

Memorandum

DATE: May 8, 2014, 2014
TO: Development Processing Review Committee
FROM: Richard Sandzimier, Director of OC Planning Services
SUBJECT: DPRC Meeting Minutes – May 8, 2014, 2014

A meeting of the Development Processing Review Committee was held on Thursday, May 8, 2014, at 8:30 a.m. in the H. G. Osborne Building, 300 N. Flower, Santa Ana, Eighth Floor, in Conference Room 808.

MEMBERS

Michael Recupero – Recupero & Associates, Inc. (1st District)
Rick Fitch – Hunsaker & Associates (3rd District)
Joe Lambert – Construction Planning Services (3rd District)
Thomas Grable – Tri-Pointe Homes (Chair) (5th District)
Jeff Okamoto – RBF Consulting (5th District)
Crystal Burckle – Standard Pacific Homes (1st District)
Jay Bullock – Planning Solutions (2nd District)
Jackie Hare – J. L. Hare Associates, Inc. (2nd District)

MEMBERS ABSENT

Larry Woodard – Lpwsr & Associates (4th District)
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4th District)

STAFF

Rick Sandzimier – Director, OC Planning Services
Laree Brommer – Manager, OC Planning/ OC Planned Communities
Rose Fistrovic – Land Use Manager, OC Planning/ OC Planned Communities
Olgali Luaces – OC Planning/OC Planned Communities
Sharon Gilliam – OC Planning
Angela Crespi- OC Planning

GUESTS

Kevin Hills, OC Survey
Craig Wehrman, OC Survey
Jessica Toohey, Huitt-Zollars, Inc.

1. Approval of Meeting Minutes for April 10, 2014

The meeting minutes for April 10, 2014: were moved for approval by Jeff Okamoto and seconded by Rick Fitch, and unanimously approved.

2. Planning Division Update

Rick Sandzimier reported the following:

- Introduced Sharon Gilliam, his new Secretary that started on April 18, 2014, she will be taking over the secretarial duties of the Committee. The plan is to bring uniformity to the various committees, (DPRC, Subdivision, Planning Commission, and Zoning Administrator) and to standardize the meeting agendas, the minutes, and the flow of information and Public Notices. Olgali will be available to help during the transition.
- Edward Shahid, was promoted from Engineering Tech II to Supervising Engineering Tech at the front counter.
- The department is in the process of recruiting additional planners. Interviews will be next week or the following week.
- Authorization was received to fill the concierge desk.
- Assessments have been made from top to bottom regarding the Org Charts. All service areas have gone through a series of reviews of their Org Charts looking to improve efficiency, morale, and customer service.
- Budget will go before the Board of Supervisors in early June. Planning & Building Department will update fees due to considerable changes in the Org Chart and to wean away from Net County Cost subsidies. DPRC committee will be asked to review the Fee Study and updates.
- CEQA Manual Update- Went before the Planning Commission and is expected to go before the Board at the end of June 2014. Changes are necessary because it is outdated and needs to be brought current with changes in CEQA Regulations, CEQA Laws, and OCPW Organization Structure. DPRC members can send comments to staff regarding the updates and possibly have it added as a future agenda item. County Counsel has reviewed the updates. Sandzimier will consult with Mike Balsamo at BIA to have his staff review the updates and Sandzimier will look into the ability to bring in a consultant for a peer review.
- Jay Bullock stated that CEQA experts should be asked to concur with the updates. Jay will provide feedback from RMV Counsel.
- Robyn Uptegraff, the Assistant Director to Shane Silsby started in April. Robyn oversees Administrative Services, Planning, Fleet, and two Service areas in Public Facilities.
- Annual Public Works Open House, Saturday, May 10, 2014 from 10-2 at our Public Works location, 2301 N. Glassell, committee is welcome to attend with their families. There will be games, and displays of developments that are underway.

3. Service Delivery Status

Rick Sandzimier provided a couple of handouts:

- Tracking Activities- (walk-ins, calls and emails) April was slightly higher than March
- Matrix for customer feedback and completing items in a timely turnaround is 100%

- Manager Status Report- total number of contacts is 500 higher than the previous report.
- Possibility of closing the counter earlier is under consideration, staff could use the time at the end of the day to load data into Apps, as well as read, send, and reply to emails and phone calls.
- Jeff Okamoto asked if a customer that comes in at 5:00 pm would be assisted. Angela Crespi affirmed that the customer would. Staff works until 5:30 pm and they have the 30 minutes buffer to take care of the customer that arrives at 5:00pm, when the counter closes.
- Laree reported that the volume of Builder Applications are included but wrapping up with Plan Area Two builders, 7 tentative tract maps and one site development. Ranch – PA1 has 946 permits, 286 apartments and 660 single and multi- family home, 217 age qualified; and closed close to 300 units. The Tonner Project model opens on May 17, 2014, closed close to 446 units. Totals are 781 units, build out will be in 2015.
- Rose Fistrovic reported on the Subdivision Code- Committee members will receive the red line changes for viewing. Plans are to take it to the Board in June and send to DPRC members. Jay Bullock should provide names that are appropriate to view the red line changes. Rick Fitch will send changes for Roger Gragle to view. In addition, the Subdivision Committee Members will review the changes. A subcommittee that consists of Planning, Survey, and an outside Consultant are working diligently on the changes/updates. The Subdivision Manual is also underway and the two items should be finalized and able to be viewed side by side by the end of June 2014.
- Rick Fitch asked if the concepts of “A” and “B” maps were considered in the Code update. Jay affirmed they were.
- Rick Sandzimier reported, in addition to the activity at the Ranch, two Subdivision Maps were submitted to the Subdivision Committee on 5/7/14; a third was postponed to a later date. One was in El Modena and the other in the Costa Mesa area. Both are 4-5 unit subdivisions. In addition, a pre-file meeting was held with a developer who wants to put in about 40 lots in the Newport Coast area.
- Sandzimier reported on ongoing activity with St. Michael’s Abbey Project.
- Staff is looking at approximately 800 pages and growing of response to comments regarding the Esperanza Hills Project DEIR outside the city of Yorba Linda.
- Code Enforcement is following up on activity that could turn into plan review in Sunset Beach
- Staff is finishing some loose ends on the Wickland Pipeline Project MND encroachment permit.
- There have been a number of Change Plan applications regarding wireless facilities.

4. OC Survey Update (final maps, addressing and street naming)

- Kevin Hills, OC Survey - reported that OC Survey is in transition with retirements. Kevin explained the typical process of working with the Contractors, Consultants, and Engineers. He also described how long it takes to get an A and B map through; taxes are

the biggest hold up. If the Engineers completed the checklist that is given in the packet, it would help the process.

- Rick Fitch noted working with so many contractors, companies and plan checkers that there are differences of opinions and criteria of how it should be done and it wastes time and money. Kevin responded and explained the Subdivision process.
- Jay Bullock said there was a similar issue with Planned Communities consultants in the past. It was resolved by creating consistent checklists for plan checkers.
- Tom Grable clarified with Craig Wehrman that there is a Quality Assurance component.
- Tom Grable inquired about the plans for moving forward with the program. Both Kevin and Craig mentioned that the Program is undergoing reorganization and they will continue to work with the five Map Checkers; it's a balance of doing what they can do and what they have to do and Contractors will supplement the program. Typical process for turnaround is about 6 weeks, depending on the volume.
- Rick Fitch asked Rick Sandzimier if there was a point of contact in Planning for Subdivision questions for non-Planned Community Projects. Sandzimier stated that Polin Modanlou and Bea Bea Jimenez could assist, and they will coordinate with Rose and Laree because of their experiences with Subdivision.
- Jeff Okamoto inquired if there is a streamline process when the map goes to the recorder's office; Rose Fistrovic clarified the coordination process and emphasized that the Engineer has to coordinate it with the recorder's office.
- Kevin also highlighted that December is the worst month to process the maps because of the high volume of maps that come in. Those maps that are in first and second plan checks are pushed back to give priority to those maps that are more advanced in the process.
- Tom Grable asked Kevin Hills to send a memo to the DPRC Secretary that lists OC Survey's top five things that the Engineering Firms can do better.
- Volunteers for a Subcommittee to address street naming and addressing processes are Tom Grable, Craig Wehrman, Laree Brommer, Jay Bullock, and Joe Lambert.

5. Top Five Recurring Plan Check Correction from OCFA

- OCFA provided handouts on How to Have a Successful Architectural Plan Check, How to Have a Successful Construction Inspection, and How to Have a Successful Special Equipment & Systems Plan Check.
- As regards to the Sequence of Plans on the Architectural Plan Check handout, committee members agree that the Fire Master Plan should come before the Tentative Tract Map.
- OCFA will be added and invited to the June meeting.

6. SCAG Process- Identify Volunteers to be involved in the process

- Rick Sandzimier clarified the process. SCAG is the funding mechanism not decision-making. Jay Bullock and Rick Fitch volunteered.

7. Other Business

- Olgali Luaces was presented with a card and flowers for her outstanding service as Secretary of the DPRC Committee. She was acknowledged for her coordination of the meetings and excellent taking of the minutes.

10. Other Business

- Future topics
 - OC Infrastructure /Flood Department Process (July meeting)
 - OC Construction (September/October)
 - Electronic Approval Stamping Demo (June)
 - OCFA (Fire Master Plan) (June meeting)

Development Processing Review Committee Attendance Matrix 2014

Name	Jan 9	Feb 13	Mar 13	Apr 10	May 8	Jun 12	Jul 10	Aug 14	Sep 11	Oct 9	Nov 13	Dec 11
Mike Recupero District 1	-	X	X	X	X							
Crystal Burckle District 1	X	-	X	-	X							
Jay Bullock District 2	X	X	X	-	X							
Jackie Hare District 2	X	X	-	-	X							
Rick Fitch District 3	-	X	-	X	X							
Joe Lambert District 3	X	X	-	X	X							
Carl Taylor District 4	-	X	X	X	-							
Lawrence Woodard District 4	-	-	-	-	-							
Jeff Okamoto District 5	X	X	X	X	X							
Tom Grable District 5	X	X	X	X	X							