



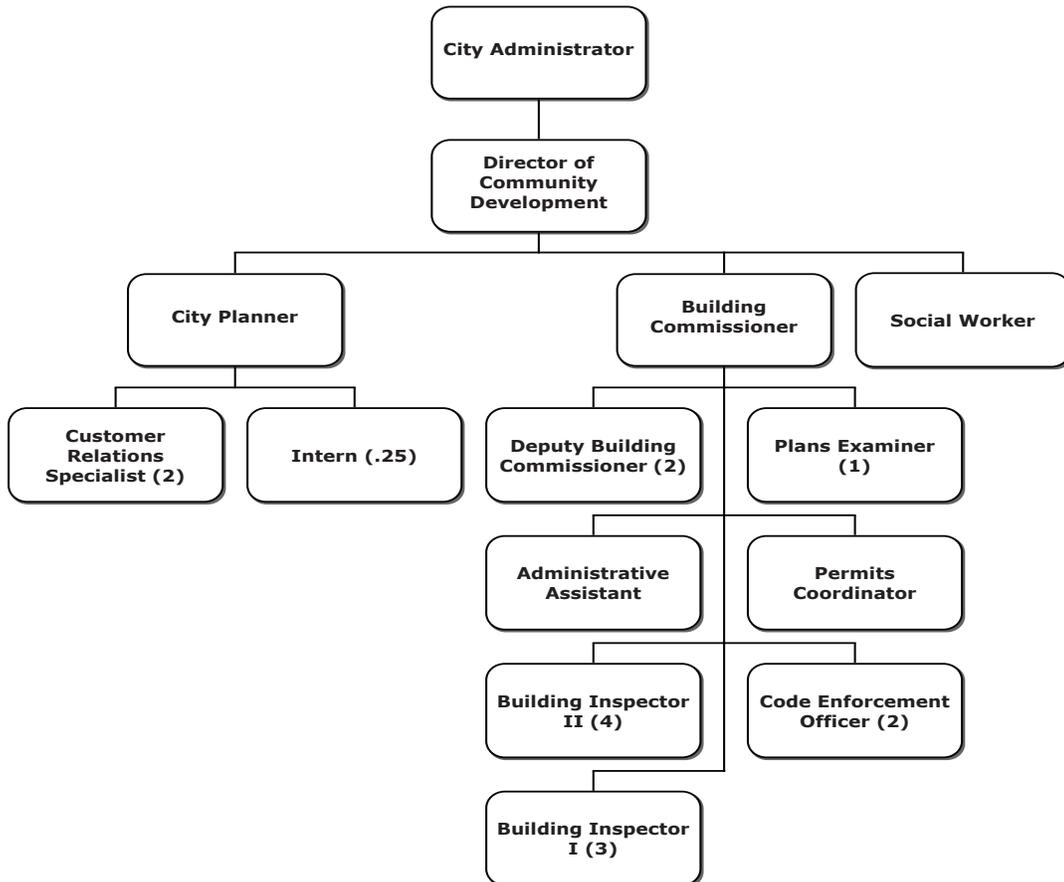
Community Development

Community Development

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
Planning and Zoning	368,216	368,216
Inspections	1,759,011	1,759,011
Total	\$2,127,227	\$2,127,227

Organization Chart



Planning and Zoning

Department	No.	Program	No.	Program Manager
Community Development	40	Planning and Zoning	001	Community Development Director

Program Activities

Department Administration

The Director oversees the Inspections and Planning and Zoning programs, and administers internal department programs including budgeting, personnel management, record-keeping, staff development and the tracking and evaluation of performance measures.

Development Review

This activity ensures that development proposals are consistent with zoning, site plan and subdivision codes, meet public safety standards and achieve quality design.

Zoning Administration

This activity oversees implementation of the city’s adopted land use policies. Staff support provided to Planning Commission and Board of Adjustment.

Long Range Planning

This activity provides for future land development in accordance with community needs and the City’s comprehensive planning process. Planning functions include amendments to the Comprehensive Plan and examination of growth trends. Staff support provided to Planning Commission.

Customer Service

This activity manages the Government Center front desk and reception area for the Administration, Community Development, Public Works, and other departments.

Social Work

This activity provides vital resources and case management to residents in need of assistance.

Strategic Goal(s) Activity for 2023

Goal 1: Quality Housing

Objective: Encourage housing options for residents in all stages of life.

Activities and Steps

1. *Oversee development of new residential development.*

Goal 2: Building Community

Objective: Link residents through multi-modal transportation options.

Activities and Steps

1. *Encourage front-end commercial occupancy, landscaping, sidewalk connections and outdoor dining amenities by zoning code.*

Strategic Goal(s) Activity for 2023 *(continued)*

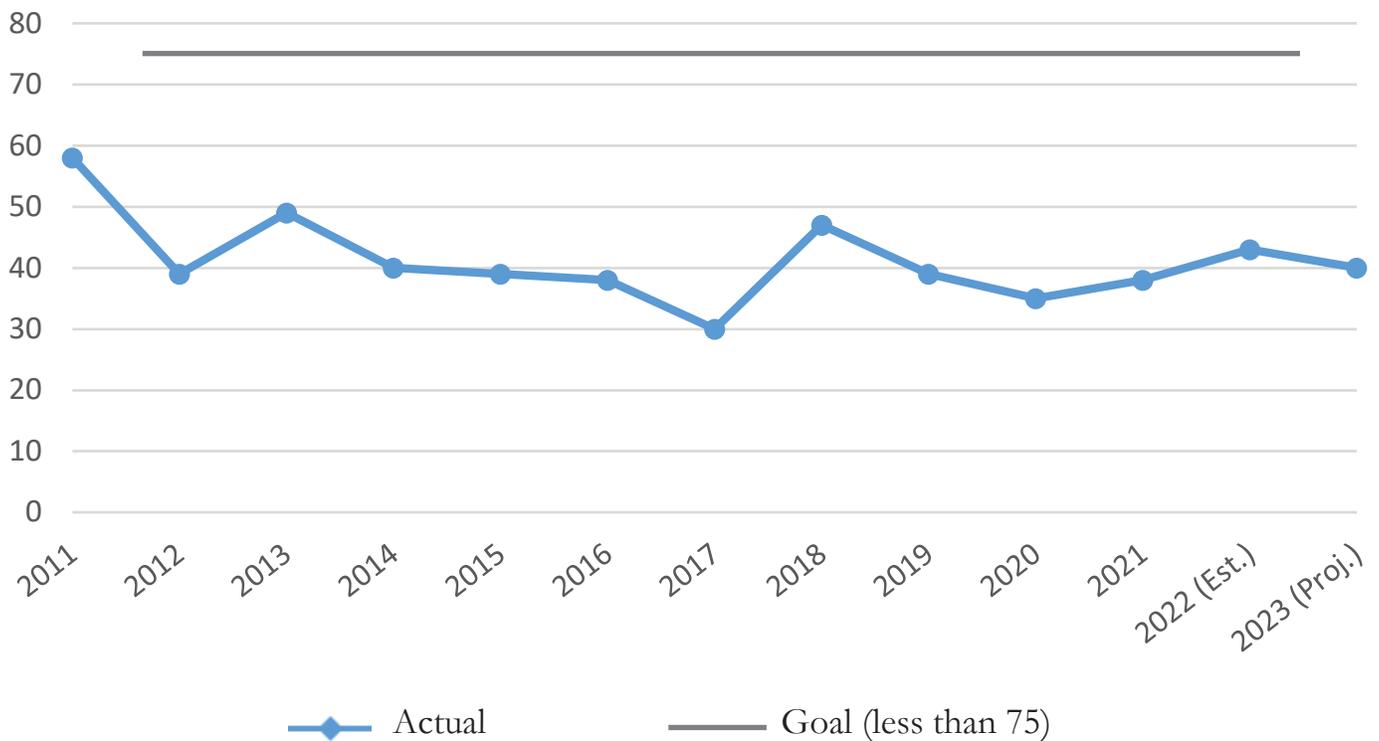
Goal 6: Economic Development
Objective: Develop programs to ensure a high occupancy rate among commercial buildings.
Activities and Steps
<i>1. Determine how to address functional obsolescence of commercial building stock.</i>
<i>2. Make zoning code and permitting process more business friendly.</i>
Goal 7: Creating Identity
Objective: Improve signage at significant entry points.
Activities and Steps
<i>1. Develop public art/monuments.</i>

2023 Programmatic Goals
Goals
Prepare draft home improvement program and policies.
Prepare draft amendments to Landscaping Design Standards to better address specific types of development and to support pollinators.
Prepare draft Comprehensive Plan amendments regarding equity, diversity, and inclusion.

2022 Programmatic Goals - Status		
Goals	Status	Comments
Fully implement social services program.	Goal met	Social Worker hired in 2022.
Update the website to implement online submittal of zoning permit applications.	Goal met	Zoning permits now available online.
Update the website to simplify and improve the zoning and subdivision process.	Goal met	Dedicated websites created for zoning and subdivision processes.
Research best practices for off-street parking and determine whether amendments to the Zoning Code are warranted.	Goal met	No amendments are warranted at this time.

Performance Measures				
Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Average days to process conditional use permits	35	38	43	40
Code amendments prepared	5	7	8	5
Comprehensive Plan amendments	1	1	0	1
Conditional use permits	8	14	14	10
Planned Districts/Rezoning	5	7	10	8
Staff reports prepared	122	128	150	130
Subdivisions	8	6	10	8
Variance appeals processed	2	1	3	2
Zoning compliance reviews completed	1,106	1,093	1,100	1,100
Zoning letters issued	38	86	60	50
Zoning permits issued	139	142	140	140
Zoning petitions processed	37	35	45	35

Avg. Days to Process Conditional Use Permits





DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Planning and Zoning	001
Program Budget			
Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	272,934	323,827	343,516
CONTRACTUAL SERVICES	12,976	15,900	23,700
COMMODITIES	1,000	1,000	1,000
TOTAL EXPENDITURES	286,910	340,727	368,216
Personnel Schedule			
Position	2021	2022	2023
DIRECTOR OF COMMUNITY DEV	1.00	1.00	1.00
CITY PLANNER	0.00	1.00	1.00
PLANNER I	1.00	1.00	0.00
SOCIAL WORKER	0.00	1.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.25	4.25	3.25



Annual Budget -2023

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Planning and Zoning			001
Personnel Services		2021	2022	2023	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
710.00	SALARIES	205,315	234,048	258,656	Supervisory	125,039
					Regular	126,053
					Part-time	5,520
					Longevity pay	2,044
711.00	BENEFITS	67,619	89,779	84,860	FICA	19,786
					Workers' compensation	769
					Health insurance	34,216
					Life & Disability insurance	2,510
					Dental insurance	1,002
					Pension	26,577
	TOTALS	272,934	323,827	343,516		



Annual Budget -2023

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Planning and Zoning			NUMBER 001
Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,066	1,850	2,450	Court reporters	1,000
					ADA accommodations	250
					Smart phones (2)	1,200
720.51	PROFESSIONAL DEVELOPMENT	2,915	4,050	11,250	See professional development request	11,250
720.80	VEHICLE REIMBURSEMENT	6,000	6,000	6,000	Car allowance	6,000
720.84	ADVERTISING	2,995	4,000	4,000	P&Z public notice and legal ads	4,000
	TOTALS	12,976	15,900	23,700		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Planning and Zoning	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE SKILLS DEVELOPMENT	Local/Virtual	400	Customer service training programs (2)
APA MISSOURI PLANNING CONFERENCE	Kansas City, MO	2,000	Annual conference (2)
APA NATIONAL PLANNING CONFERENCE	Philadelphia, PA	2,500	Annual conference
APA STL TRAINING	Local	600	Local training sessions
APA/AICP MEMBERSHIP		1,350	Annual dues (2)
EAST-WEST GATEWAY ANNUAL MEETING	Local	400	Annual meeting (10)
PLANNING COMMISSIONER MEMBERSHIPS	Local/Virtual	1,000	APA memberships; UMSL program
SOCIAL WORK CONTINUING EDUCATION	Local/Virtual	500	Training sessions and webinars
SOCIAL WORK NATIONAL CONFERENCE	San Francisco, CA	2,500	National conference
	TOTAL REQUEST	11,250	



Annual Budget -2023

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Planning and Zoning			NUMBER 001
Commodities		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	1,000	1,000	1,000	Reference books & subscriptions	1,000
	TOTALS	1,000	1,000	1,000		

Inspections

Department	No.	Program	No.	Program Manager
Community Development	40	Inspections	002	Building Commissioner

Program Activities

Building Permits and Inspections

This activity oversees the review of all construction plans, building and occupancy inspections and issues building and occupancy permits. The City contracts with St. Louis County for commercial mechanical, electrical and plumbing permits and inspections.

Code Enforcement

This activity conducts field surveys of residential and commercial property to ensure compliance with the property maintenance, nuisance, occupancy, licensing and zoning codes. Unresolved code violations are prosecuted in the Municipal Court.

Occupancy Inspections

This activity oversees inspection of commercial, single-family and multi-family residential properties at time of reoccupancy to ensure compliance with the municipal code.

Floodplain Management

This activity oversees the administration and enforcement of the City's floodplain management code.

Strategic Goal(s) Activity for 2023

Goal 1: Quality Housing

Objective: Require property maintenance through judicious, proactive code enforcement and other innovative means.

Activities and Steps

1. Educate property owners regarding home maintenance concerns.
2. Provide tools and resources for property owners that will assist in home maintenance.

Goal 6: Economic Development

Objective: Develop programs to ensure a high occupancy rate among commercial buildings.

Activities and Steps

1. Make permitting process business friendly.

2023 Programmatic Goals
Goals
Begin implementation of electronic plan review and inspections program in an effort to further streamline the permitting process.
Implement the 2021 ICC family of codes. Update home improvement guides with the requirements of the 2021 Codes.
Amend the city's code enforcement districts to better allocate resources and ensure adequate coverage.
Increase staff's ICC certifications through training and professional development.
Maintain FEMA CRS Class 7 rating through proactive flood management program.

2022 Programmatic Goals - Status		
Goals	Status	Comments
Prepare for the adoption of the 2021 ICC family of codes. This entails research, meetings with council, preparation of any necessary amendments, and full staff implementation.	In Progress	Staff is completing review of codes and conversations with Council Committee are ongoing.
Prepare personnel, software, website, and forms for expansion of residential inspections program in 2022.	Goal met	Program has been implemented.
Utilize pre-application meetings, best practices plan review, pre-construction meetings, and timely inspections during construction to improve plan review and inspections process.	Ongoing	
Improve our training program and increase staff's ICC certification and professional development.	Ongoing	
Maintain FEMA CRS Class 7 rating through proactive flood management program.	Ongoing	Maintained rating and program management is ongoing.
Assist residents and businesses in code compliance through educational programs such as Maryland Heights University, newsletter articles, Homeowner's Improvement Guide, website updates.	Ongoing	

Performance Measures				
Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Building inspections	2,990	3,587	5,062	5,400
Building permits issued (mechanical, electrical, plumbing)			1,000	1,000
Building permits issued (total)	1,047	1,430	2,328	2,500
Residential occupancy inspections	1,299	1,315	1,128	1,200
Commercial occupancy inspections	320	351	312	335
Multifamily occupancy inspections	2,129	2,328	2,340	2,500
Plan reviews completed	2,047	2,267	3,288	3,500
Property maintenance cases	566	642	336	370



Annual Budget -2023

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Inspections	002
Program Budget			
Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	1,368,819	1,435,095	1,675,393
CONTRACTUAL SERVICES	22,149	64,515	64,855
COMMODITIES	21,952	18,840	18,763
TOTAL EXPENDITURES	1,412,920	1,518,450	1,759,011
Personnel Schedule			
Position	2021	2022	2023
BUILDING COMMISSIONER	1.00	1.00	1.00
DEPUTY BUILDING COMMISSIONER	1.00	1.00	2.00
PLANS EXAMINER	1.00	1.00	1.00
BUILDING INSPECTOR II	0.00	4.00	4.00
BUILDING INSPECTOR I	0.00	2.00	3.00
BUILDING INSPECTOR	4.00	0.00	0.00
CODE ENFORCEMENT OFFICER	4.00	2.00	2.00
PERMITS COORDINATOR	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
CUSTOMER RELATIONS SPECIALIST	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	15.00	15.00	17.00



Annual Budget -2023

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Inspections			002
Personnel Services		2021	2022	2023	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
710.00	SALARIES	963,191	1,006,563	1,187,070	Supervisory	108,379
					Regular	1,069,266
					Overtime	500
					Longevity pay	8,925
711.00	BENEFITS	405,628	428,532	488,323	FICA	90,804
					Workers' compensation	69,371
					Health insurance	186,066
					Life & Disability insurance	11,769
					Dental insurance	5,678
					Pension	124,635
TOTALS		1,368,819	1,435,095	1,675,393		



Annual Budget -2023

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Inspections			002
Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	5,259	34,150	34,150	Violation abatement and demo	28,000
					Smart phones (10)	6,000
					Ameren monthly ledger	150
720.34	CREDIT CARD PROCESSING FEES	10,582	11,000	11,000	Credit card processing fees	11,000
720.51	PROFESSIONAL DEVELOPMENT	6,308	19,365	19,705	See professional development request	19,705
	TOTALS	22,149	64,515	64,855		



DEPARTMENT Community Development		NUMBER 40	PROGRAM Inspections	NUMBER 002
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
ADMINISTRATIVE SEMINARS	Local	300	Seminars for administrative staff	
ASCE MEMBERSHIP		265	Membership dues	
ASFPM/MFSMA		200	Membership dues	
BLUE BEAM TRAINING	Web Based Training	700	Department training for electronic plan review software (15)	
ICC ANNUAL CONFERENCE	St. Louis, MO	2,500	ICC conference & code hearings (8)	
ICC CERTIFICATION EXAMS	Local	2,000	Certification testing (7)	
ICC MEMBERSHIP		150	Membership dues	
MABOI CONFERENCE	Lake of the Ozarks, MO	9,500	Training & certification maintenance (11)	
MABOI MEMBERSHIP		525	Membership dues (15)	
MACE CONFERENCE	Lake of the Ozarks, MO	900	Training & certification maintenance	
MACE MEMBERSHIP		525	Membership dues (15)	
METRO FIRE MARSHALS		40	Membership dues	
MFSMA TRAINING	Lake of the Ozarks, MO	600	Training & certification maintenance	
PROFESSIONAL SEMINARS	St. Louis, MO	1,500	ICC, MACE, MABOI - Local seminars to provide code and inspection knowledge for inspectors (13)	
	TOTAL REQUEST	19,705		



Annual Budget -2023

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Inspections			NUMBER 002
Commodities		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	12,323	9,040	7,963	Inspection equipment and supplies.	3,000
					Safety shoes (13)	1,963
					Standards and training manuals for certification (10)	1,000
					Ref. documents to support adopted code, MEP program & electronic plan review	2,000
730.21	MOTOR FUEL & LUBRICANTS	7,640	7,000	7,000	Gas for vehicles (10)	7,000
730.25	UNIFORMS	1,989	2,800	3,800	Uniform shirts (15)/jackets (4)	3,800
	TOTALS	21,952	18,840	18,763		