



## **CITY OF MENIFEE**

---

**SUBJECT:** Community Development Department Fiscal Year 2022/2023 Annual Report

**MEETING DATE:** September 6, 2023

**TO:** Mayor and City Council

**PREPARED BY:** Molly Binnall, Management Analyst II

**REVIEWED BY:** Cheryl Kitzerow, Community Development Director

**APPROVED BY:** Armando G. Villa, City Manager

---

---

### **RECOMMENDED ACTION**

1. Receive and file the Community Development Department Fiscal Year 2022/2023 Annual Report.

### **DISCUSSION**

The Community Development Department has prepared the Fiscal Year (FY) 2022/2023 Annual Report to highlight the efforts of the Planning and Building Division staff over the past fiscal year. With 31 staff members, the Department works diligently to ensure balanced and well-designed commercial, industrial, and residential developments, as well as provide outstanding customer service to our citizens.

The Planning Division approved 161 projects, including 17 Accessory Dwelling Units (ADUs) and five Tentative Tract Maps. The Division also accepted 235 new submittals, conducted over 700 inspections, and assisted 3,188 customers. There are currently 232 projects in review, including over 12 million square feet of Industrial space, 843,875 square feet of Commercial space, 229,296 square feet of Office space, two hotels, and 18 new housing subdivisions.

The Building Division issued over 6,000 permits, including 909 new Single-Family Residential units. The most current California State Building Codes were adopted and incorporated into the City's Municipal Code. The Division conducted over 28,000 inspections, received 5,948 phone calls, and assisted a total of 4,767 customers. The issuance of the Zeiders Road Industrial Complex, Chick-Fil-A and Popeye's restaurants increased the new Commercial Project Valuation by nearly 800% since last fiscal year.

The Community Development Block Grant (CDBG) Program, a section of the Planning Division, completed the five-year Consolidated Plan and Annual Action Plan, both of which were adopted

by City Council. The Single-Family Minor Home Grant Program was launched and has approved eight applications from income-qualified residents to date. The First-Time Home Buyer Assistance Program was launched as well, and it is expected this program will aid several families in the downpayment of their first house.

The Department proactively established the Industrial Good Neighbor Policy to protect sensitive receptors from industrial development and was adopted by the City Council. Council also adopted the Battery Energy Storage Ordinance that establishes new regulations related to the installation of utility-scale energy storage facilities, and the Mobile Home Park Rent Stabilization Ordinance which secures annual space rent increases to no more than 5%.

The Department also received two awards. The Permit-Ready ADU Plans and Handbook won the Excellence Award for Best Practice by the Inland Empire division of the American Planning Association. The Workforce Development Center, which is funded with local CDBG and Housing and Urban Development funds and is organized in conjunction with our Economic Development team, won the Award of Excellence from the California Association for Local Economic Development.

The Community Development Department strives to meet the needs of the residents, businesses, developers, and visitors to ensure we are following our Department mission to create a healthy, vibrant and connected community for everyone.

The Community Development Department FY 2022/2023 Annual Report is included as an attachment.

### **STRATEGIC PLAN OBJECTIVE**

Thriving Economy

### **FISCAL IMPACT**

There is no fiscal impact for this item.

### **ATTACHMENTS**

1. Community Development Department FY 2022/2023 Annual Report