

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

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 2/16/2016	(3) CONTACT/PHONE Jim Bergman, Director / (805) 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 progress or changes to the Department's priorities.			
(6) FUNDING SOURCE(S) Department Budget	(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. 60 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: { } 4/5 Vote Required {X} N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { } N/A Date: <u>Sept, Oct, Nov 2008; Jan, Feb, Sept 2009; Jan, Aug, Nov 2010; Jan Mar, Jun, Oct, 2011; Feb, Oct 2012; Feb, Oct, Dec 2013; Mar, Oct 2014; Feb 2015, Oct 2015</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jim Bergman, Director of Planning and Building

DATE: 2/16/2016

SUBJECT: Report on Department of Planning and Building Priorities. All Districts.

RECOMMENDATION

It is recommended that the Board provide direction regarding progress or changes to the Department's priorities.

DISCUSSION

Background

The Department presents to your Board twice per year in February and October during identified Strategic Planning Sessions. On October 13, 2015, the Department presented the latest comprehensive priority and workload update to the Board.

Established Priorities and Progress

On October 13, 2015, your Board unanimously approved a priority list with projects to be completed by many teams within the Department. In addition, your Board provided a secondary set of priorities to be completed if time permits or to be considered for the priority list in the future. This report focuses on progress made toward completing the established priorities and recommends replacing a completed priority with a new priority from the Future Priority List shown further below. Directly below are the approved priority list items and a summary of progress:

- **Complete the Draft Los Osos Habitat Conservation Plan (begin Fish and Wildlife agency review) and Complete the Los Osos Community Plan Update.**
Status: In Progress. Consultation between agencies and County staff is occurring on the Habitat Conservation Plan (HCP) and Environmental Impact Report/Environmental Assessment. The draft HCP is actively being prepared. Public review of the draft plan and EIR/EA is scheduled to be released in September 2016. The Board authorized preparation of the Los Osos Community Plan update in December 2012. Initial public outreach for the Community Plan was conducted through Los Osos Community Advisory Council (LOCAC) and a staff-prepared on-line community survey. A Public Review Draft Community Plan is now available for review at the Department office, the Los Osos Library and on the Department's website. The plan is consistent and coordinated with the draft groundwater Basin Management Plan and the draft Habitat Conservation Plan. A series of community outreach meetings to unveil the plan was conducted in the Spring of 2015. A consultant was selected and has begun to prepare an EIR for the Community Plan. The EIR will be released for public review in October 2016. The completion of the HCP and Community Plan in conjunction with implementation of the Basin Plan, are necessary to foster new growth and development in Los Osos. This project has been delayed due to additional coordination time with other agencies on the Administrative Draft HCP.

- **Complete Workforce Housing Policy Amendments**
Status: In Progress. Amendment by the County of San Luis Obispo of Title 22 of the County Code, and the Land Use Ordinance, to incorporate a Workforce Housing Ordinance. The requested modifications include the creation of a pilot program encouraging the development of housing that is affordable to San Luis Obispo County's workforce. This is accomplished through reduced minimum lot sizes and flexible development criteria for standard subdivisions. Workforce housing subdivisions are meant to facilitate the creation of small fee-simple lots to accommodate infill housing within existing communities. Workforce housing subdivisions would be a development tool available in Residential Single-Family or Residential Multi-Family land use categories within the Inland areas of the County. In addition to the ordinance amendments, this program will include Workforce Housing Design Guidelines to guide site planning, building design, and landscape/outdoor areas for workforce housing subdivisions. A public review draft was released and the review period ended January 31, 2016. Next steps will be to revise the draft, and present it to Community Advisory Councils. It is expected that it will be presented to the Planning Commission in May 2016. This project has been delayed due to staffing changes and additional time added to the Public Review Draft.

- **San Miguel Community Plan Update**
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 most of which are complete. A public review draft of the Community Plan update was released in June 2013. The preparation of an Environmental Impact Report is underway. The Draft Environmental Impact Report is scheduled to be released in May 2016. This comprehensive community-based plan will help shape new growth and development, enhance the quality of life, and bring vitality to San Miguel. This project has been delayed due to staffing changes and additional preparation time of the Administrative Draft EIR.

- **Inland Vacation Rental Ordinance**
Status: In Progress. Staff has prepared an initial draft of the ordinance using the County's existing coastal zone vacation rental ordinance as a model, with adjustments to address issues that are of particular concern in the inland part of the county, such as the use of vacation rentals as temporary events venues. The draft ordinance would address this issue by explicitly prohibiting temporary events from occurring on a site with a residential vacation rental unless authorized, through minor use permit approval, in compliance with the County's existing temporary events ordinance. The ordinance also includes development standards covering topic such as parking, noise, occupancy limitations, location requirements, and noticing procedures, with the goal of minimizing impacts on neighboring properties. The public review draft was released on January 12, 2016 with comments due by February 26, 2016. It was sent to a wide range of stakeholders including advisory councils, other local cities and agencies, and realty, business, and tourism groups. Staff is presenting the draft ordinance to advisory councils and other interest groups that have asked for presentations. After the close of the public review period, staff will compile comments, make necessary adjustments to the draft ordinance language, and schedule the proposed amendments for a Planning Commission hearing in May 2016. Staff anticipates the proposed ordinance amendments will go before the Board of Supervisors in the summer of 2016.

- **Commercial Medical Marijuana Land Uses**
Status: In Progress. Planning and Building staff are actively participating as part of the multi-department team assigned to addressing commercial medical marijuana policy.

- **State Model Water Efficient Landscape Ordinance**
Status: Completed. The Board adopted the State Model Water Efficient Landscape Ordinance on November 24, 2015.
- **Permit Tracking System**
Status: In Progress. The Department is in final negotiations with the selected vendor to replace the Department's aging permit tracking system. Staff has already begun preliminary work relating to existing workflow documentation and data migration. It is anticipated that the vendor contract will be brought to your Board in February/March 2016 and if approved, implementation of the new permit tracking system will occur from March 2016-March 2017.
- **Sign Ordinance Update**
Status: In Progress. Department staff is coordinating a comparative analysis with other municipalities and legal research with County Counsel concerning the United States Supreme Court ruling.
- **CEQA Process Improvements**
Status: In Progress. Internally researching and awaiting new initial study checklist and guidelines from the California Office of Planning and Research. County must utilize the State adopted checklist and guidelines to develop local requirements.
- **Development of a Code Enforcement Strategic Plan**
Status: In progress. In the process of filing vacant positions and developing the frame work for the Code Enforcement Strategic Plan..
- **Avila Community Plan Update**
Status: In Progress. Staff has developed a framework for the community plan update effort, identified necessary resources, and initiated coordination with other departments. Staff has made a request of \$850,000 for the Board's consideration in the FY 2016-17 budget. Upon approval of the requested budget and completion of the Avila Traffic Analysis (see below), staff will initiate the work effort. It is expected that it will take four years to complete the work effort.
- **Avila Traffic Analysis**
Status: In Progress. Prior to initiating the community plan update process, your Board directed staff to first analyze specific policies pertaining to traffic in Avila. A consultant has been hired to assist Planning staff in the research and analysis of Ordinance #2702 (1995) that created the Avila Beach Drive traffic program. We have also been coordinating with Public Works staff regarding traffic counts and the circulation study. Staff has also begun meeting with representatives from a sub-committee of Avila Valley Advisory Council (AVAC) to ensure good communication with the community. It is our intent to have this item in front of the Planning Commission by May 2016 and in front of the Board by August 2016.

Future Priority List

Your Board identified a secondary set of priorities to be completed if time permits or to be considered for the priority list in the future. These items are:

- Agricultural Cluster Ordinance Review
- Craft Distilleries
- Urban Small Wineries
- State Scenic Highways
- Mapping (Constraints and Buildable Parcels)
- Transfer of Development Credits Clean up

With the completion of the State Model Water Efficient Landscape Ordinance priority, staff recommends that your Board direct staff to create a policy addressing Craft Distilleries. Currently staff has received requests and inquiries to allow distilleries in agricultural zones, to date, all have been proposals to have a distillery component added to an existing winery use. These requests have varied from creating spirits from wine to creating traditional grain alcohol. Staff is in the preliminary stages of evaluating the variations in possible distillery proposals as well as recent Alcohol and Beverage Control (ABC) requirements. Building code compliance for distillery equipment is also under review. Other issues that will be considered with this topic are lands use impacts, permitting levels, water consumption, storage issues, and the expansion of commercial uses in agricultural zones.

Summary

In addition to carrying out the core mandated duties of the department which includes many complicated building and planning permit applications, staff continues to work to develop policies addressing new legislative or legal mandates, and as directed by the Board, to implement the various elements of the General Plan or to address community needs. 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 wide variety of customers who are processing applications for permits, searching for land use and building information or are interested in projects currently being processed.

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. The next update will be in October 2016.

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 proposed budget for FY 2015-16, revenues were budgeted at \$7,435,584, expenditures at \$13,332,401 and General Fund support at \$5,896,897.

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 FY 2015-16 and looking ahead at budgeting for FY 2016-17, consistent with the countywide goal of a Well-Governed Community.