



City of Santa Barbara

LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE MINUTES

JUNE 30, 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

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 3:01 pm. As no members of the public requested to speak, public comment closed.

C. Approval of Minutes from April 19, 2021, Meeting

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

Ayes: 3 Nays: 0 Abstentions: 0

III. **AGENDA ITEMS**

A. Update on Land Development Team (LDT) Process Improvements

- i. Interim Community Development Director Rebecca Bjork provided a review of the purpose and scope of the LDT Oversight Subcommittee.
- ii. Chief Building Official Tina Dye announced updates to the City's Building and Safety Division web pages, and reported that on-demand permitting is newly available for underground gas service and water service. Ms. Dye also noted that fee descriptions that appear on customers' receipts have been updated for clarity.

B. Public Noticing and Considerations for Improving the Process

- i. **Presentation:** City Planner Renee Brooke provided an overview of current public noticing practices, then discussed opportunities for improving public noticing and subsequent benefits to streamlining project review.
- ii. **Discussion:** Ms. Brooke responded to questions from the Subcommittee Members. Councilmember Jordan suggested making prominent any language that explains how to sign up for future notices. Chair Friedman discussed the benefits and drawbacks of noticing neighborhoods about important projects in advance of Project Design Approval hearings. Ms. Brooke explained that Planning staff and the City Attorney's Office are working to make final design approval easier and less discretionary.

C. LDT Process Improvement Updates

- i. **Presentation:** Ms. Brooke reported to the Subcommittee on process improvements that will require municipal code or guideline amendments. She noted that LDT staff is focusing this summer on quick, impactful wins requiring a smaller work effort (e.g., streamlining the planning application process). Concurrently, staff is working on major projects (e.g., streamlining design review) that require a larger work effort and will require public hearings, likely in spring/summer 2022.
- ii. **Discussion:** The City Planner and subcommittee members discussed scope creep and Council's potential role in the early stages of concept review.

D. Land Development Public Workshop

- i. **Presentation:** Ms. Brooke updated the Subcommittee on plans for the upcoming public workshop, noting that it will include an in-person workshop component preceded by a survey of recent land development customers. She identified potential workshop topics such as on-demand permits, electronic plan submittal, and plan review timeliness.
- ii. **Discussion:** Councilmember Jordan suggested inviting members of the design review boards to the workshop.

E. Public Comment

Public comment opened at 4:16 PM. As no one asked to speak, public comment was closed.

F. Subcommittee's Closing Comments

- i. Councilmember Jordan commented that he would like more prominent signage at large proposed project sites; he asked that staff report back to LDT Oversight Subcommittee with suggestions about how this could be accomplished. He reiterated that the first public notice for design review projects should boldly and clearly describe how to sign up to receive notices for future hearings on a project. He also recommended that a mailed notice is sent before Project Design Approval is granted.
- ii. Councilmember Gutierrez agreed that more prominent on-site signage should be posted and remarked that it would be helpful to have staff hand-deliver notices of a proposed project to neighbors immediately adjacent to the project site.
- iii. Councilmember Friedman supported Councilmember Jordan's request for on-site signage and sending an additional mailed notice for projects. He also recommended adding language to agendas and minutes stating that an item is appealable. Chair Friedman added that he is especially interested in learning more about narrowing scope of project review as a potential process improvement.

G. Next Meeting

- i. Chair Friedman noted that at the next meeting, scheduled for September 29, 2021, LDT Oversight Subcommittee would receive a report on findings from the public workshop.

IV. ADJOURNMENT

Meeting adjourned at 4:26 pm.