3,970	4,000
<b>Rental Housing Inspections</b>	1,047	1,168	902	1,175	1,100
<b>Nuisance Complaints</b> - Weeds, Snow, Junk Car, Debris, Garbage, Water, Rodents	2,274	4,062	4,782	4,097	4,000
<b>Writ of Possessions</b>	44	27	40	20	30
<b>Properties Posted</b>	83	51	35	31	30
<b>Vehicles Towed/Impounded</b>	78	50	28	12	20
<b>Plan Reviews</b>	25	5	7	10	10
<b>Health Permits</b> - Food Service Establishments (Restaurants)	135	137	140	148	150
<b>Number of Inspections for Food Service (Restaurants)</b>	421	415	427	444	440
<b>Health Permits</b> - Food Establishments (Grocery)	47	46	45	53	55
<b>Number of Inspections for Food Establishments (Grocery)</b>	120	120	111	132	135
<b>Other Health Permits</b> - Tanning Salons, Funeral Homes and Tattoo Parlors	15	17	15	15	15
<b>Number of Inspections for Tanning Salons, Funeral Homes and Tattoo Parlors</b>	41	44	42	40	40
<b>Other Health Permits</b> - Swimming Pools, and Hotel/Motels	14	16	16	15	15
<b>Number of Inspections for Swimming Pools and Hotel/Motels</b>	23	25	23	20	20
Planning & Zoning Commission Meetings	12	12	10	8	10
Zoning Board of Adjustment Meetings	7	8	4	8	10
Rezoning Requests Processed	3	4	1	6	3
Subdivision Requests Processed	7	12	4	5	3
Property Vacation Requests Processed	6	1	4	2	3
Airport Grants Administered	2	3	3	6	2

### ***RECENT ACCOMPLISHMENTS***

The Community Development Director served as the staff point of contact and coordinated land acquisition and other local responsibilities for the Mad Creek Levee Improvement Project which was completed in December 2012. The Director also coordinated the acquisition of the Pierce Furniture property needed for the reconstruction of Colorado Street.

Community Development staff completed negotiations for the easements necessary to construct the sanitary sewer which will serve Ripley's Mobile Home Court and the surrounding area consisting of approximately 600 acres as well as negotiations for the voluntary annexation of this area which increased the city's population by 865 people, or approximately 3.8%.

The department continues to represent the City through participation as the Chair for the Bi-State Region Air Quality Task Force. A grant in the amount of \$123,564 was secured from the State of Iowa through the Environmental Protection Agency to retrofit 13 city vehicles with diesel reduction equipment intended to reduce emissions and assist in improving air quality in the community.

The department assisted in the negotiations and the development of an economic development package (subdivision, TIF) necessary for the Fridley Theatre Project and also assisted in the development of an amendment to the Consolidated Urban Renewal Plan that identifies specific projects for potential TIF funding.

In 2012 the department completed a short-term departmental reorganization and initiated training that will provide long term stability in advance of future retirements within the department.

### ***OBJECTIVES TO BE ACCOMPLISHED IN 2013/2014***

- \* To implement and administer a tax abatement program to promote in-fill and new housing development in areas designated by the City Council. **(City Council Long-Term Goal and Top Priority)**
- \* To implement and administer a tax abatement program designed to encourage renovation and rehabilitation of structures located within designated historic districts. **(City Council Top Priority)**
- \* To prepare a new Zoning Ordinance based on the approved Comprehensive Plan scheduled for adoption in early 2013. **(City Council High Priority)**
- \* To complete amendments to Titles 8, 9, 11 and 12 of the existing City Code. **(City Council High Priority)**
- \* To establish a training program and financial support to insure that department personnel are able to obtain and maintain certifications for their positions. **(City Council High Priority)**
- \* To investigate, evaluate, and make recommendations concerning the opportunity to provide commercial/industrial inspection services in Muscatine County. **(City Council Long Term Goal)**

- \* To investigate, evaluate, and make recommendations concerning the opportunity to provide health inspection services for the State of Iowa in Muscatine and/or Louisa Counties. (**City Council Long Term Goal**)

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	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Percent Change
<b>Expenditure Summary</b>						
Personal Services	\$ 524,897	\$ 565,740	\$ 576,000	\$ 576,000	\$ 581,900	1.02%
Commodities	12,001	8,769	11,800	12,600	12,100	2.54%
Contractual Services	129,634	93,689	136,800	124,200	115,600	-15.50%
Capital Outlay	-	-	-	-	1,500	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 666,532</u>	<u>\$ 668,198</u>	<u>\$ 724,600</u>	<u>\$ 712,800</u>	<u>\$ 711,100</u>	-1.86%
<b>Funding Sources</b>						
Community Development Revenues	\$ 315,223	\$ 361,490	\$ 331,900	\$ 228,200	\$ 325,400	-1.96%
Health Permits	38,966	40,023	39,000	39,000	40,000	2.56%
Sale of Property	12,937	5,871	20,000	7,000	10,000	-50.00%
CDBG Grant	13,862	-	-	-	-	
Project Administrative Fees	11,075	20,304	-	-	-	
General Revenues	<u>274,469</u>	<u>240,510</u>	<u>333,700</u>	<u>438,600</u>	<u>335,700</u>	0.60%
Total Funding Sources	<u>\$ 666,532</u>	<u>\$ 668,198</u>	<u>\$ 724,600</u>	<u>\$ 712,800</u>	<u>\$ 711,100</u>	-1.86%

<b>Personnel Schedule</b>						
	Actual 2010/2011	Actual 2011/2012	Budget 2012/2013	Revised Estimate 2012/2013	Budget 2013/2014	Budget Amount 2013/2014
<b>Full Time Positions/Position Allocations:</b>						
Community Development Director	1.00	1.00	1.00	1.00	1.00	
City Planner	0.50	1.00	1.00	1.00	1.00	
Senior Inspector	1.00	1.00	1.00	1.00	1.00	
Inspector II	0.50	0.17	0.67	0.67	0.67	
Health and Housing Coordinator	0.67	0.58	0.50	0.50	0.50	
Health and Housing Inspector	0.50	0.42	-	-	-	
Community Development/ Planning Coordinator	1.00	1.00	1.00	1.00	1.00	
Office Coordinator	1.00	1.00	1.00	1.00	1.00	
Total Full Time	<u>6.17</u>	<u>6.17</u>	<u>6.17</u>	<u>6.17</u>	<u>6.17</u>	
<b>Parttime Positions:</b>						
Community Services Officer	0.50	0.55	0.75	0.75	0.75	
Custodian (Housing-Grant Funded)	1.00	1.01	1.50	1.43	1.50	
Total	<u>7.67</u>	<u>7.73</u>	<u>8.42</u>	<u>8.35</u>	<u>8.42</u>	\$ 422,000
Employee Benefits						159,900
Total Personal Services						<u>\$ 581,900</u>

<b>Capital Outlay</b>			
Item	Quantity	Replacement	Amount
Tablet Computer and Software for Health Inspection Program	1	No	<u>\$ 1,500</u>