

Housing & Community Development

Board of Supervisors

Item #4

2.11.25



HCD Updates

Looking back at 2024 calendar year

- Challenges
- Accomplishments
- Vacancy rates

Current Status 2025

- Staffing changes
 - Immediate
- Streamlining efforts
 - Staffing
 - Policies & Procedures

What has changed & suggestions

- Evolving laws and complexity
- Wages/Cost of Living
- FTEs

2024 Challenges

01

Unanticipated
leaves

- Consultant
Support used to
fill gaps
>\$45,000

02

Plan check
staffing

- Consultant
Support used to
address backlog
>\$50,000

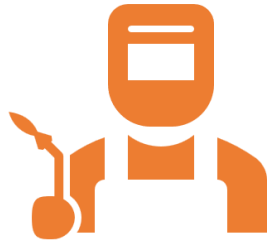
03

Backlog of
permits and
General Plan
Implementation

2024 Accomplishments

- 2 agricultural employee housing projects updates
- Riverview at Las Palmas project
- 7 projects appealed to the Board of Supervisors
- Draft Housing Element update submitted to State HCD
- CRFREE project
- Vacation Rentals Ordinances
- Agricultural Mitigation Ordinance
- East Garrison Phase III update
- Noise Ordinance updates
- Eucalyptus Tree pilot program
- Restrictive Covenants removal project
- Salinas Valley Groundwater Basin Study
- Contract for Chualar Community Plan
- Carmel Lagoon and Scenic Road Protective Structure EIR
- Closure of the Carmel Stone Mine
- Substantial progress on
 - Accessory Dwelling Unit regulations in the Coastal Zone
 - Updates to the Castroville Community Plan
 - Affordable Housing project at the East Laurel campus
 - Big Sur Land Use Plan update
 - Moss Landing Community Plan update
 - Sixth Cycle update to the Housing Element

Vacancy Rates



January 2024 – 17% Vacancy

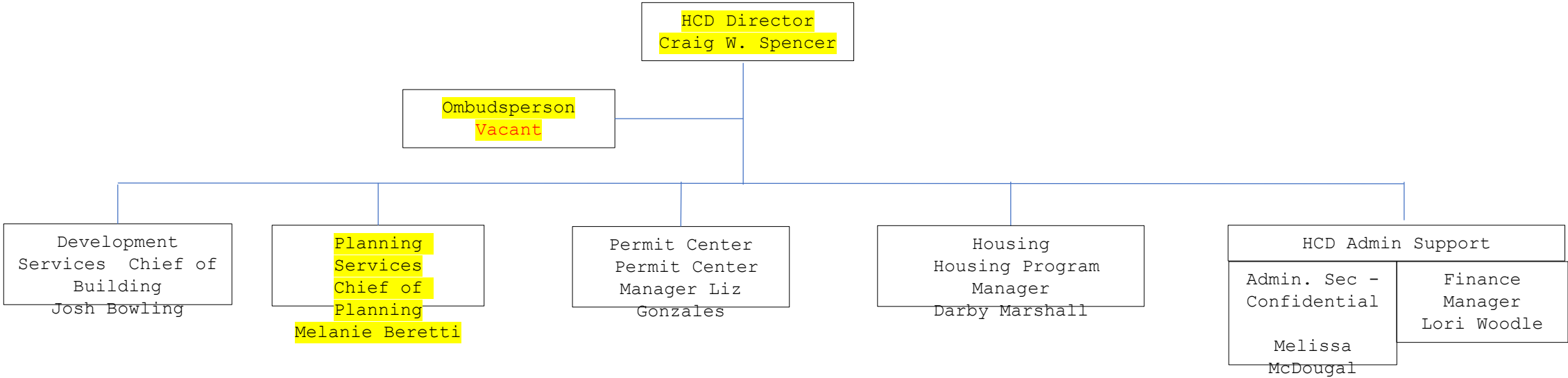
Reduced to 12% by January 2025
Hiring Freeze in 2024



Exemptions from the freeze (2025)

Principal Planner (2)
Secretary
Ombudsperson
Associate Planner
Temporary Retired Annuitants (2)

Housing and Community Development Administration

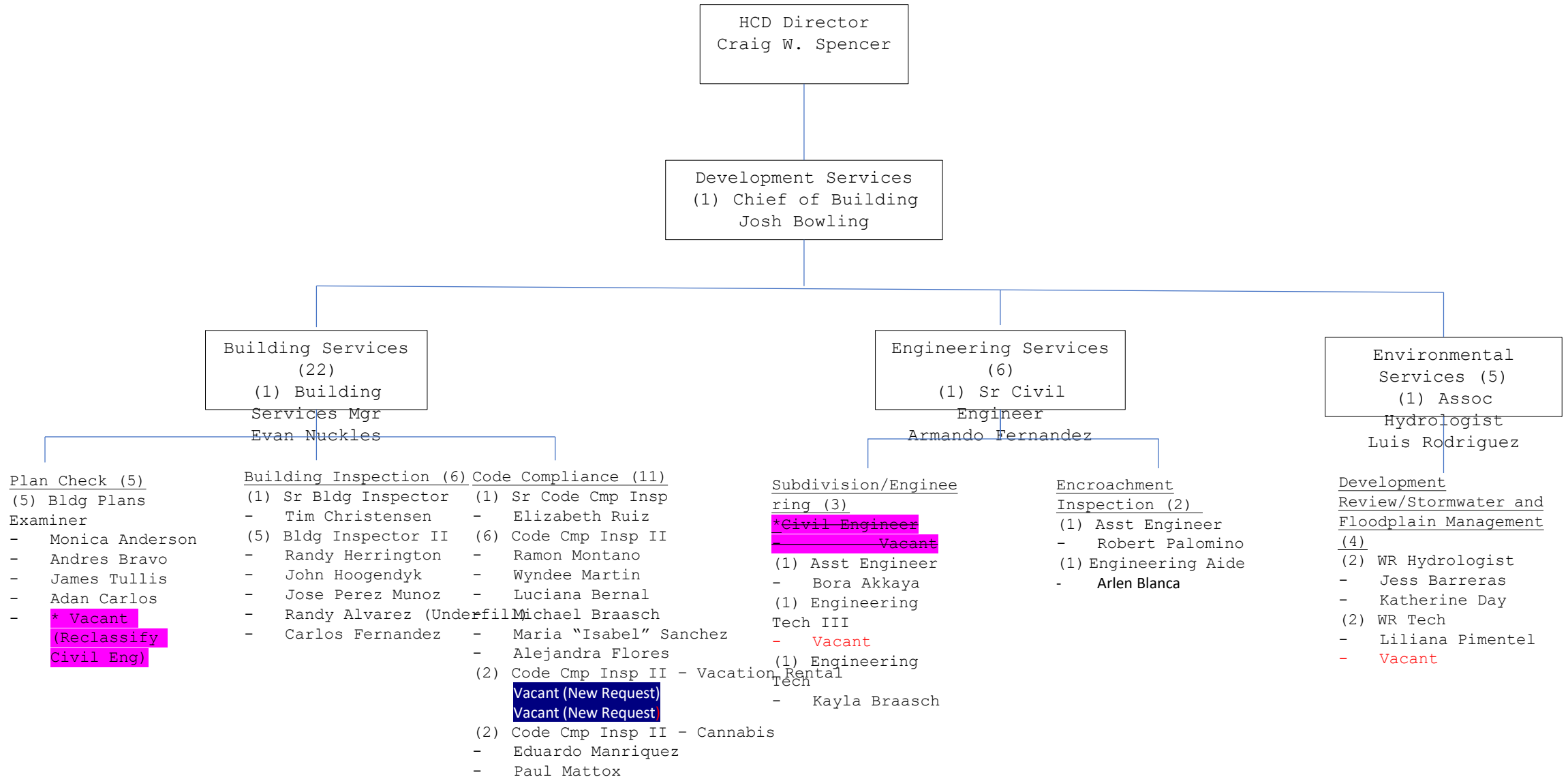


Legend

- 2024 Hires and 2025 active recruitments
- Requested Reclassifications
- Requested New Allocations (Vacation Rentals)

Housing and Community Development Department

Development Services



Building Division

Over 3,500 building permit applications in 2024

- Plan check wait times between 6 weeks and 12 weeks
- Influenced by FLMA leave and funding for consulting support

More the 23,500 building inspections

- 1-2 days

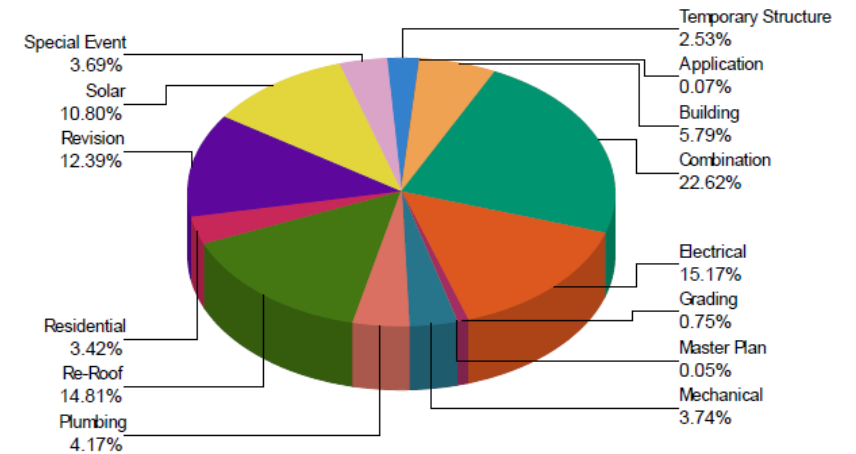
Over 2,700 open code cases

- 665 cases opened in 2024
- 700 cases closed in 2024

Almost 500 Encroachment Permits

Over 150 Special Event Permits

Building Services
Permits Applied
01/02/2024 to 12/31/2024

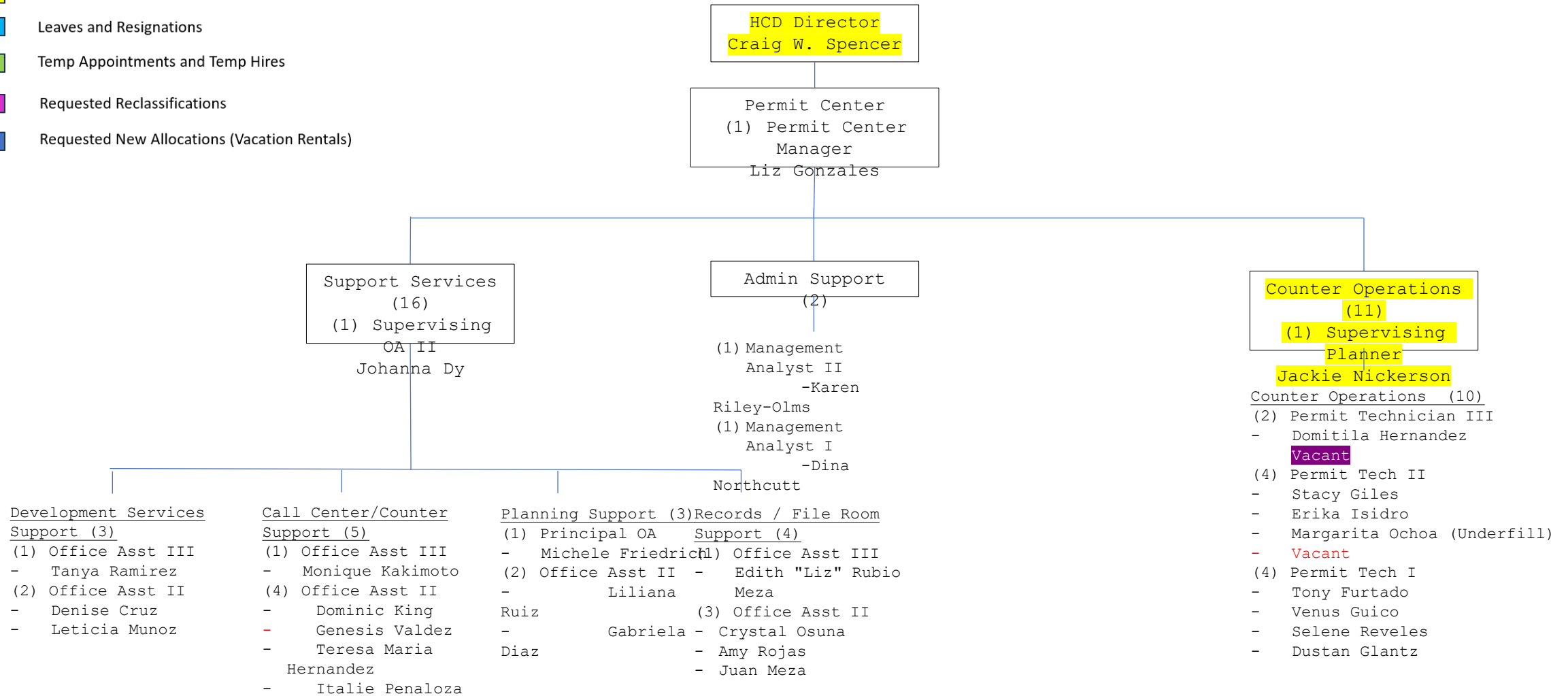


| | Permit Count | Percentage |
|-------------|--------------|------------|
| Application | 3 | 0.07% |
| Building | 240 | 5.79% |
| Combination | 938 | 22.62% |
| Electrical | 629 | 15.17% |
| Grading | 31 | 0.75% |
| Master Plan | 2 | 0.05% |
| Mechanical | 155 | 3.74% |
| Plumbing | 173 | 4.17% |
| Re-Roof | 614 | 14.81% |
| Residential | 142 | 3.42% |
| Revision | 514 | 12.39% |
| Solar | 448 | 10.80% |

Legend

- 2024 Hires and 2025 active recruitments
- Leaves and Resignations
- Temp Appointments and Temp Hires
- Requested Reclassifications
- Requested New Allocations (Vacation Rentals)

Housing & Community Development Permit Center Operations



Permit Center



Over 7,000 visits to the front counter in 2024



Responded to over 1,900 Public Records requests

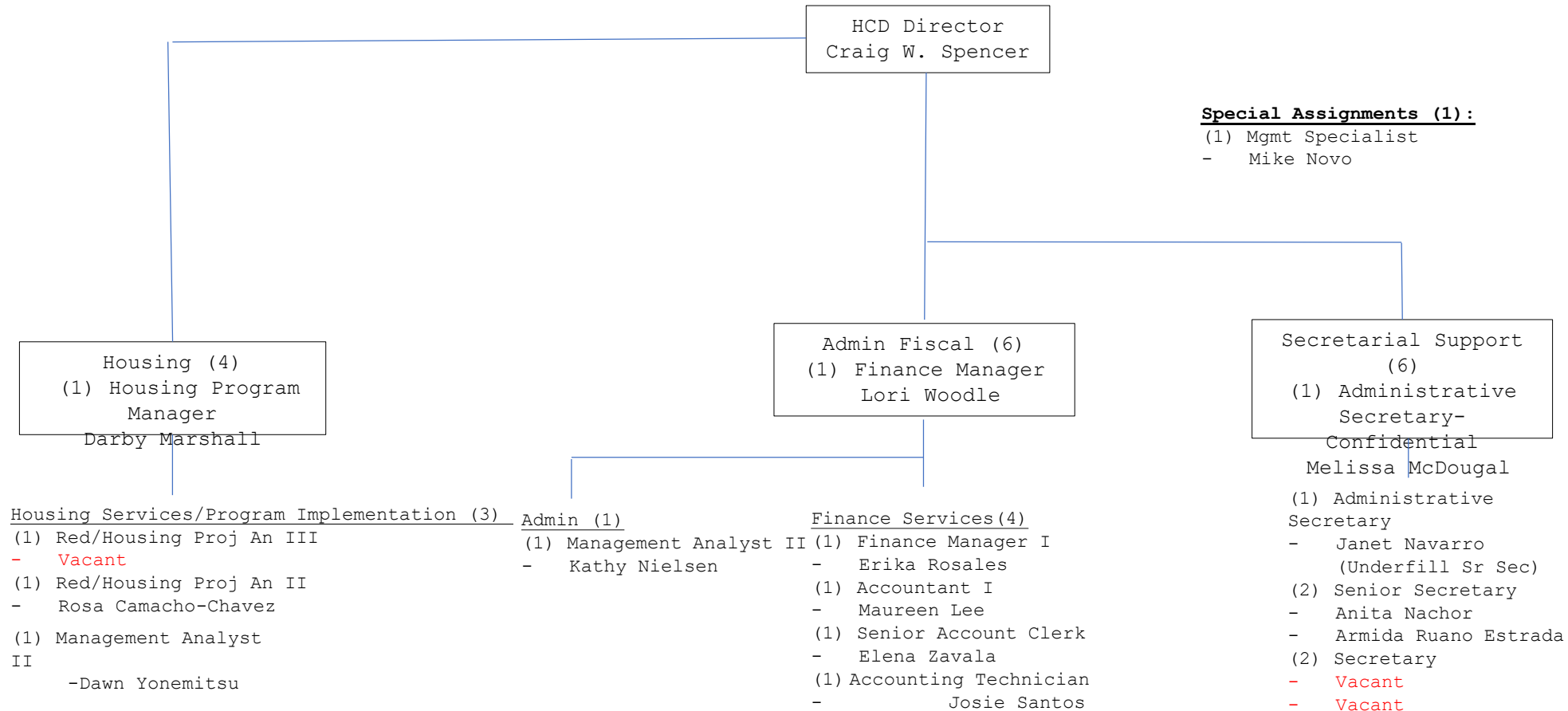


Answered more than 26,000 phone calls



Support with legal document preparation, inter-departmental review, and data entry for all planning and building permits

Housing and Community Development HCD Administrative Support + Housing



Admin and Housing



Over 100 loans for affordable housing with a balance of over \$19 million



Manage Kents Court (including through flood recovery)



CDBG program



Local Housing trust fund (over \$7 million in assets)



Notice, distribute reports, and clerk 25 different Boards, Committees, and Commissions



Record legal documents

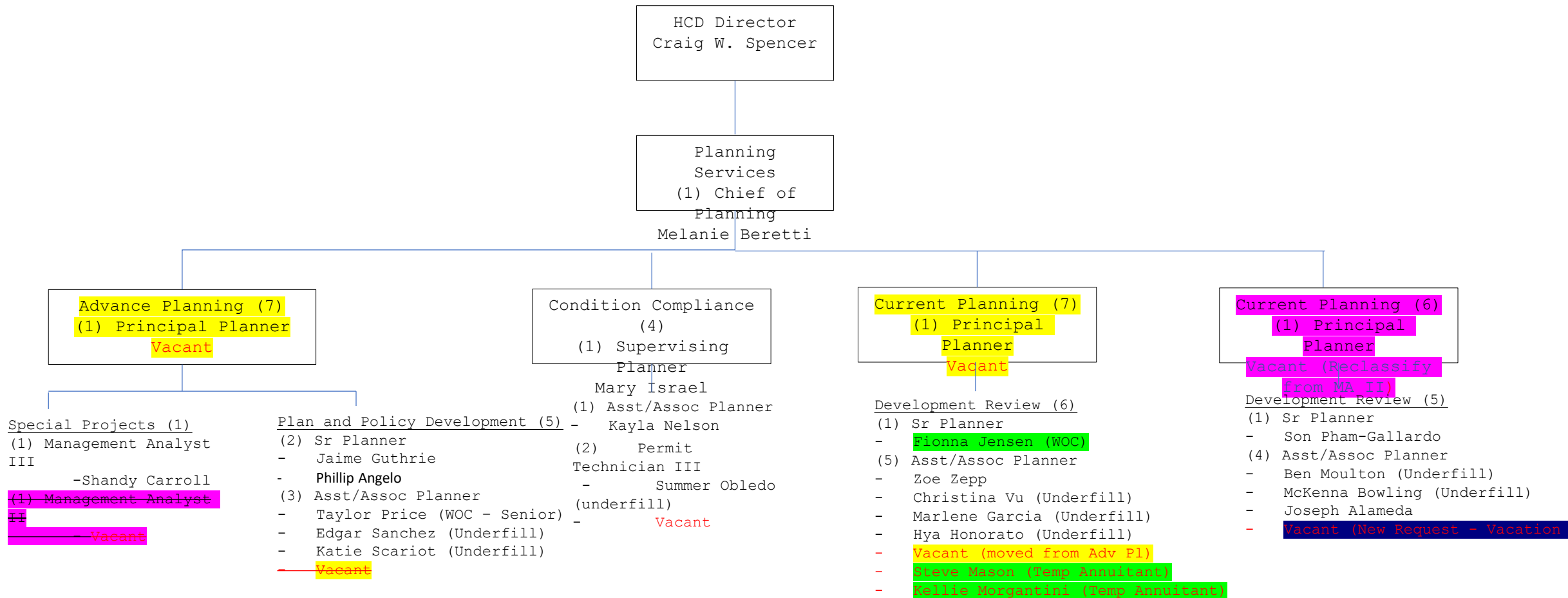


Support Administration with scheduling and other duties as assigned



Timecards, Budgets, Accounting, and Contracts

Housing and Community Development Planning Services



Planning Division



Over 600 active planning permits

More than 350 new applications in 2024

200 projects brought to hearing in 2024

8 Builder Remedy Applications



More than 100 Long-Range Planning projects

General Plan Implementation

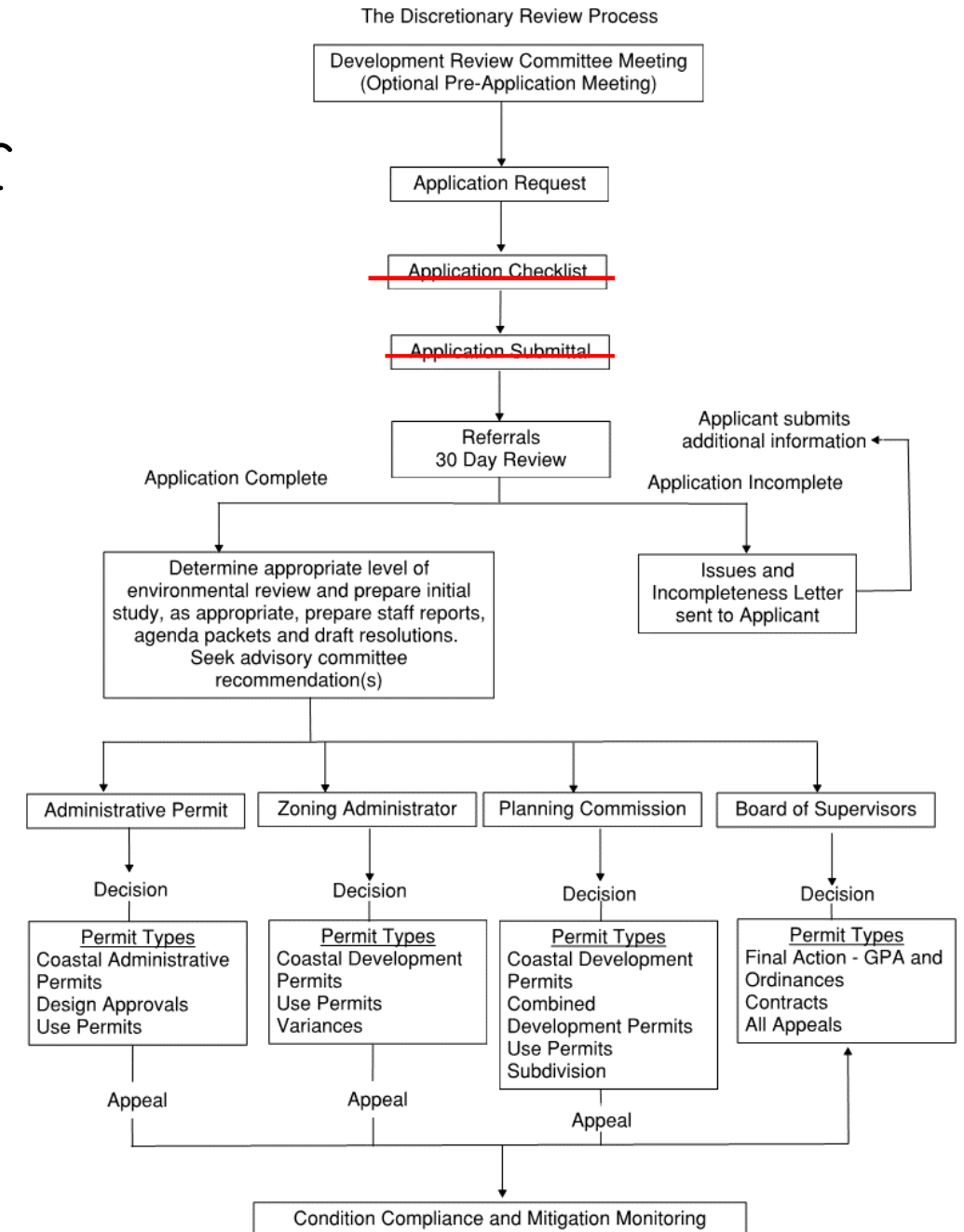
State Laws (Housing Element, ADUs, SB9)

Board Referrals

8 items completed

Streamlining Effor

- Eliminate Application Request
- Assign/Reassign projects within 3 business days
- Continue funding consulting services for CEQA
- Fill vacant positions
 - Provide backup/buddy system to address leaves & absences
- Prioritize ordinances that streamline, clarify rules and process
 - Must have long-range planners
- Fund Training for staff
- Review process and SOPs – Identify efficiencies
- Use technology to improve access to information and automate processes
 - Automate inter-departmental review
 - Eliminate Application Forms and include information in Accela (permit database)
 - Automate Condition Compliance forms and documents



Conclusion

- Receive report
- Provide direction to staff as appropriate