

Gallacher, Kirsten CD

From: Gallacher, Kirsten CD
Sent: Wednesday, December 8, 2021 2:25 PM
To: Kim, So CD
Subject: RE: Design Professionals

Dear Design Professionals,

Thank you for attending the recent open house and providing your input and recommendations. In response, we have made the following improvements.

- **Project Status** – You may now view all projects in queue, assigned planner, and its status. This list will be updated at the end of each week. The link to this list is available on the Community Development Department’s homepage under [‘Featured Applications, Handouts, and Projects’](#) or on the [‘Book an Online/Phone Appointment with a Planner’](#) webpage. If you would like to review corrections to plans with a planner, please use the online appointment feature and indicate as such under ‘Provide Additional Information’ so that we are prepared when we meet with you.
- **Resolutions** – Historically, we required City Council or Planning Commission adopted resolutions to be notarized and recorded. We are discontinuing this practice, as it is not legally required, but will continue to require wet signatures accepting and agreeing to terms of the adopted resolutions. Please note that we are looking into DocuSign or similar software for digital signatures to replace the requirement for wet signatures – stay tuned!
- **New Staff** – Please welcome four new Planners, Heather Steven, Kate Kazama, Robert Paley, and Arlen Beck and Office Specialist, Michelle Dulalia. They joined our department this month and will be in training with the veteran staff. A contract planner will also join our team beginning November 29th to review projects in the Building Plan Check process, which has recently caused some delay.



Hello Design Professionals,

At the open house last week, I mentioned the pending Cost of Services Study that is going to be reviewed by the City Council on Wednesday, November 10th. Below is a link to the staff report and study. Let me know if you have any questions about this. We hope to hear from you at the meeting.

https://lagunabeachcity.granicus.com/MetaViewer.php?view_id=3&event_id=1411&meta_id=11526
2

Here is a link to the Cost of Services Study:

<https://www.lagunabeachcity.net/civicax/filebank/blobdload.aspx?BlobID=28841>

Separately, I wanted you to know that we are having an internal meeting next week to discuss some of the recommendations you made at the open house.

Additionally, we had two new planners start this week, named Heather and Kate. Robert joined the City a few weeks ago and Arlen is joining the City on November 15th. I wanted to make you aware of the new staff that you will be working with.

Have a great weekend!

Hello Design Professionals,

We had great attendance at the two open-houses last week. Thank you to those who attended! The following items were discussed that I would like to follow up on:

Streamlining Ordinance – As referenced at the meeting, this was adopted by City Council in May 2021 and is still Coastal Commission certification. Nonetheless, you can find the staff report and code amendments at the following link:

https://lagunabeachcity.granicus.com/MetaViewer.php?view_id=3&clip_id=1358&meta_id=106354

Project Submittal Planning/Zoning Checklist - At the following link you can find a submittal matrix identifying what sheets need to be included depending on the type of project proposed. The document includes hyperlinks to samples plans.

<https://www.lagunabeachcity.net/civicax/filebank/blobdload.aspx?BlobID=26593>

Community Development Fee Study - On November 10, the City Council is going to review a Cost of Services Study, that recommends development application fee increases. While the Council will not be adopting any fees at this meeting, they will be reviewing the study and making recommendations. You are encouraged to participate, either in person or via Zoom. The staff report will be sent to you this Thursday.

Let me know if you have questions on any of these items.

Sincerely,

Dear Design Professionals,

You may now book telephone or virtual appointments with individual planners. [Click here](#) to book an appoint online. You may access this page by clicking “Government” > “Community Development” > “Planning & Zoning” and click the text circled in red below.

Book an Appointment with a Planner

Schedule an appointment by clicking the “Book an Appointment” hyperlink below. The online appointments are for telephone and virtual (Teams) meetings. Please call or email the planner for in-person meetings.

Staff Name	Click Below to See Available Hours	Phone Number	Email Address
Anthony Viera	Book an Appointment	(949) 497-0398	aviera@lagunabeachcity.net
Chris Dominguez	Book an Appointment	(949) 497-0745	cdominguez@lagunabeachcity.net
Daniel Latham	Book an Appointment	(949) 497-0612	dlatham@lagunabeachcity.net
Elaine Yang	Book an Appointment	(949) 497-0748	eyang@lagunabeachcity.net
Garrett Wank	Book an Appointment	(949) 497-0626	gwank@lagunabeachcity.net
Kirsten Gallacher	Book an Appointment	(949) 497-0723	kgallacher@lagunabeachcity.net
Martina Caron	Book an Appointment	(949) 497-0629	mcaron@lagunabeachcity.net
Patricia Garcia	Book an Appointment	(949) 497-0632	pgarcia@lagunabeachcity.net
Tony Farr	Book an Appointment	(949) 497-0322	tfarr@lagunabeachcity.net
Wendy Jung	Book an Appointment	(949) 497-0321	wjung@lagunabeachcity.net

I did not include the email with the invitation to the recent open house since it was not an update but let me know if you want it anyway to show that we offered it.

Thanks!



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From: Kim, So CD <skim@lagunabeachcity.net>
Sent: Wednesday, December 8, 2021 2:15 PM
To: Gallacher, Kirsten CD <kgallacher@lagunabeachcity.net>
Subject: Design Professionals

Hi Kirsten,
Would you mind copy/pasting the emails of the design professionals and provide that to me?

So Kim

Assistant Director of Community Development

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Email: skim@lagunabeachcity.net

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[Click here](#) to view Department updates.

[Click here](#) to book an in-person, over-the-counter appointment with a Plan Checker.

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