

Memorandum

DATE: October 2, 2012
TO: Development Processing Review Committee
FROM: Rick LeFeuvre, Director, OC Public Works/OC Planning
SUBJECT: DPRC Meeting Minutes – September 13, 2012

A meeting of the Development Processing Review Committee was held on Thursday, September 13, 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

Jessica Toohey - Huitt-Zollars, Inc.

STAFF

Rick LeFeuvre – Director, OC Planning
Michael Balsamo – Manager, OC Planning/OC Community Development
Laree Brommer – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities
Judy Kim – OC Community Development/Customer Care Permit Services

MEMBERS ABSENT

Fred Ameri – RBF Consulting (5th District)

1. **Approval of Meeting Minutes for April 12, 2012, May 10, 2012, and June 14, 2012**

The meeting minutes for April 12, 2012 were moved for approval by Carl Taylor and seconded by Jackie Hare. The meeting minutes for May 10, 2012 were moved for approval by Mike Recupero and seconded by Jay Bullock. The meeting minutes for June 14, 2012 were moved for approval by Rick Fitch and seconded by Jay Bullock.

2. **Planning Division Update**

Michael Balsamo reported the following:

- The Saddlecrest project, located in Trabuco Canyon, will be going before the Board of Supervisors on October 2, 2012.
- Ruby Maldonado will now exclusively work on advancing planning, including the housing elements. JT Yean will continue WQ and NPDES plan review; Grant Sharp from Watersheds will assist for projects in the Ranch.
 - The goal is to maintain consistency in plan review and a centralized contact.
- Interim Director Ignacio Ochoa had a report compiled by an Independent Review Team, in which staff and managers were interviewed in order to identify areas of concern. The division managers working on the responses have also committed to a "Statement of Commitment" to the employees.
- The Board of Supervisors has approved the contract employee agreements in General Communities.
- Bob Franz is currently acting as the Interim Deputy CEO.
- Tony Olmos is the new Assistant Director for OC Engineering.
- Dave Shepherd's replacement is scheduled to come on board in October.

3. **Fee Deposit Estimates and Tracking**

Laree Brommer provided a breakdown of the Planned Communities Reimbursement Agreement (PCRA) revised deposit schedule, in which the "suggested" plan check deposit amounts were compared to the "actuals" from each of the planned communities (Tonner Hills, Ladera/Covenant Hills, and the Ranch Plan).

- The "suggested" amounts were based on information provided by the consultants and averages of actual projects completed.
- If the trust deposit accounts get close to the negative, staff will notify the applicant on the next plan check submittal.
- Auto-replenishment has been implemented, in which the applicant can allocate a set amount of money to automatically replenish all permits when the balance reaches zero balance. Additionally at any time an applicant can request set amounts to be transferred from the trust account and or other permits to specific permits.
- This item will continue to be discussed next month.

4. OCPW Standard Plans Manual

Carl Taylor reported the following:

- Throughout the update process, Chuck Stanfield and Mahrooz Ilkhanipour have been able to lend their experiences in subdivision and provide a historical perspective on how standards are being used out in the field.
- There needs to be coordination with County engineers and the developer's engineers.
- He will continue to attend the committee meetings to provide input.

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

DPRC members discussed what they considered to be some of the successes and disappointment of the DPRC, in order to identify the specific methods which correlate with each success and disappointment.

6. Other Business

No other business was discussed.

7. Next Meeting

The next meeting of the Development Processing Review Committee will be held on Thursday, October 11, 2012, at 8:30 am.