



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

The mission of the Planning and Community Development Department is to enhance quality of life, safety, and civic pride for our community by providing land use and development guidance through responsive, respectful, and efficient public service. Beyond conducting plan review, issuing permits for construction, and inspecting new and remodeled structures, the department also facilitates green building practices and coordinates and develops the City's sustainability programs, response to code compliance issues, ensures safety of rental housing through inspections, and provides excellent service at its public counter.



Divisions Within the Department:

- ✓ Advance Planning
- ✓ Current Planning
- ✓ Building and Safety, including plan review, permits, and inspection services
- ✓ Code Compliance and Rental Inspection
- ✓ Administration

Contact Us:

- ✉ cityplan@santacruzca.gov
- ☎ 831-420-5110
- 🌐 www.santacruzca.gov/pcd
- 📍 809 Center St., Room 101, Santa Cruz

Counter Hours Open to Public for Assistance:

Monday through Thursday: 7:30 AM to 11:30 AM

Phone Hours of Operation

Monday through Thursday: 8:00 AM to 4:00 PM
lunch closure from 12:00 PM to 1:00 PM

Core Services

- Provide long-range planning for the City's future development that promotes quality of life for a diverse, growing population and that protects the life, health, and safety of our community
- Ensure community engagement in the land use process
- Conduct plan review, issue permits for construction, and inspect new and remodeled structures for code compliance
- Facilitate green building practices
- Ensure safety of rental housing through inspections
- Coordinate and develop the City's sustainability programs with other departments
- Provide excellent service to customers for development issues, as well as for the range of other departments' functions provided at the public counter
- Respond to code compliance issues to address safety, quality of life, and civic pride in the community



Accomplishments and Goals

FY 2024 Accomplishments	Fiscal Sustainability & Transparency	Strong Businesses & Vibrant Downtown	Housing	Homelessness Response	Public Safety & Community Well-Being	Natural & Built Infrastructure	Thriving Organization
Completed request for proposal process, selected vendor, and received contract approval for new land management system 🌲	X	X	X	X		X	X
Began implementation of the new land management software system	X	X	X	X		X	X
Improved electronic permitting and plan review processes 🌲	X	X	X			X	X
Initiated a Community Service Team Review process to review the efficacy of Interdepartmental Review Meetings and refine the process as needed	X	X	X			X	X
Coordinated with City departments to ensure permits for City-led projects - including affordable housing, public infrastructure, and public facilities, are processed in accordance with funding timeframes ❤️	X	X	X	X	X		
Approved 6 th Cycle 2023-2031 Housing Element to the state 🏡❤️		X	X	X	X	X	X
Creation of Downtown Plan Expansion Project draft development standards and release of public review draft document 🏡❤️	X	X	X		X	X	
Obtain third party consultant services for and review the Measure M impact analysis	X	X	X				
Created new procedures and informational documents and implemented new state laws that affect permit processing requirements	X	X	X				
Approved ~500 residential units, ~95 deed-restricted affordable units, ~100 discretionary permits, ~59 zoning clearances, and ~9 short-term rentals ❤️		X	X	X	X	X	X
Collaborated with the Parks Department to revise the Wharf Master Plan 🏡❤️🌲	X	X			X	X	

FY 2024 Accomplishments (continued)	Fiscal Sustainability & Transparency	Strong Businesses & Vibrant Downtown	Housing	Homelessness Response	Public Safety & Community Well-Being	Natural & Built Infrastructure	Thriving Organization
Implemented and obtained approval from the Coastal Commission (CCC) for updated zoning standards for multifamily and mixed residential that were created with a robust equity- and inclusion-based outreach effort 🏛️❤️🌲		X	X	X		X	X
Implemented and obtained CCC approval of Zoning Ordinance amendments to ensure internal consistency, streamlined permit processes, and compliance with state law 🌲		X	X				X
Reviewed and collaborated with the City Manager's Office for the Gas Leaf Blower Ordinance ❤️🌲					X		X
Updated the monitoring process for Code and Rental to comply with the State Housing Element Requirements	X		X				X
Completed the 5-year Stay of Enforcement Process for the Accessory Dwelling Unit Legalization Program to continue compliance with state regulations ❤️	X		X	X			
Refined the Sidewalk Vending Administrative Citation process and provided additional bilingual educational publication 🏛️	X				X		X



FY 2025 Goals	Fiscal Sustainability & Transparency	Strong Businesses & Vibrant Downtown	Housing	Homelessness Response	Public Safety & Community Well-Being	Natural & Built Infrastructure	Thriving Organization
Complete implementation process for new Land Use Management System, leveraging efficiencies of digital and automation features 🌲	X	X	X	X		X	X
Expand online payment features for planning, building, and rental inspection services ⚖️	X	X	X	X		X	X
Continue to work with other departments to streamline the permitting processes for new business and the expansion of existing businesses, with a special focus on the plan check process 🌲	X	X				X	X
Continue to track visitor statistics at the public counter to assess and adjust to service needs	X	X	X	X	X	X	X
Continue to monitor permit application review processes to ensure consistency with the Permit Streamlining Act, CEQA, and state laws ⚖️ 🌲	X	X	X	X	X	X	X
Expand electronic plan intake, submittal, and review in Planning and Building and Safety Divisions and refine process to better meet City and customer needs 🌲	X	X	X	X		X	X
Complete fee analysis for Building and other department fees to assess cost recovery	X					X	X
Housing Element Policy Objective Implementation ⚖️ 🌲		X	X	X	X	X	X
Complete Downtown Plan Expansion project ⚖️ 🌲 ❤️	X	X	X	X	X	X	
Submit the revised Local Coastal Program Beaches and Bluffs Chapter to the California Coastal Commission for review and approval ⚖️ 🌲	X				X	X	
Complete code amendments to facilitate housing production and streamline development procedures ⚖️ 🌲 ❤️		X	X	X	X	X	X

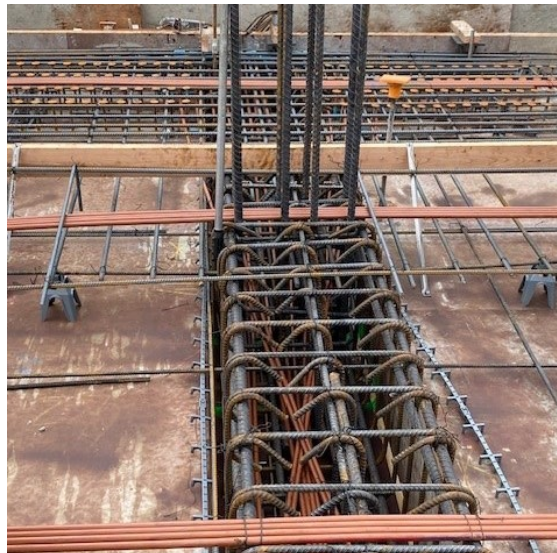
FY 2025 Goals (continued)	Fiscal Sustainability & Transparency	Strong Business es & Vibrant Downtown	Housing	Homelessness Response	Public Safety & Community Well-Being	Natural & Built Infrastructure	Thriving Organization
Review the efficacy of the Objective Development Standards and update as necessary 🏡🌲❤️	X	X	X	X	X	X	
Improve education and communication with the community by expanding Rental Inspections and Planning information on the Code Compliance webpage 🏠	X	X	X	X	X		X
Develop new processes to streamline Sign Permits and seek Council approval for related code amendments 🏠	X	X	X		X		
Update the community engagement and outreach approach for housing development projects		X	X			X	



Workload Indicators and Performance Measures

Workload Indicators	Strategic Plan Focus Area	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Goal
Number of building permits issued ❤️	Natural and Built Infrastructure; Thriving Organization	1,483	1,735	1,798	1,800	1,900
Discretionary applications approved*	Natural and Built Infrastructure	111	99	112	100	110
Closed code compliance cases ❤️	Public Safety and Community Well-Being	256	345	260	290	300
Building, Code, and Rental Inspections Completed ❤️	Public Safety and Community Well-Being	10,659	3,468 Code Compliance 9,109 Building & Safety	3,247 Code Compliance 8,034 Building & Safety	3,100 Code Compliance 9,100 Building & Safety	3,200 Code Compliance 9,200 Building & Safety
Accessory Dwelling Units Legalized	Housing	**	**	10	16	30
Number of Planning Commission (PC) and City Council (CC) presentations by Advance Planning Division	Thriving Organization	12 PC 20 CC	14 PC 15 CC	9 PC 19 CC	9 PC 16 CC	9 PC 18CC
Phone calls and individuals served in person	Thriving Organization	9,391	11,070	10,600	11,000	10,500*

*Goal to provide more services online with new land management system and reduce the need for in-person services and phone calls, e.g. scheduling inspections



Performance Measures	Strategic Plan Focus Area	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Goal
Review building plans and provide responses within established timelines	Natural and Built Infrastructure; Strong Businesses and a Vibrant Downtown	93%	91%	93%	96%	96%
Review building permits within the established timelines	Natural and Built Infrastructure; Strong Businesses and a Vibrant Downtown	56%	75%	70%	76%	85%
Approval of Zoning Administrator Public Hearings and Administrative-level permits within 3 months of submittal	Thriving Organization	73%	60%	57%	60%	70%
Closure of code compliance cases within 60 days 📄	Public Safety and Community Well-Being	49%	60%	63%	67%	70%



Budget Summary - Planning and Community Development

		Fiscal Year*	Fiscal Year 2024			Fiscal Year
		2023	Adopted	Amended*	Year-End	2025
		Actuals	Budget	Budget	Estimate	Adopted
EXPENDITURES BY CHARACTER:						
Personnel Services		4,959,788	5,960,483	5,963,428	5,648,587	6,189,417
Services, Supplies, and Other Charges		2,000,085	3,103,158	3,589,971	3,578,601	3,322,908
Capital Outlay		2,074	5,000	5,000	5,000	-
Total Expenditures		<u>6,961,947</u>	<u>9,068,641</u>	<u>9,558,399</u>	<u>9,232,188</u>	<u>9,512,325</u>
EXPENDITURES BY ACTIVITY:						
Planning Administration	1301	1,005,824	2,548,197	2,560,847	2,811,114	2,964,216
Current Planning	1302	1,569,050	1,497,587	1,721,546	1,837,713	1,588,920
Advance Planning	1303	1,137,625	1,108,406	1,245,487	1,272,580	1,034,306
Building & Safety	2301	1,689,250	1,784,735	1,884,614	1,629,875	1,837,667
Code Enforcement	2302	545,512	682,896	682,896	552,903	702,910
SB 1186 Accessibility Programs	2303	1,568	-	-	-	-
Rental Programs	2304	374,040	302,687	303,337	365,871	428,317
Sidewalk Vending Program	2305	210,799	139,000	139,000	139,000	139,000
Subtotal General Fund		<u>6,533,668</u>	<u>8,063,508</u>	<u>8,537,728</u>	<u>8,609,056</u>	<u>8,695,336</u>
Building & Safety	2301	348,289	910,678	926,216	528,758	718,467
Code Enforcement	2302	76,424	87,455	87,455	87,374	91,522
SB 1186 Accessibility Programs	2303	3,567	7,000	7,000	7,000	7,000
Subtotal Other General Funds		<u>428,279</u>	<u>1,005,133</u>	<u>1,020,671</u>	<u>623,132</u>	<u>816,989</u>
Total Expenditures		<u>6,961,947</u>	<u>9,068,641</u>	<u>9,558,399</u>	<u>9,232,188</u>	<u>9,512,325</u>
RESOURCES BY FUND:						
General Fund	101	4,902,804	3,647,984	4,235,030	3,834,347	3,866,560
Code Enforcement/Civil Penalties	103	16,525	13,000	13,000	17,400	15,800
Green Bldg Educational Resource Fund	108	553,075	200,000	200,000	400,000	400,000
CASp Certification and Training Fund	141	21,941	20,000	20,000	21,000	21,000
Housing In-lieu Program	150	28	-	-	28	28
Childcare Impact Fee Fund	218	51,014	16,000	16,000	20,000	20,000
Technology Surcharge	295	-	-	175,000	130,000	130,000
Total Resources		<u>5,545,387</u>	<u>3,896,984</u>	<u>4,659,030</u>	<u>4,422,775</u>	<u>4,453,388</u>
Net General Fund Cost		<u>(1,630,864)</u>	<u>(4,415,524)</u>	<u>(4,302,698)</u>	<u>(4,774,709)</u>	<u>(4,828,776)</u>
		FY 2023				FY 2025
TOTAL AUTHORIZED PERSONNEL:		<u>35.00</u>				<u>35.00</u>

*Sums may have discrepancies due to rounding

Staffing

Positions	FY 2022 Amended*	FY 2023 Amended*	FY 2024 Amended*	FY 2025 Adopted	FY 2025 Change
Administrative Assistant I/II	2.00	1.00	1.00	1.00	-
Administrative Assistant III	1.00	1.00	1.00	1.00	-
Associate Planner I/II	3.00	3.00	3.00	3.00	-
Assistant Director of Planning and Community Development	1.00	1.00	1.00	1.00	-
Chief Building Official	1.00	1.00	1.00	1.00	-
Code Compliance Manager	1.00	1.00	1.00	1.00	-
Code Compliance Specialist	4.00	4.00	4.00	4.00	-
Code Compliance Supervisor	-	1.00	1.00	1.00	-
Deputy Building Official	1.00	1.00	1.00	1.00	-
Director of Planning and Comm Development	1.00	1.00	1.00	1.00	-
Green Building Environmental Specialist	1.00	1.00	1.00	1.00	-
Management Analyst	1.00	1.00	1.00	1.00	-
Planning and Community Development Technician	1.00	2.00	2.00	2.00	-
Principal Management Analyst	1.00	1.00	1.00	1.00	-
Principal Planner	2.00	2.00	2.00	2.00	-
Records Coordinator	1.00	1.00	1.00	1.00	-
Senior Building Inspector	3.00	3.00	3.00	3.00	-
Senior Planner	5.00	5.00	5.00	5.00	-
Senior Plans Examiner	2.00	2.00	2.00	2.00	-
Supervising Building Inspector	1.00	1.00	1.00	1.00	-
Supervising Plans Examiner	1.00	1.00	1.00	1.00	-
Total	34.00	35.00	35.00	35.00	-

*Amended salary authorizations are adopted staffing plus any mid-year adjustments

Organization Chart

