



PLANNING COMMISSION

AGENDA REPORT

VIII.1

MEETING DATE: JULY 11, 2011

ITEM NUMBER:

SUBJECT: ACTION PLAN FOR STREAMLINING THE PLANNING PROCESS

DATE: JUNE 30, 2011

FOR FURTHER INFORMATION CONTACT: WENDY SHIH, ASSOCIATE PLANNER
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DESCRIPTION

As a follow-up to the April 25, 2011, Planning Commission study session, staff prepared an Action Plan for streamlining the planning process for Zoning Administrator and Planning Commission action items.

RECOMMENDATION

Receive and file.

BACKGROUND

The Planning Commission directed staff to discuss and to explore ways to improve and streamline the application process for projects acted on by the Zoning Administrator or Planning Commission. Staff sent out 112 meeting invitations and surveys to major developers, project applicants, and both commercial and residential real estate brokers for the April 25, 2011, Planning Commission study session.

Staff presented the 15 survey responses that were received and noted four public comments during the study session.

The Planning Commission and the general public made a number of suggestions to improve the application process. These comments are addressed in the attached Action Plan.

SUMMARY

Staff is providing an action plan for the Commission's recommendations on streamlining the Planning process. Recommendations no. 2 through 4 can be implemented immediately and will apply to future applications. Recommendations no. 1, 5, and 6 will be implemented upon budget approval and/or Council direction.


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ACTION PLAN

Strategies to Streamline the Development Review Process

1. Recommendation: Facilitate electronic submittal of applications and online access to application status.

Action: On April 11, 2011, the Commission directed staff to forward a list of technological efficiency priority items for Council consideration in preparation of the upcoming budget. The Council received and filed the list on May 3, 2011. This list included the following items:

- Website Upgrades - \$50,000
- E-Plan Check: \$54,000
- Code Enforcement Mobile Field Units: \$120,000

Timing: Implementation is subject to budget adoption and Council direction.

2. Recommendation: Project Planner to contact the applicant within five business days following application submittal.

Action: The Planner assigned to the project will contact the applicant within five business days following application submittal to introduce him or herself and to provide a single point of contact for the application.

Timing: Immediate implementation.

3. Recommendation: Increase Planning Commission awareness of applications for major development projects that have started the Planning process but have not been scheduled for a decision or hearing date.

Action: Staff will provide the Commission periodic updates of major development proposals that are in the Planning application process. Major projects would include all new construction or major renovation of existing commercial or industrial properties, and proposed uses requiring approval of a conditional use permit (CUP).

Timing: Immediate implementation.

4. Recommendation: Provide short and long-term job information for new development projects.

Action: Staff will provide in the agenda reports the applicant's estimated short and long-term job information for all new development projects.

Timing: Immediate implementation.

5. Recommendation: Increase public notification of major development projects.

Action: Code requires public notification of property owners within a 500-foot notification radius for certain discretionary applications. A concern was expressed that this distance may not capture a sufficient number of residents/property owners in cases where the subject property is adjacent to a major parcel (i.e. cemetery, school, shopping center, golf course, etc.).

Staff believes that it is important to consistently adhere to the public notification requirements set forth by the Zoning Code for all projects. It may be problematic to initiate a practice of courtesy notices (not required by Code) due to an expanded notification radius.

Timing: Subject to Planning Commission direction to pursue Council authorization for a Code amendment.

6. Recommendation: Provide surveys to project applicants on an on-going basis.

Action: For approximately \$200.00 per year, begin online survey subscription in July 2011, for unlimited real-time survey results with data collection features.

Timing: To be implemented July 2011 following the budget adoption.