

DRAFT

Site Plan Review Working Group Recommendations
Staff Implementation Matrix

March 2015

SPRWG Recommendations	Implementation Action Item (Assignment)
Restructure SPRC Meeting Agenda	<ul style="list-style-type: none"> A. Finalize full meeting agenda for standard project review B. Update SPRC Operating Guide, Section VI Master Issues Agenda for Site Plan Meeting to include incorporating new agendas developed for new processes
Establish an Optional Preliminary Review Process	<ul style="list-style-type: none"> A. Review the proposed revisions to Administrative Regulation 4.1 with staff, the County Manager, NAIOP and others B. Establish criteria for determining whether or not a specific application should be considered for an optional preliminary review process C. Develop Checklist of Submission Materials D. Establish fees for Optional Preliminary Review E. Develop Notification Process for Preliminary Review Meeting F. Determine Review Committee Members G. Develop Optional Preliminary Review Meeting Agenda H. Update SPRC Operating Guide Section V, Site Plan Meetings, to include an agenda for Optional Preliminary Review I. Develop and Incorporate into the SPRC Operating Guide a report form to document the outcome of the Optional Preliminary Review Meeting J. County Board Review and Adoption of Zoning Ordinance Amendment for Optional Preliminary Review Fee K. Update Administrative Regulation 4.1 to incorporate Optional Preliminary Review and Submission Requirements L. Submit revised Administrative Regulation for signature by the CMO and post online M. Update Zoning Forms, website, and relevant Application Materials to Reflect the Optional Preliminary Review and Fee
Clarify Role of Commissions, Advisory Boards and Civic Associations	<ul style="list-style-type: none"> A. Review and revise Section I of the SPRC Operating Guide, "Scope of Duty for Site Plan Review Committee" B. Develop a SPRC orientation program that is both in-person and online (self-guided) C. Planning Commission member training to implement the orientation program D. Update SPRC Operating Guide to Incorporate Information Regarding Training
Establish a Streamlined Review Process	<ul style="list-style-type: none"> A. Review proposed revisions to the 4.1 process with staff, County Manager, NAIOP and others B. Establish criteria for determining whether or not a specific application should be considered for a streamlined review and submission process C. Develop Checklist of Submission Materials D. Establish fees for Streamlined Review E. Develop Streamlined Review Process Meeting Agenda F. Complete a Zoning Ordinance Amendment to enable submission of a streamlined review in less than 120 days from Filing G. Update Administrative Regulation 4.1 to incorporate Streamlined Review and Submission Requirements H. Submit revised Administrative Regulation 4.1 for signature by the CMO and post Online I. Update Zoning Forms, Website, and relevant Application Materials to Reflect the Streamlined Review
Revise SPRC Committee Membership	<ul style="list-style-type: none"> A. Review proposed revisions to the SPRC Committee membership with NAIOP and others B. Determine and finalize changes to membership structure and composition C. Prepare notification of membership changes, structure and composition D. Update SPRC Operating Guide Section III Membership and Section IV SPRC Roles, Section for All SPRC Members E. Update SPRC database of members maintained by the County for meeting notifications, etc. F. Provide training/orientation to members on roles and responsibilities in participating on the SPRC
Clarify Role of SPRC Chairs	<ul style="list-style-type: none"> A. Update SPRC Operating Guide, Section IV SPRC Roles B. Participate in meeting facilitation training C. Revise/Update SPRC Chair Report Form and update within the Operating Guide, Appendix 1
Clarify Submission Requirements	<ul style="list-style-type: none"> A. Review and revise Administrative Regulation 4.1 submission requirements and checklist B. Develop and incorporate checklists for Optional Preliminary Review and Streamlined Review into the Administrative Regulation 4.1 C. Review and update submission requirements provided in the Administrative Regulation 4.1 D. Update procedure documents regarding submission materials for SPRC meetings, timing, etc.
Other	<ul style="list-style-type: none"> A. Update and revise, as appropriate, report and presentation templates, forms and process documents related to SPRC review and meetings B. Train staff on new processes, forms, etc.