



# Planning & Development Services

County of San Diego

## PROJECT PLANNING

### Department Mission

Through operational excellence and attention to customer service, we strive to balance community, economic and environmental interests to ensure the highest quality of life for the public of San Diego County.

### Division Description

The Project Planning Division applies land use policies and regulations from the local, state, and federal level through review of public and privately-initiated discretionary project applications. The discretionary project phase is the first of a three-phased process (discretionary project review, final engineering and building permit). Discretionary project applications include subdivisions, specific plans, use permits, rezones, general plan amendments, and minor projects such as site plans and boundary adjustments.

Planning and environmental reviews are performed to ensure compliance with the County of San Diego General Plan and state and local regulations. A goal of the discretionary review process is to ensure communities are designed with safe and appropriate infrastructure and emergency response services while preserving environmental resources and fostering community character.

Project Planning staff work closely with project applicants, other PDS divisions, County departments, and external stakeholders, to define the project scope and bring projects into compliance with applicable regulations, including the California Environmental Quality Act (CEQA). Environmental analysis is completed and mitigation measures, if necessary, are applied as conditions of the project for consideration by the appropriate decision-makers.

### Programs, Projects and Initiatives

- Project Management training and staff development
- Increasing stakeholder communication & outreach during the review process (Project Heartbeat)
- Develop and implement the Site Implementation Agreement (SIA)
- Complete continual process improvements to address changes in regulatory environment

### Stakeholders

- Community Planning & Sponsor Groups (26)
- Design Review Boards (6)
- Building Industry Association
- San Diego County Farm Bureau
- Environmental Groups
- Realtors
- Homeowners
- Property & Business Owners
- Consultants
- Architects & Engineers
- Members of the public

### Division Statistics

- 27 Project Planning Division Staff – 23 County employees and four part-time consultants
- Sources of Revenue: Permit Revenue & General Purpose Revenue

### By the Numbers

- During Fiscal Year 2012/2013, Project Planning:
  - Accepted 721 discretionary applications
  - Completed approximately 800 discretionary applications
- As of May 22, 2013, Project Planning has a total of 711 in-house discretionary applications, including:
  - 540 discretionary active applications
  - 171 discretionary inactive applications pursuant to Board Policy I-137: Processing Inactive Projects

## Division Org Chart

Project Planning Chief <b>Sami Real</b>			
LUEP Manager <b>Donna Beddow</b>	LUEP Manager <b>Jarrett Ramaiya</b>	LUEP Manager <b>David Sibbet</b>	LUEP Manager <b>Vacant</b>
<b>Kristin Blackson</b> , LUEP III <b>Maggie Loy</b> , LUEP III <b>Robert Hingtgen</b> , LUEP III <b>Don Kraft</b> , LUEP I <b>Jim Bennett</b> , Groundwater Geologist <b>Lisa Sims</b> , Consultant	<b>Mark Slovick</b> , LUEP III <b>Ashley Gungle</b> , LUEP II <b>Marisa Smith</b> , LUEP I <b>Emmet Aquino</b> , LUEP I <b>Melanie Tylke</b> , Consultant	<b>Dennis Campbell</b> , LUEP III <b>Larry Hofreiter</b> , LUEP III <b>Beth Ehsan</b> , LUEP II <b>Kristina Jeffers</b> , LUEP I <b>Michael Johnson</b> , LUEP I	<b>Jennifer Domeier</b> , LUEP III <b>Michelle Chan</b> , LUEP I <b>Lucia Miranda, Jr.</b> LUEP <b>David Kahler</b> , Landscape Architect <b>Keith Hackett</b> , Consultant (Landscape Architect) <b>Poonam Boparai</b> , Consultant (Climate Change)

### Division Location:

County Operations Center - 5510 Overland Avenue –3rd Floor



# Planning & Development Services

County of San Diego

**LAND  
DEVELOPMENT**

## Department Mission

Through operational excellence and attention to customer service, we strive to balance community, economic and environmental interests to ensure the highest quality of life for the public of San Diego County.

## Division Description

The Land Development review teams provide engineering review for private land development projects at the discretionary stage. Initially, in coordination with Project Planning staff, a new project is reviewed and conditioned to insure the proposed development complies with state and local requirements. Land Development staff review proposed grading, drainage, stormwater management techniques, project access points, roadway design, traffic impacts and sight distance for the project. Staff interacts with the consultant or owner to gather additional information, answer questions and provide guidance to enable the applicant to develop a viable and safe project.

Final engineering review for a tentatively approved project is also performed by Land Development staff. The final engineering review is performed at a higher level of detail in preparation for actual construction of the approved project. Staff reviews the final engineering plans for site grading, roadway construction, drainage facility construction and stormwater management facilities. During this phase, staff works closely with the applicant's engineer to resolve engineering concerns and provide direction in satisfying project conditions leading to construction permit issuance.

## Programs, Projects and Initiatives

- Work to obtain authority to approve final maps at the department level
- Manage and update the TIF Program and online fee calculator
- Develop permit specific decision flowcharts to clarify and focus engineering reviews
- Continue to work with Industry to identify self certification opportunities for projects

## Stakeholders

- Community Planning & Sponsor Groups (26)
- Interdepartmental divisions
- Building Industry Association
- Professional Consultants
- Property & Business Owners
- Members of the public
- North County Civil Engineers & Land Surveyors

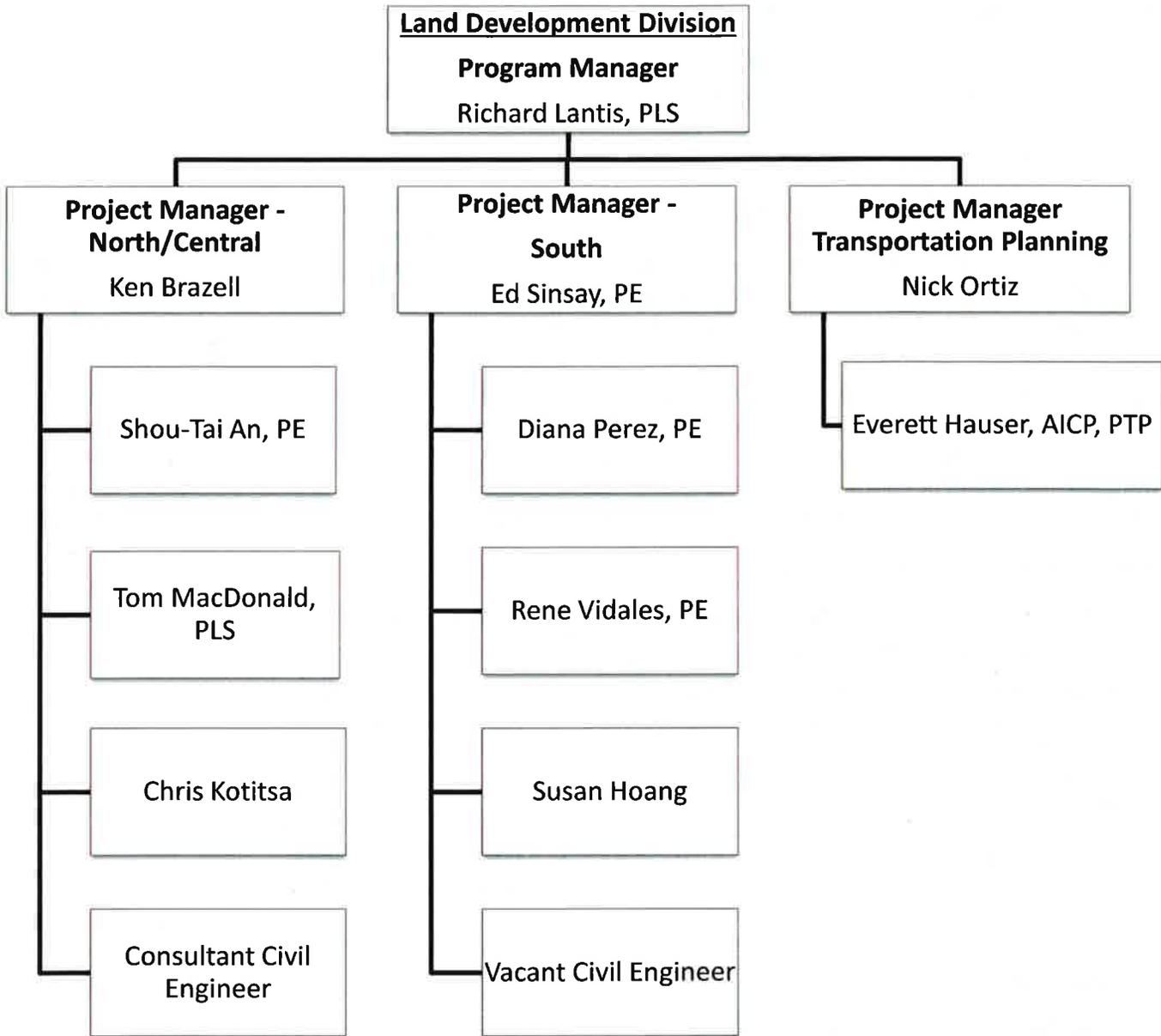
## Division Statistics

- 12 Land Development Review Team Staff
- Sources of Revenue: Permit Revenue

## By the Numbers

- During Fiscal Year 2012/2013, Land Development Teams:
  - Issued 49 grading and improvement plan permits
  - Recorded 16 final and parcel maps, creating approximately 535 individual lots
  - Supported Project Planning staff in the completion of approximately 800 discretionary projects
  - 1350+ reviews of technical documents in support of discretionary permits (drainage, hydromodification, SWMPs, traffic, sight distance, grading, design, etc.)

## Division Org Chart



### Division Location:

- County Operations Center - 5510 Overland Avenue – 3rd Floor



# Planning & Development Services

County of San Diego

**BUILDING  
SERVICES**

## Department Mission

Through operational excellence and attention to customer service, we strive to balance community, economic and environmental interests to ensure the highest quality of life for the public of San Diego County.

## Division Description

Building Services functions as a permit center for proposed construction and development projects. Building Services staff review plans, process permits and perform inspections to confirm project compliance with current codes, ordinances and regulations. These requirements exist to ensure the health, safety and general welfare of building occupants, neighboring properties and the overall community.

Building Services evaluates a project's integrity throughout the construction progression, from preliminary design to building occupancy, and requires approval by all three sections of the division: Zoning, Building, and the Land Development Counter.

### Zoning

Zoning section staff determine what can be built on a particular property and where it can be built on that property. Every parcel in the county has a zoning classification determining how that property can be used, and the County Zoning Ordinance was adopted to regulate these land uses in the unincorporated portions of the County. The intent of zoning regulations is to allow owners the reasonable use of their property provided the use is not detrimental to nearby properties or the neighborhood. Zoning section staff examine multiple facets of proposed projects to determine consistency with the Zoning Ordinance:

- Allowable use
- Building types and setbacks
- Minimum lot size
- Allowable height
- Animal designators
- Special Area designators

### Building

Building section staff work with project applicants in the final phase of land development projects (building permits are ministerial, not discretionary, meaning they are allowed "by-right"). A primary function of the Building section is confirming how a structure is built. Ensuring compliance with the *California Building Code* and other construction codes requires a two-phase process: plan review (before permit issuance) and building inspection (after permit issuance). Plan review verifies the proposed design meets all applicable codes, while building inspection certifies the construction matches that design. This process addresses the following design elements:

- Structural
- Life safety
- Electrical
- Plumbing
- Mechanical
- Fire protection
- Disabled access
- Energy efficiency
- Green building
- Minor grading
- Stormwater management

### Land Development Counter

Land Development Counter staff provide information, intake and permit-issuance services for infrastructure and site development projects throughout the unincorporated areas of San Diego County. These staff serve as the primary public interface for a variety of projects submitted to the County for review:

- Improvement plans
- Grading permits
- Flood, drainage encroachment, elevation certificates
- Sewer
- Mapping and covenant of improvements
- Construction and demolition recycling
- Moving permits
- Right-of-way permits: Construction, excavation, encroachment, tree
- Trust account deposits and verifying balances
- Traffic impact, drainage, Major Stormwater review, and street light fees
- Loss mitigation research

## Programs, Projects and Initiatives

- Developing more online services – in progress
  - Estimated inspector arrival times
  - Residential rooftop solar
  - Online payment opportunities
- Revision of the Building Permit Pre-Review Process to streamline plan submittal and incorporate an online application process
- On-going customer and stakeholder outreach
- Recent successes:
  - Reduced the average review time of Minor Deviations from 13 ½ hours to less than 5 hours
  - Reduced the paper volume used in applications by 90% and developed an electronic access to PDS forms, Community Plans, General Plan, Zoning Ordinance and application packages
  - Implemented the electronic submittal requirements for Groundwater reports
  - Developed and implemented the electronic submittal requirements for cell sites
- Work daily with the Advance Planning division to develop better and improved land use regulations that benefit our customers and the County

## Stakeholders

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Community Planning &amp; Sponsor Groups (26)</li> <li>• Design Review Boards (6)</li> <li>• Home, Business and Property Owners</li> <li>• Members of the public</li> <li>• Building Industry Association</li> </ul> | <ul style="list-style-type: none"> <li>• Building Users Group</li> <li>• Realtors</li> <li>• Contractors, Engineers and Architects</li> <li>• Fire, Water and Sewer Agencies</li> <li>• School Districts</li> <li>• Public Utility Companies</li> </ul> | <ul style="list-style-type: none"> <li>• Metropolitan Transit System</li> <li>• Transportation Companies</li> <li>• Border Patrol</li> </ul> |
|--|---|--|

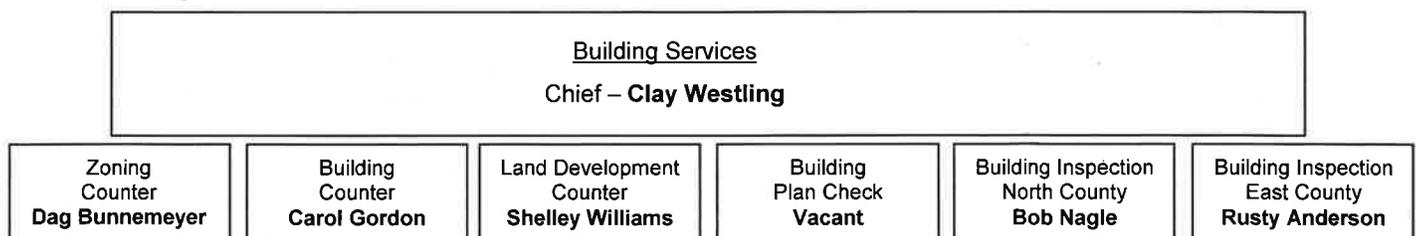
## Division Statistics

- 58 Building Division staff
- Sources of Revenue: Permit Revenue, General Purpose Revenue, Grants & Joint Powers Agreements and Fines and Forfeitures

## By the Numbers

- In Fiscal Year 2012/13, Building Services:
  - Issued over 7,600 building permits
  - Conducted 24,000 building inspections
  - Served 29,000 customers in the Permit Center
  - Issued approximately 2,400 residential solar permits
  - Issued approximately 3,500 right-of-way and land development permits
- More than 70 percent of building permits are minor permits such as tenant improvements, solar photovoltaic, electrical, room additions, and accessory structures

## Division Org Chart



## Division Location:

- County Operations Center - 5510 Overland Avenue – 1<sup>st</sup> Floor



# Planning & Development Services

County of San Diego

**CODE  
ENFORCEMENT**

## Department Mission

Through operational excellence and attention to customer service, we strive to balance community, economic and environmental interests to ensure the highest quality of life for the public of San Diego County.

## Division Description

Code Enforcement Division staff enforce land use regulations that ensure the health, safety and quality of life of the public as well as preservation of certain standards set by each community. Staff responds to code complaints on private property which include possible illegal businesses and signs; excessive noise; keeping of too many animals; over height fences; structures constructed without building permits; storage of solid waste; storage of inoperable vehicles; violations of site plans and use permits; maintaining a dangerous building and other similar public nuisance violations. Staff only responds to complaints from the public and does not actively seek violations. However, if staff becomes aware of a condition which represents an immediate life/safety concern, a case will be opened. The goal is to ensure compliance through education and assistance and not to be punitive.

## Programs, Projects and Initiatives

- The name of the Code Enforcement Division will be changed to Code Compliance beginning July 1 to better represent Department and Division goals and mission.
- Recent completion of a Business Process Reengineering of policies and procedures provides clear direction to staff and customers, improves efficiency, and reduces risk
- Enhanced Code Enforcement website provides customers with important information on what and how we enforce; a link to file an on-line complaint and other ways to contact staff for assistance ([www.sdcounty.ca.gov/pds/ce5/](http://www.sdcounty.ca.gov/pds/ce5/))
- Currently have four storefronts open on Mondays where customers can drop in or make an appointment to meet with staff for any reason. These locations also enhance staff's ability to work in the field instead of driving back to the main offices. Storefronts are located in Bonita, Spring Valley, Ramona and Fallbrook
- Mobile workforce – vehicles are equipped with computers and printers to allow field staff to work remotely
- Ongoing effort to amend County Code and Zoning Ordinance language to improve clarity so that regulations can be better understood and interpreted by the public as well as County staff
- Provide staff with continued training to ensure proficient technological skills, good customer service and a thorough understanding of the land development process

## Stakeholders

- Community Planning & Sponsor Groups (26)
- Property Owners and Tenants
- Architects, Engineers & Draftsman
- Business Owners
- Members of the Public
- Private Neighborhood Organizations and Special Interest Groups

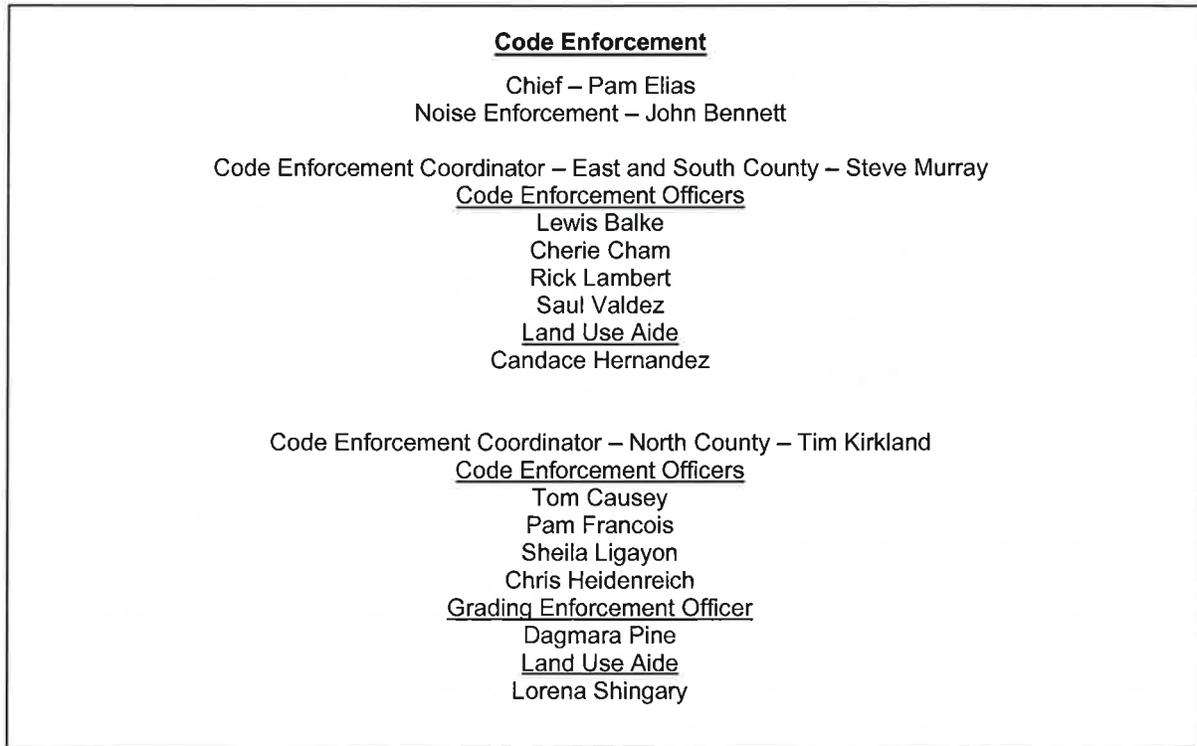
## Division Statistics

- 14 Code Enforcement staff, 2 part time student workers and 1 temporary clerical worker
- Sources of Revenue: General Purpose Revenue, Permit Fees, Intergovernmental Revenue, Fines and Penalties.

## By the Numbers

- Receipt of and resolution of approximately 1,500 code enforcement cases per year
- 54% of all complaints received concern Building and Zoning violations
- 12 Code Enforcement Officers inspecting 3572 square miles
- Field inspectors average 41 site inspections per month

## Division Org Chart



## Division Office Locations

- Kearney Mesa, County Operations Center - 5510 Overland Avenue – 3<sup>rd</sup>, Floor
- San Marcos, 151 East Carmel St. – 2<sup>nd</sup> Floor