



# ***Program Review***

## ***Community Development Department***

***Budget Presentation  
November, 2009***



# **Evanston Community Development Department**

## ***The Community Development Department's Mission is to Ensure that:***

- ❖ ***All Evanstonians live in decent, clean, safe housing***
- ❖ ***The historic character of Evanston architecture and design is celebrated and preserved***
- ❖ ***Attractive new developments enhance the tax base***
- ❖ ***New construction meets safety and building code standards***
- ❖ ***The viability of Evanston's neighborhoods and downtown is maintained, balancing the old and new***
- ❖ ***Low and moderate income households can remain in their homes***
- ❖ ***Neighborhood businesses can maintain their properties through economic development incentives***
- ❖ ***Existing Evanston businesses are retained and desired new businesses are attracted***
- ❖ ***Provide Opportunities for Citizen Engagement and Participation to Achieve Desired Community Development***



# Evanston Community Development Department

## *Primary Services/Divisions*

<u>Division</u>	<u># of Employees</u>
<b>Building &amp; Zoning</b>	
• 16 Full Time Employees	16
<b>Property Standards &amp; Housing Rehabilitation</b>	
• 10 Full Time Employees	10
<b>Planning</b>	
• 5 of 8 Employees Full or Partially Funded by General Fund	5
<b>Administration</b>	
• 2 Full Time Employees	<u>2</u>
<b>TOTAL</b>	<b>33</b>
<b>Number of Full Time Positions:</b>	<b>33</b>
<b>Number of Part Time Positions:</b>	<b>0</b>



# Evanston Community Development Department

## *Boards and Commissions that Require Staff Assistance*

- **Planning & Development Committee**
- **Plan Commission**
- **Zoning Board of Appeals**
- **Housing & Community Development Act Committee**
- **Preservation Commission**
- **Housing Commission**
- **Economic Development Committee**
- **Sign Review & Appeals Board**
- **Northwestern University/City Committee**
- **Energy Commission**
- **Technical Review Group**



# Evanston Community Development Department

## *Planning Division*

### *Mandated Services*

- ❖ Comprehensive Plan Amendments
- ❖ Plan Commission Plan Development & Zoning Amendments
- ❖ Historic Preservation Reviews and Certificates of Appropriateness
- ❖ Historic Landmark and District Designations
- ❖ Administration of Condo Conversion Ordinance
- ❖ Economic Development – Tax Increment Financing Requirements
- ❖ Inclusionary Housing Ordinance and Administration
- ❖ Affordable Housing Demolition Tax

### *Federal Mandates as a Result of Accepting CDBG Home & Emergency Shelter Grant Funding of Approximately \$2,650,000 for 2010-11*

- ❖ Consolidated Plan
- ❖ Housing Finance for Affordable Housing
- ❖ Administration and HUD Reporting, Including Annual CAPER
- ❖ Downpayment Assistance
- ❖ One Year Action Plan
- ❖ Neighborhood Planning and Revitalization
- ❖ Compliance Monitoring of Completed/Funded Projects
- ❖ Evaluation of all CDBG & Home Proposals



# **Evanston Community Development Department**

## ***Other Services (Planning Division)***

- ❖ **Economic Development Finance**
- ❖ **Business Retention and Expansion**
- ❖ **Redevelopment and Revitalization**
- ❖ **Electric Service Reliability Enhancement**
- ❖ **Streetscapes**
- ❖ **Corridor Planning**



# **Evanston Community Development Department**

## ***Building and Zoning Division***

### ***Mandated Services***

- ❖ **Enforcement of Building Codes**
- ❖ **Issuance of Building Permits and Inspections**
- ❖ **Plan Commission Plan Development and Zoning Amendments**
- ❖ **Zoning Board of Appeals (Variations & Special Uses)**
- ❖ **Zoning Analysis**
- ❖ **Inspection of Water and Sewer Service**
- ❖ **Elevator Inspection Program**
- ❖ **Enforcement of State Plumbing Code**
- ❖ **Enforcement of State Accessibility Code**
- ❖ **Enforcement of State Energy Code**
- ❖ **Issuance of Certificates of Occupancy**
- ❖ **Coordinates Review of Plats, Subdivision, Resubdivision and Consolidation**
- ❖ **Site Plan and Appearance Review Coordination**
- ❖ **Zoning Ordinance Enforcement**



# **Evanston Community Development Department**

## ***Property Standards and Housing Rehabilitation Division***

### ***Mandated Services***

- ❖ **Property Standards Inspections – Rental Housing**
- ❖ **Registration of Rental Property**
- ❖ **Licensing and Inspections of Rooming Houses**
- ❖ **Compliance with Special Use Litter Plans and Area Litter Inspections**
- ❖ **Condemnation of Dangerous Buildings**
- ❖ **Vacant Building Registrations and Inspections**
- ❖ **Works with Health and Zoning on Special Inspectional Services**

### ***Federal Mandates as a Result of Accepting CDBG Home & Emergency Shelter Grant Funding of Approximately \$2,650,000 for 2010-11***

- ❖ **Single Family and Multi Family Rehabilitation Finance and Contractual Assistance**
- ❖ **Conducts Area Inspections Program**



# Evanston Community Development Department

## *Financial Summary*

<b>FY 09-10 Department Specific Revenues</b>	<b>\$4,075,600</b>
<b>FY 09-10 Budgeted Expenses</b>	<b><u>3,461,800</u></b>
<b>Variance</b>	<b>\$ 613,800</b>