

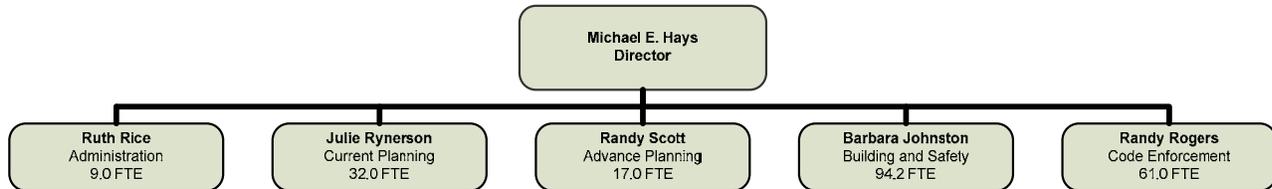
LAND USE SERVICES

Michael E. Hays

I. MISSION STATEMENT

The Land Use Services Department (LUSD) is dedicated to ensuring a balance in the areas of housing, business, and recreational needs for the diverse cultures and communities of San Bernardino County. This is accomplished through comprehensive regional planning and enforcement of building standards, land uses, and environmental impacts.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

LUSD provides oversight for land use in the unincorporated areas of the county. This oversight begins with the county's general plan that includes input from residents of the county, and extends to review of land use applications, adherence to building codes and enforcement of ordinances. LUSD is comprised of the following divisions: Administration, Advance Planning, Current Planning, Building & Safety, and Code Enforcement. All divisions provide services related to comprehensive regional planning and enforcement of building standards, land uses and environmental impacts in the unincorporated areas of the county.

The Administration Division provides centralized budgeting, personnel, and automation services to all of the department's divisions.

The Advance Planning Division prepares short and long-range plans for the development of the county and the conservation of its resources, including the county general plan and various specific plans. In addition, this division is responsible for inspections of mining facilities and mine reclamation plans, and provides professional staff assistance to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. This division prepares the county general plan every ten to fifteen years. As part of the 2002-03 budget, a special revenue fund was created to track the actual cost of the update process. The current general plan update cycle completion date is estimated for early 2007.

The Current Planning Division reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

The Building & Safety Division administers construction and occupancy standards to safeguard life, health, and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws, and inspecting the construction, alteration, moving, demolition, repair, occupancy, and use of buildings and structures.

The Code Enforcement Division administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property. Through the Fire Hazard Abatement program, Code Enforcement enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the county, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners, and removal of vegetation and flammable debris deemed to be fire hazards.



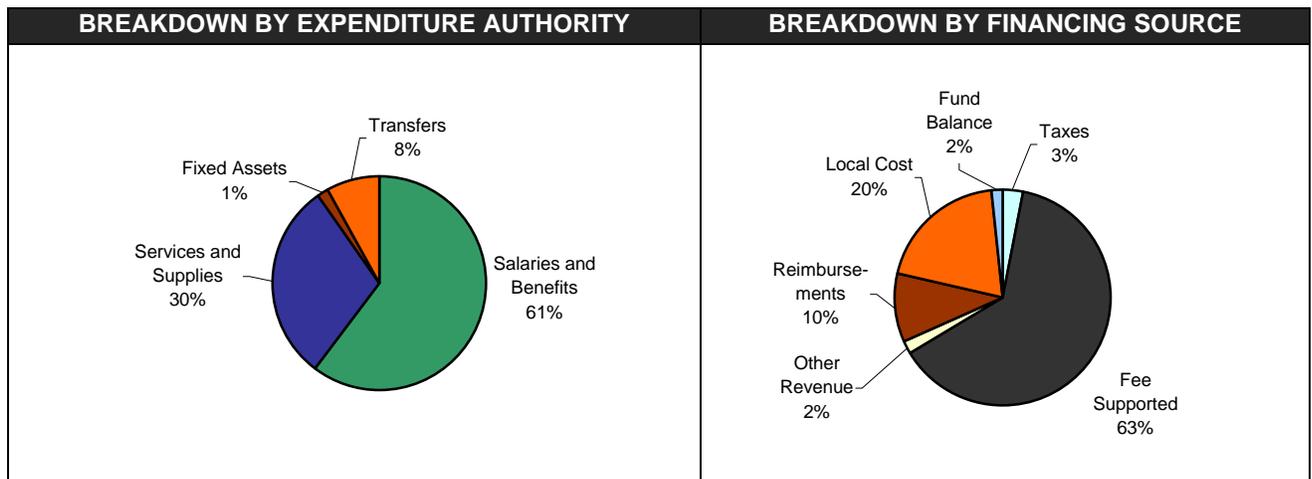
IV. 2005-06 ACCOMPLISHMENTS

- Facilitated Board-adoption of ordinances and amended ordinances related to:
 - The East Valley Corridor Planning Area
 - The Glen Helen Specific Plan and Resource Management Plan
 - Accessory wind energy systems
 - The Off Highway Vehicle (OHV) Ordinance
- Continued progress on the General Plan Update, which is expected to be completed in 2006-07
- Completed the Kaiser Commerce Center Specific Plan - BNSF Transmodal Facility (nine million square feet)
- Completed the California Speedway–Midway planning project including relocation of the drag strip, increased access drive, increased wireless facilities, and a large message center
- Approved permits for 250,000 square feet of retail space and one million square feet of industrial buildings in the East Valley Corridor Planning Area
- Conducted 32 community clean-up events throughout the county, which resulted in the collection of 1,615 tons of trash, tires, and metal.
- Issued 50,000 Fire Hazard Abatement notices resulting in the performance of 5,000 abatements.

V. 2006-07 SUMMARY OF BUDGET UNITS

	2006-07				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		11.0
Current Planning	3,253,190	3,253,190	-		33.0
Advance Planning	3,963,886	2,287,138	1,676,748		18.0
Building and Safety	9,870,995	9,870,995	-		95.2
Code Enforcement	4,519,923	767,530	3,752,393		40.0
Fire Hazard Abatement	2,617,148	2,617,148	-		22.0
General Plan Update	484,011	-		484,011	-
TOTAL	24,709,153	18,796,001	5,429,141	484,011	219.2

VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: ADVANCE PLANNING - DECREASE PROCESSING TIMES FOR MINING APPLICATIONS OR RECLAMATION PERMITS.

Objective A: Process mining applications/reclamation permits through approval or denial within nine months with a Negative Declaration or 15 months with Environmental Impact Report

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1A. Percentage of mining applications and reclamation permits processed through approval or denial within proposed timeframes.	70%	85%	85%	95%

Status

Advance Planning has filled the Planner III position that is responsible for this function and is working on any backlog that was created from the vacancy. In addition, an evaluation of the work processes involved in these reviews is ongoing.

GOAL 2: CURRENT PLANNING - DECREASE THE PROCESSING TIME FOR "APPLICATIONS ACCEPTED" AS COMPLETE OR RETURN TO APPLICANT WITHIN 30 DAYS AS REQUIRED BY THE DEVELOPMENT CODE.

Objective A: Review the division's process for review of applications to ensure that the department is meeting the requirements of the Development Code.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Percentage of applications accepted as complete or returned to applicant within proposed timeframe.	80%	95%	95%	98%

Status

Current Planning is working towards filling vacancies, developing more efficient processes, and improving the tracking of applications.

GOAL 3: BUILDING & SAFETY - DECREASE THE PROCESSING TIME FOR PLAN REVIEW SERVICES TO THE ADOPTED SERVICE STANDARDS OF: Residential - 10 working days Subdivisions and multi-residential - 20 working days Grading and non-residential - 30 working days

Objective A: Review the division's process for plan review and implement appropriate measures to meet goals.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
3A. Percentage of plan reviews completed with proposed timeframes.	82%	90%	90%	95%

Status

Building & Safety has added a Building Inspector III position to participate in the Development Review Committee and interface with Current Planning on applications that add to Building & Safety's workload. In addition, the plan review staff has been assisting with inspection requests, with improved recruitment, they are now working on backlogs in Plan Review.



GOAL 4: CODE ENFORCEMENT - INCREASE THE NUMBER OF INITIAL INSPECTIONS PERFORMED WITHIN THREE WEEKS OF RECEIVING COMPLAINT.

Objective A: Review the division's staff assignments for complaints.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
4A. Percentage of initial inspections completed within three weeks of receiving complaint.	75%	95%	95%	98%

Status

Code Enforcement is developing more efficient processes, improving the tracking and assignment of complaints, and reducing workload on a waste tire grant, which will allow additional time for addressing complaints.

GOAL 5: FIRE HAZARD ABATEMENT - INCREASE THE NUMBER OF ABATEMENTS PERFORMED WITHIN FIVE WEEKS OF NON-COMPLIANT FINAL NOTICE (NCFN).

Objective A: Review the division's process for work assignments in inspection areas.

Objective B: Enhance the Fire Hazard Abatement software and equipment as necessary to process and retrieve information from the field as inspections are being completed.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
5A. Percentage of abatements performed within five weeks of Non-Compliant Final Notice (NCFN).	65%	95%	95%	98%

Status

Fire Hazard Abatement is fully staffed and developing inspection process improvements. Improvements to the Fire Hazard Abatement tracking and data input from inspections are in the planning stage.

VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

Policy Item 1: ADVANCE PLANNING – The department received \$320,000 of ongoing general fund financing for commercial-area and community plans.

Policy Item 2: CODE ENFORCEMENT – The department received \$295,600 of ongoing and \$105,000 of one-time general fund financing for three positions to enforce the off highway vehicle (OHV) ordinance.

Policy Item 3: CODE ENFORCEMENT – The department received \$50,000 of ongoing general fund financing for community cleanup projects.

Policy Item 4: CODE ENFORCEMENT – The department received \$130,000 of one-time general fund financing for contracted graffiti abatement services in the Second District.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Initiate project and hire consultants for the Lake Gregory, Joshua Tree, and Wrightwood Community Plans	N/A	100%	100%	N/A
P2. Percentage of illegal OHV riders contacted and provided educational material regarding legal OHV areas.	N/A	50%	50%	60%
P3. Percentage increase of waste and recyclable materials collected by Code Enforcement during community cleanup activities.	N/A	25%	25%	25%



Status

- P1. This will be completed after adoption of the General Plan Update and before the end of the fiscal year.
- P2. Code Enforcement has hired two of the three new positions and has begun to patrol the high desert to enforce the OHV Ordinance. To date, staff has had direct contact with 7,000 illegal riders and provided 6,000 flyers directing violators to legal riding areas.
- P3. Code Enforcement has increased the number of citizens included when mailing information regarding upcoming community cleanup events. In the past, mailings were being done from mailing lists created by trash companies which were not always accurate. The division is now using queries that search for parcels by Assessor parcel book and tax identification, which enables only unincorporated parcels to be included in the mailing list. For July 1, 2005 through November 30, 2005, 892 tons of waste and recyclable materials were collected. For the same time period in 2006, 1,103 tons were collected, a 23.7% year-to-date increase.
- P4. Code Enforcement initiated a contract with a vendor to perform graffiti abatement in the Second District. The vendor is required to abate a minimum of 400 sites per month and be on call for emergency complaints and special events held within the district.

IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
1. Improve customer service levels by enabling staff to spend more time responding to public nuisance complaints instead of inspecting waste tire facilities for minor violations.	Cancel Waste Tire Enforcement Grant with State of California Integrated Waste Management Board (CIWMB). Additional Funding Requested: Total ongoing funding \$150,000

Code Enforcement currently receives \$150,000 per year from a State of California waste tire enforcement grant to perform inspections of facilities that handle large amounts of tires. The original grant amount was \$300,000, but reduced to \$150,000 in 2006-07 due to reduced workload because all initial inspections were completed. Code Enforcement desires to cancel this grant in 2007-08 due to changing program requirements, increasing grantor expectations, and the impact the grant is having on staff's ability to address new complaints. General fund financing would be used to maintain current staffing levels while increasing customer service.

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
2. Decrease the response time for complaints related to graffiti countywide.	Provide a countywide graffiti abatement program. Additional Funding Requested: <u>Ongoing funding</u> Salary and benefits \$243,000 Services and supplies 25,000 Reimbursements (60,000) Total ongoing funding \$208,000 <u>One-time funding</u> Two vehicles \$50,000 Non-inventoriable equipment 10,000 Total one-time funding \$60,000

Code Enforcement is currently contracting for graffiti abatement services in the Second and Fourth Supervisorial Districts, for an annual cost of \$105,000. A contract is currently being processed for services in the Fifth District for an estimated annual cost of \$85,000. Reimbursements totaling \$59,230 per year are



received from the Redevelopment Agency (RDA) - \$37,230, the Flood Control District - \$2,000, and Community Development Block Grant (CDBG) funding - \$20,000.

A smaller number of vendors have been responding to the county's request for proposals (RFP) for these services due to the large size of the program and the county's high service expectations. In order to provide a comprehensive countywide graffiti abatement program, Code Enforcement requests funding for 5.0 positions (4.0 Field Assistants and 1.0 Office Assistant II) and other programs costs. Managing this program utilizing county staff will increase the control over the number and location of sites abated, enable quick response times for all unincorporated county areas, decrease response times for specific complaints, and increase the ability to adapt to changing needs (i.e. California Speedway activities, Hyundai Pavilion events, etc.) Graffiti abatement costs for designated areas will continue to be partially offset by funding from RDA, the Flood Control District, and CDBG.

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
3. Improve efficiency of project/plan reviews through the use of electronic plan submission and review.	Purchase Project Dox software. Additional Funding Requested: <u>One-time funding</u> Purchase licenses \$ 90,000 50 monitors @ \$500 ea. <u>25,000</u> Total one-time funding \$115,000

Project Dox is a third-party enhancement to the Accela Permits Plus software utilized by LUSD for tracking development projects, construction permits, and code enforcement cases. This enhancement would add the ability to receive, correct, return, and store plans electronically. The purchase price for the initial licensing is \$90,000 with annual maintenance of \$18,000 per year. This policy request also includes an upgrade of 50 computer monitors to larger screen formats to make the review of electronic plans easier. LUSD plans to cover the ongoing cost of maintenance through cost savings in other areas.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Percentage increase of cases closed that do not result in court action.	NEW	NEW	NEW	25%
P2. Percentage increase of graffiti complaints abated countywide.	NEW	NEW	NEW	50%
P3. Percentage decrease of project plan review time.	NEW	NEW	NEW	25%

X. 2007-08 PROPOSED FEE ADJUSTMENTS

DESCRIPTION OF FEE REQUEST	SERVICE IMPACTS
In 2007-08 the department will propose inflationary increases in fees to recover cost increases.	With fee increase, the department can maintain current levels of service.

If there are questions about this business plan, please contact Michael E. Hays at (909) 387-4141.

