



**Horizontal Round Table Meeting Agenda
July 15, 2020
Webex Meeting
2:00 PM – 3:00 PM**

New Business:

- 1. Mail Kiosks Location(s) on Residential Subdivision Construction Plans and Checklist Item at Pre-Application Meetings – (Will Poon)**
Informed applicants/developers to coordinate with USPS representative for mail kiosk location(s) which will be included in the checklist for the Pre-Application Meetings and to show the mail kiosk location(s) on the construction plans.
- 2. Incomplete Submittals, QC/QA of Plans and PDF File Plans Review – (Will Poon)**
Reminder to engineering consultants to recheck their submittals for completeness, QC/QA the construction plans for minor errors, to minimize PDF Plans review to address outstanding comments as it causes delays to all projects under review.
- 3. Miscellaneous Items - (Open Forum)**

Old Business:

- 1. SWOT Analysis Meeting with Stakeholders Coordination – (Will Poon)**
Initially scheduled for March 18, 2020, however, proposed change to an undetermined future date.
- 2. Subdivision Roadway Dedication Policy - (Will Poon) – Rescheduled to future meeting.**

*Next Horizontal Round Table Meeting is scheduled for August 19, 2020 in the
Virtual Webex Meeting*

*“Bringing Opportunities Home”
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