

PLANNING AND LAND USE DEPARTMENT

The Planning and Land Use Department interprets and enforces laws and codes that have been adopted by the City of Santa Fe, advises on long and short range planning and development issues, and provides responsive, accurate and responsible customer service. The purpose of these codes is to provide minimum standards to safeguard life, health, safety, property and promote the public welfare. The Santa Fe City Code provides enforcement of the uniform building code, mechanical code, electrical code, uniform plumbing code, zoning and land use code, annual water budget, and other relevant codes including those related to weeds, litter and noise.

Administration	Appropriation: \$ 852,316
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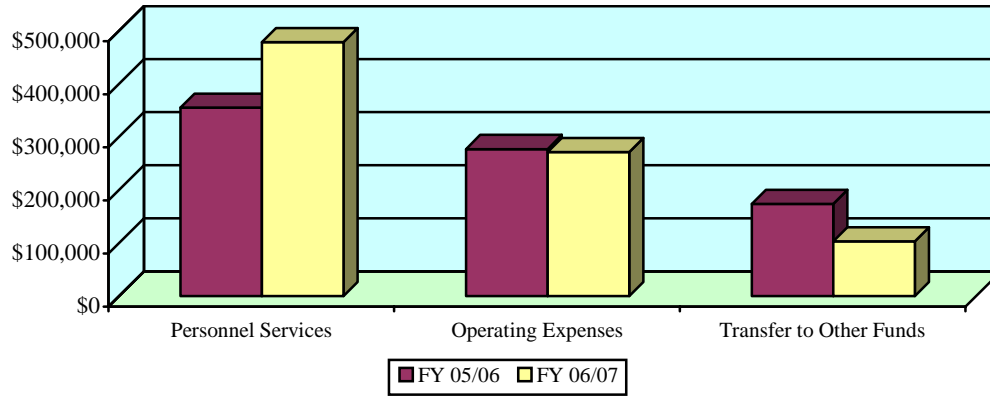
The Director is responsible for the administration of the Planning and Land Use Department, and oversees the development and delivery of the various services that are provided to the public. One of the main objectives of the department is to streamline all internal processes and improve communication with other departments, the Mayor, City Council and the public.

For FY 2006/07, the General Fund provides financial support for the salaries and benefits of the Director and seven staff members, and the entire department's general liability and fleet/physical insurance coverage. The Administration budget also includes support for the Regional Planning Authority, a portion of which (\$80,000) will be transferred directly to the Regional Planning Authority Fund (2709) in FY 2006/07. An additional transfer of \$22,901 to the Section 5303 Grant Fund (2325) is budgeted for FY 2006/07 to provide the local match to a grant from the State Highway and Transportation Department.

Several positions were added or transferred to the Administration Division as part of a comprehensive reorganization of the Planning & Land Use Department beginning in FY 2006/07.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Department Director	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Permit Technician	0 – CLFT	2 – CLFT
Project Specialist	<u>1</u> – CLFT	<u>2</u> – CLFT
TOTAL:	5	8

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 354,784	\$ 478,191
Operating Expenses	\$ 276,742	\$ 271,224
Transfer to Other Funds	<u>173,445</u>	<u>102,901</u>
TOTAL:	\$ 804,971	\$ 852,316

The Code Administration Division is responsible for providing building, health and safety standards for the City of Santa Fe through public information, building plan review, and inspection of structures under construction. It is the mission of the division to safeguard the health, safety and welfare of the citizens of Santa Fe by providing these services and ensuring that all construction is done in accordance to established minimum structural, zoning, building, mechanical, plumbing and electrical standards.

2005/06 Operational Highlights:

- Continued the staff training and certification program for the International Building Codes.
- Contracted temporary staff to assist in zoning plan and commercial plan reviews, and temporarily assigned an electrical inspector to assist in electrical plan review, until sufficient staff can be hired in these areas.
- Completed 35,000 inspections and investigated 9,000 complaints.
- Issued 301 commercial permits and 1,362 residential permits.

2006/07 Goals and Objectives:

- Establish a streamlined and efficient permit and inspection process that is sensitive to public and local concerns while in compliance with all applicable regulations.
- Enhance service delivery and communication with applicants, agencies and organizations through new technology and software upgrades.
- Improve scheduling by updating current software to maximize accuracy and consistency
- Replace worn-out vehicles, computers and other equipment to maximize uptime and staff efficiency.

Budget Commentary:

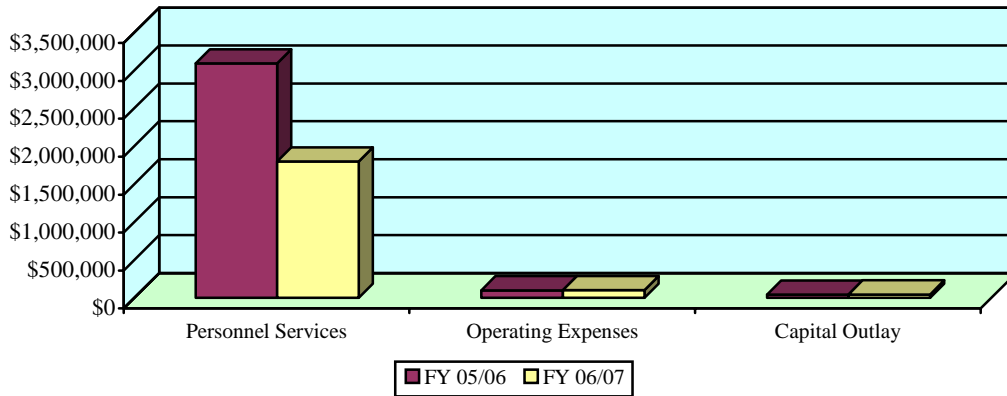
The General Fund provides funding support for the salaries and benefits of 27 employees and operating expenses related to division operations. Salaries and benefits for division staff comprise the majority (92.4%) of budgeted expenditures for FY 2006/07. The capital outlay appropriation of \$44,923 in FY 2006/07 is for the purchase of in-vehicle computer systems for inspections staff.

Beginning in FY 2006/07, the Building Inspection & Enforcement Division and the Permit & Development Review Division were merged into the Code Administration Division as part of a city-wide reorganization. Several positions and associated funding were realigned as part of the reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Code Administration Division Director	1 – CLFT	1 – CLFT

Administrative Assistant	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	2 – CLFT	3 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
Clerk Typist	1 – TCF	1 – TCF
Construction Inspector	6 – CLFT	6 – CLFT
Construction Inspector Supervisor	3 – CLFT	3 – CLFT
Ordinance Enforcement Specialist	2 – CLFT	3 – CLFT
Ordinance Enforcement Specialist Supervisor	1 – CLFT	0 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	1 – CLFT
Zoning Inspections Supervisor	1 – CLFT	1 – CLFT
Zoning Manager	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	28	27

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,090,016	\$ 1,796,959
Operating Expenses	100,248	103,291
Capital Outlay	<u>44,274</u>	<u>44,923</u>
TOTAL:	\$ 3,234,538	\$ 1,945,173

The mission of the Engineering Development Review Division is to review all development within the city limits for compliance with applicable sections of the Santa Fe City Code. Particular areas of focus include terrain management, storm water management, floodplain/escarpment regulations and prairie dog code compliance. The City Engineer has final signatory authority for all private development within Santa Fe city limits. The division also conducts reviews of extraterritorial zoning property development.

2005/06 Operational Highlights:

- Organized training to enable staff to perform site reviews for compliance with the Americans with Disabilities Act (ADA).
- Developed preliminary Digital Flood Insurance Rate Maps (DFIRMs) and conducted meetings to educate the public on the benefits of the maps.
- Submitted five DFIRM appeals and protests on behalf of private citizens.
- Assisted in the adoption of revisions to the Escarpment Ordinance.
- Continued to address staffing shortfalls by hiring permanent staff and contracting for interim staff assistance.

2006/07 Goals and Objectives:

- Resolve outstanding issues with the ADA site review process.
- Bring the Financial Guarantee process into compliance with applicable regulations.
- Oversee implementation of the preliminary DFIRMs.
- Support and advise the governing body on revisions to the Escarpment Ordinance.
- Continue to address staffing shortfalls with an aggressive recruiting program.

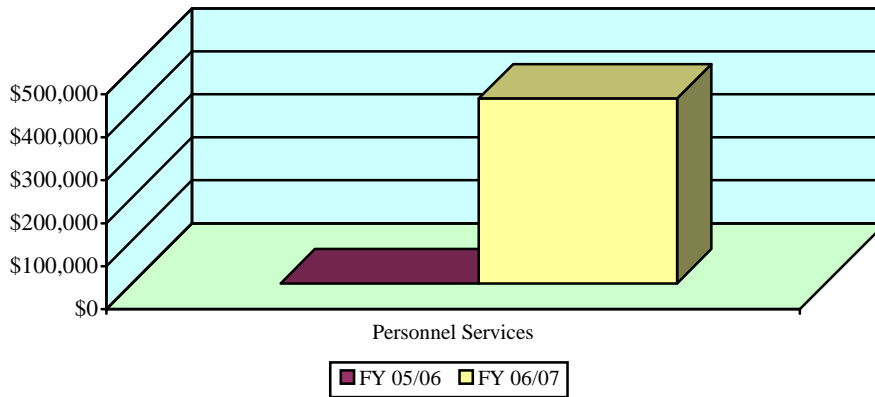
Budget Commentary:

For FY 2006/07, the General Fund operating budget for Engineering Development Review includes the salaries and benefits for the division's seven positions.

Beginning in FY 2006/07, some Engineering Division staff were moved from the Public Works Department to the Planning & Land Use Department to form the Engineering Development Review Division, as part of a major city-wide reorganization. Further budgetary changes may be required later in FY 2006/07 to bring operating budgets into line with salary expenditures in the division.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Engineering Development Review Division Director	1 – CLFT	1 – CLFT
City Land Documents Technician	1 – CLFT	1 – CLFT
Engineer	1 – TCF	1 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineering Technician Senior	2 – CLFT	2 – CLFT
Planner Senior	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	7	7

EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ <u>0</u>	\$ <u>430,309</u>
TOTAL:	\$ <u>0</u>	\$ <u>430,309</u>

The purpose of the Current Planning Division is to assist the community in achieving the future set out in the General Plan and other adopted policies. In pursuing this goal, the division seeks to efficiently and effectively coordinate the City of Santa Fe and Extraterritorial development review processes.

The Current Planning Division is responsible for providing staff reports and reviewing plans and plats for all development projects, including annexations, rezoning and many aspects of subdivision plats. The division also coordinates review functions among numerous city agencies, and works closely with other city staff on development code amendments, and has been designated to take on a significant role in the Chapter 14 City Code update process. The division also provides staff support to various boards and committees, including: the City Council; the Planning Commission; the Capitol Business District Design Review Committee; the Board of Adjustment; the Summary Committee; the Extraterritorial Zoning Authority; the Public Works Committee; and the Historic Design Review Board.

2005/06 Operational Highlights:

- Conducted 70 Early Neighborhood Notification meetings.
- Prepared staff reports for commissions and boards for nearly 200 zoning applications.
- Worked to streamline processes and maximize application fee revenue generation.
- Achieved progress on policy components of the Neighborhood Bill of Rights Resolution.
- Continued to work on substantive revisions to Chapter 14 of the City Code.

2006/07 Goals and Objectives:

- Implement policy components of the Neighborhood Bill of Rights resolution.
- Work with the Development Review Task Force to streamline the development review and construction permitting processes.
- Coordinate with the Short-Term Rentals Task Force to resolve issues related to policy and enforcement.
- Formalize a policies and procedures manual to ensure consistent code policies and interpretations.
- Continue to work on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and reduce turnaround time for reviews.

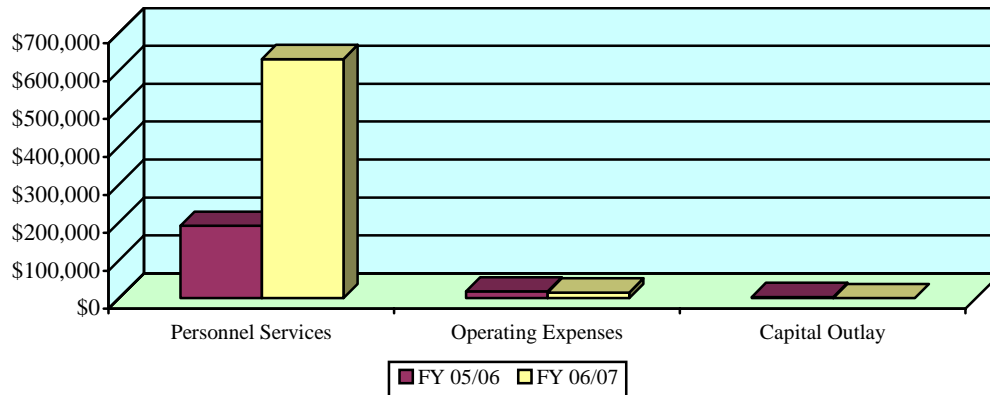
Budget Commentary:

The FY 2006/07 General Fund operating budget for Current Planning is \$645,166, which includes funding for eight staff members and associated costs relating to planning activities. Salaries and benefits for division staff comprise the majority (97.7%) of budgeted expenditures for FY 2006/07.

Beginning in FY 2006/07, the former Planning Division was split into the Current Planning and Long-Range Planning Divisions as part of a city-wide reorganization. Several positions and associated funding were realigned as part of this reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Current Planning Division Director	1 – CLFT	1 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	8	8

EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 190,696	\$ 630,324
Operating Expenses	17,841	14,842
Capital Outlay	<u>3,000</u>	<u>0</u>
TOTAL:	\$ 211,537	\$ 645,166

The purpose of the Long-Range Planning Division is to advise the Mayor and City Council, City Manager, city departments and appointed committees on long-range planning and development issues; to prepare public policies relating to land use, growth, urban design, historic and cultural resources, economic transportation, and social services; and to facilitate public participation in the elaboration of such policies.

The Long-Range Planning Division also provides oversight and staff support for a variety of grant- and city-funded programs, including the Section 112, Section 5303, and Section 9 grant programs; the Archaeological Fund; Development Impact Fees; and the Regional Planning Authority.

2005/06 Operational Highlights:

- Completed the Downtown Master Plan Process.
- Prepared the proposed city-initiated annexation and presented it to the City Planning Policy Committee, the Planning Commission, and the Regional Planning Authority.
- Produced the tenth annual “Santa Fe Trends” publication.

2006/07 Goals and Objectives:

- Complete four series of amendments to the Historic Districts ordinance.
- Adopt the Southwest Santa Fe Community Area Master Plan.
- Adopt the Downtown Vision Plan.

Budget Commentary:

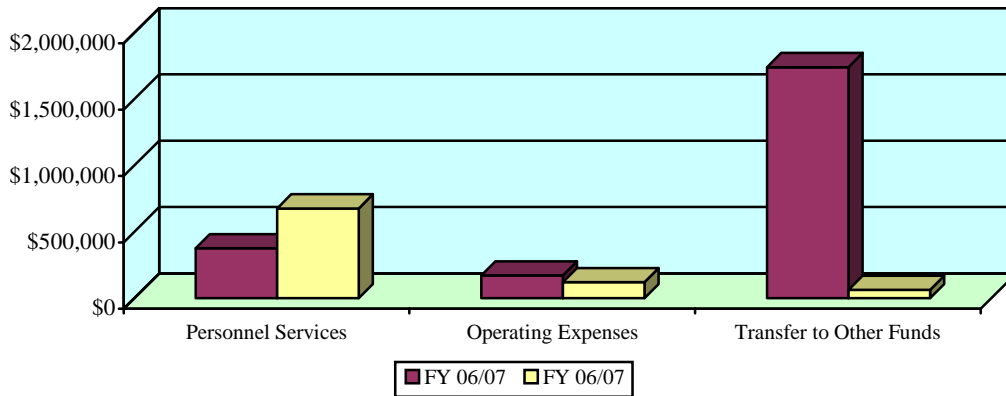
The FY 2006/07 operating budget for the Long-Range Planning Division is \$859,907, which includes funding for nine staff members and associated costs relating to division activities. The largest single funding source for the division’s budget is the General Fund, which provides approximately 52.6% of the division’s funding for FY 2006/07 (in the amount of \$452,721).

Grant funding also provides a large share (approximately 30%) of the Long-Range Planning Division’s resources for FY 2006/07. This category includes appropriations of \$200,016 from the Section 112 Fund (2324), \$48,470 from the Section 5303 Fund (2325), and \$8,700 from the Section 9 Planning Fund (2326). The division also oversees the Development Impact Fee Fund appropriation of \$54,000 for FY 2006/07. Budgeted appropriations of \$16,000 in the Archaeological Fund (2706) and \$80,000 in the Regional Planning Authority Fund (2709) comprise the remainder of the Long-Range Planning Division’s resources for FY 2006/07.

Beginning in FY 2006/07, the former Planning Division was split into the Current Planning and Long-Range Planning Divisions as part of a city-wide reorganization. Several positions and associated funding were realigned as part of this reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Long-Range Planning Division Director	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	1 – TGF	2 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Planner Technician Senior	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	8	9

EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 376,110	\$ 676,000
Operating Expenses	171,641	121,207
Transfer to Other Funds	<u>1,740,709</u>	<u>62,700</u>
TOTAL:	\$ 2,288,460	\$ 859,907

Neighborhood Services

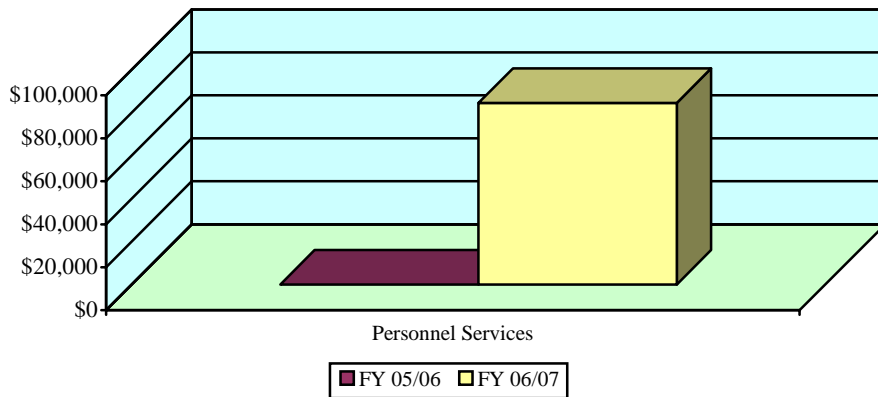
Appropriation: \$ 84,546

The mission of the Neighborhood Services Division is to foster effective communication between developers and affected citizens through the Early Neighborhood Notification (ENN) process, and to ensure that citizens are able to participate effectively in the public hearing process as called for in the City Council’s Neighborhood Bill of Rights resolution.

The Neighborhood Planner staffs and manages the ENN function. This position also coordinates with the City’s related boards and commissions to address concerns raised by citizens at ENN meetings, and provides assistance to citizens who wish to participate in public hearings.

For FY 2006/07, the Neighborhood Services Division budget consists entirely of salary and benefits expenses for the Neighborhood Planner position.

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ _____ 0	\$ _____ 84,546
TOTAL:	\$ _____ 0	\$ _____ 84,546