



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## FISCAL YEAR 2017-18 WORK PLANS

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### I. Matrix Study Development Process Review

- Implement Development Services “Permit Center”
- Complete development services Accela report module with IT and commence using it for weekly, monthly and annual permit and project status reports
- Complete Permit Tech reclassifications for interdivision and interdepartment permit tech responsibilities
- Prepare Development Services guidelines brochures with Fire and Public Works Departments
- Complete Advance Planning Division recruitments

### II. General Plan Update (See also Advance Planning Division and City Council Strategic Plan)

- Draft RFP for City Council consideration with interdepartmental involvement
- Incorporate City Council Strategic Plan Goals Two and Three in General Plan Update RFP (See City Council Strategic Plan below)
- Complete Advance Planning space improvements for Advance Planning staff.

### III. City Council Strategic Plan

#### (Goal 2, Objective 1) Make Ballona Creek More Walkable, Bikeable, and Connected to the City

- Commence research and implementation study of the Ballona Creek area and document issues and opportunities relating to recreation and beautification involving Public Works, Parks, Recreation and Community Services and City Attorney
- Hire a consultant to prepare a Preliminary Ballona Creek Bike and Pedestrian Plan in coordination with the City’s General Plan Update
- Work with Public Works and City Attorney to explore legal, political/jurisdictional, and financial implications to obtain right of way, access and address use issues.
- Research with Public Works and City Attorney the reclamation of the Ballona Creek right-of-way.
- Adopt the recommendations of the Plan as part of the General Plan Update Circulation Element.



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IV. *City Council Strategic Plan*

*(Goal 2, Objective 2) Make Ballona Creek a Recreational Attraction*

- Identify and determine the feasibility of potential Ballona Creek recreational improvements with Parks, Recreation and Community Services department and include Ballona Creek recreation improvements in the Culver City Recreational Master Plan (including lighting, landscaping, cost estimate, watershed management and dog path)
- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan

V. *City Council Strategic Plan*

*(Goal 3 Objective 1) Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety*

- Work with Public Works Department to research criteria related to measuring Level of Service (LOS) and Vehicle Miles Traveled (VMT) related to the California Environmental Quality Act (CEQA) and consider adoption of VMT into traffic study guidelines as part of Circulation Element in General Plan Update
- Work with Public Works Department to prepare citywide traffic model for to estimate total ADT for citywide traffic to reduce ADT growth as part of General Plan Update
- Work with Public Works Department and Transportation Departments on enhanced TDM programs as part of General Plan Update and outreach to residents and business on TDM programs to reduce trips through measures including ridesharing and other additional forms of transportation such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking, if the cost savings are allocated to TAP cards offered to a percentage of commercial building tenants and evaluate the Vision Zero initiative and other programs, policies, or initiatives that prioritize transportation safety and pursue the elimination of death and severe injury crashes on our roadways.

VI. *Administration (Other)*

- Coordinate and implement Transit Oriented Development (TOD) District Visioning Study
- Complete Department job recruitments – Planning, Enforcement Services, Building, and Administration.
- Continue research and application for grant funding related to Community Development Department programs and projects.



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## ECONOMIC DEVELOPMENT DIVISION

### *Downtown Improvements*

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation. Commence construction.
- Public Parking Parcel B – Finalize required agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction.
- Town Plaza Expansion – Complete construction drawing to expand downtown open space connection to Parcel B and existing Town Plaza and commence construction
- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.
- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements.
- Walker Parking Study – Implement recommendations.

### *West Washington and Sepulveda Boulevards*

- Baldwin Site – Complete project entitlements, complete construction plans and commence construction.
- Washington/Centinela Market Hall – Execute DDA, relocate utilities, complete parking structure construction plans, obtain entitlements and implement project.
- Replant/repair existing medians.
- Implement AIP Program Phase IV – Commensurate with available bond funds.
- Banner program for West Washington AIP.

### *Washington National Transit Oriented Development (TOD)*

- Complete Implementation Agreement conformance review, complete all conditions precedent, complete negotiations, execution and implementation of MTA Perpetual Easement Agreement between Lowe,



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City/SA and MTA, complete land sale, relocate Venice Boulevard businesses, relocate Expo parking upon construction,

- Finalize project construction documents and initiate construction.
- Complete Perpetual Easement and Option Agreement
- Complete Venice Boulevard businesses relocations

### *Transit Oriented Development District*

- Continue implementation of Washington National Streetscape Plan.
- Administration of way finding sign grant, design and installation

### *Reimagine Fox Hills*

- Complete Reimagine Fox Hills outreach to area residents and businesses
- City Council report on Reimagine Plan progress and implement Reimagine Fox Hills plan recommendations as authorized for “Main Street” dedications, shared parking, land assembly and rebranding.

### *Hayden Tract*

- Rail Spur Parking – Complete parking lot construction and convey City parcel.
- Work with Hayden Tract Spur Property Owners Association (HTPOA) on area improvements
- Identify Pop-Up retail/restaurant opportunities and necessary code amendments
- Identify and implement strategies that create additional parking in the area.

### *Successor Agency*

- Continue final implementation of Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Administer MOU with DBA for downtown maintenance.
- Administer Downtown Business Improvement District.



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- Administer farmers' market.
- Manage pressure washing services for City Hall.
- Property management services for remaining Successor Agency properties.
- Transfer ownership of remaining parking facilities to the City.

## ***Business Resource Center & City Promotion***

- Continue to assist new and expanding businesses with business/construction permit assistance; provide information to facilitate successful business operations; provide new business locations for business attraction and expansion and offer permit requirement information and assistance.
- Interactive Development Map - On-going map update with new information as required
- Identify "Opportunity" sites for development.
- Prepare 2016-2017 City Profile update as information and promotion tool

## ***Business Districts***

- Continue facilitating business district formation and promotional programs.
  - Continue Culver Village and Arts District landscape maintenance improvements.

## ***Economic Development Plan and Studies***

- Continue Implementation of Comprehensive Economic Development Plan:
  - Conducted Economic Development Cluster and stakeholder meetings (car dealerships, hotels, retail and technology).
  - Implement fiber optic business plan.
  - Conduct East/Arts District overlay/study, Arts District connectivity study, marketing
  - Conduct Industry Cluster Analysis Support cluster development events



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## *Community Development Block Grant*

- Oversee program for City and develop project list for CDBG Committee consideration.

## *Parking Management*

- Oversee parking program including monthly space rentals maintenance and operation in public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.
- Implement the Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.

## *Media Park Activation*

- Pursue a concession operator and implement coffee concession to activate park.
- Perform landscape and fencing improvements.
- Special events programming.

## **HOUSING DIVISION**

- Implement new affordable housing programs.
- Continue to provide customer service.
- Continue to investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects.
- Conduct required HQS Inspection per HUD and CRL rules/regulations.
- Continue administration of the RAP Program serving 37 households.
- Continue administration of the Section 8 Program serving 210 households.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households (\$65,000 HUD grant).
- Apply for the HUD FSS Coordinator Grant.



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- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - \$130,000.
- Continue Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families 4 days per week each month and outreach to them by offering referrals to emergency/temporary housing (70 nights of emergency hotel stays – budgeted for \$123,441), access to permanent housing and referrals to supportive services such as mental health services, drug/alcohol treatment, bus tokens to assist with transportation to supportive services and case management follow up. The SJC Homeless Outreach Team includes a mental health professional / social worker to conduct assessments in the field and provide hygiene kits and food and collection of homelessness data.
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units.
- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness and Landlord Tenant Mediation Board
- Work in collaboration with the Committee on Homelessness on 2016 Homeless Count.
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan and implement new HUD Guidelines on Bed Bug Abatement.
- Conduct SEMAP review and submit to HA and HUD for approval.
- Coordinate with the Finance Department the annual single audit.
- Oversee property management contract for Jackson Avenue apartments.
- Identify funding options for Housing Division administration through creation of the Affordable Housing Incentives Program.
- Participate in the challenge against the DOF regarding AB 471.
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity.
- Oversee and implement the Strategy to Assist the Homeless During El Nino
- Develop a file retention and destruction program
- Oversee the construction of the Globe Project and the selection of home buyers.
- Host an Owner Outreach Brunch to solicit property owners to participate in the Section 8 and Homeless Programs
- Develop a Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative
- Develop a Homeless and Section 8 \$5,000 minor rehab grant program



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- Develop a Vacancy Loss and Damage Claim Program
- Re-introduce the Neighbor Preservation Program for life safety repairs
- Develop a move-in assistance/rent catch-up program

### ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2015 - 838 Requests for service; Year 2016 - 836 Requests for service.
- Short Term Rentals: Assist with establishing regulations for Short Term Rentals. Establish enforcement procedures dependent upon Ordinance adoption.
- Accessory Dwelling Units: Work with Planning and Building Safety on enforcement of new State law changes and Zoning Code Amendments related to Accessory Dwelling Units/Garage conversions.
- Marijuana Regulations: Assist with establishing regulations for Marijuana businesses. Establish enforcement procedures dependent upon Ordinance adoption.
- Massage Establishments: Continue to work with other City Departments for inspection and enforcement of new permit requirements for Massage businesses.
- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the "No Smoking" in multiunit housing regulations.
- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action.
- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.
- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced regulations and work with Contractor hired by Public Works.
- Water Conservation: Provide enhanced enforcement of Water Conservation regulations.
- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards.
- Sign Code: Work with Planning and Economic Development staff to amend sign code to allow for a change in the type of free standing and changeable copy signs on the exterior of buildings and in outdoor dining areas.



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- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.
- Homeless Encampments: Continue work in collaboration with the Housing Division, Police Department (CCPD), Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property. Responded to 37 encampments in 2015. Funds are required for cleanup costs and supplies. Time intensive process 20-25 hours per encampment.
- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program.
- Special Event Process: Work with other Divisions on development of Special Event permitting process.

## ADVANCE PLANNING DIVISION

- Complete RFP process for General Plan Update and select consulting firm(s)
- Commence General Plan Update and prepare detailed work plan:
  - a) Coordinate with all City departments in General Plan Update preparation
  - b) Organize public engagement process
  - c) Incorporate City Council Strategic Planning Goals Two and Three with Circulation and Recreation Elements in General Plan Update
  - d) Initiate public outreach and commence data collection and documentation phase
  - e) Work with Public Works and Transportation Departments on citywide traffic and mobility issues including transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments).
  - f) Coordinate Zoning and Municipal Code amendments as necessary to address mobility and livability
- Coordinate TOD Visioning Study, Reimagine Master Planning, Mansionization Study, Hillside Study with General Plan Update
  - Coordinate Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG.in General Plan Update



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## CURRENT PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.
- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City and participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- Provide On-going implementation and discretionary case processing and provide staff support for the Baldwin Hills area and the activities of related jurisdictions and entities including the State of California, and the Santa Monica and Baldwin Hills Conservancies
- Assist other City Departments in preparation of Environmental Review documents
- Process zoning code text amendments
- Conduct Large Single Family Homes Study
- Conduct on-going annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law
- Implement Accela permit software for Planning Division and commence permit reporting

## Zoning and General Plan Amendments & Special Studies

<u>Parking Amendments &amp; Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. City Wide Automated Parking	17.320.025	4 <sup>th</sup> Quarter 15/16	3 <sup>rd</sup> Quarter 16/17
2. Bicycle Parking	17.320.045	2 <sup>nd</sup> Quarter 16/17	
3. Mansionization	R-1 Development Standards		X
<u>Signs - Commercial Area Improvements:</u>		<u>Quarter</u>	<u>Completed / Carried over</u>
3. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
4. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
5. Temporary Banners	17.330.025.K Table 3-6A	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17



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**Definitions of Planning and**

<b>Zoning Terms &amp; Special Studies</b>	<b>Code Section</b>	<b>Quarter</b>	<b>Completed / Carried over</b>
6. Nonconforming Provisions	17.700.005	1 <sup>st</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
7. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 17/18
8. Multifamily Design Guidelines	Clarksdale	TBD	4 <sup>th</sup> Quarter 17/18
9. Multifamily Design Guidelines	DNA	TBD	4 <sup>th</sup> Quarter 17/18
10. Mansionization Study	R1 Development Standards		X
11. Mansionization Consultant Study		1 <sup>st</sup> Quarter 16/17	1 <sup>st</sup> Quarter 17/18
12. Affordable Housing Options – City Council		March 2016	2 <sup>nd</sup> Quarter 17/18
13. Massage Businesses (current moratorium)	17.400	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 17/18
14. Marijuana Regulations	17.400	1 <sup>st</sup> Quarter 16/17	2 <sup>nd</sup> Quarter 17/18
15. Short term Rentals (Air BnB)	17.400	1 <sup>st</sup> Quarter 16/17	2 <sup>nd</sup> Quarter 17/18
16. Hillside Development Study and Text Amendment			
17. Update Zoning Map		1 <sup>st</sup> Quarter 2017	

<b>Ancillary Structures</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
18. Portable Sheds	17.400.100.3.C.i	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17
19. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17
20. Administrative Decisions on Fence Height	17.300.025.1	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17
21. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17

<b>Outdoor Dining</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
22. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 <sup>th</sup> Quarter 15/16	1 <sup>st</sup> Quarter 17/18
23. Outdoor Dining Smoking Areas	17.400.070	4 <sup>th</sup> Quarter 15/16	1 <sup>st</sup> Quarter 17/18

**Residential / Commercial /**

<b>Industrial Development Standards</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
24. Minimum Lot Area for R-2, - Codify			
	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
25. Exception to Building Height	17.300.025	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
26. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
27. Schools in Industrial Zones	17.230.015	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
28. Retail Smoking Establishments	17.220.015	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18



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## **Planning Division 15/16 – 16/17 Active Development Projects\*\***

\*\* Projects are considered active until final C of O is issued

### **Special Projects**

- Consultant Study for Development Standards and Design Guidelines for R1 Neighborhoods
- VTM traffic study criteria
- Short Term Rentals Research
- Taco Bell Noise Study
- Bristol Parkway Comprehensive Plan Special Research
- Website Update
- Hillside Development Standards

## **BUILDING DIVISION**

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities. Monitor active plan checks, conduct inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

### ***Special Projects***

- Implementation of the Accela permitting software
- Develop Accela Project reporting module
- Complete Damage to Adjacent Property Code Amendment
- Complete RFP Soft Story Citywide Property Survey
- Complete Soft Story Citywide Property Survey
- Implementation of the Accela permitting software
- Initiate RFP for citywide Softstory building inventory and recommendations