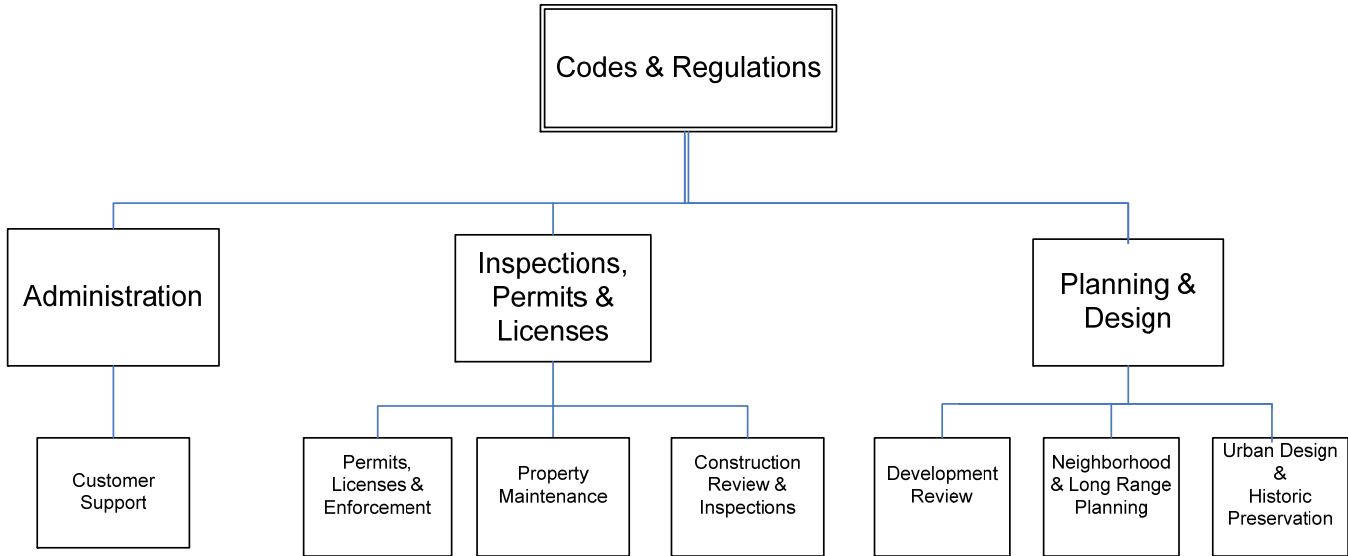




CODES & REGULATIONS



CODES & REGULATIONS

Mission

Promote quality and sustainable land use planning, construction, and community design to support the economic growth and physical development within our City ensuring prosperity, public health and safety, and the general welfare of the citizens and visitors of our community. Our team members will always provide quality service to all of our customers in the most prompt, efficient, thorough and professional manner possible, while always ensuring all projects/programs under our jurisdiction meet the applicable laws/regulations of our community.

Programs and Services

Finance and Administration

To support the Codes and Regulations Department by preparing and monitoring the budget, accounting, and purchasing activities; managing and monitoring contracts with outside vendors; ensuring all accounts payable and receivable are current and accurate; performing human resource and payroll activities and performing regular audits of departments functions/activities to ensure full compliance with all Metro laws and general accounting, performance and auditing practices.

Permits, Licenses and Enforcement

Perform regulatory licensing and permitting activities related to alcoholic beverages, adult entertainment, amusement devices, armed and unarmed security guards and agencies; charitable solicitation, dance halls, escort services, ground transportation which includes taxis, limos and small charter buses, horse-drawn carriages, massage facilities, off-site automobile sales, pyrotechnics, pawn brokers, solicitors, special events, and vendors; ensure compliance with all local, state and federal laws prior to the issuance or renewal of any license or permit; perform records management and retrieval for permits and licenses; and process all citations, generated by Enforcement Section related to these activities including sending notices of violations and hearings, coordinating, documenting and holding administrative hearings to adjudicate these citations and violations and processing the results of those hearings through orders.

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**Programs and Services
(continued)**

Construction Review and Inspections

To protect the public health and safety by reviewing submitted construction plans, both design and site for compliance with the Kentucky Building and Residential Codes, Land Development Code and local ordinances; to approve and issue permits; and to provide technical assistance to design professionals, contractors, the general public and other government agencies.

To ensure compliance with Kentucky Building and Residential Codes and Land Development Code by monitoring and inspecting all changes and upgrades of structural, electrical, and Heating, Ventilation and Air Conditioning (HVAC) systems, and to provide technical assistance to design professionals, contractors, the general public and other government agencies.

Property Maintenance

To ensure the safety, maintenance and proper use of commercial and residential buildings/properties by inspecting, issuing violation notices/citations, assessing fines for violations discovered and/or not corrected; and to abate illegal, unsafe, unhealthy and dangerous structures through our demolition program.

Customer and Support Services

To support departmental operations by providing all operational and clerical support including answering and routing all calls for service; processing and issuing licenses and permits relating to construction and building use, receiving and distributing all mail, maintaining, archiving, and retrieving departmental records; administering the Public Nuisance and Noise ordinances; and monitoring all requests for service received via MetroCall to ensure a prompt and quality response.

To support departmental operations by providing all the necessary IT technical support for all of the Department's systems and users (both internal and external) through application development and software/hardware maintenance.

To provide citizens the opportunity to appeal violation notices or citations issued by our Department utilizing the Code Enforcement Board.

Metro Development Center

To support Metro Development Center operations by providing operational support for all agencies (Codes & Regulations, Public Works, Metropolitan Sewer District, Louisville Water Company, Air Pollution Control District, Health) located within the Center to ensure a streamlined coordinated multi-agency review, permitting and licensing support for all development type activities occurring or planned within our community.

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**Programs and Services
(continued)**

Planning & Design Services

Development Review:

To ensure compliance with applicable planning and zoning regulations and planning studies by providing information on land use and newly created parcels; providing answers to requests for information; by reviewing development plans for subdivisions, re-zonings, variances, community facility reviews, parking waivers, detailed development plans, street and alley closures, record plats, and by issuing overlay and historic preservation reviews and permits.

Neighborhood and Long-range Planning:

To ensure quality growth and development planning for the Metro area by providing neighborhood, corridor, and small area plans, land use plans and regulations, special district regulations, and environmental standards; performing appropriate demographic and land use history research; and by making recommendations for revisions to the Land Development Code.

Urban Design & Historic Preservation:

To support commercial, institutional, and residential developments by providing urban design and community improvement planning services and managing historic preservation resources.

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Goals & Indicators

- Ensure public health and safety by making sure that the construction of new buildings and the additions/modifications to existing buildings meet the Kentucky Building and Residential Codes and the Jefferson County Land Development Code.
- Ensure public health and safety by making sure that land uses, structural, electrical, plumbing/mechanical and other building systems meet current land use, building, electrical and mechanical codes
- Ensure that citizens in Metro Louisville have sanitary and safe living conditions in their buildings, homes and neighborhoods by enforcing the Property Maintenance and Land Development Codes.
- Ensure that local, state and federal laws are being followed in regards to the sale and consumption of alcohol beverages and by businesses and individuals that provide public transportation, adult entertainment, vending and special event services, etc., by reviewing all applications and issuing permits and licenses for these activities and to ensure that all enforcement activities relative to these licensing and permitting activities are processed in the most customer friendly, expeditious, efficient and accurate manner possible.
- Provide excellent customer service to all of our customers, both external and internal.
- Ensure that the Code Enforcement Board processes all appeals of violation notices and citations in a timely and efficient manner.
- Ensure that the services provided to the internal and external customers of the Development Center are as friendly, professional, efficient and coordinated as possible.
- Complete development review of all cases within the established timeframes, and provide professional planning, urban design and preservation expertise and technical support for development review bodies, developers, and citizens.
- Facilitate the development of neighborhood, corridor, or small area plans to ensure quality sustainable growth and development and implement recommendations from completed neighborhood, corridor or small area plans.
- Continue to expand the use of technology and its applications to enhance customer service for both internal and external customers.
- Continue to develop and offer outreach programs for citizens and Metro government employees to provide on-going community education opportunities to be current in their knowledge of property maintenance, land use and planning processes, development, construction and licensing and permitting laws/regulations and processes and enforcement programs.
- Survey all Metro properties to develop a complete inventory of historic properties with an assessment of their historic potential and ranking of their relative importance.

Codes & Regulations

Budget Summary

	Prior Year Actual 2006-2007	Original Budget 2007-2008	Revised Budget 2007-2008	Mayor's Recommended 2008-2009	Council Approved 2008-2009
General Fund Appropriation	9,216,700	8,568,800	8,606,800	9,044,900	9,002,900
Agency Receipts	1,405,300	1,057,900	1,057,900	1,062,900	1,039,700
Federal Grants	1,795,700	2,037,400	1,993,900	1,953,700	1,940,200
Total Revenue:	12,417,700	11,664,100	11,658,600	12,061,500	11,982,800
Personal Services	10,054,400	9,312,300	9,288,400	9,813,300	9,689,600
Contractual Services	1,410,000	1,473,300	1,390,700	1,407,000	1,452,000
Supplies	104,800	125,200	118,200	107,400	107,400
Equipment/Capital Outlay	5,400	71,700	41,500	70,200	70,200
Interdepartment Charges	739,200	681,600	681,500	663,600	663,600
Restricted & Other Proj Exp	0	0	138,300	0	0
Total Expenditure:	12,313,800	11,664,100	11,658,600	12,061,500	11,982,800
Expenditures By Activity					
Inspections, Permits, & Licenses	8,577,600	8,592,100	8,622,100	9,099,100	9,026,100
Planning & Design Services	3,736,200	3,072,000	3,036,500	2,962,400	2,956,700
Total Expenditure:	12,313,800	11,664,100	11,658,600	12,061,500	11,982,800

Codes & Regulations	Position Detail	
	Mayor's Recommended FY2008-2009	Council Approved FY2008-2009
Position Allocation (in Full-time Equivalents)		
Sworn	7	7
Full-time	181	181
Permanent Part-time	0	0
Seasonal/Other	18	18
Total Positions	206	206

Position Title

Account Clerk III	1	1
Administrative Assistant	3	3
Administrative Clerk	7	7
Administrative Coordinator	3	3
Administrative Specialist	3	3
Administrative Supervisor I	1	1
Administrative Supervisor II	1	1
Architect & Urban Design Supervisor	1	1
Architect, Project	1	1
Architect, Registered	1	1
Assistant Director	3	3
Associate Planner	4	4
Board Member	18	18
Building Inspection Supervisor	1	1
Building Inspector I	9	9
Building Inspector II	1	1
Business Manager I	2	2
Business Specialist	1	1
Code Enforce Officer	10	10
Code Enforcement Officer I	16	16
Code Enforcement Officer II	8	8
Code Enforcement Supervisor	4	4
Commercial Building Inspector	2	2
Commercial Plan Reviewer II	1	1
Commercial Plan Reviewer I	4	4
Director	2	2
Electrical & Residential Inspector	8	8
Electrical Inspection Supervisor	1	1
Electrical Inspector I	4	4
Electrical Inspector II	1	1
Executive Administrator	1	1
Executive Assistant	2	2
Historic Preservation Officer	1	1
Historic Preservation Specialist	2	2
HVAC Inspection Supervisor	1	1
HVAC Inspector	5	5
HVAC Inspector I	4	4
HVAC Inspector II	1	1
Information Processing Clerk	4	4
Information Systems Analyst	1	1

Codes & Regulations	Position Detail	
	Mayor's Recommended FY2008-2009	Council Approved FY2008-2009
Information Systems Specialist	1	1
Information Systems Supervisor	1	1
Information Systems Technician	1	1
Landscape Architect	1	1
Licenses & Permits Investigations Supervisor	1	1
Licenses & Permits Investigator I	4	4
Licenses & Permits Investigator II	2	2
Management Assistant	6	6
Payroll Specialist	1	1
Permit Writer	1	1
Permit/License Assistant	6	6
Permit/License Coordinator	1	1
Permit/License Supervisor	2	2
Plan Review Manager	1	1
Plan Review Supervisor	1	1
Planner I	5	5
Planner II	7	7
Planning & Design Coordinator	3	3
Planning & Design Supervisor	4	4
Planning Technician	5	5
Public Information Specialist	1	1
Receptionist	1	1
Residential & Light Commercial Plan Reviewer I	3	3
Residential Plan Reviewer II	1	1
Secretary	2	2