

**CITY OF SACRAMENTO  
DEVELOPMENT OVERSIGHT COMMISSION  
SYNOPSIS**

**Monday, January 3, 2005**

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

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and roll call	Meeting was called to order at 5:35PM.	
2. Approval of 12/6/04 synopsis	Approved as submitted.	
3. Communications a. Comments from the Audience b. Written Comments Received.	a. Steven Ballew introduced a number of neighborhood citizens to welcome the new ACM, Ray Kerridge. Jon Marshack, Red Banes, Bruce Holmes, Dennis Neufield, John Febbo, Linda Whitney, Deana Marcourt, Stacy Jarvis, Jeanne Boyer, Kathleen Green, Christina McBurney, Bob Chase all made welcome and introductory remarks. Steven Ballew asked about the public participation in future DOC efforts. Barry Wasserman voiced a concern about an equal emphasis for the culture of quality of the development in the City. Red Banes stated that she had a concern about the approach of forcing the public to understand the process vs. simplifying the process. She added concerns about permit signage. Mel Billingsley discussed the concern of inadequate community outreach for development projects, and the need for increased up front and open communication with the public. He added concern about “buying things up” and running up the cost. He cited the example of the Folsom Blvd widening project. Bob Chase commented regarding Early Notification and Early Review and Approval. John Febbo commented regarding design quality, citing an article from the San Francisco Chronicle. He also cited an article in the Sacramento Bee and gave copies of the articles to Ray Kerridge. Bob Chase commented on the annual report and on the need for a more abbreviated report.	Information only.

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4. Introductory Remarks from Incoming Assistant City Manager	<p>b. No written comments were noted.</p> <p>Ray Kerridge, Assistant City Manager and Development Services Director stated that he is very pleased to be in Sacramento, and is eager to start working with the community and neighborhood associations. He stated that today is his first day on the job, and he will do his very best to build a City that we will be proud of.</p>	Information only.
5. Comprehensive Infill Study	<p>Lucinda Willcox presented a staff report discussing a comprehensive infill (fee) study. This study would also address legal requirements, alternatives to the current fee structure, different standards, interim relief pending the updated General Plan, etc. An RFQ was issued to solicit a financial consultant to complete the study. She asked for DOC participation in an ad hoc committee and for their support in the study.</p> <p>Commissioner Starkweather spoke regarding remarks he made at Council, addressing a nexus study that would address the needs of infill vs. suburban development. Commissioner Malinowski added the challenges of arguing against parks fees, balancing the need for parks, with the recognition for scale of project. He stressed the need to make the prospective Consultant aware of scale and scope of project needs. Commissioner Otto, Holloway and Malinowski volunteered for the ad hoc committee.</p>	
6. 2005 DOC Meeting Calendar	<p>Commissioner Bruce Starkweather discussed the 2005-meeting calendar (distributed at the meeting) with the change of the February meeting to 2/3/05. He proposed that by the Feb 3 meeting, we have a good roadmap of the work plan, and subcommittee plans. Commissioner Starkweather also reviewed the DOC purpose, and stated that the groundwork has been established. He reviewed Ray Kerridge's four initiatives: "Best Practices" management, organizational changes to support comprehensive change; cultural attitude change, regulatory environment change. He stated that the DOC should organize itself in the next 30 days to align their work with his goals. He added that he wants to make sure we get positive results in all areas of work, and avoid</p>	

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	getting bogged down in the process. Commissioner Nunan clarified that one of the issues addressed by the Best Practices Subcommittee would be in educating the process about complete applications. Commissioner Starkweather expressed his desire to get ahead of what the community desires, particularly in the areas of early notification and transparency.	
7. Election of 2005 Chair and Vice Chair	Commissioner Abrahams reviewed the original approach of the Commission in working with Staff, the history of customer complaints and the difficulty of drawing participation from the community and his recommendation of a two-year chair, and nominated Bruce Starkweather for Chair. Michael Malinowski seconded the motion. Motion passed unanimously Mike Malinowski nominated John Nunan as Vice Chair, Johan Otto seconded nomination. Motion passed unanimously. Commissioner Holloway thanked Staff and commission for all of their work in the past year.	Review and Comment/Motion
8. 2004 Annual Report Timeline	Commissioner Holloway discussed the structure of the DOC Annual Report, and the timeline. Art Gee reviewed the schedule from last year, and stated that the report should be ready by the third week in March to meet the April report schedule. He also discussed the handout of the initiatives and expectations. John Nunan, Bruce Starkweather, Mike Malinowski, Jim Gately and Mark Abrahams all volunteered to participate in the committee to prepare the report. Commissioner Malinowski discussed concerns regarding the preparation of an annual report vs. a comprehensive review every two years and a memorandum report every year with plans and progress to date. He stated that the second approach would allow for the contributions of the new ACM. Commissioner Abrahams stressed that the DOC needs to give a report annually to report on benchmarks and review trends. He also mentioned the idea of changing the tenure of the Chair from one to two years, if the annual report is converted to every two years. Commissioner Holloway asked about the progress on a customer survey. Art Gee stated that we needed DOC input on a	Review and Comment/Motion

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	<p>possible survey, and briefly reviewed the work in process in the Planning Division. Commissioner Holloway asked if it was possible to complete a survey by April. Commissioner Starkweather stated that he would like to break away from the current format of the annual report with the original 10 points, but stressed that we need to document and measure the work done in the past 12 months with a look forward to plans for the next 12 months. He added that it is critical to keep the Council informed.</p> <p>Commissioner Abrahams commented on his experience regarding the 2004 report, and stated that he was in favor of the abbreviated report. Commissioner Malinowski added his comments regarding the tenure of the Chair, and the timing of the annual report in April.</p> <p>Michael Medema stated that report to Council in April was a tremendous boost for the Development Services Department, and that a budget augmentation was approved as a result of the DOC report. He stated that the benefit of the report far outweighed staff time in preparation. Art Gee added that a two-year comprehensive customer survey with a focus group in the off years would be effective in reporting to Council. Commissioner Abrahams moved to survey customers every two years with a focus group in the off year. Mike Malinowski seconded the motion. Motion passed unanimously.</p> <p>Commissioner Starkweather recommended a staff survey to measure a change in the culture.</p>	
<p>9. Communications a. Comments from the Audience</p>	<p>a. All audience comments were noted in #3 above.</p>	
<p>10. Miscellaneous Reports</p>	<p>January 11, 2005 DOC will present award from AIA to Mayor and Council, and Commissioner Holloway encouraged DOC members to attend.</p>	<p>Information Only</p>
<p>11. Adjournment</p>	<p>The meeting was adjourned at 6:45PM, in the memory of Congressman Robert Matsui.</p>	