



City of Santa Barbara

LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE MINUTES

FEBRUARY 24, 2021

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
Christina (Tina) Dye, Interim Building Official
Renee Brooke, City Planner
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
Tina Dye, Interim Chief Building Official
Greta Walters, Administrative Assistant

II. PRELIMINARY MATTERS

A. Announcements

- i. No announcements were made.

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 January 27, 2021, Meeting

- i. **Motion:** Alejandra Gutierrez/Mike Jordan

Ayes: 3 Nays: 0 Abstentions: 0

III. AGENDA ITEMS

A. Update on Process Improvements

- i. Interim Community Development Director Rebecca Bjork opened the staff update, which included a review of the purpose and scope of the LDT Oversight Committee.
- ii. Interim Chief Building Official Tina Dye presented recent and planned improvements to the Building and Safety Division's plan review process, including: training for Permit Technicians on reviewing submitted documents for completion prior to plan check; new fee estimates to help applicants calculate expected project costs; new notices to applicants who need to complete plan review or inspection prior to application/permit expiration; collection of full plan review fees at initial submittal (thereby allowing staff to focus time and resources on permitted projects); standardized plan review documents for consistency; and pre-approved plans for projects requiring storm water/erosion control.

B. Public Comment

Public comment opened at 10:11 AM. As no member of the public requested to speak, public comment closed.

C. Committee Questions

- i. Councilmember Jordan requested more information about the progress of process improvement items that will require code amendments or will have potential budget impacts. Mr. Jordan also recommended holding a workshop that would allow key stakeholders to provide feedback on the progress made toward implementing process improvements to date. Councilmember Gutierrez and Chair Friedman agreed that a workshop would be helpful. Ms. Gutierrez recommended holding it sometime in the afternoon.

D. Next Meeting Items: Direction from the Subcommittee

- i. Ms. Bjork noted that at the next meeting of this subcommittee, staff will share preliminary information on the requested public workshop as well as the process for collecting building permit fees. She stated that the meeting will also include a summary of all process improvements and progress made to date.

E. Next Meeting

1. April 2021

IV. ADJOURNMENT

Meeting adjourned at 10:28 am.