



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: CEO
Department No.: 012
For Agenda Of: 03/06/07
Placement: Departmental
Estimated Tme: 15 minutes
Continued Item: No
If Yes, date from:
Vote Required: No Vote Required

TO: Board of Supervisors
FROM: Department Michael F. Brown, County Executive Officer
Director
Contact Info: John Baker, Director, Planning & Development (805)568-2085
SUBJECT: Consolidation of Planning Activities

County Counsel Concurrence

As to form: N/A

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors receive a report on the consolidation of various planning activities under the direction of the Planning and Development Director.

Summary Text:

The County Executive Office and the Planning and Development Department have been working together to consolidate various planning activities under the general direction of the Planning and Development Director. Planning activities to be consolidated include long range planning, current planning, agricultural planning, regional conservation and energy planning activities. This consolidated organization will be formally concluded with the adoption of the 2007-08 operating budget.

Background:

In July 2005, various planning activities were separated to allow long range and current planning staff to focus on issues requiring improvement. The intent at that time was to eventually bring the functions back together once improvements were made. There have been a number of accomplishments and improvements made over the past twenty months. They include the following:

Long Range Planning

- Projects are now managed using advanced systems that assign and track all resource allocations, tasks and related schedules to improve efficiencies and overall accountability.
- Significant modifications have been made to the Annual Work Program to account for and present all resource and project assignments. These revisions have served to better inform

decision makers and the public as to the availability of resources for ongoing and new projects, which has facilitated a more constructive process for prioritizing the office's work effort and ensuring adequate resource is available for all assignments.

- A General Plan compendium is being developed and preliminary findings have assisted in the identification of non-policy related updates to the General Plan that will improve the overall document by making it current and up-to-date with changes such as city incorporations and State laws and regulations.
- Several key documents have been scanned and made available on-line, which has improved the public's access to County policy. Additionally, compact discs of documents are now made available to the public free of charge.
- A Countywide public notification system has been implemented. This system responds to the extensive community involvement in the office's planning efforts by providing timely electronic and postcard notices of upcoming meetings, workshops, and hearings for interested parties.
- The Division is currently developing a electronic cataloging system that will have the ability to search documents for easy retrieval and storage. The office has amassed several decades worth of records that are largely unorganized, incomplete, and cannot be readily searched.
- A conditional State certification of the 2003-08 Housing Element was approved. The process for the completion of the 2003-08 Housing Element has been initiated and an environmental impact report is under preparation.
- An updating of the Uniform Rules has been completed with recommendations from the Agricultural Plan Advisory Committee forwarded to the Board of Supervisors. A recommendation to revise and recirculate the necessary EIR for the Rules is in process.
- The project description for the Ordinance 661 Consistency Rezone has been finalized and environmental review initiated.
- The Goleta Residential Design Guidelines were approved by the Planning Commission and the Board of Supervisors and have been forwarded to the Coastal Commission for consideration.
- A final Goleta Vision report was completed and accepted by the Planning Commission and the Board of Supervisors.
- An Orcutt Community Plan amendment has been approved by the Planning Commission and the Board of Supervisors for the Stubblefield Road Connector. The Planning Commission approved a Specific Plan amendment. An EIR addendum for the Rice Road Specific Plan has been prepared. Final Board action will occur in the near future.
- The Santa Claus Lane Beach access project to determine the mean high tide line was completed with grant funds. The remaining funds were transferred to Parks for acquisition.
- The Santa Ynez Community Plan has been initiated for environmental review with a draft Notice of Preparation awaiting release with the selection of an EIR consultant.
- The Mission Canyon Planning Advisory Committee has been formed and residential design guidelines and an update to the area Specific Plan are underway.
- The Los Alamos Planning Advisory Committee has been formed and an update to the Los Alamos Community Plan is underway.
- The critical issues identified as part of the County's SCAN process have been researched and defined and opportunities to address the critical issues in the General Plan are being developed.

Planning and Development

- The new Zoning Clearance process went into effect on November 18, 2005 and provided for a streamlined review process for small projects where noticing was not required and an appeal would not be possible. Over time, the goal is to identify small projects that would be appropriate to shift from the Land Use Permit process to a Zoning Clearance.
- On November 18, 2005, changes to the appeals ordinance applying to the Inland area went into effect, followed on February 24, 2006 for Montecito. These changes have required that an appellant be involved in the process in some way and, for LUPs, allow for an appeal much earlier in the process before final drawings have been prepared. The timing of Board of Architectural Review (BAR) appeals has been moved earlier in the process to preliminary approval, rather than after final approval when working drawings have already been prepared.
- Changes are underway to provide customers with project time estimates from application completeness to decision-maker determinations with status information to be available on-line.
- Changes have been proposed to the follow-up permit process for Conditional Use Permits and Development Plans thus eliminating the second opportunity for a second public notice and appeals, thereby making the process more time efficient and less redundant. This action requires Board action to complete the process. The Planning Commissions will be reviewing ordinance amendments to implement the changes later this month.
- Staff completed the Zoning Ordinance Reformatting Project, incorporating Articles I, II, III, and V into the newly adopted County Land Use and Development Code. Article IV has also been reformatted into the Montecito Land Use and Development Code for the inland Montecito area.
- Permits for minor developments, e.g. one story SFD additions, barns, storage sheds and demolitions, are in development to shift from a Land Use Permit requirement to a Zoning Clearance process to increase efficiency. They will be presented to the Planning Commission before the end of the fiscal year.
- The level of information provided to the public has been increased significantly via the re-designed Planning and Development website. Additional service/process handouts are also available at the counters as well as the Department's website.
- Staff has worked with the Oversight Committee and the Agricultural Advisory Committee on various proposals related to agricultural development. Proposed changes have been brought to the Planning Commission for a workshop and have been temporarily placed on hold pending a cumulative analysis in the Housing Element EIR. Proposals include:
 - Downshifting permit process for minor agricultural structures and uses;
 - Reducing the permit requirements for farm-worker units;
 - Providing a permit path for residential second units in all agricultural zones; and
 - Increasing the threshold for triggering a Development Plan requirement on large agricultural parcels.
- The Oversight Committee and staff have focused efforts on process improvement efforts on ministerial permitting, appeals processes, agricultural permitting, customer service and the zoning ordinances. The Department will continue to focus on these areas under the Continuous Process Improvement umbrella.

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- A new Petroleum Ordinance that tightens the regulatory activities and provides a fee structure to ensure quality monitoring has been vetted with industry representatives and will come to the Board for approval before the close of the fiscal year.
- Phase I of the Accela Permit Management System upgrade project has begun. This upgrade will improve project tracking and accountability and allow for applicants to follow project permitting progress.
- Use of the Virtual One Stop Counter has also been expanded to enable project applicants to simultaneously interact with staff from several departments involved with the review of development permits via a video link. This is expected to make the process easier to navigate and more time efficient for the project applicants.
- Computers have been provided at public counters for customer access.

Several instances over the past twelve months have drawn attention to the need for greater coordination of the actual planning and the implementation of land use planning policies. As presented in the Work Plan presentation for the March 6, 2007 Board agenda, there is a need for stronger coordination of those activities that deal primarily with land use planning – Long Range Planning, Planning & Development, Agricultural Planning, and Regional Conservation Strategy. Centralizing the activities under the direction of the Planning and Development Director will accomplish the much needed coordination. The improved coordination will emphasize the close ties with the broader strategic planning goals of the County and the maintenance of strong agricultural interests will continue to be represented by the Agricultural Commissioner and the agricultural community.

The County Executive Office and the Agricultural Commissioner will continue to exercise significant oversight of the countywide strategic planning and agricultural policy setting. Due to the importance of the Agricultural Planner, the position will report directly to the Planning and Development Director with a dotted line relationship to the Agricultural Commissioner. Working through the Agricultural Commissioner, the Agricultural Planner will continue to serve as secretary to the Agricultural Advisory Committee (AAC) while also working with both Long Range Planning and the Development Review Divisions of Planning and Development to ensure agricultural viability and efficient permit processing. The physical locations of both Long Range Planning and Agricultural Planning will remain unchanged.

The reorganization of these activities will be reflected in the final 2007-08 operating budget and is depicted on the attached organization chart.

Performance Measure:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative: The reorganization of these activities will be reflected in the final 2007-08 operating budget.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Attachments:

Consolidation of Planning Activities Chart

Authored by: John Baker, Director, Planning and Development

cc:

ATTACHMENT

CONSOLIDATION OF PLANNING ACTIVITIES CHART

