



# Planning and Building Department Quarterly Report

JANUARY THROUGH MARCH 2023

# Planning and Building Quarterly Report

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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 first three quarters of FY 22-23 (year to date) and compares to the entire FY 21-22.

Now that we have our data sets, future reports can be produced more quickly, so the next quarterly report can be expected in July. Many of the permit statistics are pull from Trakit. We will work on expanding the data to include information such as average processing times for permits.

# Service and Performance Indicators

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## Building:

- New Permit Applications  
FY 21/22 = 13,872      FY 22/23 YTD = 8,016
- Permits Issued  
FY 21/22 = 10,438      FY 22/23 YTD = 7,388
- Permits Finaled  
FY 21/22 = 7,348      FY 22/23 YTD = 6,079
- Inspection Stops  
FY 21/22 = 12,766      FY 22/23 YTD = 8,964
- Walk-In Customers  
FY 21/22 = 13,396      FY 22/23 YTD = 6,561

## Planning:

- New Planning Applications  
FY 21/22 = 424      FY 22/23 YTD = 228
- Projects in Process  
FY 21/22 = 398      FY 22/23 YTD = 480
- Planning Projects Approved  
FY 21/22 = 252      FY 22/23 YTD = 130
- Walk-In Customers  
FY 21/22 N/A      FY 22/23 YTD = 2,663

# Building and Planning Permit Summary

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Typically, the fourth quarter of the fiscal year is a busy time for building permit activity. However, it is anticipated that total new building permit application volume will be down for FY 22/23 as compared to FY 21/22. This is primarily due to a slowdown in homebuilding. Permits issued and Permits finalized will be a similar volume as compared to last fiscal year.

For Planning permits, permit volume for this fiscal year is anticipated to be somewhat lower as compared to last year. This has allowed staff to focus on projects in process and we expect to see that number reduced over the next few quarters.

# Highlight: Expanded Plan Review Services

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**Issue:** The majority of building permits are “simple” permits for small projects and do not require significant staff time to plan check. If all building permits were reviewed in the order they are received, simple permits would get delayed if received after a large, complex permit requiring many hours of review time. A separate path already exists for some simple permits, but there is a need to expand that pipeline and have a quick turnaround for more permit types.

**Solution:** At the beginning of 2023, the Planning and Building Department launched enhanced plan check services. A new window area was created that expands the over-the-counter and quick turnaround permit reviews available. The new window is staffed with a Building Plan Checker and Development Technician that can review more complex projects such as minor residential remodels, pools, minor tenant improvements, solar, residential EV chargers, decks and demo permits. These plan reviews can usually be completed on the same day or within one to two days. This expands the quick turnaround reviews already offered for water heaters, HVAC changeout, gates and patio cover permits. Planning staff are also available to review quick turnaround plans as necessary.

Quick Turnaround Permits 1/1/23 – 3/31/23	# of Days Until Issued			Total Approved in Two days or Less
Total Number of Permits Issued = 1,775	Same Day	1	2	
	1,049	277	124	1,450
New Window	247	182	28	457
Permit Center	711	81	27	819

Highlight: Expanded Plan Review Services

# New Quick Turnaround Counter Service





**COMMUNITY DEVELOPMENT & PLANNING AND BUILDING DEPARTMENT**  
<http://www.edcgov.us/DevServices/>

**PLACERVILLE OFFICE:**  
 2850 Fairlane Court, Placerville, CA 95667  
**BUILDING**  
 (530) 621-5315 / (530) 622-1708 Fax  
[bladdept@edcgov.us](mailto:bladdept@edcgov.us)  
**PLANNING**  
 (530) 621-5355 / (530) 642-0508 Fax  
[planning@edcgov.us](mailto:planning@edcgov.us)

**LAKE TAHOE OFFICE:**  
 924 B Emerald Bay Road  
 South Lake Tahoe, CA 96150  
 (530) 573-3330  
 (530) 542-9082 Fax

**NOTICE OF EXPIRING PERMIT**

Date: June 6, 2023  
 Permit #: 0302823  
 Permit Issuance Date: 10/24/20  
**PERMIT EXPIRES: 10/23/20**  
 APN: 034270049  
 Type: COMMERCIAL

ERY INC  
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referenced permit expires on the date shown above. To avoid having a  
 our property and incurring related fees, you must take one of the followi

**Inspection BEFORE** the expiration date shown above. Inspections may be re  
 7:30 am and 4:00 pm, Monday through Friday, or at  
 ent/Building (the inspection request link is on the right side of the main p  
 has been done and no inspections have taken place, you can withdraw th  
 mitted to El Dorado County Building Services. The letter should state th  
 ns have been done and you request that the permit be withdrawn. We  
 nt may be available. Be sure that we have your correct mailing address

ed and verified by a qualifying inspection, BEFORE the expiration  
 on. Complete and return a permit application, available at our offic  
 nt/building/Pages/forms.aspx

**BE THE ULTIMATE RESPONSIBLE PARTY.** El Dorad

placing the expiration date on the permittee's copy of the inspection  
 ly for a renewal as provided for in section H, the building official,  
**NOTICE OF NON-COMPLIANCE** with the county recorder. The notice  
 has not had a final inspection approval from the building safety  
 shall be done in addition to any other legal remedy that the

at (530) 621-5315, or in person at 2850 Fairlane

the permit file be closed. Please

# Highlight: Notification of Expiring Permits

**Issue:** Expired building permits can cause issues for both a property owner and Building staff. If work is started, but never completed and finalized, the property owner may be issued a Notice of Non-Compliance. Building permits that have not been finalized or withdrawn by the applicant stay “on the books” and the plans and records cannot be closed out by staff. All building permits expire one year from the date of issuance unless construction has started. If work has started, then the permit must be renewed.

**Solution:** This quarter, staff began regularly sending out expiration notifications. This written notification is sent 30 days prior to Building Permit expiration and reminds applicants to either obtain a final inspection, renew or withdraw the permit. The letter includes information so applicants can easily renew or withdraw their application via email if they so choose.





## Highlight: Winter Storms

**Issue:** It was a record year for rain and snow in El Dorado County. The EOC was opened in early-March, and by March 9<sup>th</sup>, it was clear that snow loads were causing a problem. The EOC reached out for assistance in assessing structures for damage in the Tahoe, Pollock Pines and Georgetown areas.

**Solution:** Building Division staff stepped up and provided nine inspection staff and four administrative staff to assist with the winter storm disaster. The Planning and Building Director also staffed the EOC for three days to help coordinate the inspections. This was a new type of disaster and helped expand the knowledge and experience of our staff to be better prepared to assist in the future if needed.

# Service and Performance Indicators

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## **Long Range Planning:**

- Adopted the 2021-2029 Housing Element Update
- Adopted the Electric Vehicle Charging Station Ordinance
- Adopted various General Plan and Zoning Amendments
- Eco-Preserve Property cleanups
- Housing Consultant Contract Executed – Kickoff Meeting the week of April 17<sup>th</sup>
- Progress made on key projects such as Major Zoning Code Update, Design Standards, Safety Element Update, Eco-Preserve Update, and General Plan Five-Year Review

# Service and Performance Indicators

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## **Economic Development:**

- ARPA COVID-19 Economic Impact Grants Awarded:
  - 169 Small Business grants totaling \$2,121,133
  - 24 Non-Profit Organization grants totaling \$1,978,932
- Awarded first Policy J-8 special district fee offset application
- Final approval of Policy J-9 (Startup and Entrepreneur Technical & Assistance Program)
- Launched Broadband Internet speed test campaign
- Brought on a new Senior Planner and took on several planning projects including EDH52, Project Frontier, and the Crossings
- Transferred \$3,782,433 EDA Broadband Grant for design, engineering, and construction for projects in Georgetown, Garden Valley, and Cool to DOT for final design and engineering and construction. Still coordinating efforts with DOT.
- Awarded \$500,000 LATA Broadband Grant for design and engineering for additional project locations

# Long Range Planning & Economic Development Summary

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- Long Range Planning has several projects in process and expects to complete many additional projects over the next three quarters.
- Economic Development has been very successful in obtaining grants for broadband and will continue to look for opportunities. With added staffing, planners within Economic Development have begun taking on some current planning projects.

# Service and Performance Indicators

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## Code Enforcement:

- Code Enforcement Cases FY 22/23 YTD

Opened = 299

Closed = 439

- Recorded Notices to Correct = 140

- Recorded Notices of Compliance = 91

- Closing Letter with Recordings = 203

\*\*Closing Letters are 100% up to date

## Tahoe Planning, Stormwater and VHR:

- West Slope Active VHR Permits:

FY 21/22 = 98

FY 22/23 YTD = 122

- East Slope Active VHR Permits:

FY 21/22 = 866

FY 22/23 YTD = 824

- 215 Active VHR Permit Waitlist Applications

# Service and Performance Indicators

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## **Airports:**

- Continuing to resolve outstanding lease agreements, including 42 at the Placerville Airport and 10 at the Georgetown Airport
- 15 lease agreements processed and approved to date in FY 22/23
- 6 lease agreements in process
- 53 tenants are out of compliance
  - Staff will issue letters to each tenant out of compliance and are tracking those who are in violation.

## **Cemeteries:**

- Assisted with 29 burials at County-managed cemeteries to date in FY 22/23
- Commenced cemetery website updates to include historical, informative, and visual references to better engage tourism of County cemeteries
- Digitalization of hard copy cemetery records

# Service and Performance Indicators

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## **Commercial Cannabis:**

- Cannabis Conditional Use Permits (CCUPs)

  - Approved CCUPs FY 22/23 = 5

  - Total CCUPs Approved = 9

  - CCUPs Processing

    - 2 Retail

    - 13 Cultivation

# Code Enforcement, Tahoe Planning, Stormwater, Airports, Cemeteries & Commercial Cannabis Summary

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- With full staffing in Code Enforcement, staff has been consistently recording notices to correct, notices of compliance and closing letters so parcels have current and accurate information for property owners and potential buyers.
- Vacation Home Rental (VHR) staff successfully transitioned permitting from Trakit to HdL. This program is better equipped for annual, recurring permits and is the same program used by the Treasurer-Tax Collector Office that handles business license and Transient Occupancy Tax (TOT) requirements associated with VHRs.
- With a renewed focus on Airports, staff is addressing a backlog of lease agreements to bring them into compliance and paying current lease rates.



# Highlight: Code Enforcement Training & Certification

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**Issue:** A year ago, four of the six Code Enforcement Officer (CEO) positions were vacant. By the end of September 2022, the positions had been filled. With a new staff, it was important to get them trained and prepared to be out in the field as quickly as possible. We were fortunate that our new CEOs each had a least some previous training and certifications.

**Solution:** Training is ongoing for all Code Enforcement staff. Basic training includes familiarity with planning, zoning and building code requirements along with in-depth knowledge of the Code Enforcement sections of County Code. Code Enforcement staff also participated in special trainings to increase their knowledge in certain areas.

- Grading Training
- Tahoe Regional Planning Agency (TRPA)
- Cross-Team Training with Building, Planning and DOT Staff
- Two CEOs earned their Building Inspection Certification
- Two CEOs completed the (CACEO) training
- Any remaining certifications will be completed within the next six months

