

Planning & Community Development

2021 Annual Budget



Planning & Community Development

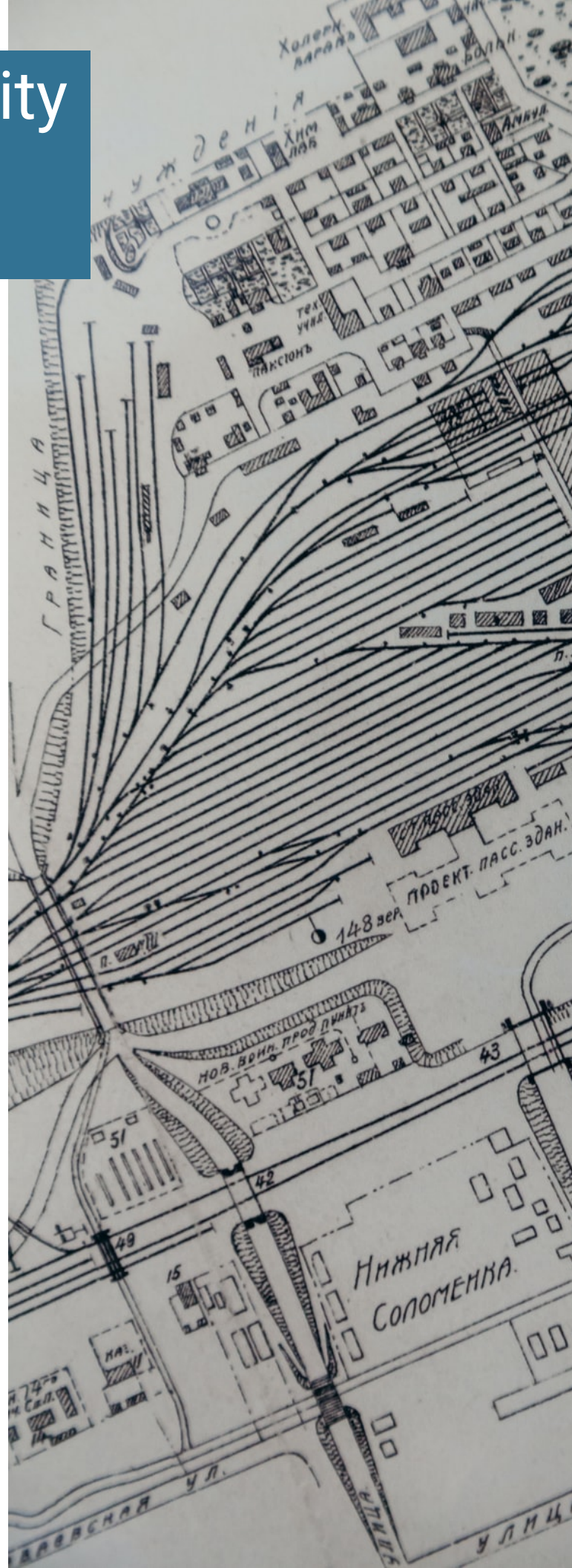
The Planning and Community Development Department is organized by the following divisions: Advance Planning; Current Planning; Building & Safety, including Plan Check and Inspection Services; Code Compliance, including Rental Inspection Services; and Administration, including the department's Records Program.

Mission Statement: Enhance quality of life, safety, and civic pride for our community by providing land use and development guidance through responsive, respectful, and efficient public service.

The Planning and Community Development Department provides long-range planning for the City's future development and protects the life, health, and safety of our community through many services, such as:

- Facilitation of citizen participation in the land use decision-making process,
- plan review and inspection of new and remodeled structures,
- facilitation of green building practices,
- issuance of permits for construction and inspects for code compliance,
- ensuring safety of rental housing through inspections, and
- coordination and development of the City's sustainability programs with other departments; land-use

Additionally, as a point of customer service, the department acts as a one-stop payment counter for all city payments, except water utilities.



ACCOMPLISHMENTS

FY 2020

Engaged and Informed Community

- Created and implemented online application submittal process for planning applications and building permits in order to continue receiving applications during and following the shelter in place order.
- Adapted the services previously provided at the planning, building, code, rental, and payment counter to remote service including online application submittal, live planner phone line, over-the phone payment, and virtual assistance through online meeting platforms.
- Converted interdepartmental, community, and public hearings to virtual meeting platforms and began accepting public comment for advisory bodies online.
- Began digital review of planning applications using Bluebeam Revu, reducing the amount of hard copies requested from planning applicants.
- Began digital review of building permit applications and issuance of digital plans for solar photovoltaic systems.
- Remodeled and expanded the public lobby to support Citywide payment needs and improve the customer service experience.



Workload Indicators

Number of Planning/Building Customers Served In-Person

FY19	FY18	FY17
10,507	10,125	9,772

Number of Building Permits Issued

FY19	FY18	FY17
1,673	1,653	1,704

Number of Discretionary Planning Applications Reviewed

FY19	FY18	FY17
155	196	190

Number of Building, Rental, and Code Inspections Completed

FY19	FY18	FY17
13,953	13,013	14,203

Number of Code Cases Closed

FY19	FY18	FY17
372	541	352



ACCOMPLISHMENTS

FY 2020

Community Safety and Well-Being

- Applied for and received a \$310,000 grant from the State of California to create objective development standards for multi-family residential development that will decrease development review times while ensuring publicly-derived standards are met in future development.
- Updated tenant and landlord relocation packets for displaced tenants to ensure safety and well-being of impacted tenants.
- Secured Council approval of various updates to the City's ADU ordinance aimed at progressively facilitating more ADU production.

Environmental Sustainability and Well-Managed Resources

- As part of efforts to reduce greenhouse gasses, the City Green Building program and City Climate Action program sought community input regarding adopting reach codes which would spell out how the City aims to reduce greenhouse gas emissions from homes and buildings through electrification. Electrification codes were unanimously approved by Council and became effective July 1, 2020.
- Continued work on a \$200,000 grant from the California Coastal Commission to update the City's Local Coastal Plan with a Hazards element, addressing issues such as sea-level rise and wildfires; in partnership with Public Works, drafted grant applications for various climate adaptation, urban greening and bicycle/pedestrian improvement projects.

Economic Vitality

- Approved various planning permits for multi-family and commercial projects such as 89 condominiums at 190 West Cliff Drive, four new apartments at 448 May Street, four new condominiums at 619/621 Sumner Street, two new commercial industrial buildings on Pioneer Street, a new Jeep dealership at 1605 Soquel Avenue, a new brewpub at 119 Madrone, and the construction of 14 new flex residential/commercial units within the Delaware Addition Planned Development area.
- Constructed various multi-family and commercial projects such as 41 residential units, 40 of which are affordable, on Water Street; a remodel and addition at Casablanca Inn; new construction at Delaware Addition; and the Hampton Inn.



Goals

FY 2021

Engaged and Informed Community

- Continue to engage the public to gather early feedback on development projects and policy proposals.
- Continue to engage the public and development community for feedback on how to improve our services both online and in-person.
- Conduct a robust equity and inclusion-based outreach effort to develop objective development standards for multi-family and mixed use projects.

Community Safety and Well-Being

- Continue to update policies, review plans, and inspect construction to ensure health, safety, and efficiency of the community, consistent with applicable goals, policies, and regulations.
- Present for Council approval updated Code Compliance fees which will encourage compliance with city codes related to life and safety.

Environmental Sustainability and Well Managed Resources

- Continue work with an interdepartmental team to support the completion of the Resilient Coast project and complete a Local Coastal Program update.
- Complete California Environmental Quality Act review for proposed discretionary planning applications.

Economic Vitality

- Continue to facilitate the approval and construction of high density mixed-use projects that are consistent with the Downtown Plan, such as the approved 205 unit mixed use building at the corner of Pacific Avenue, Front Street, and Laurel Street; the 175 unit mixed use project between Front Street and the Riverfront; and the 170 unit mixed use building at the corner of Front Street and Soquel Avenue.
- Continue to incentivize development of housing, including affordable and inclusionary options, through use of inclusionary and density bonus regulations, updating those regulations as needed.
- Support the City's COVID-19 Interim Recovery Plan.
- Continue to review applications and conduct inspections within established timelines.



Financial Stability

- Complete study for department fees, including building fees, to reassess cost recovery for existing services and present to Council for consideration.
- Continue working with Finance Department to achieve compliance for unpermitted Short Term Rentals.



Planning and Community Development

DEPARTMENT SUMMARY

		Fiscal Year 2020				Fiscal Year
		Fiscal Year*	Adopted	Amended*	Year-End	2021
		2019	Budget	Budget	Actual	Adopted
		Actuals				
EXPENDITURES BY CHARACTER:						
Personnel Services		5,224,971	6,048,390	5,798,390	4,653,097	5,575,217
Services, Supplies, and Other Charges		1,147,946	1,163,057	2,290,296	1,146,358	1,032,503
Capital Outlay		12,155	-	40,415	37,368	10,000
Total Expenditures		<u>6,385,072</u>	<u>7,211,447</u>	<u>8,129,101</u>	<u>5,836,822</u>	<u>6,617,720</u>
EXPENDITURES BY ACTIVITY:						
Planning Administration	1301	1,316,378	1,488,821	1,535,170	1,238,136	1,385,959
Current Planning	1302	1,394,975	1,460,059	1,564,015	1,153,086	1,345,249
Advance Planning	1303	848,546	940,379	1,347,052	622,070	877,856
Building & Safety	2301	1,692,958	1,978,111	2,267,958	1,619,603	1,728,409
Code Enforcement	2302	401,116	504,941	505,769	453,311	329,799
SB 1186 Accessibility Programs	2303	5,371	5,800	5,800	4,062	5,800
Rental Programs	2304	352,055	413,190	413,190	418,243	497,134
Subtotal General Fund		6,011,400	6,791,301	7,638,955	5,508,510	6,170,206
Building & Safety	2301	249,813	348,887	348,887	236,226	344,192
Code Enforcement	2302	33,397	71,259	71,259	34,649	103,322
Subtotal Other General Funds		283,210	420,146	420,146	270,875	447,514
CDBG Code Enforcement	5206	90,462	-	70,000	57,437	-
Subtotal Other Funds		90,462	-	70,000	57,437	-
Total Expenditures		<u>6,385,072</u>	<u>7,211,447</u>	<u>8,129,101</u>	<u>5,836,822</u>	<u>6,617,720</u>
RESOURCES BY FUND						
General Fund	101	4,539,728	3,329,500	3,639,500	4,049,244	3,466,080
Code Enforcement/Civil Penalties	103	106,140	25,900	25,900	55,031	24,600
Green Bldg Educational Resource Fund	108	205,485	200,000	200,000	165,732	190,000
Housing In-lieu Program	150	26	-	-	28	-
Total Resources		4,851,378	3,555,400	3,865,400	4,270,035	3,680,680
Net General Fund Cost		<u>(1,471,672)</u>	<u>(3,461,801)</u>	<u>(3,999,455)</u>	<u>(1,459,267)</u>	<u>(2,704,126)</u>
		FY 2019			FY 2020	FY 2021
TOTAL AUTHORIZED PERSONNEL:		38.00			37.50	34.00

*Sums may have discrepancies due to rounding

FY 2021 Planning Organization Chart

