



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: March 18, 2014
Placement: Departmental
Estimated Tme: 60 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Glenn S. Russell, Ph.D., Director, Planning and Development,
Director 568-2085

Contact Info: Jeffrey S. Hunt, AICP, Deputy Director, Long Range Planning
Division, 568-2072

SUBJECT: 2014-2015 Long Range Planning Work Program

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Receive and review the *2014-2015 Long Range Planning Work Program*; and
- b) Direct staff to continue work on required services, operations, current projects, and new projects as directed by the Board; and
- c) Determine that the Board of Supervisor's action is not a project, pursuant to CEQA Guideline section 15378(b)(5).

Background:

This board letter constitutes the *2014-2015 Long Range Planning Work Program* (Work Program) that provides a summary of the various land use planning projects and policy initiatives proposed for the upcoming Fiscal Year 2014-2015. The purpose of the Work Program is to provide the Board of Supervisors with an opportunity to receive public input, review current ongoing and new potential

Auditor-Controller Concurrence

As to form: N/A

projects, and select those that warrant funding allocation and staff resources in the upcoming fiscal year. The Work Program provides a framework for consideration and determination of top priority projects, from the many requests for projects that are intended to improve communities and/or update the Comprehensive Plan. Finally, the Work Program is a public method to track projects which the Planning Commissions, Board of Supervisors, staff and members of the public have identified for consideration as resources are available.

Two principles guided development of the proposed FY 2014-2015 project list:

- The Department's continual efforts to be responsive to the public; and
- The recognition that budgetary conditions will constrain these efforts.

With those two principles in mind, projects proposed for FY 2014-2015 were influenced by the following factors:

- All of the current projects are multi-year efforts which are still in process and require a continued commitment of resources to complete;
- Four current projects are directly mandated by the State (Disadvantaged Communities, Fire Hazards, Housing Element Update, and Important Minerals); and two projects are integral to the Housing Element (Isla Vista Master Plan and Eastern Goleta Valley Community Plan);
- Two current projects are almost entirely funded by grant revenues (Los Alamos Pedestrian-Circulation-Parking Plan, and Mission Canyon Multi-Modal Improvements Plan);
- Projects that contribute to economic development are important for the local and regional economy; and
- Any of the potential new projects would likely have to be supported by general fund contributions – unless grant funded - and will be limited by staff availability and budget constraints.

The ability of the Long Range Planning Division to implement the Board's direction on Work Program projects and services is dependent upon the Planning & Development Department's final FY 2014-2015 budget. Due to continued general fund constraints, the extent of the Work Program has again been decreased in comparison to more robust years in the past. The Work Program contains four tables of projects organized by time: completed, on-going, new and future. Because the Department's budget is not finalized until June 2014, it is unknown how many projects will actually be supported by funding. In this regard, the Work Program can be considered as a listing of projects that are recommended to be worked on, depending upon the level of budget support, with projects nearer the top of a list as being a higher priority than those nearer the bottom of that list.

A brief description of each project that is listed in Table 2 is provided in section 6 of this report. Staff will be available at your Board's hearing to answer any questions and provide more detailed information concerning any of the listed projects.

2014-2015 Long Range Planning Work Program:

1. Comprehensive Plan

The County's Comprehensive Plan addresses land use issues that are of a county-wide concern. The existing structure of the County's Comprehensive Plan is based upon the requirements of State law and the direction of the Board of Supervisors over the last three decades. State law provides the basic framework for the seven mandated elements of the Comprehensive Plan and the Coastal Land Use Plan, the minimum required contents of these elements, and the implementing zoning ordinances.

The current Comprehensive Plan includes thirteen elements: seven mandated elements, the Coastal Land Use Plan, and five optional elements. In addition, there are fourteen major implementation plans to ensure that adopted goals, objectives and action plans are carried out (see Attachment A). The County zoning ordinances include the County Land Use & Development Code (LUDC), the Montecito LUDC, and the Coastal Zoning Ordinance (Article II). The County also has several documents that provide guidance concerning transportation, housing, open space and design. These zoning and guidance documents play a key role by providing more detailed information that is used in further implementation of the Comprehensive Plan (see Attachment B).

2. Division Organization

The Long Range Planning Division is one of five divisions within the Planning & Development Department. The Division works with citizens, organizations, agencies, other departments, committees, the planning commissions and Board of Supervisors to address land use issues from a broad, programmatic perspective, as opposed to a specific development proposal basis.

The work of the Long Range Planning Division is generally organized according to the following subject areas: Required Services and Operations, Comprehensive Plan Amendments, Community Plan Amendments, and Special Projects.

2.1 Required Services and Operations

A portion of the Division's resources are allocated towards core services that involve staff technical assistance. The Division provides regional and inter-agency coordination related to planning matters; offers technical support to other divisions, departments, committees, commissions and the Board; serves as technical/advisory staff to the Board regarding the Local Agency Formation Commission (LAFCO) and Santa Barbara County Association of Governments (SBCAG); performs analysis of legislation; coordinates county-wide responses to regional California Environmental Quality Act (CEQA) documents; reviews projects for General Plan consistency; writes the Annual Report to State Office of Planning and Research (OPR); and reviews the Capital Improvement Program for General Plan conformity. Operations includes division administration, management review of projects, preparation of the Work Program, budget development, grant applications, staff meetings, training and evaluation of staff, recruitment of staff including interns, website updates and public outreach.

2.2 Comprehensive Plan Amendments

These amendments involve the update and implementation of the Comprehensive Plan and Coastal Land Use Plan. One of the primary sources for updates to the Comprehensive Plan is State-mandated updates. The Housing Element of the Comprehensive Plan has long been the sole element of the Comprehensive Plan that is subject to a State mandate that addresses the timing, process and substance of the update. Currently, the Housing Element must be updated every eight years. However, there is a recent trend in the State legislature to link new requirements for updates of other elements to the timing of the Housing Element update. Two examples of this are the Disadvantaged Communities – Land Use Element update; and the Fire Hazards - Safety Element update.

2.3 Community Plans

Community plans are considered a part of the Comprehensive Plan, although they focus on issues pertaining to a defined sub-area of the County. Community plans provide the opportunity to address differing values and planning concerns of neighborhoods and communities in the County. The Division

staff interacts extensively with Board-appointed advisory committees through the adoption of various community plans; and also provides ongoing support for public and private development projects that implement the community plans through close cooperation with Development Review staff. Examples of current community plan projects include the Eastern Goleta Valley Community Plan, Gaviota Coast Plan, Isla Vista Master Plan and Summerland Community Plan.

2.4 Special Projects

Special projects involve specific issues such as the adoption of a new ordinance, addressing an issue of concern, producing conceptual construction and design plans, preparing community design guidelines, implementation of the Comprehensive Plan or implementation of a community plan. Examples of special project work include the Energy & Climate Action Plan, Hollister Avenue Streetscape Plan, Santa Claus Lane Project, and the Winery Ordinance Update.

3. FY 2013-2014 Projects

The Board of Supervisors through their review of the FY 2013-2014 Work Program, prioritized projects for the Long Range Planning Division. Projects that have been completed during FY 2013-2014 are shown in Table 1, below, with Board of Supervisors adoption dates and California Coastal Commission certification dates indicated.

**TABLE 1
 COMPLETED PROJECTS
 WORK PROGRAM FY 2013-2014**

COMPLETED PROJECTS		
	BOS ADOPT	CCC CERT
Mobile Home Parks Conversion Ordinance	Mar. '12	Apr. '14*
Agricultural Buffer Ordinance	Apr. '13	June '14*
Mission Canyon Community Plan	Apr. '14*	n/a
Summerland Community Plan Update	May '14*	tbd

*Anticipated to be completed by June 30, 2014

4. FY 2014-2015 Proposed Required Services, Operations and Projects

Table 2, below, provides a summary of Long Range Planning on-going services, operations and projects for FY 2014-2015, including grant funded projects, State mandated projects funded by general fund contributions (GFC), and on-going projects funded by GFC. This table also provides the full-time equivalent (FTE) staffing levels that are a rough estimate for each project for FY 2014-2015 as well as FTE requirements for core required services and operations.

**TABLE 2
 ON-GOING SERVICES, OPERATIONS AND PROJECTS
 FY 2014-2015**

ON-GOING PROGRAMS AND PROJECTS		FTE*
Required Services		
	Grant Research & Applications	
	Ag Preserve Processing & APAC Support	
	Regional & Inter-Agency Coordination	
	Technical Support to Other Depts	
	Legislative Review	
	General Plan Consistency Review	
	Responsible Agency Review	
	CIP Conformity Review	
	General Plan Annual Report	
	LAFCO/SBCAG Review	
Subtotal – Required Services		0.8
Operations		
	Budget Development and Implementation	
	Public Information, Referrals, Website and Outreach	
	Staff Meetings and Training	
	Evaluation and Performance Reviews	
	Division Administration	
Subtotal - Operations		2.5
Projects		
GRANT FUNDED PROJECTS		
1	Los Alamos Pedestrian-Circ-Parking Plan (grant)	0.5
2	Mission Canyon Multi-Modal Plan (grant)	0.1
STATE MANDATED PROJECTS		
3	Housing Element Update 2015-2023	1.0
4	Disadvantaged Communities – Land Use Element	0.4
5	Important Minerals – Conservation Element	0.1
6	Fire Hazards – Safety Element	0.2
ON-GOING PROJECTS		
7	Summerland Community Plan	0.1
8	Energy & Climate Action Plan	0.2
9	Eastern Goleta Valley Community Plan	0.7
10	Isla Vista Master Plan	0.2
11	Winery Ordinance Update	0.3
12	Santa Claus Lane Beach Access and Street Improvements	0.3
13	Gaviota Coast Plan	1.2
14	Hollister Avenue Streetscape Plan	0.4
Subtotal - Projects		5.7
TOTAL FTE		9.0

*FTE = Full Time Equivalent Staff (Numbers Rounded Up)

This year’s Work Program numbers for FTE also include all administrative costs to better reflect the actual costs and overall division staffing needs. A brief description of each on-going project is provided in section 6 of this report, below.

5. Potential Projects

In addition to the on-going projects for FY 2014-2015 that are listed above in Table 2, there are other potential short-term projects that could possibly be taken on by the Long Range Planning Division, depending on funding support. These projects have never been funded and have never begun, although they may have appeared in a table in prior Work Programs. The projects have been suggested from a variety of sources and are recommended by staff based for consideration as shown in Table 3, below, in descending order of priority. These projects are recommended for consideration of inclusion into the current Work Program. The final budget adopted by the Board of Supervisors for the Planning & Development Department will determine the level of policy development that will occur in FY ’14-’15. As more funding is provided, more projects can be worked on. Although some projects are supported by grants, these projects usually require some percentage of County matching funds.

**TABLE 3
 POTENTIAL NEW PROJECTS
 SHORT-TERM (1 + YEARS)**

POTENTIAL NEW PROJECTS		FTE*
Short-Term (1-2 Years)		
15	Coastal Resiliency Plan (grant)	0.3
16	Alternative Fuels Readiness Plan (grant)	0.3
17	Community Choice Aggregation Feasibility Study (grant)	0.2
18	Agricultural Permit Streamlining	0.3
19	Circulation Element Update	1.0
20	Ordinance 661 Consistency Rezoning	0.3
21	Outdoor Lighting Ordinance	0.3

*Estimated for one fiscal year. Some projects may take more than one year to complete.

6. Potential Mid-Term Projects

Table 4 below lists potential new projects suggested by staff as mid-term projects (recommended to begin after short-term projects). This table provides a longer term view of those projects that may be funded in future years. These projects are not recommended for inclusion into the 2014-2015 Work Program, but should receive consideration in the future for inclusion into a Work Program.

**TABLE 4
 POTENTIAL FUTURE PROJECTS
 MID-TERM (3+ YEARS)**

POTENTIAL FUTURE PROJECTS		FTE*
Mid-Term (3+ Years)		
22	Santa Ynez-Los Olivos Parking/Circulation Plan (grant)	0.2
23	Economic Development Element	1.0
24	Sign Ordinance	0.4
25	Limited Montecito Design Guidelines Update	0.5
26	Mission Hills/Vandenberg Village Vision Plan	0.9
27	Santa Ynez & Los Olivos Design Guidelines	0.6
28	Safety Element Update	0.8
29	Telecommunications Ordinance	0.6
30	Open Space Element Update	2.7
31	Noise Element Update	1.3
32	Land Use Element Update	3.0
33	Mission Canyon Post-Disaster Recovery Plan	0.4
34	Montecito Tree Protection Standards	0.5
35	Special Events – Good Neighbor Policy	1.5
36	Inclusionary Housing Fee Update	0.7

* FTE are rough estimates.

6. Project Descriptions

A brief description of each project listed in Table 2, above, is provided as follows in alphabetical order of the project names. All dates noted assume full funding of the project during the 2014-2015 Fiscal Year, and during subsequent fiscal years for multi-year projects.

1. Disadvantaged Communities - Land Use Element Update

- Mandated requirement (SB 244) that each county review and update the Land Use Element of its general plan to identify “disadvantaged communities” within the unincorporated areas, and analyze water, wastewater, stormwater drainage, and structural fire protection needs or deficiencies for each community.
- The Land Use Element amendment must include an analysis of potential funding mechanisms that could make the extension of services and facilities to identified communities financially feasible.
- The Land Use Element Update must be approved on or before approval of the county’s 2015-2023 Housing Element which is scheduled for adoption and submittal to the State HCD by February 15, 2015.

2. Eastern Goleta Valley Community Plan

- Update the goals, policies and implementing actions for the Eastern Goleta Valley portion of the Goleta Valley Community Plan.

- Prepare the Mixed Use – Eastern Goleta Valley zoning district for the Hollister Avenue/ State Street Corridor to provide for economic vitality; and amend the County Land Use and Development Code.
- Consider rezonings as directed by the State Housing and Community Development.
- Present a draft environmental impact report for public and agency comments in Summer 2014.
- Board adoption of Plan is currently scheduled for Summer 2015.

3. Energy & Climate Action Plan

- The Climate Action Plan will set an emission reduction target and provide a policy framework to reduce greenhouse gas (GHG) emissions within the unincorporated County.
- The Plan will also provide a programmatic approach to mitigation of GHG emissions for new projects consistent with the amended CEQA Guidelines, saving applicant's time and costs.
- Board of Supervisor adoption hearings are anticipated in Fall 2014.

4. Fire Hazards - Safety Element Update

- Implement the provisions of Senate Bill 1241, a new State-mandate that requires the County to update the Safety Element of the Comprehensive Plan.
- Develop and incorporate information and policies regarding development in very high fire hazard severity zones designated by the State and where the State has the financial responsibility to fight fires, called State responsibility areas.
- Submit updated Safety Element to the State Board of Forestry and Fire Protection for review, as required by SB 1241.
- As required by SB 1241, adopt the updated Safety Element before adoption of the 2015-2023 Housing Element which is scheduled for adoption and submittal to State HCD by February 15, 2015.

5. Gaviota Coast Plan

- Develop area plan which will update land use policies for the Gaviota Coast that are reflective of community values, trends and conditions, and are intended to protect Gaviota's unique characteristics and rural integrity.
- The Plan will provide a pathway for the community to address topics such as agricultural stewardship and sustainability, biological resources, design standards, public access, and scenic resources.
- Public release and comment of DEIR is scheduled for Fall 2014.
- Board adoption of the Plan is scheduled for Summer 2015.

6. Hollister Avenue Streetscape Plan

- Develop design standards and streetscape plan to enhance the aesthetics and provide for economic vitality in the area from Nogal Road/Modoc Drive to Hwy 154.
- The Plan will be in concert with the circulation improvement plan being spearheaded by County Public Works.
- The consultant will seek public comments from residents and business owners.
- Design concepts will reflect the existing community's history and character and provide a distinct gateway into the area.
- Board adoption of the Plan is currently scheduled for Summer 2015.

7. Housing Element Update 2015-2023

- Update the 2009-2014 Housing Element of the Comprehensive Plan as mandated by State law.
- Engage critical stakeholders, including homeowners, special needs populations, business owners, real estate professionals and housing providers throughout the update process.
- Include the County's fair share of regional housing need while reflecting the vision and priorities of local communities; and provide housing for families and workers.
- Board adoption of the Plan is currently scheduled by February 15, 2015 to meet the State mandated adoption timeline
- Submit the updated Housing Element to the California Housing and Community Development Department for compliance review in Winter 2014/15.

8. Important Minerals - Conservation Element Update

- Mandated requirement for local agencies to map important mineral resources as defined by the state and to adopt General Plan policies for their protection to assure future accessibility for roads and other industrial needs.
- Staff will develop Conservation Element Policies and maps which meet state requirements.
- Board adoption of the Plan is currently scheduled for Winter 2014/15 in order to meet the State mandated timeline of one year from designation rule making which is anticipated in Winter 2013/14.

9. Isla Vista Master Plan Coastal Commission Certification

- In 2007, the Board of Supervisors approved the Isla Vista Master Plan and accompanying zoning ordinance amendments and submitted them to the Coastal Commission for certification, including rezoning for more density and enhancement of commercial development.
- Coastal Commission identified several issues that the County needs to address before the submittal could be deemed complete. In addition, the dissolution of the RDA, analysis of green house gas impacts, parking permit pilot program, and zoning of County-owned properties needs to be addressed.
- P&D staff will respond to the remaining issues and resubmit the master plan and zoning ordinance amendments to the Coastal Commission for certification.
- Board adoption of the IVMP amendments and ordinances is currently scheduled for late Fall 2014, followed by submittal to Coastal Commission for certification.

10. Los Alamos Parking and Pedestrian Plan

- Develop concept level solutions for multimodal safety in Los Alamos linking residential areas to downtown and Olga Reed Elementary School, and enhancement of the commercial business district.
- Implement multimedia, bilingual public outreach program targeted at underrepresented groups (minorities, commuters, and students) and local residents and businesses.
- Prepare preliminary designs for parking, multimodal circulation, landscaping and public art, street furniture and transit.
- Conduct public workshops and meetings in coordination with the Los Alamos Planning Advisory Committee (LAPAC), Los Alamos Senior Center, Los Alamos Men's Club, and Olga Reed Elementary School.
- Involve local students and families in the planning of Safe Routes to School through surveys and the Design Your Route to School Poster contest.

- Present a final Pedestrian Circulation and Parking Plan to LAPAC in Summer 2014 for a recommendation to the Planning Commission and Board of Supervisors adoption in Winter 2014/15.

11. Mission Canyon Multi-Modal Plan

- Develop concept level solutions for a multimodal safety project from Mission Santa Barbara (City of Santa Barbara) to Mission Canyon Road (Santa Barbara County) up to Foothill Road (State Route 192).
- Ensure coordination with County Public Works, City of Santa Barbara, local residents and property owners, and Concerned Citizens for Safe Passage. Conduct community outreach for input on concept level plans.
- Present draft concept plans to County and City review bodies for comments.
- Develop a Memorandum of Understanding between the County and City of Santa Barbara regarding staff resources and funding for future implementation phases of the project in Winter 2014/15.

12. Santa Claus Lane Beach Access and Street Improvements

- Enhance recreation and business opportunities by preparing a master plan for streetscape improvements, safe beach access, and parking for an approximately one-half mile segment of frontage road and beach along Santa Claus Lane/Padaro Beach.
- Prepare preliminary plans for parking, landscaping, multimodal circulation, beach user amenities, and an at-grade pedestrian rail crossing for beach access; and streetscape improvements in the business district to enhance economic vitality.
- Conduct workshops, meetings and other outreach activities to involve the public and local business owners in all phases of the project. Ensure coordination with County Public Works, Caltrans, and Union Pacific Railroad.
- PUC permit hearing and Zoning Administrator hearing for CDH for at-grade crossing anticipated in Summer 2015.
- Environmental review for Streetscape Plan to be completed in Summer 2015.
- CDH for the Streetscape Plan is currently scheduled for Summer 2015.

13. Summerland Community Plan

- Update the 1992 Summerland Community Plan, focusing on the chapters that address transportation and visual resources.
- Replace the 1992 Summerland design guidelines with separate commercial and residential design guidelines, facilitating review of commercial and residential projects.
- Conduct a community outreach program, including facilitating meetings with the Summerland Public Advisory Committee (SunPAC).
- Board adoption of the Plan is currently scheduled for Spring 2014.
- Submittal to Coastal Commission for certification in Summer 2014.

14. Winery Ordinance Update

- The project focus is to improve permitting efficiency by clarifying ambiguities and inadequacies in the existing winery ordinance which will help to increase certainty in the winery permit process both for winery applicants and neighbors.

- The update may address tasting rooms, food service, special events, neighborhood compatibility, enforcement and monitoring, and ordinance definitions and development standards.
- The EIR will be released for public review and comment in Summer 2014.
- Board adoption is scheduled for Winter 2014/15.

7. Projects Involving Other Divisions and Departments

In addition to the projects listed in the tables above, there are many projects being worked on by other divisions within the Planning and Development Department. These projects usually address a more specific topic that doesn't require the lengthy research and public input that is more typical of the Long Range Planning Division projects. The Development Review Division also plays a key role in the review of Long Range Planning Division projects to assure that future implementation is smooth.

The role of Agricultural Planning is twofold. The Agricultural Land Use Planner provides advice and input to staff and decision-makers on policy matters affecting agriculture and assists in the development of long range planning tools and policy initiatives meant to protect and enhance agricultural resources. Examples of this include the Winery Ordinance Update, described above. Secondly, Agricultural Planning provides technical expertise to planning staff, as well as other local agencies on development proposals affecting agricultural land.

The role of the Public Works Department, Transportation Division plays a key role in conjunction with general planning and development of traffic engineering study scopes. Thereafter, their role is mainly peer review of work submitted by engineering consultants and assisting Long Range Planning staff to analyze traffic conditions on projects with no technical consultants. This is important to ensure that the design of public infrastructure is done to current engineering standards and to ensure that traffic impacts are mitigated with infrastructure. Projects for FY 2014-2015 that are anticipated to receive substantial input from the Public Works Departments include the Disadvantaged Communities, Eastern Goleta Valley Community Plan, Gaviota Coast Plan, Los Alamos Parking & Pedestrian Plan, Mission Canyon Multi-Modal Improvements Plan, Santa Claus Lane Beach Access Project and the Winery Ordinance Update.

Planning Commissions' Recommendation:

The Montecito Planning Commission considered the Work Program on February 26, 2014 and recommended that project #25 Limited Montecito Design Guidelines Update be prioritized and moved up to become project #18. The Montecito Planning Commission voted 5-0 to receive, file, and forward the Work Program, as revised, to the Board of Supervisors (see Attachment C).

The County Planning Commission considered the Work Program on March 5, 2014 and voted 3-2 to add a new project #18 Green House Gas CEQA Thresholds to Table 3, and voted 3-2 to add a new project #37 Sustainable Living Research Ordinance to Table 4. The County Planning Commission voted 5-0 to receive, file, and forward the Work Program, as revised, to the Board of Supervisors (see Attachment D).

Fiscal and Facilities Impacts:

The services, operations, and projects listed in Table 2 are fully funded in the Planning and Development Department's proposed FY 2014-2015 budget. The Board of Supervisors will consider funding for the 2014-2015 Long Range Planning Work Program as part of the Fiscal Year 2014-2015 budget process.

Special Instructions:

Please forward a copy of the minute order to Jeff Hunt, Long Range Planning Division.

Attachments:

Attachment A: Comprehensive Plan Components
Attachment B: Implementing Documents
Attachment C: Montecito Planning Commission Action Letter, February 26, 2014
Attachment D: County Planning Commission Action Letter, March 5, 2014

Authored by:

Jeff Hunt, ACIP, Long Range Planning Division, 568-2072

Attachment A

Comprehensive Plan Components figure

Attachment B

Implementing Documents

Attachment C

Montecito Planning Commission Action Letter
February 26, 2014

Attachment D

County Planning Commission Action Letter
March 5, 2014