

PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES 2851

RAYMOND HALL, Director

PLANNING AND BUILDING SERVICES' BUDGET UNITS

| | |
|--------------------------|------|
| Planning & Building..... | 2851 |
| Special Fund..... | 2852 |

MISSION

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.

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 2007-2008 FISCAL YEAR

Programs:

- Processed 2,504 building permits from July 1, 2007, to April 1, 2008.
- Issued numerous “Notice & Order to Abate” as provided under the County Nuisance Ordinance, appeals of several cases heard by Hearing Officers.
- Prepared Abandoned Vehicle Abatement procedures manual.
- Maintained plan check turnaround at two weeks for large projects and one week for small projects.
- Assisted in update of the County Business License Ordinance.
- Initiated measures to review and administer compliance with Williamson Act with the Agricultural Commissioner and the Assessor.
- Initiated updates to the County Zoning Ordinance for child care facilities.
- Re-organized Code Enforcement so that a Staff Assistant handles most abandoned vehicle abatement functions.

Public Trust:

- Held public hearings on Draft Environmental Impact Report for Harris Quarry.
- Coordinated County response to Tribal EIR for Sherwood Valley Casino Expansion & Relocation.
- Provided staff for the Coast Solid Waste Transfer Station & Gualala Community Action Plan TAC's.
- Initiated CEQA and use permit process for new County public protection microwave system.

PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES 2851

RAYMOND HALL, Director

Practices:

- Chief Building Inspector appointed President of the California County Building Officials Association. Senior Inspector passed exam for American Institute of Certified Planners.
- Held public workshops & implemented new building, plumbing, mechanical & electrical codes adopted & mandated by the California Building Standards Commission.
- Updated Permit Place Binder.
- Completed Draft Revision to the Planning Commission Wireless Facilities Guidelines.
- Staff reports for Coastal Development Permits were uploaded onto the Department web page.

OBJECTIVES FOR 2008-2009 FISCAL YEAR

Programs:

- Continue to process the several thousand building & planning permits and projects submitted annually, within the time frames established by law and Departmental Policy.
- Increase the number of issued “Notice & Order to Abate”, and closed Code Enforcement cases.
- Implement Building Division review of business license applications
- Assist in multi-departmental review of Williamson Act compliance.
- Complete (inland) update to County Zoning Ordinance for child day care facilities.
- Review with City of Fort Bragg the amnesty program for second units within the City.

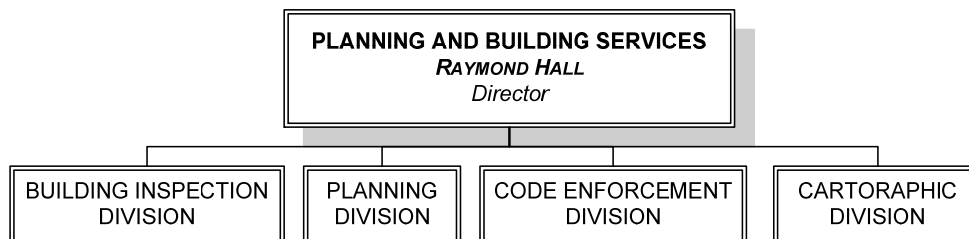
Public Trust:

- Complete environmental review process for Harris Quarry and Garden’s Gate EIR’s.
- Complete permit processing for new County public protection microwave system.
- Work with Green Building Committee and others to prepare a Green Building Ordinance for the County.

Practices:

- Hold cross training with Department of Transportation, Environmental Health, Air Quality and possibly CalFire on updated Permit Place Binder.
- Amend Nuisance & Abatement Order to streamline lien process.

PROGRAM CHART



PLANNING AND BUILDING SERVICES

PLANNING AND BUILDING SERVICES 2851

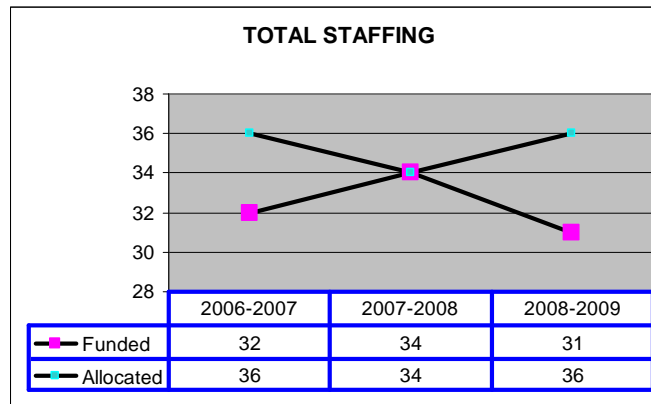
RAYMOND HALL, Director

BUDGET UNIT 2851 SUMMARY

Fund: 1100

| | Actual 2005-06 | Actual 2006-07 | Adopted 2007-08 | Actual 2007-08 | Recommend 2008-09 | Adopted 2008-09 |
|----------------------------------|-------------------|-------------------|--------------------|-------------------|----------------------|--------------------|
| Salaries & Employee Benefits | 2,187,600 | 2,155,630 | 2,527,174 | 2,283,420 | 2,619,096 | 2,619,096 |
| Services & Supplies | 326,587 | 322,588 | 283,714 | 253,585 | 283,502 | 283,502 |
| Fixed Assets | 0 | 0 | 0 | 0 | 0 | 20,500 |
| Net Appropriations | 2,514,187 | 2,478,188 | 2,810,888 | 2,537,005 | 2,902,598 | 2,923,098 |
| Revenues | 1,825,641 | 1,807,945 | 1,924,317 | 1,666,188 | 1,957,354 | 1,977,854 |
| Total Net County Cost | 688,546 | 670,243 | 886,571 | 870,817 | 945,244 | 945,244 |

STAFFING CHART



FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for Planning and Building Services.

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides funding for 31 positions. 3 positions will remain vacant for 2008-09. Increase of \$91,922 from prior year in salaries and benefits.

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.

PLANNING AND BUILDING SERVICES

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

RAYMOND HALL, 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) Consultant costs for RCHDC-EIR; (3) Consultant costs for Harris Quarry EIR; (4) Consultant costs for Gardens Gate Subdivision 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 projected that this account will increase by \$7,000 through the end of June 2009 and by \$35,000 in Fiscal Year 2008-2009.

CONSULTANT COSTS FOR EIR'S: Planning and Building Services is currently processing three 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 2008 the County has received \$34,465 from the applicant.
2. Northern Aggregates is proposing a quarry and processing plant at Ridgewood Grade. The total EIR contract is \$341,144 plus the 15% administrative processing fee. As of April 2008, the EIR consultant has been paid \$272,834 leaving a balance of \$68,310. The County has contracted with PMC to administer/oversee the EIR for an amount not to exceed \$29,012 in FY 2007/2008. As of April 2008, the County has received the total EIR contract amount and \$29,012.93 (administrative fee) from the applicant.
3. Gardens Gate is a proposed subdivision located in South Ukiah. The total EIR contract is \$180,792 plus \$27,118.80 administrative fee. As of April 2008, the County has received \$90,396 and \$13,559 from the applicant and the EIR consultant has been paid \$45,198. The applicant is also paying the County to hire a contract planner. The total amount is not to exceed \$30,000, of which the applicant has paid \$15,000 as of April 2008 and the project planner has been paid \$8,550.

PLANNING AND BUILDING SERVICES

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

RAYMOND HALL, Director

BUDGET UNIT 2852 SUMMARY

Fund: 1222

| | Actual 2005-06 | Actual 2006-07 | Adopted 2007-08 | Actual 2007-08 | Recommend 2008-09 | Adopted 2008-09 |
|--|-------------------|-------------------|--------------------|-------------------|----------------------|--------------------|
| Services & Supplies | 443,497 | 414,777 | 515,617 | 462,352 | 304,747 | 318,247 |
| Fixed Assets | 0 | 0 | 55,000 | 0 | 55,000 | 55,000 |
| Expenditure Transfer and Reimbursement | 106,000 | 34,476 | 0 | 557,690 | 460,600 | 0 |
| Net Appropriations | 549,497 | 449,253 | 570,617 | 1,020,042 | 820,347 | 373,247 |
| Revenues | 615,335 | 504,372 | 410,360 | 496,699 | 260,894 | 260,894 |
| Total Fund Balance Contribution | -65,838 | -55,119 | 160,257 | 523,344 | 559,453 | 112,353 |

FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for the Board of Supervisors

This budget contains revenue received from General Plan Maintenance Fees. This revenue will now be transferred in 2007-08 to BU 2853 and will carryover as a fund balance reserve for 2008-09.

County of Mendocino
2008-09
FINAL BUDGET

Page Intentionally Left Blank