

AGENDA PLANNING & ENVIRONMENTAL SERVICES COMMITTEE

**Regular Meeting
Thursday, October 9, 2014
9 A.M.**

**Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637**

AGENDA DESCRIPTION: The agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed. Any person wishing to address the Planning & Environmental Services Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the Public Comment section of the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. COMMITTEE BUSINESS

- A. El Toro Water District's Drought Response and Water Conservation Efforts

RECOMMENDED ACTION: Receive and file.

- B. Waste and Recycling Services
(Item III-B will not be heard prior to 9:30 a.m.)

RECOMMENDED ACTION: Discuss and provide input to staff, including input on waste and recycling services as it relates to the City's franchise for integrated waste management services.

- C. Building Services Operational Improvements

RECOMMENDED ACTION: Receive and file.

IV. COMMITTEE MEMBER COMMENTS

V. PUBLIC COMMENTS

VI. ADJOURN

The next regular meeting of the Planning & Environmental Services Committee will be at 9 a.m. on November 13, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

AMERICANS WITH DISABILITIES ACT: In compliance with Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at (949) 639-0500 (Voice) or, TDD (949) 639-0535 or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting should enable the City to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The Planning & Environmental Services Committee agenda and agenda back-up materials are available from the Office of the City Clerk, after 4:30 p.m., on the Friday prior to the Planning & Environmental Services Committee meeting. The office of the City Clerk is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Copies of the agenda are provided at no cost. Agenda back-up materials are available at City Hall for inspection and copies are available at no charge prior to the meeting. A per page copy cost does apply after the meeting. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made to the City Clerk in writing. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The City of Laguna Woods mailing address is 24264 El Toro Road, Laguna Woods, CA 92637. Phone: (949) 639-0500, FAX (949) 639-0591.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 02-33.

10/31/2014
Date



Anna Sanchez, Acting City Clerk

PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE RECAP

June 12, 2014

9:00 A.M.

**Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637**

I. CALL TO ORDER

The meeting was called to order by Chair Schneider.

II. ROLL CALL

Present: Ferguson, Hatch, Holman, Lo, Malone, Schneider, Tso

Absent: Hamm, Joss

III. COMMITTEE BUSINESS

A. Fiscal Year 2014-2015 Budget Preparation:

Assistant City Manager Reilly reviewed the agenda report and invited the Committee members and general public to provide input.

Committee members provided the following input:

- Member Holman – The City has prepared a good list of priority focus areas. Asked staff to clarify how the Regional Water Quality Boards interact with the El Toro Water District.
- Member Malone – Asked staff for clarification regarding who is responsible for street sweeping of the City’s public and private roads.
- Member Lo – Commented that he is concerned about the priority focus area of “Economically prosperous;” economic development within the City should not take place if it changes the character of the community.

- Member Lo – Asked staff for clarification of the “Resident and Business Survey” authorized by City Council.
- Vice Chair Hatch – The City has a good list of priority focus areas and should facilitate individual discussions on each priority focus area topic.
- Vice Chair Hatch – Suggested that the City review decennial growth patterns by City census tracts in evaluating long range planning needs for the future General Plan update.
- Member Tso – Suggested that the City should continue striving for balance in the community and stated that she believes that the City is on the right track.
- Member Ferguson – Business signage in the City is not prominent enough. The City should reevaluate sign regulations to allow businesses to have signage that is both “tasteful” and more visible to help with their success.
- Member Malone – She is concerned with the concept of “tasteful” signage since the term is subjective. She believes that current signage within the City is fine.
- Member Lo – Suggested that the City look into methods of providing alternative energy vehicle fueling stations, such as with hydrogen fuel, for future fuel cell vehicles.
- Chair Schneider – Commented that the lack of a common plug used by electric vehicles for charging is a problem and that the current electric grid has difficulties in transferring energy to where it is needed. He suggested that the City look into establishing a subcommittee to discuss energy issues.
- Member Tso – Commented that water issues are more important than energy issues and suggested that the City look into establishing a subcommittee to discuss water issues.

IV. COMMITTEE MEMBER COMMENTS

- Member Tso – Asked staff to use softer language other than “should” (e.g., “The City should ...”) when recording Committee member comments and offered “suggested” as a better choice of words (e.g., “Member suggests that the City ...”).

- Member Holman – Expressed that he is still concerned about the appearance of the outdoor dining patio at 24100 El Toro Road in the Valencia Shopping Center.
- Vice Chair Hatch – Asked staff to provide copies of the approved plans to the Committee for the outdoor dining patio at 24100 El Toro Road in the Valencia Shopping Center.
- Vice Chair Hatch – Asked staff to look into why the medical office tenant backed out of occupying the building located at 24260 El Toro Road in the Willow Tree Shopping Center.

V. PUBLIC COMMENTS

Robert Sherinian, a resident, asked City staff about the agency responsible and funding sources for the recycled water project. Additionally, he wanted to make the Committee aware that Laguna Woods Village is looking into charging stations for electric vehicles.

VI. ADJOURN

The next regular meeting of the Planning & Environmental Services Committee will be at 9 a.m. on July 10, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

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**City of Laguna Woods
Agenda Report**

DATE: October 9, 2014
Planning & Environmental Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Douglas C. Reilly, Assistant City Manager

AGENDA ITEM: Waste and Recycling Services

Recommended Action

Discuss and provide input to staff, including input on waste and recycling services as it relates to the City's franchise for integrated waste management services.

Background

State law makes local governments responsible for solid waste handling for purposes related to protecting public health, safety, and welfare, as well as achieving positive environmental gains. Key legislation affecting solid waste handling today includes:

- **Assembly Bill 939 (“California Integrated Waste Management Act of 1989”)**
– Requires that the City and other local governments divert a minimum of 50% of the solid waste generated within their boundaries from landfills.
- **Assembly Bill 1826 (Solid waste: organic waste)** – Requires that the City and other local governments implement a recycling program to divert organic waste generated by certain types of businesses from landfills no later than January 1, 2016. Assembly Bill 1826 defines organic waste as “food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste.” Multifamily residential dwellings are considered businesses; however, they are exempt from food waste diversion.

Staff anticipates that the overall minimum diversion requirement is likely to increase from 50% to as much as 75% within the next 10 years. Multifamily residential dwellings may also become subject to food waste diversion requirements.

Discussion

On July 28, 2015, the term of the City's existing franchise agreement with Ware Disposal, Inc. for integrated waste management services will end. The franchise establishes maximum rates and a minimum level of service for all residential and commercial customers within Laguna Woods, including homeowner's associations. Services subject to the franchise include, but are not limited to, red/black trash and blue cart/bin recycling collection; construction roll-off/bin collection; and bulky item collection. Household hazardous waste collection is provided by a separate firm under a separate agreement.

Later this year, the City will begin soliciting proposals from vendors interested in providing integrated waste management services beginning in July 2015. To help ensure that the new franchise is responsive to the needs of Laguna Woods residents and businesses, the City Council has formed an Ad Hoc Solid Waste Franchise Committee consisting of Mayor Pro Tem Conners and Councilmember Horne to guide the process. The Ad Hoc Committee is providing numerous opportunities for public input prior to the City finalizing or issuing a Request for Proposal (RFP).

Date & Time	Public Meeting
September 16, 2014	Business Roundtable
October 7, 2014	Resident Roundtable
October 9, 2014	Planning & Environmental Services Committee
November 13, 2014	Planning & Environmental Services Committee
November & December 2014	City Council (two public hearings; dates TBD)

Today's meeting is an opportunity for the Committee and general public to express wants and needs related to waste and recycling services prior to the City finalizing or issuing an RFP for integrated waste management services. An understanding of community perspectives, experiences, and satisfaction with current services is vital.

Fiscal Impact

Cost control of integrated waste management services continues to be of significant importance to the City. Fiscal impacts will be evaluated as the RFP is drafted.

Conclusion

The City is currently engaged in a community outreach process to solicit input on waste and recycling services prior to finalizing or issuing a Request for Proposal for integrated waste management services.

**City of Laguna Woods
Agenda Report**

DATE: October 9, 2014
Planning & Environmental Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Douglas C. Reilly, Assistant City Manager

AGENDA ITEM: Building Services Operational Improvements

Recommended Action

Receive and file.

Background

On November 20, 2013, the City Council, acting on a recommendation from its Ad Hoc Economic/Community Development Committee (Mayor Pro Tem Conners and Councilmember Ring), directed the City Manager to identify potential organizational improvements to 1) expedite permit counter issuance and operations; 2) decrease plan check review times; and, 3) increase access to inspectors for inspection follow-up. The recommendation emerged following several public roundtable meetings, which yielded some feedback critical of the City's planning and building operations, particularly with respect to perceptions of timeliness and efficiency. The Ad Hoc Committee noted that routine processes – permitting, plan review, and inspection – should be addressed.

Since then, several internal improvements have been made concurrent with a thorough review of opportunities to maximize the efficiency, effectiveness, and economy of the City's planning and building operations. Due to the number of interrelated services and mindful of resource constraints, staff views this process as iterative and ongoing.

With the adoption of the City's Fiscal Year 2014-15 Budget in June 2014, and acting on a recommendation from the City Manager, the City Council took action to initiate a competitive Request for Proposal (RFP) process for building services providers consistent with the needs identified, in part, by the Ad Hoc Committee.

On September 17, 2014, the City Council approved two agreements with independent contractors for a variety of building services. The purpose of this report is to provide

the Planning & Environmental Services Committee with information on the building services operational improvements that the City has implemented.

Discussion

The RFP for building services was released on July 11, 2014 with proposals due by August 1, 2014. A total of five proposals were received (Charles Abbott Associates, CivilSource, CSG Consulting, Lilley Planning Group, and VCA Code) for services including Building Official, Certified Access Specialist (CASp), building inspection, permit counter, and building plan review. Subsequently, staff reviewed all proposals and interviewed four firms for all or a portion of the services requested.

The City Council ultimately approved agreements with CSG Consulting and CivilSource for CASp, building inspection, permit counter, and building plan review services. Both firms were ranked highest in terms of ability to perform the work, understanding of the scope of work, and customer service. Selection of a firm to provide building official services is still ongoing.

CSG Consulting replaces Scott Fazekas & Associates (SFA) as the firm responsible for providing the City's CASp and third-party building plan review services. CSG is based in San Mateo and manages these services from its office in Santa Ana.

CivilSource continues to provide the City's building inspection services and has also begun to provide permit counter services. CivilSource is based in Irvine and is also under contract with the City for civil and traffic engineering services.

Key benefits of the agreements include:

- **Expanded Permit Counter Hours** – The City's permit counter is now open from 7:30 a.m. to 12 p.m. – instead of 8 a.m. to 12 p.m. – every Monday through Friday. Staff intends to continue to explore ways to expand counter hours as resources permit, particularly in the interest of being increasingly resident and business friendly. Counter hours for neighboring cities are listed in the table below.

Neighboring City	Permit Counter Hours
Aliso Viejo	7:30 a.m.-12 p.m., Monday through Friday; closed alternate Fridays
Irvine	7:30 a.m.-5:30 p.m., Monday through Thursday; 8 a.m.-5 p.m. Friday
Laguna Beach	8 a.m.-12 p.m. and 1-4:30 p.m., Monday through Friday
Laguna Hills	1-5:30 p.m. Monday through Thursday; 1-5 p.m. Friday

- Increased Capacity for Over-the-Counter Plan Review** – The City’s permit counter is now staffed by a building services professional, as opposed to the City’s Planning Manager. As the volume of building permits processed at the permit counter is significantly greater than planning permits, this reallocation of resources better aligns permit counter operations with community needs, while also increasing the ability to provide over-the-counter plan reviews. The Planning Manager will also be able to dedicate additional time to processing planning applications, assisting with updates to the Laguna Woods Municipal Code, and performing other planning-related functions. The Planning Manager and other City staff will continue to be available to process over-the-counter planning permits (e.g., temporary signs) during permit counter hours.
- Reduced Plan Review Turnaround Times** – Turnaround times for most plan reviews not performed over-the-counter have been reduced by three days (or, 30%). In addition, the City now offers a web-based method of returning plan review comments to the applicant, which further reduces effective turnaround times, as delays are often caused by the applicant’s availability to pick-up copies of plan review comments from City Hall. Recognizing that not all applicants may be prepared to accept “paperless” plan review comments, paper copies will also continue to be made available. Current and previous turnaround times for specific project types are listed in the table below.

Project Type	Initial Review (PREVIOUS)	Initial Review (CURRENT)*
Residential New Construction	10 days	10 days
Residential Additions	10 days	7 days (-30%)
Small Residential Remodels	10 days	7 days (-30%)
Non-Residential/Commercial New Construction	10 days	10 days
Commercial Additions	10 days	7 days (-30%)
Small Commercial Remodels/Tenant Improvements	10 days	7 days (-30%)
Large/Complex Commercial Projects	10 days	10 days
* The City may, at its sole and absolute discretion, grant the building plan review firm a temporary extension of turnaround times due to unforeseen or extraordinary conditions		

- Reduced Plan Review Costs** – Plan review costs for most plan reviews not performed over-the-counter have been reduced by 5–25% per hour, depending on the type of plan review required. As plan review costs are either paid by the applicant (in the case of deposit-based fees) or absorbed by the City (in the

case of flat fees), there are potential cost savings for both parties. Current and previous hourly rates for plan reviews are listed in the table below.

Plan Review Type	Hourly Rate (PREVIOUS)	Hourly Rate (CURRENT)
Building and Fire Life Safety Review	\$100/hour	\$75/hour (-25%)
Structural Plan Review / Structural Engineer	\$100/hour	\$95/hour (-5%)
Structural Plan Review / Professional Engineer	\$100/hour	\$85/hour (-15%)

- Immediate Digitization of Many Building Permits and Plans** – Building permits and plans associated with most plan reviews not performed over-the-counter are now scanned by the building plan review firm and provided to the City as electronic files. This level of digitization (included in the reduced rates for plan review) will assist the City with moving toward increasingly “paperless” systems, in furtherance of practical and environmental benefits.

It should also be noted that both agreements include requirements for the payment of liquidated damages to the City, in the event of lapses in service, and in addition to any other relief or enforcement that may be available. Staff believe that increasing the City’s ability to ensure a high quality of service and performance from its independent contractors is vital to our success as a contract city.

Fiscal Impact

The new agreements and service levels are accommodated in the City’s existing budget. The new rates are either less than or generally equivalent to the previous rates paid by the City, with the exception of building inspection rates which increased from \$50 to \$70/hour (the previous contract rate was \$65/hour; however, since 2013, the building inspection firm has voluntarily lowered its rate) on October 1, 2014. The City will use the new rates for the fee study that is currently underway to ensure the appropriateness, applicability, and adequacy of the City’s building fees.

Conclusion

The City is improving its building operations to make them increasingly resident and business friendly. Several changes have occurred recently with a particular emphasis on reduced wait times and process modernization.