



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: NOVEMBER 18, 2020

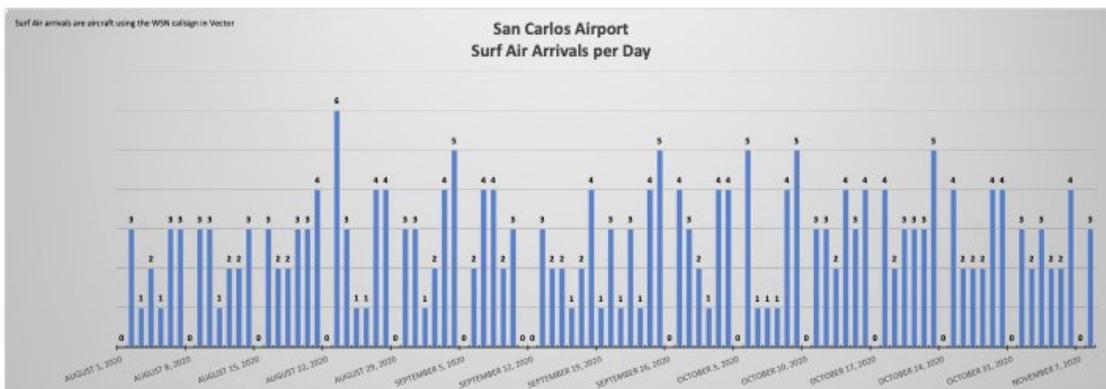
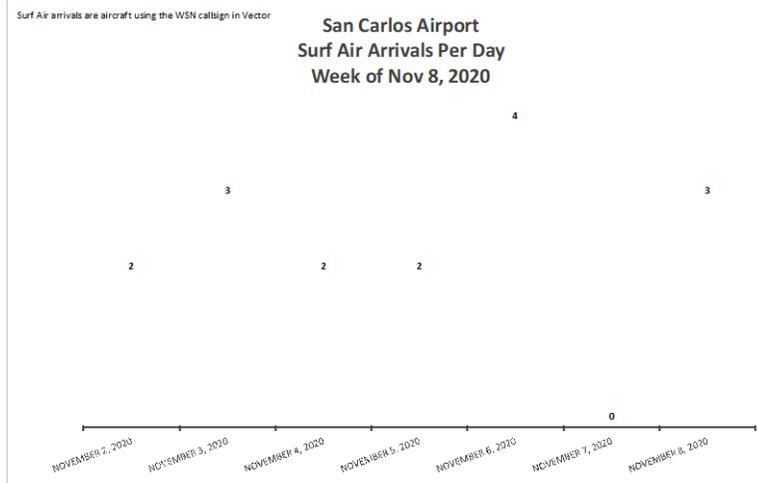
SUBJECT: CITY MANAGER REPORT

The City Manager’s Report includes written reports from the Town’s various Departments. Staff is present to answer any questions the Council may have on the various issues noted in the written in the Reports.

ADMINISTRATION

Surf Air Update Week Ending November 8

Prior to COVID-19, Surf Air averaged 5 arrivals per day to San Carlos Airport with no service on Saturdays. Surf Air’s current average calculated from August 1, 2020 is 2.3 arrivals per day with no service on Saturdays.



COVID-19 Updates – November 4, 2020

There have been **NO changes** to Town Operations during the last week.

- Private gatherings of 50 or less are permitted as well as cohorts of 12 or less in a “social bubble”. **State guidance for private gatherings** provides that gatherings that include more than 3 households are prohibited. Special Event Permits at private property can be approved based on those guidelines. When approving such Special Event Permits on private property, staff will include all relevant COVID-19 protocols as conditions of approval. While not all private events on private property trigger Special Event Permits, when they do, the Town will add conditions.
- Park indoor facilities (Pavilion & Main House) remain closed to rental activities. Silver Lining Events can permit outdoor events of 40 or less (monitored). Day Use Permits up to 25 are also allowed. All permittees will be required to put up event awareness signage, obey social distancing and face covering protocols, and limit interaction.
- Tennis hours have been extended to 5:30 pm on Monday through Friday.
- Town Offices remain on team rotations; but in-person public hours will be expanded to normal by the end of November - including the Post Office.
- Staff has reopened playgrounds pursuant to the State's **Playground Re-Opening Guidelines**.

Park Event Activities

Events are ramping up for reservations in Calendar Year 2021. Staff is currently reviewing reservation requests for:

- 6/12/21- Saturday -Jennings Pavilion – Wedding – 175 people
- 7/23/21- Friday - Carriage/North Meadow- Corporate Picnic – 170 people
- 8/28/21- Saturday - Jennings – Bar Mitzvah – 150 people
- 9/18/21- Saturday- Jennings – Wedding- 150 people

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions.

Peninsula Clean Energy Grant Applications

Staff has applied for a \$15,500 grant from Peninsula Clean Energy in support of a public outreach program to increase community awareness regarding programs and services provided by Peninsula Clean Energy to the community. If awarded, staff will work with Peninsula Clean Energy to develop an outreach effort, including a dedicated edition of the Athertonian.



FINANCE



HdL will be making their annual presentation to the Finance Committee on the Preliminary Property Tax for the Town. From FY 2019/20 to FY 2020/21, the Town's Net Taxable Assessed Value increased by 6.1%. This is slightly less than the increase experienced countywide at 7%. While sales are down from 2019 (90) to 2020 (51), the 2020 Median Sales Price is up from \$6.56m to \$7.25m.

	2019/20	2020/21	Value Change	% of Total		
Total	\$11,664,530,505	\$12,376,059,220	\$711,528,715		Total 1% Share Revenue	
Parcel Adds/Drops Net Change		0.00%	0	0.0%	010101 Atherton General Fund	\$10,303,599
Net Value Change from CPI 2.000% Growth		1.93%	224,865,707	31.6%	VLFAA Property Tax Revenue	
Unsecured Value Change		0.01%	874,536	0.1%	City VLF	\$1,057,219
Prior Year Transfer of Ownership		2.65%	308,663,378	43.4%		
Non-Residential New Construction		0.33%	38,902,814	5.5%		
Residential New Construction		1.29%	150,377,815	21.1%		
Prop. 8 - Recaptured Value - SFR		0.10%	11,983,138	1.7%		
Prop. 8 - Recaptured Value - Non-SFR		0.00%	18,129	0.0%		
Other Changes*		-0.21%	-24,156,802	-3.4%		
Total		6.10%	711,528,715	100.0%		

BUILDING/PLANNING

Monthly Report

See attached Monthly Report.

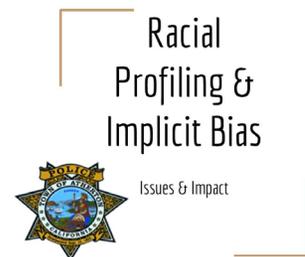
PUBLIC SAFETY

Monthly Report

See attached Monthly Report.

Report and Training – Racial Profiling & Implicit Bias

Racial Profiling and Implicit Bias Training is required every 5 years. All personnel have recently completed the training. Review of the Town's recent traffic stop data from citations issued show no evidence of racial profiling or implicit bias in traffic enforcement by any of our officers. By 2023, all police agencies of our size in California will be required to collect National Incident Base Reporting (NIBRS) data for all police contacts. This will include detailed racial profiling from every police contact. This will enable us to closely monitor for any indications of racial profiling or implicit bias, and it will serve as an effective deterrent to these types of prohibited behaviors and actions. We are currently working with our RIMS/Records Management vendor, Sunridge systems, to have this up and running during the next fiscal year.



PUBLIC WORKS

Monthly Report

See attached Monthly Report.

PG&E Generator @ Acacia/Catalpa in Lindenwood

PG&E is conducting some emergency transformer work near the intersection of Acacia and Catalpa in Lindenwood. There is an issue with the primary cable leading to the transformer and there have been difficulties in getting the cable replaced. The crew will likely have to do some trenching in order to address the issue. Because of the cable issue, PG&E has placed a generator in the area to support the immediate area if it becomes necessary. At present, they are estimating that the work will complete before Thanksgiving.

Residents can be directed to Butch Harris with PG&E at 408-282-7517.

Park & Recreation Committee Update (November 4)

Michael Jessup presented a key increase to the Park & Recreation Committee in support of having the courts resurfaced with an acrylic surface. The cost is approximately \$20,000 per court. The treatment would extend the life of the courts by 10 years. Mr. Jessup sent a survey to key holders and indicated that most were fine with a slight increase in the key cost and were also supportive of the court treatment. The Park & Recreation Committee recommended that staff and Player Capital bring to the Council at \$50 resident increase and a \$75 non-resident increase for Court #2 (the court in the worst condition) to be redone with the acrylic surface in 2021 and another court every other year. This will make its way to the Council in December to coincide with new key sales beginning in mid-January.

AD HOC SUBCOMMITTEE UPDATES

IT Subcommittee (DeGolia/Widmer)

The Subcommittee will be meeting next week with Atherton Fiber to discuss deployment in Lindenwood. Atherton Fiber is also meeting with Public Works staff to discuss ways to conform to the Town's requirements for microtrenching.

Refuse Services Subcommittee (Wiest/Widmer)

On September 24, 2020, the SBWMA distributed a draft staff report and resolution for the member agencies consideration with Atherton's withdrawal approval. The Report included a Fiscal Impact section that noted that Recology had presented a request for additional compensation in the amount of \$368,000 due to Atherton's exit. The staff report noted that the SBWMA staff recommended against approval of the request. On October 15, 2020, the SBWMA Board met and formally denied Recology's request.

The following is the timing of the various agency's approval (we need 10 - including Atherton):

- Atherton - YES
- West Bay Sanitary - YES (10/14)
- Redwood City - YES (10/26)
- Belmont - YES (10/27)
- Foster City - YES (11/2)
- San Mateo - YES (11/2)
- Hillsborough – YES (11/9)
- Menlo Park – YES (11/10)
- Burlingame - 11/16
- San Carlos – 11/23
- EPA – 12/1
- County of San Mateo – 12/8

Transition efforts are beginning and Recology and GWR are working together to facilitate all new carts and bins beginning the 3rd week of January through mid-February. Transition materials will be distributed to the community toward the end of the November and will continue through December.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

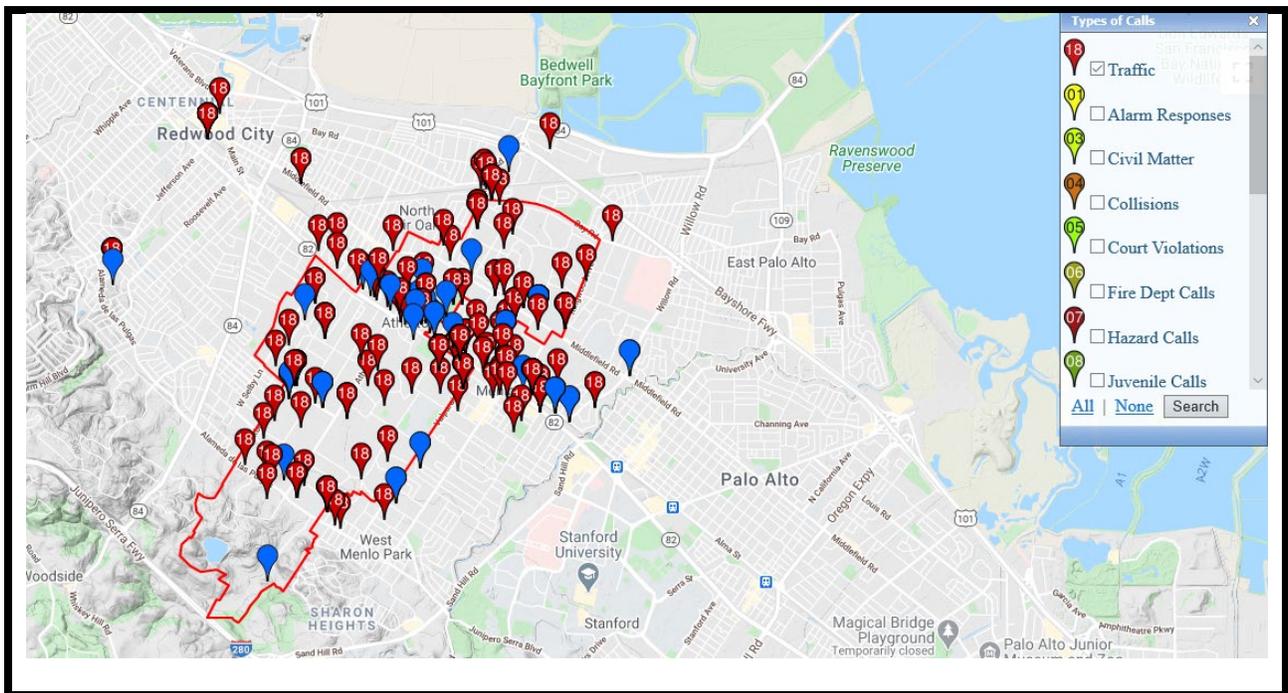
Police Activity

There were 52 investigations for the month of October. 19 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included possession of a controlled substance, driving with a suspended driver’s license, resisting arrest, a warrant arrest, probation violation, and false evidence of vehicle registration.

Of the 2,456 total police incidents for the month of October, 1,705 were officer-initiated incidents, which resulted in 467 citations being issued for vehicle code and other violations. Officers initiated 1,168 other types of incidents that included investigating shelter in place violations, suspicious vehicles, traffic collisions, citizen flag downs, home checks, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

Traffic Incidents

Overall, there were 499 traffic incident locations, some with multiple stops, for October. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

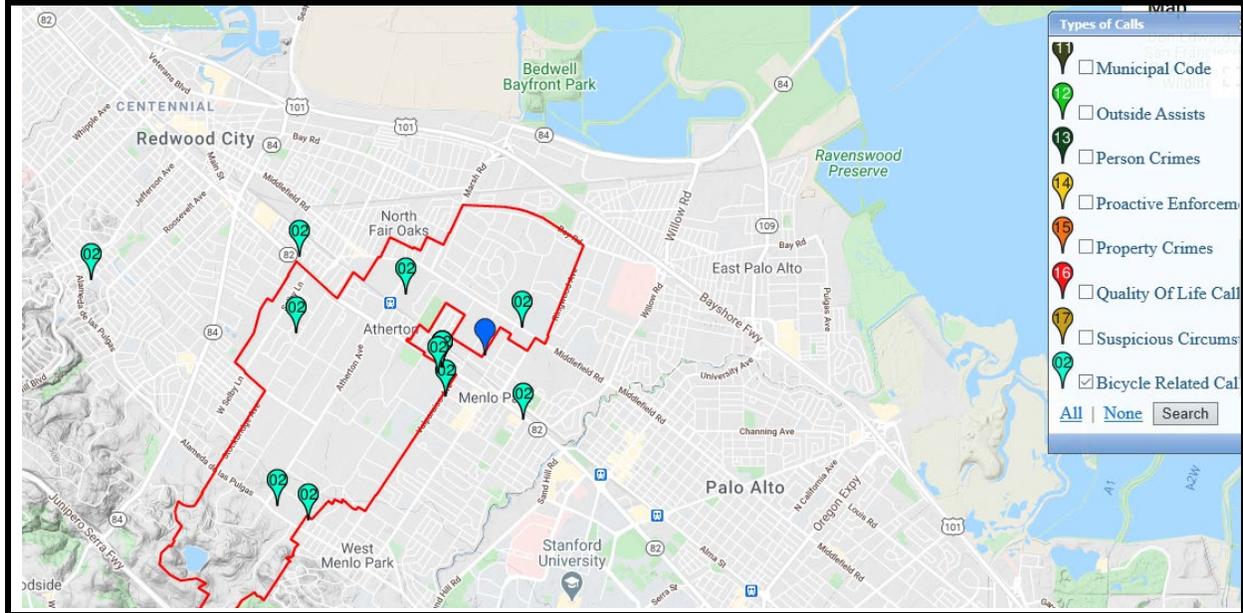
There were 4 collision locations in October. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

There were 11 bicycle stop incidents initiated for improper lighting equipment (3), stop sign violation (5), and riding on the wrong side of the road (3).

These stops resulted in 10 verbal warnings and 1 warning citation.



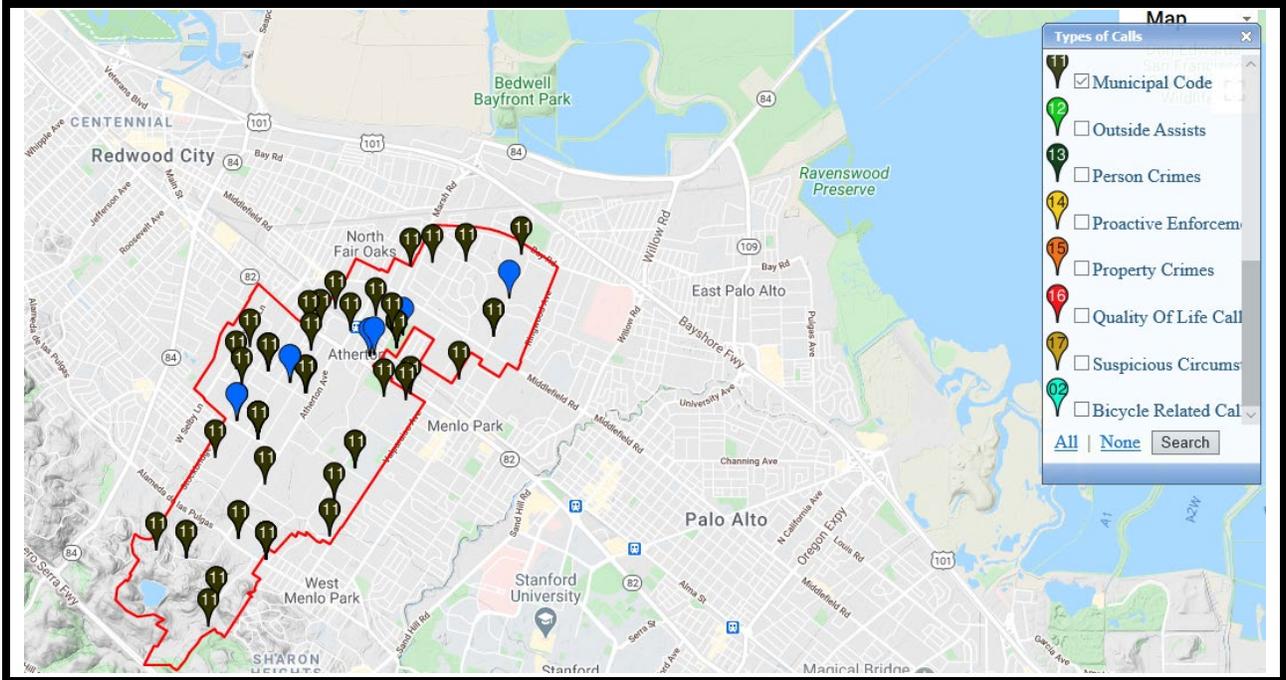
Criminal Activity and Suspicious Circumstances

The Department responded to 71 locations (some locations multiple times) for property crimes (13), person crimes (5), and incidents of suspicious circumstances (58).



Municipal Code Violations

The Department responded to 64 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for right of way issues, construction parking, after hours construction, after hours leaf blower, and various noise disturbances.



Holbrook Palmer Park

Holbrook Palmer Park had 125 incidents this reporting period, 107 of which were security checks and foot patrols by officers. The other incidents were for off leash dogs, suspicious vehicles, traffic enforcement, a bee sting incident (wasps), and assistance with a disabled vehicle.

Premise Watch

Officers completed 346 House/Vacation checks during the month of October.

ATTACHMENT 2

School Incidents

Officers responded to **357** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were still not in session.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	1	4	2	-	4	3	4	3	11	47
	Security	20	14	55	58	29	40	32	40	37	36	9	20	390
	Traffic	-	-	-	-	1	-	1	1	-	1	1	3	8
<i>Knox School</i>	Other	-	-	-			-	-	-	-	-	1	-	1
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	7	6	10	6	5	13	4	4	70
	Security	23	16	38	51	25	35	61	50	48	61	10	16	434
	Traffic	5	-	-	-	-	-	-	-	-	-	-	-	5
<i>Laurel</i>	Other	3	-	5	2	5	2	6	3	5	-	2	3	36
	Security	12	14	34	45	16	34	19	33	24	22	6	15	274
	Traffic	-	-	-	-	-	-	-	-	-	4	-	-	4
<i>M-A HS</i>	Other	42	35	32	3	6	11	3	11	12	12	43	25	235
	Security	29	22	64	91	57	49	60	69	56	65	26	24	612
	Traffic	1	2	-	-	-	1	1	-	-	-	2	3	10
<i>Menlo College</i>	Other	5	2	3	2	4	3	3	5	3	13	16	6	65
	Security	28	6	41	64	37	42	35	42	47	56	25	18	441
	Traffic	2	1	-	-	1	1	-	3	8	4	1	1	22
<i>Menlo School</i>	Other	2	2	5	-	1	3	2	2	3	2	5	4	31
	Security	9	10	16	17	5	12	11	10	17	5	10	14	136
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	4	4	4	3	5	57
	Security	-	6	6	16	8	11	7	7	4	3	3	3	74
	Traffic	-	-	1	-	-	-	-	-	-	-	4	4	9
<i>Selby Lane</i>	Other	-	1	1	3	7	5	2	1	-	7	-	-	27
	Security	38	25	66	57	37	38	34	37	41	45	27	36	481
	Traffic	-	1	-	1	2	1	1	2	-	-	1	2	11
Total		239	174	383	414	255	301	133	330	317	357	202	217	3,322

ATTACHMENT 2

Response Times

The average response time for Priority 1 calls during this time period (calls are prioritized from 1 to 3 with Priority 1 being the highest priority) was **3 minutes, 42 seconds**, which met our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD's Priority 1 response times for the past six months:

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens):

MONTH	YEAR	RESPONSE TIME
September	2020	4:12
August	2020	4:27
July	2020	4:09
June	2020	4:48
May	2020	4:40
April	2020	4:14

For calls for service that required a code 3 response, the average response time was 1 minute and 23 seconds.

TOTAL TRAINING HOURS FOR October 2020 – 302.25 HOURS

NAME	TRAINING/HOURS	DATES
Torres	Force Options Simulator/8 hours	Oct. 2
Metzger/Romero	Force Options Simulator/8 hours	Oct. 5
Rojas	Field Training Officer/40 hours	Oct. 5-9
Pronske/Kumar/Larsen	Force Options Simulator/8 hours	Oct. 9
20 Police Personnel	Racial Profiling Training	Oct. 10/31
Johnson	RIMS Update Training/4.25 hours	October 12-14
Kockler	RIMS Update Training/4.25 hours	Oct. 12-14
Metzger	Supervisor Course/80 hours	Oct. 19-30
Gutierrez/Cisco	NIBRS/CIBRS CA Incident Based Reporting/25 hours	Oct. 19-23
Allen	Public Records Act/16 hours	Oct. 20-21
Torres/Dutta	Courageous Heart/8 hours	Oct. 28
Torres/Davidovich/Boyle MacDonald	Domestic Violence/1 hour (on-line)	Oct. 29
Johnson	Best Practices For Biological Evidence//1 hour Zoom	Oct. 29

The below table depicts the amount of officer-initiated activity and the number of traffic citations issued for the past six months:

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
October	1,705	499
September	1,667	469
August	2,013	367
July	1,808	208
June	1,536	124
May	1,480	94

Code Enforcement Activity Report

October 1 – October 31, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	40	216
2.	Resolved/Closed Cases	45	205
3.	Cases Pending	187	N/A
4.	Written/Formal Notices Issued	28	142
5.	Citations Issued	10	273
6.	Amount in Citations	\$3,000	\$143,400

ATTACHMENT 2

During the month of October, there were over 78 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, right-of-way encroachments or obstructions, encroachment permit and traffic control plan issues, dead and dangerous trees, TPZ violations, overgrown landscaping issues, set-back zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance, unpermitted mobile food vendors and COVID-19 protocol related enforcement.

Code Enforcement staff also attended a department operation meeting, assisted in the FTO training of a new Officer, assisted with construction hours/noise exemption permits and provided translation assistance to Officers. Staff continues to inform and reassure the public of ongoing measures taken to safeguard against COVID-19.

TRAFFIC COMPLAINTS

The Atherton Police Department received no traffic complaints during the month of October.

COVID-19 INCIDENTS:

During the month of October, Atherton Police Officers responded to 2 calls for service that were related to social distancing.

Public works update –October 2020

- Sweep contracted monthly streets:
October 66 Miles 18.0 cu. Yards 10.0 tons

- October Service requests –
 - Blow/Clean pathway between Ashfield Road and Maple Avenue
 - Blow/Clean PD parking lot at PD entrance
 - Blow/Clean PD driveway
 - Removed and cleared hazardous materials on Redwood Way/Lloyd Drive foot path
 - Repaired toilet at the temporary library facility
 - Filled pothole in front of 47 Shearer Drive
 - Filled pothole near 171 Glenwood Avenue

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Painted street markers throughout Town
- Removed tree limb on median island at Patricia Drive at Austin Avenue
- Pruned shrubs blocking pedestrian crosswalk sign in front of 170 Encinal Avenue
- Replaced chain link fence on Barry Lane channel crossing
- Removed illegal dumping on Selby Lane at Oakwood Boulevard
- Removed illegal dumping in front of Selby Lane School
- Removed illegal dumping in front of El Camino Real Bus stop at 5th Ave.
- Inspected generator at PD
- Refreshed pavement striping and markings throughout Town
- Creek walk to remove large debris from creek
- Cleaned storm drain inlets via vactor truck throughout Town
- General duties – Garbage cans, town wide and ECR litter, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.

Pruned shrubs/tree blocking pedestrian crosswalk sign



Before



After

Creek walk to remove large debris in channel



Refreshed striping on Austin Ave at Tuscaloosa Ave.



Before

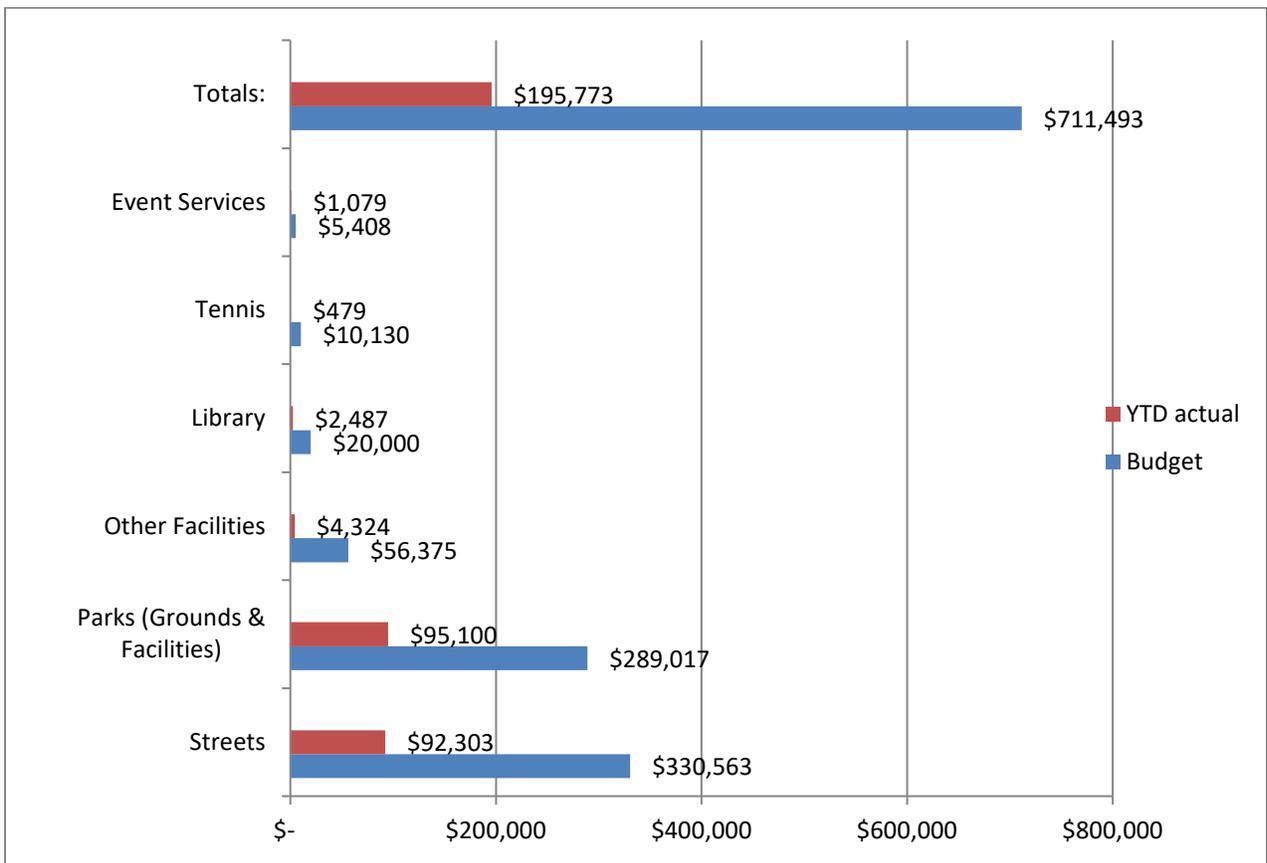


After

ATTACHMENT 2

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through October 2020

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 330,563	\$ 92,303	27.92
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 289,017	\$ 95,100	32.90
A03	101-59-52031-059	Other Facilities	\$ 56,375	\$ 4,324	7.67
A04	213-30-52031-000	Library	\$ 20,000	\$ 2,487	12.43
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 479	4.73
E06	101-58-52031-058	Event Services	\$ 5,408	\$ 1,079	19.96
Totals:			\$ 711,493	\$ 195,773	27.52





**PARK GOING'S ON
Town of Atherton**

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE
FROM: SALLY BENTZ, PARK MANAGER
DATE: NOVEMBER 4TH, 2020
SUBJECT: PARK GOINGS ON OCTOBER 2020

REGULAR STAFF

For the month of October, broken down is as follows:

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms. – **Restrooms closed 4/1**
 - Inspect and maintain tennis courts.
 - Inspect and maintain playgrounds. – **Playgrounds closed 4/1**
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds throughout property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Monitor potable water usage daily.
 - Water non-established trees throughout the park based on the schedule.
 - Blow tennis courts 2 times per week as required.

- Prepared drains for rain
- Put up insect traps and bee traps in problem areas
- Posting day use permits and guidelines
- Inspected playground equipment for reopening
- Aerated turf
- Renewed elevator permit
- Daily monitoring of closed areas and re-closing with tape
- New plants are continually being planted in the Event Garden
- Continued spreading of mulch around the park
- Spraying of weeds weekly

New and future planned projects:

- Prepare stand and install new statue at tennis courts
- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Paint Main House door
- Unclog or fix water fountain near tennis courts- still closed
- Repair Corp yard fence
- Repair broken lights around the Park
- Repair the door at the Jennings Pavilions HVAC Room
- Repair the header boards at the Jennings Pavilion
- Paint Main House door
- Remove dead plants around the park
- Fix metal headers in two areas
- Fix Jennings Pavilion glass windows
- Fix Jennings Pavilion handle

Tennis Numbers

October Tennis Numbers:

Total Courts hours- 327

Clinics: 0 due to COVID restrictions

Lessons: 295

Events: 2 weekly coaches meeting

Clay Court Bookings: 1 paid hour

Total # of students: 272

Prepared drains for rain



Put up insect and bee traps in problem areas



Aerated the turf





Town of Atherton

**Building Department
150 Watkins Ave.
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report October 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety Inspections**

ATTACHMENT 3

Construction and Permit Summary
October 1, 2020 to October 31, 2020

	Oct-20
Total Construction Valuation¹:	\$7,811,770

Fiscal Year 2020-21	Fiscal Year 2019-20
\$50,996,802	\$60,706,128

REVENUE

Plan Check Fees Collected:	\$30,698
Permit Fees Collected:	\$83,103
Other Fees Collected:	\$4,231
TOTAL:	\$118,032

\$93,924	\$121,070
\$371,496	\$402,349
\$18,876	\$24,827
\$484,296	\$548,246

PLAN CHECK

Applications Received:	77
------------------------	----

293	265
-----	-----

PERMITS

<u>Residential:</u>	
New Single Family Residential Permits Issued:	1
New Accessory Structures Issued:	27
Addition / Alteration Permits Issued:	10
Reroof / Water Well / Grading Permits Issued:	20
Plumbing/Mechanical/Electrical Permits Issued:	23
Demolition Permits Issued:	2
<u>Non-Residential:</u>	
New Permits Issued:	2
TOTAL Permits Issued:	85

12	10
103	75
35	45
62	47
65	63
12	13
3	6
292	259

Total Open Permits as of 10/31/2020	1028
--	-------------

1104

INSPECTIONS

Inspections Performed:	901
------------------------	-----

4,197	3,450
-------	-------

Footnotes:

¹Valuation: For permitted projects during this period.

²Other.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

October 1, 2020 to October 31, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	34	100
Planning Commission Items	3	13

The Planning Commission took the following action at its October 28, 2020 meeting:

- (1) 1000 El Camino Real, Menlo College- Consideration for review of the Annual Master Plan Update report. Report was accepted on the 2020 Annual master Plan Update. Report was accepted 5-0.
- (2) 333 Atherton, Lot Line Redesignation – Consideration for a Lot Line Re-designation to define the northern property line (parallel to Atherton Avenue) as the front property line and the southern property line as the rear property line. Application was approved 5-0
- (3) Undeveloped parcel (no Address) located behind 283 Selby Lane, Heritage Tree Removal Permit- Consideration for a Heritage Tree Removal (HTR) Permit to allow for the removal of three (3) heritage trees; one (1) Coast Live Oak tree and (2) Redwood trees. Application was approved 3-1-1.

The next regularly scheduled Planning Commission meeting is scheduled for 12/2/2020.

Arborist Activity Summary

October 1, 2020 to October 31, 2020

	Site Visits			
	Tree Removal	Inspections	Info. / Consu.	Plan Review
TOTAL	18	15	6	98

**Town of Atherton
Building Inspection & Plan Check**

Summary of New Single Family Residential Permits Issued by Month

Month	2020	2019	2018	2017	2016	2015
January	1	4	0	2	2	2
February	1	1	2	1	1	1
March	0	1	3	2	0	3
April	0	1	2	0	2	2
May	2	1	5	4	2	1
June	2	1	2	3	0	3
July	4	1	5	1	5	8
August	5	5	4	2	3	4
September	2	3	1	3	4	4
October	1	1	4	2	6	3
November		1	0	4	0	0
December		1	1	3	1	0
Total New SFD Permits:	18	21	29	27	26	31

Plan Check Performance

October 1, 2020 to October 31, 2020

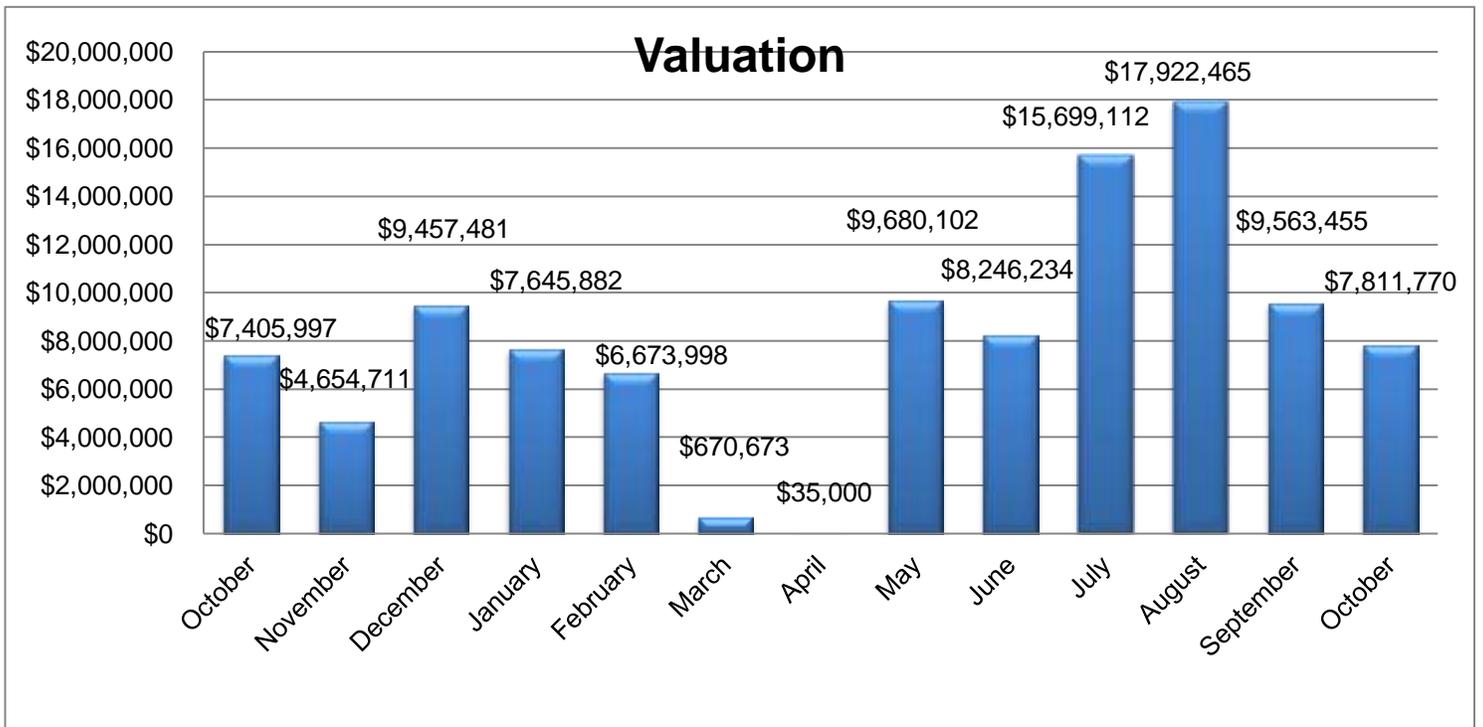
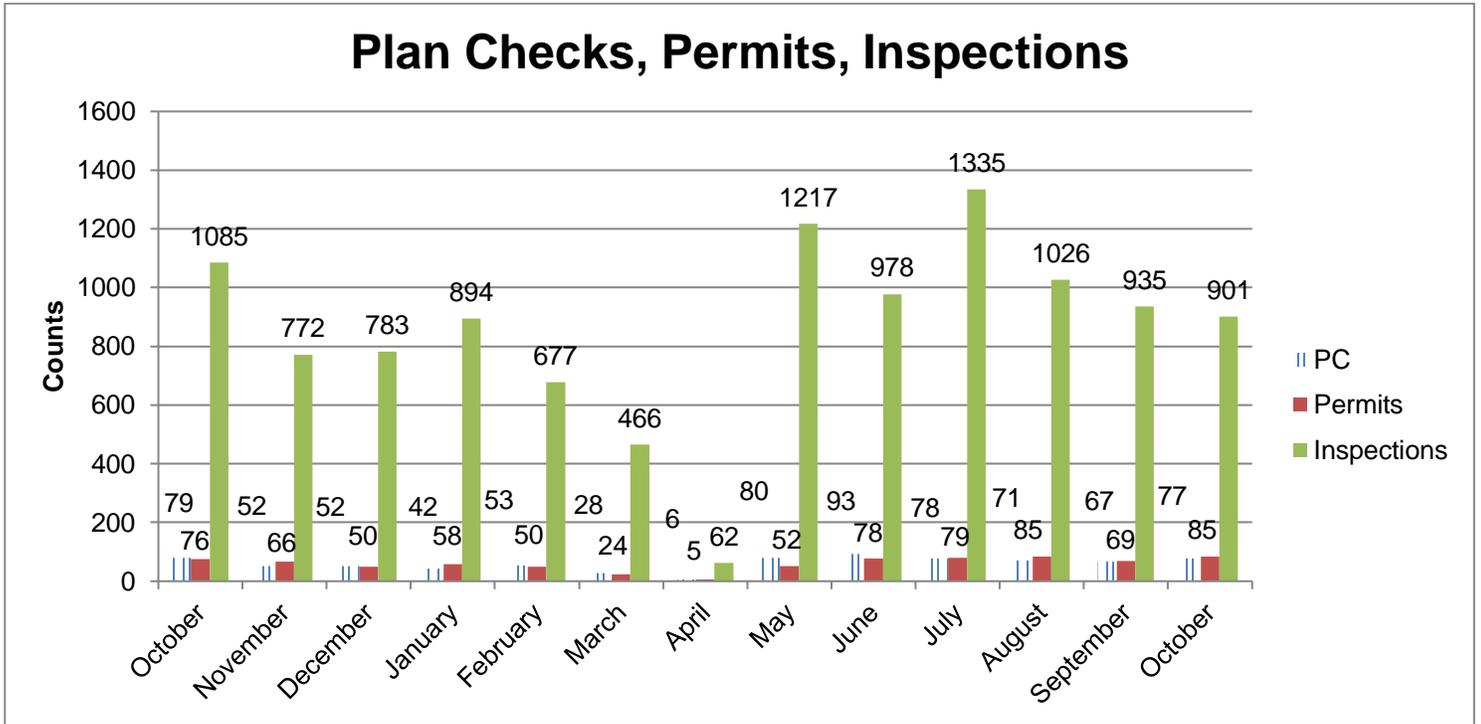
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	135	10	8	0
	Subsequent Rev.	111	5	4	0
Minor Plan Check	1st Review	10	3	2	0
	Subsequent Rev.	4	2	2	0
Total Number of Plan Checks		260			

** Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs



Summary Graphs

