



June 20, 2023

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Review and Approve a Planning Division Revised Work Plan Forecast for Fiscal Year 2023-24 (July 2023 to June 2024), Fiscal Year 2024-25 (July 2024 to June 2025) and Fiscal Year 2025-26 (July 2025 to June 2026)**

## **RECOMMENDED ACTIONS**

**REVIEW** and **APPROVE** the Planning Division Revised Work Plan Forecast for Fiscal Year (FY) 2023-24 (July 2023 to June 2024), FY 2024-25 (July 2024 to June 2025) and FY 2025-26 (July 2025 to June 2026) (Exhibit 1).

## **FISCAL MANDATES / IMPACTS**

Mandated: No  
Source of Funding: Planning Division Budget  
Funding Match Required: None  
Impact on Other Departments: None

The preparation costs for this report and developing the Planning Division Revised Three Year Work Plan Forecast ("2023-2026 Revised Work Plan" or "Revised Work Plan") are funded through the Planning Division's adopted FY 2022-23 program budget (2910).

<b>FY 2022-23 Budget Projection for Planning – Division 2910</b>				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 10,382,005	\$ 10,686,639	\$ 9,048,777	\$ 1,637,862
Revenue	\$ 5,195,406	\$ 5,195,406	\$ 3,564,739	\$ (1,630,667)
Net Cost	\$ 5,186,599	\$ 5,491,233	\$ 5,484,038	\$ 7,195

The projects shown on the 2023-2026 Revised Work Plan (Exhibit 1) will be performed by a combination of existing staff, new staff, and technical consultants through multiple budget cycles for FY 2023-24, FY 2024-25, and FY 2025-26. Exhibit 3 contains the March 28, 2023 Board Letter, which provided an expanded discussion of how the Planning Division uses the Work Plan to prepare annual budget requests as part of the Resource Management Agency. Planning staff will continue to seek grant opportunities to assist with implementation of the Revised Work Plan and will report back to your Board if the timing of any grants would significantly alter the schedule.

Lastly, the 2023-2026 Revised Work Plan forecast reflects the Planning Division's best estimate of concluding numerous projects currently in process, assigning staffing availability when those projects are completed through post-adoption tasks, and an anticipated schedule based on current information. Notably, since the Work Plan forecast was presented to your Board on March 28, 2023, the Planning Division has experienced several new vacancies that have compounded upon existing vacancies resulting in a Division vacancy rate of approximately 30 percent. As a result, the Revised Work Plan and timeline may need to be adjusted to account for the Planning Division's staffing capacity. In addition, other factors such as emerging community issues (e.g., unforeseen emergencies and natural disasters, such as widespread fires and floods), funding changes (either loss of anticipated funding or new grant funding sources), new state mandates, additional unanticipated changes in staffing resources, and your Board's priorities may affect the Revised Work Plan going forward.

## **DISCUSSION**

### **March 28, 2023 Board Direction on the Draft Work Plan**

On March 28, 2023, your Board reviewed a draft three-year Work Plan, which directs the Planning Division's efforts on land use regulations including the subset of programs and projects approved by your Board as part of the 2040 General Plan (approved September 15, 2020), programs and projects currently undertaken by the Planning Division's three Policy Program sections, and other tasks and projects required for the general management and administration of the Planning Division. To accommodate your Board's direction for including new projects and some reprioritization (discussed in detail below), the most substantive changes in the Revised Work Plan include delaying the *Agricultural Tourism Development Standards (AG-D) Program* to Year Two, and the *Limiting Alcohol and Tobacco Outlets (LU-H) Program* and *Inclusionary Housing and Impact Fee Assessment (HE-K) Program* to Year Three, respectively. New projects were added for a *Temporary Rental Unit Restriction Ordinance* and a *Rezone in Lockwood Valley*. A Planning Commission work session was also included in the public review process for the *Initial Study Assessment Guidelines Update Project*. Incorporating this direction also required modest adjustments to the timelines of various projects since your Board last reviewed the draft Work Plan two months ago, which are reflected in Exhibit 1.

### **Revised Work Plan Changes**

Staff has summarized below the revisions to the Work Plan identified in the Board minutes from March 28, 2023, as well as notated (in yellow) specifically in Exhibit 1 of this Board Letter to visually show the proposed Revised Work Plan and timeline with adjustments to reflect your Board's direction. Exhibit 2 includes the text of each program for the Work Plan as it appears in

the 2040 General Plan. Exhibit 3 contains the March 28, 2023, Board minutes and Board letter, which includes its own exhibits from that hearing provided as a reference.

1. *Temporary Rental Unit Restriction Ordinance (TRU)*

Your Board supported including a *Temporary Rental Unit (TRU) Restriction Ordinance*, or a similar ordinance, for the Santa Rosa Valley Municipal Advisory Committee (MAC) area and the Lake Sherwood Community and this item was added to the third year of the Revised Work Plan, FY 2025-26. In the interim, several Supervisors were supportive of these communities pursuing existing or new regulations within their Homeowners Associations (HOAs) or Property Owner Associations (POAs) which might address the neighborhood compatibility concerns. When Planning Division staff creates the proposed Division budget for Work Plan Year Three (FY25-26) during January / February of 2025, additional funding for technical analysis and environmental review that may be necessary to complete this ordinance amendment will be identified.

2. *Oil and Natural Gas Facility Setback Study*

Your Board requested that the *Oil and Gas Facilities Setback Study Program* (COS-NN), be included in the Revised Work Plan rather than await the November 2024 statewide voter referendum outcome of proposed state legislation SB 1137. COS-NN calls for a study to potentially increase existing setbacks from oil and gas facilities to sensitive receptors. (Existing General Plan Policy COS-7.2 currently requires a 1,500-foot setback from residential dwellings and a 2,500-foot setback from any school.) SB 1137 would establish 3,200-foot setback distances from existing and new oil and gas facilities to a larger list of sensitive receptors, and includes other operational regulations and monitoring requirements. While a voter referendum will decide this statewide legislation, your Board recommended that completing the study would help educate and inform the public and future direction that the Board might take on this land use topic.

3. *Importance of Housing Production*

Your Board acknowledged the importance of the Housing Element implementation programs contained in the draft three-year Work Plan as an integral component to meet the anticipated schedule in the eight-year cycle for housing production, as required and monitored by the state Department of Housing and Community Development (HCD). Your Board also encouraged staff to implement any other related General Plan Programs that furthers housing production early in the Work Program. Therefore, the *Standards for Compact Development* program (COS-A) and the *Expansion of Allowed Housing Types* program (LU-C) have been moved up to Year One and Year Two respectively in the Revised Work Plan.

4. *Prioritize Public Safety and Interagency Coordination on High Fire Severity Zones*

Your Board provided comments at the March 28, 2023 hearing regarding the importance of public safety referencing limited water availability that impacts minimum flow requirements for fire protection in the El Rio Community area and the status of regulatory revisions pertaining to high fire severity zones. Planning Division staff notes that the El Rio Area Plan Update, which is currently underway, will address water resources now and throughout Year One of the Work Plan. Interagency coordination with the County Fire

Department is also ongoing regarding several key regulations for fuel management, adequate roadway widths and wildfire mapping and preparedness. To reflect this effort, as well as a recent grant award, the *Wildfire Vulnerability Assessment* (HAZ-B) program is included in the Revised Work Plan to begin with consultants in Year One.

5. *Prioritize COS-O Program with Potential Timing for Battery Storage Permit Applicants*

Planning staff and a consultant are actively working on the study assessment of suitable lands for solar, wind and battery storage as part of COS-O Program with an anticipated review by your Board in September 2023. Your Board asked for Planning staff to consider aligning the implementation options from the study and presenting a permitting path for potential battery storage applicants that might move forward simultaneously in the implementation phase of COS-O. This direction does not change the Revised Work Plan however additional staff resources are being dedicated to this project given the pending applications.

6. *Naval Base Ventura County (NBVC) Coordination*

Your Board asked for coordination on the programs related to Naval Base Ventura County (LU-I, LU-K, LU-L, LU-M, HAZ-N) to commence during Year One of the Revised Work Plan rather than in Year Three. Additionally, HAZ-O Program, which relates to potential solar installations near NBVC, has been moved into COS-O Program implementation (No. 5 above) with staff focus over the next several months.

7. *Rezone Project in Lockwood Valley*

This project proposes a County-initiated zoning classification change from Rural Agriculture (RA) RA-5-acre minimum lot size to either RA-2-acre or RA-2.5 acre minimum lot size, based upon completing required technical analysis, environmental review and determining land use compatibility findings. If approved, this rezone project would address an approximately 90-acre block of 37 adjoining parcels near the terminus of Boy Scout Camp Road in the Lockwood Valley area of unincorporated Ventura County, which were not properly subdivided in accordance with the Subdivision Map Act. This project is forecast to be completed during Year One of the Revised Work Plan and may be bundled with other Revised Work Plan projects during the adoption process before the Planning Commission and your Board.

8. *Initial Study Assessment Guidelines Update*

The County Initial Study Assessment Guidelines (ISAG) are used by County agencies for conducting environmental analysis required by the California Environmental Quality Act (CEQA). The *ISAG Update Project* includes incorporation of several General Plan EIR mitigation measures and amendments to ensure discretionary development review and permitting is consistent with the Permit Streamlining Act. This project requires a 30-day public review period before any changes to the ISAGs are reviewed and adopted by the Board. Your Board requested that the Planning Commission be included in the public

review period. Therefore, additional time has been included for this project in the Revised Work Plan.

9. Other Revised Work Plan Corrections

Your Board noted a double entry for the *Opportunity Zone Investment* (EV-B) program which has been corrected and the timing for this program implementation has been adjusted slightly to focus this effort with other County agencies in summer/fall 2023. The *Farm to Front Door* (AG-G) program is removed since the Department of Agriculture/Weights and Measures is implementing this program in July 2023 with review by your Board.

10. Agricultural Lands Conservation (SALC) Program

The Sustainable Agricultural Lands Conservation (SALC) Program is a collaboration with staff from the Department of Agriculture/Weights and Measures and community partners, including the Ventura County Farm Bureau, the University of California Cooperative Extension, the Ventura County Community Foundation, the Ventura County Civic Alliance, and others. On May 23, 2023, your Board received a presentation of the final report entitled, "*Ventura County's Resilient Agricultural Lands Initiative – A Strategic Plan to Build Community Resilience.*" There may be some future coordination across multiple County agencies and other future related actions that may necessitate an adjustment to the Division Work Plan per your Board's direction.

Public comments received for the March 28, 2023, Board hearing after the close of the submittal for written comments are included in Exhibit 4. As of June 8, 2023, no additional comments were received for this item.

**Summary**

Based upon your Board's review and action on the Revised Work Plan, Planning Division staff will finalize Exhibit 1 and make it available on the Planning Division website.

This letter was reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel's Office. If you have any questions regarding this item, please contact me at 654-2481 or at [dave.ward@ventura.org](mailto:dave.ward@ventura.org).



Dave Ward, AICP, Director  
Ventura County Planning Division

**ATTACHMENTS:**

- Exhibit 1 - Ventura County Planning Division Revised Three Year Work Plan Forecast (July 2023 – June 2026)
- Exhibit 2 - Text of 2040 General Plan Implementation Programs included in the Revised Three Year Work Plan Forecast
- Exhibit 3 - March 28, 2023, Board Minutes and Board Letter with exhibits regarding the Planning Division Work Plan Forecast for the Remainder of Fiscal Year (FY) 2022-23 (April to June 2023), FY 2023-24 (July 2023 to June 2024), FY 2024-25 (July 2024 to June 2025) and FY 2025-26 (July 2025 to June 2026), including comment letters received for the hearing, and the Planning Division presentation.
- Exhibit 4 – Comment Letters received after 12:00 pm on March 27, 2023, for the March 28, 2023 Board of Supervisors hearing