



# LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE

## QUARTERLY UPDATE

*“Helping You Enhance Our City and Build A Better Community”*

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March 14, 2024

# Call Meeting to Order

## Roll Call

Subcommittee Members:

Eric Friedman, Chair

Alejandra Gutierrez

Mike Jordan

# Meeting Agenda

## II. Preliminary Matters

- A. Announcements
- B. Agenda Review
- C. Approval of October 26, 2023 Minutes
- D. General Public Comment: *Items not on the agenda*

## III. Agenda Items

- A. Building & Safety Updates
- B. SFDB Process Improvements Update
- C. Housing Element Workload Discussion

# Land Development Team

- Community Development Department
  - *Planning*
  - *Building & Safety*
- Public Works Department
  - *Engineering*
  - *Transportation Planning*
  - *Water Resources*
  - *Wastewater*
- Fire Department
- Parks & Recreation Dept.
- Sustainability and Resilience Department
  - *Creeks*
  - *Environmental Services*



# Announcements – Staffing Update

## Recently Filled

- Ombudsperson (CDD-*Promotion*)
- Business Analyst (Building-*Promotion*)
- Inspection Supervisor (Building - *Promotion*)
- Administrative Specialist (2) (Building)
- Assistant Planner (Planning – Design Review)
- Planning Technician (Planning – Design Review - *Promotion*)
- Planning Technician (Planning – Zoning)



# Announcements – Staffing Update (cont.)

## Current Vacancies and Recruitments

- Senior Plan Check Engineer (Building)
- Senior Plans Examiner (Building)
- Senior Building Inspector-Specialty Mech. & Plumbing (Building)
- Residential Plans Examiner (Building)
- Building Permit Technician (Building)
- Project Planner (Planning – Development Review)
- Planning Technician (Planning - Zoning)

# BUILDING & SAFETY UPDATES

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# Building & Safety Division Efforts

## Building Code Effectiveness Grading Schedule (BCEGS)

- Administered by Insurance Services Office (independent)
- Evaluates jurisdictions' code administration, plan review, field inspections, training/certifications
- Graded 1(Best) to 10 (Poor): City rated 3!
- Lower score:
  - Well-enforced, up-to-date codes, which can be reflected in lower insurance rates
  - Better chance to receive federal and state grants



# Building & Safety Division Efforts

## Online Building Inspection Requests

- Building inspections can be requested directly through Accela Citizen Access (ACA) accounts (*March 2024 Launch*)
- Phase out of phone and emails requests - April 2024
- Public Notification (Contractors Assn, AIA, LDT bulletin)
- Step by step Guide
- Temporary email address for direct staff support to create accounts and demonstrate how to schedule inspections
- *Assistance for accessibility-related circumstances*

# Building & Safety Division Efforts

## Outdoor Dining Expansion on Private Property

- Developed an online submittal process for concept assessment (Pre-Application) thru Accela
- Launched November 2023
- Approximately a dozen applications
- Comments back to customers in 4-6 weeks

# Building & Safety Division Efforts

## Certified Access Specialist (CASp) Training

- In-person, and virtual training sessions for staff in Building & Safety, Public Works (incl. City Architect) and Parks and Recreation
- Accessibility Forum for Businesses/Public
  - Scheduled for June 27, 2024

# Departmental Efforts

## Post-Entitlement Permit Guidance (Residential)

- State-required (*AB-2234 & AB-1483*)
- Post online: Info for residential development
  - Fees, application requirements, maps
  - Examples of *real*, approved permit applications for certain housing types
  - ADU, mixed-use, single-unit, townhome, multi-unit
- Installed on the Land Development “Project Guidance” webpage
- Accomplished December 2023 (*1/1/24 deadline*)

# Departmental Efforts

## “Making it Pencil – The Math Behind Residential Development”



TERNER CENTER FOR HOUSING INNOVATION  
UC BERKELEY

The “Making It Pencil” series unpacks the steps a developer undertakes to finance and build new housing, and how those steps are impacted by policy choices and market conditions.

### What can policymakers do?

- Reduce fees to 10k/unit
- Reduce parking to .25 spaces/unit
- Increase density by 25%
- Reduce hard costs by 10%

#### Return on cost



Policy choices impact project feasibility

<https://turnercenter.berkeley.edu/blog/making-it-pencil-webinar/>

# Inter-Departmental Efforts

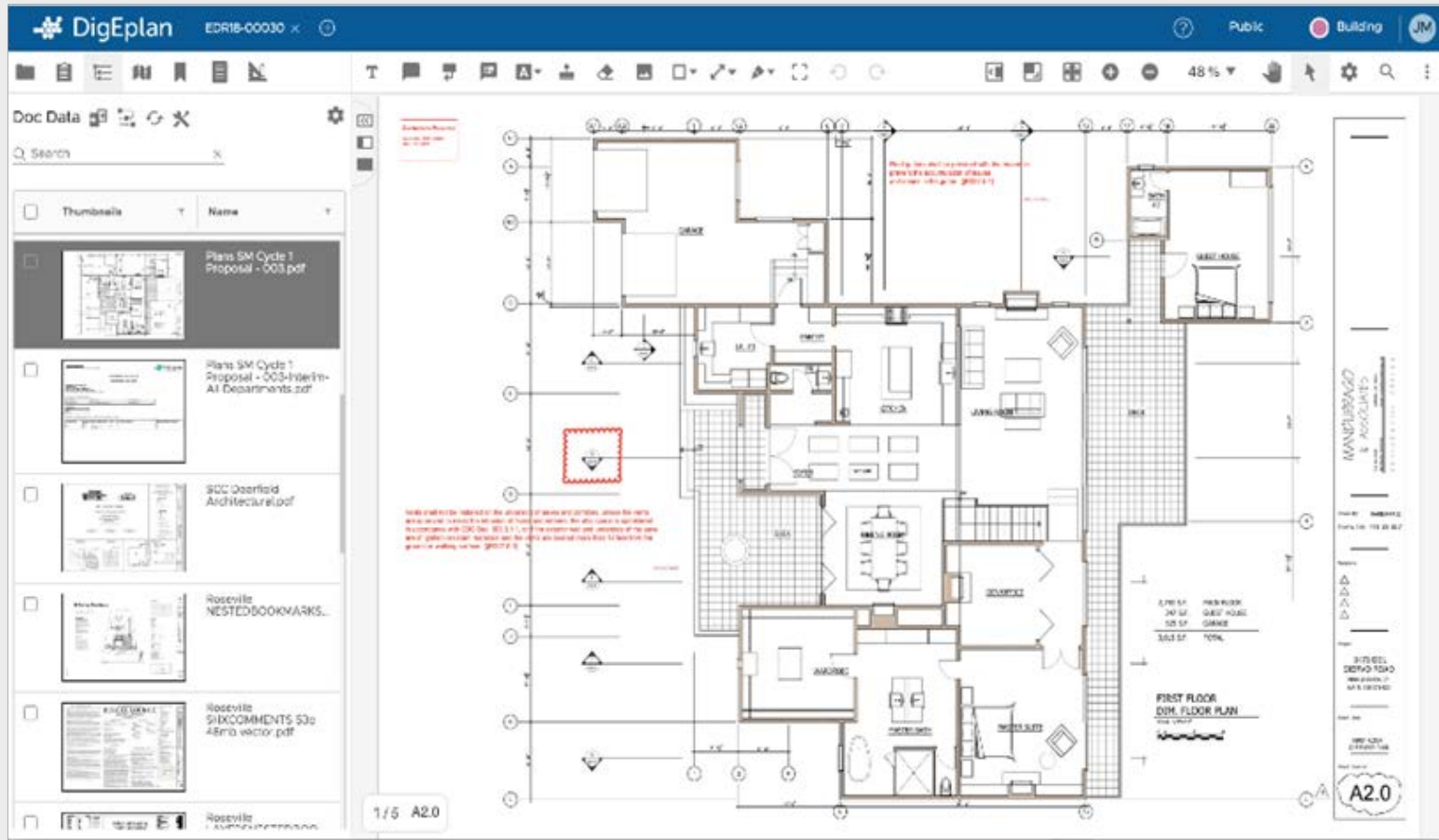
## Digital Plan Review – DigEPlan Software

- Kick off: January 2024
- Training: April 2024 (staff & customers)
- Go-Live: May 2024
- Goals:
  - Improve the customer experience
  - Add efficiency to the plan review process
  - Integrate directly into existing system (Accela)



# Inter-Departmental Efforts

Thumbnail  
images



Multiple staff  
placing  
comments  
simultaneously

Detail  
references can  
be selected by  
clicking and  
software takes  
reviewer to that  
sheet.

# SFDB PROCESS IMPROVEMENT UPDATE

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# SFDB Process Improvement Update

- SFDB Subcommittee & AIA Advocacy Group meetings - Fall 2023
- Code Amendment Concept Discussions at SFDB (March 11<sup>th</sup>) and Planning Commission (March 21<sup>st</sup>).
- Next Steps - Fall 2024:
  - Present formal code and guideline amendment recommendations at Planning Commission and Ordinance Committee; recommend adoption of finalized amendments and guidelines at City Council.

# HOUSING ELEMENT WORKLOAD DISCUSSION

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# Housing Element

Found to be in substantial conformance with state law by HCD on February 13, 2024




**HOUSING ELEMENT**

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2023-2031  
6<sup>th</sup> Cycle

Adopted by City Council  
December 12, 2023  
Resolution No. 23-162

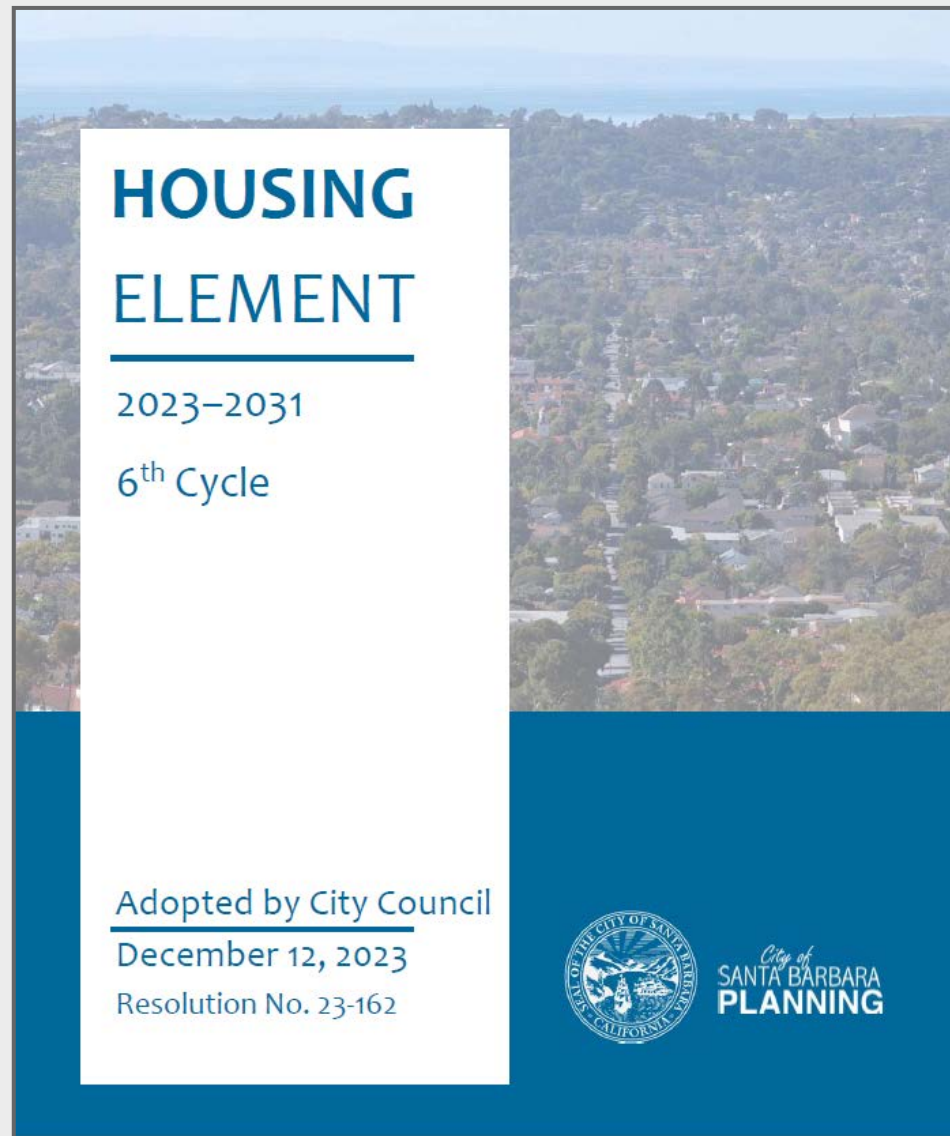
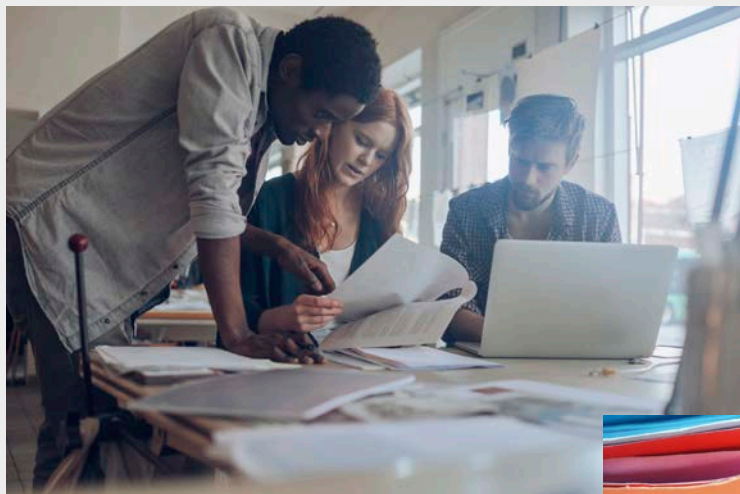


City of SANTA BARBARA  
**PLANNING**



# What Comes Next?

Implementation (LOTS of work!)




## HOUSING ELEMENT

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2023–2031  
6<sup>th</sup> Cycle

Adopted by City Council  
December 12, 2023  
Resolution No. 23-162



City of  
SANTA BARBARA  
PLANNING



# What's Driving the Workload?

- External Factors
  - Implementation of new state laws
  - Housing Element Implementation
  - New/Expanded Programs (e.g. outdoor dining)
- Internal Factors
  - Technology Integrations
  - Process Improvements/ Streamlining
  - Increasingly complex project applications

# Housing Element Programs

2023-2031

32 Programs

General Plan APR

PROGRAM	PRIORITY	DEADLINE
<b>Housing Element Programs EIR</b>	High	Jun 2024
<b>HE 1: Facilitate Conversion of Nonresidential Buildings to Housing (Adaptive Reuse)</b>	Very High	Dec 2025
<b>HE 2: La Cumbre Planning Area</b>	Low	Sep 2028
<b>HE-3: Special Needs Housing</b>	Medium	Dec 2026
<b>HE 4: Use-by-Right Permitting</b>	High	Feb 2024
<b>HE-5: Process Improvements</b>	High	Dec 2027
<b>HE 6: Facilitate Production of ADUs - Affordability and Amendments</b>	Medium	Jul 2026
<b>HE-6: Facilitate Production of ADUs - Preapproved Designs</b>	Very High	Dec 2024
<b>HE-7: Objective Design &amp; Development Standards (ODDS)</b>	High	Sep 2024
<b>HE 8: Innovative Housing Types</b>	Medium	Dec 2026
<b>HE 9: Resource Protection and Development Certainty</b>	High	Dec 2025
<b>HE 10: Multi-Unit Housing Program</b>	High	Sep 2026
<b>HE-11: Livable Neighborhoods</b>	Medium	Dec 2031
<b>HE-12: Prioritize Affordable Housing - Local Preference Policy</b>	Medium	Jun 2026
<b>HE-12: Prioritize Affordable Housing - Study and Implement Strategies</b>	Medium	Dec 2026
<b>HE-12: Prioritize Affordable Housing - Small Sites</b>	Medium	Dec 2026
<b>HE-12: Prioritize Affordable Housing - Water Sewer Policy</b>	Medium	Dec 2024
<b>HE-13: Evaluate Inclusionary Housing Ordinances - Feasibility Study</b>	Medium	Sep 2025
<b>HE-13: Evaluate Inclusionary Housing Ordinances - Code Amendments</b>	Medium	Dec 2026
<b>HE-14: Land Use Inventory</b>	Low	Dec 2027
<b>HE 15: Track Housing Production - No Let Loss</b>	Medium	Mar 2024
<b>HE 15: Track Housing Production - ADU Survey</b>	Medium	Jun 2025
<b>HE-16: Create Affordable Housing Funds</b>	High	Dec 2024
<b>HE-17: Support Rental Housing Mediation Program</b>		Ongoing
<b>HE-18: Right of First Refusal Purchase Program</b>	Low	Dec 2030
<b>HE-19: Short Term Rental Framework and Ordinance</b>	Medium	Dec 2025
<b>HE-20: Evaluate Hotel Zones</b>	Medium	Dec 2025
<b>HE-21: Residential Units Conversion Ordinance</b>	Medium	Dec 2025
<b>HE-22: Affirmatively Further Fair Housing Programs and Opportunities</b>		Ongoing
<b>HE-23: Monitor and Preserve Existing Affordable Housing</b>		Ongoing
<b>HE-24: Fund Home Rehabilitation and Provide Technical Assistance</b>		Ongoing
<b>HE-25: Fund Home Improvements and Repairs</b>		Ongoing
<b>HE-26: Renters Rights Information</b>	Low	Dec 2028
<b>HE-27: Housing Resources for the Public</b>	Low	Dec 2028
<b>HE-28: Housing Supply and Affordability Education Campaign</b>	Low	Dec 2030
<b>HE-29: Joint Legislative Platform</b>	Low	Dec 2030
<b>HE-30: Affordable Student, Staff, and Faculty Housing</b>	Low	Dec 2030
<b>HE-31: Secure Permanent Affordable Housing Fund</b>	High	Nov 2026
<b>HE-32: Support Affordable Housing Funding Legislation</b>	Low	Dec 2030
<b>General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production</b>	High	Apr 2024
<b>General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production</b>	High	Apr 2025
<b>General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production</b>	High	Apr 2026
<b>General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production</b>	High	Apr 2027
<b>General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production</b>	High	Apr 2028

# Housing Element Programs

## 2024-2026

### Additional Work

→ General Plan: Safety Element

→ General Plan: Open Space Element

PROGRAM	PRIORITY	DEADLINE
→ Housing Element Programs EIR	High	Jun 2024
HE 1: Facilitate Conversion of Nonresidential Buildings to Housing (Adaptive Reuse)	Very High	Dec 2025
HE-3: Special Needs Housing	Medium	Dec 2026
HE 4: Use-by-Right Permitting	High	Feb 2024
HE-6: Facilitate Production of ADUs - Preapproved Designs	Very High	Dec 2024
HE-7: Objective Design & Development Standards (ODDS)	High	Sep 2024
HE 8: Innovative Housing Types	Medium	Dec 2026
HE 9: Resource Protection and Development Certainty	High	Dec 2025
HE 10: Multi-Unit Housing Program	High	Sep 2026
HE-12: Prioritize Affordable Housing	Medium	Jun 2026
HE-13: Evaluate Inclusionary Housing Ordinances	Medium	Sep 2025
HE 15: Track Housing Production	Medium	Mar 2024
HE-16: Create Affordable Housing Funds	High	Dec 2024
HE-19: Short Term Rental Framework and Ordinance	Medium	Dec 2025
HE-20: Evaluate Hotel Zones	Medium	Dec 2025
HE-21: Residential Units Conversion Ordinance	Medium	Dec 2025
HE-31: Secure Permanent Affordable Housing Fund	High	Nov 2026
→ General Plan Annual Progress Reports (APR) Includes HE-15: Track Housing Production	High	Annually

# Housing Element Programs

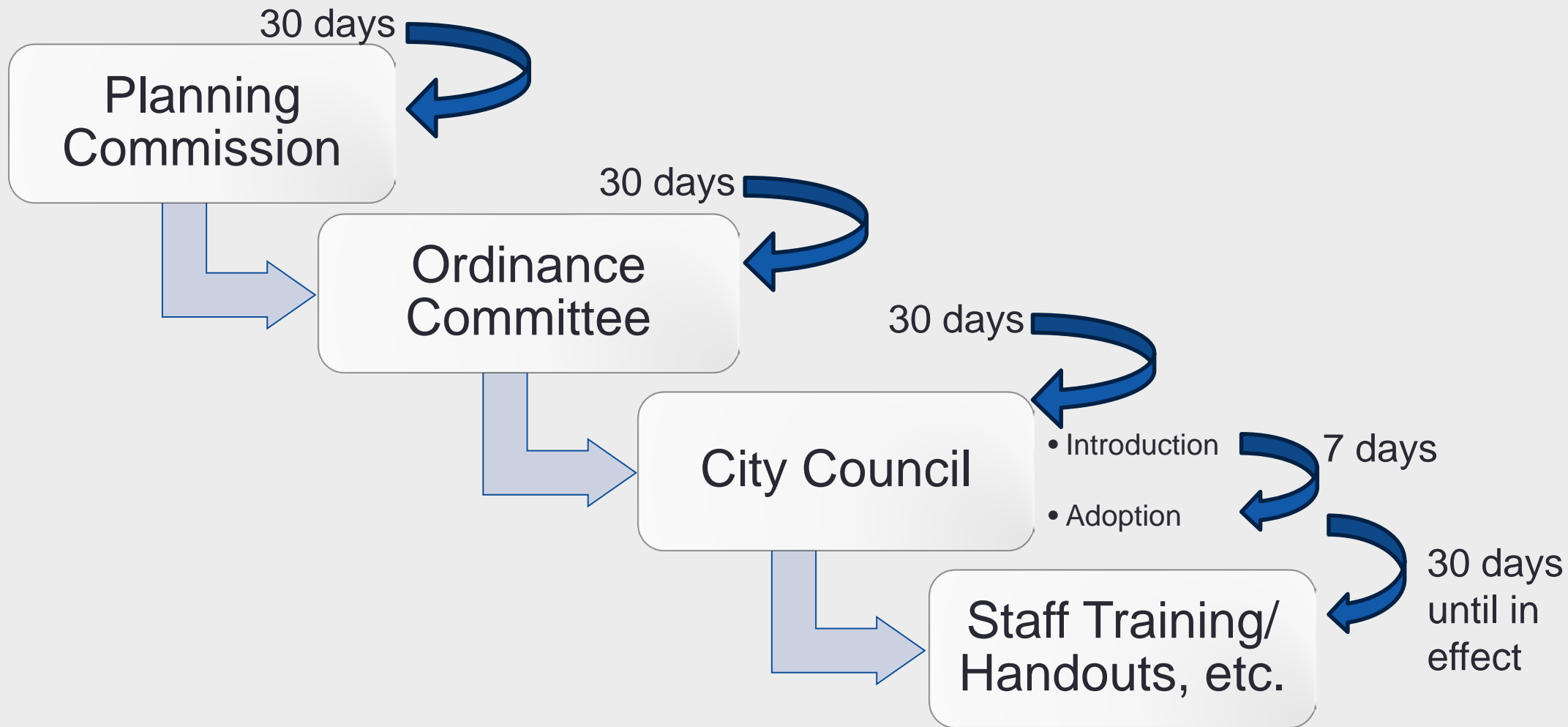
**HE-1: Facilitate Conversion of Nonresidential Buildings to Housing (Adaptive Re-Use) (Very High Priority; complete by Dec. 2025)**

# Housing Element Programs

## **HE-9: Resource Protection and Development Certainty** (High Priority; complete by Dec. 2025)

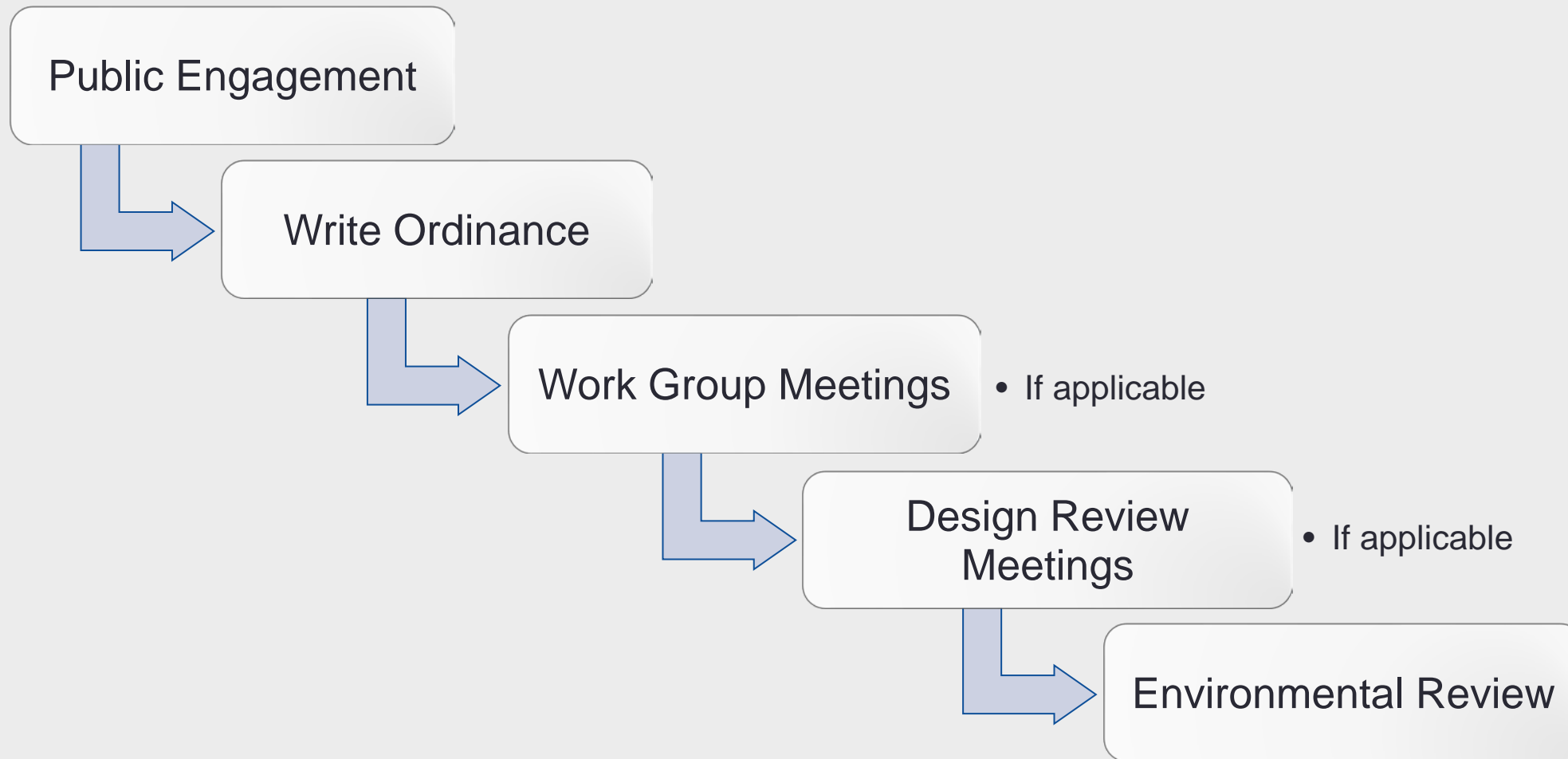
1. Creek Setback Requirements
2. Riparian Vegetation Protection
3. Pre-Construction Bird Surveys
4. Oak Woodland Protection
5. Archaeological Resources Protection (underway)
6. Construction Noise Management Plan

# Ordinance Process – Final Phase



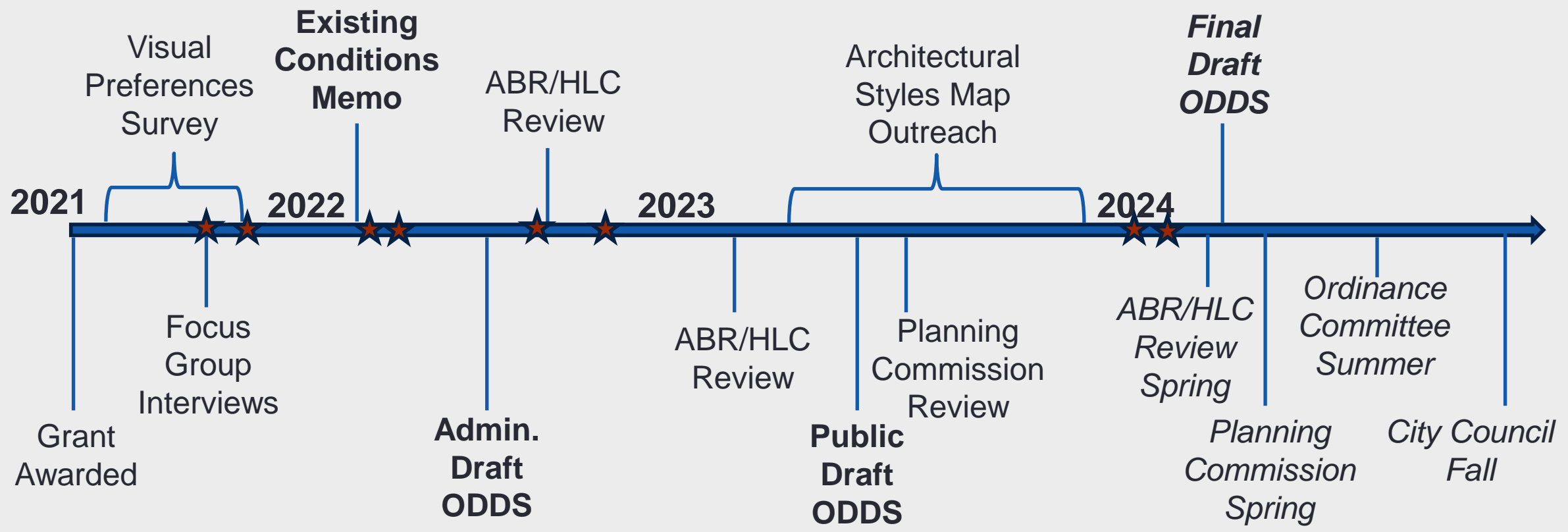


# Ordinance Process – Preliminary Phases



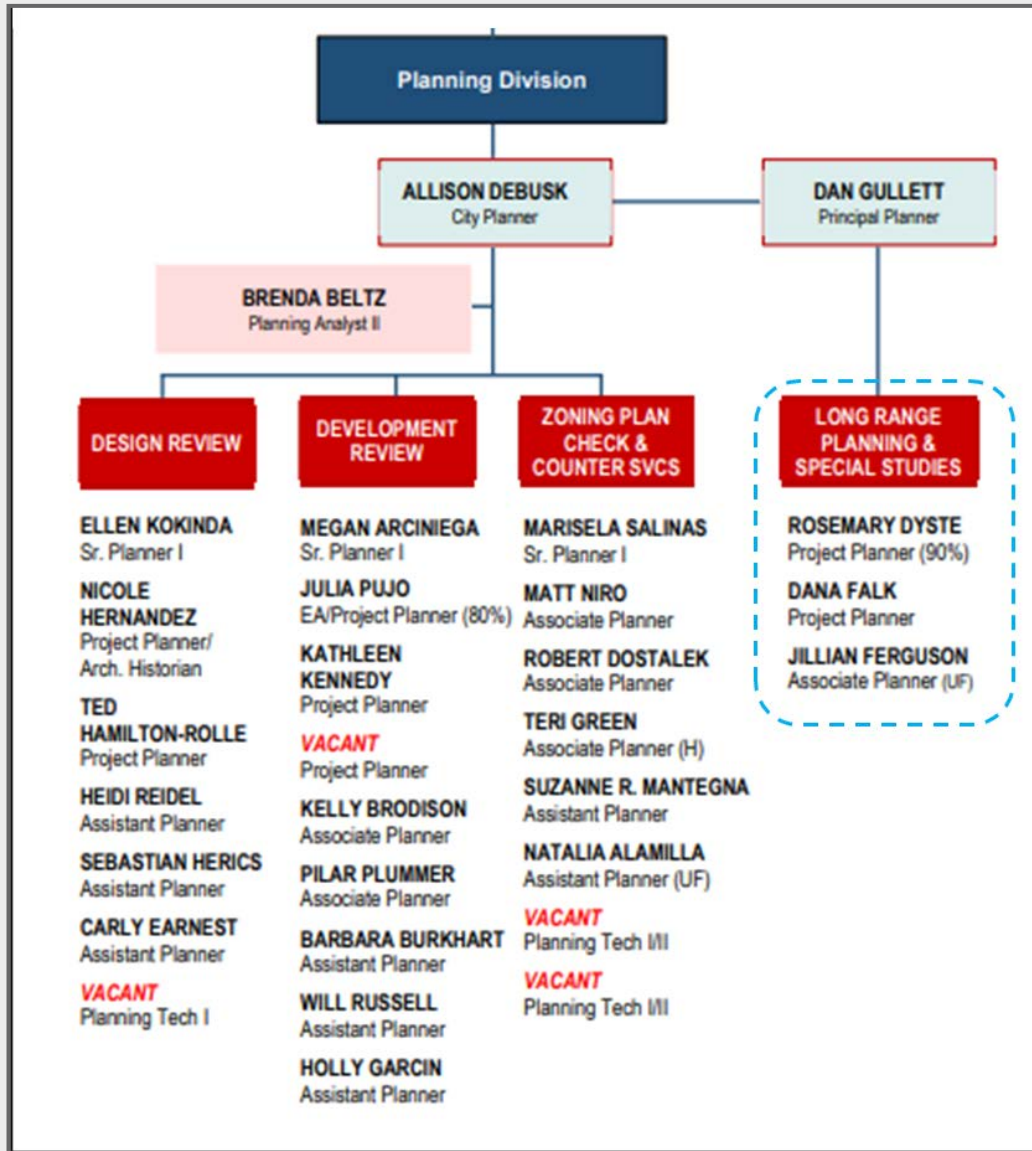
# ODDS Process

★ Work Group Meeting



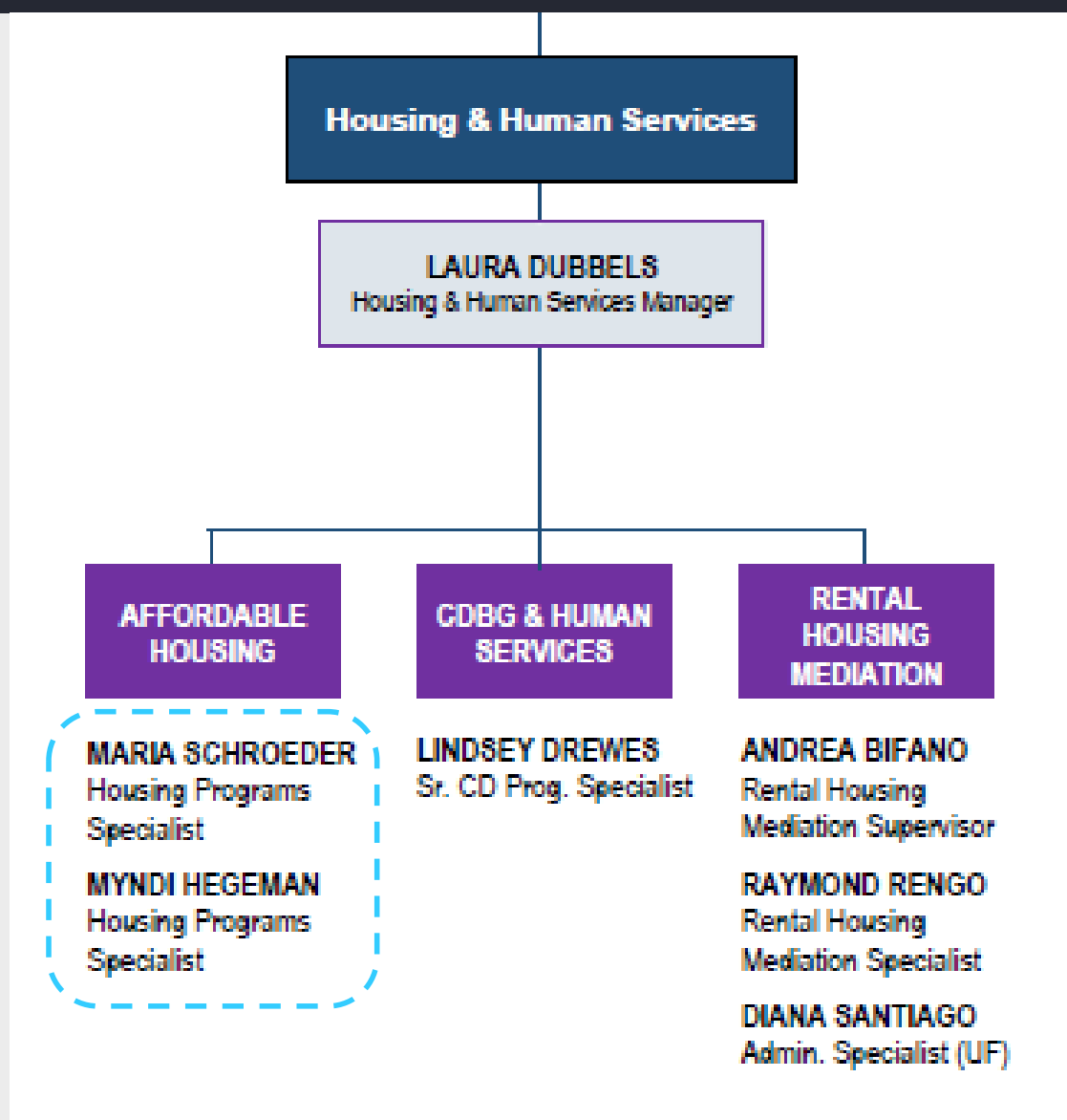
# Staffing

Long Range Planning & Special Studies = 3 staff



# Staffing

Affordable Housing Staff = 2 staff



# Housing Element Programs – City Staff

TASK	START	END	2024				2025				2026			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
HE-7: Objective Design & Development Standards (ODDS)	Jul-21	Sep-24	Active											
General Plan: Safety Element Update	Dec-23	Dec-25	Active				Active							
General Plan: Open Space Element Update	Dec-24	Dec-25					Active							
HE-12: Affordable Housing - Study and Implement Strategies	Jan-24	Dec-26	Active				Active				Active			
HE-20: Evaluate Hotel Zones	Apr-24	Dec-25		Active				Active						
HE-21: Residential Units Conversion Ordinance	Apr-24	Dec-25		Active				Active						
HE-15: Track Housing Production - ADU Survey	Dec-24	Jun-25	Active				Active							
HE-10: Multi-Unit Housing Program	Jan-26	Sep-26									Active			
HE-8: Innovative Housing Types	Jun-26	Dec-26										Active		
HE-16: Create Affordable Housing Funds	Dec-22	Dec-24	Active											
2024 APR	Jan-25	Apr-25					Active							
2025 APR	Jan-26	Apr-26					Active							
HE-13: Inclusionary Housing Feasibility Study	Jan-24	Sep-25	Active				Active							
Housing Element Program EIR	Apr-22	Jun-24	Active											

# Housing Element Programs - Unassigned

TASK	START	END	2024				2025				2026			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Unassigned</b>														
HE-3: Special Needs Housing	Mar-23	Dec-26												
HE-9: Resource Protection and Development Certainty	Jul-23	Dec-25												
HE-19: Short Term Rental Framework and Ordinance	Jul-23	Dec-25												
HE-13: Inclusionary Housing - Code Amendments	Jan-24	Dec-26												
HE-6: ADU Affordability and Amendments	Dec-25	Jun-26												
HE-14: Land Use Inventory	Apr-26	Dec-27												



## Recommendation

- Prioritize affordable housing programs and direct resources to those divisions/departments that provide support to those efforts.
  - Two term-planners in Long Range
  - One Housing Planner in Housing
  - Make hourly ADU plan checker into a full-time position

# QUESTIONS AND DISCUSSION

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