

Planning & Community Development

department



Department Description

The Planning & Community Development Department provides long-range planning for the City's future development; processes building and land use applications; review plans for health and safety requirements; facilitates green building practices; 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 Planning & Community Development Department's primary objective is to provide the best level of service related to planning, permitting, and building safety elements within the City of Santa Cruz.

The Planning & Community Development Department is organized by the following divisions: Administration, Advance Planning, Building and Safety, Code Compliance, and Current Planning.



Goals & Accomplishments

Adopted newly mandated California State Building Standards Code, which was effective January 1, 2017.

Enhanced Code Compliance Neighborhood Services and Preservation Programs.

Continued to implement the Rental Housing Inspection Program to ensure safe housing.

Participated in disaster preparedness and safety programs as appropriate.

Increased the supply and quality of hotels in the City generating year round jobs and growing the tourism sector of the economy.

Facilitated the construction of significant projects such as the Hyatt Hotel, new rental housing, and the ongoing construction phases of the Santa Cruz Boardwalk.

Facilitated and incentivized development of Accessory Dwelling Units (ADUs).

Updated Zoning Code to address inconsistencies with state law, electric vehicle and bicycle parking, and other required changes.

Continued to improve and streamline permit information and processing, including business process review for implementation of e-permitting processes and plan check services.

Provided improved public services by remodeling public counter and consolidating finance cashiering function in one location.

Continued to provide training and career development opportunities to staff.

Filled several vacant positions in the department including Records Coordinator, Green Building Specialist, and Code Compliance Specialist.



Began proposal of job classification series plans to encourage staff retention and development; especially for Code Compliance and Neighborhood Services.

Participated in completion and implementation of City-wide Fee Study.

Facilitated subcommittee on short-term vacation rental regulations.

Completed Citywide Active Transportation Plan (ATP), which was accepted by City Council February 2017.

Participated in the development of the Wharf Master Plan.

Participated in the city-wide team for updating Hazard Mitigation Plan and Climate Adaptation Plan.

Assisted with implementation of solar and energy projects for City Facilities.

Updated the department webpage to provide better customer service and access to information



Updated the Alcohol Ordinance to allow for flexibility in distinguishing between high and low risk outlets, as well as to clarify regulations pertaining to tasting rooms.

Concluded facilitation of Corridor Advisory Committee, and participated in several community outreach events regarding corridor rezoning code amendments.

Completed General Plan 2030 Annual Report as required by state law.

Completed Housing Element Annual Report as required by state law.

Completed 2015-2023 Housing Element with certification by the State Department of Housing and Community Development (HCD).

Completed General Plan text amendment for Small Rental Units (SRUs) to more clearly acknowledge that higher densities are allowed for underlying GP land use designation when consistent with the implementing RL and RM zone district standards.

Continued work on Downtown Recovery Plan Amendment to allow more housing opportunities in the downtown.

FY 2018 GOALS

Make zoning code consistent with adopted General Plan.

Implement Housing Element recommendations to incentivize and realize new development of much needed housing types.

Update Local Coastal Program.

Adopt and implement the Corridor Planning and Zoning Code Updates.

Adopt modifications to the Downtown Recovery Plan development standards to provide for additional housing opportunities.

Continue pre-planning work on the residentially zoned land adjacent to Antonelli Pond and develop site criteria for a Planned Development to allow appropriate mixed use development with strong resource protection suitable for this important coastal property.

Complete the amendments to the Downtown Recovery Plan, which will specifically promote a more active Riverwalk with more eyes on the river and positive activity. The additional residential and commercial opportunities identified in the DRP will enhance the safety of the Riverwalk and contribute to a more positive community environment.

Increase the supply and quality of hotels in the City in order to generate year-round jobs and grow the tourism sector of the economy.

Increase the supply and variety of retail shopping options in the Downtown and other commercial corridors.

Facilitate the construction of significant projects such as the Museum of Art History/Abbott Square, Park Pacific, Delaware Addition, Courtyard Marriott (Riverside) and other residential projects from ADUs to multi-family.

Continue outreach and community participation to support goals of the Green Building Program in accordance with the Climate Action Program.

Incentivize development of housing through use of inclusionary and density bonus regulations.

Update Parking Ordinance in Zoning Code.

Continue to improve and streamline permit information and process including implementation of certain online permit applications and digital plan review.

Provide improved public services by remodeling and centrally locating public counter and other department services.

Continue to create economic development opportunities in the City's two industrial areas.

Continue to provide training and career development opportunities to staff.

Fill remaining vacant positions in department.

Implement job classification series plans to encourage staff retention and development; especially for Cod Compliance and Neighborhood Services.

Prepare for implementation of a Building fee study.

Seek and administer grants for planning and implementing programs and projects.

Initiate pre-planning annexation work on Carbonera properties adjacent to the City, which can support appropriate in-fill housing as identified in the City's General Plan.

Update the Municipal Code to address recent voter-approved marijuana legalization (Proposition 64).

Work with the City Attorney and Public Works Department to update the Municipal Code to create development standards and streamline the approval process for microcell sites within the public right-of-way to address an expected 90 applications to be submitted over the course of this fiscal year.

Complete the Short-Term Vacation Rental work started in the previous fiscal year, to identify appropriate conditions for allowing short-term vacation rentals, which can support the City's tourism industry, while maintaining appropriate neighborhood protections.

Work with Public Works and the Library staff to update the Downtown Recovery Plan and process entitlements for the library relocation and public parking garage project.



Rollout a comprehensive update of the City's permitting software (TrakIT 9).

Rollout electronic plan checking software (Bluebeam), which will allow applicants to submit digital plans and result in a streamlined process as well as improved communication between departments reviewing plans.

Initiate pre-planning work with the community for Seabright Area Plan update.

Provide planning technical and permit processing support for the library/parking garage, which will benefit the downtown and community through efficient use of centrally available land in the downtown core.

Facilitate meaningful effective community participation processes for land use plans and actions, including the Corridor Plan, Downtown Plan Update, Zoning Code Updates, and development projects.

Continue to develop regular reports on development projects proposed, approved, and underway.



Attend neighborhood and business association meetings to inform on department activities and gather feedback.

Continue to hold training and information sessions for members of the public and development community on department processes and programs.

Planning and Community Development

DEPARTMENT SUMMARY

	Fiscal Year* 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended* Budget	Estimated Actual	
EXPENDITURES BY CHARACTER:					
Personnel Services	4,347,593	5,546,492	5,460,479	4,895,799	5,837,774
Services, Supplies, and Other Charges	1,058,381	1,638,487	2,254,793	1,244,063	1,592,544
Capital Outlay	1,999	20,000	20,000	6,500	-
Total Expenditures	5,407,973	7,204,979	7,735,272	6,146,362	7,430,318
EXPENDITURES BY ACTIVITY:					
Planning Administration	1301 865,873	1,293,491	1,375,020	1,173,498	1,545,421
Current Planning	1302 1,028,174	1,394,495	1,347,383	1,229,896	1,680,737
Advance Planning	1303 123,420	256,391	307,620	304,370	1,168,857
Inspection Services	2301 1,354,368	1,909,641	1,959,378	1,561,177	1,947,235
Code Enforcement	2302 441,945	646,919	666,579	559,094	700,883
SB 1186 Accessibility Programs	2303 4,320	5,000	5,000	1,100	5,000
Subtotal General Fund	3,818,100	5,505,937	5,660,980	4,829,135	7,048,133
Planning Administration	1301 53,096	7,120	7,120	4,754	-
Advance Planning	1303 1,248,812	1,208,119	1,583,369	1,082,261	-
Inspection Services	2301 205,821	333,747	333,747	230,188	322,585
Code Enforcement	2302 9,638	55,056	55,056	24	59,600
Subtotal Other General Funds	1,517,367	1,604,042	1,979,292	1,317,227	382,185
CDBG Code Enforcement	5206 72,506	95,000	95,000	-	-
Subtotal Other Funds	72,506	95,000	95,000	-	-
Total Expenditures	5,407,973	7,204,979	7,735,272	6,146,362	7,430,318
RESOURCES BY FUND					
General Fund	101 2,745,064	2,644,500	2,644,500	3,562,612	7,956,100
General Plan Update	107 774,685	550,000	550,000	325,000	-
Reserve Fund					
Green Bldg Educational Resource Fund	108 284,893	250,000	250,000	130,000	-
Housing In-lieu Program	150 28	-	-	30	40
Total Resources	3,804,671	3,444,500	3,444,500	4,017,642	7,956,140
Net General Fund Cost	(1,073,035)	(2,861,437)	(3,016,480)	(1,266,523)	907,967
	FY 2016			FY 2017	FY 2018
TOTAL AUTHORIZED PERSONNEL:	38.00			38.50	40.00

*Sums may have discrepancies due to rounding

Planning Administration

Activity Number: 1301
 Fund(s): General Fund & General Plan Update Reserve (101 & 107)
 Department: 50

ACTIVITY SUMMARY

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 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	748,998	933,315	933,315	884,906	1,188,640
Services, Supplies, and Other Charges	167,971	347,296	428,825	286,846	356,781
Capital Outlay	1,999	20,000	20,000	6,500	-
Total Expenditures	918,968	1,300,611	1,382,140	1,178,252	1,545,421
ACTIVITY RESOURCES:					
Charges for Services	121,399	75,100	75,100	132,100	21,100
Total Resources	121,399	75,100	75,100	132,100	21,100

*Sums may have discrepancies due to rounding

Current Planning

Activity Number: 1302
Fund(s): General Fund (101)
Department: 50

ACTIVITY SUMMARY

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 2017			
Fiscal Year 2016 Actuals	Adopted Budget	Amended Budget	Estimated Actual	Fiscal Year 2018 Adopted

EXPENDITURES BY ACTIVITY:

Personnel Services	991,680	1,189,295	1,120,485	1,035,596	1,471,146
Services, Supplies, and Other Charges	36,494	205,200	226,898	194,300	209,591
Total Expenditures	1,028,174	1,394,495	1,347,383	1,229,896	1,680,737

ACTIVITY RESOURCES:

Charges for Services	791,847	926,200	926,200	1,103,012	1,585,500
Total Resources	791,847	926,200	926,200	1,103,012	1,585,500

*Sums may have discrepancies due to rounding

Advance Planning

Activity Number: 1303

ACTIVITY SUMMARY

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

Department: 50

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 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	842,751	959,951	959,951	920,172	691,482
Services, Supplies, and Other Charges	529,481	504,559	931,037	466,459	477,375
Total Expenditures	1,372,232	1,464,510	1,890,988	1,386,631	1,168,857
ACTIVITY RESOURCES:					
Charges for Services	774,685	550,000	550,000	325,000	600,000
Total Resources	774,685	550,000	550,000	325,000	600,000

*Sums may have discrepancies due to rounding

Inspection Services

Activity Number: 2301

ACTIVITY SUMMARY

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

Department: 50

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 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	1,326,692	1,812,574	1,812,574	1,531,152	1,770,338
Services, Supplies, and Other Charges	233,497	430,814	480,551	260,213	499,482
Total Expenditures	1,560,189	2,243,388	2,293,125	1,791,365	2,269,820
ACTIVITY RESOURCES:					
Licenses and Permits	1,050,673	944,500	944,500	1,885,000	5,178,000
Charges for Services	728,389	673,700	673,700	557,500	551,500
Total Resources	1,779,062	1,618,200	1,618,200	2,442,500	5,729,500

*Sums may have discrepancies due to rounding

Code Enforcement

Activity Number: 2302

ACTIVITY SUMMARY

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

Department: 50

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 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	437,473	651,357	634,154	523,973	716,168
Services, Supplies, and Other Charges	14,110	50,618	87,481	35,145	44,315
Total Expenditures	451,583	701,975	721,635	559,118	760,483
ACTIVITY RESOURCES:					
Charges for Services	306,460	260,000	260,000	-	-
Fines and Forfeitures	26,970	15,000	15,000	15,000	20,000
Total Resources	333,430	275,000	275,000	15,000	20,000

SB 1186 Accessibility Programs

Activity Number: 2303
 Fund(s): General Fund (101)
 Department: 50

ACTIVITY SUMMARY

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 2016 Actuals	Fiscal Year 2017			Fiscal Year 2018 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Services, Supplies, and Other Charges	4,320	5,000	5,000	1,100	5,000
Total Expenditures	4,320	5,000	5,000	1,100	5,000
ACTIVITY RESOURCES:					
Charges for Services	4,220	-	-	-	-
Total Resources	4,220	-	-	-	-

*Sums may have discrepancies due to rounding

CDBG Code Enforcement

Activity Number: 5206
Fund(s): Community Development Block Grant (261)
Department: 50

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.

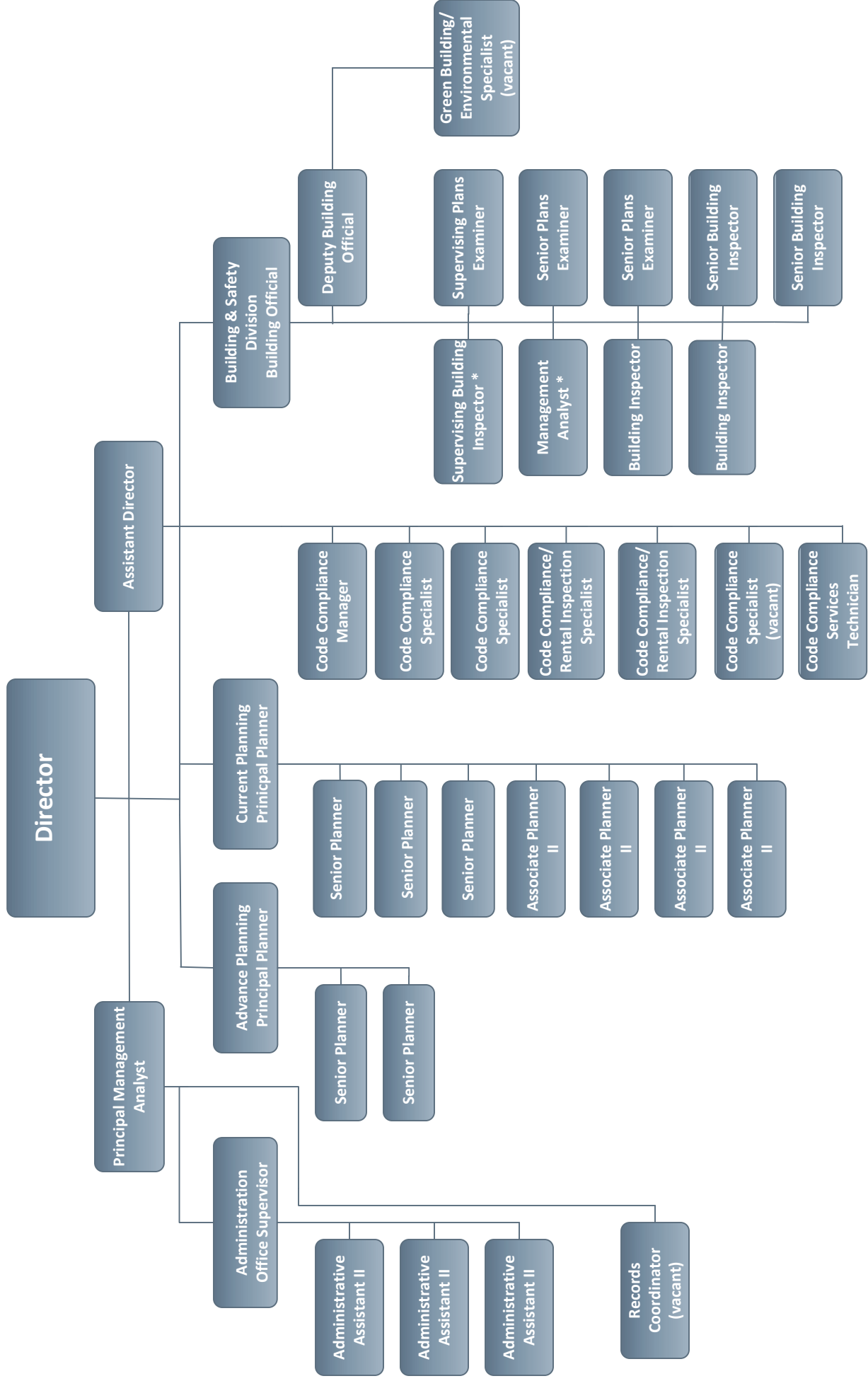
	Fiscal Year 2017			
Fiscal Year 2016 Actuals	Adopted Budget	Amended Budget	Estimated Actual	Fiscal Year 2018 Adopted

EXPENDITURES BY ACTIVITY:

Services, Supplies, and Other Charges	72,506	95,000	95,000	-	-
Total Expenditures	72,506	95,000	95,000	-	-

*Sums may have discrepancies due to rounding

Planning & Community Development Department



*Positions will be created only after the Senior Building Inspector positions become vacant.