



COUNTY OF SANTA BARBARA

Planning and Development



# Process Improvement

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History, Accomplishments, and  
Proposed Work Plan



# PIT I: Staff

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## **2003 - Internal P&D Review of Process**

Focus on Ministerial Permits

Identified areas for improvement

Board authorized public process



# PIT II: Public Process

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## **2003-04 – Steering Group Process**

- Kick-off public mtg. in Buellton
- August 2003 – December 2004
  - 4 Steering Groups
  - 15 to 40 members each; ½ public



## PIT II: Staff and Public

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### **Four Steering Groups:**

- Nature of the Interaction
- Permit Process
- Policies and Ordinances
- Training, Tools, Supervision and Management



# Accomplishments 2003-2005

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## **PIT II Accomplishments:**

- Application submittal checklist
- Website upgrades
- Customer suggestions and feedback
- Public Information and Outreach



# Accomplishments 2003-2005

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- Grading Permit Exemption – NRCS
- Collaborative Permit Review / Conflict Management
- Geographic staff assignments
- Progress on Zoning Ordinance Reformatting (ZORP)



# PIT III: Oversight Committee

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## **Members:**

- Volunteers
  - Advocacy groups (Neighborhood Watchdog and Business-oriented groups)
  - Architects
  - Home Builders Association
  - Land Use Agents
  - Most were previous steering group members
- Board Executive Assistants
- P&D Staff



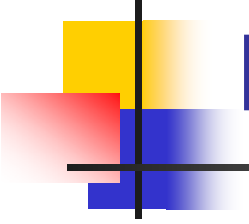
# PIT III: Oversight Committee

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## **Role:**

- Recommended criteria and priorities to Board
  - May 2005
- Review and generate ideas
- Review proposed ordinance amendments





## Board Action – May 24, 2005

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Approve the criteria and five priorities and plan to complete those priorities.

- Criteria:

- Make the process easier to navigate, and more time efficient and cost effective, while maintaining the quality of development in the County



# PIT III – Board-Approved Priorities

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- Ministerial Permits
- Appeals
- Agricultural Permits
- Customer Service
- ZORP (Land Use and Development Code)



## PIT III: OC Accomplishments

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- Improved Mailed and Posted Notices
- Revised Appeal Process
- New Zoning Clearance Process
- Revised Coastal Review Process
- Improved Public Information
- Adoption of Land Use and Development Codes locally



# Other Departmental Improvements

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- Accela
- Accela Phase II
- Procedures Manuals
- Standard Conditions and Mitigation Measures
- Other Prototype Documents



# Other Departmental Improvements

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- Staff Training
- Hearing Body Accessibility to the Public
- Concept Reviews by Planning Commissions
- Board of Architectural Review changes
- Solar Permitting



# Current OC Efforts/Proposed Work Program – First Priorities

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- Coastal Commission Certification of Montecito and County Land Use and Development Code
  - Coastal Commission hearing tentatively scheduled for April, 2010
  - Suggested modifications would be analyzed for Board consideration within six months of CCC action



# Current OC Efforts/Proposed Work Program – First Priorities

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- Simplify process and permits for agricultural projects
  - Work in progress for several years – delayed by other agricultural policy initiatives (Uniform Rules, 661 rezone)
  - PC scheduled to hear on February 17, 2010
  - BOS expected in April 2010



# Current OC Efforts/Proposed Work Program – First Priorities

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- Improve inter-departmental staff coordination on project review
  - Initial presentations made in 2009 by PW (Flood Control, Water Agency, Transportation, Surveyor), EHS, Fire
  - Additional meetings planned for 2010 to improve coordination and communication, encourage upfront analysis





# Current OC Efforts/Proposed Work Program – First Priorities

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- Integration of Accela into other departments' development review process
- Consult with Subdivision/Development Review Committee on potential improvements and opportunities



# Proposed Work Program – Second Priorities

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- Improve public information
- LUDC Phase II amendments (cleanup items)
- Review Tea and Jesusita rebuild process
- Review process for beneficial projects for potential improvements



# Structure and Process Issues Oversight Committee

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- Composition
- Structure
- Committee Process
- Costs of the Committee and Process Improvement Efforts
- Timeframe for the Committee



# Recommendation

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- Receive the status report on the Planning and Development Department's Process Improvement Efforts
- Endorse the recommended work plan and provide any direction to staff