



# Planning & Building Department

FY 2021-22 Performance

**Steve Monowitz (he/him)**

November 15, 2022

COUNTY OF SAN MATEO







## Mission:

To serve the County and its communities by preparing, administering, and enforcing land use plans and development regulations that protect public health and safety, preserve agricultural and environmental resources, address housing and transportation needs, and create healthy and prosperous communities.

# Organization:

- **Building Permits and Inspections**
- **Engineering Services – Structural, Drainage, Geotechnical**
- **Current Planning**
- **Long Range Planning**
- **Code Enforcement**
- **Administration and Information Services**



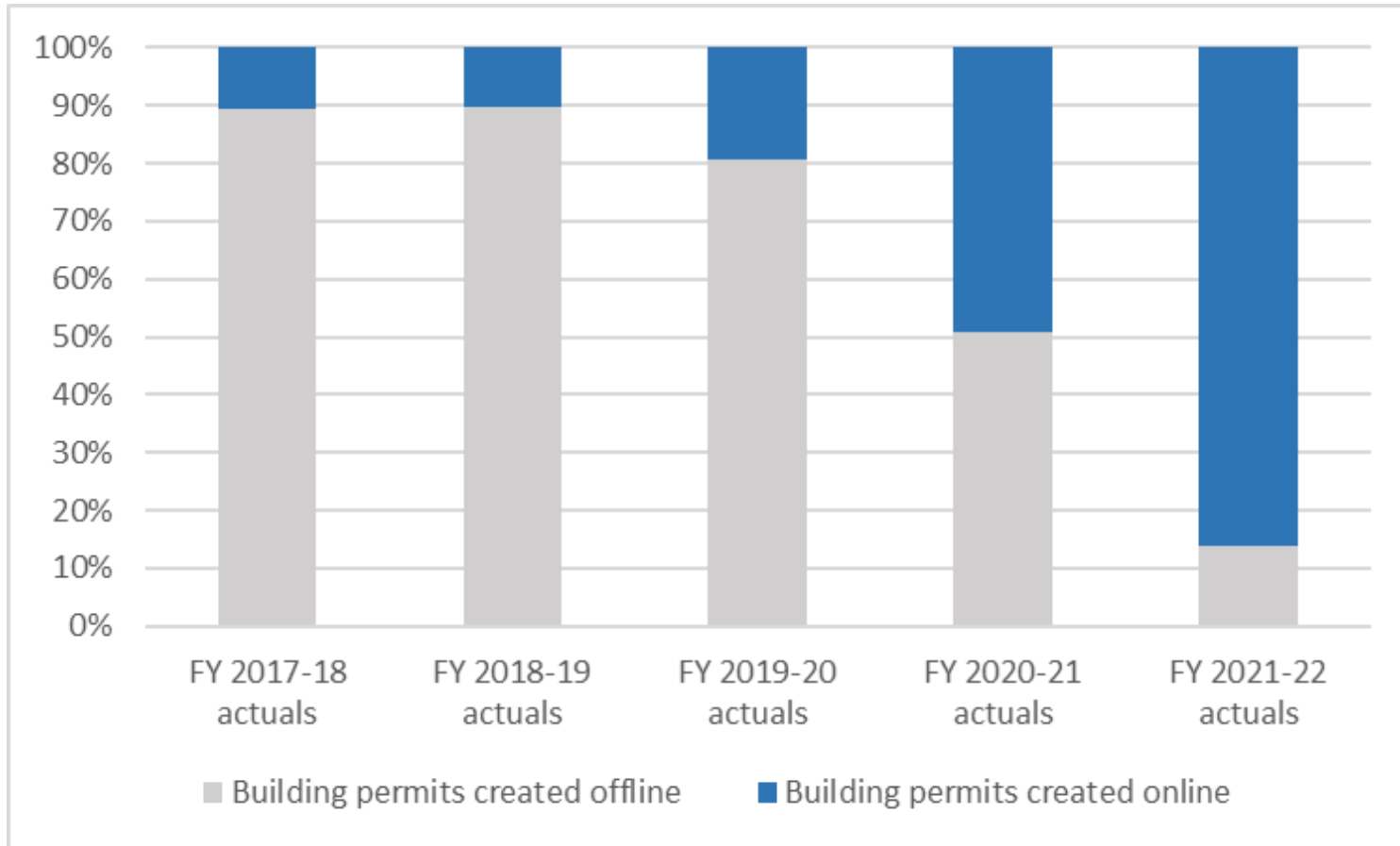
# Equity



- **P&B Equity Committee** with participation by all divisions
- **Countywide Core Equity Committees** (Tools, Community Engagement)
- **Pilot department** for Equity Community Engagement Toolkit and Equity Impact Statement

# Performance Measure Highlighting Innovation

Percentage of building permits created online by year



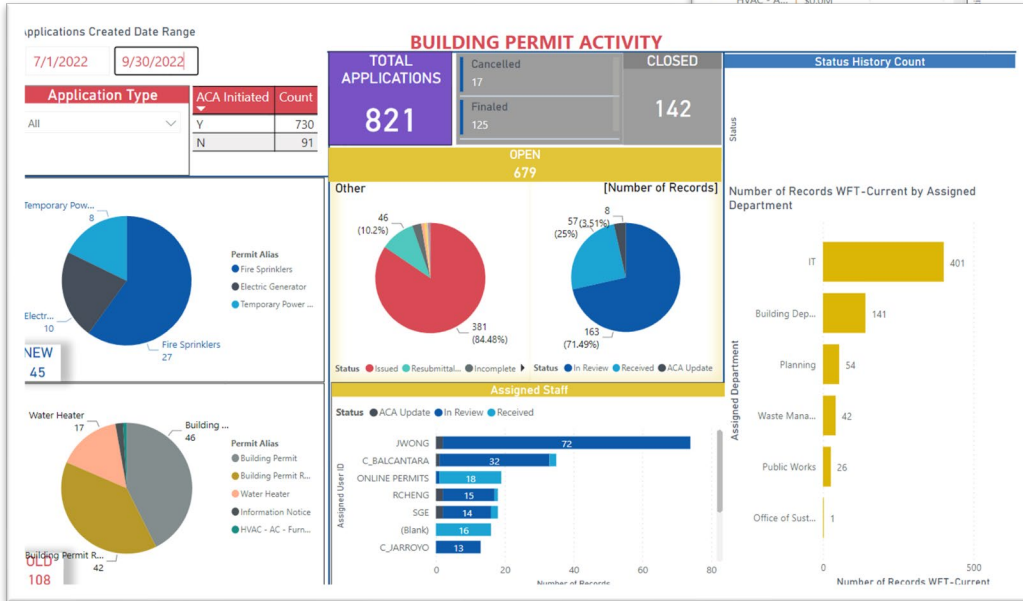
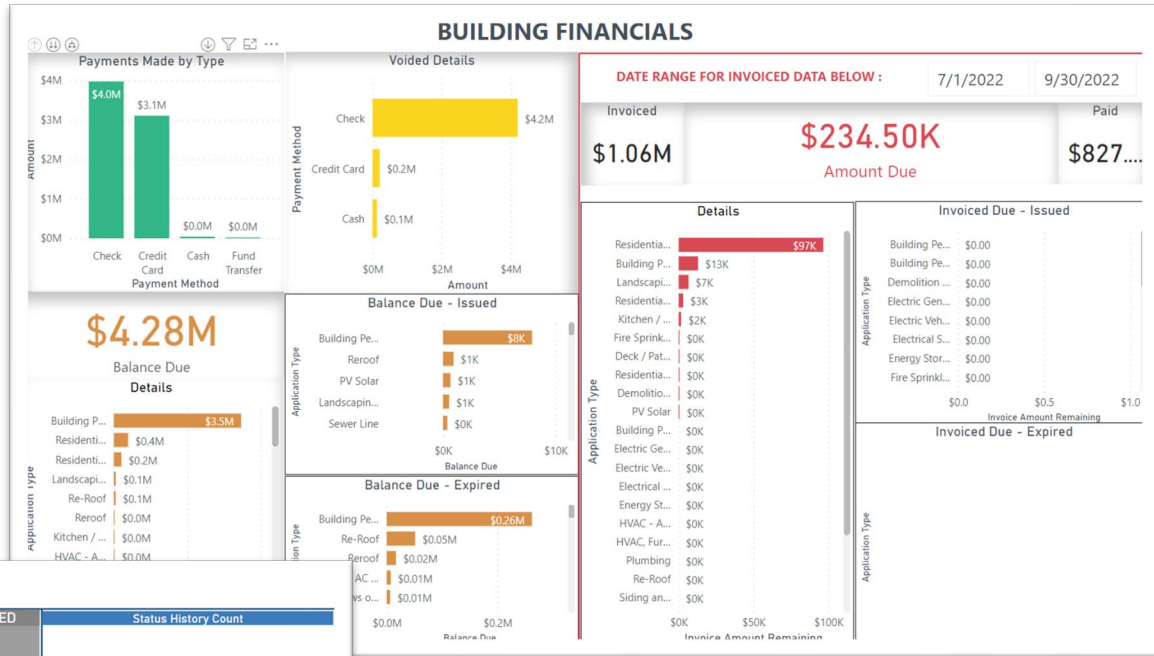
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 **Accela**  
**Citizen  
Access**



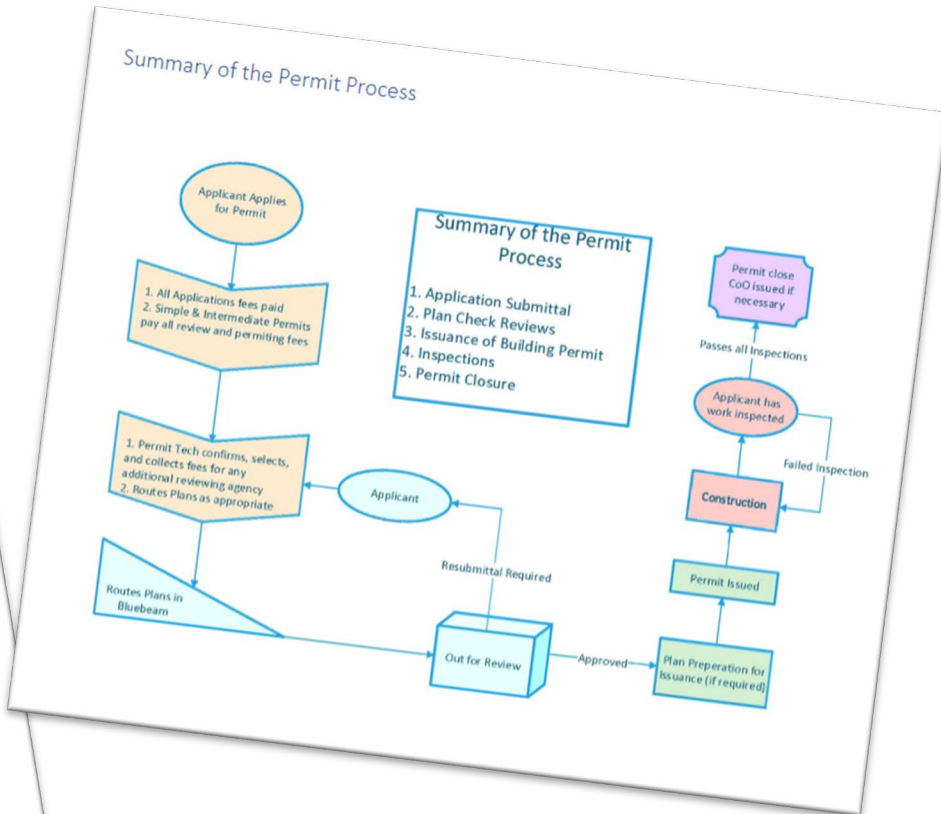
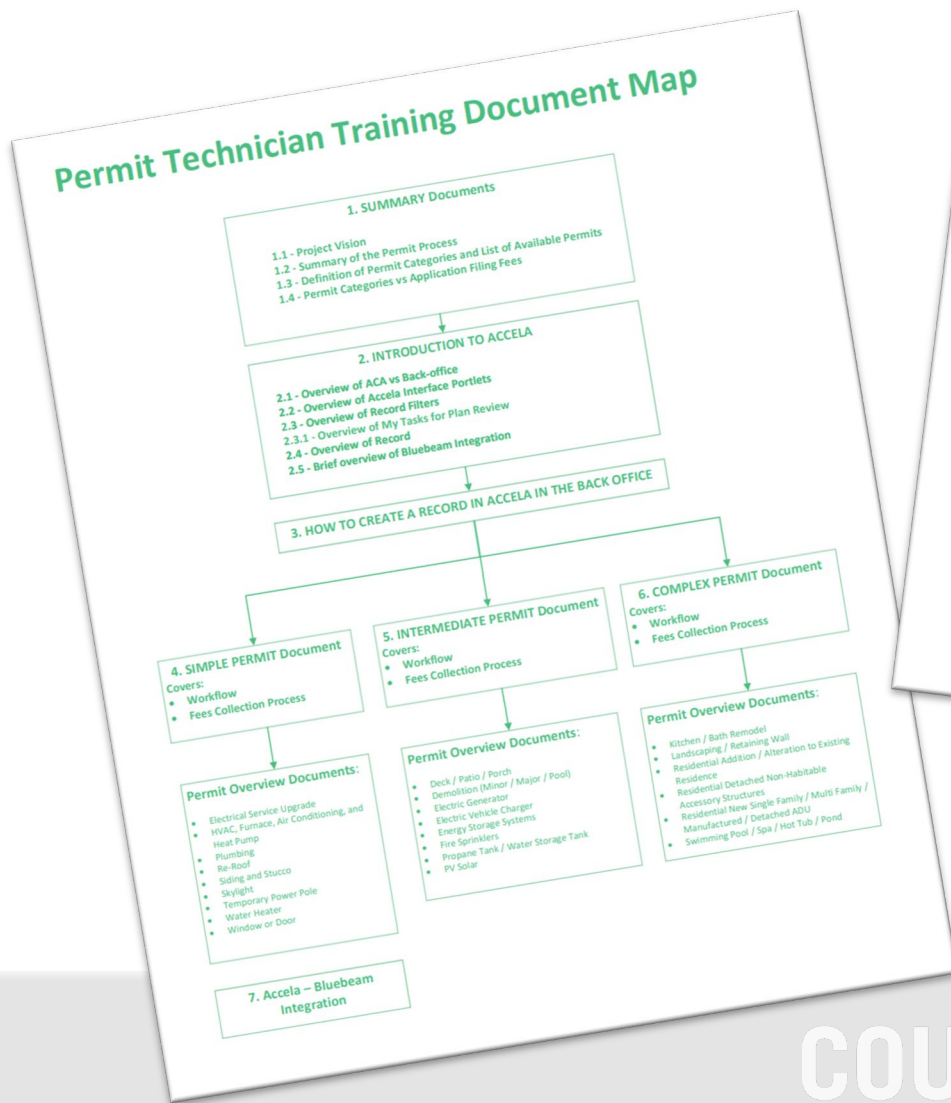
**INNOVATION: Improved and expanded on-line permitting system**

# INNOVATION: New dashboards and reporting functions





# INNOVATION: Documentation and standardization of processes and procedures





# INNOVATION: new training and support programs

The screenshot shows a Microsoft Word document titled "Inspection Training Agenda Sept 22nd". The document content is as follows:

**Time slot: 9:00am – 10:00am**

**Inspection Process:**

- ACA request
- Pull Inspector Roster/ Report from Accela for all inspections scheduled tomorrow
- Assign Inspectors
- Using route sheet to assign order and enter estimated start time
- Reschedule inspections
- Rescheduling inspections
- Result Inspections
- Canceling inspections
- Look up permit information

**Inspection Automation:**

- ACA inspection rules
- Backoffice inspection rules
- Record specific inspection rules

**Admin/supervisor training on how to update inspection rules:**

- Backoffice inspection rule update
- ACA inspection rule update

The screenshot shows a Microsoft Word document titled "Accela Overview Training Agenda". The document content is as follows:

**Accela Overview Training Agenda**  
Off Site, San Mateo County CA

Date: September 2, 2021 8:30-11:30

**Additional Training Sessions:**  
Permit Technician Training September 8, 2021 8:30-11:30  
Plan Reviewer Training September 9, 2021 8:30-11:30

Time	Agenda Items
8:30 AM – 9:00 AM	<p>Training documentation overview</p> <ul style="list-style-type: none"><li>• Where documentation is located</li><li>• How the documentation is organized</li></ul> <p>Project Overview</p> <ul style="list-style-type: none"><li>• Project Vision</li><li>• Summary of permit process</li><li>• Description of permit categories</li><li>• Fee differences by category</li></ul>
9:00 AM – 10:00 AM	<p>Accela Introduction</p> <ul style="list-style-type: none"><li>• ACA and Back Office<ul style="list-style-type: none"><li>- Project Information</li><li>- Documents</li><li>- Fees</li><li>- Temporary Records</li><li>- Electronic File Submittal Requirements and File Naming Scheme</li></ul></li><li>• Navigating the User Interface</li><li>• Overview of portlets<ul style="list-style-type: none"><li>- Address and Parcel Record</li><li>- Preference Management</li></ul></li></ul>



# Other Accomplishments

- Secured \$1.245m in grant funding
- Completed and initiated implementation of Connect the Coastside
- Launched the ADU Permit Streamlining Program
- Initiated updates to the County Safety Element
- Initiated development of an Environmental Justice Element
- Partnered with the cities in the County to address Housing Element Update requirements and new housing laws
- Collaborated with the Project Development Unit, Public Works, and Projects to advance capital improvement projects







Questions?



COUNTY OF SAN MATEO

