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 Planning**
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Staff Report

ITEM 4-5

To: Lemoore City Council
From: Judy Holwell, Project Manager
Date: April 30, 2014
Subject: Planning Update

Discussion

One year ago, Council approved the elimination of the City's Planning Department, which was followed by a modification to how the City's planning services are provided. David Wlaschin was appointed Planning Director and City staff members from other departments were assigned to assist in performing the day-to-day planning activities while still performing their other duties. Additionally, on June 4, 2013, the City approved a \$100,000 contract with Quad Knopf, appointing the firm as Lemoore's City Planner to perform the more technical planning functions. The following is the quarterly update of the planning services being performed and the cost to provide such services.

The following table indicates the number and type of planning applications received and processed since May 1, 2013:

	<u>Received</u>	<u>Processed</u>
Administrative Site Plan Review	3	2
Administrative Use Permit	2	2
Assigned Addresses	31	30
Conditional Use Permit	0	0
General Plan Amendment	1	1
Home Occupations	15	15
Large Daycare	1	1
Lot Line Adjustment	1	1
Major Site Plan Review	1	1
Minor Deviation	2	2
Planned Unit Development	1	1
Plot Plan Review	97	97
Preliminary Site Plan Review	2	2
Sign Approval	19	18
Temporary Use Permit	2	2
Tentative Subdivision Map	1	1
Zone Change	1	1

As you can see, aside from Plot Plan approvals, there have not been a significant number of applications submitted over the past year. However, in addition to processing applications, staff also assists the public by answering their questions regarding permitted uses on properties, public records requests, setback requirements, conditions of approval, placement of accessory structures (e.g. carports, out-buildings, pools, patios, awnings, potential signage, etc.), and other planning related inquiries.

Staff was asked to provide information regarding the amount of time it takes to process the applications. For the past two months, staff has provided a Planning Applications Report to Council, which has been included in Council's Activity Update. The listing includes the number of business days taken to process applications. When answering phone call and email inquiries, the typical turnaround time is generally one to two business days. In being responsive to our customer's needs, staff has received numerous positive comments regarding how quick and easy it is now to do business in Lemoore.

As reported in the last quarterly report, Council approved up to \$30,000 for Quad Knopf to update the Zoning Ordinance. The update is complete and the new Zoning Ordinance became effective on February 6, 2014. As reported, the cost to update the Code was \$29,998.

Even though Council approved up to \$100,000 for Quad Knopf to provide technical planning services, the cost has remained relatively low, as shown in the table below:

<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-April 2013-2014 (FY 13/14)		\$31,840	\$36,523

As shown, the amount of expenditures to date for technical planning services for fiscal year 2013-2014 is \$31,840, which averages just under \$3,200 per month. On one hand, it is great to come in under budget. On the other hand, the amount expended is a direct reflection of the near stagnant economy. In preparing for next year's budget, however, we do have some potential projects in the works, and if the developers move forward with their intended projects, the need for technical planning services will increase accordingly.

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, and were approved in the mid-year budget adjustment.

<u>Miscellaneous Planning Expenditures</u>	<u>Budgeted</u>	<u>Estimated FY 13/14 Expenditures</u>
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	\$16,000	\$7,420

As you can see, the cost to perform planning services is well under budget. The amount expended for miscellaneous planning expenditures will likely end up less than 50 percent of the budgeted amount. However, this is primarily due to the fact that only one Commissioner attending the Planning Institute. The amount spent on technical planning services should finish the year well under budget as well.

Budget Impact

None.

Recommendation

For informational purposes only. No action required.