

**CITY OF GLENDALE**  
**INTERDEPARTMENTAL COMMUNICATION**

DATE: January 30, 2007

TO: Hassan Haghani, Acting Director of Planning

FROM: Edith M. Fuentes, Zoning Administrator

SUBJECT: Current Planning Section Annual Report for 2006

The Current Planning Section is proud to present our Annual Report for the year 2006. This report includes a summary of applications processed, activities executed and accomplishments achieved by staff during the past twelve months. Everyone in the section has continued to work diligently to reach our common goal of continuing to provide excellent service to the public, as well as support and guidance for our Boards and Commissions. We believe in working together as a team to make our City a better and ideal place to live, work and play.

Staff continues to diligently and patiently sit down with applicants to discuss their proposed projects and go through possible alternate solutions if and when attempting to go for discretionary approval. As noted on the report, there has been a big increase in the number of some applications submitted.

A combined total of 879 applications were submitted in 2006 compared to 855 applications in 2005. Most of the applications submitted were for Zoning Use Certificates, Permit Investigations, Home Occupation Permits, Variances, and Design Review. Home Occupation Permits accounted for 160 of the applications submitted, while 116 were for Permit Investigations, 46 Variances, 14 Parking Reduction Permits, 42 Conditional Use Permits, 21 Administrative Exceptions, 765 Zoning Use Certificates, and 298 Design Review applications. In addition, 42 Environmental Applications and 14 Subdivision Applications, including Condominium Conversion, New Condominium Subdivision, and Parcel Map applications were submitted. The section held a total of 221 meetings and hearings and 59 study sessions. The Current Planning Section Staff consulted 10,363 persons at the Permit Services Counter and 728 at the Planning Department's Public Counter. In addition, Design Review Board staff conducted 228 field inspections. The Permit Services processed 746 Design Review Board exemptions, and checked 898 plans.

In 2004 the Current Planning Section Staff introduced the Site Development Preview Committee (SDPC). The SDPC met on 63 occasions in 2006. This committee is comprised of various City Section Staff and review projects that are being processed by individual case planners in the Current Planning Section. This preliminary review process provides comments and informs applicants regarding possible issues and/or requirements that should be addressed prior to the final plans check process.

This report reflects the volume of work performed by staff in the Current Planning Section (Zoning Administration, Design Review Board, Environmental/Rezone and Subdivision). However, the computer software tracking data system used by the department currently does not provide a means for accurately collecting all necessary data. Therefore, the City's Information Services Section is currently in the process of improving the current software in order to produce more accurate data in the future.

If you have any questions regarding this report, please let me know.