



# Planning and Building Department Quarterly Report

October THROUGH December 2023  
2nd Quarter FY 23/24

# Planning and Building Quarterly Report

---

This quarterly report is intended to provide a snapshot of activities for the current fiscal quarter within each division and compare to the previous fiscal year. For this report, the data reflects the second quarter of Fiscal Year 23/24 and compares to the entire Fiscal Year 22/23. The second quarter of the fiscal year (October through December) is typically the slowest quarter for permit activity in the Building Division.

# Service and Performance Indicators

2nd Quarter FY 23/24

<b>Building</b>	
<b>New Permit Applications</b>	
FY 22/23 = 10,754	FY 23/24 YTD = 4,262
<b>Permits Issued</b>	
FY 22/23 = 9,962	FY 23/24 YTD = 4,716
<b>Permits Finaled</b>	
FY 22/23 = 8,215	FY 23/24 YTD = 4,899
<b>Walk-In Customers</b>	
FY 22/23 = 8,954	FY 23/24 YTD = 3,241
<b>Inspection Stops</b>	
FY 22/23 = 25,826	FY 23/24 YTD = 14,703

Quick Turnaround Building Permits 2 <sup>nd</sup> Quarter FY 23/24 (Oct-Dec '23)	# of Days Until Approved			Total Approved in Two days or Less
	Same Day	1	2	
OTC Window	167	99	21	287
Permit Center	905	59	19	983
Total	1,072	158	40	1,270

**Of all permits applied for at the Building Division this quarter, 66% were issued in two days or less.**

The Over-the-Counter (OTC) window service started in January 2023. The OTC window is staffed with a Building Plan Checker and Development Technician and reviews projects such as minor residential remodels, pools, minor tenant improvements, solar, residential EV chargers, decks and demo permits.

# Service and Performance Indicators

2nd Quarter FY 23/24

<b>Planning</b>	
<b>New Planning Applications</b>	
FY 22/23 = 291	FY 23/24 YTD = 148
<b>Projects in Process (as of end of quarter)</b>	
4Q FY 22/23 = 467	FY 23/24 = 389 *
<b>Planning Projects Approved</b>	
FY 22/23 = 157	FY 23/24 YTD = 75
<b>Walk-In Customers</b>	
FY 22/23 = 3,585	FY 23/24 YTD = 1,301
* The Planning Division is reviewing and updating historical project status. This effort is resulting in reduced total projects in process.	

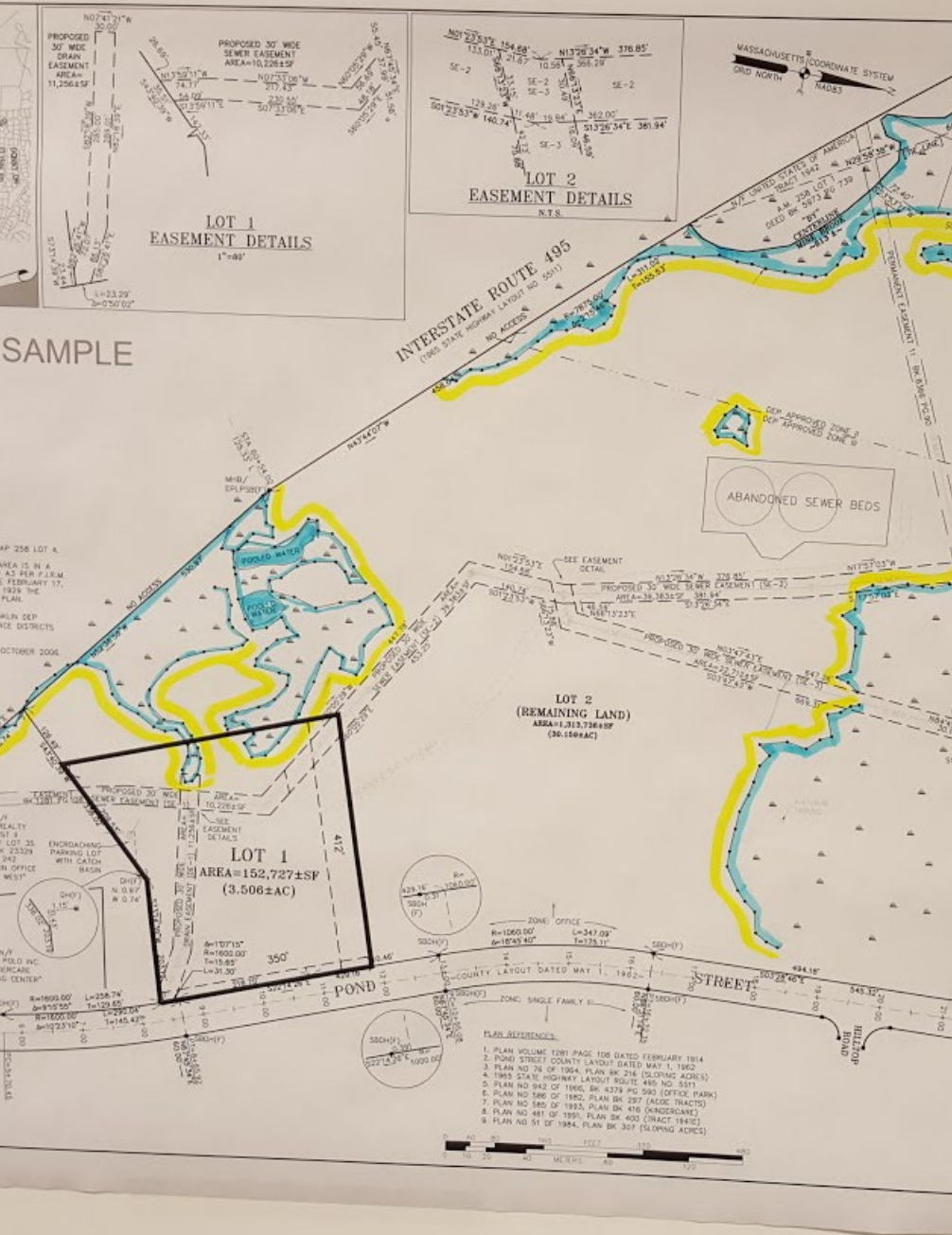


# Highlight: Promoting From Within

**Issue:** Recruiting and retaining quality staff is always a challenge but can be especially tough for existing staff that have an interest in pursuing a career path that requires continuing education. How do we keep talented and dedicated staff that are unable to pursue a traditional four-year degree?

**Solution:** Planning Managers recognized that there was interest by some Planning Development Technicians to promote to Assistant Planner. However, progression to an Assistant Planner requires a bachelor's degree. Planning staff worked closely with Human Resources to see how we could support and retain staff with an interest in advancing their career as a planner. A program was designed that allows staff the opportunity to apply for an open Assistant Planner position if the applicant has three years experience in the Dev Tech series and received a Land Use and Environmental certificate through U.C Davis. The Land Use and Environmental program is an intense, two-year, online program that teaches the fundamentals necessary for a well-rounded Planner.

The Planning Department recently had our first promotion through this path when Lela Shelley was promoted to Assistant Planner. Congratulations, Lela!



# Service and Performance Indicators 2nd Quarter FY 23/24

---

## **Long Range Planning:**

- General Plan Safety Element Update public draft prepared and reviewed during a Joint Board and Planning Commission workshop.
- Installed signage and gates on the County's Eco-Preserve Parcels in Cameron Park to help facilitate enhanced safety and security.
- General Plan 5-year review draft completed; to be considered by the Board in April.
- General Plan and Housing Element Annual Progress Reports completed; to be considered by the Board in March.
- Commenced preparation of the EIR for the Texas Hill Rezone Project. EIR target completion date is the close of 2024.
- Kicked off preparation of the EIR for the Eco-Preserve Fee Update. EIR target completion date is spring of 2025.

# Long Range Planning & Economic Development Look Ahead

<b>Upcoming Long Range Planning Projects</b>	<b>Anticipated Board Date</b>
General Plan Five-Year Review	April 2024
General Plan Annual Progress Report	March 2024
Housing Element Annual Progress Report	March 2024
Affordable Housing Task Force Kick-Off	April 2024
Design Standards – Workshop to introduce Interim Standards	April 2024
General Plan Safety Element	June 2024
Zoning Ordinance Update	August 2024
Scenic Corridor Ordinance	September 2024



# Service and Performance Indicators 2nd Quarter FY 23/24

---

## **Economic Development:**

- Started scope of work towards Countywide Programmatic EIR for broadband project
- Completed RFP and started scopes of work for broadband work on the Local Agency Technical Assistance Program and ARPA for broadband projects
- Approved contract with Growth Factory for policy J-9 startup programs
- Attended Tahoe Prosperity's Tahoe Summit, North State Economic Forecast Summit, 50 Economic Alliance Technology Roundtable, GSEC, and local chamber events
- Presented at El Dorado County Water Agency plenary roundtable discussion
- Held subsequent CEDAC meetings after direction from the Board to reorganize the committee and update its purpose and goals
- Met with several applicants on potential high-impact new commercial developments

# Service and Performance Indicators 2Q FY 23/24

## Code Enforcement

---

### Cases

- Opened = 104
- Closed = 141
- Recorded Notices of Compliance = 16
- Recorded Notice to Correct = 1
- Recorded Notice and Orders = 29
  - Reversed = 2

Total of Recordings = 48

### New VHR Cases Opened

- Western Slope = 2
- Basin = 20
- Total = 22
- Unpermitted = 19
- Administrative = 1
- Trash = 1

### CRM's\* Investigations

- Opened = 150
- Closed = 240

### VHR CRM's Opened

- Western Slope = 10
- Basin = 24

Total = 34

### VHR CRM's Closed

- Western Slope = 22
- Basin = 79

Total = 101

\*The Citizen Request Management system (CRM) is the initial step in a code investigation when a complaint has been received and needs an initial investigation. Not all CRMs received result in an open code case.

# Service and Performance Indicators – 2Q FY 23/24

## Code Enforcement

---

### Letters

- Closing Letter with Recordings = 11
- Warning Letter for VHR's = 3
- Letter of Intent = 63
- Notice and Order Notices = 98
- VHR Letters = 25
- Ranch Marketing = 1

Total of Letters/Notices sent = 201

### Statements sent from Notice and Orders

- 1<sup>st</sup> Statements = 62
- 2<sup>nd</sup> Statements = 42
- 3<sup>rd</sup> Statements = 33
- 4<sup>th</sup> Statements = 16
- 5<sup>th</sup> Statements = 3
- 6<sup>th</sup> Statements = 4

Total Statements = 160

# Amnesty Program Update

---

In September 2023, the Board approved a program to assist homeowners who have a code case for a home or structure with unpermitted work completed by a previous property owner where the current homeowner had no knowledge that the work was unpermitted.

- 8 verified properties for qualifications (violations existing prior to property purchase)
- 3 applications submitted
  - 2 approved, 1 pending approval
- 5 for dwellings
  - 2 of the 5 for ADU's
- At least 12 inquiries in addition to above
  - Did not qualify as they were aware of the violations prior to the purchase

# Service and Performance Indicators 2nd Quarter FY 23/24

## Tahoe Planning, Stormwater, and VHR

---

### West Slope Active VHR Permits

- Q1 = 135    Q2 YTD = 138
  - 15 Active VHR Permit Waitlist Applications
  - 1 Invited off the waitlist but has not applied yet

### East Slope Active VHR Permits

- Q1 = 820    Q2 YTD = 808
  - 204 Active VHR Permit Waitlist Applications
  - 5 In process of being removed due to open code case



# Service and Performance Indicators 2nd Quarter FY 23/24

---

## **Airports:**

- 9 lease agreements processed and approved in 2Q FY 23/24
- 10 agreements mailed for signature, not yet received
- Placerville airport has purchased 2 back up generators that are going through the permit process, then to be installed

## **Cemeteries:**

- Facilitated 7 burials at County-managed cemeteries in Q2 FY 23/24
- Completed an overhaul of the Cemetery Ordinance, an effort that was ongoing for 15 years
- Assisted the Cemetery Advisory Committee in preparing the annual report to the Board
- Helped facilitate a successful fundraising event with Save the Graves in the Placerville Union Cemetery
- Continue to digitalize cemetery records

# Service and Performance Indicators 2nd Quarter FY 23/24

---

## **Commercial Cannabis:**

- Cannabis Conditional Use Permits (CCUPs) Applications = 0
- CCUPs Approved = 0
- CCUPs Processing = 11
- Denied = 1