

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 10/9/2012	(3) CONTACT/PHONE Kami Griffin, Assistant Director, Department of Planning and Building / 781-5708	
(4) SUBJECT Report on Department of Planning and Building Priorities. All Districts			
(5) RECOMMENDED ACTION It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { } Consent { } Presentation { } Hearing (Time Est. _____) {X} Board Business (Time Est. 30 min)			
(11) EXECUTED DOCUMENTS { } Resolutions { } Contracts { } Ordinances {X} N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5th's Vote Required {X} N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY September, October, November 2008; January, February, September 2009; January, August, November 2010; January, March, June, October 2011; February 14, 2012	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors
FROM: Planning and Building / Kami Griffin, Assistant Director
VIA: Jason Giffen, Director
DATE: 10/9/2012
SUBJECT: Report on Department of Planning and Building Priorities. AI Districts

RECOMMENDATION

It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.

DISCUSSION

Background

Beginning in October of 2008, the Department of Planning and Building has been providing reports to the Board of Supervisors on Department workload and priorities. On February 14, 2012, the Department presented the latest comprehensive priority and workload update to the Board.

Four Guiding Department Priorities

As part of past actions, the Board has established four guiding priorities for the Department. As part of the recent presentation on the County Comprehensive Energy Strategy, the Board discussed broadening the guiding priority that focused on the goals of AB 32 and SB 375 to recognize and forward the goals of a County Energy Strategy. Therefore, the Department would recommend that the Board provide the following direction to the Department to use during preparation of the budget for fiscal year 2013-2014 and to determine which projects are a part of the Department's "Top10" list.

- (1) Paying customers are not adversely affected;
- (2) Mandates are accomplished;
- (3) That the department should focus on those items that forward the goals and the implementation of a Comprehensive County Energy Strategy; and
- (4) That the department should focus on those items that forward the goals and the implementation of a County Economic Strategy.

Attached Tables - Department Work Priorities

The attached tables have been updated and reflect both the priorities as set forth by your Board and the adopted FY12-13 budget (See Exhibit A for additional information). The shaded items in the tables note the current "Top 10" priorities. Items added new or moved up from tables 4, 5, or 6 since February 2012 are noted in the tables with double lines. The tables also note where a project or program is an implementation measure identified in an adopted General Plan Element. In addition, the tables reflect additional business operation and technical support priorities that are needed to provide improvements to customer service and to increase County operational effectiveness, such as the conversion of microfiche to scanned documents and the replacement of the permit tracking system. Tables 4, 5, and 6 includes all programs from the County's General Plan. The last column notes which, if any, of the four guiding priorities apply. For a summary of the content included in Tables 1 – 6, refer to Exhibit A.

Table 2 specifically addresses mandated programs that are not revenue generating or offset. These items require general fund support and can require a significant amount of staff resources. Some of these items are mandated by County Ordinance or the General Plan. Typically the repercussions of not meeting these local mandates are not fiscal but rather are a matter of the Board not receiving reports on various programs that the Department administers. For example, the Biennial Resource Summary Report provides the Board information on the resources tracked by the County's Resource Management System. On the other hand, non-compliance with State and Federal mandates have varying consequences. For instance, if the County does not comply with the requirements of the Federal Emergency Management Administration (FEMA), the County, including businesses and residents, could lose its flood insurance or premiums increased. As both the Department and the Board consider mandates important, as evidenced by mandates being the second guiding priority, Department resources are focused on these programs oftentimes before working on other programs.

Prospective New Item

In March 2011, the Board postponed a number of items on Tables 1 – 3. Some of these items remain postponed, for example the Santa Margarita Groundwater Basin Resource Capacity Study, while work has begun again on others such as the San Miguel Community Plan update. In October 2011, your Board separated amendments to allow limited olive oil manufacture within the Agricultural Processing land use definition. These amendments are now nearing completion. Recently, the Department has been approached to allow a limited "urban small winery" within the Food and Beverage land use definition, which would allow their establishment within the Commercial Retail land use category. Wineries are currently only allowed in Agriculture and Rural Lands land use categories as part of the Agricultural Processing land use definition. By adding "urban small winery" defined as a limited amount of case production and only covering a portion of the production, to the Food and Beverage land use definition, these uses could be allowed with a retail component, within communities. Although this idea was not a part of the original agricultural tourism amendments, expanding the potential for the locations of small wineries could support economic development within community downtown areas, as well as provide options outside of locations in the rural parts of the county for small wineries. Staff is asking for specific direction from your Board as a part of this priority setting session on whether to add this amendment to the Department's active list.

Status of Top 10 Priorities

The Department maintains an active "Top 10" list of priorities. Many of the "Top 10" projects are completed or nearing completion, as described below. Later in this report you will find recommendations to replace these items as they are completed.

The current "Top 10" list and status is as follows:

Current Top 10 Priorities

- **Update the Shandon Community Plan.**

Status: Complete. The Board adopted the Community Plan on April 3, 2012. This priority is complete and is recommended for removal from the Top 10 list.

- **Prepare ordinance amendments to implement the Paso Robles Groundwater Basin Resource Capacity Study (RCS).**

Status: Complete. Beginning in the summer of 2010, a number of public outreach efforts were completed including a web page, a direct mailing, public meetings, and draft ideas for ordinance and plan amendments sent to stakeholders and posted on the Department's web site. Staff then worked with the Water Resource Advisory Committee (WRAC) to fashion draft ordinances. Draft ordinances, plan amendments and associated environmental documents were completed in the summer of 2012 and the Planning Commission recommended adoption of the proposed ordinance amendments on July 26, 2012. On September 25, 2012, your Board adopted these amendments.

- **Prepare an update to the Economic Element of the General Plan.**

Status: In progress. The Board of Supervisors authorized an update to the County Economic Element of the General Plan on September 6, 2011. The Planning Commission recommended adoption of the update on August 23, 2012. Your Board is scheduled to hear the update on October 23, 2012.

- **Prepare General Plan and ordinance amendments to modify agricultural cluster subdivision policies and standards.**

Status: In Progress. Draft amendments were prepared in early 2011. The Final Environmental Impact Report, which was prepared entirely in-house, was completed in early August 2012. The Planning Commission recommended approval of the proposed amendments on August 30, 2012. Your Board is tentatively scheduled to hear the amendments in November 2012.

- **Prepare a 'Complete Communities' survey**

Status: In progress. The Department received a grant to complete a community infrastructure needs assessment for the communities of San Miguel, Nipomo, Oceano, and Templeton. Public meetings are scheduled for early October 2012, and the survey should be complete at the beginning of 2013.

- **Prepare ordinance amendments to implement a Planned Development Ordinance.**

Status: In Progress. A draft ordinance is prepared based on comments received from an Ad Hoc committee of architectural professionals. Hearings before the Planning Commission are tentatively scheduled to begin before the end of 2012.

- **Prepare the Public Review Draft of the Land Use and Circulation Element (LUCE) update and Environmental Impact Report.**

Status: In Progress. Plan preparation is underway. A public outreach program, including stakeholder interviews, started in 2010 and continued in 2011. On March 29, 2011, the Board directed staff to undertake a consolidation and reorganization of the Land Use Element to streamline and make it user-friendly. In addition, staff is preparing countywide viewshed standards. A draft version of the revised LUCE is planned for late 2012 / early 2013. An update to the LUCE focusing on rural policies, programs and standards is planned to begin in late 2013, if budgeted.

- **Complete the draft Los Osos Habitat Conservation Plan - Begin Fish and Wildlife agency review.**

Status: In Progress. Consultation between agencies and County staff is occurring. Phase I includes the agency review draft plan and is scheduled for completion in late 2012. Phase II includes public review of the draft plan and is scheduled to be completed by summer 2013.

- **Adopt ordinance amendments regarding Special Events.**

Status: In Progress. On July 28, 2011, the Planning Commission recommended specific amendments to the Board of Supervisors relative to special events. The Board considered the Planning Commission's recommendation on October 4, 2011 and continued the item off calendar to have staff work with the "Uniquely SLO" business cluster. The business cluster is still reviewing the proposed ordinance and has provided staff with some modifications for review.

- **Prepare ordinance amendments to revise standards to encourage in-fill development**

Status: In progress. The Department received a grant to complete amendments that would evaluate and revise existing provisions in the Real Property Division Ordinance (Title 21), Land Use Ordinance (Title 22) and Coastal Land Use Ordinance (Title 23) which make it difficult to develop on in-fill sites in urban areas in compliance with the County's strategic growth policies. A Request for Proposal process was completed and a consultant chosen. Public outreach is occurring and drafts of these amendments should be available by Spring of 2013.

As noted above, two of the items on the current Top 10 list have been completed and three are nearing completion. To that end, the following items are recommended for addition to the Top 10 list as items are completed.

Recommended Additions to the Top 10 Priorities

- **Update the San Miguel Community Plan.** (Replaces completed PRGWB Ordinance Amendments)

Status: In progress. Following a successful community outreach process and preparation of an administrative draft plan by the City and Regional Planning Department at Cal Poly, the Board, on November 1, 2011, authorized the community plan update. Grant funding was received to complete technical background reports which are underway. A public review draft is expected to be released in late 2012 or early 2013, and public hearings are expected to begin in late 2013 after completion of the environmental review. This comprehensive community-based plan will help shape new growth and development, enhance the quality of life, and bring vitality to San Miguel.

- **Complete the Oceano Community Revitalization Plan.** (Replaces completed Shandon Community Plan)

Status: In progress. The Department received grant funding, and after an RFP process hired a consultant to prepare the plan. Residents and stakeholders participated in an extensive public engagement process to produce a vision to revitalize historic Highway 1 and adjoining streets and blocks. The resulting plan will focus on multi-modal transportation improvements and development strategies that foster community identity, local economic opportunities, and improved access to services and amenities. The plan should be complete by late 2012 or early 2013.

- **Complete amendments to implement post-construction stormwater requirements.**

Status: In progress. On September 6, 2012, the Central Coastal Regional Water Quality Control Board (CCRWQCB) passed Resolution R-3-2012-00-2 that established Post-Construction Stormwater Management Requirements for Development Projects for municipalities throughout the Central Coast Region. Amendments to the Land Use Ordinance and Coastal Zone Land Use Ordinance will be required to implement these requirements. The CCRWQCB gave municipalities one year from adoption of the Resolution to make changes to their ordinances and begin implementation.

- **Complete the Camp Roberts Joint Land Use Study.**

Status: In progress. On August 17, 2010, your Board passed a resolution supporting the development of a Joint Land Use Study (JLUS) for Camp Roberts and application for a grant to conduct the study. In March 2011, the grant was awarded. After an RFP process, a contract was awarded on July 26, 2011 to a consultant for preparation of the JLUS. Data has been collected, two public meetings held, and three meetings with the JLUS Technical and Policy Committees. Additional public and committee meetings will be held. The JLUS should be completed by the Summer of 2013.

- **Complete e-permitting for specific photovoltaic systems.**

Status: In progress. The Department is currently in development of an e-permit for specific photovoltaic system permits. This would allow applicant to complete the permitting process entirely on line without having to come into the office.

Summary

The attached tables illustrate that the Department has a large number of programs being worked on in addition to many complicated permit applications. The four guiding priorities established by your Board are directing how the Department is prioritizing completion of these programs and permit applications. Timing of completion is based on the availability of staff resources, the need to complete mandated programs and continuing to provide responsive service to our customers who are processing applications for permits.

If the Board directs the Department to take on additional tasks, programs or implementation of policies prior to the items on the Tables 1-3 being completed, we will need to reevaluate our ability to complete the items within the timeframes outlined and this will very likely lead to deferment of the programs and projects listed. Although nine projects on Tables 1-3 are complete, fifteen projects have been added. These new items are based on Board direction provided to the Department since February 2012, as well as state and federal mandates associated with stormwater, flood hazard insurance, and state mining requirements and the Department's need for an updated permit tracking system.

Currently the Department estimates that in order to complete the revenue generating items on Table 1, 35.75 FTE (full time equivalent) positions are needed. The mandated and budgeted programs on Tables 2 and 3 require an approximate additional 52.00 FTE positions. The Department currently has 87.75 FTE positions on the Position Allocation List (PAL) and at this time, four of these positions are vacant. Any change to the number of FTE positions on the Department PAL would affect the ability to complete the programs that are currently budgeted, as well as, the Department's ability to take on any additional work.

The Planning and Building Department will continue to provide updates to your Board relative to the Department's priorities and progress towards completion of our assigned workload.

OTHER AGENCY INVOLVEMENT/IMPACT

The Department regularly coordinates with County Counsel, Public Works, County Parks, Agricultural Department, Environmental Health, Air Pollution Control District, Local Agency Formation Commission, San Luis Obispo Council of Governments, Airport Land Use Commission, Cal Trans, Cal Fire, and California Coastal Commission. Continued collaboration and coordination between these agencies and others will occur as the Department strives to continuously improve.

FINANCIAL CONSIDERATIONS

Completion of programs that are not revenue-offset requires General Fund support. The level of General Fund support is determined each fiscal year through the Department's approved budget. In the adopted budget for fiscal year 2012-2013, revenues were estimated at \$5,204,860, expenditures at \$11,115,707 and General Fund support at \$5,910,847.

RESULTS

The discussion with the Board will provide more clarity about the overall workload, priority of workload items and specific programs for the Department to focus on in fiscal year 2012-2013 and looking ahead at budgeting for fiscal year 2013-2014, consistent with the countywide goal of a Well-Governed Community.

ATTACHMENTS

Exhibit A - Description of Tables 1 - 6 / Guiding Priorities

Exhibit B - Tables 1, 2, 3, 4, 5, and 6

Exhibit C - Major Development Projects in Process