



CITY OF LAGUNA HILLS

January 10, 2024

Matthew R. Haugen
Buchanan Street Partners
3501 Jamboree Road, Suite 4200
Newport Beach, CA 92660

**SUBJECT: TENTATIVE PARCEL MAP/SITE DEVELOPMENT PERMIT/PRECISE PLAN/PARKING USE
PERMIT NO. 0166-2023 (OAKBROOK PLAZA)
COMPLETENESS REVIEW**

Dear Mr. Haugen,

On December 12, 2023, the Community Development Department received an application for a new multi-family residential development located on the corner of Avenida De La Carlota and Los Alisos Boulevard. Pursuant to the City's development application review process, staff conducted a review of the application materials to determine the completeness and accuracy of the application submittal.

Based on our review, in accordance with Section 9-92.050 (Requirements for Complete Applications) of the Laguna Hills Development Code (Title 9 [Zoning and Subdivisions] of the Laguna Hills Municipal Code) and Section 65943(a) of the California Government Code, the City has determined that the development application is **incomplete**. The following items are required to deem your application complete and allow City staff to conduct a thorough and timely review of your project and consider it for processing:

Completeness Review Comments

1. The following items were not submitted, and are required as part of the entitlement process:

APPLICATION REQUIREMENTS

- A2 – Completed Environmental Information Form
The form was not submitted.
- A5 – Letter of Justification
The letter was not submitted.
- A7 – Public Hearing Notification Package
Please note that these materials will be required towards the end of the entitlement review process, prior to the public hearings. However, please provide the 300-foot notification map with the next submittal.

COMPLEX APPLICATION PLAN SET & EXHIBITS

- C11 – Preliminary Lighting Plan
In addition to the provided Lighting Plan, please include cut sheets, photometric plan, and luminaire schedule.
- C14 – Housing Plan
Please provide a description of the type of housing propose (i.e. apartment, condominium, townhome, single-family, etc.), characteristics (i.e. emergency, transitional, supportive, rental, sale, age-restricted), and/or affordability (very-low, low, moderate, market, etc.). Also identify any requested density bonuses/concessions, and use of any State/Federal agency housing development funds.
- C20 – Hazardous Waste Statement
Pursuant to Section 65962.5 of the California Government Code, please provide a signed statement indicating whether the project and any alternatives are located on a site that is included on the lists prepared by the State Department of Health Services, State Water Resource Board, and the California Waste Management Board (Cortese List).
- C22 – Fire Master Plan
As part of the entitlement review process, the Project must be reviewed under Orange County Fire Authority's PR105 review process (please see the attached OCFA form). Please submit a separate set of the following items, which will be routed to OCFA by the City:
 - PDF of plans on USB drive
 - Fee Payment of \$538
- C23 – Unusual Site Conditions Exhibit
Please identify any areas of the project site subject to the following conditions (see Government Code 65941.1): very high fire hazard severity zone, wetlands, hazardous waste site, special flood hazard area, delineated earthquake fault zone, stream or other resource that may be subject to a streambed alteration agreement or any historic or cultural resources known to exist on the property. If no unusual site conditions are present, please state so in a separate document.

REPORTS & STUDIES

- R1 – Air Quality, Greenhouse Gas, & Health Risk Analysis
- R2 – Cultural Resources and Tribal Cultural Resources Evaluation
- R4 – Geotechnical Study
- R5 – Housing Report
Please provide information and analysis on the impacts of the proposed development on the City's supply of affordable and market-rate rental housing and tenants.
- R6 – Noise Impact Assessment

Assess the impact of noise generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development, and the impact of noise from the proposed development on itself.

- R8 – Phase I/II Environmental Site Assessment
- R10 – Public Outreach Strategy Report
The public outreach strategy proposed should be reflective of the location, complexity, scale and nature of the proposal and may be prepared by the owner, the agent, the applicant, or a member of the consulting team.
- Tree Preservation/Arborist Report
Provides information about individual trees and vegetation that are affected by an application. The report identifies tree care methodology and specific treatments to protect and preserve trees before, during, and after construction.
- R14 – Water Supply/Sewer Assessment

ADDITIONAL DEPOSIT

- The proposed project requires a Precise Plan, which requires an associated deposit of \$11,450.62. The deposit shall be sent to the City once a CEQA determination is made.

Once the outstanding item(s) are received and determined to be acceptable for processing, your application may be re-distributed to appropriate City departments and other reviewing agencies for review and comment.

If you have any questions or would like to schedule a meeting to review these comments, please feel free to contact me at (949) 489-1442 ext. 133 or at pisarkiewicz@civicsolutions.com.

Sincerely,



Adam Pisarkiewicz, AICP
Senior Planner

Cc: Larry Longenecker, Community Development Director
Jay Wu, Senior Planner



OCFA Planning Submissions

CUP, MAP or CEQA/EIR/NOP Submittal Instructions

Important: Customers must submit all Planning plans to the City Planning Department (County for Unincorporated OC).

- City/County Planners serve as project coordinators, who ensure the same plan is reviewed by all stakeholders.
- OCFA must pick up Planning submissions directly from City/County Planning Departments.

OCFA's Role: OCFA identifies potential issues that can impact a project's viability in order to address them early on, prior to Planning Commission hearings, permitting and/or building.

OCFA Submittal Requirements

- ☐ **Plan file on USB**
- ☐ **Completed SR Form:** List City/County Planner as both the Applicant and Contact (Customer information goes in the Billing portion of the SR form)
- ☐ **Transmittal Letter:** List subject, project description, location, due date, customer and Planner contact information (can be a file on USB)
- ☐ **OCFA Fees** (Due at submittal): Customers must provide proof of online payment, or send a check payable to OCFA for OCFA fees only.
 - **Online:** ocfa.org Planning & Development page: <https://www.msbpay.com/ocfa/pd/>
 - **Checks:** Make check payable to OCFA



Plans Pickup: Planners will contact OCFA for pick up by emailing all OCFA Front Counter staff below:

Chris Chandler - Permit Tech II	ChristopherChandler@ocfa.org	(714) 573 - 6138
Kim Gomi - Permit Supervisor	KimberlyGomi@ocfa.org	(714) 573 - 6259
Keith Stratton - Permit Tech I	KeithStratton@ocfa.org	(714) 573 - 6137
Joyce Tolentino - Permit Tech I	JoyceTolentino@ocfa.org	(714) 573 - 6122

OCFA Planning Fee Codes

Fee Code	Description	Fee
PR100	CA Environmental Quality Act (CEQA), Environmental Impact Report (EIR), Notice of Preparation (NOP) & Advance Planning	\$442
PR104	Small Project CUP - Single Family Residence, Commercial Remodel, New Commercial Building without on-site access	\$418
PR105	Developmental Review/CUP/Preliminary Review	\$558
PR110	Map Review (A Map) - Tentative Tract Map /Parcel Map Review	\$558
PR115	Final Map Review (B Map) – and/or Clearance Letter	\$279