



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

**Department Name:** Planning and Development  
**Department No.:** 053  
**For Agenda Of:** January 9, 2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Lisa Plowman, 805.568.2086  
Director(s)  
Contact Info: Andrew Rasura, 805.568.2031

**SUBJECT: Plan Review Consultants Building & Safety Consultant Increase**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence:

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors consider the following recommendation:

- a. Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Plan Review Consultants, Inc., for plan review, permit technician, and related permit services for a period of performance from May 9, 2023 through June 30, 2024 (Agreement). This Agreement converts a Purchase Order to a Board Contract and increases funding by \$150,000, for a revised total contract amount not to exceed \$350,000, inclusive of \$200,000 under Purchase Order CN4796 (as previously amended by CO6024 and CO6544), but which otherwise supersedes Purchase Order CN4796, as previously amended.
- b. Determine pursuant to California Environmental Quality Act Guidelines Section 15478(b)(5) that the above action is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

A combination of delays in the submittal process and ongoing vacancies within the Building and Safety Division has exacerbated the backlog in plan check review and permit issuance in the Building Permit process. Specialized experience is required to efficiently address the significant backlog of applications and pending permits.

The Planning and Development Department has contracted with Plan Review Consultants, Incorporated to provide such specialized review and processing services. The requested amount of \$350,000 for this Agreement exceeds the \$200,000 Purchasing authorization threshold, and therefore requires Board

approval. This Agreement converts a Purchase Order to a Board Contract and increases funding by \$150,000, for a revised total contract amount not to exceed \$350,000, inclusive of \$200,000 under Purchase Order CN4796. Approval of the Agreement will cancel, nullify, and supersede Purchase Order CN4796.

**Background:**

During the COVID 19 pandemic, the Building and Safety Division quickly transitioned to an interim online application submittal process to accommodate those desiring to obtain permits during the pandemic. Since then, continuation of these “temporary” electronic submittal procedures for application intake has resulted in a backlog of permit applications and delays in the three phases of the application and plan review process. These delays have been exacerbated by vacancies in key positions within the Division. The recommended Agreement would provide for additional specialized review and processing services to resolve the current permitting backlog.

**Performance Measure:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

County staff costs for permitting review and processing are paid by applicants in conformance with the current Board-adopted fee Ordinance. The estimated cost of addressing a surge in permit application is expected to be \$150,000. Funding for this consultant project is budgeted in the Planning & Development’s Permitting Budget Program, on Page D-313 of the County of Santa Barbara Fiscal Year (FY) 2023-24 adopted Budget. Future permitting costs will be borne completely by applicants.

**Staffing Impacts:**

No additional staffing is needed to implement and manage this Agreement.

**Special Instructions:**

Please provide a fully approved copy to Andrew Rasura in Planning & Development. (805) 568-2031.

**Attachments:**

1. Plan Review Consultants, Inc. Professional Services Agreement
2. Purchasing Contract (CN4796) and Change Orders (CO6024 and CO6544)
3. CEQA Exemption

**Authored by:**

Andrew Rasura, Deputy Director - Administration (805) 568-2031