



Planning and Land Use  
and  
Building Department  
Budget for FY14-15

Board of Selectmen Presentation  
February 28, 2014

**PLANNING**  
**and**  
**LAND USE DEPARTMENT**

**Proposed Budget**

**For**

**FY 2014-2015**

**Including:**

**Planning Commission**

**Zoning Commission**

**Economic Development Commission**

**Design Review Board**

**Conservation/Wetlands Commission**

**Zoning Board of Appeals**

**Historic District Commission**

**Tourism Committee**

**and**

**Building Department**

# Department Personnel, Tasks and Job Descriptions:

- Land Use Department:
  - **Hiram Peck**, AICP, Director of Planning and Community Development, and Town Planner and Flood Damage Prevention Administrator.
  - **Howard Beach**, CZEO, Asst. Zoning Enforcement Officer, Planning Analyst, Inland Wetlands and Conservation Officer, Asst. Blight Officer
  - **Michael Glidden**, CZEO, CFM Code Enforcement Officer (Zoning and Blight enforcement)
  - **Carrie Vibert**, Administrative Assistant to Planning Department, Engineering Department and Building Department. Admin to all 7 commissions. Land Use Dept IT coordinator, web admin.
- Building Department:
  - **Henry Miga**, Building Official
  - **Gerry Waters**, Part-time Building Official
  - **Colleen Fenn**, Administrative Asst. to the Building Official
  - **Deb Ackels**, Part-time admin asst.



# Recent accomplishments:

- Draft Code for The Hartford Property Feb. 2014
- Completion of Charrette on The Hartford Property 2013
- Completion of Phase I of Marketing Study 2013
- Draft of Weatogue Village District Study and reg. 2013
- Revisions to existing Design Guidelines. 2013
- Completion of survey of 155 Historic Structures 2012, (Spin off) Second Phase (155) completed 2013.
- Low Impact Development\*\* (LID) Stormwater Design Guidelines. 2012 (multiple spin-offs)
- Town Center Parking Audit with EPA. 2012 (several spin-offs)
- Town Center FBC Code\* (Zoning Regs) 2011
- Town Center Plan\*\*\* 2011
- Completed revision of entire subdivision regulations. 2012
- Department approved approximately **\$17 million dollars** (building permit value) **in new development under construction**. (Approximately equal or greater amount in the pipeline for this year)



\*4 awards for excellence, CNU, CCAPA, CMSC (2)

\*\*CNU award 2013

\*\*\* Used as example in new community design text book by Randall Arendt, 2013

# CURRENT MAJOR PLANNING PROJECTS

(See also memo of Feb 1, 2013)

- Adoption of FBC for The Hartford property. (early 2014).
- Creation of Village District Zoning Regs with Design Guidelines in Weatogue area of Town. (by 6/30/14).
- Completed PHASE 1 of the **Marketing Implementation Plan for the strategic Economic Development of the Town. Critical to follow on with Phase 2 at this time.**
- Complete revision of the non-town center Zoning Regulations. (pending funding)

# Building Department, Additional duties in FY 14-15



- New changes to existing CT State Building Code will increase required inspections by 5% - 15%
- Business friendly department attitude equates to several additional inspections per building and per project.(examples)
- Additional staff duties regarding additional data input for ViewPoint permitting software which is already time consuming.
- **WE GO THE EXTRA MILE!!**

# **Building Department Activity for 2012-2013 Calendar Year**

<b>Calendar Year</b>	<b>Total All Permits</b>	<b>Total Value All Construction</b>	<b>Fees Collected</b>
2012	1,963	\$46,460,185	\$557,448
2013	1,952	\$37,145,185	\$490,002

# **Building Department**

**(where the rubber meets the road)**

## **Outlook for 2014-2015**

**As of 1/3/14:**

**For December 2013:**

- **Total Permits (building and Mechanicals)..... 165**
- **Total Value (commercial and residential) ..... \$1,001,065**
  
- **PROJECTED PERMITS for 2014... 1,980**
- **PROJECTED VALUE: \$15 -\$20 million**
  - **Based on several large projects coming in:**
  - **Dorset Crossing: MS housing and Apts**
  - **Carson Way residential dev 79 units**
  - **West Street Townhouses 20 units**
  - **New PAD developments (2)**
  - **New Workforce housing ap**
  - **(The Hartford reuse?)**

## Budget Highlights:

- Requested funding for Phase 2 of **Marketing Implementation Plan:**  
\$30,000 , includes:
  - Retention/ Expansion plan
  - Stakeholder work
  - Tax Base Analysis
  - Targeted Business/Action Matrix
  - Print, Video, Electronic Marketing
  - Final Economic Implementation Doc.
- **Meadows Master Plan:**  
\$25,000, (EDC to provide details)
- **Zoning Regulation** revisions:  
\$25,000 contractual services.
- **Web site construction, EDC:**  
\$8,000 (EDC to provide details)

Funds also to be sought from a variety of sources incl. grants, STEAP, OPM, DECD funding, etc. **STEAP grant ap proposed for progress on parking deck behind Eno Hall. VERY IMPORTANT.**

## Budget Highlights cont.:

- Zoning Regulation (excluding Town Center) reorganization and recodify, update and “legalize”  
Consultant 3 prices received, midrange/average:
  - \$25,000 for complete reorganization including graphics.
  - Public participation all done in house to reduce cost.
  - Printing all done in house unless printing budget is available to reduce cost. Outside printing recommended for first run.

*Please*  
**“PUT BACKS”**

- **Funding for Contractual Services for land Use commissions for regulation rehab: \$25,000**
- **Full funding for SMSP at \$50,000 level.**
- **Funding for implementation of Phase 2 of Ec Dev Marketing Plan at \$30,000**
- **Funding for interns back in budget: \$3,000 for research and field work.**

# Proposed Budget Adjustments

- Need: Project land use department requests could come from reallocation of General Funds for Capital Project overages.
- Examples of savings for reallocation:
  - “other costs” can easily be reduced without sacrificing project or viability.
  - Construction costs are significantly less at this time and may well be less than proposed.
  - Grant application is proposed and could offset a significant amount of some design and construction costs.
  - No public survey of value has been done with regard to community center. Conducting this survey alone could save significant amounts of funds. Cost of such a survey approx \$8,000.
  - Elimination of alternatives early in the process will save significant funding.
- ALSO possible:
  - Eliminate FRWA from Dues: \$4,300
  - Eliminate Public Building Committee budget from Planning Budget: \$850
  - Dues for N. Central Conservation Dist. \$1,400
  - Eliminate Beautification from Planning budget \$4,715.

## Budget Request included:

- Maintain Assistant Building Official, part-time. This assistance is critical to retaining excellent service to the public.
- **Funded last year at \$25,000 level for BOTH asst building official and admin asst.**
- Requested Assistance for Administrative Assistant in Building Department. Also critical.
- **Maintain funding at \$25,000 level**
- Total requested funding for part time assistance to Building Dept.: \$25,000
- This funding level is critical and has been needed for some time as the number of inspections per day is currently averaging 12-14 for one person.
- Many sites require multiple inspections. One large site has required 75 inspections to date.
- Data entry and filing assistance is needed to keep records current and update View Point entries.

## Bottom Line:

- These projects are all in direct compliance with the adopted 2007 Plan of Conservation and Development (POCD).
- Economic Development Projects are a *critical INVESTMENT* to the continued development process and the reallocation of the tax burden from existing residential to new developments including commercial and PAD districts.
- These projects are viewed as investments in the future with housing as the keystone.
- Lack of funding at this time will slow, stall or negate progress accomplished to date.
- **The requested funding is very small in the overall picture and will be a very small % of any currently *estimated* capital project, for example.**
- These requests are even more critical at this time in light of The Hartford departure.

**ITEMS UNADDRESSED:**  
*(but which need addressed)*

- Current GIS “system” is completely unhelpful to the professional and residential public. Needs to be *owned* and *maintained* at this time.
- Growth is critical and relies on state of the art networking. Status of Conference and meeting budget is unknown but is critical to staff growth and education.
- QUESTIONS?

# In Summary:

We respectfully request approval of the Land Use Department and Building Department budgets as submitted by the Planning Director.

- Questions?

Thank you.