

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, August 22, 2005

Commissioners Present:	Kristina McBurney, James Gately, John Nunan, Bruce Starkweather, Michael Malinowski, Mark Abrahams, Holger Fuerst, Brian Holloway
Commissioners Absent:	Daniel Larkin

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Chairman Starkweather called the meeting to order at 5:35 PM.	Information Only
2. Approval of 06/06/05 Synopsis	Commissioner Malinowski corrected item 9 stating that it should be an action item and should be a co-sponsored event. The correction was adopted and the synopsis approved.	Information Only
3.. Recognition	Chairman Starkweather welcomed the newest member of the Commission, Holger Fuerst. Commissioner Fuerst introduced himself and explained his background as an Engineer.	Information Only
4. Communications a. Comments from the Audience b. Written comments received	a. No comments from the Audience were noted. b. No written comments were received.	Information Only
5. Report from ACM/Director	Ray Kerridge updated the Commission regarding recruiting efforts for Senior Staff including the Planning Director and the Design Review Director. He also stated that the next special meeting of the DRPB would be held on 8/31 regarding the restructuring of that Board. He introduced Greg Schulte who reviewed staffing and hiring statistics for the department. Greg stated that a very intensive recruiting effort is underway for all vacancies. He added that the 23.5 positions approved in the budget hearings were on hold until labor negotiations are complete. Two additional classifications were under review by the Human Resources Dept. Art Gee gave a retrospective regarding strategic initiatives. Updates were given in the areas of Improving the Organizational Structure, Streamlining the Process, Continuing the Cultural Change and Promoting an Appropriate Regulatory Environment. He distributed an outline of initiatives for review by the DOC. Highlighted initiatives included new goals, operating principles and strategic plan; staffing and recruitment initiatives, ACCELA computer system, SWAT Process improvements; Team building workshops; public information and outreach; personal service success strategy training; restructuring of boards and commissions; new City Hall facility; regulatory review and improvement initiative; development and restructuring of appeals boards; and restructuring of boards and commissions. Commissioner Holloway asked about restructuring the boards and commissions relative to the Planning Commission. Ray Kerridge answered that the DRPB reorganization would be the model for future boards and commissions. He also added that the role of the DOC would be expanded as an advisory body to additional areas of the City. Commissioner Starkweather asked where the next priorities would go. Commissioner Abrahams reminded the	Information Only

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	<p>DOC that Art Gee was involved from the beginning with the DOC in developing their initiatives and action plan. Commissioner Malinowski commented that the DOC should communicate to City Staff regarding the good work that has been accomplished to date. Ray Kerridge added that the last two pieces of the reorganization would be coming later in the year, including a Customer Service Division, and the reorganization of the Administration Division. Ray introduced Bill Thomas who reviewed MATRIX, the Facilities Permit Program and the City Hall move. Bill stated that MATRIX launched on August 8, ahead of schedule. He added that MATRIX achieved three of four strategic areas and would eventually achieve the fourth (regulatory environment). MATRIX organization was presented as a bottom up organization, driven by empowered staff. MATRIX was presented as a business model rather than a program. He discussed the cultural change that is currently taking place in the entire Development Services organization. The support structure of the MATRIX, including Support and Training Advisory Committee, Policy and Technical Advisory Committee and the Team Leader Group was also reviewed with the DOC members. Tracking and monitoring of projects will be accomplished through the existing APS system. Reports will also be created with that software. He added that the MATRIX will involve rolling review and code consultation. He reported that Staff has developed three initiatives, including a blanket EIR for downtown, a study of utility systems for all projects currently in process downtown and the development of permit options. Bill added that outside of the MATRIX, several initiatives were underway. He talked about the Facility Permit Program and that Arden Fair Mall and all properties managed by the same company, Fulcrum Properties in addition to Arco Arena (Maloof) have been signed to the FPP. Bill discussed communications with the community, including web access that would list all projects in the MATRIX, status for those projects and contact information for all projects. Web access should be available in approximately two weeks. Discussions are underway regarding expansion of MATRIX citywide. Bill discussed the move to New City Hall. He stated that half of the staff has moved into the new office, and that the permit center would be open tomorrow, 8/23 at the new downtown location. The remainder of staff will be in the new facility as of next Monday August 29. Commissioner McBurney commented on the MATRIX regarding the single point of comment. She asked about the vacant design review position in the MATRIX organization. Bill stated that Luis Sanchez would be covering these responsibilities temporarily, and Ray Kerridge added that more staff positions were approved in the new budget for Design Review. Commissioner Nunan asked about the composition of the advisory committees, whether those groups included all areas outside of MATRIX. Bill answered that yes, all areas were included. Bill added that outreach assistance would be needed from the DOC members. Commissioner Starkweather added that he would be soliciting DOC members to participate in their area of interest for the outreach efforts, and to serve as staff liaisons for City Staff. He stated that it was also important to</p>	

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	<p>measure success and demonstrate improvements as a business model. Amy Williams updated the DOC on media outreach in the last 9 months, including 28 positive stories in the media. All staff will also be trained regarding media communications. She reviewed employee recognition efforts and employee communication initiatives. Amy also reported on collateral materials, including brochures and media kits. An employee survey will be distributed soon to all DSD Staff. Amy recommended an employee recognition event supported by the DOC. She also stated that the redesign of the website for DSD was underway, in addition to a MATRIX web page. Commissioner Malinowski asked about the redesign of the web site. Amy stated that the redesign would present a more service oriented and user oriented site with more interactive and search options. Commissioner McBurney asked about the employee suggestion box, and the anonymity of the suggestions. Commissioner Fuerst added that we need to establish a baseline of service and then measure success related to organizational change. Commissioner Starkweather added that outreach should be extended to the applicant community and the design community. Commissioner Malinowski asked about the article in the Sacramento Bee on 8/21, and if a response was appropriate for another point of view. Commissioner Starkweather commended staff regarding initiatives underway and the volume of work accomplished to date. He added that DOC members should continue to promote strategic initiatives, including streamlining.</p>	
<p>6. General Plan Update Report and Town Hall Forum Summary</p>	<p>Desmond Parrington presented a report regarding the General Plan Update Report and Town Hall Forum Summary. He stated that the complete report was available on the General Plan website (www.sacgp.org). He discussed the Technical Background Report key findings, including population and job growth resulting in an increased demand for higher density housing. He also presented findings regarding land supply, diversity, infrastructure needs, and habitat conservation issues. Town Hall Results summary, including attendance, top 5 issues, neighborhood mapping exercise. Further information, including a Planning issues report and Vision & Guiding principles will be available in October. Groundwork is being laid for a revised zoning code. He also added that work would be done regarding clear and objective standards in place prior to the completion of the General Plan Update. Land Use Alternatives will be presented in early 2006. A new set of Town Hall forums will be conducted in February and March 2006. Commissioner Starkweather added that the DOC should weigh in on the interim General Plan Amendment solution processes and assist the Department and Council in advice and counsel regarding the interim plan and its consequences. He added comments regarding form based zoning discussions, and the use of this as one additional tool rather than an answer to all entitlement issues currently in the community.</p>	<p>Review and Comment</p>
<p>7. Over the Counter Permit Approval</p>	<p>Ron Beehler reported on over the counter approval statistics. He reported statistics for calendar year 2004 vs. statistics for the first six months of 2005. Commisisoner Malinowski asked about commercial building permits issued over the counter. Ron Beehler will research the specific projects, and</p>	<p>Information Only</p>

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	commented that the permits involved small incidental projects rather than large commercial buildings.	
8. Specialty Codes Appeals Process	<p>Ron Beehler discussed the proposal for a two-tiered appeals process. The first tier would be an administrative appeals board, and the second tier would include Specialty Boards of Appeals, including Building and Fire Code; Electrical Code; and Plumbing/Mechanical Code Boards of Appeals. He stated that the decision of the Boards of Appeals would be final, Commissioner Malinowski asked about alternate means requests, and whether they would automatically go to an appeals process. Ron answered that no, alternative means would not automatically go to appeal. Commissioner Nunan commented that he appreciated that the Boards of Appeals would attempt to work with the applicants for an alternate solution. Ron discussed outreach efforts made to date, and the next steps including a presentation to the City’s Law and Legislation Committee. Commissioner Nunan asked about the composition of the boards, including the Electrical Code Appeals Board. He also asked about the General Contractor member of the Board, stating concerns about a sufficient pool of candidates to staff the boards. Ron discussed the concept of alternates for each board position. Commissioner Starkweather asked about residency requirements, and suggested that this be expanded due to the limited pool. He also suggested that the vetting and approval of the applicants should come with a strong recommendation from the Development Services Staff regarding selection. Commissioner Fuerst asked about the projected workload for each board. Ron Beehler stated that the Building and Fire Appeals Board would most likely have the heaviest workload. Ray Kerridge added that we would encourage people to use this system. He projected that the administrative appeals would probably review 20 appeals per week, and the boards would be significantly less. Commissioner Fuerst added that he liked the qualifications of the members of the proposed boards. Commissioner Abrahams asked if we had considered the approach of utilizing mediation and arbitration services. Ron answered that those people would probably be a part of the alternate means process. Commissioner Malinowski asked about alternate membership powers, and virtual meeting procedures. He added that he would like to include additional means to determine equivalence. Commissioner Nunan moved to support the concept of these initiatives, Commissioner Malinowski seconded the motion, and the motion was unanimously passed (8-0).</p>	Review and Comment Motion to support concept approved unanimously (8-0)
9. Miscellaneous Reports	<p>Commissioner Holloway discussed a recent call regarding landscaping (50% shading) requirements for projects that are high density with carports. Art Gee stated that the Zoning Administrator has a regular meeting of a committee that reviews these issues, and invited Commissioner Holloway to attend their meeting. Commissioner Starkweather asked for a report back from Staff regarding the outcome. Commissioner McBurney asked about a report back regarding projects not meeting benchmarks. Ron Beehler distributed statistics to the DOC members. He also discussed improvements that were made that improved those statistics. Commissioner Holloway commended the improvement in Fire Plan Review performance against</p>	

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	<p>benchmarks. He asked if the residential statistics were comparable. Ron stated that appointment plan review was available for those projects, and has resulted in improved results. Commissioner Starkweather requested that a summary of statistics should be presented at each DOC meeting. Commissioner McBurney expressed interest in comparing the Residential and Commercial statistics. She added that the DOC should review all benchmarking statistics.</p>	
10. Adjournment	<p>Commissioner Starkweather adjourned the meeting at 7:55 PM.</p>	