

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, October 6, 2003

Commissioners Present:	Mark Abrahams, Alberto Esquivel, James Gately, Brian Holloway, Daniel Larkin, Michael Malinowski, John Nunan, Johan Otto, Bruce Starkweather
Commissioners Absent:	N/A

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and Roll Call	Chairman Abrahams called the meeting to order at 4:35 PM.	
2. Approval of 9/08/03 Synopsis	Commissioner Otto moved for approval and Commissioner Gately seconded the motion. Vote was 5-0 to approve the 9/8/03 synopsis as submitted (several Commissioners arrived after the roll-call and vote).	Motion passed. Unanimous.
3. Communications a. Comments from the Audience b. Written Comments Received	No comments from the audience or written comments were received.	Information only.
4. Lobbyist Registration and Reporting Information	Gary Stonehouse reviewed the Lobbyist Registration and Reporting Ordinance (2003-034) with the Commissioners. The ordinance was effective 10/1/03. All Commissioners received a copy of the press release, informational guide, exemptions, Lobbyist Registration Report Form, and the Lobbyist Registration and Reporting Ordinance.	Information only.
5. Zoning Ordinance Streamlining Recommendations	Tom Pace requested that the Commissioners adopt a recommendation initiating a development process streamlining ordinance and the selection of two members to participate in a development streamlining working group with Planning Commission and Design Review & Preservation Board. Commissioner Starkweather requested that staff quantify possible savings in FTE's and possible time and economic impact to applicant. Tom will gather data as requested, and report back to DOC. Commissioners Holloway and Larkin volunteered to participate in working group. Commissioner Otto moved for approval and Commissioner Starkweather seconded the motion. Vote was 9-0 to approve the recommendation.	Motion passed. Unanimous.

6. DOC Infill Review	Gary Stonehouse reported that the City Manager was going to appoint an Infill Coordinator soon, in addition to a Development Infill Cabinet. The Deputy City Manager, Tom Lee, suggested initiating a committee within the DOC to meet with selected infill developers to start the dialog necessary to generate additional process improvement initiatives. Commissioners Otto and Starkweather volunteered to participate.	Review and comment.
7. Development Fee and Charge Study	Gary Stonehouse and Dennis Richardson reviewed the Staff Report updating the Development Fee and Charge Survey and Analysis. The RFQ was distributed to a list of consultants and the City Bid Opportunities website on 9/24/03, and the deadline for submissions is 10/13/03. An interview panel will review consultant responses and presentations on 10/31/03.	Information only.
8. Street Standards	Steve Pyburn and Jesse Gothan presented a Staff Report detailing City Council directed revisions to the City street standards to balance the transportation system and to promote a more walk- able city. These revisions were approved conceptually by the City Council on May 13 th .	Review and comment.
9. Status Report on DOC Short Term Recommendations a. Benchmarking b. Prequalification Program c. Customer Opinion Survey	<p>Gary Stonehouse, Art Gee, Dennis Richardson and Bob Robinson reported on benchmarking target timelines and prequalification programs from Planning, Building and Public Works. Public Works presented a best-practices methodology that included the development of a training program for private developers. Planning presented a prequalification program for façade improvement and EIR Consultants. Building presented a prequalification program for building permits for residential remodels or alterations and commercial tenant improvements and remodels without complex structural issues or extensive plumbing, mechanical and electrical systems. Dennis Richardson qualified his presentation due to permit work levels and the establishment of reasonable time frames for base level service. Commissioner Malinowski suggested that as an alternative, Building start with the adoption of the same type of training/best practices approach as Public Works. Dennis Richardson agreed with the suggestion.</p> <p>Art Gee discussed the Customer Opinion Survey status report, and advised the Commission that the firm of JD Franz Research, Inc. has been selected to conduct the survey. Target completion date is 11/18/03.</p>	Review and comment.
10. Framework of 2003 DOC Report to Council	Chairman Abrahams discussed the framework of the DOC 2 nd Annual Report. He solicited a working group of four Commissioners to participate, and asked interested parties to contact him. Chairman Abrahams also solicited a subcommittee to formulate forward thinking ideas and plans for the DOC role next year. Commissioners Starkweather and Holloway volunteered for this assignment.	Review and comment

11. Public Meeting	Chairman Abrahams discussed the upcoming DOC Meetings, including the 11/3/03 meeting, which has been designated as a public outreach meeting to solicit information exchange between the Commission and the public.	Review and comment
12. Miscellaneous Reports	Dennis Richardson circulated the most recent workload statistics for Planning and Building. Commissioner Starkweather discussed the Portland Study Commission, and the DOC role as arbitrators where applicable situations exist between the public and Development Services.	Information only.
13. Adjournment	Chairman Abrahams called for the adjournment of the meeting at 6:45 PM. Bruce Starkweather moved for approval, and Commissioner Holloway seconded the motion. Vote was 9-0 to adjourn.	Motion passed. Unanimous.