



- Existing State and Federal mandates, as well as changes in State and Federal law that affect local land use policies and regulations;
- Projects that advance the goals and programs set forth in the Santa Barbara County Comprehensive Plan;
- Continued Planning and Development Department support for County-sponsored projects which have specific deadlines that must be met or funding requirements that must be satisfied; and
- Staff availability and budget constraints, given the fiscal priorities of Santa Barbara County and available funding sources.

With regard to the last item, staff developed the FY 2022 - 2025 Work Program knowing that it is dependent on the adoption of the Planning and Development Department's final budget for each fiscal year. Staff's recommendations described in this staff report are based on the assumption that there will be no change in current staffing levels [14 full-time equivalents (FTE)] during the three-year timeframe. However, the Board could add staff and/or additional consultant services for additional projects, provided that there are budgetary resources to do so. Therefore, staff will be presenting options for expansion projects to the Board for consideration, in the event that budgetary resources to support them become available. These options are described further in this staff report (below).

This will be the third, three-year work program that the Board will be considering since converting to a three-year planning timeframe for the work program. The three-year planning timeframe affords the Board the opportunity to prioritize multiyear projects, some of which are interrelated and should be considered together when developing the work plans for them.

## **4.0 BACKGROUND**

### **4.1 Work Program Components**

The Long Range Planning Division works with residents, organizations, agencies, other departments, committees, the planning commissions, and the Board to address land use issues from a broad, programmatic perspective, as compared to a focused project-by-project basis. As described below, the Long Range Planning Division specifically does so by: (1) providing required services and conducting operations; and (2) managing the Comprehensive Plan.

#### ***4.1.1 Services and Operations***

The Long Range Planning Division provides the following services for the County:

- Participates in regional and inter-agency coordination activities related to planning matters
- Provides technical support to other divisions, departments, committees, commissions, and the Board

- Serves as technical/advisory staff to the Board regarding the activities of the Local Agency Formation Commission (LAFCO) and Santa Barbara County Association of Governments (SBCAG)
- Analyzes legislation and provides recommendations on legislative priorities
- Coordinates Countywide review of, and commentary on, regional environmental and planning documents (e.g., CEQA documents involving projects that will have an effect on the county)
- Reviews County projects for Comprehensive Plan consistency
- Prepares the annual report to the state Office of Planning and Research (OPR)
- Reviews the Capital Improvement Program for Comprehensive Plan conformity
- Informs County advisory committees (e.g., the Agricultural Advisory Committee), interest groups, and the public, on Long Range Planning Division activities

Operations include general administration, management review of projects, preparation of the work program, budget development, preparing grant applications, conducting and attending staff meetings, training and staff development, recruiting and hiring new Planning and Development Department staff, managing the Long Range Planning Division summer internship program, attending meetings and making presentations to interest groups and the public, and managing Long Range Planning Division webpages.

#### ***4.1.2 Managing the Comprehensive Plan***

The Long Range Planning Division is responsible for managing and updating the Santa Barbara County Comprehensive Plan, which sets forth the goals, policies, programs, and regulations that govern land use within the unincorporated area of Santa Barbara County. The Santa Barbara County Comprehensive Plan includes the eight State-mandated general plan elements, Coastal Land Use Plan, and implementing ordinances. It also includes other non-mandated components, such as community/area plans, specific plans, CEQA initial study thresholds, CEQA administrative procedures, additional elements (e.g., Agricultural Element), uniform rules for the implementation of the Williamson Act, implementing plans, and guidance documents (e.g., architectural design guidelines) (Attachment 1).

Most of the projects related to the management of the Comprehensive Plan are multiyear projects, the funding for which is established with the Board's adoption of the annual Planning and Development Department budget. As stated in this staff report above, priority is afforded to projects that: are required to satisfy a State, Federal, or other legal mandate; further the goals and priorities set forth in the Comprehensive Plan; have received funding (e.g., grant funding) that would be compromised unless certain milestones are achieved; involve a County-sponsored project; and/or require a relatively small amount of work to complete.

As of the end of the second quarter of FY 2021 - 2022, staff has completed the following Comprehensive Plan projects and assignments that the Board included in the FY 2021 - 2024 Work Program:

- Completed the Climate Change Vulnerability Assessment (CCVA) for the Safety Element Update
- Prepared and submitted the ADUs Local Coastal Program Amendment (LCPA) for California Coastal Commission (CCC) certification
- Participated in the preparation of, and prepared a housing sites inventory analysis for, the Santa Barbara County Association of Governments' (SBCAG's) *Regional Housing Needs Allocation Plan 6<sup>th</sup> Cycle 2023-2031*
- Initiated public outreach for the Environmental Justice Element
- Re-initiated work on the Airport Land Use Compatibility Plan (ALUCP) Amendments, given the Santa Barbara County Association of Government's current schedule to adopt the ALUCP amendments
- Assumed the management responsibility of the Planning and Development Department's approved consultants list
- Completed public outreach and initiated preparation of the Mitigated Negative Declaration (MND) for the Farmstays Ordinance Amendments
- Completed public outreach and began preparation of the Environmental Impact Report (EIR) for the Agricultural Enterprise Ordinance Amendments
- Processed a time extension to the Coastal Development Permit for the Santa Claus Lane Beach Access, Parking, and Street Improvements
- Completed certain research regarding the project description and scope-of-work for the Utility Scale Solar Ordinance Amendments
- Reviewed 18 notices of projects in other jurisdictions—three of which were the subject of County comments the preparation of which Long Range Planning Division staff managed as part of the Responsible Agency Review process
- Coordinated/managed the preparation of County comments on five Local Agency Formation Commission (LAFCO) projects ("LAFCO reportbacks")
- Prepared and submitted a California Fire Safe Council grant application in the amount of \$375,000 for evacuation routes mapping required for the Safety Element Update
- Prepared administrative draft ordinance amendments to implement the Housing Accountability Act (HAA) (housing development project protections), State Density Bonus Law (SDBL) (density bonuses for affordable housing), and Assembly Bill (AB) 101 (streamlined low barrier navigation centers approvals)
- Assisted with the recruitment to fill a current Planner I/II vacancy in the Long Range Planning Division (discussed further in this staff report, below)

During the first quarter of FY 2021 – 2022, Long Range Planning Division staff also participated in extensive negotiations with CCC staff regarding the Coastal Resiliency LCPA application that the Planning Director ultimately withdrew on behalf of the Board in September 2021. The Board did not fund this unanticipated work in FY 2021 – 2022; therefore, the Planning and Development Department had to use staff resources from, and funding for, other projects that the Board included in the first quarter of FY 2021 – 2022, to conduct this unanticipated and unfunded work. See Section 5.1.2 of this staff report (below) for a discussion of potential additional work on the Coastal

Resiliency LCPA application that the Board will consider as part of the FY 2022 – 2025 Work Program.

#### ***4.1.3 Process Innovation***

In response to recent presentations on the Long Range Planning Division Work program, the Board has expressed interest in streamlining the process for Long Range Planning Division Work Program projects, in order to bring new programs/policies online more rapidly. As such, the Long Range Planning Division worked with the County Executive Office to initiate an Innovate SBC process improvement project to identify efficiencies/improvements to the current process. Participants included: representatives from the District 1 and District 3 Board of Supervisors offices; County Counsel; Development Review Division staff; Long Range Planning Division staff; and Planning and Development Department executive management. Staff identified a number of process improvements, including:

- Developing a streamlined process for zoning ordinance amendments over which the Board of Supervisors has very limited to no discretion and/or are otherwise relatively straightforward (e.g., State-mandated laws that preempt the County’s authority on specific land use matters and are exempt from environmental review)
- Greater reliance on technology (e.g., on-line surveying tools, Planning and Development Department website, and MS Office 365 collaboration and project management tools) to conduct general public outreach and manage Long Range Planning Division projects
- Executing service level agreements with technical advisory committees (e.g., Agricultural Advisory Committee and Boards of Architectural Review) to establish procedures that help facilitate the committees ability to provide input on the Long Range Planning programs/projects
- Utilizing consultant services (rather than Long Range Planning Division staff) for tasks that involve unique requirements and/or are labor and time intensive (e.g., targeted, in-person outreach to disadvantaged communities to satisfy State mandates)
- To the extent possible, relying on the Planning and Development Department’s on-call consultants to provide consultant services for Long Range Planning Division projects
- Updating, standardizing, eliminating duplicative, providing training on, etc., project management tools and resources

Process improvements identified in this project could save between 0.5 to one year in processing time for projects included in the Long Range Planning Division Work Program.

#### ***4.1.4 FY 2021-2022***

For the remainder of FY 2021 – 2022, Long Range Planning Division staff will be focusing on the following projects and assignments from the FY 2021 – 2024 Work Program:

- Completing the Annual Progress Report
- Completing the Capital Improvements Program Comprehensive Plan Consistency Report

- Conducting data analysis, completing public outreach, and initiating the EIR for the Housing Element Update
- Conducting public outreach and initiating development of the adaptation plan for the Safety Element Update
- Preparing the draft ordinance and managing the preparation of the EIR, for the Agricultural Enterprise Ordinance Amendments
- Completing the MND for the Farmstays Ordinance Amendments and initiating decision-maker hearings
- Completing public outreach and initiating preparation of the Mitigated Negative Declaration (MND) for the Environmental Justice Element
- Preparing the Zoning Ordinance Amendments package for presentation to decision-makers in late summer/fall 2022
- Working with the Clerk of the Board to publish the zoning ordinances with the County Code on Municode
- Preparing housing and/or density bonus law ordinance amendments for presentation to decision-makers (contingent on Board direction/authorization in March 2022)
- Working with SBCAG staff on revisions to the draft ALUCPs and MND for the ALUCPs
- Assisting the: Community Services Department with the final presentation on the Energy and Climate Action Plan and the development of the Climate Action Plan; Community Services Department with the development of the Recreation Master Plan; and Public Works Department with the development of the Active Transportation Plan

#### **4.2 Long Range Planning Division Staffing**

As stated in this staff report above, the Long Range Planning Division is currently allocated 14 FTEs (Attachment 2). Thirteen of the 14 positions are currently filled. The Planning and Development Department promoted a Planner II to a Planner III in order to fill a vacancy for the Zoning Ordinance Amendment Specialist position that the Board added to the Long Range Planning Division in FY 2021 – 2022. The Planning and Development Department is currently conducting a recruitment to fill the Planner I/II vacancy created by this promotion.

Staff also relies on consultant services for certain tasks (e.g., public outreach, translation services, and/or environmental review) on certain projects included in the Work Program.

## **5.0 STAFF RECOMMENDED FY 2022 - 2025 WORK PROGRAM**

### **5.1 Year One (FY 2022 - 2023) of the FY 2022 - 2025 Long Range Planning Division Work Program**

This section outlines the Planning and Development Department's recommendations for Year One of the Work Program. Table 1 summarizes staff's recommended staffing allocations for the services, operations, and on-going projects to be included in Year One of the Work Program—assuming that there are no changes to current Long Range Planning Division staffing levels. A

description of the associated work for each project follows Table 1. Attachment 3 sets forth a brief description of each project listed in Table 1 (below, next page).

### ***5.1.1 State-Mandated Projects***

State-mandated projects play a significant role in establishing the priorities for the Work Program in the next fiscal year. The Work Program includes five State-mandated projects:

- Housing Element
- Environmental Justice Element
- Safety Element
- Circulation Element
- Airport Land Use Compatibility Plan Update

Housing Element Update and Environmental Justice Element: The State requires an update to the Housing Element every eight years; therefore, staff must prepare and submit the Housing Element Update for the Board's consideration and submit it to the State Housing and Community Development Department (State HCD) for review and approval, by February 15, 2023.

The Housing Element Update very likely will require corresponding amendments to the Land Use Element (e.g., for changes to land use designations of property to rezone property to accommodate additional housing production). The concurrent amendment of these two, State-mandated general plan elements will require the concurrent adoption of a new Environmental Justice Element, pursuant to State Government Code § 65302(h)(2). Therefore, staff is preparing the Environmental Justice Element for the Board's consideration either prior to, or concurrent with, the Housing Element Update. During FY 2022 – 2023, staff will be completing public outreach, environmental review, and presenting the Environmental Justice Element for decision-makers' consideration starting in Fall 2022.

Safety Element Update: Long Range Planning Division staff will be managing the second phase of the State-mandated Safety Element Update. The second phase involves preparation of the Adaptation Plan and amendments to the Safety Element based on the findings of the CCVA that staff completed in FY 2021 – 2022. Activities will involve public outreach, consulting subject

**Table 1 – Services, Operations, and Projects Labor Estimates**

<b>Services and Operations</b>	
<b>Services</b>	<b>FTEs</b>
Grant Research and Applications	
Agricultural Preserve Processing and Agricultural Preserve Advisory Committee Support	
Regional and Inter-Agency Coordination	
Technical Support to Other Departments	
Legislative Review	
General Plan Consistency Review	
Responsible Agency Review	
Capital Improvement Projects Conformity Review	
Comprehensive Plan Annual Progress Report	
Planning and Development Department Consultants List Maintenance	
Local Agency Formation Commission/Santa Barbara County Association of Governments Review	
<b>Services Subtotal =</b>	<b>2.0</b>
<b>Operations</b>	<b>FTEs</b>
Budget Development and Implementation	
Public Information, Referrals, Website, and Outreach	
Staff Meetings and Training	
Evaluation and Performance Reviews	
Division Administration	
<b>Operations Subtotal =</b>	<b>3.0</b>
<b>Comprehensive Plan Projects</b>	
<b>Project</b>	<b>FTEs</b>
ADUs LCPA - Delay	0.0
Agricultural Enterprise Ordinance Amendments	0.6
Airport Land Use Compatibility Plan (ALUCP) Consistency Amendments (Mandated)	0.9
Circulation Element Update (Mandated)	0.1
Climate Action Plan/Energy Element Amendments	0.4
Coastal Resiliency LCPA	0.1
Environmental Justice Element (Mandated)	1.0
Farmstays Ordinance Amendments	0.2
Housing Bill Implementation (Grant Funded)	1.1
Housing Element Update (Mandated; Grant Funded)	2.0
Safety Element Update (Mandated; Grant Funded)	0.7
Short-Term Rentals LCPA - Delay	0.0
Utility Scale Solar Ordinance and Policy Amendments	1.2
Zoning Ordinance Amendments Package and Maintenance	0.7
<b>On-Going Comprehensive Plan Projects Subtotal =</b>	<b>9.0</b>
<b>FY 2020-2021 Long Range Planning Division Work Program Total =</b>	
	<b>14.0</b>

matter experts on adaptation strategies, drafting adaptation policies and programs, and conducting environmental review.

Circulation Element Update: This update involves amendments to the Circulation Element to develop policies and infrastructure designed to reduce vehicle miles traveled (VMTs), pursuant to



State mandates. The County Public Works Department (Public Works) is currently working on a countywide Active Transportation Plan (ATP) that will serve as a master plan and policy document to guide the development and maintenance of active transportation infrastructure. In 2021, Long Range Planning Division staff worked with Public Works staff and the consulting team led by Fehr & Peers to (1) collect and analyze pertinent data, (2) evaluate existing conditions, and (3) solicit initial public input into the ATP. In 2022, staff will continue public outreach and draft the ATP. Staff expects the Board to adopt the ATP in winter 2023, after which Long Range Planning Division staff will begin work on amendments to the Circulation Element to address traditional transportation issues (e.g., level of service, roadway classification, and roadway and intersection standards). The amendments also will address new state mandates and contemporary transportation issues (e.g., complete streets, transportation demand management, active transportation, and VMTs). Long Range Planning Division staff expects to select a consultant and initiate data collection for the Circulation Element beginning in spring/summer 2023.

ALUCPs Comprehensive Plan Consistency Amendments: SBCAG staff informed County staff that the SBCAG Board of Directors is likely to take action on the draft ALUCPs in summer 2022. According to Government Code § 65302.3, the County must amend the Comprehensive Plan to be consistent with the ALUCPs, or adopt findings and overrule the ALUCPs, within 180 days of the date that SBCAG adopts the ALUCPs. Long Range Planning Division staff must: review and work with SBCAG staff to revise, as needed, the current draft of the ALUCPs and MND that SBCAG staff is recommending for adoption; prepare amendments to the Comprehensive Plan; present the Comprehensive Plan amendments to decision-makers for consideration of adoption; and process an LCPA for changes to the Santa Barbara Airport ALUCP.

### ***5.1.2 Non-Mandated, On-Going Projects***

Certain non-mandated projects that the Board requested to be processed in, or following, FY 2021 – 2022 will require support in FY 2022 - 2023 and/or later fiscal year(s), in order to be completed. Two of these projects involve monitoring progress on, and contributing to, the Community Services Department's:

- Climate Action Plan: The Long Range Planning Division will use the Climate Action Plan to amend the Energy Element and develop new CEQA environmental thresholds regarding greenhouse gases emissions, consistent with the findings and objectives of the Climate Action Plan; and
- Recreation Master Plan: The Long Range Planning Division may prepare recreational-related amendments as part of the final phase of the Agricultural Enterprise Ordinance Amendment process, if not covered through the Recreation Master Plan process.

In addition, the following projects require continued support in FY 2022 – 2023 and/or a later fiscal year for completion:

- ADUs LCPA: Address modifications to the parking requirements for ADUs that CCC staff requested (staff recommendation to resume work in FY 2023 - 2024).
- Agricultural Enterprise Ordinance Amendments: Complete the EIR, prepare the amendments for decision-makers' consideration, and process the LCPA for this project.
- Coastal Resiliency LCPA: Address/negotiate a number of modifications that CCC staff requested and resulted in withdrawal of the Board-approved LCPA. It is likely that this project will require at least a minimal amount of staff time in FY 2022 – 2023 (e.g., to provide support to the Planning and Development Department Director in negotiations with the CCC Executive Director); therefore, staff is recommending that the Board fund approximately 0.1 FTE of staff labor for this project in FY 2022 – 2023.
- Farmstays Ordinance Amendments: Complete decision-maker hearings and submit the LCPA to the CCC for certification.
- State Housing and Density Bonus Law Ordinance Amendments: Update County ordinances to reflect changes in state law. This work is based on anticipated Board direction/prioritization of the potential amendments in spring 2022.
- Publication of the Zoning Ordinances: Complete publication of the zoning ordinances with the County Code on Municode.
- Short-Term Rentals (STRs) LCPA: Establish zoning regulations for STRs in the Coastal Zone (staff recommendation to resume work in FY 2023 - 2024).
- Utility-Scale Solar Ordinance Amendments: Confirm the scope-of-work/project description and initiate environmental review.
- Zoning Ordinance Updates: Complete an ordinance amendments package that includes the following items that the Board requested in Fall 2021:
  - Relax the permitting and development standards regarding childcare facilities, as well as update the zoning ordinances to reflect current State law regarding childcare facilities; and
  - Require a conditional use permit (CUP) for cannabis cultivation located within the Inland Area of the county.

Also, process certain State-mandated zoning ordinance amendments—over which the Board has minimal discretion or few policy options—in an expedited fashion.

Attachment 4 provides a timeline for completion of the projects based on staff's recommendations.

## **5.2 Potential Division Expansion**

During the budget hearings in 2020, the Board inquired about a potential expansion of resources (i.e., staffing and/or consultant services) to accommodate additional projects in the Work Program. At the time, the Planning and Development Department recommended adding a new team to the Long Range Planning Division to increase capacity. The Board decided to add a Planner III position to manage annual ordinance amendment packages, rather than add a new team. However, the Board expressed interest in considering an expansion in the next fiscal year and better understanding the types of projects the Long Range Planning Division could process with additional resources. In preparation for the work program and the consideration of an expansion, staff reviewed potential new projects and identified the following two options:

- Amending the zoning ordinances to allow more development and/or uses with the approval of a ministerial land use entitlement; and
- Updating and simplifying residential and commercial zoning regulations and permitting requirements, where feasible. These changes would create flexibility in the residential zones (e.g., update development standards in the Design Residential zones, and allow greater densities for very low- and low-income housing). In commercial zones, the changes would allow greater opportunities for housing in commercial zones (mixed use development), simplify permitting requirements in certain commercial zones (e.g., update—or eliminate and rezone properties subject to—Shopping Center zone regulations), and update sign regulations.

The project to create more ministerial permits would reduce permit processing time, reduce permit application processing costs, and create greater capacity for staff to process more complex projects. The project to modernize residential and commercial zone districts would allow the County to accommodate and facilitate a more current style of development (e.g., higher density housing and mixed use) within the community, and reduce processing time associated with decision-maker deliberation over certain, dated requirements that currently apply to development projects in commercial zones. The Board has the option to fund an expansion with ongoing funding or with one-time funding over a fixed number of years. If the funding were permanent, the staff recommends hiring a new team which would include a new Supervising Planner, a new Planner III, and two, new Planner I/II's. However, if the funding is one-time over a fixed number of years, then staff recommends hiring a new Supervising Planner and adding funding for consultant services.

## **5.3 Recommended Priorities for Fiscal Year Two (FY 2023 - 2024) and Fiscal Year Three (FY 2024 - 2025) of the FY 2022 - 2025 Work Program**

Staff is recommending that the Board prioritize the following during Fiscal Year Two (FY 2023 - 2024) and Fiscal Year Three (FY 2024 - 2025) of the FY 2022 - 2025 Work Program:

- Complete the Circulation Element Update upon the Public Works Department's completion of the ATP;
- Completing on-going projects from FY 2022 – 2023 that have remaining work;
- Completing the ADUs LCPA, Coastal Resiliency LCPA, and Short-Term Rentals LCPA;
- Completing the tasks required to satisfy State mandates and secure grant funding for projects;
- Initiating “Phase 3” of the Agricultural Enterprise Ordinance Amendments involving amendments related to the Recreational Master Plan;
- Initiating the expansion projects—if the Board does not initiate them during FY 2022 – 2023; and
- Implementing programs set forth in new and updated general plan elements (e.g., Environmental Justice Element, Housing Element, and Safety Element)—especially programs for which grant funding is available.

## **6.0 UPCOMING EVENTS**

The County Planning Commission will receive this same staff report on February 23, 2022.

The Board will consider the FY 2022 - 2025 Work Program on March 15, 2022, and as part of the budget workshops that are scheduled to occur during the week of April 11, 2022, and budget adoption hearings that are scheduled to occur on June 14 and 15, 2022.

### **Attachments:**

- 1 - Comprehensive Plan
- 2 - Long Range Planning Division Work Assignments
- 3 - Long Range Planning Division Project Summaries
- 4 - Project Schedules