

REPORT TO CITY COUNCIL

DATE: FEBRUARY 22, 2023

TO: MAYOR AND HONORABLE MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: COMMUNITY DEVELOPMENT DEPARTMENT – YEAR IN REVIEW

The purpose of this report is to provide an overview of activity that has occurred in the Community Development Department during the 2022 calendar year.

As you are aware, the Community Development Department is comprised of the following divisions:

- Code Enforcement
- Building and Safety
- Planning

During the 2022 calendar year, the Community Development staff has worked on tactical items such as performing day-to-day activities that serves the public, as well as strategic activities which further the City Council goals. Below you will find an overview of some of the activities performed by each division.

Code Enforcement

The role of the Code Enforcement Division is to enforce rules and regulations adopted by the City Council for the City of Agoura Hills. The Code Enforcement Division also facilitates enforcement of the County of Los Angeles regulations and the Agoura Hills Building Code.

In 2022, the City recruited for a code enforcement officer, when the previous officer resigned his position, and was able to recruit a Senior Code Enforcement Officer from the City of Simi Valley. The new code enforcement officer began working in August 2022. Between August 2022 and December 31, 2022, in addition to learning the City's rules, regulations, and norms, she has processed:

- 42 complaints from our "See Click Fix" software;
- 95 code enforcement complaints received from sources other than "See Click Fix";
- 23 Parking citations;
- One administrative citation (two were issued prior to her start date);

- Two administrative citation warnings;
- Three administrative citations issued to non-permitted haulers;
- Two stop work orders (nine stop work orders were issued prior to her start date for a total of 11 this year);

During 2022, the Community Development Department worked cooperatively with an Old Agoura property owner who was living on their property in a recreational vehicle (5th Wheel). The property has been cleared and the storage structure and recreational vehicle have been removed.

In September 2021, the Administrative Citation Ordinance went into effect. Shortly after, the previous code enforcement officer resigned. While the City was without a code enforcement officer, administrative citations were not issued. With the adoption of the Administrative Citation Ordinance, staff committed to provide an annual report to the City Council. In 2022, three administrative citations were issued.

Building and Safety

In 2022, our Building Official celebrated one year of service to the residents of Agoura Hills. During his tenure, the following has been accomplished:

- The Building and Safety Division approved 864 building permits resulting in a valuation of \$20,543,375 in 2022;
- The outdated public information on the website was reviewed and updated;
- A CivicSpark Fellow was recruited to assist with the implementation of the Agoura Hills Climate Action and Adaptation Plan;
- The Agoura Hills Building Code was adopted along with the Agoura Hills Green Code (*AH Green!*); and
- The Electrification Ordinance was drafted in 2022.

Planning

Calendar year 2022 was a busy one for the Planning Division.

- The Planning Division processed 12 entitlement cases as follows:
 - Five commercial conditional use permits (CUP's) approved by the Planning Commission and one approved by the City Council;
 - Two commercial site plan reviews (SPR's) – one approved by the Planning Commission and one approved administratively;
 - Two residential CUP's and four residential SPR's were approved by the Planning Commission for two new single family houses and two additions; and
 - One SPR for an existing single family residence was approved administratively.
- The General Plan was updated to include changes required by state law and to incorporate the City's Regional Housing Needs Assessment Allocation.

- The Housing Element was updated and certified by the State Department of Housing and Community Development.
- As part of the Housing Element, the City Council adopted objective standards and a ministerial process for affordable housing projects.
 - The application, review checklist, public information, and training materials have been prepared and implemented.

Department Goals

The Community Development Department was given many City Council Goals during the 2021/2022 and 2022/2023 fiscal years to complete. Below you will find a status report for the Department goals:

- Draft Ordinance for full electrification of new residential development – The ordinance was drafted in the fourth quarter of 2022, approved by the City Council in the first quarter, and due to be effective on February 26, 2023; **(completed)**
- Prioritize completion of Climate Action and Adaptation Plan (CAAP), discuss what staffing needs to monitor – A CivicSpark Fellow has been hired to assist with Phase III of the CAAP. Staff is currently evaluating sources for data associated with each metric, working on screening tools, and drafting the implementation plan. The Civic Spark’s contract ends in June 2023. Staff is tentatively planning to have the Implementation Plan to the City Council in June 2023; **(in progress)**
- Present a Historical Preservation Ordinance – Staff has contracted with a firm to begin the citywide survey to determine preservation structures, areas, and features of significance. Once the survey is complete, the draft ordinance will be prepared. Staff is tentatively looking to have the draft ordinance and survey before the City Council in the late third quarter of 2023; **(in progress)**
- Short-Term Rental Ordinance – The ordinance has been drafted and approved by the City Council. It will become effective on March 6, 2023; **(completed)**
- Plan for affordable housing on City-owned property – Staff had begun the preliminary work to prepare a plan for the property in December 2022. The plan was halted to provide information to the Old Agoura Homeowners Group. The plan for the housing is required by the Certified Housing Element. Staff will resume preliminary work on the plan in second quarter 2023; **(in progress)**
- Phase III – Implementation of the CAAP – The implementation plan is being drafted. Once drafted, it will be presented to the Environmental Responsibility Subcommittee for feedback. The final draft implementation plan is tentatively scheduled to be presented to the City Council in June 2023. **(in progress)**
- Complete the Agoura Village Specific Plan (AVSP) Review – Staff is working to finalize the draft AVSP amendment. When the final draft is complete, it will be circulated to the AVSP Citizen’s Advisory Group (CAG) and the Land Use/Economic Development Subcommittee (LUEDC) before presenting it to the Planning Commission and City Council. The project is tentatively scheduled to be presented to the City Council late in the second quarter of 2023; **(in progress)**

- Review Oak Tree Ordinance and prepare recommendation for consideration of the LUEDC – Staff has consulted with the City Arborist and is finalizing our recommendations for the LUEDC. (*in progress*)
- Temporary Outdoor Operating Permits – Staff has performed a parking and planning study to recommend draft ordinance provisions. The provisions have been presented to the LUEDC and are tentatively scheduled to appear before the Planning Commission and the City Council for final adoption prior to the end of the fiscal year. In the interim, the City Manager has issued an Executive Order that will allow temporary outdoor operating permits to remain until the adoption of the proposed provisions. (*in progress*).

RECOMMENDATION

Staff respectfully requests the City Council receive and file this report.