



City of Santa Barbara
Community Development Department

Planning Commission Staff Report

REPORT DATE: February 14, 2012
AGENDA DATE: February 16, 2012
TO: Planning Commission
FROM: Danny Kato, Senior Planner *DK*
SUBJECT: Planning Commission Training/Discussion

The main purpose of the training/discussion session is to have a forum for Planning Commissioners to talk to one another about the decision making process, with the expectation that it will lead to even better and more confident decisions by all. Staff will facilitate the training/discussion by leading the Planning Commission through a typical Planning Commission agenda. There will be administrative items and reminders, in addition to more substantive topics.

PRE-MEETING ITEMS

1) **Site Visits:**

- a) Responding to email poll
- b) Van departure punctually at 7:45 a.m.
- c) Interaction with public
- d) Discussion/Questions

2) **Lunch Meeting:**

- a) Minutes/Resolutions review (action during main meeting)
- b) Topics requested by PC
- c) Substantial Conformance Determinations
- d) Tandem Parking
- e) PC/SHO tentative agenda reviews
- f) Questions and Answers about general topics
- g) If Planning Commissioners have questions, please forward them in advance

ACTUAL MEETING ITEMS

3) **Roll Call**

- a) Meeting and Video Recording begin promptly at 1:00 P.M., so if a Commissioner walks in at 1:02 P.M., both the camera and public record do note it.

4) **Preliminary Matters:**

- a) II.A: Review of Draft Minutes/Resolutions
 - i) We encourage any grammatical edits be submitted to PC Secretary beforehand, but bring content discrepancies to meeting
- b) II.B: Changes to Agenda, etc.
 - i) This would be the section to announce any request to reconsider a motion made at the prior PC meeting
- c) II.C: Staff Announcements/Appeals
- d) II.D.: Public Comment.

5) **Agenda Items:**

- a) New Project Items – Our main focus will be on this type of project.
 - i) Brown Act Tidbits
 - (1) Ex-Parte Communication Disclosure
 - (2) Stepping down because of conflict of interest
 - (3) Serial meetings
 - ii) Staff Presentation
 - (1) Pre-Application Review Team
 - (2) Development Activity Review Team
 - (a) Application Types (common examples)
 - (i) Tentative Subdivision Map (TSM)
 - (ii) Condominium Development, including Condo Conversion
 - (iii) Coastal Development Permit (CDP)
 - (iv) Conditional Use Permit (CUP)
 - (v) Performance Standard Permit (PSP)
 - (vi) Modification
 - (vii) Development Plan (DP)
 - (viii) Transfer of Existing Development (TEDR)
 - (ix) Specific Plans
 - (x) Annexations
 - (3) Completeness

- (4) Environmental review (the very basics)
 - (a) Exemption
 - (b) (Mitigated) Negative Declaration (ND or MND)
 - (c) Environmental Impact Report (EIR)
- (5) Staff Report
 - (a) Recommendation
- (6) Correspondence
 - (a) When to give to Commissioners
- (7) Design Review,
 - (a) How it fits in to the DART and PC process.
 - (b) Compatibility criteria, representative from DR Boards to PC
- iii) Applicant Presentation
 - (1) Normally 15 minutes, but they can ask for more time. It's up to the Chair to decide
- iv) Public comment
 - (1) 2 minutes is standard. When to allow more?
 - (2) Combine time?
 - (3) Extra time for groups?
 - (4) Remember that there are many others who cannot attend
- v) Decision making. **This is where I hope the bulk of the discussion is: How do PC members make decisions? What info do they look at, how do they determine whether they can make findings?**
 - (1) Questions and comments
 - (2) Conditions of approval
 - (a) Changes, additions, deletions, etc.
 - (3) Findings
 - (a) What are they, and why are they important?
 - (4) Motions
 - (a) How to make a decent motion
 - (b) Abstention
 - (c) Denial with/without prejudice

(5) Voting

(a) Straw polls

vi) Post PC stuff

(1) CC&Rs

(2) Plan Check

(3) Final Map

(4) BP issuance, construction and Certificate of Occupancy

b) Consent Item

(1) Signal from Staff that the project is not controversial.

(2) Implicit request for a motion to waive the Staff Report

c) Concept Review

d) SHO Appeals

(1) Relationship between PC, SHO and Staff

(a) Communication

(b) Suspending a SHO Action

(2) SHO Decision making process

(3) Staff Recommendations on Appeals

e) Environmental Hearings

(1) Should we make them a concept hearing as well?

f) Recommendations to Council

g) Appeals to City Council of PC decisions

h) Discussion Items

i) Etc.

6) **Administrative Agenda:**

a) Committee and Liaison Reports

i) Expectations for Liaisons

ii) How long should liaison reports be?

ADDITIONAL TOPICS

7) PC Responsibilities

a) Attendance (notification)

b) AB700 (annual filing)

c) AB1234 (Ethics training, due every two years)