



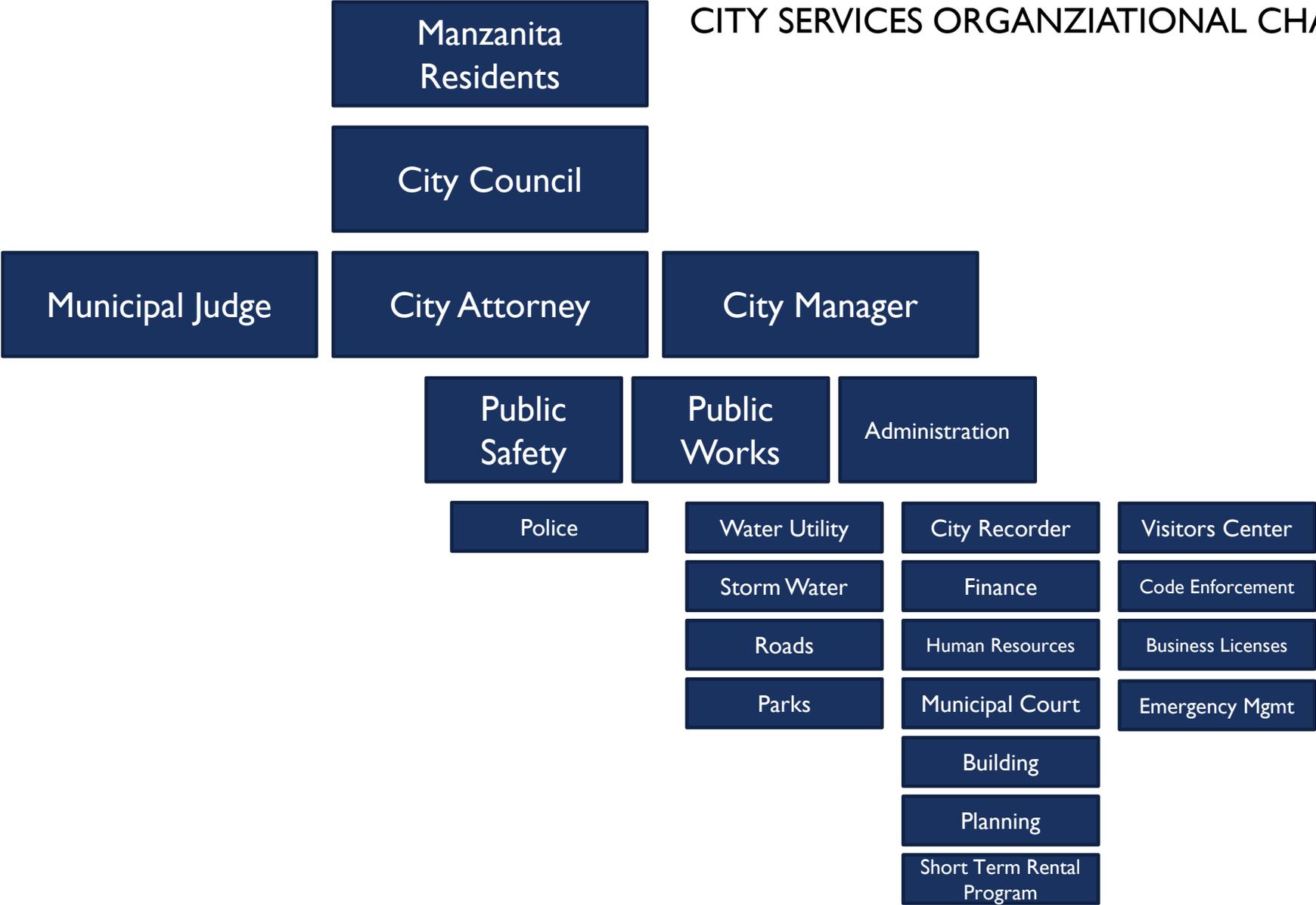
BUILDING & PLANNING PERMIT TECH

SCOTT GEBHART, BUILDING OFFICIAL

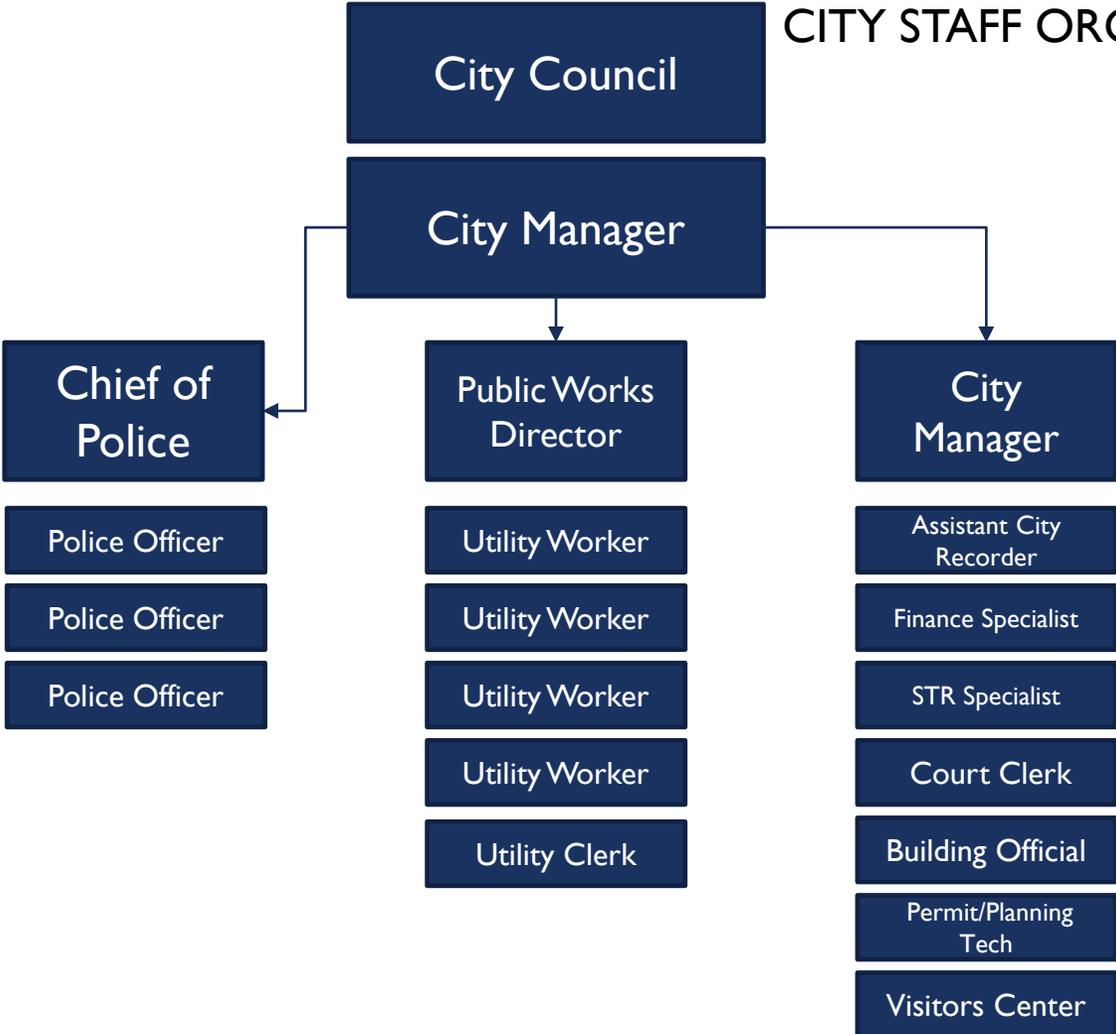
FEBRUARY 9, 2022

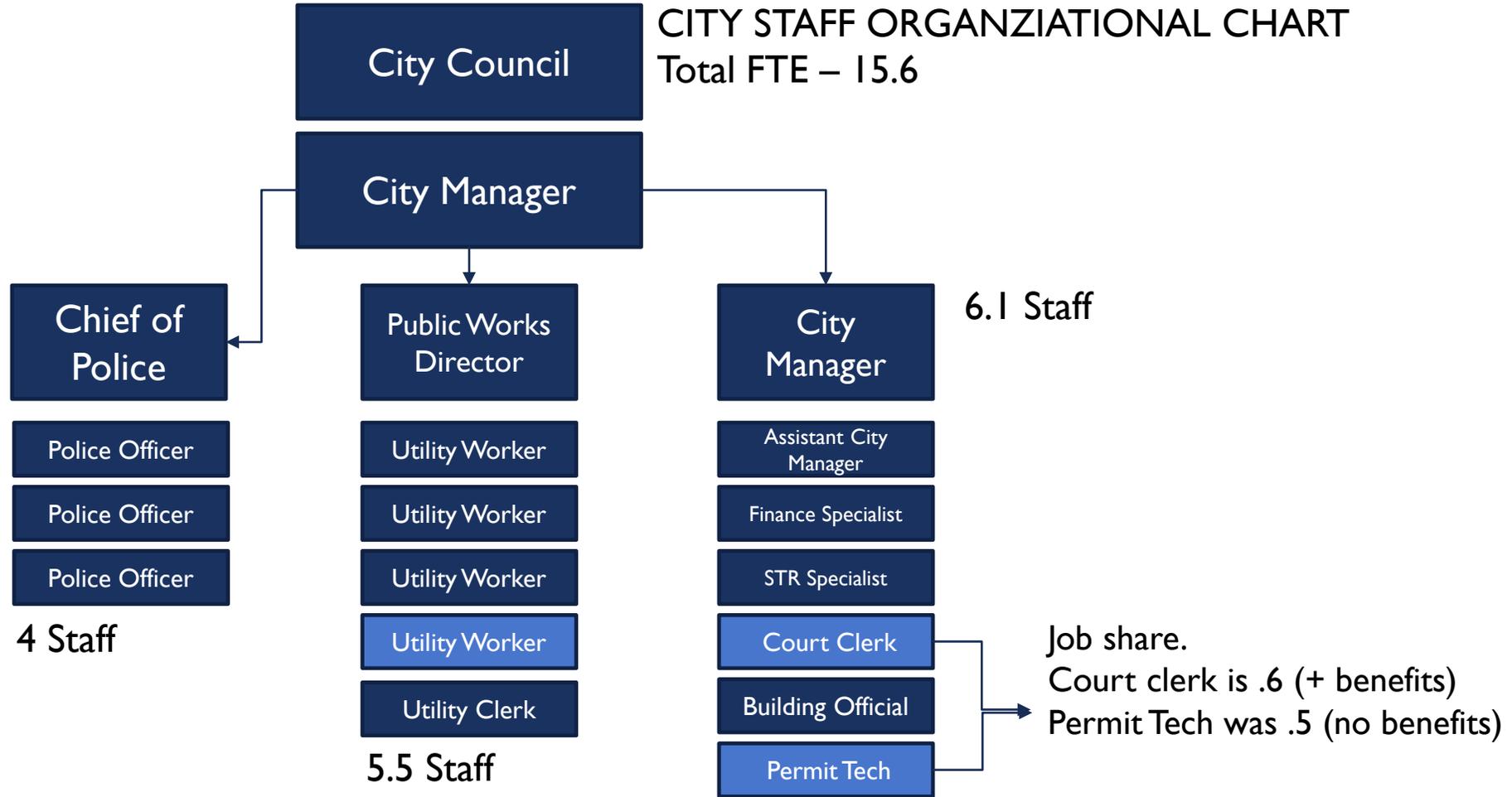


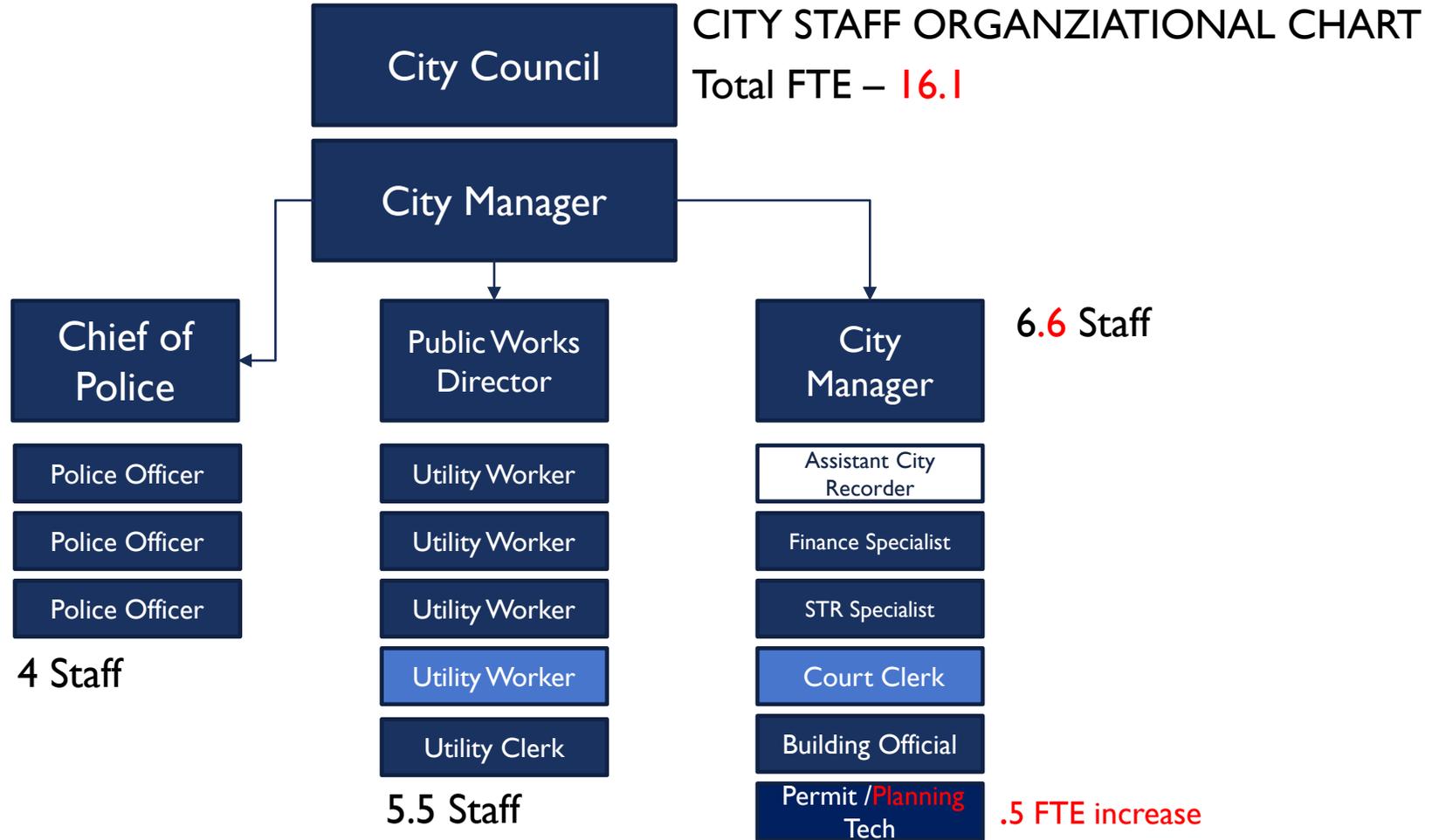
CITY SERVICES ORGANZIATIONAL CHART



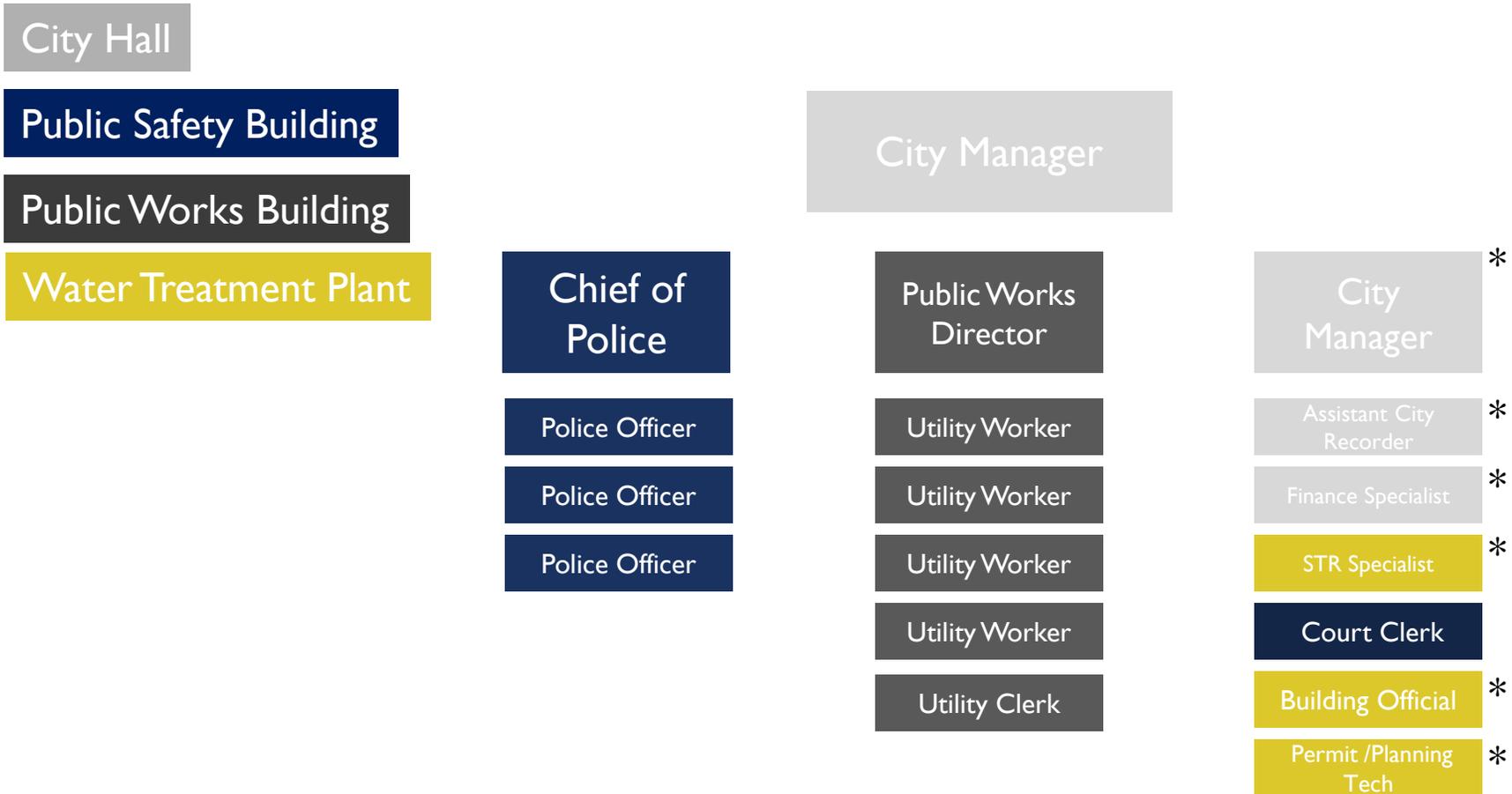
CITY STAFF ORGANZIATIONAL CHART







CITY STAFF BY LOCATION



*TELEWORK OPTION

PLANNING/PERMIT TECH

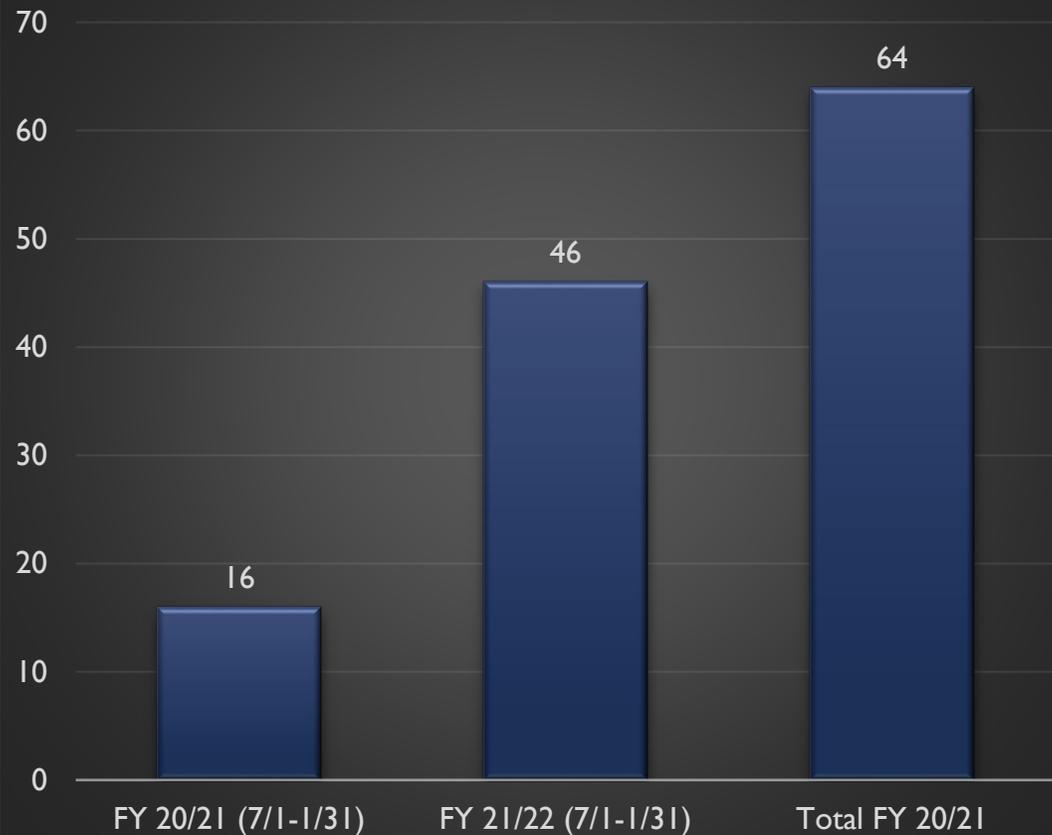
- There is sufficient funding in the current budget to support the additional .5 FTE and a full benefit package.
 - Due to not replacing the ACM position or Permit Tech Positions
- The building fund would cover .5 FTE including half of the benefits.
- Worked with Building Official and Consultant to develop a job description and salary range.
- Position is designed to support building, planning and short-term rental inspections
- City has a salary survey underway and will bring back a full staffing proposal when complete which will include this position.
- Free up the building official from a crushing workload and enable him to continue to level up the department

OVERVIEW

- Fiscal Year 20/21 compared to FY 21/22 to date
- Projections
- Trends
- 3- & 5-Year forecast
- Planning/Permit Tech Position
- Summary

FY 20/21 VS 21/22

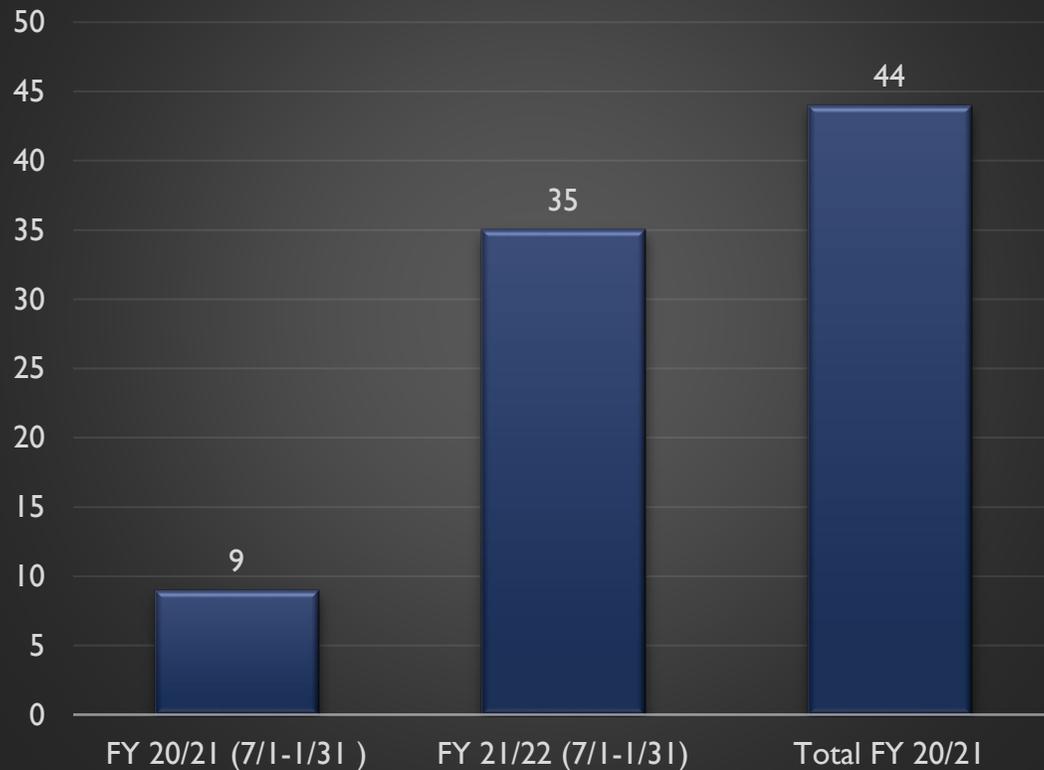
BUILDING PLAN REVIEWS:



- 72% of total for all of FY 20/21
- 188% increase from same time period last year

FY 20/21 VS 21/22

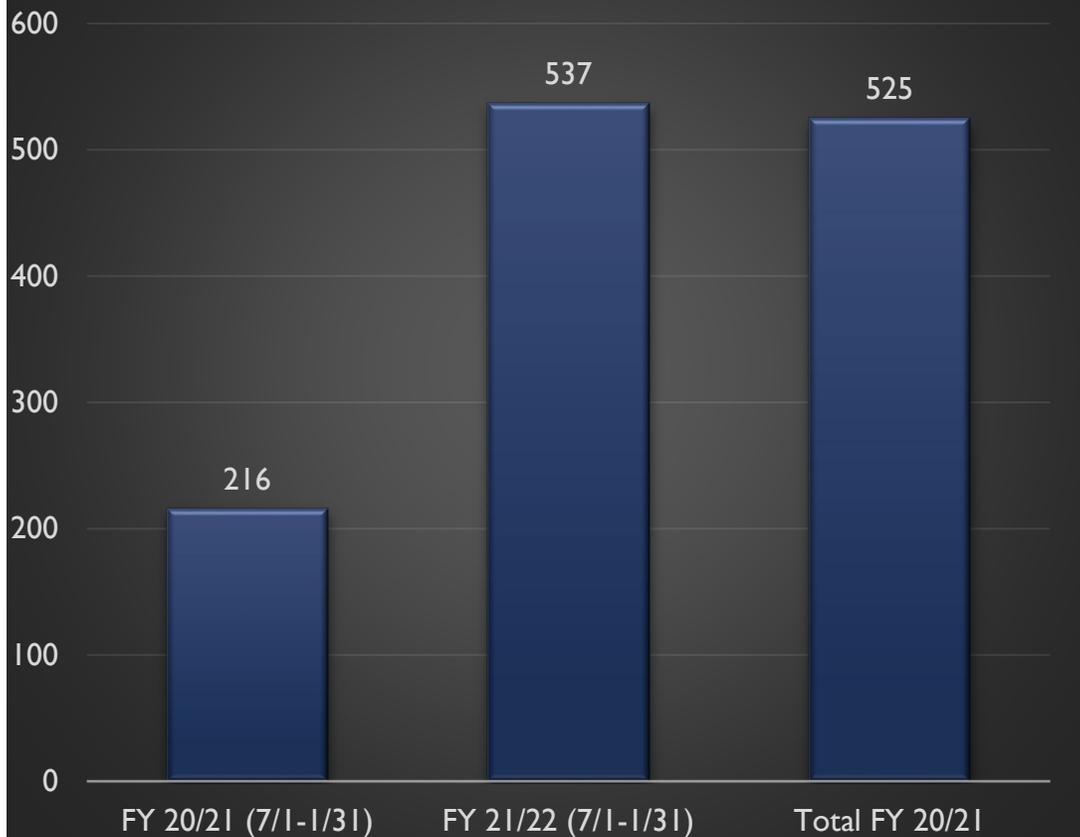
PLANNING REVIEWS



- Already at 80% of total for all of FY 20/21
- 290% increase from same time period last year
- Commercial Projects
 - 1 Large project review scheduled for March Planning Commission
 - 4 Large projects currently in the planning phase
 - Currently scheduling into April and May for Planning Commission

FY 20/21 VS 21/22

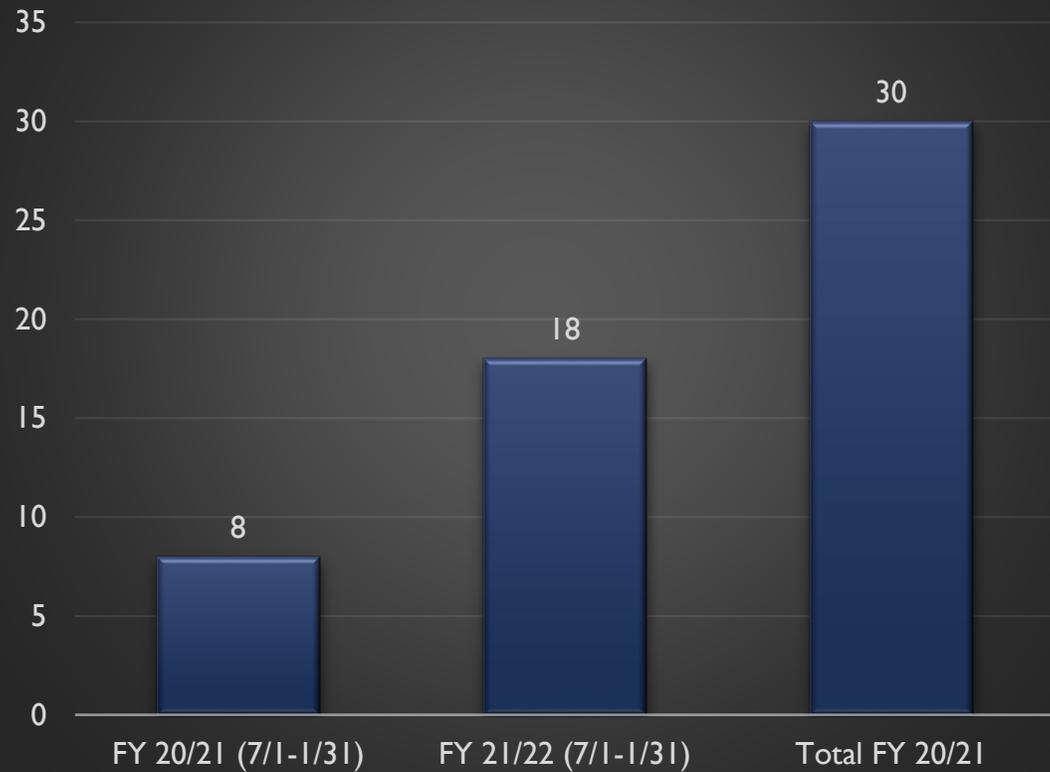
BUILDING INSPECTIONS



- 2% More than all of FY 20/21
- 149% increase from same time period last year

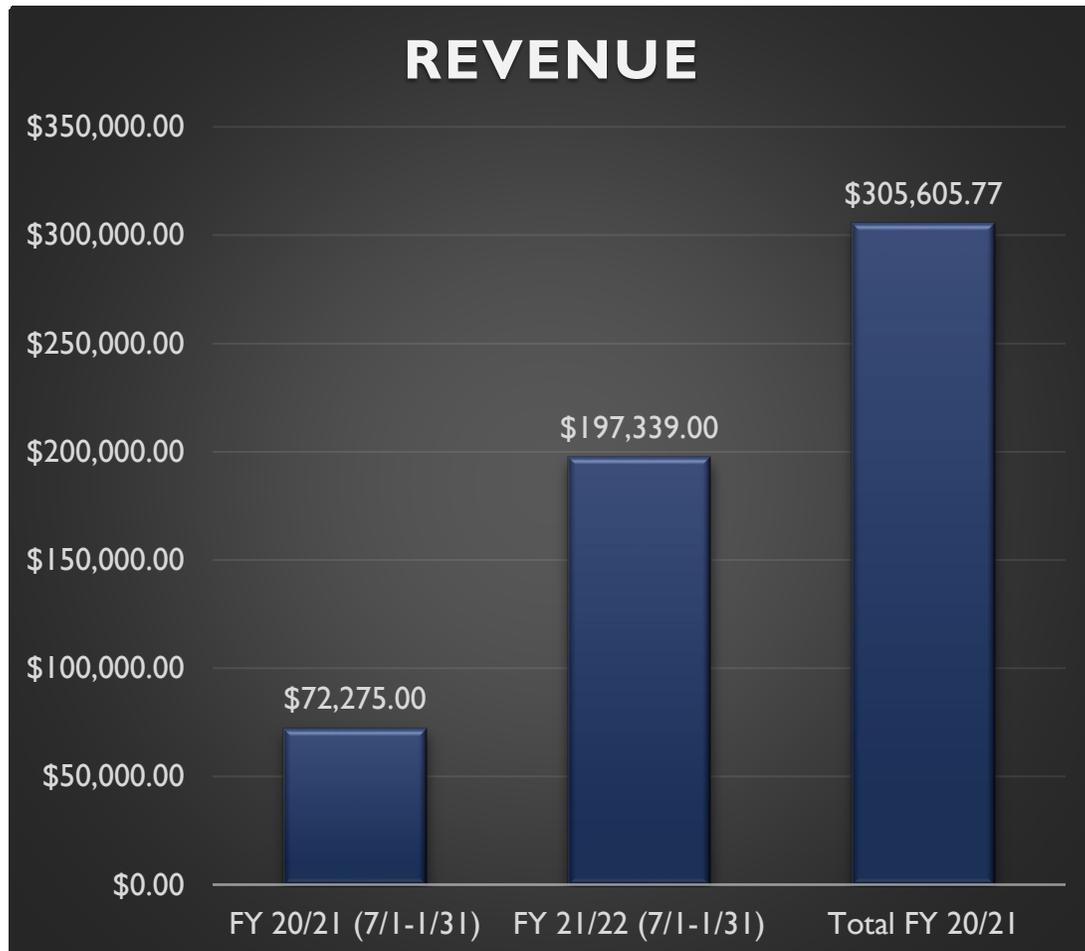
FY 20/21 VS 21/22

NEW SINGLE FAMILY DWELLINGS



- Currently at 60% of total for all of FY 20/21
- 125% increase from same time period last year

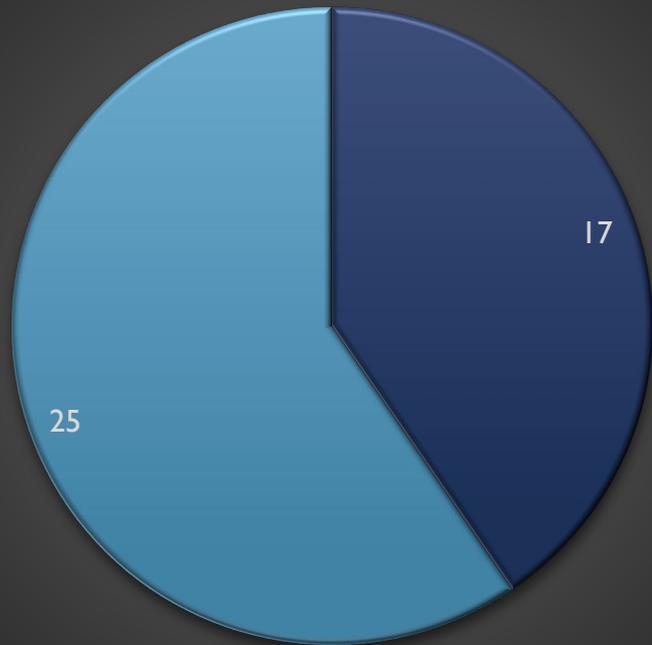
FY 20/21 VS 21/22



- 65% of total for all of FY 20/21
- 173% increase from same time period last year
- FY 21/22 Projected revenue \$338,295

NEW SINGLE FAMILY DWELLINGS

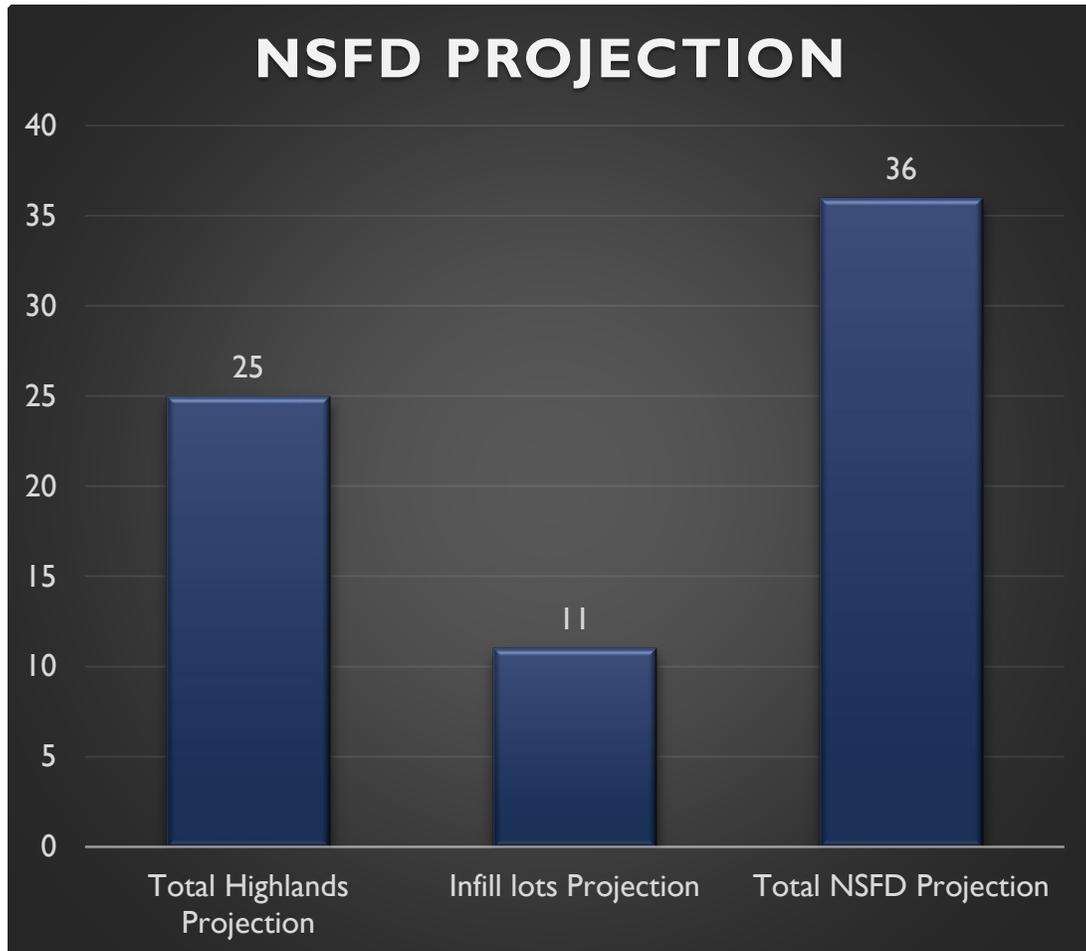
NSFD



■ HIGHLANDS ■ INFILL LOTS

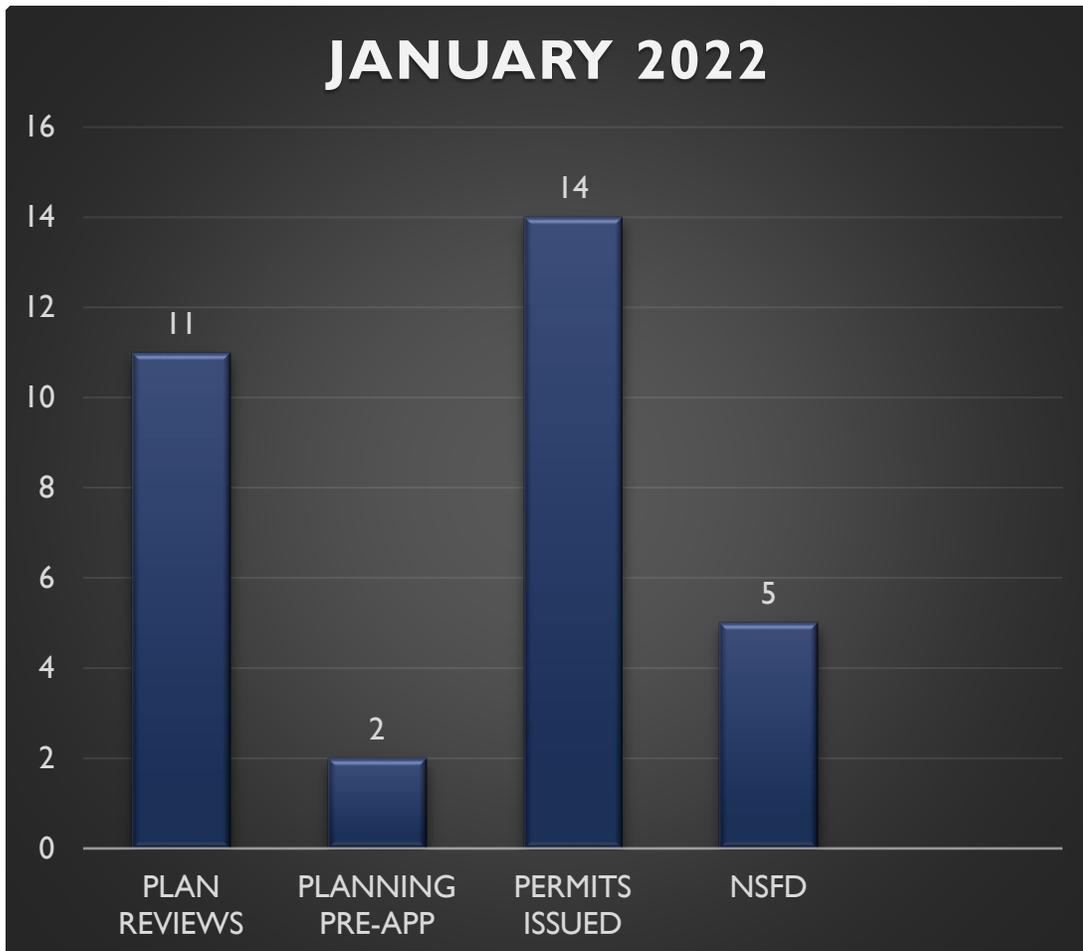
- Where are all the new homes being built?
 - 40% Being built in the Highlands
 - 17 New Homes
 - 60% Being built on infill lots
 - 25 New Homes
 - Vacant lots throughout the city

2022 PROJECTION FOR NSFD



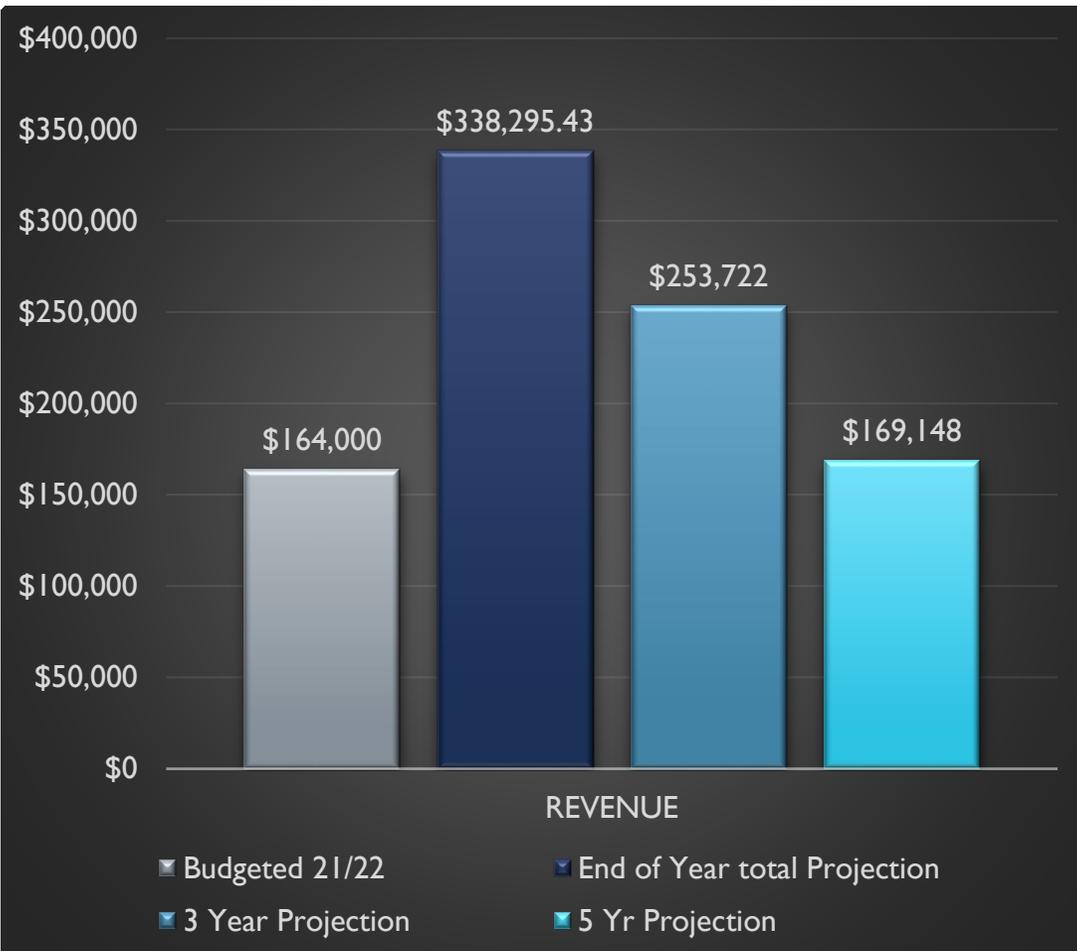
- Highlands
 - 35 Lots available to develop now
 - 30 More lots will be available by early summer
- 5 Permits issued for NSFD
- 3 Applications waiting for review

TRENDS



- Overall increase of 18% over FY 20/21 in building department
- 2 Planning pre-application meetings- Working with Morgan CPS to bring before the PC
- Over 400 emails last month for Planning & Building
- Annual short term rental inspection increase due to the change in frequency of re-inspections

REVENUE PROJECTIONS



- 11% Projected increase FY 21/22
- This trend to is expected to continue for the next 2-3 years
- New construction should level off in the next 5 years.
- Extra revenue is kept in the building fund to maintain the level of service in lean years
- These funds are protected and can not be used in the general fund

WORKLOAD SUMMARY

- Workload
 - Past year
 - Plan Reviews- 23% increase
 - Inspections- 75% increase
 - January 2022
 - 11 Plan reviews
 - 77 Inspections
 - 5 NSFD permits issued
 - 400 Emails
 - 4 Large projects to bring before the PC

PLANNING/PERMIT TECH

- Process building and land use applications
- Provide information about planning and building regulations and procedures
- Conduct on site inspections for planning and short-term rentals
- Conduct records research and maintain all required files, logs, and documents
- Conduct site inspections for land use approvals
- Conduct site inspections for short term rental compliance

PLANNING/PERMIT TECH

- Receive and respond to inquiries related to land use, building codes/regulations, and zoning ordinances.
- Provide information about the application process, inspection requirements, timelines, and other information related to the permit process.
- Process building and land use applications
- Verify applications are complete
- Reviews applications and verify accuracy and completeness of information
- Tracks land use and building applications throughout the approval process
- Ensure proper documentation/tracking and coordination with other departments and agencies

SUMMARY

- Why combine the position?
 - More efficient
 - Streamline permitting process
 - Single point of contact
 - Better customer service!

ACTION REQUESTED

- Motion to approve an increase of .5 FTE to support a full-time planning and permit tech position.