

County of El Dorado  
Ad Hoc Committee  
Review of Development Services Processes

## Recommendations

	<b>Task</b>	<b>Description</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Status</b>
1	Advise applicants of an estimate of the time frame to first plan review when a permit application is received. This will allow them to determine if they want outside plan-check services.	For new single-family permits only. DSD is working on an automated system that will put this information on the building services web site. The information will also be posted in the DSD public area. This information is for DSD functions only. Contact information will be provided for other agencies.	Building	January 1, 2009	
2	All first plan-checks to go to Placerville from South Lake Tahoe.	Building to monitor activity in SLT. Action needed to reduce spikes and even out workload and make re-assignments as necessary. SLT Plan reviews that cannot be done in a reasonable time by the SLT staff are sent to the PVL office for review. This has been Building Services practice for years.	Building	Ongoing	The decision to transfer files can take weeks and thus delay processing
3	Re-create the “Self-help” center.	Need to have relevant data, such as General Plan, APN, Zoning, etc. at a minimum. Need new computers. Make staffing available when there is funding. Do the Center even if there’s no staffing.	Planning and Building	January 1, 2009	

4	Keep the front counter receptionist staffed from 4 - 5 p.m. for drop-offs – not to process or set up appointments (staff self-help).	Provided counter activity chart to the Permit Process Committee (ad hoc) To keep the BIC open to 5 p.m. will increase overtime and cause scheduling difficulties because of our recent staff reductions.	Building	October 1, 2008	
5	Review the instructions in our “30 day letter” advising permittees that their building permit is about to expire. It should be made clear that a NNC will be recorded on the property if the permit is not finalized.	Larry Lohman said that the letter can be sent out earlier at 60 days. The Ad Hoc determined that 30 days was adequate time.	Building	Complete	Provided to Ad Hoc Committee
6	Direct staff to explore an improved fee system and make recommendations with certain items to be on a fixed-fee system.	Allow applicants the option to go to “Time & Materials” at their election. Limit the discretion of the Director of DS to convert fees to T&M – only allow the conversion on large/multiple entitlements projects and create a discount for multiple entitlements. [note: discount already exists for multiple submittals]	Planning DOT	Ad Hoc to determine	Ad Hoc to determine
7	Identify the critical path for permit approval.	A draft Flowchart for public use has been developed that highlights the discretionary review process.	Planning DOT	Nov 1, 2008	Minor Modif. required

8	Hire a very experienced senior/management level in-house Traffic Engineer as it will speed up the development review process significantly thereby reducing costs for the County and applicants.	DOT has maintained a recruitment for a Senior Traffic Engineer for over 7 years with no success. The department will continue to pursue candidates for the position. Staff should include a competitive salary analysis to help ensure the success of the recruitment.	DOT	Pending Board approval	Pending Board approval
9	Strongly encourage a “pre-application” meeting with a minor fee that can be credited to the future application. See # 10, below.	A major and minor application process already exist. Staff will take Board direction/suggestion to determine what project categories should be “encouraged” to participate. The pre-application meeting could be used as a scoping session to identify studies that are really required on a project-by-project basis, such as the need for detailed water, sewer, drainage and grading studies, etc.	Planning	TBD	Board direction
10	In an effort to remove unnecessary “required” application submittals (and defer to later in the development process), the County shall review the application submittal requirements to make sure that excessive and unnecessary information and reports are not “required.”	Excessive information at the initial application may not be necessary or required for CEQA or tentative map issuance / approval. See #9, above.	Planning DOT Env Mgt All applicable agencies and departments	Pending Board Approval	Amend DISM to incorporate changes

11	Identify and implement a process to resolve project or policy issues.	An administrative appeal of actions by the Director to the Planning Commission or Board depending on the type of action being appealed and to have this process include DOT and Environmental Management (relating to land development).	Planning DOT Env Mgt	After conclusion of Ad Hoc I	Ad Hoc to determine
12	The Board should create a new Ad Hoc Committee to look at general plan implementation issues and how they effect the DISM Further, the Board should initiate a 5-year General Plan update per Policy LU-M.	The new Ad Hoc needs to have wide membership that includes contractors, general contractors, builders, grading contractors, architects, engineers, professionals, etc. Does the DISM ask for things that are above and beyond the submittal requirements contained in the General Plan?	Planning	After conclusion of Ad Hoc I	Needs direction from BOS
13	Direct staff to incorporate the Board recommendations contained herein into the DISM.			After conclusion of Ad Hoc I	Ad Hoc to determine
14	Avoid unnecessary and duplicative information for CEQA review. Recognize and enforce tiering off existing CEQA documents.	CEQA documents begin with an Initial Study. If an ND is prepared, then the title page and headers are changed with no further effort, therefore there is no duplication. Tiering is used when appropriate.	Planning	Ongoing	Ongoing

15	Newly-created lots under the 2004 General Plan should incorporate a finding of consistency with General Plan Policy 2.2.5.20.	Consider incorporation of finding of approval of new maps under 2004 General Plan. The newly-created lots under the plan should incorporate a finding of consistency to not require newly-created parcels to be reanalyzed for Policy 2.2.5.20 consistency.	Planning	After conclusion of Ad Hoc I	Ad Hoc to determine
16	Staff should list its protocol that assists them in making project completeness determinations.	Planning will be working with the two Principal Planners to develop a list that can be made available to the public.	Planning	Nov 1 <sup>st</sup>	Meeting with Sr. staff to develop
17	The Board should issue a statement of intent that describes their commitment to having projects reviewed in a timely manner and that it is highly important to them.	This is a message to staff that deals with land development.	Planning	After conclusion of Ad Hoc I	Ad Hoc to determine
18	The Planning Commission should be available for additional meetings in November and December if the single hearings are overfilled.	Due to the holidays, only one meeting is usually scheduled in November and December. The Planning Commission is willing to hold extra meetings if necessary.	Planning	November/December	Pending as needed