

## Community Development Division

### Goal Categories

- (1) Administration and Management
- (2) Development
- (3) Grant Management
- (4) Planning and Zoning

#### (1) Administration and Management

- a. Staff training and development
  - i. Regional conference attendance
  - ii. Networking with area counterparts and Harrisburg
- b. Updating and writing of staff job descriptions; working upward from staff member to department to Collective Bargaining Unit.
- c. Hiring two junior staff members for planning and zoning
  - i. Zoning assistant (Planner I)
  - ii. Planner I- assistant to Manager of Planning and Zoning on community planning. Act as liaison to neighborhood groups.
- d. Space planning and office realignment.
  - i. Move Historic Preservation
  - ii. Change planning space
  - iii. Reconfigure zoning file area.
- e. Telephone re alignment for Planning and Zoning Office

#### (2) Development

- a. Develop a comprehensive strategy for City sub-area planning and development that :
  - i. For each area, initially aggregate City and City-sponsored activity at highly visible area or “neighborhood” core locations. These core locations should be selected so as to distribute resources into the different quadrants of the city and to enhance most viable areas for redevelopment.
  - ii. Outlines and publishes a uniform set of services to be provided by the Community Development Division given its current staffing level and responsibilities.

The Comprehensive strategy, will attempt to link all investment activity, especially housing rehabilitation programs, business attraction expenditures, the façade program, and neighborhood clean-up activities . Larger investments such as the Reading Revitalization Program will be used as an anchor in these sub areas.

- b. In future years, focus CDBG community revitalization investments to areas within the City that have active sub area plans. This may include a neighborhood plan.

- c. Public Relations and Community Development
  - By creating an advertising program to announce strategic and investment accomplishments the City will be assisted in using federal and state dollars as leverage to small and large private investment.

**(3) Grants Management**

Improve the efficiency and effectiveness of grant administration

- i. Streamline grant and loan tracking.
  - redo the loan systems, including PIDC.
- ii. Outsource loan servicing to banks

**(4) Planning**

- a. Conduct a Reading Analysis to enhance Ordinance update. Staff needs to direct and outsource the collection of new primary data in order to :
  - i. Map non-conforming structures City-wide
  - ii. Map non-conforming uses- City wide
  - iii. Map Variances, Special Exception Permits and Conditional Use Permits, City-wide.
- b. Review and update Zoning Ordinance
  - This includes completing and updating the LUTAP Grant.
- c. Review and update Subdivision and Land Development Ordinance
- d. Neighborhood Physical Development and Planning
  - i. Participate in Foundation-led neighborhood development activities.
  - ii. Develop a team with Codes and Public Works to define neighborhood plans, technical issues and needs.

<b>CD Administration</b>			
<b>Expenditures</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>
<b>Personnel</b>	<b>0</b>	<b>187,853</b>	<b>136,248</b>
<b>Operating</b>	<b>0</b>	<b>2,000</b>	<b>10,500</b>
<b>CD Planning</b>			
<b>Expenditures</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>
<b>Personnel</b>	<b>214,266</b>	<b>237,388</b>	<b>232,039</b>
<b>Operating</b>	<b>20,500</b>	<b>39,116</b>	<b>36,955</b>