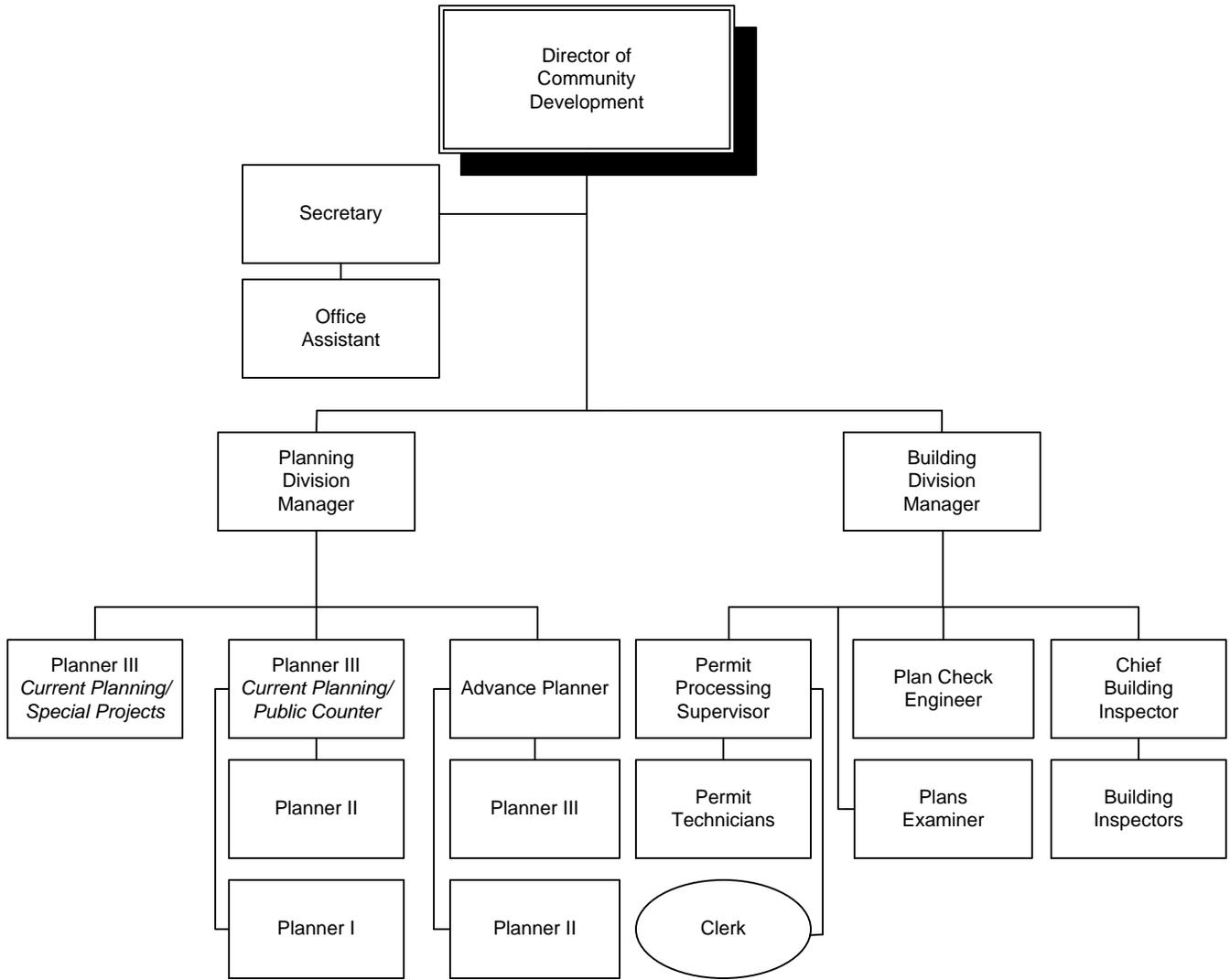
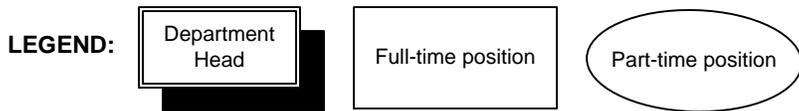


COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



The above organizational chart depicts full-time and part-time employees only



COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development
DIVISION: Planning & Building

PROGRAM: Planning & Building
FUND: General Fund

	Actual 2008-09	Adopted 2009-10	Year-End Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
<u>PROGRAM EXPENSES/REVENUES</u>					
Salaries & Benefits	\$ 2,396,200	\$ 2,536,530	\$ 2,464,400	\$ 2,541,150	\$ 2,689,070
Services & Supplies	224,880	487,470	186,150	310,100	314,420
Total Operating Cost	2,621,080	3,024,000	2,650,910	2,851,250	3,003,490
Capital					
Debt Service					
Transfers					
Total Cost	2,621,080	3,024,000	2,650,910	2,851,250	3,003,490
Less: Departmental Revenues	1,496,600	1,289,770	1,604,580	1,537,750	1,711,040
Net City Cost	\$ 1,124,480	\$ 1,734,230	\$ 1,046,330	\$ 1,313,500	\$ 1,292,450

SUMMARY OF SERVICE PROGRAMS

Planning	\$ 1,302,060	\$ 1,675,510	\$ 1,315,600	\$ 1,511,260	\$ 1,590,100
Building	1,319,020	1,348,490	1,335,310	1,339,990	1,413,390
Total Service Programs	\$ 2,621,080	\$ 3,024,000	\$ 2,650,910	\$ 2,851,250	\$ 3,003,490

SUMMARY OF POSITIONS

FULL-TIME					
Advance Planner	1	1	1	1	1
Building Division Manager	1	1	1	1	1
Building Inspector I/II	5	4	4	4	4
Building Permit Technician	3	3	3	3	3
Chief Building Inspector	1	1	1	1	1
Director of Community Development	1	1	1	1	1
Office Assistant I/II	1	1	1	1	1
Permit Processing Supervisor	1	1	1	1	1
Plan Check Engineer	1	1	1	1	1
Planner I/II	4	3	3	3	3
Planner III	3	3	3	3	3
Planning Division Manager	1	1	1	1	1
Plans Examiner	1	1	1	1	1
Secretary	1	1	1	1	1
TOTAL	25	23	23	23	23
PART-TIME					
Clerk II	1	1	1	1	1
TOTAL	1	1	1	1	1
GRAND TOTAL	26	24	24	24	24

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	Actual 2008-09	Adopted 2009-10	Year-End Estimated 2009-10	Proposed 2010-11	Proposed 2011-12
<u>SUMMARY OF POSITIONS (continued)</u>					
<u>TEMPORARY (FTE)</u>					
Intern (Planning)	1.0	1.0	1.0	1.0	1.0
Planning Commissioner	2.5	2.5	2.5	2.5	2.5
Temporary Planner	1.0	1.0	1.0	1.0	1.0
TOTAL TEMPORARY (FTE)	4.5	4.5	4.5	4.5	4.5

PROGRAM DESCRIPTION

The Community Development Department reviews all residential, commercial, and industrial projects in the City. The Planning Division writes and updates the City's General Plan consisting of eight elements, updates 12 Specific Plans, including the Downtown Specific Plan, which was recently approved, reviews all projects for zoning compliance, processes land division applications, annexations, Sphere of Influence amendments, and all environmental assessments and reports. The Building Division reviews all building plans for compliance with applicable building codes, issues permits, and inspects all buildings during construction phases. The department also coordinates the "planned development" of the City with other departments and agencies.

SUBPROGRAMS AND THEIR OBJECTIVES

Planning Division

This program is intended to promote the orderly development of the City and to maintain a high quality, business friendly, community environment consistent with applicable State laws and the goals, policies, objectives, and programs of the General Plan and City Municipal Code. Currently, the program comprises of 11 subprograms that included:

Environmental Review (As required by State law)

Under provisions of the California Environmental Quality Act (CEQA), most discretionary projects within the City are required to receive some level of environmental review. This review provides information regarding environmental impacts associated with particular projects and identifies mitigation measures, which may reduce or eliminate significant impacts. The objective of this subprogram is to provide environmental review in a rapid and cost-effective manner while complying with CEQA. In addition, State law requires all mitigation measures to be monitored.

In 2008-09, the division processed 63 environmental clearance forms, 13 initial studies, 47 categorical exemptions, four negative declarations, six mitigated negative declarations, one addendum, one environmental review (EIR), and four previous EIRs. Currently, 12 projects, with mitigation measures, are being monitored.

Subdivision Review (As required by State law)

Many of the residential, commercial, and industrial projects, reviewed and approved by the City, involve the subdivision of land, creating individual lots, which can, at a later date, be sold.

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The subdivision review process involves coordination with City departments, public utilities and numerous County and State agencies. The Planning Division provides coordination, holds Subdivision Committee meetings, generates the minutes, provides the required legal noticing, writes staff reports, and schedules subdivisions before the Planning Commission and City Council.

The objectives of this subprogram are to process subdivision applications in a timely and organized manner and to ensure that subdivisions coming before the Planning Commission and City Council are consistent with the goals and objectives of the General Plan, as required by the State Subdivision Map Act.

In 2008-09, this division processed three tentative subdivision maps, two tentative parcel maps, two final maps, three parcel maps, six lot line adjustments, four lot mergers, and one certificate of compliance.

Discretionary Project Review (As required by local, County and State law)

This subprogram provides the information, review, and processing necessary to ensure projects comply with City, County and State development regulations. The Planning Division works closely with property owners, developers, and design staff during the review phase of a project.

During the review process, the division requests input from City departments and various county and State agencies. After receiving this input, the division works with the applicant to resolve any remaining issues. The division then schedules the project on the Planning Commission agenda, notices the public, and generates a staff report to be considered by the Planning Commission.

The objective of this subprogram is to provide a timely, efficient, and thorough review process, which ensures projects coming before the Planning Commission and City Council are of high quality, consistent with the City's development regulations, while not generating adverse impacts.

In 2008-09, the division processed 47 conditional use permits, 14 planned development permits, 26 special projects, three zone text amendments, four General Plan Amendments/Rezoning, two General Plan Element (Circulation Element and Land Use Element) amendments, one development agreement and one Uniform Rules for Agricultural Preserves.

Recently, the City has adopted several ordinances to facilitate new development while simultaneously preserving public convenience and public health and safety. Key ordinances include: Revisions to the special temporary use permits to add seven sites to the list of sites approved for off-site auto sales and to increase the frequency of sales events; prohibition of temporary flower sales; and revision to the sign ordinance to allow off-site signs on City-owned or controlled property.

Planning Commission Support

The Planning Division provides comprehensive staff support to the Planning Commission, which includes staff reports, legal noticing, recording of the Planning Commission minutes, and scheduling Planning Commission study sessions and public hearings.

The objective of this subprogram is to provide support and information to the Planning Commission so that duties and responsibilities of the Planning Commission may be carried out in an informed and organized manner consistent with applicable regulations and laws.

In 2008-09, the Planning Commission held 20 study sessions and 20 evening meetings.

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Building Permit Application Plan Check

This subprogram provides a plan checking service at the time building and grading plans are submitted to the department for building permits. The Planning Division reviews building and grading plans to ensure that the plans are consistent with the City's Municipal Code and conditions of approval established by the Planning Commission and City Council.

This process is performed concurrently with the Building Division's plan check in order to minimize the total time required for the plan check.

The objective of this subprogram is to ensure that building and grading plans comply with Planning Commission and City Council conditions of approval and the Municipal and State building codes. This process also partially implements the State law relative to environmental mitigation measure monitoring.

In 2008-09, the Planning Division reviewed approximately 1,239 building and grading plans.

Sign Review

This subprogram provides an information and plan checking function. Information regarding City sign regulations is provided to members of the business community, sign companies, and architects. Sign applications are reviewed by Planning Division staff to ensure that future signs will be consistent with adopted City sign standards.

The objective of this subprogram is to encourage an attractive and safe business and industrial environment by ensuring that signs comply with the City's sign standards.

In 2008-09, approximately 102 sign permits were reviewed and approved.

Public Information

This subprogram is intended to provide information to the public regarding the City's General Plan, Specific Plans, development standards, bi-annual development lists, and periodic building activity reports. Information is communicated through meetings, telephone calls, e-mails, information placed on the City's website, Planning Commission agendas and minutes, and handout material.

A number of basic information handouts have been developed describing all zoning district regulations and the conditional use permit, planned development, and subdivision processes. By providing these handouts, less staff time is required to explain City development regulations and processes, which allows applicants to have readily available access to these standards. This past year, the City's website has been expanded to include links to the zoning code, advance planning projects and a City-wide Development Map. Applications for development are now available in a PDF format.

Currently, the department is researching methods to computerize historical information on City properties. This program would enable staff and property owners to easily retrieve such details as past approvals, restrictions, and special conditions.

The objective of this subprogram is to increase the effectiveness of pertinent information available to the public, thereby, improving the public's knowledge of the City's development policies and reducing staff and public time in providing and obtaining the information.

General Plan

The objective of this subprogram is to maintain and update the City's General Plan so that the goals, policies and implementation measures are current and reflect the existing and future needs of the City as required by State

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law. Subdivision maps, Specific Plans, capital projects and various land use permits must be consistent with an up-to-date, adopted General Plan.

State law mandates cities to maintain a current General Plan with the following mandated elements: Land Use; Circulation; Noise; Housing; Safety; Open Space; and Conservation. The City's General Plan complies with State law but has combined the mandated Open Space and Conservation elements into a Resource Management Element, which includes optional elements for Recreation and Parks and public facilities and services. In 2003, the City adopted an optional Economic Development Element, which was updated in 2006.

The City anticipates updating several General Plan elements this budget cycle including Housing, Land Use, and Circulation. Further details are as follows:

On December 3, 2009, the City transmitted a Draft Housing Element to the State Housing and Community Development Department (HCD). The draft plan included all the mandated elements of the Housing Element, including an analysis of how the City will provide opportunities for the future development of 3,200 residential units in a full range of income categories. The Housing Element is expected to be adopted by mid-2010.

An effort is underway by the Public Works Department to update the City's traffic model. Once that has been completed, Community Development staff will update text to the Circulation Element. The update will respond to State and regional mandates for new policies reflecting air quality and greenhouse gas policies.

Annexations

The Planning Division provides support and coordination required to annex land to the City. This process includes sphere of influence amendments, pre-zoning of property, developing specific plans, preparing EIRs, and coordinating applications with the Local Agency Formation Commission (LAFCO). The objective of this subprogram is to provide a sufficient supply of land to meet the needs of the City, now and in the future. In 2008-09, one annexation was approved by LAFCO. The resulting expansion of the City limits added 130.56 acres; the City encompasses 23.2 square miles:

Annexation #100 (Enos Ranchos Reorganization) was approved by LAFCO on July 3, 2008 and recorded on August 7, 2008. A Specific Plan was approved by the City Council on February 19, 2008. A Notice of Nonrenewal of Land Conservation Contract (Agricultural Preserve Number 70-AP-105) terminated December 31, 2009.

Computer Support

The objective of this subprogram is to provide the public, staff, the Planning Commission, and City Council with quick and accurate information needed to make informed decisions that are responsive to the needs of the City.

The Planning Division's support of the City's computer system involves three functions: fiscal impact and analysis, GIS, and permit Tracking. The City's award-winning (Helen Putnam Award from the League of California Cities) "Integrated Project Assessment Model" (IPAM) has been used to evaluate the fiscal impacts of large scale projects such as Bradley Square. To the degree that future projects such as Bradley Ranch will be proposed to the City, an updated IPAM program will assist the evaluation of these projects. IPAM has not been used for several years; several of its data inputs and methodology will need to be updated with current socioeconomic data. The department's GIS will need minor upgrades to better coordinate with the City-wide GIS mapping efforts. In addition, the City is working more closely with the County and Santa Barbara County Association of Governments, both of which are upgrading respective GIS. One of the earlier benefits of this improved coordination will be the integration of the City's permit tracking program ("Trak-It") into the GIS.

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Bikeways

The objective of this subprogram is to facilitate the development of bikeways in accordance with the City's adopted Bikeway Plan.

The Planning Division develops grant applications, conceptual bikeway designs and improvement plans. The Division coordinates the incorporation of bikeway facilities into the design of private development plans. The City's Bikeway Master Plan was recently adopted in November 2009. The Planning Division worked with the Public Works Department to seek a consultant for this update. Close coordination between the Planning Division and the Public Works Department was necessary to develop a Bikeway Plan to meet the growing needs of the City and better coordination with County planning efforts, to design a Master Bikeway Plan which provides a true, non-motorized alternative to the private automobile. With adoption of the plan, the City was able to apply for a \$900,000 grant through Caltrans for construction of bikeways in the City.

Building Division

The Building Division is responsible for the administration and enforcement of those State and local codes, ordinances, and regulations pertaining to construction, alteration, maintenance, and use of privately owned structures, appurtenances, and land. These regulations include: building; housing; dangerous building; mechanical; electrical; plumbing; swimming pool; sign codes; City moving, demolition, disabled access requirements, and State-mandated energy regulations. In services, this division provides a plan check service, issues building permits, and acts as a resource to the community by providing inspections, information, and advice to the public, contractors, and designers on building matters.

Processing

Transmits all necessary plans and documents to the appropriate parties in the most expeditious and accurate manner possible.

Maintains effective control of all project plans and documents during processing and plan review.

Ensures that project bonds are collected, filed, and maintained until released.

Strives, as per City Council directive, to provide a 14 working day, fast plan-check turn-around for express submittals.

Plan Review

Plans should be reviewed as quickly as possible, without compromising public safety reviews building plans for conformance with applicable regulations.

Confers and assists designers and builders in achieving compliance with applicable regulations in the most cost-effective way possible.

Fee Collection

Ensures that all fees, lawfully due to the City, are accurately determined, assessed, collected, identified by account, and forwarded to the Department of Administrative Services. The increase in express plan checks, for which an additional fee is collected, has increased revenues.

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Permit Issuance

Ensures that permits are issued at the earliest possible time to those persons legally authorized to obtain permits pursuant to the State of California Business and Professions Code and State Contractor's License Law.

Inspection Services

Ensures that all buildings and structures, within the City limits, are constructed in conformance with approved plans and the minimum standards of applicable regulations.

Provides information and assistance to builders, whenever possible, and through conscientious and fair application of building regulations, provides for the safeguarding of life, health, property, and the public welfare.

Adopts and implements new building codes and proposes city amendments where appropriate.

Water Meters

Water meter applications and fees are received by this Division and the customer is asked to fill out a signature portion stating that the customer will be responsible for the utility bill. Once fees are collected, the information is forwarded to the Department of Administrative Services and a copy of the application is forwarded to the Utilities and Public Works Departments to facilitate the scheduling of the water meter installation and inspection.

Business Licenses

Business license applications are received and reviewed for compliance with City Ordinances. To verify compliance with health and safety regulations, a building inspection is scheduled for commercial locations. Fees for zoning, Certificate of Occupancy, inspection, application, and tax are collected.

Historical Information

The objective of this subprogram is to provide computerized historical permit information to assist various City departments in several ways. Many new permit submittals require historical data to properly plan check the submittal. As an example, frequently City Code enforcement needs to determine what has been permitted on a particular site. Also, the public utilizes this information for a variety of reasons. Staff continually updates and digitizes hard copy information to allow direct public access to City records. The public is able to view records independently, thereby, requiring less staff time to research these records. Digitizing this information relieves the need for large storage areas and saves time in information retrieval.

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2006-08	ESTIMATED 2008-10	PROJECTED 2010-12
<u>PLANNING</u>			
DEMAND/WORKLOAD			
Environmental Clearances	160	117	122
Planned Development Permits	46	22	23
Conditional Use Permits	109	87	91
Specific Plans/Amendments	5	2	2
General Plan Map Amendments/Rezoning	18	4	4
Zoning Text Amendments	14	4	4
Plan Checks	3,052	1,239	1,300
Business License Review	845	990	1,040
Sign Applications	202	212	222

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PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2006-08	ESTIMATED 2008-10	PROJECTED 2010-12
PLANNING , continued			
DEMAND/WORKLOAD			
Tentative Parcel Maps	6	2	2
Tentative Subdivision Maps	13	6	6
Subdivision Parcel Maps	5	7	7
Subdivision Final Maps	3	10	10
Lot Line Adjustments	15	10	10
Annexations	2	1	1
Mergers	11	9	9
Certificates of Compliance	4	1	1
General Plan Amendments	2	3	3
Special Projects	51	57	59

BUILDING

DEMAND/WORKLOAD			
Construction Valuation	\$188,000,768	\$109,126,441	\$120,000,000
Building Permits	2,967	2,631	2,800
Construction Inspections	24,140	16,511	18,000
Business License Applications	1,865	1,801	1,850

EFFICIENCIES/EFFECTIVENESS*

Determine application completeness status and mail complete/incomplete letter within 30 days of application submittal	100%
Agendize non-CEQA projects to the Planning Commission within 40 days of application completeness	90%
Agendize CEQA projects to the Planning Commission within 60 days of application completeness	90%
Conduct building inspections on next business day after request	99%
Provide building comments on Express Check plans within 14 working days of submittal	90%

* 2010-11 is the first year that Recurring Performance Measures are being utilized in this department.

GOALS AND OBJECTIVES

- Complete the update to the City's Land Use and Circulation Elements and the Specific Plans in order to provide the public with the most updated information on specific developable areas within the City limits.
- Enhance revenues by identifying planning and building efforts that are currently unbilled or under billed and bring forward recommendations for City Council's consideration.

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- Implement an “e-distribution” of upcoming agendas and provide planning documents online for public review to improve and encourage public participation in the development review process.
- Enhance the "City-wide Development Activity Map" format to allow for "interactive" public access from the City's website.
- Expeditiously process applications for new residential projects in order to meet the housing needs of the community.
- Continue to operate the five-year cycle mobile home maintenance inspection program and distribute the recently revised staff-developed mobile home reference booklet to all mobile home parks within the City.
- Identify, train staff in the development of, and monitor Planning and Building Division performance measures.
- Continue supervisory training opportunities for department staff and develop a standardized training program for the Planner job series.
- Provide training for Building Inspectors to successfully pass the CASp (Accessibility certification) exam so that the City is in full compliance with State regulations.
- Implement a scanning program that will permanently retain historical planning records and make those records available to staff and the public.

MAJOR BUDGET CHANGES

- The overall decrease in appropriations is largely attributed to a reduction in outside contractual services expenses. As part of the City-wide reduction in the General Fund, and in order to help balance the General Fund budget, staff recommends reducing the outside contractual and professional services contract costs and performing those services in-house by utilizing existing staff and talent. Staff is also recommending reducing other operational costs as part of the department's budget reduction plan.
- During the next two-year budget cycle, staff will continue to support the efforts to revitalize the downtown area, including the Town Center Mall (TCM) to which the new owner has been steadily making improvements. A 14-screen theater would culminate the improvements of the TCM and further implement the Downtown Specific Plan, which was recently adopted by the City Council.
- City staff works closely with the Santa Maria Valley Chamber of Commerce on economic development and job creation efforts. Staff is intimately aware that economic development is the key to achieving a jobs/housing balance and improving the quality of life for local residents and that is why the Director has an active role on the Economic Development Commission – to ensure that exceptional customer service is consistently applied to existing and new developments in the City.
- During the past budget cycle, the Department completed the Downtown Specific Plan, making it the 12th specific plan in the City. And since then, staff has identified a number of revisions that would clarify text and streamline some processes. During this coming fiscal year, these items will be drafted by staff and brought to the Planning Commission and City Council for consideration.
- Staff has been systematically updating the older specific plans approved in the 1990s, such as the West Main Street and West Stowell Road plans, and intends to update other such plans over the next two-year period.
- During the upcoming fiscal year, staff will complete an update of the Land Use and Circulation Elements. These two elements have not been comprehensively updated since their adoption in 1991 and 1994,

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respectively. Since then, many changes have occurred in the City which need to be reflected in the revised documents.

- With the change in Departmental leadership this past year, the departmental goals have a new focus. The goals include: improvement of customer service by expanding the website to provide more information on project developments, easily accessible permit applications, and expanded use of handout fliers in the Building Division. The goals also include the expanded use of the GIS with a plan to provide staff and the public access to project information by simply clicking on a map of the City. The new budget will be able to support staff in achieving these goals.
- The Department will continue to work with California Polytechnic State University, San Luis Obispo, to offer an internship program with university students as a means to provide real-life planning opportunities and generate future planning candidates for local entry-level planning positions. The Department believes strongly in supporting local internship programs as many of the existing staff had the opportunity to participate in a program before their first planning job.

2010-12 BUDGET

CITY OF SANTA MARIA

The Community Development Department is responsible for reviewing all planning and building projects in the City, including this soon-to-be-completed Vallarta Market along north Broadway (State Route 135).

