



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, 2013  
Placement: Departmental  
Estimated Time: 30 minutes  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**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:** 2013-2014 Long Range Planning Annual Work Program

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Receive and review the *2013-2014 Long Range Planning Annual Work Program*; and
- b) Direct staff to continue work on required services, operations, current projects, and new State mandated projects.

**Background:**

This board letter constitutes the *2013-2014 Long Range Planning Annual Work Program* (Work Program) that provides a summary of the various land use planning projects and policy initiatives proposed for the upcoming Fiscal Year 2013-2014. 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 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

**Auditor-Controller Concurrence**

As to form: N/A

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 when resources are available.

The Work Program has been incorporated into a board letter this year, instead of being included as a separate attachment as was the practice in prior years. This reduced the amount of staff time and resources required to produce the Work Program and will streamline the review of the Work Program. A streamlined review is warranted this year because of the limited options that are available to initiate new priority projects. Options are limited due to budget constraints combined with projects that have been mandated by the State.

Two principles guided development of the proposed FY 2013-2014 project list:

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

With those two principles in mind, projects proposed for FY 2013-2014 were influenced by the following factors:

- A majority of current projects are multi-year efforts which are still in process and require a continued commitment of resources to complete; and
- Proposed new projects are responding to State mandates that the County is obligated to address.

The ability of the Planning and Development Department to implement the Board's direction on Work Program projects and services is dependent upon the Planning and Development Department's final FY 2013-2014 budget. Due to ongoing budget constraints, the extent of the Work Program has again been decreased in comparison to more robust years in the past. The proposed project list in Table 2 below is consistent with the Planning and Development Department's submitted budget for FY 2013-2014. Any additional projects initiated by the Board beyond those included in Table 2 for inclusion in the FY 2013-2014 Work Program would require additional funding allocations, unless other continuing projects are foregone in exchange for new projects.

Consistent with a streamlined approach to the Work Program this year, no detailed project summary sheets have been provided with this board letter. A brief description of each project that is listed in Table 2 is provided after the table, in section 5. Staff will be available at the Board of Supervisors hearing to answer any questions and provide more detailed information concerning any of the listed projects.

### **2013-2014 Long Range Planning Annual 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 and 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 and Development Department. The Division works with citizens, agencies and 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 and commissions; serves as technical/advisory staff to the Board of Supervisors regarding SBCAG issues; performs analysis of legislation; reviews LAFCO issues; coordinates county-wide responses to regional CEQA documents; reviews projects for General Plan consistency; writes the Annual Report to State Office of Planning and Research; and reviews the Capital Improvement Program for General Plan conformity. Operations include preparation of the Work Program, budget development, staff meetings, training and evaluation of staff, recruitment of interns, website updates and other 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. 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 in the proposed Work Program are the update to the Land Use Element that addresses disadvantaged communities; and the update to the Safety Element that addresses fire hazards.

### ***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 through unique policies. The Division staff interacts extensively with Board-appointed Planning Advisory Committees through the update and 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 and ongoing community plan projects include the Gaviota Coast Plan, Summerland Community Plan, Mission Canyon Community Plan, and Eastern Goleta Valley 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 current and ongoing special project work include the winery ordinance update, the agricultural buffer ordinance, the Santa Claus Lane project, and the Climate Action Plan.

### **3. FY 2012-2013 Projects**

The Board of Supervisors, through their review of the FY 2012-2013 Work Program, prioritized projects for the Long Range Planning Division. Projects from the FY 2012-2013 Work Program that are anticipated to be completed at the end of FY 2012-2013 (June 30, 2013) are noted in Table 1.

**TABLE 1  
COMPLETED PROJECTS FROM  
WORK PROGRAM FY 2012-2013**

COMPLETED PROJECTS
LAFCO Annexation Coordination Process
Medical Marijuana Ordinance
Alcohol-Related Use Regulations*
Orcutt Community Plan Amendments*
Agricultural Buffer Ordinance*
Mobile Home Park Conversion Ordinance
Inclusionary Housing Ordinance*

\*Anticipated to be completed by June 30, 2013

### **4. FY 2013-2014 Proposed Required Services, Operations and Projects**

Table 2, below, provides a summary of the Long Range Planning Division's projects that are continuing projects and new mandated projects that are required in FY 2013-2014. This table also provides the full-time equivalent (FTE) staffing level that is a rough estimate for each project for FY 2013-2014 as well as FTE requirements for core required services and operations.

Based upon the Department's submitted budget, no new projects can be accommodated in FY 2013-2014 except State-mandated projects. Further, the Division will not be able to continue work on two projects that are in the current Work Program: the Hollister Avenue-State Street Improvements which will be handled by the Public Works Department, and the 2009-2014 Housing Element Implementation which will be addressed by the Division during the 2015-2023 Housing Element Update. Three projects are funded with one-time sources (i.e. grants) that will likely not be available in subsequent fiscal year budgets.

**TABLE 2**  
**PROPOSED SERVICES, OPERATIONS AND PROJECTS**  
**FY 2013-2014**

<b>PROPOSED PROGRAMS, OPERATIONS AND PROJECTS</b>		<b>FTE</b>
<b>Required Services</b>		
	Comprehensive Plan Annual Progress Report	
	CIP Conformity Review	
	General Plan Maintenance and Consistency Review	
	LAFCO and Responsible Agency Review	
	Regional and Inter-Agency Coordination	
	EIR Coordination and Technical Support to Other Departments	
	Legislative Review	
	Grant Research and Applications	
	Agricultural Preserve Processing and APAC Support	
<b>Subtotal</b>		<b>1.0</b>
<b>Operations</b>		
	Budget Development and Implementation	
	Public Information and Outreach	
	Website Maintenance	
	Staff Meetings	
	Training	
	Evaluation and Performance Reviews	
<b>Subtotal</b>		<b>0.8</b>
<b>Projects</b>		
	<b>PROJECTS - GRANT FUNDED</b>	
1	Gaviota Coast Plan	1.5
2	Los Alamos Parking and Pedestrian Plan	0.5
3	Mission Canyon Multi-Modal Plan	0.1
	<b>ON-GOING PROJECTS – GENERAL FUND</b>	
4	Summerland Community Plan	0.1
5	Climate Action Plan Adoption	0.1
6	Mission Canyon Community Plan	0.3
7	Eastern Goleta Valley Community Plan	1.2
8	Winery Ordinance Update	0.6
9	Isla Vista Pilot Parking Program	0.2
10	Isla Vista Master Plan CCC Certification	0.1
11	Santa Claus Lane Beach Access and Street Improvements	0.3
	<b>STATE MANDATED PROJECTS – GENERAL FUND</b>	
12	Housing Element Update 2015-2023	1.5
13	Land Use Element Update – Disadvantaged Communities	0.1
14	Conservation Element Update – Important Minerals	0.3
15	Safety Element Update – Fire Hazards	0.1
<b>Subtotal</b>		<b>7.0</b>
<b>TOTAL FTE</b>		<b>8.8</b>

## **5. Project Descriptions**

A brief description of each project is provided below consistent with their order in Table 2:

### **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.
- Environmental review will commence during summer 2013 and Planning Commission and Board of Supervisor adoption hearings are anticipated in spring/summer 2014.

### **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.
- Implement multimedia, bilingual public outreach program targeted at underrepresented groups (minorities, commuters, and students), 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 by May 2014 for a recommendation to the Planning Commission and Board of Supervisors.

### **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 by February 2015.

### **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.
- Conduct a community outreach program, including facilitating meetings with the Summerland Planning Advisory Committee (SunPAC).
- Present the community plan, design guidelines, and supplemental environmental impact report to the Board of Supervisors for adoption in fall 2013.

### **Climate Action Plan Adoption**

- 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.
- Board of Supervisor adoption hearings anticipated in fall 2013.

### **Mission Canyon Community Plan**

- Prepare a community plan to replace the 1984 Mission Canyon Specific Plan.
- Complete associated tasks, including preparing a residential parking strategy, residential design guidelines, and amendments to the Land Use and Development Code.
- Develop and implement a community outreach program, including facilitating meetings with the Mission Canyon Public Advisory Committee (MCPAC).
- Present the community plan and associated documents to the Board of Supervisors for adoption in fall 2013.

### **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 and, as necessary, amend the County Land Use and Development Code.
- Present a draft environmental impact report for public and agency comments in winter 2013-2014.
- Begin decision-maker hearings on elements of the updated community plan and final environmental impact report in spring 2014.

### **Winery Ordinance Update**

- The project focus is to improve efficiency by clarifying ambiguities and inadequacies in the existing winery ordinance which will help to increase certainty in the winery permit process.
- The update may address tasting rooms, food service, special events, land use compatibility, enforcement and monitoring, and ordinance definitions and development standards.
- Environmental review will commence in summer/fall 2013 with Board of Supervisor adoption hearings anticipated in spring 2014.

### **Isla Vista Pilot Parking Program**

- The pilot parking program will implement a comprehensive parking strategy for Isla Vista to reduce non-resident use of on-street parking, thereby relieving congestion and increasing the safety of streets throughout the community.
- The program will address parking concerns raised by the California Coastal Commission during its initial review of the Isla Vista Master Plan, including the concern that the shortage of on-street parking limits coastal access.
- Residential permit holders will be exempt from enforcement and guest passes will be available for a minimal fee. The program will not apply to the downtown commercial core.
- Decision-maker hearings and Coastal Commission submittal anticipated in fall 2013.

### **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.
- Coastal Commission identified several issues that the County needed to address before the submittal could be deemed complete.
- P&D staff will respond to the remaining uses and resubmit the master plan and zoning ordinance amendments to the Coastal Commission for certification.
- The Board of Supervisors will consider the submittal package in summer 2013 followed by Coastal Commission submittal in fall 2013.

### **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.
- 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.
- Obtain necessary permits and approvals for the proposed at-grade pedestrian rail crossing by June 2014, including a Coastal Development Permit and approval from the California Public Utilities Commission.

### **Housing Element Update 2015-2023**

- Update the 2009-2014 Housing Element of the Comprehensive Plan as mandated by State law.
- Engage all critical stakeholders, including homeowners, special needs populations, businesses, and real estate and housing providers throughout in the update process.
- Include the County's fair share of regional housing need while reflecting the vision and priorities of local communities.
- Submit the updated Housing Element to the California Housing and Community Development Department for compliance review by spring 2015.



### **Land Use Element Update – Disadvantaged Communities**

- 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 in spring 2015.

### **Conservation Element Update – Important Minerals**

- Mandated requirement for local agencies to map important mineral resources as defined by the State and to adopt General Plan policies for their protection.
- Staff will develop Conservation Element Policies and maps which meet State requirements.
- Board of Supervisor adoption hearings anticipated in spring 2014.

### **Safety Element Update – Fire Hazards**

- 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.
- Adopt the updated Safety Element before adoption of the 2015-2023 Housing Element which is scheduled for adoption in spring 2015, as required by SB 1241.

## **6. Potential Projects**

In addition to the proposed ongoing and State mandated new projects for FY 2013-2014, there are other potential projects that have been listed in Table 3, below. These projects are listed in order of priority based on the Planning Commission’s input this year and Board of Supervisors’ direction provided during review of the FY 2012-2013 Work Program. Four additional new projects – Climate Action Implementation, Special Events – Good Neighbor Policy, Inclusionary Housing Fee Update, and Telecommunications Siting in Montecito Plan Area – are included at the bottom of the list.

**TABLE 3  
POTENTIAL NEW PROJECTS**

POTENTIAL NEW PROJECTS		FTE*
16	Hollister Avenue-State Street Improvements	0.3
17	Economic Development Element	1.0
18	Sign Ordinance	0.4
19	Climate Change Adaptation Plan	1.5
20	Agricultural Processing Ordinance Amendment	1.2
21	Circulation Element Update	1.9
22	Mission Hills – Vandenberg Village Vision Plan	0.9
23	Montecito Design Guidelines and Development Standards	0.5
24	Santa Ynez Valley Transportation Improvement Plan	0.4
25	Brushing Ordinance	0.9
26	Ordinance 661 Consistency Rezone – Phase II	0.5
27	Montecito Tree Protection Standards	0.5
28	Mission Hills/Vandenberg Village Community Plan	3.0
29	Santa Ynez and Los Olivos Township Design Guidelines	0.6
30	Seismic Safety and Safety Element Update Phase II	0.8
31	Open Space Element Update	2.7
32	Lighting Standards and Regulations	0.5
33	Noise Element Update	1.3
34	Mission Canyon Wildland Fire Benefit Assessment District	0.5
35	Mission Canyon Scenic Corridor Phase II	0.7
36	Mission Canyon Post-Disaster Reconstruction Plan	0.4
37	Climate Action Implementation	0.8
38	Special Events – Good Neighbor Policy	1.5
39	Inclusionary Housing Fee Update	0.7

\*Total project estimated FTE. Some projects may take more than one year.

## **7. Projects Involving Other Divisions and Departments**

Other divisions within the Planning and Development Department and within other departments, including Public Works, assist with the completion of projects listed in this Work Program.

### **Planning Commission Recommendation:**

The County Planning Commission considered the Work Program on March 6, 2012. The one recommended revision was to add Hollister Avenue-State Street Improvements to the top of Potential New Projects (Table 3). The County Planning Commission voted 5-0 to receive, file, and forward the Work Program, as revised, to the Board of Supervisors (see Attachment C).

The Director of the Planning and Development Department presented the Work Program to the Montecito Planning Commission during his regular director's report on March 20, 2013. The director's report was part of the administrative agenda and, therefore, the Montecito Planning Commission did not take any formal action on the Work Program.

**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 2013-2014 budget. The Board of Supervisors will consider funding for the 2013-2014 Long Range Planning Annual Work Program as part of the Fiscal Year 2013-2014 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: County Planning Commission Action Letter, March 6, 2013

**Authored by:**

Lucy Pendl, Planner, Long Range Planning Division, 568-3577

## Attachment A

Comprehensive Plan Components figure

## Attachment B

### Implementing Documents

Attachment C

County Planning Commission Action Letter  
March 6, 2013