



OFFICE OF COMMUNITY DEVELOPMENT

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: April 25, 2024

To: Cupertino City Council

From: Pamela Wu, City Manager

Re: Community Development Department (CDD) Process Improvements on Economic Development Efforts

Background

CDD has implemented a series of process improvements in 2024 to enhance the efficiency of permit review and processing for the business community. These efforts include:

- Inter-Departmental group was established to facilitate commercial projects and provide a forum to discuss policies, initiatives, and major development projects. The team includes representatives from CDD, Economic Development Division from the City Manager's Office (CMO), and Public Works Department.
- Working with developers at the initial stage to ease the permitting process.
- Arrange a preconstruction meeting with developers to establish guidelines for a more streamlined construction process.
- Updating City's website to streamline the permit submittal process.
- Simplifying the review process to accommodate more over-the-counter permit types.
- Creating checklists and a dedicated website to ensure compliance with AB 2234, a new state regulation regarding streamlined building permit reviews for post-entitlement permits.
- Implementing a re-inspection policy to maintain project momentum.
- Establishing an accelerated permit coordination review process to advance review and approval times for projects that have already undergone preliminary reviews.
- Lastly, efforts were made to collaborate on data migration from permitting software to enhance the efficiency of the permit submittal and plan review process.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Benjamin Fu, Director of Community Development

Reviewed by: Pamela Wu, City Manager

Approved for Submission by: Pamela Wu, City Manager