



Planning & Community Development

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

The Planning Department's mission statement is to 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.

Core Service

- Provide long-range planning for the City's future development that promotes quality of life for a diverse, growing population and that protects the life, health, and safety of our community.
- Ensure community engagement in the land use decision-making process.
- Conduct plan review, issue permits for construction, and inspect new and remodeled structures for code compliance.
- Facilitate green building practices.
- Ensure safety of rental housing through inspections.
- Coordinate and develop the City's sustainability programs with other departments.
- Provide excellent service to customers for development issues as well as for the range of other departments' functions provided at the public counter.
- Respond to code compliance issues to address safety, quality of life, and civic pride in in the community.



Accomplishments and Goals

FY 2022 Accomplishments	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Reopened department operations to provide in-person customer service.				X			
Continued to implement and improve electronic permitting and plan review processes during COVID19 and expanded online payment options.		X		X	X		X
Approved the permits for 220 new multi-family housing units including a 151 unit mixed-use project at 831 Water Street (with 50% of the base project being affordable) and a 50-unit, 100% affordable and supportive housing development at 314 Jessie Street.		X		X	X		
Approved 78 discretionary permits, 54 Zoning Clearances, and 14 short-term rentals.		X		X			
Assisted with the community outreach and enforcement of the City's executive orders regarding Sidewalk Vending Program.				X	X		
Continued remote inspections in Code Compliance and Building & Safety divisions in response to COVID-19.			X	X	X		
Implemented the Code Compliance cost recovery fee structure to a flat-rate system to encourage resolution of property violations.			X	X		X	X
Implemented new Childcare and Public Safety Impact Fees and updated Green Building Fees.		X	X	X	X	X	
Updated the Accessory Dwelling Unit Legalization Program to comply with state regulations regarding the stay of enforcement.				X			
Updated the interdepartmental process for short-term rental applications.				X			
Initiated Downtown Plan Expansion Project community outreach and hearings related to vision and land use scenarios.	X	X	X	X	X	X	X

FY 2023 Goals	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Conduct fee analysis for Building, Code, and other department fees to assess cost recovery and present to Council.			X	X		X	
Begin implementation process for new Land Use Management System with improved efficiencies leveraging digital and automation features.			X	X	X		
Implement additional online payment features for planning, building, and rental inspection services.				X	X		
Complete the \$310,000 grant-funded project to develop objective zoning standards for multifamily and mixed residential through a robust equity and inclusion-based outreach effort.				X	X	X	
Finalize improvements to and implement policies, procedures, and training program for electronic plan intake, submittal, and review in Planning and Building & Safety Divisions.				X	X		X
Implement the Sidewalk Vending Ordinance, inspection, citation, and impoundment process.				X	X		
Complete Downtown Plan Expansion project.	X	X	X	X	X	X	X
Apply and be awarded State of California Regional Early Action Planning (REAP) 2.0 grant funding to further housing production goals.			X	X		X	
Complete SB 9 code amendments and other amendments related to implementation improvements, user friendliness, and permit streamlining.			X				
Continue to work with other departments to streamline permitting processes for new business, expansion of existing businesses, and provide continued support on pandemic-related impacts.		X	X	X			

Workload Indicators and Performance Measures

Workload Indicators	Focus Area	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Est.	FY 2023 Goal
Number of building permits issued <i>Building & Safety Division</i>	Core Services	1,673	1,545	1,483	1,753	1,600
Discretionary applications approved* <i>Current Planning Division</i>	Core Services	165	133	111	100	110
Closed code compliance cases in 60 days <i>Code Compliance Division</i>	Core Services	372	398	256	280	325
Phone calls and individuals served in person <i>Administrative Division (calls & in-person), Building & Safety and Current Planning (in-person)</i>	Core Services	N/A	14,581	9,391	8,500	9,000
Building, Code, and Rental Inspections Completed <i>Code Compliance, Building & Safety Divisions</i>	Core Services	13,953	7,638	10,659	10,700	10,000
Number of Planning Commission (PC) / City Council (CC) presentations by Advance Planning Division <i>Advance Planning Division</i>	Core Services	11 PC 28 CC	6 PC 21 CC	12 PC 20 CC	12 PC 16 CC	10 PC 15 CC

*Revised reporting metric

Performance Measures	Focus Area	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Est.	FY 2023 Goal
Review building plans and provide responses within established timelines <i>Building & Safety Division</i>	Core Services	N/A*	N/A*	93%	93%	95%
Review building permits within the established timelines <i>Current Planning Division</i>	Core Services	N/A*	69%	56%	75%	85%
Approval of discretionary permits within 3 months, regardless of review level <i>Current Planning Division</i>	Core Services	N/A*	N/A*	69%	62%	65%
Approval of Administrative permits within 3 months <i>Current Planning Division</i>	Core Services	N/A*	N/A*	89%	74%	90%
Approval of Zoning Administrator Public Hearings approved within 3 months of submittal <i>Current Planning Division</i>	Core Services	N/A*	N/A*	47%	39%	60%
Closure of code compliance cases within 60 days <i>Code Compliance Division</i>	Core Services	38%	47%	49%	42%	50%

*New measure, data not available

Budget Summary - Planning and Community Development

	Fiscal Year* 2021 Actuals	Fiscal Year 2022			Fiscal Year 2023 Adopted
		Adopted Budget	Amended* Budget	Year-End Estimate	
EXPENDITURES BY CHARACTER:					
Personnel Services	4,443,913	5,455,132	5,615,932	4,755,275	6,146,140
Services, Supplies, and Other Charges	1,171,903	1,323,521	2,560,710	2,017,724	1,436,205
Capital Outlay	412	10,000	10,000	8,946	5,000
Total Expenditures	5,616,229	6,788,653	8,186,642	6,781,945	7,587,345
EXPENDITURES BY ACTIVITY:					
Planning Administration	1301 1,149,393	1,116,411	1,149,411	1,062,361	1,448,093
Current Planning	1302 1,137,864	1,485,186	1,581,424	1,386,983	1,500,757
Advance Planning	1303 788,061	848,914	1,647,813	1,593,748	983,864
Building & Safety	2301 1,527,339	2,105,403	2,370,145	1,660,422	2,020,283
Code Enforcement	2302 443,589	492,440	492,440	476,484	682,121
SB 1186 Accessibility Programs	2303 -	5,800	5,800	-	-
Rental Programs	2304 307,490	338,119	338,119	318,125	360,978
Sidewalk Vending Program	2305 -	-	205,110	-	-
Subtotal General Fund	5,353,736	6,392,273	7,790,262	6,498,123	6,996,096
Building & Safety	2301 207,992	309,559	309,559	201,962	499,577
Code Enforcement	2302 51,260	86,821	86,821	78,888	84,672
SB 1186 Accessibility Programs	2303 3,240	-	-	2,973	7,000
Subtotal Other General Funds	262,493	396,380	396,380	283,823	591,249
Total Expenditures	5,616,229	6,788,653	8,186,642	6,781,945	7,587,345
RESOURCES BY FUND					
General Fund	101 3,798,816	3,953,055	4,863,055	4,150,968	4,034,854
Code Enforcement/Civil Penalties	103 11,018	16,000	16,000	83,523	13,000
Green Bldg Educational Resource Fund	108 162,246	125,000	125,000	125,000	515,000
CASp Certification and Training Fund	141 22,346	2,000	2,000	-	-
Housing In-lieu Program	150 28	-	-	-	-
Childcare Impact Fee Fund	218 1,460	-	-	42,969	125,000
Total Resources	3,995,914	4,096,055	5,006,055	4,402,460	4,687,854
Net General Fund Cost	(1,554,920)	(2,439,218)	(2,927,207)	(2,347,155)	(2,961,242)
	FY 2021			FY 2022	FY 2023
TOTAL AUTHORIZED PERSONNEL:	34.00			34.00	36.00

*Sums may have discrepancies due to rounding

Staffing

Positions	2019-20 Revised*	2020-21 Revised*	2021-22 Revised*	2022-23 Adopted	FY 2023 Change
Administrative Assistant I/II	3.00	2.00	2.00	2.00	-
Administrative Assistant III	1.00	1.00	1.00	1.00	-
Associate Planner I/II	3.50	3.00	3.00	3.00	-
Asst Director of Planning and Comm Dev.	1.00	1.00	1.00	1.00	-
Building Inspector	1.00	-	-	-	-
Chief Building Official	1.00	1.00	1.00	1.00	-
Code Compliance Manager	1.00	1.00	1.00	1.00	-
Code Compliance Specialist	5.00	4.00	4.00	4.00	-
Deputy Building Official	1.00	1.00	1.00	1.00	-
Director of Planning and Comm Dev.	1.00	1.00	1.00	1.00	-
Green Building Environmental Sp.	1.00	1.00	1.00	1.00	-
Management Analyst	1.00	1.00	1.00	1.00	-
Planning and Community Dev. Tech	1.00	1.00	1.00	2.00	1.00
Principal Management Analyst	1.00	1.00	1.00	1.00	-
Principal Planner	2.00	2.00	2.00	2.00	-
Records Coordinator	1.00	1.00	1.00	1.00	-
Senior Building Inspector	3.00	3.00	3.00	3.00	-
Senior Code Compliance Specialist	-	-	-	1.00	1.00
Senior Planner	5.00	5.00	5.00	5.00	-
Senior Plans Examiner	2.00	2.00	2.00	2.00	-
Supervising Building Inspector	1.00	1.00	1.00	1.00	-
Supervising Plans Examiner	1.00	1.00	1.00	1.00	-
Total	37.50	34.00	34.00	36.00	2.00

*Revised salary authorizations are Adopted staffing plus any Mid-year adjustments

Organization Chart

