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**Public Works /
Planning Services**

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Staff Report

ITEM NO. 4-3

To: Lemoore City Council
From: Judy Holwell, Project Manager
Date: February 11, 2015
Subject: Planning Update

Meeting Date: February 17, 2014

Discussion

This Planning Update covers the period July 1, 2014 through January 31, 2015. Included in the report is a listing of the various types of planning applications received and processed, and the cost to perform the technical planning services. A separate listing of all planning applications received, 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.

	<u>Received</u>	<u>Processed</u>
Administrative Clearance	0	0
Administrative Use Permit	4	4
Assigned Addresses	6	6
Conditional Use Permit (Framework Racing/Cinnamon Villas II)	2	2
General Plan Amendment (847 & 849 Champion Street)	1	1
Home Occupations (Minor)	8	8
Home Occupations (Major)	1	1
Large Daycare	0	0
Lot Line Adjustment (Dr. Reimer)	1	1
Minor Deviation	1	1
Planned Unit Development	0	0
Plot Plan Review	41	40
Sign Approval	11	10

Site Plan Review (Minor) (Sam Lakhani & Rick Rocha)	2	0
Site Plan Review (Major) (Cinnamon Villas II)	1	1
Temporary Use Permit	0	0
Tentative Subdivision Map (Great Valley Properties)	1	0
Zone Change (847 & 849 Champion Street)	1	1
Appeal – City Council Review (Antonio’s Tree Service)	1	1

The numbers listed above almost mirror the number of planning services provided at the same time last year, with the exception of Plot Plan Reviews. Last year at this time, staff had processed approximately 70.

Staff continues to assist the public by answering questions received by phone, email or walk-ins, and the typical turnaround time is one to two business days depending on the complexity of the request. Staff regularly assists the public by responding to 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. More recently, staff has fielded several calls and emails regarding code violations. When responding to any inquiry, staff strives to be as responsive as possible.

Quad Knopf continues to be the contracted City Planner for the City of Lemoore, and the approved contract for fiscal year 2014-2015 is for the amount of \$55,500. The amount expended for services to date are identified in the table below:

<u>Quad Knopf Services</u>	<u>2014-2015 Budgeted</u>	<u>2014-2015 Expenditures</u>	<u>Total Remaining</u>
Technical Planning Services	\$55,500	\$33,296	\$22,204

As shown above, the total amount expended for technical planning services during the contract period of July 2014 through January 2015 (7 months) was \$33,296, which averages approximately \$4,750 per month. By contrast, last year the cost averaged approximately \$3,400 per month over the 12-month period. In addition to the planning applications listed above, the amount expended for technical planning services is also a reflection of time spent on projects undergoing preliminary plan review for applications not yet received and meetings attended with developers to assist them in developing their projects. The City Planner is also in the process of performing other services such as updating our Zoning Map and General Plan Map.

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:

<u>Miscellaneous Planning Expenditures</u>	<u>Budgeted</u>	<u>Expenditures</u>
	\$20,900	
Professional Contract Services:		
GIS		0
FEMA		143
LAFCO		0
Legal		945
Computer Consulting		906
Housing Element		12,356
Project Engineering		7,676
Operating Supplies (computers)		3,087
Printing & Publications		1,411
Utilities		137
Training (Planning Institute for Commissioners)		0
Rentals & Leases	_____	_____379
Total	\$20,900	\$27,040

As you can see in the table above, the cost for Miscellaneous Planning Expenditures has already exceeded the amount budgeted for the entire year. However, this is due to costs incurred for the Housing Element, which were not included in the original budgeted amount.

The amount budgeted for Technical Planning Services and Miscellaneous Planning Expenditures totaled \$76,400. The total amount expended to date is \$60,336. Therefore, the amount expended for planning services is still under budget for the year. However, we expect planning services to increase since the economy is improving, which will have a direct effect on the costs involved to process such applications.

Budget Impact

None.

Recommendation

For informational purposes only. No action required.