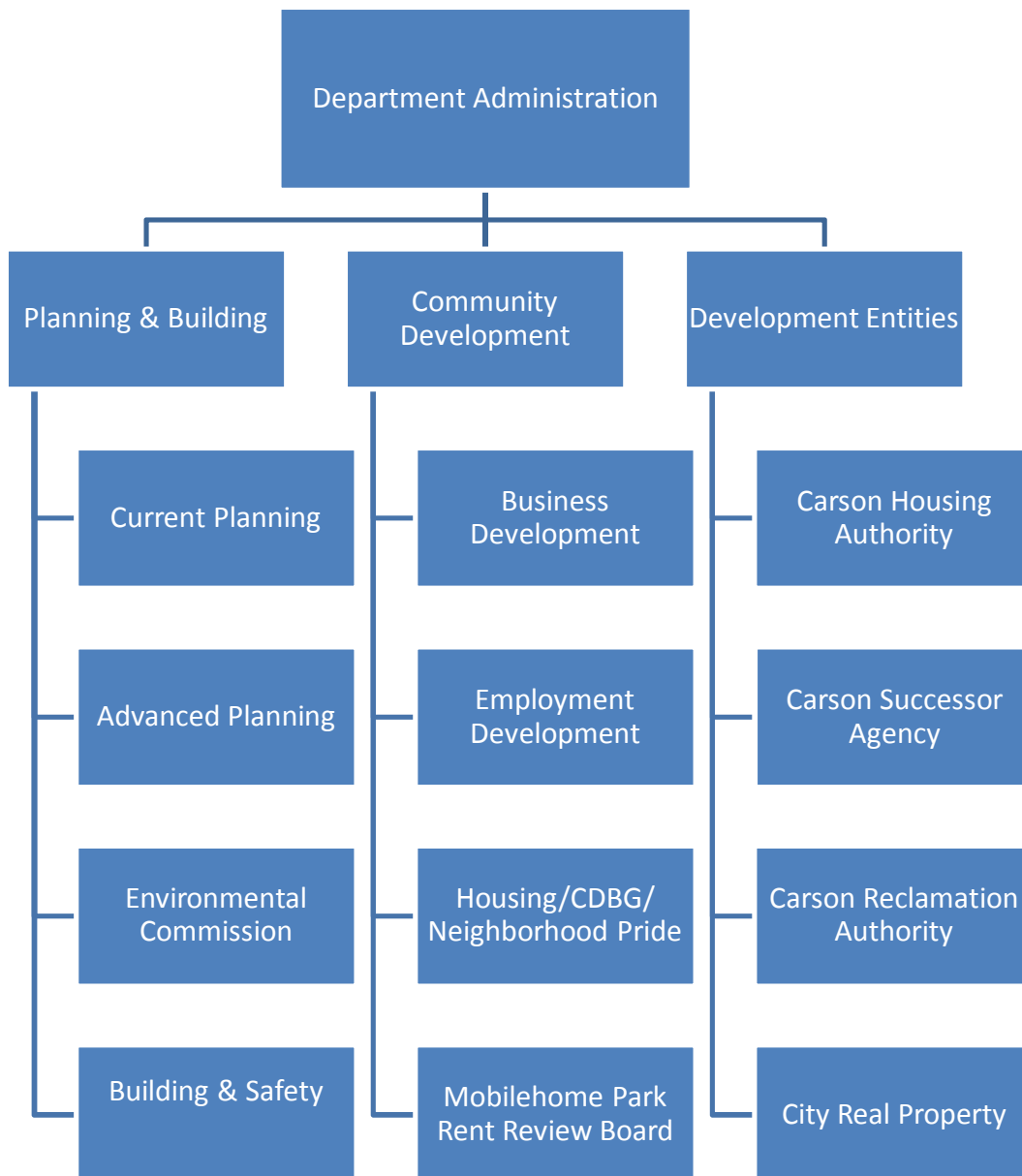


# Community Development Department

The Community Development department promotes a quality living environment by guiding the development and maintenance of the City. Under the direction of the Director of Community Development, this department has a vital role in shaping the future of the City by reflecting the aspirations of its citizens, creating an orderly, attractive and functional city, and ensuring a safe building environment, attracting businesses and providing assistance in job creation, placement and training. The following divisions work hand in hand to attain the department's goals. The chart below reflects the functions of the department but not its organizational structure.



## **FY 16-17 Department Accomplishments**

**Planning Division:** The Planning Division's mission is to further develop goals, policies, programs, and plans that direct and guide residential and business development and encourage land uses that are compatible, sustainable and most beneficial to the community. The division's goal is to administer and fulfill the objectives of the General Plan, provide applicants with efficient permit processing services and provide citizens the appropriate opportunities to participate in land use decisions. The Planning Division is intimately involved in the entitlement of major projects in the city, and has worked over the past year on a number of major zoning code and general plan amendments that will improve the quality of life in Carson for the next several decades. Major projects include:

- The entitlement and environmental review of Carson Reclamation Authority's 157 acre project, now proposed as a major shopping and entertainment center.
- Monitor the activities of Shell Oil and AECOM in the environmental remediation of the Carousel Tract, a 285 home subdivision undergoing environmental remediation; serve as one point of contact for all non-RAP-related issues in the tract.
- The approval of a 5 acre, grocery-anchored shopping center at Central and University.
- The implementation of the Carson Street Master Plan.
- Plan review of additional tenants and upgrades at the South Bay Pavilion, Forever 21 Red, Bath & Body Works, the subdivision of the former Sears space into several junior anchor spaces, and a cluster of new restaurants.
- The completion and commercial lease-up of the Veo condominium project.
- The Union South Bay project at Avalon and Carson Street, a 357 unit apartment complex with 30,000 sq. ft. of retail space.
- Opening of the Porsche Experience Center, a 51 acre driving track built on a former landfill.
- An application for the redevelopment of a section of the Dominguez Technology Center, the former Northrup Grumman facility.
- Reviewing the EIR undertaken by AQMD on the connection of the former Shell Wilmington refinery and the Carson Tesoro refinery into a single Tesoro Refinery -- the Los Angeles Regional Interconnection project (LARIC).
- Reviewing the EIR undertaken by Cal State Dominguez Hills and AEG on behalf of the Los Angeles Chargers, which have proposed to play NFL football in the StubHub Center for the next three seasons.
- Participate in the litigation against the CDC Childcare Center regarding a parcel at the northwest corner of Victoria and Cedarbluff; as part of the Settlement Agreement, manage the appraisal and sale of the property.

Additional zoning work included:

- The solicitation of a new General Plan consultant and the award of the Contract.
- The adoption of a comprehensive oil drilling code.
- A land use moratorium around the 157 acre site, and the creation of a "Vision Plan" for the area to precede and inform the final General Plan designation.
- A land use moratorium on warehousing, trucking and logistics businesses in order to environmentally assess the impact of trucks on City streets, and issues faced by neighbors adjacent land uses to such businesses.

- A moratorium on the closure of mobile home parks, which is still under evaluation and will require amendments to the Zoning Code; and work on revising the Rent Control ordinance to change from a factor-based formula to a CPI-based formula.
- A moratorium on new convenience stores and on new discount stores, in order to preserve retail opportunities for higher and better uses in Carson, which resulted in amendments to the Zoning Code.
- A new real estate sign code, in order to improve the sales climate for residential real estate in Carson.
- Adding a design review requirement in the code and establishing a design review fee, in order to professionalize architectural review in the city.
- Undertaking a Development Impact Fee Study in order to determine the “fair share” of public improvement costs by land use.
- The City contract with Los Angeles County to provide Building & Safety services such as plan checks and building inspections. The County operates these services from City Hall for the convenience of the residents and developers.

**Community Development Division:** This division is responsible for the overall management and administration of the Community Development Block Grant Program (CDBG), the Housing Preservation Program, Commercial Improvement Program, Homelessness Services, the Foreclosure Registration Program, and other various housing grant-funded activities to create a strong, sustainable, inclusive community and quality, affordable homes for all. The Housing Division monitors CDBG-funded activities and housing development activities to ensure federal and state program compliance. The division also seeks other funding sources to augment existing and community-based services to the community. Programs administered by this division include:

- CDBG Administration: Improved compliance with HUD guidelines on Section 504 Civil Rights, including completing a revised 2015 Analysis of Impediments to Fair Housing and correcting deficiencies in the 2014 Voluntary Compliance Agreement; also, obtained approval of 2015-2020 Five Year Consolidated Plan and the 2016-17 Annual Action Plan and reorganized the grant allocation process for both Public Services and Capital Projects Subrecipients.
- Neighborhood Pride Program: This program preserves the City’s residential housing stock through grants (under \$15,000) or loans (over \$15,000 and up to \$35,000 with City Manager approval) for eligible home improvements for low-income homeowners.
- Commercial Improvement Program: This CDBG-funded program improves and preserves commercial businesses through providing grants for Façade Improvements (up to \$25,000) or Substantial Rehabilitation (over \$25,000 and up to \$95,000) for exterior improvements for businesses in CDBG-targeted commercial areas.
- Neighborhood Stabilization Program (“NSP”): In response to the foreclosure crisis, in 2008 HUD created NSP. As an NSP recipient, the City bought foreclosed homes, rehabilitated them, and sold them as affordable housing units. The City currently monitors the units until they complete their 15-year covenanted affordability period.
- Foreclosure Registration Program: The City registers over 200 foreclosed residential properties and collects registration fees annually from financial institutions and beneficiaries and contracts with a private firm to provide monitoring services. The City collects on average \$100,000 annually and spends \$40,000 on the program administration.

- Homeless Prevention Program: The City partners with Los Angeles Homeless Services Authority (LAHSA) and People Assisting the Homeless (PATH) to provide resources to the homeless population in the City. The City budgets approximately \$30,000 annually to provide outreach to homeless hot spots, access to the County's Coordinated Entry System, Laundry of Love services and clean-up activities throughout the City.

**Employment Development Division:** Funded by Federal Workforce Investment and Opportunities Act (WIOA) through the South Bay Workforce Investment Board (WIB), this division's purpose is encouraging job matching and employment development to eliminate poverty. The Program provides year-round job matching assistance for Carson residents ages 18 and over and assists local businesses to meet their hiring goals. Programs administered by this division include:

- Youth and Adult Employment: These programs serve Carson residents with their employment needs. Staff plans, organizes, and implements programs to assist job seekers and businesses needing to fill positions, and acts as a liaison for the South Bay Local Workforce Investment Board as required. This division manages the WIOA grants.
- Job Development and Employee Recruitment: Assists businesses with ongoing recruitment efforts, including an emphasis on new businesses requiring numerous new employees. Represents the City in assisting the WIB achieve its regional goal of providing assistance and services for job retention and training.
- The City also contracts with a third party vendor to operate the Transitional Subsidized Employment (TSE) program through the Career Center, providing subsidized and unsubsidized employment matching for job seekers exiting a number of public assistance programs including Cal Works and GAIN.

**Carson Reclamation Authority:** Established as a Joint Powers Authority in February 2015 to manage the affairs of the 157 acre former Cal Compact Landfill site now slated for major mixed use development:

- Terminated the Design & Construction and Operation & Maintenance agreements with the previous environmental contractor, Tetra Tech, including the AIG Cost Cap Policy, and replaced the O&M contract with SCS Engineers and the AIG Policy with a DTSC-approved Enterprise Fund.
- Negotiated Exclusive Agreement to Negotiate and a Memorandum of Understanding with developer Macerich for a portion of the site for a major fashion outlet center.
- Issued a Request for Qualifications for Master Developer for balance of the Site and commenced negotiations with a developer for Cells 3, 4, and 5.
- Selected a Horizontal Master Developer for the Site to install the remedial systems, piles, structural slabs, and site infrastructure on behalf of the CRA.
- Submitted a successful grant application for renewal of \$5.0 million state CAL ReUSE grant.
- Placed \$25 million in Pre-Development Pollution Legal Liability coverage, \$25 million in Pre-Development Contractor's Pollution Liability/Professional Liability coverage, and \$10 million in Public Officials Liability coverage.

**Carson Housing Authority:** Housing Authority funds can be used anywhere within the City for the purpose of providing low and moderate income housing. The following is a partial list of projects/programs undertaken this year:

- Closed escrow on the 400 East Sepulveda property. Sold the property to Affirmed Housing for development of 65 units of affordable senior housing. Construction began at the end of 2016 and is well underway. Completion is expected by the Spring 2018.
- Approved a Disposition and Development Agreement with Carson Figueroa, LP for development of a 51 unit affordable veterans housing project located at 600 West Carson Street. The project received its 9% Low Income Housing Tax Credit award from the California Tax Credit Allocation Committee (TCAC) in June 2017. The project will begin construction at the end of 2017.
- Approved a Development and Loan Agreement (DLA) with 21205 Carson Arts, LP for development of a 46 unit affordable artist housing project located at 21205 Main Street. The DLA authorized the Authority to provide financial assistance for the Developer to acquire the Main Street property. The acquisition was funded by the Authority in March 2017. The developer will submit its application to TCAC for a 9% tax credit award in June 2017. Under the DLA the developer has up to four TCAC rounds to secure financing. Construction will begin once all financing is secured by the developer.
- Continue to provide rental assistance to previous Housing Authority projects; and continue annual compliance monitoring activities for 561 units under affordability covenants from the Authority.

**Carson Successor Agency:** Created pursuant to the Redevelopment Agency Dissolution Act to manage the functions of the dissolved redevelopment agency, which include:

- Approval of the Recognized Obligation Payment Schedules (ROPS) for FY17-18.
- Refunded the 2009 Tax Allocation Bonds and 2009 Financing Authority Lease Revenue Bonds.
- Extended the Purchase Agreement with Panattoni Development on a parcel on 223rd Street. Developer received approval of the subdivision map and entitlement application by the City of Carson in February 2017, which has been challenged by the neighboring property owner.
- Approved the sale of Successor Agency-owned property located at 600 West Carson Street to the Carson Housing Authority for development of an affordable veterans housing community. That project is described in Housing Authority section.

### **FY17-18 Department Goals**

- Negotiate a development agreement with Macerich and a second Master Developer on the 157 acre site and begin site grading and installation of the remedial systems.
- Close on property at 600 West Carson Street and assist developer meet the construction deadline.
- Assist the developer obtain a tax credit allocation on the 21205 Main Street affordable housing project.
- Complete Purchase and Sale Agreement with Panattoni on 223rd Street parcel.
- Market and sell the CDC Childcare Center parcel on Victoria.
- Find buyers for additional RDA and City-owned parcels at Carson & Figueroa, Main & Torrance, and Main & Albertoni (RDA) and on Avalon and 223<sup>rd</sup> (City-owned).
- Complete the revision of the mobile home park rent review ordinance.
- Commence work on the General Plan update.
- Adopt a schedule of Development Impact Fees.
- Improve performance under the WIOA contract, including placing more adult and youth clients in jobs and better coordinating between the WIOA-funded staff and the TSE contractor.

Division	Classification	FY16-17 Funded	FY17-18 Funded
Administration	DIRECTOR OF COMMUNITY DEVELOPMENT	1.00	1.00
Administration	PLANNING MANAGER	1.00	1.00
Administration	SENIOR CLERK	1.00	1.00
Planning	SENIOR PLANNER	1.00	1.00
Planning	ASSOCIATE PLANNER	2.00	2.00
Planning	ASSISTANT PLANNER	2.00	2.00
Planning	PLANNING TECHNICIAN	1.00	1.00
Planning	PLANNING SECRETARY	1.00	1.00
Housing	MANAGER, BUSINESS DEVELOPMENT	1.00	1.00
Housing	HOUSING PROGRAM MANAGER	1.00	1.00
Housing	REDEVELOPMENT PROJECT MANAGER	1.00	1.00
Housing	HOUSING ANALYST	1.00	1.00
Housing	SENIOR ADMIMINISTRATIVE SPECIALIST	1.00	1.00
Housing	REHAB FINANCIAL COUNSELOR	1.00	1.00
Housing	DIVISION SECRETARY	2.00	2.00
Housing	EMP AND BUS DEV ASSISTANT	1.00	1.00
Housing	SENIOR CLERK	1.00	1.00
Employment	EMPLOYMENT SPECIALIST	3.00	3.00
Employment	RESOURCE CENTER TECHNICIAN	1.00	1.00
CSA/CHA	PRINCIPAL ADMIN ANALYST	1.00	1.00
CSA/CHA	REDEVELOPMENT PROJECT ANALYST	1.00	1.00
CSA/CHA	TYPIST CLERK	1.00	1.00
<b>Subtotal Full-Time</b>		<b>27.00</b>	<b>27.00</b>
Housing	TYPIST CLERK (PT)	0.50	0.50
Employment	CLERICAL ASSISTANT (PT)	0.50	0.50
<b>Grand Total FTE</b>		<b>28.00</b>	<b>28.00</b>
<i>One part-time employee = 0.5 FTE</i>			

PROGRAM	ACCT DESCRIPTION	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 BUDGET	FY17-18 BUDGET
01-70-010-001	Comm Dev/Administration/Mgt & Control	11,133	914	15,840	279,426
01-70-400-970	Comm Dev/Appropriations for Donations/Business Award Pgm	3,130	44	2,000	3,000
01-70-720-969	Comm Dev/Business Dev/Business Attraction & Retention	70,033	63,120	83,460	80,454
01-70-730-003	Comm Dev/Employment Dev/Ops	-	21,562	40,752	16,996
01-70-730-168	Comm Dev/Employment Dev/Summer Youth	171,281	145,634	224,023	132,451
01-70-730-881	Comm Dev/Employment Dev/WIA - Trans Subsidized Employ	235,511	195,166	330,174	275,433
01-70-740-003	Comm Dev/HND/Mobilehome RR Board/Operations	137,091	179,418	308,946	127,448
01-70-770-XXX	Comm Dev/HND/CDBG Public Svcs/Various	84,973	54,540	-	-
01-70-785-002	Comm Dev/Building & Safety/Administration	157,181	210,772	221,200	215,000
01-70-785-293	Comm Dev/Building & Safety/B&S Inspection Svcs	566,028	662,090	620,000	700,000
01-70-785-296	Comm Dev/Building & Safety/B&S Permit Processing	299,184	333,257	384,000	370,000
01-70-785-297	Comm Dev/Building & Safety/B&S Plan Check	480,731	543,691	471,000	620,000
01-70-785-298	Comm Dev/Building & Safety/B&S Residential Property Report	170,308	195,155	205,000	195,000
01-70-790-003	Comm Dev/Housing Dev/Operations	934,855	1,002,173	942,399	600,058
01-70-870-002	Comm Dev/Planning/Administration	135,874	270,145	365,881	316,070
01-70-870-041	Comm Dev/Planning/Planning Commission	97,212	90,426	120,840	102,787
01-70-870-042	Comm Dev/Planning/Environmental Commission	15,191	15,627	20,981	18,076
01-70-870-290	Comm Dev/Planning/Planning Current (+291 Advance)	852,946	679,067	1,162,341	1,796,165
	Subtotal Comm Develop	4,422,662	4,662,801	5,518,837	5,848,364

Account	Division	Program	Object	Adopted
01-70-010-001-5sum	Administration	Mgt & Control	Employee Compensation	262,906
01-70-010-001-6008	Administration	Mgt & Control	Promotion & Publicity	2,500
01-70-010-001-6010	Administration	Mgt & Control	Office/Facilities Supp/Furn	4,400
01-70-010-001-6013	Administration	Mgt & Control	Auto Allowance/Mileage	1,000
01-70-010-001-6014	Administration	Mgt & Control	Conference & Travel	2,000
01-70-010-001-6020	Administration	Mgt & Control	Computer Lic/Equip/Access	1,500
01-70-010-001-6097	Administration	Mgt & Control	Local education & Meetings	2,600
01-70-010-001-6157	Administration	Mgt & Control	Stipend	2,520
01-70-400-970-6003	Appropriations for Donations	Business Award Program	Printing/Binding/Duplication	1,000
01-70-400-970-6008	Appropriations for Donations	Business Award Program	Promotion & Publicity	2,000
01-70-720-969-5sum	Business Development	Business Attraction & Retention	Employee Compensation	67,984
01-70-720-969-6006	Business Development	Business Attraction & Retention	Membership Fees & Dues	7,770
01-70-720-969-6008	Business Development	Business Attraction & Retention	Promotion & Publicity	1,800
01-70-720-969-6009	Business Development	Business Attraction & Retention	Special Materials & Supplies	600
01-70-720-969-6013	Business Development	Business Attraction & Retention	Auto Allowance/Mileage	500
01-70-720-969-6017	Business Development	Business Attraction & Retention	Subscriptions & Publications	1,800
01-70-730-003-5sum	Employment Development	Summer Youth	Employee Compensation	16,996
01-70-730-168-6004	Employment Development	Summer Youth	Employee Compensation	96,451
01-70-730-168-6004	Employment Development	Summer Youth	Professional Services	36,000
01-70-730-881-5sum	Employment Development	WIA - Trans Subsidized Employ	Employee Compensation	91,433
01-70-730-881-6005	Employment Development	WIA - Trans Subsidized Employ	Contract Services	180,000
01-70-730-881-6010	Employment Development	WIA - Trans Subsidized Employ	Office/Facilities Supp/Furn	500
01-70-730-881-6020	Employment Development	WIA - Trans Subsidized Employ	Computer Lic/Equip/Access	3,500
01-70-740-003-5sum	Administration	Mgt & Control	Employee Compensation	45,521
01-70-740-003-6003	Administration	Mgt & Control	Printing/Binding/Duplication	5,370
01-70-740-003-6005	HND/Mobilehome RR Board	Operations	Contract Services	70,312
01-70-740-003-6010	HND/Mobilehome RR Board	Operations	Office/Facilities Supp/Furn	995
01-70-740-003-6157	HND/Mobilehome RR Board	Operations	Stipend	5,250
01-70-785-002-6005	Building & Safety	Administration	Contract Services	215,000
01-70-785-293-6005	Building & Safety	B&S Inspection Services	Contract Services	700,000
01-70-785-296-6005	Building & Safety	B&S Permit Processing	Contract Services	370,000
01-70-785-297-6005	Building & Safety	B&S Plan Check	Contract Services	620,000
01-70-785-298-6005	Building & Safety	B&S Residential Property Report	Contract Services	195,000
01-70-790-003-5sum	Housing Development	Operations	Employee Compensation	486,708
01-70-790-003-6005	Housing Development	Operations	Contract Services	108,000
01-70-790-003-6006	Housing Development	Operations	Membership Fees & Dues	1,400
01-70-790-003-6010	Housing Development	Operations	Office/Facilities Supp/Furn	750
01-70-790-003-6011	Housing Development	Operations	Telephone	700
01-70-790-003-6013	Housing Development	Operations	Auto Allowance/Mileage	1,000
01-70-790-003-6017	Housing Development	Operations	Subscriptions & Publications	500
01-70-790-003-6020	Housing Development	Operations	Computer Related Lic/Equip/Access	500
01-70-790-003-6097	Housing Development	Operations	Local Training & Meetings	500
01-70-870-002-5sum	Planning	Administration	Employee Compensation	259,990
01-70-870-002-6003	Planning	Administration	Printing/Binding/Duplication	4,000
01-70-870-002-6004	Planning	Administration	Professional Services	4,404
01-70-870-002-6009	Planning	Administration	Special Materials & Supplies	500
01-70-870-002-6010	Planning	Administration	Office/Facilities Supp/Furn	5,200
01-70-870-002-6011	Planning	Administration	Telephone	600
01-70-870-002-6013	Planning	Administration	Auto Allowance/Mileage	1,000
01-70-870-002-6020	Planning	Administration	Computer Lic/Equip/Access	1,960
01-70-870-002-6053	Planning	Administration	Postage	34,980
01-70-870-002-6097	Planning	Administration	Local education & Meetings	800
01-70-870-002-7003	Planning	Administration	Office & Equip Maintenance	1,956
01-70-870-002-7004	Planning	Administration	Vehicle Maintenance	180
01-70-870-002-7307	Planning	Administration	Unleaded Gas	500
01-70-870-041-5sum	Planning	Planning Commission	Employee Compensation	90,592
01-70-870-041-6010	Planning	Planning Commission	Office/Facilities Supp/Furn	315



Account	Division	Program	Object	Adopted
01-70-870-041-6013	Planning	Planning Commission	Auto Allowance/Mileage	480
01-70-870-041-6097	Planning	Planning Commission	Local education & Meetings	600
01-70-870-041-6157	Planning	Planning Commission	Stipend	10,800
01-70-870-042-5sum	Planning	Environmental Commission	Office/Facilities Supp/Furn	12,721
01-70-870-042-6010	Planning	Environmental Commission	Office/Facilities Supp/Furn	315
01-70-870-042-6157	Planning	Environmental Commission	Stipend	5,040
01-70-870-290-5sum	Planning	Planning Current (+291 Advance)	Employee Compensation	566,373
01-70-870-290-6004	Planning	Planning Current (+291 Advance)	Professional Services	24,192
01-70-870-290-6005	Planning	Planning Current (+291 Advance)	Contract Services	1,205,600
				<b>\$ 5,848,364</b>

