

Planning Department



Mission:

The Planning Department provides advice and technical expertise to assist public officials, public agencies, real estate professionals, business operators and residents in understanding key community issues and priorities related to land use. The Planning staff provides excellent customer service by creating public and private partnerships that foster economic vitality, environmental integrity and quality design for the City of Richmond.

Strategic Goals:

Maintain and enhance the physical environment

- Work with developers and the community to create land use outcomes that enhance neighborhoods and commercial districts.
- Keep the community informed about successful urban design.
- Update the General Plan to meet community goals that capitalize on Richmond's natural beauty.

Promote a safe and secure community

- Work with developers, builders and community representatives to craft urban design solutions that reduce violence.
- Work with the community to develop strategies to reduce blight.
- Engage Richmond's young people in the community planning process.

Promote economic vitality

- Work with developers and community representatives to craft urban design solutions that promote economic development.
- Work with industrial operators to promote modernization and beautification of their operations.
- Update the general plan to meet community economic goals.
- Develop strategies that improve the quality of life for Richmond residents.

Promote effective government

- Improve community access to zoning and design information by continuously updating the City website.
- Enforce ordinances throughout the City.
- Streamline the entitlement process.
- Implement new permitting/inspections modules included in the new ERP System.

Planning & Building Services Department

Current Planning Division

Goal:

To achieve excellence by providing dependable customer service to the public, businesses, City Council, City Commissions, City Boards, and other agencies as the primary point of access for community information related to planning and land use.

Description:

The Current Planning Division reviews and evaluates land use and development proposals for compliance with elements of the General Plan, Specific Plans, and the City's Zoning Ordinance. Current Planning processes applications for non-discretionary and discretionary planning permits for land development. Current Planning is responsible for the environmental review and mitigation monitoring of specific development projects under the California Environmental Quality Act (CEQA).

2007-08 Key Standards:

- Evaluate facilities, parks and open space lands consistent with the City's General Plan, applicable Specific Plans and Zoning Ordinances.
- Provide professional support to the Planning & Design Commission.
- Provide professional support to the Historic Preservation Advisory Committee (HPAC) on historical projects and structures.
- Provide quality service to customers and to other City Departments.
- Manage the entitlement of major projects and land use activities within the context of the City's regulations and policies.
- Process cohesive, consistent and accurate Zoning Ordinance updates and revisions.
- Develop procedures for standardizing and streamlining the development review process.

Measurements	Mid-Year 2006-07	Proposed 2007-08
Output		
• Number of customers served at the counter	2500	3800
• Number of projects recommended to Planning Commission	35	200
• Number of projects recommended to Design Review Board	68	10
• Number of projects processed at the Zoning Administrator level	120	180
• Number of projects submitted to the Historical Design Review Board for review	8	12
• Number of administratively issued design review permits	100	160
• Complete planning policy manual	5%	100%
• Hear 95% of conditional use permits, variances and maps within 45 days following receipt of complete application	65%	95%
• Implement Zucker Study recommendations	30%	100%
• Implement the permitting module of new ERP System	0%	100%
Effectiveness		
Level of customer satisfaction	48%	70%
Efficiency		
• Percentage of department cost recovery	50%	65%
• Reduce median processing time by 10% for all applications	20 hrs	18 hrs

Planning & Building Services Department

Advance Planning Division

Goal:

To provide comprehensive information and regulatory updates to support long term community planning and ensure that the overall direction provided in the General Plan for City growth and development is realized.

Description:

The Advance Planning Division analyzes and provides information to help guide the future growth of the City. This Division implements the goals and policies of the City's future land use and corridor plans. The Division also maintains and creates community and statistical profile information to assist in planning efforts, provides technical support to the Current Planning Division and participates in policy development with outside agencies. The Division also applies for planning grants, develops analytical position papers and manages and maintains the General Plan annually in accordance with State law.

2007-08 Key Standards:

- Coordinate Planning objectives with jurisdictions and other public agencies and maintain data and information to meet City performance standards.
- Assist with evaluation and implementation of C-3 Storm Water regulations.
- Attaching project specific mitigation requirements as conditions of approval to ensure that new development pays its share of the costs associated with the provision of facilities for fire, police, parks, sanitary facilities, water, and flood control.
- Preserve and upgrade residential neighborhoods by implementing residential design guidelines.

Measurements

	Mid-Year 2006-07	Proposed 2007-08
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Output

- | | | |
|--|-----|------|
| • Number of development fees updated | 1 | 2 |
| • Number of residential design guidelines developed | 3 | 7 |
| • Number of commercial design standards developed | 0 | 2 |
| • Number of green building public information pieces developed | 0 | 4 |
| • Establish city lighting standard | 50% | 100% |
| • Publish residential fence guideline | 50% | 100% |
| • Publish commercial and industrial fence guidelines | 5% | 100% |

Effectiveness

- | | | |
|---|----|----|
| • Increase the land use, planning and zoning 2007 community survey quality of service ranking in the next biennial survey (100 = excellent) | 22 | 60 |
|---|----|----|

Planning & Building Services Department

General Plan Update Division

Goal:

Update the City's General Plan by March 2008.

Description:

The General Plan implementation team works with the community to articulate its vision of a shared future. This land use policy document defines the key factors of a well-functioning city and guides its growth. The updated General Plan will determine the types of businesses that can operate, types of housing desired, define civic and commercial centers and determine where to locate more green space, schools, playgrounds and parks.

2007-08 Key Standards:

- Update the General Plan and transform it into a responsive, up-to-date guide for public decisions.
- Explore and define the parameters of the "Health" Element.
- Confirm vision and select preferred land use alternatives.
- Prepare the Administrative Draft Plan and Implementation document.

Measurements

	Mid-Year 2006-07	Proposed 2007-08
Output		
• Continue the implementation of the General Plan update and Land Use Policy Map	50%	100%
• Prepare and evaluate issues and opportunities papers	75%	100%
• Prepare community youth visioning program	25%	100%
• Develop catalytic site opportunities	35%	100%
• Identify and review land use alternatives	45%	100%
• Evaluate land use alternatives to the General Plan	25%	100%
Effectiveness		
• Number of participants in workshops	1400	1900
• Manage General Plan consultant within approved scope of work and budget	95%	100%
• Number of applications for General Plan Amendments	4	2

Building Regulations Division



Mission:

The Building Regulations Department provides advice and technical expertise to assist customers with complex construction issues. The Division is committed to ensuring compliance with the evolving building codes and the safe and timely completion of building projects.

Strategic Goals:

Maintain and enhance the physical environment

- Increase customer access to codes and construction requirements.
- Educate community about the importance of meeting code requirements.
- Enforce City of Richmond building codes and regulations.

Promote a safe and secure community

- Inform customers about building outcomes that increase safety and security.
- Educate customers about safe and unsafe building products.
- Promote job site safety during the inspection process.
- Fully implement the rental inspection program.

Promote economic vitality

- Develop and maintain quick turnaround times on building applications.
- Meet standards for inspections and plan review.
- Work closely with business and industrial customers to meet review and inspection commitments without compromising safety.

Promote effective government

- Increase public access to building and inspection services via the City website.
- Implement new permit tracking module as part of the new ERP System.
- Use technology to improve and streamline permitting and inspection.

Planning & Building Services Department

Building Regulations Division

Goal:

To provide for and promote the health, safety and welfare of the general public by administration and enforcement of the California Code of Regulation Title 24, building, plumbing, mechanical, electrical, historical, fire, building conservation and energy code, and other federal, state and local land use, zoning and storm water codes.

Description:

The Building Regulations Division assists builders, property owners, architects, engineers, realtors and developers in understanding building regulation and permit processes, reviews permit applications, issues permits and maintains development records and archives. The Division reviews architectural and engineering development plans to ensure compliance with applicable state laws, and city ordinances. Construction inspections are performed to ensure compliance with applicable codes for land development.

2007-08 Key Standards:

- Respond to requests made at permit counter within 15 minutes.
- Review plans for major tenant improvements consistent with best regional standards.
- Review plans for new residential and commercial structures consistent with best regional standards.
- Review plans for minor improvements over the counter.
- Conduct construction inspection by the next business day.
- Implement Zucker system recommendations.

Measurements

	Mid-Year 2006-07	Proposed 2007-08
Output		
• Number of requests made at public counter	3355	6700
• Number of tenant improvement plans reviewed	11	30
• Number of resident/commercial plans reviewed	495	1000
• Number of plans reviewed over the counter	40	80
• Number of room addition/alterations reviewed	41	82
• Number of construction inspections performed	11,610	20,000
• Implement permitting/inspections module of the new ERP System	0%	100%
Effectiveness		
• Percent of requests made at public counter attended to within 15 minutes	90%	100%
• Percent of tenant improvement plans reviewed within 2 weeks	80%	100%
• Percent of residential/commercial plans reviewed within 3.5 weeks	80%	100%
• Percent of room additions/alterations reviewed within 10 days	65%	100%
• Percent of construction inspections performed within 24 hours of request	90%	100%
Efficiency		
• Average cost per permit inspection	\$50	\$60
• Average time required to complete an inspection	30 Min.	25 Min.
• Percentage of division cost recovery	100%	100%

Planning & Building Services Department

Rental Inspection Program

Goal:

To inspect the City's rental inventory in order to improve the tenant safety.

Description:

The Rental Inspection Program is designed to safeguard and preserve a safe and sanitary rental housing stock by providing a comprehensive system of rental dwelling units inspection. The inspection program involves an annual registration/processing fee and annual rental unit inspections. It addresses specific rental housing issues, tenant relocations and sets up a self-certification program while providing for a complete recovery of associated costs.

2007-08 Key Standards:

- Inspect one-third of the City's rental inventory annually.
- Implement Zucker study recommendations.

Measurements

	Mid-Year 2006-07	Proposed 2007-08
Output		
• Number of inspections performed	50	1250
• Number of self inspections	0	4000
• Percent of correction notification	20%	100%
• Number of problems (violations) identified and corrected	N/A	N/A
Effectiveness		
• Annual reduction in citations for hazardous operations	N/A	N/A
• Increase in voluntary calls requesting inspections	N/A	N/A
Efficiency		
• Average cost per permit inspection	\$100	\$100
• Percentage of division cost recovery	N/A	100%

Planning & Building Services Department

Industrial Property Owner Inspection Division

(Contract Inspection)

Goal:

To protect the health and safety of Richmond residents by monitoring refinery maintenance and construction activity.

Description:

The Industrial Property Owner Inspection Division manages all inspections and permits for refinery plant maintenance and construction improvements. A full time, on site City Building Inspector and Plan Check Engineer perform these inspections with the assistance of Black & Veatch, a technical consulting engineer that specializes in refinery operations. The Division prepares an annual audit of inspections and repairs at the refinery.

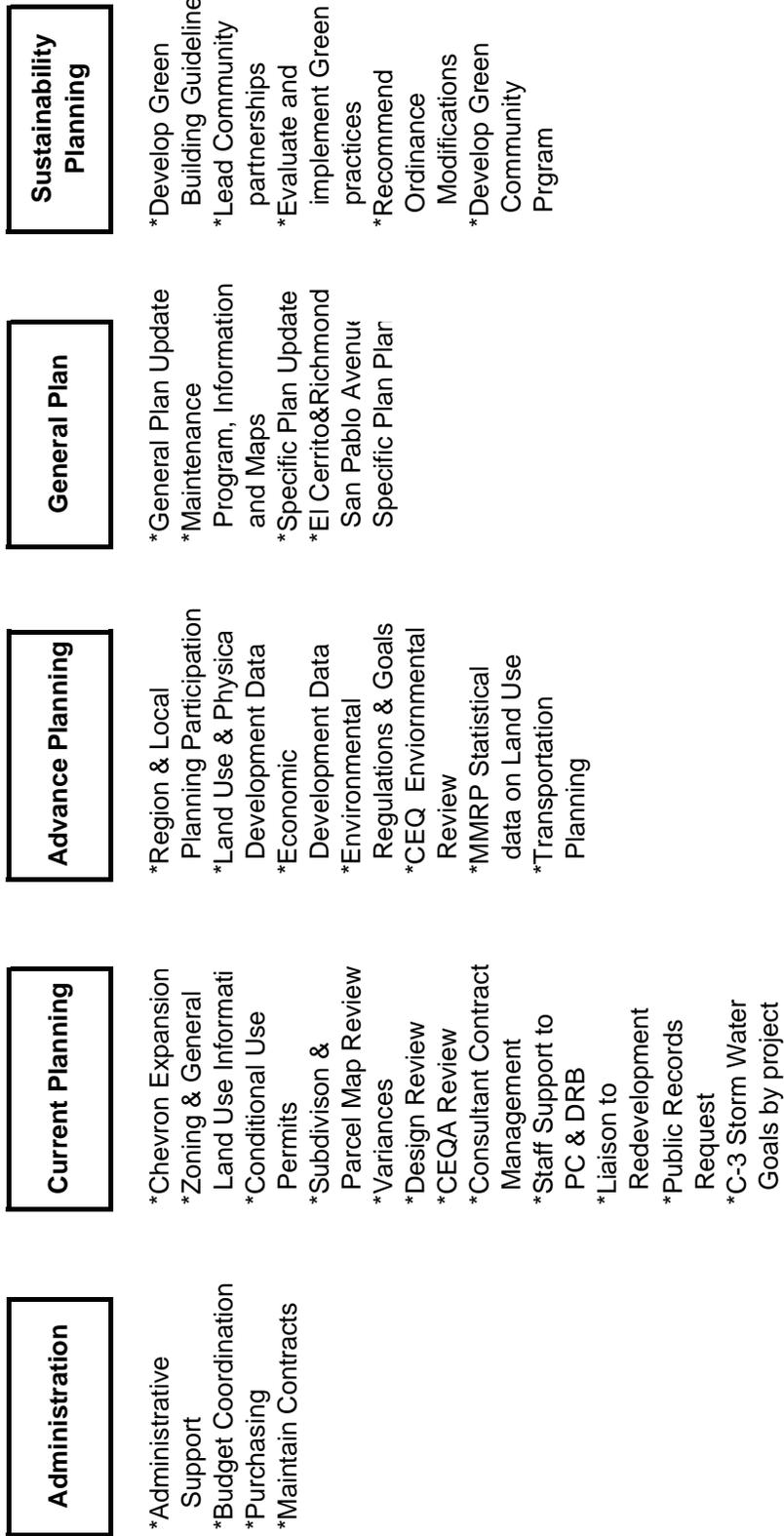
2007-08 Key Standards:

- Chevron request for plan reviews and inspections will be initiated within one working day.
- Projects that exceed established parameters will be referred to the Planning Department for environmental review.
- Implement Zucker study recommendations.

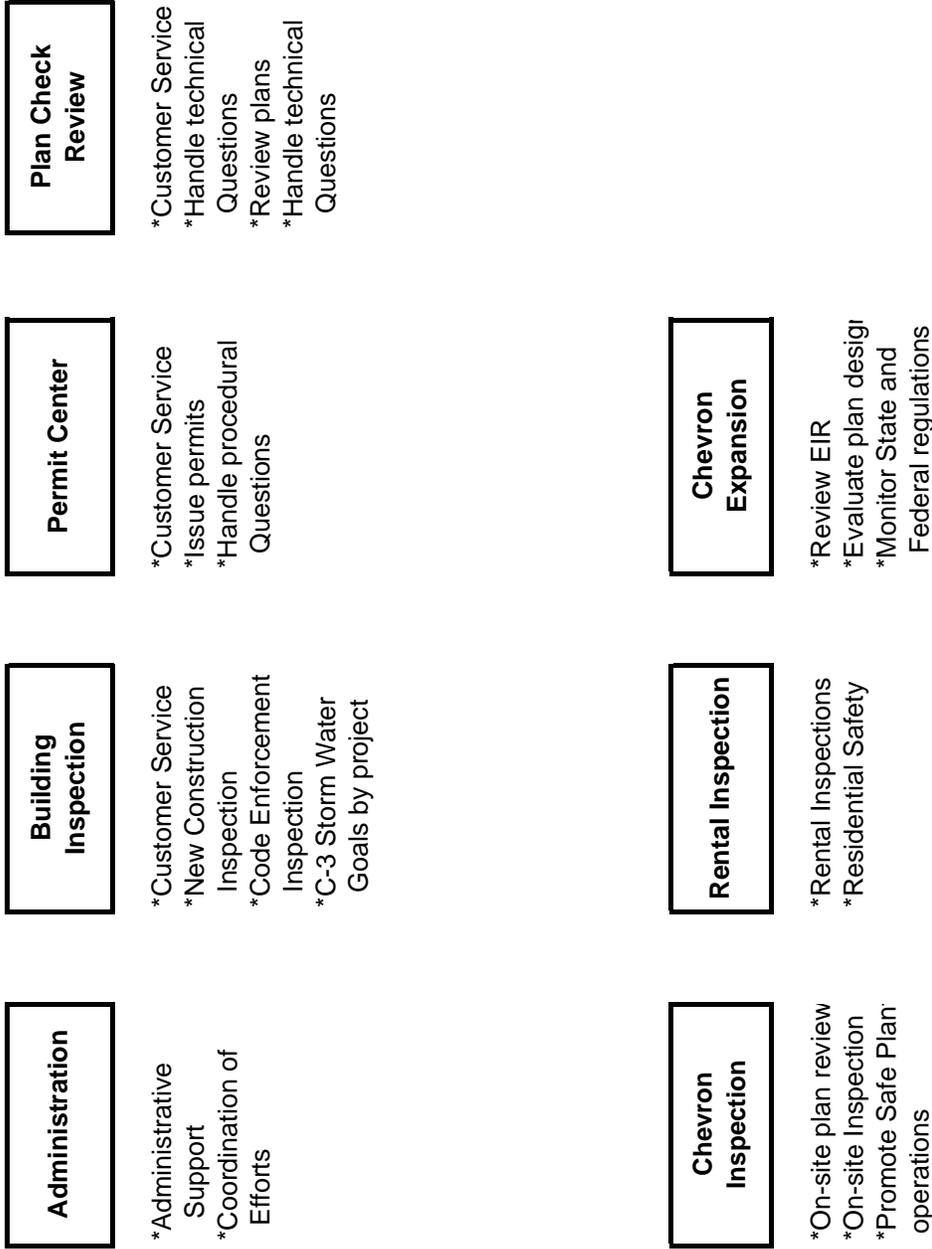
Measurements

	Mid-Year 2006-07	Proposed 2007-08
Output		
• Number of inspections and plan checks conducted per day	12	14
Effectiveness		
• Total permit fee revenue	\$380,000	\$750,000
Efficiency		
• Plan check cost	\$140,000	\$275,000
• Inspection cost	\$140,000	\$475,000
• Percentage of division cost recovery	100%	100%

PLANNING AND BUILDING SERVICES PROGRAM ORGANIZATIONAL CHART



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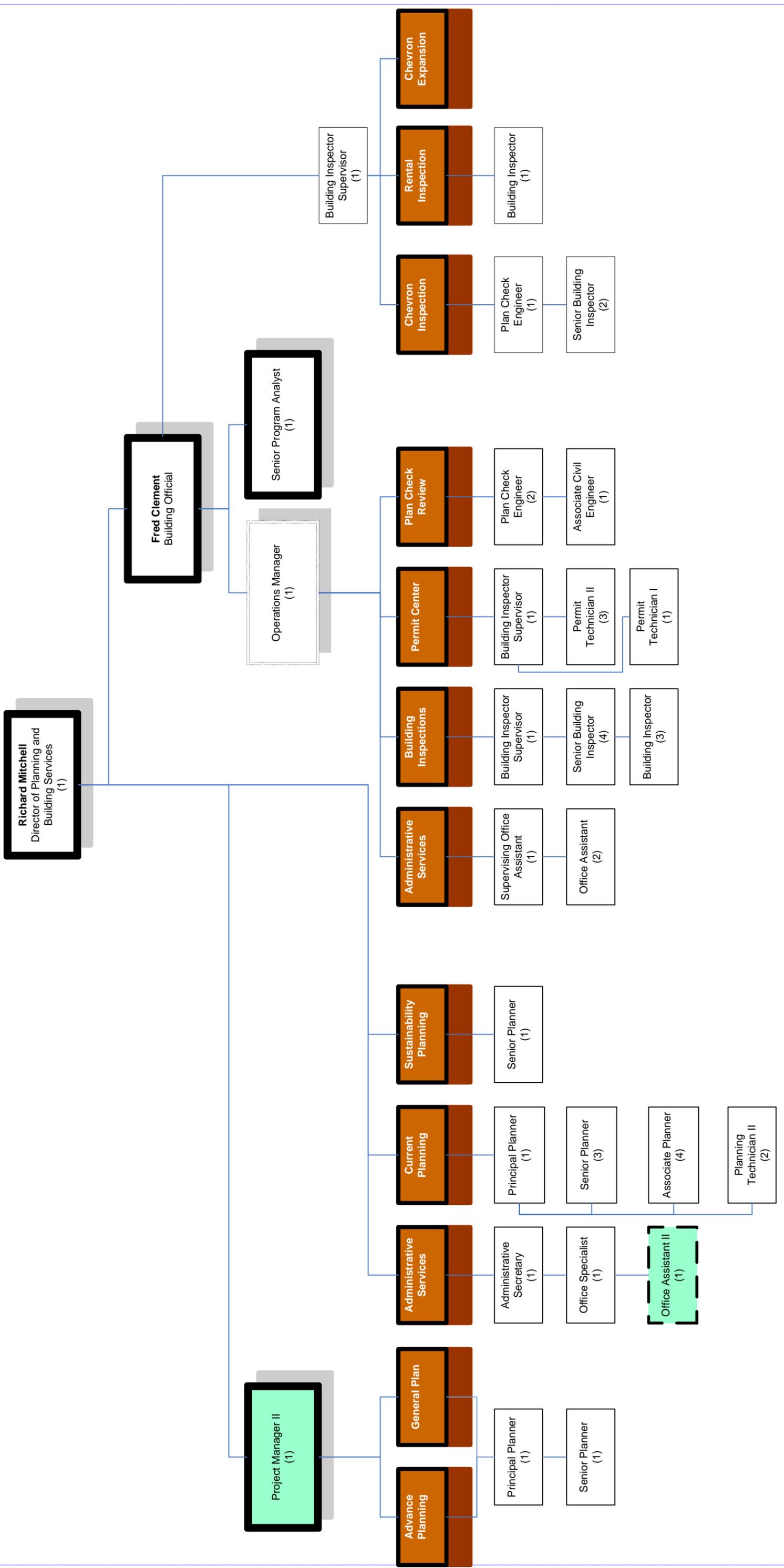
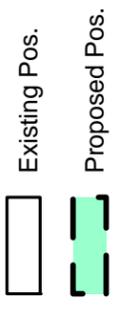




Planning and Building Services Department FY2007-08 Organizational Chart

Existing FTE* = 42, Proposed FTE* = 44

Legend:



City of Richmond
Multi-Year Comparative Position Listing

Department	Actual 2003-2004	Actual 2004-2005	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008
PLANNING					
Acting Assistant City Manager	0.1	0.1			
Administrative Secretary		1.0	1.0	1.0	1.0
Administrative Student Intern	1.0				
Assistant Planner			1.0		
Associate Planner	5.0	6.0	5.0	6.0	4.0
Graphic Illustrator	1.0				
Office Assistant II					1.0
Office Specialist	2.0	1.0	1.0	1.0	1.0
Planning & Building Services Director	1.0	1.0	1.0	1.0	1.0
Planning Technician II	2.0	2.0	2.0	2.0	2.0
Principal Planner	2.0	2.0	2.0	2.0	2.0
Project Manager II					1.0
Senior Planner	3.0	3.0	3.0	3.0	5.0
Total Full-Time Equivalent (FTEs)	17.1	16.1	16.0	16.0	18.0
BUILDING REGULATIONS					
Acting Assistant City Manager	0.1	0.1			
Associate Civil Engineer	2.0	2.0	1.0	2.0	1.0
Building Inspector	4.0	4.0	3.0	5.0	4.0
Building Inspector Supervisor	2.0	2.0	2.0	2.0	3.0
Building Official					1.0
Chief Building Official/Project Manager III	1.0	1.0	1.0	1.0	
Office Assistant II	2.0	2.0	2.0	2.0	2.0
Operations Administrator					1.0
Permit Technician I	1.0	1.0	1.0	1.0	1.0
Permit Technician II	3.0	3.0	3.0	3.0	3.0
Plan Checking Engineer	1.0	1.0	2.0	3.0	2.0
Senior Building Inspector	1.0	1.0	4.0	6.0	6.0
Senior Programmer Analyst		1.0	1.0	0.0	1.0
Supervising Office Assistant	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalent (FTEs)	18.1	19.1	21.0	26.0	26.0

Planning & Building Regulations Department Overview

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund	16,737,067	9,750,696	9,846,908	96,212	1%
General Fund	791,316	500,006	678,900	178,894	26%
Sources Total	17,528,383	10,250,702	10,525,808	275,106	3%
USES-OPERATING EXPENDITURES					
Salaries	2,523,727	3,426,978	3,691,205	264,227	7%
Benefits	1,163,478	1,848,308	1,929,177	80,869	4%
Contractual Services	1,292,774	2,714,000	2,247,715	(466,285)	-21%
Operating Expenses	155,620	542,647	647,059	104,412	16%
Capital Outlay	0	144,000	366,000	222,000	61%
Allocated costs	743,050	1,524,769	1,613,497	88,728	5%
Debt Related Expenses					
Transfers Out	11,649,734	50,000	31,155	(18,845)	-60%
Uses-Operating Expenditure Total	17,528,383	10,250,702	10,525,808	275,106	3%
USES BY COST CENTER					
Building Regulations-Cost Recovery	8,511,325	4,060,733	4,226,465	165,732	4%
Rental Inspection-Cost Recovery	0	548,327	581,881	33,554	6%
Chevron Inspection-Cost Recovery	0	738,094	1,191,269	453,175	38%
Planning	791,316	500,006	678,900	178,894	26%
General Plan Update	349,112	885,048	705,051	(179,997)	-26%
Planning-Cost Recovery	7,876,630	3,518,494	3,142,242	(376,252)	-12%
TOTAL BUDGET	17,528,383	10,250,702	10,525,808	275,106	3%

Planning & Building Regulations Department: Building Regulations - Cost Recovery

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund	8,511,325	4,060,733	4,226,465	165,732	4%
Sources Total	8,511,325	4,060,733	4,226,465	165,732	4%
USES-OPERATING EXPENDITURES					
Salaries	1,341,457	1,736,837	1,764,650	27,813	2%
Benefits	605,876	937,091	913,862	(23,229)	-3%
Contractual Services	(9,100)	470,600	470,600	0	0%
Operating Expenses	69,284	223,598	196,330	(27,268)	-14%
Capital Outlay		36,000	136,000	100,000	74%
Allocated costs	352,826	656,607	713,868	57,261	8%
Debt Related Expenses					
Transfers Out	6,150,982		31,155	31,155	100%
Uses-Operating Expenditure Total	8,511,325	4,060,733	4,226,465	165,732	4%

Planning & Building Regulations Department: Rental Inspection - Cost Recovery

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund		548,327	581,881	33,554	6%
Sources Total		548,327	581,881	33,554	6%
USES-OPERATING EXPENDITURES					
Salaries		158,289	171,908	13,619	8%
Benefits		85,738	95,778	10,040	10%
Contractual Services		300,000	300,000	0	0%
Operating Expenses		4,300	4,300	0	0%
Capital Outlay					
Allocated costs			9,895	9,895	100%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total		548,327	581,881	33,554	6%

Planning & Building Regulations Department: Building Regulations - Chevron Inspection Program

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund		738,094	1,191,269	453,175	38%
Sources Total		738,094	1,191,269	453,175	38%
USES-OPERATING EXPENDITURES					
Salaries		257,209	486,814	229,605	47%
Benefits		135,505	298,575	163,070	55%
Contractual Services		100,000	100,000	0	0%
Operating Expenses		145,380	140,880	(4,500)	-3%
Capital Outlay		100,000	100,000	0	0%
Allocated costs			65,000	65,000	100%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total		738,094	1,191,269	453,175	38%

Planning & Building Regulations Department: Planning

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
General Fund	791,316	500,006	678,900	178,894	26%
Sources Total	791,316	500,006	678,900	178,894	26%
USES-OPERATING EXPENDITURES					
Salaries	394,002	196,662	131,730	(64,932)	-49%
Benefits	187,562	110,240	59,167	(51,073)	-86%
Contractual Services	902	25,000	75,000	50,000	67%
Operating Expenses	33,492	37,310	104,534	67,224	64%
Capital Outlay		1,500	30,000	28,500	95%
Allocated costs	175,358	129,294	278,469	149,175	54%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total	791,316	500,006	678,900	178,894	26%

Planning & Building Regulations Department: General Plan Update

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund	349,112	885,048	705,051	(179,997)	-26%
Sources Total	349,112	885,048	705,051	-179,997	-26%
USES-OPERATING EXPENDITURES					
Salaries		198,699	183,187	(15,512)	-8%
Benefits		111,490	86,870	(24,620)	-28%
Contractual Services	349,112	183,400	332,115	148,715	45%
Operating Expenses		26,999	78,140	51,141	65%
Capital Outlay		1,500		(1,500)	0%
Allocated costs		362,960	24,739	(338,221)	-1367%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total	349,112	885,048	705,051	(179,997)	-26%

Planning & Building Regulations Department: Planning Cost Recovery

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Cost Recovery Fund	7,876,630	3,518,494	3,142,242	(376,252)	-12%
Sources Total	7,876,630	3,518,494	3,142,242	(376,252)	-12%
USES-OPERATING EXPENDITURES					
Salaries	788,268	879,282	952,916	73,634	8%
Benefits	370,040	468,244	474,925	6,681	1%
Contractual Services	951,860	1,635,000	970,000	(665,000)	-69%
Operating Expenses	52,844	105,060	122,875	17,815	14%
Capital Outlay		5,000	100,000	95,000	0%
Allocated costs	214,866	375,908	521,526	145,618	28%
Debt Related Expenses					
Transfers Out	5,498,752	50,000		(50,000)	0%
Uses-Operating Expenditure Total	7,876,630	3,518,494	3,142,242	(376,252)	-12%