



Santa Ana, CA

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Memorandum

DATE: December 6, 2012

TO: Development Processing Review Committee

FROM: Rick LeFeuvre, Director, OC Public Works/OC Planning

SUBJECT: DPRC Meeting Minutes – November 8, 2012

A meeting of the Development Processing Review Committee was held on Thursday, November 8, 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) Joe Lambert - Construction Planning Services (3rd District) Thomas Grable - Tri-Pointe Homes (5th District)

GUESTS

Jeff Okamoto – RBF Consulting Jim Harris – Shea Homes

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

Angela Crespi – Manager, OC Planning/OC Community Development/Customer Care Permit Services

Rose Fistrovic – Manager, OC Planning/ OC Planned Communities/Land Use Planned Communities

Judy Kim – OC Community Development/Customer Care Permit Services Harry Persaud – Manager, OC Planning/OC Planned Communities Hadi Tabatabaee – Orange County Building Official, OC Public Works

MEMBERS ABSENT

Rick Fitch – Hunsaker & Associates (3rd District) Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4th District) Fred Ameri – RBF Consulting (5th District)

1. Approval of Meeting Minutes for October 11, 2012

The meeting minutes for October 11, 2012 were moved for approval by Tom Grable and seconded by Joe Lambert.

2. Planning Division Update

Mike Balsamo reported the following:

- Todd Spitzer has been elected as the new 3rd District Supervisor.
- No reorganization within the Planning Commission is expected.
- Channary Leng will be leaving OC Planning and joining Rick Goacher Planning.
- OCPW issued an official response to address each of the findings and conditions raised in the IRT report.
- Steve Danley is the new department head of central Human Resources.

3. Landscape Plan Submittals

DPRC members continued their discussion from last month regarding the nature of landscape plans and their necessity.

- They discussed the possibility of removing the requirement of a conceptual LS Plan submittal at the Site Development Permit level, in order to avoid superfluous and redundant submittals as it is well-understood by master plan developers that a comprehensive LS plan will be required prior to build-out.
- Harry Persaud stated that Planned Communities staff would look into updating the review checklists as well as consider developing a new strategy for LS plan submittals; perhaps deferring submittal to a later step in the process.

4. Fee Deposit Estimates and Tracking

Laree Brommer presented the latest version of the PCRA fee deposit schedule, which is a culmination of the collective work from the past months. Although it is a work in progress, it is a good start as a baseline.

- Review costs should be commensurate to the level of plans submitted.
- Quarterly updates will be provided as the "real" costs surface; it will be on the February agenda.

5. <u>Electronic Plan Approval/Signature/Scanning Procedures</u>

As the new Online Permit System (OPS) approaches its launch date, several procedural guidelines still need to be established, especially in regards to final approval.

- Due to copyright laws, the question remains as to whether or not an "electronic" stamp and signature from the registered professional can be accepted on the final, approved plan set.
- Hadi Tabatabaee explained that they are still considering several different options for issuing hard copies of approved plans. They will also continue to observe the city of Santa Monica, as they have adopted an all-digital program, in which a hard copy is only required in the field.
- A pilot demonstration will be presented to DPRC members; perhaps during the January meeting.

6. OCPW Standard Plans Manual

There were no updates for this item since the last meeting.

7. Other Business

- Jay Bullock reported that he attended the National Land Use and Development Conference in Denver; others in attendance also reported an upwards trend of increased activity within the industry.
- DPRC members inquired as to the status of the Zoning Code parking update; staff reported that resources have been refocused onto other projects, as there has been little interest expressed by the public, outside of planned communities.

9. Next Meeting

The next meeting of the Development Processing Review Committee will be held on Thursday, December 13, 2012, at 8:30 am at an off-site location for breakfast.