

PLANNING SERVICES DIVISION FY2026/27 WORK PLAN

Permitting & Compliance

Process Land Use and Subdivision Applications

Task / Core Obligations	Hours	BOS Priority	Description	% of total hrs avail.
1	3,560		Process Land Use and Subdivision Applications (Ongoing) Work with applicants to complete land use permits for processing and hearings before the Zoning Administrator, Planning Commission and/or Board of Supervisors, including appeal petitions.	
2	1,374		Other Permit Review / Processing (Ongoing) Review and process building permits, encroachment permits, addressing requests, and business licenses to ensure compliance with land use and subdivision regulations. Review and approve CALGreen construction and demolition debris-recycling plans as part of the building permit process.	
3	2,155	E2	Process Major Development Projects (New and Ongoing) Process major or complex land use applications.	
4	325	C6	Permit invoicing (Ongoing) Planning staff regularly reviews permit invoicing for full cost recovery. Significant progress has been made to date and will continue.	
Subtotal Process Land Use and Subdivision Applications	7,414		28%	28%

Public Counter Information

5	2,250	R3	Public Information (Ongoing) Maintain a staff presence at the customer service counter, on county website and telephone to provide assistance to customers.	
Subtotal Hours Public Information	2,250		8%	8%

Land Use Compliance

6	835	R1	Code Compliance (Ongoing) Assist the Code Compliance staff with evaluating, inspecting, and issuing notices for zoning-related code complaints. This includes reviewing Zoning Code implementation items, such as vacation rentals and preparing status updates for the Board. Coordinating solid waste removal and the abatement of abandoned vehicles.	
7	1,135	R1	Use Permit Review (Ongoing) Inventory and review for compliance legacy use permits once every 5 years as they come up for review. Includes extension processing of existing use permits.	
8	160		WELO (Water Efficient Landscape Ordinance) (Ongoing) Ongoing responsibilities including implementing the WELO program, ensuring compliance with all water-efficiency requirements set by DWR and AB 1572 and participating in local water-efficiency and water-use commission meetings.	
9	290		Surface Mine and Reclamation Act (SMARA) Compliance (Ongoing) Annual mine inspections and reporting to Dept. of Conservation (DOC) and Division of Mine Reclamation (DMR).	
10	225	R1	Williamson Act Uniform Rules Update (Ongoing) Update the Uniform Rules to allow for limited agritourism and stronger enforcement.	
Subtotal Land Use Compliance	2,645		10%	10%
Total Permitting & Compliance	12,309		46%	46%

Task / Core Obligations	Hours	BOS Priority	Description	% of total hrs avail.
Integrated Waste / Energy Programs, Zoning Projects and Commission Activities				
Integrated Waste Management and Energy Efficiency Programs				
11	1,825	R1	Countywide Integrated Waste Management Plan (Ongoing) State-mandated program requiring the County to maintain the adequacy of key plan elements, including waste and organics reduction, recycling, household hazardous waste and facility planning components. The Plan evaluates countywide waste management conditions and identifies actions necessary to meet annual diversion requirements and ensure a minimum of 15 years of combined disposal capacity for all seven cities and the County.	
12	640	R1	Garbage Contracts (New) Lead negotiations and manage four contracts with designated haulers for solid waste, recycling, and organics services in the unincorporated area including administrating lien process for delinquent accounts.	
13	1,550	E5/E5-B	Bay Area Regional Energy Network (BayREN) Program (Ongoing) Administer contract between County and ABAG to serve as BayREN County lead in managing 10 programs funded through the California Public Utilities Commission, manage contract with Solano EDC to support implementation of select programs, oversee CivicSpark Fellow participant(s) and maintain partnerships with jurisdictions, other public agencies, local businesses and schools to benefit from BayREN Programs to reduce utility usage and costs.	
Sustainability Program Administration and Implementation	4,015		15%	15%
Zoning Related Projects				
14	100	E5 & E5-B	Protect Travis AFB and ensure its long-term future viability (Ongoing) Ensure land use regulations are protective of Travis Air Force Base operations.	
15	100	H1	Solano County Local Agency Formation Commission (Ongoing). Review annexation applications, Municipal Services Reviews (MSR) and other LAFCO related reviews.	
16	130	E3	Manage Fairfield-Suisun Sewer District feasibility study (New) Work with FSSD and consultants on study to determine the potential / feasibility for a community wastewater system to serve the Suisun Valley area. County staff to work on project scoping, collection and provision of background data and overall project management.	
Subtotal Zoning Related Projects	330		1%	1%
Support/Participation for Commissions, Authorities, and Committees <i>(Time to support the Planning Commission is reflected in Task 1 under Processing Subdivision and Land Use Applications)</i>				
17	325	E5	Airport Land Use Commission (ALUC) (Ongoing) Assist in preparing staff reports, processing applications, etc. related to ALUC.	
18	50	E4	Provide periodic support to the Tri City Open Space JPA (Ongoing) Staff the Solano Open Space Committee.	
19	35	E4	Priority Conservation Area (Ongoing) Planning staff support to the Suisun Valley Priority Conservation Area (PCA) and STA PCA Technical Advisory Committee.	
Subtotal Support/Participation for Commissions, Authorities, and Committees	410		2%	2%
Total Integrated Waste/Energy, Zoning and Commission Activities	4,755		18%	18%

Task / Core Obligations	Hours	BOS Priority	Description	% of total hrs avail.
Zoning Regulation Updates/Economic Development/Housing				
Zoning Regulation Updates				
20	475	E3	Data Center Ordinance (New) Establish conditions on hyperscale data centers—including minimum lot sizes and setbacks, closed-loop cooling, water/stormwater oversight, position on gas/diesel generators, noise mitigation, electrical demand transparency and mandatory certified-mail notification to nearby property owners.	
21	165	E2	Pleasants Valley Zoning Study (Ongoing and New) Collaborate with landowners and business owners to plan for low-impact agritourism to support the sale of produce and tourist services that are ancillary to agricultural production.	
22	175	H2	Zoning Code updates required to implement Housing Element, including ongoing review and updates to the ADU regulations (Ongoing and New) Housing Element and HCD require certain zoning ordinance revisions to maintain compliance with Certified Housing Element and state law.	
23	75	E2 & E2-A	Interchange Study (Ongoing) Evaluate eight interchanges along the I-80 and I-505 corridors for an analysis of near-term economic development potential on parcels located in the County unincorporated area.	
24	460	E5-B & A1-A	Miscellaneous Zoning Code Updates (Ongoing) Update zoning and business license regulations and administer the Recycling Market Development Zone to support economic development and waste diversion.	
Subtotal Zoning Updates	1,350		5%	5%
Housing				
25	185	H2	Housing Programs (Ongoing) Manage the County's housing programs that include Community Development Block Grant administration, Housing Authority, HOME and Section 8.	
26	90	A2 & A2-A	RHNA/Housing Element Update program implementation (Ongoing) Work to implement sixth cycle Housing Elements Action items / programs; included completion and submittal of Annual Performance Reports (APRs).	
27	90	H2, H2-D & H2-E	Identify existing housing resources and services across County departments, and the next steps in the creation and funding of new housing programs and projects (Ongoing) Update the information on housing programs, funding and projects. Incorporate into the County website. Include information on ADU programs and fee waiver opportunities.	
28	440	A2, H2-A & H2-E	CDBG Grant Housing feasibility study (Ongoing) Consultant selection and identification sites for future affordable housing developments / establishment of Pocket Village land use.	
29	165	H2	Homeacres Home Rehabilitation Program (New and Ongoing) Monitor consultant-led home rehabilitation projects with remaining program funds and Flock Safety Camera program.	
30	175	H2	Dixon Corp Yard (Ongoing) Planning and CAO office working on environmental clearance and site demolition on 1.3 acre county-owned parcel within the City of Dixon city boundary. Evaluate for future potential uses.	
31	400	H2	Monitor & Manage Short-Term (STR) / Vacation House Rental (VHR) Ordinance compliance (Ongoing) County staff to implement, provide permitting assistance, monitoring and administration of the STR / VHR programs.	
Subtotal Housing	1,545		6%	6%
Total Subdivision, Zoning Regulation Updates and Housing	2,895		11%	11%

Task / Core Obligations	Hours	BOS Priority	Description	% of total hrs avail.
Administration				
Staff Development				
32	210	C6	Planning Process Improvement Meetings (Ongoing) Internal Planning Division strategy meetings, non-project assigned obligations to improve permit processing and customer service.	
33	125	C4	Continuing Professional Education and Development (Ongoing) Planning related classes and workshops intended to further staff development and knowledge in various disciplines (CEQA, Map Act, Land use law, Housing, etc.).	
34	145	C4	Staff and Management Training Programs (Ongoing) Includes County-mandated trainings (workplace violence, driver safety, etc.) Provide periodic training as required for staff and managers.	
Subtotal Staff Development	480		2%	2%
Information Systems				
35	315	R3	Maintain website and front counter handouts; Update all online documents to current accessible formats (Ongoing) Update public information in digital and paper formats (website and checklists/handouts).	
36	145		Geographic Information Systems (Ongoing) Maintenance of GIS system for General Plan, Zoning and project related services.	
37	305		Accela / Digiplan (New) Planning staff are building a robust Accela database of all County permits. A significant migration of historical data is ongoing. Staff are utilizing Digiplan for in-house plan review coordination .	
Subtotal Information Systems	765		3%	3%
Total Administration Staff Development and Information Systems	1,245		5%	5%

Task / Core Obligations	Hours	BOS Priority	Description	% of total hrs avail.
Miscellaneous & General Plan Update				
CA Forever - Flannery Associates / General Plan Update				
38	2,324		CA Forever planning and development monitoring (Ongoing) Planning staff are engaged in ongoing efforts of California Forever annexation into Susuin City and monitoring a potenial Ship Building facility east of Collinsville.	1 FTE Principal Planner TBD (1744 hr/year)
39	3,194	E2, E2-A, E3 & A3-A	2028 General Plan Update (GPU) Request for Proposal (RFP) and data collection (New) Prepare and manage an RFP and consultant contract to deliver a comprehensive General Plan update.	1 FTE Principal Planner TBD (1744 hr/year)
Miscellaneous and General Plan Update	5,518		20%	20%
Total Miscellaneous & General Plan Update	5,518		20%	20%
				% of total hrs needed
	26,722		TOTAL ANNUAL HOURS FY2026/27	100%