



County of Santa Cruz

PLANNING DEPARTMENT
701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-3143 FAX: (831) 454-2131 TDD: (831) 454-2123

ALVIN D. JAMES, PLANNING DIRECTOR

March 1, 2001

Board of Supervisors
701 Ocean Street
Santa Cruz, CA 95060

AGENDA: MARCH 20, 2001

SUBJECT: PLANNING PERMIT CENTERS

Members of the Board:

On February 13, 2001, your Board approved the lease to establish the Aptos Permit Center. At that time, we indicated we would return to your Board with further information and actions to establish the Permit Center. We have developed a number of implementing actions relative to the Aptos Permit Center as well as necessary administrative actions for the Felton Permit Center.

Aptos Permit Center

We have completed office design, telecommunication and computer network planning work and have prepared the attached list of Fixed Assets for your Board's approval. As discussed in the February 13, 2001 agenda item, grant funded appropriations are included in the Fiscal Year 2000-2001 Planning Department budget for these items, but the specific list of Fixed Assets must now be approved by your Board before we can move ahead to issue purchase requisitions.

With the operational issues now framed, we can also recommend budgetary realignments to properly account for projected expenditures, which are detailed, in the attached Transfer of Funds.

At this point, our project timeline forecasts the Permit Center to be open approximately the first week in June.

Services at the Aptos Permit Center will mirror those at the Felton Permit Center with a few additions. Like Felton, the Aptos Center will include Building, Zoning and Administrative staff to provide services for the intake of all types of Building Permit applications and permits and applications for discretionary permits up to and including Level IV. We have provided space for Environmental Health Services or other County agencies involved in the permit review process to provide staff services at the Permit Center.

The Aptos Permit Center will also house two Building Inspectors, assigned to the South County and Aptos/Aptos Hills areas, two Code Compliance Investigators assigned to similar areas and a Building Plan Checker who can work directly with applicants on design and code issues at the Center. Although not permanently stationed at the Permit Center, we have provided workstations to support the Planning Teams assigned to the South County and Aptos areas.

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The Permit Center will be staffed each weekday and open to the public 8:30 am to 12:00 pm and from 1:00 pm to 4:30 pm. Individuals can stop in at any time during these hours to obtain general land use information, make appointments to submit permit applications, check on the status of a permit, drop off electronic or paper application materials or revisions to plans, consult with permit staff or to do research through the Public Access computer station. Full permit counter service will be available every afternoon. As with the Felton Permit Center, applicants or their agents can use the Permit Center as their most convenient option to submit materials or pick up final plans and permits.

Opening the Aptos office will also expand our computer network capacity, established through a previous grant from the Monterey Bay Unified Air Pollution Control District, to now cover all three office locations which allows applicants to supply plan materials in electronic form, either on disk or through the internet, and the reviewing agencies to route and review those plans electronically. Final documents can then be printed at the Planning office most convenient to the applicant. The Department's online Over the Counter permit application, available through the Department's web page, provides an electronic submittal process for the simpler types of permit applications.

Felton Permit Center

As well as establishing the new Aptos Permit Center, the Department has expanded its available services at the Felton Permit Center.

The Permit Center is now open weekdays from 8:30 am to 12:00 pm and from 1:00 pm to 4:30 pm. Individuals can stop in at any time during these hours to obtain general land use information, make appointments to submit permit applications, check on the status of a permit and drop off electronic or paper application materials or revisions to plans.

Beginning March 5, staff are available each afternoon to provide general information and to issue building permits for projects which do not require construction plans such as replacing a hot water heater, repairing a deck, re-roofing a house or doing minor repairs. For more complex building permits that have approved applications, staff is available to issue permits by appointment.

The following Planning Department services are also available at the Felton office:

- A Planner is available Tuesday, Wednesday and Thursday afternoons to answer more complex land use questions and to accept applications for certain types of Use, Development or Environmental approvals. This will be expanded to five days a week when our new staff members are fully trained.
- Building Inspectors for the San Lorenzo Valley are available from 8:00 to 9:00 am daily for information about active building permits
- A Code Compliance Investigator is available by appointment to provide information about violations of the County's development regulations and
- The Felton Grove Elevation Project Coordinator is available to project participants Monday through Thursday.

In order to accommodate the additional staff at the Felton office, we are recommending your Board approve the purchase of office furniture to create the required workstations. We are also recommending your Board's approval of two items necessary to finalize administrative actions required by the existing lease for the Felton Permit Center. First, the Lease requires an amendment to be executed to specify the official start date for the lease based upon availability of the premises. This date has been established as January 25, 2000. The lease also needs to be amended to reflect the inclusion of two additional tenant

improvements, a sink and a small under-counter hot-water heater. These improvements result in an additional cost of \$1,800. They were included in our original configuration of the office space but were inadvertently omitted from the final list of Tenant Improvements. In order to pay the Landlord for the cost of the improvements, they must be included in the lease document. We are recommending your Board approve these amendments to the attached Lease.

Government Center

Because of our shift of staff to the Permit Centers, the Planning office at the Government Center will require some reorganization of workspaces to efficiently accommodate remaining staff and functions. Accordingly, we are recommending your Board approve the purchase of four office workstations.

It is, therefore, RECOMMENDED, that your Board take the following actions:

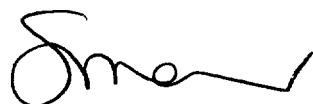
1. Approve the attached list of Fixed Assets for the Aptos, Felton and Government Center offices (Attachment 1);
2. Approve the attached Transfer of Funds (Attachment 2);
3. Authorize the Planning Director to execute amendments to the Felton Permit Center Lease (Attachment 3); and
4. Accept and file this report.

Sincerely,



Alvin D. James
Planning Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

- Attachments:
1. List of Fixed Assets
 2. Transfer of Funds (AUD – 74)
 3. Lease Amendment
 4. ADM-29

ADDENDUM I TO LEASE DATED JULY 1, 1999 BETWEEN MASTERMAN FAMILY PARTNERSHIP AS LESSOR AND COUNTY OF SANTA CRUZ PLANNING DEPARTMENT AS LESSEE FOR THE PREMISES LOCATED AT 6060 GRAHAM HILL ROAD, SUITE 1 & 2, FELTON, CALIFORNIA.

It is agreed by both Lessor and Lessee the following terms and conditions are included in and made a part to the above referenced lease:

- 1. **LEASE COMMENCEMENT AND TERMINATION:** In compliance with paragraph 3.4 of the abovereferenced Lease, the commencement of the Lease shall be January 25, 2000 and the termination shall be January 24, 2005. These dates superceed paragraph 1.5. All the other terms and conditions of the Lease shall remain in-full force and effect.

LESSOR

LESSEE

John S. Masterman
 John S. Masterman

 County of Santa Cruz Planning Dept.

Dorene M. Masterman
 Dorene M. Masterman

March 6, 2001
 date

 date

APPROVED AS TO FORM:

Patricia Garcia
 ASSISTANT COUNTY COUNCIL

APPROVED AS TO INSURANCE:

Janet McKinley
 RISK MANAGEMENT

3-13-01

3-13-2001

DATE

DATE

ATTACHMENT 1

**SCHEDULE OF FIXED ASSETS
SOUTH COUNTY PERMIT CENTER**

Office Equipment:

| | |
|---|----------|
| 6 Tier 1 PC's at \$2,000 each | \$12,000 |
| 2 HP Laser Jet 4050N's | 2,938 |
| 1 HP Laser Jet 4550N | 2,359 |
| 1 Receipt Printer/Cash Register | 1,500 |
| 1 HP Design Jet 488CA 36" Plotter; including memory upgrade and print server | 4,230 |
| 1 Copier | 11,000 |
| 1 FAX Machine | 1,500 |

Office Furniture:

| | |
|--|--------|
| 10 Workstations and Lobby/Reception area furniture | 45,000 |
|--|--------|

| | |
|--------------|-----------------|
| TOTAL | \$80,527 |
|--------------|-----------------|

NORTH COUNTY PERMIT CENTER

Office Furniture:

| | |
|---|---------|
| Add 1 Workstation and enlarge 1 other workstation; add 1 Drafting Table, Shelving and Lateral File | \$4,500 |
|---|---------|

| | |
|--------------|----------------|
| TOTAL | \$4,500 |
|--------------|----------------|

701 OCEAN STREET

Office Furniture:

| | |
|----------------|----------|
| 4 Workstations | \$18,000 |
|----------------|----------|

| | |
|--------------|-----------------|
| TOTAL | \$18,000 |
|--------------|-----------------|

WORK LETTER TO STANDARD OFFICE LEASE

0178

EXHIBIT C AMENDMENT 1

Dated: March 13, 2001

By and Between: County of Santa Cruz and Masterman Family Partnership

The Premises shall be constructed in accordance with Lessor's Standard Improvements, as follows:

1. Plumbing: Install counter top, sink and faucet including connection to hot water, carpentry and hardware - \$1,188.00
2. Plumbing: on-demand hot water heater, installation - \$550.00

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM:

Planning

(Signature) March 5, 2001 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the Planning Department (Agency)

and Masterman Family Partnership, 1526 Zayante Road, Los Gatos, CA 95030 (Name & Address)

2. The agreement will provide an amendment to establish the Commencement date and an amended list of tenant improvements

3. The agreement is needed to establish the Commencement date and provide for additional tenant improvements

4. Period of the agreement is from January 25, 2000 to JUNE 30 ~~January 24, 2001~~

5. Anticipated cost is \$1,738.00 (Fixed amount; Monthly rate Not to exceed)

6. Remarks: All other terms remain the same

7. Appropriations are budgeted in 541700 (Index#) 3810 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations one-time are not have been encumbered. Contract No. Co 01885-02 Date 3-6-01

GARY A. KNUTSON, Auditor - Controller

By P. Silbaugh Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the _____ to execute the same on behalf of the _____ (Agency). _____ County Administrative Officer

Remarks _____ (Analyst) BY _____ Date _____

Agreement approved as to form. Date _____

- Bd. a Supv. - White
- Auditor-Controller - Blue
- County Counsel - Green *
- Co. Admin. Officer - Canary
- Auditor-Controller - Pink
- Originating Dept. - Goldenrod

*To Crig. Dept. if rejected.

State of California)
County of Santa Cruz) SS

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on _____ 19 - - - By _____ Deputy Clerk

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COUNTY OF SANTA CRUZ
REQUEST FOR TRANSFER OR REVISION
OF BUDGET APPROPRIATIONS AND/OR FUNDS

0180

Department: Planning

Date: 3/02/01

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 19 2000

Table with columns: DOCUMENT #, AMOUNT, L/N, T/C HASH. Row 1: JE 6, , , , II II . . II I I , ,

Table with columns: BATCH #, DATE, Keyed By:

Main transfer table with columns: T/C, INDEX, SUBOBJECT, USER CODE, AMOUNT, ACCOUNT DESCRIPTION *. Rows include Equipment and Prof: Spec Svcs.

Explanation: To realign budget to provide appropriations for space requirements.

Name: [Signature] Title: Fiscal Officer

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by [Signature], Deputy Date: 3/6/01

County Administrative Officer's Action: [] Recommended to Board [] Approved [] Not Recommended or Approved

County Administrative Officer _____ Date _____

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
County of Santa Cruz } ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
duly entered in the minutes of said Board on

_____, 19____, By _____, Deputy Clerk

(A-C)* Desc: # - Budget Transfer

A-C Review table with 3 columns and 2 rows.

Distribution: 30 BRD. NAME
White-Board of Supervisors
Yellow-Auditor-Controller

AGENDA DATE ITEM NO.
Green-County Administrative Officer
Pink-Originating Department

Goldenrod-Departmental Control Copy