



FY 2018-19

ANNUAL WORK PROGRAM

PLANNING AND ENVIRONMENTAL REVIEW

DEPARTMENT

City Council Workshop

February 7, 2018

Presentation by:

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Purpose of Workshop

- ❑ Update Council on existing work commitments and progress
- ❑ Review staffing and workload by Division/Program
- ❑ Propose and consider potential new work projects
- ❑ Discuss and set Planning and Environmental Review work priorities for FY 2018-19

Workshop Agenda



- ☐ Presentation
- ☐ Questions from Council
- ☐ Public comment on draft FY 2018-19 Annual Work Program
- ☐ Council discussion, feedback and direction
- ☐ Adopt FY 2018-19 Annual Work Program

What is an Annual Work Program?

- ❑ Comprehensive overview of work of department.
- ❑ For each Division/Program:
 - Compares current and potential new projects with available staff resources.
 - Estimates current staff capacity/deficit based on (tentative) project schedules.
 - Reports on work progress.
 - Based on estimated completion dates, projects available capacity next fiscal year.
 - Lists and prioritizes potential new projects.

Big Picture Takeaways

- ❑ Backlog of existing work
 - Advance and Current Planning Divisions oversubscribed
 - Sustainability Program at capacity
- ❑ Will take at least 1 to 2 years to work through backlog
- ❑ Currently no capacity to take on new projects
- ❑ Limits/constraints to adding new staff capacity (e.g., managerial capacity)
- ❑ Prioritize “low-hanging fruit” and concentrate resources on priority projects.

Advance Planning Division

- ❑ 3.0 FTEs full-time staff + approx. 3 FTE consultant equivalents
- ❑ Responsibilities:
 1. Administrative
 2. Required Services
 3. Energy/Oil and Gas Programs
 4. General Plan Amendments
 5. Ordinances
 6. Environmental Programs and Plans
- ❑ Emergency operations support (unplanned)

Advance Planning Division

❑ Major Current Projects (partial list):

Ellwood Onshore Facility (EOF) Oversight and Permitting

New Zoning Ordinance

Accessory Dwelling Unit Ordinance

Cannabis Use Ordinance

Food Truck Ordinance

Ellwood Mesa Habitat Management Plan/Butterflies & Trees
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Creek and Watershed Master Plan

Current Planning Division

- ❑ 9.0 FTEs + approx. 1.1 FTE contract planner/consultant equivalents
- ❑ Responsibilities:
 - Required Services/Administrative
 - Development Services and Project Permitting
 - Special Projects/Process Improvement
 - Ordinances: Historic Preservation

Current Planning Division

❑ Major Projects (besides Permit Processing):

Permit Tracking System (PTS) development
Standard Conditions
Design review process reform/Design Review Board Bylaws
Development of a Permit Procedures Manual
Update of CEQA thresholds of significance, including SB 743
Historic Preservation Ordinance

Sustainability Program

❑ 1.0 FTE

❑ Responsibilities:

- Special sustainability-related plans and projects
- Liaison to local, state and federal sustainability programs

Sustainability Program

❑ Major Projects:

100% Renewable Energy Plan
Southern California Edison Distributed Energy Resources RFP
Community Choice Aggregation Implementation
STAR Certification activities toward a Sustainability Plan
Staff Liaison (Green Business Program, South County Energy Efficiency Partnership, Central Coast Sustainability Summit, Bike Share, SustainSB)
Federal programs (National Renewable Energy Lab Solar PV Training/RFP, DOE SolSmart Program)
Statewide Membership Participation (Local Government Sustainable Energy Coalition, Green Cities California)

Project Tables by Division/Program

❑ *Refer to Word Document*

❑ Tables:

1. Current Programs and Projects
2. Projected Available Staff Capacity
3. Potential New Programs and Projects

Workshop Questions

- ☐ What are your priorities among existing PER projects?
- ☐ What new projects would you like to see PER pursue?
- ☐ For each Division/Program, how do you rank potential new projects?
- ☐ Should PER defer taking on any new, major projects until it has made substantial progress on its work backlog?

Recommendation

Discuss work priorities and adopt an Annual Work Program for FY 2018-19 for the PER Department.