

# PLANNING AND BUILDING SERVICES

**PLANNING AND BUILDING SERVICES ..... 2851**

*IGNACIO GONZALEZ, Director*

**PLANNING AND BUILDING SERVICES' BUDGET UNITS**

Planning & Building Services.....	2851
<u>Special Fund</u> .....	2852
<u>Planning Team</u> .....	2853

**PROGRAM DISCUSSION**

**Programs:** The primary responsibilities of Planning and Building Services are to administer, implement and enforce State and local land use planning and zoning laws, along with construction regulations in the unincorporated area and within the cities of Point Arena and Fort Bragg. Staff works on implementing the County General Plan, Local Coastal Program, Airport Land Use Plan, Mendocino Town Plan, Gualala Town Plan and Brooktrails Specific Plan. Coordination of the abatement of abandoned vehicles in the unincorporated area and within the cities of Willits, Fort Bragg and Point Arena is accomplished. Planning and Building Services assigns building addresses and coordinates preparation and dissemination of mapping and population information.

**Public Trust:** Planning and Building Services effectively manages existing and future development by facilitating the availability of adequate services and facilities, advocating wise use of resources, promoting an awareness and consideration of cultural resources and protecting and enhancing the quality of life in Mendocino County. The Department further facilitates a more comprehensive understanding to the citizenry on both immediate and long-range planning matters which enhances the community and quality of life in Mendocino County. The Building Inspection Division provides code compliance and safety assessments for property improvements and in the event of a natural or man-made disaster is certified by California Emergency Management Agency (CalEMA) to evaluate and assist in emergency response.

**Practices:** Staff provides precise, up-to-date and innovative advice and technical expertise; are “problem solvers” seeking solutions to issues within the framework of regulations; develops a working environment that strives for excellence and exemplary customer service through teamwork, and receives continuous training, career advancement and innovation.

**People:** All members of the public, applicants, decision-makers, and co-workers are treated in a courteous, respectful and professional manner.

**MAJOR ACCOMPLISHMENTS IN F/Y 2009-2010**

**Programs:**

- Processed 1,887 building permits from July 1, 2009, to April 1, 2010.
- Continue to issue numerous “Notice & Order to Abate” as provided under the County Nuisance Ordinance.
- Maintained plan check turnaround at two weeks for large projects and one week for small projects.
- As directed by the Board of Supervisors, the Department successfully completed a 9111 Elections Code Study for the Board’s consideration relative to Measure A affecting the former Masonite site.
- Completed the General Plan Update and General Plan EIR certification and adoption in August 2009.
- Completed the implementation of the County’s 2004 Housing Element, including various code amendments and the rezoning of 50 acres to multi-family (R-3) zoning.
- Completed the County’s 2009 Housing Element, which was adopted in March 2010 by the Board of Supervisors.
- Completed the first phase of the associated rezones of 24 sites throughout the County as a follow-up to the adoption of the General Plan.
- Continue to implement the Department’s review of the Business Licenses for changes of occupancy to address health and safety issues/concerns.
- Continue to participate with the Assessor, Agriculture Commissioner and County Counsel in staffing the Resource Lands Program Committee to provide review and administration of compliance with the Williamson Act.
- Completed the processing of the Garden’s Gate Subdivision and associated EIR, for the development of 200 residential units.
- Re-organized Code Enforcement so that direct oversight is performed by the Chief Building Inspector.
- The Planning Team, which was formerly under the direction of the Executive Office, was re-integrated into Planning and Building Services allowing for greater oversight of all Planning functions including, long-range, and comprehensive planning functions.

# PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES ..... 2851

*IGNACIO GONZALEZ, Director*

## **Public Trust:**

- Continued to work with project proponents, neighborhood groups and other interested parties on the preparation of Harris Quarry and Kunzler Terrace Mine EIR's.
- Completed the environmental review for the General Services Agency as part of the Proposition 40 allocations for the Potter Valley Park site.
- Participated in Brownfields Phase I clearance study for the former dump site in Gualala.
- Initiated a building permit amnesty program setting aside investigative fees applied to permits so as to encourage individuals to seek permits from the County.
- Completed yearly Surface Mining and Reclamation Act (SMARA) mine inspection process completely "in-house", thereby maintaining the County's surface mines in compliance with State and local regulations.
- Processed in a timely manner a significant number of new use permits, minor subdivisions and other entitlements, all with an expanding demand for comprehensive analysis.
- Worked closely with FEMA in the review of the County's revised flood plain maps being updated by FEMA.
- Processed 253 vehicles through the Abandoned Vehicle Abatement program.
- Between July 1, 2009, and April 1, 2010, 144 cases were opened by Code Enforcement, with 62 cases successfully closed.

## **Practices:**

- Chief Building Inspector continued to serve as a Board Director of the California County Building Officials Association. Pursuant to SB 1608, the Building Division of Planning and Building Services is pursuing certification for California Certified Accessibility Specialists (CalCasp) so as to address public and private accessibility and issues.
- The majority of Building and Planning Services entitlement applications, maps, as well as handouts continue to be uploaded onto the newly improved Department's web page.
- Continued to re-integrate current planning staff into the General Plan process to increase awareness and understanding for implementation of the General Plan Update.
- Initiated Phase I of the Department's imaging program, which will convert past entitlements to digital format for more efficient archiving and data retrieval.
- Developed a streamlined Development Review process in permitting a material recovery facility.
- Completed the conversion the departmental receipting system to the "Trak-It" program that will

provide more efficient project tracking and information retrieval Countywide.

**People:** Treated all members of the public, applicants, decision-makers, and co-workers in a courteous, respectful and professional manner.

## **GOALS/OBJECTIVES FOR F/Y 2010-2011**

### **Programs:**

- Continue to process the several thousand planning and building permits and projects submitted annually.
- Increase the number of "Notice & Order to Abate" notices issued and continue to close Code Enforcement cases.
- Continue the implementation of the Building Division's review of business license applications for change of occupancy and health and safety issues.
- Continue to assist in multi-departmental review of Williamson Act compliance.
- Initiate the implementation of the General Plan and Housing Element.
- Complete the Ukiah Valley Area Plan (UVAP), as well as initiate the process of updating the Mendocino Town Plan, and pursue preliminary planning studies for the Noyo Harbor, which will serve as precursor to an update of the LCP or the creation of a Specific Plan for the Noyo Harbor.
- Continue to work with MCOG, Laytonville Area, Gualala and Westport Municipal Advisory Councils and continue to confer with other community groups.
- Continue to Monitor, review and implement Climate Change policy directives from the State of California, including the incorporation of Greenhouse Gas Reduction requirements into County Planning review process. Pursue innovative Greenhouse Gas planning strategies that could benefit the County financially or improve the local environment and economy.

### **Public Trust:**

- Complete environmental review process for Harris Quarry and the Kunzler Ranch Terrace mine.
- Continue to work with Green Building Committee and develop a Green Building Ordinance for the County.
- Initiate implementation measures called for in the General Plan Update, specifically initiation of a new land use code update and design review guidelines and standards.
- Continue to work with the County's Redevelopment Agency relative to land use matters and code enforcement efforts to enhance the County's Redevelopment areas and provide for economic development, including assistance with CDBG efforts.

# PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES ..... 2851

*IGNACIO GONZALEZ, Director*

- Continue to create a “seamless” experience for the public by markedly increasing public awareness of and participation in community planning efforts, and continue to make the effort to incorporate underrepresented groups into the process.
- Continue to seek grant funding opportunities to augment General Fund allocations.

**Practices:**

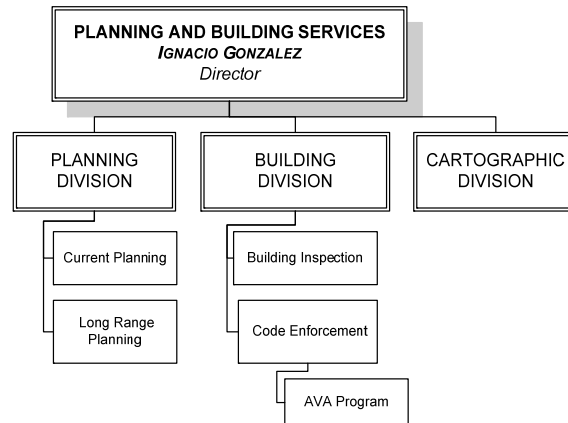
- Continue to hold cross training with Department of Transportation, Environmental Health, Air Quality and CalFire on continuing to update the Permit Place Binder.
- Work with County Counsel to continue implementing the Nuisance and Abatement Order process to streamline the lien process.
- Continue to update all application forms in cooperation with referral/responsible agencies.
- Continue to provide for and encourage cross training within the Planning and Building Services Department so as to enhance customer service to departmental clientele.

**People:** Continue to treat all members of the public, applicants, decision-makers, and co-workers in a courteous, respectful and professional manner.

## CURRENT STAFFING

To view staffing levels for this budget unit, see the Position Allocation Table located in this document under the tab **L. Position Allocation Table**.

## PROGRAM CHART



## SUMMARY OF MAJOR BUDGET ACCOUNTS

**Salaries & Employee Benefits**

- ✧ Acct. 1011 Provides funding for 26 positions.

**Services & Supplies**

- ✧ Acct. 2239 Includes expenditures for contract plan check, violation abatement and refunds.

**Revenues**

- ✧ Acct. 2300 Provides revenue from construction permits.
- ✧ Acct. 2600 Provides revenue from Mendocino Historical Review Board applications.
- ✧ Acct. 6186 Provides revenue from Certificates of Compliance.
- ✧ Acct. 6390 Provides revenue from Business Licenses, investigative, and reinstatement fees.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department. The CEO is recommending additional allocations in order to fund three major community priorities: the Ukiah Valley Area Plan, the Local Coastal Plan, and the Mendocino Town Plan. Funding for these plans must be prioritized in order to achieve three main objectives: timely delivery, removal of barriers to development, and improving the local economy.



# PLANNING AND BUILDING SERVICES

**PLANNING AND BUILDING SERVICES ..... 2851**

*IGNACIO GONZALEZ, Director*

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*as of 5/31/10*

Less: Revenues							
821501 Trans Funds	0	0	0	0	0	0	
822250 Mobile Hm Setup Fee	24,500	17,078	20,213	6,465	17,180	17,180	
822300 Constr Permit	1,005,000	780,947	753,750	628,261	654,196	654,196	
822500 Zoning Permit	11,520	6,100	9,306	8,805	4,803	4,803	
822600 Other Permit	13,000	8,845	10,725	6,665	6,971	6,971	
822605 Variance/Use Permit	105,000	115,050	86,625	67,473	70,166	70,166	
822609 Coastal Zone Permit	148,000	86,297	111,000	88,482	72,150	72,150	
825395 Coastal Conserv	0	0	0	(1)	0	0	
825490 State Other	73,500	63,994	65,000	17,131	65,000	65,000	
826180 Planning/Engineering	148,500	97,149	111,375	69,825	66,825	66,825	
826184 Environ Impact Report	13,559	51,605	10,169	5,000	5,000	5,000	
826185 General Plan Amend	24,020	0	27,743	16,990	15,258	15,258	
826186 Other Permit Fee	74,000	58,085	61,050	59,513	51,892	51,892	
826187 Abandoned Veh Abate	14,000	4,076	10,500	871	5,000	5,000	
826188 Gen Plan Maint	0	0	0	0	82,000	82,000	
826390 Other Charges	155,000	224,706	116,250	218,187	99,500	99,500	
827600 Other Sales	9,000	15,430	7,795	6,128	6,391	6,391	
827700 Other	159,255	21,612	0	0	0	0	
827801 Operating Transfer In	0	0	213,789	129,869	0	0	
<b>Total Revenues</b>	<b>1,977,854</b>	<b>1,550,975</b>	<b>1,615,290</b>	<b>1,329,665</b>	<b>1,222,332</b>	<b>1,222,332</b>	<b>0</b>
<b>Total Net County Cost</b>	<b>945,244</b>	<b>987,458</b>	<b>584,156</b>	<b>597,630</b>	<b>1,247,236</b>	<b>1,941,667</b>	<b>0</b>

# PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES – SPECIAL FUND..... 2852

*IGNACIO GONZALEZ, Director*

---

## PROGRAM DISCUSSION

**Programs:** This budget unit was established to highlight the unique multi-year projects and programs formerly contained with Planning and Building Services BU 2851.

The projects/programs included in this budget unit are:

- (1) Micrographic/Document Imaging Fund;
- (2) AB 717 Continuing Education & Training Fund;
- (3) Consultant costs for RCHDC-EIR; and
- (4) Consultant costs for Harris Quarry EIR

**MICROGRAPHIC/DOCUMENT IMAGING FUND:** For several years, Planning and Building Services has been collecting a special fee on building and planning permits. The fee is established to cover the cost of storing files and records and ultimately implementing an electronic document-imaging program. It is anticipated this Department will collect \$20,000 in Fiscal Year 2010-2011.

**AB 717 CONTINUING EDUCATION & TRAINING FUND:** Beginning July 1, 2010, Planning and Building Services will start collecting a special fee on all building permits. The fee is being established to cover

the cost of continuing education and training for staff that is mandated by the State under Assembly Bill 717 and Health and Safety Code §18949.29. It is anticipated this Department will collect \$17,000 in Fiscal Year 2010-2011.

**CONSULTANT COSTS FOR EIR'S:** Planning and Building Services is currently processing two Environmental Impact Reports for development projects.

1. RCHDC is proposing a multi-family project within the Brush Street Triangle. The total EIR contract is \$69,646 (not including 15% administrative fee) of which the consultant has been paid \$17,411 leaving a balance of \$52,235. As of April 2010 the County has received \$34,465 from the applicant.

2. Northern Aggregates is proposing a quarry and processing plant at the Ridgewood Grade. The total contract is \$398,314 (which includes the original contract amount and two subsequent amendments) plus the 15% administrative processing fee. As of April 2009 the EIR consultant has been paid \$334,108 leaving a balance of \$54,906. As of April 2010 the County has received \$59,937 from the applicant.

## SUMMARY OF MAJOR BUDGET ACCOUNTS

This budget contains revenue received from General Plan Maintenance Fees.

## CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.



