

# PLANNING

## Division Summary

### SOURCE

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Charges for Services	239,716	203,895	156,400	86,300	68,500
Special Revenue Funds	0	0	0	45,000	0
Redevelopment Funds	0	0	0	75,645	0
*Overhead Allocation	150,000	150,000	150,000	150,000	150,000
<b>TOTAL</b>	<b>389,716</b>	<b>353,895</b>	<b>306,400</b>	<b>356,945</b>	<b>218,500</b>

### EXPENDITURES BY DEPARTMENT

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Planning	390,704	358,369	704,880	604,833	637,636
<b>TOTAL</b>	<b>390,704</b>	<b>358,369</b>	<b>704,880</b>	<b>604,833</b>	<b>637,636</b>

### CHARACTER OF EXPENDITURES

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	368,690	332,292	557,280	437,338	564,636
<b>Subtotal</b>	<b>368,690</b>	<b>332,292</b>	<b>557,280</b>	<b>437,338</b>	<b>564,636</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	17,765	21,069	96,300	161,195	37,700
Supplies and Materials	4,249	5,008	9,300	6,300	5,300
Capital Expenditures	0	0	42,000	0	30,000
<b>Subtotal</b>	<b>22,014</b>	<b>26,077</b>	<b>147,600</b>	<b>167,495</b>	<b>73,000</b>
<b>TOTAL</b>	<b>390,704</b>	<b>358,369</b>	<b>704,880</b>	<b>604,833</b>	<b>637,636</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>988</b>	<b>4,474</b>	<b>398,480</b>	<b>247,888</b>	<b>419,136</b>

### \* OVERHEAD ALLOCATION

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Redevelopment Funds	150,000	150,000	150,000	150,000	150,000
<b>TOTAL OVERHEAD ALLOCATION</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

# PLANNING

## Division Summary cont.

### AUTHORIZED STRENGTH

#### Position Summary

Planning

	FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
<b>TOTAL</b>	4	5	5	5	5
	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

#### Position Detail

Assistant Planner

Associate Planner

Planning Division Manager

Secretary

Senior Planner

	FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
<b>TOTAL</b>	4	5	5	5	5

# 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 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 2009-2010 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, whose citizen members are appointed by the City Council. The Planning Commission is required under state law to review and act on

# PLANNING

## Division Summary cont.

matters related to planning and development. The Commission meets regularly on the 2<sup>nd</sup> and 4<sup>th</sup> 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.

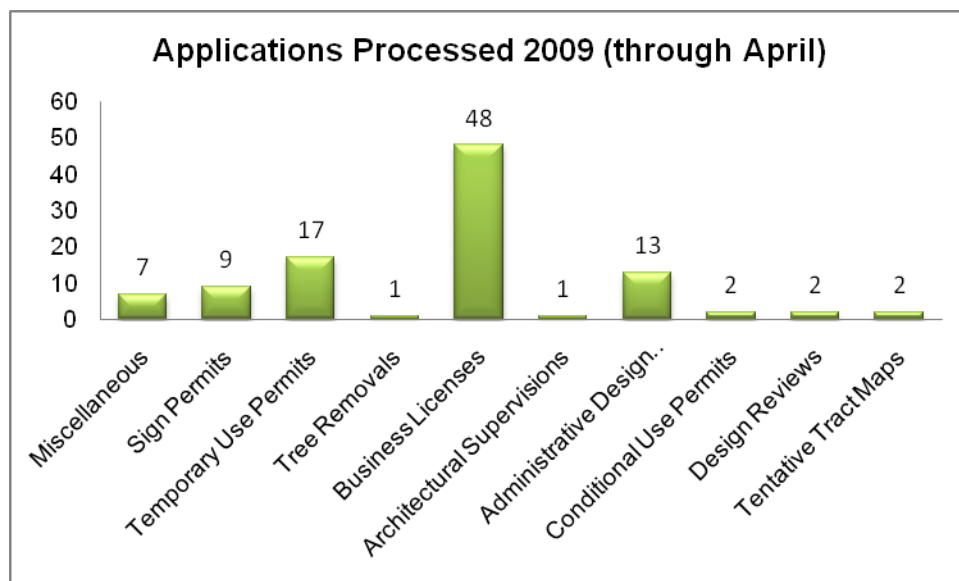
### SIGNIFICANT CHANGES

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

The FY 2008-2009 Amended Budget Net General Fund Contribution of \$247,888 is a decrease of -\$150,592 from the FY 2008-2009 Adopted Budget Net General Fund Contribution of \$398,480. This -37.8% decrease was mainly due to partially unfunding the vacant Planning Division Manager position in the projected budget (currently, the Senior Planner is the Acting Division Manager). Additionally, there is an increase in revenue as the projected budget recommends additional resources of funds to offset the cost of updating the housing element. Also, the acquisition of the permit tracking system is being unfunded in the current year and shifted to next fiscal year's budget.

#### FY 2008-2009 Amended to FY 2009-2010 Adopted:

The FY 2009-2010 Adopted Budget Net General Fund Contribution of \$419,136 is an increase of \$171,248 from the FY 2008-2009 Amended Net General Fund Contribution of \$247,888. This 40.9% increase mainly reflects funding the full-year costs associated with filling the vacant Planning Division Manager position in the proposed budget. In addition, the proposed budget reflects a reduction in Charges for Services for planning fees due to the continued downturn in the economy adversely affecting development activities. The reduction in Redevelopment funds and Special funds from the projected budget is due to the updating of the housing element which will occur in the upcoming budget, also noting a reduction in Purchase Services category. The Fiscal Year 2009-2010 adopted budget also reflects the implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year if necessary and approved.



# PLANNING

## FY 2008-2009 ACCOMPLISHMENTS

OBJECTIVE	RESULTS
1. To process residential business institutional planning permit applications that go to the Planning Commission, attaining a six month average	Accomplished - The processing of applications has been attaining the average for the fiscal year although the number is less owing to the slowdown in development activity nationwide.
2. To process new housing applications within six (6) months of the date of application.	Accomplished.
3. To prepare environmental review documents, attaining a six month average.	Accomplished.
4. To update the Single and Multi-Family Residential Design Guidelines by June 2009.	Not Accomplished - Template for contract re-negotiation completed; city attorney priorities/turnover intervened.
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.	Not Accomplished - Consultant awaiting Council appointment to begin work; project remains on schedule.
6. To update the General Plan to accommodate the Bay Access Master Plan by October 2008.	Accomplished -
7. To update the Subdivision Regulations by December 2008.	Not Accomplished - Subcommittee & Planning Commission completed revisions; new Regulations submitted for review in July, 2009.
8. To complete the update of the Housing Element by June 2009.	Not Accomplished - Project, however, remains on schedule.

# PLANNING

## FY 2009-2010 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 December 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 complete the land use and zone changes potentially resulting from the adoption of the Housing Element by June 2010.
7. To revise the Zoning Ordinance with regard to implementing administrative and programmatic changes potentially resulting from the adoption of the Housing Element by March, 2010.

