

BUDGET DETAIL COMMUNITY DEVELOPMENT

**PLANNING & COMMUNITY SERVICES
BUILDING & DEVELOPMENT SERVICES**

**Community Development Organization Chart:
Planning and Community Services Department
Building and Development Services Department**





CITY OF SONOMA

Planning & Community Services Department ***(100-43030)***

David A. Storer, AICP, Director of Planning and Community Services

The Department currently consists of the Director, two Associate Planners, a part-time limited term Sustainability Coordinator, and an unfilled Permit Technician position. Staff also would like to extend the term of the Sustainability Coordinator position to assist the City in meeting the requirements of AB 1383 that become effective January 2022. In terms of ongoing activities, the responsibilities of the Department are as follows:

Council/Commission Staffing: In addition to supporting the City Council with respect to planning and related matters, the Department provides staff support to the following commissions and committees: the Planning Commission (PC), the Design Review/Historic Preservation Commission (DRHPC), the Community Services and Environment Commission (CSEC), the Sonoma Valley Citizens Advisory Commission (as needed), the Traffic Safety Committee (as needed) and the City's internal Project Advisory Committee (PAC). Staff also provides support to various Ad Hoc Committees of the City Council (i.e., the Development Code).

Current Planning: The Department is responsible for processing applications for planning permits, such as Use Permits, Variances, Tentative Subdivision Maps and Tentative Parcel Maps through the Planning Commission, the Design Review/Historic Preservation Commission, and, if necessary, the City Council. This activity includes a range of projects, from home occupations to major subdivisions and large-scale commercial development. Staff also reviews referrals from the Sonoma County Planning Dept. for development proposals nearby.

Advanced Planning: The Department is responsible for maintaining and updating the Development (Zoning) Code and General Plan to be consistent with State law. This involves reviewing potential legislation and new laws that become effective each year and ensuring that the City is in compliance with the new statutes in practice and the written word. Staff also monitors housing policy matters related to the Housing Element of the General Plan, Annexation requests, the City's Growth Management Ordinance, and the City's Regional Housing Needs Allocation (RHNA).

Building Permit Plan Check: Review of Building Permits, including those not subject to other forms of planning review (e.g., Use Permit review or Design Review) to assure compliance with applicable codes and regulations.

Site Inspections: Site inspections are conducted to assure that conditions of approval for new development projects have been completed.

Enforcement: Sign and other code enforcement activities are primarily performed by the Associate Planners, in conjunction with the City Prosecutor/Code Enforcement unit.

Affordable Housing Management: The City is responsible for managing affordable housing agreements. Work in this area includes annually reviewing rent levels, screening prospective tenants and homebuyers, and setting prices for the sale and resale of affordable ownership units.

Climate Action / Sustainability: The Department is responsible for the City’s Climate Action Plan. The City of Sonoma instated its commitment to reducing greenhouse gas (GHG) emissions through the adoption of a municipal GHG reduction plan. It later expanded the program by adopting twenty-two measures from Climate Action Plan 2020.

Maintenance of GIS. The City’s Geographic Information System now includes the following layers: streets, parcels, city limits, sphere of influence, flood areas, historic sites, and air photographs. The parcel layer is tied to a database that tracks property ownership, units, and land use, among other items. To maintain the utility and validity of the system, it is important to keep the information on these layers up-to-date.

Bike Plan Implementation: Researching and preparing grant applications, attending meetings including Sonoma County Transportation Authority Bike Committee, implementing programs and projects called for in the Bicycle and Pedestrian Master Plan.

Staff participates in regional activities/meetings with several organizations, including but not limited to the Association of Bay Area Governments (ABAG), the Regional Climate Protection Authority (RCPA), the Sonoma County Transportation Authority (SCTA) and the Sonoma County Community Development Commission (CDC).

CHALLENGES:

With continued increased economic activity, the number of private development projects going through the planning and entitlement process continues to be high. Additionally, Sonoma residents and neighbors are actively participating and monitoring key development projects resulting in a higher level of staff interaction and responsiveness and the processing of appeals from the Planning Commission to the City Council. Staff is also involved with assisting legal staff on three active cases.

FISCAL YEAR 2020 – 2021 ACCOMPLISHMENTS:

- Development Projects Processed
 - Use Permits granted for Verizon to install telecommunication facilities on new streetlights in Commercial zones.
 - Award of a Conditional Certificate to SPARC for a non-retail storefront commercial cannabis business.
 - Completion of Altamira (Alta Madrone) affordable housing project on Broadway.
 - Completion of Mockingbird Lane residential project.
 - During the pandemic, staff processed the following number of permits:
 - Use Permits: 12
 - Tentative Parcel Maps: 1
 - Design Review: 10
 - Exceptions: 1
 - Variances: 3
 - Signs: 6
 - Study Sessions: 2
 - Demolitions: 1
 - Banners: 2

- **Housing Opportunities and Affordable Housing Management**
 - Participated in the 6th Cycle Housing Element RHNA process at ABAG.
 - Submitted Annual Progress Report to HCD on time and provided missing data from 2015.
 - Retained a consultant to assist in the preparation of a new Housing Element.
 - Met RHNA for all four income groups and exceeded it in Very Low, Moderate and Above Moderate with two more reporting years to go in the 5th Cycle.
 - Changes to the SMC to facilitate the processing of ADU's and JADU's.
 - Assignment/distribution of GMO allocations.
 - Application and award of grant of \$65,000 for LEAP funding from HCD to assist in development of policies to increase the production of housing.
 - Submitted application to ABAG for REAP grants for affordable housing policy development.
- **Regulations, Ordinances and Special Projects**
 - Amendments to the SMC to allow a second retail storefront commercial cannabis business.
 - Preparation of Application Guidelines and Administrative Procedures for a second retail non-storefront commercial cannabis business.
 - Adoption of regulations regarding streamlining public notification requirements, a new definition for site coverage and updated indemnification provisions.
 - Adoption of ordinance to allow back-up generators during power outages.
 - Assistance in preparing four Measures for the ballot relating to the City's Urban Growth Boundary (UGB), a new Cannabis Tax, a Sales Tax extension and proposed SMC amendment authorizing commercial cannabis businesses in the City.
 - Adoption of an ordinance prohibiting the use and sale of disposable food service ware and other products containing polystyrene foam and perfluoroalkyl and polyfluoroalkyl substances (PFAS).
 - Coordinated the implementation of SB 1383 relating to short-lived climate pollutants.
 - Updated lease with T-Mobile at the Police Station to allow a back-up generator.
 - Updated lease with Sonoma Valley Historical Society for additional 25 years.
 - Adopted a resolution to increase appeal fees for development projects.
 - Updated lease with the Sonoma Ecology Center to include an additional acre of the Pauline Bond homestead.
- Assistance with litigation regarding land use approvals – the Cheese Factory, the Gateway and a hillside residential development project involving three lots.
- Staffed EOC in the City and assisted in Santa Rosa with County-wide operations.
- Assistance with Citywide business re-opening and recovery efforts.
- Preparation and staffing of 11 Planning Commission meetings, seven DRHPC meetings and five CSEC meetings, and including the reparation of minutes. Mostly all on Zoom.

FISCAL YEAR 2021 – 2022 GOALS

- General Plan (Housing Element) Update – Initiate process for Council discussion and direction on how to sequence and begin an update of the City's Housing Element Update of the General Plan This is a multi-year planning effort.
- Development Code – Staff has supported the City Council's Development Code Ad Hoc Committee and there have been amendments made to Title 19. It still needs additional changes and further direction will be given.
- Update of the City's Inclusionary Ordinance - Move forward for Council final approval to implement housing in-lieu fees by amending the City's inclusionary housing ordinance. Amendments to include increasing affordability requirements for rental and for sale units from 20% to 25%.
- Downtown Parking Study – Complete the downtown parking study and begin the process of designing implementation measures and an overall parking strategy for the downtown.

- Process “Doyle” annexation and pre-zoning request.
- Participate with LAFCO staff and its consultant in the preparation of an updated Municipal Services Review (MSR) for the City.
- Process Recirculated EIR for the Sonoma Hotel project.
- Process multiple entitlements for updates to the MacArthur Place hotel
- Monitor County proposal to Rezone 4 sites in the City’s UGB.
- Monitor County development proposals near the City, including but limited to the new Amazon facility to the south of the City.
- Sustainability and Climate Action – Develop prioritized work plan for the remaining term of the City’s sustainability coordinator.
- Sonoma Ecology Center Master Plan -- Assist in the approval of the SEC lease amendment.
- Housing Legislation -- Track and be responsive to implementing legislation regarding housing production efforts.
- Staff Selection and Training -- Recruitment for new Planning Technician position and continue efforts to support professional development of planning staff.

RECOMMENDED FY 21/22 BUDGET

Salary changes include any cola and or step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. If new positions are proposed, those positions are outlined below. Property and liability insurance costs increased by 34% in FY 21/22, (included in the expenditure category Property Services), and are allocated among City departments and funds based on staffing.

43030 - Planning						
Expenditure Category	FY 18-19 Actuals	FY 19-20 Projected Actuals*	FY 20/21 Adopted Budget	FY 20-21 Amended Budget	FY 20-21 Projected Actuals*	FY 21-22 Budget
Salary & Wages	\$ 392,537.00	\$ 444,217.00	\$ 496,444.00	\$ 496,444.00	\$ 483,594.58	\$ 514,611.00
Employee Benefits	\$ 101,037.00	\$ 119,869.00	\$ 140,397.00	\$ 140,397.00	\$ 136,739.42	\$ 150,888.00
PERS UAL	\$ 50,661.00	\$ 28,767.00	\$ 60,030.00	\$ 60,030.00	\$ 60,030.00	\$ 66,790.00
Professional Svs	\$ 136,624.00	\$ 125,012.00	\$ 56,000.00	\$ 56,000.00	\$ 41,552.34	\$ 51,000.00
Cost Recovery	\$ -	\$ 443,260.00	\$ -	\$ -	\$ 85,000.00	\$ 85,000.00
Property Services	\$ 30,746.00	\$ 35,965.00	\$ 41,997.00	\$ 41,997.00	\$ 42,624.00	\$ 55,587.00
Operations	\$ 25,484.00	\$ 29,217.00	\$ 37,942.00	\$ 37,942.00	\$ 14,362.21	\$ 30,942.00
Supplies	\$ 5,140.00	\$ 2,286.00	\$ 2,500.00	\$ 2,500.00	\$ 1,161.19	\$ 3,000.00
Software & Equip	\$ -	\$ 116.00	\$ -	\$ -	\$ -	\$ 2,100.00
Internal Service & Capital Prj	\$ 18,058.00	\$ -	\$ 22,525.00	\$ 22,525.00	\$ 22,525.00	\$ 12,393.00
Expense Total	\$ 760,287.00	\$ 1,228,709.00	\$ 857,835.00	\$ 857,835.00	\$ 887,588.74	\$ 972,311.00
*Unaudited						



CITY OF SONOMA

Building & Development Services Department (100-43040)

Wayne Wirick, Development Services Director / Building Official

Through the issuance of building permits, the Building Department promotes the health, safety, welfare and sustainability of the built environment and the public by ensuring that structures and their components are accessible, energy efficient, “green” and safe for use and occupancy. The Building Department strives to provide professional and proficient plan review and inspection services to the public in a courteous and timely fashion. Most regulations enforced by the Building Department are mandated by state law or are otherwise adopted by local ordinances. New regulations increase the demands placed on Building Department staff which impacts the Building Department’s ability to continue to provide fast, effective and high quality services.

The FY 2021/22 Building Department budget reflects the maintenance of current Building Department staffing with 3.45 Full-Time Equivalent employees including the Development Services Director/Building Official, Plans Examiner, Building Inspector and a shared Development Services Supervisor. The Development Services Director/Building Official also coordinates and oversees the City’s management information services (MIS).

FISCAL YEAR 2020/21 ACCOMPLISHMENTS:

- Continued to maintain Building Department service levels without increasing staffing levels.
- Reviewed and updated all Building Department informational handouts, forms and policies to conform with the 2019 CA Building Standards Code.
- Participated in the Emergency Operations Center Working Group to help develop, prioritize and implement the Emergency Preparedness Work Plan.
- Helped to develop County-wide Guidelines for Temporary Tents, Canopies and Membrane Structures for Outdoor Business Operations.
- Participated as a member of City’s emergency management response team to the COVID-19 Pandemic and PSPS events.
- Coordinated emergency management training exercises and briefings.
- Participated in the City’s Business Recovery team efforts, including the development of City standards for parklets and sidewalk extensions.

FISCAL YEAR 2021/22 GOALS:

- Maintain our customer service levels.
- Continue to train the Building Inspector and the Development Services Supervisor on the vast array of regulations, policies and procedures applicable to Building Department activities.
- Investigate, evaluate and begin implementation of a cloud based permitting software system.
- Investigate, evaluate and begin implementation of a cloud based plan review system.

RECOMMENDED FY 21/22 BUDGET

Salary changes include any cola and or step increases or minor position allocation changes as to how staff is allocated between departments. Benefit changes include vendor costs changes. If new positions are proposed, those positions are outlined below. Property and liability insurance costs increased by 34% in FY 21/22, (included in the expenditure category Property Services), and are allocated among City departments and funds based on staffing.

Key changes between the FY 20/21 and the FY 21/22 budget are listed and described below.

Added Overtime costs to maintain inspection services during unplanned absences of the building inspector.	\$1,500
Increase in Communications expense due to increase cellular data plan costs and for an added cellphone for the Plans Examiner.	\$650
Increase in Training and Conferences expense to facilitate needed training to meet Insurance Services Office training goals, etc.	\$3,100
Increase in Vehicle Replacement Transfer to bring back to normal level (only ½ of the annual transfer was made last Year due to economic impacts of the pandemic.)	\$3,500

43040 - Building

Expenditure Category	FY 18-19 Actuals	FY 19-20 Projected Actuals*	FY 20/21 Adopted Budget	FY 20-21 Amended Budget	FY 20-21 Projected Actuals*	FY 21-22 Budget
Salary & Wages	\$ 330,450.00	\$ 349,603.00	\$ 396,689.00	\$ 396,689.00	\$ 391,268.58	\$ 419,330.00
Employee Benefits	\$ 92,890.00	\$ 105,339.00	\$ 124,502.00	\$ 124,502.00	\$ 123,940.92	\$ 126,677.00
PERS UAL	\$ 44,218.00	\$ 54,212.00	\$ 52,344.00	\$ 52,344.00	\$ 52,344.00	\$ 63,437.00
Professional Svs	\$ 93,987.00	\$ 24,574.00	\$ 18,000.00	\$ 18,000.00	\$ 14,237.45	\$ 21,000.00
Property Services	\$ 21,186.00	\$ 30,797.00	\$ 35,532.00	\$ 35,532.00	\$ 35,997.96	\$ 46,577.00
Operations	\$ 26,242.00	\$ 7,456.00	\$ 11,650.00	\$ 11,650.00	\$ 14,091.57	\$ 14,300.00
Supplies	\$ 2,262.00	\$ 4,709.00	\$ 3,090.00	\$ 3,090.00	\$ 563.74	\$ 2,650.00
Software & Equip	\$ 4,947.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
Internal Service & Capital Prj	\$ 6,414.00	\$ -	\$ 6,411.00	\$ 6,411.00	\$ 6,411.00	\$ 8,103.00
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total	\$ 622,596.00	\$ 576,690.00	\$ 648,218.00	\$ 648,218.00	\$ 638,855.22	\$ 703,274.00

*Unaudited