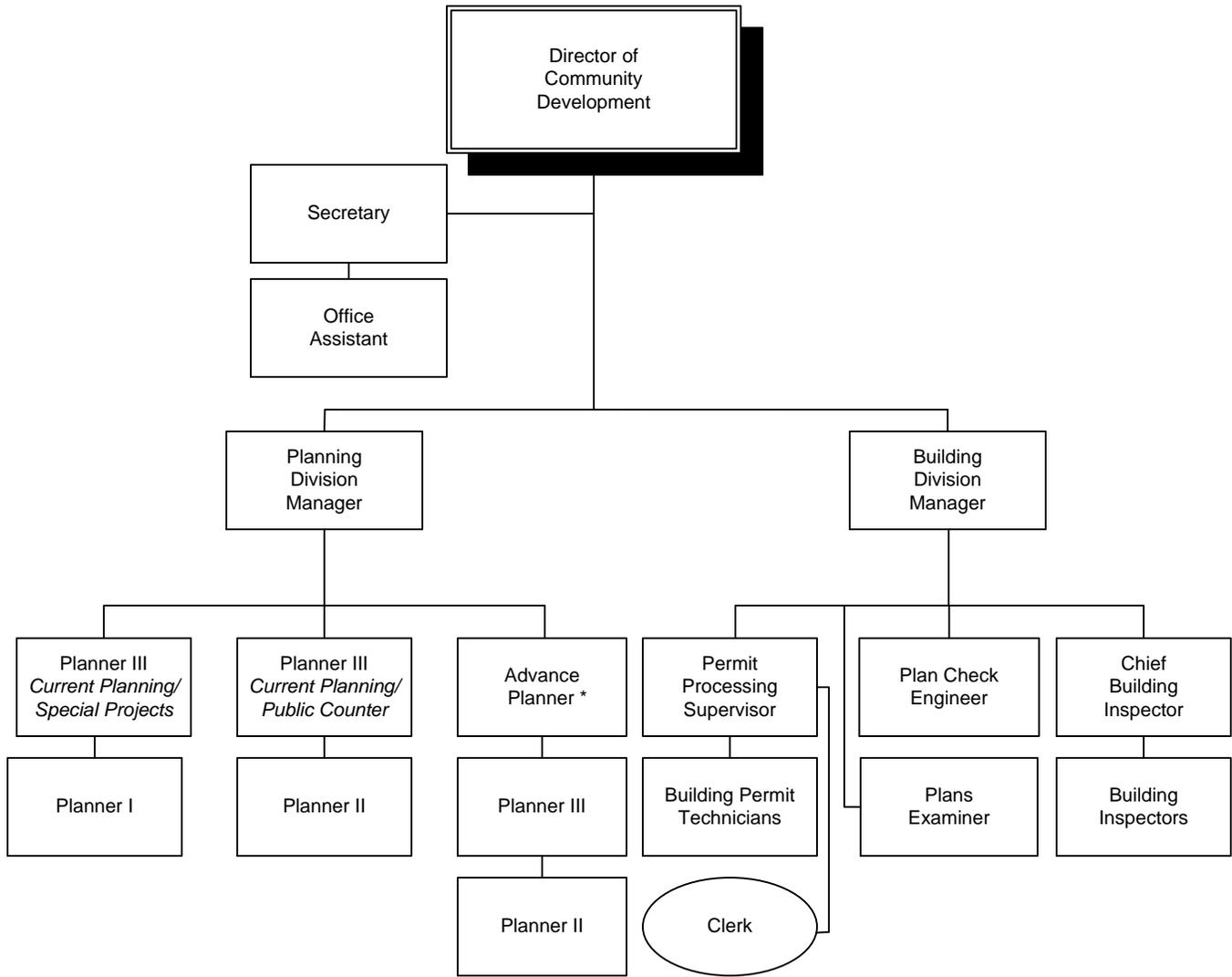
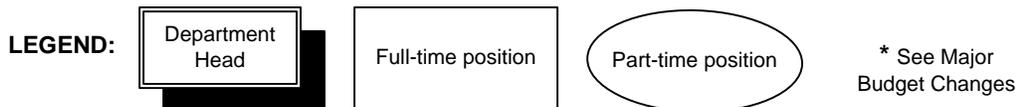


COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



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 2010-11	Adopted 2011-12	Year-End Estimated 2011-12	Proposed 2012-13	Proposed 2013-14
<u>PROGRAM EXPENSES/REVENUES</u>					
Salaries & Benefits	\$ 2,453,430	\$ 2,564,430	\$ 2,382,520	\$ 2,507,060	\$ 2,586,090
Services & Supplies	174,980	204,360	122,120	225,020	235,760
Total Operating Cost	2,628,410	2,768,790	2,504,640	2,732,080	2,821,850
Capital					
Debt Service					
Transfers					
Total Cost	2,628,410	2,768,790	2,504,640	2,732,080	2,821,850
Less: Departmental Revenues	1,143,740	1,450,740	960,860	977,150	1,045,000
Net City Cost	\$ 1,484,670	\$ 1,318,050	\$ 1,543,780	\$ 1,754,930	\$ 1,776,850

SUMMARY OF SERVICE PROGRAMS

Planning	\$ 1,325,820	\$ 1,409,430	\$ 1,228,370	\$ 1,340,950	\$ 1,379,240
Building	1,302,590	1,359,360	1,276,270	1,391,130	1,442,610
Total Service Programs	\$ 2,628,410	\$ 2,768,790	\$ 2,504,640	\$ 2,732,080	\$ 2,821,850

SUMMARY OF POSITIONS

FULL-TIME					
Advance Planner*	1	1	1	1	1
Building Division Manager	1	1	1	1	1
Building Inspector I/II	4	4	4	4	4
Building Permit Technician	3	2	2	2	2
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	3	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	23	22	22	22	22
PART-TIME					
Clerk II	1	1	1	1	1
TOTAL	1	1	1	1	1
GRAND TOTAL	24	23	23	23	23

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	Actual 2010-11	Adopted 2011-12	Year-End Estimated 2011-12	Proposed 2012-13	Proposed 2013-14
<u>SUMMARY OF POSITIONS (continued)</u>					
<u>TEMPORARY (FTE)</u>					
Intern - Profession	1.0	0.0	0.0	0.0	0.0
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	3.5	3.5	3.5	3.5

*See Noteworthy Budget Highlights

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 15 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 Santa Maria Municipal Code (Municipal Code). Currently, the program comprises of 11 subprograms that include:

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 2010-11, the division processed 98 environmental clearance forms, 13 initial studies, 84 categorical exemptions, four negative declarations, five mitigated negative declarations, one addendum, one environmental impact report (EIR), and three previous EIRs. Currently, eight 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 2010-11, this division processed four tentative subdivision maps, five tentative parcel maps, two final maps, two parcel maps, eight lot line adjustments, and four lot mergers.

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 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 2010-11, the division processed 62 conditional use permits, 12 planned development permits, 35 special projects, nine zone text amendments, five General Plan Amendments/Rezoning, three General Plan Element (Circulation Element and Land Use Element) amendments, five Specific Plan amendments, one development agreement, two Downtown Specific Plan development review permits, and 22 time extensions.

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 definitions to define the term "agriculture use" as directed by the City Council following adoption of the ordinance pertaining to barbed wire fencing; revision to the Airport Service II zoning district to allow more land uses and conditionally permitted uses as incidental uses within a hotel or motel; and, revisions to the sign ordinance addressing sandwich board, temporary, and bow/feather signs.

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 2010-11, the Planning Commission held 15 study sessions and 15 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 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 Code and State building codes. This process partially implements the State law relative to environmental mitigation measure monitoring. In 2010-11, the Planning Division reviewed approximately 1,435 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 2010-11, approximately 93 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 monthly 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 materials.

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. In addition, 14 of the 15 Specific Plans are available on the City's website. The 15th Specific Plan, about Entrada Este, will be updated in 2012-13.

The department continues to research methods to computerize historical information on City properties. This program would enable staff, property owners, and the public 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 the Recreation and Parks Department and public facilities and services. The City's optional Economic Development Element was updated in 2006.

The City updated several General Plan elements this in the 2010-12 budget cycle that includes 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 was adopted by the City Council on November 16, 2010. In addition, both the City's Land Use Element and Circulation Element were adopted by City Council on September 6, 2011.

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 2010-12 there were no annexation approvals.

The most recent annexation approval was Annexation #100 (Enos Ranchos Reorganization) which was approved by LAFCO on July 3, 2008, and recorded on August 7, 2008. The City encompasses 23.2 square miles; over 14,800 acres.

Computer Support

The objective of this subprogram is to provide the public, staff, the Planning Commission, and City Council with quick and accurate information 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, geographic information systems (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.

Bikeways

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

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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, adopted in November 2009, meets the growing needs of the City and coordinates with the County's planning efforts to design a Master Bikeway Plan. The Master Bikeway Plan provides a true, non-motorized alternative to the private automobile. With approval of the Area 9 Specific Plan, the bikeway will be able to link to the western boundaries of the City's Bikeway Plan.

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

Plan Review

Plans are 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.

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.

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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 the Municipal Code. To verify compliance with health and safety regulations, a building inspection is scheduled for commercial locations. Fees for zoning, Certificate of Occupancy, and inspection 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, the City's Code Compliance staff 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 2008-10	ESTIMATED 2010-12	PROJECTED 2012-14
<u>PLANNING</u>			
DEMAND/WORKLOAD			
Environmental Clearances	158	141	149
Planned Development Permits	39	18	28
Conditional Use Permits	94	110	102
Specific Plans/Amendments	5	7	6
General Plan Map Amendments/Rezones	10	9	9
Zoning Text Amendments	9	12	10
Plan Checks	2,424	1,860	1,860
Business License Review	799	700	700
Sign Applications	211	175	175
Tentative Parcel Maps	7	6	6
Tentative Subdivision Maps	9	4	6
Subdivision Parcel Maps	1	2	2
Subdivision Final Maps	2	2	2
Lot Line Adjustments	10	9	9
Annexations	1	0	0
Mergers	8	7	7
Certificates of Compliance	1	0	0
General Plan Amendments	5	3	4
Special Projects	61	67	60
Time Extensions	30	42	36

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PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2008-10	ESTIMATED 2010-12	PROJECTED 2012-14
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BUILDING

DEMAND/WORKLOAD

Construction Valuation	\$ 109,000,000	\$ 148,000,000	\$ 150,000,000
Building Permits	2,542	2,680	2,700
Construction Inspections	16,588	16,023	16,000
Business License Applications	700	761	700

***EFFICIENCIES/EFFECTIVENESS**

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

**2010-11 was the first year that Recurring Performance Measures were utilized in this department.*

GOALS AND OBJECTIVES

- Continue to revise and update the Downtown Specific Plan to meet the interests and values of the community.
- Develop a GIS-based Land Use map layer for the City's website and display maps to provide increased detail to assist all parties involved in the development review process.
- Assess the structure of the department and anticipated retirements, and develop a succession plan to ensure continuity of duties and departmental efficiencies.
- Further enhance the "City-wide Development Activity Map" on the department's webpage through collaboration with Information Technology staff.
- Prepare for City Council's consideration, revisions to the Municipal Code or new codes as needed, to address the interests and values of the community.
- Improve "e-distribution" of public hearing notices and draft documents, by updating and expanding the current e-mail distribution list, to further encourage public participation in the development review process.
- To better serve mobile home residents throughout the City, distribute the recently revised staff-developed mobile home reference booklet to all mobile home parks, and continue to operate the mobile home maintenance inspection program.

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- Provide training for all Building Inspectors to successfully pass the CASp (accessibility certification) exam so that the City is in full compliance with State regulations.
- Work toward reintroducing a fee enhancement/cost recovery program for the Building and Planning divisions in an attempt to improve cost recovery in each of these areas.
- Continue to monitor Recurring Performance Measures to ensure quality customer service and encourage economic development through a more streamlined processing and review process.

NOTEWORTHY BUDGET HIGHLIGHTS

- Due to the downturn in the economy, the City has continued to reduce its General Fund budget while trying to maintain exceptional customer service. During the past five years, the department has reduced overall appropriations by approximately 23 percent, a decrease of more than \$700,000 in operating expenses. These budget reductions have resulted in the reduction of staff positions and reduced hours at the public counter. In addition, staff is proposing to authorize but not fund the Advance Planner position in 2012-13 in an effort to secure salary savings and reduce operating costs.
- During this two-year budget cycle, staff will continue to support the efforts to revitalize the downtown area, including the Town Center Mall to which the mall owner has been steadily making improvements. A 14-screen theater is proposed and staff is prepared to process and issue building permits as soon as the owner is ready to move forward.
- 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 processed the Area 9 Specific Plan, making it the 15th Specific Plan in the City. During 2012-13, staff anticipates implementing portions of the plan as developers come forward. Windset Farms is a major developer in the area, having constructed close to three million square feet of high-tech greenhouses. Two more phases are scheduled for construction during the next fiscal year as staff intends to work closely with the developer to ensure a smooth completion of Phase II of their expansion.
- Staff has nearly completed updates to all the older specific plans approved in the 1990s, such as the West Main Street and West Stowell Road plans. One remaining plan, Entrada Este, will be updated during 2012-13. All plans will be available on the department's website.
- Staff will continue to focus on improving customer service through improvements to the website for use by the public as well as assisting staff by expanding the use of computer programs such as Webextender and Trak-It. Staff also intends to expand the 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.
- In the past, the department's training budget has provided opportunities for staff to attend professional seminars and conferences where the latest planning issues are discussed. No training or conferences have been permitted for the past three years. Changes in planning and environmental law, along with the review of relevant court cases, broaden the knowledge of staff, which in turn makes staff more effective in their jobs. During 2012-13, it is proposed to reinstate certain training opportunities for staff to ensure that staff continues to be abreast of the latest planning and environmental information.

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- 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.
- The asterisk (*) under the *Summary of Positions* section of this budget document refers to the vacant Advance Planner position that is authorized, but not funded. To capture salary savings, as well as decrease operational costs during these financially challenging times, staff recommends that this position remain authorized, but kept vacant and unfunded.



The Community Development Department will continue to provide training for all Building Inspectors in an effort to assist them in successfully passing the CASp (accessibility certification) exam so that the City is in full compliance with State regulations.

2012-14 BUDGET

CITY OF SANTA MARIA



Engineering and Planning staff assist a customer with a traffic circulation question, at the planning counter of the Community Development Department.