

DEPARTMENT OF PLANNING & BUILDING SERVICES FY 2019-20 BUDGET PRESENTATION

JUNE 4, 2019



Accomplishments

❖ AVERAGE 120 PHONE CALLS & 70 PUBLIC COUNTER CONTACTS PER DAY

Building Division & Code Enforcement

- Will issue 3800 permits this year; a 50% increase over last fiscal year
- Issued 173 permits for Fire Recovery
- Code Enforcement managed 603 complaints & solved 75%, leaving 200 open cases at any time
- Code Enforcement received \$80,200 in investigative fees & \$45,000 in fines & penalties

Planning Division

- Received 2648 project applications; a 33% increase over last fiscal year
- Brought 543 Planning projects to Public Hearings; a 118% increase over last fiscal year

Budget FY 19/20

- PBS Budget within Net County Cost (NCC)- **\$2,043,625.00**
- Total *Expected* Expense - **\$5,694,424.00**
- Total *Expected* Revenue - **\$3,650,799.00**
- Cannabis Program Integration - staffing increased from **41 FTE** to **49 FTE**
- Increase in revenues due to construction activity
- Requesting one (1) additional *FTE-Building Inspector*
- Requesting one (1) part-time *Planning position*
See attached Organizational Chart

Mendocino County Planning & Building Services

PLANNING AND BUILDING

Director

BRENT SCHULTZ

ADMINISTRATIVE SERVICES

Admin. Services Manager
Adrienne Thompson

UKIAH

FORT BRAGG

COUNTER STAFF

Sup. S.A. Taylor Baker
S.A. III Marco Rodriguez
S.A. II Sondra Muñoz
S.A. II **VACANT**
S.A. - XH Gia Aguirre

Sup. S.A. Sandy Arellano
S.A. III Mark Kendra

COMMISSIONS

Comm. Sup James Feenan
S.A. III Caitlin Schafer

FISCAL

Sr. D. Analyst Jessica Byers
D. Analyst. I Danielle Fitts

CANNABIS DIVISION

Cannabis Program Mgr.
Sean Connell

UKIAH

CANNABIS STAFF

Prog Admin. **VACANT**
Inspector Nicholas Duncan
Inspector **VACANT**
Inspector Matt Holcombe
Inspector **VACANT**
Inspector XH Gabriella Eaton
Inspector XH Steve Swisley

CANNABIS ADMIN STAFF

Admin. Assist
S.A. II Atlas Pearson
S.A. II **VACANT**

PLANNING DIVISION

Chief Planner
Julia Acker-Krog

UKIAH

FORT BRAGG

PLANNING STAFF

Sr. Planner Jesse Davis
Planner III Keith Gronendyke
Planner II Sam Vandewater
Planner II Eduardo Hernandez
Planner II Dirk Larsen
Planner II Chevon Holmes
Planner I Mia Mendez
Planner I Mark Cliser
Planner I Matt Goines
Planner III - XH Susan Summerford

PLANNING STAFF

Sr. Planner **VACANT**
Planner III Julianna Cherry
Planner I Jessie Waldman
Planner I Tia Sar

BUILDING DIVISION

Chief Building Inspector
Mike Oliphant

UKIAH

FORT BRAGG

BUILDING STAFF

Sr. B. Inspect. Richard Swanson
B. Inspector I Lee Woodall
B. Inspector I Keith Hoyt
B. Inspector I Ryan Rose
B. Insp. I - XH Gilbert Studer

Plancheck Consultant
*** Don Owensby

BUILDING STAFF

B. Inspector III Richard Angley
B. Inspector I Michael Haro
B. Inspector I Neil Boyle

CODE ENFORCEMENT DIVISION

Code Enforcement Manager/Consultant
Trent Taylor

UKIAH

FORT BRAGG

CODE ENFORCEMENT

C.E. OFF II Lisa Washburn
C.E. Officer I Brian Webb
C.E. Officer I Daniel Knapp
C.E. Officer I Michael Penhall
C.E. Officer I **Vacant**

Code Enforcement Consultant
*** Don Folsom

CODE ENFORCEMENT

C.E. Officer I Gretchen McLaughlin

PBS Goals & Priorities

- Cannabis Permit Division Integration into PBS
- Oversee completion of Vineyard Crossings EIR
- Identify Barriers to Garden's Gate development project
- Complete Housing Element Update
- Complete the Ukiah Airport Comprehensive Land Use Plan
- Complete Cannabis Cultivation & Facilities Ordinance in the Coastal Zone
- Complete Oak Woodlands Protection Ordinance
- Complete Coastal Zone Accessory Dwelling Unit (ADU) Ordinance
- Economic Development: Focus on Fire Recovery efforts and projects that will result in job creation and economic value

Board Directives & Priorities

- BOS Directive to review cannabis 50ft property line setback measuring from easements crossing private property. (BOS directed PBS staff to continue to allow deviations to the 50ft setback requirement through Compliance Plans, and to bring back a cannabis ordinance amendment to address the issue at a later date).
- BOS Directive to prepare report on how PBS fee developed and discuss during 2019 Budget Presentation. (BOS directed staff to prepare report for the April 23, 2019 budget fee hearing).
- BOS Priority to amend Inland/Coastal Vacation Home Rental Ordinance. (BOS agreed to grant a one year extension of this priority to amend the inland/coastal vacation home rental ordinance, but directed PBS staff to include vacation home rental restrictions in the ADU Ordinance being drafted).
- BOS Priority to formalize previous commitment that new construction at former Masonite site be exempt from property tax and retail sales tax for 10 years from date of construction. (BOS directed PBS staff to keep this priority as originally written).

PBS Challenges

- Continue to manage the high volume of permit/project activity
- Retain High Performing Staff
- Fill Senior Planner Position- Ft. Bragg
- Fill Code Enforcement Position- Ukiah
- Continue to train “junior” staff