

# COMMUNITY DEVELOPMENT DEPARTMENT

## STATEMENT OF PURPOSE

The Community Development Department is responsible for a wide range of functions related to community change evolution, enhancement and preservation. Areas of responsibility include planning and zoning, building inspection and plan check services, and economic development. Specific task areas include current and advanced planning, zoning administration, environmental impact studies, management of historic structures and public arts programs, code compliance, resale inspections, business recruitment, retention and expansion, downtown redevelopment and public information. The Department strives to provide vision and leadership within the context of innovative, high quality, equitable and efficient services which encompass 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, economic development, 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
- Staff to City-UCD student Liaison Commission



### 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
- Historic Resources Management
- Civic Art & Art in Public Places
- General Plan Preparation and Implementation
- Administer CEQA, Other City/State Codes/Regulations
- Staff to Planning Commission, Civic Arts Commission & Historic Resources Management Commission

**ECONOMIC DEVELOPMENT-DIVISION 32**

Develop and implement effective strategies for the development of a healthy and sustainable economy.

- Economic Development strategies and policies
- Business Attraction
- Business Retention
- Ombudsman to Business Community
- Liaison to Davis Downtown
- Customer Service Improvements
- Staff Business & Economic Development Commission

**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
- Code Enforcement
- Enforce City/State Codes and Regulations



DEPARTMENT  
SUMMARY

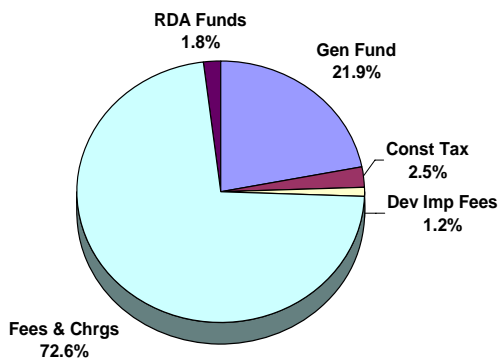
COMMUNITY DEVELOPMENT DEPARTMENT

<b>Revenues by Fund</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
General Fund Support	590,597	603,081	826,445	912,504
Construction Tax	56,170	67,020	91,668	104,528
Development Impact Fees	27,666	36,135	45,150	51,718
Fee Transfers	(101,878)	569,070	(143,784)	(152,926)
Fees & Charges	2,350,766	1,559,420	2,788,998	3,023,462
Grants/Designated Revenue	10,008	15,000	0	0
Internal Service Funds	0	0	14,000	0
RDA Funds	68,930	71,740	76,060	75,670
Special Revenue Funds	170,966	61,801	38,300	0
Trust/Agency Funds	0	1,021	0	0
<b>Total Revenues</b>	<b>3,173,225</b>	<b>2,984,288</b>	<b>3,736,837</b>	<b>4,014,956</b>

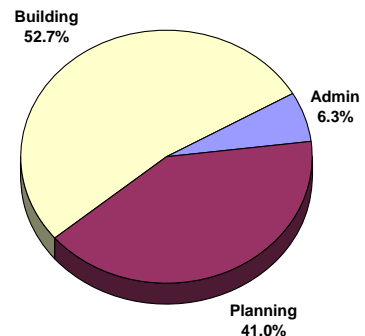
<b>Expenses by Division</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
Administration	229,846	239,849	267,886	252,783
Planning Division	1,430,608	1,271,227	1,537,165	1,644,706
Building Division	1,512,771	1,473,212	1,931,786	2,117,467
<b>Total Expenditures</b>	<b>3,173,225</b>	<b>2,984,288</b>	<b>3,736,837</b>	<b>4,014,956</b>

<b>Expenses by Category</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
Capital Expenditures	188,951	14,943	73,700	51,700
Operating Expenditures	999,320	905,197	1,176,284	1,067,023
Salaries and Benefits	1,984,954	2,064,148	2,486,853	2,896,233
<b>Total Expenditures</b>	<b>3,173,225</b>	<b>2,984,288</b>	<b>3,736,837</b>	<b>4,014,956</b>

Source of Funds for  
Final Budget 2005-06

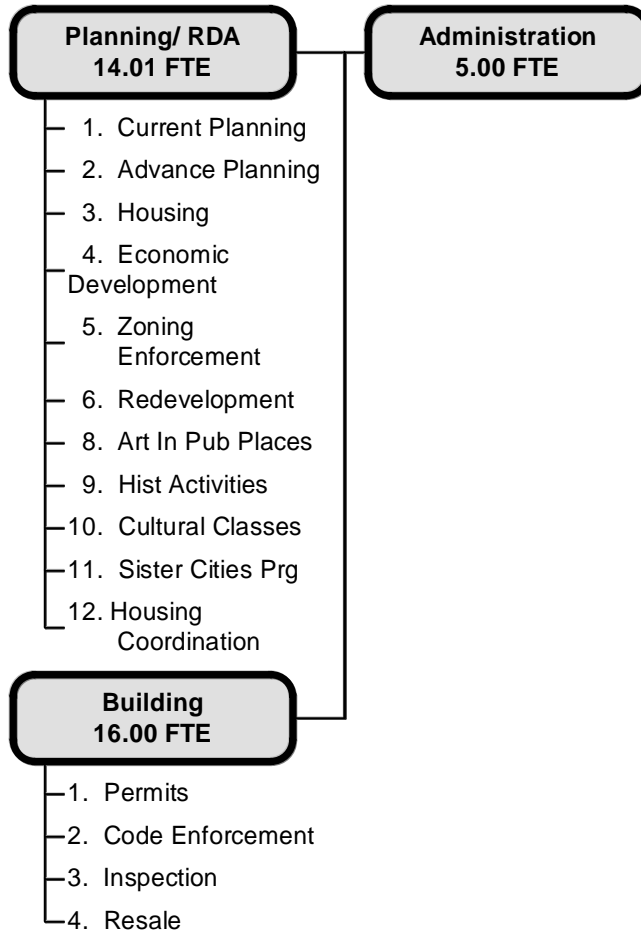


Expenses by Division



# Community Development

FTE'S 35.01



## ADMINISTRATION – DIVISION 31

### Major Accomplishments in FY 2004-05

- Completed transfer of code compliance to the Building Division
- Continued to update, monitor and implement citywide and department goals, policies and objectives
- Trained employees to provide competent advice to citizens, the City Council and other city staff
- Managed Department in a fiscally prudent manner
- Provided primary administrative support for the Davis Redevelopment Agency
- Coordinated City responses on various UCD matters, including UC Davis LRDP Update and New Neighborhood
- Continued to work with other city departments on improving public involvement in city decision-making
- Provided professional & technical support to other divisions in the department
- Contributed to the update of the Redevelopment Plan
- Coordinated and completed transfer of Economic Development to the Department



### Plans / Goals for FY 2005-06

- Continue to respond to issues regarding rental issues
- Maintain quality control of department work products
- 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
- Prepare, administer, & monitor the department's budget
- Function as lead on major projects requiring negotiation with developers, contractors, property owners, neighborhoods and interest groups, such as Covell Village, Con Agra property and similar proposals
- 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 rehab., downtown improvements and affordable housing
- Ensure that the public, including members of commission/committees, receive competent advice, information and services from employees
- Provide support to various related council initiatives
- Continue to act as staff representative or liaison to various citywide and external committees
- Continue to expand use of technology and automation to enhance overall department efficiency
- Improve communications between department divisions and City departments in development review matters

**No. 31**

<b>Revenues by Fund</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
<u>Source of Funds</u>				
General Fund Support	79,978	83,650	88,738	88,282
Fee Transfers	80,183	83,671	88,738	88,281
Fees & Charges	755	788	350	550
Internal Service Funds	0	0	14,000	0
RDA Funds	68,930	71,740	76,060	75,670
<b>Total Revenues</b>	<b>229,846</b>	<b>239,849</b>	<b>267,886</b>	<b>252,783</b>

<b>Expenses by Category</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
<u>Expenditures</u>				
Capital Expenditures	1,788	2,819	22,000	0
Operating Expenditures	131,741	141,963	152,274	156,818
Salaries and Benefits	96,317	95,067	93,612	95,965
<b>Total Expenditures</b>	<b>229,846</b>	<b>239,849</b>	<b>267,886</b>	<b>252,783</b>

## PLANNING/ECONOMIC DEVELOPMENT – DIVISION 32

### Major Accomplishments in FY 2004-05



917 H Street

#### Planning

- Continued review of the UC Davis Long-Range Development Plan and New Neighborhood Plan
- Installation of three neighborhood art pieces
- Completed construction on East Davis projects including Fifth St Commerce Center and DMTC/Industrial building.
- Processed amendments to agricultural mitigation requirements.
- Continued processing Covell Village
- Adopted and obtained state certification for the Housing Element to the General Plan
- Processed applications for: Veteran's Memorial expansion, cellular antennas, several right-of-way vacations, Pence Gallery, Explorit, Comcast Hub, Cal Aggie Christian Assn, infill projects and Fifth & G St. mixed use.

#### Economic Development



Chen Building

- Processed planning entitlements for new commercial development including Hanlees Nissan, Chevy dealerships and Interland community retail project.
- Initiated public outreach process and preliminary review of potential redevelopment options for Hunt Wesson property.
- Processed preliminary application for Target at 2nd and Mace.
- Reviewed and provided recommendation to City Council on commercial components of the Covell Village project.
- Staffed the Business and Economic Development Commission.
- Conducted business outreach visits to Monsanto, AgraQuest, Schilling Robotics, Naturalist, and Auto Dealers.
- Managed the completion of shell improvements for the Bistro 33 restaurant at Historic City Hall.
- Negotiated an owner participation agreement for redevelopment of the City's parking lot on G Street with new private mixed use development and new parking lot behind.
- Coordinated various public and private projects such as plans for Third Street Corridor and Central Park improvements, Fifth and G Street mixed use project approvals, and B Street Visioning process. Coordinated public input process and development of policy options for Third and B Streets redevelopment.
- Completed preliminary feasibility analysis of possible Redevelopment Agency mixed use / parking structure project downtown on Third, Fourth, E and G Street blocks.
- Assisted in modifications to downtown parking districts to improve customer convenience and employee parking availability.
- Prepared RFP/Q and reviewed development/management proposals for Varsity Theater.

## Plans / Goals for FY 2005-06

### Planning



**Moore Village**

- Complete implementation phase of Housing Needs Assessment process and middle income requirements
- Complete establishment of a growth management system
- Continue planning process for re-use of Hunt Wesson/Con Agra
- Explore new methods and processes that more fully involve citizen groups in the planning process
- Process applications for downtown and B Street projects, continued commercial and office projects in Mace Ranch and South Davis, and the Sutter Davis Master Plan
- Complete processing the EIR and applications for Covell Village
- Coordinate City efforts towards a comprehensive agreement with UCD addressing various impacts and opportunities associated with campus projects
- Continue to be involved in regional planning efforts for air quality, transit, habitat, ag. conservation easements and open space
- Explore new green development initiatives
- Streamline the process for implementing the New Davis Downtown and Traditional Neighborhood Design Guidelines
- Complete policy discussions on agriculture mitigation requirements and amend Ordinance as necessary
- Continue to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Work with UC Davis to improve connections between downtown and the Mondavi Center
- Identify a venue for displaying a collection of work by Davis artists.

### Economic Development

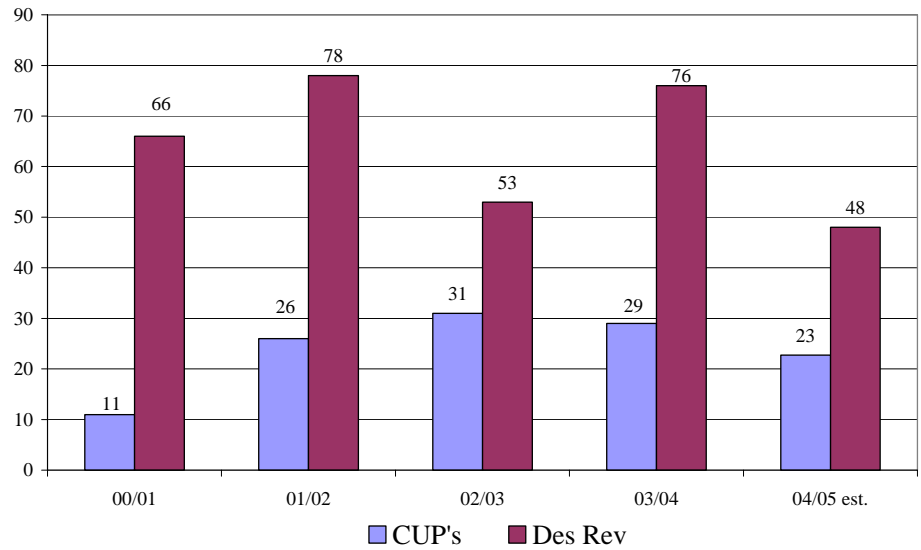


**Pena**

- Continue to enhance the City's reputation as a business friendly community.
- Specifically focus on Second and Mace, Davis Manor, Lewis Project (Hunt Wesson), & Downtown as opportunities sites for attracting retail uses to meet current & future retail needs of the community.
- Manage efficient and effective public review and application processing for proposed Target at Second and Mace.
- Complete analysis of opportunities for additional parking and mixed use development downtown on Third, Fourth, E and G Streets.
- Complete process for selection of development/management partner for the Varsity Theater and "reopening" theater with new operator.
- Complete redevelopment of the City's parking lot on G Street with new private mixed use development and public parking improvements.
- Pursue opportunities to expand hotel and conference facilities in and/or near the downtown.
- Help minimize the impact on businesses during construction of the Third Street Corridor intersection improvements.
- Review and make recommendation to City Council on changes to the allowed uses/store sizes within neighborhood shopping centers.
- Work proactively with the various owners of Davis Manor and the neighborhood to continue the rehabilitation and leasing of the center.
- Expand partnerships with the University on economic development efforts such as business recruitment, business development, and visitor attraction.
- Complete implementation phase of B Street visioning process

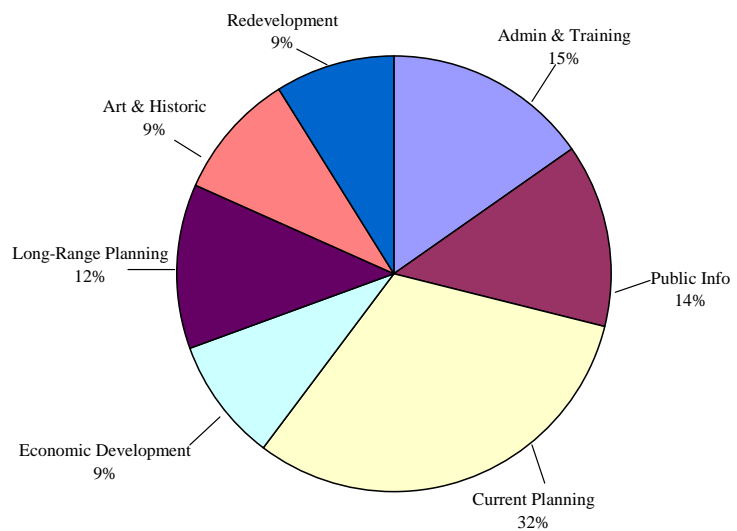
### How We Measure Up

This chart shows the total number of Conditional Use Permit & Design Review applications submitted.



This chart shows planning staff hours spent providing service by category.

### Planning Work Flow



No. 32

<b>Revenues by Fund</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
General Fund Support	510,619	519,431	737,707	824,222
Construction Tax	56,170	67,020	91,668	104,528
Development Impact Fees	27,666	36,135	45,150	51,718
Fee Transfers	74,912	95,860	32,353	40,321
Fees & Charges	580,267	474,959	591,987	623,917
Grants/Designated Revenue	10,008	15,000	0	0
Special Revenue Funds	170,966	61,801	38,300	0
Trust Agency Funds	0	1,021	0	0
<b>Total Revenues</b>	<b>1,430,608</b>	<b>1,271,227</b>	<b>1,537,165</b>	<b>1,644,706</b>

<b>Expenses by Category</b>	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
Capital Expenditures	170,321	1,238	0	0
Operating Expenditures	433,626	346,386	479,208	372,676
Salaries and Benefits	826,661	923,603	1,057,957	1,272,030
<b>Total Expenditures</b>	<b>1,430,608</b>	<b>1,271,227</b>	<b>1,537,165</b>	<b>1,644,706</b>

## BUILDING – DIVISION 33



**Sutter Medical Office**

### Major Accomplishments in FY 2004-05

- Reorganized, relocated, and updated staff work areas to provide for better supervision, more cohesive work groups, some privacy for supervisors, and to better utilize work space.
- Completed first phase of beta testing of tablet PCs for use by field inspection, resale, and code enforcement functions of the Building Division.
- Completed the transition of Code Enforcement from the Planning Division to the Building Division, including training staff, implementing new/revised procedures, designing standard forms that allow for better tracking and streamlining enforcement activities.
- Hired consultant attorney to revise and update the Nuisance, Resale and Noise Ordinances for Code Enforcement functions.
- Completed cross training of Inspectors to allow for greater flexibility during absences and vacations.
- Added three additional plan review consultants to the approved list to allow for better management of backlogs during peak periods
- Filled vacant Field Inspector position with a Plans Examiner so that more applications can be reviewed and approved at the counter saving time and effort needed by the applicant and reducing the number of trips to the Building Division.
- Provided the option to applicants to bring their design team in to meet with the City's review team upon re-submittal of plans for review to insure that all items needing correction or clarification have been satisfactorily completed thereby reducing multiple plan reviews.



**Field Inspection Office**

### Plans / Goals for FY 2005-06

- Implement Code Enforcement software to provide a database for all city department's use. Enforcement will be more timely and effective.
- Implement the use of tablet PCs for Field Inspectors, Resale Inspectors, and code enforcement. Through the use of the tablet PCs and car mounted printers, Field Inspectors can issue permits for minor permits such as water heaters, sprinkler systems, and water softeners while on the job site.
- Update Building Permitting software to more efficiently track plan check turnaround. Identify project types that seem to take longer than average.

## How We Measure Up

### Plan Check Turn Around Times

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

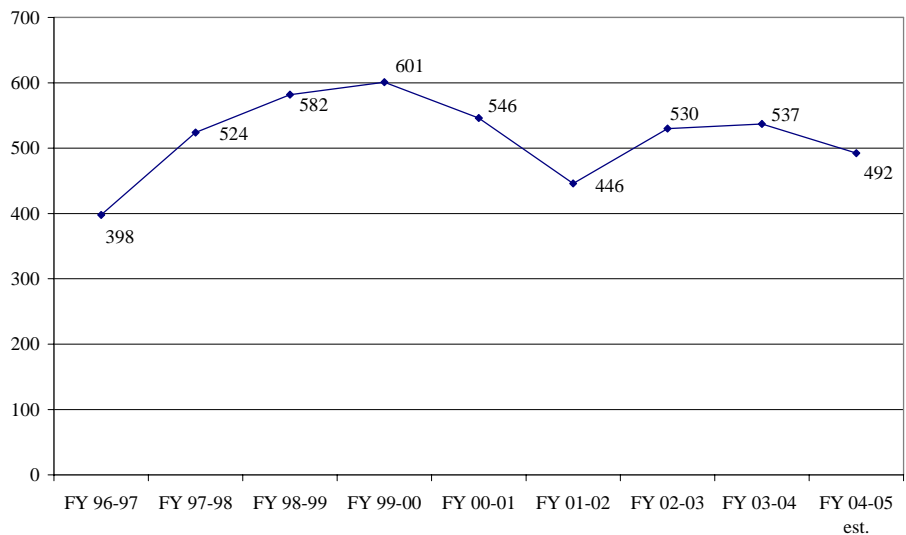
Application Type	# of Applications Received					Average # of Days to Process				
	99-00	00-01	01-02*	02-03*	03-04*	99-00	00-01	01-02*	02-03*	03-04*
Patio Cover/Trellis	202	195	207	227	173	4.7	6.6	5.1	2.9	5.1
Swimming Pool	76	77	77	61	53	4.3	8.3	5.8	4.6	5.2
Residential Interior	199	88	175	256	177	20.2	9.2	6.1	3.1	5.8
SF Res (*does not include stock plan reviews)	102	77	58	49	39	32.4	47.5	40.7	28.6	27.4

\*1 less Plans Examiner

### 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 95% of the time.

Resale Activity - Original Inspections



No. 33

<b>Revenues by Fund</b>				
<u>Source of Funds</u>	<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Fee Transfers	(256,973)	389,539	(264,875)	(281,528)
Fees & Charges	1,769,744	1,083,673	2,196,661	2,398,995
<b>Total Revenues</b>	<b>1,512,771</b>	<b>1,473,212</b>	<b>1,931,786</b>	<b>2,117,467</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Capital Expenditures	16,842	10,886	51,700	51,700
Operating Expenditures	433,953	416,848	544,802	537,529
Salaries and Benefits	1,061,976	1,045,478	1,335,284	1,528,238
<b>Total Expenditures</b>	<b>1,512,771</b>	<b>1,473,212</b>	<b>1,931,786</b>	<b>2,117,467</b>

