



COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT

CALENDAR YEAR 2016

SUMMARY

This report provides a snapshot of the Community Development Department's activities for calendar year 2016. This year registered another year with an above average amount of activity in terms of streets resurfaced, planning and development applications reviewed, and permits issued.

The Planning and Building Divisions have seen a clear trend since 2013 of above-average development activity as compared to prior years. Calendar year 2015 was the second busiest year for construction activity since 1997 and recorded the highest value of construction since 1997. Year 2016 declined somewhat from the peak in 2015, but the City continued to see above average construction and building value. The Planning Division received more applications and brought more projects to the Planning Commission in 2016 than in 2015 or 2014. The Planning Division also prepared seven ordinances for City Council consideration and adoption, more than any year in recent memory, and made substantial progress on the ongoing General Plan update.

The Community Preservation Division saw a substantial increase in activity in 2016 as compared to 2015. The Division opened 1,061 cases, a 34 percent increase over the previous year. The increase in activity was mostly related to a spike in cases related to yard maintenance and overgrown vegetation. Despite the increases in cases the Division was able to reduce the average time to resolve cases, reduce its back log of cases, and most notably work with residents to achieve voluntary compliance. Only 0.4 percent of cases required the use of an administrative citation to compel compliance.

The Public Safety and Services Division made progress in a number of fronts. Slurry seal resurfacing was completed on 11.5 miles of streets. The City offered a new CERT class this year aimed at youth, which turned out to be quite popular. This year the City had 38 youth CERT graduates and 15 adult graduates. Administration of the City's dog licensing program was successfully transitioned from an in-house function to the San Gabriel Valley Humane Society, following approval of a new multi-year contract.

Technology use continued to expand in the Community Development Department technology in 2016. A new web-based system was implemented to manage building permits and planning projects, allowing information to be more easily accessed by staff in the office and inspectors in the field, and more easily shared with the public. The City added two new online services for the public – the ability to submit applications to install solar panels online and a self-service web page to get estimates on building plan check and permit fees.

Revenues this year generally declined, which is expected given the decline in building activity from 2015. Some sources of revenue upset that trend including business license revenue and citations (mostly for illegal construction without a permit).

Below are statistics summarizing the 2016 activities of the Community Development Department. These statistics reflect the hard work and dedication of all Community Development Department employees.

BUILDING DIVISION ACTIVITY

ACTIVITY TYPE	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
Permits			
<i>Total Valuation</i>	\$46,631,628	\$55,846,765	\$49,072,825
<i>Total Fees Collected (Permits and Plan Checks)</i>	\$1,732,754	\$1,640,963	\$1,245,199
<i>Permits Issued</i>	2,090	2,475	2,095
<i>Permits Finaled</i>	1,462	2,109	1,690
Dwellings			
<i>Single Family Units Constructed</i>	51	52	55
<i>Single Family Units Demolished</i>	38	58	59
Net New Single Family Units	13	-6	-4
<i>Multi-Family Units Constructed</i>	37	67	50
<i>Multi-Family Units Demolished</i>	18	0	10
Net New Multi-Family Units	19	67	40

TOP 10 BUILDING PERMITS ISSUED, BY VALUATION

ADDRESS	DESCRIPTION	VALUATION	FEES SUBMITTED
5138-5148 Sereno Dr.	Condominium Development (5 Units)	\$1,253,948	\$18,091
6210-6218 Rosemead Blvd.	Condominium Development (4 Units)	\$1,236,770	\$27,709
9909-9917 Lower Azusa Rd.	Condominium Development (6 Units)	\$1,130,968	\$34,253
5661 McCulloch Ave.	Condominium Development (5 Units)	\$1,010,145	\$26,013
4857-4863 Arden Dr.	Condominium Development (4 Units)	\$936,679	\$22,220
5216-5222 Farago Ave.	Condominium Development (4 Units)	\$909,443	\$21,656
9055 Las Tunas Dr.	Tenant Improvement Bistro Na's	\$700,000	\$12,862
9619-9623 Longden Ave.	Condominium Development (3 Units)	\$652,368	\$16,496
9606-9610 Workman Ave.	Condominium Development (3 Units)	\$642,986	\$15,622
9413 Daines Dr.	New Single Family Dwelling	\$574,029	\$12,349

COUNTER ACTIVITY

Counter Function	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
Customers	Customers	Customers	Customers
<i>Animal Control</i>	139	1,536	1,464
<i>Building & Safety</i>	3,351	3,431	2,921
<i>Business License</i>	816	807	697
<i>Cashiering</i>	1,674	Not Available	Not Available
<i>Parking Citations</i>	775	987	1,668
<i>Parking Permits</i>	1,017	826	1,064
<i>Planning</i>	3,353	3,599	3,577
<i>Public Works</i>	227	227	134
Total	9,678	11,413	11,525

PLANNING DIVISION ACTIVITY

ACTIVITY TYPE	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
Planning Commission Meetings	15	17	14
Number of Public Hearing Cases			
<i>Conditional Use Permits</i>	22	16	18
<i>Site Plan Reviews</i>	8	6	2
<i>Tentative Maps</i>	14	10	7
<i>Zone Text Amendments</i>	3	3	2
<i>Other</i>	3	1	2
Total	50	36	31
Number of Cases Received			
<i>Conditional Use Permits</i>	14	20	7
<i>Lot Line Adjustments</i>	3	1	1
<i>Modifications</i>	7	3	1
<i>Sign Permits</i>	65	39	22
<i>Site Plan Reviews – Major</i>	17	4	1
<i>Site Plan Reviews – Minor and Zoning Clearances</i>	387	265	98
<i>Tentative Maps</i>	18	14	10
<i>Variances</i>	1	1	0
<i>Zone Text Amendments</i>	5	5	0
Total	517	352	140

COMMUNITY PRESERVATION DIVISION ACTIVITY

ACTIVITY TYPE	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)
Cases Opened by Type		
<i>Building Code</i>		99
<i>Business License</i>		90
<i>Graffiti</i>		1
<i>Illegal Advertising</i>		14
<i>Municipal Code</i>		110
<i>Noise</i>		10
<i>Illegal Discharge</i>		10
<i>Property Maintenance / Hazard</i>		629
<i>Right of Way Violation</i>		34
<i>Yard Sale</i>		41
<i>Zoning / Land Use</i>		23
Total		1,061
Number of Cases Closed or Abated		822
Closed or Abated Cases		
<i>Percent of Cases Closed or Abated within 7 days</i>		41%
<i>Percent of Cases Closed or Abated within 14 days</i>		64%
<i>Average Closing Time in Days</i>		20
<i>Percent of Cases Abated without Fines (Administrative Citations)</i>		99.6%
		93.3%

PUBLIC SAFETY AND PUBLIC WORKS ACTIVITY

ACTIVITY TYPE	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
Parking Permits Issued			
<i>Annual and Monthly Overnight Parking Permits</i>	1,057	970	902
<i>Daily Overnight Permits</i>	35,806	30,085	30,732
Parking Citations Issued			
<i>Parking Citations Including Overnight Parking</i>	6,604	7,076	9,852
<i>Parking Citations for Overnight Parking</i>	679	1,987	3,883
<i>Parking Citation Appeal Hearings at Commission</i>	76	117	117
<i>Parking Citation Administrative Reviews</i>	588	658	NA
Public Safety			
<i>CERT Classes</i>	1	1	2
<i>CERT Graduates</i>	15	50	16
<i>Youth CERT Classes</i>	1	NA	NA
<i>Youth CERT Graduates</i>	33	NA	NA
<i>Neighborhood Watch Meetings</i>	10	10	10
Public Works			
<i>Miles of Streets Resurfaced</i>	11.5	5.5	2.9
<i>Work Orders Completed</i>	268	390	161
<i>Encroachment Permits Issued</i>	403	437	386

SUMMARY OF REVENUE COLLECTED

DEPARTMENT ACCOUNTS	2016 (CALENDAR YEAR)	2015 (CALENDAR YEAR)	DIFFERENCE
Planning, Building, and Community Preservation			
<i>Business Licenses</i>	\$221,082	\$187,854	+\$33,228
<i>Building Permit Fees</i>	\$1,001,978	\$1,006,994	-\$5,016
<i>Building Plan Check Fees</i>	\$608,555	\$610,862	-\$2,307
<i>Planning Application Fees</i>	\$174,583	\$219,230	-\$44,647
<i>Administrative Citations</i>	\$66,036	\$45,848	+\$20,188
Total	\$2,072,234	\$2,070,788	+\$1,446
Public Safety & Services			
<i>Overnight Parking Permits</i>	\$183,534	\$203,880	-\$20,346
<i>Parking Citations</i>	\$248,326	\$425,867	-\$177,541
<i>Animal Licenses</i>	\$33,264	\$43,575	-\$10,311
Total	\$465,124	\$673,322	-\$208,198
Public Works			
<i>Encroachment Permits</i>	\$286,166	\$287,987	-\$1,821
<i>PW/Engineering Fees</i>	\$42,594	\$93,512	-\$50,918
Total	\$328,760	\$381,499	-\$52,739
Grand Total	\$2,866,118	\$3,125,609	-\$259,491