



SECTION 10

ADMINISTRATION ELEMENT

The County Board of Supervisors is the local governing body for land use and environmental matters within the unincorporated parts of the county. The 2035 General Plan is the principal policy document that will guide their decisions. In order to stay current and be an effective and useful document for the County, the General Plan must be periodically reviewed, maintained, and implemented in a systematic and consistent manner. In addition to regular maintenance, the County must coordinate land use and environmental decision with other agencies and organizations. This element provides guidance for how San Benito County administers the 2035 General Plan. This includes the development review and permitting process, environmental justice, interagency coordination, and general plan maintenance.



Development Review and Decision-Making Process

The County Board of Supervisors is ultimately responsible for making land use and environmental decisions in the unincorporated parts of the county (e.g., areas outside of city limits). In order to be fair and efficient, the County must ensure the development review and permitting process is streamlined and applied consistently to all project applicants.

The County must also ensure that decisions do not disproportionately affect one segment of the community in a negative way. This is commonly referred to as environmental justice. Environmental justice, which is a State legal requirement, refers to the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of criminal and environmental laws, regulations, and policies. The intent of environmental justice is to ensure that all persons are able to live in a safe and healthy environment.

The focus of this goal section is to establish a development review process that is efficient for both the County and project applicants, while ensuring that land use decision are fair and predictable.



San Benito County Administration Building. (Photo by Rene Rodriguez)

GOAL AD-1

To ensure that the development review process and the decisions made by the Board of Supervisors are efficient, fair, and to the greatest extent feasible, predictable.

AD-1.1 Equal Public Participation

The County shall ensure that all community residents, business owners, works, and other stakeholders have meaningful opportunities to participate in the decision-making process. (RDR/SO/PI)

AD-1.2 Reducing Disproportionate Land Use Decisions

The County shall ensure the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of land use and environmental laws, regulations, and policies. The County shall strive to ensure that no part of the community suffers disproportionately from adverse human health or environmental effects, and that all residents live in a clean, healthy, and sustainable community. (RDR/SO)

AD-1.3 Equitable Distribution of New Public Facilities and Services

The County shall plan for the equitable distribution of new public facilities and services that increase and enhance the quality of life in unincorporated neighborhoods and communities. The County shall not burden one area or segment of the community disproportionately with necessary, but undesirable land uses. (RDR/MPSP)

AD-1.4 Development Review and Permitting Streamlining Process

The County shall maintain a development review and permit process that is cost and time efficient. The County shall ensure that permitting procedures and regulations are applied consistent manner to all project applicants. (RDR)



AD-1.5 Digital Government

The County shall expand digital services, such as online streaming meeting video, property searches, permitting, and administration services in order to provide the public greater access to information and more efficient services. *(SO/PI)*

Inter-Agency Coordination

While the County has authority over land use and environmental decisions in the unincorporated parts of the county, there are many local, regional, State, and Federal agencies that also have some planning, permitting, or development review responsibilities in San Benito County. Coordination between the County and these agencies is critical to the successful implementation of the General Plan. The focus of this goal section is to promote inter-agency coordination during the planning and development review and approval process. *(Note: See the Land Use Element for policies specific to land use decisions in the City Fringe Areas, and the Public Facilities and Services Element for policies specific to school district coordination).*



Implementing the General Plan will require coordination with local, regional, State, and Federal agencies that have planning responsibilities in the county. (Photo of the Bureau of Land Management office in Hollister, by Rene Rodríguez)

GOAL AD-2

To cooperate and coordinate with applicable local, regional, State, and Federal jurisdictions and agencies in order to achieve mutually-beneficial development, environmental, and economic goals.

AD-2.1 City Policy Consultations

The County shall consult with the Cities of Hollister and San Juan Bautista in the early stages of preparing general plan amendments and other policy changes that may impact growth or the ability to provide urban services for land within the cities adopted spheres of influence. *(RDR/IGC)*

AD-2.2 Annexation Revenue Neutrality

The County shall maintain annexation agreements with the Cities of Hollister and San Juan Bautista to ensure revenue neutrality and account for, and fully reimburse, the County for maintenance and operation of all relevant programs and services. *(FB/SO/IGC)*

AD-2.3 Federal and State Agency Coordination

The County shall continue to coordinate discretionary project review and permitting activities with applicable Federal and State regulatory agencies as required by law. *(RDR/IGC)*

AD-2.4 State and National Park Coordination

The County shall continue to coordinate planning and preservation efforts with State and National Park agencies to ensure the long-term environmental and economic health of the parks. *(RDR/IGC)*



AD-2.5 Air Quality Management Coordination

The County shall continue to coordinate with the Monterey Bay Unified Air Pollution Control District (MBUAPCD) and affected agencies and neighboring jurisdictions in the North Central Coast Air Basin to ensure regional cooperation on cross-jurisdictional and regional transportation and air quality issues, and to establish parallel air quality programs and implementation measures. *(RDR/MPSP/IGC)*

AD-2.6 Native American Tribe Consultation/Coordination

The County shall ensure effective inter-governmental review procedures with the Ohlone Indians and other legally-recognized Native American tribes regarding their landholdings and interests in San Benito County in order to achieve the best possible outcomes consistent with the General Plan. *(RDR/IGC)*

General Plan Maintenance

The effectiveness of the General Plan ultimately depends on how well it is implemented and maintained by the County over time. The General Plan is a dynamic document, and needs to respond to changing conditions and circumstances over the next 25 years. It should not simply be “kept on a shelf.” Rather, the document should be reviewed and updated as necessary in order to respond to changing conditions in the county and changes to State requirements.

State law requires most actions of local government affecting the physical environment be consistent with the general plan, and sets out guidelines for how the plan should be monitored, updated, and amended. The focus of this goal section is to ensure that the County maintains the General Plan and updates appropriate regulations and ordinances so they are consistent with the plan.



The 2030 General Plan will be updated as necessary to respond to changes in the county. (Photo of the view from Park Hill in Hollister, by Rene Rodriguez)

GOAL AD-3

To provide a clear framework for the ongoing administration, maintenance, and implementation of the San Benito County 2035 General Plan.

AD-3.1 General Plan Annual Reviews (PSR)

The County shall annually review the General Plan and report on its implementation status to the Planning Commission and Board of Supervisors, as required by State law. *(RDR/PSR/PI)*



AD-3.2 Five-Year General Plan Reviews

The County should conduct a major review of the General Plan every five years from the date of adoption and revise the plan as deemed necessary to address changing conditions. As part of this review, the County shall update the goals, policies, and implementation programs to be consistent with appropriate changes in State law. *(RDR)*

AD-3.3 Housing Element Updates

The County shall update the Housing Element on a periodic basis as mandated by State law. These updates shall be coordinated with the State Department of Housing and Community Development to ensure the updated element will achieve

State certification upon adoption by the Board of Supervisors. *(RDR)*


AD-3.4 General Plan Amendments

The County shall amend the General Plan no more than four times per calendar year, except for additional amendments allowed by State law. Each amendment may include multiple changes as allowed by State law. *(RDR)*


AD-3.5 Ordinance Consistency

The County shall maintain all applicable County ordinances and regulations to ensure their consistency with the adopted 2035 General Plan. *(RDR)*




 Administration Implementation Programs		2012-2014	2015-2020	2020-2035	Annual	Ongoing
Program AD-A: Development Review and Permit Streamlining The County shall review its existing development review and permitting process in order to improve the efficiency for both the County and project applicants. This may include, as necessary, the following components: <ol style="list-style-type: none"> Use a triage system to minimize permit backlog during periods of high development demand. This can include identifying projects that will need considerable staff resource to review early in the process in order for them to be efficiently managed. Provide regular status reports on project review schedules to the Planning Commission and Board of Supervisors during public meetings. Use consistent processing procedures for all projects. Provide pre-application meetings to coordinate review of large or complex projects. <i>(RDR)</i> 		X				
Implements Policy(ies)	AD-1.4					
Responsible Department(s)	Planning and Building Inspection Services					
Supporting Department(s)	Public Works, Housing and Economic Development					
Program AD-B: Digital Government The County shall identify and implement measures to expand the public digital access to County government functions. This should include providing online streaming meeting video, property searches, permitting, and administration services in order to provide the public greater access to information and more efficient services. <i>(SO/PI)</i>			X			
Implements Policy(ies)	AD-1.5					
Responsible Department(s)	Information Technology					
Supporting Department(s)	Planning and Building Inspection Services, Public Works					
Program AD-C: City Annexation Agreements The County shall maintain annexation agreements with the Cities of Hollister and San Juan Bautista that clearly identify tax sharing and revenue neutrality agreements related to the provision of public services and facilities. <i>(MPSP/SO/FB)</i>						X
Implements Policy(ies)	AD-2.2					
Responsible Department(s)	County Administrative Officer					
Supporting Department(s)	Planning and Building Inspection Services, Public Works					



 Administration Implementation Programs		2012-2014	2015-2020	2020-2035	Annual	Ongoing
Program AD-D: Annual General Plan Reviews The County shall review the General Plan annually, focusing principally on actions undertaken in the previous year to carry out the implementation programs of the plan. County staff shall provide a report to the Board of Supervisors that includes recommendations for amendments to the General Plan, if applicable. This review shall be used to satisfy annual reporting requirements to the Governor's Office of Planning and Research and mitigation monitoring program requirements of Public Resources Code §21081.6. (PSR)					x	
Implements Policy(ies)	AD-3.1					
Responsible Department(s)	Planning and Building Inspection Services					
Supporting Department(s)	County Administrative Officer					
Program AD-E: Five Year General Plan Review The County shall conduct a major review of the General Plan beginning every five years from the adoption date of this 2035 General Plan. The review shall focus on amendments that are necessary for the plan to stay relevant with current issues and consistent with State legal requirements. (RDR)			x	x		x
Implements Policy(ies)	AD-3.2					
Responsible Department(s)	Planning and Building Inspection Services					
Supporting Department(s)	County Administrative Officer					
Program AD-F: Periodic Housing Element Updates The County shall update the Housing Element on a periodic basis as required by Article 10.6 of the Government Code (§65580-65590). These updates shall be coordinated with the State Department of Housing and Community Development to ensure the updated element will achieve State certification upon adoption by the Board of Supervisors. (RDR)		x	x	x		
Implements Policy(ies)	AD-3.3					
Responsible Department(s)	Planning and Building Inspection Services					
Supporting Department(s)	Housing and Economic Development					
Program AD-G: General Plan Review and Updating Funding The County shall investigate and identify, as appropriate, financial mechanisms to be used for funding updates of the General Plan. (FB)			x			



 Administration Implementation Programs		2012-2014	2015-2020	2020-2035	Annual	Ongoing
Implements Policy(ies)	AD-3.1, AD-3.2, AD-3.3					
Responsible Department(s)	County Administrative Officer					
Supporting Department(s)	Planning and Building Inspection Services					
Program AD-H: Ordinance Consistency The County shall review and amend, as necessary, applicable ordinances and regulations to ensure consistency with the 2035 General Plan. These shall include at a minimum the following: Zoning Ordinance, Subdivision Ordinance, Building and Engineering Regulations, Land Use and Environmental Regulations, and Traffic Regulations. (RDR)		✗				✗
Implements Policy(ies)	AD-3.5					
Responsible Department(s)	Planning and Building Inspection Services					
Supporting Department(s)	Public Works, Housing and Economic Development					