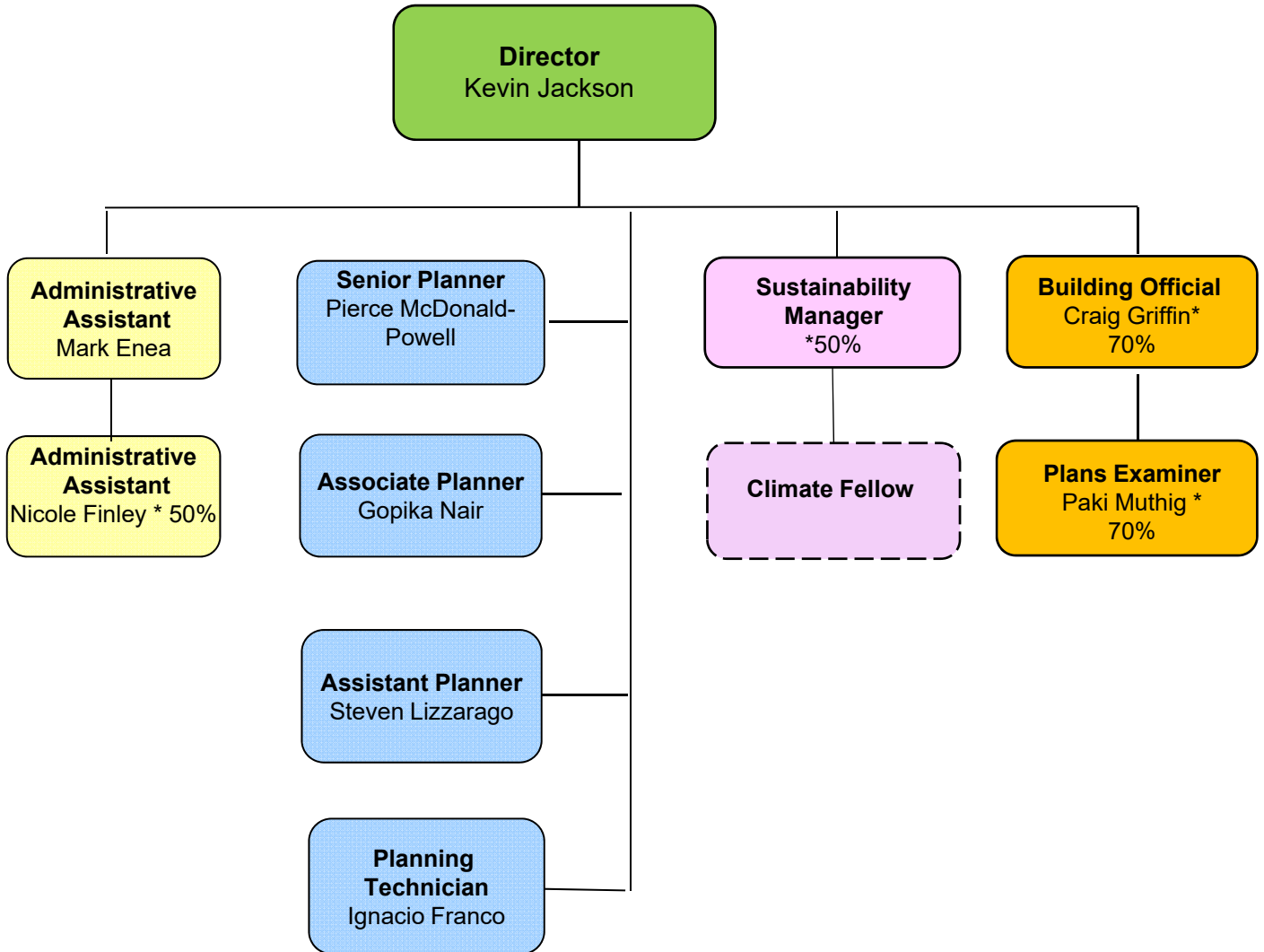


Planning & Building



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Department of Planning and Building



* Shared with Public Works Department. The share percentage is a generalized proportion, recognizing that it will vary daily and annually in response to assigned tasks.

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FUNCTIONAL DESCRIPTIONS

The Planning & Building Department is responsible for oversight of city functions relating to land use within the city. Said functions include regulations for the use of land, the character and design of building construction, and the safety of this construction.

BUILDING DIVISION

- Regulates the application, processing, issuance and completion of building permits.
- Assures that construction within the City of Piedmont is in accordance with the current adopted building codes and city ordinances.
- Coordinates with the Planning Department to assure that specified Conditions of Approval are implemented.

PLANNING DIVISION

Through its service to the City Council and Planning Commission, the Piedmont Planning Division is responsible for guiding the physical development of the City of Piedmont. The Division works closely with the Public Works Department and Building Division in its oversight of the built environment. Always accessible to property owners and their professionals, Piedmont's planning staff strives to serve the public with consistency and professionalism.

Responsibilities & Services

The Planning Division is responsible for long-term planning, transportation planning, housing & community development, design review, zoning, and environmental assessment & sustainability.

- Long-term planning involves the preparation, maintenance and implementation of the City's General Plan, including the Plan's Housing Element.
- Transportation planning includes the preparation, maintenance and implementation of the City's Pedestrian & Bicycle Master Plan; the development and implementation of the County's Congestion Management Program and Countywide Transportation Plan; the development and implementation of the City's Complete Streets Policy; and the pursuit of grant funds to cover the cost of transportation planning and improvements. For these tasks, planning staff represents the City's interests on the technical advisory committee of the Alameda County Transportation Commission and with the Metropolitan Transportation Commission.
- Housing and community development includes the development and implementation of programs to address and/or assist affordable housing, homelessness, first-time home buyers; and housing rehabilitation for low-income residents. For these tasks, planning staff represents the City's interests on the technical advisory committee of the Alameda County Housing and Community Development Department.
- Zoning includes the administration of City Code Chapter 17 (the Zoning Ordinance) and other development regulations of the Piedmont Municipal Code and providing zoning and regulatory information to property owners and their professionals. This responsibility includes the processing of applications for conditional use permit, nonresidential signs, accessory dwelling unit permit, wireless communication facilities, subdivision, lot line adjustment and parcel merge.
- Design review involves providing staff services to the City's Planning Commission, processing design review applications, conducting public hearings, and managing and implementing the City's design guidelines.

- Environmental assessment involves the preparation of environmental documents as required for both private and municipal project consistent with the provisions of the California Environmental Quality Act.
- Environmental sustainability includes: the preparation, maintenance and implementation of the City's Climate Action Plan and the pursuit of grant funds to cover the cost of these efforts. For these tasks, planning staff represents the City's interests on the technical advisory committee of the Alameda County Energy Council.

PLANNING & BUILDING

2019/20 ACCOMPLISHMENTS

- Processed approximately 275 planning permits and issued 840 building permits as of April 30th
- Adoption of Piedmont's first ever Local Hazard Mitigation Plan
- Secured up to \$160,000 SB2 grant funds for housing policy development
- Gained greatly improved designs for small cell facilities in rights-of-way
- Launched Climate Challenge website for Climate Action public engagement
- Updated Building Code, including revisions to City Code Chapters 1, 5, 6 & 8
- Revised ADU ordinance in response to new state laws
- Revised Design Guidelines specific to ADUs
- Improved Planning & Building webpages
- Organized basement files
- Digitized historic building permits
- Transformed to digital processing (mostly) in response to COVID

2020/21 PRIORITIES

- Enact Reach Codes (a Climate Action Plan goal)
- Install publicly-accessible electric vehicle chargers (a Climate Action Plan goal)
- Update the Pedestrian and Bicycle Master Plan
- Update City Code regulations to comply with SB 1383 waste/organics requirements
- Launch project to develop policies that facilitate housing production
- Begin update to General Plan Housing Element
- Revise City Code regulations related to wireless communication facilities
- Develop design guidelines related to wireless communication facilities
- Update TRAKiT to improve processing and recordkeeping
- Digitize paper files in basement and transfer off site
- Carry-out performance audit of Richmond Sanitary Service

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PLANNING AND BUILDING
2020-21

	Approved Budget 19/20	Estimated Expenditures 19/20	Proposed Budget 20/21	Budget % Change
SALARIES	\$ 779,000	\$ 807,533	\$ 876,329	12.5%
FRINGE BENEFITS	301,800	256,184	290,836	-3.6%
PERSONNEL EXPENSES	10,000	10,000	10,000	0.0%
SUPPLIES & SERVICES	208,500	118,500	450,500	116.1%
TOTAL	\$ 1,299,300	\$ 1,192,217	\$ 1,627,665	25.3%

STAFF			
	<u>Employees</u>	<u>First Step</u>	<u>Last Step</u>
MANAGEMENT			
Planning & Building Director	1	-	13,600
PROFESSIONAL/TECHNICAL/ SUP.			
Assistant Planner	1	6,374	7,747
Associate Planner	1	6,876	8,356
Planning Technician I	1	4,696	5,706
Plans Examiner	1	-	9,212
Senior Planner	1	7,562	9,192
Sustainability Coordinator	1	TO BE DETERMINED	
	6		
CONFIDENTIAL			
Administrative Assistant	1.5	5,536	6,732
	1.5		
Total	8.5		

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City of Piedmont
Proposed 2020 - 21 Budget

		Approved	Estimated	Proposed	Budget
Description	Account #	19/20	19/20	20/21	% Change
Planning & Building					
Salaries					
Regular Salaries	403-010-001	765,000	793,659	862,367	13%
Part Time Salaries	403-010-002	11,000	10,928	10,928	-1%
Overtime Salaries	403-010-003	3,000	2,946	3,034	1%
Object Total	403-010	779,000	807,533	876,329	12%
Health Insurance					
Medical Insurance	403-011-001	103,000	56,896	69,824	-32%
Dental Insurance	403-011-002	12,500	10,287	11,753	-6%
Vision Plan	403-011-003	2,100	1,873	1,974	-6%
Object Total	403-011	117,600	69,056	83,551	-29%
Retirement					
PERS: Normal Cost	403-012-001	72,500	68,400	81,500	12%
PERS: UAL Payment	403-012-003	50,200	57,700	59,800	19%
PERS: Cost Share	403-012-004	(25,300)	(28,800)	(29,700)	17%
Object Total	403-012	97,400	97,300	111,600	15%
Other Benefits					
FICA	403-013-009	49,200	51,623	55,917	14%
Life Insurance	403-013-001	3,000	3,103	3,382	13%
Disability Insurance	403-013-002	2,300	2,367	2,581	12%
Medicare Insurance	403-013-005	11,500	12,072	13,076	14%
Concern EAP Program	403-013-006	1,100	1,043	1,109	1%
Auto Allowance	403-013-007	19,700	19,620	19,620	0%
Object Total	403-013	86,800	89,828	95,685	10%
Personnel Expenses					
Memberships/conf/training	403-031-001	10,000	10,000	10,000	0%
Object Total	403-031	10,000	10,000	10,000	0%
Department Supplies					
Office Supplies	403-051-001	9,500	7,500	9,500	0%
Object Total	403-051	9,500	7,500	9,500	0%
Other Expenses					
Planning Commission	403-056-001	6,000	6,000	6,000	0%
Records Management	403-056-002	40,000	2,500	40,000	0%
Object Total	403-056	46,000	8,500	46,000	0%

City of Piedmont

Proposed 2020 - 21 Budget

		Approved	Estimated	Proposed	Budget
Description	Account #	19/20	19/20	20/21	% Change
Planning & Building					
Contract Services					
Climate Action & Sustainability S\	403-059-001	38,000	42,500	40,000	5%
City Engineer Service	403-059-002	10,000	8,000	10,000	0%
Supplemental Planning Services	403-059-003	85,000	50,000	340,000	300%
Hazard Mitigation Plan	403-059-005	20,000	2,000	5,000	-75%
Object Total	403-059	153,000	102,500	395,000	158%
Total Planning & Building		1,299,300	1,192,217	1,627,665	25%

PLANNING & BUILDING

MEMBERSHIPS/CONFERENCES/TRAINING

Memberships/Meetings

101-403-031-001

2019-20 Budgeted Amount	\$ 10,000
2019-20 12-Month Estimate	\$ 10,000
2020-21 Proposed Amount	\$ 10,000

This accounts for the cost of certifications, licenses, training, memberships, conferences and meetings attended by the Director of Planning & Building, Senior Planner, Associate Planner, Assistant Planner, Planning Technician, Building Official, Plans Examiner, Sustainability Manager and Administrative Assistants.

DEPARTMENT SUPPLIES

Office Supplies

101-403-051-001

2019-20 Budgeted Amount	\$ 9,500
2019-20 12-Month Estimate	\$ 7,500
2020-21 Proposed Amount	\$ 9,500

Office supplies cover the cost of forms, maps, applications, permits, agreements, licenses, Planning Commission materials, film, plans, office supplies, office equipment maintenance and repairs, code books, computer software and associated materials.

OTHER EXPENSES

Planning Commission

101-403-056-001

2019-20 Budgeted Amount	\$ 6,000
2019-20 12-Month Estimate	\$ 6,000
2020-21 Proposed Amount	\$ 6,000

This covers the cost of general expenses related to the Planning Commission. Expenses include the cost of meals, materials, books and registration fees for seminars and conferences for the commission, as well as expenses associated with Planning Commission Design Awards.

Records Management

101-403-056-002

2019-20 Budgeted Amount	\$ 40,000
2019-20 12-Month Estimate	\$ 2,500
2020-21 Proposed Amount	\$ 40,000

Records management includes the handling and maintenance of planning and building application materials, and other land use and property-based documents. This includes documents in both paper and electronic forms.

CONTRACT SERVICES

Climate Action & Sustainability Services

101-403-059-001

2019-20 Budgeted Amount	\$ 38,000
2019-20 12-Month Estimate	\$ 42,500
2020-21 Proposed Amount	\$ 40,000

The City Council adopted the City's Climate Action Plan (CAP) in 2010 and an updated Climate Action Plan 2.0 in 2018. FY 2018-19 was the first year in which expenses toward climate action planning and implementation were integrated into the budget. Beginning in September 2015 the City has utilized the services of a climate action fellow to assist staff with the implementation of CAP measures, public engagement, the compilation of greenhouse gas emissions inventories, and related sustainability efforts. The fellows are crucial to the City's climate action program and so this budget item includes the full cost of the fellow (\$26,500 in 20/21) with an additional \$13,500 for public engagement events, materials and services. Funds generated by the General Plan Maintenance fee are intended to support the development and implementation of advance planning policies like the CAP.

City Engineering Services

101-403-059-002

2019-20 Budgeted Amount	\$ 10,000
2019-20 12-Month Estimate	\$ 8,000
2020-21 Proposed Amount	\$ 10,000

Coastland Engineering provides on-call professional engineering and inspection services, which may vary from year to year based on the number and type of projects. The planning and building department requires on-going engineering services and analysis for issues relating to subdivisions, easements, plan review and geotechnical report peer review. Other city departments also rely on City Engineer for various degrees of consultation depending on their project needs.

Supplemental Planning Services

101-403-059-003

2019-20 Budgeted Amount	\$ 85,000
2019-20 12-Month Estimate	\$ 50,000
2020-21 Proposed Amount	\$ 340,000

Each year, the Planning Department needs public engagement materials and consulting services for expertise and assistance with ongoing and special projects. Ongoing services include short-term rental monitoring; technical advice and survey services; regional matters such as the annual housing allocation requirements of the Association of Bay Area Governments; and implementation of the Pedestrian and Bicycle Master Plan. In addition these on-going projects and expenses, advance planning projects planned for FY 2020/2021 and approximate expenses include:

- An update of the Pedestrian and Bicycle Master Plan (\$110,000)
- The development of policies that facilitate housing (\$180,000)
This includes but is not limited to public engagement, housing methodology analysis, available site analysis, fair housing analysis and programs, objective design standards for multi-family housing developments, ADU architectural plan templates, ADU low interest loan program, Measure A1 grant program development.
- An update of the General Plan Housing Element (\$25,000)
- Updates to the wireless communication facilities ordinance (\$10,000)
- Development of design guidelines for wireless communication facilities (\$15,000).

Staff manages these ongoing and special projects, performing tasks for which the department has the time and expertise. However, professional services are needed for certain aspects of the projects, such as the preparation of special studies, the preparation of graphics and illustrations, printing costs, costs associated with public engagement and outreach, and legal services. The providers of consulting services are secured through the City's procurement regulations. Providers of on-going services include, but would not be limited to Moran Engineering (land surveying), Eisen-Letunic (transportation), R3 Consulting Group (solid waste), Barry Miller FAICP (General Plan, Housing, Design Guidelines, other planning needs), Environmental Science Associates (historic preservation review), and LSA Associates (environmental review).

FUNDING

Funds generated by the General Plan Maintenance fee are intended to support the development and implementation of advance planning policies. In addition, staff pursues grant opportunities. An agreement with the State has been executed for the City's receipt of up to \$160,000 of SB2 grant funds for the purpose of preparing, adopting, and implementing plans and process improvements that streamline housing approvals and accelerate housing production. Projects and expenses will begin in 2020 and must be completed by June 30, 2022. Staff will also submit an application for a Local Early Action Planning (LEAP) grant for up to \$65,000 to be used for the preparation and adoption of planning documents, and process improvements that accelerate housing production or facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment (i.e., a Housing Element update). LEAP grant expenditures must occur by December 31, 2023. Both the SB2 and LEAP grants provide funds on a reimbursement basis.

Hazard Mitigation Plan

101-403-059-005

2019-20 Budgeted Amount	\$ 20,000
2019-20 12-Month Estimate	\$ 2,000
2020-21 Proposed Amount	\$ 5,000

The Federal Emergency Management Agency (FEMA) requires local governments to develop and adopt local hazard mitigation plans (LHMP) as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. The City Adopted a LHMP in August 2020. Jurisdictions must update their hazard mitigation plans and re-submit them for FEMA approval every five years to maintain eligibility. The allocation to this account will vary in 5-year cycles with funds for outreach efforts in years 1-4 plus funding in year 5 for a LHMP update. Public engagement is an ongoing project. Funds generated by the General Plan Maintenance fee are intended to support the development and implementation of advance planning policies like the LHMP.

END OF PLANNING & BUILDING DEPARTMENT BUDGET