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Subject El Dorado Building Department: Process Improvement

 ProclmpLTR.6-15-07.pdf  Creation Development Services Oversight Committee.pdf  Process Improvement Recd.pdf
 EDC Express & Non-Express Permit List.pdf

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BOARD OF SUPER
FI DEPARTMENT

2007 JUN 19 AM

A Resolution of the Board of Supervisors, El Dorado County, California, creating a Development Services Oversight Committee, providing for the selection of the committee members, and setting forth their duties and responsibilities.

Whereas, the Board of Supervisors desires to have a Community Development Oversight Committee to assist with the review and to provide recommendations for community development procedures; and

Whereas, on _____, the Board of Supervisors unanimously supported the creation of the Development Services Oversight Committee.

Now, therefore, be it resolved by the Board of Supervisors of the County of El Dorado, California, as follows:

Section 1. Committee Structure. The Committee shall consist of five members-at-large appointed by each supervisorial district supervisor whose terms will be concurrent with the supervisors' terms; a representative from building industry groups - North State Building Industry Association (NSBIA), El Dorado Builders Exchange (EDBE), Sacramento Builders Exchange (SBE), Surveyors, Architects, Geologists, and Engineers (SAGE), and The Joint County Chambers of El Dorado County.

Section 2. Meetings. The Development Services Oversight Committee shall meet every month during business hours with the option of cancelling any meeting due to lack of agenda items. One additional meeting per month may be added by the Committee as determined by the Committee members.

Section 3. Responsibilities. The Development Services Oversight Committee shall be a recommending body to the Board of Supervisors and Development Services on policies and procedures relating to the following matters:

- a) Development Services internal procedures check lists that include but not limited to application/plan submittal requirements.
- b) Market trends and the resulting increase or decrease of staffing levels and fees.
- c) Streamlining improvements for Development Services
- d) Online submission, review, and mark-up of plans
- e) Forms required to be completed by the public for Development Services
- f) Review options submitted by Development Services for technology upgrades
- g) The Development Services items deemed appropriate by the Development Services Oversight Committee

List of process improvement recommendations

Recommendations - Items in order of Priority

1. Request the Board to amend General Plan Policy 2.2.5.20 to address structures greater than 120 square feet. Amend language from 120 square feet to 20,000 square feet.
2. Streamline General Plan consistency reviews for ministerial projects by limiting review to projects requiring planning commission approval.
3. General Plan implementation and interpretation needs to be consistent among all Development Services staff.
4. Create a formal Development Oversight Commission of building industry associations, business groups, and members-at-large that can meet monthly on improving the building process. The Development Oversight Commission membership should be revisited with each change of the Board of Supervisors.
5. Modify/improve the plan review checklist and bring modifications to the Development Oversight Commission to approve prior to putting in place and make public aware of the new check list.
6. Consider adjusting counter availability of staff so that more time can be dedicated to application/plan review. Cross-train planners/techs to assist with counter/phone questions.
7. Having the Building Department pre-check plans for any major flaws - such as an engineer using the wrong loads for the design would be good to do before planning review.
8. A better tracking system between planning department and building department.
9. Options from Fire Department Personal - Residential plan checker to have an agreed upon list, by the fire departments that are working together, which could offer the public options when a parcel cannot comply to the standard regulations.
10. Work with the Economic Development Department to develop some public training/outreach seminars to go over permit process/application requirements. Example: Look into Sacramento Transit

11. During the next 12 months, the department should review expenditures and revenues monthly with the CAO to ensure that its targets are being met. If they are not met by January, the CAO and Department should go before the Board again to consider further expenditure reductions.
12. Charge the DOC to review options brought forward by Development Services for using building market trends to evaluate the department's stance on fee increases; employee benefit increases, staffing increases and other budgetary changes. Charge the DOC to oversee the implementation of technology improvements.
13. Having a core staff, the department will retain/dismiss contract planners and plan checkers as market conditions dictate.
14. Create a "fast track" process for economic development that creates long-term jobs in the county and affordable housing projects.

Express & Non Express Permits

Express permits will range from simple "over the counter" to plan checked within two weeks (10 working days). The plans should be of the simple type with minimal information needed to meet requirements for issuance. Once the types have been identified and a priority schedule established a handout or public information tri-fold should be created explaining our process and what the applicant can expect. These times given are to the first plan check of the submittal.

Express permits (10 work days)	Non-express permits (20 work days)
<ol style="list-style-type: none"> 1. Swimming pools and spas 2. Electrical for water features (OTC) 3. Additions to SFD < 500 sq. ft. 4. Additions to other bldgs. < 500 sq. ft 5. Remodel of SFD, interior only 6. Revision to issued permit SFD 7. Conversion to SFD from: <ol style="list-style-type: none"> a. garage b. attic space c. basement (underfloor area) 8. Patio cover 9. Sun room over existing deck 10. Deck (wooden or plastic) 11. Shed, playhouse, misc. accessory 12. Garage < 1000 sq. ft. 13. Inspection exempt barn 14. Grading of express permits 15. Pump house 16. Pool house < 400 sq. ft. 17. Storage building < 500 sq. ft. 18. Retaining walls < 8' high 19. Re-roof and substructure (OTC) 20. Electrical service change (OTC) 21. Electrical meter reset. (OTC) 22. Temp while building (concurrent) 23. Signs on buildings 24. Mechanical installs/replacements 25. Plumbing installs/replacements <i>OTC</i> 26. Electrical installs/replacements 27. LP tank and line installation <i>OTC</i> 28. Demolition project review 29. Electrical to gate, well, etc (OTC) 30. Review of renewal/reactivation SFD 31. Water tanks 32. Exempt Barns 33. Tenant Improvements (no intensification of use) 34. Hardship Mobile Homes 	<ol style="list-style-type: none"> 1. Manufactured Dwelling 2. Tenant Improvements (Intensification of use) 3. Grading non-residential 4. Additions to non-residential 5. Single Family Dwellings 6. Additions to SFD \geq 500 sq. ft 7. Barn conversion 8. Second dwellings/ Guest house 9. Deck (steel frame/concrete) 10. Agricultural barn 11. Covered arenas. 12. Garage \geq 500 sq. ft. 13. Grading 14. Private Hangers 15. Apartments 16. Condominiums 17. Townhouses 18. Single Family care facilities 19. Master plans SFD 20. Retaining walls \geq 8' high 21. Non residential re-roof 22. Electrical service upgrade \geq 400 amps 23. Water, cell, or radio towers 24. All Non-residential applications for new building

- MORE WORK -