

**MEMORANDUM  
PLACER COUNTY  
Community Development Resource Agency**

**TO:** Honorable Board of Supervisors

**FROM:** John Marin  Community Development Resource Agency  
Interim Agency Director

**SUBJECT:** Tahoe Land Development Process Improvement Report

**DATE:** April 4, 2006

---

**ACTION REQUESTED:** Approve implementation of Land Development Process improvements as reflected in Exhibit A, attached.

**BACKGROUND:** On March 29, 2005 your Board approved the creation of the Placer County Community Development Resource Agency. Your Board also approved Phase II of the Agency on July 12, 2005, which consisted of reallocating staff from the land development/permitting function of Public Works to the Agency as well as related actions. On September 13, 2005 the Board approved implementation of process improvements developed through West Slope Stakeholders Group process.

Consistent with countywide and west slope efforts to improve the overall land development functions, and following the Board's March 29, 2005 action, staff initiated an interactive process with Tahoe-based customers and interested members of the public to review current permit functions. The initial kickoff meeting and subsequent work group meetings were as follows:

Initial Stakeholders Meeting- October 19, 2005  
Board of Supervisors- Joint Presentation with TRPA- October 24, 2006  
Stakeholders Meeting- Review Input- November 2, 2005  
Tahoe Truckee Engineers Association Presentation- November 10, 2005  
Stakeholders Meeting- Refine Input- November 16, 2005  
Special District Managers Meeting- March 3, 2006  
Final Stakeholders Meeting- March 6, 2006

The purpose of the initial stakeholders meeting was to solicit general ideas for improvement, and to set up the subsequent subgroup meetings so discussion and improvement suggestions could be more fully discussed in specific areas of concern. The final Stakeholders Group meeting was convened to review and finalize the implementation measures identified in Exhibit A, attached. The

meetings can be characterized as successful, averaging 50 attendees, including professional engineers, surveyors, planners, EIR consultants, land use attorneys, contractors, and interested members of the public. Senior TRPA and Special District management also attended, playing a key role in identifying potential improvement solutions. Senior County Land Development and County Executive Office staff, including those from the Tahoe land development office, also participated. Agendas and presentations were prepared for each meeting and minutes were taken and distributed. Participants and Tahoe land development staff had excellent ideas and suggestions that were developed into the recommendations reflected in Exhibit A, attached. Also attached for your Board's review is a list of meeting attendees.

**TAHOE ISSUES COVERAGE AND STAFFING:** There are several positions within the Phase III staffing proposal that are directly connected to Tahoe process improvements. A Senior Planner position will be assigned to work on TRPA's P-7 program, redevelopment Chapter 15 code revisions, and Zoning Administrator functions in Tahoe. Also, an Assistant Engineer will process grading plans and provide additional public service.

A Code Enforcement position will provide support for redevelopment in Tahoe City and Kings Beach including fieldwork as needed in the Building and Planning Department. An Administrative Secretary position assigned to the C.E.O.'s office in Tahoe will provide part-time assistance to the Tahoe Zoning Administrator, and stakeholder meeting functions.

Process improvements identified by Tahoe stakeholders clearly indicated a disconnect between County departments, Special Districts, and TRPA requirements. The increase in positions allocated to CDRA departments will increase efficiency and make Tahoe-assigned personnel internally consistent, and help remove impediments to process improvements and project completion.

**ENVIRONMENTAL CLEARANCE:** No specific clearance is required to proceed with administration changes. However, should any of these changes require Ordinance modification, staff will return to your Board with the appropriate environmental document required by such an action.

**FISCAL IMPACT:** The vast majority of the process improvements identified in the attached exhibits can be accomplished within current funding provided by the Board of Supervisors. Staff will monitor the implementation of these process improvements based upon both performance and cost. After completing this analysis and sharing the same with the Stakeholders Group, staff will return to your Board with whatever fee adjustments may be necessary.

**RECOMMENDATION:** Staff recommends approval of the Tahoe land development process improvements outlined in Exhibit A.

**MATRIX OF ACTION ITEMS**  
**IMPLEMENTATION OF TAHOE PROCESS IMPROVEMENTS**

Page 1 of 3

ACTION ITEM	FINAL DRAFT	IMPLEMENTATION DATE
<b>I. PLANNING</b>		
Create process for development of Tahoe Zoning Administrator <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommended Timeline</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Meeting Space Needs</li> <li><input type="checkbox"/> Staffing</li> <li><input type="checkbox"/> Associated Costs</li> <li><input type="checkbox"/> Funding Sources</li> </ul>	April 2006	Aug 2006
Develop third-party review procedures re: TRPA	April 2006	Needs consultation with TRPA
Develop voluntary Pre-Development Meeting process that includes redevelopment agency, TRPA and special district partners	April 2006	May 2006
Develop one-page Small Projects application	February 2006	March 2006
Develop "OK to Plan Check" form for projects requesting Variance	February 2006	March 2006
Develop user-friendly design review hand-out <ul style="list-style-type: none"> <li><input type="checkbox"/> Get base information from Community Plans</li> </ul>	May 2006	Sept 2006
Train Design Review Committees and County staff re: roles, meeting conduct	May 2006	Sept 2006

Create 'Development Process' hand-out <ul style="list-style-type: none"> <li>□ Start-to-finish document</li> <li>□ Include all departments, processes and timelines</li> </ul>	May 2006	July 2006
Develop plan for dedicated staff person assigned to "large" projects	Done	Done
Add 'scenic' determination to site assessment worksheet	February 2006	March 2006
Work with TRPA to develop APN map for 'scenic properties'	May 2006	July 2006
Develop protocol/paperwork to streamline will-serve process	April 2006	May 2006
<b>II. BUILDING</b>		
Develop third party contract to provide quicker review turnaround time during peak periods	May 2006	July 2006
<b>III. SURVEYING + ENGINEERING</b>		
Prepare additional handouts encouraging applicants to address TRPA and Placer grading and zoning requirements on site plans	May 2006	July 2006
Modify existing inspection practices to better assist builders in compliance with TRPA and Placer grading and zoning ordinances	May 2006	July 2006
<b>IV. CDRA/CEO GENERAL</b>		
Land development staff and appointed advisory body (NTRAC, SVMAC, DRC) training on redevelopment and economic plans	July 2006	October 2006
Public meeting to review redevelopment proposals and other County initiatives, plans and projects	-	May 2006

<b>V. SPECIAL DISTRICTS COORDINATION</b>		
Improved Communication <ul style="list-style-type: none"> <li>□ Monthly managers meetings with County department and Special District managers</li> <li>□ CDRA notification to Special Districts of Site Assessments, permit applications, permits issued and occupancies approved</li> <li>□ Special Districts' participation in Pre-Development Meetings</li> </ul>	-	Currently underway, ongoing
Include Special District checklists/fee schedules in applicant handout packets	May 2006	July 2006
Implement cross training "field trips" for County and Special District technical staff	-	July 2006, ongoing

