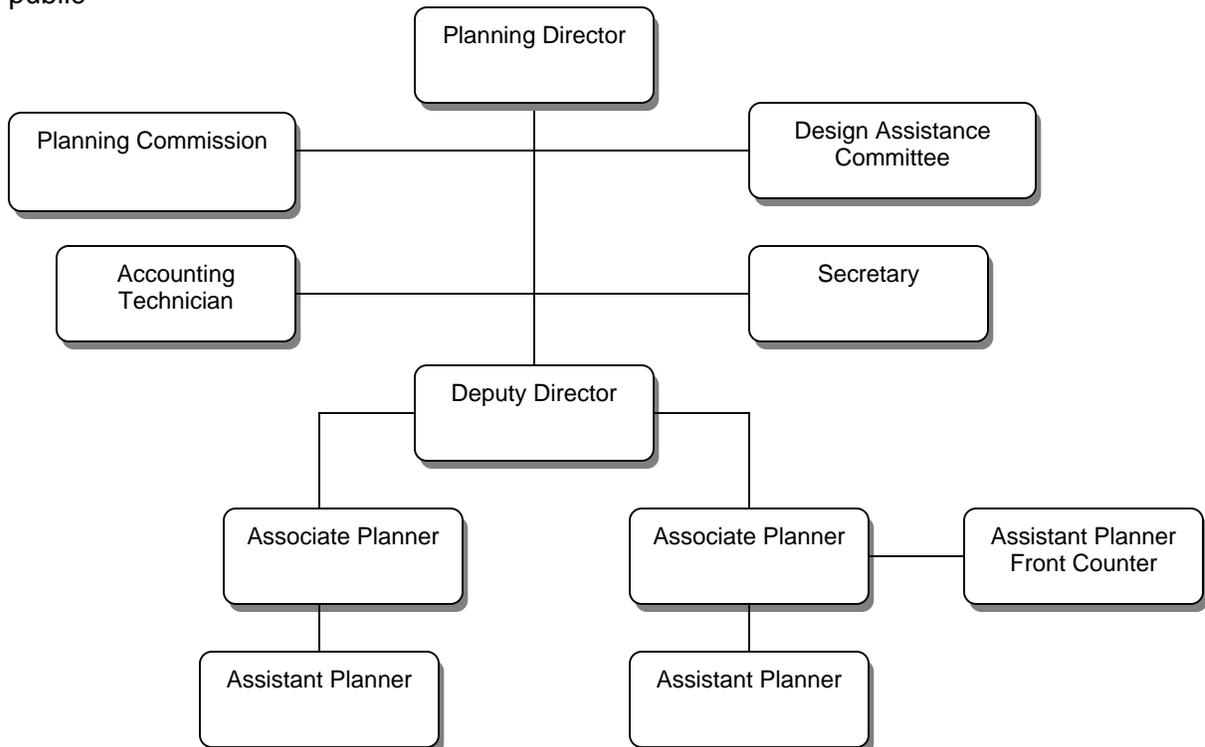

PLANNING DEPARTMENT

Department Description: The department consists of a Director, Deputy Director (currently vacant), two Associate Planners (one is vacant), three Assistant Planners, a Secretary and a part-time Accounting Technician. The department provides professional planning analysis and recommendations on planning matters, especially policies and future plans for the City and new development proposals.

Department Goals: Assist the City in its efforts to improve the physical and social environment while preserving our natural, historic and cultural resources; promote the highest and best use of all property in the City; promote appropriate growth and development while minimizing negative environmental impacts and improving environmental quality where possible; and, maintain the highest level of service for the public



Budget Commentary: The Department staff totals nine persons (eight full time and one half time, see chart above). Workload remains very high in terms of development project reviews, environmental documentation, long term planning studies, and responses to information requests. The level of staffing reflects the continued increases in workload, public information inquiries and the initiation of the planning processes for East Area 1, residential construction at the Santa Paula Memorial Hospital site, applications for several hillside subdivisions and related annexation inquiries and increased coordination with the Economic Development Department. Reliance upon contract planning services

for general departmental functions has been reduced significantly, allowing the department to apply applicant fees to project administration in-house.

Ongoing long-term planning efforts include: continued updating of the Development Code, continued participation in the Downtown Improvement Plan efforts, continued implementation and State mandated update of the Housing Element, and administration of the environmental review process and land use entitlement processing for the proposed new Santa Paula Water Recycling Facility. Coordinating with SCAG's RHNA forecasts for the 2007/2008 RTP will begin this fiscal year as will staff training for the forthcoming 2010 Decennial Census.

The department's budget is funded through the General Fund. The General Fund is largely supported by fee revenues, which are estimated to provide seventy percent (70%) of the revenue necessary to support the department's budget.

Planning Program

Program Description: The department has four general performance areas which represent the daily planning activities for staff: 1) advanced or long-range planning (this includes updates to, and implementation of, the General Plan); 2) current planning, including zoning and environmental reviews; 3) special projects; and 4) planning administration.

Goals for FY 2007 - 2008:

Advanced, Long-range Planning Activities

- ◆ Continue implementation of the Community Visioning Plan.
- ◆ General Plan maintenance and cleanup, as necessary. Prepare and submit annual progress report to the California Governor's Office of Planning and Research, as required under Government Code, Section 65400(b).
- ◆ Carry out tasks relating to clean-up of the Development Code (such as correcting map errors, text consolidations, and revisions as may be required by new land use case law or state legislation).
- ◆ Continue implementation of the Housing Element, and report on progress to the City Council and to the California Department of Housing and Community Development.
- ◆ Coordination of the Housing Element Update as required by state law.
- ◆ Continue implementation of the Inclusionary Housing Ordinance (IHO).
- ◆ Review proposed Specific Plans for development in East Area 1 and the Airpark, and oversee preparation of the Specific Plan and environmental review documentation associated with such proposed development.
- ◆ Administration of the environmental review process and land use entitlements for the proposed new Santa Paula Water Recycling Facility.
- ◆ Implementation of the Condominium Conversion Ordinance.
- ◆ Continue implementation of the land use entitlement process/construction for a portion of the Santa Paula Memorial Hospital site.
- ◆ Coordination with SCAG for updated RHNA numbers and the RTP.
- ◆ Continue implementation of the Annexation Guidelines.
- ◆ Coordination with LAFCO for the Sphere of Influence Study.
- ◆ Coordination and review of various pending and anticipated Specific Plans.

- ◆ Current Planning Activities
- ◆ Provide planning assistance at the public counter and answer planning phone calls. A high level of public service is provided with service in both English and Spanish. Our department policy is to respond to phone inquiries within 24 hours.
- ◆ Review and approve development projects that may impact the City, and, as required by CEQA, conduct environmental reviews on applicable projects. Over the past year the Planning Department has provided review and comment, and has processed for permitting, to including public hearings, proposed development ranging from infill and under-utilized commercial properties, new single-family subdivisions, new multi-family housing projects, and many other projects.
- ◆ Review County referrals for projects located within the City's Area of Interest, and provide comments to the planning staff at the County regarding potential impacts to the City.
- ◆ Check plans for approved projects. Upon submittal for building permits, all projects previously approved by the Planning Commission, City Council, or by staff are taken through a "plan check" process to ensure compliance with the California Environmental Quality Act (CEQA), local land use and building code requirements and applicable conditions of approval. Approximately 200 such reviews are handled each year by the Planning Department.
- ◆ Expeditiously process discretionary and ministerial permits within established timetables, and as guided by customer service objectives.
- ◆ Review and comment on the annual Capital Improvement Program and City initiated infrastructure/development projects; and conduct environmental reviews on these projects and CDBG funded projects, including an analysis of General Plan conformity, as required by State law.
- ◆ Continue providing zoning analysis to the Building and Safety Department pertaining to code enforcement projects.
- ◆ Continue providing planning information to the Economic Development Department and Public Works Department pertaining to development proposals.

Special Projects

- ◆ Continue providing assistance with to the Santa Paula Water Recycling Facility.
- ◆ Process Development Code updates as necessary.
- ◆ Prepare a General Plan Amendment and Specific Plan for the area located east of the Airport, as necessary to facilitate redevelopment efforts and to improve public safety.
- ◆ Assist with the pending completion and implementation of the Specific Plan for the downtown area covered by the recently completed Draft Downtown Improvement Plan.
- ◆ Process individual annexation applications as may become necessary.
- ◆ Continue implementation of the sign inventory and required follow up per the recently approved Sign Ordinance.
- ◆ Assist Public Works with review and design of Bike Trail.

Department Administration

- ◆ Review and provide comments on planning related legislation that could impact the City.
- ◆ Continue utilizing Geographical Information System (GIS) technology to provide planning information to the public. Staff continues providing general plan and zoning maps to the public, keeps maps current, and provides custom maps for report exhibits using the City's CAD/GIS system.
- ◆ Continue providing planning assistance to the City Council, Planning Commission, Design Assistance Committee, and Historic Preservation Commission. Planning staff attends meetings of these bodies, provide written and verbal reports and minutes of meetings, and prepare meeting agendas and public notices in accordance with state and local laws.
- ◆ Continue participation on regional planning agencies and boards, as warranted. Staff also works closely with the City/County Planning Association, the Santa Clara River Plan and other special committees.
- ◆ Supervise and train the personnel of the department as necessary to sustain a keen awareness of current laws and requirements for CEQA, the Permit Streamlining Act, Subdivision Map Act, Cortese-Knox-Hetzberg Act, planning and zoning case law, and other laws and regulations pertaining to land use regulation.
- ◆ Supervise and train the personnel of the department as necessary to maintain the highest quality customer service.
- ◆ Update public handout materials, as warranted.
- ◆ Maintain the Department's file tracking system in Microsoft Access.
- ◆ Coordinate implementation of the GIS contract with the County.

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 DEPARTMENTAL SUMMARY**

Department: PLANNING

EXPENDITURES	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
SALARIES	262,375	286,148	351,390	446,120	436,175
BENEFITS & OVERHEAD	55,329	75,734	116,793	166,245	174,662
SALARIES AND BENEFITS	317,704	361,882	468,183	612,365	610,837
SUPPLIES/SRVS/MAINT	341,953	422,397	184,467	135,352	199,743
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COST	\$659,657	\$784,279	\$652,651	\$747,716	\$810,580
AUTHORIZED POSITIONS:	4.00	6.50	6.50	6.50	7.33
REVENUE/RESOURCES:	> General Fund	659,657	784,279	652,651	810,580
	(including program related fees)			747,716	

CAPITAL OUTLAY/SPECIAL PROJECTS
 Explanation and Dollar Impact:

OTHER NOTES:

