Community Development Department

COMMUNITY DEVELOPMENT DEPARTMENT 2007-2008

The Community Development Department, working in cooperation with the community, preserves and enhances the health & safety, quality of life and character of Sausalito.

The Community Development Department, under direction of the City Manager, provides planning, engineering, building permit, and code enforcement services for the city. In addition to the Community Development Director, the department has the following personnel for FY 2007-08.

<u>Planning</u>	Engineering	Building	Support	
2 Associate Planners	City Engineer	Building Inspector	Permit Technician	
1 Assistant Planner	Engineer II		Admin Aide I	
Sewer System Coordinator				

2006/07 ACCOMPLISHMENTS

<u>Planning</u> – One of the most obvious accomplishments observed during the 2006/2007 fiscal year is that the Division successfully managed a staffing transition in the Sewer System Coordinator, the Associate Planner, the Assistant Planner, the Administrative Aide and the Permit Technician positions. These position vacancies occurred sporadically and roughly within the same time period during a time that the City was experiencing a relatively active construction market.

The Planning Division, in particular, received 57 discretionary project applications within a 9-month period during the Department's transition which equates to approximately 6 applications per month. The Planning division, through the help of two contract planners and the Department Technician, processed projects and answered public inquiries with only minor impacts to the Department's ideal level of service. A team approach was applied to tackle the increased workload, with professional staff assisting in agenda preparation, generation of noticing lists, mail distribution and other clerical tasks.

The Planning Division continued to move the Public Safety Facilities project forward by presenting the project before the Planning Commission in June 2006 with the final acceptance of the approval and various encroachments occurring in July 2007 by the City Council.

The Associate Planner continues to staff the Historic Landmark's Board (HLB) meetings to help facilitate their role as appointed specialists in maintaining the City's historical

resources. Staff regularly attends two meetings per month and prepares action minutes and agendas for each meeting.

Staff worked with the Waste and Recycling Committee (now currently named the Sustainability Committee) in the preparation, completion, approval and implementation of a construction and demolition ordinance.

The Community Development Director was active in the Regional Housing Needs Allocation process with ABAG by becoming a member of a Housing Methodologies Committee (HMC). The HMC met on a dozen occasions to review suggested methodologies to which the staff reported back to the Council.

The Planning Division also took a more active role in Code Enforcement efforts by investigating numerous complaints and issuing approximately 10 Administrative Citations seeking compliance. The Code Compliance efforts were conducted with limited staff resources.

The Planning Division updated a moratorium on medicinal marijuana dispensaries and researched provisions to ban these uses within the City. Staff's suggested revisions will be presented to the City Council by May 2007.

A major change to the Planning Division is the introduction of a new Associate Planner position that is intended to replace the City's two planning consultants. An in-house Associate Planner will be able to process the consultant's current planning workload as well as provide assistance at the public counter and work on other long-range planning projects. The cost of this new position will be paid for through projected revenue increase for FY 2007-08.

<u>Building</u> – Through the first 9 months of the fiscal year, the Building Division issued 598 permits for 464 projects with a total valuation of \$15,153,425, collecting \$146,798 in building permit fees and \$180,959 in plan check fees. This is compared by the first 10 months of last fiscal year where 865 permits were issued for 492 projects with a total valuation of \$22,406,227, collecting \$182,646 in building permit fees and \$146,568 in plan check fees. A table illustrating this comparison within the last five fiscal years is provided below:

Subject	Fiscal Year	FY 2002/2002	FY 2002/2004	FY 2004/2005	FY 2005/2006	FY 2006/2007
	Duration	2002/2003	2003/2004	2004/2005	2003/2000	
Building	10 months	476	676	744	865	598 *
Permits						
Issued						
Total Projects	10 months	443	503	453	492	464 *
Project	10 months	\$14,845,000	\$14,221,541	\$15,121,943	\$22,406,227	\$15,153,425*
Valuations						
Plan Check	10 months	Unknown	\$98,541	\$143,092	\$146,568	\$180,959*
Fees						
Building	10 months	\$139,823	\$145,317	\$152,394	\$182,646	\$146,798*
Permit Fees						

* Nine (9) months review vs. the other fiscal year calculations which occurred at 10 months

Accomplishments in the Building Division consisted of the successful hire of three additional plan check consultants. These consultants, together with the Phillips Group, improved the Division's ability to expedite the plan check process and balance the workload to different consultants rather than the historical one.

The Division also improved through the successful recruitment of a new Permit Technician and has greatly improved the customer service at the public counter.

Engineering – The Engineering Division was extremely successful in this past year through a variety of accomplishments that include the following:

- Recruited a new Sewer Systems Coordinator
- Prepared and adopted a Sewer System Management Plan.
- Issued 132 encroachment permits through March 31 a 31% increase over a 10 month period in the previous year.
- Improved customer service with regard to encroachment and grading permits.
- Completed base repair project on Platt, Toyon and Spring Street.
- Secured federal funds for two projects from the Non-motorized Transportation Pilot Program.
- Secured federal funds for Spencer Avenue Street Rehab Project.
- Completed the update of the 10 year Capital Improvement Plan.
- Managed the evaluation and stabilization of the Bulkley Landslide.
- Began implementation of the Sidewalk Repair Program.
- Provided engineering support for various development review projects.
- Implement 2006 Street Repair Program.
- Updated the Pavement Management System for current budget constraints.
- Project engineering and mapping support to the Business Visioning Process.
- Reported a 30% drop in Sewer overflows (from 3 to 2) during Calendar Year 2006.
- Issued 6 Grading Permits through March 31, a 30% drop from a 10 month period in the previous year.
- Acquired a Large Format Scanner Copier Printer to improve effectiveness and customer service.
- Began 2006 Bathroom Project.
- Began Natural Gas Fueling Station acquisition.
- Processed 5 Undergrounding Variance Requests through April.
- Responded to U.S. Department of Transportation Inquiry regarding Americans with Disabilities Act compliance.
- Began coordination with Pacific Gas and Electric regarding a High Voltage Transmission Line relocation project.

2007/08 GOALS AND OBJECTIVES

Planning – The primary goal of the Community Development Department is to serve the community of Sausalito through implementation of the General Plan and to continue to process all applications received. Assisting the public with all requests for information in a timely and professional manner is of equal importance and will continue throughout the next fiscal year.

It is anticipated that the Division will process approximately forty (40) new applications this year and it is the goal of the Department to make certain those projects are process as expeditiously as possible.

Staff will arrange a meeting with the City Council to discuss next steps in the Housing Element update process to determine how the Council wants to proceed. The City Council will receive an update on the status of the City's second unit ordinance and possible ways to update the ordinance to reflect City policy and State law.

The creation of study session guidelines will be developed to respond to applicant's desire to obtain Planning Commission thoughts prior to submitting a formal application for discretionary review.

Building – The main goal of the Building Division is to process applications and inspections for Building Permits in a customer-friendly and expeditious manner. The goals of the Division this fiscal year consist of the following:

Achieve measurable improvements in the processing time and Preparation of an educational pamphlet describing the process to obtain a Building Permit will occur.

The Division will create a new form of inspection noticing entitled "Correction Notice" that will be used in place of a "Stop Work Order" as it pertains to projects that are being constructed outside the scope of the original Building Permit.

The Division will research opportunities to obtain a one day a week plan checker for inhouse plan checks.

The Division will forward conclude the pilot program consultants that should be retained as part of the City's plan check process.

Engineering – The Engineering Division goals for Fiscal Year 2007-2008 include:

• Continue efforts to deliver Budgeted Capital Improvement Projects.

- Complete Vina Del Mar/Yee Tock Chee/Parking Lot (1 or 2) ADA Improvement Project.
- Complete design of Landslide Repairs at MLK Park.
- Begin Implementation of Non-Motorized Transportation Pilot Program Projects.
- Begin Implementation of ADA Transition Plan top priorities projects.
- Continue efforts to replace the Beach Force Main.
- Continue Sidewalk Repair Program.
- Improve Customer Service with regard to staff field manners.
- Complete Natural Gas Fueling Station.
- Implement awareness and outreach program with regard to sewer lateral inspection and repair and stormwater quality best management practices.
- Work with Planning, Building Divisions and Administration Department to improve permit review processes.
- Support Public Safety Building Construction efforts.
- Continue to participate in and support regional cooperative efforts (Marin Map, TAM, Southern Marin Sewer System Operators, MCSTOPPP, Marin Public Works Association).