



# City of Santa Barbara

## LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE MINUTES

**APRIL 19, 2021**

3:00 P.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, Chief Building Official  
Renee Brooke, City Planner  
Greta Walters, Administrative Assistant

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**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 3:00 P.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, 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. Public comment opened at 3:02 pm. As no members of the public requested to speak, public comment closed.

##### **C. Approval of Minutes from February 24, 2021, Meeting**

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

Ayes: 3      Nays: 0      Abstentions: 0

### **III. AGENDA ITEMS**

#### **A. Update on Process Improvements**

- i. City Planner Renee Brooke opened the staff update and provided a review of the purpose and scope of the LDT Oversight Subcommittee.
- ii. Chief Building Official Tina Dye described efforts to clarify and ensure consistency in plan review processes, such as the creation of pre-approved plans for projects requiring storm water/erosion control, revised interpretation of plumbing-fixture code, and recent outreach to designers, architects, and applicants. Mr. Jordan recommended that the City use clearer, more consistent descriptions in the fee structure and corresponding ordinances.
- iii. Ms. Brooke provided an update on implementation of all Novak Group recommendations for improving the City's land development process. Ms. Brooke noted whether recommendations were completed, in process, or not yet started, and provided progress details on each item. Ms. Brooke reported that she will propose a strategy for making recommended municipal code amendments at the June meeting.
- iv. Councilmember Gutierrez encouraged the City to consider using more direct contact from City staff, creating bilingual materials, and avoiding jargon-filled language to communicate complicated land development processes. Councilmember Jordan and Chair Friedman raised questions about customer service training for LDT staff and related advisory bodies, and asked that the subcommittee be kept apprised of training efforts. Councilmember Jordan recommended doing a "temperature check" on implementing recommendations. Ms. Bjork responded that the late summer 2021 public workshop would allow LDT staff to discuss newly implemented and ongoing processes with stakeholders. The workshop would include a listening session in which stakeholders describe their experiences with updated processes and communicate what should be prioritized moving forward.

#### **B. Public Comment**

Public comment opened at 4:40 PM. The following individual spoke:

- i. Fred Sweeney

Public comment closed at 4:42 PM.

#### **C. Subcommittee's Closing Comments**

- i. Councilmember Jordan noted that one of his goals is to consider how the Novak Group's recommendations might be reprioritized. Councilmember Gutierrez stated that she would like to include in the workshop members of the public who do not frequently interact with the Land Development Team and design professionals. Chair Friedman agreed with Councilmember Jordan's observation that the workshop will present an opportunity to refine and reprioritize the recommendations. He asked staff to reach out to chairs of design boards and alert them to the workshop. Chair Friedman also asked staff to include related budget requests in Fiscal Year 2022 budget preparations.

**D. Public Workshop**

- i. Ms. Bjork stated that staff will do further planning on the Public Workshop and will consider how to solicit the most meaningful feedback from the community.

**E. Public Comment**

- i. Public comment opened at 4:49 pm. As no members of the public requested to speak, public comment closed.

**F. Next Meeting**

- i. Ms. Bjork suggested that the June 30, 2021, meeting include a proposed work plan to implement municipal code amendments to reduce and/or streamline the project review process as well as an update on the public workshop.

**IV. ADJOURNMENT**

Meeting adjourned at 4:50 pm.