

**FY 2021-22 ANNUAL WORK PROGRAM  
PLANNING AND ENVIRONMENTAL REVIEW  
DEPARTMENT**



Final

MARCH 2021



**FY 2021-22 ANNUAL WORK PROGRAM**  
**PLANNING AND ENVIRONMENTAL REVIEW DEPARTMENT**

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## **EXECUTIVE SUMMARY**

### **FY 2020/21 Coronavirus Pandemic**

In December of 2019, the SARS-CoV-2 virus that has the potential to cause severe respiratory illness (later named Coronavirus disease 2019 or COVID-19) was first identified in Wuhan, China. Cases of the virus began surging in the United States in March of 2020, and it became apparent that a global pandemic was underway. On March 14, 2020, the City Manager issued an emergency declaration, and on March 19, 2020, Governor Gavin Newsom issued a statewide stay-at-home order.

As a result, for their safety and safety of the public, employees were directed to work from home, except as required to perform essential functions that could not be performed remotely. Permission to enter City facilities was limited, public counters were closed, and public meetings were conducted by videoconference. City staff efforts shifted to addressing the COVID-19 response with a focus on critical health and safety items.

During the course of the pandemic at times only essential services and businesses were permitted to operate throughout the State and only essential travel was allowed. This contraction in business activity resulted in significant reductions in the City's revenue. To help offset revenue losses and balance the budget, the City Council approved temporary cost containment strategies, including limiting expenditure budgets to essential services, projects, and programs, instituting a temporary hiring freeze for 11 full-time vacant positions and intern positions, and deferring certain capital projects.

The shift in work priorities and reductions to revenue greatly impacted staff's ability to complete previously identified projects and programs from the FY 2019/20 Department Work Programs, which will be detailed further in this document. In addition, as a result of the Staff response to the pandemic and shift in work priorities, the City Council did not review departmental Annual Work Programs for FY 2020/21. Accordingly, the FY 2021/22 Annual Work Programs for each department addresses work accomplished for both prior fiscal years 2019/20 and 2020/21.

### **Introduction and Purpose**

This FY 2021-22 Annual Work Program summarizes projects and programs proposed for the Planning and Environmental Review Department for the upcoming fiscal year, considering both ongoing, existing commitments and potential new projects. It is intended to provide the City Council with an overview of the current work of the Department and an opportunity to consider and give direction concerning the Department's future work. The Annual Work Program creates a regular mechanism for Council to share ideas for new work efforts and discuss the Department's work priorities. It encompasses the work of the two main Divisions, the Advance Planning Division and the Current Planning Division, as well as the Department's Sustainability Program and the newly formed Affordable Housing Implementation and Administration Divisions. Because the focus is

on discretionary work, the Annual Work Program does not include Building & Safety Services, which are currently contracted out to Willdan based on building permits processed and not discretionary.

The Annual Work Program considers how the work of the Planning and Environmental Review Department proposed for the upcoming year will support the City's Mission Statement and Core Values, as articulated in the City's Strategic Plan. It furthermore is intended to serve as a basis for budget plan development.

Generalized project schedules with deliverables and tentative completion dates are included in the Annual Work Program for important projects and programs. These schedules are intended as a conceptual tool for project management. They are subject to change due to any number of factors and should not be taken as a fixed commitment.

Estimates of staff time for each project or program are inherently rough and somewhat imprecise. However, cumulatively, they give a roughly accurate depiction of workload and how it relates to staffing for each Division. In addition to full-time staff, the Department relies on consultants and contract staff to assist in its work. The Annual Work Program shows estimates of consultant cost by project, program, Division and the Department as a whole. Consultant time and cost estimates are in addition to full-time staff. FTE equivalents for consultant/contract staff assistance are estimated based on cost estimates by Division/Program using average hourly rates. For purposes of FTE equivalency calculations, consultant costs are based on fiscal year expenditures, where possible. Where not available, consultant contract totals are used.

## **Department Staffing and Organizational Structure**

### ***Recent Changes***

As part of the FY 2019-20 mid-year financial review, the City Council acted to amend the department structure to add a new Affordable Housing Implementation Division as well as a new Administration Division. At the same time, a new position was added to the Sustainability Program to address workload.

The addition of the new Affordable Housing Implementation Division reflects the need for a staff person solely dedicated to meeting the City's responsibilities with respect to affordable housing implementation. These responsibilities had previously been spread between the PER Department and the Neighborhood Services and Public Safety (NSPS) Department. Important duties of this new Division include (1) managing and monitoring the inventory of existing affordable housing units, including rental housing units, (2) overseeing the creation and sale or rental of new affordable units to assure fair and consistent application of City rules, (3) managing and leveraging in-lieu affordable housing funds, first and foremost through preparation of a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP) addressing how in-lieu affordable housing funds will be applied toward the development, preservation, and rehabilitation of affordable units, (4) enforcing Fair Housing Act and tenant protections,

including through rental housing mediation, and (5) working with applicants and developers to implement Title 17 inclusionary housing requirements. Integration of affordable housing implementation responsibilities into the Planning and Environmental Review Department follows a common municipal organizational structure, which recognizes the relationship of this work to other core land use planning responsibilities, especially Housing Element policy and Regional Housing Needs Allocation planning.

The Administration Division, new as of last year, relocates two, existing positions (Department director and management assistant) to their own division. These positions, which carry Department-wide duties and responsibilities had previously been included in the Current Planning Division with costs allocated across all Divisions.

As a result of the citywide hiring freeze imposed in response to the Covid-19 crisis, both the senior housing analyst position in the new Affordable Housing Implementation Division and the new Sustainability Program position have been left unfilled. In addition, a vacant associate planner position in the Current Planning Division also remains unfilled. With respect to affordable housing work, the PER Department has been relying on assistance from the assistant to the City Manager, while the Current Planning Division has looked to assistance from contract planners to assist with its workload. The pace of Sustainability Division work has meanwhile slowed without the new position.

### ***Current Staffing***

Available staff capacity is a fundamental constraint on the work that the Planning and Environmental Review Department can undertake at any given time. Given this constraint, the Annual Work Program compares workload, both current project commitments and potential new projects, with available staffing. Many projects are multi-year efforts, which are still in process and require a continued commitment of resources. Taking on new projects is possible only to the extent that staff capacity becomes available through the completion of existing commitments or new staffing resources are dedicated.

As a basic principle, the Annual Work Program seeks to utilize City staff fully first and to rely on consultants and contract planners only when City staff capacity is completely committed. However, the Annual Work Program also recognizes that use of consultants and contract staff may be appropriate to meet workload demands, especially those generated by projects of a one-time or short-term nature that exceed available capacity of full-time City staff. The use of outside consultants to assist the Department is constrained by Department budget and also by the finite capacity of managers to manage consultant work in addition to full-time staff.

The Annual Work Program is preliminary to the City's two-year budget plan adoption. It assumes a total of 17.50 full-time equivalent positions (FTEs) available, consisting of 3.0 FTEs in Advance Planning, 9.50 FTEs in Current Planning, 2.0 FTE in the Sustainability Program, 1.0 FTE in the newly formed Affordable Housing Implementation Division and

2.0 FTE in the Administration Division. As noted, three of these positions remain unfilled due to the citywide hiring freeze (one associate planner in Current Planning, one sustainability assistant in the Sustainability Program, and one senior housing analyst in the Affordable Housing Implementation Division). In addition to full-time staff, the Department is supported by consultant and contract staff. The summary below does not count interns or fellowship program participants.

The Planning and Environmental Review Department staff is currently organized into five, main divisions as follows: Advance Planning, Current Planning, Building & Safety, Affordable Housing Implementation and Administration. The Department also oversees the City's Sustainability Program. Two of these Departmental divisions, Affordable Housing Implementation and Administration, are new as of last year, reflecting the transfer of affordable housing implementation work from the Neighborhood Services and Public Safety Department to PER and the re-organization of the Department Director and Management Assistant into a stand-alone Administration Division.

Advance Planning:

<b>FULL TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>	<b>NOTES</b>
Advance Planning Manger	1.0	
Senior Planners	2.0	
<b>FULL TIME FTEs</b>	<b>3.0</b>	
<b>PART -TIME CONSULTANT POSITIONS</b>		
Consultant - RRM	0.30	Title 17 Zoning and Local Coastal Program support services
Consultant – Robert Brown Engineers	0.30	Ellwood Onshore Facility, 421 Piers, and Platform Holly onshore connections work.
Consultant - JDL Mapping	0.30	GIS data and Mapping services
Consultant - ICF Jones & Stokes	0.30	General Plan/Zoning Ordinance
Consultant - Storrer Environmental Services	0.30	Environmental, oil and gas project, beach hazards removal monitoring and other projects as needed
Consultant – Johnson Aviation	0.30	Airport Land Use Planning
Consultant – John Douglas & Associates	0.30	Housing Element related services
Consultant - RSG	0.30	Housing Services
Consultant - KMA	0.30	In-Lieu Affordable Housing Fee Studies
Consultant - (TBD)	0.30	Objective Design Studies
<b>PART-TIME/CONSULTANT FTEs</b>	<b>3.0</b>	
<b>TOTAL EFFECTIVE FTEs</b>	<b>6.0</b>	

Current Planning:

<b>FULL TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>	<b>NOTES</b>
Current Planning Manager	1.0	
Supervising Senior Planners	2.0	
Associate Planners	3.0	1.0 VACANT
Assistant Planner	1.0	
Planning Technician	1.0	
Code Compliance Officer	1.0	
Management Assistant	0.5	
<b>FULL TIME FTEs</b>	<b>9.5</b>	
<b>CONTRACT POSITIONS</b>		
Contract Planner – Bret McNulty	0.25	
Contract Planner – Steve Rodriguez	0.25	
Contract Planner – Laura M. Bridley	0.25	
Contract Administrative Assistant– Linda Gregory	0.25	
<b>CONSULTANT POSITIONS</b>		
Consultant – Ordinance work only	0.30	
<b>PART-TIME/CONSULTANT FTEs</b>	<b>1.3</b>	
<b>TOTAL EFFECTIVE FTEs</b>	<b>10.8</b>	

Sustainability Program:

<b>FULL TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>	<b>NOTES</b>
Sustainability Coordinator	1.0	
Sustainability Assistant	1.0	VACANT
<b>TOTAL EFFECTIVE FTEs</b>	<b>2.0</b>	

Building & Safety:

CONTRACTED FULL TIME POSITIONS - WILLDAN	FULL-TIME EQUIVALENT (FTE)	NOTES
Building Official	1.0	
Building Inspector	1.0	
Building Technician	1.0	
Assistant Plan Checker	1.0	
<b>TOTAL EFFECTIVE FTEs</b>	<b>4.0</b>	

Affordable Housing Implementation:

FULL TIME POSITION	FULL-TIME EQUIVALENT (FTE)	NOTES
Senior Housing Analyst position	<b>1.0</b>	VACANT
**Assistance from the Assistant to the City Manager		
Consultant – RSG, Inc.	0.30	
<b>PART-TIME CONTRACT STAFF/CONSULTANTS</b>	<b>0.30</b>	
<b>TOTAL EFFECTIVE FTEs</b>	<b>1.3</b>	

This program has also been relying on assistance from the Assistant to the City Manager.

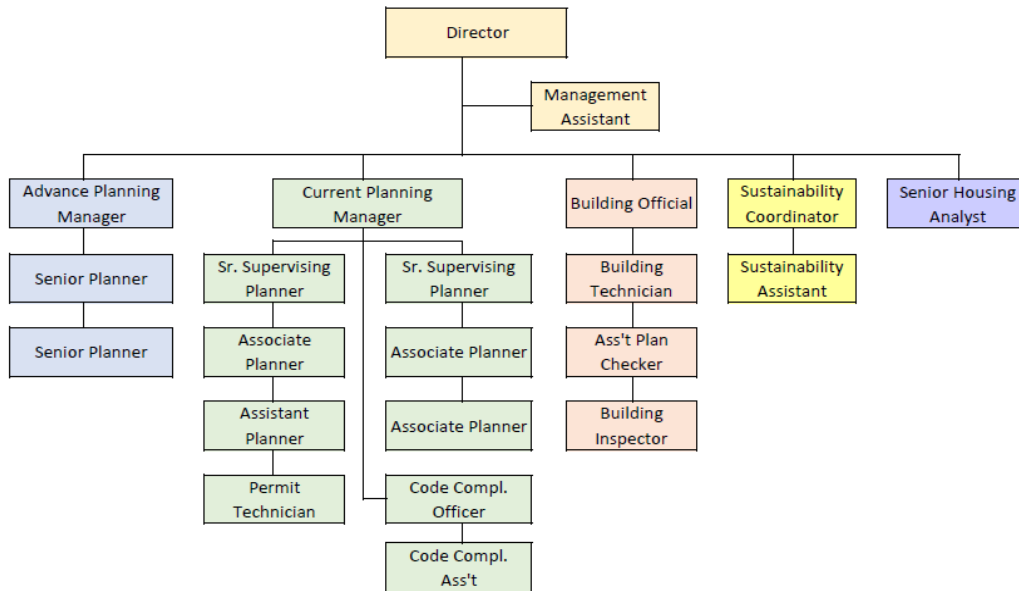
Department Administration:

FULL TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)	NOTES
Department Director	1.0	
Management Assistant	1.0	
<b>TOTAL EFFECTIVE FTEs</b>	<b>2.0</b>	

Department Total: 17.5 regular employees + 4.0 Building & Safety Willdan employees (21.5 FTE total). Three positions (3.0 FTE) are currently vacant due to the hiring freeze.

Contract planners and consultant capacity = approx.4.5 FTE

**Figure 1: Planning and Environmental Review Department Structure**



**Workload Considerations**

The Advance Planning Division has worked through its previous backlog of projects and is now beginning several, new projects on the Upcoming and Potential New Projects list, including time-sensitive and statutorily mandated work, such as the Housing Element update. The Current Planning Division, with the completion of the Permit Tracking System and headway on the close-out of old permit files, continues to make good progress on its own work backlog.

Of particular note, the Advance Planning Division completed the long process of New Zoning Ordinance development through Council adoption and a first round of amendments as well as adoption of the Creek and Watershed Management Plan, oversight of Beach Hazards Removal, completion of a multi-year effort to abandon two wells at Haskell’s Beach (421 Piers), and finalization of comprehensive changes to the Airport Land Use Compatibility Plan. The Advance Planning Division faces major, new work commitments with the Local Coastal Program consultation and submittal process, the Housing Element update in response to a new RHNA cycle, two In Lieu Affordable Housing Fee Studies and development of Objective Design Standards. The Housing Element update is statutorily mandated, while the Objective Design Guidelines are in response to new requirements of SB 330. The Housing In Lieu Fee Study has been re-assigned to Advance Planning until the new Affordable Housing Implementation Division has been staffed.

The Current Planning Division continues its progress in working through its backlog of process improvement and "one-time" re-tooling work. Importantly, since the last Annual Work Program process, the Permit Tracking System went through the final stages of development and beta-testing and both the back-office functions and public portal are now operational. Update of the CEQA traffic thresholds to meet the requirements of SB 743 has been completed. Completion of the Historic Resources/Cultural Resources Ordinance is also projected by the end of FY 2020-21. The Current Planning Division is operating with one vacant associate planner position, relying on contract planner services as needed. It has successfully completed the permitting of several, high-profile projects this past year. The Covid-19 crisis has presented special challenges for permit processing and accelerated transition to electronic permit applications and review. Somewhat surprisingly, the Covid-19 crisis has seen an uptick in new permit applications, including for a number of large projects. Additional enforcement responsibilities associated with new Covid-19 rules have stretched constrained Code Compliance staffing resources to the limit.

The Sustainability Program continues to work through an ambitious list of projects of city-wide importance, having completed a Strategic Energy / 100% Renewable Electricity Plan and guided the City through to membership in Central Coast Community Energy (3CE). Most recently, this Program has been fully engaged in planning and analysis for the City Hall solar photovoltaic energy project as a Strategic Energy Plan implementation step. The benefits expected from the addition of a second FTE Sustainability Assistant position have not been realized yet, as this new position remains vacant due to the hiring freeze.

Affordable Housing Implementation has been getting up to speed as a new division, tackling its first major new work efforts in addition to its core responsibilities of managing the existing affordable housing inventory, assuring new affordable unit policy compliance and administering tenant protection programs. With the new Senior Housing Analyst position unfilled due to the citywide hiring freeze, it has relied on consultants and the Assistant to the City Manager for staffing support. Work efforts to date have focused on development of a more formal affordable housing policy framework. The new In Lieu Affordable Housing Fee Studies has been re-assigned to the Advance Planning Division, while the Comprehensive Affordable Housing Finance Plan (CAHFP) has been deferred until the new Division is fully staffed.



## **ADVANCE PLANNING DIVISION**

### **Role of the Division**

The Advance Planning Division is primarily responsible for projects and programs to update and implement the City's General Plan, Local Coastal Program, Housing Element, and Zoning Regulations. The division oversees energy project planning, environmental programs and plans, and geographic information systems. Important to this division are addressing and complying with legal mandates, acting as liaison to the Santa Barbara County Association of Governments and other local agencies in land use planning matters, overseeing Energy/Oil and Gas programs and permitting, and maintaining current zoning regulations. In addition, the Advance Planning Division handles a variety of environmental programs and plans, as assigned. Work listed includes work undertaken in conjunction with other departments, performed in a supporting role.

The work of the Advance Planning Division is organized into the following categories:

1. Administrative
2. Required Services
3. Energy/Oil and Gas Programs
4. General Plan Amendments
5. Ordinances
6. Environmental Programs and Plans

### **Projects & Programs/Ongoing Work Efforts**

Table 1 below lists projects and programs currently being undertaken by the Advance Planning Division to which the Advance Planning Division is already committed. It provides an estimate of the staff time per project or program in the current fiscal year.

This table does not include unplanned work performed by Advance Planning staff, such as emergency operations support.

In FY 2019-20, the Advance Planning Division accomplished a number of significant work efforts:

<b>Advance Planning - Key Accomplishments and Project Milestones, FY 2019-20</b>
Completion through Planning Commission workshops and Council adoption hearings of the New Zoning Ordinance (NZO), Title 17 of the Municipal Code
Completion of an updated ADU ordinance to meet new State law requirements through Council adoption
Completion of Rental Housing Inclusionary Housing Element GPA and Zoning Ordinance amendment Acceptance of a \$160,000 SB 2 grant application by State Housing and Community Development (HCD) in support of housing-related impact fee studies
Finalization of a \$3.9 million grant agreement with the Coastal Conservancy in support of the Monarch Butterfly Habitat Management Plan (MBHMP)
Coastal Commission approval of Coastal Development Permits for the Ellwood Trails Project and Ellwood Monarch Butterfly Habitat Management Plan (MBHMP) North Grove restoration work detailed in the 2018 Implementation Plan, including a follow-on permit for prior tree removal work
Initiation of the Creek and Watershed Management Plan (CWMP) process, including public workshops and stakeholder meetings
Completion of monitoring work and Town Hall meetings related to now completed 421 well plugging and abandonment work by State Lands Commission
Assignment as Local On-Scene Representative on the 421 Oil Spill Unified Command
Coordination with SBCAG staff on the draft Airport Land Use Compatibility Plan, including public outreach and Planning Commission review of comments and suggested revisions to the draft ALUCP and environmental document
Completion of the 2019 General Plan/Coastal Land Use Plan Progress Report to the State Office of Planning & Research and HCD
Participation in Census 2020 public outreach planning process

Over the past year, the Advance Planning Division can point to an additional number of significant achievements:

<b>Advance Planning Key Accomplishments and Project Milestones, FY 2020-21</b>
Adoption of New Zoning Ordinance/Title 17 and SB 330 amendments
Adoption of a Water Efficient Landscape Ordinance
Successful grant applications for the Local Early Action Planning Grant (LEAP), and Regional Early Action Planning Grant (REAP)
Completion of a Request for Proposals (RFP), consultant selection and contract for two Affordable Housing In Lieu Fee Studies as well as preparation of RFPs and consultant selection for Objective Design Standards development and Housing Element update
Participation in SBCAG process for development of the Regional Housing Needs Allocation (RHNA) methodology and progress reports to City Council
Progress on Local Coastal Program negotiation with Coastal Commission staff
Adoption of the Creek and Watershed Management Plan
Completion of review and suggested revisions to SBCAG's draft Airport Land Use Compatibility Plan (ALUCP), which received positive comments from Caltrans Division of Aeronautics. (Completion of the ALUCP by SBCAG awaits additional review by other local governments.)
Beach Hazards Removal activities in coordination with the State Lands Commission.
Hosting of Platform Holly, 421 Piers, and Ellwood Onshore Facility decommissioning Town Hall virtual public meeting in coordination with the State Lands Commission

With the completion of the projects noted above, the Advance Planning Division freed up capacity to complete in-progress projects and to add new projects, including work efforts previously listed on its Upcoming and Potential New Projects list in Table 3 below. The additions of these new projects, several of which are time-sensitive and/or statutorily mandated, more than use up available Advance Planning staff capacity.

**Table 1: Advance Planning Division Current Projects and Programs, FY 2019-20 and 2020-21**

CURRENT PROJECTS AND PROGRAMS		Staff FTE
Administrative		0.5
	Interdepartmental coordination and support	
	Supervision	
	Performance evaluations	
	Budgeting	
	Grant writing and management	
	Contract management	
	Other public workshops and outreach	
	Respond to public inquiries regarding General Plan, etc.	
Required Services		0.5
	Maintain General Plan	
	General Plan Annual Report (prior to April each year)	
	Department of Finance and HCD Annual Housing Survey Forms	
	Department of Finance Annual Boundary/Annexation Survey in June each year	
	CIP - Required General Plan Conformity Annual Report (prior to Budget Adoption)	
	Maintain GIS System to implement regulations, policy programs and maps	
	Intergovernmental relations/ coordinate with UCSB, County, City, Airport, and Goleta Slough Management Committee on projects/future growth and planning issues	
	Comment on other agency documents that affect the City	
	SBCAG liaison	
	Census and LUCA updates and maintain demographic statistics	
	ALUCP revisions to Council for review and transmittal to SBCAG	
Energy/Oil and Gas Programs		0.1
	Monitor and coordinate State Lands Commission work at EOF and Platform Holly, <sup>1</sup> including decommissioning planning	
	Oversee air monitoring station permitting	
	Permit and oversee removal of remnant oil and gas beach hazards	
	Piers 421 removal plan, environmental document, and monitoring oversight	
	Miscellaneous oil and gas projects	
General Plan Amendments		0.1

<sup>1</sup> Transfer of Platform Holly and 421 well permitting work related to plugging and abandonment to the State Lands Commission under a memorandum of understanding occurred in FY 2018-19.

	Coordinate the initiation of GPA requests and development of the policy wording	0.1
<b>Ordinances</b>		<b>1.6</b>
	NZO/Title 17 Adoption	1.5
	NZO Maintenance	0.1
<b>Environmental Programs and Plans</b>		<b>1.25</b>
1	Ellwood Mesa Habitat Management Implementation Plan and Permitting Support	0.4
2	Ellwood Trails/Restoration Project MND & permitting	0.2
3	Assist with Public Works projects	0.4
4	Creeks and Watershed Management Plan	0.25
Total Subscribed		<b>4.05</b>
Division Staff		<b>3.0</b>
Current Available Capacity		<b>-1.05</b>

**Table 2: Projected Available Capacity, Advance Planning Division**

<b>CURRENT PROJECTS AND PROGRAMS</b>		<b>FTE</b>
Total Program Staff		3.0
Current Staff Subscribed		4.05
<b>Projects Completed in FY 2019-20</b>		<b>Completed</b>
		<b>FTE</b>
New Zoning Ordinance	Mar 2020	1.5
Ellwood Mesa Habitat Management Implementation Plan and Permitting	Oct 2019	0.4
Ellwood Trails/Restoration Project MND & permitting	Oct 2019	0.2
Total		2.1
<b>Projects Completed or to be Completed in Fiscal Year FY 2020-21</b>		<b>Est. Complete</b>
		<b>FTE</b>
Creeks and Watershed Management Plan and CE 2.2 General Plan Amendment	Nov 2020	0.25
Total		0.25
<b>Projects to Continue into FY 2021-22</b>		<b>Est. Complete</b>
		<b>FTE</b>
Administrative	Ongoing	0.5
Required Services	Ongoing	0.5
Energy/Oil and Gas Programs	Ongoing	0.1

General Plan Amendments	Ongoing	0.1
Title 17 Follow-ups, maintenance and updates	Ongoing	0.3
Assist with Public Works projects	Various	0.2
Local Coastal Program (Formal Submittal to CCC)	Jan 2022	1.0
Housing Element Update (Submittal to HCD)	June 2022	1.1
Objective Design Standards	Jan 2022	0.3
Two Affordable Housing In Lieu Fee Studies	Dec 2021	0.25
<b>Total</b>		<b>4.35</b>
<b>Projected Available Staff Capacity, Fiscal Year 2021-22</b>		<b>-1.55</b>

### **Upcoming and Potential New Projects**

A number of new projects added this fiscal year are either statutorily required (e.g., the Housing Element update based on the new RHNA cycle and Objective Design Standards in response to SB 330) or are time-sensitive based on available grant funding (the In Lieu Fee Studies using SB 2 grant funds). With the addition of these new projects, the Advance Planning Division will have committed all available staff capacity, leaving it with negative staff capacity of approximately -1.55 FTE.

**Table 3: Advance Planning Division, Upcoming and Potential New Projects and Programs**

UPCOMING AND POTENTIAL NEW PROJECTS AND PROGRAMS		Staff FTE	Est. Consultant Cost
1	GPA Creek & Watershed Management Plan Actions 1.1.1, 5.3.3	0.2	
2	GPA to allow Entertainment & Recreation Services/ Indoor Recreation in CG	0.1	
3	Old Town Visioning Process	0.2	\$75,000
4	Battery Storage Comprehensive Approach	0.2	
5	Local Housing Preference Ordinance	0.1	
6	South Kellogg Industrial Area Evaluation (LU-IA-6)		
7	Sea Level Rise Action Plan	0.2	TBD
8	Revisit General Plan Amendment (GPA) Initiation Process	0.2	
9	Climate Action Plan Update	1	TBD
10	Transportation Element Update	0.2	

11	Transfer of Development Rights Ordinance (General Plan LU-IA-5)	0.5	
Total		<b>2.9</b>	

**CURRENT PLANNING DIVISION**

**Role of the Division**

The Current Planning Division has primary responsibility for the processing of permit applications, both ministerial and discretionary, for current development project proposals. It is tasked with carrying out these permit processes in an efficient, fair, consistent and timely manner, supported by the best currently available technology.

The Current Planning Division has made healthy strides on process reforms and customer-service improvements over the last year, in particular, completing the long-anticipated Permit Tracking System (PTS), including both the public portal and back-office functions. The hearing process is underway for the Historic Preservation ordinance, which is anticipated to be completed by the end of the fiscal year. This fiscal year the Current Planning Division was also able to complete update of the CEQA traffic thresholds to meet SB 743 requirements.

Although the Current Planning Division is operating with one vacant associate planner position, it has successfully completed the permitting of several, high-profile projects this past year, relying on contract planner services as needed for full cost-recovery work. As noted above, the Covid-19 crisis presented special challenges for permit processing. The Division acquired and began applying special software allowing transition to electronic permit applications and review. These upgrades are major steps toward a paperless office, which will provide efficiency and access benefits beyond the current health crisis. Although the Current Planning Division added one half-time position to support the Code Enforcement Officer in his duties since the last Annual Work Program, this addition has been insufficient to keep up with both normal caseload and the additional enforcement responsibilities associated with Covid-19.

**Projects & Programs/Ongoing Work Efforts**

The table below lists projects and programs currently being undertaken by the Current Planning Division to which the Current Planning Division is already committed. It provides an estimate of the staff time and consultant cost per project or program in the current fiscal year. The tables below include the budgeted, still vacant associate planner position, assuming that it will be able to be filled in the near term.

Significant Current Planning Division accomplishments in 2019-20 include:

<b>Current Planning Key Accomplishments and Project Milestones, FY 2019-20</b>
Permit Tracking System development completed through internal system roll-out. PTS troubleshooting and continued development of a public portal.
Integration of the standard permit conditions document into the Permit Tracking System
Completion of a draft Historic Preservation Ordinance.
Local adoption of the 2019 California Building Code
Continued progress on close-out and digitization of old permit files
Development of updated CEQA traffic impact thresholds as required by SB 743

Significant Current Planning Division accomplishments in 2020-21 include:

<b>Current Planning Key Accomplishments and Project Milestones, FY 2020-21</b>
Quick and seamless transition of the PER Department to remote office/electronic submittals & inspections
Adoption of new SB 743 Vehicle Miles Traveled CEQA transportation thresholds and implementation of new VMT analysis sketch planning model
Processing of permit applications for numerous development projects, large and small. Highlights include approval of the Bacara Beach House permit, LogMeIn subdivision, Kellogg auto center subdivision and development plans.
Development of City of Goleta temporary permit standards for outdoor dining in response to Covid-19
Code Compliance implementation and enforcement of new Covid-19 rules. Effective resolution of high-profile zoning enforcement and compliance cases.
Completion of Historic Resources/Cultural Resources Ordinance workshops and adoption hearings (anticipated)
Implementation of Permit Tracking System back-office functions
Development of Permit Tracking System public portal with input from other City departments

Current Planning continues to rely on the assistance of outside contract planners for some full cost-recovery permitting work. The Code Compliance Officer continues to carry a heavy caseload of well over 150 open cases. To support the Code Compliance Officer in managing back office work related to this caseload, the Department hired a 1/2-time management assistant in FY 2019-20.

**Table 4: Current Planning Division, Current Projects and Programs, FY 2019-20 and 2020-21**

CURRENT PROJECTS AND PROGRAMS		Staff FTE
Required Services/Administrative		0.8
	Design Review Board Secretary	0.1
	Plan and permit scanning	0.1
	Supervision	0.4
	Performance Evaluations	0.1
	Budgeting	0.1
Development Services and Project Permitting		8.5
	Case Permitting (Ministerial and Discretionary)	7.0
	Code Enforcement	1.5
Special Projects		0.75
	Permit Tracking System (PTS) development	0.3
	Development of a Permit Procedures Manual	0.2
	Update SB 743 CEQA traffic impact thresholds of significance	0.25
Ordinances		0.25
	Historic and Cultural Preservation Ordinance	0.25
Total Subscribed		<b>10.3</b>
Division Staff		<b>9.5</b>
Current Available Capacity		<b>-0.8</b>

**Table 5: Projected Available Capacity, Current Planning Division**

CURRENT PROJECTS AND PROGRAMS		FTE
Total Program Staff		9.5
Current Staff Subscribed		10.3
<b>Projects Completed and to be Completed FY 2019-20 and 2020-21</b>	Est. Complete	FTE
Update of CEQA SB 743 traffic thresholds of significance	Jul 2020	0.25
Permit Tracking System (PTS) development	Jan 2021	0.3
Historic Preservation Ordinance	June 2021	0.25
Total		0.8
<b>Projects to Continue into FY 2021-22</b>	Est. Complete	FTE
Required Services/Administrative	Ongoing	0.8
Development Services and Project Permitting	Ongoing	8.5
Development of a Permit Procedures Manual	Dec 2021	0.2
Historic Preservation Implementation	Oct 2021	0.2
Total		9.70
<b>Projected Available Staff Capacity, Fiscal Year 2021-22</b>		<b>-0.20</b>

**Upcoming and Potential New Projects**

Remaining process improvement projects listed below include updating the CEQA thresholds of significance.

**Table 6: Current Planning Division, Potential New Projects and Programs**

UPCOMING AND POTENTIAL NEW PROJECTS AND PROGRAMS		Staff FTE	Consultant Cost
1	Update of CEQA thresholds of significance	0.25	TBD
Total		<b>0.25</b>	

## **SUSTAINABILTY PROGRAM**

### **Role of the Program**

The City's Sustainability Program addresses a range of special projects and programs intended to further goals of sustainability, especially with respect to renewable energy and energy efficiency.

As part of the FY 2019-20 mid-year financial review, the Council approved funding for one, new FTE position in the Sustainability Program. This new position creates additional staff capacity to take on more Sustainability Program work. However, it remains vacant as a result of the citywide hiring freeze.

### **Projects & Programs/Ongoing Work Efforts**

The table below lists projects and programs currently being undertaken by the Sustainability Program to which the Sustainability Program is already committed. It provides an estimate of the staff time per project or program in the current fiscal year.

Major Sustainability Program accomplishments in 2019-20 included:

<b>Sustainability Program Key Accomplishments and Project Milestones, FY 2019-20</b>
Adoption of the Strategic Energy/100% Renewable Electricity Plan
Completion of the Santa Barbara County Regional Community Choice Energy (CCE) Feasibility Study Update
Completion through the Energy/Green Issues Standing Committee and City Council adoption hearings of the CCE ordinance to specify the intent to implement a CCE project through participation in the Central Coast Community Energy (formerly Monterey Bay Community Power) CCE program
Completion through City Council adoption hearings of the Memorandum of Understanding with the City of Carpinteria to share the 3CE Policy and Operations Board seats
Induction of the City of Goleta into membership in the Central Coast Community Energy (formerly Monterey Bay Community Power) Community Choice Energy Joint Powers Authority
Award of Public Safety Power Shutoff Resiliency grant funds from the California Office of Emergency Services for equipment or contingency planning for electrical disruptions
Completion through City Council adoption hearings of an Electric Vehicle Charging Station Permit Streamlining Ordinance
LED Lighting Upgrades at the Library and City Hall

Additional accomplishments in FY 2020-21 include:

<b>Sustainability Program Key Accomplishments and Project Milestones, FY 2020-21</b>
Completion of a City Hall Solar Photovoltaic and Battery Energy Storage Feasibility Assessment
Completion through the Energy/Green Issues Standing Committee, Public Safety & Emergency Preparedness Standing Committee and City Council hearings for vendor selection and approval of a City Hall microgrid-ready, solar photovoltaic project and Power Purchase Agreement finalization
Recognized with the Platinum Level Beacon Award for Sustainability Best Practices from the Institute for Local Governments
Received second place ranking among thirty communities from five states in the Sustainable States Community Energy Challenge from the American Council for an Energy-Efficient Economy
Awarded funds from the Santa Barbara Air Pollution Control District's Clean Air Grants Infrastructure Program for an off-grid, solar-powered dual port electric vehicle charging station at City Hall

**Table 7: Sustainability Program, Current Projects and Programs, FY 2019-20 and FY 2020-21**

CURRENT PROJECTS AND PROGRAMS		FTE
		2.0
Administrative		0.1
	Supervision – CivicSpark Fellow Budgeting City Council Energy/Green Issues Standing Committee Liaison Grant Writing and Management Contract Management Equitable Outreach through Public Engagement Channels	
Projects		
	Strategic Energy/100% Renewable Electricity Plan Adoption & Implementation	0.3
	Community Choice Energy – 3CE (formerly MBCP) Membership & Implementation	0.3
	Formation & Participation in Regional Climate Collaborative	0.1
	Staff Liaison (Green Business Program & Green Business Program Alliance, South County Energy Efficiency Partnership, Tri-County Regional Energy Network, Central Coast Sustainability Summit, UCSB Bike Share)	0.1
	LED Lighting Upgrades at Library & City Hall-	0.1
	Adoption of EV Charging Station Permit Streamlining Ordinance	0.1
	State/federal programs (DOE SolSmart Program; Beacon Program, regulatory updates)	0.1
	Statewide Membership Participation (Local Government Sustainable Energy Coalition, Green Cities California, including the Sustainable States Community Energy Challenge Cohort)	0.05
Total Subscribed		<b>1.25</b>
Program Staff		<b>2.0</b>
Available Capacity		<b>0.75</b>

**Table 8: Projected Available Capacity, Sustainability Program**

CURRENT PROJECTS AND PROGRAMS		FTE
Total Program Staff		2.0
Current Staff Subscribed		1.25
<b>Projects Completed Fiscal Year 2019-20</b>		
	Est. Complete	FTE
Strategic Energy/100% Renewable Electricity Plan Adoption	July 2019	0.3
Regional CCE Feasibility Study Update	July 2019	0.1
CCE Ordinance to Join 3CE (formerly MBCP)	Sept 2019	0.1
MOU with City of Carpinteria for 3CE Board Seats	Oct 2019	0.1
LED Lighting Upgrades at Library & City Hall	Dec 2019	0.1
Adoption of EV Charging Station Permit Streamlining Ordinance	Apr 2020	0.1
Total		0.8
<b>Projects to be Completed Fiscal Year 2020-21</b>		
	Est. Complete	FTE
Platinum Beacon Award	July 2020	0.1
City Hall Solar Photovoltaic Microgrid Feasibility Assessments & Vendor Selection and Approval	Dec 2020	0.3
City Hall Microgrid-ready Solar Photovoltaic Project contracting	Apr 2021	0.3
Total		0.7
<b>Projects to Continue into FY 2021-22</b>		
	Est. Complete	FTE
Administrative	Ongoing	0.1
Strategic Energy/100% Renewable Electricity Plan Implementation	Ongoing	0.2
3CE Community Choice Aggregation enrollment	Nov 2021	0.3
Participation in Regional Climate Collaborative & Clean Energy Assurance Subcommittee	Ongoing	0.2
Staff Liaison (Green Business Program & Green Business Program Alliance Tri-County Regional Energy Network; Central Coast Sustainability Summit)	Ongoing	0.1
State/federal programs (DOE SolSmart Program; regulatory updates)	Ongoing	0.1

Statewide Membership Participation (Local Government Sustainable Energy Coalition, Green Cities California, including the Sustainable States Community Energy Challenge Cohort)	Ongoing	0.1
City Hall Microgrid-ready Solar Photovoltaic Project installation	Dec 2021	0.3
Total		1.4
<b>Projected Available Staff Capacity, Fiscal Year 2021-2022</b>		<b>0.6</b>

### **Upcoming and Potential New Projects**

Efforts in the Sustainability Program have shifted as anticipated to Strategic Energy Plan implementation, Community Choice Energy implementation and continued regional collaboration on climate action. As shown in the table above, this work is expected to continue in FY 2021-22. Program staff will also be tracking new opportunities that may arise under the new federal government administration.

Councilmembers have proposed a number of possible, new projects for the Sustainability Program to undertake. Assuming the new, second Sustainability Program position, currently vacant, can be filled in the near term, Council can prioritize new work to which available, new Program staffing capacity should be applied.

**Table 9: Sustainability Program, Potential New Projects and Programs**

UPCOMING AND POTENTIAL NEW PROJECTS AND PROGRAMS		Staff FTE	Consultant Cost
1	Electric Vehicle Readiness Planning	0.2	
2	Energy Assurance Planning	0.3	\$40K
3	Regulations for Polystyrene Foam & Single Use Plastic Reduction	0.1	-
4	Shared Micro-Mobility Plan (Bike Share)	0.3	
5	LEED for Cities Data Tracking/Certification - Sustainability Plan	0.1	
6	Reach Code	0.3	\$20K
7	City Facilities – Clean Energy Infrastructure	0.2	\$15K
8	Community Reuse Facility		
<b>Total</b>		<b>1.5</b>	



## **AFFORDABLE HOUSING IMPLEMENTATION DIVISION**

### **Role of the Division**

The new Affordable Housing Implementation Division is intended to provide dedicated focus and attention to meeting the City's responsibilities with respect to affordable housing implementation. While the Advance Planning Division plans high-level housing policy and how the City should accommodate its share of regional housing needs in the Housing Element, this Division implements housing policy to build and maintain affordable housing units in the City. It also ensures consistent application of affordable housing deed restrictions and covenants and enforces tenant rights and protections.

In particular, important duties of the Division include (1) managing and monitoring the inventory of existing affordable housing units, including rental housing units, (2) overseeing the creation and sale or rental of new affordable units to assure fair and consistent application of City rules, (3) managing in-lieu housing funds, determining an in-lieu housing fee based on an in-lieu fee study, and preparing a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP) addressing how funds will be applied toward the development, preservation, and rehabilitation of affordable units, and (4) enforcing Fair Housing Act and tenant protections, including through rental housing mediation. Integration of affordable housing implementation responsibilities into the Planning and Environmental Review Department follows a common municipal organizational structure, which recognizes the relationship of this affordable housing implementation work to other core land use planning responsibilities, especially Housing Element and Regional Housing Needs Allocation planning. In lieu Fee Study to Advance Planning

### **Projects & Programs/Ongoing Work Efforts**

This is a new departmental Division beginning in February 2020. Due to the citywide hiring freeze, the new Senior Housing Analyst position assigned to the Division remains vacant and as a result the Division has no dedicated staff. It has been relying on the support of the Assistant to the City Manager and consultants. Current projects and required affordable housing implementation services are listed below along with recommendations for potential new projects for the new Division to undertake.

We anticipate Council adoption this fiscal year of an Affordable Housing Implementation Policy Resolution, specifying consistent protocols and requirements for the conditioning of affordable housing units in the City by covenant, agreement and deed restriction.

Accomplishments since formation of the Division in February 2020 include:

<b>Affordable Housing Implementation Division Key Accomplishments and Project Milestones, FY 2019-20</b>	
Council status report on affordable housing in the City of Goleta	
Development of an Affordable Housing Implementation Policy Resolution. Adoption anticipated in 2020-21.	
Recordation of the Rancho Goleta Mobile Home Park subdivision map and implementation of Development Agreement	

**Table 10: Affordable Housing Implementation, Current Projects and Programs, FY 2020-21**

<b>CURRENT PROJECTS AND PROGRAMS</b>		<b>FTE</b>
Total Program Staff		1.0
<b>Required Services</b>		<b>0.6</b>
<b>Existing Affordable Units</b>		<b>0.1</b>
	Monitor inventory of existing affordable housing	
	Monitoring and renegotiate existing housing covenants to preserve affordable housing inventory	
	Managing affordable rental housing inventory	
	Mobile Home Park Preservation: assist park tenants with purchase of units, conduct income surveys and review annual rental reports	
<b>New Affordable Units</b>		<b>0.2</b>
	Assure new affordable units meet City requirements through covenant and deed restriction	
	Determine income eligibility and conduct housing lotteries	
	Contract and oversee Santa Barbara County Housing Authority services	
<b>Housing In-lieu Funds Management</b>		<b>0.2</b>
	Managing and report on housing in-lieu funds and incentive programs	
<b>Fair Housing Enforcement &amp; Tenant Protections</b>		<b>0.1</b>

	Enforce and provide information on Fair Housing Act and tenant rights under State and federal anti-discrimination laws	
	Mediation of landlord-tenant rental housing disputes with the assistance of City of Santa Barbara contract services	
<b>Projects</b>		<b>0.4</b>
	Affordable Housing Implementation Policy Resolution	0.2
	Rancho Goleta Mobile Home Park Development Agreement Implementation	0.2
Total Subscribed		<b>1.0</b>
Program Staff		<b>1.0</b>
Available Capacity		<b>0.0</b>

**Table 11: Projected Available Capacity, Affordable Housing Implementation**

<b>CURRENT PROJECTS AND PROGRAMS</b>		<b>FTE</b>
Total Program Staff		1.0
Current Staff Subscribed		1.0
<b>Projects Completed Fiscal Year 2019-20 and 2021-22</b>	<b>Est. Complete</b>	<b>FTE</b>
Affordable Housing Implementation Policy Resolution	Mar 2021	0.2
Total		0.2
<b>Projects to Continue into FY 2021-22</b>	<b>Est. Complete</b>	<b>FTE</b>
<u>Existing Affordable Units</u>	Ongoing	0.1
<u>New Affordable Units</u>	Ongoing	0.2
<u>Housing In-lieu Funds Management</u>	Ongoing	0.2
<u>Fair Housing Enforcement &amp; Tenant Protections</u>	Ongoing	0.1
Rancho Goleta Mobile Home Park Development Agreement Implementation	TBD	0.2
Total		0.8
<b>Projected Available Staff Capacity, FY 2021-2022</b>		<b>0.2</b>

## Upcoming and Potential New Projects

**Table 12: Affordable Housing Implementation, Potential New Projects and Programs**

UPCOMING AND POTENTIAL NEW PROJECTS AND PROGRAMS		Staff FTE	Consultant Cost
1	Housing In Lieu Fee Study <sup>2</sup>	0.25	\$150,000
2	Prepare a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP)	0.25	
3	Tenant Protections Ordinance	0.2	
Total		<b>0.7</b>	

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<sup>2</sup> The Housing In Lieu Fee Study is presently underway. It has been temporarily assigned to the Advance Planning Division in the absence of dedicated Affordable Housing Implementation staff. This project is time-sensitive and is utilizing one-time SB 2 grant funding.

## **ADMINISTRATION DIVISION**

### **Role of the Division**

The new Administration Division relocates two, existing positions (Department Director and Management Assistant) to their own division. These positions, which carry Department-wide duties and responsibilities, had previously been included in the Current Planning Division with costs allocated across all Divisions.

The Division is chiefly tasked with departmental management responsibilities and support functions, including overall Department direction and coordination, agenda management and calendaring, budgeting and invoicing, personnel matters, departmental representation and public outreach. As time allows and Departmental needs require, the Department Director and/or Management Assistant may also take on special, department-wide projects or assist particular Department divisions or the City Manager with special projects and assignments.

### **Projects, Programs & Services/Ongoing Work Efforts**

The table below lists projects, programs and services currently being undertaken or provided by the Administrative Division. It provides an estimate of the staff time per project, program or service in the current fiscal year.

### **Key Accomplishments and Project Milestones, FY 2020-21**

Although this is a new departmental Division beginning in February 2020, the Division merely reorganizes two, existing positions and does not result in any changes to work assignments or responsibilities. Over the last year, Division staff have continued to put in place and implement Departmental reforms in response to the 2017 Citygate report and recommendations pertaining to consistent practices and procedures, file management, invoicing, cycle-time standards for permit processing, website updates, data management, and Department-wide training.

**Table 13: Administration Division, Current Projects, Programs, and Services  
FY 2020-21**

CURRENT PROJECTS AND PROGRAMS		FTE
		2.0
Administrative and Required Services		2.0
	Planning Commission Secretary/Minutes	
	Zoning Administrator	
	Interdepartmental and interdivision coordination	
	Department supervision and direction	
	Annual Work Program	
	Personnel and performance evaluations	
	Budgeting and invoicing	
	Agenda management and calendaring	
	Contract management	
	Departmental support functions, file management	
	Department representation to Council and other agencies	
	Other public outreach	
	Response to public inquiries	
Special Projects (as assigned)		
Total Subscribed		<b>2.0</b>
Program Staff		<b>1.0</b>
Available Capacity		<b>-0.0</b>

**Potential New Projects**

**Table 14: Administration Division, Potential New Projects and Programs**

POTENTIAL NEW PROJECTS AND PROGRAMS		Staff FTE	Consultant Cost
1	Space Needs Study implementation	0.1	
2	18-month Organizational Transition Plan	0.2	
Total		<b>0.3</b>	

## **PROJECT NARRATIVES AND SCHEDULES**

This section presents information by project and program for each Division, including a detailed project description, how the project supports the City's Strategic Plan, project milestones, project schedule and expected completion date. As noted in the Introduction, the schedules shown are tentative and intended as a conceptual tool for project management. They are subject to change due to any number of factors and should not be taken as a fixed commitment



## **Advance Planning Division**

### ***Projects to Continue into FY 2021-22***

#### **Local Coastal Program**

##### *Description*

Certification of the City's Local Coastal Program is required by the California Coastal Act before the Coastal Commission will delegate Coastal Development Permit authority to the City. The Local Coastal Program consists of the portions of City's General Plan Land Use Element, Zoning Code and zoning maps applicable to the portions of the City within the Coastal Zone. With the adoption of the New Zoning Ordinance (Title 17 of the Goleta Municipal Code), City staff, consultant team, and Coastal Commission staff are proceeding with a coordinated review of the City's General Plan and zoning for consistency with the California Coastal Act. Any and all suggested modifications will be reviewed with the public, Planning Commission, and City Council. Prior to formal submittal to the Coastal Commission, Council will consider related the Local Coastal Program application submittal package, consider any recommended amendments, and adopt an environmental review.

##### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL OPPORTUNITIES
  - Strategic Goal: Support and implement the General Plan

##### *Project Milestones*

- General Plan adoption in 2006
- March 2020, adoption of the new Zoning Ordinance (Title 17 of the GMC)

##### *Schedule and Completion*

Following new Zoning Ordinance completion, including the follow-up amendments requested by Council (refer to separate Title 17 update work item), final certification of the LCP is expected to be an approximately 34-month process.







## **2022-2030 RHNA Plan and Housing Element Update**

### *Description*

Since 1969, California has required that all local governments adequately plan to meet their share of regional housing needs. California's local governments meet this requirement by adopting housing plans as part of their General Plans, which serve as the local government's "blueprint" for how they will grow and develop. The law mandating that housing be included as an element of each jurisdiction's General Plan is known as Housing Element law. In the Santa Barbara County region, housing need is addressed through a regional process and Housing Elements must be updated every eight years. This project will update the City of Goleta's General Plan to incorporate Goleta's next regional housing need allocation and address the Regional Housing Needs Assessment (RHNA) for the eight-year planning period of 2022-2030.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- ENHANCE THE EFFICIENCY AND TRANSPARENCY OF CITY OPERATIONS
  - Strategic Goal: Provide professional, efficient, and responsible customer Service
    - Objectives: Provide timely feedback on responses to issues and resolutions to citizen Complaints

### *Project Milestones*

- Participate in the SBCAG RHNA planning process.
- Hold three public workshops within the first year of RHNA allocations being given to City.
- Holding requisite Planning Commission and City Council hearings and adopt Housing Element update within 18 months of RHNA allocations.

### *Schedule and Completion*

Completion date depends on successful public outreach at workshops and no continuances or additional public hearings being requested at Planning Commission or City Council. SBCAG anticipates receiving its housing need allocation for the next eight-year projection period in fall of 2021, which will set the new regional housing planning process in motion.



Housing Element Update Schedule																				
Advance Planning (4300)																				
		2020		2021														2022		
		Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
<b>1</b>	<b>Project Initiation</b>																			
1.1	RFP/RFQ Release	█																		
1.2	Consultant Interviews and Selection		█	█																
1.3	Contract Execution				█	█														
1.4	Kickoff Meeting				█	█														
1.5	City Tour				█	█														
<b>2</b>	<b>Date Gathering/Document Review</b>																			
2.1	Review City Documents					█	█	█	█											
2.2	Review Dev. Projects					█	█	█	█											
2.3	Sites Analysis					█	█	█	█											
<b>3</b>	<b>Public Outreach</b>																			
3.1	Outreach Program					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
3.2	Website Management					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
3.3	Outreach Opportunities/Workshops					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
3.4	Housing Sites Visualization Materials					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
<b>4</b>	<b>Housing Element Update</b>																			
4.1	Admin Draft									█	█	█	█	█	█	█	█	█	█	█
4.2	Public Review Draft									█	█	█	█	█	█	█	█	█	█	█
4.3	Hearing Draft									█	█	█	█	█	█	█	█	█	█	█
<b>5</b>	<b>Public Review and Adoption</b>																			
5.1	Public Hearings													█	█	█	█	█	█	█
5.2	Transmit to State HCD for Review																█	█	█	█
5.3	Revise Element and Re-Adopt as needed (before 2-15-23)																█	█	█	█



## **Affordable Housing In Lieu Fee Studies**

### *Description*

This project involves the development of two fee studies to support an inclusionary housing in-lieu fee as well as a housing impact fee for non-residential development. The City's General Plan Housing Element generally requires affordable inclusionary rental and for-sale housing to be built onsite as part of housing developments over four units in size. Where such inclusionary housing is not built on site, the project developer must pay the City in-lieu fees to be used toward affordable housing development built elsewhere. Similarly, non-residential development is required to pay impact fees to offset the housing impacts of such development. The City collects in-lieu fees, housing impact fees and other affordable housing funding in its Housing In-Lieu Fee Trust Fund.

At the present time, the City does not have either a defined citywide in-lieu fee or housing impact fee and instead collects payments negotiated on a case-by-case basis. These studies are needed to establish the basis for such fees. The City recently received a State Housing and Community Development Department (HCD) grant for \$160,000 in SB 2 grant funding for housing-related impact fee studies, which are used to support this project.

### *Strategic Plan Consistency*

This Housing In-Lieu Fee Studies project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL:
  - Strategic Goal: Support and implement the General Plan
- SUPPORT ECONOMIC VITALITY:
  - Strategic Goal: Support organizations, programs, and policies that facilitate affordable housing for the Goleta workforce

### *Project Milestones*

- SB 2 grant funding application submitted to HCD in November 2019.
- Consultant selection
- Public outreach
- Fee Study preparation
- Workshops and adoption hearings

### *Schedule and Completion*

Timeline for this project is estimated to be 14 months from project start, including request for proposals and consultant hiring process and necessary General Plan and zoning amendments. CEQA process is shown, although the project may be exempt from CEQA, since it pertains to only to establishment of a fee and does not contemplate physical development not already planned.

Affordable Housing Fee Studies  
Advance Planning (4300)

		Year-end 2019	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
<b>Retain Consultant</b>	PER																									
Draft and Release RFP	PER																									
Select Consultant	PER																									
<b>Economic Feasibility Study</b>	KMA/PER																									
Prepare draft Econ.Feas. Report and supporting studies	KMA/PER																									
Prepare final Econ.Feas. Report	KMA/PER																									
<b>Prepare Inclusionary Housing Study</b>	KMA/PER																									
Prepare Draft Inclusionary Housing Report (ADU, permit streamline,	KMA/PER																									
Prepare Inclusionary Housing Report (ADU, permit streamline, rezone)	KMA/PER																									
<b>Public Outreach - Townhalls</b>	KMA/PER																									
Prepare Notices/Announcements	KMA/PER																									
Prepare PPT slides	KMA/PER																									
Prepare website updates	PER																									
<b>Prepare and circulate CEQA doc.</b>	KMA/PER																									
Prepare Draft CEQA document	KMA/PER																									
Release and circulate CEQA document	KMA/PER																									
<b>Develop Admin. Draft of updated land use and zoning designations:</b>	KMA/PER																									
Produce Admin. draft document for internal review	KMA/PER																									
Revisions to draft document based on input from City staff and	KMA/PER																									
Produce and release Public hearing draft document	KMA/PER																									
<b>Public involvement and input</b>	PER																									
Website updates	PER																									
Citywide noticing and Press releases	PER																									
<b>Public Workshops - PC</b>	KMA/PER																									
Produce meeting notes	KMA																									
Maintain public comment logs	PER																									
Provide staff responses to public comments	PER																									
Website updates	PER																									
<b>Develop Public Hearing Draft</b>	KMA/PER																									
Finalize and release any draft changes to zoning and land use	PER																									
<b>Recommendation hearings - PC</b>	KMA/PER																									
Prepare and release staff report	PER																									
Prepare and release PPT	PER																									
<b>Adoption hearings - CC</b>	KMA/PER																									
Prepare and release staff report	PER																									
Prepare and release PPT	PER																									
<b>Disseminate Final Zoning Code document</b>	KMA/PER																									
Prepare and release hard copies of new codes & regulations	KMA/PER																									
Newspaper ads, mailed notices, and website updates	PER																									



## **Objective Design Standards**

### *Description*

The City currently relies on a combination of objective and subjective design standards and guidelines, implemented through a design review process with the City's Design Review Board and other decision makers, to regulate the design of most housing projects. This project will create a thorough set of objective design standards to govern the development of multiple dwelling housing, both for exclusively residential development proposals and for mixed-use development proposals. The project will result in standards that will be consistent with the requirements for objective standards in compliance with Senate Bill (SB) 35 (Government Code Section 65913.4) and the Housing Accountability Act, as amended in 2019 by SB 330

### *Strategic Plan Consistency*

This Objective Design Standards project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL:
  - Strategic Goal: Support and implement the General Plan
- SUPPORT ECONOMIC VITALITY:
  - Strategic Goal: Support organizations, programs, and policies that facilitate affordable housing for the Goleta workforce

### *Project Milestones*

- SB 2 grant funding application submitted to HCD in June 2020.
- Consultant selection
- Public outreach
- Objective Design Standards preparation
- Workshops and adoption hearings

### *Schedule and Completion*

Timeline for this project is estimated to be 14 months from project start, including request for proposals and consultant hiring process.



Objective Design Standards Schedule															
Advance Planning (4300)															
		2020	2021												2022
		Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
<b>1</b>	<b>Project Initiation</b>														
1.1	RFP/RFQ Release	█													
1.2	Consultant Interviews and Selection		█	█											
1.3	Contract Execution				█										
1.4	Kickoff Meeting				█	█									
1.5	City Tour				█	█									
<b>2</b>	<b>Date Gathering/Document Research and Review</b>														
2.1	Review City Documents					█	█	█							
2.2	Review Dev. Projects					█	█	█							
2.3	Sites Analysis					█	█	█							
<b>3</b>	<b>Public Outreach</b>														
3.1	Outreach Program					█	█	█	█	█	█	█	█	█	█
3.2	Website Management					█	█	█	█	█	█	█	█	█	█
3.3	Outreach Opportunities/Workshops					█	█	█	█	█	█	█	█	█	█
3.4	Visualization Materials					█	█	█	█	█	█	█	█	█	█
<b>4</b>	<b>Objectice Standards</b>														
4.1	Admin Draft								█	█	█	█	█	█	█
4.2	Public Review Draft								█	█	█	█	█	█	█
4.3	Hearing Draft								█	█	█	█	█	█	█
<b>5</b>	<b>Public Review and Adoption</b>														
5.1	Public Hearings												█	█	█
5.2	Final Standards												█	█	█
5.3	User's Guide												█	█	█



## ***Advance Planning Division, Upcoming and Potential New Projects and Programs***

### **Local Housing Preference Ordinance**

#### *Description*

At the present time, the City does not have either a defined local housing preference. The affordable and market rate housing stock are accessible to anyone. This possible project involves the development of an ordinance for a Local Housing Preference Ordinance. A local housing preference would offer the opportunity to house Goleta employees in Goleta.

#### *Strategic Plan Consistency*

This Local Housing Preference Ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ECONOMIC VITALITY:
  - Strategic Goal: Support organizations, programs, and policies that facilitate affordable housing for the Goleta workforce

#### *Project Milestones*

- Conduct research on other local housing preference ordinances.
- Develop regulations, including possible incentives.
- Public outreach
- Develop draft regulations and workshop with the public
- Prepare a CEQA document
- Finalize the ordinance
- Adoption hearings

#### *Schedule and Completion*

Timeline for this project is estimated to be 10 months from project start. CEQA process is shown, although the project may be exempt from CEQA, since it pertains to only to establishment of a fee and does not contemplate physical development not already planned.



Local Housing Preference Ordinance											
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
<b>1</b>	<b>Prepare Amendments</b>										
1.1	Research Other Jurisdictions										
1.1	Review Title 17 for Edits										
1.2	Draft and Format Edits										
1.3	Public Outreach and Workshops										
1.3	CEQA Documentation										
<b>2</b>	<b>Amendment Hearings</b>										
2.1	Draft PC Hearing Packet and Notice										
2.2	PC Recommendation Hearing										
2.3	Draft CC Hearing Packet and Notice										
2.3	CC Amendment Hearing										
<b>3</b>	<b>Updates Title 17</b>										
3.1	Finalize Amendment Files										
3.2	Update Digital Files										



## **Old Town Visioning Process**

### *Description*

Old Town is a unique area with a special place in the hearts of Goletans. This project would involve a discreet visioning process through a series of workshops to gain public input on the long-term vision for Old Town Goleta. It would focus on the mix of uses allowable in and the desired look and feel of Old Town, informed by its historical context, with the intent of developing a vision statement prior to action on other, distinct projects with the potential to affect Old Town.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability

### *Project Milestones*

- Community workshops
- Draft Vision Statement
- Planning Commission hearing
- Council hearing

### *Schedule and Completion*

The intent is to complete this visioning process prior to making decisions on several, discrete proposals with the potential to affect Old Town, which are currently under consideration, including parking standards, development impact fee beneficial project waivers and a potential formation of a business improvement district.



<b>Old Town Visioning Process</b>									
		<b>Party/Parties</b>							
			<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>	<b>Month 7</b>
<b>1</b>	<b>Workshops</b>	<b>PER/NSPS/PW</b>							
<b>1.1</b>	<b>Public Outreach</b>								
1.1.1	Kickoff Workshop #1	PER/NSPS/PW	■						
1.1.2	Workshop #2	PER/NSPS/PW		■					
<b>1.2</b>	<b>Hearings</b>								
1.2.1	PC Hearing	PER/NSPS/PW					■		
1.2.1.1	Prep - Staff Report	PER/NSPS/PW				■			
1.2.2	CC Hearing	PER/NSPS/PW							■
1.2.2.1	Prep - Staff Report	PER/NSPS/PW						■	■
<b>2</b>	<b>Vision Statement</b>								
2.1	Draft Vision Statement	PER/NSPS/PW			■	■			
2.2	Finalize Vision Statement	PER/NSPS/PW						■	
<b>3</b>	<b>Website Updates</b>								
3.1	Create and Maintain project webpage	PER	■	■	■	■	■	■	■



## **Battery Storage Comprehensive General Plan Amendment**

### *Description*

This project would comprehensively evaluate the suitability of utility-scale battery storage facilities within the City of Goleta and identify in what land use designations and zones such projects would be compatible, given existing land uses and potential safety issues raised by large, lithium ion battery storage facilities. Any land use changes proposed as part of the project would require a General Plan amendment and environmental review.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability

### *Project Milestones*

- Public workshops
- Draft GPA
- Prepare environmental document
- PC hearing
- Council hearing and adoption

### *Schedule and Completion*

An important scheduling consideration in undertaking this comprehensive review is the pending Southern California Edison Request for Offers (RFO), which seeks battery storage and distributed energy resource proposals as a way to address energy reliability concerns in the Goleta area. Under the RFO, successful proposals are expected to be constructed and on-line by spring of 2021. Given this short timeline, battery storage projects may proceed under the existing General Plan and zoning with appropriate environmental review in parallel with the comprehensive evaluation. It would otherwise be unrealistic for the GPA to be completed in time for battery storage projects to meet this timeframe.



Battery Storage GPA Workflow and Schedule																
		Party/Parties	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14
<b>1</b>	<b>GPA - Battery Storage</b>	<b>PER</b>	█													
<b>1.1</b>	<b>Draft Revisions to General Plan</b>	PER/Consultant							█	█	█	█	█	█		
<b>1.2</b>	<b>Public Outreach</b>															
1.2.1	Kickoff Workshop #1 - Overview	PER/Consultant		█												
1.2.2	Workshop #2	PER/Consultant				█										
1.2.4	Workshop #3	PER/Consultant						█								
1.2.5	PC Hearing	PER/Consultant														
1.2.5.1	Prep - Staff Report	PER/Consultant									█					
1.2.6	CC Adoption	PER/Consultant								█	█	█	█	█	█	
1.2.6.1	Prep - Staff Report	PER/Consultant										█	█	█		
1.2.7	Website Maintenance	AP			█	█	█	█	█	█	█	█	█	█	█	█
<b>1.3</b>	<b>Update General Plan &amp; NZO</b>															
1.3.1	Revise GP Policies as Directed	Consultant							█	█		█		█		
1.3.1	Revise NZO Development Standards as Directed	Consultant							█	█		█		█		
1.3.4	Repro and Distribute NZO/GP Updated Pages	PER/Consultant														█
<b>1.4</b>	<b>Environmental Review</b>			█	█	█	█	█	█	█	█	█	█	█	█	█



## **Revisit General Plan Amendment Initiation Process**

### *Description*

Some Council members have suggested revisiting and clarifying the process and criteria by which amendments to the General Plan are initiated. Currently, any General Plan Amendment proposed as part of a development project is evaluated against five factors outlined in City Council Resolution No. 12-13: the amendment proposed appears to be consistent with the Guiding Principles and Goals of the General Plan; the amendment proposed appears to have no material effect on the community or the General Plan; the amendment proposed provides additional public benefit to the community as compared to the existing land use designation or policy; public facilities appear to be available to serve the affected site, or their provision will be addressed as a component of the amendment process; or the amendment proposed is required under other rules or regulations.

This project would reconsider these criteria and the process by which the City considers whether to initiate such amendments to the General Plan.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- ENHANCE THE EFFICIENCY AND TRANSPARENCY OF CITY OPERATIONS
  - Strategic Goal: Provide professional, efficient, and responsible customer Service
    - Objectives: Provide timely feedback on responses to issues and resolutions to citizen Complaints
  - Strategic Goal: Continually strive to improve customer service
    - Objective: Based on results of the Information Technology (IT) assessment, invest in technologies that will improve the City's website and the efficiency of online services offered, social media platforms, direct email, text, and voice services, and the City's cable channel

### *Project Milestones*

- City Council Workshop
- Resolution preparation
- City Council hearings

### *Schedule and Completion*

A start date of this project has yet to be established. Based on the schedule provided, revisions to Council Resolution 12-13 or the development of an entirely new initiation procedure will likely take seven months.

<b>GPA Initiation Procedures Workflow and Schedule</b>									
		<b>Party/Parties</b>							
			<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>	<b>Month 7</b>
<b>1</b>	<b>Resolution Development</b>								
<b>1.1</b>	<b>Public Process</b>								
1.1.1	City Council Workshop	PER							
1.1.1.1	CC Workshop Prep/Staff Report	PER							
1.1.2	Draft Resolution Preparation	PER							
1.1.3	CC Hearing 1	PER							
1.1.3.1	Staff Report Prep	PER							
1.1.3.1	CC Hearing 2	PER							
1.1.4	Staff Report Prep	PER							



## **Climate Action Plan Update**

### *Description*

The City's Climate Action Plan presents the methods and results of a 2007 inventory of Greenhouse Gas (GHG) emissions, forecast future citywide emissions, establishes reduction targets for 2020 and 2030, and identifies actions that reduce GHG emission levels.

This project is an update to the CAP. The update will include an updated GHG inventory and a review and refinement of goals and reductions measures to ensure greater effectiveness and tracking if reductions.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL OPPORTUNITIES
  - Strategic Goal: Support and implement the General Plan

### *Project Milestones*

- Climate Action Plan adopted by City Council on July 15, 2014

### *Schedule and Completion*

One begun, the estimated time for project completion is at least eighteen months and possibly significantly longer. Until a consultant Request for Proposals has been completed, the exact schedule is difficult to determine.



CAP Update Workflow and Schedule		Party/Parties	Begin	End	Year 1												
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
1.1	Updated GHG Analysis	Consultant			█												
1.2	Public Outreach																
1.2.1	Kickoff Workshop	PER/Consultant									█						
1.2.2	WS 2 - Define Goals, ID Reduction Measures	PER/Consultant											█				
1.2.3	PC and or CC Update	PER/Consultant												█			
1.2.4	WS 3- Reduction Measures Review	PER/Consultant															
1.2.5	PC Hearing	PER/Consultant															
1.2.5.1	Prep - Staff Report	PER/Consultant															
1.2.6	CC Adoption	PER/Consultant															
1.2.6.1	Prep - Staff Report	PER/Consultant															
1.2.7	Website Maintenance	AP									█						
1.3	Update CAP																
1.3.1	Redefine Reduction Targets	Consultant									█						
1.3.1	Update Reduction Measures	Consultant											█				
1.3.3	Update Cost-Benefit Analysis	Consultant													█		
1.3.4	Finalize Document																

CAP Update Workflow and Schedule		Party/Parties	Begin	End	Year 2											
					Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
1.1	Updated GHG Analysis	Consultant														
1.2	Public Outreach															
1.2.1	Kickoff Workshop	PER/Consultant														
1.2.2	WS 2 - Define Goals, ID Reduction Measures	PER/Consultant														
1.2.3	PC and or CC Update	PER/Consultant														
1.2.4	WS 3- Reduction Measures Review	PER/Consultant			█											
1.2.5	PC Hearing	PER/Consultant						█								
1.2.5.1	Prep - Staff Report	PER/Consultant					█									
1.2.6	CC Adoption	PER/Consultant						█								
1.2.6.1	Prep - Staff Report	PER/Consultant						█								
1.2.7	Website Maintenance	AP			█											
1.3	Update CAP															
1.3.1	Redefine Reduction Targets	Consultant														
1.3.1	Update Reduction Measures	Consultant			█											
1.3.3	Update Cost-Benefit Analysis	Consultant			█											
1.3.4	Finalize Document				█											



## **Transportation Element Update**

### *Description*

The Transportation Element Update will introduce revisions to the Goleta General Plan to bring the policies and transportation improvements within the Transportation Element up to date. The various subsections to be updated will relate to Regional Setting, Existing Street and Highway Systems, Transit Services, Passenger Rail Services, Existing and Forecasted Future Travel Conditions, and Transportation Issues and Needs. Activities will include retaining consulting/modeling assistance, public workshops, a Planning Commission recommendation hearing and City Council adoption hearing. The project will inform the Regional Housing Needs Allocation planning process, as needed. Environmental review is included in this project along with post-adoption Municipal Code updates for the City website and paper copies of the update to be inserted as replacement pages to the General Plan, as needed.

### *Strategic Plan Consistency*

This Transportation Element Update project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- **STRENGTHEN INFRASTRUCTURE**
  - Strengthen City-wide infrastructure including roads and traffic circulation, including bicycle lanes, paths, and sidewalks.
  - Encourage Use of Alternative Transportation Methods that Reduce Vehicle Miles Traveled (VMT).
- **RETURN OLD TOWN TO A VITAL CENTER OF THE CITY**
  - Complete infrastructure improvements in Old Town.
  - Improve parking availability in Old Town.

### *Project Milestones*

- Public Workshops – Conduct workshops to receive public input.
- CEQA Analysis – Early review of General Plan EIR to determine scope and bounds of any additional CEQA review that could be required.

### *Schedule and Completion*

This project is estimated to take approximately 18 months from the start date.



Transportation Element Update		Party/Parties	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<b>1</b>	<b>Interdepartmental Coordination</b>	<b>AP/PW</b>																		
1.1	Consultant Selection	AP/PW	█	█	█	█	█	█	█											
1.1.1	Prepare and Release RFP	AP/PW	█	█																
1.1.2	Contractor Selection	AP/PW			█															
1.1.2	Staff Report and Council Authorization	AP/PW				█	█	█												
1.1.4	Execute Contract	AP/Finance						█	█											
1.2	Background Research	AP/PW					█	█	█											
1.3	Ongoing Coordination	AP/PW							█	█	█	█	█	█	█	█	█	█	█	█
<b>2</b>	<b>Policy Assessment and Amendments</b>																			
2.1	Identify List of Topics for Discussion and Change	AP/PW								█	█	█	█	█	█	█	█	█	█	█
2.2	Public Process	AP/PW									█	█	█	█	█	█	█	█	█	█
2.2.1	Public Workshops	AP/PW									█	█	█	█						
2.2.1.1	Public Workshop Prep	AP/PW										█	█							
2.2.2	Planning Commission Workshop	AP/PW												█	█					
2.2.2.1	Staff Report	AP/PW												█	█					
2.2.3	Planning Commission Hearing	AP/PW													█	█				
2.2.3.1	PC Staff Report	AP/PW													█	█	█			
2.2.4	City Council Adoption Hearing	AP/PW															█	█	█	
2.2.4.1	CC Staff Report	AP/PW															█	█	█	
2.2.5	City Council Adopting Second Reading	AP/PW																█	█	█
2.2.5.1	CC Staff Report	AP/PW																█	█	█
<b>3</b>	<b>Regional Housing Needs Allocation Alignment</b>																			
3.1	Ensure Transportation Element Accommodates RHNA	AP/CAO/PW							█	█	█	█	█	█	█	█	█	█	█	█
<b>4</b>	<b>CEQA</b>																			
4.1	Develop Project Description	AP/PW							█	█	█	█	█	█	█	█	█	█	█	█
4.2	Prepare CEQA Document	AP/PW											█	█	█	█	█	█	█	█
<b>5</b>	<b>Post-Adoption</b>	<b>Clerk/PER/Etc.</b>																		
5.1	Electronic and hard copy replacement pages	Clerk																		█



## **Transfer of Development Rights Ordinance/Program**

### *Description*

The General Plan includes Implementation Action LU-IA-5 that outlines a Transfer of Development Rights Ordinance/Program to be developed by the City. This work program project is intended to satisfy LU-IA-5 by creating an ordinance prescribing procedures for transfer of development rights from parcels within Goleta that may not be buildable due to policy limitations associated with habitat resources to receiving sites designated by the Land Use Plan map for residential use. In addition to the ordinance, the program would need to identify both sending and receiving sites and describe the procedures applicable to approval of individual density transfers. In order to facilitate regional planning goals, the program may include the consideration of areas outside the City's jurisdiction as sender and/or receiver sites.

### *Strategic Plan Consistency*

This ordinance/program project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY
  - Strategic Goal: Adopt best practices in sustainability
- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL OPPORTUNITIES
  - Strategic Goal: Support and implement the General Plan

### *Project Milestones*

- Identify potential sending and receiving sites
- Conduct public and Planning Commission workshops
- Development and Adoption of a Transfer of Development Rights Ordinance

### *Schedule and Completion*

This project is estimated to take approximately 17 months from the start date.



Transfer of Development Rights Ordinance/Program		Party/Parties	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17
<b>1</b>	<b>Consultant Selection</b>	<b>AP</b>																	
1.1	Prepare and Release RFP	AP	█	█															
1.2	Contractor Selection	AP			█														
1.3	Staff Report and Council Authorization	AP				█	█	█											
1.4	Execute Contract	AP/Finance						█											
<b>2</b>	<b>Regulations Development</b>																		
2.1	Identify List of Sending and Receiving Sites	AP/Consultant							█	█	█	█	█	█	█	█	█	█	█
2.2	Public Process	AP/Consultant										█	█	█	█	█	█	█	█
2.2.1	Public Workshops	AP/Consultant										█	█	█	█	█	█	█	█
2.2.1.1	Public Workshop Prep	AP/Consultant										█	█	█	█	█	█	█	█
2.2.2	Planning Commission Workshop	AP/Consultant																	
2.2.2.1	Staff Report	AP/Consultant																	
2.2.3	Planning Commission Hearing	AP/Consultant																	
2.2.3.1	PC Staff Report	AP/Consultant																	
2.2.4	City Council Adoption Hearing	AP/Consultant																	
2.2.4.1	CC Staff Report	AP/Consultant																	
2.2.5	City Council Adopting Second Reading	AP/Consultant																	
2.2.5.1	CC Staff Report	AP/Consultant																	
<b>3</b>	<b>Ordinance Development</b>																		
3.1	Draft Ordinance	AP/CAO/Consultant							█	█	█	█	█	█	█	█	█	█	█
<b>4</b>	<b>CEQA</b>																		
4.1	Develop Project Description (Regulations)	Consultant																	
4.2	Prepare CEQA Document	Consultant																	
<b>5</b>	<b>Post-Adoption</b>	<b>Clerk/PER/Etc.</b>																	
5.1	Incorporate in to online Municipal Code	Clerk																	█



## **Current Planning Division**

### ***Projects to Continue into FY 2020-21***

#### **Development of a Permit Procedures Manual**

##### *Description*

A Permit Procedures Manual is a guide to planners and others describing the steps in the permitting process for both discretionary and ministerial permits. Development of a Permit Procedures Manual is an essential step to establish and chronicle consistent procedures in the development application review and permitting process. It will help ensure uniform application of procedures and adherence to cycle-time standards as well as memorialize essential institutional knowledge for training new generations of planning staff. This project has trailed Permit Tracking System and Standard Conditions development, which have taken priority.

##### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- ENHANCE THE EFFICIENCY AND TRANSPARENCY OF CITY OPERATIONS
  - Strategic Goal: Provide professional, efficient, and responsible customer Service
    - Objectives: Provide timely feedback on responses to issues and resolutions to citizen Complaints
  - Strategic Goal: Continually strive to improve customer service
    - Objective: Based on results of the Information Technology (IT) assessment, invest in technologies that will improve the City's website and the efficiency of online services offered, social media platforms, direct email, text, and voice services, and the City's cable channel

##### *Project Milestones*

- Comparison with County PPM
- Internal staff review and workshop
- Planning Commission update

##### *Schedule and Completion*

Project development will begin following New Zoning Ordinance and Permit Tracking System completion in late 2019 and extend into 2020.



Permit Procedures Manual									
		Party/Parties							
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	
<b>1</b>	<b>Develop Permit Procedures Manual</b>								
1.1	PPM Preparation	PI/LP							
1.1.1	Review County PPM and past City work	PI/LP							
1.1.2	Draft PPM	PI/LP							
1.1.3	Draft PPM Revisions	PI/LP							
1.1.4	Final PPM								
1.2	Internal Review	PER/CL							
1.2.1	Staff workshop to discuss process/issues	PER/CL							
1.2.2	Circulate draft PPM to Current Planning Division staff	PER/CL							
1.2.3	Second workshop	PER/CL							
<b>2</b>	<b>Post-Adoption</b>								
4.1	Staff Training	PI/LP							
4.2	Produce Copies for Staff	PER							
4.3	Post Online	PER							



***Current Planning Division, Upcoming and Potential New Projects and Programs***  
**Update of CEQA Thresholds of Significance**

*Description*

CEQA Thresholds of Significance determine at what level an environmental impact is considered "significant" for purposes of the analysis required by the California Environmental Quality Act for all non-exempt projects. Update of these thresholds is necessary to reflect the goals of the City of Goleta. The City adopted the County of Santa Barbara CEQA thresholds at incorporation (re-adopted in 2008); these thresholds do not reflect City of Goleta's environmental goals or changes in regulatory framework since that time period (except for VMT adopted in July 1, 2020).

*Strategic Plan Consistency*

This project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
  - Objectives: Update the existing CEQA Thresholds Manual

*Project Milestones*

- 2008 adoption of the County of Santa Barbara's CEQA Thresholds 2013 SB 375 becomes law
- December 28, 2018, regulatory changes to the CEQA Guidelines that implement SB 743. Local governments required to apply new transportation impact metrics no later than July 1, 2020.
- July 2020, City of Goleta Adopts VMT threshold metric

*Schedule and Completion*

Commencement of this project in July 2022, with selection of a consultant. The project is anticipated to take approximately 16 months.







## **Sustainability Program**

### ***Projects to Continue into FY 2021-22***

#### **Strategic Energy/100% Renewable Electricity Plan Implementation**

##### *Description*

Resolution 17-52 requires that the City develop a work plan to identify how it will reach the following renewable energy goals: 1) 100% of electricity use by municipal facilities to come from renewable sources by 2030, including at least 50% of electricity use from renewable sources by 2025; and 2) 100% of electricity for the City's community electricity supply to come from renewable sources by 2030. To meet these goals and to improve the reliability and resiliency of the local energy grid, the City of Goleta entered into an agreement with the County of Santa Barbara and the City of Carpinteria to work together to develop a regional strategic energy plan. Through this process, Goleta developed a city-specific roadmap to reach 100% renewable energy.

The City Council adopted the resulting Strategic Energy/100% Renewable Electricity Plan on July 16, 2019. The Plan identifies strategies in five program areas for the City to prioritize in order to meet its goal, including regulatory policy-driven actions to drive new local development, actions aimed at changing the electricity supply to Goleta, actions related to increasing options for financing renewable projects, actions to address electricity usage and supply at City facilities, and actions related to outreach and advocacy. For each strategy, the Plan identifies funding and staffing requirements, associated yearly timeline, and energy impacts.

##### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
    - Objectives: Implement the Strategic Energy Plan in furtherance of the City's adopted 100% renewable energy goals
    - Encourage energy conservation through enhanced insulation, LED replacement lighting and similar measures, including at City-owned facilities

- Encourage renewable energy generation and use through installation of solar panels, battery energy storage, electric vehicle charging stations and similar measures, including at City owned facilities
- Complete installation of solar panels and electric vehicle charging stations at City Hall
- Promote increased electric grid resiliency by encouraging backup inverters, microgrids, battery storage and other strategies, as appropriate, to enable Goleta to withstand blackouts and other energy challenges

### *Project Milestones*

The recommended actions to overcome renewable energy barriers identified in the SEP are listed below as milestones of project implementation.

- Adoption of Ordinances to Streamline Solar and Storage Permitting
- Institution of Energy Benchmarks for Large Commercial Buildings
- Implement Community Choice Aggregation
- Develop a Community Solar Project
- Release an RFO for a Pilot Back-up Inverter Program
- Create a Property Assessed Clean Energy or On-Bill Financing Program
- Provide Financial Incentives to Support Project Viability
- Monitor and Apply for Regional, State, federal, and foundation grants
- Create and Implement an Energy Assurance Plan
- Support a County-Wide “One-Stop Shop” Resource & Education Center for Information on Regional Energy Programs

### *Schedule and Completion*

Each recommended action will have a separate timeline based on specific tasks required. See attached schedule from the Strategic Energy Plan estimated on an annual basis for each project milestone listed above.

Strategic Energy/100% Renewable Electricity Plan Implementation																
		Party/Parties	Begin	End	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Adoption of Ordinances to Streamline Solar and Storage Permitting	PER/CAO	Year 1	Year 1	█	█										
2	Institution of Energy Benchmarks for Large Commercial Buildings	PER	Year 1	Year 2	█	█	█	█	█	█	█	█	█	█	█	█
3	Implement Community Choice Aggregation	PER	Year 1	Year 4	█	█	█	█								
4	Develop a Community Solar Project	PER	Year 1	Year 2		█	█	█	█	█	█	█	█	█	█	█
5	Release an RFO for a Pilot Back-up Inverter Program	PER	Year 1	Year 2		█	█	█								
6	Create a Property Assessed Clean Energy or On-Bill Financing Program	PER	Year 1	Year 2		█	█	█	█	█	█	█	█	█	█	█
7	Provide Financial Incentives to Support Project Viability	PER/Finance	Year 1	Year 9						█	█	█	█	█	█	█
8	Monitor and Apply for Regional, State, Federal, and Foundation Grants	PER	Year 1	Ongoing	█	█	█	█	█	█	█	█	█	█	█	█
9	Create and Implement an Energy Assurance Plan	PER/PW/NS	Year 1	Year 3		█	█	█								
10	Support a County-Wide "One-Stop Shop" Resource & Education Center for Information on Regional Energy Programs	PER/Regional Coordination	Year 1	Ongoing	█	█	█	█	█	█	█	█	█	█	█	█
	Ongoing Monitoring/Reporting/Implementation															



## **Community Choice Aggregation Implementation**

### *Description*

On August 20, 2019 the City Council voted to join Central Coast Community Energy (formerly Monterey Bay Community Power, a Community Choice Aggregation (CCA) electricity provider. Community Choice Aggregation, also known as Community Choice Energy (CCE), enables cities, counties and other authorized entities that aggregate electricity demand within their jurisdictions to purchase and/or generate electricity supplies for their residents and businesses. The day-to-day experience for the customer is the same; the difference being that the energy is purchased through the CCE.

Central Coast Community Energy (3CE) is a Community Choice Energy agency established by local communities to source clean and renewable electricity for residents and businesses in Monterey, San Benito and Santa Cruz Counties, and now parts of Santa Barbara County, as well as the cities of San Luis Obispo and Morro Bay. On December 4, 2019 3CE accepted eleven new jurisdictions as member agencies, including the cities of Goleta, Carpinteria, Guadalupe, Solvang, Santa Maria and the County of Santa Barbara. Starting in 2021, SCE accounts within 3CE's service area will be automatically enrolled in 3CE's default electricity program, however, customers may choose to opt-out and maintain SCE service at any time.

Community Choice Energy was identified in the SEP as the strategy that contributes most significantly to reaching the 100% Renewable Energy Goal. 3CE submitted the Implementation Plan to the California Public Utilities Commission by the December 31, 2019 deadline, and in 2021 staff will continue to work with Council, City staff, 3CE staff, and with our regional partners on any necessary steps identified to launch the program in October, including development and implementation of a community outreach strategy.

3CE has created a community outreach plan which outlines the approach to informing residents and respective businesses in new member agency jurisdictions about enrollment processes. The plan will be complimented with Goleta community-specific events, advertising, and outreach. The plan puts a focus on equitable engagement, providing outreach materials in both Spanish and English. City staff will work with the PIO and 3CE to tailor outreach to the Goleta community to reach the highest percentage of the population possible and clearly communicate the benefits of the CCE model to ensure a successful enrollment. This outreach will likely include bilingual public forums, Monarch Press articles, social media posts, website updates, presentations to City Council and committees, and a Flip the Switch launch event, in addition to the required enrollment notification notices. Once enrolled, the City will be eligible to participate in all 3CE programs.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
    - Objectives: Implement a Community Choice Aggregation Program by and through participation in Central Coast Community Energy Authority's Community Choice Aggregation Program

#### *Project Milestones*

- Outreach Plan refinement and implementation with 3CE and regional Partners
- 3CE direct outreach to key commercial customers and community groups
- 3CE Public Forums and Workshops
- 3CE Regional advertising to raise awareness
- 3CE Required mailers plus additional letters to Net Energy Metering customers
- Flip the Switch Launch Event Customer Enrollment
- Participation in relevant 3CE programs (Uninterrupted Power Supply Fund, Reach Code Incentive Program, CalEVIP, etc.)

#### *Schedule and Completion*

See attached schedule.

Community Choice Aggregation Implementation																						
	Party/Parties	Begin	End	2020												2021						
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
1	Coordination with 3CE & Regional Partners	PER/CM/3CE/Partners	1/1/20	12/31/21	[Blue shaded]																	
2	Outreach Plan Refinement and Implementation with 3CE & Regional Partners	PER/PIO/3CE/Partners	8/1/20	12/31/21	[Blue shaded]																	
3	3CE Direct Outreach to Key Commercial Customers and Community Groups	3CE	6/1/21	3/31/22	[Blue shaded]																	
4	3CE Public Forums and Workshops	PER/3CE	6/1/21	11/30/21	[Blue shaded]																	
5	3CE Regional Advertising to Raise Awareness	3CE	6/1/21	12/31/21	[Blue shaded]																	
6	3CE Required Mailers Plus Additional Letters to Net Energy Metering Customers	3CE	11/1/21	3/31/22	[Blue shaded]																	
7	Flip the Switch Launch Event	PER/3CE	10/1/21	10/31/21	[Blue shaded]																	
8	Customer Enrollment	3CE	10/1/21	Ongoing	[Blue shaded]																	

Community Choice Aggregation Implementation																						
	Party/Parties	Begin	End	2021												2022						
				Jan	Feb	Mar	April	May	June	July	August	September	October	November	December	January	February	March				
1	Coordination with 3CE & Regional Partners	PER/CM/3CE/Partners	1/1/20	12/31/21	[Blue shaded]																	
2	Outreach Plan Refinement and Implementation with 3CE & Regional Partners	PER/PIO/3CE/Partners	8/1/20	12/31/21	[Blue shaded]																	
3	3CE Direct Outreach to Key Commercial Customers and Community Groups	3CE	6/1/21	3/31/22	[Blue shaded]																	
4	3CE Public Forums and Workshops	PER/3CE	6/1/21	11/30/21	[Blue shaded]																	
5	3CE Regional Advertising to Raise Awareness	3CE	6/1/21	12/31/21	[Blue shaded]																	
6	3CE Required Mailers Plus Additional Letters to Net Energy Metering Customers	3CE	11/1/21	3/31/22	[Blue shaded]																	
7	Flip the Switch Launch Event	PER/3CE	10/1/21	10/31/21	[Blue shaded]																	
8	Customer Enrollment	3CE	10/1/21	Ongoing	[Blue shaded]																	
9	Participation in Relevant 3CE Programs (UPS Fund, CALeVIP, etc.)	PER/3CE	10/1/21	Ongoing	[Blue shaded]																	



## **Regional Climate Collaborative**

### *Description*

Following the Central Coast Sustainability Summit in October 2018, the County of Santa Barbara convened a Climate Action and Resiliency Community meeting. With 58 attendees representing state, local, and federal governments; community groups; private business; and academic institutions, the intent was to begin the conversation about working together at the scale needed to address climate change. Since that meeting, representatives from local governments have met numerous times beginning in November 2018 to consider how regional climate collaboration between a multi-sector network of organizations could address climate change mitigation and/or adaptation and resiliency. Formally launched in March 2020, the focus is shifting to the formation of and participation in issue-area subcommittees. Sustainability staff is participating in launching the now-public Clean Energy Assurance Subcommittee, transitioning from the Clean Energy Working Group which consisted of local government agency staff. The Collaborative is structured as an unincorporated membership association, with the County of Santa Barbara providing fiscal and administrative support. The Collaboratives' objectives are listed below:

- Develop a common understanding of regional vulnerabilities and current strategies to address climate impacts.
- Identify regional priorities, planning efforts, strategies, and information and research needs.
- Provide a forum for local and regional organizations interested in tackling climate change efforts.
- Increase regional support and collaboration, leverage resources and opportunities, and avoid duplication.
- Increase the region's ability to identify and obtain resources to support regional priorities, strategies, and information needs.
- Provide a stronger voice for the Santa Barbara region, and its local entities, at the state and federal level to influence policy, regulatory, and funding decisions.
- Share information and best practices about addressing climate change, adaptation, and mitigation within the Santa Barbara region, as well as across the state and nation.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:

- Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
  - Objectives: Continue to work with the Santa Barbara County Regional Climate Collaborative to share resources to address climate change

#### *Project Milestones*

- Formal Launch
- Formation of and Participation in Issue-Area Subcommittees
- Community Outreach
- Guidance and Feedback to Members on Plans/Projects
- Develop Funding Strategy
- Development of a Regional Climate Action Toolkit for County and Cities, including a GHG Inventory
- Development of Website with Member Portal and Public-Facing Pages

#### *Schedule and Completion*

A two-year work plan has been developed for the Collaborative Steering Committee and related Sub-Committees. See attached schedule for the Steering Committee.

Regional Climate Collaborative - Steering Committee																
		Party/Parties	Begin	End	Year 1											
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Launch	SBCo	Month 1	Month 1												
2	Formation & Participation in Issue Area Sub-Committees	SBCo/Cities/Public	Month 6	Ongoing												
3	Review & Approve 2-Year Steering Committee Work Plan	Steering Committee	Month 1	Month 2												
4	Provide Guidance & Feedback to County/Cities During Plan Update Processes	Steering Committee	Month 3	Month 12												
5	Support Outreach Efforts	Steering Committee	Month 3	Month 12												
6	Oversee Development of Collaborative Website/Brand	Steering Committee	Month 3	Month 7												
7	Plan & Hold Two All-Members Meetings	Steering Committee	Month 4	Month 12												
8	Prepare a Development/Funding Strategy	Steering Committee	Month 5	Month 12												
9	Provide Guidance & Feedback to County/Cities During Plan Update Processes	Steering Committee	Month 13	Month 24												
10	Support Outreach Efforts	Steering Committee	Month 13	Month 24												
11	Develop Launch and Outreach Plan for Regional Climate Action Framework	Steering Committee	Month 13	Month 24												
12	Plan & Hold Two All-Members Meetings	Steering Committee	Month 14	Month 24												
13	Release Regional Climate Action Toolkit (various components likely available earlier)	Steering Committee	Month 6	Month 24												

Regional Climate Collaborative - Steering Committee																
		Party/Parties	Begin	End	Year 2											
					Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
1	Launch	SBCo	Month 1	Month 1												
2	Formation & Participation in Issue Area Sub-Committees	SBCo/Cities/Public	Month 6	Ongoing												
3	Review & Approve 2-Year Steering Committee Work Plan	Steering Committee	Month 1	Month 2												
4	Provide Guidance & Feedback to County/Cities During Plan Update Processes	Steering Committee	Month 3	Month 12												
5	Support Outreach Efforts	Steering Committee	Month 3	Month 12												
6	Oversee Development of Collaborative Website/Brand	Steering Committee	Month 3	Month 7												
7	Plan & Hold Two All-Members Meetings	Steering Committee	Month 4	Month 12												
8	Prepare a Development/Funding Strategy	Steering Committee	Month 5	Month 12												
9	Provide Guidance & Feedback to County/Cities During Plan Update Processes	Steering Committee	Month 13	Month 24												
10	Support Outreach Efforts	Steering Committee	Month 13	Month 24												
11	Develop Launch and Outreach Plan for Regional Climate Action Framework	Steering Committee	Month 13	Month 24												
12	Plan & Hold Two All-Members Meetings	Steering Committee	Month 14	Month 24												
13	Release Regional Climate Action Toolkit (various components likely available earlier)	Steering Committee	Month 6	Month 24												



## **City Hall Microgrid-ready Solar Photovoltaic Project**

### *Description*

Encouraging renewable energy generation and use through installation at City-owned facilities is identified in the City's budget, Strategic Plan, and Resolution 17-52, which identifies Council's adopted 100% Renewable Energy Goal for the City by 2030. This resolution also includes an interim goal for at least 50% of electricity use by municipal facilities to come from renewable sources by 2025.

In pursuing this target, the City has an opportunity to lead by example by powering its own facilities with renewable energy, thus providing community-wide visibility and building momentum to fully implement the Strategic Energy Plan (SEP). In particular, the acquisition of the City Hall building allows the City to implement a high-visibility clean energy project that would help achieve the City's goal.

With completion of solar photovoltaic (PV) and battery energy storage and microgrid feasibility assessments in 2020, as well as City Council Standing Committee meetings, a request for proposal process, and Council action to select a vendor and technical configuration, the City Hall project now moves to implementation. This includes finalizing a power purchase agreement for consideration and approval by the City Council and installation of the microgrid-ready solar PV system that also integrates EV charging.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
    - Objectives: Implement the Strategic Energy Plan in furtherance of the City's adopted 100% renewable energy goals
    - Encourage energy conservation through enhanced insulation, LED replacement lighting and similar measures, including at City-owned facilities
    - Encourage renewable energy generation and use through installation of solar panels, battery energy storage, electric vehicle charging stations and similar measures, including at City owned facilities
    - Complete installation of solar panels and electric vehicle charging stations at City Hall

- Promote increased electric grid resiliency by encouraging backup inverters, microgrids, battery storage and other strategies, as appropriate, to enable Goleta to withstand blackouts and other energy challenges

#### *Project Milestones*

- Power Purchase Agreement approval
- Site study, PV engineering and design
- Interconnection application
- Permit drawings submitted for building permit
- PV equipment procurement
- PV construction
- Inspections and Permit Signoff
- SCE Permission-to-Operate

#### *Schedule and Completion*

See attached schedule.

City Hall Microgrid-ready Solar Photovoltaic Project																	
		Party/Parties	Begin	End	2020	2021											
					Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	City Council Approval of Letter of Intent	PER/CC	12/15/20	12/15/20	█												
2	Power Purchase Agreement Approval	PER/CC	12/15/20	3/31/21	█	█	█	█									
3	Site Study, PV Engineering & Design	PER/Consultant	3/1/21	5/31/21				█	█	█							
4	Interconnection Application	Consultant	3/1/21	5/31/21				█	█	█							
5	Permit Drawings Submitted for Building Permit	PER/Consultant	5/1/21	6/30/21						█	█						
6	PV Equipment Procurement	Consultant	7/1/21	7/31/21								█					
7	PV Construction	PER/Consultant	8/1/21	9/30/21									█	█			
8	Inspections & Permit Sign-off	PER/Consultant	10/1/21	10/31/21											█		
9	SCE Permission to Operate	SCE/PER/Consultant	11/1/21	12/15/21												█	█



***Sustainability Program, Upcoming and Potential New Projects and Programs***

**Electric Vehicle Readiness Planning**

*Description*

Currently, transportation accounts for more than 50% of California’s, and about 40% of Santa Barbara County’s greenhouse gas emissions. In September 2020, Governor Newsom issued an executive order requiring sales of all new passenger vehicles to be zero-emission by 2035 and additional measures to eliminate harmful emissions from the transportation sector. The order directs the State Air Resources Board, the Energy Commission, Public Utilities Commission and other relevant State agencies, to use existing authorities to accelerate deployment of affordable fueling and charging options for zero-emission vehicles (ZEVs), in ways that serve all communities and in particular low-income and disadvantaged communities, consistent with state and federal law.

Encouraging electric vehicle charging stations is identified in the City’s budget and Strategic Plan, and in 2020, the City Council adopted an Electric Vehicle Charging Station Permit Streamlining Ordinance. In order to position the City to take advantage of major funding opportunities anticipated in the latter half of 2021, and to further prepare for the deployment of electric vehicle infrastructure in Goleta, the City should begin conducting Electrical Vehicle Readiness Planning (EVRP). This planning process would focus on evaluating the potential for and developing electric vehicle charging station (EVCS) infrastructure at City facilities and support outreach and education efforts related to ZEVs. The deployment of EVCS can encourage local drivers to consider purchasing ZEVs and support the development of a local public charge network. Major benefits of EVRP include improvement in local air quality, reduction of greenhouse gas emissions that impact climate change, increase in the use of renewable energy, and more efficient use of existing grid energy by off-peak ZEV charging.

The City would be able to utilize assistance from local organizations in EVRP outreach. Recently the Community Environmental Council and Ecology Action, were awarded funding from an Electrify America grant to drive ZEV awareness and education in low-income and disadvantaged communities. Additionally, upon enrolling in 3CE, the City of Goleta will be eligible to apply for funds from the CALeVIP program when it becomes available. CALeVIP is a statewide regional incentive program from the California Energy Commission that focuses on accelerating installation, reporting, and funding processes for EV charging infrastructure regionally. Additional funding opportunities anticipated in 2021 include the Santa Barbara County Air Pollution Control District’s Clean Air Infrastructure grant and Southern California Edison’s Charge Ready 2 program.

*Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal:
    - Encourage renewable energy generation and use through installation of solar panels, battery energy storage, electric vehicle charging stations and similar measures, including at City owned facilities

### *Project Milestones*

The recommended actions to pilot Electric Vehicle Readiness Planning are outlined below:

#### City Facilities:

- Assess City preferences for location, quantity, and product specifications for EVCS
- Release a Request for Quote for EVCS at City facilities
- Participate in funding opportunities to support EVCS infrastructure (CALeVIP, APCD, Charge Ready 2)
- Select an EVCS vendor and proceed with contract approval and installation

#### Community Outreach:

- Support and leverage consumer education and outreach on the benefits of ZEVs
- Work with local organizations to raise awareness on ZEVs and available rebate and incentive programs

### *Schedule and Completion*

See attached schedule.

Electric Vehicle Readiness Planning																						
		Party/Parties	Begin	End	Year 1												Year 2					
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<b>EVCS Infrastructure Development at City Facilities</b>																						
1	Assess City preferences for location, quantity and product specifications for EVCS	PER	Month 1	Month 4	█	█	█	█														
2	Develop and release a Request for Quote for EVCS at City Facilities	PER	Month 4	Month 6				█	█	█												
3	Select an EVCS Vendor	PER/Selection Committee	Month 6	Month 7						█	█											
4	Participate in funding opportunities to support EVCS infrastructure	PER	Month 1	Month 18	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
<b>Outreach and Education</b>																						
1	Create outreach material on available rebate and incentive programs	PER	Month 1	Month 3	█	█	█															
2	Work with local organizations to raise awareness on ZEVs	PER	Month 1	Month 12	█	█	█	█	█	█	█	█	█	█	█	█						
3	Support and leverage consumer education and outreach on benefits of ZEVs	PER	Month 4	Month 12				█	█	█	█	█	█	█	█							



## **Energy Assurance Planning**

### *Description*

Creating an Energy Assurance Plan (EAP) was identified as a strategy in the Strategic Energy Plan (SEP), and is an important step in improving security and reliability of energy infrastructure by creating a plan to protect key sites so that they can continue to operate in the event of a disaster or electricity outage. Additionally, this strategy was included in the SEPs for the County and City of Carpinteria. The County Board of Supervisors has prioritized Energy Assurance Planning in Phase I of its SEP implementation and is in the process of contracting with a consultant to develop a pilot program to provide Energy Assurance Assessment Services. It is expected that there will be opportunities to collaborate regionally on such an effort as part of the Regional Climate Collaborative's Clean Energy Assurance Subcommittee.

The pilot program will begin with a market sector analysis to gather information on the local commercial building stock to supplement an existing market characterization study of multi-family building stock. It will then include property owner education and outreach. For interested property owners, the County's Energy Assurance Assessment service offering will begin with a high-level assessment or survey of the site's energy infrastructure and potentially a more detailed audit. The audit will include a comprehensive review of various elements ranging from business and revenue risk to power interruptions, applicability analysis of PV, storage, EV charging infrastructure to more extensive energy management strategies. Finally, technical assistance in the form of RFPs and assistance with rebates and financing would be available to ensure energy assurance upgrades are made, followed by promotions of properties that complete projects.

In addition to participating in the County's program, staff has been awarded funding as part of a competitive grant application for work to support Energy Assurance Planning. Depending on what services are utilized through the County's program, such funding could support this effort. Additionally, the Central Coast Community Energy (3CE) Policy Board approved \$25M in seed funding for establishment of an Uninterruptible Power Supply Fund to provide financing for critical infrastructure facility resiliency investments. Completing Energy Assurance Planning would help the City prepare to take advantage of that opportunity once it is eligible to apply for such funding from 3CE in October 2021.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:

- Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
  - Objectives: Implement the Strategic Energy Plan in furtherance of the City's adopted 100% renewable energy goals
  - Encourage energy conservation through enhanced insulation, LED replacement lighting and similar measures, including at City-owned facilities
  - Encourage renewable energy generation and use through installation of solar panels, battery energy storage, electric vehicle charging stations and similar measures, including at City owned facilities
  - Complete installation of solar panels and electric vehicle charging stations at City Hall
  - Promote increased electric grid resiliency by encouraging backup inverters, microgrids, battery storage and other strategies, as appropriate, to enable Goleta to withstand blackouts and other energy challenges

#### *Project Milestones*

- Collaborate with, and participate in, the Santa Barbara County Energy Assurance Assessment Services Program
- Identification of Key Issues and Critical Facilities and Sites through an Energy Assurance Survey and Audit
- 
- Community Outreach and Stakeholder Engagement for Feedback on Resiliency Issues and Challenges
- Draft Plan and solicit service providers, focusing on opportunities for renewable energy and battery storage at identified Sites
- City Council Energy / Green Issues Standing Committee Review
- Release RFP for 3rd-party contract for service provider
- City Council Approval for Contract

#### *Schedule and Completion*

See attached schedule.

Energy Assurance Planning																						
		Party/Parties	Begin	End	Year 1											Year 2						
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
1	Collaborate & Participate in SB County Energy Assurance Assessment Services Program	PEI/SSCo	Month 1	Month 8																		
2	Identify Key Issues and Critical Facilities and Sites via EA Survey and Audits	PEI/SSCo/Consultant	Month 1	Month 8																		
3	Community Outreach and Stakeholder Engagement for Feedback on Resiliency Issues and Challenges	PEI/PI/C/Consultant	Month 7	Month 8																		
4	Draft Plan and Solicit Service Providers, Focusing on Opportunities for Renewable Energy and Battery Storage at Identified Sites	PEI/Consultant	Month 9	Month 12																		
5	City Council Energy / Green Issues Standing Committee Review	PER	Month 1	Month 8																		
6	Release RFP for 3rd-Party Contract for Service Provider	PEI/Consultant	Month 12	Month 13																		
7	City Council Staff Report	PER	Month 14	Month 15																		
8	City Council Approval for Contract	PER	Month 16	Month 16																		
9	Implementation	PEI/Consultant	Month 17	Ongoing																		



## **City-Owned Facilities – Clean Energy Infrastructure Feasibility**

### *Description*

Encouraging renewable energy generation and use at City-owned facilities is identified in the budget, Strategic Plan, and the City’s Resolution adopting the 100% Renewable Energy Goals includes an interim goal for at least 50% of electricity use by municipal facilities to come from renewable sources by 2025, five years sooner than the community-wide target. The City has an opportunity to lead by example with regard to its own facilities that will help provide community-wide visibility. Additionally, the City could support EV charging infrastructure expansion by installation at City facilities and considering EVs as part of a fleet vehicle replacement policy.

This project would engage a consultant to analyze financing alternatives for renewable energy infrastructure at City facilities utilizing a process similar to that completed for City Hall as a model. The consultant would provide a basic feasibility study to determine the financial viability and financing options for photovoltaic solar and/or battery energy storage siting at the Goleta Valley Library and Community Center. The work would entail energy and financial modeling to show the optimal siting plan, evaluate incentives, provide a cost-benefit analysis between various procurement and ownership alternatives, as well as identification of co-benefits of resiliency and emergency operations. Additional, optional tasks for procurement management and technical advising services related to micro-grid photovoltaic and energy storage system operational optimization and modeling would be determined following completion of the first task.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- **SUPPORT ENVIRONMENTAL VITALITY:**
  - Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
    - Objectives: Implement the Strategic Energy Plan in furtherance of the City's adopted 100% renewable energy goals
    - Encourage energy conservation through enhanced insulation, LED replacement lighting and similar measures, including at City-owned facilities
    - Encourage renewable energy generation and use through installation of solar panels, battery energy storage, electric vehicle

charging stations and similar measures, including at City owned facilities

- Complete installation of solar panels and electric vehicle charging stations at City Hall
  
- Promote increased electric grid resiliency by encouraging backup inverters, microgrids, battery storage and other strategies, as appropriate, to enable Goleta to withstand blackouts and other energy challenges

#### *Project Milestones*

- Evaluate Each Identified Site Including Cost-Benefit Analysis
- City Council Energy/Green Issues Standing Committee Review
- Consideration of Optional Tasks
- City Council Review and Direction
- Possible Development and Release of RFP for City Facility Installations
- Vendor selection and approval of agreement
- Project construction

#### *Schedule and Completion*

See attached schedule.

City-Owned Facilities - Clean Energy Infrastructure Feasibility Analysis																						
		Party/Parties	Begin	End	Year 1												Year 2					
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
1	City Council Energy / Green Issues Standing Committee Review and Recommendation	PER/CM	Month 1	Month 1	■																	
2	Contract Execution with Consultant	PER/CM/CAO	Month 1	Month 3	■	■	■															
3	Identify City Facilities Included	PER/Consultant	Month 4	Month 4				■														
4	Evaluate Facility or Facilities	PER/Consultant	Month 5	Month 6					■	■												
5	Develop Cost-Benefit Analysis for Solar/Battery Storage	Consultant	Month 7	Month 8							■	■										
6	Evaluate Incentives and Perform Cost Comparison for Procurement Pathways	Consultant	Month 8	Month 8								■	■									
7	Prepare Report/Recommendations	Consultant	Month 9	Month 10										■	■							
8	City Council Energy / Green Issues Standing Committee Review Findings	PER	Month 11	Month 11												■						
9	Optional Task Considerations (may affect timeline)	PER/Consultant	Month 10	Month 11													■	■				
10	City Council Hearings to Authorize Funding/Contracts for Implementation Actions	PER	Month 12	Month 13														■	■			
11	Possible Development and Release of RFP for City Facility Implementation Actions	PER	Month 14	Month 15															■	■		
12	Vendor Selection & Contract Approval	PER	Month 16	Month 17																	■	■
13	Project Construction	PER/Consultant	Month 18	Ongoing																		■



## **LEED for Cities Data Tracking – Supports Future Sustainability Plan**

### *Description*

The STAR Community Rating System provides a comprehensive approach to defining sustainability. The City of Goleta can utilize its STAR certification results and post-certification activities to begin a conversation about what characteristics contribute to a sustainable community, in anticipation of development of its first sustainability plan. In November 2018, the U.S. Green Building Council (USGBC) announced that the STAR Community Rating System would be fully integrated into USGBC's LEED for Cities and Communities programs. At the same time, the USGBC recognized the City of Goleta as a LEED Silver City based on its prior STAR certification.

Through its Arc Platform, LEED helps cities and communities benchmark current performance and track performance metrics in categories such as Energy, Water, Waste, Transportation, Education, Equitability, Prosperity, and Health & Safety. To become certified by the USGBC under the LEED for Cities Program, an application must be submitted based on a comprehensive effort to gather and report data for specific LEED credits pursued by the City. The Arc Crosswalk, a data gathering tool, supports this reporting effort. Once certified, the results would be utilized by the City to pursue continuous improvement and educate residents, visitors and business owners in order to demonstrate commitment to sustainability, human health and economic prosperity.

Additionally, the Institute for Local Government and the Statewide Energy Efficiency Collaborative's Beacon Program provides a framework for sharing best practices and recognizes cities and counties for voluntary efforts to adopt policies and programs that promote sustainability. The City has previously received a Spotlight Award for Sustainability Best Practices at the Gold level which helped identify the City's activities in particular issue areas. In October 2020 the Institute for Local Government recognized the City with the Platinum level Beacon Award for Sustainability Best Practices, the highest level.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
    - Objectives: Utilize the Sustainability Tools for Assessing and Rating (STAR) Community Rating System certification results as a means to assess sustainability efforts
    - Develop a Sustainability Plan to identify and achieve goals that foster Sustainability

### *Project Milestones*

- Utilize the STAR framework as incorporated into LEED for Cities to help develop a vision for sustainability
- Utilize the STAR certification results to identify strengths and weaknesses and prioritize next steps
- Develop an internal team and work with LEED staff to identify a plan to apply for LEED for Cities certification
- Utilize the STAR framework as incorporated into LEED for Cities and LEED for Cities key indicators to gather data on LEED credits, identify metrics to track progress on the Arc Platform and determine sustainability goals
- Coordinate with LEED for Cities staff to submit an application for certification
- Analyze the results to identify strengths, weaknesses, gaps and areas for improvement
- Develop an implementation strategy and identify projects to reach the sustainability goals within a plan
- Identify support structures or systems needed to achieve the sustainability plan

### *Schedule and Completion*

Utilizing the Arc Platform to track LEED for Cities data is an ongoing activity. Completing an application for LEED certification and utilizing the results for a future Sustainability Plan development effort would require approximately 18 months from start to finish. See attached schedule.

LEED for Cities Data Tracking				Year 1	Year 2																
	Party/Parties	Begin	End	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
1	Utilize STAR certification results to identify strengths, weaknesses, prioritize next steps, and develop a vision for sustainability	PER	Month 1	Months 3	█	█	█														
2	Develop an internal team and work with LEED staff to identify a plan to apply for LEED Certification	PER/City Depts	Month 3	Month 4			█														
3	Gather data on LEED credits, identify metrics to track progress on the ARC platform and determine sustainability goals	PER	Month 5	Month 10				█	█	█	█	█	█	█	█						
4	Coordinate with LEED for Cities liaison to submit an application for certification	PER/USGBC	Month 11	Month 12										█	█						
5	Analyze the results to identify strengths, weaknesses, gaps, and areas for improvement	PER	Month 13	Month 15												█	█	█			
<b>Future Sustainability Plan</b>																					
1	Utilize STAR post-certification implementation workshop outcomes & LEED ARC platform data to identify priorities	PER	Month 1	Month 3	█	█	█														
2	City Council Direction	PER	Month 4	Month 4			█														
3	Draft RFP	PER	Month 5	Month 5				█													
4	Review Responses	PER	Month 6	Month 6					█												
5	Choose Consultant	PER	Month 7	Month 7						█											
6	Sustainability working group formation	PER/Consultant	Month 8	Month 8							█										
7	Stakeholder Engagement/facilitated outreach	PER/PIO/Consultant	Month 8	Month 13							█	█	█	█	█	█	█	█			
8	Draft Plan	PER/Consultant	Month 9	Month 12								█	█	█	█	█	█	█			
9	City Council Energy / Green Issues Standing Committee Review	PER/COM	Month 3	Month 17				█								█				█	█
10	Public workshop preparation	PER/PIO/Consultant	Month 12	Month 12												█					
11	Public workshop	PER/PIO/Consultant	Month 13	Month 13													█				
12	Final Proposed Plan	PER/Consultant	Month 14	Month 15														█	█		
13	City Council staff report	PER	Month 16	Month 16																█	
14	City Council Adoption Hearings	PER	Month 17	Month 18																	█



## **Reach Code**

### *Description*

California local governments are allowed to adopt and enforce energy standards that are more stringent than the California Building Energy Efficiency Standards for newly constructed buildings and additions, alterations and repairs to existing buildings (also known as Title 24). Known as a reach code, part of the process of adopting the standards involves application to the California Energy Commission (CEC), for approval and certification of local standards exceeding the minimum statewide standards. The application must include analysis how the energy savings and cost-effectiveness of the proposed standards would meet or exceed the energy savings and cost-effectiveness of existing standards.

In order to progress toward meeting the renewable electricity goals, the City could establish such a reach code, and in fact, has done this in the past when it adopted local energy efficiency standards in 2010. Title 24 has become more stringent over time, exceeding those previously adopted standards, which have sunset. For a new reach code, the City would need to identify and establish goals to prioritize in the reach code, such as increased battery storage deployment or building electrification; complete a cost-effectiveness analyses for the measures proposed; conduct public outreach and bring forth a proposed ordinance to the appropriate Council Standing Committee and the City Council for consideration. If adopted, the City would then file an application with the CEC for approval before a reach code could take effect.

The California Green Building Standards Code, or CALGreen, is part of the California Building Standards Code. While reach codes only address energy usage in buildings, the CALGreen code applies to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure. Local jurisdictions have the ability to voluntarily adopt tiers in CALGreen, Tier 1 or Tier II, that are two higher levels of green building standards than what is legally mandated statewide. The adoption of such a tier could be in addition to, or an alternative to a reach code.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Promote renewable energy, energy conservation and local energy resiliency
    - Objectives: Explore adoption of a "Reach" Building Code

### *Project Milestones*

- Coordinate with the Building Department to evaluate any Title 24 measures to pursue and establish goals
- Coordinate with the Building Department to evaluate any measures to pursue to warrant adoption of CALGreen tier status and establish goals
- Coordinate with the California Energy Commission (CEC) regarding reach code process
- Identify optional scopes and structures
- Conduct internal and external outreach and refine scope
- Obtain or complete Cost-effectiveness analyses for City measures
- Create draft ordinance
- Community engagement and required public comment period
- City Council Energy/Green Issues (or Ordinance) Standing Committee Review and Recommendation
- City Council First Reading
- City Council Second Reading
- Submit application to the CEC and gain approval
- File ordinance with the Building Standards Commission
- Develop or obtain educational materials and procedural documents as necessary

*Schedule and Completion*

Title 24 standards are updated at the statewide level every three years. The 2019 standards went into effect in January 2020 and are in effect through 2022. Given the time required for CEC review and approval, the City would need lead time to explore a replacement code and prepare for the application process, including determination of applicability of recently released cost-effectiveness reports for the approved 2019 standards. See attached schedule.

Reach Code		Party/Parties	Begin	End	Year 1											
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
					1	Coordinate with the Building Department to evaluate Title 24 and/or CALGreen Measures to Pursue and Establish Goals	PER	Month 1	Month 3	█	█	█				
2	Identify Optional Scopes and Structures	PER	Month 1	Month 3	█	█	█									
3	Coordinate with the California Energy Commission Regarding Process	PER/CEC	Month 4	Month 4				█								
4	Conduct internal and external outreach and refine scope	PER/Consultant	Month 3	Month 5			█	█								
5	Complete Cost-effectiveness Analyses for City Measures	PER/Consultant	Month 5	Month 7					█	█						
6	Create Draft Ordinance	PER	Month 6	Month 8						█	█					
7	Community Engagement and Required Public Comment Period	PER	Month 9	Month 10									█	█		
8	City Council Energy / Green Issues Standing Committee Review and Recommendation	PER	Month 10	Month 10												
9	City Council First Reading	PER/Consultant	Month 11	Month 12												█
10	City Council Second Reading	PER	Month 13	Month 13												
11	Submit Application to the California Energy Commission and Gain Approval	PER/Consultant/CEC	Month 14	Month 17												
12	File Ordinance with the Building Standards Commission	PER	Month 18	Month 18												
13	Develop or obtain educational materials and procedural documents as necessary	PER/Consultant	Month 18	Month 18												

		Party/Parties	Begin	End	Year 2					
					Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
					1	Coordinate with the Building Department to evaluate Title 24 and/or CALGreen Measures to Pursue and Establish Goals	PER	Month 1	Month 3	
2	Identify Optional Scopes and Structures	PER	Month 1	Month 3						
3	Coordinate with the California Energy Commission Regarding Process	PER/CEC	Month 4	Month 4						
4	Conduct internal and external outreach and refine scope	PER/Consultant	Month 3	Month 5						
5	Complete Cost-effectiveness Analyses for City Measures	PER/Consultant	Month 5	Month 7						
6	Create Draft Ordinance	PER	Month 6	Month 8						
7	Community Engagement and Required Public Comment Period	PER	Month 9	Month 10						
8	City Council Energy / Green Issues Standing Committee Review and Recommendation	PER	Month 10	Month 10						
9	City Council First Reading	PER/Consultant	Month 11	Month 12						
10	City Council Second Reading	PER	Month 13	Month 13	█					
11	Submit Application to the California Energy Commission and Gain Approval	PER/Consultant/CEC	Month 14	Month 17		█	█	█	█	
12	File Ordinance with the Building Standards Commission	PER	Month 18	Month 18						█
13	Develop or obtain educational materials and procedural documents as necessary	PER/Consultant	Month 18	Month 18						



## **Shared Micro-mobility Plan – Bicycles**

### *Description*

In 2016 UCSB began investigating the feasibility of establishing an on-campus bike share program. Other local entities were also exploring the idea for a regional bike share program, including Santa Barbara Bicycle Coalition, the County of Santa Barbara, the City of Santa Barbara, Santa Barbara City College, MTD, and the Santa Barbara County Association of Governments. UCSB interns assisted in developing a South Coast Bike Share Feasibility Report in partnership with these organizations. The topic was discussed at the Green Committee on June 8, 2016, and the Report was presented to the Committee on October 11, 2016. Since that time, UCSB decided to proceed with a pilot program and City of Goleta staff participated in UCSB's Request for Information vendor proposal review process, bicycle testing, and the vendor selection process. This process resulted in the development of an agreement between UCSB and CycleHop, LLC as UCSB's official bike share vendor.

The topic was discussed at the Green Committee in Fall 2018 in order to determine the most effective way to evaluate and implement a bike share program in Goleta. Options identified included joining an existing bike share program such as UCSB's, ban deployment and operation of bike share, establish a permitting program that would allow multiple bike share operators, and taking no further action. Due to the significant contribution of GHG emissions from the transportation sector, staff recommends again prioritizing pursuit of programs that support alternative transportation modes. Because Council adopted regulations prohibiting shared on-demand motorized scooter operations in December 2018, a focus on bike share only at this time is recommended.

For reference, the County instituted a permit process to allow shared micro-mobility devices and the City of Santa Barbara proceeded with an RFP process for a pilot bike share program. The City of Santa Barbara will move forward with the vendor B-cycle in 2021, delayed from May 2020 due to the COVID pandemic. CycleHop, LLC ended its contract with UCSB and ceased service in Spring 2020. UCSB is evaluating other vendor options and there may be an option for the City to participate in a future vendor selection process. Should it move forward in the future, the City of Goleta will also participate in the regional process led by SBCAG to collaborate on a model regional approach to micro-mobility regulation, including e-scooters and bike share.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability

- Objectives: Utilize the Sustainability Tools for Assessing and Rating (STAR) Community Rating System certification results as a means to assess sustainability efforts
  - Develop a Sustainability Plan to identify and achieve goals that foster Sustainability
- STRENGTHEN INFRASTRUCTURE:
  - Strategic Goal: Encourage use of Alternative Transportation Methods that reduce vehicle miles traveled
    - Objectives: Evaluate opportunities for shared mobility approaches across the region
    - Encourage and promote alternative transportation, including transit, biking and walking

*Project Milestones*

- City Council Energy / Green Issues Standing Committee review and direction on program decision points
- Community Outreach
- City Council Energy / Green Issues Standing Committee review and recommendation on path for implementation of a pilot program
- City Council consideration and direction
- Development and release of RFP for vendor selection
- Vendor review and selection process
- Contract approval
- Implementation

*Schedule and Completion*

See attached schedule. This is an estimate, since timing for the proposed project depends on the implementation path.

Shared Micro-Mobility - Bicycles																
		Party/Parties	Begin	End	Year 1											
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	City Council Energy / Green Issues Standing Committee Review and Direction on Program Decision Points	PER	Month 1	Month 2												
2	Community Outreach	PER/PIO	Month 3	Month 4												
3	City Council Energy / Green Issues Standing Committee Review and Direction on Path for Implementation of a Pilot Program	PER	Month 5	Month 5												
4	Potential Development of Ordinance Regulating Shared Mobility Operators	PER	Month 5	Month 6												
4	City Council staff report	PER	Month 6	Month 6												
5	City Council Consideration and Direction	PER	Month 7	Month 7												
6	Development and Release of RFP for Vendor Selection	PER	Month 8	Month 10												
7	Vendor Review and Selection Process	PER/Selection Committee	Month 11	Month 12												
8	Contract Approval	PER/PIO/Vendor	Month 12	Month 13												
9	Implementation	PER/PW/PIO	Month 13	Month 18												

Shared Micro-Mobility - Bicycles																
		Party/Parties	Begin	End	Year 2											
					Month 13	Month 14	Month 15	Month 16	Month 17	Month 18						
1	City Council Energy / Green Issues Standing Committee Review and Direction on Program Decision Points	PER	Month 1	Month 2												
2	Community Outreach	PER/PIO	Month 3	Month 4												
3	City Council Energy / Green Issues Standing Committee Review and Direction on Path for Implementation of a Pilot Program	PER	Month 5	Month 5												
4	Potential Development of Ordinance Regulating Shared Mobility Operators	PER	Month 5	Month 6												
4	City Council staff report	PER	Month 6	Month 6												
5	City Council Consideration and Direction	PER	Month 7	Month 7												
6	Development and Release of RFP for Vendor Selection	PER	Month 8	Month 10												
7	Vendor Review and Selection Process	PER/Selection Committee	Month 11	Month 12												
8	Contract Approval	PER/PIO/Vendor	Month 12	Month 13												
9	Implementation	PER/PW/PIO	Month 13	Month 18												



## **Polystyrene Foam & Single-use Plastics Reduction**

### *Description*

In an effort to address the growing problem of plastics present in the environment, a number of California municipalities have proposed or passed ordinances addressing the distribution of Expanded Polystyrene foam (EPS) products and single use plastics (straws, stirrers, cutlery, condiment packets, plastic sand bags, etc.), including the Cities of Carpinteria and Santa Barbara. Following meetings with representatives from local environmental groups to discuss efforts being undertaken to educate the public about the extent of single-use plastic pollution in the environment, and encourage people to voluntarily limit or discontinue the use of plastic straws and other single-use plastics, City Council has expressed support for examining the issue and considering a potential ban or otherwise reduction in use of such products. The County of Santa Barbara is also exploring such regulations and there may be an opportunity to coordinate with the County to leverage resources.

### *Strategic Plan Consistency*

This planning effort supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ENVIRONMENTAL VITALITY:
  - Strategic Goal: Adopt best practices in sustainability
    - Objectives: Utilize the Sustainability Tools for Assessing and Rating (STAR) Community Rating System certification results as a means to assess sustainability efforts
    - Develop a Sustainability Plan to identify and achieve goals that foster Sustainability

### *Project Milestones*

- Model Ordinance Research and Coordination with Santa Barbara County
- City Council Energy / Green Issues (or Ordinance) Standing Committee Review and Recommendation
- Community Engagement
- Draft Ordinance
- Council Consideration and Adoption Hearings

### *Schedule and Completion*

The project would require approximately 12 months from start to finish. See attached schedule.



EPS/Single-Use Plastics Reduction																
		Party/Parties	Begin	End	Year 1											
					Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Model Ordinance Research and Coordination with Santa Barbara County	PER	Month 1	Month 3												
2	City Council Energy / Green Issues Standing Committee Review and Recommendation	PER	Month 4	Month 5												
3	Community Engagement	PER	Month 5	Month 7												
4	Create Draft Ordinance	PER	Month 6	Month 8												
5	Community Engagement	PER	Month 8	Month 9												
6	City Council Energy / Green Issues Standing Committee Review and Recommendation	PER	Month 9	Month 10												
7	City Council First Reading	PER	Month 10	Month 11												
8	City Council Second Reading	PER	Month 11	Month 12												



***Affordable Housing Implementation Division, Upcoming and Potential New Projects and Programs***

**Prepare a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP)**

*Description*

This project will accomplish preparation of a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP) addressing how accumulated housing in-lieu and impact fees in the City's Housing Trust Fund will be applied toward the development, preservation, and rehabilitation of affordable units. The General Plan Housing Element requires preparation of this plan to guide management of the Housing Trust Fund.

*Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT COMMUNITY VITALITY OPPORTUNITIES AND ENHANCED RECREATIONAL:
  - Strategic Goal: Support and implement the General Plan
- SUPPORT ECONOMIC VITALITY:
  - Strategic Goal: Support organizations, programs, and policies that facilitate affordable housing for the Goleta workforce
- ENHANCE THE EFFICIENCY AND TRANSPARENCY OF CITY OPERATIONS:
  - Strategic Goal: Maintain transparency in all aspects of City government

*Project Milestones*

- Public workshops

*Schedule and Completion*

The PER Director does not recommend proceeding with this effort, which could involve fundamental changes to the Department structure, until the backlog of existing work in both the Advance Planning and Current Planning Divisions are substantially reduced. It is necessary to complete existing work priorities, such as the new Zoning Ordinance and Permit Tracking System, before there will be adequate capacity to take on another major project of this nature.



<b>Comprehensive Affordable Housing Finance Plan Workflow and Schedule</b>														
		Party/Parties	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<b>1.1</b>	<b>Public Outreach</b>													
1.1.1	Kickoff Workshop	PER/Consultant	█											
1.1.2	Define Goals	PER/Consultant			█									
1.1.3	ID Funding Sources, Tools and Strategies	PER/Consultant				█								
1.1.3	CC Update	PER/Consultant				█								
<b>1.2</b>	<b>Hearings</b>													
1.2.1	PC Recommendation	PER/Consultant										█		
1.2.1.1	Prep - Staff Report	PER/Consultant									█	█		
1.2.2	CC Adoption	PER/Consultant											█	█
1.2.2.1	Prep - Staff Report	PER/Consultant										█	█	
1.2.3	Website Maintenance	AP	█	█	█	█	█	█	█	█	█	█	█	█
<b>1.2</b>	<b>Draft CAHFP</b>													
1.2.1	Outline Plan	Consultant			█	█	█	█	█	█	█			
1.2.2	Draft Policies	Consultant					█	█	█	█	█			
1.2.3	Finalize Document	Consultant								█	█	█		



## **Tenant Protections Ordinance**

### *Description*

A core responsibility of the Affordable Housing Implementation Division is to provide tenants with information concerning their rights under the Fair Housing Act and local requirements and as well as under State and federal anti-discrimination laws. This project would formalize local tenant projection standards and protocols in an ordinance.

### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- SUPPORT ECONOMIC VITALITY:
  - Strategic Goal: Support organizations, programs, and policies that facilitate affordable housing for the Goleta workforce
    - Objective: Provide assistance, financial or otherwise, where possible, and regulatory changes to support affordable housing by for-profit and non-profit developers, and homeowners

### *Project Milestones*

- Public outreach
- Draft ordinance
- Adoption hearings

### *Schedule and Completion*

This ordinance process would involve public outreach, research, and adoption hearings and is estimated to require approximately 6-7 months.



Tenant Protections Ordinance Workflow and Schedule									
		Party/Parties							
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
<b>1</b>	<b>Land Use Regulations</b>								
1.1	Draft Tenant Protection Regulations								
1.2	Public Engagement								
1.2.1	Public Workshop	PER							
1.2.1.1	Public Workshop Prep	PER							
1.2.2	Planning Commission Workshop	PER							
1.3	Adoption Hearings								
1.1.3	Planning Commission Hearing	PER							
1.1.3.1	PC Staff Report	PER							
1.1.4	City Council Adoption Hearing	PER							
1.1.4.1	CC Staff Report	PER							
1.1.5	City Council Adopting Second Reading	PER							
1.1.5.1	CC Staff Report	PER							
1.4	CEQA	PER							
<b>2</b>	<b>Post-Adoption</b>	<b>Clerk/PER/Etc.</b>							
2.1	Incorporate in to online Municipal Code	Clerk							
2.2	Produce Resolution Copies for Staff	PER							



## ***Administration Division, Upcoming and Potential New Projects and Programs***

### **18-Month Organizational Transition Plan**

#### *Description*

This project was recommended by the June 2017 Citygate Organizational Assessment Report to reevaluate the structure of the PER Department. As envisioned by the Citygate report, a collaborative PER Department process, involving PER staff and other City departments, would develop an “18-month PER Organizational Transition Plan” to re-orient skillsets away from vacant land development and toward Old Town development activities and greater coordination with other City departments.

#### *Strategic Plan Consistency*

This ordinance project supports the following Strategies, Goals and Objectives of the Strategic Plan:

- ENHANCE THE EFFICIENCY AND TRANSPARENCY OF CITY OPERATIONS
  - Strategic Goal: Provide professional, efficient, and responsible customer Service
    - Objectives: Provide timely feedback on responses to issues and resolutions to citizen Complaints
  - Strategic Goal: Continually strive to improve customer service
    - Objective: Based on results of the Information Technology (IT) assessment, invest in technologies that will improve the City’s website and the efficiency of online services offered, social media platforms, direct email, text, and voice services, and the City’s cable channel

#### *Project Milestones*

- Initial Assessment of Skills by new PER Director
- Formation of Transition Plan Working Group
- Working Group meetings
- Public workshops

### *Schedule and Completion*

The PER Director does not recommend proceeding with this effort, which could involve fundamental changes to the Department structure, until the backlog of existing work in both the Advance Planning and Current Planning Divisions are substantially reduced. It is necessary to complete existing work priorities, such as the new Zoning Ordinance and Permit Tracking System, before there will be adequate capacity to take on another major project of this nature.

18-Month Organizational Transition Plan			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20
<b>1</b>	<b>Transition Plan Development</b>	<b>Party/Parties</b>																				
<b>1.1</b>	<b>Public Process</b>																					
1.1.1	Council - Authorized to Initiate Plan	PI	█																			
1.1.2.1	Form Transition Plan Study Team	PI		█																		
1.1.3	Staff/interdepartmental Workshops - Input	PI			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.1.4	Transition Team Meetings	TBD			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.1.5	Staff/interdepartmental Workshops - Review Draft Plan	PI								█	█	█	█	█	█	█	█	█	█	█	█	█
1.1.6	Public review of Draft Plan	PI / TBD										█	█	█	█	█	█	█	█	█	█	█
1.1.7	PC review of Draft Plan	PI / TBD												█	█	█	█	█	█	█	█	█
1.1.8	Council review of Draft Plan	PI / TBD													█	█	█	█	█	█	█	█
1.1.9	Council adoption of Final Plan	PI / TBD														█	█	█	█	█	█	█
<b>1.2</b>	<b>Management Plan Development</b>																					
1.2.1	Draft Outline	PI / TBD				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.2.2	Populate Outline	PI / TBD						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.2.3	Restudy and begin drafting Plan	PI / TBD								█	█	█	█	█	█	█	█	█	█	█	█	█
1.2.4	Staff review of Draft Plan	PI / TBD									█	█	█	█	█	█	█	█	█	█	█	█
1.2.5	Consolidate Revisions for Final Draft Plan presentation	PI / TBD										█	█	█	█	█	█	█	█	█	█	█
<b>1.3</b>	<b>CEQA</b>																					
1.3.2	NON-EIR (exemption)																█	█	█	█	█	█
<b>1.4</b>	<b>Implementation</b>	PI / TBD																				
<b>1.5</b>	<b>GENERAL</b>																					
1.5.1	Website Maintenance	PER				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.5.2	Upload Relevant Material	PER				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
1.5.3	Upload Comments	PER				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

