

# PLANNING & BUILDING DEPARTMENT

## STATEMENT OF PURPOSE

Delivery of community oriented planning and building related services, including long-range planning; environmental impact studies; development of housing policy and affordable housing; maintaining and enforcing municipal regulations; processing subdivision and development projects; issuing building and resale permits; and providing public information. The Department strives to provide innovative, high quality, equitable, efficient service, which encompasses and reflects community values.

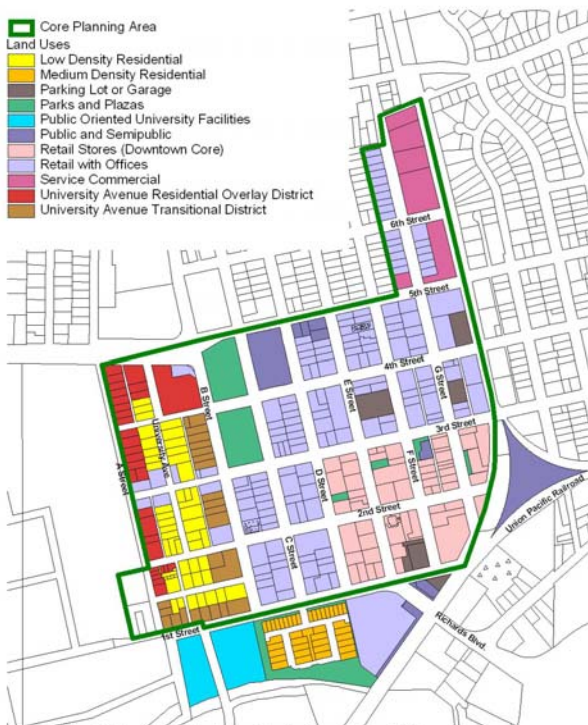


### ADMINISTRATION - DIVISION 31

Develop, implement and monitor departmental policies and procedures to ensure effective, efficient use of city resources. Coordinate and administer activities in the planning, code enforcement, housing, building and redevelopment programs.

- Budget Management
- Customer Service
- Special Projects/Studies
- Redevelopment Support
- City Council Project Coordination
- Interdepartmental / Governmental Projects / Relations
- Department Supervision / Personnel Management

### Core Area Land Uses



Source: City of Davis Geographic Information System, February 2002

### PLANNING - DIVISION 32

Develop and implement planning and zoning services for the evolution of a livable and sustainable community.

- Public Information
- Current Planning Projects
- Community Planning
- Affordable Housing Programs
- Code Enforcement - Zoning Ordinance Management
- General Plan Preparation and Implementation
- Administer CEQA and Other City/State Codes & Regulations

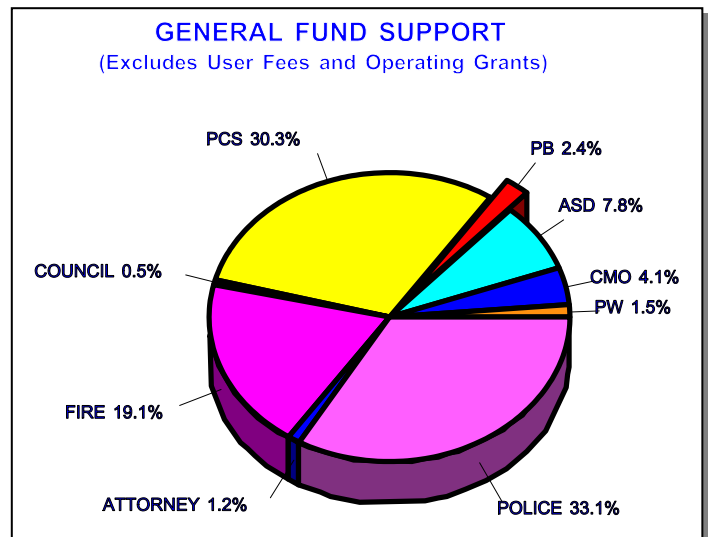
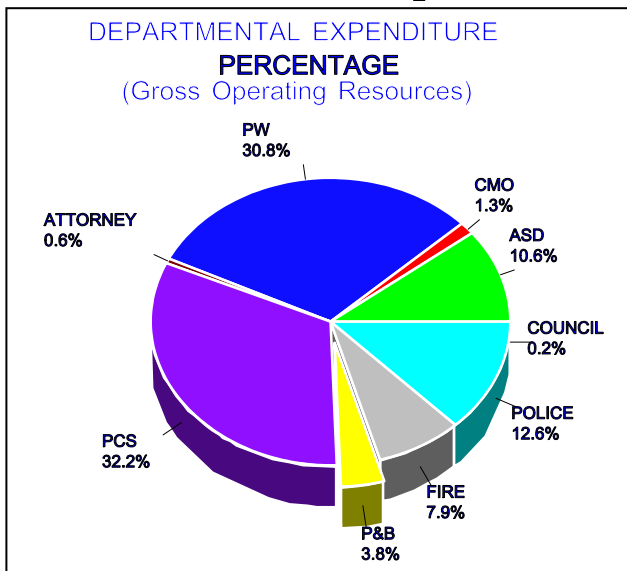
### BUILDING - DIVISION 33

Ensure that all new construction and improvements to city or privately owned property conform to requirements of state and city codes including disabled access requirements and energy and water conservation. Promote preservation and conservation of existing housing stock and energy through the Resale program.

- Public Information
- Permit Processing / Inspections / Issuance
- Plan Checking
- Resale Program
- Zoning and Handicap Compliance
- Enforce City/State Codes and Regulations

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	359,859	485,609	393,070	540,128
Construction Tax	114,937	112,207	94,562	101,562
Development Impact Fees	56,611	55,267	47,281	50,024
Fee Transfers	140,789	(37,880)	(118,264)	(130,297)
Fees & Charges	1,758,409	1,935,868	1,997,553	2,122,925
Grants/Designated Revenue	82,796	30,000	30,000	0
Internal Service Funds	0	0	0	0
RDA Funds	93,686	77,882	79,649	82,794
Special Revenue Funds	11,035	553,373	570,682	0
<b>Total Revenues</b>	<b>2,618,122</b>	<b>3,212,326</b>	<b>3,094,533</b>	<b>2,767,136</b>

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	0	12,000	15,691	12,000
Operating Expenditures	859,396	1,321,047	1,261,791	684,453
Salaries and Benefits	1,758,726	1,879,279	1,817,051	2,070,683
<b>Total Expenditures</b>	<b>2,618,122</b>	<b>3,212,326</b>	<b>3,094,533</b>	<b>2,767,136</b>



## PLANNING AND BUILDING

### Administration

Administrative Secretary 1.0  
Office Assistant II 4.0  
Planning & Building Director 1.0  
Planning/Bldg Service Coordinator 1.0  
Senior Office Assistant 1.0

### Planning

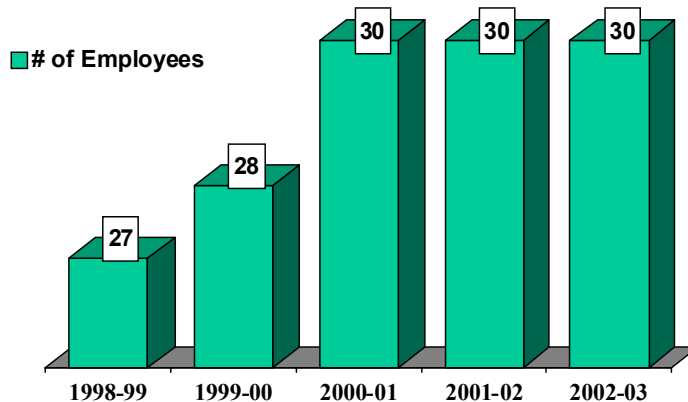
Assistant Planner 1.0  
Associate Planner 3.0  
Junior Planner 1.0  
Planning & Redevelopment Admin 1.0  
Redevelopment Project Manager 1.0  
Senior Planner 1.0

### Building

Assistant Chief Bldg Official 1.0  
Building Inspector II 3.0  
Building/Planning Tech I 2.0  
Chief Building Official 1.0  
Electrical Inspector II 2.0  
Plans Examiner II 2.0  
Residential Resale Inspector I 1.0  
Residential Resale Inspector II 1.0  
Senior Building Inspector 1.0

FULL TIME EQUIVALENT (FTE)	
Regular Full Time	30.00
Regular Part Time	0.00
Temporary Part Time	1.69
<b>TOTAL FTE's</b>	<b>31.69</b>

## Five Year Human Resource Trend Planning & Building Department



## ADMINISTRATION – DIVISION 31

### Major Accomplishments in FY 2001-02

- Streamlined administrative functions for increased efficiency and reduced costs
- Clerical reorganized to provide more direct support to department divisions
- Continued to update, monitor and implement citywide and department goals, policies and objectives
- Trained employees to provide competent advice to citizens, city council and other city staff
- Continued to manage the department's budget in a fiscally prudent manner, by not filling vacant positions, underfilling positions, and postponing or eliminating outside contractual projects
- Provided primary administrative support for the Davis Redevelopment Agency
- Continued to work with other city departments on improving public involvement in city decision-making
- Completed a re-use plan for Frontier Fertilizer
- Provided professional & technical support to other divisions in the department



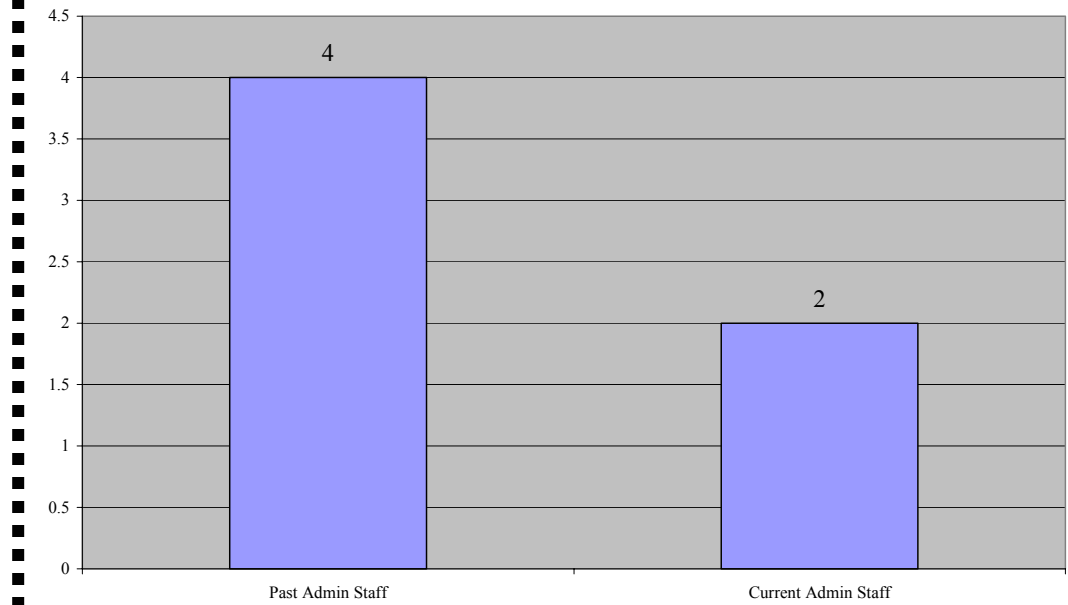
### Plans / Goals for FY 2002-03

- Continue to provide comprehensive, fair, efficient and timely planning and building services, while ensuring that development conforms to the goals, objectives and values of the citizens of Davis, as reflected in the city's General Plan, Specific Plans and other policies
- Continuously strive to improve customer service
- Prepare, administer, and monitor the department's budget
- Function as lead on major projects requiring negotiation with developers, contractors, property owners, neighborhoods and interest groups
- Plan, organize and direct the activities of the department's divisions. Coordinate departmental activities with other departments, agencies and outside organizations
- Act as staff to the Davis Redevelopment Agency, administering various programs including commercial rehabilitation, downtown improvements and affordable housing
- Ensure that the public, including members of commission/committees, receive competent advice, information and services from employees
- Provide staff support to various planning related council initiatives
- Continue to act as staff representative or liaison to various citywide and external committees
- Complete a minimum staffing needs assessment
- Complete a fee analysis for all department fees
- Continue to expand use of technology and automation to enhance overall department efficiency
- Improve communications between department divisions
- Contribute to the update of the Redevelopment Plan

### How We Measure Up

The Department has reorganized the administrative support staff to address the division needs, reduce costs and increase productivity.

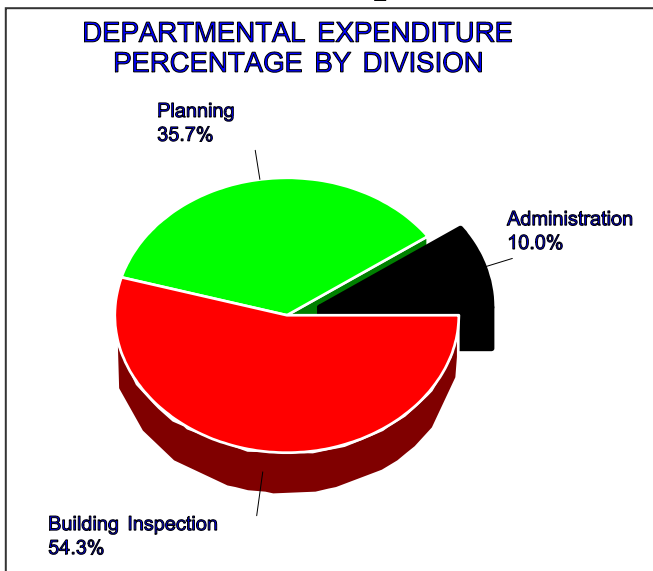
#### Reduction in Administrative Staff



**No. 31**

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	91,779	90,862	92,925	96,593
Fee Transfers	91,779	90,863	92,925	96,593
Fees & Charges	654	0	45	100
Internal Service Funds	0	0	0	0
RDA Funds	78,668	77,882	79,649	82,794
<b>Total Revenues</b>	<b>262,880</b>	<b>259,607</b>	<b>265,544</b>	<b>276,080</b>

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	0	12,000	5,691	12,000
Operating Expenditures	149,442	156,075	151,325	158,030
Salaries and Benefits	113,438	91,532	108,528	106,050
<b>Total Expenditures</b>	<b>262,880</b>	<b>259,607</b>	<b>265,544</b>	<b>276,080</b>



**SUMMARY OF MAJOR  
BUDGET CHANGES**

None to report.

## PLANNING – DIVISION 32

### Major Accomplishments in FY 2001-02



- Coordinate various downtown projects, such as E Street Plaza improvements
- Administer and continue to improve the code enforcement program, review public information efforts to improve awareness of city codes
- Completed the General Plan update and began implementation
- Improved the planning application review process to ensure timely processing
- Completed review and update of the Planned Development for University Avenue neighborhood
- Completed Frontier Fertilizer reuse planning effort
- Initiated the update to Planned Development PD-286
- Processed applications for: Second & G (Terminal Hotel), Olive Dr Apt's, Covell-Catalina, Head Triangle, Hillel House,

Islamic Center, University Covenant Church, St. James Parish Center, Applebee's, Interland Headquarters, Mace Fuel Station, Marquee Affordable housing, Phoenix School & Pine Tree Gardens CUP, 3<sup>rd</sup> & D infill, 4<sup>th</sup> & F mixed-use, and several guest houses & second units.

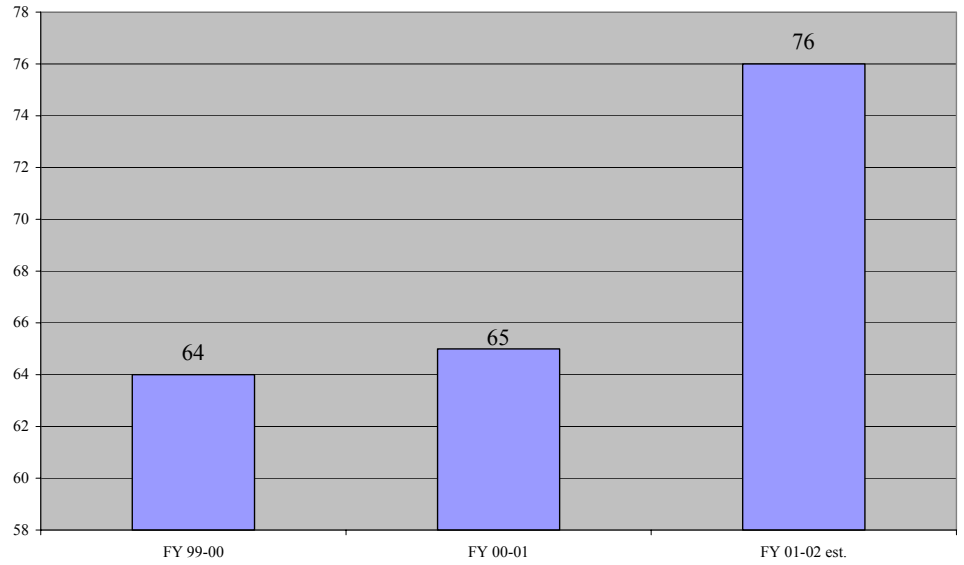
### Plans / Goals for FY 2002-03

- Update the Phased Allocation and Agricultural Mitigation Ordinances
- Explore new methods and processes that more fully involve citizen groups in the planning process
- Monitor the various project development agreements
- Continue to be involved in regional planning efforts for air quality, transit, habitat, agricultural conservation easements, and open space
- Assess compliance with State Fair-Share requirements and update General Plan Housing Element as necessary
- Update & clarify the city's adopted California Environmental Quality Act Ordinance (CEQA) and procedures
- Provide staff to the Affordable Housing Task Force
- Complete development agreement annual reviews
- Investigate Hunt-Wesson re-use options
- Explore new green development initiatives
- Facilitate adoption of new zoning provisions pertaining to demolishing and over development of single family lots
- Streamlined the process for implementing the New Davis Downtown and Traditional Neighborhood Design Guidelines
- Complete applications for: Midtown residential component, Wildhorse & El Macero DMHA apt's, Les Schwab Tires, Longs east remodel, Covell Tech park design review, review Pinecrest affordable housing proposal and complete annual reviews of development agreements

### How We Measure Up

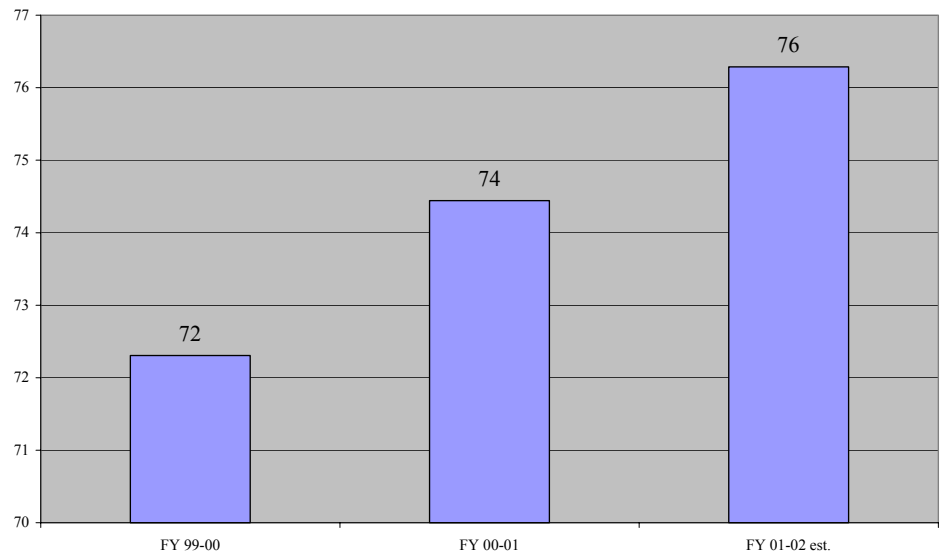
This chart shows the total number of Design Review applications received.

**Design Review Applications Received**



This chart shows the hours spent providing public information by phone and at the public counter for planning issues.

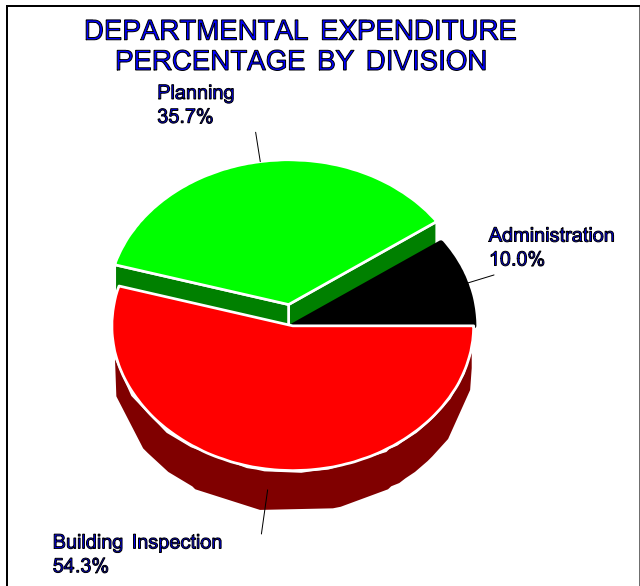
**Public Information Hours Per Week**



**No. 32**

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	268,080	394,747	300,145	443,535
Construction Tax	114,937	112,207	94,562	101,562
Development Impact Fees	56,611	55,267	47,281	50,024
Fee Transfers	31,122	53,323	50,317	50,098
Fees & Charges	275,630	326,370	342,598	341,619
Grants/Designated Revenue	82,796	30,000	30,000	0
RDA Funds	15,018	0	0	0
Special Revenue Funds	11,035	553,373	570,682	0
<b>Total Revenues</b>	<b>855,229</b>	<b>1,525,287</b>	<b>1,435,585</b>	<b>986,838</b>

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Operating Expenditures	242,786	829,972	765,202	263,651
Salaries and Benefits	612,443	695,315	670,383	723,187
<b>Total Expenditures</b>	<b>855,229</b>	<b>1,525,287</b>	<b>1,435,585</b>	<b>986,838</b>



**SUMMARY OF MAJOR  
BUDGET CHANGES**

- None to report

## BUILDING – DIVISION 33



### Major Accomplishments in FY 2001-02

- Improved customer service at the public counter by increasing hours available
- Maintained high service levels
- Began implementation of an imaging system which will assist the public in reviewing historical building inspection records

### Plans / Goals for FY 2002-03

- Ensure that all new construction and improvements to city or privately owned real property conforms to requirements of state and city codes including disabled access, energy, and water conservation
- Continue training and improve utilization of the building permit computerization and resale records via the Internet
- Work with other departments and divisions to ensure an efficient and customer oriented inspection process
- Analyze activity level and fees, adjusting as necessary to match payment with services rendered
- Complete the conversion of microfiche to an imaging system for historic records



## How We Measure Up

### Plan Check Turn Around Times

The Division has decreased the time to process various plan checks.

Application Type	# of Applications Received			Average # of Days to Process		
	Fy 98-99	Fy 99-00	Fy 00-01	Fy 98-99	Fy 99-00	Fy 00-01
Patio Cover/Trellis	162	201	210	8.2	5.9	5.3
Swimming Pool	65	76	81	7.1	5.3	4.7
Residential Interior	72	100	395	18.5	11.8	8.9
Single Family Residence	70	102	255	68.8	44.6	38.2

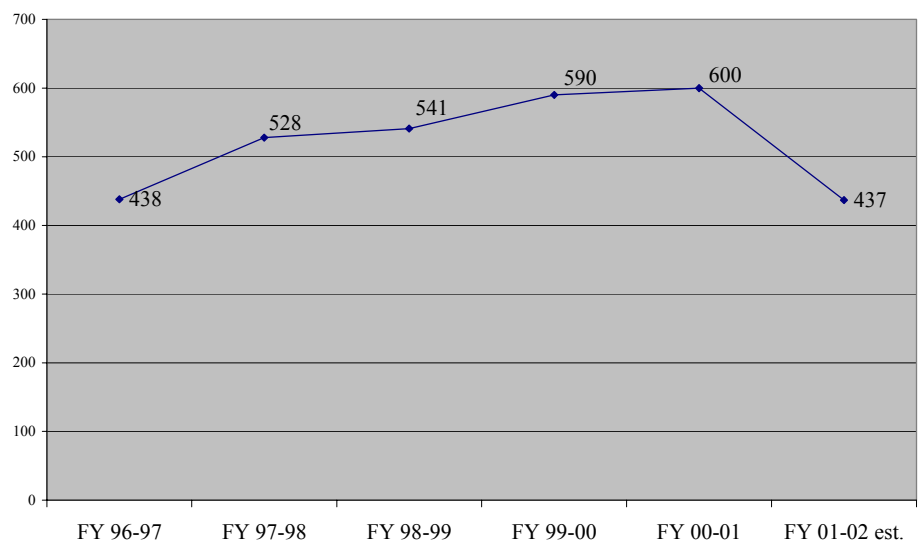
### Building Permits

This chart shows the total number of building permits issued by year. Our goal is to complete a site inspection of all requests made before 4pm, the next working day 95% of the time.

### Resale

This chart shows the total number of resale inspections completed by year. Our goal is to complete the resale inspection within 5 days of submittal 90% of the time.

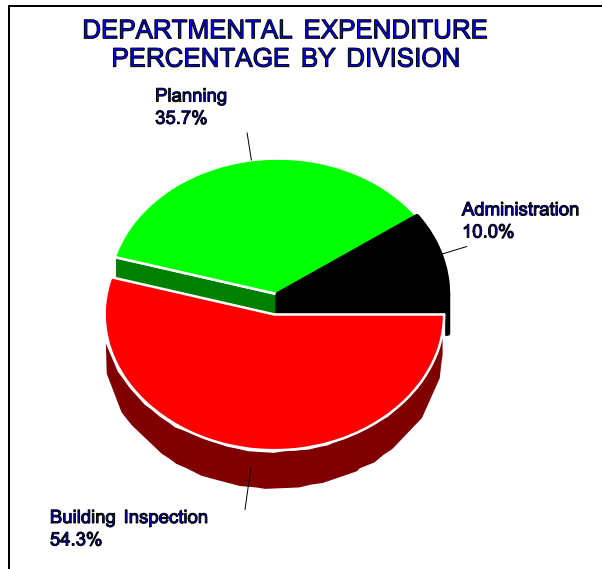
Resale Activity - Original Inspections



**No. 33**

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Fee Transfers	17,888	(182,066)	(261,506)	(276,988)
Fees & Charges	1,482,125	1,609,498	1,654,910	1,781,206
<b>Total Revenues</b>	<b>1,500,013</b>	<b>1,427,432</b>	<b>1,393,404</b>	<b>1,504,218</b>

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	0	0	10,000	0
Operating Expenditures	467,168	335,000	345,264	262,772
Salaries and Benefits	1,032,845	1,092,432	1,038,140	1,241,446
<b>Total Expenditures</b>	<b>1,500,013</b>	<b>1,427,432</b>	<b>1,393,404</b>	<b>1,504,218</b>



**SUMMARY OF MAJOR  
BUDGET CHANGES**

- None to report