



8/13/2025

Development Services Update – April 1, 2025 to June 30, 2025

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Overview

- Last update provided during the May 28, 2025 Board meeting, with updates through end of March 2025.
- This update is from April 1, 2025 to June 30, 2025.
- Update focuses on:
 - An update on continuing improvements to better serve development customers
 - Highlights from development services activities.
 - Development Services Workload and Daily Activities



Continuing Improvements to Development Services

- City of Chula Vista Fire Department and Authority Development Services Process Coordination Meeting on June 10, 2025. City of Chula Vista Fire Department has now agreed to use SWA's check off list before issuing a permit. In addition, effort is being placed on defining limits of responsibility for each agency.
- Project Specific Customer Meetings in-person or online to resolve items in processing projects.
- Work was reprioritized for faster turn around times for smaller projects.
- Held Pre-Submittal Meetings and field meetings for complex development projects.



Highlights from Development Services

Timeframe	New Projects Submitted	Projects Approved for Construction	Timeframe to Complete the Review	Current Projects Submitted by Developer/Owner in Backlog
April 1 through June 30, 2025	67	48	2-8 weeks	30

- In addition, the 148 letters including design review, design requirements and fee & deposit letter were processed.
- Total 85 customer calls were answered, mostly for accessory dwelling unit, static pressure at specific parcel, or development services process inquiries.
- Total 51 Fire Flow Requests (9)/Hydraulic Analysis (42) were completed.



Development Services Workload and Daily Activities

- Development Services staff are engaged in tasks related to Street Improvements, Development Projects, and Capital Improvements.
- Due to recent state laws that prioritize affordable housing via higher-density redevelopment, the workload for Development Projects has significantly increased.
- The daily activities of the four Development Services staff members encompass a variety of responsibilities, including development design reviews, responding to customer inquiries through phone calls and walk-ins, performing hydraulic analyses, processing developments, updating GIS, attending development project meetings, among others.



Development Services Workload and Daily Activities

CRITICAL TASKS PERFORMED BY DEVELOPMENT SERVICES STAFF in Q4	INVOLVED SUB-TASKS	TIME PER TASK (up to)
Processing and Routing Estimate Request (32)	Field Checks, Preparation of Documents/Processing Payments, Preparing Internal Memo	8
Processing Required Agency Clearance Forms (RACF) (4)	Plan Review, Plumbing Fixture Calculations, Drafting Conditions	4
Processing Hydraulic Analysis (42)	Payment Processing, Verifying Locations, Preparing Memo and Exhibit, Performing Hydraulic Analysis, Routing the Results.	3
Ordering Meter Sets, and Backflow Preventer inspection (19)	Receiving Request, Prepare service Documents, CCC/CS Coordination, Customer Coordination	1
Project Closure Process (5)	Reviewing Project details, Preparing Cost Summary, Coordinate with Accounting Dep., Prepare Cost Letter	4
Facility Information Request (54)	Reviewing the Request, Research, Customer Coordination	3.5
Construction meter processing (30)	Receiving the Request, Research Location, Drafting Conditions, Approving Necessary Forms, Coordinating with Stakeholders	3.5
Pressure Investigations (18)	Receiving Investigation Request, Research Location and Water Pressure, Drafting Service Work Orders	1
Additional tasks: processing easements, quitclaims, and remote water services; handling requests from the Division of Drinking Water (DDW); updating GIS; managing Maximo tasks; attending meetings and training sessions; and preparing record drawings		



Development Services Backlog as of June 30, 2025

- Development Projects Processed by Authority but Constructed Outside Authority Oversight: Over 1,400 projects began or completed processing with the Authority but were built or completed through land use agencies without full Authority review.
- Development Projects Currently Under Review or On Hold: In the past two years, over 290 projects have either stalled, or the developers have chosen not to proceed or pay the required fees.
- Completed Development Projects Pending Closure: Over 100 completed projects not been closed out by the staff.
- City of Chula Vista-Issued New Address Notifications: a backlog of over 390 new address notifications issued by the City of Chula Vista. Each notification requires extensive research and processing.



Strategies to Address Current Backlog and Improve Process

- Optimize and Automate Processes
- Enhance Staffing and Task Management
- Regular Reviews and Customer Communication
- Development Portal: Currently under construction



Highlights from Development Services

- **Sharp Chula Vista:** The project is to construct 3-Story 75,000 Square Foot Medical Office Building with 375 space above grade parking. Uses include Outpatient Care, as well as Urgent Care. Project Approved by the Authority on April 1, 2025 and currently under Construction.
- **Moss Street Condominium:** The project consists of constructing eighteen (18), three-story buildings with 141 condominium units on Moss Street, Chula Vista. Project Approved by the Authority on March 17, 2025 and currently under Construction..
- **Chula Vista Bayfront Redevelopment, H-3 Parcel:** Staff completed final walk through on Monday, April 7, 2025. Authority's Operations worked on valve exercising and the new water facilities to be inputted into Authority's GIS. Project Approved by the Authority on October 22, 2022 and Construction Completed as of April 7, 2025.



Questions?

