



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



FY 2025 Accomplishments

FY 2025 Accomplishments	<i>Fiscal Sustainability & Transparency</i>	<i>Strong Businesses & Vibrant Downtown</i>	<i>Housing</i>	<i>Homelessness Response</i>	<i>Public Safety & Community Well-Being</i>	<i>Natural & Built Infrastructure</i>	<i>Thriving Organization</i>
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
Continued implementation of the new land management software system, which will improve the electronic permitting and plan review processes 🌲	X	X	X				X
Presented the final Downtown Expansion Plan and its associated Environmental Impact Report to the Planning Commission and City Council for consideration 🌲 🏛️ ❤️	X	X	X	X	X	X	X
Completed fee analysis to assess and achieve greater cost recovery 🌲	X						
Approved five major development projects, ~747 residential units, ~214 deed-restricted affordable units, 64 discretionary permits, ~130 zoning clearances, and ~7 short-term rentals ❤️	X	X	X	X	X	X	X
Completed a competitive request for proposal process for new plan review and inspection services 🌲 ❤️	X	X	X				
Developed a new process to streamline Sign Permit	X	X	X		X		
Initiated and completed competitive request for proposal process for California Environmental Quality Act (CEQA) services	X	X	X		X	X	

FY 2026 Goals

FY 2026 Goals	<i>Fiscal Sustainability & Transparency</i>	<i>Strong Businesses & Vibrant Downtown</i>	<i>Housing</i>	<i>Homelessness Response</i>	<i>Public Safety & Community Well-Being</i>	<i>Natural & Built Infrastructure</i>	<i>Thriving Organization</i>
Complete implementation process for new Land Use Management System, leveraging efficiencies of digital and automation features and expanding online payment features for administrative, planning, building, and rental inspection services 🌲	X	X	X	X	X	X	X
Continue to work with other departments to streamline the permitting processes, with a special focus on the plan check process. Expand electronic plan intake, submittal, and review in Planning and Building and Safety Divisions and refine processes to better meet City and customer 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	
Complete Downtown Expansion Plan project 🌲 ⚖️ ❤️	X	X	X	X	X	X	X
Complete implementation of Housing Element Policy Objectives 🌲 ⚖️		X	X	X		X	X
Submit the revised Local Coastal Program (LCP) Beaches and Bluffs Chapter to the California Coastal Commission for review and approval, and make substantive progress on the overall LCP update 🌲 ⚖️	X				X	X	

FY 2026 Goals	<i>Fiscal Sustainability & Transparency</i>	<i>Strong Businesses & Vibrant Downtown</i>	<i>Housing</i>	<i>Homelessness Response</i>	<i>Public Safety & Community Well-Being</i>	<i>Natural & Built Infrastructure</i>	<i>Thriving Organization</i>
Complete code amendments to streamline development procedures and facilitate business investment 🌲 ⚖️ ❤️	X	X	X	X	X	X	X
Update the community engagement and outreach approach for housing development projects ⚖️		X	X			X	
Improve education and communication with the community by expanding Rental Inspections and Planning information on the Code Compliance webpages and online services ❤️	X	X	X		X		
Continue to track visitor statistics at the public counter to assess and adjust to service needs ❤️	X	X	X			X	
Continue to review the efficacy of the Objective Development Standards and maintain list of future updates 🌲 ⚖️ ❤️	X	X	X	X	X	X	X



Workload Indicators

Workload Indicators	Strategic Plan Focus Area	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate	FY 2026 Goal
Number of building permits issued 🧡	Natural and Built Infrastructure; Thriving Organization	1,735	1,798	2,000	2,100	2,200
Discretionary applications approved*	Natural and Built Infrastructure	99	112	100	85	100
Closed code compliance cases 🧡	Public Safety and Community Well-Being	345	260	290	300	375
Building, Code, and Rental Inspections completed 🧡	Public Safety and Community Well-Being	3,468 <i>Code Compliance & Rental</i>	3,247 <i>Code Compliance & Rental</i>	3,100 <i>Code Compliance & Rental</i>	2,000 <i>Code Compliance & Rental</i>	2,800 <i>Code Compliance & Rental</i>
		9,109 <i>Building & Safety</i>	8,034 <i>Building & Safety</i>	9,100 <i>Building & Safety</i>	9,200 <i>Building & Safety</i>	9,300 <i>Building & Safety</i>
Records Request Processed	Public Safety and Community Well-Being	**	**	**	500	500
Accessory Dwelling Units Legalized 🧡	Housing	**	10	16	35	35
Accessory Dwelling Units with status of applied/approved/finalized 🧡	Housing	**	**	**	90/ 100/ 65	110/ 110/ 75
Number of Planning Commission (PC) and City Council (CC) presentations by Advance Planning Division	Thriving Organization	14 PC 15 CC	9 PC 19 CC	9 PC 16 CC	13 PC 25 CC	9 PC 18 CC
Phone calls and individuals served in person	Thriving Organization	11,070	10,600	11,000	9,860*	9,880*

*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

**New metric

Performance Measures

Performance Measures	Strategic Plan Focus Area	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimate	FY 2026 Goal
Building Division's review of building plans within established timelines	Natural and Built Infrastructure; Strong Businesses and a Vibrant Downtown	91%	93%	96%	97%	98%
Current Planning Division's review of building permits within established timelines	Natural and Built Infrastructure; Strong Businesses and a Vibrant Downtown	75%	70%	76%	95%	95%
Approval of Zoning Administrator Public Hearings and Administrative-level permits within 3 months of submittal	Thriving Organization	60%	57%	60%	60%	75%
Closure of code compliance cases within 60 days 📅	Public Safety and Community Well-Being	60%	63%	67%	80%	85%



Staffing

Positions	FY 2023 Amended*	FY 2024 Amended*	FY 2025 Amended*	FY 2026 Adopted	FY 2026 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 Community 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	35.00	35.00	35.00	35.00	-

* "Amended" refers to the FTE count as of the adopted budget of the indicated fiscal year, plus any adjustments authorized by City Council within the course of the year

Budget Summary - Planning and Community Development

		Fiscal Year 2025				Fiscal Year
		Fiscal Year 2024	Adopted	Amended	Year-End	2026
		Actuals*	Budget*	Budget*	Estimate*	Adopted*
EXPENDITURES BY CHARACTER:						
Personnel Services		5,481,778	6,189,417	6,339,501	5,352,627	6,430,794
Services, Supplies, and Other Charges		3,611,721	3,322,908	3,660,211	3,423,693	3,645,339
Total Expenditures		9,093,499	9,512,325	9,999,712	8,776,320	10,076,133
EXPENDITURES BY ACTIVITY:						
Planning Administration	1301	2,716,890	2,964,216	3,010,514	3,024,289	3,294,550
Current Planning	1302	1,749,141	1,588,920	1,795,316	1,547,842	1,743,375
Advance Planning	1303	1,205,667	1,034,306	1,072,029	1,078,785	1,121,168
Building & Safety	2301	1,820,940	1,837,667	1,966,766	1,492,930	1,954,612
Code Enforcement	2302	560,675	702,910	704,170	418,969	569,655
SB 1186 Accessibility Programs	2303	(1,488)	-	-	300	300
Rental Programs	2304	368,088	428,317	428,317	325,721	446,353
Sidewalk Vending Program	2305	55,572	139,000	202,811	180,000	139,000
Subtotal General Fund		8,475,485	8,695,336	9,179,923	8,068,835	9,269,013
Planning Administration	1301	-	-	-	4,863	5,934
Building & Safety	2301	540,998	718,467	721,267	637,731	729,304
Code Enforcement	2302	73,518	91,522	91,522	57,890	64,882
SB 1186 Accessibility Programs	2303	3,497	7,000	7,000	7,000	7,000
Subtotal Other General Funds		618,014	816,989	819,789	707,484	807,120
Total Expenditures		9,093,499	9,512,325	9,999,712	8,776,320	10,076,133
RESOURCES BY FUND:						
General Fund	101	5,200,319	3,866,560	4,895,140	5,339,863	4,710,396
Code Enforcement/Civil Penalties	103	15,956	15,800	19,800	23,300	21,300
Green Bldg Educational Resource Fund	108	457,700	400,000	600,000	525,000	550,000
CASp Certification and Training Fund	141	16,152	21,000	21,000	20,000	21,000
Housing In-lieu Program	150	28	28	28	-	28
Childcare Impact Fee Fund	218	20,716	20,000	120,000	130,000	25,000
Technology Surcharge	295	199,636	130,000	213,865	170,000	175,000
Total Resources		5,910,507	4,453,388	5,869,833	6,208,163	5,502,724
NET GENERAL FUND COST:		(3,182,992)	(5,058,937)	(4,129,879)	(2,568,157)	(4,573,409)
TOTAL AUTHORIZED PERSONNEL:		FY 2024			FY 2025	FY 2026
		35.00			35.00	35.00

*Sums may have discrepancies due to rounding

Organization Chart

