



City of Santa Barbara

LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE MINUTES

AUGUST 25, 2020

2:30 P.M.

This Meeting Will Be Conducted Electronically
As Described Below

SUBCOMMITTEE MEMBERS:

Alejandra Gutierrez, City Council
Mike Jordan, City Council
Eric Friedman, City Council

STAFF:

Rebecca Bjork, Interim Community Development
Director
Andrew Stuffer, Chief Building Official
Renee Brooke, City Planner
Ellen Kokinda, Administrative Analyst
Greta Walters, Administrative Assistant

NOTE: These minutes provide a summary of the meeting of the Land Development Team (LDT) Oversight Subcommittee. An audio recording of the meeting in its entirety is available at <https://www.santabarbaraca.gov/gov/cityhall/council/ldto/agendas.asp>.

CALL TO ORDER

Rebecca Bjork, Interim Community Development (CD) Director, called the meeting to order at 2:30 P.M.

I. ROLL CALL

Subcommittee Members Eric Friedman, Alejandra Gutierrez, and Mike Jordan

STAFF PRESENT

Rebecca Bjork, Interim Community Development Director
Renee Brooke, City Planner
Andrew Stuffer, Chief Building Official
Tim Dunn, Building Inspection/Plan Check Supervisor
Ellen Kokinda, Administrative Analyst
Greta Walters, Administrative Assistant

II. AGENDA ITEMS

A. Nomination and Election of Chairperson

1. Motion: Mike Jordan/Eric Friedman

Nomination of Eric Friedman as Chair.

Ayes: 3 Nays: 0 Abstentions: 0

B. Committee Purpose and Scope

1. **Discussion:** Subcommittee Member Jordan asked to broaden the subcommittee's purpose. The statement was updated to read, "Purpose of the subcommittee is to advise Land Development Team staff and oversee implementation of process improvements *and related issues* recommended by The Novak Consulting Group."

C. Overview of the Novak Group's Report

1. **Staff Presentation:** Interim CD Director Rebecca Bjork reviewed the scope and methodology of the Novak Group's Land Development Process Improvement study and highlighted priorities among the Novak recommendations, including developing an LDT vision statement.
2. **Action:** Interim CD Director Bjork stated that she would update the Subcommittee at the next meeting on the LDT's progress toward developing its vision.

III. PUBLIC COMMENT

Fred Sweeney asked the staff to share the number of attendees participating in the meeting. Mr. Sweeney also commented that the chairs of the design review boards should have received advance notice about the Novak report's release. (Interim CD Director Bjork noted that links to the Novak report as well as the Subcommittee's web page were sent to design review boards on August 19, 2020.)

IV. DISCUSSION

The Subcommittee Members committed to supporting process improvements with resources and training. The Members also provided feedback to staff regarding task priorities, goals, and the importance of communication, both internally and with the public.

A. Meeting Minutes Format

The Subcommittee agreed that minutes would be a short recap of significant issues leading to action.

B. Meeting Frequency

The subcommittee agreed to meet monthly through October, break for the fall/winter holidays in November and December, then resume meeting in January. Meeting frequency will be determined thereafter.

V. ADJOURNMENT

Meeting adjourned at 3:17 pm.