



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR

June 1, 2011

AGENDA DATE: June 8, 2011

Planning Commission
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Subject: Proposed FY 2011-12 Budget and Work Plan for Planning Department

Members of the Commission:

The Proposed Planning Department Budget for FY 2011-12 is attached. Subsequent to its publication in May, the Department received word that a grant application for \$250,000 in "Disaster Recovery Initiative" (DRI) funding would be approved by the State. Other necessary adjustments to revenues and expenditures were also identified. Therefore, in the Supplemental Budget that will soon be published, the staffing plan will be revised to restore 1.0 FTE of Resource Planner, as well as to make adjustments to increase the level of FTE staffing for four other positions that had been shown as less than full time, to reflect the fact that the work associated with the DRI grant will be done by staff. The net result is that departmental staffing is proposed to be 70.42 persons. The reductions are comprised of 4.92 FTE vacant positions and 3.6 filled FTE positions.

While the level of development and building permit activity is projected to remain at about current levels, and staffing has been reduced by about 30% from that of three years ago, the Department will be very busy working on many important planning efforts that will guide the nature of future land use and development in the unincorporated area for years to come.

Key work plan items include:

- Initiate County of Santa Cruz Sustainable Community and Transit Corridors Plan (grant-funded); identify proposed Economic Development goals, policies and actions; and collaborate with AMBAG and regional jurisdictions on Regional Sustainable Community Plan
- Draft Climate Action Strategy/Plan
- Initiate long-range planning to update General Plan/LCP for CEMEX site reuse
- Adopt LCP Amendment regarding "Priority Land Uses" policies
- Adopt new Non-conforming Uses and Structures Ordinance, in conjunction with amendments to "altered wall" code provisions
- Adopt code amendments related to Commercial Uses, including selected parking requirements and streamlined permit processes, to facilitate transfer and reuse of existing non-residential buildings

- Adopt code amendments to clarify, re-format and separate Geologic Hazards, Floodplain and Coastal Bluff code provisions
- Regulatory amendments for implementation of Construction Legalization Program
- Adopt update of Chapter 13.20 Coastal Zone Regulations, to reflect State law and clarify Scenic Area boundaries and policies
- Adopt new Water-Efficient Landscaping Ordinance
- Continue work on updating and re-structuring County Codes relating to land use and development, to update, clarify and simplify requirements and processes
- Complete Pajaro River Project and Single-Use Bag Reduction Ordinance environmental reviews and permit assistance
- Complete approvals for Aptos Village Project
- Initiate code amendments related to Housing Element Implementation: Motel Conversions; Group Homes-Transitional Housing-Senior-Licensed Housing
- Work to assist with implementation of affordable housing projects (Minto, Miller, others), housing rehabilitation, and other affordable housing and CDBG-funded activities
- Process permits for "grandfathered vacation rentals", and for Medical Marijuana Cooperatives
- Continue efforts to provide high-quality cost-effective services to the public at the counter, in development review of planning permits, and of building permit and inspection services

The Planning Commission will be involved in many of the above efforts, with code amendments being a particular focus in the coming year. The Planning Department appreciates the time and contributions of Planning Commissioners as we work together to move the Work Plan forward.

RECOMMENDATION

It is therefore RECOMMENDED that your Commission:

1. Review and discuss the Proposed Budget and Workplan; and
2. Accept and file this report.

Sincerely,



Kathleen M. Previsich
Planning Director

Exhibits: A. Proposed FY 2011-2012 Budget and Work Plan (not including adjustments to be published with Supplemental Budget)

PLANNING**Kathy Molloy Previsich, Planning Director**Index Numbers: 541100-541700,
542100-542700, 543100Fund: General
Function: Public Protection
Activity: Other Protection

Requirements	Actual 2009-10	Appropriated 2010-11	Estimated 2010-11	Requested 2011-12	Recommended 2011-12	Change From 2010-11
Salaries & Benefits	\$8,701,938	\$7,690,377	\$8,015,029	\$7,431,512	\$7,431,512	(\$258,865)
Services & Supplies	\$2,211,719	\$2,710,100	\$2,705,500	\$2,390,623	\$2,390,623	(\$319,477)
Other Charges	\$1,024,255	\$1,738,014	\$1,738,014	\$1,814,911	\$1,814,911	\$76,897
Intra-Fund Charges	(\$413,573)	(\$480,276)	(\$480,276)	(\$480,276)	(\$480,276)	\$0
TOTAL EXPEND	\$11,524,339	\$11,658,215	\$11,978,267	\$11,156,770	\$11,156,770	(\$501,445)
Less: Revenue	(\$7,504,601)	(\$7,921,718)	(\$7,797,468)	(\$7,871,209)	(\$7,871,209)	\$50,509
NET COUNTY COST	\$4,019,738	\$3,736,497	\$4,180,799	\$3,285,561	\$3,285,561	(\$450,936)
Positions		75.60	76.60	66.68	66.68	(8.92)
Unfunded Positions		5.00	5.00	4.00	4.00	(1.00)

The Planning Department is responsible for providing comprehensive planning and permit processing services for the unincorporated County area. The department is in charge of developing, implementing and enforcing County land use ordinances and policies; administering environmental protection programs; processing and issuing building, zoning, and other development permits; ensuring compliance with the California Environmental Act (CEQA); carrying out long-range housing and community development programs; overseeing a variety of affordable housing assistance efforts; and operating neglected property and hazardous site/building programs. In addition to acting in an advisory capacity to the Board of Supervisors, the Planning Department also provides staff support to the following Commissions and Boards: Planning Commission, Zoning Administrator, Historic Resources Commission, Agricultural Policy Advisory Commission, Housing Advisory Commission, Homeless Action Partnership, and Building, Accessibility and Fire Code Appeals Board. The department oversees activities financed by a variety of special funds and grants, as well as fees charged for planning and building permits.

2010-11 HIGHLIGHTS AND ACCOMPLISHMENTS

During 2010-11, the department continued to provide core services related to providing public information about and processing applications for proposed planning and building permits. A re-organization of the department and re-allocation of management staff resulted in a renewed focus on identifying opportunities to modify and clarify regulations, analyze and refine department practices related to administration of the County Codes, and improve customer service. Key accomplishments in 2010-11 include the following:

- Successful submittal for and administration of grant awards totaling more than \$5 million, which will allow for the construction of new affordable housing projects, provide for housing rehabilitation and first-time homebuyer programs, facilitate nutrition and dental assistance to low-income households, improve the water system infrastructure in the town of Davenport, and develop a sustainable plan for the Soquel Drive transit corridor.
- Preparation and adoption of the new 2010 California Building Code and local amendments, including the new Cal Green code.
- Preparation and adoption of new ordinances regulating vacation rental properties and Medical Marijuana.

- Preparation and adoption of a new Minor Exceptions ordinance, relating to certain site development standards such as setbacks, Floor to Area Ratio (FAR) on small lots, lot coverage, commercial building heights, and the placement of garages on a residential site.
- Improved technology and resources for building inspectors to maximize efficiency in the field and in the office.
- Established regular Development Review Group meetings for staff and agencies involved in development application review process to coordinate problem solving for specific proposed projects and identify improvements to general processes and practices.
- Established Community Forums and Focus Groups to improve services, permit processes, and customer service, expanded front counter hours, and completed an upgrade to the department's website.
- Introduced proposed amendments regarding Nonconforming Structures and Uses, as well as certain "altered wall" provisions in various sections of the Code and prepared a new fence ordinance to modernize and clarify regulations and introduced proposed amendments to certain provisions related to commercial uses and structures, in order to modernize and clarify requirements and streamline the permit process for new or relocating businesses within existing structures.

2011-12 ACTIVITIES AND WORKPLAN

The department will continue to pursue amendments to County Codes and changes to the policies and practices that pertain to customer service and to all areas of the department. Many of the services and functions are ongoing from year to year, such as providing public information, processing permits, enforcing the codes and condition compliance for approved and constructed projects, and administering various housing grant funds. However, each year, there are special projects or focus areas. The key work plan items for 2011-12 include the following:

- Initiate Sustainable Community and Transit Corridor Plan activities for the Soquel Drive corridor, including selection of consultants, formation of a Steering Committee, creation of a public participation strategy, and first year planning efforts.
- Initiate long-range planning to update the General Plan/Local Coastal Plan (LCP) for the reuse of the CEMEX site on the North Coast.
- Prepare a draft Climate Action Strategy, including proposed General Plan goals and policies.
- Complete the Pajaro River Project environmental review and permit assistance.
- Develop and implement a Construction Legalization Program to encourage property owners to obtain and complete building permits, thereby increasing property value and public safety.
- Complete a new Water Efficient Landscaping Ordinance to implement State law.
- Amend the County Environmental Review Guidelines and Code to reflect current CEQA law and guidelines, and to ensure proper, defensible and cost-effective implementation.
- Update Chapters 13.10 (Zoning Regulations), 13.20 (Coastal Regulations), and 18.10 (Permit Processes); of the County Code in order to consolidate information related to land

use types, update use charts, amend certain development standards, and amend certain procedures to streamline permit processes as appropriate, and to expand rights of appeal.

- Prepare LCP Amendment regarding Priority Land Use policies, which currently prohibit the conversion of any priority use to another, except for one of equal or higher priority.
- Continue work on Airport land use designations and policies, in collaboration with the City of Watsonville.
- Assist and coordinate with efforts of non-profit housing providers regarding new affordable housing projects at the Canterbury, Miller/Aptos Cottages, Minto, Erlach, and St. Stephens locations.

2011-12 RECOMMENDED BUDGET

The 2011-12 recommended budget provides for a decrease of \$501,445 in expenditures and a decrease of \$50,509 in revenues, for a \$450,936 reduction in Net County Cost.

Expenditures

The recommended budget provides for a decrease of \$258,865 in salaries and benefits resulting from the deletion of a net total of 8.92 positions. The budget recommends that an additional 4.0 positions remain unfunded. With the adoption of the recommended budget, the Planning Department will have reduced the size of its staff by one-third in the past three years. The reduced staffing level reflects a flat level of discretionary and building permit activity associated with the downturn in the economy and housing markets, a reorganization of the department, and from the loss in Redevelopment Agency revenues and staffing for various projects and programs. The recommended reductions will have impacts throughout the department, as all sections including administration and support, code compliance, earth sciences, development review, and housing are affected. The staffing reductions and re-organizations are discussed by Section.

The budget also includes significant service and supply reductions resulting in a recommended decrease in services and supplies accounts of \$319,477. These include reductions in various software and computer professional services accounts in the amount of about \$286,000, which is associated with the completion of the department's computer application project. Minimal consulting contracts are recommended, consisting of a consulting biologist whose fees are paid by applicants, and special expertise to assist with the Sustainable Community and Transit Corridors Plan, which is grant-funded. No fixed assets are requested or recommended.

The Housing Section, which is funded by the Low and Moderate Income Housing Fund, will continue to provide a high level of support to affordable housing programs and activities. The department will undertake special projects to the extent that grant or other funding sources become available.

Revenue

The recommended budget includes increases and decreases in various accounts, for an overall decrease in revenues of \$50,509. The recommended budget anticipates a flat trendline in housing construction and continued constrained credit availability for development activity, and this is reflected in estimated decreases in various permit fees, fees for service, and program areas over those budgeted for 2010-11, including grading permits (\$42,972), civil penalties and code enforcement penalties (\$135,700), at cost services (\$233,965), which reflects both less activity and a lower hourly rate due to a reduction in overhead costs, quarry permit inspection

activity and a lower hourly rate due to a reduction in overhead costs, quarry permit inspection fees (\$23,553), Redevelopment Agency funds (\$305,200), reductions in overhead charges to the Redevelopment Agency and the Housing fund (\$248,285), and general plan maintenance fees (45,922). The reductions are offset primarily by increases in anticipated construction permit revenues of \$143,537, zoning permit revenues of \$147,020, environmental impact fee revenues of about \$47,000, and County housing fund revenues of about \$58,300. The increases are due to several new initiatives and to some larger projects that are in progress, including a proposed Construction Legalization Program, new affordable housing projects, and new permit fees associated with the Vacation Rental and Medical Marijuana ordinances. The recommended budget also includes new revenues associated with the Sustainable Communities Grant funds in the amount of \$500,000.

CENTRAL MANAGEMENT: ADMINISTRATION, FISCAL, PERSONNEL, SUPPORT SERVICES

This section provides overall management direction and support for the department and includes the Director, an Assistant Planning Director, a Fiscal Officer, and administrative and support services staff. Support services staff perform a variety of functions including development and administration of the department budget, establishing the level of fees and at-cost service rates, accounting support and systems development, personnel services, computer support, cashiering, customer service enhancements, fiscal services, and administration of grants from other federal and State agencies. The recommended staffing for the Central Management Section includes the deletion of 1.0 Sr. Department Analyst, 1.0 Clerical Supervisor, and .75 Typist Clerk II/I positions, and the reduction of .5 Imaging Technician position. The Principal Planner position will be deleted after a retirement at the end of July. The recommended staffing continues to leave 1.0 Assistant Planning Director and 1.0 Accountant III/II positions unfunded. The other reductions in this section reflect the departmental reorganization that occurred in 2010-11.

Staffing – Central Management: Administration, Fiscal, Personnel and Support Services

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomim	Change From 10-11	2011-12 Unfunded
CENTRAL MANAGEMENT, FISCAL AND SUPPORT SERVICES								
Planning Director	4A	1.00		1.00	1.00	1.00	0.00	
Asst Planning Director	YJ	2.00		2.00	2.00	2.00	0.00	1.00
Principal Planner	D9	0.00	1.00	1.00	0.08	0.08	0.08	
Executive Secretary	II	1.00	(0.50)	0.50	0.50	0.50	(0.50)	
Dept Fiscal Officer	T9	1.00		1.00	1.00	1.00	0.00	
Sr.Dept Admin Analyst/DeptII/Asst	LL/PM/M8	1.00		1.00	0.00	0.00	(1.00)	
Accountant III/II	6B/HV	1.00		1.00	1.00	1.00	0.00	1.00
Sr Acct Tech/Acct Tech/Sr Accd Clk	JL/V2/I9	1.00		1.00	1.00	1.00	0.00	
Accounting Tech	V2	2.00	(0.70)	1.30	1.30	1.30	(0.70)	
Clerical Supv II	JY	1.00		1.00	0.00	0.00	(1.00)	
Imaging Technician	Y6	1.00		1.00	0.50	0.50	(0.50)	
Records Clerk	FB	1.00		1.00	1.00	1.00	0.00	
Typist Clerk III	JF	0.50		0.50	0.50	0.50	0.00	
Typist Clerk II/I	J8/J7	0.75		0.75	0.00	0.00	(0.75)	
		14.25	(0.20)	14.05	9.88	9.88	(4.37)	2.00

BUILDING, EARTH SCIENCES AND CODE COMPLIANCE SECTION

The Building, Earth Sciences and Code Compliance Section is managed by the Chief Building Official and a Senior Civil Engineer. Earth Sciences is a new name for the re-organized group of staff engaged in the geologic and engineering review of grading, building and development plans. The Building Section includes public information, plan check, permit processing, field inspection, and administration of the dangerous building code, housing code, and life/safety regulations. It also includes review of geologic, geotechnical and soils reports in association with grading, erosion control and building permits. This section administers the geologic hazards, floodplain, coastal bluff/beaches, significant tree removal in the Urban Services Area, and riparian and sensitive habitats regulations of the County Code, and addresses new development activity as well as code enforcement. The plan check function includes review of structural engineering as well as checking for compliance with accessibility regulations and the new "Cal Green" green building regulations. This section also serves as staff for building, accessibility and fire appeal hearings. The chart below illustrates the level of permit activity over the past few years and the anticipated level for 2011-12.

Building Section: Permit Activity					
	2007-08	2008-09	2009-10	2010-11 EA	2011-12 Projected
Building Permits Issued	3,162	2,611	2,463	2,787	2,800
Building Permit Inspection Site Visits	10,061	9,358	7,093	7,620	8,400

The recommended staffing for this section includes the unfunding of 1.0 Building Inspector III/ position and an increase of .20 Building Plans Checker position. The other reductions and increases reflect the departmental reorganization that occurred in 2010-11.

Staffing – Building Inspection, Permit Counter and Plan Check

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
INSPECTION AND PLAN CHECK								
Chief Bldg Inspector	D9	1.00	(0.25)	0.75	0.75	0.75	(0.25)	
Sr Bldg Inspector	X6	1.00		1.00	1.00	1.00	0.00	
Bldg Inspector III/	J1/BP	5.00		5.00	5.00	5.00	0.00	1.00
Sr Bldg Plans Checker	X6	1.00		1.00	1.00	1.00	0.00	
Bldg Plans Checker	HY	1.00		1.00	1.20	1.20	0.20	
Bldg Counter Supv	IK	0.00	1.00	1.00	1.00	1.00	1.00	
Sr Bldg Permit Tech III/III	HU/86/8D	0.00	3.00	3.00	2.75	2.75	2.75	
Typist Clerk III	JF	0.50		0.50	0.50	0.50	0.00	
Typist Clerk II/I	J8/J7	0.25		0.25	0.00	0.00	(0.25)	
		9.75	3.75	13.50	13.20	13.20	3.45	1.00

Earth and Natural Sciences:

The building permit and discretionary application issuance rates for recent years are provided in the table that follows. Although overall permit activity has dropped significantly in the past several years, it is anticipated that the downward trend has leveled off.

Earth and Natural Sciences: Permits and Technical Reviews					
	2007-08	2008-09	2009-10	2010-11 EA	2011-12 Projected
Discretionary Applications & Technical Reviews	709	492	262	122	120
Building Permit Applications	481	400	410	336	325

Recommended staffing in the Earth Sciences Section includes the deletion of .5 Registered Geologist and .5 Principal Planner positions. A Registered Geologist in an extra help capacity will continue to provide services related to permit applications and peer review of geologic reports. Other reductions reflect the department reorganization.

Staffing – Earth and Natural Sciences

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
EARTH AND NATURAL SCIENCES								
Principal Planner	D9	0.50		0.50	0.00	0.00	(0.50)	
Sr Civil Engineer	NK	1.00		1.00	1.00	1.00	0.00	
Registered Geologist	KV	0.50		0.50	0.00	0.00	(0.50)	
Civ Eng/Asst/Assoc	NM/YO/NH	1.00		1.00	1.00	1.00	0.00	
Resource Planner IV/III/II/I	TH/C8/CI/DS	4.50	(0.50)	4.00	3.00	3.00	(1.50)	
Typist Clerk III	JF	0.25	(0.25)	0.00	0.00	0.00	(0.25)	
		7.75	(0.75)	7.00	5.00	5.00	(2.75)	0.00

CODE COMPLIANCE

This section provides investigation of complaints regarding zoning, building and environmental violations. The Section also provides staffing and administrative support for the Neglected Property, Hazardous Building and Site Abatement Programs and for efforts associated with the Environmental Cleanup Revolving Fund. With the exception of the 2007-08 fiscal year, the chart below indicates that the number of new complaints averages about 800 per year. The number of cases resolved annually has fluctuated from a high of 1,192 to a low of 400. This is based on staffing levels, the type and complexity of the caseload, and reflects a one-time clean up of data in 2007-08. With reduced resources, this Section is focusing efforts on the more significant types of violations and on modifying practices to provide more efficient services.

Code Compliance: New Complaints versus Resolved Cases					
	2007-08	2008-09	2009-10	2010-11 EA	2011-12 Projected
New Complaints	587	808	851	798	750
Resolved Cases	1,192	574	400	228	250

The recommended staffing for this Section continues to unfund 1.0 Code Compliance Investigator III/II/I position. Other reductions and changes are a result of the departmental reorganization.

Staffing – Code Compliance

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
CODE COMPLIANCE								
Principal Planner	D9	1.00	(1.00)	0.00	0.00	0.00	(1.00)	
Chief Bldg Inspector	D9	0.00	0.25	0.25	0.25	0.25	0.25	
Code Comp Inv IV	TJ	1.00		1.00	1.00	1.00	0.00	
Code Comp Inv III/III	CZ/IL/DQ	3.00		3.00	3.00	3.00	0.00	1.00
Planning Technician	FX	1.00	(0.50)	0.50	0.50	0.50	(0.50)	
Accounting Technician	V2	0.00	0.70	0.70	0.70	0.70	0.70	
Typist Clerk III/III	JF/J8/J7	1.25	(0.25)	1.00	1.00	1.00	(0.25)	
		7.25	(0.80)	6.45	6.45	6.45	(0.80)	1.00

DEVELOPMENT REVIEW SECTION

The Development Review Section and the Public Counter are co-managed by two Principal Planners. Planners in the Development Review Section are responsible for processing land divisions and commercial, coastal, residential, agricultural and other development permits; including preparation of draft CEQA documents such as Initial Studies. Staff is responsible for providing public information and accepting discretionary planning permits, as well as the zoning plan check review of building permit applications. A high volume of information is available to the public through the department's website.

The Development Review Group (DRG) is a vehicle to improve inter-agency problem-solving and coordination regarding specific development applications. Development Review staff make presentations to the Board of Supervisors, Planning Commission, Zoning Administrator, and Agricultural Policy Advisory Commission. It is projected that the level of planning permit activity in 2011-12 will be similar to 2010-11, although administration of the new Vacation Rental and Medical Marijuana permit requirements is expected to result in a modest increase in permit revenues. The charts below illustrate the level in planning permit activity over the past few years, and the anticipated level for 2011-12, and level of activity at the front counter.

Discretionary Permit Activity					
	2007-08	2008-09	2009-10	2010-11 EA	2011-12 Projected
Discretionary Applications	341	340	232	240	240*

*Not including Medical Marijuana and Vacation Rental Permits

Public Counter Activities					
	2007-08	2008-09	2009-10	2010-11 EA	2011-12 Projected
Building Application Intake	2,881	2,317	2,378	2,600	2,600
Public Phone Inquiries	6,554	6,692	6,014	5,600	5,200
Walk-ins	13,368	11,764	10,826	10,800	11,000

A staffing reduction of 1.0 Urban Designer position is recommended in Development Review. The other reductions and additions reflect the departmental reorganization.

Staffing – Development Review

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
DEVELOPMENT REVIEW								
Principal Planner	D9	1.00		1.00	1.00	1.00	0.00	
Urban Designer	YK	1.00		1.00	0.00	0.00	(1.00)	
Planner IV/III/II/I	TH/C8/C1/DS	5.50	0.10	5.60	4.60	4.60	(0.90)	
Planning Technician	FX	1.00	(0.45)	0.55	0.55	0.55	(0.45)	
Typist Clerk III/II/I	JF/J8/J7	0.75	0.25	1.00	1.00	1.00	0.25	
Typist Clerk III	JF	0.75	0.25	1.00	1.00	1.00	0.25	
		10.00	0.15	10.15	8.15	8.15	(1.85)	0.00

The following chart provides the staffing for the Public Counter. Staffing changes reflect the department's reorganization.

Staffing – Public Counter

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
PUBLIC COUNTER								
Principal Planner	D9	1.00		1.00	1.00	1.00	0.00	
Planner IV/III/II/I	TH/C8/C1/DS	5.00	0.20	5.20	4.20	4.20	(0.80)	
Bldg Counter Supv	IK	1.00	(1.00)	0.00	0.00	0.00	(1.00)	
Sr. Bldg Permit Tech/ II/I	HU/86/8D	3.00	(3.00)	0.00	0.00	0.00	(3.00)	
Planning Technician	FX	2.00	0.95	2.95	2.70	2.70	0.70	
		12.00	(2.85)	9.15	7.90	7.90	(4.10)	0.00

POLICY AND SPECIAL PROJECTS

The Policy and Special Projects Section is managed by a Principal Planner. This section has responsibility for the General Plan including the Housing Element, the Local Coastal Plan, community and special area plans, housing policy, land use ordinance revisions, coastal planning, historic resources, demographics, special studies, and administration of grant-funded activities. Staff develop reports and recommendations for the Planning Commission and Board of Supervisors, and also provide support to the Historic Resources Commission.

Staff in this section also oversee permitting and monitoring compliance for mines and quarries, and provide Environmental Coordinator services to the other sections of the department as well as the Public Works Department to ensure consistent administration of California Environmental Quality Act (CEQA) requirements, including preparation and processing of Negative Declarations and Environmental Impact Reports. The Zoning Administrator is included in this section, and is responsible for carrying out public hearings and making decisions for certain types of proposed projects. The staffing chart reflects the departmental reorganization, and staffing is proposed to remain as reorganized in 2010-11, due to the volume and nature of policy-related and special projects currently being engaged.

Staffing – Policy and Special Projects

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
POLICY ANALYSIS								
Principal Planner	D9	1.00		1.00	1.00	1.00	0.00	
Planner IV/III/II/I	TH/C8/C1/DS	5.00	0.70	5.70	5.70	5.70	0.70	
Resource Planner IV/III/II/I	TH/C8/C1/DS	0.00	0.50	0.50	0.50	0.50	0.50	
Executive Secretary	II	0.00	0.50	0.50	0.50	0.50	0.50	
		6.00	1.70	7.70	7.70	7.70	1.70	0.00

HOUSING

The Housing Section is managed by the Housing Manager. This section administers a number of complex affordable housing projects and programs, and provides overall administration for this Section's grants. This past year, the County's Redevelopment Agency (RDA) finalized its funding authorization to the Canterbury Park Town Homes Affordable Housing project, which is scheduled to begin construction later this year. In addition, the RDA provided funding assistance to three sites re-zoned by the Board as part of the Housing Element certification effort that are proposed as affordable rental homes for low and very low income households: the 88-unit Minto Place project in south County, the 40-unit Aptos Cottages project in Aptos, and a 60-unit affordable project on the Cunnison Lane property in Soquel. Initial predevelopment funding was authorized for a 25-30 unit affordable housing project under consideration for the St. Stephens Lutheran Church property on Soquel Drive in Live Oak. These combined efforts involve over 215 rental housing units targeted to low and very low income households. In addition, construction will be completed this summer on the Gemma Second Unit Improvement Project in Live Oak.

In addition to housing construction projects, the Housing Section administers a range of housing programs, including the Measure J program, State HOME funded First Time Homebuyer Program, the State CalHOME funded housing rehabilitation program, the mobile and manufactured home Change Out Program, the Affordable Housing Preservation Program, lease of County or RDA owned units to special needs populations, and a comprehensive monitoring and enforcement program for an inventory of over 2,000 affordable units. Over the past year, staff increased efforts to secure outside grant funds to support first time homebuyer and owner-occupied housing rehabilitation program activities, thereby allowing available RDA Housing funding to be focused on the development of new affordable housing projects.

Housing staff also oversees the Housing Action Partnership (HAP) a multi-jurisdictional effort to coordinate strategies to address housing and supportive services, and prepares an annual funding application to HUD through the McKinney-Vento program, which culminated in a successful 2010 application for \$1.7M in HUD funding to assist fifteen programs operating throughout the County. Also, Housing staff oversees various contracts to provide affordable housing services to extremely low income households, through a first and last month's rent and security deposit program (with the Housing Authority), a pre-eviction protection program (with the Community Action Board), subsidies for permanent supportive housing for psychiatrically disabled adults (with Front Street Inc. and County Mental Health,) and housing assistance to young adults emancipating from the foster care system (with the Santa Cruz Community Counseling Center).

In light of the proposed elimination of Redevelopment Agencies statewide and the anticipated elimination of new housing tax increment funds in the future, it is recommended that a Sr. Department Administrative Analyst position be reduced to .60 FTE. As part of the department's reorganization plan, the Building Plans Checker position, which implements the new and existing State funded housing rehabilitation programs and is funded with State funds, is recommended to be increased by .20 FTE in the Housing Section.

Staffing – Housing

POSITION	Salary Range	2010-11 Allowed	2010-11 Mid-Year	2010-11 Total	2011-12 Request	2011-12 Recomm	Change From 10-11	2011-12 Unfunded
HOUSING SECTION								
Housing Program Manager	TG	1.00		1.00	1.00	1.00	0.00	
Sr Dept Admin Analyst	LL	1.00		1.00	0.60	0.60	(0.40)	
RDA Project Manager	MY	2.00		2.00	2.00	2.00	0.00	
Planner IV/III/II/I	TH/C8/C1/DS	2.00		2.00	2.00	2.00	0.00	
Building Plans Checker	HY	0.60		0.60	0.80	0.80	0.20	
Administrative Aide	LO	1.00		1.00	1.00	1.00	0.00	
Typist Clerk III/II	JF/J8	1.00		1.00	1.00	1.00	0.00	
		8.60	0.00	8.60	8.40	8.40	(0.20)	0.00