



# City of Sunnyvale

## Notice and Agenda - Final Heritage Preservation Commission

---

Thursday, June 10, 2021

7:00 PM

Teleconference Meeting: City Web Stream

---

### Special Meeting: Public Hearing - 7:00 PM

Meeting Online Link: <https://sunnyvale-ca-gov.zoom.us/j/93323345826>

### SPECIAL TELECONFERENCE NOTICE

*Because of the COVID-19 emergency and the “shelter in place” orders issued by Santa Clara County and the State of California, the meeting of the Sunnyvale Heritage Preservation Commission on June 10, 2021, will take place by teleconference, as allowed by Governor Gavin Newsom’s Executive Order N-29-20.*

- *Watch the Heritage Preservation Commission meeting at <https://www.youtube.com/SunnyvaleMeetings>*
- *Submit written comments to the Heritage Preservation Commission to [HeritagePreservation@sunnyvale.ca.gov](mailto:HeritagePreservation@sunnyvale.ca.gov) or by mail to Sunnyvale Planning Division, 456 W. Olive Avenue, Sunnyvale, CA 94086-3707.*
- *Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (\*9 on a telephone): Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/93323345826>*

*Meeting Online Link: <https://sunnyvale-ca-gov.zoom.us/j/93323345826>*

*Meeting call-in telephone number: 833-548-0276 | Meeting ID: 933 2334 5826*

*Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance, please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this*

meeting. The Planning Division may be reached at 408-730-7440 or at [planning@sunnyvale.ca.gov](mailto:planning@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).

### **CALL TO ORDER**

*Call to Order via teleconference*

### **ROLL CALL**

### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow the Planning Commission to take action on an item not listed on the agenda. If you wish to address the Planning Commission, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.*

### **CONSENT CALENDAR**

*All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.*

1. [21-0621](#) Approve the Draft Heritage Preservation Commission Meeting Minutes of January 6, 2021

**Recommendation:** Approve the Draft Heritage Preservation Commission Meeting Minutes of January 6, 2021, as submitted.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

*If you wish to speak to a public hearing/general business item, please refer to the notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.*

2. [21-0629](#) Review Planning Program Budget and Fees for FY 2021/22

**Recommendation:** Provide comments to the City Council or make a formal recommendation to the City Council on the Recommended FY 2021/22 budget.

**PRESENTATION**

3.     [21-0607](#)                   PRESENTATION - Recognition of Service

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

*If you wish to speak to a study issue item, please refer to the notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.*

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

**INFORMATION ONLY REPORTS/ITEMS****ADJOURNMENT**

*Notice to the Public:*

*Any agenda related writings or documents on this agenda distributed to members of the Heritage Preservation Commission are available by contacting the Planning Division at [planning@sunnyvale.ca.gov](mailto:planning@sunnyvale.ca.gov). Agendas and associated reports are also available at [sunnyvaleca.legistar.com/calendar.aspx](http://sunnyvaleca.legistar.com/calendar.aspx) 72 hours before the meeting.*

*PLEASE TAKE NOTICE that if you file a lawsuit challenging any final decision on any public hearing item listed in this agenda, the issues in the lawsuit may be limited to the issues which were raised at the public hearing or presented in writing to the City at or before the public hearing.*

*PLEASE TAKE FURTHER NOTICE that Code of Civil Procedure section 1094.6 imposes a 90-day deadline for the filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5. Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance in this meeting, please see the notice at the beginning of this agenda.*



# City of Sunnyvale

## Agenda Item

---

**21-0621**

**Agenda Date:** 6/10/2021

---

**SUBJECT**

Approve the Draft Heritage Preservation Commission Meeting Minutes of January 6, 2021

**RECOMMENDATION**

Approve the Draft Heritage Preservation Commission Meeting Minutes of January 6, 2021, as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft Heritage Preservation Commission

---

Wednesday, January 6, 2021

7:00 PM

Telepresence Meeting: City Web Stream

---

### SPECIAL TELECONFERENCE NOTICE

### CALL TO ORDER

Chair Larsen called the meeting to order.

### ROLL CALL

**Present:** 6 - Chair Dixie Larsen  
Vice Chair Dawn Hopkins  
Commissioner Jillian Cadouri  
Commissioner Steve Caroompas  
Commissioner Shanna Gaudenti  
Commissioner David Wu

### ORAL COMMUNICATIONS

### CONSENT CALENDAR

1. [21-0135](#) Approve the Draft Heritage Preservation Commission Meeting Minutes of November 4, 2020

Vice Chair Hopkins motioned and Commissioner Wu seconded the motion to approve the Draft Heritage Preservation Commission Meeting Minutes of November 4, 2020, as submitted.

Motion carried as follows:

**Yes:** 6 - Chair Larsen  
Vice Chair Hopkins  
Commissioner Cadouri  
Commissioner Caroompas  
Commissioner Gaudenti  
Commissioner Wu

**No:** 0

### PUBLIC HEARINGS/GENERAL BUSINESS

2. [21-0136](#) Selection and Ranking of Study Issues

Senior Planner George Schroeder summarized the proposed study issues for ranking.

Chair Larsen opened the public hearing.

Chair Larsen closed the public hearing.

Commissioner Wu stated that Study Issue CDD 19-04 Update Historical Context Statement should be revised and include additional and updated information for Asian American contributions, as the majority of the Sunnyvale population is of Asian descent. He noted the importance of several former and current residents that are not acknowledged in the current context statement.

Commissioner Caroompas agreed with Commissioner Wu and stated that more detail is needed to add to the context statement.

Commissioner Cadouri also agreed with Commissioner Wu's comments and stated that this study issue is the most pressing as it is a precursor to Study Issue CDD 18-02 Update and Review of the Heritage Resource Inventory.

Commissioner Caroompas replied that CDD 18-02 is missing resources and that there are other heritage resources that do not belong in the inventory. He recommended that CDD 18-02 and CDD 19-04 be studied at the same time.

Commissioner Wu agreed with Commissioner Caroompas.

MOTION:

Commissioner Wu motioned and Vice Chair Hopkins seconded the motion to defer the following Study Issue:

CDD 19-06 Encourage Visitation to Heritage and Local Landmarks.

The motion carried unanimously as follows:

**Yes: 6 -** Chair Larsen  
Vice Chair Hopkins  
Commissioner Cadouri  
Commissioner Caroompas  
Commissioner Gaudenti  
Commissioner Wu

**No: 0**

Commissioners ranked the remaining two proposed study issues by priority as follows:

- 1) CDD 19-04 Update to the Historical Context Statement to include historical contributions made by Asian Americans and other minority groups
- 2) CDD 18-02 Update and Review of the Heritage Resources Inventory

**MOTION:**

Commissioner Caroompas motioned and Commissioner Cadouri seconded the motion to approve the rankings.

The motion carried unanimously as follows:

**Yes: 6 -** Chair Larsen  
Vice Chair Hopkins  
Commissioner Cadouri  
Commissioner Caroompas  
Commissioner Gaudenti  
Commissioner Wu

**No: 0**

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None

**NON-AGENDA ITEMS & COMMENTS**

3. [21-0139](#) Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials

Commissioners acknowledged that they are in receipt of the Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials.

**-Commissioner Comments**

Councilmember Omar Din introduced himself and stated that he is looking forward to serve as the council liaison for the Heritage Preservation Commission.

Commissioner Caroompas asked staff if the structure located at 871 E. Fremont Avenue known as Butchers Corner was reviewed by this Commission.

Mr. Schroeder replied that the structure did not meet the criteria to be nominated as a Heritage Resource.

Vice Chair Hopkins asked staff whether signs can be designated as heritage resources.

Commissioner Caroompas and Commissioner Wu asked staff about the process to advocate for study issues at the City Council Study Issue Workshop and if the workshop is open to the public.

Councilmember Din noted that the Study Issue Workshop is a public meeting.

**INFORMATION ONLY REPORTS/ITEMS**

Mr. Schroeder noted the City Council Study Issue dates.

**ADJOURNMENT**

Chair Larsen adjourned the meeting at 7:50 PM.





# City of Sunnyvale

## Agenda Item

---

21-0629

Agenda Date: 6/10/2021

---

### REPORT TO HERITAGE PRESERVATION COMMISSION

#### **SUBJECT**

Review Planning Program Budget and Fees for FY 2021/22

#### **BACKGROUND**

Sunnyvale's budget process alternates each year between an operating and projects budget. This year's budget is focused on the City's projects plan, which is comprised of capital and infrastructure projects, strategic initiatives, and multi-year efforts. An example for the Heritage Preservation Commission (HPC) is policy study issues. The full recommended Fiscal Year (FY) 2021/22 budget is available online at: <https://sunnyvale.ca.gov/government/budget.htm>

At a minimum, staff recommends that the HPC review the following sections:

Volume I, Page 3 - City Manager's Letter of Transmittal

Volume 1, Page 305 - Community Development Department Overview

Volume 2, Page 536 - Project 834790 - Addition to the Heritage Resource Inventory of Sites Associated with Tech Innovation

Boards and Commissions are asked to provide comments to the City Council on the recommended City budget where it could affect the Commission's work. Comments will be forwarded to the City Council for their consideration on the budget adoption on June 15, 2021.

#### **ENVIRONMENTAL REVIEW**

The recommendation of the HPC on the budget is not subject to environmental review because it is not considered a project under the California Environmental Quality Act (CEQA).

#### **DISCUSSION**

##### **Community Development Department (CDD) Overview**

CDD is responsible for land use policy planning and development review to ensure compliance with the Sunnyvale Municipal Code and other government regulations related to the physical development of the City and welfare of community members. CDD is organized into four programs: Building Safety; Planning; Housing/Community Development Block Grant (CDBG); and Department Management. A list of CDD accomplishments for the previous FY 2020/21 are included on pages 306-307 of the full budget document.

Work related to the HPC comes from the Planning Program. The Planning Program oversees policy planning and land use/development review. Below is the budget summary for the Planning Program. Staff recommends a decrease to the budget by 13.2% from the current fiscal year (FY 2020/21) to

the next fiscal year (FY 2021/22). The Land Use/Development Review budget is based on fees collected with applications. The summary is as follows:

### CDD Budget Summary

	<b>FY 2019/20 Actual</b>	<b>FY 2020/21 Adopted</b>	<b>FY 2021/22 Recommended</b>	<b>FY 2021/22 Change</b>
<b>Policy Planning</b>	\$560,926	\$841,446	\$762,423	(9.3%)
<b>Land Use/Development Review</b>	\$2,629,346	\$3,085,973	\$2,645,501	(14.3%)
<b>Total</b>	\$3,190,272	\$3,927,419	3,407,924	(13.2%)

### HPC Applications

The Planning Division processes a variety of applications, including staff-level and public hearing applications. Public hearing applications are either referred to the Zoning Administrator for minor permits, Planning Commission on major permits, or the HPC for decisions on heritage resources. The public hearing applications for FY 2020/21 are expected to decrease from FY 2019/20. The exception is HPC, which reviewed one public hearing application each in both fiscal years.

### Public Hearing Applications Reviewed

	<b>FY 2019/20 Actual</b>	<b>FY 2020/21 Estimate</b>	<b>FY 2020/21 Change</b>
<b>Total Number of Public Hearing Applications Reviewed</b>	65	21	(67.6%)
Zoning Administrator	16	6	(62.5%)
Planning Commission	25	9	(64%)
Heritage Preservation Commission	1	1	<b>No change</b>

### Projects Budget

HPC also advises the City Council on policy study issues. The City Council has approved funding in previous fiscal years to update the Heritage Resource Inventory to include potential resources associated with technological innovation. Kick-off of this study issue will likely commence in 2022 and will take approximately one to two years to complete.

At the February 25, 2021 Study/Budget Issues Workshop, the Council deferred two HPC-related study issues: *Update and Review of the Heritage Resource Inventory* and *Programs to Encourage Visitation to Heritage and Landmark Resources* study issues. These two study issues will return for consideration in 2022.

The HPC study issue that was ranked (*Update to the Historical Context Statement to Include Historical Contributions Made by Asian Americans and Other Minority Groups*) was identified as “below the line” due to limited staff capacity to take on new policy-related items based on current workload. Therefore, this study issue is considered deferred and will be brought back to Council for consideration at next year’s Study/Budget Issues Workshop.

**PUBLIC HEARING**

The HPC has the option to make comments on the budget or to make a motion on the budget, which will be provided to the City Council for the public hearing on the recommended budget on June 8, 2021, with adoption scheduled for June 15, 2021.

**PUBLIC CONTACT**

Public contact was made through posting of the HPC agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report in the Office of the City Clerk.

**RECOMMENDATION**

Provide comments to the City Council or make a formal recommendation to the City Council on the Recommended FY 2021/22 budget.

Prepared by: George Schroeder, Senior Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

# Community Development Department

## Department Description

The Community Development Department promotes sustainable development while enhancing the economy, community character and quality of life for residents. The department is responsible for land use policy planning and development review to ensure compliance with the Sunnyvale Municipal Code and other government regulations related to the physical development of the City and welfare of community members.

## Programs and Services

The Community Development Department is organized into four programs: Building Safety; Planning; Housing/Community Development Block Grant (CDBG); and Department Management.

### Building Safety Program

The Building Safety Program reviews building permits and plans, conducts construction inspections, and provides technical support to homeowners, contractors and design professionals. The program oversees the One-Stop Permit Center, which provides centralized customer service with staff from multiple City departments. Building permits and plans are reviewed and approved through the One-Stop Permit Center and the City's web-based e-permitting system for minor permits.

### Planning Program

The Planning Program oversees policy planning and zoning approvals, with the aim of improving the quality of life in the City through comprehensive and effective policy planning. Program activities include preparing, updating and administering the City's General Plan, specific plans and other land use policy documents, reviewing and processing development applications for planning permits, conducting research on Council-adopted study issues, reviewing proposed legislation affecting the City's zoning authority, monitoring community conditions and conducting community outreach. Program staff also provides support to the Planning Commission and the Heritage Preservation Commission.

### Housing/CDBG Program

The Housing/CDBG (Community Development Block Grant) Program administers various housing programs, including the Home Improvement, Below Market Rate Housing, First-time Home Buyer, and Tenant-Based Rental Assistance programs. Program staff also manages three (3) special revenue funds and their associated loan portfolios: Housing Mitigation, CDBG, and Home Investment Partnerships HOME Program.

The program manages several large capital projects funded by these special revenue funds, smaller public infrastructure and facility projects and annual grants for human services. Program staff also provides support to the Housing and Human Services Commission, and coordinates with other divisions on housing policy development and long-range planning to meet regional housing needs.

### Department Management

The Department Management Program provides overall leadership and management of the Community Development Department. Activities include budgeting, work programming, personnel administration, and general support to the City Manager's Office, City Clerk, and the City Executive Leadership Team.

## Recent Accomplishments

### Building

- Adopted Phase I Reach Codes with implementation starting in February 2021.
- Increase in building permits submitted for Accessory Dwelling Units (ADUs); expected to reach 120 by end of FY 2020/21.
- Permitted almost 900,000 square feet of office Tenant Improvements in Moffett Park.
- Issued permits for over 1.5 million square feet of new buildings and approximately \$400 million valuation of commercial building tenant improvements and new building construction.
- Expect to issue Sunrise Senior Assisted Living permit for construction in FY 2021-22.
- Completed Commercial projects (office, R&D, retail):
  - Peery Park (on Almanor) a four-story building with 150,651 square feet of office/R&D and 2,500 square feet of ground floor retail, including publicly accessible outdoor recreation space
  - Lawrence Station ~300,000 square foot office/R&D building for Intuitive Surgical at 1050 Kifer Road (Phase I). The projects include publicly accessible amenities, such as a multi-use trail to the Lawrence Caltrain Station via Sonora Court and open space/park area
  - 10,350 square foot multi-tenant commercial building (retail, office and restaurant uses) at 840 E. El Camino Real.
- Completed residential and mixed use: 520 apartment units and 7,400 square feet of ground-floor retail space at 1120 Kifer Road in the Lawrence Station Area.

### Housing

- Shifted the City's Below Market Rate (BMR) Program to a virtual setting with online applications.
- Sold 17 BMR homes to income eligible households in 2020 (similar to prior year of 18).
- Awarded \$26.5 million in Housing Mitigation Funds for the development of three new affordable housing projects.
- Housing division assisted in purchase of property adjacent to the Lawrence CalTrain station to develop over 175 new affordable units.
- Received planning entitlements (Planning approvals) for a new 90-unit affordable housing development on City-owned land in Downtown (Block 15) that will begin construction in late 2021.
- Reviewed significant housing legislation and provided advocacy information for the Mayor and City Council.
- The City Council adopted the City's 2020 Housing Strategy. The study issue included a significant amount of outreach, various surveys, and public meetings. Twelve new strategies will be implemented by the Housing division over the next three years with major work already accomplished on establishing a mobile home park Memorandum of Understanding.
- Awarded nearly \$2 million in CDBG funding to support COVID-related programs such as rental relief. In addition, awarded over \$1.5 million in annual federal funding to support Sunnyvale's lower income households.
- Awarded ten minor home improvement grants and loans to Sunnyvale residents through the City's federally-funded Home Improvement Program. This program allows income qualified homeowners funding opportunities to make emergency repairs, energy efficient upgrades, and home access improvements to age in place.
- Completed over 55 refinances of BMR home loans due to historically low interest rates as compared to 11 the prior fiscal year.

## Planning

- Worked on the updates to four of Sunnyvale's area plans:
  - Downtown Specific Plan: Updated plan and two associated Development Agreements were approved by Council in August 2020.
  - Moffett Park Specific Plan: Implemented new online features and virtual outreach efforts to better educate and engage the community. New style of workshop implemented to better inform Council; preferred project for study selected May 2021 with Environmental Impact Review (EIR) and Draft Plan expected mid-2022.
  - El Camino Real Specific Plan: Progressed with EIR preparation; housing units were redistributed based on state Housing legislation. EIR and draft plan to be release summer 2021.
  - Lawrence Station Area Plan: Draft EIR and Plan released for public review and comment (expected May 2021).
- Continued to update the Noise, Air Quality and Environmental Justice Sections of the General Plan; public drafts expected mid-2021.
- Reviewed a high volume of housing related legislation, including bills that would have eliminated a lot of the single-family zoning districts in the City. Also, continued to study previous housing/ADU legislation to ensure the City is reviewing applications appropriately.
- Received over \$500,000 in grant funding from the State for various efforts in the Housing and Planning Divisions.
- Worked with the Department of Public Works for Council adoption of a Policy on Vehicle Miles Traveled (VMT) which was mandated by the State and is now utilized as a measure for environmental review under the California Environmental Quality Act (CEQA).
- Approved planning entitlements for three significant Downtown projects, including:
  - Minkoff (Kasik site): seven-story office building with underground parking
  - STC Venture: 12-story mixed use development at Redwood Square residential and ground floor retail/restaurants
  - STC Venture: two seven-story office buildings with ground floor retail space and two levels of below grade parking
  - Other Planning entitlements: Two five-story office/R&D buildings on Ross Drive in the Peery Park Specific Plan Area; 128-room hotel at 1296 Lawrence Station Road; and 3 townhome developments, totaling 58 units
- Continued developing the City's housing strategy. The study issue included a significant amount of outreach, various surveys, and public meetings.
- Awarded thirteen minor home improvement grants and loans to Sunnyvale residents through the City's federally-funded Home Improvement Program. This program allows income qualified homeowners funding opportunities to make emergency repairs, energy efficient upgrades, and home access improvements to age in place.
- Expecting permit activity to resume with pre-pandemic activity in FY 2021/22.

## Budget Highlights

FY 2021/22 is the second year of a two-year operating cycle. As such, there are minimal changes to the department's operating budget.

This Page Intentionally Blank

## Community Development Department

### Budget Summary

		FY 2019/20 Actual	FY 2020/21 Adopted	FY 2021/22 Recommended*	FY 2021/22 Change %
<b>Dollars by Program / Service Delivery Plan</b>					
<b>Program 10300 - Building Safety</b>					
10301	Plan Review	1,837,933	N/A	N/A	N/A
10302	Construction Inspection	1,868,849	N/A	N/A	N/A
10303	One-Stop Permit Center	839,972	N/A	N/A	N/A
10304	Management, Supervisory, and Administrative Support Services - Building Safety	903,406	N/A	N/A	N/A
10305	Residential and Non-Residential Building Construction Inspection	N/A	1,950,781	1,719,449	(11.9%)
10306	Land Use and Regular Building Plan Check	N/A	1,040,356	937,719	(9.9%)
10307	Building Division Administration, Management, and Training	N/A	1,092,438	955,058	(12.6%)
10308	One-Stop Permit Center General Building Information	N/A	107,165	98,865	(7.7%)
10309	One-Stop Permit Center Reception and Cashiering Services	N/A	241,914	221,069	(8.6%)
10310	Building and Fire Inspections Scheduling	N/A	231,400	210,555	(9.0%)
10311	Minor Project Scope Building Plan Check and Permit	N/A	83,808	75,186	(10.3%)
10312	Express and By-Appointment Building Plan Check and Permit	N/A	62,055	52,689	(15.1%)
<b>Total Program 10300 - Building Safety</b>		<b>5,450,160</b>	<b>4,809,917</b>	<b>4,270,590</b>	<b>(11.2%)</b>
<b>Program 10400 - Planning</b>					
10401	Policy Planning	560,926	N/A	N/A	N/A
10402	Management, Supervisory and Administrative Support Services - Planning	770,797	N/A	N/A	N/A
10403	Land Use and Development Review	2,629,346	N/A	N/A	N/A
10405	Planning Policy Administration	N/A	291,377	273,849	(6.0%)
10406	Planning Policy Studies	N/A	470,706	418,238	(11.1%)
10407	Planning Policy Analysis	N/A	51,722	45,798	(11.5%)
10408	Planning Policy Grant Fund	N/A	27,641	24,538	(11.2%)
10409	Zoning Administration	N/A	175,407	229,121	30.6%
10410	Zoning Major Applications	N/A	1,004,249	797,648	(20.6%)
10411	Zoning Minor Applications	N/A	397,436	355,845	(10.5%)
10412	Zoning Miscellaneous Applications	N/A	401,011	327,239	(18.4%)
10413	Zoning Design Review	N/A	286,046	235,732	(17.6%)



		FY 2019/20 Actual	FY 2020/21 Adopted	FY 2021/22 Recommended*	FY 2021/22 Change %
10414	Zoning Tree Removal Permits	N/A	41,096	36,164	(12.0%)
10415	Zoning Review for Building Permits	N/A	183,739	143,334	(22.0%)
10416	Zoning Information	N/A	596,989	520,418	(12.8%)
<b>Total Program 10400 - Planning</b>		<b>3,961,069</b>	<b>3,927,419</b>	<b>3,407,924</b>	<b>(13.2%)</b>

<b>Program 10500 - Housing and CDBG Program</b>					
10501	Community Development Block Grant (CDBG)	215,847	249,883	216,449	(13.4%)
10502	Lower-Income Housing (HOME)	77,122	95,180	78,304	(17.7%)
10503	Local Housing / Projects and Programs	334,804	628,299	601,749	(4.2%)
10504	Housing Successor Agency Low-Mod Fund	28,714	50,405	44,275	(12.2%)
10505	Housing Rehabilitation Program	136,804	156,243	124,831	(20.1%)
10506	Local Housing / Below Market Rate (BMR) Program Administration	388,980	488,594	409,339	(16.2%)
<b>Total Program 10500 - Housing and CDBG Program</b>		<b>1,182,270</b>	<b>1,668,604</b>	<b>1,474,947</b>	<b>(11.6%)</b>

<b>Program 10600 - Community Development Department Management</b>					
10601	Management, Supervisory and Administrative Support Services - Department	773,480	836,899	748,657	(10.5%)
<b>Total Program 10600 - Community Development Department Management</b>		<b>773,480</b>	<b>836,899</b>	<b>748,657</b>	<b>(10.5%)</b>

<b>Capital or Special Projects</b>					
833960	Moffett Park Specific Plan Staffing	163,569	241,701	215,516	(10.8%)
833270	Permitting System Replacement	7,356	562,471	486,194	(13.6%)
<b>Total Capital or Special Projects</b>		<b>170,926</b>	<b>804,173</b>	<b>701,710</b>	<b>(12.7%)</b>

<b>Total Dollars by Program / Service Delivery Plan</b>		<b>11,537,905</b>	<b>12,047,012</b>	<b>10,603,828</b>	<b>(12.0%)</b>
---	--	-------------------	-------------------	-------------------	----------------

<b>Dollars by Fund</b>					
General Fund		1,334,407	1,678,345	1,511,080	(10.0%)
Community Development Block Grant (CDBG) Fund		352,651	406,126	341,280	(16.0%)
Development Enterprise Fund		9,013,872	8,137,591	7,131,608	(12.4%)
General Services - Technology and Communication Services Fund		7,356	562,471	486,194	(13.6%)
Housing Fund		723,784	1,116,894	1,011,087	(9.5%)
HOME Grant Fund		77,122	95,180	78,304	(17.7%)
Redevelopment Housing Fund		28,714	50,405	44,275	(12.2%)
<b>Total Dollars by Fund</b>		<b>11,537,905</b>	<b>12,047,012</b>	<b>10,603,828</b>	<b>(12.0%)</b>

	FY 2019/20 Actual	FY 2020/21 Adopted	FY 2021/22 Recommended*	FY 2021/22 Change %
<b>Dollars by Category</b>				
<b>Salaries and Benefits:</b>				
Salaries	4,394,972	6,007,907	5,403,231	(10.1%)
Overtime and Casual Staffing	391,677	323,070	258,070	(20.1%)
Other Pay and Benefits	1,338,048	1,491,230	1,069,467	(28.3%)
Leaves	910,511	237,811	1,029,127	332.8%
Workers' Compensation**	68,656	63,273	19,642	(69.0%)
Retirement	1,704,945	2,024,742	904,021	(55.4%)
<b>Total Salaries and Benefits</b>	<b>8,808,810</b>	<b>10,148,033</b>	<b>8,683,558</b>	<b>(14.4%)</b>
<b>Non-Personnel:</b>				
Goods and Services	1,724,320	864,653	882,635	2.1%
Property and Capital	28,238	0	0	0.0%
Equipment and Building Rental	976,537	1,034,326	1,037,635	0.3%
<b>Total Non-Personnel</b>	<b>2,729,095</b>	<b>1,898,979</b>	<b>1,920,270</b>	<b>1.1%</b>
<b>Total Dollars by Category</b>	<b>11,537,905</b>	<b>12,047,012</b>	<b>10,603,828</b>	<b>(12.0%)</b>

\* In FY 2021/22, the methodology for costing some employee benefits has changed, resulting in a reduction in operating costs, but not a reduction in the overall cost for benefits to the City. For a more detailed explanation, see the Budget Summary Section – “Change to Employee Benefit Costing Methodology.”

\*\*The Recommended Budget reflects a reconciliation of the costs associated with providing workers' compensation insurance. These costs have been shifted from non-sworn employees, to sworn employees to more accurately reflect the driver of workers' compensation costs.

## Community Development Department

### Position Summary

		FY 2019/20 Adopted	FY 2020/21 Adopted	FY 2021/22 Change*	FY 2021/22 Recommended
<b>Positions by Program / Service Delivery Plan</b>					
<b>Program 10300 - Building Safety</b>					
10301	Plan Review	4.50	0.00	0.00	0.00
10302	Construction Inspection	9.50	0.00	0.00	0.00
10303	One-Stop Permit Center	6.25	0.00	0.00	0.00
10304	Management, Supervisory, and Administrative Support Services - Building Safety	2.70	0.00	0.00	0.00
10305	Residential and Non-Residential Building Construction Inspection	N/A	8.30	0.00	8.30
10306	Land Use and Regular Building Plan Check	N/A	4.60	0.00	4.60
10307	Building Division Administration, Management, and Training	N/A	5.60	0.00	5.60
10308	One-Stop Permit Center General Building Information	N/A	1.00	0.00	1.00
10309	One-Stop Permit Center Reception and Cashiering Services	N/A	1.50	0.00	1.50
10310	Building and Fire Inspections Scheduling	N/A	1.50	0.00	1.50
10311	Minor Project Scope Building Plan Check and Permit	N/A	0.50	0.00	0.50
10312	Express and By-Appointment Building Plan Check and Permit	N/A	0.25	0.00	0.25
<b>Total Program 10300 - Building Safety</b>		<b>22.95</b>	<b>23.25</b>	<b>0.00</b>	<b>23.25</b>
<b>Program 10400 - Planning</b>					
10401	Policy Planning	3.85	0.00	0.00	0.00
10402	Management, Supervisory and Administrative Support Services - Planning	3.75	0.00	0.00	0.00
10403	Land Use and Development Review	12.45	0.00	0.00	0.00
10405	Planning Policy Administration	N/A	0.99	0.00	0.99
10406	Planning Policy Studies	N/A	1.88	0.00	1.88
10407	Planning Policy Analysis	N/A	0.20	0.00	0.20
10408	Planning Policy Grant Fund	N/A	0.13	0.00	0.13
10409	Zoning Administration	N/A	1.03	0.00	1.03
10410	Zoning Major Applications	N/A	4.40	0.00	4.40
10411	Zoning Minor Applications	N/A	1.92	0.00	1.92
10412	Zoning Miscellaneous Applications	N/A	1.85	0.00	1.85
10413	Zoning Design Review	N/A	1.32	0.00	1.32
10414	Zoning Tree Removal Permits	N/A	0.20	0.00	0.20

		FY 2019/20 Adopted	FY 2020/21 Adopted	FY 2021/22 Change*	FY 2021/22 Recommended
10415	Zoning Review for Building Permits	N/A	0.81	0.00	0.81
10416	Zoning Information	N/A	2.27	0.00	2.27
<b>Total Program 10400 - Planning</b>		<b>20.05</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>

<b>Program 10500 - Housing and CDBG Program</b>					
10501	Community Development Block Grant (CDBG)	0.95	0.95	0.00	0.95
10502	Lower-Income Housing (HOME)	0.45	0.45	0.00	0.45
10503	Local Housing / Projects and Programs	2.10	2.10	0.15	2.25
10504	Housing Successor Agency Low-Mod Fund	0.25	0.25	0.00	0.25
10505	Housing Rehabilitation Program	0.80	0.80	0.00	0.80
10506	Local Housing / Below Market Rate (BMR) Program Administration	2.20	2.20	(0.15)	2.05
<b>Total Program 10500 - Housing and CDBG Program</b>		<b>6.75</b>	<b>6.75</b>	<b>0.00</b>	<b>6.75</b>

<b>Program 10600 - Community Development Department Management</b>					
10601	Management, Supervisory and Administrative Support Services - Department	2.25	3.00	0.00	3.00
<b>Total Program 10600 - Community Development Department Management</b>		<b>2.25</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>

<b>Capital or Special Projects</b>					
833960	Moffett Park Specific Plan Staffing	0.00	1.00	0.00	1.00
833270	Permitting System Replacement	1.00	3.00	0.00	3.00
<b>Total Capital or Special Projects</b>		<b>1.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>

<b>Total Positions by Program / Service Delivery Plan</b>		<b>53.00</b>	<b>54.00</b>	<b>0.00</b>	<b>54.00</b>
---	--	--------------	--------------	-------------	--------------

<b>Positions by Fund</b>					
General Fund		6.10	6.20	0.00	6.20
Housing Fund		4.30	4.30	0.00	4.30
HOME Grant Fund		0.45	0.45	0.00	0.45
Redevelopment Housing Fund		0.25	0.25	0.00	0.25
Community Development Block Grant (CDBG) Fund		1.75	1.75	0.00	1.75
Development Enterprise Fund		39.15	38.05	0.00	38.05
General Services - Technology and Communications Fund		1.00	3.00	0.00	3.00
<b>Total Positions by Fund</b>		<b>53.00</b>	<b>54.00</b>	<b>0.00</b>	<b>54.00</b>

<b>Position Classification</b>					
Administrative Aide		1.00	1.00	0.00	1.00
Administrative Aide - Term Limited		1.00	1.00	0.00	1.00

	FY 2019/20 Adopted	FY 2020/21 Adopted	FY 2021/22 Change*	FY 2021/22 Recommended
Administrative Aide - Confidential	1.00	1.00	0.00	1.00
Affordable Housing Manager	1.00	1.00	0.00	1.00
Assistant Director of Community Development	1.00	1.00	0.00	1.00
Assistant Planner - Term Limited	0.00	1.00	0.00	1.00
Associate Planner	6.00	6.00	(1.00)	5.00
Associate Planner - Term Limited	1.00	0.00	0.00	0.00
Building Inspector 1	1.00	1.00	0.00	1.00
Building Inspector 2	7.00	7.00	0.00	7.00
Chief Building Official	1.00	1.00	0.00	1.00
Director of Community Development	1.00	1.00	0.00	1.00
Housing Officer	1.00	1.00	0.00	1.00
Housing Programs Analyst	2.00	2.00	0.00	2.00
Housing Programs Technician	1.00	1.00	0.00	1.00
Housing Specialist	0.00	0.00	1.00	1.00
Management Analyst	1.00	1.00	0.00	1.00
Management Analyst - Term Limited	0.00	1.00	0.00	1.00
Permit Center Coordinator	1.00	1.00	0.00	1.00
Permit Center Manager	1.00	1.00	0.00	1.00
Permit Clerk 2	2.00	2.00	0.00	2.00
Permit Clerk 2 - Term Limited	1.00	2.00	0.00	2.00
Permit Technician	1.00	1.00	0.00	1.00
Plan Check Engineer	2.00	2.00	0.00	2.00
Plan Checker 1	1.00	1.00	0.00	1.00
Plan Checker 2	2.00	2.00	0.00	2.00
Principal Planner	3.00	3.00	0.00	3.00
Principal Planner - Term Limited	1.00	1.00	0.00	1.00
Senior Building Inspector	2.00	2.00	0.00	2.00
Senior Housing Rehabilitation Specialist	1.00	1.00	0.00	1.00
Senior Office Assistant	1.00	1.00	0.00	1.00
Senior Plan Check Engineer	1.00	1.00	0.00	1.00
Senior Planner	4.00	4.00	0.00	4.00
Senior Planner - Term Limited	1.00	0.00	0.00	0.00
Staff Office Assistant	1.00	1.00	0.00	1.00
<b>Total Positions</b>	<b>53.00</b>	<b>54.00</b>	<b>0.00</b>	<b>54.00</b>

\* Position changes as of 3/6/2021.

## Community Development Department Performance Indicators

### 2011 Consolidated General Plan Goals:

#### Chapter 2, Community Vision (CV)

Goal CV-1: Achieve a Community in Which Citizens and Businesses Are Informed About Local Issues and City Programs and Services

#### Chapter 3, Land Use and Transportation (LT)

Goal LT-2: Environmentally Sustainable Land Use and Transportation Planning and Development

Goal LT-3: An Effective Multimodal Transportation System

Goal LT-4: An Attractive Community for Residents and Businesses

Goal LT-5: Creation, Preservation, and Enhancement of Village Centers and Neighborhood Facilities That Are Compatible with Residential Neighborhoods

Goal LT-6: Protected, Maintained, and Enhanced Residential Neighborhoods

Goal LT-7: Diverse Housing Opportunities

Goal LT-8: Options for Healthy Living

Goal LT-10: Regional Approach to Providing and Preserving Open Space

Goal LT-11: Supportive Economic Development Environment

Goal LT-12: A Balanced Economic Base

Goal LT-13: Protected, Maintained, and Enhanced Commercial Areas, Shopping Centers, and Business Districts

#### Chapter 4, Community Character (CC)

Goal CC-1: Distinguished City Image

Goal CC-3: Well-Designed Sites and Buildings

Goal CC-5: Protection of Sunnyvale's Heritage

#### Chapter 5, Housing (HE)

Goal HE-1: Adequate Housing

Goal HE-2: Enhanced Housing Conditions and Affordability

Goal HE-3: Minimize Government Constraints on Housing

Goal HE-4: Adequate Housing Sites

Goal HE-5: Equal Housing Opportunities

Goal HE-6: Sustainable Neighborhoods

*Please refer to the General Plan Executive Summary for further details on goals*

	General Plan Goal	FY 2017/18 Actual	FY 2018/19 Actual	FY* 2019/20 Actual	FY 2020/21 Target	FY* 2020/21 Estimate	FY 2021/22 Target
<b>BUILDING SAFETY</b>							
<b>WORKLOAD INDICATORS</b>							
Number of customers served at the One-Stop Permit Center.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1	16,660	16,899	12,121		6,029	
Number of construction permits issued (regular, express and minor).	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11	6,234	6,453	5,368		6,102	

	<b>General Plan Goal</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Actual</b>	<b>FY* 2019/20 Actual</b>	<b>FY 2020/21 Target</b>	<b>FY* 2020/21 Estimate</b>	<b>FY 2021/22 Target</b>
Total valuation of construction permits.	LT-1, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13	\$991,504,855	\$1,118,445,237	\$929,097,022		\$697,545,855	
Number of customer phone calls to One-Stop Permit Center.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1	47,679	43,355	42,291		40,609	
<b>PERFORMANCE INDICATORS</b>							
<b>ONE-STOP PERMIT CENTER</b>							
Average time to answer (including queue time) customer phone calls, with a goal of 45 seconds.	LT-1, LT-4, CV-1	88 Seconds	84 Seconds	1:45	50 seconds	2:00	60 seconds
Number of customer survey respondents and percent rating the services provided at the One-Stop Permit Center as good or better.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1	32 Received 71%	50 Received 100%	N/A	80 Received 90%	N/A	80 Received 90%
<b>PLAN REVIEW</b>							
Number of express and minor permit applications and percent reviewed on the same day.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13	5,278 86.0%	5,038 90.0%	4,175 90%	5,500 90.0%	3,310 90.0%	4,000 90.0%
Number of regular building plan checks received and percent completed within 21 days by:	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13						
Building Safety		187 41.7%	50 16.9%	465 56.8%	200 85.0%	1,814 92.0%	500 85%
Planning		181 63.0%	269 68.4%	431 75.1%	190 85.0%	1,281 94.5%	425 85%
Fire Prevention		181 55.8%	263 57.4%	303 84.2%	190 90.0%	779 74.4%	250 85%
Public Works		131 87.8%	187 66.3%	172 73.3%	130 70.0%	180 95.6%	180 95%

	General Plan Goal	FY 2017/18 Actual	FY 2018/19 Actual	FY* 2019/20 Actual	FY 2020/21 Target	FY* 2020/21 Estimate	FY 2021/22 Target
Number of resubmittal regular building plan checks received and percent completed within 14 days by:	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13						
Building Safety		567 59.1%	338 40.0%	1,145 60.1%	560 90.0%	3,264 69.3%	1,200 90%
Planning		466 78.3%	680 79.9%	883 76.8%	450 90.0%	2,392 84.9%	1,000 85%
Fire Prevention		508 74.8%	183 73.2%	818 88.5%	450 90.0%	1,625 95.1%	600 95%
Public Works		328 89.0%	479 88.9%	512 86.7%	290 90.0%	654 90.7%	425 90%
Number of customer surveys mailed, number of customer survey respondents, and percent rating Plan Review services as good or better.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1	240 mailed 16 returned 63.0%	240 mailed 37 returned 78.0%	240 mailed 23 returned 74.0%	240 mailed 75 returned 95.0%	240 mailed 19 returned 79.0%	240 mailed 20 returned 85%
<b>BUILDING INSPECTIONS</b>							
Number of inspections scheduled and percent completed as scheduled.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13	25,378 99.74%	24,898 99.60%	20,142 99.05%	25,500 99.00%	19,220 99.00%	22,000 99%
Number of inspections requested for the next business day and percent completed as requested.	LT-1, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13	18,389 50.52%	21,391 60.00%	16,634 53.2%	20,082 90.00%	24,100 60.00%	22,000 90%
Number of customer surveys mailed, number of customer survey respondents, and percent rating Building Inspection services as good or better.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13	960 mailed 90 returned 94.0%	960 mailed 222 returned 96.0%	960 mailed 125 returned 80.8%	960 mailed 275 returned 95.0%	960 mailed 100 returned 95.0%	960 mailed 200 returned 95%



	General Plan Goal	FY 2017/18 Actual	FY 2018/19 Actual	FY* 2019/20 Actual	FY 2020/21 Target	FY* 2020/21 Estimate	FY 2021/22 Target
<b>PLANNING</b>							
<b>WORKLOAD INDICATORS</b>							
Number of phone and counter planning/zoning inquiries.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1, CC-3	10,491	9,538	8,356		4,104	
Number of administrative zoning reviews (including MPPs, tree removal permits, sign permits, building permits, home occupations, and other business license reviews).	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CC-3	8,480	7,666	10,273		11,189	
Number of staff reports to Planning Commission, Heritage Preservation Commission, other city advisory bodies and City Council.	LT-1, LT-2, LT-3, LT-4, LT-5, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1, CC-1, CC-3, CC-5, HE-1, HE-2, HE-3, HE-4, HE-6	115	102	102		86	
Number of inter-agency projects and assignments.	LT-1, LT-2, LT-3, LT-10, LT-4, LT-7, LT-6, LT-11, HE-3	71	58	66		53	
Total land use permit application fees.		\$728,191	\$567,956	\$610,493		\$402,852	
<b>PERFORMANCE INDICATORS</b>							
Number of staff decision planning permit applications (excluding Design Review) submitted and percent receiving 1st set of staff comments in 14 or fewer calendar days.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CC-1, CC-3, HE-1, HE-3, HE-4	672 83%	1,121 88%	601 77%	700 85%	540 69%	700 85%

	<b>General Plan Goal</b>	<b>FY 2017/18 Actual</b>	<b>FY 2018/19 Actual</b>	<b>FY* 2019/20 Actual</b>	<b>FY 2020/21 Target</b>	<b>FY* 2020/21 Estimate</b>	<b>FY 2021/22 Target</b>
Number of staff decision planning permit applications (excluding Design Review) resubmitted and percent receiving staff comments in 14 or fewer calendar days.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CC-1, CC-3, HE-1, HE-3, HE-4	284 94%	194 95%	229 95%	275 95%	253 92%	275 95%
Number of staff decision Design Review applications submitted and percent receiving 1st set of staff comments in 14 or fewer calendar days.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CC-1, CC-3, HE-1, HE-3, HE-4	219 78%	204 75%	186 68%	230 85%	172 40%	200 85%
Number of staff decision Design Review applications resubmitted and percent receiving staff comments in 14 or fewer calendar days.	LT-1, LT-2, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CC-1, CC-3, HE-1, HE-3, HE-4	258 95%	187 95%	202 96%	230 95%	259 81%	250 95%
Number of public hearing planning applications reviewed; and percent sent a letter within 21 calendar days stating completeness status. <sup>1</sup>	LT-1, LT-2, LT-3, LT-4, LT-5, LT-7, LT-6, LT-11, LT-12, LT-13, CC-1, CC-3, HE-1, HE-3, HE-4	82 41%	60 42%	65 31%	75 85%	21 14%	50 85%
Total number of Zoning Administrator decision planning applications; and percent decided within 60 calendar days of a complete application.	LT-1, LT-2, LT-3, LT-4, LT-7, LT-6, LT-11, LT-12, LT-13, CV-1, CC-1, CC-3, HE-1, HE-3, HE-4	24 89%	18 88%	16 81%	20 90%	6 100%	15 90%

	General Plan Goal	FY 2017/18 Actual	FY 2018/19 Actual	FY* 2019/20 Actual	FY 2020/21 Target	FY* 2020/21 Estimate	FY 2021/22 Target
Total number of Planning Commission and Heritage Preservation Commission decision planning applications; and percent decided within 90 calendar days of a complete application.	LT-1, LT-2, LT-3, LT-4, LT-5, LT-7, LT-6, LT-11, LT- 12, LT-13, CV-1, CC-1, CC-3, HE-1, HE-3, HE-4	47 91%	18 84%	26 85%	50 90%	10 85%	25 85%
Number of surveys sent to applicants of completed planning permit applications, number of respondents and percent rating the services provided by Planning as good or better.	LT-1, LT-2, LT-3, LT-4, LT-5, LT-7, LT-6, LT- 11, LT-12, LT-13, CV-1, CC-1, CC-3, HE-1, HE-3, HE-4	761 surveys 128 responded 77% rating good or better	778 surveys 354 responded 80% rating good or better	728 surveys 101 responded 79% rating good or better	700 surveys 250 responded 90% rating good or better	654 surveys 65 responded 70% rating good or better	700 surveys 250 responded 90% rating good or better
<b>HOUSING &amp; CDBG</b>							
<b>WORKLOAD INDICATORS</b>							
Number of inquiries for housing and human services information.	CV-1, HE-1	2,748	2,308	2,216		2,522	
Number of CDBG, HOME and HMF projects completed (including capital projects, sub-recipient agreements, and housing program activities).	LT-2, HE-1, HE-2, HE-5, HE-6,	32	37	15		20	
Number of first-time homebuyer loans and rehabilitation grants/loans closed.	LT-2, HE-1, HE-2, HE-5	16	15	15		8	
Number of BMR/HOME/CDBG rental and owner-occupied units audited annually.	LT-2, HE-1, HE-2, HE-5	672	734	749		466	
Number of staff reports to Housing and Human Services Commission, other city advisory bodies and City Council.	CV-1, HE-1, HE-2, HE-5, HE-6	15	24	25		21	
Number of annual HUD reports (CAPER, Action Plan, Consolidated Plan) completed.	HE-1, HE-2, HE-3, HE-5	5	5	8		7	
<b>PERFORMANCE INDICATORS</b>							
Number of housing program applications (including BMR, first-time homebuyer and rehabilitation) and percent processed within 21 days.	LT-7, HE-1, HE-2, HE-4, HE-5	74 100%	70 89%	36 100%	60 95%	58 100%	60 100%
Number of developer agreements and percent reviewed within 21 days.	LT-7, HE-1, HE-2, HE-4	1 100%	5 100%	5 100%	3 95%	2 100%	2 100%

	General Plan Goal	FY 2017/18 Actual	FY 2018/19 Actual	FY* 2019/20 Actual	FY 2020/21 Target	FY* 2020/21 Estimate	FY 2021/22 Target
CDBG credit line does not exceed 1.5 times the City's annual CDBG grant amount on April 30 (HUD requirement) (RLF = Revolving Loan Fund) Achieved Or Not Achieved	HE-1, HE-2, HE-5	Achieved w/o RLF	Achieved w/o RLF	Achieved	Achieve	Achieve	Achieve
Amount of CDBG funds expended and percent benefiting lower income households (HUD requirement >70%).	HE-1, HE-2, HE-5, HE-6	\$1,263,971 100%	\$1,348,550 100%	\$2,112,615,70 100%	Achieve	\$1,184,793 100%	Achieve
Number of HOME assisted units, and:	LT-2, LT-7, HE-1, HE-2, HE-4, HE-5	27	14	0	20	0	10
a. Percent of assisted units restricted to households earning at or below 60% of area median income (HUD requirement >90%); and		100%	>90%	>90%	>90%	100%	>90%
b. For projects with five or more units, percent of assisted units restricted to households earning less than 50% of area median income (HUD requirement >20%).		>20%	>20%	>20%	>20%	>20%	>20%
Number of customer survey respondents (including program beneficiaries, non-profit grantees and development partners) and percent rating the services provided by Housing as good or better. <sup>2</sup>	LT-3, HE-1, HE-2, HE-4, HE-5	283 86%	N/A <sup>3</sup>	400 81%	50 90%	222 74%	50 90%
<b>DEPARTMENT MANAGEMENT</b>							
<b>PERFORMANCE INDICATORS</b>							
Percent of total Department operating budget expended.		78.0%	102.7%	94.1%	100.0%	98.0%	98.0%

\* Various performance measures have been impacted by state and county public health restrictions resulting from the COVID-19 global pandemic. Activities are expected to return to pre-COVID levels as restrictions are lifted.

<sup>1</sup> Legal Requirement is 30 days

<sup>2</sup> Reduction is based upon surveying being sent twice per year starting in FY 2020/21.

<sup>3</sup> Due to staffing changes in FY 2018/19, customer surveys were not sent out that FY.

DEPARTMENT OF COMMUNITY DEVELOPMENT

**SECTION 4.01 DEVELOPMENT RELATED FEES**

*NOTE: Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.*

Technology Surcharge

Applies to each building and engineering project issued and to each planning application filed.

	<b><u>Fiscal Year 2020/21</u></b>	<b><u>Fiscal Year 2021/22</u></b>	<b><u>Oracle Fund</u></b>	<b><u>Oracle Program</u></b>	<b><u>Natural Account</u></b>	<b><u>Natural Account Title</u></b>
	<del>\$22.25</del>	\$28.00	7027	00001	430609	Permits, Other General

**SECTION 4.02 PLANNING PERMIT FEES**

**4.02(a) SINGLE-FAMILY HOMES AND DUPLEXES (SFH/DUP)**

Design Review: SFH/DUP (no public hearing)	<del>\$412.00</del>	\$428.00	6181	10413	432019	Other General Fees
Design Review: SFH/DUP (requiring public hearing)	<del>\$648.00</del>	\$643.00	6181	10413	430715	Major Permit Application Fees - Other
Special Development (SDP)/Use Permit (UP): SFH/DUP	<del>\$502.00</del>	\$522.00	6181	10412	430718	Minor Permit Application Fees - Other
Variance: SFH/DUP	<del>\$502.00</del>	\$522.00	6181	10412	430718	Minor Permit Application Fees - Other

**4.02(b) SIGNS**

Temporary Sign

	<del>No Fee</del>	No Fee				
Permanent Sign (not in Master Sign Program)	<del>\$171.00</del>	\$178.00	6181	10412	432019	Other General Fees
Master Sign Agreement/Program	<del>\$917.00</del>	\$954.00	6181	10412	432019	Other General Fees
Master Sign Agreement/Program - Minor Modification	<del>\$416.00</del>	\$433.00	6181	10412	432019	Other General Fees

	<u>Fiscal Year</u> <u>2020/21</u>	<u>Fiscal Year</u> <u>2021/22</u>	<u>Oracle</u> <u>Fund</u>	<u>Oracle</u> <u>Program</u>	<u>Natural</u> <u>Account</u>	<u>Natural Account</u> <u>Title</u>
<b><u>4.02(c) STAFF LEVEL PERMITS AND REVIEWS - NO PUBLIC HEARINGS</u></b>						
Design Review: Except SFH/DUP (Architecture, Landscaping, Lighting, etc.)	<u>\$416.00</u>	<u>\$433.00</u>	6181	10413	432019	Other General Fees
Short-Term Rental Director Review	<u>\$70.00</u>	<u>\$73.00</u>	6181	10409	432019	Other General Fees
Extension of Time: Major/Minor Permits and Tentative Maps	<u>\$917.00</u>	<u>\$954.00</u>	6181	10409	432019	Other General Fees
Family Day Care - Large (not within 300 ft. of another)	<u>No Fee</u>	<u>No Fee</u>				
Miscellaneous Plan Permit Residential <3 units (MPP or Unspecified)	<u>\$206.00</u>	<u>\$214.00</u>	6181	10412	432019	Other General Fees
Miscellaneous Plan Permit Residential 3 or more and non-residential (MPP or Unspecified)	<u>\$412.00</u>	<u>\$428.00</u>	6181	10412	432019	Other General Fees
Mobile Vendor Permit	<u>\$416.00</u>	<u>\$433.00</u>	6181	10412	432019	Other General Fees
Preliminary Project Review	<u>\$1,030.00</u>	<u>\$1,071.00</u>	6181	10412	432019	Other General Fees
Re-Naming of Private Streets	<u>\$917.00</u>	<u>\$954.00</u>	6181	10412	432019	Other General Fees
Temporary and Unenclosed Uses	<u>\$171.00</u>	<u>\$178.00</u>	6181	10412	432019	Other General Fees
Transportation Demand Management Plan - New or Revised Plan	<u>\$917.00</u>	<u>\$954.00</u>	6181	10412	432019	Other General Fees
Tree Removal Permit	<u>\$310.00</u>	<u>\$322.00</u>	6181	10414	432019	Other General Fees
Tree Removal Permit with Certified Arborist Report	<u>\$171.00</u>	<u>\$178.00</u>	6181	10414	432019	Other General Fees
Tree Removal Permit (PG&E)	<u>No Fee</u>	<u>No Fee</u>	6181	10414	432019	Other General Fees
Waiver of Undergrounding	<u>\$1,727.00</u>	<u>\$1,796.00</u>	6181	10412	432019	Other General Fees
Zoning Exception	<u>\$141.00</u>	<u>\$147.00</u>	6181	10412	432019	Other General Fees
Appeal of Non-Public Hearing Decision	<u>\$206.00</u>	<u>\$214.00</u>	6181	10412	432019	Other General Fees
Appeal of Non-Public Hearing Decision	<u>\$206.00</u>	<u>\$214.00</u>	6181	10409	432019	Other General Fees

	<u>Fiscal Year 2020/21</u>	<u>Fiscal Year 2021/22</u>	<u>Oracle Fund</u>	<u>Oracle Program</u>	<u>Natural Account</u>	<u>Natural Account Title</u>
<b><u>4.02(d) TELECOMMUNICATION FACILITIES</u></b>						
Telecommunication Facility: New - MPP, no Public Hearing	<u>\$502.00</u>	<u>\$522.00</u>	6181	10412	432019	Other General Fees
Telecommunication Facility: New - Zoning Administrator Hearing	<u>\$1,884.00</u>	<u>\$1,959.00</u>	6181	10409	430718	Minor Permit Application Fees - Other
Telecommunication Facility: New - Planning Commission Hearing	<u>\$4,001.00</u>	<u>\$4,161.00</u>	6181	10409	430718	Minor Permit Application Fees - Other
Telecommunication Facility: Bi-Annual Certificate of Compliance (per provider)	<u>\$396.00</u>	<u>\$412.00</u>	6181	10412	432019	Other General Fees
Telecommunication Facilities: Renewal of Permit	<u>\$502.00</u>	<u>\$522.00</u>	6181	10412	432019	Other General Fees
<b><u>4.02(e) MOFFETT PARK (MP) SPECIFIC PLAN</u></b>						
Administrative MP: Design Review	<u>\$2,575.00</u>	<u>\$2,678.00</u>	6181	10413	432019	Other General Fees
Minor MP: SDP	<u>\$2,575.00</u>	<u>\$2,678.00</u>	6181	10411	430719	Minor Permit Application Fees - Moffett Park
Minor MP: Plan Review (Design Review or SDP)	<u>\$1,020.00</u>	<u>\$1,061.00</u>	6181	10411	430719	Minor Permit Application Fees - Moffett Park
Major MP: SDP or Design Review	<u>\$4,001.00</u>	<u>\$4,161.00</u>	6181	10410	430716	Major Permit Application Fees - Moffett Park
Minor MP: Plan Review (Design Review or SDP)	<u>\$2,038.00</u>	<u>\$2,120.00</u>	6181	10411	430716	Major Permit Application Fees - Moffett Park
<b><u>4.02(f) ZONING ADMINISTRATOR HEARINGS</u></b>						
Parcel Map (4 or fewer lots)	<u>\$3,059.00</u>	<u>\$3,181.00</u>	6181	10412	432062	Planning Tentative Maps
Minor Special Development Permit (SDP)/Use Permit (UP) (Except SFH/DUP)	<u>\$1,884.00</u>	<u>\$1,959.00</u>	6181	10411	430718	Minor Permit Application Fees - Other
Plan Review: Minor SDP/UP (Except SFH/DUP)	<u>\$1,020.00</u>	<u>\$1,061.00</u>	6181	10411	430718	Minor Permit Application Fees - Other
Variance - Except SFH/DUP	<u>\$1,884.00</u>	<u>\$1,959.00</u>	6181	10411	430718	Minor Permit Application Fees - Other
Appeal of Zoning Administrator Decision	<u>\$206.00</u>	<u>\$214.00</u>	6181	10409	430718	Minor Permit Application Fees - Other

	<u>Fiscal Year 2020/21</u>	<u>Fiscal Year 2021/22</u>	<u>Oracle Fund</u>	<u>Oracle Program</u>	<u>Natural Account</u>	<u>Natural Account Title</u>
<b><u>4.02(g) PLANNING COMMISSION HEARINGS</u></b>						
Design Review (Except SFH/DUP)	<u>\$4,001.00</u>	<u>\$4,161.00</u>	6181	10413	430715	Major Permit Application Fees - Other
Family Day Care - Large (within 300 ft. of another)	<u>\$171.00</u>	<u>\$178.00</u>	6181	10411	430715	Major Permit Application Fees - Other
Major Special Development Permit (SDP) /Use Permit (UP)	<u>\$5,150.00</u>	<u>\$5,356.00</u>	6181	10410	430715	Major Permit Application Fees - Other
Plan Review: Major SDP/UP	<u>\$2,038.00</u>	<u>\$2,120.00</u>	6181	10410	430715	Major Permit Application Fees - Other
Tentative Map - Base Fee	<u>\$5,018.00</u>	<u>\$5,219.00</u>	6181	10412	432062	Planning Tentative Maps
Plus per Lot	<u>\$346.00</u>	<u>\$360.00</u>	6181	10412	432062	Planning Tentative Maps
Tentative Map: Modification to COA	<u>\$2,038.00</u>	<u>\$2,120.00</u>	6181	10412	432062	Planning Tentative Maps
Appeal of Planning Commission Decision	<u>\$206.00</u>	<u>\$214.00</u>	6181	10409	430715	Major Permit Application Fees - Other
<b><u>4.02(h) HERITAGE PRESERVATION REVIEWS</u></b>						
Resource Alteration Permit (RAP)	<u>\$240.00</u>	<u>\$250.00</u>	6181	10412	430718	Minor Permit Application Fees - Other
Landmark Alteration Permit (LAP)	<u>\$586.00</u>	<u>\$609.00</u>	6181	10412	430718	Minor Permit Application Fees - Other
Landmark Alteration Permit: Minor Review or Change	<u>\$250.00</u>	<u>\$260.00</u>	6181	10412	430718	Minor Permit Application Fees - Other
Extension of Time to LAP or RAP	<u>\$250.00</u>	<u>\$260.00</u>	6181	10412	430718	Minor Permit Application Fees - Other
Mills Act Contract Request	<u>\$3,204.00</u>	<u>\$3,332.00</u>	6181	10412	430718	Minor Permit Application Fees - Other
Appeal of Heritage Preservation Commission Decision	<u>\$171.00</u>	<u>\$178.00</u>	6181	10409	430718	Minor Permit Application Fees - Other



	<b><u>Fiscal Year 2020/21</u></b>	<b><u>Fiscal Year 2021/22</u></b>	<b><u>Oracle Fund</u></b>	<b><u>Oracle Program</u></b>	<b><u>Natural Account</u></b>	<b><u>Natural Account Title</u></b>
<b><u>4.02(i) PLANNING APPLICATIONS REQUIRING CITY COUNCIL HEARINGS</u></b>						
Conversion Impact Report: Review	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
BMR Alternative Compliance Plan: Review	\$5,150.00	\$5,356.00	6181	10409	432012	Legislative Action Fees
Development Agreement	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
Development Agreement: Minor Modification	\$3,332.00	\$3,465.00	6181	10409	432012	Legislative Action Fees
Development Agreement: Annual Review	\$1,666.00	\$1,733.00	6181	10409	432012	Legislative Action Fees
General Plan/Specific Plan/Village Center Community Outreach Plan Amendment Initiation	\$1,574.00	\$1,637.00	6181	10409	432012	Legislative Action Fees
General Plan/Specific Plan Amendment Application (after Council initiation)	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
Renaming of Public Streets	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
Rezoning: District Change or Zoning Code Amendment	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
Rezoning: Combining District Heritage Housing (HH)/ Single-Story (S) (per lot)	\$171.00	\$178.00	6181	10409	432012	Legislative Action Fees
Rezoning: Combining District (except HH or S)	\$3,336.00	\$3,469.00	6181	10409	432012	Legislative Action Fees
Specific Plans (including Village Center Plans)	\$6,664.00	\$6,931.00	6181	10409	432012	Legislative Action Fees
<b><u>4.02(i) ENVIRONMENTAL REVIEW</u></b>						
CEQA: Environmental Assessment (Initial Study)	\$917.00	\$954.00	6181	10409	432059	Environmental Review Fees
CEQA: Consultant Preparation of Environmental Study or EIR	As Needed	As Needed	1001			
CEQA: Staff Review of Environmental Study (air quality, noise, etc.)	\$1,727.00	\$1,796.00	6181	10409	432059	Environmental Review Fees
CEQA: Staff Review of EIR or TIA Preparation (% of consulting fee)	10% (minimum)- \$1,727.00	10% (minimum) \$1,796.00	6181	10409	432059	Environmental Review Fees

	<b>Fiscal Year 2020/21</b>	<b>Fiscal Year 2021/22</b>	<b>Oracle Fund</b>	<b>Oracle Program</b>	<b>Natural Account</b>	<b>Natural Account Title</b>
<b><u>4.02(k) OTHER PLANNING ITEMS</u></b>						
Zoning Letters or Data Research (per hour, 1/2 hour minimum)	<del>\$118.45</del>	\$123.00	6181	10416	434051	Sale of Publications/Printed Materials/Electronic Material
Renoticing Fee (or same fee as original if extended noticing required)	<del>\$171.00</del>	\$178.00	6181	10416	430715	Major Permit Application Fees - Other
Planner Attendance at meetings after hours (listed amount for 2 hours; 2 hour minimum)	<del>\$193.00</del>	\$201.00	6181	10416	434391	Miscellaneous Revenue
Tree Replacement In-Lieu Fee without Planning Development Application						
24-inch Box Tree Replacement In-lieu Fee	<del>\$424.00</del>	\$441.00	1001	13404	432055	Street Tree Fees
36-inch Box Tree Replacement In-lieu Fee	<del>\$849.00</del>	\$883.00	1001	13404	432055	Street Tree Fees
48-inch Box Tree Replacement In-lieu Fee	<del>\$1,697.00</del>	\$1,765.00	1001	13404	432055	Street Tree Fees
In-lieu fee does not include the additional tree removal permit fee.				13404		
	<del>Value established by a certified arborist using the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers</del>	Value established by a certified arborist using the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers				
Tree Replacement In-Lieu Fee with a Planning Development Application			1001	13404	432055	Street Tree Fees
Art Permit Reviewed by Arts Commission	<del>\$4,395.01</del>	\$4,571.00	1001	12019	430606	Permits, Art in Private Development
Art in Private Development In-Lieu Fee	<del>1.1% of construction valuation of eligible non-residential developments</del>	1.1% of construction valuation of eligible non-residential developments	1111		432019	Other General Fees
			1113		432019	Other General Fees
General Plan Maintenance Fee - Applied to each building project issued (except residential remodels)	<del>0.15%</del>	0.15%				
	<del>of total construction valuation</del>	of total construction valuation	1001	10405	432053	Plan Maintenance Fees
Park Dedication In-Lieu Fee - Average Fair Market Value per square foot						
*     SMC Ch. 18.10 - Residential subdivisions	<del>\$134.00</del>	\$160.00	2101	00001	432047	Park Dedication Fees-Subdivisions
*     SMC Ch. 19.74 - Multi-family residential rental housing	<del>\$134.00</del>	\$160.00	2103	00001	432037	Park Dedication Fees
Sense of Place Fee	<del>\$1,346.00</del>	\$1,386.00	3113	00001	432041	Sense of Place Fees - Tasman Crossing
Sense of Place Fee	<del>\$2,576.00</del>	\$2,653.00	3113	00001	432042	Sense of Place Fees - East Sunnyvale
Sense of Place Fee	<del>\$0.98 per sq. ft.</del>	\$1.00 per sq. ft.	3113	00001	432042	Sense of Place Fees - East Sunnyvale
Sense of Place Fee	<del>\$1,346.00</del>	\$1,386.00	3113	00001	432043	Sense of Place Fees - Fair Oaks Junction
*     Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.						

	<u>Fiscal Year</u> <u>2020/21</u>	<u>Fiscal Year</u> <u>2021/22</u>	<u>Oracle</u> <u>Fund</u>	<u>Oracle</u> <u>Program</u>	<u>Natural</u> <u>Account</u>	<u>Natural Account</u> <u>Title</u>
<b><u>OTHER PLANNING ITEMS (cont'd)</u></b>						
Expanded Noticing Fee						
500-foot radius	<del>\$368.00</del>	\$383.00	6181	10410	430715	Major Permit Application Fees - Other
1,000-foot radius	<del>\$1,157.00</del>	\$1,203.00	6181	10410	430715	Major Permit Application Fees - Other
2,000-foot radius	<del>\$2,368.00</del>	\$2,463.00	6181	10410	430715	Major Permit Application Fees - Other
Consultant Provided Special Studies or Services	<del>As needed</del>	As needed	1001	00001		
Consultant Provided Special Studies or Services: Staff Review (% of consulting fee)	<del>10% minimum of \$1,727.00</del>	10% minimum of \$1,796.00	6181	10406	430715	Major Permit Application Fees - Other
<b><u>4.02(i) DEVELOPMENT IMPACT FEES RELATED TO HOUSING</u></b>						
Legacy Housing Mitigation Fees for Industrial Projects						
SMC 19.22.035	<del>\$12.00</del>	\$12.50				
(For projects subject to 19.22.035 & approved on or before 9/13/15)	<del>per Applicable Sq. Ft.</del>	per Applicable Sq. Ft.	2021	10503	432033	Housing Mitigation



# City of Sunnyvale

## Agenda Item

---

**21-0607**

**Agenda Date:** 7/5/2021

---

PRESENTATION - Recognition of Service