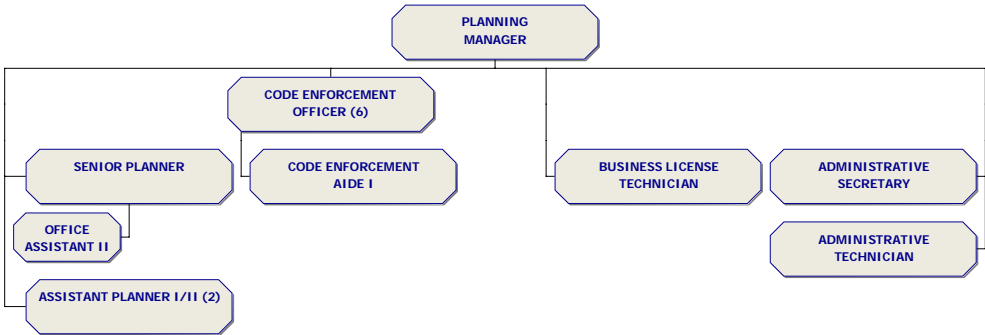


PLANNING DEPARTMENT



DEPARTMENT SUMMARY

Planning

The Planning Department maintains and implements the City's General Plan, Zoning Ordinance, and certain provisions of the Municipal Code.

About Planning

The Planning Department administers development functions including processing of entitlement applications, subdivision activities, Specific Plans, General Plan Amendments and updates, Zoning Ordinance Amendments, and maintenance of the zoning map including zone changes and annexations. The department also provides staff support for the Planning Commission, administers the Code Enforcement and Business License divisions, processes Citywide mail and maintains the front desk at the Development Services building.

The Planning Department manages six existing programs. They are Advanced and Current Planning, Business License, Code Enforcement, Mail and Reception Service, and the Planning Commission.

FISCAL YEAR 2011-12 BUDGET HIGHLIGHTS

- ✓ Adopt policies and regulations to address sustainable growth strategies. Promote compatible renewable energy generation and projects.
- ✓ Complete the approval of a Conditional Use Permit for the Antelope Valley Landfill Expansion.
- ✓ Complete technological integration of development permit applications and processing.
- ✓ Maintain Code Enforcement actions to combat illegal dumping .
- ✓ Ensure maintenance of vacant and abandoned residential properties.
- ✓ Collect approximately \$942,300 of business license taxes, permit fees, and development application fees.

DEPARTMENT SUMMARY

Planning (2100) Department Expenditures and Staffing Summary

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	14.00	9.10	9.10	9.10
Expenditures				
Personnel	1,448,439	955,540	967,840	943,150
Training and Meetings	606	-	-	-
Operating Expenditures	126,285	119,250	85,250	86,650
Capital	-	-	-	-
Total Department Expenditures	1,575,330	1,074,790	1,053,090	1,029,800

The Planning Department is budgeted in the General Fund and the Housing Fund.

PROGRAMS AND SERVICES

PLANNING PROGRAMS

- **Advanced Planning**
 - Current Planning
 - Business License
 - Code Enforcement
 - Mail and Reception Service
 - Planning Commission

RECENT PROGRAM ACHIEVEMENT

- ✧ The City Council took action on a total of 13 items including 7 Advanced Planning items including Ordinances regulating second hand dealers, banner permits, and fireworks.
- ✧ The City Council took actions to initiate three annexations.

Advanced Planning (21001)

Mission Statement

To update and maintain the City's General Plan, Zoning Ordinance, Specific Plans, and Environmental Review Process in compliance with State and Federal requirements and to address strategic plan goals and objectives.

Program Activities

- Review General Plan Amendments.
- Process Zoning Ordinance and Specific Plan Amendments.
- Process annexation applications.
- Compile and maintain population and other relevant data.
- Review Environmental Impact Reports for the City as well as outside agencies.
- Represent the City at regional planning organizations, such as SCAG (Southern California Association of Governments).

Key Goals & Objectives for Fiscal Year 2011-12

- Complete the annexations of Ocotillo School, Juniper Intermediate School and 10th Street West/Avenue O-4 area.
- Complete the Conditional Use Permit for the Antelope Valley Landfill expansion.
- Process a general update to various sections of the Zoning Ordinance.
- Continue to participate in SB 375 discussions with SCAG and development of the Sustainable Community Strategy.
- Review environmental documents and prepare other Planning documents for the Redevelopment Project Area expansions.
- Update the General Plan and Zoning ordinance to incorporate new policies and programs to promote sustainable land use practices and renewable energy.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	2.00	1.95	1.95	1.95
Expenditures				
Personnel	467,440	250,870	254,010	228,850
Training and Meetings	586	-	-	-
Operating Expenditures	65,076	23,000	26,640	28,910
Capital	-	-	-	-
Total Program Expenditures	533,102	273,870	280,650	257,760

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
General Plan Amendments	3	2	3	3
Zoning Ordinance Amendments	3	4	4	3
Zone Changes	3	3	3	3
Specific Plan Amendments	2	2	1	2
Environmental Impact Reports	-	1	2	2
Annexation	1	-	3	2
Number of SCAG Meetings	-	14	12	12

PROGRAMS AND SERVICES

PLANNING PROGRAMS

- Advanced Planning
- **Current Planning**
- Business License
- Code Enforcement
- Mail and Reception Service
- Planning Commission

RECENT PROGRAM ACHIEVEMENTS

- ✧ Conducted 76 reviews by the DAB.
- ✧ 45 entitlement and other applications by the Planning Commission.
- ✧ Reviewed and approved 11 entitlement applications by the Hearing Officer.
- ✧ Reviewed conceptual plans for several renewable energy projects.

Current Planning (21002)

Mission Statement

To process entitlement applications as expeditiously as possible, to provide courteous public service, and to support other services of the City.

Program Activities

- Process all entitlement applications including subdivisions, Conditional Use Permits and Site Plan Reviews, Variances, Subdivision Development Plans, Minor Modifications, and Sign Permits.
- Provide support services to other development service departments.
- Publish development activity summaries and assist in creating GIS (Geographic Information Services) layers.
- Conduct Development Advisory Board (DAB) meetings.
- Assist public at the counter, over the telephone, and through e-mail.
- Provide staff support for the Planning Commission and City Council during planning related public hearings.

Key Goals & Objectives for Fiscal Year 2011-12

- Process entitlement applications as outlined in the "Time Line for DAB, SPR, PC, and CC" schedule.
- Process additional subdivision time extension applications due to expiration of state mandated time extensions for approved subdivision maps.
- Complete full implementation the use of Permits Plus and Project Dox within the Planning Department.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	3.39	2.70	2.70	2.70
Expenditures				
Personnel	215,167	304,060	313,810	296,220
Training and Meetings	20	-	-	-
Operating Expenditures	28,825	24,160	24,120	28,050
Capital	-	-	-	-
Total Program Expenditures	244,012	328,220	337,930	324,270

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Review of applications by DAB	78	100/Year	75	85
Site Plan Review by Hearing Officer	10	5/Year	12	15
Number of items reviewed by the Planning Commission	37	100/Year	75	50
Number of items reviewed by the City Council	47	50/Year	40	45

PROGRAMS AND SERVICES

PLANNING PROGRAMS

Advanced Planning

Current Planning

➤ **Business License**

Code Enforcement

Mail and Reception Service

Planning Commission

RECENT PROGRAM ACHIEVEMENTS

- ✧ As of March 1, 2011, the total fees collected by Business License was \$437,131 compared to \$409,270 for the prior year, an increase of 6.8%.

Business License (21003)

Mission Statement

To provide information to the general public on requirements of obtaining a City business license and process all matters expeditiously.

Program Activities

- Issue licenses, permits, and collect fees.
- Provide assistance to prospective business owners.
- Update the Municipal Code and other regulations as needed.
- Process annual firework permits with new changes.

Key Goals & Objectives for Fiscal Year 2011-12

- Establish on-line application procedure for Business License renewals.
- Assist with the Economic Development/Job Creation goal.
- Collect delinquent businesses license fees.
- Update the Municipal Code as necessary to required changes to several business licenses and permit categories.
- Update the business permit and other non-tax related fees.
- Assist in the licensing and registration of rental properties.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	2.16	1.28	1.28	1.28
Expenditures				
Personnel	283,710	92,240	94,080	131,320
Training and Meetings	-	-	-	-
Operating Expenditures	22,181	16,650	15,650	14,190
Capital	-	-	-	-
Total Program Expenditures	305,891	108,890	109,730	145,510

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Collected business licenses and permits	7,205	7,000	5,600	5,700
Amendments to the Municipal Code	-	2/Year	2	-

PROGRAMS AND SERVICES

PLANNING PROGRAMS

Advanced Planning

Current Planning

Business License

➤ **Code Enforcement**

Mail and Reception Service

Planning Commission

RECENT PROGRAM ACHIEVEMENTS

- ✧ Registered 1,715 complaints and closed 1,982 cases as of February 18, 2011.
- ✧ As of February 18, 2011, registered 816 vacant foreclosed properties.
- ✧ 124 properties declared substandard.
- ✧ Removed abandoned boat and clean-up of Sierra Highway and Avenue N and clean-up in April scheduled.
- ✧ Collected \$37,292 in false alarm fees.

Code Enforcement (21004)

Mission Statement

To address violations of the Municipal Code, Zoning Ordinance, and other City regulations in order to protect the general public and to maintain quality of life.

Program Activities

- Respond to code complaints regarding vacant, open, and accessible structures within 24 hours; vacant secured property within 10 days; and occupied properties within 30 days.
- Assist the Sheriff's Department, Animal Care and Control, and other City departments to enforce local laws/codes.
- Address false alarm calls in association with the Los Angeles County Sheriff's Department.

Key Goals & Objectives for Fiscal Year 2011-12

- Continue to provide aggressive code enforcement to combat blight and maintain property values.
- Expand role in enforcement of illegal dumping to include addition of Illegal Dumping Enforcement Program.
- Maintain case closure rate of 85% or more.
- Inspect vacant and abandoned residential properties that are registered with the City within 30 days.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	5.28	2.15	2.15	2.15
Expenditures				
Personnel	393,743	240,540	235,920	220,890
Training and Meetings	-	-	-	-
Operating Expenditures	5,320	20,520	12,220	9,200
Capital	-	-	-	-
Total Program Expenditures	399,063	261,060	248,140	230,090

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Number of complaints received/ Number of cases closed/ Case closure rate	3,147 2,870 91.2 %	3,500 3,400 97%	3,400 3,000 88%	3,400 3,000 88.23%
Number of vacant properties registered/ number of properties inspected	1,670 1,357	1,670 500	1,000 1,200	750 950
Desert dumping cleanups	2	2/Yr	2	2
False alarm fees collected	\$37,292	\$40,000/Yr	\$35,000	\$25,000
Number of substandard properties declared	200	100/Yr	120	125
Number of liens recorded	168	100/Yr	120	100
Amount of liens/fees collected	\$568,852	\$175,000	\$400,000	\$250,000

PROGRAMS AND SERVICES

PLANNING PROGRAMS

Advanced Planning
 Current Planning
 Business License
 Code Enforcement
 ➤ **Mail & Reception Service**
 Planning Commission

RECENT PROGRAM ACHIEVEMENTS

✧ Mail and Reception Services is utilizing a new mail machine for processing. Continue to provide courteous service for the Development Services Building and mailings for all City offices in support of daily operations and Strategic Plan goals.

Mail and Reception Service (21005)

Mission Statement

To provide support to the City by processing daily mail and handling the receptionist services for the Development Services Building.

Program Activities

- Manage the telephones and customer service counter at the Development Services Building.
- Process City wide mail including in-house and out-going.

Key Goals & Objectives for Fiscal Year 2011-12

- Promote City wide efficiency and contribute to the success of meeting Strategic Plan goals.
- Incorporate any changes to the mailing system without delay.
- Provide courteous service at the receptionist counter.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	1.17	1.02	1.02	1.02
Expenditures				
Personnel	88,379	67,830	70,020	65,870-
Training and Meetings	-	-	-	-
Operating Expenditures	4,883	34,920	6,620	6,300
Capital	-	-	-	-
Total Program Expenditures	93,262	102,750	76,640	72,170

PROGRAMS AND SERVICES

PLANNING PROGRAMS

Advanced Planning
 Current Planning
 Business License
 Code Enforcement
 Mail and Reception Service
 ➤ **Planning Commission**

RECENT PROGRAM ACHIEVEMENTS

- ✧ The Planning Commission will review approximately 45 advanced and current planning items during the fiscal period.
- ✧ The Commission reviewed various Zoning Ordinance Amendments making recommendations to the City Council on the regulation of secondhand stores, banner signs, fireworks booths, and amateur radio antennas.
- ✧ The Planning Commission approved several Conditional Use Permits including expansion of an existing aggregate mining operation in east Palmdale, and Use Permits for various restaurant and telecommunication uses.

Planning Commission (21101)

Mission Statement

To make sound land use decisions that make Palmdale a safe and vibrant community and to promote quality of life for the residents of the City.

Program Activities

- Make recommendations to the City Council on General Plan and Zoning Ordinance Amendments, Zone Changes, Specific Plans, Amendments, Agreements, and other policy matters.
- Review and make recommendations to the City Council on the annual review of the General Plan and Capital Improvement Plan.
- Review and make decisions on Tentative Tract and Parcel Maps, Conditional Use Permits, Variances, and other matters.
- Provide policy directions on land use issues.
- Conduct workshops on land use issues to obtain knowledge and to educate the general public.
- Attend seminars on land use issues.
- Represent the City at civic functions.

Key Goals & Objectives for Fiscal Year 2010-11

- Review and make recommendations to the City Council on proposed Zoning Ordinance Amendments to address renewable energy projects and a general update to various sections of the Zoning Ordinance.
- Review and certify the Environmental Impact Report for the Antelope Valley Landfill expansion and related Conditional Use Permit.
- Review and make recommendations to the City Council on proposed amendments to the General Plan and Zoning Ordinance to incorporate sustainable growth strategies and promotion of renewable energy resources.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	5.00	5.00	5.00	5.00
Expenditures				
Personnel	31,167	10,680	9,680	6,790
Training and Meetings	-	1,400	1,400	1,400
Operating Expenditures	149	400	400	400
Capital	-	-	-	-
<hr/> Total Program Expenditures	<hr/> 31,316	<hr/> 12,480	<hr/> 11,480	<hr/> 8,590