



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:** April 2, 2019  
**Placement:** Departmental  
**Estimated Time:** 40 minutes  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Lisa Plowman, Director, Planning and Development Department  
Director (805) 568-2086  
Contact Info: Dan Klemann, Deputy Director, Long Range Planning Division  
(805) 568-2072  
**SUBJECT:** Long Range Planning Division Fiscal Year 2019-2020 Work Program

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors (Board):

- a) Receive a report on the proposed Fiscal Year (FY) 2019-2020 Work Program;
- b) Allocate the funding and staff resources to approve the FY 2019-2020 Work Program to continue to provide required services, conduct operations, and work on projects with remaining work from the FY 2018-2019 Work Program, subject to approval of the Planning and Development Department's (P&D's) budget;
- c) Provide direction to staff regarding any desired increases in funding for Long Range Planning Division projects; and
- d) Determine that the Board's action is not a "project" that is subject to environmental review pursuant to the State California Environmental Quality Act (CEQA) Guidelines [§ 15378(b)(5)].

**Summary Text:**

This Board letter and attachments set forth staff's, as well as the Planning Commissions', recommended FY 2019-2020 Work Program for the Long Range Planning Division. More specifically, Attachments 1 and 2 to this Board letter describe the services, operations, and projects that staff is recommending that the Board include as part of the FY 2019-2020 Work Program. As discussed in Attachments 1 and 2 and summarized below, given the projects that were included in the FY 2018-2019 Work Program which will have remaining work for FY 2019-2020, and assuming that staffing levels do not increase for

FY 2019-2020, the Long Range Planning Division will not have capacity to add new projects to the FY 2019-2020 Work Program. Staff continues to recommend that future work programs should prioritize the addition of projects that involve updates to the Comprehensive Plan Elements and other projects that have countywide benefits.

**Background:**

This Board letter and the corresponding hearing regarding the FY 2019-2020 Work Program afford the Board an opportunity to: consider staff's recommendations; receive public input; review current, ongoing projects and consider new potential projects; consider the Planning Commissions' and Agricultural Advisory Committee's recommendations regarding the FY 2019-2020 Work Program; and determine which projects to include in the FY 2019-2020 Work Program that warrant general fund allocation and staff resources in FY 2019-2020.

Staff developed the FY 2019-2020 Work Program knowing that it is dependent on the adoption of P&D's final FY 2019-2020 budget, and assuming that there will be no change in current staffing levels [11 full time equivalents (FTEs)] in the Long Range Planning Division. Staff calculated the estimated work effort to provide the required services and conduct the business operations of the Long Range Planning Division, as well as the estimated work effort for projects that were included in the current FY 2018-2019 Work Program that will have remaining work for the FY 2019-2020 Work Program.

The results are discussed in detail in Attachments 1 and 2, and summarized in Attachment 3. As shown, it is estimated that approximately: 1.5 FTEs will be needed to provide required services; 3.0 FTEs will be needed to conduct business operations; and, consequently, 6.5 FTEs will remain for special projects to be included in the FY 2019-2020 Work Program. Furthermore, projects that are included in the current FY 2018-2019 Work Program that will have remaining work for the FY 2019-2020 Work Program, account for the entire 6.5 FTEs available for special projects. Therefore, the Long Range Planning Division will not have capacity to include any new special projects in the FY 2019-2020 Work Program.

On February 20, 2019, the Montecito Planning Commission and, on February 27, 2019, the County Planning Commission, received a staff presentation on the Fiscal Year 2019-2020 Long Range Planning Division Work Program. (See Attachments 1 and 2.) Neither of the planning commissions recommended any changes to the staff-recommended work program, and both planning commissions acknowledged that—although both planning commissions indicated a desire to add new projects—staff resources are unavailable to accommodate additional, new projects. Finally, both planning commissions requested staff to provide the planning commissions with an update on the status of the work program during fall of each year.

On March 7, 2019, staff provided a report on the Fiscal Year 2019-2020 Long Range Planning Division Work Program to the Agricultural Advisory Committee (AAC). As part of the AAC's discussion of the Long Range Planning Division Work Program, the AAC referred to the Board's February 26, 2019, hearing, at which a request was made to consider processing the ordinance amendments to allow farmstays separate from, and before the processing of, the Agricultural Tiered Permitting Project. (Staff prepared a scope of work, cost estimate, and timeline to do so, which is included as Attachment 4 to this Board letter.) However, the AAC recommended that the farmstays ordinance amendments be processed with the Agricultural Tiered Permitting Project, so that there are no further delays to the processing of

that Project, which includes ordinance amendments to allow other uses and development besides farmstays that the AAC values.

**Renew '22 Initiative**

One of the Department's Renew '22 initiatives is to evaluate the Long Range Planning Work Program, including:

- Assess the number of projects in the Long Range Planning Division
- Review staffing needs to effectively complete projects
- Investigate alternative funding methods

This work program includes an assessment of the number of projects in the Long Range Planning Division and the staffing needs to complete projects. The desire for Long Range Planning Division projects continues to outstrip available staffing in P&D's budget. While staff continues to seek grants for work program items, and has been successful in obtaining grants, this does not provide a reliable long term funding source for staffing Long Range Planning projects. Many times grant opportunities are unavailable at the time that they are needed for Long Range Planning Division projects, and Santa Barbara County often does not meet certain eligibility requirements for grants (e.g., demonstrated benefits to disadvantaged communities). Regardless, the Long Range Planning Division will continue to seek grant opportunities to supplement other funding sources.

If your Board wants to increase the capacity for Long Range Planning projects, your Board could increase the General Fund contribution to the department to increase the capacity for Long Range Planning projects. Alternatively, your Board could direct the department to return with an increase in the General Plan surcharge charged on building permits, which is currently a 5% surcharge providing approximately \$200,000 per year. Each increase of 1%, would result in \$40,000 of additional annual funding given existing permit levels.

**Fiscal and Facilities Impacts:**

Budgeted: No

Funding for the FY 2019-2020 Long Range Planning Division Work Program is included in the P&D budget submittal for the Board's consideration during the budget adoption process in April and June 2019.

**Attachments:**

- Attachment 1 – County Planning Commission Action Letter and Staff Report for the Hearing of February 27, 2019
- Attachment 2 – Montecito Planning Commission Action Letter and Staff Report for the Hearing of February 20, 2019
- Attachment 3 – Summary of FY 2019-2020 Required Services, Operations, and On-Going Projects
- Attachment 4 – Farmstays Ordinance Amendments Scope of Work, Cost Estimate, and Timeline

**Authored by:**

Santa Barbara County Board of Supervisors  
April 2, 2019  
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