



# COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT

CALENDAR YEAR 2020

## SUMMARY

This report provides a summary of the Community Development Department's activities for calendar year 2020, with comparisons to prior calendar years. Since 2016 several key indicators (total revenue, total building permits, and planning applications for new multi-family and single-family projects) have been in decline. It began to level off in 2019, but the decline continued in 2020. The COVID-19 pandemic is likely the primary cause of the decline during the past calendar year. It is too soon to know if the pandemic will have a longer lasting effect on development activity. As the pandemic hopefully recedes from view, staff will monitor available data to identify any long-term trends. Below is a summary of some of the most notable trends in 2020.

In March 2020, "business as-usual" came to an end. The COVID-19 pandemic and resulting shutdown severely altered how the **Community Enhancement Division** conducted business. Staff began immediately to review all planning and building applications online and issued permits remotely. In addition, the City took the following responses:

- Granted a one-year, no cost entitlement extension.
- Relaxed rules related to banners and waived the associated fees.
- Developed a process to expedite review of outdoor business applications and waived the fees.
- Modified the "business by vehicle" requirements to ease rules related to delivery businesses.
- Instituted a business license deferral and amnesty program.

By summer, the City created an online portal for customers to book appointments. Then in autumn, when cases surged, the Department was forced to return to virtual business only. In the four months that the City was open for in-person appointments, staff had more than 400 appointments. Other notable trends in 2020 are below.

- An 18 percent decrease in the total valuation of building projects with a 25 percent decrease in fees paid for permits. There were nearly 600 fewer building permits issued over last year.
- At the same time, there was a 30 percent increase in the net number of permits issued for single-family houses and a 160 percent increase in the net number of permits for multi-family units.
- There were 20 fewer accessory dwelling units built in 2020.
- There was a 27 percent decrease in the total number of planning applications received.

In addition to regular planning applications, the City's planners applied for and received a combined \$310,000 in grant funds from the State of California. These funds are being used to update the City's General Plan Housing Element and to create objective design standards that will help expedite the approval of multi-family projects.

The **Community Preservation** function saw a decline in activity in 2020, caused by a reduction in staff half-way through the year and a transition to a softer enforcement effort during the first months of the pandemic. In the

later part of the year, new staff was added, and community preservation activity returned to normal. Despite these challenges, Community Preservation opened 1,000 code compliance cases in 2020, compared to the 1,643 cases opened in 2019. The largest number of cases were for property maintenance. Of the 1,000 code compliance cases, 35 percent were initiated at the request of the public. As always, the City's Community Preservation staff works diligently with residents to achieve voluntary compliance, which is the reason for the very low number of cases requiring an administrative citation to compel compliance (0.3 percent).

The **Infrastructure and Maintenance Division** spent 2020 re-paving 1.3 miles of city streets. The maintenance crew completed 824 work orders, compared to 877 the previous year. This was due to the maintenance crew decreasing from three members to only two.

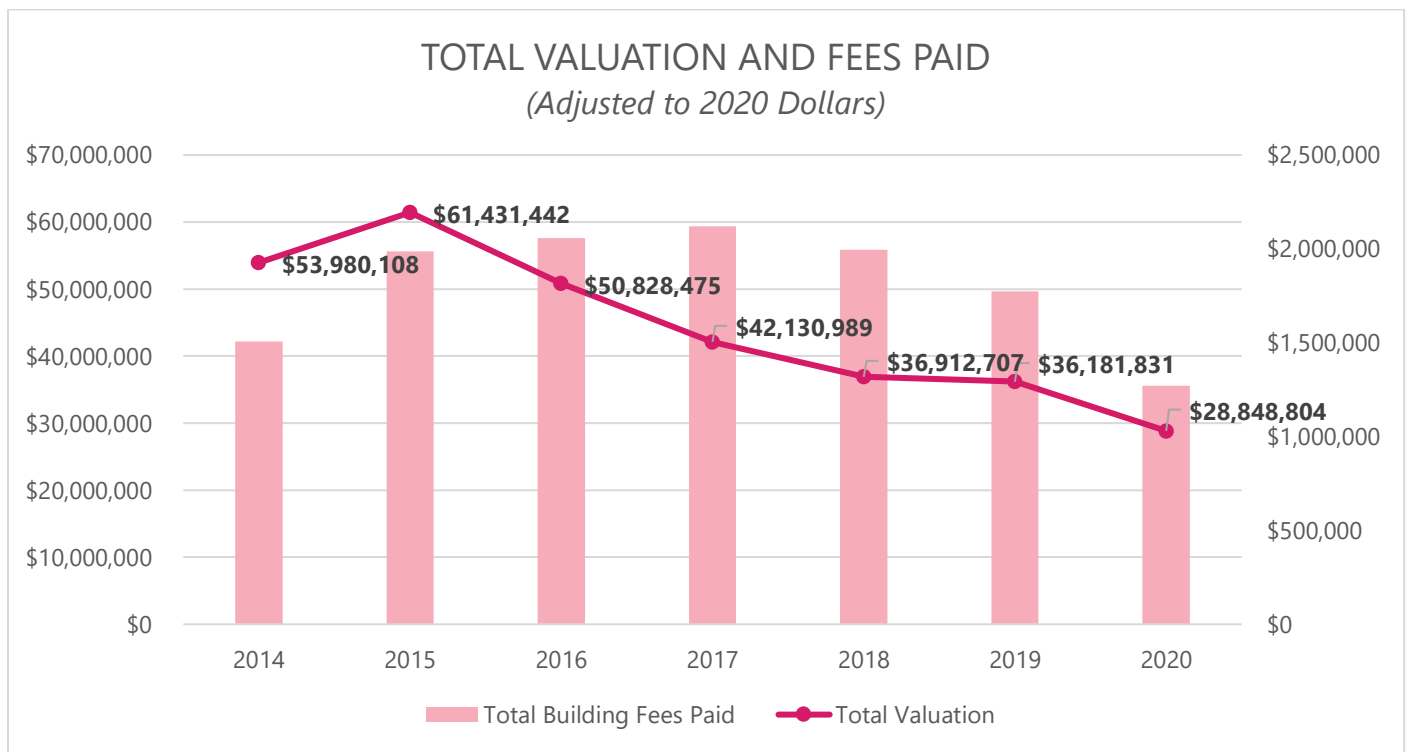
**Revenues** this year decreased 32 percent overall from last year, consistent with the decline in building permit valuation and fewer planning project applications. There was also a significant decrease in overnight parking permits issued because the City suspended overnight parking enforcement to provide relief to residents during the pandemic.

**BUILDING PERMIT ACTIVITY**

ACTIVITY TYPE	2015	2016	2017	2018	2019	2020
<b>Permits</b>						
<i>Total Valuation</i>	\$60,872,974	\$50,828,475	\$41,336,065	\$36,202,847	\$35,472,383	<b>\$28,848,804</b>
<i>Total Fees Paid*</i>	\$1,788,650	\$1,888,702	\$1,962,344	\$1,881,423	\$1,703,341	<b>\$1,271,869</b>
<i>Permits Issued**</i>	2,475	2,090	1,951	1,846	1,761	<b>1,169</b>
<i>Permits Finaled</i>	2,109	1,462	1,595	1,846	1,330	<b>1,302</b>

\* Includes permit and plan check fees

\*\* All types of permits including building, plumbing, electrical, mechanical, grading, demolition, and miscellaneous

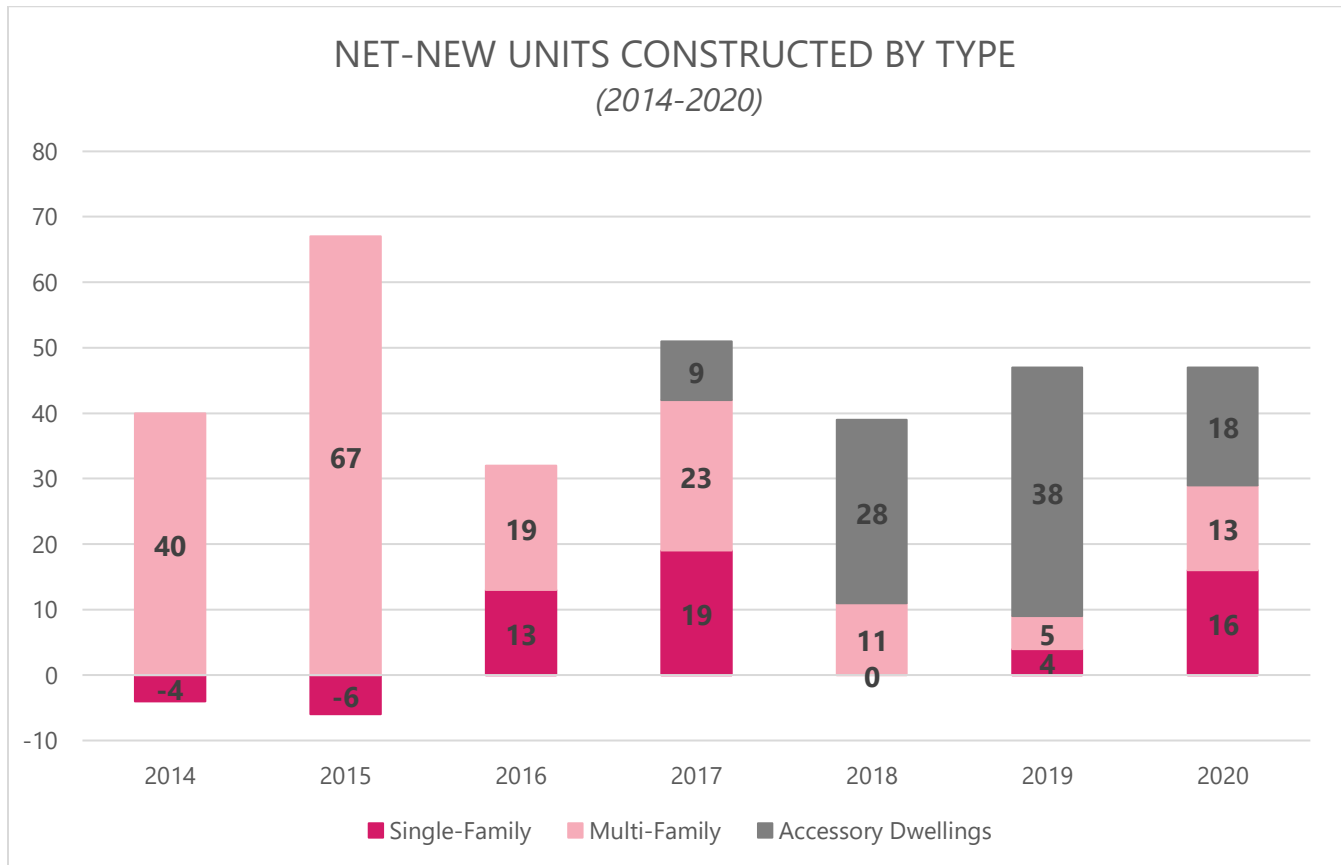


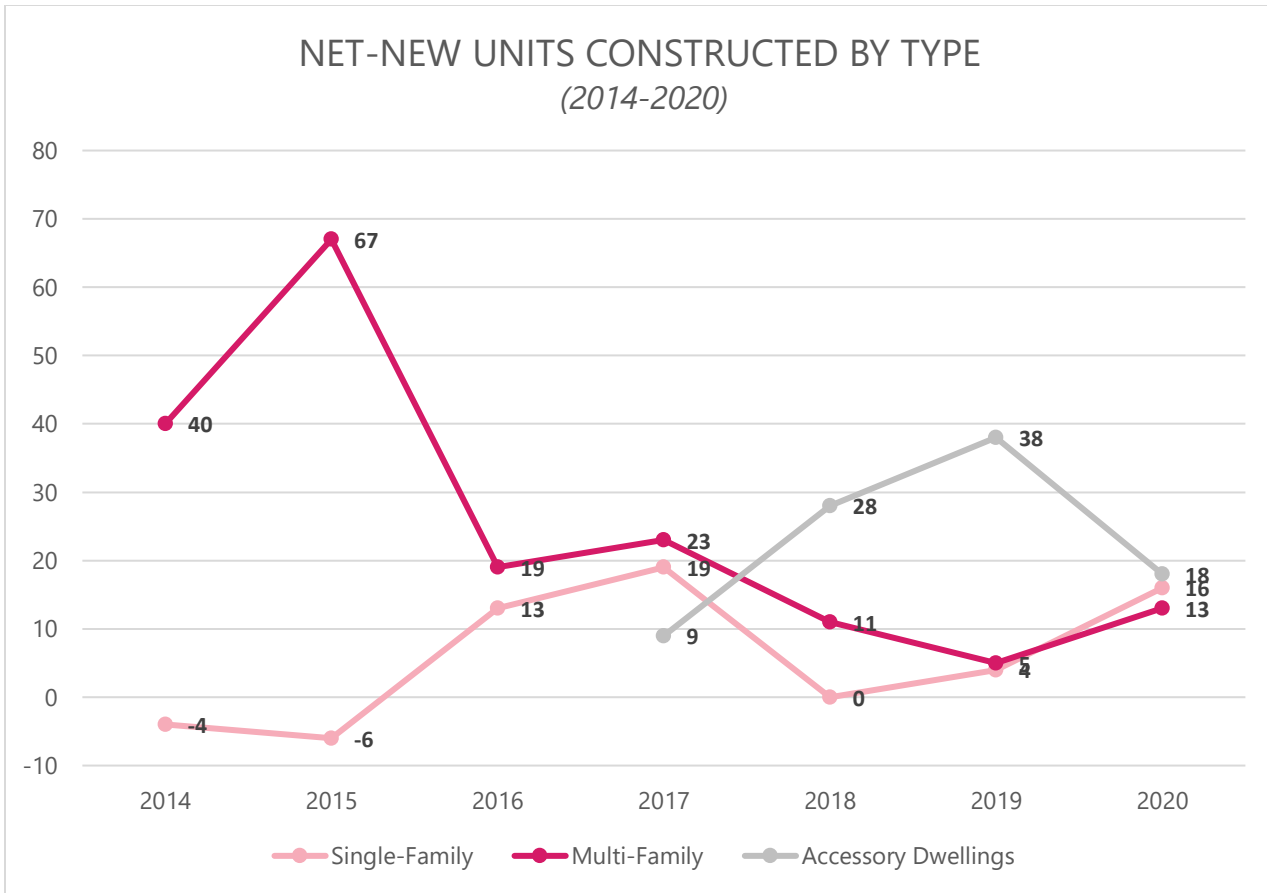
**HOUSING CONSTRUCTION ACTIVITY (BASED ON PERMITS ISSUED)**

ACTIVITY TYPE	2015	2016	2017	2018	2019	2020
<b>Single Family</b>						
<i>Units Constructed</i>	52	51	51	34	36	<b>28</b>
<i>Units Demolished</i>	58	38	32	34	32	<b>12</b>
<b>Net New Units</b>	-6	13	19	0	4	<b>16</b>
<b>Multi-Family*</b>						
<i>Units Constructed</i>	67	37	31	22	5	<b>17</b>
<i>Units Demolished</i>	0	18	8	11	0	<b>4</b>
<b>Net New Units</b>	67	19	23	11	5	<b>13</b>
<b>Accessory Dwelling Units**</b>						
<i>Units Constructed</i>			9	28	38	<b>18</b>

\* Includes detached townhouse units in multi-family zones

\*\* Units constructed pursuant to legislation effective January 1, 2017; no data for prior years





### TOP 10 BUILDING PERMITS ISSUED IN 2020, BY VALUATION

ADDRESS	DESCRIPTION	VALUATION	FEES PAID*
9840 Howland Ave.	New Single-Family Dwelling	\$560,665.70	\$14,322.84
5759 Camellia Ave.	New Single-Family Dwelling	\$531,734.51	\$12,631.76
9831 Flaherty St.	New Single-Family Dwelling	\$500,000.00	\$11,832.52
9416 Pentland St.	New Single-Family Dwelling	\$483,872.38	\$12,071.67
10051 Olive St.	New Single-Family Dwelling	\$481,662.02	\$12,091.64
9638 Olive St.	New Single-Family Dwelling	\$478,800.00	\$12,868.05
6264 Loma Ave. #A-B	New Single-Family Dwelling w/attached Accessory Dwelling Unit	\$424,447.94	\$12,357.67
9649 Longen Ave.	New Single-Family Dwelling	\$410,028.56	\$11,011.50
10053 Olive St. #A	New Single-Family Dwelling	\$406,243.04	\$10,690.02
6202 Ivar Ave.	New Single-Family Dwelling	\$395,992.40	\$11,311.09

\* Includes building plan check fees, building permit fees, and parks and sewer fees associated with new housing units

**PUBLIC COUNTER ACTIVITY**

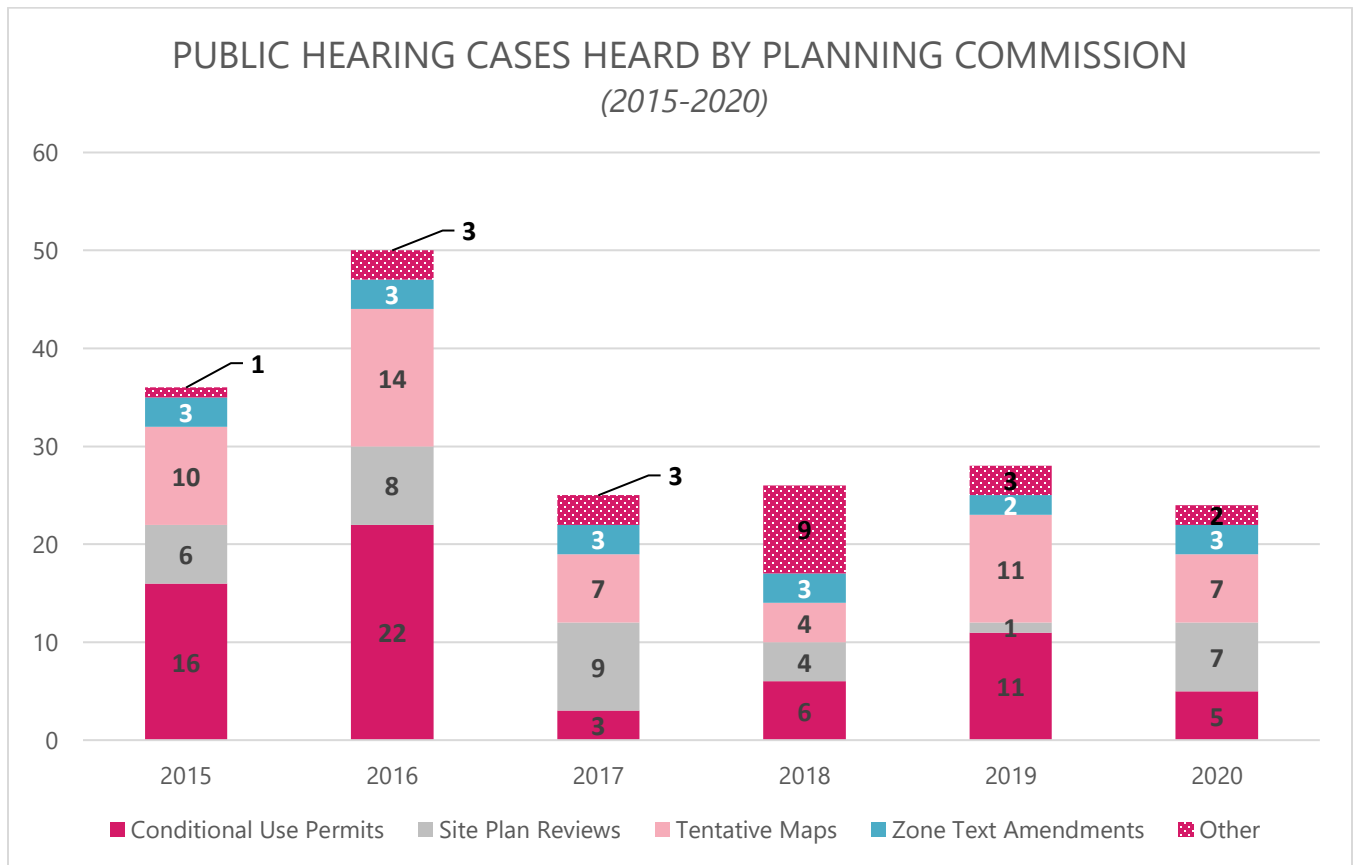
City hall was closed to the public for most of 2020 because of the pandemic. The department reopened for in-person appointments between July and November, before having to close again due to the surge in Covid-19 cases. The data available for that period is below:

	JULY	AUG	SEPT	OCT	NOV	<b>TOTAL</b>
<b>Total In-Person Appointments</b>						
<i>Building and Safety</i>	28	41	62	58	0	189
<i>Planning</i>	14	36	58	41	4	153
<i>Business License</i>	8	9	10	10	3	40
<i>Parking/Bus Pass</i>	4	3	6	9	0	22
						<b>404</b>

**PLANNING COMMISSION ACTIVITY**

ACTIVITY TYPE	2015	2016	2017	2018	2019	2020
<b>Planning Commission Meetings</b>	17	15	13	17	16	<b>11</b>
<b>Public Hearing Entitlements Reviewed by Planning Commission</b>						
<i>Conditional Use Permits</i>	16	22	3	6	10	5
<i>Site Plan Reviews</i>	6	8	9	4	8	7
<i>Tentative Maps</i>	10	14	7	4	11	7
<i>Zone Text Amendments</i>	3	3	3	3	2	3
<i>Other</i>	1	3	3	9	3	2
<b>Total</b>	36	50	25	26	39	24

\*Some projects include multiple entitlements. The above table reports the total number of entitlements, not the total number of projects or cases.

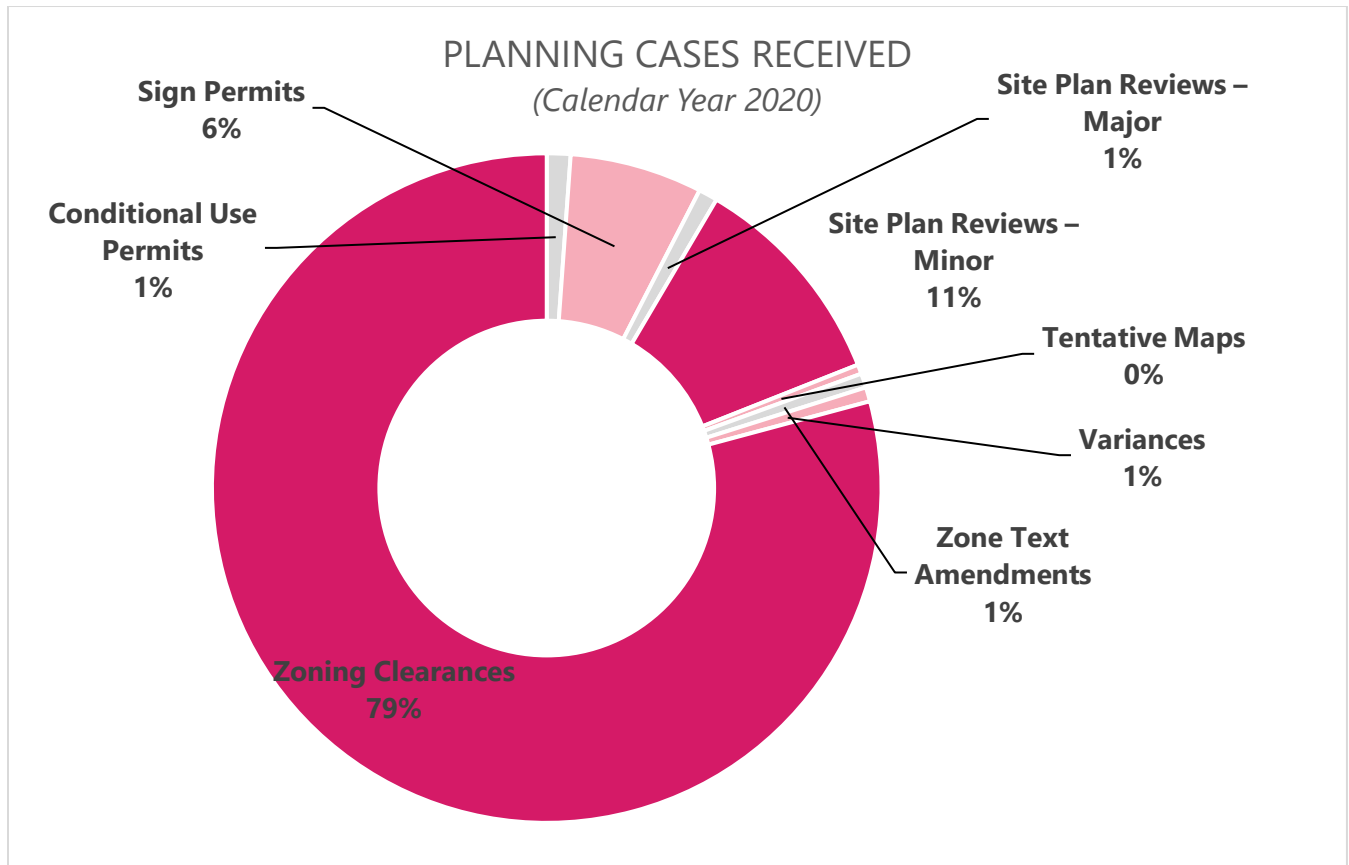


**PLANNING PROJECT APPLICATIONS (CASES) RECEIVED**

	2015	2016	2017	2018	2019	2020
<b>Number of Cases Received</b>						
<i>Conditional Use Permits</i>	20	14	5	9	12	<b>5</b>
<i>Lot Line Adjustments</i>	1	3	0	0	0	<b>0</b>
<i>Modifications</i>	3	7	0	0	0	<b>0</b>
<i>Sign Permits</i>	39	65	68	67	52	<b>28</b>
<i>Site Plan Reviews – Major</i>	4	17	16	12	15	<b>4</b>
<i>Site Plan Reviews – Minor*</i>		56	41	39	33	<b>46</b>
<i>Tentative Maps</i>	14	18	5	4	11	<b>2</b>
<i>Zone Variances</i>	1	1	0	2	0	<b>3</b>
<i>Zone Text Amendments**</i>	5	5	3	1	1	<b>3</b>
<i>Zoning Clearance*</i>	265	210	362	373	479	<b>346</b>
<b>Total</b>	<b>352</b>	<b>396</b>	<b>500</b>	<b>507</b>	<b>603</b>	<b>437</b>

\* Zoning Clearance data for 2014 and 2015 includes Site Plan Reviews – Minor. Data is not available separately for each application type prior to 2016.

\*\* City initiated

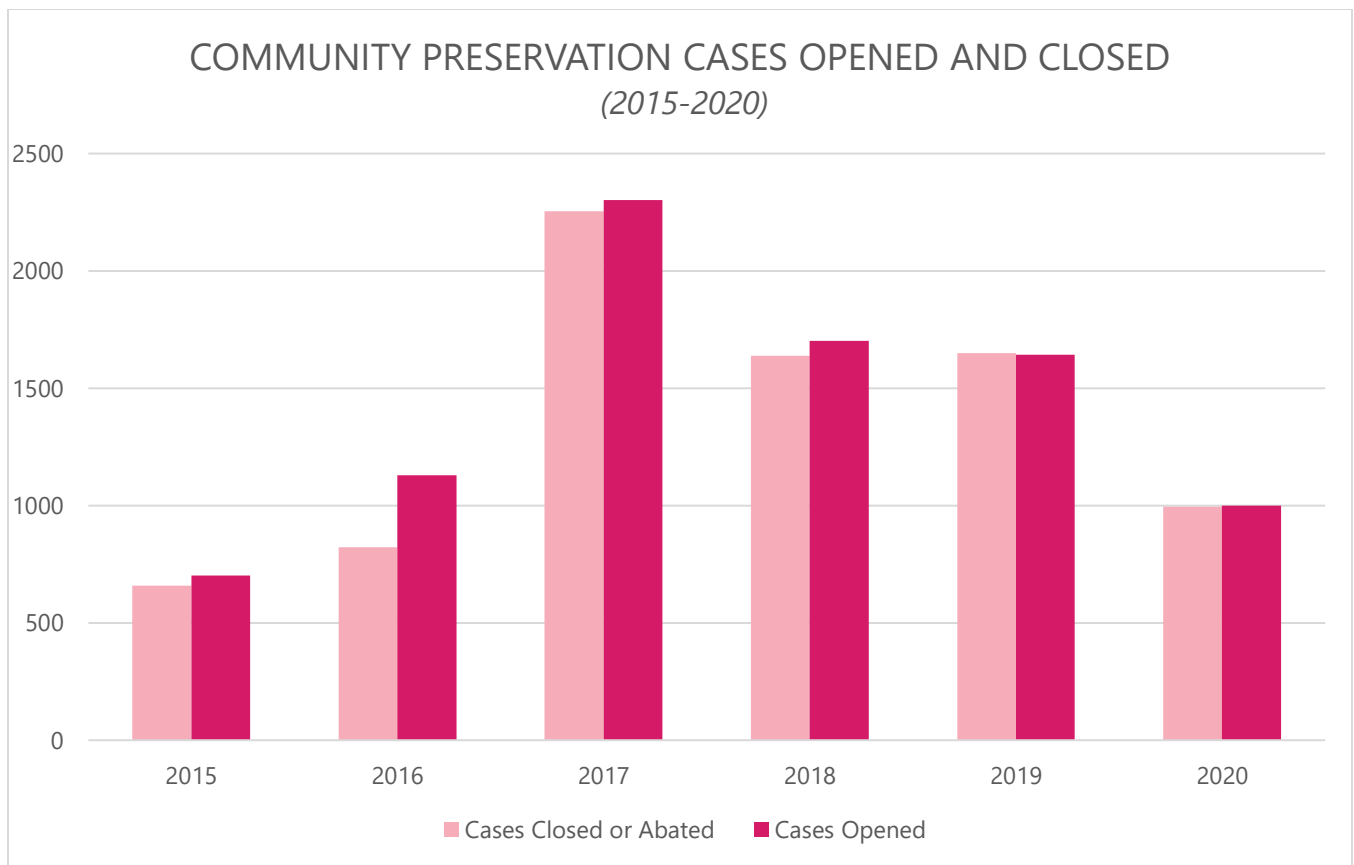




**COMMUNITY PRESERVATION ACTIVITY**

	2015	2016	2017	2018	2019	2020
<b>Cases Opened Total</b>	701	1,128	2,302	1,702	1,643	<b>1,000</b>
<b>Cases Opened by Initiator</b>						
<i>Public</i>	N/A	42%	14%	22%	16%	<b>35.5%</b>
<i>Inspector</i>	N/A	40%	79%	64%	74%	<b>50%</b>
<i>Other</i>	N/A	18%	7%	1%	10%	<b>14.5%</b>
<b>Total Closed or Abated</b>	659	822	2,254	1,639	1,650	<b>996</b>
<b>Cases Closed or Abated by Duration</b>						
<i>Within 7 Days</i>	46%	41%	29%	26%	30%	<b>35%</b>
<i>Within 14 Days</i>	59%	64%	62%	57%	63%	<b>62%</b>
<i>Average Case Duration (Days)</i>	22	20	18	22	29	<b>20</b>
<i>Without Citations</i>	93.3%	99.6%	99.9%	98.5%	98.9%	<b>99.7%</b>

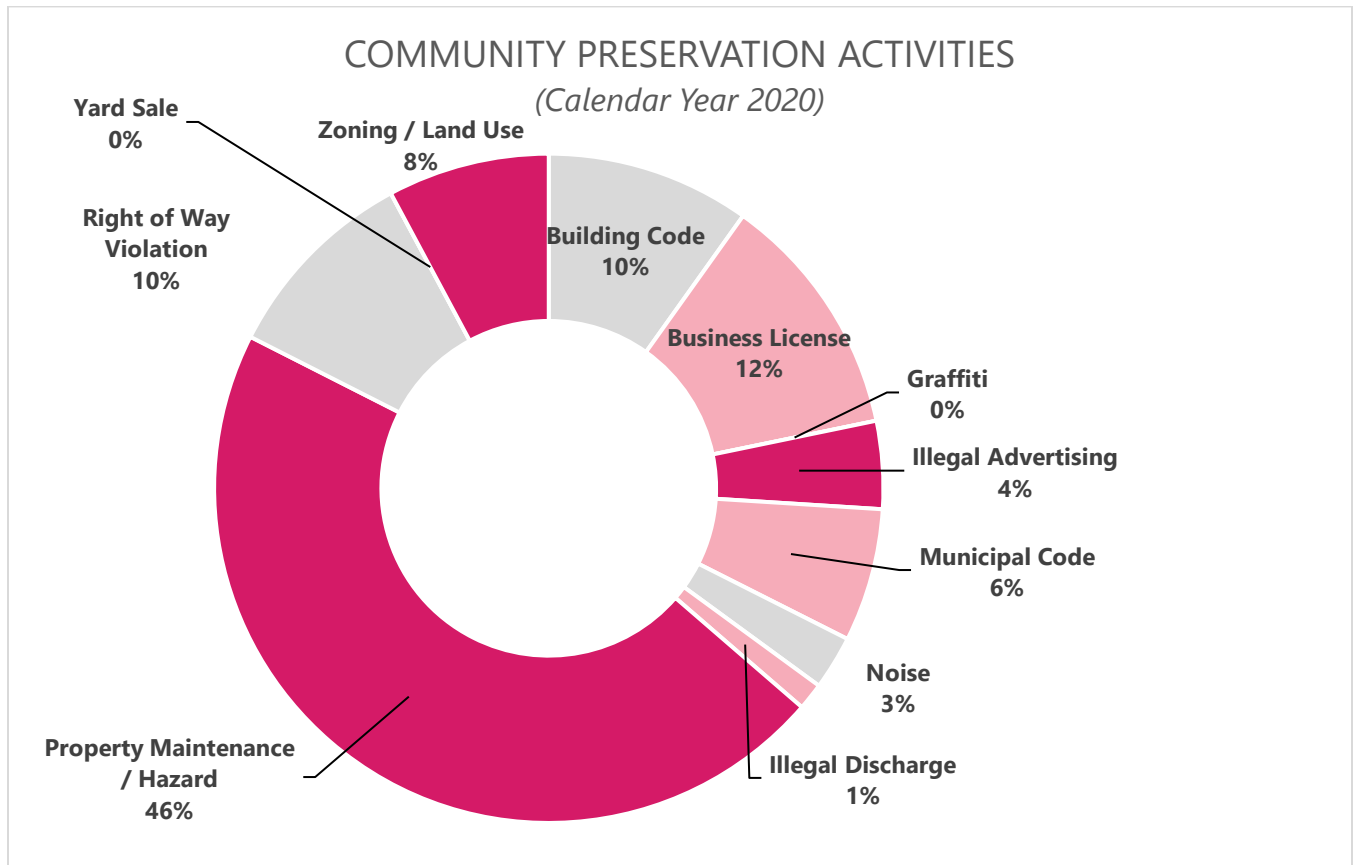
Note: Data for 2014 unavailable



**COMMUNITY PRESERVATION CASE TYPES**

	2015	2016	2017	2018	2019	2020
<b>Types of Violations*</b>						
<i>Building Code</i>	107	99	209	187	155	<b>121</b>
<i>Business License</i>	124	90	90	140	158	<b>146</b>
<i>Graffiti</i>	3	1	3	0	0	<b>0</b>
<i>Illegal Advertising</i>	26	14	163	46	22	<b>52</b>
<i>Municipal Code</i>	157	110	147	119	122	<b>79</b>
<i>Noise</i>	9	10	8	14	10	<b>32</b>
<i>Illegal Discharge</i>	20	10	17	21	13	<b>16</b>
<i>Property Maintenance &amp; Overgrown Vegetation</i>	167	629	1,638	1,135	1,160	<b>566</b>
<i>Right of Way Violation</i>	32	34	97	78	90	<b>119</b>
<i>Yard Sale</i>	30	41	16	1	1	<b>0</b>
<i>Zoning / Land Use</i>	26	23	54	88	81	<b>96</b>

\* Some cases include multiple types of violations.



**PARKING PERMIT AND PUBLIC WORKS ACTIVITY**

ACTIVITY TYPE	2015	2016	2017	2018	2019	2020
<b>Parking Permits Issued</b>						
<i>Annual and Monthly Overnight Parking Permits</i>	970	1,057	1,108	1,175	1,298	<b>458</b>
<i>Daily Overnight Permits</i>	45,692	37,728	55,376	60,757	68,892	<b>N/A*</b>
<b>Public Works</b>						
<i>Miles of Streets Resurfaced</i>	5.5	11.5	5.7	0	1.9	<b>1.3</b>
<i>Work Orders Completed</i>	390	268	432	298	877	<b>824</b>
<i>Encroachment Permits Issued</i>	437	403	390	337	313	<b>230</b>

\*Overnight parking was not enforced due to the pandemic.

**SUMMARY OF REVENUE COLLECTED**

DEPARTMENT	2015	2016	2017	2018	2019	2020
<b>Community Enhancement</b>						
<i>Business Licenses</i>	\$206,639	\$240,979	\$204,741	\$211,335	\$198,325	<b>\$123,200</b>
<i>Building Permits</i>	\$1,107,693	\$1,092,156	\$966,079	\$911,899	\$886,832	<b>\$483,329</b>
<i>Building Plan Checks</i>	\$671,948	\$663,325	\$737,154	\$521,410	\$549,128	<b>\$615,204</b>
<i>Planning Applications</i>	\$241,153	\$190,295	\$126,014	\$142,973	\$235,231	<b>\$89,569</b>
<i>Administrative Citations</i>	\$50,433	\$71,979	\$87,943	\$99,525	\$57,555	<b>\$36,933</b>
<i>Animal Licenses</i>	\$47,933	\$36,258	\$43,731	\$41,472	\$37,762	<b>\$32,010</b>
<b>Total</b>	<b>\$2,325,799</b>	<b>\$2,294,992</b>	<b>\$2,165,662</b>	<b>\$1,928,614</b>	<b>\$1,964,833</b>	<b>\$1,380,245</b>
<b>Parking Permits</b>						
<i>Overnight Parking Permits</i>	\$235,481	\$208,054	\$265,973	\$258,197	\$294,151	<b>\$76,027</b>
<b>Total</b>	<b>\$235,481</b>	<b>\$208,054</b>	<b>\$265,973</b>	<b>\$258,197</b>	<b>\$294,151</b>	<b>\$76,027</b>
<b>Public Works</b>						
<i>Encroachment Permits</i>	\$316,786	\$311,921	\$221,607	\$230,341	\$167,802	<b>\$186,824</b>
<i>Engineering Plan Review and In-Lieu Fees</i>	\$102,863	\$46,427	\$93,616	\$91,166	\$40,122	<b>\$32,931</b>
<b>Total</b>	<b>\$419,649</b>	<b>\$358,348</b>	<b>\$315,223</b>	<b>\$321,508</b>	<b>\$207,924</b>	<b>\$219,755</b>
<b>Grand Total</b>	<b>\$2,980,930</b>	<b>\$2,861,395</b>	<b>\$2,746,858</b>	<b>\$2,508,319</b>	<b>\$2,466,908</b>	<b>1,676,027</b>

Note: Adjusted for inflation to 2020 dollars

