

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Prepared on: September 15, 2005
Department Name: Planning & Development
Department No.: 053
Agenda Date: September 27, 2005
Placement: Administrative
Estimated Time: 90 minutes on 10/18/05
Continued Item: Yes
If Yes, date from: May 24, 2005
Document File Name: F:\GROUP\P&D\PIT\PIT III\Bd and PC misc.\set hrg letter qtrly rpt 10-18-05.

TO: Board of Supervisors

FROM: Dianne Meester, Assistant Director

STAFF CONTACT: Dianne Meester, Assistant Director 568-2086
Planning and Development Department

SUBJECT: Set hearing to receive first quarterly report on Process Improvement Plan for the Planning and Development Department

Recommendation(s):

That the Board of Supervisors:

Set a hearing on October 18, 2005 to receive the first quarterly report on the Process Improvement Plan for the Planning and Development Department.

Alignment with Board Strategic Plan: The recommendations are primarily aligned with Goal No. 1, An Efficient Government Able to Respond Effectively to the Needs of the Community; Goal No. 4, A Community that is Economically Vital and Sustainable; Goal No. 5, A High Quality of Life for All Residents; and Goal No. 6, A County Government that is Accessible, Open, and Citizen-Friendly.

Executive Summary and Discussion: The Planning & Development Department began a process improvement effort two years ago that included the formation of four Steering Groups comprised of staff and community members involved in the development review process. Early in 2005, the four Steering Groups were consolidated into an Oversight Committee that spent most of two meetings discussing criteria for renewed process improvement efforts and recommended:

Criteria - Make the process easier to navigate, and more time efficient and cost effective, while maintaining the quality of development in the County.

At the Board meeting of May 24, 2005, your Board endorsed these criteria and the following process improvement priorities:

1. Ministerial Permits
2. Appeals
3. Agriculture
4. Customer Service, including:
 - a. Billing and time estimates for applicants
 - b. Website improvements including application status for applicants and public
 - c. Cultural change in P&D Department
5. Zoning Ordinance Reformat Project (ZORP)

At that meeting, your Board also asked that staff return with quarterly reports on the status of these and other process improvement efforts, including the following:

- a. North County BAR(s)
- b. CEQA Guidelines Changes
- c. Building Height
- d. Concept Review of major projects with the Planning Commission
- e. Fees
- f. Training program
- g. Improved services in North County
- h. Multi-departmental coordination

These proposed changes would promote a more efficient development review process and streamline the process for small projects such as single family homes. They would also provide for better community input, consistent with the County's strategic goals.

On October 18, 2005, staff would like to present an update on these items and get feedback from your Board.

Mandates and Service Levels: This work is not mandated. It will increase service levels to applicants, other departments and County residents.

Fiscal and Facilities Impacts: Preparation of this quarterly report has no fiscal or facilities impacts.