



**City of Hayward
Development Review Process Focus Group Meeting**

**Wednesday, February 5, 2014
Hayward City Hall, Room 2A
10:00 am – Noon**

Meeting Agenda

- I. Welcome and Introductions (5 minutes)
David Rizk, Development Services Director

- II. Discuss Purpose of Group (10 minutes):
To share information and ideas in order to improve the development review process in Hayward.

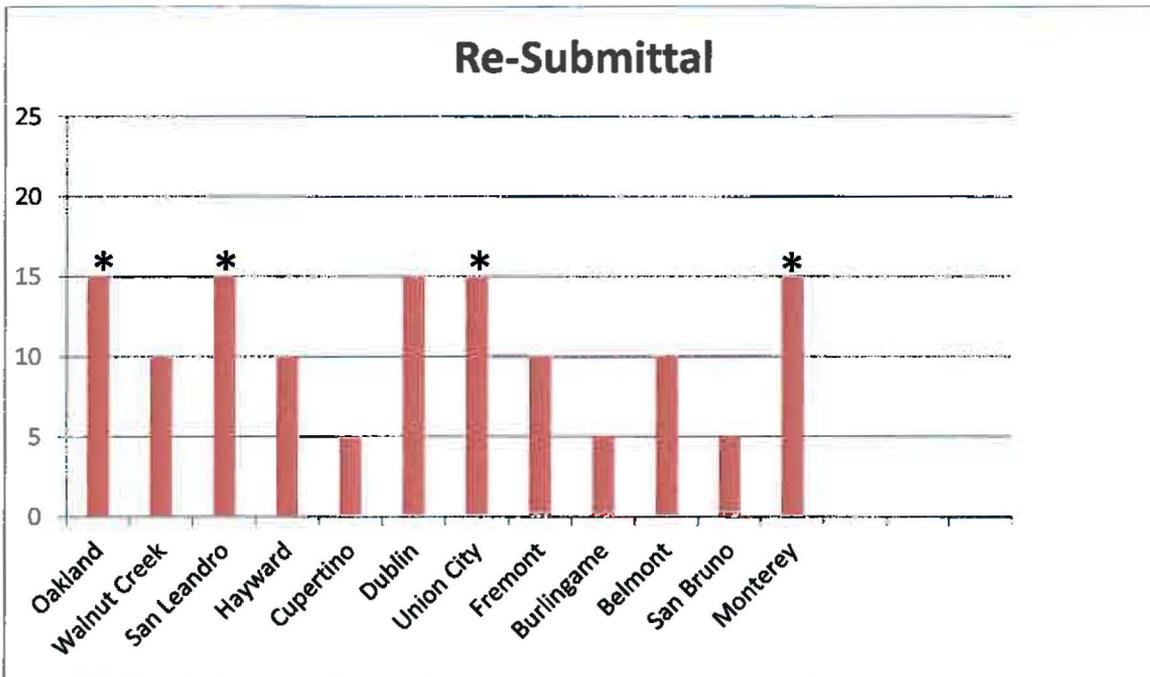
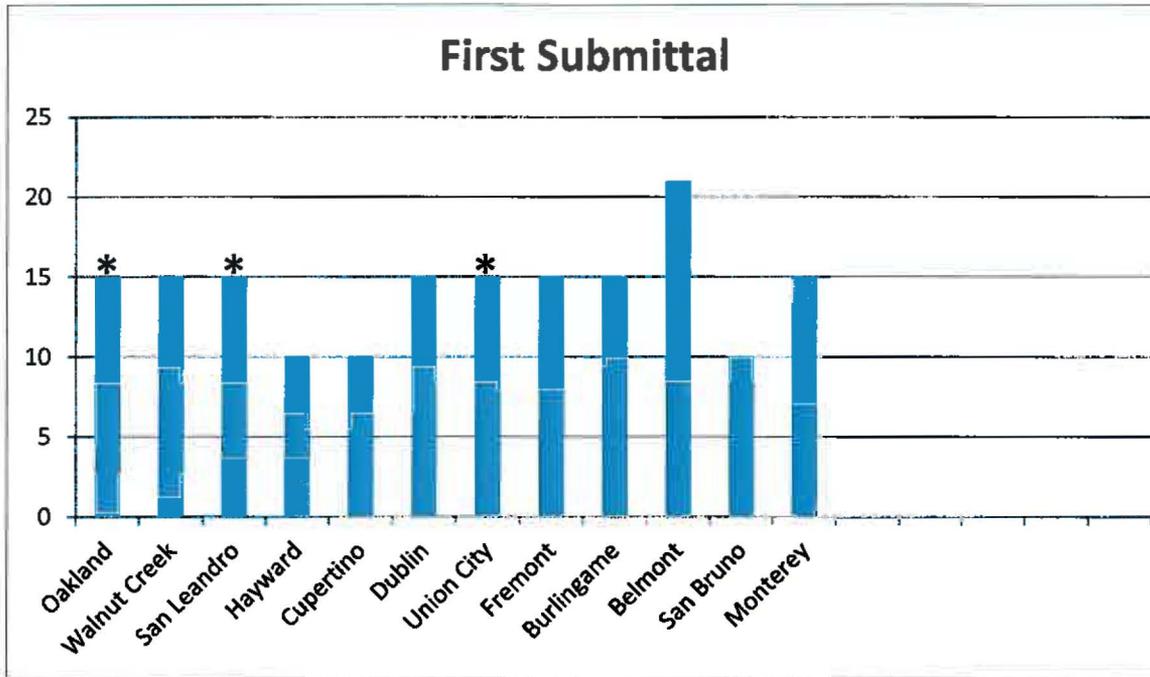
- III. Information from Hayward City Staff
 - i. Overview of Processing Time-frames (15 minutes)
- David Rizk, Development Services Director
 - ii. Electronic Plan Submittals (15 minutes)
- Gary Lepori, Building Official
 - iii. Planning Division Update (15 minutes)
- Pat Siefers, Planning Manager

- IV. 2014 Meeting Topics (15 Minutes)
All

- V. Announcements and Referrals (5 minutes)
All

- VI. Next Meeting Date and Topic(s) (5 minutes)
FRIDAY, April 4, 2014 – 10:00 am – Noon (*please note change of date*)
 - *Downtown Focus*

Remodels and Tennant Improvements Timeline Comparison



*These cities have loose timelines, but generally shoot for what is on the chart.

BUILDING PERMITS APPLICATION REVIEW TIMELINE

Projects that don't require drawings to be submitted: Same day over the counter (OTC) permit issuance with the goal of completing the entire OTC process within 30 minutes.

Small residential remodels and small commercial tenant improvements: Same day over the counter (OTC) plan checks and permit issuance with the goal of completing the entire OTC process within 1 hour.

Medium size projects, such as residential additions, racks, and medium size commercial Tenant Improvements: Within 10 business days of submittal to first response. (working on changing to 15 business days – see attached)

Re-submittals for medium sized projects: Within 5 business days of re-submittal to response.

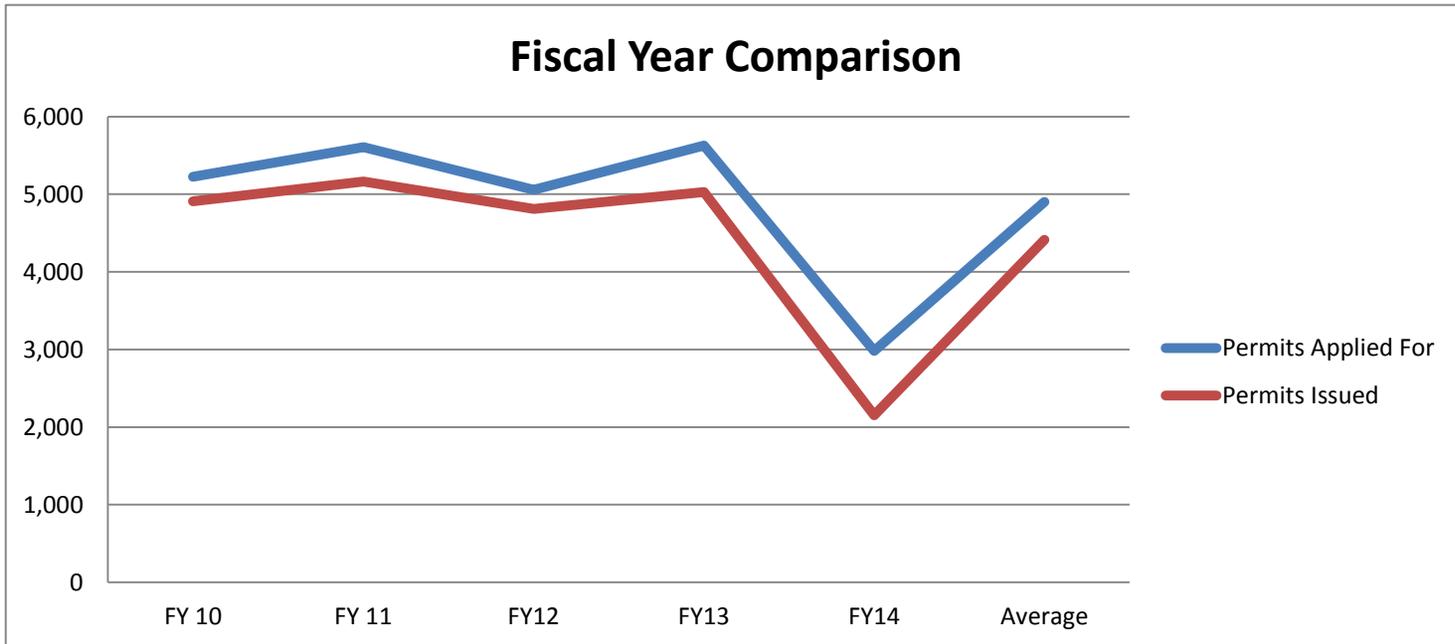
Large size projects, such as new residential tracts and new commercial projects: Within 20 business days of submittal to first response.

Re-submittals for large sized projects: Within 10 business days of re-submittal to response.

Inspections: Next business day inspections for all inspections scheduled before 4:00 p.m. on the prior business day.

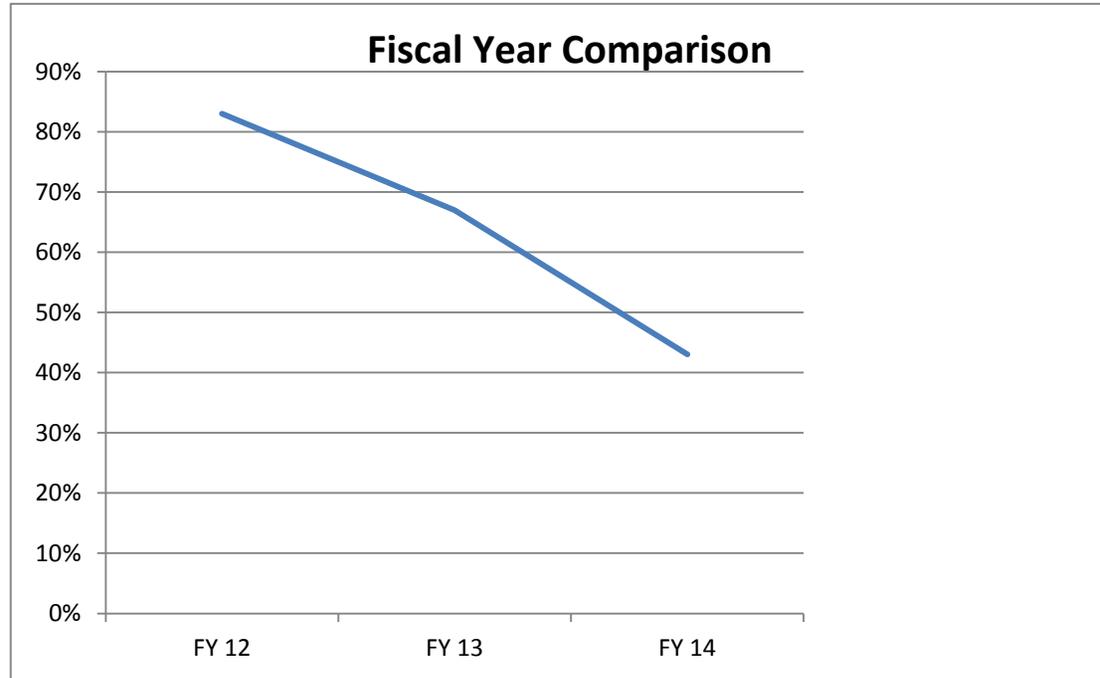
Permit Activity for Current and Past Fiscal Years
Includes Planning, Fire and Building

<u>Fiscal Year</u>	<u>Permits Applied For</u>	<u>Permits Issued</u>
FY 10	5,227	4,908
FY 11	5,608	5,164
FY12	5,058	4,809
FY13	5,627	5,028
FY14	2,982	2,153
Average	4,900	4,412



Plan Check Review Performance Summary

<u>Fiscal Year</u>	<u>Percent of Projects that met time frame</u>	<u>Number of Reviews</u>
FY 12	83%	814
FY 13	67%	935
FY 14	43%	454



PLANNING APPLICATIONS PROCESSED TO COMPLETION FOR FISCAL YEAR 2014 (2ND QUARTER)

ADMINISTRATIVE APPROVALS									
Type (Expected processing time)	Applications Completed			30-day Initial Reviews			Second and Subsequent Reviews		
	Number Processed	Number Processed On-Time	Percent Processed On-Time	Number Processed	Number Processed On-Time	Percent Processed On-Time	Number Processed	Number Processed On-Time	Percent Processed On-Time
Administrative Use Permit (6 weeks)	11	10	91%	8	8	100%	3	0	
Certificate of Merger (6 weeks)	1	1	100%						
Conditional Use Permit Extension (6 weeks)									
Development Agreement Modification (6 weeks)									
Food Vendor Permit (6 weeks)									
Lot Line Adjustment (6 weeks)	4	2	50%	3	3	100%	1	0	
Planned Development Modification (6 weeks)									
Site Plan Review (6 weeks)	8	5	63%	6	5	83%	3	1	33%
Parcel Map (6 to 12 weeks)	1	1	100%						
Tentative Parcel Map (6 to 12 weeks)	1	1	100%	1	1	100%			
Minor Modification/Exception (6 weeks)	4	3	75%	4	4	100%			
TOTAL	30	23	77%	22	21	95%	7	1	14%
PLANNING COMMISSION/CITY COUNCIL HEARINGS									
Type (Expected processing time)	Number Processed	Number Processed On-Time	Percent Processed On-Time	Number Processed	Number Processed On-Time	Percent Processed On-Time	Number Processed	Number Processed On-Time	Percent Processed On-Time
Administrative Use Permit (6 weeks)									
Conditional Use Permit (6 to 12 weeks)	2	2	100%						
Development Agreement Modification (12 to 18 weeks)									
Final Map (12 to 18 weeks)	1	1	100%						
General Plan Amendment (12 to 18 weeks)	2	0							
Planned Development Modification (12 to 18 weeks)									
Site Plan Review (6 weeks)									
Tentative Tract Map (12 to 18 weeks)	5	5	100%						
Text Amendment (12 to 18 weeks)	6	0							
Utility Service Agreement (6 to 12 weeks)									
Variance (6 to 12 weeks)									
Zone Change (12 to 18 weeks)	8	8	100%	8	8	100%	8	3	38%
TOTAL	24	16	67%	8	8	100%	8	3	38%
GRAND TOTAL	54	39	72%	30	29	97%	15	4	27%

Note: The Planning Division has established review timelines for planning applications as follows: within 30 calendar days after application submittal for initial reviews, and within 15 calendar days for additional submittals for subsequent reviews.

Updated: 01/30/14

Planning Permit Activity by Type for Current and Past Fiscal Years

TYPE OF APPLICATION	FY08	FY09	FY10	FY11	FY12	FY13	FY14
General Plan Amendment (GPA)	3	3		2		2	2
Zone Change (ZC)	4	3	2	6		2	4
ZC modification						4	1
Planned Development (PD)	1	1	1			1	3
PD modification			3	1	1		
Development Agreement (DA)	1	2		1			
DA extension	1					1	
DA modification				1		1	
Conditional Use Permit (CUP)	14	8	6	5	8	10	2
CUP extension		2		2			1
CUP modification		2			1		
Administrative Use Permit (AUP)	16	22	25	26	25	20	9
AUP modification			1		2		1
AUP extension	1					1	1
Text Amendment (TA)	2	2	1	2		5	6
Site Plan Review (SPR)	18	24	20	23	11	21	7
SPR Security Gate	2	1					
SPR extension		1	1	1		4	1
Variance - PC			1				
Minor Modification/Exception	4	2	1	1	3		4
Food Vendor Permit (FVP)	5	6	4	4	5	3	
Subtotal for Planning Applications	72	79	66	75	56	75	42

DEVELOPMENT REVIEW SERVICES (DRS) APPLICATIONS:							
Encroachment Permits	11	1	3	1	3	1	1
Encroachment Permits (over counter)	401	430	352	295	258	283	202
Tentative Parcel Map (TPM)	7	2	1	3		2	1
TPM extension			1				
Parcel Map (PM)	1	3	3	2	1	3	1
Tentative Tract Map (TTM)	4	4	1	5		2	5
Tract Extension	2						
Final Map (FM)	1			2		3	1
Final Map Amendment		1	1	1			
Certificate of Compliance (CC)		1	1		3		
Certificate of Merger (CM)	1	1	4	2	1	4	1
Lot Line Adjustment (LLA)	3	4	3	3	5	4	4
Benefit District (BD)							
Annex to BD							
Landscape and Lighting District (LLD)	1						
Utility Service Agreement (USA)	2	1	1	4		1	
Grading	9	8	6	7	5	7	3
Subtotal for DRS Applications	443	456	377	325	276	310	219

Annual Total: All Applications	515	535	443	400	332	385	261
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Annual Total: All Public Hearing Applications	32	24	13	25	8	23	22
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Public Hearing is required.
Public Hearing may be required.
Public Hearing not required.

CITY OF HAYWARD DEVELOPMENT REVIEW FOCUS GROUP

MEETING TOPICS FOR 2014

Lead Members for Presentation/Discussion	Date	Topics
David Rizk, Gary Lepori, Pat Siefers, Lori Taylor	February 5	Group Purpose; Updates from Various Staff; 2014 Meeting Topics
David Rizk	April 4	Downtown Focus
	June 4	
	August 6	
	October 1	
	December 3	

Unscheduled meeting topics:

- Update on General Plan
- Update on Utilities Master Plans
- New Permitting Program (fall of 2014)
- Process/Permit Center Improvements
- Industrial Sector Summit



Development Review Process Focus Group

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