# FOOTHILL/TRABUCO SPECIFIC PLAN REVIEW BOARD FREQUENTLY ASKED QUESTIONS

# WHEN AND WHERE ARE THE MEETINGS?

Meetings of the Foothill/Trabuco Specific Plan Review Board are held the second Wednesday of each month. If the second Wednesday falls on a holiday, a new date will be announced at least one month in advance of the new meeting date.

Meetings are held in the Community room of O'Neill Regional Park, 30892 Trabuco Canyon Road Trabuco Canyon, CA 92678. Meetings begin at 7:00 pm local time and end at the conclusion of agendized business, but no later than 10:00 pm local time. If a meeting place or time has to be changed, the new time or place will be announced in accordance with the requirements of the Ralph M. Brown Act. Sometimes there are no items to review so a meeting may be cancelled. If that happens, a notice of meeting cancellation will be given using the requirements of the Ralph M. Brown Act.

#### HOW DO I START THE PROCESS TO REVIEW MY PROJECT?

The County of Orange actually starts the process by sending copies of projects for consideration to each member of the Review Board. The Board can't officially review a project until it has gone through the appropriate County department first.

The cut-off date for submissions to the Review Board is the first Wednesday of each month. If a project is received after the first Wednesday of the month, it will be put on the agenda for the next month. The Chairman of the Review Board prepares the agenda to include all the projects received. The Chairman will then send that agenda electronically to the appropriate County department(s) including your assigned County Planner if you have one. Then the Chairman (or another member of the Board) will post the agenda in 3 public places around Trabuco Canyon (on the bulletin board outside the Trabuco Canyon General Store, on the bulletin board in the common area of the Trabuco Post Office and on the bulletin board at the entrance to Hamilton Trail) per the requirements of the Ralph M. Brown Act. Finally, the Chairman (or another member of the Board) will call the applicant using the contact information provided on the application, to let them know they are on the agenda.

## WHAT HAPPENS AT THE MEETINGS AND HOW DO I KNOW THE OUTCOME?

Usually there is a presentation for the Board about the project. This can be done by the applicant or a representative. It's always a good idea for the applicant to be present, even if they aren't personally making a presentation. After the presentation, the Board may ask questions about the project. Then the public is allowed to comment and ask questions. Meetings are governed by Roberts Rules of Order, so comments and questions are kept orderly and directed to the Board or applicant through the Chair. Once all testimony has been taken, the questions and comments are closed. Sometimes at this point, an applicant may elect to go back to re-work some element of their project based on the questions or comments they have heard. In that case, and at the applicant's request, the Board will "table" the item until the next meeting to allow the applicant to make changes and come back. If the item is not tabled, usually a motion is made and seconded expressing the Boards recommendations. Then there is discussion on the motion. Once all discussion has concluded, the motion is voted on by the Board. Once a vote has been taken, the item is closed and no further action or discussion can take place.

The Secretary of the Review Board keeps minutes at each meeting which records the proceedings and recommendations. If you are in attendance at the meeting, you'll hear the Boards recommendation at that time, but the Secretary will also send a draft copy of the meeting minutes the appropriate County department as soon as possible after the meeting, so they will know the outcome too.

#### HOW DO I GET AN INFORMAL REVIEW?

Sometimes it's very helpful to have the Review Board look over your project before you have finalized your plans and filed an application. During each meeting, there is a "Public Comments" segment on the agenda. During "Public Comments" you can approach the board and ask for informal comments on your proposed project. The experiences of some Board members and members of the public can give you a lot of useful information before you commit to a project that might present issues under the Specific Plan.

Whether a formal or informal review, the more information the better so please bring as much detailed information about your project as you can. It's important to remember that the Board can't give any official recommendations until the appropriate County department has taken your application and your project has an official review date with the Review Board.

#### WHO MAKES UP THE REVIEW BOARD?

The Foothill/Trabuco Specific Plan Review board consists of five members: Chairman, Vice Chairman, Secretary and two Board members. The Specific Plan requires that each of these members be either residents or property owners within the Specific Plan area. All the members are volunteers who are appointed by the County Board of Supervisors.

## IMPORTANT INFORMATION YOU SHOULD KNOW

Some of the functions of the Review board include the review of proposed projects to make sure they are consistent with the Specific Plan, taking public testimony, and reporting the Boards findings to the appropriate County agencies. The Review Board is advisory only and holds no power to approve or deny projects.

The Foothill/Trabuco Specific Plan Review board has certain responsibilities and rules it must follow, including how to conduct business. One of those rules says that the Board must have a quorum of three members in order to conduct business. If no quorum exists, then no business can take place. As long as there are at least three members present, action can be taken by a majority of those members.

# **HOW DO I LEARN MORE?**

The Specific Plan is available online at <a href="http://ocplanning.net">http://ocplanning.net</a> or for a hard copy contact the County Planning Department. The Plan is divided into several sections including history, regulations, guidelines and information about the Review Board including its bylaws.

To find out more about the Ralph M. Brown Act, please see the State of California, office of the Attorney General.

The Foothill/Trabuco Specific Plan area is in the County of Orange 3<sup>rd</sup> Supervisorial District. If you have questions, comments, or would like to serve, contact the 3<sup>rd</sup> District County Supervisor, currently Bill Campbell.

This document was prepared for informational purposes only and may not be considered an official document of the County of Orange. Prepared May 18, 2009 by:

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