

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, November 1, 2004

Commissioners Present:	Brian Holloway, Daniel Larkin, Mark Abrahams, Johan Otto, Mike Malinowski, Bruce Starkweather
Commissioners Absent:	Jim Gately, John Nunan

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and roll call.	Chairman Holloway called the meeting to order at 5:35 PM	
2. Approval of 09/13/04 Synopsis	Synopsis was approved as submitted.	Unanimously adopted
3. Communications a. Comments from the Audience. b. Written Comments Received.	1) Comments from the Audience a) Brian Holloway introduced Amy Williams as the new PIO for Development Services. Amy indicated that one of her first tasks would be to meet with all Division Managers and DOC Managers. She distributed her business cards to all DOC members. b) No comments were noted from the audience. 2) Written Comments a) No written comments were noted at this time.	Information Only
4. Parks and Recreation Master Plan	JC Tindell from the Parks and Recreation Department presented the comprehensive update to the Parks and Recreation Master Plan. This will go to the City Council for initial consideration on November 8. This plan does address land development and land use policy. Commissioner Malinowski asked if this impacted private sector development in any way. JC Tindell indicated that it did not add any new programs or standards, but memorialized existing policies and procedures. Chairman Hollway asked about the park ratio, and JC Tindell clarified the ratio (8 acres per thousand) as a City goal. He added that Parks and Rec might want to redefine "Heritage Trees" as native trees. JC Tindell introduced several members of the Parks and Recreation Staff.	Review and Comment
5. Infill Update	Lucinda Willcox, Infill Coordinator from Development Services, gave a brief report regarding a Council action on Oct 19 th on Infill development fees, relative to the Parks Impact Fees. The Council froze the Park Impact Fees at their current level, pending a new nexus study. Other development fees will be studied relative to Infill- the appropriate burden and adjustments. Chairman Holloway asked about the Housing Trust Fund Fee relative to Infill. Lucinda and Mike Medema indicated that the item would be re-heard due to notification issues. She added that there are already provisions in the ordinance for a credit relative to Infill. Commissioner Malinowski indicated that he was disappointed relative to the Park Impact Fee adjustment, particularly relative to second units (granny flats). Lucinda indicated that the second unit would be treated as a duplex, and that the new nexus study could address this type of concern. Mike Medema added that from a City perspective, we needed to be sensitive to City Council direction relative to the entire City fee structure and infill. Chairman Holloway asked Bob Overstreet to comment on the Park Impact fee relative to infill, and the justification of the fee	Information Only

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	<p>relative to “granny flats”. Bob Overstreet commented that a nexus study was performed to determine the appropriate fee structure. He added that the Council asked for a new nexus study, and a consultant has been retained for this purpose. Different options will be explored to address the infill inequity. He added that the study would be completed within 1 year. Brian added that the DOC encourages infill, and that it should continue to be encouraged through the City’s fee program. Commissioner Starkweather asked if there was any consideration for an interim solution pending the completion of the nexus study. He added that we needed to review the units of measurement that are being used, and where the needs are. Bob Overstreet answered that fees were collected and spent, for the most part, within a planning area.</p>	
<p>6. Alley Improvements-Report Back</p>	<p>Jesse Gothan from Development Engineering and Finance, reported back regarding Alley Improvements (originally reported 9/13/04). Specific issue responses indicated cost estimates, and funding sources (see staff report). A specific example was also included in the staff report regarding reimbursements for alley improvements. Chairman Holloway asked about the maintenance required for frequently used alleys composed of asphalt. Jesse Gothan indicated that asphalt was a bituminous material, and that the compaction of the sub-base mattered in the longevity. Lucinda Willcox indicated that staff recommendation was flexibility in use of materials. She distributed an exhibit of examples where alley improvements were necessary. Commissioner Otto cited a personal example of alley improvements that impacted the ability of the contractor to successfully complete the infill project. City Manager or designee would make the recommendation for alternatives. Commissioner Starkweather added that flexibility was desirable, and echoed Commissioner Otto’s concerns regarding new requirements for infill projects, and the need for no surprises during the permitting process.</p>	<p>Review and comment</p>
<p>7. Senior Development Services Recruitment Updates</p>	<p>Michael Medema updated the Commission regarding the ACM recruit. A cross-representational panel interviewed seven candidates, and that four were forwarded to the City Manager for his interview and consideration. Art Gee updated the Commission regarding the recruitment process for the Design Review Management position. He distributed a staff report outlining the process. A seven-member panel would interview the highest qualified candidates, with representation from the DOC, DRPB, CPC, AIA, Staff, and two members of the public. The top candidates would be submitted to the City Manager for his consideration. Chairman Holloway asked when the panel membership would be announced. Art Gee asked the DOC to nominate a representative, and added that the final panel would be named shortly. Chairperson Holloway asked Michael Malinowski to represent the Commission.</p>	
<p>8. Help Desk Update</p>	<p>Michael Medema indicated that the Help Desk has improved the level of service, but that the implementation was not completed in the best way possible. Pulling staff out of current responsibilities has impacted the ability to complete primary responsibilities. His recommendation is to create a combination tech position, and to rotate 5 staff members into the Help Desk pool. Chairman Holloway asked if HR would</p>	

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	<p>need to come up with a new job description. Mike Medema indicated that Development Services has submitted a draft job description, and added that civil service position creation would most likely occur during the budget process. He also added that the department has over-filled two positions in order to create some relief for existing staff. Chairman Holloway asked about the use of interns to staff the help line. Commissioner Abrahams cautioned against using inexperienced staff for the help line, and Mike Medema agreed with him. Commissioner Malinowski asked about the use of on line chat for the help line (building a database of frequently asked questions and answers). Mike Medema indicated that the Development Services Department was currently working on the website. He added that after the completion of the pilot program, a staff assessment addressing workload impacts should have been completed.</p>	
<p>9. Team building Workshop Sessions Update</p>	<p>Chairman Holloway updated the Commission regarding the team building workshops, briefly reviewing the original purpose of the workshops. He added that the benefit to him was the opportunity to see across the board that the participants went in with the right attitude, and were on board with the intent. He added that this was an excellent opportunity to see the DOC as an ally to represent staff, and in a positive light. Commissioner Abrahams indicated that the team building workshops were one of the DOC “big ten” initiatives. Chairperson Holloway indicated that the DOC owed a great debt of gratitude to the design team for their many hours of work. Mike Medema indicated that plans were already underway for the January sessions. He added that the workshops would take place quarterly, and that the current design team would stay intact for the next session, and then additional staff members would be rotated in for further sessions. Commissioner Starkweather asked about the expansion of the Division presentations to public and DOC meetings. Mike Medema answered that staff would like to bring the division fair to an early DOC meeting in 2005 to educate the applicant public in the development process.</p>	<p>Review and comment</p>
<p>10. Update on Streamlining Workshops</p>	<p>Chairman Holloway reviewed the Early Notification pilot program for Preservation Projects with the DOC, and progress made to date with public meetings. Art Gee indicated that staff would attempt to initiate the pilot, pending electronic notification capabilities, within the next two weeks. Chairman Holloway reviewed the work of other subcommittees, and meetings to date. Art Gee urged a DOC member to attend and participate in the Design Review subcommittee. The only subcommittee that has not met was the Zoning Administrator and Planning Commission streamlining subcommittee (co-Chairs Red Banes and Jim Gately). Commissioner Abrahams indicated that a survey following the final inspection would be forthcoming. Chairman Holloway requested that DOC members report out on future subcommittee meetings.</p>	
<p>11. Communications a. Comments from the Audience.</p>	<p>1) No comments were noted from the Audience.</p>	<p>Information only</p>
<p>12. Miscellaneous Reports</p>	<p>Commissioner Abrahams asked about the new City Hall layout. Mike Medema indicated that the project manager would be invited to review the plans.</p>	<p>Information only</p>

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13. Adjournment	Chairman Holloway adjourned the meeting at 7:00 PM.	Motion passed. Unanimous