

Memorandum

DATE: October 31, 2012
TO: Development Processing Review Committee
FROM: Rick LeFeuvre, Director, OC Public Works/OC Planning
SUBJECT: DPRC Meeting Minutes – October 11, 2012

A meeting of the Development Processing Review Committee was held on Thursday, October 11, 2012, at 8:30 a.m. in the H. G. Osborne Building, on the Eighth Floor, in Executive Conference Room 808.

MEMBERS

Michael Recupero – Recupero & Associates, Inc. (1st District)
Jay Bullock – Planning Solutions, (Chair) (2nd District)
Jackie Hare – J. L. Hare Associates, Inc. (2nd District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd District)
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4th District)
Thomas Grable – Tri-Pointe Homes (5th District)

GUESTS

Dan Hosseinzadeh – Hunsaker & Associates
Jessica Toohey – Huitt-Zollars, Inc.
Jim Yates – Rancho Mission Viejo

STAFF

Rick LeFeuvre – Director, OC Planning
Laree Brommer – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities
Angela Crespi – Manager, OC Planning/OC Community Development/Customer Care Permit Services
Judy Kim – OC Community Development/Customer Care Permit Services
Tony Olmos – Assistant Director, OC Engineering
Rose Fistrovic – Manager, OC Planning/ OC Planned Communities/Land Use Planned Communities
Harry Persaud – Manager, OC Planning/OC Planned Communities

MEMBERS ABSENT

Fred Ameri – RBF Consulting (5th District)

1. Approval of Meeting Minutes for September 13, 2012

The meeting minutes for September 13, 2012 were moved for approval by Tom Grable and seconded by Joe Lambert.

2. Planning Division Update

Rick LeFeuvre reported the following:

- The Board of Supervisors unanimously approved the Saddle Crest project on October 2nd.
- The Planning Commission approved St. Michael's Abbey in Silverado Canyon by a 4-0 vote on September 17th; no appeal was filed.
- Ruby Maldonado is preparing a General Plan Amendment to go before the Board in December, for updates to the Master Plan of Arterial Highway exhibits and the OC Parks Facilities Map.
- The Planning Commission recommended Board approval of the Dana Point Harbor EIR. A tentative Board date is scheduled for November 20th.
- The Planning Commission will consider the Musick Jail Expansion EIR on October 24th. The County Sheriff's Department has an opportunity for a \$100 million dollar State grant.

Harry Persaud reported the following:

- The bid for the La Pata Avenue gap closure project is to be awarded before summer 2013, with construction also beginning next year. The anticipated completion date is in 2015.
- Other OCPW infrastructure projects (Ortega Hwy, Antonio Parkway, Cow Camp Road) are also progressing on schedule.

3. New OC Engineering Assistant Director

Tony Olmos, the new Assistant Director of OC Engineering, was introduced to members of the DPRC.

4. Electronic Plan Check Update

Angela Crespi reported the following:

- A new online permit and plan check application is expected to launch on January 31, 2013, in order to meet the needs of a growing number of customers who rely on online services for their permitting needs.
 - The program will essentially act as a document management system, in which customers and staff will be able to correspond via the system. Permit applicants will be able to download, submit, and gain plan check approval for permit issuance.
- The application is currently in the testing phase; the developers are working with staff to fix any "bugs" within the system and to apply changes where appropriate.
- A live test will be run at a DPRC meeting, around the time of the final launch date.

5. Fee Deposit Estimates and Tracking

- Staff has revisited the Planned Communities Reimbursement Agreement (PCRA) deposit schedule in an effort to make sure the initial plan check deposit is reasonable and sufficient to complete the full review.
- As discussed in last month's meeting, the goal is find an effective median between the "suggested" plan check deposit amounts and the "actuals" from each of the planned communities. Based on team collaboration, a revised version of the deposit schedule was presented and discussed. This is scheduled to be implemented next month.
- Inspection costs will also be revisited.

6. OCPW Standard Plans Manual

Carl Taylor reported the following:

- As the last update for the County Standard Plans was in 2006, the intent of the proposed revisions is to provide alternative standards for better functionality and public safety, and to take into consideration new technologies which have since been developed.
- A large number of the changes have been conditionally approved; the committee is aiming to be complete by the end of this year.

7. Other Business

Harry Persaud discussed the following:

- With the economy on the rise, development is expected to increase over the next few years. Therefore it is crucial that the County have the resources to meet the demand.
 - Permits and high-level planning have been occurring on a surge.
- In order to be ready to accommodate this anticipated growth, contractor service agreements have been structured in such a way that services can be expanded almost immediately.

DPRC members requested that staff revisit the landscape submittal checklist and flowchart. This item will be discussed further during next month's meeting.

8. Strategic, Methodical and Consistent (SMaC) Recipe for DPRC

Chairman Jay Bullock presented a draft version of the DPRC's "SMaC Recipe," based on last month's discussion of specific methods which correlate with the successes and disappointments of the DPRC.

9. Next Meeting

The next meeting of the Development Processing Review Committee will be held on Thursday, November 8, 2012, at 8:30 am.