

PLANNING

Division Summary

SOURCE

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Charges for Services	213,689	239,716	233,398	165,935	156,400
Special Revenue Funds	0	0	0	0	0
*Overhead Allocation	150,000	150,000	153,000	153,000	150,000
TOTAL	363,689	389,716	386,398	318,935	306,400

EXPENDITURES BY DEPARTMENT

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Planning	433,001	390,704	633,981	500,256	704,880
TOTAL	433,001	390,704	633,981	500,256	704,880

CHARACTER OF EXPENDITURES

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	399,552	368,690	561,531	447,906	557,280
Subtotal	399,552	368,690	561,531	447,906	557,280
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	29,880	17,765	63,750	46,150	96,300
Supplies and Materials	3,569	4,249	8,700	6,200	9,300
Capital Expenditures	0	0	0	0	42,000
Subtotal	33,449	22,014	72,450	52,350	147,600
TOTAL	433,001	390,704	633,981	500,256	704,880
NET GENERAL FUND CONTRIBUTION	69,312	988	247,583	181,321	398,480

* OVERHEAD ALLOCATION

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
RDA Fund	150,000	150,000	150,000	150,000	150,000
Grants	0	0	3,000	3,000	0
TOTAL OVERHEAD ALLOCATION	150,000	150,000	153,000	153,000	150,000

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AUTHORIZED STRENGTH

FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
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Position Summary

Planning

TOTAL	5	4	5	5	5
	5	4	5	5	5

FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
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Position Detail

Assistant Planner

Associate Planner

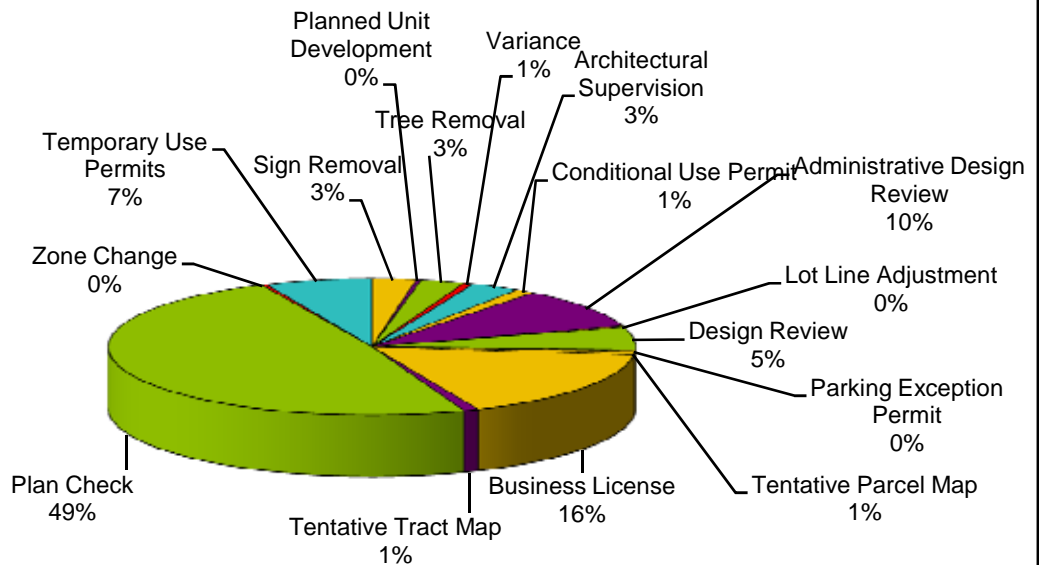
Planning Division Manager

Secretary

Senior Planner

TOTAL	1	1	0	0	0
	1	1	2	2	2
	1	1	1	1	1
	1	0	1	1	1
	1	1	1	1	1
TOTAL	5	4	5	5	5

Permits Issued in 2007 by Type



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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 Planning Commission and ultimately the City Council.

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 2008-2009 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 California Land Use Enabling Act and the California Zoning Enabling Act. The city's land use regulations are based in its police power and are intended to protect the public health, safety and welfare of its residents. 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 Commission serves the residents and businesses of the City of East Palo Alto by interpreting the City's regulations pertaining to 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."*

The Planning staff also supports the work of the Planning Commission, who's citizen members are appointed by the City Council. The Planning Commission is required under state law to review and act on

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Division Summary cont.

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 Planning Division will continue to work towards process and systems improvement in the course of the objectives described in the objectives section of this narrative.

SIGNIFICANT CHANGES

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

The FY 2007-2008 Amended Budget Net General Fund Contribution of \$181,321 is a decrease of -\$66,262 from the FY 2007-2008 Adopted Budget Net General Fund Contribution of \$247,583. This 26.8% decrease was mainly due to a reduction in Personnel related to the unfilled Planning Division Manager position and a reduction in outside planning services. Recruitment is anticipated to occur before the end of the fiscal year. Currently, the Senior Planner is the Acting Planning Division Manager. In addition, due to less development activities, there is a projected decline in the Charges for Services revenue source.

FY 2007-2008 Amended to FY 2008-2009 Adopted:

The FY 2008-2009 Adopted Budget Net General Fund Contribution of \$398,480 is an increase of \$217,159 from the FY 2007-2008 Amended Net General Fund Contribution of \$181,321. This 119.8% increase mainly reflects the full-year costs associated with filling the vacant Planning Division Manager position. In addition, the projected budget recommends the acquisition of a permit tracking system, whose cost is being shared with a number of divisions, including Planning.



Cummings Park Lofts and Townhomes

PLANNING

FY 2007-2008 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To process residential/business/institutional planning permit applications that go to the Planning Commission, attaining a six-month average.	Accomplished and ongoing.
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.	Accomplished and ongoing.
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.	Accomplished and ongoing.
4 Set up a Permit Counter that includes all divisions involved with permitting process to serve the customers in one location.	Not Accomplished. The Planning Counter has been redesigned to afford a separate place for Building Services and greater privacy for the Planning Secretary.
5 To prepare environmental review documents, attaining a six-month average.	Accomplished and ongoing.
6 To provide planning assistance and information at the permit counter.	Accomplished.
7 To provide coordination of development review and the formulation of integrated systems and procedures through the Development Review Committee (DRC).	Not accomplished. Refer to the Community Development Assessment Study by Matrix Consulting Group. DRC resumed regularly scheduled meetings.
8 To update the Single- & Multi-Family Residential Design Guidelines.	Not accomplished but in progress: draft completed; however, conflict with consultant has delayed presentation of final version.
9 To complete the environmental review process and regulatory changes for the development of the Ravenswood Business District.	Not accomplished but in progress: awaiting final direction by Joint Council/ Commission Subcommittee.
10 To adopt Bay Access Master Plan and associate General Plan amendments for consistency purposes.	Partially accomplished and in progress: Bay Access Master Plan adopted as an official Development Policy document.
11 To update the Subdivision Regulations.	Not Accomplished. Subcommittee hampered by staff shortage and coordination of meeting schedules.

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FY 2008-2009 OBJECTIVES

1. To process residential/business/institutional planning permit applications that go to the Planning Commission, attaining a six month average.
2. To process new housing applications within six (6) months of the date of application.
3. To prepare environmental review documents, attaining a six month average.
4. To update the Single and Multi-Family Residential Design Guidelines by June 2009.
5. To complete the environmental review process and regulatory changes for the development of the Ravenswood Business District within 18 months of City Council authorization of contract for revised EIR.
6. To update the General Plan to accommodate the Bay Access Master Plan by October 2008.
7. To update the Subdivision Regulations by December 2008.
8. To complete the update of the Housing Element by June 2009.

