

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

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 10/15/2013	(3) CONTACT/PHONE Kami Griffin, Acting 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 any changes to the Department priorities as set by the Department.			
(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. <u>30 min</u> )			
(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 { } N/A Date: <u>September, October, November 2008; January, February, September 2009; January, August, November 2010; January, March, June, October 2011; February, October 2012, February 2013</u>	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors  
FROM: Planning and Building / Kami Griffin, Acting Director  
DATE: 10/15/2013  
SUBJECT: Report on Department of Planning and Building Priorities. All 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 19, 2013, 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 February 2013 presentation on Department priorities the Board provided the following direction to use during preparation of the Department budget for fiscal year 2013-2014 and to determine which projects are a part of the "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.

### **Department Priorities**

For the remainder of this fiscal year the Department will be focusing on four areas using the four guiding priorities as defined above. These are: Process Improvements, Infrastructure, Energy and Economic Development. Each of these key focus areas is reflected by items on the attached tables. As a number of items on the Department's Top 10 list are completed or nearing completion, the items that are proposed for addition reflect the four guiding priorities. These items include the work on the Renewable Energy Streamlining Program, the emPower program and work necessary to implement the urgency ordinance for the Paso Robles Groundwater Basin. In addition, because of these new items, a number of items on the list show as postponed. This is to reflect the additional staff time that these programs will involve. As these projects are completed, work will begin again on postponed projects.

### **Attached Tables**

The attached tables have been updated and reflect both the priorities as set forth by your Board and the adopted FY13-14 budget (See Exhibit A for additional information). The shaded items in the tables note the current and proposed "Top 10" priorities. 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 include 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 have premiums increased. As both the Department and the Board consider mandates important, as evidenced by mandates being the second guiding priority, Department resources are often focused on these programs before working on other programs.

#### **Status of Top 10 Priorities**

The Department maintains an active "Top 10" list of priorities. The Department is recommending a new Top 10 list based on previous decisions and direction from the Board of Supervisors.

#### **Completed Top 10 Items**

The following items were completed since the last update of the Top 10 list.

- **Complete the Oceano Community Revitalization Plan.**  
*Status: Complete.* This Plan was presented and approved by your Board on August 6, 2013
- **Prepare ordinance amendments to implement a Planned Development Ordinance.**  
*Status: Complete.* The ordinance amendments were adopted by your Board on June 18, 2013.
- **Complete the Camp Roberts Joint Land Use Study.**  
*Status: Complete.* On June 18, 2010, your Board received a report on the Final Camp Roberts Joint Land Use Study (JLUS).

#### **Proposed Top 10 Priorities**

Based on direction from your Board, the proposed Top 10 list and status is as follows:

- **Prepare the Public Review Draft of the Land Use and Circulation Element (LUCE) update.**  
*Status: In Progress.* On March 29, 2011, the Board directed staff to undertake a reorganization of the Land Use Element to streamline and make it user-friendly. The Planning Commission recommended approval of the consolidation on August 8, 2013. Staff prepared a Planning Commission recommended draft and has made this available to the public. Public hearings before the Board of Supervisors are scheduled to begin early in 2014.
- **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. On June 13, 2013, the Planning Commission recommended approval of the amendments. Public Hearings before the Board of Supervisors are tentatively scheduled in late 2013.

- **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 occurred in the communities in late 2012 and a report on the survey, including potential financing options, should be complete by late 2013 or early 2014.
- **Complete the draft Los Osos Habitat Conservation Plan (Begin Fish and Wildlife agency review) and begin Los Osos Community Plan update.**  
*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 2013. Phase II includes public review of the draft plan and is scheduled to be completed in 2014. The Community Plan update has been authorized for processing by the Board. Funding for preparation of an Environmental Impact Report is in the Department budget. Notification to property owners for requests for zone changes were advertised in two local newspapers in March 2013. New subcommittee meetings (twice monthly) with LOCAC began in June 2013 and will continue through November 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 applicants to complete the permitting process entirely on-line without having to come into the office. This system should be available early in 2014.
- **Update the San Miguel Community Plan.**  
*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. This comprehensive community-based plan will help shape new growth and development, enhance the quality of life, and bring vitality to San Miguel.
- **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 has occurred and drafts of both amendments and guidelines to assist communities with visioning should be available in the Winter/Spring of 2014 or earlier.
- **Implement an "emPower" program in San Luis Obispo County**  
*Status: In Progress.* This program would be an expansion of Santa Barbara County's comprehensive financing program for energy efficiency project for homeowners. The program would cover San Luis Obispo, Santa Barbara and Ventura Counties and would offer homeowners the ability to get low interest unsecured loans to complete energy efficiency projects. Grant funding will cover the costs of staffing and marketing of the program. Agreements from Santa Barbara County for the grant funding should be coming to your Board for review in the next two months.
- **Complete the draft of a Renewable Energy Combining Designation and related ordinance amendments for implementation.**  
*Status: In Progress.* The California Energy Commission (CEC) has awarded the County a Renewable Energy and Conservation Planning Grant of \$638,152 to fund a Renewable Energy Streamlining Program. The program would include amendments to revise policies, combining designations and ordinances to streamline development of renewable energy projects in areas of the County that meet selected criteria. Also includes preparation of an Environmental Impact Report (EIR) that evaluates specific areas proposed for a new Renewable Energy (RE) combining designation based on mapping of resources, infrastructure and constraints. The grant agreement

with the CEC was approved by your Board on July 9, 2013, and a contract for a consultant team to perform the work in conjunction with County staff was approved on August 13, 2013. The team is conducting stakeholder interviews and working on the constraints mapping.

- **Paso Robles Groundwater Basin (PRGWB) Urgency Ordinance Implementation.**

*Status: In Progress.* On August 27, 2013, your Board adopted an Urgency Ordinance covering a majority of the PRGWB that requires new uses to offset their water demand at a ratio of 1:1 and new wells to be metered and monitored by the property owner. On October 1, 2013, your Board took action to provide direction to staff relative to implementation of the ordinance. Implementation includes preparation of a County Approved Conservation Program for both residential and agricultural offsets. These should be prepared for presentation to the Board by early 2014.

### **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.

As the Board has the Department take on additional tasks, programs or implementation of policies prior to the items on the Tables 1-3 being completed, we have reevaluated our ability to complete the items within the timeframes outlined and have deferred some of the programs and projects listed. Although a number of items on Tables 1-3 have been completed since our last update, new items have also been added. These new items are based on Board direction provided to the Department, as well as state and federal mandates.

Currently the Department estimates that in order to complete the revenue generating items on Table 1, 37.75 FTE (full time equivalent) positions are needed. The mandated and budgeted programs on Tables 2 and 3 require an approximate additional 52.75 FTE positions. The Department currently has 90.5 FTE positions on the Position Allocation List (PAL) and at this time, 5.00 of these positions are vacant and three are actively under recruitment. Any reduction 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 2013-2014, revenues were estimated at \$6,810,441, expenditures at \$12,595,884 and General Fund support at \$5,785,443.

### **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 remaining months of fiscal year 2013-2014

and looking ahead at budgeting for fiscal year 2014-2015, consistent with the countywide goal of a Well-Governed Community.

**ATTACHMENTS**

Exhibit A - Description of Tables 1 - 6 / Guiding Priorities and Tables 1, 2, 3, 4, 5, and 6

Exhibit B - Representative Sample of Major Development Projects in Process