

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, May 2, 2005

Commissioners Present:	Kristina McBurney, James Gately, John Nunan, Bruce Starkweather, Mark Abrahams, Brian Holloway
Commissioners Absent:	Johan Otto (resigned), Daniel Larkin

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Chairman Starkweather called the meeting to order at 5:40 PM.	Information Only
2. Approval of 04/04/05 Synopsis	Synopsis approved as submitted.	Information Only
3. Communications a. Comments from the Audience b. Written comments received	a. No comments were noted. b. No written comments were received.	Information Only
4. Subcommittee Reports	No Subcommittee Reports were submitted for this meeting.	Review and Comment
5. Report from ACM/Director	Ray Kerridge, ACM, discussed priorities of budget and staffing. He added that an update would be given on the Pilot Project (Bill Thomas) and the Process Improvements (Art Gee). Ray also discussed regulatory review improvements, including additions to the appeals boards. Greg Schulte provided details regarding recent staffing efforts, including increased advertising, campus recruiting efforts and proactive outbound calling. He added information regarding requested staffing additions for the F05/06 budget, and invited everyone to attend the budget hearing on the evening of May 16. Commissioner Starkweather commented that campus visits should include marketing materials to attract more candidates. Gary Stonehouse updated the Commission regarding the Planning Director and Design Review Manager positions. He stated that an executive recruiter has been retained (Bob Murray and Assoc) and that a marketing and advertising campaign was underway. Commissioner Holloway inquired about the composition of the interview panel. Art Gee updated the Commission regarding Process Improvement initiatives, specifically the "E-Permit" process that will go live on May 9, 2005. He added that the next process to undergo assessment and improvements are the Staff level approvals. Commissioner Malinowski asked about details regarding the permit resulting from the new E-Permit process. Commissioner Holloway asked if the form included a designation of what constituted a minor permit. Commissioner Starkweather asked how the Department would advertise the new process. Art Gee indicated that the new process was posted at both counters, and that all current customers would be faxed details regarding the new program. Commissioner Starkweather added that he would like regular updates on the results of the new program. Bill Thomas updated the Commission regarding the pilot program "The MATRIX". He distributed copies of informational materials, including concepts, decision points,	Review and Comment

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	<p>timelines and organizational structure. He added that simultaneous to the launch of the MATRIX, process improvement initiatives and resulting re-engineering efforts would continue department-wide. He stated that the concept would be launched to Staff on May 4, with the solicitation of volunteers and resulting team selections. Bill added details regarding teams organized around development types. Team leaders would be selected and will set priorities for the groups. He indicated that teams would develop a greater understanding of the entire development review process, and that the team would be involved from concept to completion, and that the process would fit the development type. Commissioner Nunan asked about the number of teams, and when they would be in place. Bill answered that the project would be announced to Staff on 5/4, and that selections and team assignments would occur after that date. He added that the MATRIX would include all work at all levels within the assigned geographic area. Ray Kerridge added that the program officially start on August 22, when the Department relocates to the new City Hall. He indicated that a great deal of outreach to the media and the public would occur prior to the launch date. Bill Thomas added that some projects that were already underway prior to the launch date may be folded into the new program, based on how far along they were in the process. Janis Franklin updated the Commission regarding the Team building workshops, reviewing the purpose and agendas for the sessions scheduled on 5/4/05.</p>	
6. Development Process Streamlining	<p>Tom Pace reviewed the development process streamlining initiative, including background information, outreach efforts and details regarding ordinance changes. He added that revisions had been made since the packet print date, reflecting input from staff and Council members. Commissioner Malinowski asked about an ongoing effort to streamline the regulatory process. Tom indicated that on May 12 they would go before the Planning Commission, June 7 to the Law and Legislation Committee and June 21 to City Council. Commissioner McBurney asked Tom Pace to return with a complete list of ordinance language prior to going to City Council. Commissioner Starkweather commented that we need to move the future revisions forward more quickly than the original set of recommendations. Tom Pace added that a comprehensive set of parking ordinance revisions were removed and a development and design review concept was also removed and would be consolidated into one entitlement to allow for more outreach and committee work. Commissioner McBurney asked for details regarding Standards Change number 24. Commissioner Starkweather revisited the purpose of the changes, which was to eliminate duplication of efforts and extra steps. Commissioner Holloway moved, Commissioner Malinowski seconded and the motion to recommend approval was approved unanimously (7-0)</p>	Recommend Approval. Approved unanimously (7-0)
7. General Plan Update	<p>Steve Peterson reviewed the General Plan update project. He reviewed an abbreviated version of the Power point presentation that was given to the Community Partners in March 2005. He also outlined outreach efforts, and gave a background and purpose for the project. Steve added details on key policy issues that could have interest for the Commission. He identified specific outcomes, or goals for</p>	Information only

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	<p>the project and gave details regarding the geographic areas, and the concurrent South Area Community Plan. Steve also added that Town Hall forums would be held throughout the process. All recommendations would be referred to the General Plan Advisory Committee, reviewed and forwarded to other advisory boards and commissions including the City Council. The website to get further updates is www.sacgp.org. Commissioner Malinowski asked about more details regarding the distinct character and identity of Sacramento, and how this would be included in future presentations. Commissioner Holloway asked about the opportunities in the General Plan to get rid of the roadblocks to blueprint projects. Steve answered that Staff had identified inconsistencies in policies and would include that data in policy guidance for the update. Commissioner Starkweather commented that he was a member of the GPAC, and encouraged DOC members to attend at least one of the town hall meetings.</p>	
<p>9. 2004 Annual Report Recap</p>	<p>Commissioner Starkweather thanked Staff and DOC members for their assistance in preparing and presenting the Annual Report to Council. He added a recap of the presentation, and that the Mayor had cautioned the Commission that more improvements were needed in the inspection process. Additional areas of focus included process improvement initiatives and regulatory overhaul efforts. He encouraged Ray Kerridge to return to the DOC meeting on June 6 to provide advice on his key areas of focus for the remainder of the year. Additional comments included details regarding meetings with other chairs of the boards and commissions to update them on Department and DOC initiatives. Ray Kerridge agreed to return to the DOC in June.</p>	<p>Review and Comment</p>
<p>10. Miscellaneous Reports</p>	<p>Commissioner Starkweather reported that Commissioner Otto had resigned from the Commission due to health issues. A card was circulated for Staff and Commissioners to sign. He added that the position would be opened by the City Clerk's office for applications. Commissioner Starkweather also discussed measurement tools, and stated that the Metro Chamber would be interested in a role as a third party facilitator to assess customer service levels. He added that he would review the summer meeting calendar for possible revisions. Commissioner Malinowski complimented Commissioner Starkweather on a recent AIA Reception for Ray Kerridge.</p>	<p>Information Only</p>
<p>11. Adjournments</p>	<p>Meeting was adjourned at 7:00 PM.</p>	