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 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.

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 downturn. This trend is also mirrored in planning permits and architectural review requests.
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, 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.
To ensure the County’s economic vitality, process 350 discretionary and ministerial planning applications annually.

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, 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 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.

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

Division: # & Title from CCID
Cost Center Report
Budget/GFC from CCID
(Financial Data by Cost Ctr)

Sub-Div: # & Name from Cost Center Report
Obj: from CCID Inventory
Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

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

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

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

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

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

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

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

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

Sub-Div: 05: ERP 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

Division # & Title from CCID
Cost Center Report
Budget/GFC from CCID
(Financial Data by Cost Ctr)

Sub-Div: # & Name from Cost Center Report
Obj: from CCID Inventory
Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

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

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 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 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.

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.

As an efficient and responsive government, return and resolve 100% of 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.
Div 04 – Long Range Planning
$3.3M / $3.2M
FTE: 19.8

Sub-Div 01: Administration
Obj: Perform administrative function for the Comprehensive Planning Division
Long Range Planning Administration Program 4000 $458.3K / $458.3K FTE: 3.3

Sub-Div 02: Community Plans
Obj: Prepare and implement Santa Barbara County community plans
Community Plans Program 4030 $1.4M / $1.4M FTE: 8.4

Sub-Div 03: General Plan Amendments
Obj: Prepare and implement the general plan elements for Santa Barbara County
General Plan Amendments Program 4020 $1.0M / $983.9K FTE: 8.4

Sub-Div 04: Strategic Planning
Obj: Carry out regional planning projects for Santa Barbara County
Strategic Planning Program 4010 $185.9K / $185.9K FTE: 1.00

Sub-Div 05: Special Projects
Obj: Initiate land use mitigation projects and grants
Special Projects Program 4040 $226.3K / $171.3K FTE: 0.8

Work is project related and does not lend itself to routine activities to be measured. Typically projects often require longer than a single year to be completed.
Review 100% of active permit conditions on oil and gas projects annually.

As an efficient and responsive government, ensure safe, mitigated processing and transportation of offshore oil and gas landed in Santa Barbara County by ensuring compliance with 100% of 490 permit conditions.

As an efficient and responsive government, track timing and deliverable requirements on 100% of approximately 410 ongoing, active permit conditions to ensure conditions are met by all applicants.

As an efficient and responsive government, provide complete response to 90% of permittees within 30 calendar days for approximately 65 annual compliance plans that require approval or updating.

Division & Title from CCID
Cost Center Report
Budget/GFC from CCID
(Financial Data by Cost Ctr)

Sub-Div: # & Name from Cost Center Report
Obj: from CCID Inventory

Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

Performance Measure Legend
Department-wide Effectiveness Performance Measure
Change to Performance Measure
New Performance Measure

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

Energy Administration
Program 5000
$336.7K / $316.7K
FTE: 2.6

Energy Permitting & Compliance
Program 5010
$1.2M / ($373.2K)
FTE: 5.0

Division 05 – Energy
$3.8M / $0.0M
FTE: 8.3

Sub-Div: 01: Administration
Obj: Perform administrative functions for the Energy Division

Sub-Div: 02: Permitting and Compliance
Obj: Land use and compliance permitting for offshore energy related projects

Sub-Div: 03: Long Range Planning
Obj: Establish policy and provide long range planning for offshore energy related projects

Sub-Div: 04: Mitigation Programs
Obj: Carry out mitigation projects for offshore energy projects

Sub-Div: 05: EIR Contracts
Obj: Develop environmental impact reports and studies for offshore energy related projects

Sub-Div 01: Administration
Obj: Perform administrative functions for the Energy Division

Sub-Div 02: Permitting and Compliance
Obj: Land use and compliance permitting for offshore energy related projects

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Obj: Establish policy and provide long range planning for offshore energy related projects

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Obj: Carry out mitigation projects for offshore energy projects

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Review 100% of active permit conditions on oil and gas projects annually.

As an efficient and responsive government, ensure safe, mitigated processing and transportation of offshore oil and gas landed in Santa Barbara County by ensuring compliance with 100% of 490 permit conditions.

As an efficient and responsive government, track timing and deliverable requirements on 100% of approximately 410 ongoing, active permit conditions to ensure conditions are met by all applicants.

As an efficient and responsive government, provide complete response to 90% of permittees within 30 calendar days for approximately 65 annual compliance plans that require approval or updating.
As an efficient and responsive government, Building and Safety will complete first review of 100% of 578 medium to large projects within 48 hours of project submittal.

As an efficient and responsive government, Building and Safety will complete first review of 100% of approximately 3,400 construction projects are built to state adopted codes and standards. To ensure the County's economic vitality, receive 3,880 permits for construction or grading. Provide simple over 2,500 hours. Assist 1700 permit applications submitted for land use or land development in the Santa Barbara office. To ensure the County's economic vitality, receive 1000 permit applications submitted for land use or land development in the Santa Barbara office.

Protect the health and safety of citizens by ensuring that 100% of approximately 1,000 construction projects are built to state adopted codes and standards. Provide simple over 2,500 hours. Assist 1700 permit applications submitted for land use or land development in the Santa Barbara office.

To ensure the County's economic vitality, receive 1000 permit applications submitted for land use or land development in the Santa Barbara office.

As an efficient and responsive government, Building and Safety will complete first review of 100% of 3,000 oil well and tank farm inspections annually. As an efficient and responsive government, Building and Safety will complete first review of 100% of 3,000 oil well and tank farm inspections annually.
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.