

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, December 6, 2004

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

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and roll call	Meeting was called to order at 5:35 PM.	
2. Approval of 11/1/04 synopsis	Synopsis was approved as submitted.	Unanimously adopted.
3. Communications a. Comments from the Audience b. Written Comments Received.	a. Evan Edgar addressed the Commission as a proponent of the Early Notification Process. He asked if there was a fee for the appeal process, that it be waived if there was any cause for the appeal. Bruce Holmes addressed the Commission regarding a project that fell under the multi-family streamlining ordinance. He asked Staff for progress to date. He also asked about a footnote in the land use charts on-line. Stacey Jarvis addressed the Commission regarding a change in the Dangerous Building Code. She stated that the City has no element of stabilization in the Housing and Dangerous Building Code, and she would like to see a smoother connection between Housing and Dangerous Buildings and the City's Design Review. Brian Holloway asked the Chief Building Official to bring a response back to the 1/3/05 DOC meeting. b. No written comments were noted.	Information only.
4. Public Registry Concept	Gary Stonehouse introduced Aaron Sussman and Jim Regan-Vienop from Long Range and Environmental Planning who demonstrated work in process on a public registry. Aaron Sussman reviewed the need for a combined database, and the history behind the project. He also reviewed next steps, and the long-term goal of placing the registry on the internet. Jim Regan-Vienop covered the legal needs of notification, and walked through the various screens in the contact database. He stated that work was continuing on technical issues, and regular updating of contact information. He added that this database would work very well with an internet-	Review and comment

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	based self-registration. Chairman Holloday asked how someone from the public would register. Jim Regan-Vienop stated that contacts currently in the database had requested information regarding specific project categories.	
5. Team building Workshop Sessions Update	Art Gee and Michael Medema reviewed summary information regarding the team building workshops (contained in agenda packets), and reviewed next steps. Commissioner Malinowski asked about the number of questions regarding the DOC. Chairman Holloway reviewed the details regarding number of questions asked during the workshops, and the workshop evaluations. Mike Medema stated that all questions would be answered, and he would provide a draft of answers for the DOC review.	Information only
6. Senior Development Services Position Recruitment Updates	Michael Medema stated that the Design Review Manager position posting closes next week, and that the City had retained a recruiter to contact other municipalities. He added that the new ACM/Director, Ray Kerridge, would start on 1/3/05.	Information only
7. Update on Streamlining Workshops	Chairman Holloway moved this item to #4 on the agenda. He introduced Jon Marshack who reported on the Preservation Subcommittee progress to date. Jon Marshack reviewed the CLG status requirements, and discussed the naming of the new body tasked with Preservation Hearings. The Committee's recommendation was "The City of Sacramento Preservation Commission." A copy of the subcommittee recommendations was included in the agenda packet. He cited code reference that would require amendments, and reviewed their recommendations regarding membership requirements (also outlined in agenda packet). Commissioner Malinowski asked about the number of members recommended (nine) and asked if a smaller number would be in order. He added that multi-functional overlaps could accommodate a smaller number of members. Commissioner Starkweather added that he would like to see the subcommittee explore the smaller membership and blending of membership requirements. He also added that some of the qualifications and characteristics would reside within the Staff skill sets and	Review and comment

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	<p>qualifications for the City. Commissioner Abrahams asked what the anticipated difficulty would be for recruitment of membership. He expressed concerns about the lack of qualified individuals for the categories recommended. Jon Marshack indicated that the Subcommittee did not observe that current DRPB membership recruitment did not appear to be difficult, and that if no qualified candidates appeared, then a slot would remain empty. Commissioner Malinowski agreed that there would be precedence for the concerns raised regarding qualified membership. He also asked if there were any legal implications of a Board vs. a Commission. Steven Ballew addressed the Commission regarding membership requirements vs. CLG requirements. Chairman Holloway asked Matt Piner to address the Commission regarding the subcommittee on Design Review on behalf of Bob Chase. He reviewed the Topic Summary and Design Worksheets contained in the agenda packet. Commissioner Malinowski asked that the subcommittee rename category #12 on the worksheet. Commissioner Starkweather asked how the subcommittee would solicit more participation from applicants, developers. Chairman Holloway suggested that the DOC members solicit more participation. Christina McBirney addressed the Commission regarding peer review, a tiered process, and early notification for design review. Loree Stetson addressed the Commission regarding Matt Piner's summary and design worksheets, and the need to review the blueprint. She added that someone on the Design Review Board should sit on the subcommittee. Bob Chase addressed the Commission, and distributed a document outlining process to date, details and issues to address, and examples of early review and comment. Details and issues included triage/tiering, triggers, joint Review authority, instances where Board review and approval would still be appropriate/necessary. He recommended re-convening the subcommittee after the holidays. Commissioner Malinowski asked about the overall process, and predictability. He stated that an</p>	
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	<p>alternative approach to many Design subcommittee meetings and many participants would be a smaller group of people preparing a specific proposal for review and comment to the larger subcommittee. Commissioner Starkweather added that the concept should be an improvement over the current process, repeating that the goal is to get to predicable standards that the applicant and the community could get to where they want to be. Bob Chase added that they were looking forward to improving the process. Commissioner Abrahams asked about the impact of splitting the Design Review and Preservation Board. Bob Chase stated that there were two separate areas of focus, and many times the split would improve the process. Commissioner Nunan reviewed the work of the Best Practices subcommittee. He stated that the subcommittee would also address Prequalification. He added that this subcommittee is currently in a fact-finding mode, and is attempting to gather all written materials available to the applicant, and will then develop a checklist and better materials, in addition to examples of “good” projects. The next step will be presenting these materials to industry groups in informational seminars. Commissioner Abrahams added that the merging of the two subcommittees would avoid redundancy. Commissioner Starkweather stated that the Triage, Ombudsman, Peer Review Subcommittee would convene after more results were available from other initiatives. Chairman Holloway indicated that the Zoning Administrator and Planning Commission subcommittee has not met yet, and should meet after the first of the year. He added that the Early Notification Subcommittee, working with Staff, developed a pilot program for Preservation. Steven Ballew reviewed the background and concept behind the pilot program. He also reviewed Early Notification written materials, distributed to the Commission and audience. Proposed site signage was displayed, and Commissioner Malinowski commented that the red color of the Design Review Director</p>	
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	<p>signage appeared to be associated with danger, and recommended a change in colors. Art Gee reviewed documents and processes relative to the early notification pilot. Christina McBirney asked about the definition of “significant” projects. Loree Stetson asked if the Staff had conducted an evaluation of current timeframes for processing applications, in order to compare to the new process. Commissioners suggested a scripted process for pre-meetings. Commissioner Malinowski commented that the registry for early notification should be more formal than an email, and that the registry should be available via the website, with restrictions on length of time on registry with disclaimers regarding liability. Loree Stetson commented that the City is already conducting early notification. Chairman Holloway asked about review of projects by neighborhood groups who only meet infrequently. He suggested that neighborhood groups be required to meet the two-week review period in order to streamline the process. Jon Marshack stated that the neighborhood services department maintains a database for neighborhood groups, and asked that this information automatically be included in the registry. John Febbo commented on the need for protections against bad design.</p>	
8. 2005 DOC Meeting Calendar	The next Development Oversight Commission meeting will be 1/3/05. A schedule of 2005 meetings will be published at that meeting.	Information only
9. Communications a. Comments from the Audience	a. Christina McBirney expressed her interest in public participation as a candidate for membership on the DOC.	Information only
10. Miscellaneous Reports	The DOC will receive an award from the AIA on 12/9/04, for exemplary efforts to streamline the permitting process for the City of Sacramento. The City Council will announce this award on 1/11/05 at the 2PM meeting, all DOC members are invited. Chairman Holloway also noted that an annual survey should be included in the Annual Report.	Information only
11. Adjournment	The meeting was adjourned at 8:05PM.	