

## PLANNING & DEVELOPMENT DEPARTMENTAL OVERVIEW

The mission of the Planning and Development Department is to plan for and promote reasonable, productive, safe and sustainable use of land to foster economic, social, cultural and environmental prosperity across the county.

The Planning and Development Department includes the following services: Development Services, Long Range Planning, Administration and Agricultural Planning. The department provides quality policy development, planning, permitting and inspection services through a thoughtful, collaborative and professional process under the policy direction of the Board of Supervisors and Planning Commissions. The department has 119.7 positions with offices in Santa Barbara and Orcutt, and a satellite office in the Santa Ynez Valley.

### Administration:

The Administration Division provides centralized support services for the department, including clerical, fiscal, personnel, process improvement, automation, mapping, graphics and public hearing support.

### Long Range Planning:

The Long Range Planning Division develops, researches, analyzes and communicates land use policies that meet Federal and State mandates in a manner that fosters long range economic, social, cultural and environmental prosperity throughout the County.

### Development Review - South:

The Development Review - South Division reviews development projects and associated legislative requests for action by staff, the Zoning Administrator, Planning Commissions or Board of Supervisors based on policies in the general plan, State law and local ordinances through a transparent public process. Ensures project compliance with environmental mitigation measures and conditions of approval.

### Development Review - North:

The Development Review - North Division Provides property and permit information to the public, reviews development projects and associated legislative requests for action by staff, the Zoning Administrator, or the Planning Commission based on policies in the general plan, state law and local ordinances through a transparent public process. Ensures compliance with zoning regulations, environmental mitigation measures, and conditions of approval.

### Building and Safety:

The Building and Safety Division provides permit information, processes ministerial permits, reviews and approved ministerial zoning permits, enforces the County's ordinances, performs plan reviews and inspects construction projects for compliance with building codes, reviews plans and inspects grading for code compliance, and enforces the Petroleum Ordinances for onshore oil operations. Conducts housing inspections, issues film permits, and provides safety reviews on oil operations for the Energy Division.

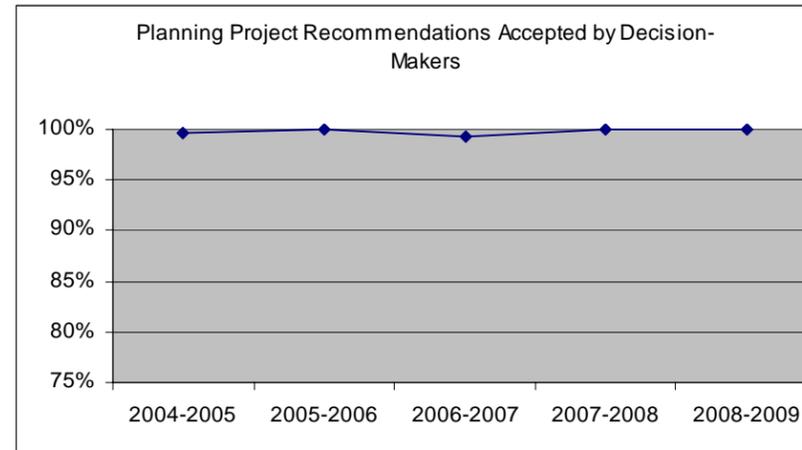
### Energy:

The Energy Division oversees Santa Barbara County offshore oil and gas activities, the onshore facilities that support those offshore operations and oil refineries, as well as alternative energy projects, including planning, policy development, permit processing, environmental review and risk analyses, permit enforcement and public outreach.

### Agricultural Planning:

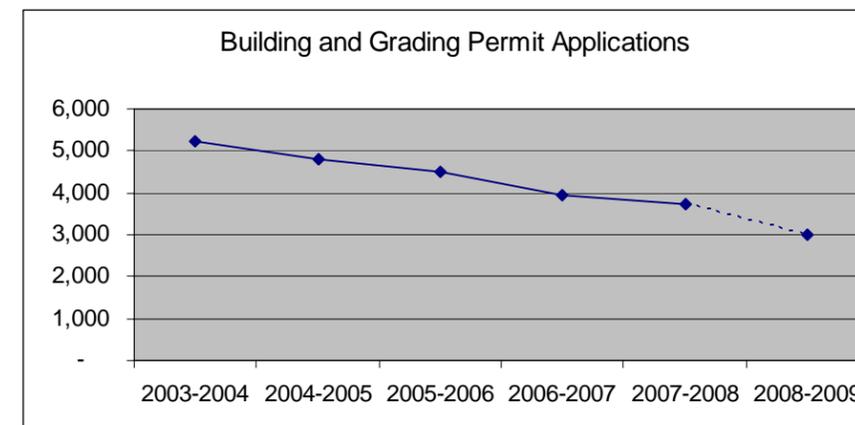
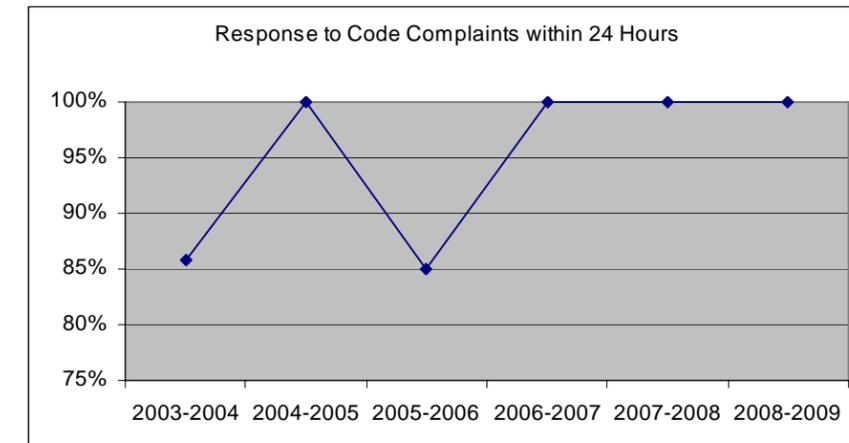
The Agricultural Planning Division supports the review of development projects and long range planning projects by providing input and technical expertise related to agricultural resources; also develops, researches, analyzes and communicates land use policies related to agricultural subject matter.

## PLANNING & DEVELOPMENT KEY TREND ANALYSIS



Planning and Development's goal is to secure community confidence by providing recommendations on planning projects that are accepted by decision-makers 100% of the time. For the past four years, the Department has achieved, or come within 1% of, this target. In FY 2008-09, the Department expects to make recommendations on 260 planning projects, 100% of which will be accepted by decision-makers.

To protect County citizens and resources, the Department's goal is to respond to 100% of the housing, building, and zoning code complaints within 24 hours. For the past two years, the Department has achieved this goal, and expects to again achieve this goal in FY 2008-09. In FY 2008-09, an estimated 290 complaints will be responded to within 24 hours.



Applications for building and grading permits have declined over the past five years. This trend is expected to accelerate in the next 12 months with the current economic down turn. This trend is also mirrored in planning permits and architectural review requests.

**Performance Measure Legend**

Department-wide Effectiveness Performance Measure

Change to Performance Measure

Performance Measure to Delete

New Performance Measure

Budgets shown in Millions (\$M) or Thousands (\$K)  
 Program Budgets are \$ Total Uses / \$Total General Fund Contribution

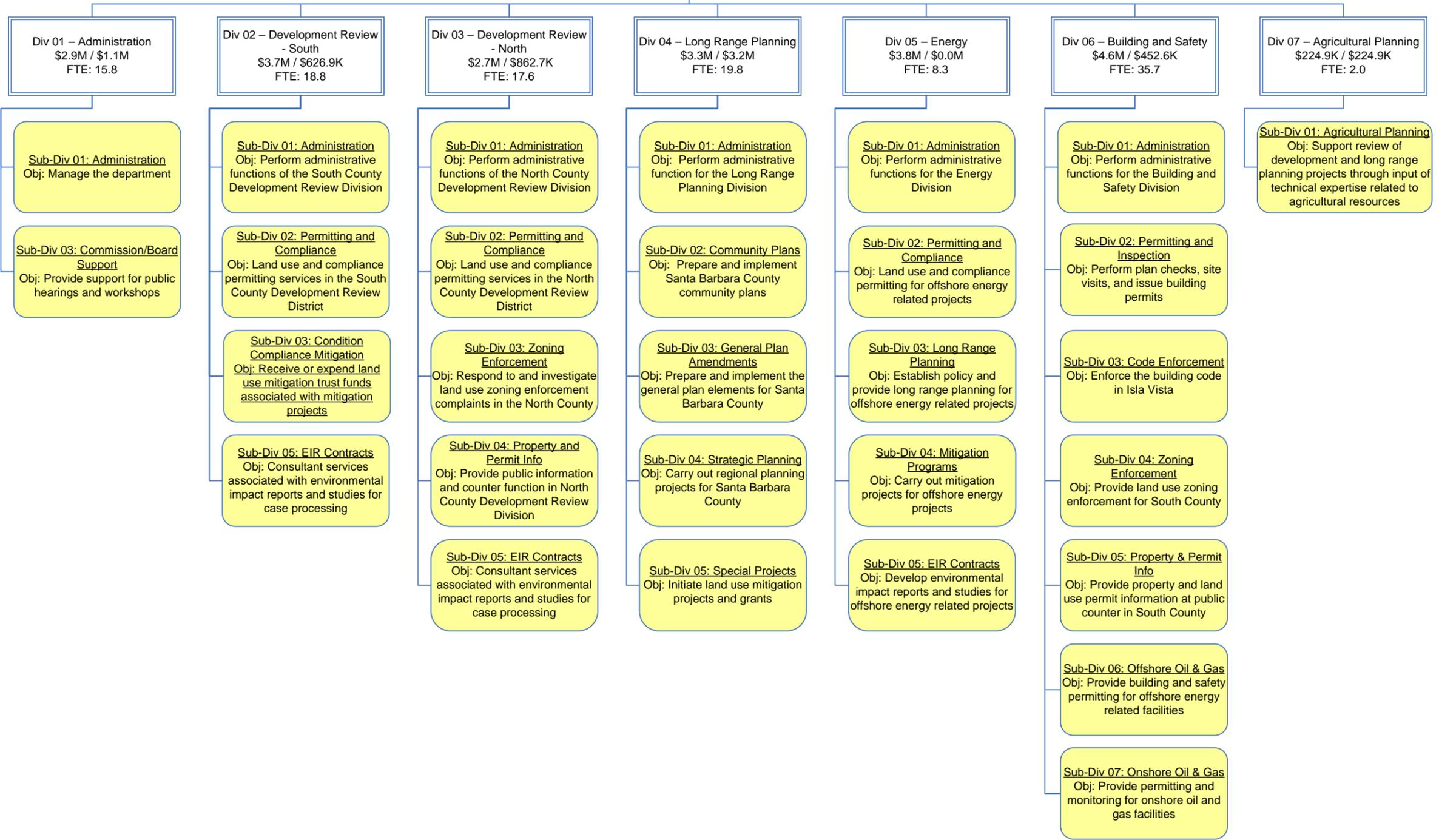
**PLANNING & DEVELOPMENT DEPARTMENT**

**John Baker**  
**Director**  
 \$21.2M / \$6.5M  
 Total FTE: 118.0

Division: # & Title from CCID  
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 (Financial Data by Cost Ctr)

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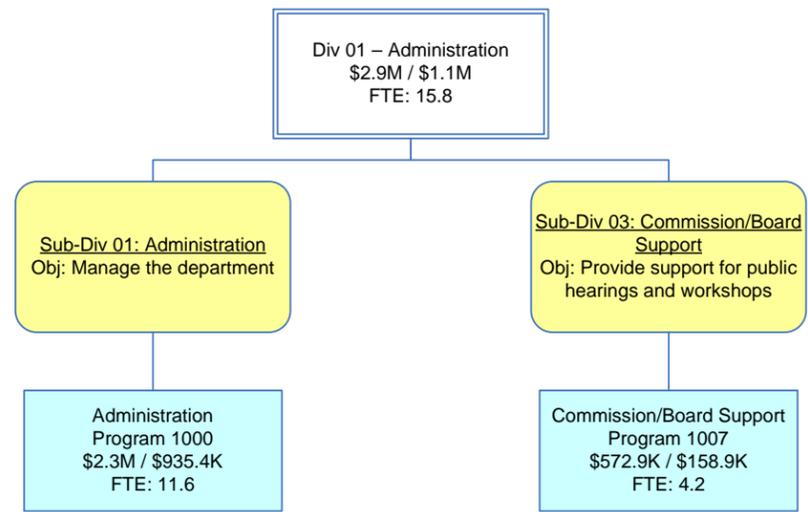
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**PLANNING & DEVELOPMENT DEPARTMENT**



To ensure an efficient and responsive government, the County will maintain the rate of General Liability claims filed at no more than 90 - 100% of the previous year's actual claims filed.

As an efficient and responsive government, the County will maintain the rate of Workers' Compensation claims filed between 90 - 100% of the previous year's actual claims filed.

As an efficient and responsive government, process approximately 35 appeals filed on planning permits.

As an efficient and responsive government, the County will maintain a quality workforce through completing 100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.

Maintain employee Lost Time Rate at 3.6% or less.

To ensure the County's economic vitality, distribute 100% of approximately 380 monthly invoices within 3 days of the close of the billing period. As an efficient and responsive government, respond within one week to 100% of an estimated 10 customer surveys where the recipient requests a response.

Distribute approximately 4,000 customer service surveys to permit applicants and members of the public.

To ensure the County's economic vitality, maintain accounts with deferred billing to less than \$20,000.

To ensure the County's economic vitality, oversee the collection and accounting of \$8.5 million of permit revenue annually.

As an efficient and responsive government, Planning and Development will secure community confidence by providing recommendations on planning projects that are accepted by decision-makers 100% of the time for approximately 260 planning projects.

As an efficient and responsive government, reach a final decision for 80% of Architectural Review projects requiring Conceptual, Preliminary and Final review; in 3 or less hearings for approximately 145 projects per year.

As an efficient and responsive government, provide accurate and timely noticing for 100% of approximately 210 annual agenda items for the Planning Commission and the Zoning Administrator.

As an efficient and responsive government, schedule and provide support to 100% of 86 regional Board of Architectural Review meetings.

As an efficient and responsive government, complete and post to the website 100% of 48 marked agendas of the County and Montecito Planning Commissions within one week of the hearing.

As an efficient and responsive government, provide accurate and timely noticing for 100% of approximately 22 annual agenda items for the Montecito Planning Commission.

As an efficient and responsive government, complete 100% of 48 Planning Commission hearing minutes per month within two weeks of the hearing.

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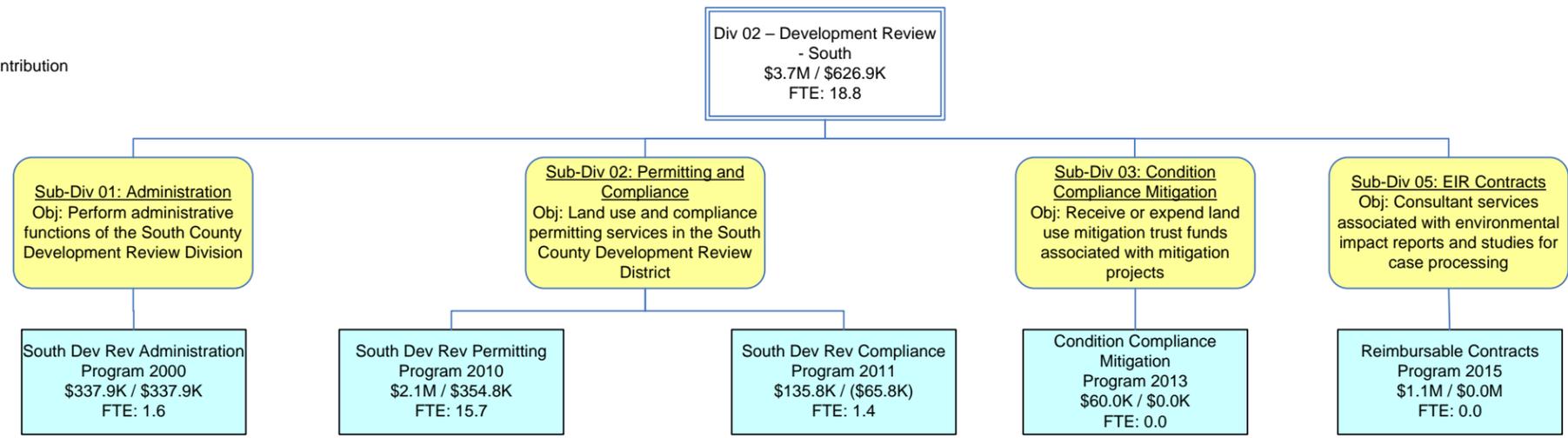
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Ensure that staff processing or monitoring planning projects bill at least 70% of working hours to reimbursable projects.

To ensure the County's economic vitality, process 350 discretionary and ministerial planning applications annually.

As an efficient and responsive government, conclude staff work on 80% of 90 ministerial permits subject to Architectural Review within two weeks of Preliminary BAR approval and one week from Final BAR for Zone Clearance where no associated discretionary permit is required.

As an efficient and responsive government, contact the applicant on 100% of 200 complex ministerial permit applications within 10 working days of receipt of the application with submittal needs and advisory information

As an efficient and responsive government, present to decision maker within 4 months of application completeness 95% of approximately 45 projects that require a CEQA exemption.

As an efficient and responsive government, present to decision maker within 6 months of application completeness 100% of approximately 15 projects requiring a Negative Declaration or addendum to Negative Declaration.

As an efficient and responsive government, issue complete or incomplete letters to 100% of approximately 200 annual discretionary Development Review project submittals within 30 days of submittal or resubmittal by the applicant.

As an efficient and responsive government, confirm compliance and release of performance securities on 85% of all projects within 5 working days of an applicant's requested date.

As an efficient and responsive government, conduct final inspections on 85% of 100 projects for sign-off on conditions of approval within 5 working days of an applicant's requested date.

As an efficient and responsive government, conduct preconstruction meeting on 85% of 40 projects requiring permit compliance monitoring within 5 working days of an applicant's requested date.

NOTE: This cost center is for fiscal tracking purposes only.

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**PLANNING & DEVELOPMENT DEPARTMENT**

Div 03 – Development Review  
 - North  
 \$2.7M / \$862.7K  
 FTE: 17.6

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**Sub-Div 01: Administration**  
 Obj: Perform administrative functions of the North County Development Review Division

North Dev Rev Administration  
 Program 3000  
 \$453.8K / \$453.8K  
 FTE: 3.0

Ensure that staff processing or monitoring planning projects bill at least 70% of working hours to reimbursable projects.

**Sub-Div 02: Permitting and Compliance**  
 Obj: Land use and compliance permitting services in the North County Development Review District

North Dev Rev Permitting  
 Program 3010  
 \$1.2M / \$252.9K  
 FTE: 10.0

As an efficient and responsive government, conclude staff work on 80% of 20 ministerial permits subject to Architectural Review within two weeks of Preliminary BAR approval and one week from Final BAR for Zone Clearance where no associated discretionary permit is required.

As an efficient and responsive government, contact the applicant on 100% of 72 complex ministerial permit applications within 10 working days of receipt of the application with submittal needs and advisory information.

As an efficient and responsive government, present to decision maker within 4 months of application completeness 95% of approximately 35 projects that require a CEQA exemption.

As an efficient and responsive government, present to decision maker within 6 months of application completeness 100% of approximately 10 projects requiring a Negative Declaration or addendum to Negative Declaration.

As an efficient and responsive government, issue complete or incomplete letters to 100% of approximately 75 annual discretionary Development Review project submittals within 30 days of submittal or resubmittal by the applicant.

North Dev Rev Compliance  
 Program 3011  
 \$71.3K / (\$12.6K)  
 FTE: 0.6

As an efficient and responsive government, confirm compliance and release of performance securities on 85% of all projects within 5 working days of an applicant's requested date.

As an efficient and responsive government, conduct final inspections on 85% of 80 projects for sign-off on conditions of approval within 5 working days of an applicant's requested date.

As an efficient and responsive government, conduct preconstruction meeting on 85% of 10 projects requiring permit compliance monitoring within 5 working days of an applicant's requested date.

**Sub-Div 03: Zoning Enforcement**  
 Obj: Respond to and investigate land use zoning enforcement complaints in the North County

North Dev Rev Zoning Enforce  
 Program 3020  
 \$124.4K / \$68.1K  
 FTE: 1.2

As an efficient and responsive government, send initial advisory contact letter to 100% of property owners within one business day for approximately 130 annual non-health or safety complaints.

As an efficient and responsive government, resolve 75% of 50 actual violations requiring abatement (no permit process) within 60 days of receiving the complaint.

As an efficient and responsive government, make a determination of whether a violation exists for 100% of 130 cases within 60 days of receiving the complaint.

**Sub-Div 04: Property and Permit Info**  
 Obj: Provide public information and counter function in North County Development Review Division

North Dev Rev Prop/Permit Info  
 Program 3030  
 \$298.0K / \$100.5K  
 FTE: 2.9

To ensure the County's economic vitality, receive 1,000 permit applications for land use or land development in the Santa Maria office.

As an efficient and responsive government, approve or deny 100% of approximately 415 simple over the counter permit applications within 48 hours of application acceptance.

As an efficient and responsive government, return and resolve 100% of approximately 2,600 permit counter telephone inquiries within 24 hours of call.

**Sub-Div 05: EIR Contracts**  
 Obj: Consultant services associated with environmental impact reports and studies for case processing

Reimbursable Contracts  
 Program 3015  
 \$450.0K / \$0.0K  
 FTE: 0.0

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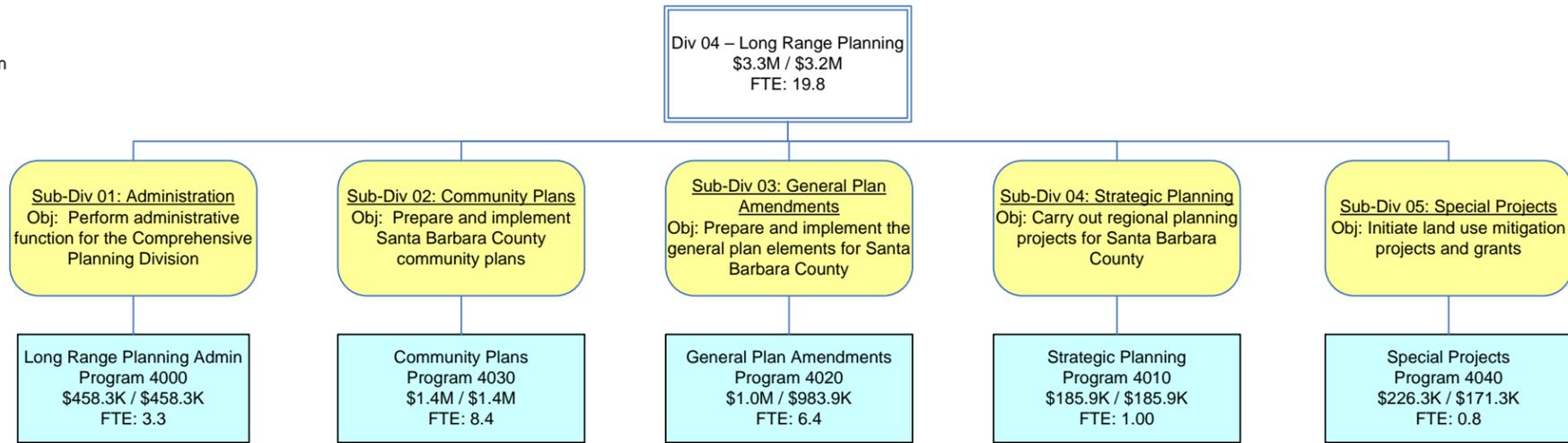
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Work is project related and does not led itself to routine activities to be measured. Typically projects often require longer than a single year to be completed.

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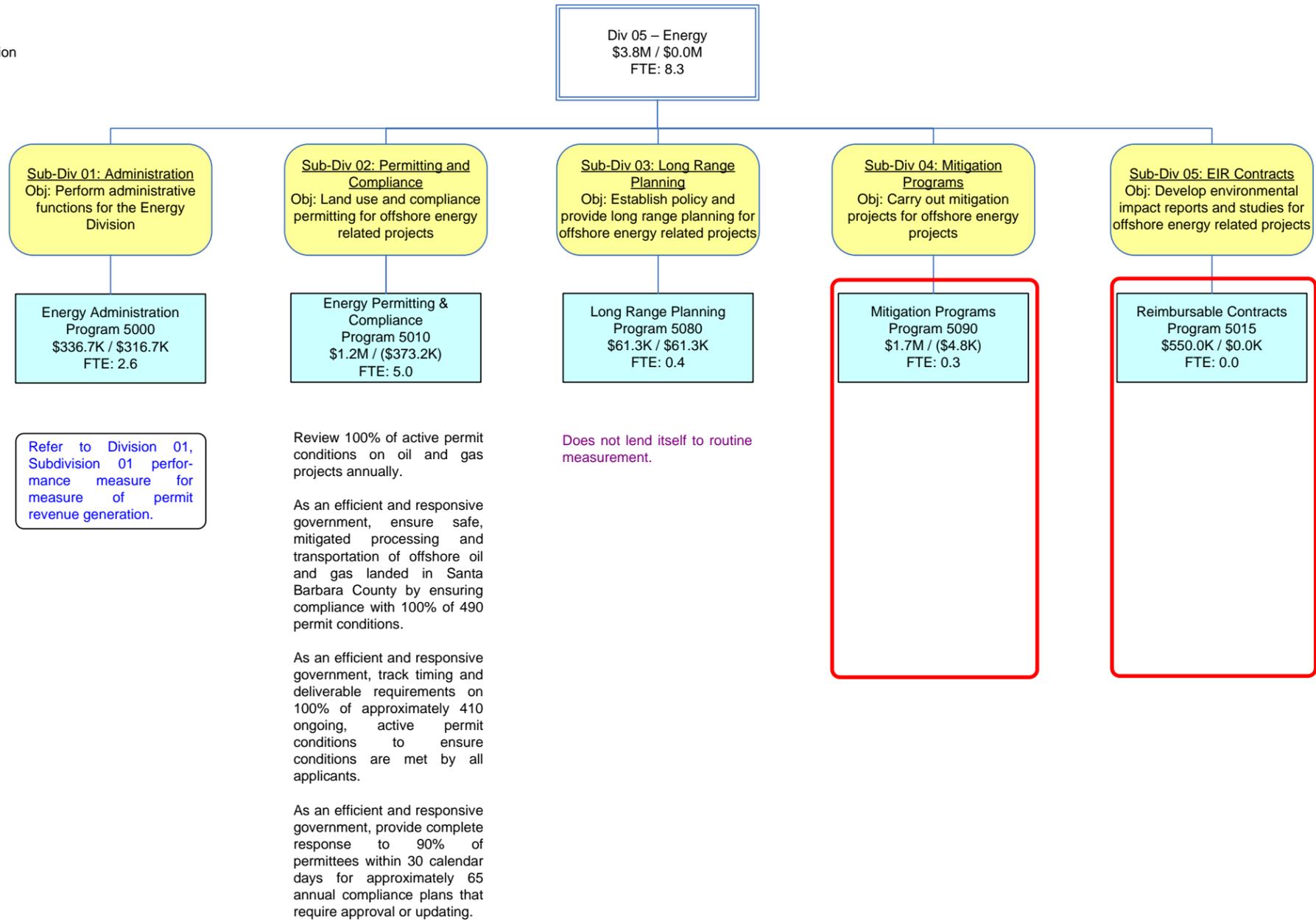
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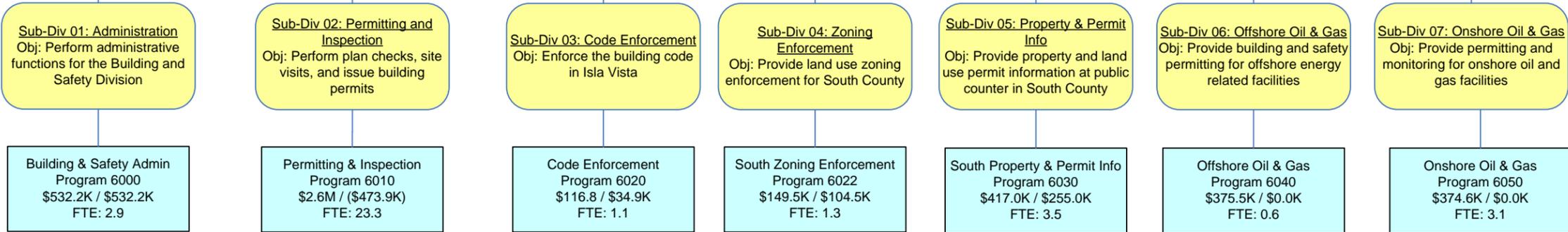
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**PLANNING & DEVELOPMENT DEPARTMENT**

Div 06 – Building and Safety  
 \$4.6M / \$452.7K  
 FTE: 35.7



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Conduct one annual review of uniform construction codes and state building codes in concert with the State Building Standards Commission and the local construction industry to ensure conformity with County amendments.

To ensure the County's economic vitality, receive 3,800 permits for construction or grading.

As an efficient and responsive government, provide safe and well designed housing by permitting and inspecting 210 new housing units each year.

Protect the health and safety of citizens by ensuring that 100% of approximately 3,400 construction projects are built to state adopted codes and standards.

Protect county citizens and resources by responding to 100% of approximately 290 housing, building and zoning code complaints within 24 hours.

As an efficient and responsive government, Building and Safety will complete 100% of 32,458 inspections within 24 hours of request. As an efficient and responsive government, complete first review of 100% of 220 grading plans < 1500 cu. yds. within 2 weeks of submittal.

As an efficient and responsive government, complete first review of 100% of 45 grading projects > 1500 cu. yds. within 3 weeks of submittal.

As an efficient and responsive government, assign plan checker and notify applicant of acceptance or rejection of 100% of 1,243 plans within 48 hours of project submittal.

As an efficient and responsive government, Building and Safety will complete first review for 100% of 578 medium to large projects within 4 weeks of acceptance, e.g. houses, commercial projects, >600 sq. ft. additions.

As an efficient and responsive government, Building and Safety will complete first review of 100% of approximately 867 small, counter approved plans, within 10 days of acceptance, e.g., patios, pools, retaining walls, <600 sq. ft. room additions.

As an efficient and responsive government, complete 100% of initial investigations within 3 days of receipt of approximately 182 building and grading code violation complaints.

As an efficient and responsive government, send initial advisory contact letter to 100% of property owners within one business day for approximately 160 annual non-health or safety complaint.

As an efficient and responsive government, resolve 75% of 99 actual violations requiring abatement (no permit process) within 60 days of receiving the complaint.

As an efficient and responsive government, make a determination of whether a violation exists for 100% of 160 cases within 60 days of receiving the complaint.

To ensure the County's economic vitality, receive 1700 permit applications submitted for land use or land development in the Santa Barbara office.

Return and resolve 100% of approximately 4,000 permit counter telephone inquiries within 24 hours of call.

Approve or deny 100% of approximately 97 simple over the counter permit applications within 48 hours of application acceptance.

Compete 80 inspections annually at eight Oil and Gas facilities receiving offshore oil that are regulated by the Santa Barbara County Systems Safety Review and Reliability Committee.

As an efficient and responsive government, inspect and report on 100% of approximately 50 petroleum incident complaints within 24 hours.

As an efficient and responsive government, perform 100% of 3,000 oil well and tank farm inspections annually.

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**PLANNING & DEVELOPMENT DEPARTMENT**

Div 07 – Agricultural Planning  
 \$224.9K / \$224.9K  
 FTE: 2.0

Sub Div 01: Agricultural Planning  
 Obj: Support review of development  
 and long range planning projects  
 through input of technical expertise  
 related to agricultural resources

Agricultural Planning  
 Pgm 7000  
 \$224.9K / \$224.9K  
 FTE: 1.0

As an efficient and responsive government, Agricultural Planning will provide responses to 100% of an anticipated 50 project referrals from Development Review prior to the requested date established by the project planner.

As an efficient and responsive government, Agricultural Planning will coordinate with the Agricultural Commissioner's Office to provide comments on agricultural issues on 100% of an anticipated 20 referrals from Long Range Planning within the requested time frame for response.