



## **FISCAL YEAR 2024 IN REVIEW**

The Planning and Land Use Department's mission is to provide expert land use, planning and development guidance and regulation that supports the shared goals of the community. We achieve this by:

- serving and supporting the public with integrity
- devoted teamwork, problem-solving, and creative thinking
- ensuring access to shared industry knowledge
- upholding accountability, impartiality, and transparency
- promoting equity and inclusion
- ongoing community engagement

The Planning & Land Use Department is charged with two overarching priorities:

### **1 | Safeguarding the health, safety, and wellness of our community**

We take this job seriously, and do so by fostering extensive collaboration with customers, other City departments, external agencies, and the community to review and approve planning and development activities within the City, and by responding to community concerns and ensuring compliance with policies and regulations adopted to protect the health and safety of our community members.

### **2 | Helping to shape a more sustainable and harmonious built environment for all residents**

In this spirit, our department is engaged in promoting sound planning and development practices to steward our precious resources, protecting the rich history of our urban area, and envisioning the future through implementation of forward-thinking policies and plans that result from inclusive conversations with the community.

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In Fiscal Year 2024, the Planning & Land Use department made substantial progress on key goals, including hiring, process improvements, responsive services, and better communication with customers, partners, and the general public. We expanded and improved access to our digital services, revised and clarified forms and procedures, and have advanced important initiatives like our Land Development Code Update, the General Plan Update, Third-Party Planning Review (TPPR), the Green Building Code update, and more.

We look forward to continuing expansion and implementation of these and other important initiatives in Fiscal Year 2025 to help meet the needs of our growing community, and to better serve Planning & Land Use customers.

### **REVENUE – Calendar year 2023**

Planning and Dev Fees \$5,061,079.59	2022 - \$5,677,643.00
Impact Fees - \$3,118,449.80	2022 - \$1,787,954.57
BL's and Enforcement - \$701,566.80	2022 - \$711,238.00
<b>\$8,881,096.19 Total</b>	<b>2022 - \$8,176,836.37 – Up by \$700,000</b>

The FY25 proposed budget includes:

- \$450,000 for General Plan updates
  - We want to combine this with \$395,000 planned for encumbrance under the FY24 budget after contract approval to have a robust start to the project. Objectives for FY25 will include Mobilization and understanding of existing conditions and trends including a project management plan, base mapping, assessment report and development of the digital engagement and user platform. This phase will also include moving forward with stakeholder input and community conversations on Vision and Goals.
- \$325,000 for various on-call support services Department-wide
  - \$300,000 of this is dedicated to TPPR reimbursement with \$25,000 for temporary hires if needed
- \$170,000 for diagnostic review of the Land Development Code
  - Include completion and approval of the Phase 1 work in the late Fall and beginning Phase 2, Promoting key standards.
- \$48,000 for permit and plat digitization services
  - Ongoing permit and plat scanning
- Beginning in FY25, the former Inspections and Enforcement Division will be separated into two Divisions

### **Org change to move Enforcement**

- Enforcement staff are charged with enforcement of the zoning code so its logical to have them under the Planning Branch from that perspective.
  - This allows the Assistant Director under planning to manage LU activities from entitlements to enforcement relative to general zoning ordinances.
  - We are continuing to develop the BL section and want to continue to grow our enforcement capacity, so enforcement really needs to become its own division separate from building inspections.
  - Inspections division is already the largest LU division, so from an operational management perspective, Inspections and enforcement combined is currently too large for one manager to manage effectively.
  - Similarly, moving enforcement under the Planning Branch with even out the number of employees under the planning and development branches, making those easier to manage more effectively.
  - We are currently working to formalize and advertise for an Enforcement Manager to head this new division.
- MPO moved to PW mid-year

## **Accomplishments**

### **ADMINISTRATION**

- Hired for 14 vacant positions since beginning of 2023 with a couple involving promotions from within LU - 2 new Planner Seniors, 1 Planner, 1 HPD Planner Technician, 1 HPD manager, 1 HPD Inspector, 3 Engineering Staff, 1 Plumbing inspections Supervisor, 2 Business Licensing Specialists and 2 Ordinance Enforcement Specialists
- Completed strategic salary increases for key positions (prior to C&C).

### **PLANNING BRANCH**

- Ongoing efforts to complete Phase 1 of the Land Development Code
- Process General Plan Update Request for Proposals with contract development and approval process near completion

### **DEVELOPMENT BRANCH**

- Third-Party Plan Review (TPPR) implemented on 4/19/24 to provide an additional and alternative approach to plan review for building permitting.
- Continued to fully integrate Business Licensing Section into the Planning and Land Use Department with ongoing automation of services. CSS go-live on 6/3/24...
- Ongoing required Building code updates including the Green Building Code, scheduled for implementation by 8/1/24

### **DIGITAL PROCESS IMPROVEMENTS**

- Implemented Housing Pipeline digital platform, scanned over 95% of plat room documents and integrated into user-friendly database, and contracted for development of the Front Desk appointment scheduling application now underway.

## Goals

- Move forward with General Plan Update including hiring of Strategic Long-Range Planner.
- Complete Phase 1 and begin Phase 2 of Land Development Code update in the Fall of 2024.
- Finalize department reorganization to separate the Inspections and Enforcement divisions and move Enforcement under the Planning Branch, underway a planned transition should be complete by mid-summer, 2024.
- Fully implement the Front Desk appointment scheduling application by 7/1/24.
- Develop and implement a digital planning and development guide. Working with internal services on process for development.
- Move forward with full development of Energov/CSS including e-review once one-time spending request is approved.
- Ongoing Staffing, training and professional development including customer service and public speaking trainings

## Built for the Future inaugural convening, 6/10/24

### Projects & Initiatives

- Land Development Code Update
  - Phase 1: Foundations and Code Housekeeping
  - Phase 2: Promoting Key Standards
  - Phase 3: General Plan Implementation
  - General Plan Update
  - Phase 1: Foundations, Assessment & Digital Integration
  - Phase 2: Community Outreach, Education & Engagement, Priority Identification
  - Phase 3: Scenario Planning, Implementation Plan, Adoption
- Third Party Plan Review
- Housing Pipeline
- Building Code Updates
- Ongoing Development of Digital Operations Platforms
  - Planning and Development Guide & Appointment App/Mini CRM
  - Digital User/Engagement Platform (GP Update)
  - Expansion of Enterprise Permitting & Licensing Software

- Ongoing Staffing and Organizational Improvements
- Ongoing Process Improvements, Identification and Goal Setting

### **CY 2023 Stats**

- Building Division
  - 6,150 Building Permits Issued - up by 100 from last year
- Inspections Division
  - 18,500 Inspections completed
- Enforcement Division
  - 200 Active or processed Code Cases
  - Short Term Rentals
    - 1,000 Residential
    - 200 Commercial
- Engineering Division
  - 100 Infrastructure Projects
- Planning Division
  - 55 Planning Cases
  - 30 Administrative Approvals
- Historic Preservation Division
  - 25 Archeological Review Cases
  - 175 Administrative Approvals
  - 125 Historic District Review Board Cases
- Business Licensing
  - 1,200 New Business Licenses
  - 5,200 Renewals

### **PLANNING ACTIVITIES COMPLETED**

**482 Planning Activities**

**~800 zoning questions answered**

**647 MF units approved**

**Pipeline - Under review – 848, approved 5,022 DU's, Under Construction 2,686, Completed 1,686 – 10,242DU's since 2017**

Pre Application Conference - 38

Early Neighborhood Notification - 30

Development Applications Received - 43

PC Cases Approved - 35

BOA Cases Approved - 7

Administrative Development Plans Approved - 6

Lot Line Adjustments Approved - 26

Lot Splits Approved - 17  
Certificate of Compliance Approved - 10  
Zoning Counter emails received - 386 since July  
Multi-Family Units Approved - 647  
Subdivision Lots Approved – 270

## **HPD ACTIVITIES COMPLETED**

### **Over 600 HPD activities**

HDRB Cases -133  
ARC Cases -52  
Admin approvals- 481

## **BUILDING PERMITTING ACTIVITIES COMPLETED**

The permit numbers are still holding at close to 6,000 and slightly higher than last year, but the project profile has changed, mainly with an increase in multi-family, and to a lesser degree, SFR permitting that has our revenues up by ~\$3MM from last year! This beats the next highest year on record (2021) by \$2MM

Number of total permits applied for in 2023 was 8,280 (including trade permits that do not require a plan review, sewer, plumbing, mechanical and electrical).

**5,983 total building permits were issued**  
**Involving 7,007,986 Square Feet of space**  
**For a valuation of \$402,015,816.76**  
**Resulting in fees of \$8,718,086.87.**

Issued 264 new single family residences.  
Issued 38 ADU's.  
Issued 662 multifamily units, 2 multifamily projects.

Completed 1658 residential reviews.  
Completed 1534 commercial reviews.  
Completed 443 green reviews.

## **ENFORCEMENT ACTIVITIES COMPLETED**

211 Cases were opened by Code Enforcement and 129 have been closed

Business Licenses Issued by License type:

**Short-Term Rentals – 1,213**  
**BL Non-Renewable - 625**  
**BL Renewable – 5,862**

Certificates of Compliance – 855

**INSPECTIONS ACTIVITIES COMPLETED (INSPECTIONS AND ENGINEERING DIVISIONS)**

18,198 Inspections recorded by Inspection Division

846 inspections recorded by Engineering Division

**Totaling 19,044 Inspections recorded**