

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

Action Items

	Task	Description	Responsibility	Timeline	Status
1	Link web site. Display all old APN's on the permit history web site page.	Display APN on website. New software has been ordered that will make it easier to set up this function. Unexpected issues have arisen in implementation of the system.	Building	January 1, 2009	In Process
2	Log in prior agency approvals at time of permit application.	Advised Lake Tahoe staff to enter various agency approvals in LMIS when permit apps. received. Often the Fire Dept., STPUD and TRPA approvals are stamped on the plan submittals at application. These approvals will be immediately cleared on the T-11 screen as part of the data entry of the new application number.	Building	Complete	Complete
3	Scan discretionary conditions of approval, maps and mitigation measures in order to provide access to the public and ministerial plan reviewers.	Tie to APN's. Building services will provide a link on our web site when the information is available in the Planning Services data base. DSD will begin copying conditions of approval for all discretionary approvals. The public will be able to access the conditions through the website for Planning.	Building and Planning	n/a	Complete

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4	Attach fire district conditions of approval to building services approved "JOB" plans.	Building services can attach a label on the approved plans advising the permittee to work with the fire district. The statement will say the following: "Because of the high fire hazard in El Dorado County, all construction projects must receive Fire Standards review. All Fire District conditions of approval must be inspected and approved by the Fire District prior to final inspection and occupancy approval by El Dorado County Building Services."	Building	October 31, 2008	In Process
5	Add an approval line for the fire districts on the LMIS T-11 screen that gives project "approval subject to conditions."	May not be needed with implementation of item #4. There are limited character spaces available for this entry.	Building	See #4	See #4
6	County IT staff can have discussion with the fire districts to see if direct LMIS entries can be done by the districts.	Building services looked into this and it is possible. Building Services will work on implementing the process. Discussed the use of the LMIS with the fire prevention officers on July 15, 2008. There was interest by the districts in attendance. EDC will move forward with implementation on a district-by-district basis. A number of fire district contacted us after	Building	January 1, 2009	In Process

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		the July 15 th meeting to get connected to LMIS. We are moving forward with requiring all fire districts to use LMIS.			
7	Provide early notice of possible fire flow issues and advise property owner to contact fire district.	Added fire district name and phone number to the Building Design Criteria on the Building Services web site. Will update with fire district suggested language.	Building	Complete	Ongoing
8	Provide a copy of the original and updated BIAC recommendations.	Copies made and distributed at the July 16, 2008, meeting.	Building	Complete	Complete
9	More EMD involvement in the permit center would be helpful.	EMD has worked well with the permit center. EMD staff will come down to the permit counter when appropriate. Generally the departments want to give out their own process information.	EMD	n/a	Ongoing
10	Complete the list of “Other Agencies” with links to their web sites or provide other contact information.	Building services is working on getting site-specific information on the Design Criteria page.	Building	Complete	Ongoing
11	Rename the “Other County Agencies” list on the building services web site to “Other Agencies.”	Will change. Building Services is working on several web site changes. We will group the changes to make it easier on the web master.	Building	Complete	Complete
12	Add web links to CSD’s and LAFCO.	The DSD web site has links to the two CSD’s (El Dorado Hills and Cameron Park) web sites. A link to LAFCO will be explored.	Building	n/a	Complete

	Task	Description	Responsibility	Timeline	Status
13	Review the “30 day letter” to better describe next steps or options for applicants.		Building	Complete	Complete
14	Change the noticing procedure for CEQA (reduce timelines). Convert more MND’s to ND’s.	<ol style="list-style-type: none"> 1. Noticing – A separate 30-45 day notice for CEQA documents will allow projects to be heard sooner by the decision-makers. A second notice will be required for the actual project, but that will only require 10 days. 2. Unmitigated ND's will be simplified and shortened to a few pages. L.Appel to discuss 30-45 days timeline.	Planning	1&2. Separate noticing and short ND's will begin for projects scheduled to Nov 13 th PC	<ol style="list-style-type: none"> 1. Procedures are being drafted by PC support staff. 2. Training will begin in September
15	Add equestrian plan to the section/list with the Bicycle Transportation Plan. (General Policy 9.1.2.4).	DOT will add the requirement to check for potential impacts/ opportunities to further the goals of the Hiking and Equestrian Trails Master Plan during it’s review of projects.	DOT	September 1, 2008	
16	Update and simplify application materials.	The Ad Hoc committee has provided suggestions on clarifying and streamlining various planning applications.	Planning	January 2009	Hard copy and web apps. will be updated regularly until completed.
17	Create easy to use brochures and pamphlets on the development process.	The Ad Hoc committee reviewed sample brochures from other agencies.	Planning	January 2009	

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18	Pre-Application meeting with DOT for Improvement Plans and Final Maps (to go over processes, requirements and Conditions of Approval and timing of the bonds).	DOT will either prepare a separate letter or amend the letter suggested in Item#24 to notify the applicants of the opportunity to attend a Pre-Application meeting to discuss submittal requirements, timelines, and agreements.	DOT	September 1, 2008	
19	Get a checklist of requirements for final map.		Surveyor		
20	Authorize “extra-help” for application processing to reduce backlog.	Staff presented reports showing the current status of discretionary projects with projections for completion. It was determined that at least one Senior Planner (extra-help) should be hired to reduce the backlog.	Planning	Hiring will follow approx. 30 days after BOS consideration	Requisition forms have been submitted to HR for processing
21	Applicants to receive and review the staff reports prior to hearings.	Applicants and agents currently receive the staff report approx. 2 weeks prior to public hearing. Beginning in November, staff will provide draft report prior to public noticing.	Planning	Prior to Nov. PC Hearings	Staff will be trained on the new procedure in Sept/ASAP
22	Annually update the Construction Index for subdivision improvements for bonding purposes.	DOT will prepare an annual update for Subdivision Improvement costs for Bonding purposes.	DOT	November 1, 2008	
23	A “Transition” letter should be sent by Planning to applicants detailing the role of DOT, which letter also contains the Conditions of	The “Action Letter” is sent to the applicant following approval by the PC and ZA. The letter contains minutes from the meeting, final conditions of	Planning	New letter to be utilized for projects approved on 9/11 PC agenda.	DOT to provide paragraph to DSD by 9/1

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	Approval.	approval, and instructions for allowing the NOD to be filed with the Recorder's office. A new paragraph will be added to explain the DOT follow-up process.			
24	Owners, applicants and/or a 2 nd party (and others if requested) shall be notified when plan-checks are completed.	Modify the Agent Authorization form to allow the owner the option to receive information and correspondence (or to whomever they designate) notwithstanding they are allowing an agent to conduct business on their behalf.	Building, DOT and Planning	September 1, 2008	
25	Owner and applicants are to be notified of items due in a letter that gives a status of an application – in order to keep processing.	Staff was directed to include copies of all letters and correspondence to the owner rather than just agent/engineer. Close out letters, due to inactivity, should be sent to owners as well.	Planning	September 1, 2008	Staff will receive training in August
26	Categorize Conditions of Approval by theme and standardize the format. List them out and then have a second set that are sorted by timing.	Use models from other agencies.	Planning	January 1, 2009	Staff trying to incorporate new format. Extra time will result in added cost to developer
27	Attach site plans or other maps/exhibits to staff reports that are placed on the website.		Planning	October 2008	Working with IT to implement

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28	Explore the idea of strongly suggesting that when a set of plans are re-submitted an appointment be made with the plan-checker to show which red line items have been addressed.	DOT will provide that information during the meeting to be held as a result of item # 19 and will include a standard note encouraging the applicant to make an appointment to pick up plans to go over plan check comments and to make an appointment to re-submit plans to show corrections made.	DOT	September 1, 2008	Ongoing
29	CC: applicant/owner on everything, comment letter etc. Put the contact information on the intake sheet. E-mail as well as hard copy.	This will aid in the decision-making process.	Planning	Complete	Ongoing
30	Differentiate county vs. applicant time frames.	Planning Services will be incorporating a time-tracking system used by Building that will track time by the applicant and the planner to reflect the amount of time each takes when processing an application.	Planning		System is being installed by IT
31	Applicant notification of outside agency review with contact information. This will allow the applicant to start making phone calls when information is not received back from these outside agencies in a timely manner.	Staff has been asked to provide a copy to the applicant of any materials that get sent to outside reviewing agencies. By doing so, the applicant has a better ability to track the response from the various agencies.	Planning	n/a	Done

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32	Add information to the application form regarding next steps after discretionary approvals are obtained.		Planning	January 2009	Being done, some completed
33	Expedited process developed for general plan consistency rezones.	Consistency rezone procedures have been implemented. Flat \$500 fee for Planning with expedited CEQA review.	Planning	Ongoing	Ongoing
34	In order to access planning staff more easily, direct phone numbers of the project planners should be provided to applicants/agents.	Direct phone numbers are now given to all applicants which avoids having to go through the receptionist.	Planning	Complete	Ongoing
35	When staff recommends denial of a project, the applicant should be given three options: 1) use resolution process (Recommendation #11) 2) continue with CEQA process at applicant's expense, or 3) skip CEQA so that project can be heard more quickly by decision-maker, knowing the CEQA will still be required if the decision-maker wants to approve the project.	This process has been implemented to provide a full range of flexibilities for the applicant.	Planning	Complete	Ongoing