

# 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.

City/UC Davis Connections Workshop



### 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, zoning and cultural 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
- Staff to General Plan / Housing Element Update Steering Committee



Glacier Place Senior Housing

**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 to Business & Economic Development Commission
- Redevelopment projects

**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 and the Code Enforcement program.

- Public Information
- Permit Processing / Inspections / Issuance
- Plan Checking
- Resale Program
- Code Enforcement
- Enforce City/State Codes and Regulations
- Staff to Accessibility Standards Board of Appeals and Building Board of Appeals

**Interland Offices**



DEPARTMENT  
SUMMARY

COMMUNITY DEVELOPMENT DEPARTMENT

**Revenues by Fund**

<u>Source of Funds</u>	<u>Actual 2004-05</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>Budget 2007-08</u>
General Fund Support	713,228	838,581	938,428	961,903
Construction Tax	54,652	89,683	116,873	377,701
Development Impact Fees	26,913	44,227	72,490	186,032
Fee Transfers	(143,860)	(267,238)	0	0
Fees & Charges	2,840,489	2,521,569	698,181	820,175
Grants/Designated Revenue	6,643	17,307	4,109	3,600
Internal Service Funds	9,506	1,227	0	0
RDA Funds	74,240	81,264	82,084	148,175
Special Revenue Funds	23,429	0	2,203,044	2,240,483
Trust/Agency Funds	0	0	0	0
<b>Total Revenues</b>	<b>3,605,240</b>	<b>3,326,620</b>	<b>4,115,209</b>	<b>4,738,069</b>

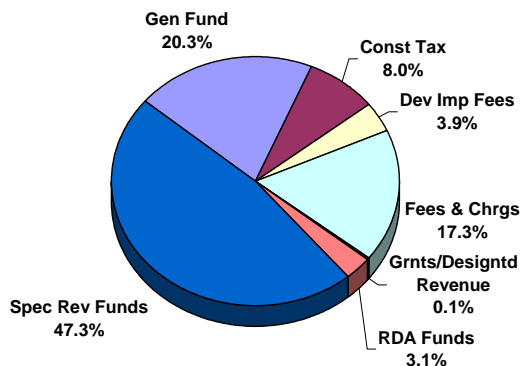
**Expenses by Division**

<u>Division</u>	<u>Actual 2004-05</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>Budget 2007-08</u>
Administration	260,513	276,213	277,721	320,971
Planning Division	1,804,132	1,428,318	1,774,575	2,197,659
Building Division	1,540,595	1,622,089	2,062,913	2,219,439
<b>Total Expenditures</b>	<b>3,605,240</b>	<b>3,326,620</b>	<b>4,115,209</b>	<b>4,738,069</b>

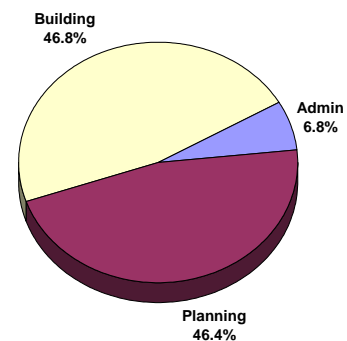
**Expenses by Category**

<u>Expenditures</u>	<u>Actual 2004-05</u>	<u>Actual 2005-06</u>	<u>Budget 2006-07</u>	<u>Budget 2007-08</u>
Capital Expenditures	9,503	0	51,700	0
Operating Expenditures	1,224,354	692,667	944,021	1,397,373
Salaries and Benefits	2,371,383	2,633,953	3,119,488	3,340,696
<b>Total Expenditures</b>	<b>3,605,240</b>	<b>3,326,620</b>	<b>4,115,209</b>	<b>4,738,069</b>

**Source of Funds for  
Final Budget 2007-08**

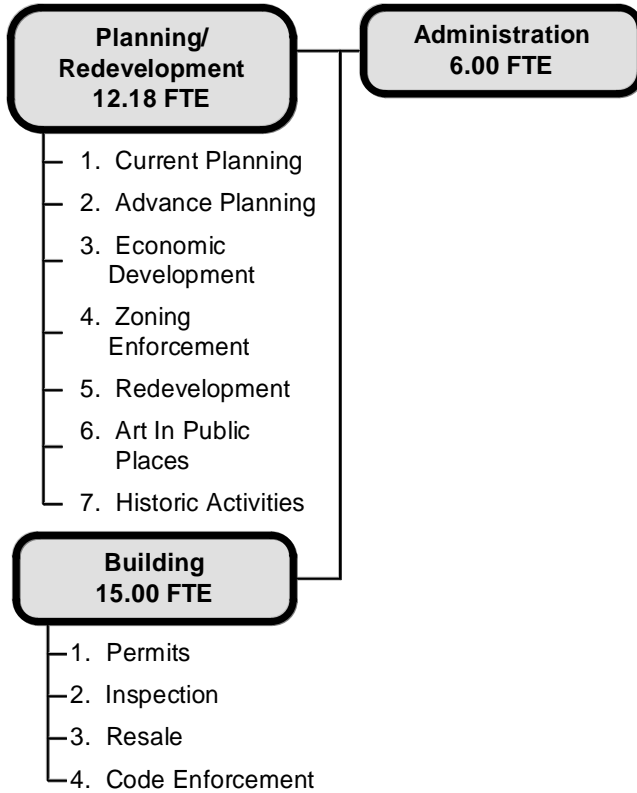


**Expenses by Division**



# Community Development

FTE'S 33.18



## ADMINISTRATION – DIVISION 31



### Major Accomplishments in FY 2006-07

- 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
- 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 & 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 successful "Davis Neighbors Night Out" program
- Initiated General Plan / Housing Element update
- Assisted UC Davis with organizing the 2006 Bridging the Town-Gown Divide Conference held at UC Davis

### Plans / Goals for FY 2007-08

- Continue to respond to 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 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
- Plan and hold the 2007 Davis Neighbors Night Out event
- Continue to work on various UCD matters, including UC Davis LRDP Update, New Neighborhood and future conferences
- 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 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>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
<u>Source of Funds</u>				
General Fund Support	87,280	94,807	95,764	111,080
Fee Transfers	87,768	94,807	0	0
Grants/Designated Revenue	1,719	4,108	4,109	3,600
Internal Service Funds	9,506	1,227	0	0
RDA Funds	74,240	81,264	82,084	95,210
Special Revenue Funds	0	0	95,764	111,081
<b>Total Revenues</b>	<b>260,513</b>	<b>276,213</b>	<b>277,721</b>	<b>320,971</b>

<b>Expenses by Category</b>	Actual <u>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
<u>Expenditures</u>				
Capital Expenditures	9,503	0	0	0
Operating Expenditures	151,303	149,129	169,572	184,610
Salaries and Benefits	99,707	127,084	108,149	136,361
<b>Total Expenditures</b>	<b>260,513</b>	<b>276,213</b>	<b>277,721</b>	<b>320,971</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.

## PLANNING/ECONOMIC DEVELOPMENT – DIVISION 32



Cesar Chavez Affordable Housing

### Major Accomplishments in FY 2006-07

#### Planning

- Completed processing Target applications and Measure K vote
- Completed implementation phase of Middle Income Needs Analysis, middle income requirements, and incentive system
- Processed Willowbank 10 housing project and development agreement providing additional contribution to City recreation facilities
- Continued to encourage development of accessory second units in residential areas
- Processed Zoning Amendment for Trader Joe's location at the University Mall
- Completed zoning regulations for mini dorms
- Completed processing for the Cesar Chavez housing development
- Processed applications for downtown and B Street projects, continued commercial and office projects in Mace Ranch and South Davis
- Coordinated City efforts towards a comprehensive agreement with UCD addressing various impacts and opportunities associated with campus projects
- Completed preparation of the Anderson Bank Building window project EIR
- Processed the Mace/Alhambra retail applications
- Continued to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Completed processing for the Roe Building at 5<sup>th</sup> and G
- Worked with UC Davis to develop a concept plan to improve connections between downtown and the Mondavi Center
- Continued planning process for re-use of Hunt Wesson/Con Agra
- Processed applications for: Willowcreek Commons, Willowbank 10, Shepherds Close, and Seiber housing projects.

Roe Building at 5<sup>th</sup> & G



#### Economic Development

- Completed planning entitlements and building permits for three auto deal expansions. Continued regular outreach and communications with auto dealers.
- Processed planning entitlements for approximately 200,000 square feet of new office/medical buildings (Sutter Hospital, Glacier, Interland, Mace Ranch)
- Staffed the Business and Economic Development Commission.
- Completed process for selection of development/management partner for the Varsity Theater and "reopening" theater with new operator.
- Processed GPA and rezoning of the Westlake Shopping Center.
- Worked proactively with the various owners of the Davis Manor Center to continue the rehabilitation and leasing of the center
- Assisted in the implementation of the E. 8<sup>th</sup> Street Corridor improvements
- Coordinated the completion of the Third Street Corridor and Central Park/Farmer's Market Kiosk improvements project

Pence Gallery



- 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.
- Conducted property owner outreach and analysis for Redevelopment Agency mixed use / parking structure project downtown on Third, Fourth, E and G Street blocks.
- Completed negotiations and executed the lease agreement for the Varsity Theater. Facilitated the public and private improvements to the Theater in time for the grand re-opening to an independent film venue.
- Initiated negotiations and analysis for a disposition/lease agreement for the development of the Hunt Boyer Tank House site.
- Assisted in modifications to downtown parking districts and signage to improve customer convenience and employee parking The availability
- Assisted businesses looking to relocate or expand in Davis
- Monitored citywide, downtown, and auto dealer sales tax to gauge retail sector performance

### Plans / Goals for FY 2007-08

#### Planning

- Prepare Housing Element update for submission to State for certification
- Continue planning process for re-use of Hunt Wesson/Con Agra site as deemed appropriate by the City Council after the Housing Element Update process preferred plan is developed.
- 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
- Coordinate City efforts towards a comprehensive agreement with UCD addressing various impacts and opportunities associated with campus projects
- Identified opportunities and constraints for visitability requirements in infill development
- Continue to be involved in regional planning efforts for air quality, transit, habitat, ag. conservation easements and open space
- Complete review of possible requirements for visitability in new residential development
- Implement new green development initiatives
- Streamline the process for implementing the New Davis Downtown and Traditional Neighborhood Design Guidelines
- Complete SACOG grant visioning process for the Simmons and Nugget Fields sites
- Continue to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Identify a venue for displaying a collection of work by Davis artists
- Complete review and processing of condominium conversion policies
- Prepare Housing Element update for submission to State for certification

### **Economic Development**

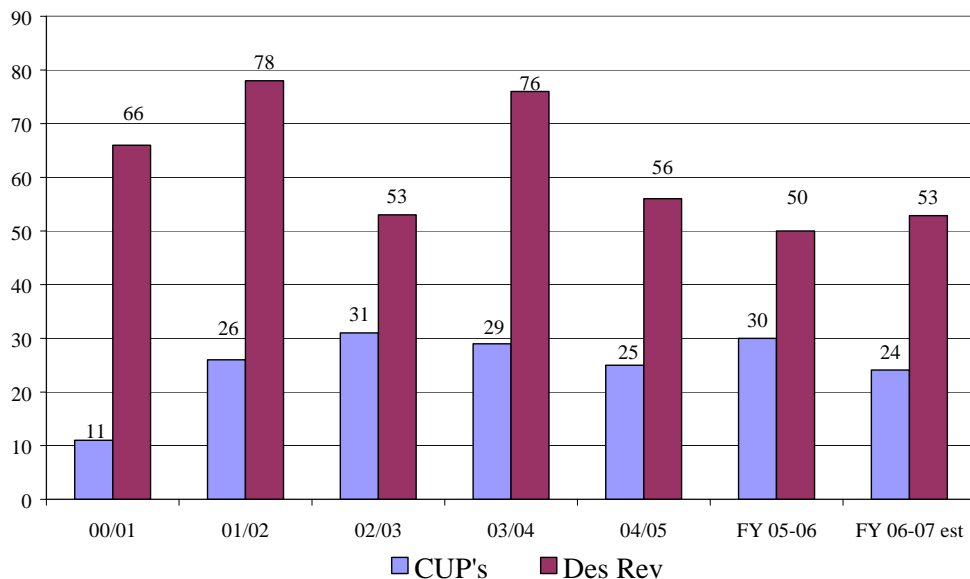
- Continue to enhance the city's reputation as a business friendly community.
- Work with BEDC, UCD and business community to update the City's Economic Development Strategic Plan
- Continue to evaluate proposed fee increases for impacts on new development and existing businesses
- Continue to streamline permitting of applications and permits for commercial development consistent with city goals and objectives
- Continue to facilitate the recruitment, retention, and expansion if business in Davis
- Identify opportunities and constraints for attracting high-tech and bio-tech jobs in Davis
- Complete analysis of opportunities for additional parking and mixed use development downtown on Third, Fourth, E and G Streets.
- Continue to improve the management and use of existing parking resources downtown. Secure sites for additional parking downtown.
- Pursue opportunities to expand hotel and conference facilities in and/or near the downtown.
- Expand partnerships with the University on economic development efforts such as business recruitment, business development, and visitor attraction.
- Complete of the EIR for the B and Third Street visioning process



**The Lofts**

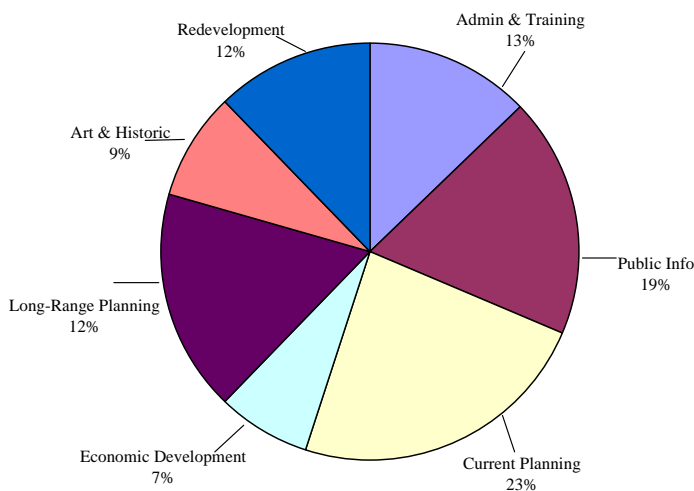
### How We Measure Up

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



<b>Revenues by Fund</b>	Actual <u>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
General Fund Support	625,948	743,774	842,664	739,533
Construction Tax	54,652	89,683	116,873	377,701
Development Impact Fees	26,913	44,227	72,490	186,032
Fee Transfers	31,587	39,435	0	0
Fees & Charges	1,041,603	510,899	698,181	820,175
Grants/Designated Revenue	0	300	0	0
RDA Funds	0	0	0	52,965
Special Revenue Funds	23,429	0	44,367	21,253
Trust/Agency Funds	0	0	0	0
<b>Total Revenues</b>	<b>1,804,132</b>	<b>1,428,318</b>	<b>1,774,575</b>	<b>2,197,659</b>

<b>Expenses by Category</b>	Actual <u>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
Operating Expenditures	689,799	235,606	374,428	673,106
Salaries and Benefits	1,114,333	1,192,712	1,400,147	1,524,553
<b>Total Expenditures</b>	<b>1,804,132</b>	<b>1,428,318</b>	<b>1,774,575</b>	<b>2,197,659</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.

**BUILDING – DIVISION 33**

**Major Accomplishments in FY 2006-07**

- Successfully implemented a Code Enforcement Program. The program implementation includes all processes and policies, providing consistency and enhanced record keeping.
- With the hiring of the Assistant Building Official and Plans Examiner, we are fully staffed. We are now able to significantly reduce plan review time and review a majority of the plans in house.
- Sent out a RFQ for contract plan review services. Proposals from ten (10) firms have been reviewed and four (4) have been selected for approval.

**Plans / Goals for FY 2007-08**

- Implement a pro-active Code Enforcement program to augment the complaint based program.
- Conduct a comprehensive fee study to ascertain whether or not our fees are consistent with neighboring jurisdictions.
- Develop a “Green Building” program to promote the design and construction of buildings that are environmentally sound, energy efficient, and provide a healthy environment for the occupants.



Code Enforcement - Visual Blight & Abandoned Vehicle

## How We Measure Up

### *Plan Check Turn Around Times*

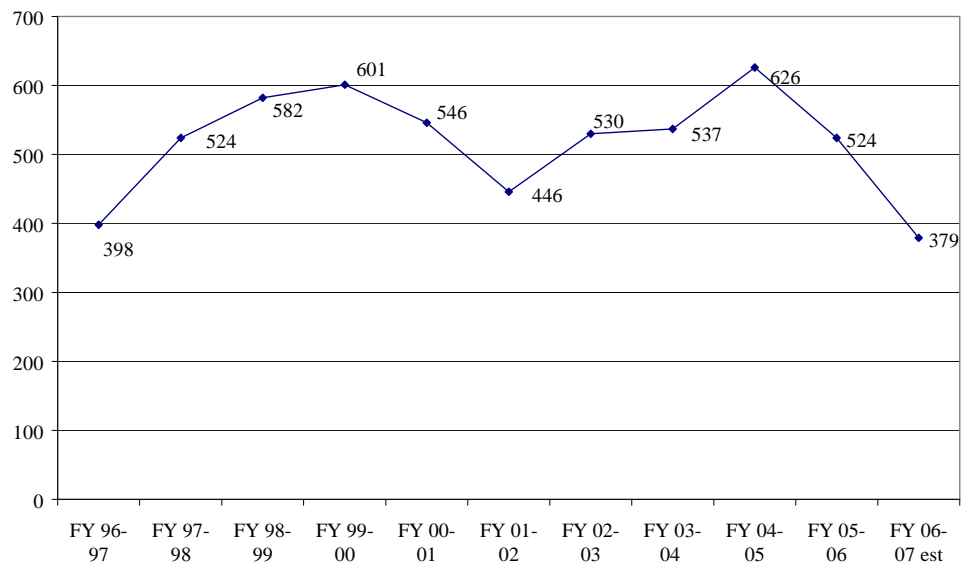
Application Type	# of Applications Received						Average # of Days to Process					
	Fiscal Year	00-01	01-02*	02-03*	03-04*	04-05	05-06	00-01	01-02*	02-03*	03-04*	04-05
Patio Cover/Trellis/Enclosure	201	208	239	173	158	134	6.6	5.1	2.9	5.1	4.8	4.6
Swimming Pool	80	77	63	53	84	60	8.3	5.8	4.6	5.2	4.7	4.8
Residential Interior	89	175	256	177	14	225	9.2	6.1	3.1	5.8	5.3	6.2
SF Res (*does not include stock plan reviews)	77	58	51	40	44	30	47.5	40.7	28.6	27.4	26.1	27.6
Residential Additions	69	92	113	135	109	125	23.5	20.0	14.1	13.9	13.6	14.5

\*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**



<b>Revenues by Fund</b>	Actual <u>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
General Fund	0	0	0	111,290
Fee Transfers	263,215)	(401,480)	0	0
Fees & Charges	1,798,886	2,010,670	0	0
Grants/Designated Revenue	4,924	12,899	0	0
Special Revenue Funds	0	0	2,062,913	2,108,149
<b>Total Revenues</b>	<b>1,540,595</b>	<b>1,622,089</b>	<b>2,062,913</b>	<b>2,219,439</b>

<b>Expenses by Category</b>	Actual <u>2004-05</u>	Actual <u>2005-06</u>	Budget <u>2006-07</u>	Budget <u>2007-08</u>
Capital Expenditures	0	0	51,700	0
Operating Expenditures	383,252	307,932	400,021	539,657
Salaries and Benefits	1,157,343	1,314,157	1,611,192	1,679,782
<b>Total Expenditures</b>	<b>1,540,595</b>	<b>1,622,089</b>	<b>2,062,913</b>	<b>2,219,439</b>

**SUMMARY OF MAJOR  
BUDGET CHANGES**

There are no major budget changes.