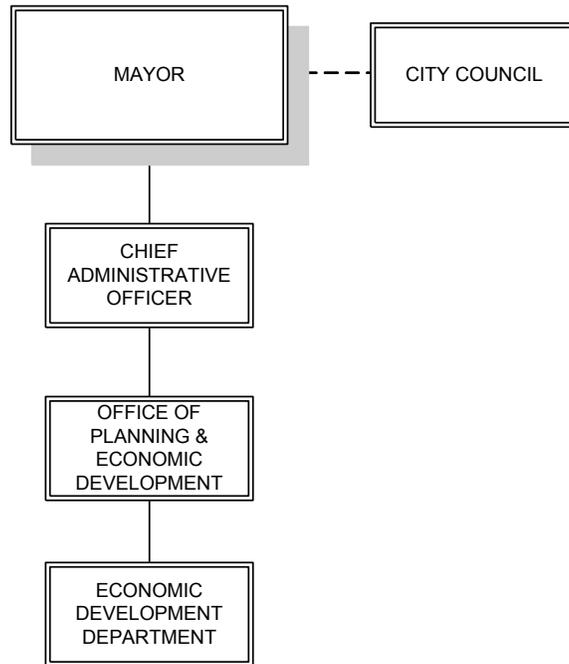


PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
OFFICE OF PLANNING &
ECONOMIC DEVELOPMENT

MISSION STATEMENT

Our mission is to assist in the revitalizing and development of the city of Bridgeport in order to create jobs, expand the tax base, foster public/private partnerships and improve the City's overall importance and image in the region. We implement the administration's development policies, programs, and projects.

Our staff is involved in planning and policy activities, transportation, business development, deal making, marketing, business finance, incentive programs and environmental matters. In addition we deliver general customer service to other City departments, the business sector and residential communities. We work with State and Federal agencies to secure funding for large-scale long term public infrastructure improvements along the City's transportation corridors, waterfront and within the Central Business District.



GENERAL FUND BUDGET

OPED

BUDGET DETAIL

Donald Eversley
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010	FY 2011	FY 2012	VARIANCE TO	
		ACTUAL	CURRENT	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
01450000	OPED ADMINISTRATION	520,901	1,145,500	645,500	645,500	-500,000
	41318 1057 CONNECTICUT AVENUE RENT	422	0	0	0	0
	41638 CONGRESS PLAZA RENT	6,018	0	0	0	0
	41641 PARKING REVENUES	72,168	778,000	278,000	278,000	-500,000
	45138 ANNUAL RENT	75,000	72,500	72,500	72,500	0
	45140 ANNUAL PILOT	276,040	250,000	250,000	250,000	0
	45327 LAMAR	55,460	45,000	45,000	45,000	0
	45328 JP MORGAN CHASE RENT	35,793	0	0	0	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO	
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011	BUDGET
01450000	OPED ADMINISTRATION	11,531,633	12,085,435	11,412,927	11,430,386	-655,049
	1450PS OPED PERSONAL SVCS	1,113,566	1,361,532	1,365,983	1,365,983	4,451
	2450TPS OPED ADM OTHER PERS SERVICES	15,765	12,525	15,375	15,375	2,850
	3450FB OPED ADM FRINGE BENEFITS	260,813	323,244	366,673	366,673	43,429
	4450EX OPED ADM OPER EXP	9,831,232	10,009,401	9,324,380	9,334,380	-675,021
	6450SS OPED ADM SPEC SVCS	166,540	272,673	235,516	242,975	-29,699
	7450SC OPED ADM SUPPORTVE CONTRIBUTI	143,716	106,059	105,000	105,000	-1,059

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		DEPUTY DIR OF NEIGHBORHOOD REV	84,962	85,484	522
	1.0		DEPUTY DIRECTOR - OPED	109,711	112,593	2,882
	1.0		DIRECTOR - OPED	119,932	123,082	3,150
	1.0		DESIGN REVIEW COORDINATOR	65,000	68,289	3,289
	1.0		EXECUTIVE ASSISTANT	51,495	57,081	5,586
	1.0		DIRECTOR OF LAND USE & CONSTRU	105,473	82,719	-22,754
	1.0		ADMINISTRATIVE ASSISTANT	36,547	37,690	1,143
	0.5		ASSISTANT SPECIAL PROJECT MANA	24,385	24,972	587
	1.0		DIRECTOR OFFICE OF NEIGHBORHOOD	80,601	82,719	2,118
	1.0		CONDEMNATION/ANTI-BLIGHT SPECI	41,000	41,000	
	1.0		SEASONAL EMPLOYEES UNDER GRANT	38,539	38,016	-523
	1.0		PLANNER 2	53,221	54,885	1,664
	1.0		ASSISTANT SPECIAL PROJECT MANA	52,209	53,581	1,372
	1.0		RELOCATION COORDINATOR	48,991	50,523	1,532
	1.0		PLANNING DIRECTOR	92,344	92,912	568
	2.0		PLANNER 3	128,998	130,274	1,276
	3.0		SR. ECONOMIC DEVELOPMENT ASSOC	200,779	202,765	1,986
01450000 Total	19.5			1,334,187	1,338,586	4,398

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
OFFICE OF PLANNING & ECONOMIC DEVELOPMENT						
ASSISTANCE						
Blight Citations Issued						650
Blight fines imposed						590
Condemned properties demolished						14
Seven- year Enterprise Zone tax deferrals processed						5
Urban Jobs tax abatements (5 yr) processed						9
Urban Jobs tax abatements administered within 5 yr schedule						70
Total esrimated employment of companies participating in Urban Jobs program						500
Other tax incentives or pilots for development projects approved by C.C.						3
\$ Value of proceeds; OPED managed property sales (city-owned)						\$500,000
Number of property sale transactions managed by OPED						6
Number of grant funded projects managed (by number of grants)						10
Number of Developer RFPs/RFQ administered						3
Number of New companies opened in or relocated to Bridgeport, resulting from staff assistance						20
Number of Existing companies expanded, resulting from staff assistance						5
Number of Brownfields undergoing assessment (diagnosis) under OPED's direction						6
Number of Brownfields undergoing some form of remediation under OPED's direction						5
Number of Brownfields undergoing redevelopment (new building construction)						2
MEETINGS						
Anti Blight Commission Meetings	12	12	22	2	11	11
Condemnation Board Meeting	12	12	24	0	11	11
Bridgeport Redevelopment Agency Meetings	12	12	10	2	2	1
Housing Site Development Agency Meetings	12	12	14	0	0	0
Bridgeport Port Authority Meetings	12	12	25	2	14	12
School Building Committee Meetings	12	12	6	0	0	0
B-EGIS Policy Committee Meetings	12	12	9	2	0	0
BEDCO Meetings	12	12	10	7	7	5
Community Capital Fund Meetings	12	12	30	16	15	16
Master Plan	N/A	N/A	22	0	4	0
Zoning Rewrite	N/A	N/A	8	10	7	0
Regional CEDS (Comprehensive Economic Development Strategy)			12	0	3	2

Note:

Master Plan and Zoning rewrite meetings were discontinued in calendar year 2009.

FY 2011-2012 GOALS

- 1) Initiate construction of infrastructure utilizing the TIGER II Grant from FHWA (Federal Highway Administration) on the Steel Point Peninsula.
- 2) Finalize Transfer Agreement with Connecticut DOT (Department of Transportation) for Commuter Garage & Train Station.
- 3) Finalize FTA (Federal Transit Administration) Funding for Downtown Connectivity and ITC Improvements.
- 4) Finalize STP funding for Downtown Paving Program.
- 5) Initiate Feasibility Study for Black Rock / Ash Creek to Black Rock Train Station Pedestrian Bridge, subject to funding.
- 6) Initiate Downtown Lafayette Circle Feasibility Study (Lafayette Blvd reconfiguration), subject to funding.
- 7) Initiate NEPA (National Environmental Policy Act) review for Seaview Ave Transitway.
- 8) Initiate Feasibility Study for PT Barnum Train Station – Barnum Ave, subject to funding.
- 9) Initiate Downtown Enhancements in concert with Connecticut DOT and the FTA (Federal Transit Administration).
- 10) Facilitate Bridgeport Landing Development's substantial completion of 150,000 square foot retail development in Upland Phase I by June 30, 2012.
- 11) Facilitate ongoing groundwater monitoring of Voluntary Cleanup (environmental) sites in West End. (Dari-Farms and Went Field).
- 12) Begin Remediation and Transfer Sell State-Clinton Redevelopment Site; Transfer portion of former Bryant Site to Dari Farms for parking expansion.
- 13) Gain DECD (Department of Economic and Community Development) approval for infrastructure investments to support private investment in West End; complete improvements prior to June 30, 2012.
- 14) Negotiate and execute acquisition agreements for Knowlton Street properties essential to Pequonnock River Park plans; complete acquisitions; complete initial park improvements prior to June 30, 2012.

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

- 15) Fund new façades (approx. \$200,000) on 6 properties, 12 storefronts, on East Main St.
- 16) Fund sign and awning improvements (approx. \$100,000) City-wide on 28 properties
- 17) Finance 1-8 businesses (total \$80,000) through Revolving Loan Fund (CDBG award).
- 18) Secure Connecticut DEP (Department of Environmental Protection) and US EPA (Environmental Protection Agency) commitments for funding and other involvement in City-wide riverfront recapture efforts.
- 19) Formal adoption of Pequonnock River Watershed Improvement Plan.
- 20) Facilitate initiation of NY-CT Sustainable Communities TOD (Transit Oriented Development) Planning effort on Seaview Avenue corridor.
- 21) Structure and initiate implementation of \$1.6 Million NSP (Neighborhood Stabilization Program) III Program, soliciting proposals & projects.
- 22) Complete \$3 Million in existing NSP (Neighborhood Stabilization Program) 1 development projects.
- 23) Complete City-funded development of MOVE Yacht Club Site on Waterview Ave.
- 24) Facilitate completion of Urban Green Builders Phase III, or terminate development rights.
- 25) RFP Downtown North urban renewal properties for development proposals.
- 26) Complete Request for Proposals Process for Downtown North, identify one or more new Preferred Developer(s).
- 27) Complete transfer of Crescent Avenue property to United Illuminating for new East Side Substation in accordance with 2006 settlement.
- 28) Facilitate establishment of new grocery store in the Arcade Hotel.
- 29) Obtain approval for new downtown senior center and redevelopment of Eisenhower building. Assuming necessary approvals have been obtained; have construction of new senior center facility completed prior to June 30, 2012.
- 30) Identify developer, obtain necessary approvals, and complete disposition of Black Rock Bank building.
- 31) Facilitate completion of Clinton Commons project by POKO Partners and Alpha Community Center.
- 32) Facilitate the beginning of construction of Seaview Plaza development project.
- 33) Continue demolition of vacant structures on Revere Street, recruiting retail development for the Stratford Avenue frontage and working with the Bridgeport Public Library on feasibility analysis for an expanded and renovated East End Branch at the Smith Foundation Building.
- 34) Assist 10 or more new companies via startup or relocation.

FY 2010-2011 GOAL STATUS

- 1) Sale of property and new construction by Bridgeport Landing Development (BLD) to commence on Steel Point.
6 MONTH STATUS: Contractual conditions for sale of a portion of Steel Point to BLD are currently being addressed. Negotiation of Interlocal District currently in progress. We anticipate the possible sale of some portion of Steel Point property by June 30, 2011.
- 2) Construction of Bloom Shellfish relocation site (building and other improvements) to be completed.
6 MONTH STATUS: Currently re-designing required site work to be compatible with BLD's retail tenant plans. Public bid process anticipated for March- April, pending reprogramming of Capital funds.
- 3) New construction to commence by Simon Konover Inc. at former CarTech site, retail development.
6 MONTH STATUS: Land Development Agreement between SKI and Bridgeport Port Authority negotiated by City staff for the development of the Seaview Plaza Project, agreement awaiting execution. Subject to SKI securing a tenant and financing, construction may commence in Fall 2011.

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

- 4) Disposition of Waltersville School to qualified developer.
6 MONTH STATUS: Request for Proposal process completed. Preferred Developer candidate recommended to City Council. Building access provided to Preferred Developer candidate for extensive due diligence.
- 5) Disposition of 80 Hastings Street to qualified private entity that will assume environmental responsibility.
6 MONTH STATUS: Environmental investigations completed; Remedial Action Plan and cost estimate (\$600-800,000) completed with EPA funding. Conducted Request for Proposals with one respondent. We are presently evaluating capabilities of multiple parties to assume responsibility for remediation and redevelopment.
- 6) Facilitate completion of construction of 333 State Street project with Carlson Group.
6 MONTH STATUS: Construction is underway, completion of construction anticipated prior to June 30, 2011. Occupancy of apartments anticipated June-July, 2011. Commercial tenants for the ground floor are anticipated by September 2011.
- 7) Facilitate closing of a minimum of two EPA brownfield cleanup loans.
6 MONTH STATUS: Currently working on financing structure for Seaview Plaza project. Discussing potential loan structures with parties interested in 80 Hastings property.
- 8) Initiate remediation and development for Remgrit property.
6 MONTH STATUS: We compelled the current owner, via condemnation order, to commence demolition of certain portions of Remgrit property.
- 9) Facilitate continued commercial leasing in Arcade Hotel, Citytrust and other Downtown projects.
6 MONTH STATUS: Working with private property owners, we provided various forms of assistance that led to approximately ten (10) new retail or office leases in Downtown Bridgeport; at Bijou Square, the Arcade Hotel, 779 Main Street (Casey Family Services) and 144 Golden Hill Street. We also successfully advocated for State of Connecticut financial assistance that will lead to new grocery store in the Arcade Hotel during calendar year 2011.
- 10) Initiate anti-blight measures and development at the Stratford/Central/Newfield Ave site.
6 MONTH STATUS: Multiple properties targeted for demolition through the condemnation process. Two properties prioritized for Spring 2011 demolition.
- 11) Initiate retail plaza development at the State Street/Hubbell site on the West Side.
6 MONTH STATUS: Held multiple meetings with shopping center developers regarding potential projects and tenants. Provided property's purchase option holder with leads and financing advice.
- 12) Serve/assist 50-100 homebuyers under Neighborhood Stabilization Program (NSP).
6 MONTH STATUS: Restructured program for more efficient use of resources. Acquired, funded or facilitated the acquisition of approximately thirty (30) foreclosed properties, for rehabilitation or new construction by affordable housing developers. As of 12/31/10 approximately \$3 Million of acquisition and rehabilitation activities funded and completed. Five (5) single family homes have been completed, of which three (3) have been sold to NSP eligible and trained owner occupants. Twenty-two (22) housing units currently undergoing development with Spring-Summer 2011 completion anticipated for approximately fifteen (15) of these. NSP funding has enabled the City to demolish five (5) condemned and/or foreclosed properties that were beyond repair. We successfully negotiated with CT DECD (Department of Economic and Community Development) for use of NSP program revenues for open space development on Knowlton Street/Pequonnock River parcels, including the clearing of blighted structures and redevelopment of a 40,000 square foot industrial warehouse.

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

- 13) Facilitate beginning of construction of West End Fuel Cell project.
6 MONTH STATUS: Working with Fuel Cell Energy, Inc. affiliate on securing financing for this DPUC (Department of Public Utility Control) approved project. We provided advocacy for the project to US Department of Energy and other potential investors. Discussions on-going related to financing, site maintenance and site planning.

- 14) Complete Seaview Avenue Industrial park project, in collaboration with BEDCO.
6 MONTH STATUS: Project nearing completion with new infrastructure construction to occur in Spring 2011; currently working with CT DECD (Department of Economic and Community Development) to reprogram other funding to complete project. Facilitated acquisition of a one acre parcel by Sampson Associates, a building material recycling company planning to construct a 9-14,000 square foot facility, invest approximately \$1 Million in plant and equipment, and create 20-60 jobs.

- 15) Continue environmental remediation of Chrome, Pacelli and Trashmore sites; identify sources of funding. Achieve community consensus on and initiate redevelopment of the sites.
6 MONTH STATUS: Closeout of initial \$600,000 in US EPA grants currently in process. Provided briefing for legislative delegation regarding funding needs for project. Staff is continuing to explore other sources of funding.

- 16) Finalize Transfer Agreement with Connecticut DOT (Department of Transportation) for Commuter Garage.
6 MONTH STATUS: Agreement anticipated to be finalized by June 30, 2011.

GENERAL FUND BUDGET

OPED

APPROPRIATION SUPPLEMENT

ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
01450000	OPED ADMINISTRATION	11,531,633	12,085,435	11,412,927	11,430,386	-655,049
	51000 FULL TIME EARNED PAY	1,072,982	1,334,134	1,338,585	1,338,585	4,451
	51099 CONTRACTED SALARIES	40,584	27,398	27,398	27,398	0
	51140 LONGEVITY PAY	0	12,525	15,375	15,375	2,850
	51156 UNUSED VACATION TIME PAYOUT	15,765	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	31	0	0	0	0
	52360 MEDICARE	7,942	17,935	17,359	17,359	-576
	52385 SOCIAL SECURITY	4,901	16,565	5,966	5,966	-10,599
	52504 MERF PENSION EMPLOYER CONT	78,168	105,991	148,267	148,267	42,276
	52917 HEALTH INSURANCE CITY SHARE	169,771	182,753	195,081	195,081	12,328
	53050 PROPERTY RENTAL/LEASE	80,000	80,000	40,000	40,000	-40,000
	53200 PRINCIPAL & INTEREST DEBT SERV	9,698,218	9,874,857	9,248,335	9,248,335	-626,522
	53605 MEMBERSHIP/REGISTRATION FEES	1,969	1,800	1,800	1,800	0
	53610 TRAINING SERVICES	974	2,000	1,500	1,500	-500
	53705 ADVERTISING SERVICES	15,890	17,190	10,000	20,000	2,810
	53715 PAGING SERVICES	0	325	0	0	-325
	53720 TELEPHONE SERVICES	1,496	1,880	940	940	-940
	53750 TRAVEL EXPENSES	2,246	5,854	1,854	1,854	-4,000
	53905 EMP TUITION AND/OR TRAVEL REIM	2,353	3,353	1,676	1,676	-1,677
	54555 COMPUTER SUPPLIES	619	100	50	50	-50
	54640 HARDWARE/TOOLS	601	597	150	150	-447
	54675 OFFICE SUPPLIES	10,844	4,553	2,500	2,500	-2,053
	54705 SUBSCRIPTIONS	943	2,000	2,000	2,000	0
	55055 COMPUTER EQUIPMENT	2,838	1,000	500	500	-500
	55155 OFFICE EQUIPMENT RENTAL/LEAS	11,724	13,742	13,000	13,000	-742
	55160 PHOTOGRAPHIC EQUIPMENT	151	150	75	75	-75
	55530 OFFICE FURNITURE	367	0	0	0	0
	56010 ENGINEERING SERVICES	22,247	65,000	30,000	30,000	-35,000
	56085 FOOD SERVICES	7,395	7,000	3,500	3,500	-3,500
	56095 APPRAISAL SERVICES	0	7,000	10,000	10,000	3,000
	56110 FINANCIAL SERVICES	12,061	9,922	7,000	7,000	-2,922
	56130 LEGAL SERVICES	3,650	7,000	3,500	3,500	-3,500
	56160 MARKETING SERVICES	94,724	142,678	142,678	142,678	0
	56165 MANAGEMENT SERVICES	0	8,941	25,000	25,000	16,059
	56175 OFFICE EQUIPMENT MAINT SRVCS	5,838	6,127	2,564	2,564	-3,563
	56180 OTHER SERVICES	19,074	17,459	10,000	17,459	0
	56190 FILM PROCESSING SERVICES	0	125	63	63	-62
	56250 TRAVEL SERVICES	1,543	621	811	811	190
	59010 MAILING SERVICES	0	300	150	150	-150
	59015 PRINTING SERVICES	8	500	250	250	-250
	59500 SUPPORTIVE CONTRIBUTIONS	143,716	106,059	105,000	105,000	-1,059

GENERAL FUND BUDGET

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PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
PLANNING DEPARTMENT

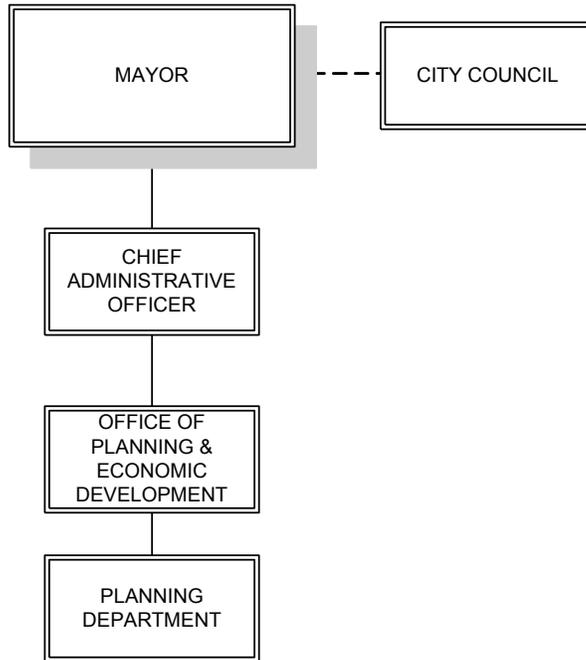
MISSION STATEMENT

To guide the development of the City, through recommendations regarding land use policies, the design of projects, and the siting of projects in pursuit of an optimal balance of economic and social objectives. To assist the Office of Planning & Economic Development with growing the City's tax base and provide the framework to build an economically vibrant and dynamic Bridgeport.

The Planning Department works with the development community to guide them through the City's regulatory processes, neighborhood and redevelopment plans, and other siting issues associated with their investment opportunities. Through the coordination of proposed projects with the larger streetscape, neighborhood and citywide issues, the department seeks to balance the development project plans with those of the City in order to maintain the character and livability of City and its neighborhoods.

Strengthen the City's attractiveness as a place to live, work, and recreate by creating and maintaining the City's [Master Plan of Conservation & Development](#) that sets forth the *vision* of the city for its foreseeable future. Developing the information delivery systems necessary for the privately funded economic development delivery systems to be able to provide excellent customer service to the real estate development community, city neighborhoods, and the residents of Bridgeport.

Provide the City of Bridgeport with research and siting analysis for its public projects such as schools, parks, public access to the waterfront, streetscape projects, etc.



FY 2011-2012 GOALS

- 1) While the current economic climate within the city of Bridgeport, state of Connecticut, and the nation is slowly showing signs of a resurgence; the department is seeing a noticeable increase in development and redevelopment interest in the city and as a result, an increase in the number of inquiries by consultants, developers, and property owners. These inquiries are in the form of office visits, letters, e-mails, and phone calls that arrive on a daily basis and seek information on land use, zoning, application processing data, and siting issues.
- 2) For 2011-2012, the Department of City Planning expects to continue to be an information and processing resource for governmental agencies, consultants, property owners, other city departments, people within the development community and the general public. Many calls received do not pertain directly to the department's mission however; all of these calls are redirected to the appropriate location and not ended until the caller is satisfied. Our goal is to continue to be responsive in a timely manner to questions, inquiries, and processing requests from any and all sources in a manner befitting the professionalism of the staff and the City of Bridgeport.
- 3) The Planning Department completed its mission with regards to the creation of the [2010 new Zoning Regulations](#) which became effective in January 2010. We are aware of several amendments to these Regulations are needed and continue to monitor with the Zoning Office areas where they can be further improved and/or clarified. There are several elements of both the [Master Plan of Conservation & Development](#) and the [new Zoning Regulations](#) that will require the drafting of new City Ordinances such as the Housing Overlay Zone and the Payment in Lieu of Parking (PILOP). It is the goal of the Planning Department to bring these items to the City Council in 2011 or at the latest, in 2012.
- 4) The Bridgeport Enterprise Geographic Information System ([B EGIS](#)) will need to have its base maps updated as there have been new subdivisions established, city streets accepted or abandoned, and other changes to the face of the city made since the 2005 aerial photographs were last taken. The work plan for the GIS Program calls for a new set of aerial photos and maps updated every five (5) years in order to keep the system "fresh" however; economic considerations being as they are, a partial updating of the areas where change has occurred will be done at this time. The City's Emergency Services Departments rely upon the GIS Program to serve its new Computer Automated Dispatch System functioning accurately and having the system's maps accurately reflect the city's current street grid is critical for timely emergency services responses. It is the goal of the Planning Department to do a partial updating of these items in 2011-2012 in order to keep the city's base maps as current as possible.

The GIS Program has not seen any new layers added in recent years. The Planning Department is preparing to add two (2) new layers during the 2011-2012 time periods: (1) a Historic District layer and (2) the new Zoning Map layer. It is the goal of the Planning Department to have these layers operational by the summer of 2011.

- 5) During 2010, the Planning Department in conjunction with the Downtown Business Community planned out and implemented the highly successful "Downtown Thursdays" and "ArtsFest" events. It is the goal of the Planning Department, again in 2011-2012, to work with the Downtown Business Community to support and grow these special events.
- 6) Working in conjunction with the Greater Bridgeport Regional Planning Agency (GBRPA) who recently completed a [Downtown Parking Study](#) for the City, the Planning Department will be drafting a [Downtown Parking Plan](#) with the objective of improving the parking capacity within downtown Bridgeport. Along with this Plan, the City is looking at the potential for acquiring new, state-of-the-art parking meters that will accept coins as well as credit, and possibly, debit cards for payment. Additionally, these new meters will have the technology to provide the City with operational and usage data through a wireless network linkage. It is the goal of the Planning Department to have both the [Downtown Parking Plan](#) and the parking meter implementation projects completed during 2011-2012.
- 7) The Planning Department continues to assist the Economic Development staff with their support and assistance of potential development projects. Working in tandem with the City's deal

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

makers, the Department provides assistance with property research, regulatory processing, organizational tasks, mapping, etc. in support of enhancing the City's tax base. It is the goal of the Planning Department to be able to respond as needed to any requests for assistance within its domain in an accurate and timely manner.

- 8) The 2010 U.S. Census was conducted on April 1, 2010 and the Planning Department is monitoring the U.S. Commerce Department's schedule for the release of the new census data. Having worked as one of several City departments with the Census Bureau to organize the Bridgeport census program, the Planning Department was disappointed when the city's participation rate dropped from 64% in 2000 to 61% in 2010. While this was not atypical for major cities throughout the country, Bridgeport's effort lacked nothing. It is the goal of the Planning Department to be prepared to receive the new Census data as it is disseminated and organize it into usable information.
- 9) The Department continues to assist the developers of the Bridgeport Landing Development (SteelPoint) project with its regulatory and site development activities. In 2010, the 48-acre redevelopment site received its Planned Development District (PDD) designation from the Planning & Zoning Commission – the first such PDD in the city of Bridgeport. The next step will be an application for the first phase of the project and its Detailed Development Plan (DDP) which is expected to be filed during 2011-2012. It is the Planning Department goal to assist the developer as needed with this application.
- 10) The Department is prepared to advance the next Neighborhood Revitalization Zone (NRZ) Plan for the Mill Hill neighborhood once the CDBG (Community Development Block Grant) contract has been fully executed. Most of the base data has been assembled and the Request For proposals (RFP) should be published by this spring. It is the goal of the Planning Department to complete this Plan during the 2011-2012 fiscal years.
- 11) It is the overall goal of the Planning Department to be able to weather the City's fiscal crisis without the loss of any current staff as there is no capacity to absorb the workloads should the Department lose any staff. Any further reductions in staff will impact the Department's ability to serve the public and other City departments. The present staff is comprised of professional, highly capable, accommodating, individuals who are knowledgeable about the city, their fields, and about Bridgeport's land use policies. It is an on-going goal of the Planning Department to have the City's GIS Coordinator reassigned to this Department for the betterment of the B EGIS Program and as called for in the City's Code of Ordinances. Without this professional in a nurturing environment, the GIS Program is not able to reach its full potential.

FY 2010-2011 GOAL STATUS

- 1) With the current economic climate within the city of Bridgeport, state of Connecticut, and the nation beginning to show signs of a slow economic resurgence; the Department expects to see a slight increase in development and redevelopment interest in the city and as a resultant, a slight increase in the number of inquiries by consultants, developers, property owners, etc. In spite of the economic climate, the Department continues to receive visits, letters, e-mails, and phone calls from the public seeking information, assistance, application processing questions, etc.
6 MONTH STATUS: While the national and local economies continue to grow at a snail's pace, there has been a noticeable increase in requests for information and other contacts from within the development community. Most projects associated with these inquiries would involve projects that would be considered "singles" verses "doubles, triples, etc." however; it is representative of the fact that there is interest in the city. OPED's Economic Development reports on the specifics of these projects in their budget book submission.
- 2) For 2010 – 2011, the Department of City Planning expects to continue to be an information and processing resource for governmental agencies, consultants, other city departments, people within the development community, and the general public. Our goal is to be able to continue to be responsive in a timely manner to question, requests, inquiries, and processing requests from any and all sources in a manner befitting the staff as professionals and the City of Bridgeport.
6 MONTH STATUS: The Department continues to respond to a wide variety of data, research, and mapping requests from various sources.

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

- 3) Specifically, the Department will be finalizing the printing of the Zoning Regulation in late FY 2009-10 and together with the Master Plan of Conservation & Development that was adopted in late FY 2007-08, we will begin implementing the various elements of these land use documents. The establishment of several ordinances necessary to implement the Storm Water Management Plan (ordinance completed in 2008); Housing Incentive Overlay Zone; and Village District elements of the Master Plan and Zoning Regulations will need to be drafted and advanced through the City Council.

6 MONTH STATUS: The Department is currently working on the Incentive Housing Zone Plan with the Regional Plan Association (RPA) that will lead to the adoption of the Housing Incentive Overlay Zone. Already in place is the Storm Water Management Plan and its associated City Ordinance that is being implemented through the Office of the City Engineer since 2008. The Payment in Lieu of Parking (PILOP) program as called for in the City's land use documents is being addressed as a part of an overall Downtown Parking Plan that the Department is currently working on. With the completion of this Plan, an ordinance will be prepared for consideration by the City Council.

- 4) The Bridgeport Enterprise Geographic Information System (B EGIS) has become the premier program of its kind within the state of Connecticut. The GIS staff has been transferred to the Information Technology Services (ITS) Department. The Planning Dept. is seeking to develop several new informational layers during FY 2009-10 including the addition of a "Historic Properties" layer. The "Pictometry" layer has been completed. Since the GIS staff has been transfer to ITS, there have been no improvements or layers added to the system. Internal data layers associated with the Police, Fire, City Stat, Health, Housing & Community, OPED, WPCA, BOE, GBTA, and Public Facilities have been only partially developed. During the first half of FY 2009-10, the City's GIS web site recorded over 40,000 hits on the B EGIS site alone. It is the goal of the Department to continue developing more data layers and pursue the return of the GIS staff to the Planning Department in order to continue developing this critical tool in conjunction with the needs of the city.

6 MONTH STATUS: The Department has not been successful as yet with bringing the GIS Program back into the Planning Department, where it is authorized to be located by City Ordinance. Staff continues to assemble the supporting data needed to create new layers and have tried to add these layers to the system with limited success. As previously mentioned, the "Historic Properties" and "Zoning Map" have their respective databases in place but, the staff has had only limited success with adding the layers to the program. The man-hours devoted to these tasks make the effort inefficient however; the City's investment in this program is extensive and the Department is committed to making it successful.

- 5) The Department continues to assist the Economic Development staff with their support and assistance of potential development projects. Working in tandem with the City's deal makers, the Department provides assistance with property research, regulatory processing, organizational tasks, etc. in support of enhancing the City's tax base. It is the goal of the Department to be able to respond as needed to any requests for assistance within its domain in an accurate and timely manner.

6 MONTH STATUS: The Department continues to respond to a wide variety of data, research, and mapping requests from various sources. Often times, this assistance takes the form of preliminary siting mapping and research, regulatory impacts analysis, and alternative options issues.

- 6) The 2010 U.S. Census program is well underway and the Department is gearing up to respond to the needs of the Census Bureau. The City's GIS Program has made this process easier. The accuracy of this count is critical to the City in terms of revenue sharing, political representation, and grant awards therefore; it is critical that this City provide all of the assistance that it possibly can to the Federal government in this regard. Although we are concerned about our ability to be responsive, the Department's goal is to do its best to provide the U.S. Census Bureau with its very best effort.

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

6 MONTH STATUS: The 2010 Census was taken on April 1, 2010 and the preliminary numbers indicate that the Nation's 2010 population was 308,745,538; Connecticut's population for 2010 was 3,574,097 which is an increase of 4.9%; and the City's population will not be released until the spring of 2011. Bridgeport's participation rate for the 2010 Census was 61%; down from 64% in 2000. The Department is monitoring the data release schedule established by the Census Bureau and expects to obtain the first set of City data during February-March 2011. It has been established that the state will not lose any Congressional representation as a result of the census.

- 7) The Department continues to assist the developers of the Bridgeport Landing Development (SteelPoint) project with its regulatory processing and site development activities. There are changes happening with the project from the Economic Development side of the OPED operations which necessitated a redesign of the project and the renegotiation of the existing agreements mainly due to the downturn in the economy however; the developer is planning to approach the City's regulatory boards and commissions in late FY 2009-10 for the necessary land use approvals. It remains the goal of the Department to provide the necessary assistance to advance the project and get a "shovel in the ground" as soon as possible.

6 MONTH STATUS: The Bridgeport Landing Development (BLD) has received its approval of the City's first Planned Development District (PDD) designation and it actively marketing the site. The Department is expecting the BLD team to submit their first phase's Detail Development Plan (DDP) application during FY 2011-12 and will be available to assist as requested.

- 8) Members of the Department continue to work with the Neighborhood Revitalization Zone (NRZ) planning processes. During FY 2009-10, work on NRZ Plans for the East Side, South End, West Side, and Black Rock neighborhoods were nearing completion. Upon completion of the planning process, the Plans are turned over to the Office of Neighborhood Revitalization (ONR) for implementation. The goal of this Department for FY 2010-11 is to complete the planning process for the existing neighborhoods with these Plans.

6 MONTH STATUS: The NRZ Plans for the East Side, South End, West Side, and Black Rock neighborhoods were completed and turned over to the Office of Neighborhood Revitalization (ONR) for implementation during this time period. The Department has drafted the process, scope, and outline for the next NRZ neighborhood's planning project for the Mill Hill area of the city and it awaiting the signoff of the CDBG contract for this next Plan.

- 9) The Planning Department is seeing a slight increase in development interest in the city based upon the number and variety of inquiries received. With the new Zoning Regulation becoming effective on January 1, 2010, there are several new zoning classifications and processes contained within them that are geared towards streamlining the regulatory process. The downtown Bridgeport neighborhood has a form-based zoning concept and incentive packages that allow for greater densities and include streetscape design standards and reduced parking requirements.

6 MONTH STATUS: The Department continues to see a slight increase in development increase in the city. There have been several inquires on the new form-based zoning code for the downtown area and regarding the new Office-Retail (OR) zone that combined two (2) prior Zoning classifications.

- 10) It is the overall goal of the Department of City Planning to be able to survive the City's fiscal crisis without losing any additional staff as there is no capacity to absorb the tasks of any of the current staff. The department was fortunate that it has been able to replace a vacant position recently with a qualified planner. Any further reductions will substantially impact the Department's ability to achieve the goals established above.

6 MONTH STATUS: The Department has been able to maintain its current staffing level during this period and thus, is on track for achieving its goals.

GENERAL FUND BUDGET

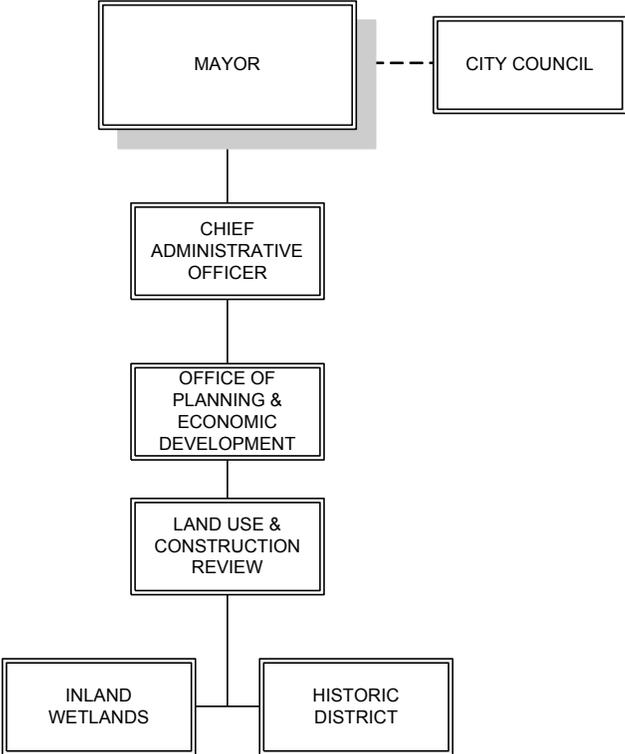
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PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
LAND USE & CONSTRUCTION REVIEW

Land Use & Construction Review is responsible for overseeing the land use and regulatory operational function of the City of Bridgeport, including the Building Department and the Planning and Zoning Department. We organize and manage the Design Review Meetings; conduct implementation and management of the One-Stop Permitting Process, including permit tracking; provide information on operations to city leadership in the form of reports, charts, etc. Review applications to land use board and commission for compliance with adopted regulations. Exercise personnel management and budgetary oversight of both the Building and Zoning Departments. Reports to the Mayor on matters of policy. Reports to the Office of Planning and Economic Development on matters of personnel and departmental operations.

MISSION STATEMENT

To promote economic (physical) development by maintaining an efficient internal regulatory system that is responsive to the ever-changing demands of our customers.



GENERAL FUND BUDGET

LUCR

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
LAND USE CONSTRUCTION REVIEW					
Zoning Staff Reports	28	0	0	43	138
Inland Wetland applications received	15	10	11	8	12
Average processing time (working days)	60 days				
Complaints received	10	15	15	5	10
Average response time (working days)	4 days				
Average resolution time (working days)	15 days				
HISTORIC DISTRICT ACTIVITY					
Historic district applications received	45	30	20	16	35
Complaints heard	5	10	10	5	8
Enforcement actions	0	0	0	3	3
Certificates issued	36	30	18	16	35
Demolition delay order	41	43	30	30	33
Information requests	156	100	90	85	85
Information requests filled	156	100	90	50	65
Meetings	35	23	37	22	25

Note: The hiring freeze has resulted in an absence of Zoning Staff Reports in recent years.

FY 2011-2012 GOALS

- 1) Continue the push to fill all vacancies on all commissions and boards.
- 2) Provide reports to historic district commissions.
- 3) Amend zoning regulations as deemed necessary.
- 4) Hold at least two training sessions for all commissioners.
- 5) Develop an automatic property alert system for buyers of historic properties.
- 6) Manually review monthly property transfers and alert buyers regarding historic property requirements.
- 7) Develop an effective enforcement mechanism for historic violations.
- 8) Make corrections to our historic property data.
- 9) Re-distribute corrected historic property data.
- 10) Work with the Connecticut Historical Commission to assist with historic property correction.
- 11) Develop a more systematic way of recording information requests and complaints.

FY 2010-2011 GOAL STATUS

- 1) Hire a design review analyst.
6 MONTH STATUS: Complete. Design review analyst hired in spring of 2010. He is currently performing duties and responsibilities s required.
- 2) Provide staff reports to historic commissions.
6 MONTH STATUS: Incomplete. This item is incomplete because the number and type of applications and the number of meetings were down substantially from the previous year, thus decreasing the need for staff reports.
- 3) Institute over-the-counter design review. The analyst hired will perform reviews to make sure that they meet design standards which would improve the aesthetic quality of projects.
6 MONTH STATUS: Complete. See item #1 above. The design analyst is reviewing over the counter applications as the need arises.
- 4) In conjunction with the Chief Administrative Officer, continue to implement Permitting Software.
6 MONTH STATUS: Project Discontinued. After careful review and analysis by OPM, ITS and the City Attorney's office, this item was discontinued because the cost associated with continuing the project far out-weighed the anticipated benefits.

- 5) Continue with commission and staff training.
6 MONTH STATUS: Several Sessions held. Training is ongoing. The enormity and complexity of changes to zoning laws due to court decisions and legislative changes; the addition of new members makes continuous training necessary in order keep commissioners up to date regarding changes that impact their decisions.

- 6) Amend Wetlands Regulations.
6 MONTH STATUS: Complete. Because of numerous changes to state environmental laws regarding inland wetlands, our regulations had to be amended to address changes to state laws. This item was completed in the when the Inland Wetlands Agency adopted changes to the wetlands' regulations as required by the State DEP

- 7) Identify and recommend changes to zoning regulations.
6 MONTH STATUS: Complete. Ongoing. The item was completed when in January of 2010, when the Planning & Zoning Commission adopted a new set of zoning and subdivisions regulations. Making changes to the zoning regulations is an ongoing process because the Planning and Zoning Commission is always looking to make improvements to help spur development.

- 8) Push to fill all vacancies on both historic district commissions.
6 MONTH STATUS: One appointment was made. Still more to go. This is an ongoing item at least until all vacancies on both historic commissions have been filled.

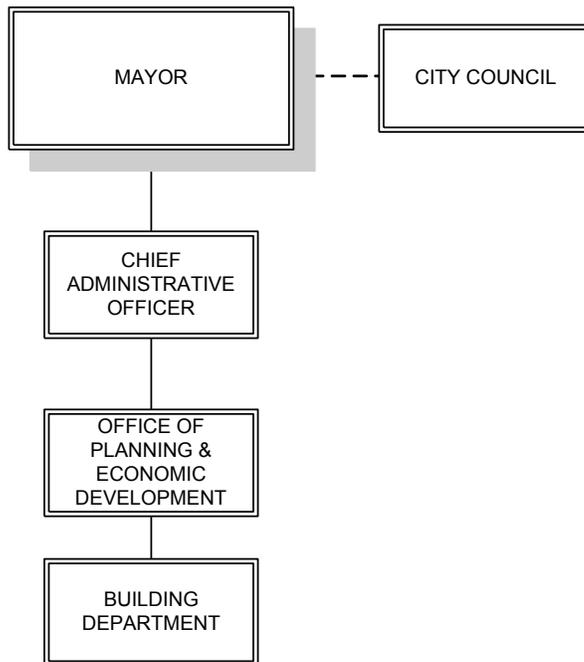
GENERAL FUND BUDGET

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BUILDING DEPARTMENT

MISSION STATEMENT

The Building Department issues permits and inspects work done to all buildings and other structures. Permits include building, electrical, plumbing, heating, air conditioning, fire protection sprinklers and extinguishing systems, refrigeration, demolition and signs. Applications for permits are reviewed for conformance to all applicable laws, codes and ordinances. A permit constitutes permission to proceed with the approved work. The purpose of permits and inspections is to ensure public safety, health and welfare insofar as they are affected by building construction, through structural strength, adequate exit facilities, fire safety, light and ventilation and sanitary equipment. The Building Department function is to secure safety to life and property from hazards incident to the design, erection, repair, removal, demolition or planned occupancy of buildings, structures or premises.



GENERAL FUND BUDGET
BUILDING DEPARTMENT

BUDGET DETAIL

Peter Paajanen
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010	FY 2011	FY 2012	VARIANCE TO	
		ACTUAL	CURRENT	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
01455000 BUILDING DEPARTMENT		1,952,319	1,904,000	1,929,000	3,429,000	1,525,000
	41405 STATE PERMIT FEES	0	1,415	0	0	-1,415
	41524 SIGN LICENSE	3,920	3,000	3,000	3,000	0
	41525 SIGN / LICENSE RENEWAL PERMIT	14,340	10,000	10,000	10,000	0
	41526 RESIDENTIALADDITIONSANDALTERAT	315,644	198,586	200,000	200,000	1,415
	41527 NON-RESIDENTIALADDITIONSANDALT	832,158	400,000	600,000	600,000	200,000
	41528 NEWSINGLEFAMILYHOUSEPERMITS	18,050	30,000	20,000	20,000	-10,000
	41529 TWO-UNIT HOUSING PERMITS	5,738	45,000	30,000	30,000	-15,000
	41530 THREEORMORE-UNITSHOUSINGPERMIT	138,500	150,000	150,000	150,000	0
	41531 POOL,TENTS,GARAGES-OTHERBUILDI	6,475	5,000	5,000	5,000	0
	41532 NEW-NON RESIDENTIAL	2,925	500,000	350,000	1,850,000	1,350,000
	41533 ELECTRICAL PERMITS	211,456	175,000	175,000	175,000	0
	41534 PLUMBING PERMITS	115,679	120,000	120,000	120,000	0
	41535 HEATING PERMITS	142,828	150,000	150,000	150,000	0
	41536 AIR CONDITIONING PERMITS	30,005	40,000	40,000	40,000	0
	41537 DEMOLITION PERMITS	27,660	10,000	10,000	10,000	0
	41538 COPIES	403	500	500	500	0
	41539 REFRIGERATION PERMITS	12,575	3,500	3,500	3,500	0
	41540 CERTIFICATE OF OCCUPANCY	57,130	50,000	50,000	50,000	0
	44386 FIRE PROTECTION	14,710	10,000	10,000	10,000	0
	44387 VENTILATION	2,125	2,000	2,000	2,000	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO	
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011	BUDGET
01455000 BUILDING DEPARTMENT	1,172,157	1,263,119	1,277,381	1,277,381	14,262	
1455PS BUILDING DEPT PERSONAL SVCS	922,291	989,483	1,002,851	1,002,851	13,368	
2455TPS BUILDING DEPT OTHER PERS SVCS	19,552	9,825	7,125	7,125	-2,700	
3455FB BUILDING DEPT FRINGE BENEFIT	221,826	255,185	260,740	260,740	5,555	
4455EX BUILDING DEPT OPER EXP	6,282	6,381	4,420	4,420	-1,961	
6455SS BUILDING DEPT SPEC SVCS	2,206	2,245	2,245	2,245	0	

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		BUILDING OFFICIAL	97,654	100,219	2,565
			MINI COMPUTER OPERATOR (35 HOU	46,255	41,407	-4,848
	1.0		ADMINISTRATIVE SPECIALIST	60,301	62,110	1,809
	1.0		DEPUTY BUILDING OFFICIAL (40 H	86,366	88,635	2,269
	2.0		PLAN REVIEWER (40 HRS)	154,573	160,774	6,201
	2.0		ELECTRICAL INSPECTOR (40 HRS)	233,099	234,559	1,460
	2.0		MECHANICAL INSPECTOR (40 HRS)	156,659	161,176	4,517
	1.0		ASSISTANT BUILDING INSPECTOR	154,573	153,971	-602
01455000 Total	10.0	3.0		989,481	1,002,851	13,370

GENERAL FUND BUDGET
 BUILDING DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011*	ESTIMATED 2010-2011	ESTIMATED 2011-2012
BUILDING DEPARTMENT						
PERMITS ISSUED						
Residential new	36	27	18	4	11	indeterminable
Residential alterations	295	223	342	186	350	indeterminable
Commercial new	6	12	2	3	4	indeterminable
Commercial alterations	128	170	164	99	160	indeterminable
Demolition permits	24	33	34	14	25	indeterminable
All other permits (incl. municipal/institutional)	1,917	2,104	1,933	975	1,900	indeterminable
Total of all building permits	561	546	555	316	525	550
Total of all permits	2,478	2,683	2,522	1,291	2,425	2,500
PERMIT VALUES AND REVENUES						
Total value of work	\$131,211,499	\$173,761,841	\$80,959,003	\$25,311,597	\$60,000,000	\$75,000,000
Total of permit fees	\$3,343,306	\$1,872,299	\$2,042,840	\$732,178	\$1,400,000	\$1,874,000
INSPECTIONS						
Inspections	7,448	8,402	7,913	3,608	7,000	8,000
CERTIFICATE OF OCCUPANCY						
Number	347	data unavailable	401	148	350	400
Value of work	\$93,898,932	data unavailable	\$113,485,953	\$43,840,020	indeterminable	indeterminable

*ACTUAL 2010-2011 represents statistics through 12/31/2010.

¹ Number of inspections varies per permit (typical minimum number below, excluding future additional required):

Electrical service change: 1 inspection

Heating system replacement: 1 inspection

Deck addition: 1 footing inspection; 1 framing/final inspection. Total: 2 inspections.

Building renovation (plaster removed): 1 Existing framing inspection; 1 rough electrical inspection; 1 rough plumbing inspection; 1 rough heating inspection; 1 insulation inspection; 1 final building inspection; 1 final electrical inspection; 1 final plumbing inspection; 1 final heating inspection. Total: 9 inspections.

New Single family dwelling: 2 footing inspections (perimeter walls plus interior column piers and/or porch/deck footings); 1 foundation inspection; 1 concrete slab inspection; 1 framing inspection; 1 wind resistant connector inspection; 1 electrical service inspection; 1 electrical rough inspection; 1 plumbing rough inspection; 1 heating rough inspection; 1 insulation inspection; 1 gypsum board inspection; 1 final building inspection; 1 final electrical inspection; 1 final plumbing inspection; 1 final heating inspection. Total: 16 inspections.

Large projects require more numerous inspections of all phases of work. As an example, a school may require daily inspections of footings for four to five weeks. Continuous framing and trade inspections are needed as the construction is completed for those phases of work. Multiple days for each type of inspection are allocated for final inspections.

GENERAL FUND BUDGET

BUILDING DEPARTMENT

PROGRAM HIGHLIGHTS

FY 2011-2012 GOALS

- 1) Protect the health, safety and welfare of the public. This will be achieved through the enforcement of applicable laws and codes to provide safe, energy efficient, accessible buildings in the city of Bridgeport.
- 2) Improve the turnaround time between calls for inspections and appointments.
- 3) Continue to seek ways to shorten the plan review process times.
- 4) Continue to reduce open permit backlogs and issue certificates of occupancy.

FY 2010-2011 GOAL STATUS

- 1) Protect the health, safety and welfare of the public. This will be achieved through the enforcement of applicable laws and codes to provide safe, energy efficient, accessible buildings in the city of Bridgeport.
6 MONTH STATUS: Continuing diligent plan review and inspections contribute to the goal. Active enforcement of violations also serves to protect the public.
- 2) With current staffing, we can continue the Building Code requirements for additional inspections not previously performed.
6 MONTH STATUS: Attrition by retirement of an assistant building inspector has increased scheduled times for the added inspections.
- 3) Increase the number of certificates of occupancy issued for completed permitted work. Certificates are currently being issued at a ratio of approximately eighty percent of the number of building permits issued per year. Customers are not requesting the required final inspections causing a continuing backlog.
6 MONTH STATUS: Attrition by retirement of an assistant building inspector, an electrical inspector and a vacancy in one of two clerical positions has reduced the ability to perform the necessary functions to generate additional certificates.
- 4) Improve turnaround times from date of permit application to completion of plan review by reviewing methods and procedures and implementing possible changes that improve times.
6 MONTH STATUS: The Building Department initiated a "to-do" system of processing simple permits at the end of each week. The plan review staff is creating a series of "cook books" with examples of how to provide critical information for various common constructions, such as decks, additions and new one family dwellings.

GENERAL FUND BUDGET

BUILDING DEPARTMENT

PROGRAM HIGHLIGHTS

State Building Code – Connecticut Supplement 29-252-1d (effective December 31, 2005, amended August 1, 2009)

101.1.1 Statutes. In accordance with the provisions of sections 29-252a and 29-253 of the Connecticut General Statutes, respectively, this code shall be the building code for all towns, cities and boroughs and all state agencies.

109.3. Required inspections. The building official, upon notification, shall make the inspections set forth in Sections 109.3.1 through 109.3.10.

109.3.1 Footing and foundation inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job. *(Foundation is new inspection requirement)*

109.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor. *(Concrete slab is new inspection requirement)*

109.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement and prior to further vertical construction the elevation certification required in Section 1612.5 shall be submitted to the building official.

109.3.4 Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

109.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished. *(New inspection requirement)*

Exception: Gypsum board that is not part of a fire-resistance-rated assembly.

109.3.6 Fire-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

109.3.7 Energy efficiency inspections. Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation *R* and *U* values, fenestration *U* value, duct system *R* value, and HVAC and water-heating equipment efficiency.

109.3.8 Other inspections. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

109.3.8.1 Electrical inspections. Required electrical inspections shall include installations of temporary services prior to activation; installation of underground piping and conductors after trenches are excavated and bedded and before backfill is put in place; rough inspections of installed wiring and components after the roof, framing, fireblocking and bracing are complete and prior to concealment; and final inspection after all work required by the permit is complete.

109.3.9 Special inspections. For special inspections, see Section 1704.

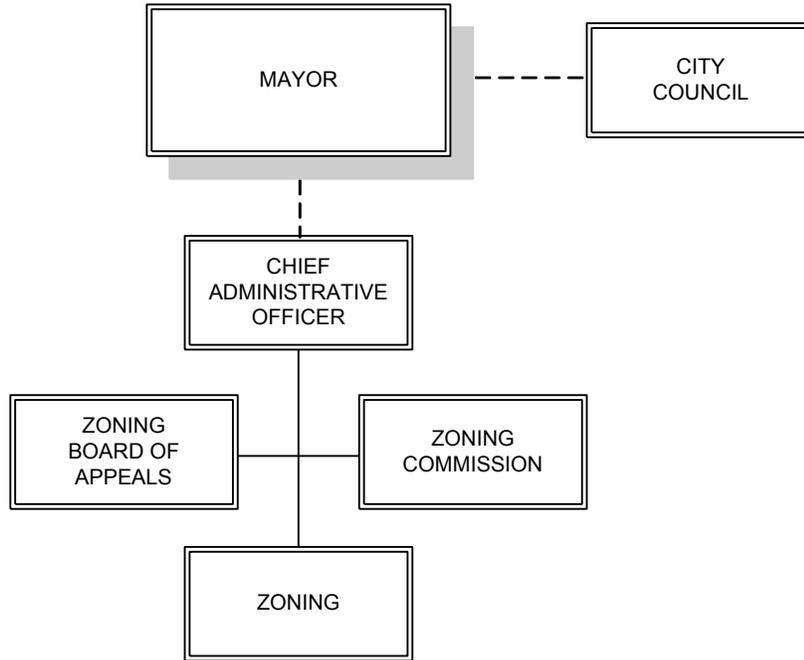
109.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

109.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
ZONING BOARD OF APPEALS

MISSION STATEMENT

To promote the health, safety, and community standards of the City through the enforcement of the Zoning Regulations.



GENERAL FUND BUDGET
ZONING BOARD of APPEALS

BUDGET DETAIL

Dennis Buckley
Zoning Administrator

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012	VARIANCE TO	
				MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
01456000	ZBA	35,283	35,000	35,000	35,000	0
	41253 PUBLIC HEARING FEES	35,283	35,000	35,000	35,000	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
					FY2011 BUDGET
01456000 ZONING, BOARD OF APPEALS	81,366	88,960	65,703	65,703	-23,257
1456PS ZONING BD OF APPEALS PERSONAL SVCS	44,423	41,882	41,882	41,882	0
2456TPS ZONING BD OF APPEALS OTHER PERS SVCS	0	1,575	0	0	-1,575
3456FB ZONING BD OF APPEALS FRINGE BENEFITS	18,934	22,104	12,121	12,121	-9,983
4456EX ZONING BD OF APPEALS OPER EXP	16,946	21,949	10,975	10,975	-10,974
6456SS ZONING BD OF APPEALS SPEC SVCS	1,063	1,450	725	725	-725

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		MINI COMPUTER OPERATOR (35 HOU)	41,882	41,882	
01456000 Total	1.0			41,882	41,882	

GENERAL FUND BUDGET

ZONING BOARD of APPEALS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
ZONING BOARD OF APPEALS						
Meetings held	12	17	6	12	12	12
Scheduled meetings vs. meetings held	12	12	6	12	13	13
Applications received*	200	215	131	182	105	90
Applications heard	197	153	187	262	107	90
Applications granted (incl. conditional)	159	114	98	137	57	97
Applications denied	38	38	51	66	41	63
Avg. length of time from received to complete	60 days	60 days	35 days	35 days	35 days	35 days
Applications withdrawn	3	1	6	9	5	6
OTHER: Deferred, continued, tabled, no action required				50	5	10

*ZBA APPLICATION PROCESS

- 1) Review & acceptance at counter by staff.
- 2) Referral to Engineering & WPCA for review.
- 3) Petition returned to Zoning, Scheduled for consideration by sub committee for placement on a monthly meeting by Zoning Official.
- 4) Record check for previous ZBA activity.
- 5) Legal ad written & submitted to Connecticut Post (Petitions to be published 10 days & 5 days before hearing).
- 6) Applicant notified, posting signs issued.
- 7) Agenda prepared & emailed or sent out. Minimum of 30 copies made for distribution at public hearing.
- 8) Hearing held, decisions rendered.
- 9) Decision notice published the Sunday following the hearing.
- 10) Decisions with conditions sent to applicants, minimum of a 60-day process.

FY 2011-2012 GOALS

- 1) Re-distribution of office tasks resulting in less time in the field for inspectors.

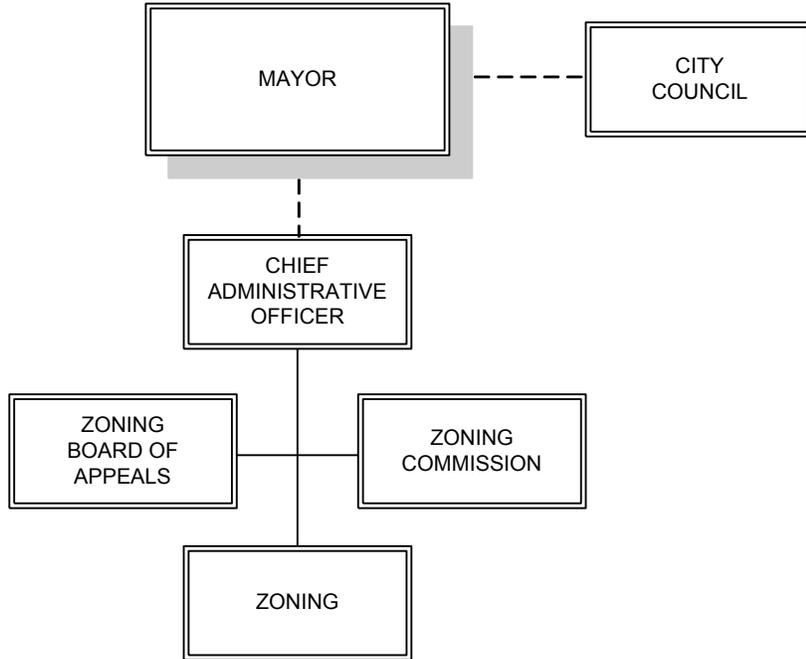
FY 2010-2011 GOAL STATUS

- 1) Seek the reinstatement of our support staff to enable the work load to be evenly distributed.
6 MONTH STATUS: Our ability to provide efficient service has been significantly curtailed by the impact of the elimination of the Mini-Computer Operator.
- 2) This change will free up the schedules of additional inspectors to investigate complaints and compliance with conditions of approval by applicants.
6 MONTH STATUS: We do our best to continue to maintain a good level of service to the public, however this is becoming increasingly difficult as there is only one inspector at this time.

ZONING COMMISSION

MISSION STATEMENT

To promote the health, safety, community standards and general welfare of the community through the enforcement of the Zoning Regulations.



GENERAL FUND BUDGET

ZONING COMMISSION

BUDGET DETAIL

Dennis Buckley
Zoning Administrator

REVENUE SUMMARY

ORG		FY2010	FY 2011	FY 2012		VARIANCE TO
DESC	OBJECT DESC	ACTUAL	CURRENT	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
01457000	ZONING COMMISSION	218,025	160,500	160,500	160,500	0
	41254 PETITIONTOTHEP&ZCOMMISSIONFEE	104,239	75,000	75,000	75,000	0
	41255 ZONING COMPLIANCE FINE	97,859	80,000	80,000	80,000	0
	41256 LIQUOR CERTIFICATION FEE	6,490	3,000	3,000	3,000	0
	41257 PURCHASE OF ZONING REGULATIONS	957	300	300	300	0
	41258 PURCHASE OF ZONING MAPS	180	100	100	100	0
	41259 STATECONSERVATIONAPPLICATIONFE	6,584	1,000	1,000	1,000	0
	41344 LAND USE FEES	1,490	1,000	1,000	1,000	0
	41538 COPIES	227	100	100	100	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
01457000 ZONING COMMISSION	354,729	440,920	423,569	464,551	23,631
1457PS ZONING COMMISSION PERSONAL SVCS	258,278	306,121	313,592	354,574	48,453
2457TPS ZONING COMMISSION OTHER PERS SVC	3,564	2,550	2,625	2,625	75
3457FB ZONING COMMISSION FRINGE BENEFITS	48,482	69,165	73,382	73,382	4,217
4457EX ZONING COMMISSION OPER EXP	42,146	61,211	33,645	33,645	-27,566
6457SS ZONING COMMISSION SPEC SVCS	2,258	1,873	325	325	-1,548

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		ASSISTANT ZONING OFFICIAL	60,405	61,992	1,587
	2.0		ZONING INSPECTOR	84,720	125,690	-12
	1.0		ZONING ENFORCEMENT OFFICER	62,008	65,303	3,295
	1.0		ZONING ADMINISTRATOR	98,988	101,589	2,601
01457000 Total	5.0	2.0		306,121	354,574	7,471

GENERAL FUND BUDGET

ZONING COMMISSION

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATED
	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
ZONING COMMISSION ACTIVITY	7/08-6/09					
Meetings held	11	13	22	17	18	12
Applications received	158	128	125	79	77	85
Applications heard	158	128	135	116	81	N/A
Applications granted (incl. Conditional)	139	106	110	78	76	N/A
Applications denied	8	13	12	5	9	N/A
Applications deferred			22	12	9	N/A
Change of zone	14	6	9	4	6	N/A
Amendment	2	1	1	0	2	2
Special permit	91	58	36	42	42	42
Site plan review	91	15	68	61	58	60
Coastal site plan review	47	24	53	20	21	21
Soil and sedimentation control review	24	14	7	13	4	5
No Action Required			2	0	0	N/A
DMV			5	14	8	9
8-24 Referrals/ City Business			13	11	4	10
Applications withdrawn	6	11	3	10	7	N/A
Other business					19	24
Time Extension					6	8
OFFICE ACTIVITY: APPLICATION PROCESSING						
Houses & Housing units	423	266	415	255	121	91
Accessory structures	34	132	48	22	35	26
Additions	59	223	54	61	58	43
Alterations	270	44	299	179	221	166
Signs	42	303	51	62	48	36
Commercial	252	82	318	440	499	375
Liquor	45	239	70	93	84	63
Other, Letter of Zoning Compliance	166	143	217	142	136	102
INSPECTION ACTIVITY: CERTIFICATES ISSUED						
Houses	61	75	52	40*	32***	24
Other					29	22
Accessory structures	16	10	26	14	12	9
Additions	18	50	63	16	44	33
Alterations	147	168	170	97	134	101
Signs	11	7	11	13	62	47
Commercial Alterations	160	157	282	150	344	258
Other: Commercial construction new	12	11	15	17	8	6
ENFORCEMENT ACTIVITY						
Complaints	589	462	547	435	534	562
Inspections	1,221	1,359	1,367	1,361	1,994	1,667
Inspection resolution	330	1,243	437	343	116	230
No violation	73	116	87	75	87	81
Inquiry	29	65	53	38	25	30
Order to Comply	167	210	384	160	207	186
Prosecutor's summons	183	105	110	98	64	64
Resolved	198	291	353	343	499	527
Arrest warrants sought	12	10	8	6	8	7

* Number of Units (08/09) = 83

** Number of Units (1st 6 months of 2009/10) = 44

***Number of Units (2009/2010) = 232

Service Indicator Notes: Items can be heard individually or combined. A use variance by the Zoning Board of Appeals needs a special permit by Planning & Zoning. It may or may not need a final site review, coastal review or a soil erosion review. Some projects may just need a final site review. An application for conforming use not needing any variances but within 1,500 feet of a coastal waterway would only be scheduled for a coastal site plan review. So basically the numbers overlap and are confusing or misleading at best.

GENERAL FUND BUDGET

ZONING COMMISSION

PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

Complaints: Majority are phoned in, others referred from Anti-Blight, Graffiti, Housing, Mayor's Office, City Council Members, the Health & Building departments.

Enforcement Activity: We verify the complaint, refer out or more than likely issue an order to comply, registered mail. When card is returned, another inspection performed. If letter comes back then property is posted with order to comply. If no action is taken on the part of the homeowner, a prosecutor's summons is requested; usually a court pre-trial date is 30 to 45 days away. Day of pre-trial needs another inspection. Prosecutor will continue cases numerous times due to legal process and/or progress by owner. Every time there is a state's prosecutor hearing an inspection is needed. It is not unusual to conduct 8 to 10 inspections before a property comes into compliance. It is not unusual to have a case open for 8 months, some well beyond a year.

FY 2011-2012 GOALS

- 1) Replace the inspector who resigned due to poor health.

FY 2010-2011 GOAL STATUS

- 1) Our goal is to have two Commissioners appointed and one alternate appointed to prevent the postponement of meetings and the deferment of applications, which ultimately results in delays.

6 MONTH STATUS: New commissioners were appointed, but are yet to be sworn in. There are still some vacancies and hopefully these will be filled in the coming months.

APPROPRIATION SUPPLEMENT

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	VARIANCE TO	
					FY2012 ADOPTED	FY2011 BUDGET
01457000	ZONING COMMISSION	354,729	440,920	423,569	464,551	23,631
	51000 FULL TIME EARNED PAY	258,278	306,121	313,592	354,574	48,453
	51140 LONGEVITY PAY	0	2,550	2,625	2,625	75
	51156 UNUSED VACATION TIME PAYOUT	3,564	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	27	0	0	0	0
	52360 MEDICARE	2,045	4,475	4,431	4,431	-44
	52385 SOCIAL SECURITY	1,056	0	2,541	2,541	2,541
	52504 MERF PENSION EMPLOYER CONT	17,598	29,324	35,750	35,750	6,426
	52917 HEALTH INSURANCE CITY SHARE	27,757	35,366	30,660	30,660	-4,706
	53605 MEMBERSHIP/REGISTRATION FEES	204	250	125	125	-125
	53705 ADVERTISING SERVICES	32,873	53,922	30,000	30,000	-23,922
	54675 OFFICE SUPPLIES	3,782	3,939	1,970	1,970	-1,969
	55155 OFFICE EQUIPMENT RENTAL/LEAS	5,288	3,100	1,550	1,550	-1,550
	56130 LEGAL SERVICES	1,480	0	0	0	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	778	1,223	0	0	-1,223
	56180 OTHER SERVICES	0	650	325	325	-325