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ORANGE COUNTY  
**OC Public Works**  
MEMORANDUM

**To:** Foothill/Trabuco Specific Plan Review Board  
**From:** Brian Kurnow, Land Use Manager  
**Date:** May 11, 2022  
**Subject:** Board of Supervisor directed update of FTSPRB Bylaws

The Board of Supervisors (BOS) initiated an update to all committee bylaws, which includes Foothill/Trabuco Specific Plan Review Board, and the attached updated bylaws have been prepared under this direction. The purpose of the update is to ensure the bylaws are compliant with current laws as they relate to the establishment, maintenance, and proper conduct of the committee in a standardized format. The existing bylaws have been integrated into a new, BOS-approved template which is provided as Attachment 1 to this memorandum. The update was completed with the intent to only make modifications necessary to ensure compliance within the new template, so although the bylaws remain largely the same it is important for all committee members to review and understand the updated bylaws. Upon approval by the BOS the bylaws shall become effective. Additionally, the bylaws have been updated under the direction of, and reviewed by, County Counsel to ensure legal adequacy.

Also provided as attachments are the BOS Agenda Staff Reports (ASRs) relating to the update of committee bylaws for the committee's reference. Additionally, the existing committee bylaws are included as Attachment 2 for reference purposes. OC Development Services/Planning have provided the updated bylaws (Attachment 1) for the committees review and approval.

Should you have any question related to this item please contact Brian Kurnow, OC Development Services/Land Use Manager at [brian.kurnow@ocpw.ocgov.com](mailto:brian.kurnow@ocpw.ocgov.com)

**Attachments:**

1. FTSPRB Bylaws - Updated Template
2. FTSPRB Bylaws - Existing
3. Board of Supervisors Agenda Staff Report Dated May 25, 2021
4. Board of Supervisors Agenda Staff Report Dated July 13, 2021