

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

December 16, 2025

FROM

Miguel Figueroa, Director, Land Use Services Department

SUBJECT

Budget Adjustments to Support Long-Range Planning and Backlogged Planning Permit Application Services

RECOMMENDATION(S)

Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the Land Use Services Department's Planning Division's 2025-26 budget, as detailed in the Financial Impact section to support long-range planning and processing backlogged planning permit applications (Four votes required).
(Presenter: Miguel Figueroa, Director, 387-4431)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). This item authorizes a \$1,800,000 one-time use of existing Land Use Services General Plan/Development Code Amendments reserve to support long-range planning professional services. The item also authorizes a \$4,500,000 one-time use of existing Land Use Permit Backlog reserve to support backlogged planning permit applications.

The following budget adjustments are requested to fund the Planning division for various activities:

Fund Center	Commitment Item/GL Account	Description	Action	Amount
1000	37008510	Fund Balance- Committed- Land Use Services General Plan/Development Code Amendments	Decrease	\$1,800,000
6950001000	52002900	Other Professional Fees	Increase	\$1,800,000
1000	37008785	Fund Balance- Assigned-Land Use Services Permit Backlog Reserve	Decrease	\$4,500,000
6950001000	52002400	Professional & Specialized Services	Increase	\$4,500,000

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BACKGROUND INFORMATION

The Land Use Services Department's Planning Division (Division) verifies that programs, policies, and Development Code standards align with the San Bernardino Countywide Plan (General Plan). The Division oversees a broad range of services related to land use, development, and environmental compliance, including, but not limited to, facilitating the reviews, processing, and approval of land use and development applications within the County's unincorporated areas.

State law requires county long-range planning services, which help promote sustainable community development. The services include the preparation, maintenance, and implementation of comprehensive plans that guide land use, housing, transportation, and environmental policy across the county. Core activities include processing General Plan amendments, updating housing-related legislation, revising the Development Code, and implementing Housing Element programs. State law requires fee revenue to be proportional to the services provided to the fee payer.

Since the Division's long-range planning services benefit the public broadly, rather than individual applicants, they cannot be recovered through applicant fees. Consequently, the Land Use Services' existing ongoing Discretionary General Fund and Land Use Services General Plan/Development Code Amendments reserves support long-range planning services. The Division estimates current year existing ongoing Discretionary General Fund is not sufficient to support the volume and complexity of long-range planning needs, particularly as workload continues to grow due to state-mandated updates, new reporting requirements, community engagement, and multi-year planning initiatives.

State law also requires county compliance with statutory deadlines to provide timely service delivery to planning permit applicants. The Division is managing a backlog of planning permit applications primarily driven by limited internal staffing capacity. Funding for contractor support is necessary to reduce the existing backlog of applications and prevent future accumulation of pending applications. The Land Use Permit Backlog Reserve provides one-time financial resources to help maintain service levels and regulatory compliance during periods of unusually high permitting demand or limited internal capacity.

This item authorizes a \$1,800,000 one-time use of existing Land Use Services General Plan/Development Code Amendments reserve and a \$4,500,000 one-time use of existing Land Use Permit Backlog reserve to support long-range planning professional services and backlogged planning permit applications, respectively.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jason Searles, Supervising Deputy County Counsel, 387-5455) on December 1, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on December 4, 2025; and County Finance and Administration (Iliana Rodriguez, Administrative Analyst, 387-4205) on December 1, 2025.

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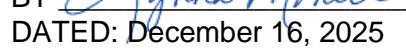
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Jesse Armendarez
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY



DATED: December 16, 2025



cc: File - Land Use Services Department
MBA 12/30/2025