

PLANNING

Division Summary

SOURCE

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
Charges for Services	234,901	213,689	201,538	237,550	233,398
Special Revenue Funds	0	0	0	0	0
Grants	30,451	0	0	3,100	3,000
*Overhead Allocation	150,000	150,000	150,000	150,000	150,000
TOTAL	415,352	363,689	351,538	390,650	386,398

EXPENDITURES BY DIVISION

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
Planning	432,148	433,001	500,884	463,757	633,981
TOTAL	432,148	433,001	500,884	463,757	633,981

CHARACTER OF EXPENDITURES

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	312,538	399,552	427,284	426,557	561,531
Subtotal	312,538	399,552	427,284	426,557	561,531
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	108,476	29,880	62,400	30,000	63,750
Supplies and Materials	8,472	3,569	11,200	4,850	8,700
Capital Expenditures	2,662	0	0	2,350	0
Subtotal	119,610	33,449	73,600	37,200	72,450
TOTAL	432,148	433,001	500,884	463,757	633,981
NET GENERAL FUND CONTRIBUTION	16,796	69,312	149,346	73,107	247,583

* OVERHEAD ALLOCATION

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
RDA Fund	150,000	150,000	150,000	150,000	150,000
TOTAL OVERHEAD ALLOCATION	150,000	150,000	150,000	150,000	150,000

PLANNING

Division Summary cont.

AUTHORIZED STRENGTH

Position Summary

Planning

TOTAL

FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
6	5	4	4	5
6	5	4	4	5

Position Detail

Assistant Planner

Associate Planner

Planning Division Manager

* Secretary

Senior Planner

TOTAL

FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
1	1	1	1	0
1	1	1	1	2
1	1	1	1	1
1	1	0	0	1
2	1	1	1	1
6	5	4	4	5

Position Restorations in FY 2007-2008 Adopted Budget:

* Secretary

\$83,051

NOTE: The Police Department- Administration Division agreed to defund the Executive Assistant- RES and the funding for that position was transferred so that the Secretary position could be restored to the Planning Division. Subsequently, the incumbent in the Executive Assistant- RES position transferred to the Planning Division.



University Circle

PLANNING

Division Summary

SERVICE DESCRIPTION

Implement the City's planning policies which are intended to maintain and enhance the quality of life for City residents and visitors by providing an attractive and functionally built environment, insuring protection of desirable environmental and scenic amenities, and efficient development review and approval. Provide quality planning and permitting services through efficient, professional and customer-friendly public processes under the policy direction of the City Council and the Planning Commission.

The functions of the Planning Division include advance planning, and current planning development review. In addition to the division having a compliment of 5 staff positions, various planner consultants assist with projects under the direction of the Interim Planning Division Manager.

The emphasis of the Fiscal Year 2007-2008 budget is to process high priority projects, respond to day-to-day inquiries, process environmental and private development permit applications and to ensure that divisional operations are conducted in an efficient, professional and customer-friendly manner.

The legal framework of the planning function has its historical roots in two statutes, the Land Use Enabling Act and the Zoning Enabling Act, both of which were first adopted as a federal law and adopted by the State of California shortly afterwards in the 1920's. The legal basis for a city's land use regulations is the police power of the city to protect the public health, safety and welfare of its residents. The police power of a city as it relates to land use is found in the California constitution. The following California state laws outline the legal framework within which a city must exercise its land use functions:

- Establishment of local planning agencies, commissions and departments, Government Code Section 65100 *et seq*;
- General plan and specific plan, Government Code Section 65300 *et seq*;
- Zoning Regulations, Government Code Section 65800 *et seq*;
- Subdivision Map Act, Government Code Section 66410 *et seq*;
- Development Agreements, Government Code Section 65864 *et seq*;
- California Environmental Quality Act, Public Resources Code 21000 *et seq* and the CEQA guidelines;
- Ralph M. Brown Act, Government Code Section 54950 *et seq*; and
- Permit Streamlining Act, Government Code Section 65920 *et seq*.

The Planning Division serves the residents and businesses of the City of East Palo Alto by regulating the uses of land based on the City's adopted General Plan and the Zoning Regulations in addition to the state laws listed above. These two instruments or documents are City Council adopted goals, objectives, and policies whose aim is to *"preserve, enhance, improve the quality of life of the residents and people who work in the City of East Palo Alto by ensuring that uses and structures do not adversely impact adjacent properties, the environment, and surrounding uses."*

PLANNING

Division Summary continued

The Planning staff also supports the work of the Planning Commission, a permanent committee of eight (seven regular and one alternate) citizen members appointed by the City Council. The Planning Commission is a committee required under state law to review and act on matters related to planning and development. The Commission meets regularly on the 2nd and 4th Mondays of each month and from time to time, holds special meetings and community forums.

The nature of the planning process is two-pronged, referred to as *current planning* and *advance planning*. The former entails the processing and decision-making for development applications. Whether or not a development application is approved by the City will be based on the City's General Plan document and Maps, the City's Zoning Regulations and Map, and, where applicable, the Redevelopment Plan and/or Specific Plan that may include the site(s) at issue.

Advance planning, the other side of the planning process, involves the formulation of policies and regulations such as the General Plan, Zoning Ordinance, and Subdivision Regulations, as well as the preparation of new ordinances (e.g., regulations involving mobile home park conversions) or the update of existing ordinances (e.g., pending new residential design standards). Advance planning initiatives may be Council-driven, staff-driven or community-driven. Typically, there is much community involvement in this aspect of the planning process.

The fiscal constraints being experienced by the City, like many other cities in the state, can slow down systematic improvements that could be made to expedite the processing of development applications and formulation of policies that may improve such processes. The Planning Division will continue to work towards process and systems improvement in the course of the objectives described below, but recognizes that there will not be enough resources to adequately focus on these systematic improvements.

SIGNIFICANT CHANGES

FY 2006-2007 Adopted to FY 2006-2007 Amended:

The Fiscal Year 2006-2007 Amended Budget Net General Fund Contribution of \$73,107 is a decrease of \$-76,239 from the FY 2006-2007 Adopted Budget Net General Fund Contribution of \$149,346. This -51.0% reduction in General Fund Contribution is the results of anticipated increase in revenue under Charges for Services \$39,122 (11.1%), as well as, a reduction in expenditures for Purchased Services -\$32,400 (-51.9%).

FY 2006-2007 Amended to FY 2007-2008 Adopted:

The Fiscal Year 2007-2008 Adopted Budget Net General Fund Contribution of \$247,583 is an increase of \$174,476 from the FY 2006-2007 Amended Budget Net General Fund Contribution of \$73,107. This 238.7% increase is primarily due to an increase in Personnel costs caused by the addition of a secretary position created through a budget transfer from the Police Department. Additionally, Purchased Services category increased by \$33,750 (112.5%), much of which is a result of additional projected costs associated with the need for contract planners to assist with projects throughout the City. Personnel also increased for next year as a result of flex-promotions within the division. The adopted budget also reflects the elimination of a 12 day mandatory furlough program.

PLANNING

FY 2006-2007 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To process resident / business planning permit applications that go to the Planning Commission, attaining a six month average.	Ongoing, six month average achieved.
2 To support the work of the Housing Services Division and process housing applications to provide additional housing to existing and future residents of the City, attaining a six month average.	Ongoing, six month average achieved.
3 To support the work of the Redevelopment Agency staff and process economic development projects that will create jobs, goods and services for the City, as required by attaining a six month average.	Ongoing, six month average achieved.
4 To prepare environmental review documents, attaining a six month average.	Ongoing, six month average achieved.
5 To provide planning assistance and information at the permit counter.	Ongoing.
6 To provide coordination of development review and the formulation of integrated systems and procedures through the Development Review Committee.	Not Achieved.
7 To complete advance planning initiatives including those started the previous fiscal years: <ul style="list-style-type: none"> ● Single-Family Residential Design Guidelines ● Fences ● Complete the environmental process and regulatory changes for the development of the Ravenswood Business District ● Update the Subdivision Regulations ● Adopt a Density Bonus Ordinance ● Keep abreast of evolving state regulations as they impact and shape the City's local land use regulations. 	All initiatives are partially achieved and ongoing.

Additional Accomplishments

- 1 Co-authorship and environmental review for the Draft Bay Access Master Plan.
- 2 Reporting Systems (Planning Commission and City Council monthly reports) pursuant to Zoning Appeal Ordinance.
- 3 Continued Planning Commissioner educational process through topical presentations at meetings.
- 4 Instituted and carried out administrative system to hire and provide support to contract planners and technical experts.
- 5 Kept abreast and responded to environmental process for major infrastructure development considerations and applications before outside agencies such as:
 - ROMIC
 - Dumbarton Rail Corridor
 - Child Care Facilities

PLANNING

FY 2007-2008 OBJECTIVES

1. To process residential/business/institutional planning permit applications that go to the Planning Commission, attaining a six-month average.
2. To support the work of the Housing Services Division and process housing applications to provide additional housing to existing and future residents of the City, attaining a six-month average.
3. To support the work of the Redevelopment Agency staff and process economic development projects that will create jobs, goods and services for the City, as required but attaining a six-month average.
4. Set up a Permit Counter that includes all divisions involved with permitting process to serve the customers in one location.
5. To prepare environmental review documents, attaining a six-month average.
6. To provide planning assistance and information at the permit counter.
7. To provide coordination of development review and the formulation of integrated systems and procedures through the Development Review Committee.
8. To update the Single- & Multi-Family Residential Design Guidelines.
9. To complete the environmental review process and regulatory changes for the development of the Ravenswood Business District.
10. To adopt Bay Access Master Plan and associate General Plan amendments for consistency purposes.
11. To update the Subdivision Regulations.