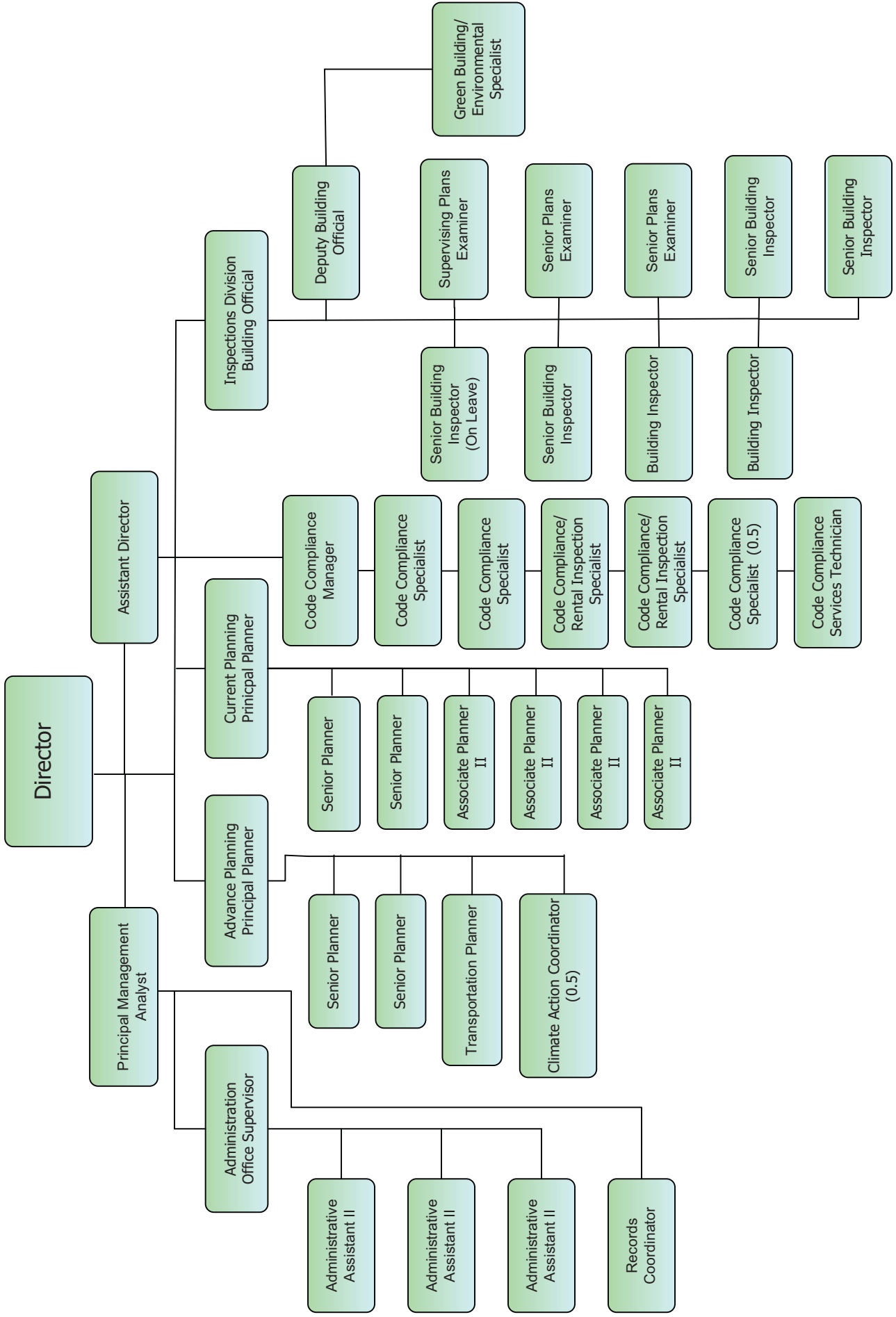


# Planning & Community Development



# Planning & Community Development Department



# Planning & Community Development

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## DEPARTMENT SUMMARY

### **DEPARTMENT DESCRIPTION**

The Planning and Community Development Department performs long-range planning for the City's future development; processes building and land use applications; issues permits for construction and inspects for code compliance; facilitates citizen participation in the land use decision-making process; coordinates and develops the City's sustainability programs with other departments; and performs other policy work as required by the City. The department includes the following divisions: Current Planning, Advance Planning, Building and Safety, Code Compliance, and Administration.

### **FY 2015 ACCOMPLISHMENTS**

- Hired and promoted staff to fill key positions, including Deputy Building Official, Green Building and Environmental Coordinator, Senior Inspector, Office Supervisor, Principal Planner for Advance Planning, Climate Action Coordinator, Senior Planner, Transportation Planner, and Code Compliance Manager.
- Recruitments underway and/or tentatively scheduled for Principal Management Analyst, Records Coordinator, Code Compliance Specialist (.5), Associate Planner, Senior Plans Examiner, Building Inspector.
- Coordinated with Human Resources to complete employee attraction and retention strategy.
- Conducted Departmental Services Study including recommended actions to provide the very best public services for permit processes and community development goals.
- Developed Action Plan to implement above recommendations and other services, and implemented actions per plan - to be continued through coming FY.
- Participated in development of plan for remodeled department workspace, including new public service counter to expand and facilitate additional customer services, and provide functional efficient workspace by consolidating department functions and City cashiering. Temporarily relocated some staff teams to interim work stations.
- Digitized permit records, plan sets, case files, plan documents, and historical records to facilitate digital archiving and records access for all departmental information.
- Continued to develop Permit Tracking software, including use and coordination by other relevant departments. Trials and testing underway for additional services with this software for use by the public.
- Launched on line/web based access portal to permit records and property information.
- Inspections and Code Compliance staff developed innovative systems and use iPads in field to access plans and documents, coordinate with builders, and track inspections and permits.
- Continue to develop and maintain collaborative partnerships with other City departments involved in permit processes, inspections, and land use policy.
- Supported uniformity and building life safety in the Monterey Bay Region of the International Code Council by Building Official serving as Chapter Officer, and awarded Chapter ICC Building Official of the Year.
- Completed major zoning code amendments to incentivize creation and legalization of Accessory Dwelling Units ADU.

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#### **CITY COUNCIL DRAFT STRATEGIC PLAN THREE-YEAR GOALS:**

- |   |   |
|---|---|
| 1. Environmental Sustainability and Well-Managed Resource | 4. Financial Stability  |
| 2. Community Safety and Well-Being                        | 5. Organizational Health                                      |
| 3. Economic Vitality                                      | 6. Reliable and Forward-Looking Infrastructure and Facilities |
|   | 7. Engaged and Informed Community                             |

## Planning & Community Development DEPARTMENT SUMMARY

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### **FY 2015 ACCOMPLISHMENTS (continued)**

- Developed ADU legalization process and team to assist individual property owners with permitting.
- Completed zoning code amendments to incentivize creation and legalization of units in multi-family zones.
- Completed Phase 1 of Major Corridor Planning and Zoning process, commenced Phase 2 public participation process for update.
- Initiated Housing Element Update to be complete in 2015.
- Obtained Coastal Commission approval of recent past zoning amendments.
- Completed entitlement process for La Bahia Hotel project, including Coastal Commission approval on appeal.
- Approved numerous housing, mixed use, and commercial projects.
- Implemented Solar Santa Cruz program.
- Continued collaborations on Green Wharf project with City departments and UCSC.
- Initiated amendment process to extend height and development standards to lower Pacific and Front Street areas.
- Collaborated with Economic Development on expanding Open Counter functions.
- Developed draft Local Coastal Plan to implement General Plan 2030, for submittal to Coastal Commission.
- Increased effectiveness and multi-departmental collaboration on code enforcement.
- Updated Subdivision Ordinance.
- Completed Phase I of City Bike Plan Update (baseline study and community outreach).
- Received Governor's Environmental and Economic Leadership Award for the joint UCSC and City Green Wharf project.
- Supported completion of AMBAG Sustainable Communities Strategy.
- Supported alternative transportation efforts by hosting bike commuter workshops for businesses in the City.
- Hosted monthly interdepartmental meetings to support Climate Action Plan (CAP) implementation.

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#### CITY COUNCIL DRAFT STRATEGIC PLAN THREE-YEAR GOALS:

- |   |   |
|---|---|
| 1. Environmental Sustainability and Well-Managed Resource | 4. Financial Stability  |
| 2. Community Safety and Well-Being                        | 5. Organizational Health                                      |
| 3. Economic Vitality                                      | 6. Reliable and Forward-Looking Infrastructure and Facilities |
|   | 7. Engaged and Informed Community                             |

Planning & Community Development  

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DEPARTMENT SUMMARY

**FY 2016 GOALS (continued)**

**Three-Year Strategic Plan Goal: Engaged and Informed Community**

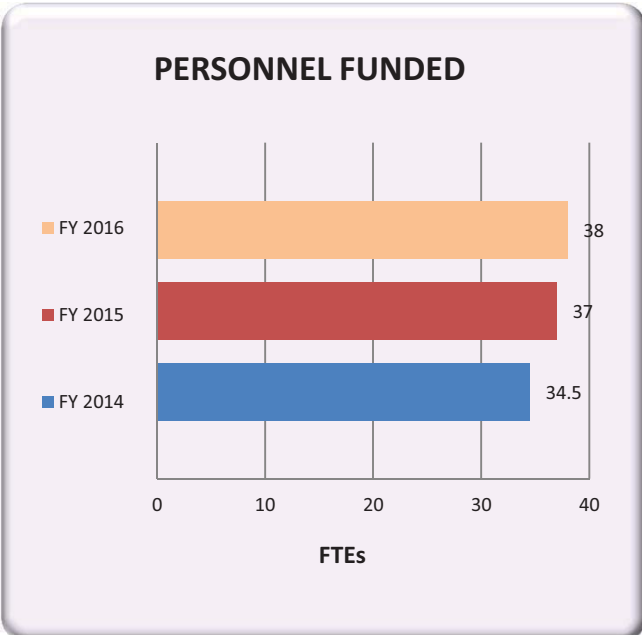
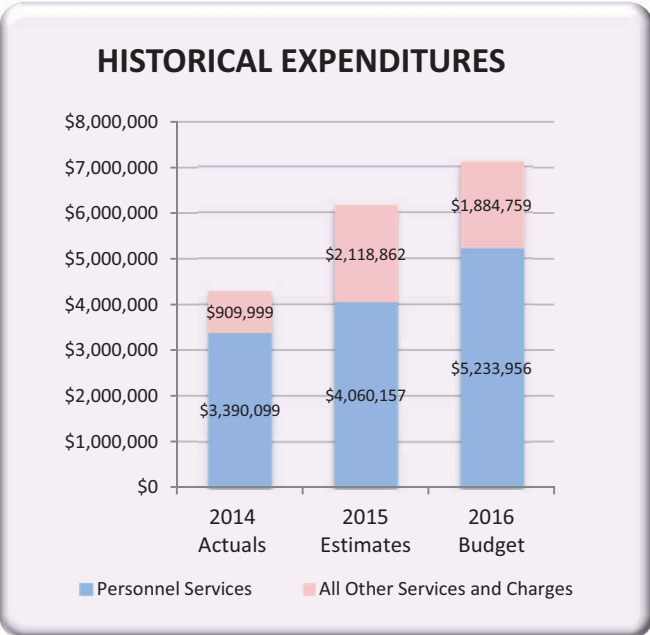
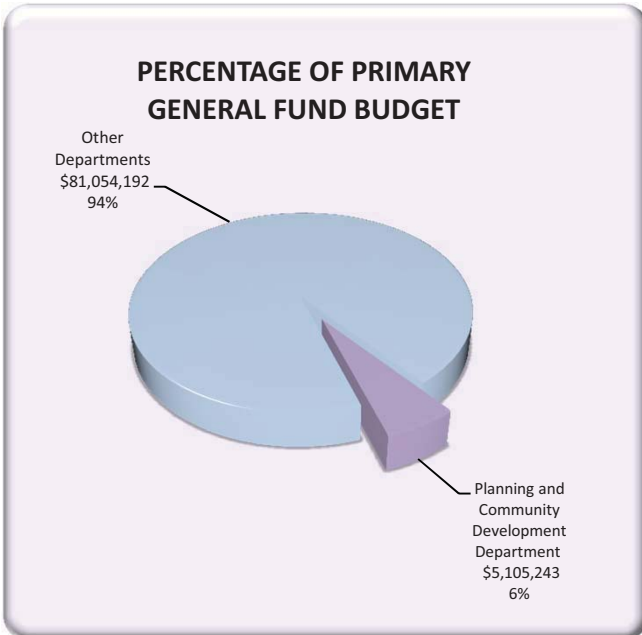
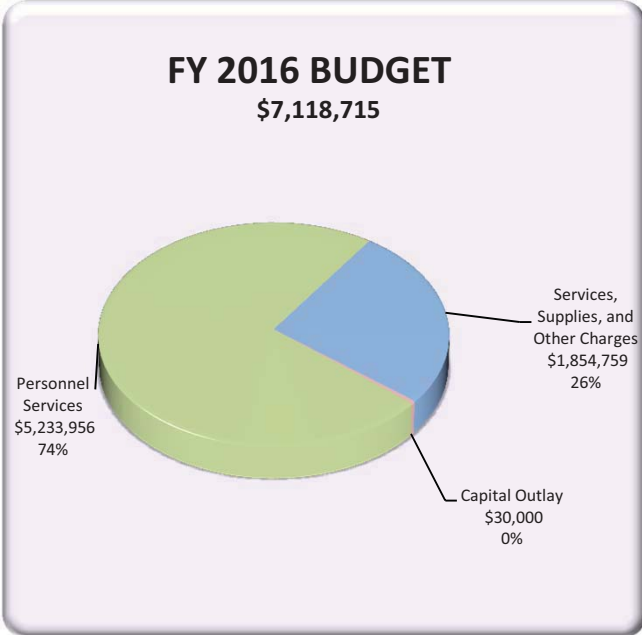
- Evaluate opportunities for enhanced public financial reporting transparency.
- Receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States.
- Receive the Distinguished Budget Presentation Awards Program from the Government Finance Officers Association of the United States.

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CITY COUNCIL DRAFT STRATEGIC PLAN THREE-YEAR GOALS:

- |   |   |
|---|---|
| 1. Environmental Sustainability and Well-Managed Resource | 4. Financial Stability  |
| 2. Community Safety and Well-Being                        | 5. Organizational Health                                      |
| 3. Economic Vitality                                      | 6. Reliable and Forward-Looking Infrastructure and Facilities |
|   | 7. Engaged and Informed Community                             |

# Planning and Community Development Department Spotlight



# Planning and Community Development

## DEPARTMENT SUMMARY

	Fiscal Year* 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended* Budget	Estimated Actual	
<b>EXPENDITURES BY CHARACTER:</b>					
Personnel Services	3,390,099	4,761,332	4,761,332	4,060,157	5,233,956
Services, Supplies, and Other Charges	909,999	1,633,959	1,941,852	2,116,247	1,854,759
Capital Outlay	-	30,000	36,500	2,615	30,000
Total Expenditures	<u>4,300,098</u>	<u>6,425,291</u>	<u>6,739,684</u>	<u>6,179,019</u>	<u>7,118,715</u>
<b>EXPENDITURES BY ACTIVITY:</b>					
Planning Administration	1301 973,439	1,125,438	1,141,187	1,028,890	1,261,055
Current Planning	1302 1,370,590	1,750,982	1,787,154	1,738,950	1,322,946
Advance Planning	1303 183,232	176,522	285,469	295,451	323,304
Inspection Services	2301 1,001,514	1,440,429	1,440,429	1,217,449	1,577,249
Code Enforcement	2302 -	-	-	-	596,827
SB 1186 Accessibility Programs	2303 2,118	-	-	2,862	3,862
Subtotal General Fund	<u>3,530,894</u>	<u>4,493,371</u>	<u>4,654,239</u>	<u>4,283,602</u>	<u>5,085,243</u>
Planning Administration	1301 64,881	-	-	46,566	-
Advance Planning	1303 455,926	1,461,539	1,618,314	1,419,380	1,530,292
Inspection Services	2301 170,582	277,811	277,811	246,679	301,597
Code Enforcement	2302 6,139	100,070	96,820	90,292	106,583
Subtotal Other General Funds	<u>697,529</u>	<u>1,839,420</u>	<u>1,992,945</u>	<u>1,802,917</u>	<u>1,938,472</u>
CDBG Code Enforcement	5206 71,675	92,500	92,500	92,500	95,000
Subtotal Other Funds	<u>71,675</u>	<u>92,500</u>	<u>92,500</u>	<u>92,500</u>	<u>95,000</u>
Total Expenditures	<u>4,300,098</u>	<u>6,425,291</u>	<u>6,739,684</u>	<u>6,179,019</u>	<u>7,118,715</u>
<b>RESOURCES BY FUND</b>					
General Fund	101 2,210,970	2,441,500	2,441,500	2,362,204	2,537,400
Code Enforcement/Civil Penalties	103 992	40,000	40,000	40,000	40,000
General Plan Update	107 499,518	650,000	650,000	650,000	675,000
Reserve Fund					
Green Bldg Educational Resource Fund	108 144,350	230,000	230,000	230,000	290,000
Total Resources	<u>2,855,846</u>	<u>3,361,500</u>	<u>3,361,500</u>	<u>3,282,204</u>	<u>3,542,400</u>
Net General Fund Cost	<u>(1,319,924)</u>	<u>(2,051,871)</u>	<u>(2,212,739)</u>	<u>(1,921,398)</u>	<u>(2,547,843)</u>
	<b>FY 2014</b>			<b>FY 2015</b>	<b>FY 2016</b>
<b>TOTAL AUTHORIZED PERSONNEL:</b>	<u>34.50</u>			<u>37.00</u>	<u>38.00</u>

\*Sums may have discrepancies due to rounding



# Planning Administration

**Activity Number: 1301**

## ACTIVITY SUMMARY

**Fund(s): General Fund & General Plan Update Reserve (101 & 107)**

**Department: Planning and Community Development**

**Activity Description:**

Responsible for the overall direction of the department and for clerical and support services to other activities in the department, as well as support to advisory bodies including the City Planning Commission, Historic Preservation Commission, and other advisory bodies as needed.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Personnel Services	831,061	792,546	792,546	757,240	890,639
Services, Supplies, and Other Charges	207,259	302,892	318,641	315,601	340,416
Capital Outlay	-	30,000	30,000	2,615	30,000
Total Expenditures	1,038,320	1,125,438	1,141,187	1,075,456	1,261,055
<b>ACTIVITY RESOURCES:</b>					
Grants	-	-	-	46,552	-
Charges for Services	76,088	70,100	70,100	75,100	70,100
Rents, & Misc Revenues	760	-	-	-	-
Total Resources	76,848	70,100	70,100	121,652	70,100

\*Sums may have discrepancies due to rounding



**Activity Number: 1302**

## ACTIVITY SUMMARY

**Fund(s): General Fund (101)**

**Department: Planning and Community Development**

**Activity Description:**

Responsible for the basic administration of Title 24, Title 23, and Title 4 of the Santa Cruz Municipal Code relating to physical development within the City. Duties include: reviewing development plans submitted for building permits for compliance with the zoning code; reviewing land use applications such as use permits, variances, coastal permits, design permits, historic alteration and demolition permits, tentative parcel and tract maps, etc.; preparing staff reports with findings and conditions to present before the Zoning Administrator, Planning Commission, Historic Preservation Commission, and City Council. Duties also include: conducting environmental review; coordinating environmental compliance activities of other city departments; preparing recommendations for zoning code amendments; daily staffing of public counter and phones to answer zoning questions; attending neighborhood meetings to help answer questions/concerns over zoning issues or project details; investigating complaints regarding violations of zoning, housing, and property maintenance requirements and securing property owner compliance; monitoring conditions of approval and mitigation measures; coordinating with the Building Division on the green building program; and other duties as required.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Personnel Services	1,155,060	1,564,584	1,564,584	1,523,796	1,089,796
Services, Supplies, and Other Charges	215,530	186,398	216,070	215,154	233,150
Capital Outlay	-	-	6,500	-	-
Total Expenditures	<u>1,370,590</u>	<u>1,750,982</u>	<u>1,787,154</u>	<u>1,738,950</u>	<u>1,322,946</u>
<b>ACTIVITY RESOURCES:</b>					
Grants	22,400	25,000	25,000	-	-
Charges for Services	948,768	1,124,200	1,124,200	903,800	872,100
Total Resources	<u>971,168</u>	<u>1,149,200</u>	<u>1,149,200</u>	<u>903,800</u>	<u>872,100</u>

\*Sums may have discrepancies due to rounding

**Activity Number: 1303**

## ACTIVITY SUMMARY

**Fund(s): General Fund & General Plan Update Reserve (101 & 107)**

**Department: Planning and Community Development**

**Activity Description:**

The Advance Planning division deals with the development of City-wide and neighborhood area plans and programs. This involves adoption and maintenance of the General Plan, its elements, area plans, and the Local Coastal Program. Important to this section are liaison with other jurisdictions, and neighborhood, business, and civic groups. Advance Planning additionally provides the following functions: research for litigation, public information regarding City planning; administering the city-wide climate action program; interdepartmental/interjurisdictional coordination; census analysis; and economic development. The division carries out research projects as assigned by the City Council and Planning Commission.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Personnel Services	566,676	987,072	987,072	608,867	1,015,107
Services, Supplies, and Other Charges	72,482	650,989	916,711	1,105,964	838,489
Total Expenditures	639,158	1,638,061	1,903,783	1,714,831	1,853,596
<b>ACTIVITY RESOURCES:</b>					
Charges for Services	499,518	650,000	650,000	650,000	675,000
Total Resources	499,518	650,000	650,000	650,000	675,000

\*Sums may have discrepancies due to rounding

Activity Number: 2301

## ACTIVITY SUMMARY

Fund(s): General Fund & Green Building Educational Resource (101 & 108)

Department: Planning and Community Development

### Activity Description:

The Building Division administers the California Building Code and other codes and regulations relating to construction. It provides building information and checks plans for conformance with appropriate standards; inspects construction for compliance with plans and regulations; performs inspections on housing complaints; and assists other divisions and City departments in structure-related matters and the enforcement of building-related ordinances. It develops and implements the Green Building Ordinance, and provides education and outreach about green building techniques.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Personnel Services	837,302	1,345,060	1,345,060	1,107,962	1,579,004
Services, Supplies, and Other Charges	334,795	373,180	373,180	356,166	299,842
Total Expenditures	1,172,097	1,718,240	1,718,240	1,464,128	1,878,846
<b>ACTIVITY RESOURCES:</b>					
Licenses and Permits	718,774	823,000	823,000	829,500	905,500
Charges for Services	583,442	624,000	624,000	687,700	716,700
Total Resources	1,302,216	1,447,000	1,447,000	1,517,200	1,622,200

# Code Enforcement

**Activity Number: 2302**

## ACTIVITY SUMMARY

**Fund(s): General Fund & Code Enforcenent/Civil Penalties (101 & 103)**

**Department: Planning and Community Development**

**Activity Description:**

Accounts for penalties assessed for nuisance abatement liens and legal judgments, which are used as a revolving fund to finance further code enforcement actions.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Personnel Services	-	72,070	72,070	62,292	659,410
Services, Supplies, and Other Charges	6,139	28,000	24,750	28,000	44,000
Total Expenditures	6,139	100,070	96,820	90,292	703,410
<b>ACTIVITY RESOURCES:</b>					
Grants	-	-	-	46,552	-
Charges for Services	-	-	-	-	260,000
Fines and Forfeitures	-	-	-	-	40,000
Total Resources	-	-	-	46,552	300,000

\*Sums may have discrepancies due to rounding

# SB 1186 Accessibility Programs

Activity Number: 2303

## ACTIVITY SUMMARY

Fund(s): General Fund (101)

Department: Planning and Community Development

**Activity Description:**

This activity is used to account for SB 1186 which assesses a fee on all business licenses issued by the City and this funding is to be used for ADA related programs, such as for Certified Access Specialists.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Services, Supplies, and Other Charges	2,118	-	-	2,862	3,862
Total Expenditures	2,118	-	-	2,862	3,862
<b>ACTIVITY RESOURCES:</b>					
Charges for Services	5,088	5,200	5,200	3,000	3,000
Total Resources	5,088	5,200	5,200	3,000	3,000

\*Sums may have discrepancies due to rounding

# CDBG Code Enforcement

Activity Number: 5206  
 Fund(s): Community Development Block Grant (261)  
 Department: Planning and Community Development

## ACTIVITY SUMMARY

**Activity Description:**

The Community Development Block Grant (CDBG) provides federal monies to promote development of a viable community, including decent housing, a suitable living environment for all citizens, and economic development.

	Fiscal Year 2014 Actuals	Fiscal Year 2015			Fiscal Year 2016 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
<b>EXPENDITURES BY ACTIVITY:</b>					
Services, Supplies, and Other Charges	71,675	92,500	92,500	92,500	95,000
Total Expenditures	71,675	92,500	92,500	92,500	95,000

\*Sums may have discrepancies due to rounding