

# Department of Planning and Community Development



BUILDINGS | CODE COMPLIANCE | HOUSING | PLANNING

## 2011 Year End Report

2011 YEAR END REPORT

## *WELCOME FROM MAYOR KASIM REED*



I truly believe – and I think many of our constituents, citizens and corporate partners share this view – that 2011 will stand as a year of great achievement for the City of Atlanta. Part of our strategy over the past two years has been to turn each challenge into an opportunity.

Over the past year, we faced the hurdle of reducing the pension obligation for city workers and reformed an unsustainable employee pension fund which saves more than \$270 million over the next 10 years, and more than \$500 million over 30 years. When confronted with public safety concerns, we hired more than 400 new public safety officers. And to keep our community programs thriving, we lobbied for and received more than \$135 million of federal funding in 2011 to help Atlanta businesses and citizens succeed.

In short, our strategy has prevented the need for property tax increases, has halted city staff reductions and helped us achieve a balanced budget for fiscal year 2012.

My administration remains committed to making the City of Atlanta stronger than ever. As we continue our work to restore Atlanta’s vigor and appeal to citizens, business and industry, we plan to resolve other challenges and issues that face us in the wake of a slowly recovering economy.

The Department of Planning and Community Development (DPCD) plays a key role in the City of Atlanta’s strategy for economic revival and endurance. From managing much needed affordable housing programs to reviewing and approving planning, zoning and building permits, this department remains focused on serving the needs of citizens and businesses alike.

Key DPCD achievements made during fiscal year 2011 include:

- Obtaining a \$4.9 million HUD grant award to implement Neighborhood Stabilization Program 3 (NSP3);
- Developing and gaining City Council approval for the 2011-2015 Capital Improvement Plan and Short Term Work program;
- Initiating a wide scale review of service delivery and proposed permitting improvement processes; and
- Instituting a new Boarding Ordinance to more effectively address the methods to properly secure open and vacant structures.

As we continue our hard work into the new fiscal year, I expect it will be another year of achievement despite the current challenging economic climate. We will continue to engage the public, work to maintain your trust, and operate a transparent government that makes Atlanta a better place to live and work.

Sincerely,

Kasim Reed  
Mayor

## *GREETING FROM COMMISSIONER SHELBY*

Achievement. Focus. Determination. These words (clearly describe/best summarize) how the Department of Planning and Community Development will address our top priorities for fiscal year 2012. We will maintain our focus on improving the various services we provide the business and residential community. In the new year ahead, we are determined to achieve our new goals.



Great strides were made during fiscal year 2011 and moving forward we're planning to launch new initiatives to continue this trend. During 2012, we will to persist with converting abandoned, foreclosed homes into high quality, energy efficient homes for families through the City's Neighborhood Stabilization Program. We are prepared to overhaul the building permitting process to make it faster and more efficient. This year, the Department will continue to utilize the In Rem process to address dilapidated structures by (demolishing them/clearing the land).

The Department of Planning and Community Development's top three objectives for the new fiscal year are:

1. Implement and maintain a neighborhood transformation program and public response demonstration project to improve the health and safety of Atlanta citizens.
2. Streamline the permitting process through the consolidation of all permit related services.
3. Launch and complete the Housing Study Inventory and housing analysis of residential units in the City of Atlanta.

Quality affordable housing, planning, zoning, permitting and code enforcement are all priorities within the Department of Planning and Community Development. Each year, the Offices within the DPCD engage citizens, property owners, non-profits and other municipalities to create, maintain and manage programs and services to effectively address the needs of the community.

Working together is the only way the Department of Planning and Community Development can be successful in making the City of Atlanta the best it can be.

Sincerely,

James E. Shelby  
Commissioner



# Department of Planning and Community Development Fiscal Year 2011 Photo Collage

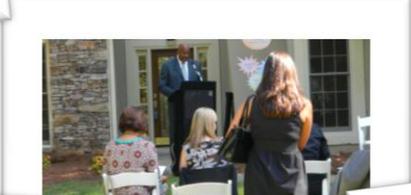
*Downtown Tree Inventory*



*City Hall Historic Tours*



*Korean Fellows Visit*



*NSP Green Grant News Conference*



*CDP Community Meetings*

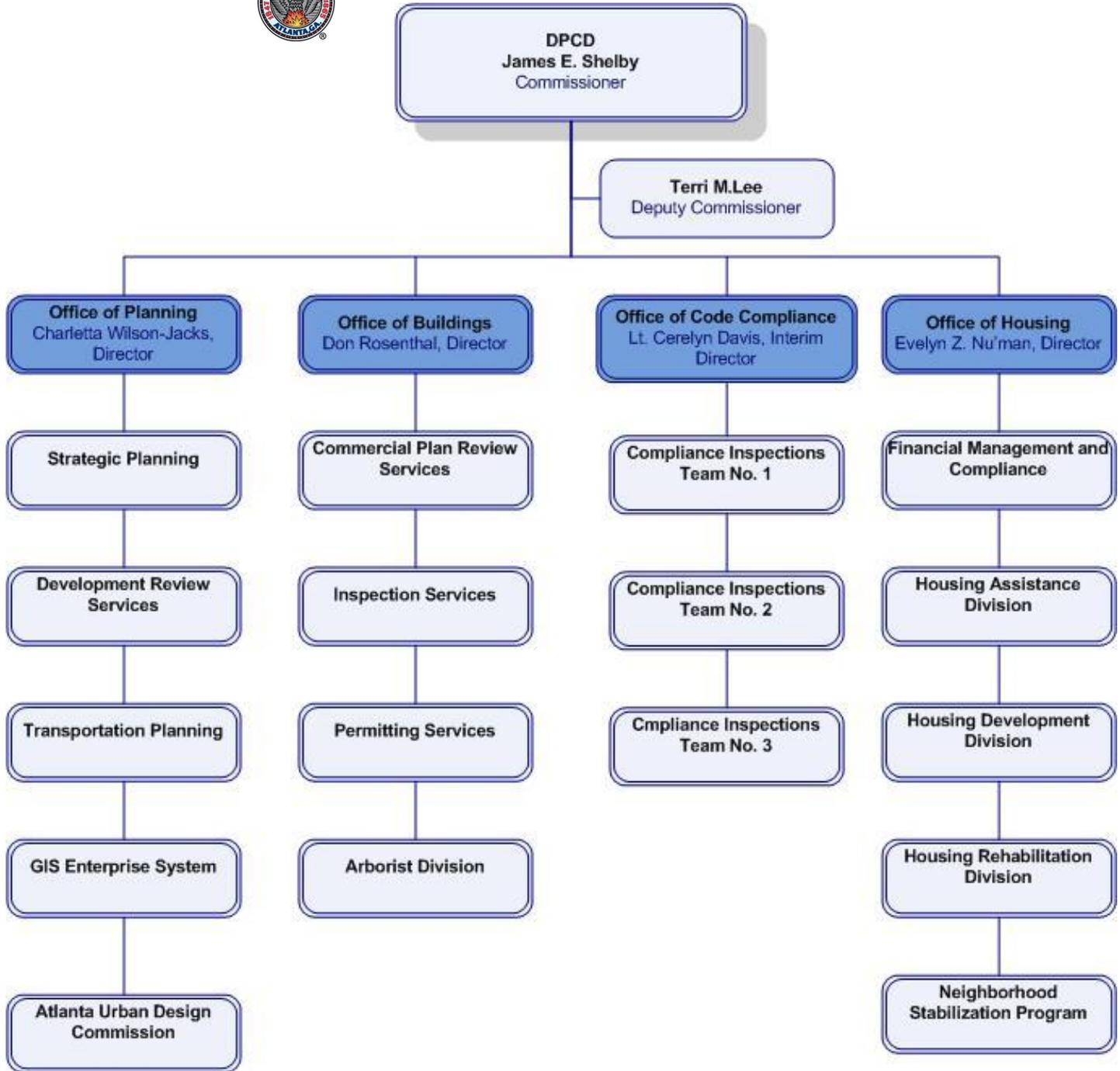


*DPCD Habitat for Humanity Team*



*Affordable Housing Fair*

**Department of Planning and Community Development**  
**ORGANIZATIONAL STRUCTURE**



# Boards and Commissions



## *Atlanta Urban Design Commission*

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The Urban Design Commission was established in 1975 by a City of Atlanta ordinance. City policy provides that the Commission identify, protect, enhance and perpetuate the use of buildings, sites and districts of special character, historic interest, or aesthetic value. It is in the interest of the health, prosperity, safety, education and general welfare of the public that the City of Atlanta maintains this policy.

The Board of the Urban Design Commission consists of 11 members who are all residents of the City of Atlanta. The members of the Commission are volunteers and are appointed to serve three-year terms by the Mayor, City Council and Council President. According to the City ordinance, the Commission membership includes two architects, as well as a landscape architect, lawyer, land developer, real estate professional, historic preservationist, artist, historian, neighborhood representative and urban planner.

## *Board of Zoning Adjustment*

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The Board of Zoning Adjustment is a quasi-judicial board of five appointed members that hears applications for variances and special exceptions from the zoning ordinance, as well as appeals of administrative decisions. When making a decision concerning an application, the BZA takes into consideration the recommendations of the Office of Planning staff and the Neighborhood Planning Unit (NPU) as well as testimony given at hearings.

## **Tree Conservation Commission**

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The Tree Conservation Commission assists the City in establishing and maintaining records of historic, specimen and special trees. The Commission also hears and decides appeals of decisions for administrative officials.

## **Zoning Review Board**

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*The Zoning Review Board consists of nine members, appointed by the Mayor and City Council, who meet twice a month to consider applications for rezoning and special use permits. The Zoning Review Board takes into consideration the recommendations of the Office of Planning staff and the relevant Neighborhood Planning Unit (NPU) and the Office of Planning staff and makes recommendations to the Zoning Committee of the Atlanta City Council.*

## **In Rem Review Board**

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*The In Rem Review Board conducts public hearings for owners of property determined by the Bureau of Buildings to be unfit for human habitation or use. The Board also determines and notifies owners of problems in addition to suggesting corrective action.*



*The Department's objective is to guide the development of the City through effective measures of planning, design review, construction plan approval, code compliance, and housing assistance.*

### ***Office of the Commissioner***

The Office of the Commissioner provides leadership, policy direction, and centralized staff support for the Offices of Buildings, Code Compliance, Housing, and Planning. Support services include administration, budget, personnel management, legislative liaison, policy collaboration and coordination, technical support, and management of the Office's workload functions.

### ***Summary of Operations***

The Department of Planning and Community Development (DPCD) provides the leadership role in creating opportunities for our City to continue to grow and sustain our diverse communities that define and give Atlanta its unique character. The Department's objective is to guide the development of the City through effective measures of planning, design review, construction plan approval, code compliance, and housing assistance.

The Department works closely with the Neighborhood Planning Units, independent community organizations, and developers in an attempt to provide the policy guidance and assistance to support the growth of our community.

## **Department of Planning and Community Development**



### **MISSION STATEMENT**

To plan and implement the future by guiding the physical and economic development of the City while enhancing the quality of life for all through a comprehensive range of planning, design review, construction plan approval, code compliance, and housing preservation and assistance services and programs.

### **VISION STATEMENT**

Preserving our historical past, maintaining the livability of the present, and transforming our future through the implementation of the highest quality planning, building, code compliance, and housing services and programs to enhance the level of service we provide to all people of Atlanta.

**Department of  
Planning and  
Community  
Development**

*Preserve our past,  
sustain our present,  
and transform our  
future.*

# Fiscal Year 2012 Goals

## Department of Planning and Community Development



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1

### Initiative:

Implement and maintain a neighborhood transformation program and public safety response demonstration project to improve the health and safety of Atlanta citizens.

2

### Initiative:

Streamline the permitting process through the consolidation of all permit related services.

3

### Initiative:

Launch and complete the Housing Study Inventory and Analysis of residential units in the City of Atlanta.



## *Office of Buildings*

**Office of Buildings** enforces the Codes adopted by the City of Atlanta to ensure minimum standards for the construction, repair, demolition, occupancy and maintenance of buildings, structures and properties. The Office reviews, approves, and issues all permits required by the City's Codes for the repair, alteration or addition to all public and private buildings and structures; as well as, permits for new construction. The permit center assists property owners in their effort to ensure that buildings are in compliance with the standards set forth in the City's Codes. This Office is also responsible for issuing tree removal permits for trees on private property.

### **Accomplishments – Fiscal Year 2011:**

- **Initiated a Plan Review Process to Fulton County Health Department to facilitate the processing of permits.**
- **Initiated internal training program for Permit Technicians (intake, routing, and issuance).**
- **Initiated the consolidation of permit intake, permit routing, and permit issuance into Permit Technicians.**
- **Initiated a department wide review of service delivery and proposed improvement processes for implementation in the FY2012 budget.**

## Fiscal Year 2012 Goals

**21,195**

Total number  
of building  
permits issued  
during FY '11.

**\$6,821,694**

Total revenue  
generated by  
building permits  
during FY '11.

- Develop, implement and manage a plan to consolidate all City of Atlanta permitting functions to improve customer service.
- Establish an enterprise fund to be implemented in phases to support Office of Buildings activities.
- Create a voluntary Specialized Combination Inspector program to increase the number of inspections per visit from (1) one to (4) four.
- Encourage a voluntary skill set certification program for Inspectors, Plan Reviewers, and Permit Technicians.
- Design a plan to improve the City of Atlanta's ISO rating which could potentially impact the costs that everyone in the city pays for insurance.



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## Office of Buildings

### TOTAL NUMBER OF BUILDING PERMITS ISSUED

Month	FY09	FY10	FY11	% change FY10-FY11
Jul	2,359	1,764	1,662	-6.0%
Aug	2,143	1,664	1,877	13.0%
Sep	2,157	1,628	1,853	14.0%
Oct	2,141	1,874	1,919	2.0%
Nov	1,526	1,866	1,815	-3.0%
Dec	1,953	1,370	1,734	27.0%
Jan	1,730	1,389	1,433	3.0%
Feb	1,139	1,461	1,673	15.0%
Mar	2,167	1,882	1,986	6.0%
Apr	1,842	1,816	1,672	-8.0%
May	1,507	1,781	1,757	-1.0%
Jun	1,790	1,918	1,814	-5.0%
<b>Total</b>	<b>22,454</b>	<b>20,413</b>	<b>21,195</b>	<b>4.0%</b>



## *Office of Code Compliance*

**Office of Code Compliance** is responsible for the inspection and enforcement of residential and commercial properties that violate the Atlanta Housing Code, Commercial Maintenance and Industrial Code. The Office also houses the In Rem Program. This program strives to achieve compliance through the In Rem Review Board a volunteer entity of the City of Atlanta. The Office of Code Compliance utilizes the In Rem Judicial process to gain compliance through demolition or cleaning and securing of vacant and dilapidated structures throughout the City of Atlanta.

### **Accomplishments – Fiscal Year 2011:**

- **Implemented a new Boarding Ordinance to better secure open and vacant structures.**
- **Initiated comprehensive neighborhood enforcement sweeps.**
- **Launched the review of a plan to eliminate all uncontrolled weed growth, kudzu, grass, shrubs, and bushes. This plan will address the removal of junk, trash and debris on the entire premises as well.**

## Fiscal Year 2012 Goals

- Continue to effectively and efficiently address open, vacant and dilapidated structures throughout the City of Atlanta thru the In REM Program.
- Create Neighborhood Involvement Initiative - quarterly meeting with City of Atlanta NPU and community representatives to discuss key priorities relating to code enforcement, public safety, and security.
- Develop an Ordinance amendment to allow DPCD the ability to address burned out structures immediately without notice/citation based upon the structure's state of deterioration.
- Create a public education program for citizens and City employees on code compliance and its enforcement powers/functions.
- Implement best practices for municipal code enforcement across the country with special focus on those cities with similar abandoned housing issues, and similar demographics.



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## *Office of Housing*

**Office of Housing** promotes the development of affordable workforce housing and community development policies and provides fiscal oversight and management for development contracts and programs valued in excess of \$30M. The Office of Housing encourages partnerships with both public and private developers of workforce affordable housing. The Office of Housing also provides rental assistance and financing of affordable rental developments.

### **Accomplishments – Fiscal Year 2011:**

- **Met the September 2010 Obligation Deadline for the Neighborhood Stabilization Program 1 (NSP 1).**
- **Received \$4.9M in grant award funding for the implementation of the Neighborhood Stabilization Program 3 (NSP 3).**
- **Received \$2.1M in grant award funding from HUD's Office of Healthy Homes and Lead Hazard Control.**
- **Received \$750K in Community Development Block Grant Recovery (CDBG-R) funds from the Georgia Department of Community Affairs.**
- **Awarded \$1.39 in HOME funds for housing construction.**

## Fiscal Year 2012 Goals

**\$5,727,676**

Total funds  
expended for the  
City of Atlanta's  
Neighborhood  
Stabilization  
Program (NSP1).

**\$115,117**

Average  
sales price for  
renovated  
NSP home.

- Launch and complete the Housing Study Inventory and Analysis of residential housing units in the City of Atlanta.
- Continue to successfully manage Neighborhood Stabilization Program 1 and 3.
- Plan, implement and manage "Lead Safe Atlanta," Lead-Based Paint and Hazard Control Program (LBPHC).
- Complete restoration of 205 units under the Owner Occupied Rehab Program and the limited rehabilitation program.
- Provide down payment assistance to 130 new homebuyers through the Atlanta Affordable Housing Opportunity Program (AAHOP) and Habitat for Humanity program.



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## Office of Planning

**Office of Planning** is the City's planning source for establishing an action plan for the integration of land use with housing, transportation, historic preservation and community and economic development. The Office is responsible for administering land development regulations inclusive of zoning, subdivision and historic designations (Urban Design Commission). The Office is also responsible for the development of the Comprehensive Development Plan, the Capital Improvement Plan, the management of the ATL GIS system and the Neighborhood Planning Unit system.

### Accomplishments – Fiscal Year 2011:

- Developed an Urban Redevelopment Plan (for bond financing), subsequently adopted by the City Council in July 2010. Completed an amendment to the plan, for the purpose of participating in the State's Opportunity Zones program, with assistance from the Atlanta Development Authority in December 2010.
- Worked with the Mayor's Office of Sustainability to draft legislation to allow for Farmer's Market.
- Developed and gained subsequent City Council approval for the 2011-2015 Capital Improvement Plan and Short-Term Work program.
- Developed and gained subsequent City Council approval for the transmittal of the Draft 2011 Comprehensive Development Plan- Community Assessment and Community Participation Plan to the Atlanta Regional Commission.
- Played a large part in the submission of the successful TIGER II grant application for the Atlanta Streetcar.
- Fully implemented a "Section 106" Programmatic Agreement for the historic preservation review of the City's HUD-funded projects and program.

## Fiscal Year 2012 Goals

- Complete and adopt the 2011 CDP and CIP.
- Completed the Bankhead MARTA LCI: 5 year update.
- Complete the update of the City's Impact Fee Ordinance.
- Participate on the ARC Plan 2040.
- Coordinate with Mayor's Office and citywide stakeholders on the development of a timeline, criteria and project list for the Transportation Investment Act of 2010 local funding.
- Develop corridor specific bicycle facility plans based on Connect Atlanta Core Connections.
- Coordinate project development with Department of Public Works, MARTA, GRTA, GDOT and community improvement districts.
- Implement elements of the *Connect Atlanta* plan through various programs and projects.
- Coordinate with Department of Public Works to implement funded Livable Centers Initiative and other grant-funded transportation projects.
- Initiate additional regulatory revision processes for the remaining Landmark and Historic Districts' regulations – Druid Hills, Adair Park, Whittier Mill, Grant Park, Atkins Park, etc. Plan to complete all remaining revisions prior to end of FY12.
- Implement design review for established Sunset Avenue Historic District. Assist with citywide educational campaign for Transportation Investment Act of 2010.

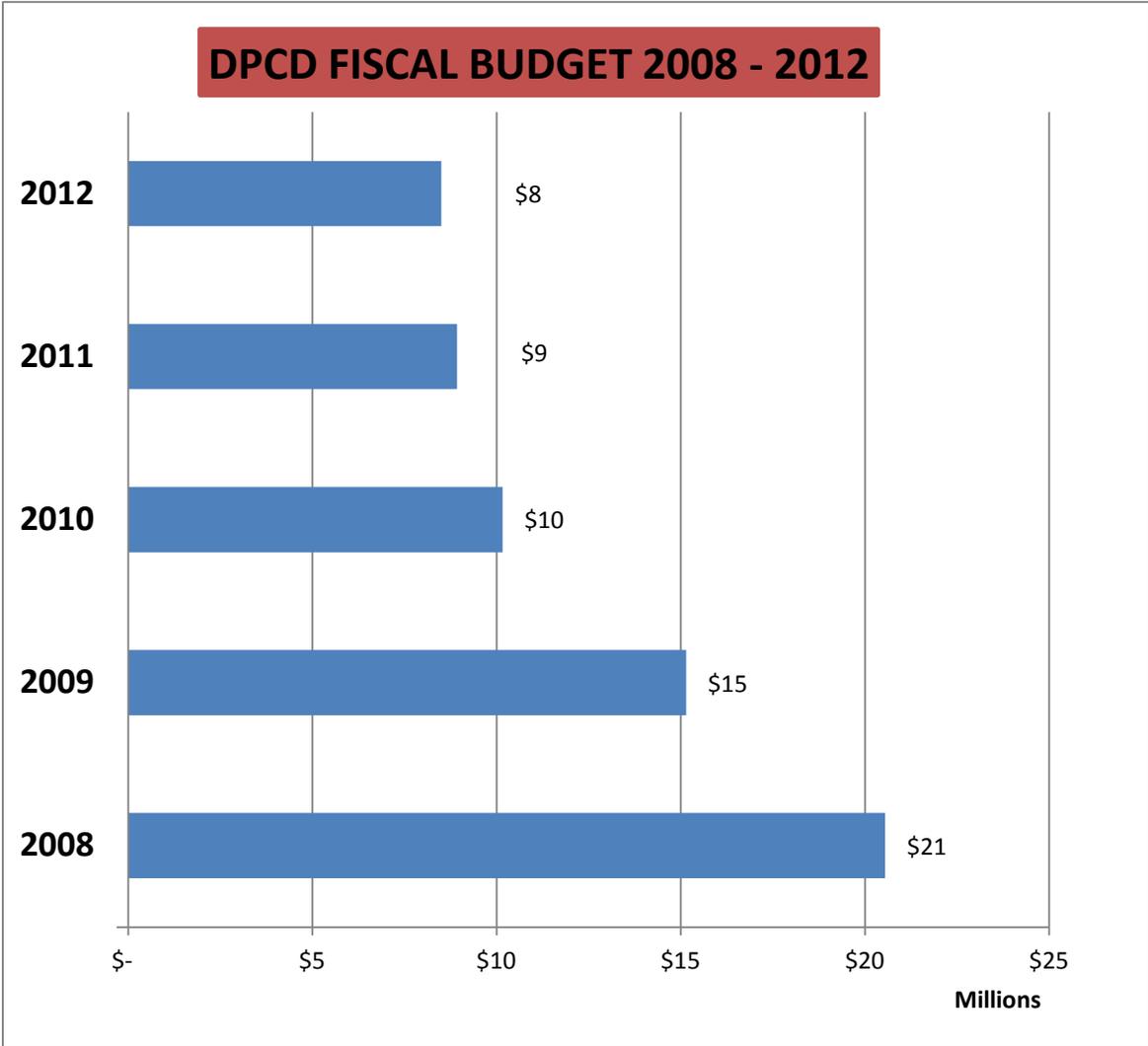
## Department of Planning and Community Development



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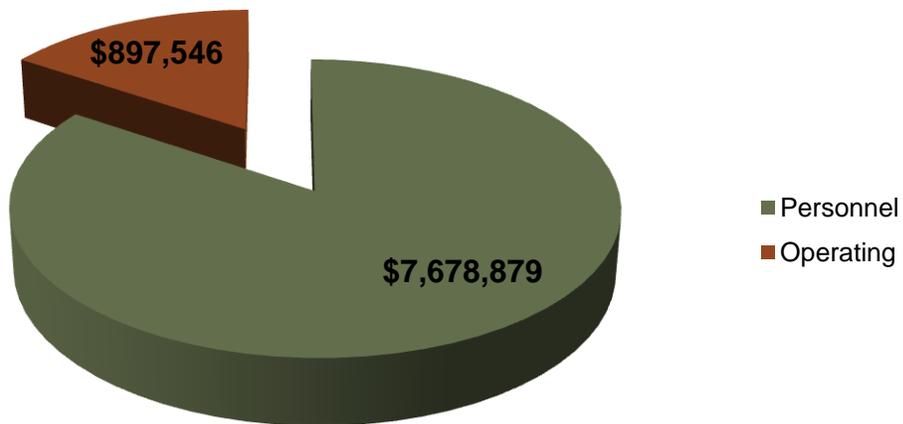
# Department of Planning & Community Development





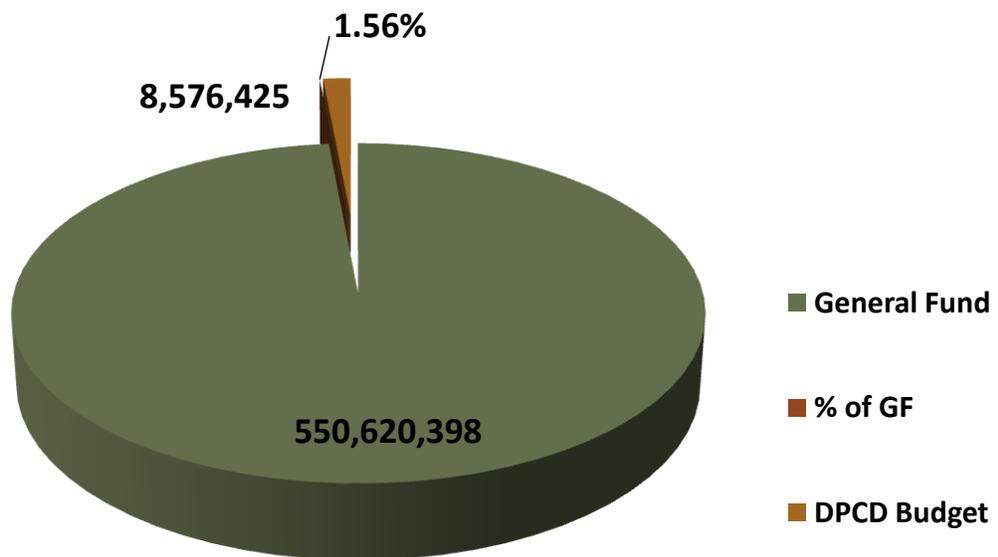
# Department of Planning & Community Development

## General Fund FY 11





## Department of Planning & Community Development





**Kasim Reed**  
**Mayor**

**Cesar Mitchell**  
**Atlanta City Council, President**

<b>Carla Smith</b>	<b>District 1</b>
<b>Kwanza Hall</b>	<b>District 2</b>
<b>Ivory Lee Young</b>	<b>District 3</b>
<b>Cleta Winslow</b>	<b>District 4</b>
<b>Natalyn Archibong</b>	<b>District 5</b>
<b>Alex Wan</b>	<b>District 6</b>
<b>Howard Shook</b>	<b>District 7</b>
<b>Yolanda Adrean</b>	<b>District 8</b>
<b>Felicia A. Moore</b>	<b>District 9</b>
<b>C.T. Martin</b>	<b>District 10</b>
<b>Keisha Lance Bottoms</b>	<b>District 11</b>
<b>Joyce M. Sheperd</b>	<b>District 12</b>

<b>Michael Julian Bond</b>	<b>Post 1 At-Large</b>
<b>Aaron Watson</b>	<b>Post 2 At-Large</b>
<b>H. Lamar Willis</b>	<b>Post 3 At-Large</b>