



# COMMUNITY DEVELOPMENT DEPARTMENT

## ANNUAL REPORT

CALENDAR YEAR 2015

---

### SUMMARY

This report provides a snapshot of the Community Development Department's activities for Calendar Year 2015. This year brought a substantial increase in activity compared to 2014: development applications and permits increased, more roadways were paved, more people graduated from the City's Community Emergency Repose Classes, and revenues have increased.

**Increased Development:** The clearest trend in 2015 is that development – including entitlements and construction – has increased in almost every metric. Total valuation of permits issued, number of permits issued and finalized, number of public hearing cases related to development, number of visits to the public counter, and planning review of projects have all increased. All of this activity has resulted in an increase in related fees; development related revenues increased more than \$418,000 from 2014 to 2015.

**The Community Preservation Division** has also been busy; of the 701 cases opened in 2015, 94 percent have been closed or abated. The Division reviews cases quickly – 46 percent of cases are closed or abated in 7 days and nearly 60 percent are closed or abated within 14 days. Besides working quickly, the Community Preservation Officers work well with property owners to resolve issues – 93 percent of cases are resolved without issuing an administrative citation.

**The Public Safety and Services Division** has made progress in a number of fronts. The City almost doubled the number of miles of street resurfaced and increased the number of graduates of the Community Emergency Response Team from 16 to 50.

**Technology:** The Community is increasingly using technology to transact business. More customers are paying their parking citations and appealing their citations online. The City offered business owners the ability to renew their licenses online and has started an online building permit submittal portal for solar permits.

**Revenue:** Every division has seen an increase in the amount of revenue collected. The largest increase, both in numbers and percent, was in Building Plan Check Fees, which increased 50 percent. As these projects move to building permit issuance, the City may see similar increases in Building Permit Fees in 2016.

Please find the below statistics summarizing the activity of the Community Development Department. While these numbers reflect the volume of work, they do not reflect the dedication of the employees and the customer service that they provide every day.

**BUILDING DIVISION ACTIVITY**

ACTIVITY TYPE	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
<b>Permits</b>		
<i>Total Valuation</i>	\$55,846,765.00	\$49,072,825.00
<i>Total Fees Collected (Permits and Plan Checks)</i>	\$1,640,963.61	\$1,245,199.38
<i>Permits Issued</i>	2,475	2,095
<i>Permits Finaled</i>	2,109	1,690
<b>Dwellings</b>		
<i>Single Family Units Constructed</i>	52	55
<i>Single Family Units Demolished</i>	58	59
<b>Net New Single Family Units</b>	-6	-4
<i>Multi-Family Units Constructed</i>	67	50
<i>Multi-Family Units Demolished</i>	0	10
<b>Net New Multi-Family Units</b>	67	40

**TOP 10 BUILDING PERMITS ISSUED, BY VALUATION**

ADDRESS	DESCRIPTION	VALUATION	FEES SUBMITTED
5-92 Linden Ln.	Linden Walk (52 Units)	\$12,617,391.00	\$173,452.10
5318-5339 Dupuy Ln.	New Single Family Dwellings (6 Units)	\$2,796,073.00	\$46,524.70
5070 Sereno Dr. Units A-E	Condominium Development (5 Units)	\$1,220,442.00	\$16,045.80
5118-5122 Daleview Ave.	Condominium Development (3 Units)	\$798,456.00	\$15,084.30
6106-6110 Kauffman Ave.	Condominium Development (3 Units)	\$667,687.00	\$15,146.40
4851 Fiesta Ave.	New Single Family Dwelling	\$572,120.00	\$9,185.00
5305 Encinita Ave.	New Single Family Dwelling	\$567,110.00	\$9,134.40
5542 Hallowell Ave.	New Single Family Dwelling	\$556,070.00	\$8,968.50
5032 Rosemead Blvd.	New Single Family Dwelling	\$554,450.00	\$8,941.50
5007 Baldwin Ave.	New Single Family Dwelling	\$552,185.00	\$8,931.00

**COUNTER ACTIVITY**

	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
<b>Counter Function</b>	<b>Customers</b>	<b>Customers</b>
<i>Animal Control</i>	1,536	1,464
<i>Building &amp; Safety</i>	3,431	2,921
<i>Business License</i>	807	697
<i>Parking Citations</i>	987	1,668
<i>Parking Permits</i>	826	1,064
<i>Planning</i>	3,599	3,577
<i>Public Works</i>	227	134
<b>Total</b>	<b>11,413</b>	<b>11,525</b>

PLANNING DIVISION ACTIVITY

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

COMMUNITY PRESERVATION DIVISION ACTIVITY

ACTIVITY TYPE	2015 (CALENDAR YEAR)
<b>Cases Opened by Type</b>	
<i>Building Code</i>	107
<i>Business License</i>	124
<i>Graffiti</i>	3
<i>Illegal Advertising</i>	26
<i>Municipal Code</i>	157
<i>Noise</i>	9
<i>Illegal Discharge</i>	20
<i>Property Maintenance / Hazard</i>	167
<i>Right of Way Violation</i>	32
<i>Yard Sale</i>	30
<i>Zoning / Land Use</i>	26
<b>Total</b>	701
<b>Number of Cases Closed or Abated</b>	659
<b>Closed or Abated Cases</b>	
<i>Percent of Cases Closed or Abated within 7 days</i>	46%
<i>Percent of Cases Closed or Abated within 14 days</i>	59%
<i>Average Closing Time in Days</i>	22
<i>Percent of Cases Abated without Fines (Administrative Citations)</i>	93.3%

**PUBLIC SAFETY AND PUBLIC WORKS ACTIVITY**

ACTIVITY TYPE	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)
<b>Parking Permits Issued</b>		
<i>Annual and Monthly Overnight Parking Permits</i>	970	902
<i>Daily Overnight Permits</i>	30,085	30,732
<b>Parking Citations</b>		
<i>Number of Parking Citations Including Overnight</i>	7,076	9,852
<i>Parking Citations Issued – Overnight Parking (City)</i>	1,713	3,802
<i>Parking Citations Issued – Overnight Parking (LASD)</i>	274	81
<i>Number of Parking Citations Appeal Hearings</i>	117	117
<b>Animal Licenses</b>		
<i>Number of Dog Licenses Issued</i>	2,400	2,460
<b>Community Emergency Response Team (CERT) and Neighborhood Watch</b>		
<i>Number of CERT classes</i>	1	2
<i>Number of CERT graduates</i>	50	16
<i>Number of Neighborhood Watch Meetings</i>	10	10
<i>Total Attendance at Neighborhood Watch Meetings</i>	1,000	900
<b>Public Works</b>		
<i>Miles of Streets Resurfaced</i>	5.5	2.9
<i>Work Orders Completed</i>	390	161
<i>Encroachment Permits Issued</i>	437	386

**SUMMARY OF REVENUE COLLECTED**

DEPARTMENT ACCOUNTS	2015 (CALENDAR YEAR)	2014 (CALENDAR YEAR)	DIFFERENCE
<b>Planning, Building, and Community Preservation</b>			
<i>Business Licenses</i>	\$187,854.39	\$194,078.72	-\$6,224.33
<i>Building Permit Fees</i>	\$1,006,993.94	\$815,462.90	\$191,531.04
<i>Building Plan Check Fees</i>	\$610,862.28	\$405,929.13	\$204,933.15
<i>Planning Application Fees</i>	\$219,229.70	\$196,868.70	\$22,361.00
<i>Administrative Citations</i>	\$45,847.53	\$54,791.57	-\$8,944.04
<b>Total</b>	\$2,070,787.84	\$1,667,131.02	\$403,656.82
<b>Public Safety &amp; Services</b>			
<i>Overnight Parking Permits</i>	\$203,879.70	\$197,279.49	\$6,600.21
<i>Parking Citations</i>	\$425,867.27	\$412,947.19	\$12,920.08
<i>Animal Licenses</i>	\$43,575.00	\$62,190.50	-\$18,615.50
<b>Total</b>	\$673,321.97	\$672,417.18	\$904.78
<b>Public Works</b>			
<i>Encroachment Permits</i>	\$287,987.00	\$287,086.65	\$900.35
<i>PW/Engineering Fees</i>	\$93,512.00	\$92,707.80	\$804.20
<b>Total</b>	\$381,499.00	\$379,794.45	\$1,704.55
<b>Grand Total</b>	\$3,125,608.81	\$2,719,342.65	\$406,266.15