

# 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:** March 7, 2002  
**Department:** General Services  
**Budget Unit:** 063  
**Agenda Date:** March 12, 2002  
**Placement:** Departmental  
**Estimate Time:**  
**Continued Item:** Yes  
**If Yes, date from:** December 11, 2001

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACTS:** Robert Ooley, AIA, County Architect  
568.3085

**SUBJECT:** Ordinance amending Chapter 12A of the Santa Barbara County Code regarding County Facility Policy Framework and Master Planning All Supervisorial Districts

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## Recommendations:

That the Board of Supervisors:

- A. Consider the introduction (FIRST READING) of an ordinance to amend Chapter 12A of the Santa Barbara County Code regarding Facilities Policy Framework and Master Planning procedures for county-owned property.
- B. Set a Public Hearing for March 26, 2002 to consider the SECOND READING of proposed amendments to Ordinance No. 1954, which will grant the General Services Department stewardship over county-owned lands and facilities. (4/5<sup>TH</sup> VOTE REQUIRED).

## Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal III: A Strong, Professionally Managed County Organization.

## Executive Summary and Discussion:

On December 11, 2001, your board adopted the Facilities Policy Framework and directed staff to base long-range facilities master planning upon that framework. Your board directed staff to provide additional information regarding recommendations C (*Direct Department Capital Improvement requests conform to*

*the Facilities Policy Framework) and D (Direct Staff to draft an ordinance to the County Code for the Facilities*

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*Policy Framework*) of the December 11, 2001 hearing. After reviewing the choices between a board resolution and amending an existing ordinance, the later was determined to be more favorable. Staff favors amending Chapter 12A-County Own Property, for the following reasons: 1) the ordinance already exists, 2) the topic of the ordinance is county-owned property, and 3) inserting language regarding the long-term planning, use and assignment is a natural continuation of Chapter 12A.

**Background:**

On February 22<sup>nd</sup> and August 8<sup>th</sup> of 2000, we presented the Space Assessment Reports to your Board. Combined for the first time, these reports gave a comprehensive look at where we occupied buildings, how much we occupied in those buildings, and how much we would need to increase available workspace in five-years time. We discovered that we occupied approximately 800,000 square feet of office space, and that in five-years, that figure was projected to be over 1 million square feet.

On April 24, 2001, we presented the outline of a Facilities Policy Framework developed by a task force, which was formed and coordinated by the County Architect pursuant to your Board's direction. Over the course of a few months, a draft Facilities Policy Framework was created and circulated to any public interest group who requested a briefing; county department heads, and other interest groups whose input we sought. In addition, the County Architect presented the draft framework to all of the City Planning Commissions in the County and the County Planning Commission; including all the design review boards for these jurisdictions.

Finally, on December 11, 2001, your board adopted the County Facilities Policy Framework. At that time, your Board directed us to return with an implementation plan.

**About the Ordinance:**

After analyzing the issues between implementing the framework with a Board resolution or an ordinance, it became clear that the ordinance would insure the greatest degree of effectiveness with the least ability to be struck by a simple board majority. This is an important point. If the direction your board has given us up to this point is to be carried out, we should make sure that removing the strength behind the framework takes a super-majority (4/5ths) vote of your board.

**Mandates and Service Levels:**

No change in programs or service levels.

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**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts.

**Special Instructions:**

After Board action, the Clerk should distribute as follows:

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|---|--|
| 1. Original Amended Ordinance                         | - Official Files   |
| 2. Certified Copy of Amended Ordinance & Minute Order | - Office of the County Architect,<br>Courthouse Annex, 2 <sup>nd</sup> Floor |

**Concurrence:**

County Counsel  
General Services – Real Property Section

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE COUNTY OF SANTA BARBARA  
STATE OF CALIFORNIA

AN ORDINANCE APENDING THESE REGULATIONS TO SANTA BARBARA COUNTY CODE  
CHAPTER 12A REQUIRING COUNTY FACILITY PLANNING AND CONSTRUCTION TO  
COMFORM TO THE FACILITY POLICY FRAMEWORK AND CAMPUS MASTER PLANS.

THE BOARD OF SUPERVISORS ORDAINS AS FOLLOWS:

SECTION 1. Article IV is added to Chapter 12A of the Santa Barbara County Code, as follows:

Article IV. County Facilities Policy Framework and Master Planning

**Sec. 12A-17. Purpose of regulations; applicability of article.**

The board of supervisors declares that these regulations, relating to long-term “campus” planning and facilities planning of county-owned property described in this section, are necessary for: a) the consistent, long-term planning of county functions, b) the allocation of land and facilities, c) a process to resolve conflicts of use between county needs, d) planning for the needs of non-county public benefit functions, e) the orderly use of public facilities, and f) to preserve public facilities for the mutual benefit of staff and the general public. The county-owned property referred to in this section is described as the grounds and buildings identified in the facilities property database; generally referred to as: New Cuyama Campus, Cook & Miller Campus, Betteravia Campus, Foster Road Campus, Lompoc Civic Center, Laurel & R Campus, Mission Street Campus, Calle Real Campus, Cathedral Oaks Campus, Hollister Avenue Campus, and Downtown Santa Barbara Campus, and other individual parcels as might be owned by the county, but not enumerated herein.

**Sec. 12A-18. Facilities Policy and Master Plan Conformance.**

No department shall construct or cause the construction or alteration of any county-owned lands or facilities described in section 12A-17 of this Code, without first seeking and obtaining a Facilities Policy/Master Plan Conformance Statement from the County Architect. No department shall allocate any portion of county-owned lands or facilities described in section 12A-17 of this Code to a non-county agency, without first seeking and obtaining a Facilities Policy/Master Plan Conformance Statement from the County Architect. All space allocations, proposed improvements to lands or facilities and other similar activities shall be presented in drawing form of at least 11”x17” paper with written descriptions as may be required to communicate the work being proposed. The County Architect should take not longer than ten (10) working days to render a conformance statement. If the requesting agency’s project is not in conformance with the Facilities Policy Framework and Master Plans, then such project shall not be approved. In no event shall the proposed allocation or project be implemented without the Facilities Policy/Master Plan Conformance Statement.

This section shall not apply to lands held by special districts, designated open space, or road right-of-way.

**Sec. 12A-19. Use of County Land/Facilities by non-county agencies.**

The allocation of county-owned land or facilities to non-county agencies shall be restricted to that amount stated within the *Facilities Policy Framework (latest adopted version)*. The County Real Property Division of the General Services Department shall track non-county allocations by lease agreement. If a non-county agency receives an allocation of space and subsequently vacates that allocated space, the allocation

terminates and may not be transferred without prior approval of the County and issuance of a Facilities Policy/Master Plan Conformance Statement. This section is not applicable to contract employees.

**Sec. 12A-20. Non-County Agencies—Land Use/Building Permit Issuance.**

Where non-county agencies propose improvements to county-owned land and permits are required, such permits shall be issued in accordance with the applicable planning and building regulations of Santa Barbara County or the city having jurisdiction. In no event shall a non-county agency have the right to seek the issuance of such permits to make improvements to county-owned lands or facilities, without the authorization of General Services. The board designates the General Services Department as the responsible agency to insure the policies contained in this article and Facilities Policy Framework/Master Plan(s) are implemented.

**Sec. 12A-21. Construction of Improvements.**

In no event shall improvements be made by county or non-county agencies to county-owned lands or facilities, without first obtaining the approval of the County Architect by way of a Facilities Policy Framework/Master Plan Conformance Statement. The County Architect may consult with other county agencies as may be required before issuing a Facilities Policy Framework/Master Plan Conformance Statement. This section shall not be interpreted to compel the County Architect to grant approval. Projects not in compliance with the Facilities Policy Framework or Master Plans shall not be approved.

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SECTION 2.

This Ordinance shall take effect thirty (30) days after its adoption subject to the provisions of this Ordinance Amendment.

The County Clerk shall cause this Ordinance to be posted within fifteen (15) days after its passage in three (3) public places within said County.

First read at a regular meeting of the Board of Supervisors of the County of Santa Barbara held on the \_\_\_\_\_ day of \_\_\_\_\_, 2002, and finally adopted and ordered posted at a regular meeting of said Board of Supervisors held on the \_\_\_\_\_ day of \_\_\_\_\_, 2002.

The County Clerk shall certify the adoption of this ordinance and shall cause the same to be published once in the Santa Barbara News-Press.

PASSED, APPROVED AND ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, 2002, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
MICHAEL F. BROWN Chair, Board of Supervisors  
CLERK, THE BOARD OF SUPERVISORS

By: \_\_\_\_\_

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL

APPROVED AS TO FORM:  
ROBERT W. GEIS, CPA  
AUDITOR-CONTROLLER

By: \_\_\_\_\_

By: \_\_\_\_\_