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**Public Works/  
Planning**

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## Staff Report

ITEM 4-2

**To:** Lemoore City Council  
**From:** Judy Holwell, Project Manager   
**Date:** July 7, 2014  
**Subject:** Planning Update

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### Discussion

The last Planning Update was presented to Council on May 6, 2014. At that time, Council requested that Planning Updates continue to be provided on a quarterly basis. June 30 marked the end of the fiscal year. Included in the Update is a listing of the various types of planning applications received and processed, and the cost to perform the planning services. A listing of planning applications, including the number of days to process them, is provided to Council the second meeting of every month in the Activity Update.

The table below indicates the number and type of planning applications received and processed. Since we have been tracking the number of application from May 1, 2013 when the Planning Department was eliminated, I decided to end the fiscal year out including the two months from the prior year. Therefore, the numbers below indicate applications received from May 1, 2013 through June 30, 2014. The next quarterly update will chart the application received and processes in the 2014-2015 fiscal year. Applications listed below that have not been processed will carry over to next year.

	<u>Received</u>	<u>Processed</u>
Administrative Site Plan Review	3	2
Administrative Use Permit	3	3
Administrative Zone Clearance	3	3
Assigned Addresses	33	33
Conditional Use Permit	2	0
General Plan Amendment	2	1
Home Occupations	26	26
Large Daycare	1	1
Lot Line Adjustment	1	1
Major Site Plan Review	2	1
Minor Deviation	3	3
Planned Unit Development	1	1
Plot Plan Review	114	114
Preliminary Site Plan Review	2	2
Sign Approval	24	24

Temporary Use Permit	2	2
Tentative Subdivision Map	1	1
Zone Change	2	1

As can be seen in the numbers listed above, planning services are picking up slightly. One hundred and fourteen new homes have been approved in Lemoore. Many of the homes have already been built, while others are still under construction. Several residents have opted to start home businesses, which can be expected when there is a lack of job opportunities in the area. A few technical applications were received recently. Two of them will be discussed during the July 14 Planning Commission meeting, and the others are scheduled for an August meeting, due to timing and noticing requirements.

Much of staff's time is spent assisting the public by answering questions regarding permitted uses, setback requirements, conditions of approval, placement of accessory structures (e.g. carports, out-buildings, pools, patios, awnings, potential signage, etc.), property ownership, and other planning related inquiries. When answering questions received by phone or email, the typical turnaround time is one to two business days depending on the complexity of the request. Staff continues to strive to be as responsive as possible for our customers. Additionally, we make every possible effort to find ways to approve projects.

After the elimination of the Planning Department, Council approved a contract with Quad Knopf in the amount of \$100,000 to provide technical planning services. The amount expended for such services, however, came in well under budget. The table below indicates the total cost for technical planning services during the contract period of June 2013 through July 2014.

<u>Quad Knopf Services</u>	<u>Budgeted</u>	<u>Expenditures</u>	<u>Total</u>
Technical Planning Services – May 2013 (Not included in contract total)		\$ 4,432	\$ 4,432
Technical Planning Services	\$100,000		
June 2013 (FY 12/13)		\$ 4,683	
July-June (FY 13/14)		\$39,768	\$44,451

As shown above, the total amount expended for technical planning services during the contract period of June 2013 through July 2014 (13 months) was \$44,451, which averages just over \$3,400 per month. The amount expended reflects the lack of applications received due to the lagging economy. However, as stated above, the number of recent applications received may be an indication that the economy is picking up slightly.

The cost to update the Zoning Ordinance was reported in a prior report to Council. However, since this report finishes out the fiscal year, I thought it should be included. The update to the Zoning Ordinance was completed within budget at a cost of \$29,998 and it became effective February 6, 2014. The budgeted amount was \$30,000.

In addition to the expenditures listed above for services provided by Quad Knopf, other costs necessary to provide planning services are identified in the following table:

Estimated

<u>Miscellaneous Planning Expenditures</u>	<u>Budgeted</u>	<u>Expenditures</u>
Professional Contract Services		
GIS	\$ 5,000	\$ 5,000
FEMA	573	573
LAFCO	3,618	3,618
Operating Supplies	1,200	1,200
Printing & Publications	1,000	1,000
Utilities	1,200	1,200
Training (Planning Institute for Commissioners)	10,000	1,420
Rentals & Leases	<u>2,600</u>	<u>2,600</u>
 Total	 \$25,191	 \$16,611

As you can see, the cost to perform planning services for the year was well under budget. The total amount budgeted for technical planning services and miscellaneous expenditures was \$125,191. The total amount expended was \$61,062 – less than half the amount expected. It is important to note, however, that the savings was primarily due to the slow economy. If the recent upturn in applications received is any indication of the 2014-2015 fiscal year's activities, then Council may see an increase in expenditures for planning services.

**Budget Impact**

None.

**Recommendation**

None. For informational purposes only.