



COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT

CALENDAR YEAR 2017

SUMMARY

This report provides a summary of the Community Development Department's activities for calendar year 2017, with comparisons to prior calendar years. When looking at several key indicators (or measurements), 2017 provided some mixed messages when compared to 2016. The number of building permits issued increased, while the value of the work done under those permits decreased. The number of projects reviewed by the Planning Commission dropped by 50 percent, while the total number of planning project applications submitted remained relatively constant.

The **Planning and Building Sections** of the **Community Enhancement Division** saw a clear trend from 2013 through 2015 of above-average development activity as compared to prior years. In 2016, there was a decline from prior years in building permit valuation and the number of permits issued. Building permit valuation continued to decrease in 2017, while the number of permits issued leveled-off. This can be attributed to a shift from larger projects, such as multi-family housing projects requiring a public hearing, to smaller projects, such as new single-family houses and additions that are approved administratively. A new state-mandated accessory dwelling unit (ADU) ordinance has also had an effect, with 10 new ADUs being constructed in 2017 and more applications in process.

A notable accomplishment for 2017 was the completion of the General Plan update and Crossroads Specific Plan. This marked the end of a four-year effort that included community participation and the hard work and dedication of the General Plan Advisory Committee. In addition to these long-range planning initiatives, the Planning Section also prepared three new ordinances regulating recreational marijuana activities, unattended collection boxes, and ADUs. The Division continued to improve customer service and efficiency through technology, including the implementation of new software for issuing and tracking encroachment permits, and digital plan review for planning project applications.

The **Community Preservation Section** continued its two-year trend of increased activity. In 2017, Community Preservation staff opened 2,302 code compliance cases, a 104 percent increase over the previous year. The largest number of cases were for yard maintenance and overgrown vegetation, a result of the above average rainfall last winter. There were also increases in building code, municipal code, and sign violations. The increased activity can be credited to the diligent efforts of the City's Community Preservation staff. Staff also works closely with residents to achieve voluntary compliance, which has led to continued reductions in the average time to resolve cases and in the number of cases leading to an administrative citation. In 2017, only 0.1 percent of cases required the use of an administrative citation to compel compliance.

The **Infrastructure and Maintenance Division** continued to make progress on street pavement maintenance, with 5.7 miles of streets resurfaced in 2017 and a consultant hired to update the Pavement Management Program. The

Division also focused on sidewalk maintenance in 2017, with the City's maintenance crew repairing 34 locations of raised or broken sidewalk, curb, and gutter. In addition to this and their many daily responsibilities, the maintenance crew completed 432 work orders, a substantial increase from 2016.

The number of annual and daily overnight parking permits issued in 2017 was substantially higher than 2016, likely resulting from more consistent and regular enforcement. An online parking permit system was implemented for daily overnight permits, providing residents and visitors with the ability to purchase and print permits at home without having to come to the permit vending machine at City Hall.

Revenues this year decreased overall from last year, consistent with the decline in building permit valuation and larger planning project applications.

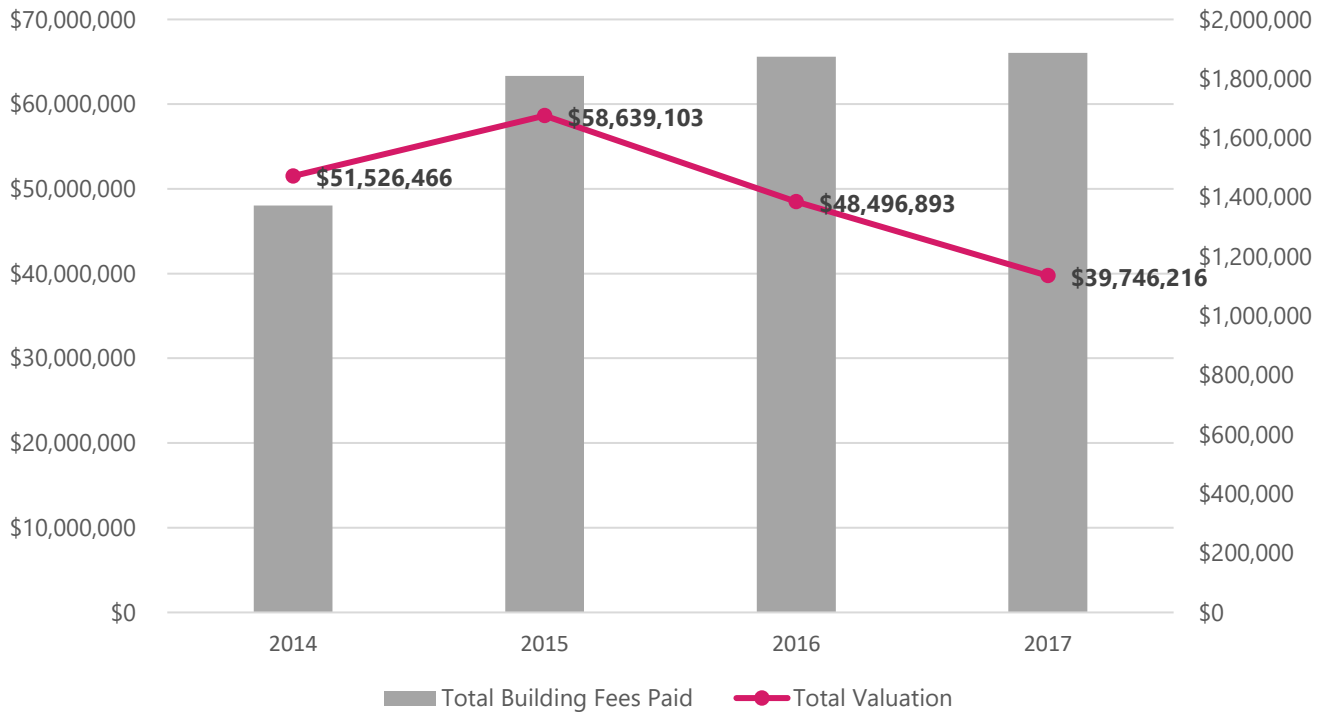
BUILDING PERMIT ACTIVITY

ACTIVITY TYPE	2014	2015	2016	2017
Permits				
<i>Total Valuation</i>	\$51,526,466	\$58,639,103	\$48,496,893	\$39,746,216
<i>Total Fees Paid*</i>	\$1,372,832	\$1,723,011	\$1,802,064	\$1,886,869
<i>Permits Issued**</i>	2,095	2,475	2,090	1,951
<i>Permits Finaled</i>	1,690	2,109	1,462	1,595

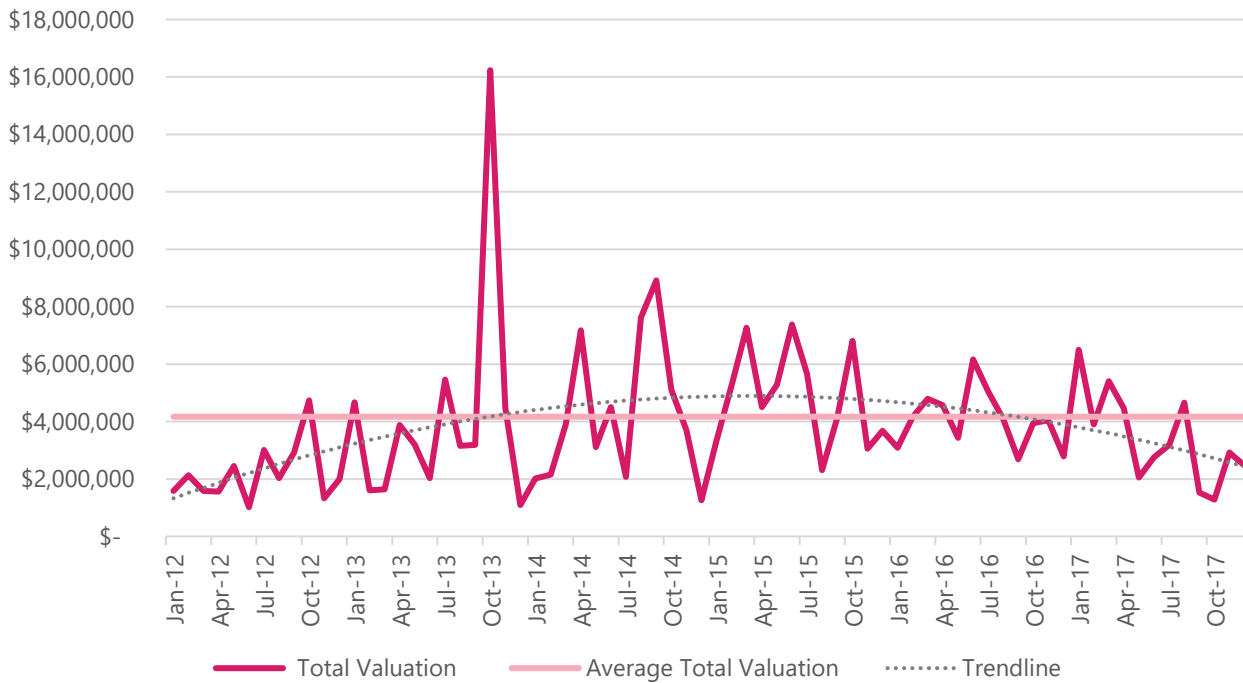
* Includes permit and plan check fees

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

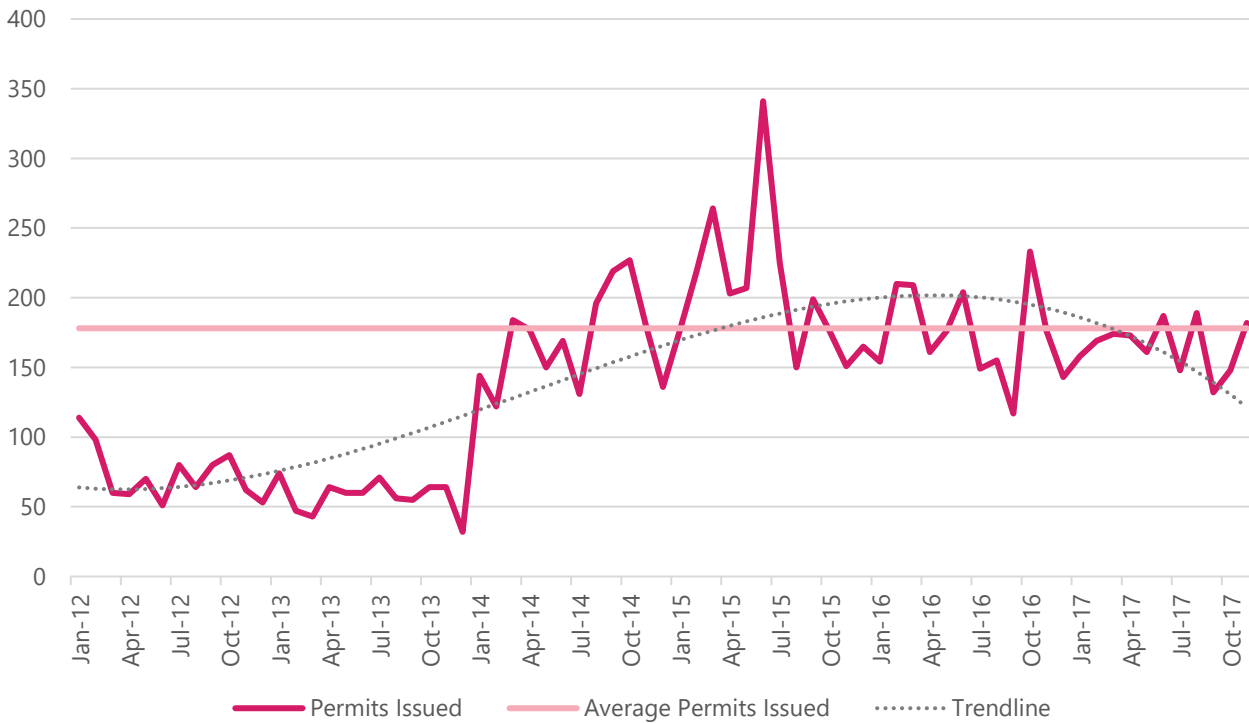
TOTAL VALUATION AND FEES PAID
(Adjusted to 2017 Dollars)



TOTAL MONTHLY VALUATION OF NEW CONSTRUCTION (Adjusted to 2017 Dollars)



PERMITS ISSUED PER MONTH



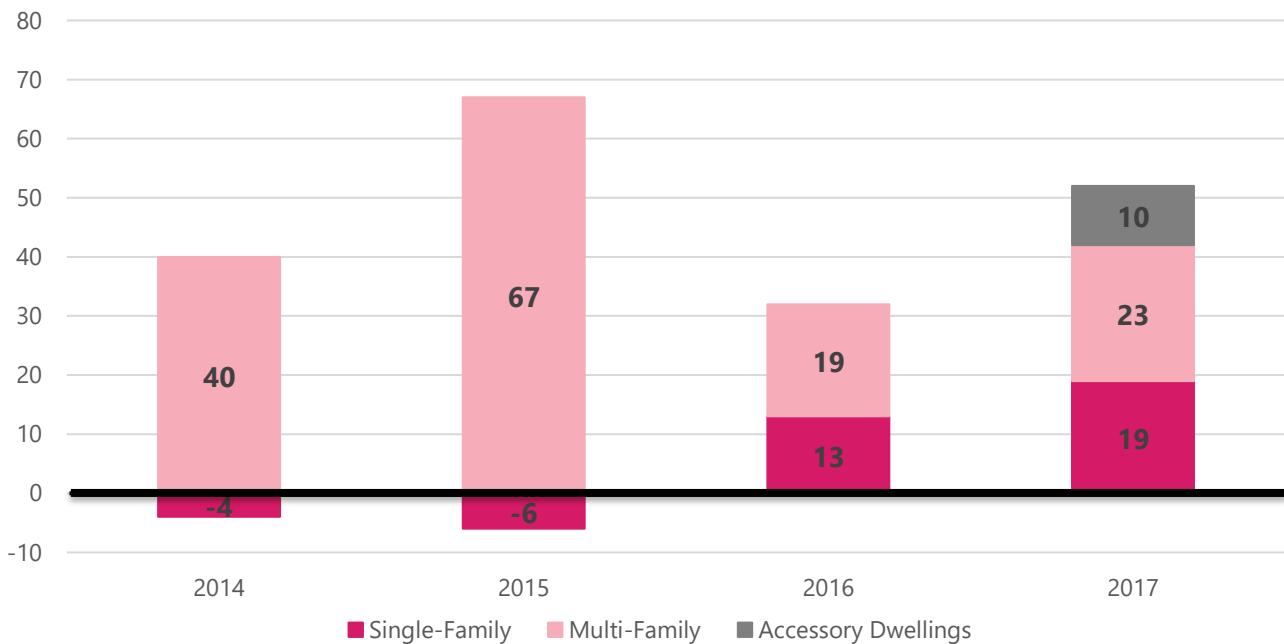
HOUSING CONSTRUCTION ACTIVITY (BASED ON PERMITS ISSUED)

ACTIVITY TYPE	2014	2015	2016	2017
Single Family				
<i>Units Constructed</i>	55	52	51	51
<i>Units Demolished</i>	59	58	38	32
Net New Units	-4	-6	13	19
Multi-Family*				
<i>Units Constructed</i>	50	67	37	31
<i>Units Demolished</i>	10	0	18	8
Net New Units	40	67	19	23
Accessory Dwelling Units**				
<i>Units Constructed</i>				10

* Includes detached townhouse units in multi-family zones

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

NET NEW UNITS CONSTRUCTED BY TYPE



PERMITS ISSUED FOR NEW SINGLE-FAMILY HOUSES BY YEAR



TOP 10 BUILDING PERMITS ISSUED IN 2017, BY VALUATION

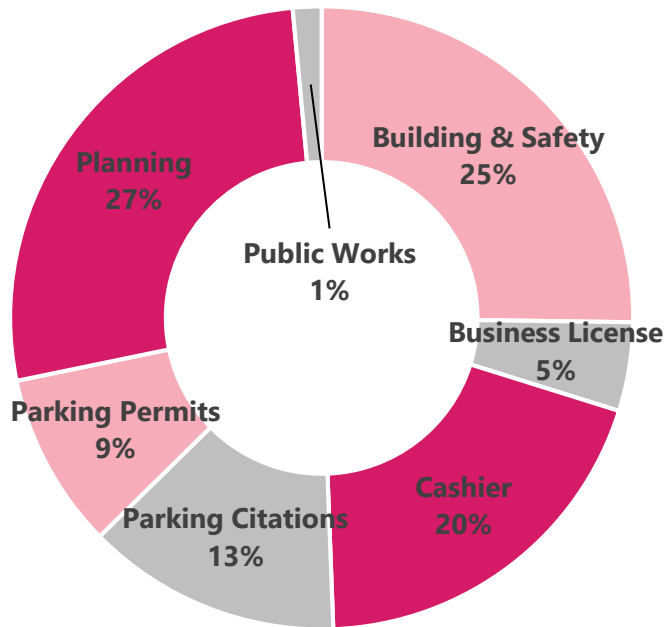
ADDRESS	DESCRIPTION	VALUATION	FEES PAID*
5659 McCulloch Ave. Units #101-112	12-unit Condominium Development Blossom Walk (Phase 2)	\$2,355,776	\$61,311
4857-4905 Glickman Ave.	9-Unit Condominium Development	\$1,982,019	\$54,425
5657 McCulloch Ave. Units #101 – 107	7-Unit Condominium Development Blossom Walk (Phase 3)	\$1,385,294	\$34,399
9822 Miloann St.	New Single-Family Dwelling	\$579,932	\$13,126
5328 Loma Ave.	New Single-Family Dwelling	\$567,480	\$14,895
4918 Cloverly Ave.	New Single-Family Dwelling	\$554,084	\$12,241
5702 Rowland Ave.	New Single-Family Dwelling	\$552,848	\$12,747
5603 Hallowell Ave.	New Single-Family Dwelling	\$550,495	\$13,390
5058-5062 Sultana Ave.	3- Unit Condominium Development	\$543,159	\$34,285
6133 Sultana Ave.	New Single-Family Dwelling	\$539,460	\$12,025

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

PUBLIC COUNTER ACTIVITY

	2014	2015	2016	2017
Counter Service	Customers	Customers	Customers	Customers
<i>Building & Safety</i>	2,921	3,431	3,351	3,167
<i>Business License</i>	697	807	816	578
<i>Cashier</i>	Not Available	Not Available	1,674	2,459
<i>Parking Citations</i>	1,668	987	775	1,660
<i>Parking Permits</i>	1,064	826	1,017	1,147
<i>Planning</i>	3,577	3,599	3,353	3,359
<i>Public Works</i>	134	227	227	187
Total	10,061	9,877	11,213	12,557

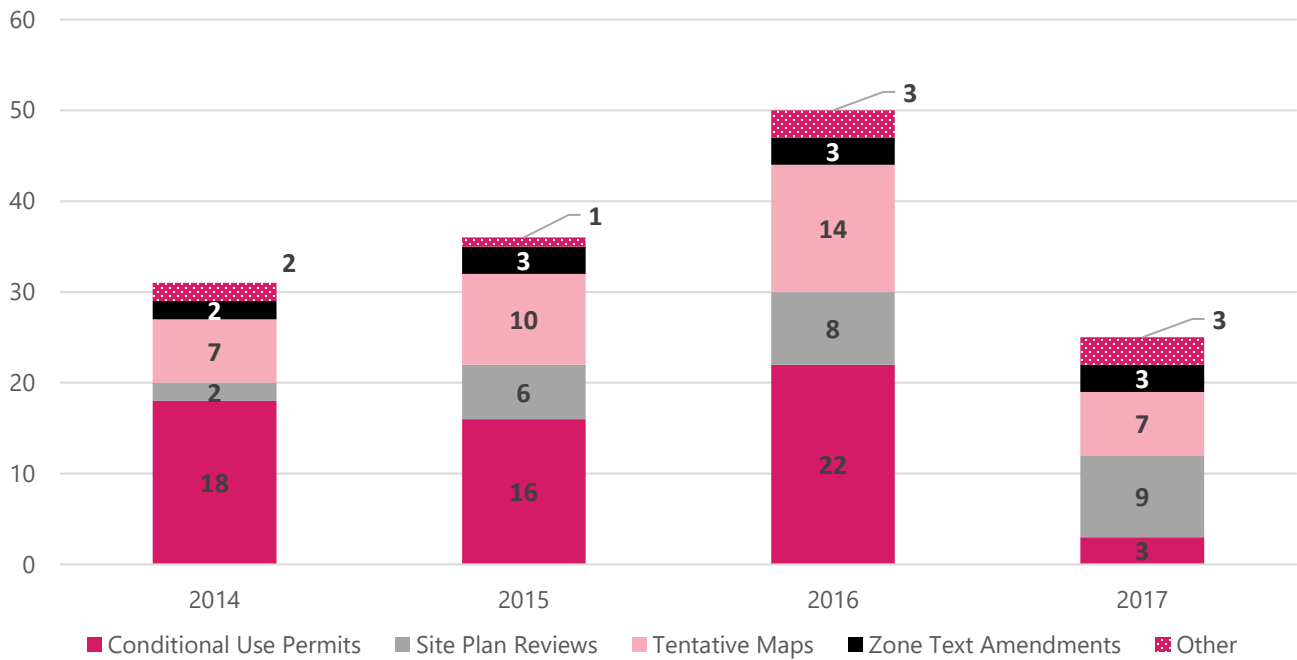
COUNTER ACTIVITY, 2017



PLANNING COMMISSION ACTIVITY

ACTIVITY TYPE	2014	2015	2016	2017
Planning Commission Meetings	14	17	15	13
Public Hearing Cases Heard by Planning Commission				
<i>Conditional Use Permits</i>	18	16	22	3
<i>Site Plan Reviews</i>	2	6	8	9
<i>Tentative Maps</i>	7	10	14	7
<i>Zone Text Amendments</i>	2	3	3	3
<i>Other</i>	2	1	3	3
Total	31	36	50	25

PUBLIC HEARING CASES HEARD BY PLANNING COMMISSION



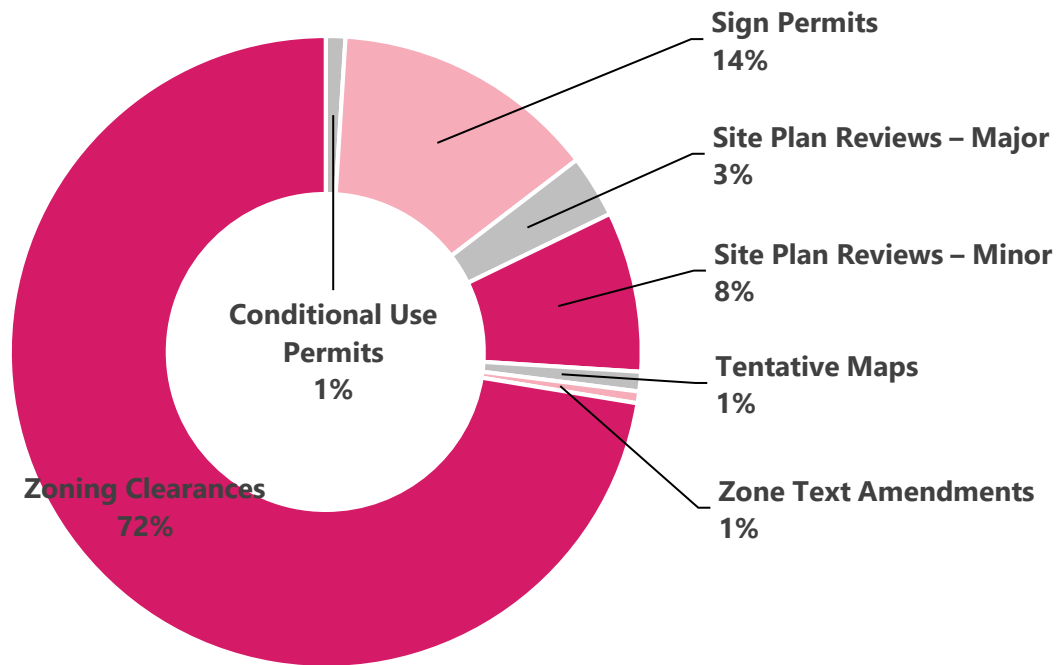
PLANNING PROJECT APPLICATIONS (CASES) RECEIVED

	2014	2015	2016	2017
Number of Cases Received				
<i>Conditional Use Permits</i>	7	20	14	5
<i>Lot Line Adjustments</i>	1	1	3	0
<i>Modifications</i>	1	3	7	0
<i>Sign Permits</i>	22	39	65	68
<i>Site Plan Reviews – Major</i>	1	4	17	16
<i>Site Plan Reviews – Minor*</i>			56	41
<i>Tentative Maps</i>	10	14	18	5
<i>Zone Variances</i>	0	1	1	0
<i>Zone Text Amendments**</i>	0	5	5	3
<i>Zoning Clearance*</i>	98	265	210	362
Total	140	352	396	500

* 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

PLANNING CASES RECEIVED, 2017

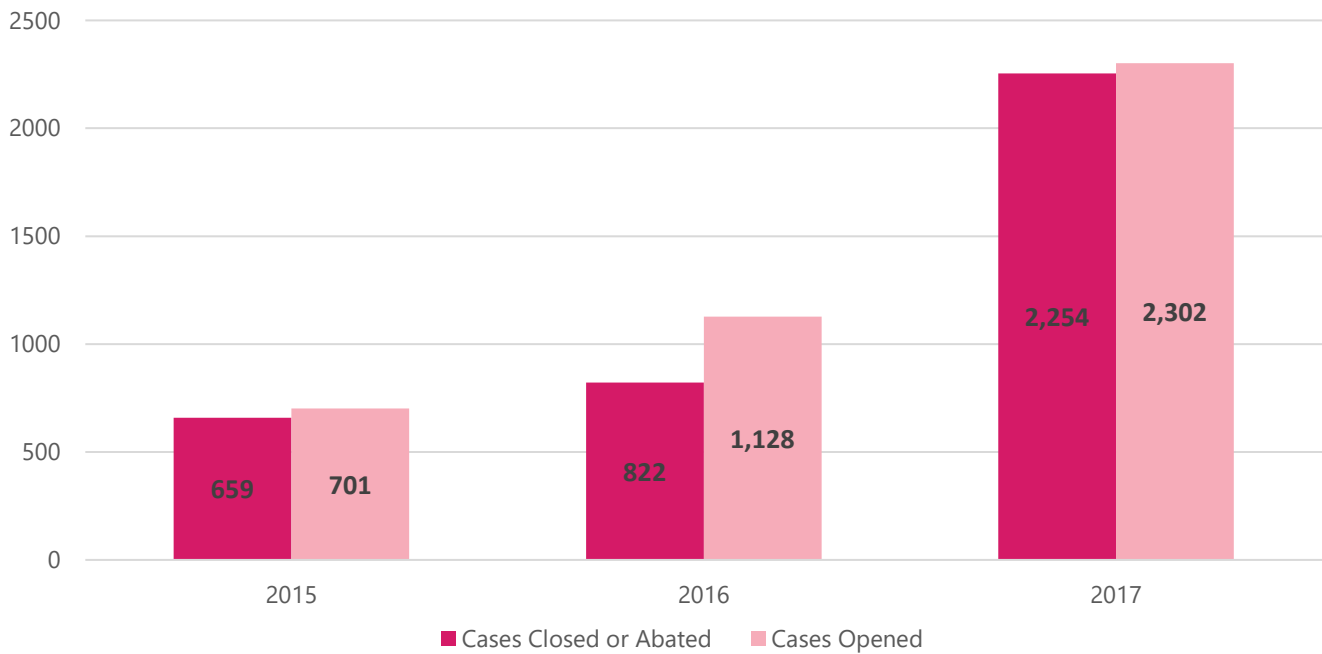


COMMUNITY PRESERVATION ACTIVITY

	2015	2016	2017
Cases Opened Total	701	1,128	2,302
Cases Opened by Initiator			
Public	N/A	42%	14%
Inspector	N/A	40%	79%
Other	N/A	18%	7%
Cases Closed or Abated Total	659	822	2,254
Cases Closed or Abated by Duration			
Within 7 Days	46%	41%	29%
Within 14 Days	59%	64%	62%
Average Case Duration (Days)	22	20	18
Without Citations	93.3%	99.6%	99.9%

Note: Data for 2014 unavailable

COMMUNITY PRESERVATION CASES OPENED AND CLOSED



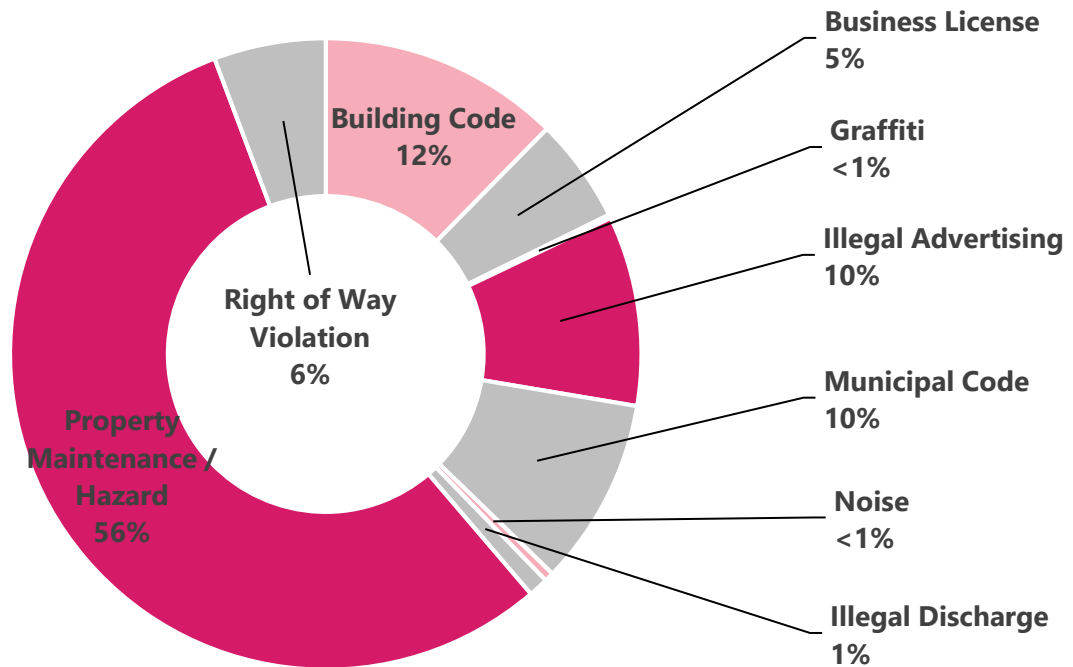
COMMUNITY PRESERVATION CASE TYPES

	2015	2016	2017
Types of Violations*			
<i>Building Code</i>	107	99	209
<i>Business License</i>	124	90	90
<i>Graffiti</i>	3	1	3
<i>Illegal Advertising</i>	26	14	163
<i>Municipal Code</i>	157	110	147
<i>Noise</i>	9	10	8
<i>Illegal Discharge</i>	20	10	17
<i>Property Maintenance & Overgrown Vegetation</i>	167	629	1,638
<i>Right of Way Violation</i>	32	34	97
<i>Yard Sale</i>	30	41	16
<i>Zoning / Land Use</i>	26	23	54

Note: Data for 2014 unavailable

* Some cases include multiple types of violations

COMMUNITY PRESERVATION ACTIVITIES, 2017



PARKING PERMIT AND PUBLIC WORKS ACTIVITY

ACTIVITY TYPE	2014	2015	2016	2017
Parking Permits Issued				
<i>Annual and Monthly Overnight Parking Permits</i>	902	970	1,057	1,108
<i>Daily Overnight Permits</i>	47,184	45,692	37,728	55,376
Public Works				
<i>Miles of Streets Resurfaced</i>	2.9	5.5	11.5	5.7
<i>Work Orders Completed</i>	161	390	268	432
<i>Encroachment Permits Issued</i>	386	437	403	390

SUMMARY OF REVENUE COLLECTED

DEPARTMENT ACCOUNTS	2014	2015	2016	2017
Planning, Building, and Community Preservation				
<i>Business Licenses</i>	\$203,783	\$197,247	\$229,925	\$193,152
<i>Building Permits</i>	\$856,236	\$1,057,344	\$1,042,057	\$911,395
<i>Building Plan Checks</i>	\$426,226	\$641,405	\$632,897	\$695,428
<i>Planning Applications</i>	\$206,712	\$230,192	\$181,566	\$118,881
<i>Administrative Citations</i>	\$57,531	\$48,140	\$68,677	\$82,965
<i>Animal Licenses</i>	\$65,300	\$45,754	\$34,595	\$41,256
Total	\$1,815,788	\$2,220,082	\$2,189,717	\$2,043,077
Parking Permits				
<i>Overnight Parking Permits</i>	\$207,143	\$214,074	\$190,875	\$250,918
Total	\$207,143	\$214,074	\$190,875	\$250,918
Public Works				
<i>Encroachment Permits</i>	\$301,441	\$302,386	\$297,613	\$209,063
<i>Engineering Plan Review and In-Lieu Fees</i>	\$97,343	\$98,188	\$44,298	\$88,317
Total	\$398,784	\$400,574	\$341,911	\$297,380
Grand Total	\$2,421,715	\$2,834,729	\$2,722,504	\$2,591,375

Note: Adjusted for inflation to 2017 dollars

REVENUE COLLECTED
(Adjusted to 2017 Dollars)

