

PLANNING & BUILDING SERVICES

MISSION: PLANNING DIVISION

The Planning Department advises the community, City Council and City Manager on the transportation, economic and environmental impacts of land use proposals. Guided by the City's General Plan and the California Environmental Quality Act (CEQA), the Planning Department seeks a balance between environmental protection and real estate development to improve the quality of life for Richmond's citizens.

MISSION: BUILDING SERVICES DIVISION

The Building Regulations Department is dedicated to communicate complex code issues to customers and by acquainting customers with permit review procedures and processes. Building Department Staff also serves the community by remaining current on all building code changes and safety requirements and conveying the importance of these changes to customers.

2006/07 DEPARTMENT GOALS

Keep General Plan Update on schedule and on budget

Complete third party review of the Planning and Building process and implement consultant recommendations

Establish accurate financial management and time reporting program

Establish automated process for monitoring all conditions of development approval including Mitigation Monitoring and Reporting Program (MMRP)

Increase efficiency of the Design Review Process by establishing clear design guidelines by district and building type

Engage in joint planning efforts with El Cerrito, UC Berkeley, WCCUSD, Contra Costa County and adjacent municipalities

Complete inspections of 33% of the City's rental property

Meet or exceed the best regional standard for plan reviews and inspections

Establish on-line permitting, fee estimating and inspection requests

Establish C-3 Stormwater inspection and monitoring program

**DEPARTMENT OF PLANNING & BUILDING SERVICES -
PLANNING DIVISION**

ACCOMPLISHMENTS 2005-2006:

Secured California Housing and Community Development (HCD) certification of the Housing Element of Richmond's General Plan.

Issued Request for Proposal (RFP) for consultant interested in developing City-wide design standards.

Selected Moore Icofano & Goltsman, Inc. (MIG) to update the General Plan.

Established and issued 'The Planning Quarterly' newsletter.

Established the General Plan website.

Increased coordination with other departments, adjacent cities, transportation and planning agencies.

Participated in planning the reuse of Pt. Molate and surrounding areas.

Consolidated planning files to improve public records retrieval.

Established City-wide fence height standards.

Recommended a Wood Burning Ordinance that was unanimously adopted by the City Council as part of the City-wide Green Building program.

Re-established the Historic Preservation Advisory Committee.

Recommended revisions to the Affordable Housing Density Bonus Section #15.04.810.050 of the Richmond Municipal Code (unanimously approved by the Richmond City Council).

OBJECTIVES 2005-2006:

STATUS

Identify and secure planning grants for housing and transportation.

In-Progress

Complete first phases of General Plan update.

In-Progress

Create an Industrial Area Plan.

In-Progress

Review and revise development impact fee structure.

In-Progress

Hire consultant to recommend amendments to the Architectural Design Ordinance and train staff and the Design Review Board (DRB), to follow the ordinance.

In-Progress

Work with Consultant (Zucker Systems) to develop streamlined planning and building department procedure based upon 'best practices' in other cities.

In-Progress

Reduce DRB holdovers through establishment of design standards and improved training for Staff and Board members.

In-Progress

Select and implement software to support Planning and Building services.

In-Progress

Provide accurate and timely management reports using new Building and Planning software.

In-Progress

Improve entitlement processing time to meet regional standards.

In-Progress

Redesign Planning and Building public lobby area in order to improve customer service.	In-Progress
Continue to participate in planning Pt. Molate.	In-Progress
Establish quarterly monitoring of Conditions of Approval and mitigation measures for all development projects.	In-Progress
Establish Green Building and Planning program.	In-Progress
Establish C-3 stormwater management and inspection program.	In-Progress

**DEPARTMENT OF PLANNING & BUILDING SERVICES -
BUILDING SERVICES DIVISION**

ACCOMPLISHMENTS 2005-2006:

Worked with Information Technology and implemented additional items on the SAP System: 1) Structured all fees under one configurable item – included Plan Check, Permits, Impact Fees, and Misc. fees. and 2) Automatic calculation of Impact Fees, Field Inspection/Plan Check Tracking.

Continued to work with Finance in tracking revenue in our Development Services Enhancement Fund; and continued the project list in the Pipeline for the 6th Quarterly Rolling Forecast Report.

Developed a Rental Inspection Program to meet community needs and recovered the cost of operation.

Revised the Demolition Ordinance to meet the needs of the community and the environment.

Total Revenue Collected for 2005-2006 is approximately \$4,613,636.

OBJECTIVES 2005-2006:

STATUS

All plan reviews for major tenant improvements will be issued within 2 weeks.

In-Progress

Minor plan reviews for tenant improvements, rehabs, repairs, and replacements will be performed daily over the counter.

In-Progress

All residential room addition plan reviews are performed by staff within 10 days.

In-Progress

Construction inspections will be performed by staff the following day.

In-Progress

If a customer has a project related emergency, staff will perform the inspection on the following business day, when requested.

In-Progress

If a customer fails an inspection, staff will re-inspect the next business day, when requested.

In-Progress

All customers who request minor information or assistance at the public counter will receive service within 15 minutes.

In-Progress

Plan checks for new residential or commercial structures will be completed within 3 ½ weeks.

In-Progress

Fully implement City-wide rental inspection program.

In-Progress

PLANNING AND BUILDING REGULATIONS PROGRAM ORGANIZATIONAL CHART

Current Planning 2601-11001	Advance Planning 1000-10092	Building Regulations 2602-11002	Code Compliance 2602-11141	Rental Inspection 2602-11142	Chevron Inspection 2602-11143
*Zoning & General Land Use Information	*General Plan Maintenance Program, Information and Maps	*Plan Check Review *Permit Counter	*Code Compliance Inspections	*Rental Inspections	*On-Site Plan Review and Inspection
*Zoning Verification & Interpretations	*Regional & Local Planning Participation	*Building Inspections (new construction)			
*Zoning Map & Text Amendments	*Land Use & Physical Development Data	*C-3 Stormwater			
*Statistical Data on Land Use	*Economic Development Data	*Administration			
*GIS Support					
*Conditional Use Permit	*Capital Improvement Plan Maintenance				
*Subdivision & Parcel Map Review	*Environmental Regulations & Goals				
*Variances	*C-3 Storm Water Goals				
*Design Review Board Support	*CEQA & Environmental Review				
*CEQA & Environmental Review/Project Management					
*Plan Check & Inspection					
*Environment Compliance Review					
*Consultant Contract Management					
*Staff Support to Planning Commission					
*Liaison to Redevelopment Agency					
*Public Records Request					



Building Services Division 2007 Organizational Chart

Existing FTE* = 21, Proposed FTE* = 27

Legend:



Existing Pos.



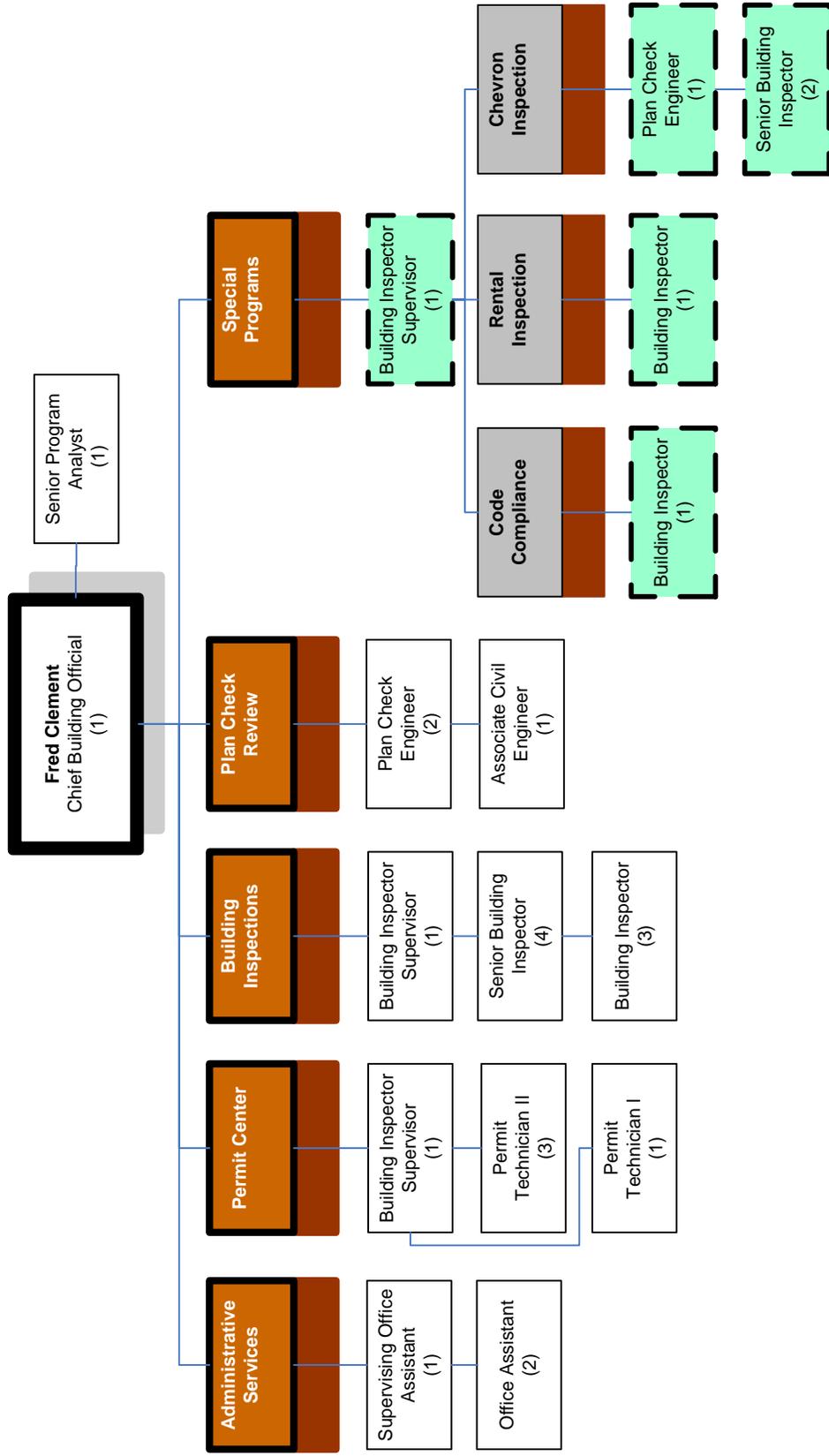
Proposed Pos.



Main Program



Sub-Program





Planning Services Division 2007 Organizational Chart

Existing FTE* = 16, Proposed FTE* = 16

Legend:



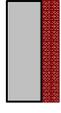
Existing Pos.



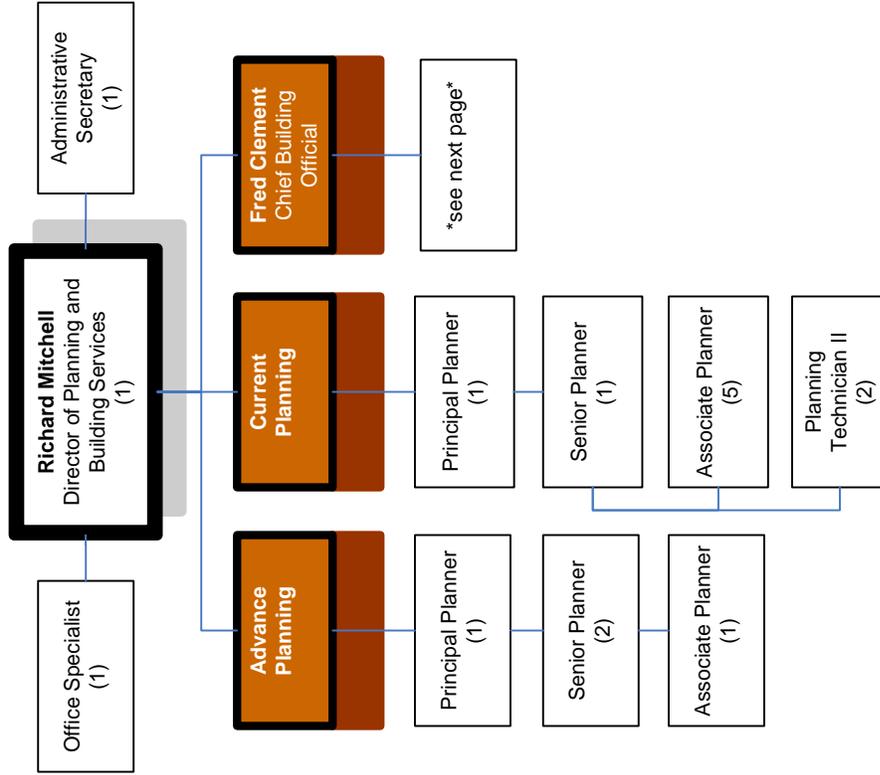
Proposed Pos.



Main Program



Sub-Program



**PLANNING
DIVISION**

MULTI-YEAR COMPARATIVE POSITION LISTING

Staff Summary	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Planning and Building Services Director	1.0	1.0	1.0	1.0
Acting Assistant City Manager	0.1	0.1		
Administrative Student Intern	1.0			
Administrative Secretary		1.0	1.0	1.0
Assistant Planner			1.0	
Associate Planner	5.0	6.0	5.0	6.0
Graphic Illustrator	1.0			
Office Specialist	2.0	1.0	1.0	1.0
Planning Technician II	2.0	2.0	2.0	2.0
Principal Planner	2.0	2.0	2.0	2.0
Senior Planner	3.0	3.0	3.0	3.0
TOTAL Full-time Equivalents (FTEs)	17.1	16.1	16.0	16.0

**PLANNING
DIVISION**

DEPARTMENT FINANCIAL SUMMARY

FUNDING SOURCE/S	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Cost Recovery	\$ 1,001,445	\$ 2,199,926	\$ 2,496,095	\$ 3,660,859
General Fund			\$ 853,587	\$ 502,733
Pt. Molate			\$ 1,200,000	
Cash Balance Carryover				\$ 869,956
TOTAL FUNDING	\$ 1,001,445	\$ 2,199,926	\$ 4,549,682	\$ 5,033,548

EXPENDITURES	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 1,379,713	\$ 1,523,406	\$ 1,706,905	\$ 2,085,548
Contractual Services	\$ 56,724	\$ 419,690	\$ 2,350,000	\$ 1,843,400
Other Operating Expenses	\$ 89,573	\$ 430,373	\$ 484,777	\$ 170,659
Capital Outlay			\$ 8,000	\$ 8,000
Allocated Costs				\$ 925,941
TOTAL EXPENDITURES	\$ 1,526,010	\$ 2,373,469	\$ 4,549,682	\$ 5,033,548
TOTAL BUDGET	\$ 1,526,010	\$ 2,373,469	\$ 4,549,682	\$ 5,033,548

Estimated Budget by Program	Proposed Budget 2006/2007
Current Planning	\$ 3,648,495
Advance Planning	\$ 500,006
General Plan	\$ 885,047
TOTAL BUDGET	\$ 5,033,548

Planning

Administration

Service Level

Oversee the Design Review process and continue to improve customer service

Service Level
Enhancement

Design Review board holdovers will be reduced by 20% through the establishment of design standards

Performance
Measure

2005/06

Were City-wide design review guidelines established?
Design review board holdovers
Design review board holdovers

Service Level
Enhancement

Review and amend Design Review ordinance to allow larger staff role in review and entitlement

Performance
Measure

Was Design Review ordinance reviewed and amended to allow larger staff role in permitting?

Planning Administration (Con't)

Service Level

Provide timely and accurate status reports using automated software to improve records management

Service Level
Enhancement

Upon completion of the Efficiency study (Zucker) purchase appropriate software for project monitoring and status reporting

Performance
Measure

Is automated software used to provide timely and accurate reports?

Was financial reporting improved?

Was a records management program established?

Were planning records reassembled?

Was time reporting & fee structure streamlined and incorporated into SAP?

What best practices as recommended by the Zucker Efficiency Study were adopted?

Planning Administration (Con't)

Service Level

Provide additional training for staff, the Design Review Board and the Planning Commission

Service Level
Enhancement

Provide increased training opportunities and arrange 4 workshops, which include:

- Standardizing over-the-counter customer service
- Improving the staff review process
- CEQA training
- Design training-Design Review Board, Planning Commission, Urban design, training, architectural, General Plan

Performance
Measure

Were those 4 trainings provided?

Service Level

Provide accurate up dates to RMC through Lexis Nexis

Service Level
Enhancement

Implement a procedure to ensure that City Clerk has the latest code revisions

Performance
Measure

Was a procedure implemented to ensure that City Clerk has the latest code revisions?

Program
Overview

Current Planning

PROGRAM	FINANCIAL		SUMMARY
FUNDING SOURCE/S	Adopted Budget 2005/2006		Proposed Budget 2006/2007
Charges for Services General Fund	\$ 1,908,597	\$ 3,648,495	
	\$ 387,498		
TOTAL FUNDING	\$ 2,296,095	\$ 3,648,495	

	Adopted Budget 2005/2006		Proposed Budget 2006/2007
EXPENDITURES			
Personnel Services	\$ 1,133,843	\$ 1,468,458	
Contractual Services	\$ 900,000	\$ 1,635,000	
Other Operating Expenses	\$ 98,118	\$ 125,608	
Capital Outlay	\$ 5,000	\$ 5,000	
Allocated Costs	\$ 159,134	\$ 414,429	
TOTAL EXPENDITURES	\$ 2,296,095	\$ 3,648,495	

Planning **Current Planning**

Service Level

Monitor conditions of approval for all developments

Service Level
Enhancement

Monitor conditions of approval for all developments quarterly

Performance
Measure

Number of projects currently requiring monitoring
Number of projects monitored quarterly

Service Level

Conduct research and analytical projects

Service Level
Enhancement

Increase the number of research and analytical projects
conducted

Performance
Measure

Number of research and analytical projects

2005/06 2006/07

Service Level

Respond to public records requests per State and local
regulations

Service Level
Enhancement

Automate record retention and retrieval

Performance
Measure

Was record retention and referral automated?

Planning **Current Planning (Con't)**

Service Level

Process projects efficiently and timely

Service Level
Enhancement

Review Downtown FAR Standards

Performance
Measure

Were key terms defined?
Were FAR restrictions in downtown removed?
Were parking requirements in high density districts reviewed and modified?

Service Level
Enhancement

Reduce file creation time

Performance
Measure

2005/06 2006/07

Number of days needed for file creation

Service Level
Enhancement

Review Traffic Impact Standards

Performance
Measure

Were Traffic Impact Standards revised?
Were Traffic Impact thresholds raised?

Service Level

Beautify the community

Service Level
Enhancement

Initiate 3 community beautification projects, including gateways, freeway overpass, design concepts, and street planning concepts

Performance
Measure

Number of community beautification projects initiated
Were City gateways redefined?
Were freeway overpasses design concepts created?
Were streets planting and furniture standards modified for major City streets?

Program
Overview

Advanced Planning

PROGRAM	FINANCIAL		SUMMARY
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007	
General Fund	\$ 853,587	\$	500,006
TOTAL FUNDING	\$ 853,587	\$	500,006

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007	
Personnel Services	\$ 573,062	\$	306,902
Contractual Services	\$ 50,000	\$	25,000
Other Operating Expenses	\$ 96,148	\$	18,050
Capital Outlay	\$ 3,000	\$	1,500
Allocated Costs	\$ 131,377	\$	148,554
TOTAL EXPENDITURES	\$ 853,587	\$	500,006

Planning Advanced Planning

Service Level

Incorporate environmental goals into project applications

Service Level
Enhancement

Incorporate C-3 stormwater goals into project application reviews

Performance
Measure

Were C-3 stormwater goals incorporated into project application reviews?

Service Level
Enhancement

Implement "Green Building" program

Performance
Measure

Was "Green Building" program implemented?

Service Level
Enhancement

Introduce a commercial/industrial solar ordinance

Performance
Measure

Was commercial/industrial solar ordinance introduced?

Service Level
Enhancement

Introduce a construction and demolition recycling ordinance

Performance
Measure

Was a construction and demolition recycling ordinance introduced?

Planning Advanced Planning (Con't)

Service Level

Implement planning initiatives

Service Level
Enhancement

Implement the following 7 planning initiatives:

Performance
Measure

1. Was joint planning effort with UC initiated?
2. Were ferry operations promoted?
3. Was conceptual plan for Point San Pablo created?
4. Were planning scenarios for Cutting/Carlson UP railroad developed?
5. Was a land use plan for Chevron settlement ponds developed?
6. Was conceptual plan with El Cerrito for San Pablo corridor completed?
7. Were planning scenarios for Marina Bay parkway and DHS developed?

Service Level
Enhancement

Keep the General Plan process on schedule

Performance
Measure

- Is General Plan process meeting its timeline?
- Are committee meetings on schedule?
- Are Plan Van visits on schedule?
- Are GPAC meetings in progress?
- Are community workshops scheduled?

Service Level

Oversee Pt. Molate development

Service Level
Enhancement

Meet with Developer on regular basis to review development plans

Performance
Measure

Were quarterly meetings held with Developer?

Program
Overview

General Plan

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Charges for Services	\$ 200,000	
Pt. Molate	\$ 1,200,000	
Cash Balance Carryover		\$ 885,047
TOTAL FUNDING	\$ 1,400,000	\$ 885,047

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services		\$ 310,188
Contractual Services	\$ 1,400,000	\$ 183,400
Other Operating Expenses		\$ 26,999
Capital Outlay		\$ 1,500
Allocated Costs		\$ 362,960
TOTAL EXPENDITURES	\$ 1,400,000	\$ 885,047

**BUILDING SERVICES
DIVISION**

MULTI-YEAR COMPARATIVE POSITION LISTING

Staff Summary	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Chief Building Official/Project Manager III	1.0	1.0	1.0	1.0
Acting Assistant City Manager	0.1	0.1		
Associate Civil Engineer	2.0	2.0	1.0	1.0
Building Inspector	4.0	4.0	3.0	5.0
Building Inspector Supervisor	2.0	2.0	2.0	3.0
Office Assistant II	2.0	2.0	2.0	2.0
Permit Technician I	1.0	1.0	1.0	1.0
Permit Technician II	3.0	3.0	3.0	3.0
Plan Checking Engineer	1.0	1.0	2.0	3.0
Senior Building Inspector	1.0	1.0	4.0	6.0
Senior Programmer Analyst		1.0	1.0	1.0
Supervising Office Assistant	1.0	1.0	1.0	1.0
TOTAL Full-time Equivalents (FTEs)	18.1	19.1	21.0	27.0

**BUILDING SERVICES
DIVISION**

DEPARTMENT FINANCIAL SUMMARY

FUNDING SOURCE/S	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Building Regulations	\$ 4,020,161	\$ 3,582,910	\$ 4,174,265	\$ 4,174,265
Code Compliance				\$ 117,365
Rental Inspection				\$ 548,327
Chevron Inspection				\$ 738,094
TOTAL FUNDING	\$ 4,020,161	\$ 3,582,910	\$ 4,174,265	\$ 5,578,051

EXPENDITURES	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 1,699,166	\$ 1,742,202	\$ 2,677,682	\$ 3,310,669
Contractual Services		\$ 18,200	\$ 60,000	\$ 870,600
Other Operating Expenses	\$ 80,110	\$ 406,902	\$ 287,540	\$ 260,010
Capital Outlay			\$ 9,800	\$ 136,000
Allocated Costs			\$ 189,266	\$ 769,875
TOTAL EXPENDITURES	\$ 1,779,276	\$ 2,167,304	\$ 3,224,288	\$ 5,347,154
TOTAL BUDGET	\$ 1,779,276	\$ 2,167,304	\$ 3,224,288	\$ 5,347,154

Estimated Budget by Program	Proposed Budget 2006/2007
Building Regulations	\$ 3,943,368
Code Compliance	\$ 117,365
Rental Inspection	\$ 548,327
Chevron Inspection	\$ 738,094
TOTAL BUDGET	\$ 5,347,154

Program
Overview

**Building
Regulations**

PROGRAM	FINANCIAL SUMMARY	
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Permits	\$ 3,241,262	\$ 3,241,262
Review	\$ 578,340	\$ 578,340
Fee	\$ 194,922	\$ 194,922
Public Service Charge	\$ 159,741	\$ 159,741
TOTAL FUNDING	\$ 4,174,265	\$ 4,174,265

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 2,677,682	\$ 2,572,493
Contractual Services	\$ 60,000	\$ 470,000
Other Operating Expenses	\$ 287,540	\$ 95,000
Capital Outlay	\$ 9,800	\$ 36,000
Allocated Costs	\$ 189,266	\$ 769,875
TOTAL EXPENDITURES	\$ 3,224,288	\$ 3,943,368

Planning Building Regulations

Service Level

Inspect City's rental inventory

Service Level
Enhancement

Inspect on-third of City's rental inventory annually

Performance
Measure

Number of City rental units
Number of City rental units inspected in 2006/07

Service Level

Ensure that the building services website is customer friendly

Service Level
Enhancement

Modify website for on-line estimating of fees, inspection requests, and simple permitting procedures

Performance
Measure

Were website improvements made?

Service Level

Review plans for major tenant improvements consistent with best regional standards

Service Level
Enhancement

Review plans for major tenant improvements in two weeks

Performance
Measure

Total number of major tenant improvements reviewed?
Total number of major tenant improvements reviewed within 2 weeks

Planning Building Regulations (Con't)

Service Level

Review plans for new residential and commercial structures consistent with best regional standards

Service Level
Enhancement

Review plans for new structures in 3.5 weeks

Performance
Measure

Number of new structure plan reviews in 2006/07
Number of new structure plan reviews in 2006/07 done in 3 weeks

Service Level

Review plans for minor improvements over the counter

Service Level
Enhancement

Train staff to review plans for minor improvements over the counter

Performance
Measure

Was staff trained to review plans for minor improvements over the counter?

Service Level

Review plans for room additions

Service Level
Enhancement

Review plans for rooms additions in 10 days

Performance
Measure

Number of room additions reviewed
Number of room additions reviewed in 10 days

Planning Building Regulations (Con't)

Service Level

Conduct construction inspections

Service Level
Enhancement

Conduct construction inspections the next business days after requested

Performance
Measure

Number of construction inspections requested
Number of construction inspections performed one day after request

Service Level

Assist the public with building regulations questions

Service Level
Enhancement

Requests made at the City Hall public counter will attended to within 15 minutes

Performance
Measure

Number of requests made at the City Hall public counter
Number of requests made at the City Hall public counter attended to within 15 minutes

Service Level

Implement Chevron inspection program

Service Level
Enhancement

All Chevron's requests for plan reviews and inspections will be initiated within one working day

Performance
Measure

Number of Chevron requests for services
Number of Chevron requests initiated within one working day

Program
Overview

Code Compliance

PROGRAM	FINANCIAL	SUMMARY
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Charges for Services		\$ 117,365
TOTAL FUNDING		\$ 117,365

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services		\$ 101,435
Contractual Services		\$ 600
Other Operating Expenses		\$ 15,330
Capital Outlay		
Allocated Costs		
TOTAL EXPENDITURES		\$ 117,365

Program
Overview

Rental Inspection

PROGRAM	FINANCIAL	SUMMARY
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Charges for Services		\$ 548,327
TOTAL FUNDING		\$ 548,327

	Adopted Budget 2005/2006	Proposed Budget 2006/2007
EXPENDITURES		
Personnel Services		\$ 244,027
Contractual Services		\$ 300,000
Other Operating Expenses		\$ 4,300
Capital Outlay		
Allocated Costs		
TOTAL EXPENDITURES		\$ 548,327

Program
Overview

Chevron Inspection

PROGRAM		FINANCIAL	SUMMARY
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007	
Charges for Services		\$ 738,094	
TOTAL FUNDING		\$ 738,094	

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services		\$ 392,714
Contractual Services		\$ 100,000
Other Operating Expenses		\$ 145,380
Capital Outlay		\$ 100,000
Allocated Costs		
TOTAL EXPENDITURES		\$ 738,094