

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, March 7, 2005

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

| AGENDA ITEM | DISCUSSION | ACTION |
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| 1. Call to Order | Chairman Starkweather called the meeting to order at 5:35 PM. | Information Only |
| 2. Approval of 02/03/05 Synopsis | Synopsis was approved as submitted. | Information Only |
| 3. Communications a. Comments from the Audience b. Written comments received | a. Steven Ballew spoke requesting information regarding a document distributed entitled "Proposed Working Committees". Bruce Holmes spoke regarding a breakdown in the early notification process (Sutter Complex and Trinity Cathedral). He complimented Ray Kerridge regarding his response to the issue. b. No written comments were received. | Information Only |
| 4. Infill Update | Bridgette Williams and Aaron Sussman presented the Infill Update on behalf of Lucinda Willcox. Bridgette stated that the City had selected a consultant to conduct the Infill Development Economic and Fee Study (Burr Consulting), and reviewed the scope of work for the study, including an advisory group and the schedule for the study. An administrative draft and policy recommendations draft of the study will be available for DOC review and public outreach. Commissioner Malinowski asked about rehab/reuse categories that were absent from the study documentation/scope of services and the issue of the size of the project for different building types, and associated impacts. Commissioner Nunan asked about the timeline, and asked if there was an opportunity to compress the timeline. Commissioner Starkweather stated that he hoped that this study would identify the delta between new growth and infill measurements. Aaron Sussman presented the Program Summary of the City Sponsored Infill House Plans, including the purpose of the pilot program. He stated that the pre-approved plans would be available for purchase from the designers. Once a design is ready, the City will present it for community outreach, and that the goal for final release is 08/05. Commissioner Holloway asked about the steps eliminated as a result of this program, and an associated discounted permit fee. Commissioner Malinowski complimented City Staff regarding their work on the project, and added that a brochure should be available to the public. Aaron indicated that a plan set book would be available at the public counter. Commissioners Nunan, and Holloway added their compliments and asked for a report back after the final approval. Commissioner Abrahams asked about follow-up, and regular updates to the plans. Commissioner Starkweather commented regarding the sensitivity to the community areas, and encouraged the community members to support the program. He added that the DOC would like to discuss the associated fee reductions with staff. Ray | Information Only |

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| | Kerridge commented regarding a competitive process to design pre-approved plans. Bob Chase commented regarding the Single Family Infill House Plans, and asked about tracking and monitoring for the program. | |
| 5. Combined Sewer Fee-Report Back | Rick Batha represented Dave Brent regarding the report back for the Combined Sewer Fee. He reviewed the community outreach and legal review process that had taken place since the initial report. He stated that the fee structure would be in the form of a two-tiered fee. Commissioner Malinowski asked about the mitigation option for developers. Rick responded that there were a number of projects where the City participated in mitigation with the developers. Commissioner Holloway asked about where the discounted fee would apply, and stated that he felt that this approach would be very fair. Commissioner Starkweather reviewed the history of the report and its underlying philosophies. | Review and Comment |
| 6. Fee Information Tool Demonstration | Cathy MacLain discussed the history of the fee information tool, and associated research that defined the scope of the project. She then introduced Louise Mitchell who presented the Fee Information Tool demonstration. Louise walked through the Fee Information Tool website, and clarified that she viewed the tool as more of an index to guide the user through applicable fees. She added that the website would require regular monitoring and updating. Cathy commented that three different types of users were targeted, including City Staff, Developers, and Homeowners. She added that this tool would be placed on the City website at the end of April. Ray Kerridge asked about converting this tool to a calculator. Cathy answered that the fee structure should be simplified, and that would be a great challenge, in addition to policy considerations. Commissioner Holloway asked about adding typical fee checklists for common projects. Cathy answered that phase II of this project could include the 10 “best” lists which would accomplish this with a fee wizard. Commissioner Malinowski commented regarding full cost recovery, and stated that the more the City moves to that approach, the less the applicant will be able to predict applicable fees. Commissioner Starkweather commented that the City needs to address the policy issues that are associated with the simplification of the fee structure. Commissioner Nunan commented regarding the need for a complete checklist of fees associate with projects, and that on a commercial project he utilized estimated fees for budgeting purposes. Commissioner Abrahams suggested that the DOC craft a motion to bring before Council regarding the simplification and streamlining of fees. Kimberlee Alling introduced John Sasson from Accella who gave a PowerPoint demonstration of website information (Citizen Access Component) that should be available to the public before the end of the year. He stated that the system was rules based, and specific to each user. He added that an intelliscript tool was part of the website, and would enable the user to apply for a permit online. Commissioner Nunan asked about details regarding researching information about specific projects. Commissioner Abrahams asked if the user could call for an inspection through this tool, and John answered that yes, the software allowed for this functionality. Commissioner Gately asked about the | Review and Comment |

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| | <p>capability to submit plans and payment over the internet. Bill Thomas asked if the application had the capability to send notices to applicants. Kimberlee Alling stated that the City was targeting the implementation of the tool itself, and associated policy issues would be handled at a later date.</p> | |
| 7. Waterless Urinals | <p>Jim Tedford presented the Waterless Urinal Draft Policy, and reviewed the history of that usage associated with ‘Green Buildings’, stating that it could be applied to private and City projects. Commissioner Malinowski commented that the waterless urinals could save money on tap fees, and that it should affect the requirement for water piping sizing, tap fee etc., and requested a modification to the policy to address that. Commissioner Abrahams asked what other characteristics would identify a “Green Building”. Commissioner Holloway asked about maintenance of the fixtures. Jim Tedford added that currently waterless urinals do not meet the code currently. Keith Winkle added that the code allowed for local authority approvals.</p> | Review and Comment |
| 8. Report from ACM/Director | <p>Ray Kerridge spoke regarding his goals and expectations for the Department from his power point presentation, outlining four strategic areas to address, including examples and action plans in each. He reviewed next steps to be completed by 5/5, and stated that within the next few weeks, a cross-representational team, including select DOC members would work on the “Common Sense Ordinance”. Ray added an outline of the planned “Pilot” project, which would implement a total Team Concept. He stated that the intent of the pilot was to take a section of the City and assemble a total team of all development related functions to service that area. One team would work on the projects for that area from concept to building. Teams would be interdisciplinary. He said that the City would conduct the pilot for one year, starting in late August when the Department moved into New City Hall, and would compare this structure with the existing one. Commissioner Holloway voiced his support, and volunteered his help as needed. Ray added that Bill Thomas would return to the DOC in one month to present more details. Commissioner Starkweather stated that the DOC would be there to test the concept, and to provide comments and guidance. He added his comments regarding the “Common Sense Ordinance”, and that he believed that it was a policy within the Department, but when the DOC annual report was presented to Council, they would ask for support of that policy. Commissioner Malinowski complimented Ray regarding his approach, and added that the Common Sense Ordinance needs to be more than policy, reading an example of ordinance language that would bring flexibility into the City Code, that would empower the Department. Amy Williams updated the DOC regarding some of her projects, including media contacts, outreach, and proactive story communication. She added that she is working with a professional graphic designer to update the Department logo, and that the next step is a branding strategy. Brochures will be updated to reflect the new logo. A quarterly newsletter is planned to share Department news with developers, public, industry. An employee newsletter has already been implemented. An employee recognition program is planned, in addition to an activity committee to plan extra-curricular</p> | Review and Comment |

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| | <p>activities. She added that Phase II of the Department website is planned to make the site more user-friendly and streamlined. Commissioner Holloway complimented Amy regarding her proactive media approach.</p> | |
| <p>9. Updates on Development Services Initiatives</p> | <p>Gary Stonehouse updated the Commission regarding delegation. He stated that outreach had been completed to three of the four Neighborhood Area Leadership Groups, and that more groups had requested updates. The City Attorney's Office is drafting ordinance language, and would go to City Council in a couple of months. He also reviewed work on the Regulatory Review Process, and that a group would be formed to perform continuous review of existing regulations within the next few weeks. He added an update regarding the Design Review Manager selection, and that the City was in the process of checking information. Gary also identified additional recruiting efforts, including Planning Director and Planners. Brad Marchetti introduced himself as the newest Process Manager for the Department. Greg Shulte presented information regarding the mid-year budget requests, including a request for additional staffing (11 positions). He stated that the expense budget would be reduced accordingly for consultant resources, and that the Department would look for additional staffing resources for the 2006 budget. Art Gee reviewed work done during the Teambuilding workshops, which included a presentation from the new Director, Ray Kerridge, and then focused on "Getting the Customer to Success". He added that the Customers who participated would be invited back for a luncheon/focus group on 3/16/05. Another focus group will be held on 3/24/05 and will include invitees from complex development projects. Art added an update on process mapping and associated work by small teams to streamline and increase efficiency in those processes. He reviewed an example with the DOC (fax back process). Ray Kerridge added that the goal of the process modifications was to cut the process time in half.</p> | |
| <p>10. Subcommittee Reports</p> | <p>Roberta Deering spoke regarding the Preservation Subcommittee's activities. She stated that the roles and responsibilities of an independent board were covered and that the next steps would be to cover the development applications and the associated tiers of reviews. Roberta also covered the Early Notification pilot program, and stated that the City's Webmaster had requested a delay in the on-line registry. She also displayed the new signage for the pilot program, and stated that there would be a press release prior to the launch. Bob Chase spoke regarding the Design Review Subcommittee's activities and distributed a summary regarding past work and details, and issues to address as they move forward. He stated that the key issues involved waiting for new key staff members to arrive before moving forward with a detailed plan. Commissioner Starkweather reviewed a document reviewing proposed working committees, and the three associated proposed restructuring concepts. He stated that the Executive Steering Committee met last week and had a heated discussion regarding priorities and moving forward with subcommittee initiatives. He added that his goal was to resolve the working committees structures by the next DOC meeting. Commissioner Nunan commented on the need for a</p> | |

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| | discussion with the leadership of the Department to focus on the priorities of the Department. Commissioner Malinowski reviewed the initial concept of the DOC. He added that he looked forward to operating as initially established. Commissioner Holloway commented on the culture change that had occurred. Commissioner Starkweather encouraged focus on the most important initiatives, and asked for Commissioners to identify interest areas for participation. | |
| 11. DOC Annual Report | Commissioner Starkweather reviewed the outline of the 2004 Annual Report (distributed at the meeting), and stated that the final report needed approval at the next DOC meeting on 4/4/05. He stated that the report would be organized into four themes, including Leadership and Organization, Human Resources, Policy, Processes and Regulatory Reform, and Customer Service. He added that the final report should be no more than 10-12 pages long. Commissioner Nunan suggested that the presentation be limited to 3-4 areas. Commissioner Starkweather asked for DOC members to work on the topics. Volunteers were solicited for subject matter areas. | Review and Comment |
| 12. Miscellaneous Reports | Commissioner Starkweather introduced Kristina McBurney as the newest DOC Commissioner. He stated that her appointment would be effective on 3/8/05. Commissioner Holloway commended Janis Franklin regarding her support during his tenure as Chair and presented her with a plaque. | |
| 13. Adjournments | Meeting was adjourned at 8:30PM. | |