



Planning & Community Development

Building & Health:

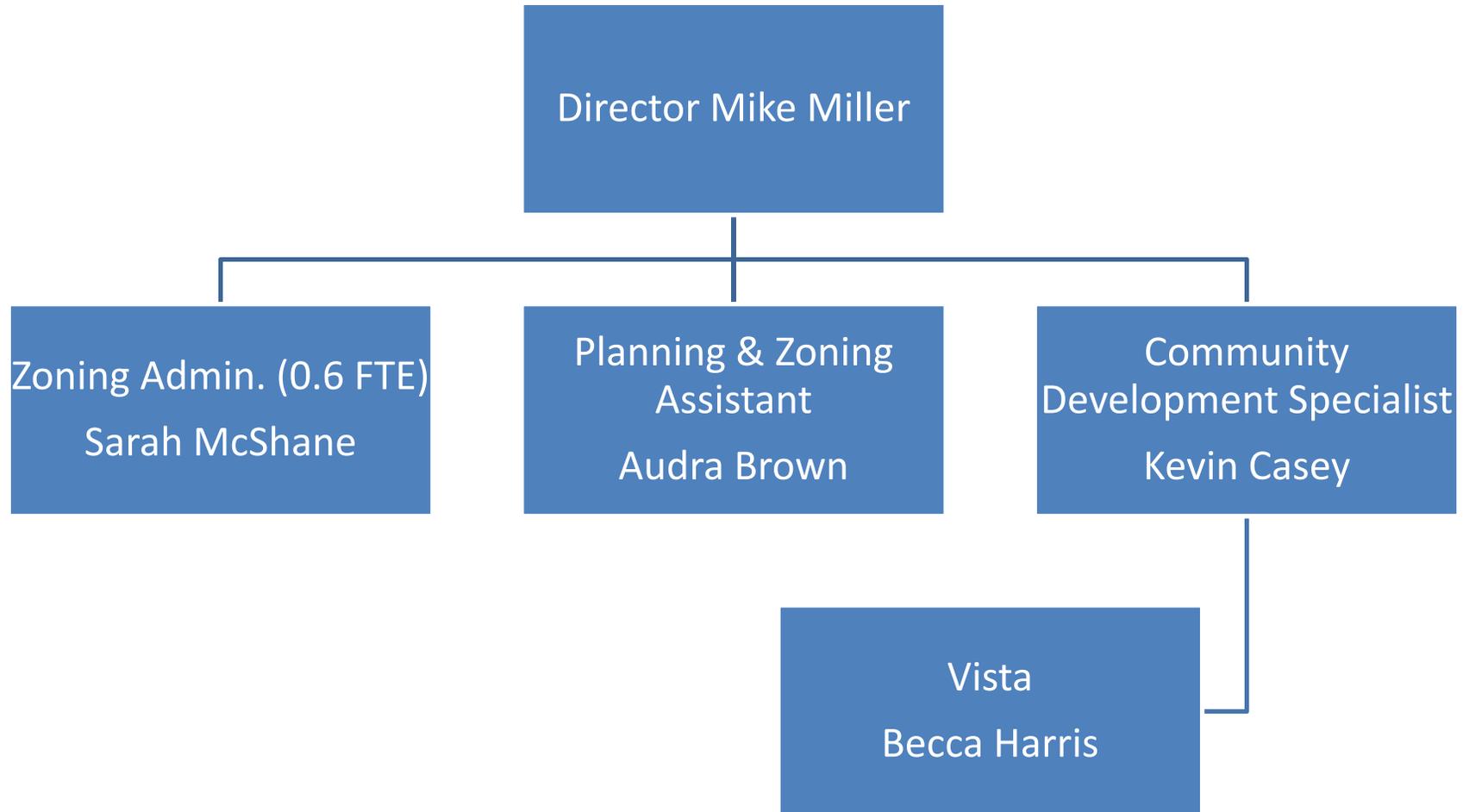
Department Update for FY18

Director Mike Miller

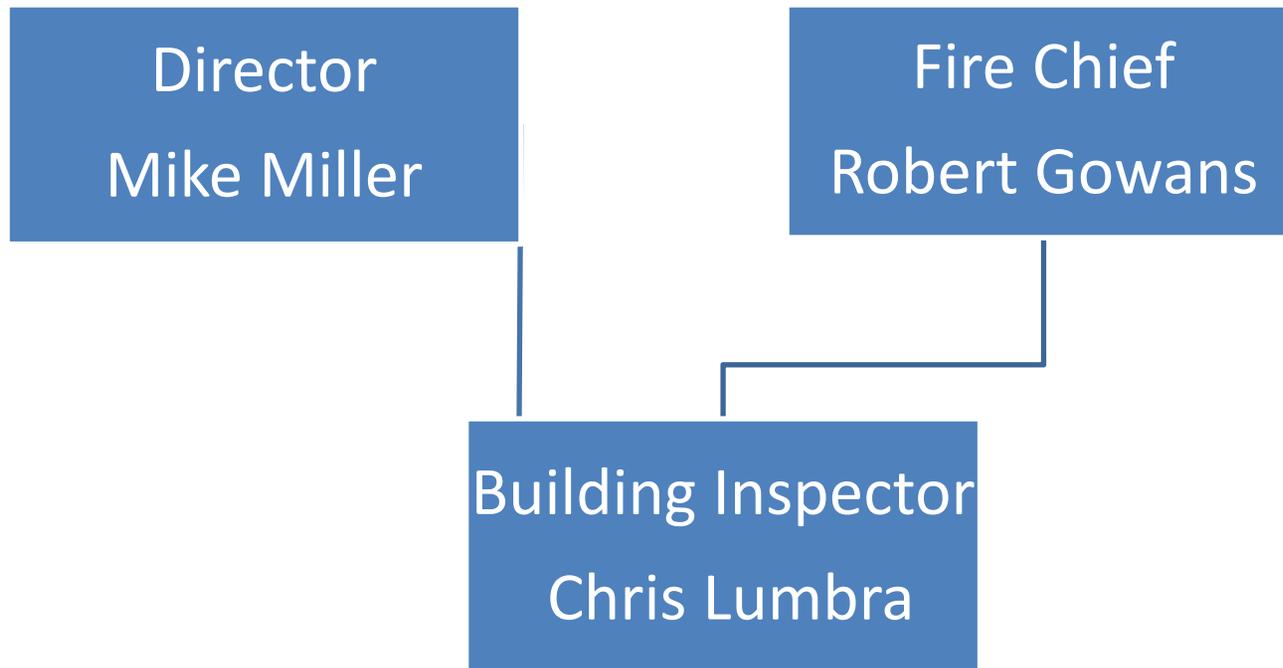
November 30, 2016

Organizational Chart

Planning & Community Development

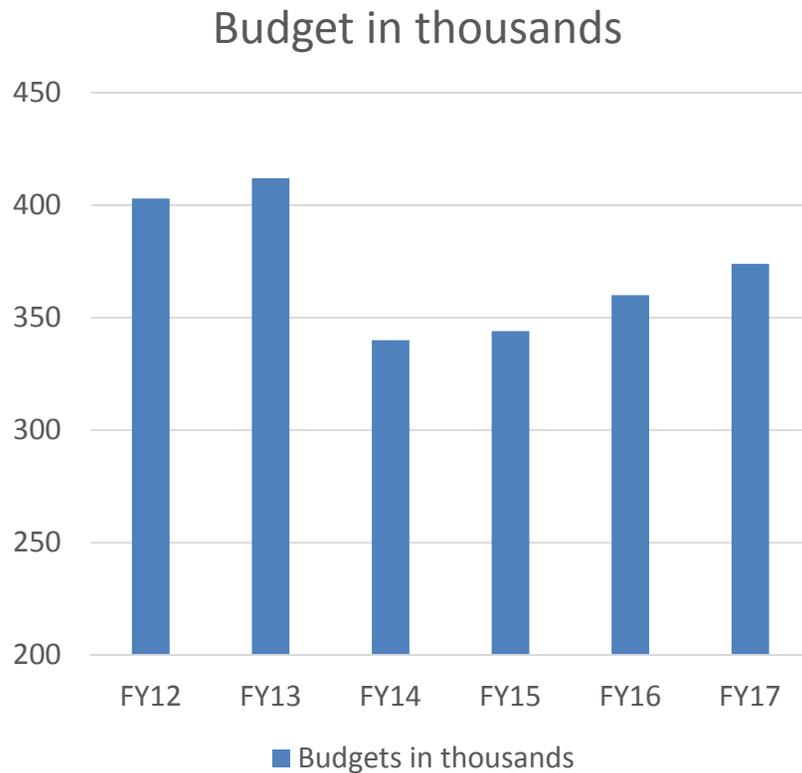


Organizational Chart Building & Health

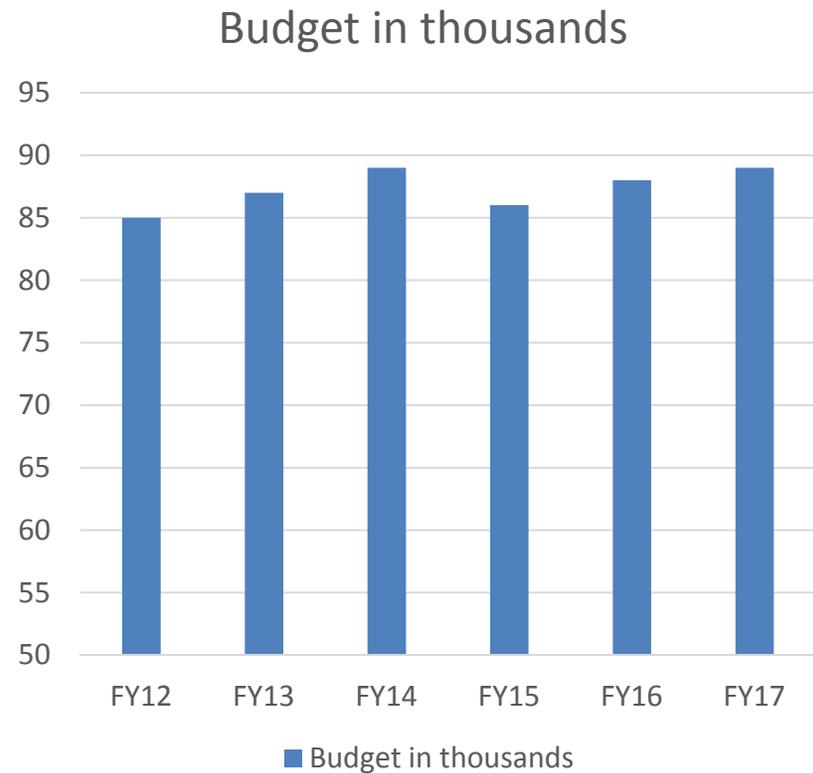


Budget Summary

Planning Expenses



Building Expenses



What are we doing?

- Planning (what does the city want to do) and ‘Permitting, Programs and Projects’ (how we implement the plans)
- Planning- Zoning and Master Plan update, complete streets, parking strategy, housing strategy, stormwater master plan
- Permitting- Building, Zoning and Flood hazard permits
- Programs- CRS, E911 numbering, community development (CDBG grants), other housing programs including first time home buyers, housing preservation grant and RLFs, CLG, health inspections
- Projects- grant writing, grant administration, project management
 - One Taylor Street (DR-2 grant, ERP); Taylor Street (ERP, DTF); French Block (CDBG-IG); Christ Church Housing (CDBG-PG); Sharon and Log Road Solar; Smart meter project; National Register of Historic Places update
- Staff for committees (Housing Task Force, Housing Trust Fund, MEAC, Historic Preservation, DRC, DRB, Planning Commission, Complete Streets)

Staff assigned to Council Priorities

- Director- Master Plan (includes time for housing strategy) 30%; Zoning updates 20%; Stormwater master plan 5%
 - Other 45%- Staff reviews, budgets, meeting public, provide guidance to staff other departments, Council, department head and committee meetings etc
- CD Specialist- Support French Block and Christ Church 5%; parking strategy 10%; grant admin for One Taylor riverwall (DR-2) and stormwater (ERP) and Taylor Street reconstruction (ERP and DTF) 15%; Update policy on infrastructure extensions to support housing 15%; grant admin for SCBC-complete streets 10%
 - Other 45%- Grant writing and administration; administer HTF and RLFs; staff housing and transportation committees; smart meters; supervise Vista; housing outreach
- Part time Zoning Administrator- Implement new zoning 10%
 - Other 90%- Administer zoning (DRB/DRC meetings); staff Historic Preservation Comm.
- Planning and Zoning Assistant- Implement new zoning 10%
 - Other 90%- Handles office admin (answer phones, order supplies, submit AP, etc.); runs CRS, E911; Issues administrative permits and floodplain permits
- Building inspector
 - 100% effort on Building and health inspections
- Generally no capacity exists for additional projects although additional work can be added to work plan as projects are completed. Increased ZA time is requested to provide better permitting coverage during vacations and to provide additional assistance to planning projects.

How well are we doing?

- Planning:
 - Complete: EDSP (90% grant funded); stormwater master plan (100% grant funded);
 - Almost complete: public hearing warned on zoning (January 9th); housing and parking strategies need presentation to council
 - Underway: City Master Plan; complete streets (90% grant funded); NEA Public arts master plan;
- Permits:
 - 120 zoning and 209 building permits issued in FY16.
 - Issued administrative permits on average in less than 1 day!
 - Average DRC permit issued in 28 days;
 - Average DRB permits in 36 days (down from 188 days in FY14 and 143 days in FY15)!
 - Two staff have CFM to facilitate flood hazard compliance

How well are we doing?

- Programs:
 - CRS saved property owners \$30,500 on flood insurance premiums (goal to increase that to \$61k in FY18);
 - Processed 6 first time home buyers;
 - Worked with partners to implement \$560k in CDBG grants for 39 & 40 Barre Street
 - Worked with partners to apply for and receive \$500k for French Block redevelopment
 - Three blighted properties (2 on Barre; 1 on River) in resolution due to direct intervention from the building inspector
 - Applied for, received, and completed historic district update \$8k
- Projects:
 - Applied for and received \$1.45M in grants direct to the city (DR-2; ERP Taylor Street; ERP One Taylor Street; DTF)
 - Taylor street grant management; One Taylor Street river wall grant management;

Budget Successes/Challenges

- Successes
 - Heaton Woods recapture
 - Closed One Taylor Street funding gap (\$1.1M)
 - Funded 50% of Taylor Street upgrade (\$350k)
 - Continued building bridges to other departments. Now working with DPW, Police (parking), fire (inspections)
 - Completed EDSP and worked with Assistant Manager to transition economic development to future LDC
 - Increased zoning fees
 - Net over past two years Building & Health paid for itself through permit fees
 - Negotiated \$200k in free parking meters to transition to smart technology
 - Nearing completion of Sharon and Log Road Solar which will save 15% on electricity.
- Challenges
 - Short staffing leaves no one available for coverage on permits on some days and in particular when vacations are scheduled
 - Staffing level limits the number of initiatives that can be tackled at any one time.

Emerging Issues

- In addition to current challenges, coming down the pike are.....
 - New zoning changes everything.
 - Looking to continue to build more bridges to other departments including Parks. Parks and conservation commission would like an Official Map to fill in a hole in the current draft zoning.
 - Historic preservation and historic design review.
 - NIMBY continues to be barrier to development
 - Coordination with new LDC on economic development
- What we want them to be thinking about and what we need from them (resources, policies, etc.)?
 - Pass zoning
 - Increase hours of zoning administrator

Emerging Issues

- Council Goals document future priorities – what is carrying forward from this year’s Council goals?
 - If all goes well, housing strategy, zoning and river hazard regulations will be complete as will the One Taylor Street river wall project.
 - Taylor Street reconstruction is on schedule and will carry forward as well as Complete Streets plan
 - Keeping doors open to any project on Sabin’s pasture
- FY18 priorities
 - Complete Master Plan by December 2017
 - Apply for funding for a downtown master plan targeting streetscape improvements
 - Continue to advance housing projects including French Block and Christ Church
 - Implement a new utility and infrastructure extension program to facilitate new economic development opportunities
 - With additional staff time- explore adoption of MAPA to improve permit efficiency.

Yay Montpelier!

- Doing projects right-
 - Plan...prepare...then implement
 - Don't chase money - Identify your project and then find the money to build it.
- Taylor Street reconstruction
 - Identified in 2014 as needing improvements due to Transit Center project.
 - Greening Americas Capitals grant secured for doing conceptual planning
 - ERP grant (\$250k) secured for developing the engineering and to make stormwater improvements
 - DTF grant (\$100k) secured to facilitate burying utilities and streetscape improvements.
 - Moving to construction in 2017 with 50% of project funded by grants.