



City of Santa Barbara

LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE MINUTES

OCTOBER 28, 2020

10:00 A.M.

This Meeting Will Be Conducted Electronically
As Described Below

SUBCOMMITTEE MEMBERS:

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

Chair Eric Friedman called the meeting to order at 10:00 A.M.

I. ROLL CALL

Chair Eric Friedman, Councilmember Alejandra Gutierrez, and Councilmember Mike Jordan

STAFF PRESENT

Rebecca Bjork, Interim Community Development Director
Renee Brooke, City Planner
Andrew Stuffer, Chief Building Official
Rob Dayton, Transportation Planning and Parking Manager
Ellen Kokinda, Administrative Analyst
Greta Walters, Administrative Assistant

II. PRELIMINARY MATTERS

A. Announcements

- i. There were no announcements from Subcommittee Members or Staff.

B. Public Comment Pertaining to Items Not on this Agenda

- i. There were no comments from members of the public.

C. Approval of Minutes from September 23, 2020, Meeting**i. Motion: Mike Jordan/Eric Friedman**

Ayes: 2 Nays: 0 Abstentions: 0

Note: Councilmember Alejandra Gutierrez was briefly offline due to connectivity issues and was not available to participate in the vote.

III. AGENDA ITEMS**A. Update on Land Development Team (LDT) Process Improvements**

- i. Interim Community Development Director Rebecca Bjork opened the staff update, including a review of purpose, scope, and mission statement of the LDT Oversight Committee. Ms. Bjork updated the Subcommittee on the LDT's progress toward finalizing their vision statement.
- ii. Chief Building Official Andrew Stuffer outlined the streamlined process for issuing simple building permits online.
- iii. City Planner Renee Brooke provided updates on design review board processes, steps toward improving communication with customers, and clarifying Land Development processes. Ms. Bjork updated the Subcommittee on proposed municipal code changes related to the scope of application reviews.
- iv. Staff responded to questions from the Subcommittee about inspections and resolving cross-departmental issues.

B. Public Comment

Public comment opened at 10:38 AM. The following individual spoke:

- i. Anna Marie Gott

Public comment closed at 10:43 AM.

C. Next Meeting Items: Direction from the Subcommittee

- i. Councilmembers Jordan, Gutierrez, and Friedman, provided feedback on the developing vision statement. Mr. Jordan urged the LDT to maintain momentum in order to put process efficiencies in place, and asked Ms. Bjork to share information on obstacles to implementing LDT improvements in case additional resources are required. Mr. Friedman asked that the Subcommittee receives feedback as new processes described in the meeting are rolled out to customers. Mr. Friedman requested details on the expected cost of resources required to implement improvements when budget planning begins in early 2021. Ms. Brooke proposed that the next meeting include a discussion of opportunities to reduce/eliminate process steps.

D. Next Meeting

1. January 2021

IV. ADJOURNMENT

Meeting adjourned at 11:01 am.