


MEMORANDUM

COUNTY OF SAN MATEO PLANNING AND BUILDING DEPARTMENT

DATE: September 17, 2013
TO: Members, Board of Supervisors
FROM: Jim Eggemeyer, Community Development Director 
SUBJECT: Budget Hearings Report Back – Planning Staffing

SUMMARY

The Planning and Building Department is requesting the necessary funding for a new Long Range Planner and Planning Manager, on a permanent full time basis. The estimated budget for these positions is \$327,007 per year.

BACKGROUND

This memorandum responds to your Board's request for more information regarding staffing and workload issues being faced by the Planning and Building Department, particularly within its Long Range Planning and Current Planning Sections. To this end, it identifies the specific projects that will be completed with existing staff, and describes the additional priority projects that could be undertaken with the provision of an additional long range planner. It also describes the benefits and improvements that could be realized through the establishment of a new Planning Manager position. Finally, it describes how the principles of an agile workforce and succession planning factor into the discussion.

DISCUSSION - Long Range Planning Workload

Under existing staffing levels (one Deputy Director at 50% workload, one Senior Planner, and one Planner), the Planning Sections will be completing a variety of priority projects in FY2013-15 in addition to providing core¹ planning services. These projects include:

1. North Fair Oaks Community Plan
 - Zoning Amendments
 - Bay Area Catering and Events Zoning Update
 - Semicircular and Middlefield Road Improvement Plans
 - Parking Study
 - Community Plan Working Groups Coordination
2. 2009 Housing Element Implementation
 - Emergency Shelters Code Amendment
 - Second Dwelling Regulations Update
 - Inclusionary Housing Ordinance Amendment
3. 2014 Housing Element Update
 - Housing Sites Inventory
 - Policy Analyses and Updates

¹ Ongoing programs and services include development review services/permit processing, zoning hearing officer functions, agritourism and Williamson Act program administration, storm water compliance, General Plan conformity reviews, and San Francisco Airport Roundtable administration.

4. Climate Action Plan Implementation
5. Princeton Update
6. Comprehensive Transportation Management Plan for the Coastside
7. General Plan Update - Grant Applications
 - Circulation and Land Use Elements
 - Conservation and Open Space Elements

There are other priority projects and levels of operational service that will not be fully addressed during FY 2013-15 which is largely due to the lack of planning resources available within the Department to be assigned to these projects. Priority projects not fully addressed in FY 2013-15 include:

1. Update Grading Regulations
2. Update Subdivision Regulations
3. Update Tree Removal Regulations
4. Comprehensive Update to Zoning Regulations

Recommendation for Resolution: The addition of one Long Range Planner position would allow for the initiation of the projects outlined above. Furthermore, it would allow the Department to deliver a higher quality and more comprehensive work product on daily/operational core services.

DISCUSSION – Planning Project Management and Coordination

Planning project management and coordination are currently being primarily handled by the Department's Deputy Director. This approach has proven to be less than ideal and has resulted in less of the Deputy Director's time being focused on programs like code compliance, storm water management, Williamson Act administration, planning/transportation grants, and interdepartmental/interagency coordination.

Recommendation for Resolution: The addition of one Planning Manager position would allow for the needed oversight of current and long range planning projects (i.e., permits, General Plan Updates, and Zoning amendments). This will improve the Department's ability to provide important and timely feedback to applicants and contractors, and thereby minimize subsequent controversies. Many high profile and important projects will be processed over the next two years². The Planning Manager will help ensure that these projects are processed as efficiently and effectively as possible

DISCUSSION - Workforce Agility and Succession Planning

The Department recommends filling the recommended permanent positions (Long Range Planner and Planning Manager) via internal recruitments that are likely to result in promotional opportunities for existing staff. Staff has considered, but does not favor, the option of using extra help or a contractor to meet its need for a Planning Manager or additional long range planner, on the basis that the demand for long range planning services and project management is expected to remain consistent if not grow.

The recommended permanent positions will also create advancement opportunities for qualified staff members and thereby support their professional development. This, in turn, will create incentives for exceptional performance, and help the Department prepare for the future.

² In addition to the long range planning projects listed above, the Department is aware of at least five major current planning projects that will be processed during the next two fiscal years: revised Big Wave, Ascension Heights subdivision, Martin's Beach seawall, Brisbane Quarry, and Midcoast roadway improvements.

I. Projects and Programs Currently Assigned to Long Range Planning Staff

Project/Program	Timeframe	FTE	Staff
Code Enforcement Program Management	ongoing	0.1	Steve Monowitz
Graphics and Technical Services Program Management	ongoing	0.1	Steve Monowitz
Current Planning Program Management	ongoing	0.4	Steve Monowitz
Midcoast LCP Update Implementation	ongoing	0.05	Steve Monowitz
Highway 1 Safety and Mobility Studies Implementation	ongoing	0.05	Steve Monowitz
Comprehensive Transportation Management Plan	7/13 - 6/14	0.1	Steve Monowitz
Agriculture Permit Streamlining	7/13 - 6/15	0.1	Steve Monowitz
Accela Upgrade	7/13 - 12/13	0.05	Steve Monowitz, Matt Seubert, Will Gibson
Regional coordination re. housing, transportation, stormwater, and land use planning issues	ongoing	0.15	Steve Monowitz, Matt Seubert, Will Gibson
Pursuit of Planning Grants	ongoing	0.2	Steve Monowitz, Matt Seubert, Will Gibson
Energy & Climate Change GP Update/CAP Implementation	ongoing	0.1	Matt Seubert
Bay Area Catering & Events Zoning Amendment	7/13 - 12/13	0.2	Matt Seubert
Zoning Hearing Officer	ongoing	0.3	Matt Seubert
General Plan Conformities	ongoing	0.1	Matt Seubert, Will Gibson
Housing Element Update and Implementation	ongoing	0.25	Will Gibson
PC Zoning district update re. Emergency Shelters	7/13 - 9/13	0.05	
Complete revised sites inventory	7/13 - 3/14	0.05	
Inclusionary Housing Ordinance Amendment	4/14 - 10/14	0.05	
North Fair Oaks Community Plan Implementation	ongoing	0.15	Will Gibson
Parking Study	7/13 - 9/13	0.025	
Zoning Amendments	7/13 - 2/14	0.2	
Road & Infrastructure Improvements	7/13 - 6/15	0.025	
Park Creation Strategy	ongoing	0.025	
Communications/ Outreach Strategy	ongoing	0.025	
Amend Level of Service Standards	7/14 - 2/15	0.05	
TOTAL		3.0	

II. Long Range Projects and Programs Assigned to Current Planning Staff

Project/Program	Timeframe	FTE	Staff
Update and Streamline Farm Labor Housing Permit Requirements (DH)	7/13 - 6/14	0.1	Dave Holbrook
SMARA Mines Compliance	ongoing	0.025	Mike Schaller
Update 2 nd Unit Regulations	7/13 - 9/13	0.025	Olivia Boo
Princeton Update	7/13 - 6/15	0.25	Summer Burlison
Williamson Program Administration	ongoing	0.2	Melissa Ross
Agritourism Policy and Administration	ongoing	0.05	Tiare Pena
NPDES/RWQCB Compliance	ongoing	0.2	Camille Leung
SFO Roundtable Support	ongoing	0.5	James Castaneda
TOTAL		1.35	

III. Unassigned Projects and Programs

Project/Program	Timeframe TBD Estimated Duration	FTE	Staff
Open Space & Conservation Elements General Plan Update	2 years	0.5	TBD
Amend PAD and CD Regulations (Ag Streamlining)	2 years	0.25	TBD
Grading Regulations Update	1 year	0.25	TBD
Update Tree Removal Regulations	6 months	0.25	TBD
Circulation & Land Use Elements General Plan Update	1 year	0.25	TBD
Subdivision Regulations Update	1 year	0.25	TBD
Safety & Noise Elements General Plan Update	1 year	0.25	TBD
Cottage Food Regulations	6 months	0.1	TBD
TOTAL		2.1	