



City of Sacramento Development Oversight Commission

COMMISSION MEMBERS:

Mark Abrahams
Kristina McBurney
John M. Packowski

Holger Fuerst
Michael Malinowski, AIA, Vice Chair
Bruce Starkweather, AIA

Brian Holloway
John Nunan, Chair
Roger Valine

CITY STAFF:

Marty Hanneman, Assistant City Manager
Sabina Gilbert, Deputy City Attorney
Art Gee, Operations Manager
Carolyn Fisher, Staff Aide

*Historic City Hall
915 I Street, 2nd Floor – Hearing Room*

November 6, 2006 – 5:30 P.M.

The Development Oversight Commission is a board of the City Council with review and recommendation authority. Its purpose is to provide a forum for the public to introduce and discuss suggestions, comments, and concerns regarding the city's development services function. The DOC will host public meetings to hear public comments before providing its recommendations to City Council.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the Commission you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

Speaker slips are located in the lobby of the hearing room and should be completed and submitted to the Commission Secretary.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order of agenda items is for reference only; agenda items may be taken in any order deemed appropriate by the Commission. The agenda provides a general description and staff recommendations; however, the Commission may take action other than what is recommended. The agenda is available for public review on the Friday prior to the meeting. Hard copies of the agenda, synopsis, and staff reports are available from the Development Services Department at 915 I Street, New City Hall, 3rd Floor (25 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Development Services Department at (916) 808-8095 at least 48 hours prior to the meeting.

MINUTES

November 6, 2006

*Historic City Hall
915 I Street – Second Floor, Hearing Room*

All items listed were heard and acted upon by the Development Oversight Commission unless otherwise noted.

Call to Order – 5:34 p.m.

Roll Call – All present (Holloway arrived at 6:40 p.m.)

Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request that an item to be removed for separate consideration.

1. **Approval of Minutes for October 9, 2006**

Location: Citywide

Recommendation: Approve Commission Meeting Minutes for October 9, 2006

Contact: Carolyn Fisher, Staff Aide, 808-8095

Action: Moved, Seconded (Starkweather, Fuerst 8:0:0) to approve minutes as submitted.

Staff Reports

Staff reports include oral presentations including those recommending receive and file.

2. **Assistant City Manager Update (Oral)**

Location: Citywide

Recommendation: Receive and file

Contact: Marty Hanneman, Assistant City Manager, 808-7508

Action: No public comment. Marty Hanneman presented an update on the status of City staff's work on issues raised by Commission Members at the September and October meetings. In his report Mr. Hanneman covered progress made on streamlining the fire sprinkler plan/water pressure testing process for single family residential projects, streamlining the Minor Encroachment Permit Application Process, ongoing communication with the Development Services' Customer Focus Group and outreach to the City's small business community. Regarding Urban Forest's involvement in the Minor Encroachment Permit Application Process, Commissioner McBurney asked who is responsible for making sure that Urban Forest staff are called to inspect a sidewalk improvement project after it is completed to make sure that City trees are protected from damage. Ed Williams replied that the Building Inspector assigned to sign off on the sidewalk repair contacts Urban Forest staff for inspection before the permit is signed off.

3. **MATRIX Citywide Update (Oral)**

Location: Citywide

Recommendation: Receive and file

Contact: Bill Thomas, Development Services Director, 808-1918
Janis Franklin, Program Specialist, 808-7705

Action: No public comment. Janis Franklin presented a progress report on Citywide MATRIX implementation activities. In response to Commissioner Nunan's question regarding the 300 Richards Blvd. location, Bill Thomas replied that—pending City Council approval authorizing the lease— 300 Richards will house the sole Development Services Permit Center/Public Counter. Commissioner Nunan asked if DOC Members' presence will be requested at the DSD All Staff meetings planned for December. Mr. Thomas replied that participation from a small group of Commissioners will likely be requested. Janis Franklin will advise the DOC after the next Design Team planning meeting.

4. Accela Update (Oral)

Location: Citywide

Recommendation: Receive and file

Contact: Bill Thomas, Development Services Director, 808-1918
Cathy Peterson, Principal Applications Developer, 808-1952

Action: No public comment. Cathy Peterson presented an update on Development Services' conversion from the *Permits Plus* system to web-based *Accela Automation* which went live on October 30. Ms. Peterson reviewed next steps and asked for participation from DOC Members later this year in the beta testing process for the Citizen Access module of Accela. Commissioners Nunan and Abrahams volunteered to participate. Commissioner Valine asked how staff made the decision to convert to Accela. Ms. Peterson replied that a business analysis was completed prior to the decision, and further stated that going forward staff will analyze and quantify the increased efficiencies realized by implementing the new software. Commissioner Packowski asked which specific permits can be applied for and paid for online. Ms. Peterson responded that staff is working with the City Attorney's office to make a determination as to which permits are appropriate for online transactions. Commissioner Fuerst asked if data from Accela is stored in a format that can flow into other databases. Ms. Peterson replied that data from Accela will be shared with the County Assessor's office, the 911 system and other databases that need address and other information. Commissioner Starkweather suggested that staff report back to the DOC in the 1st Quarter of 2007 to address further how we will measure efficiency and benefits of the new system, internally and externally.

5. Design Review & Preservation Board Restructuring Update (Oral)

Location: Citywide

Recommendation: Receive and file

Contact: Bill Thomas, Development Services Director, 808-1918
Bill Crouch, Urban Design Manager, 808-8013

Action: No public comment. Luis Sanchez presented an update on the status of the restructuring of the Design Review & Preservation Board, stating that City Council adopted the four ordinances that will terminate the current Board and create a Design

Review Commission and a Preservation Commission as of January 1, 2007. He distributed a proposed timeline and procedures for transitioning the Design Review Commission into a separate hearing body. Commissioner Malinowski advised that staff organize a retreat for the new Commission members once they are appointed in order to train and educate them about the expanded, broader-view purpose of the new Commissioner. He volunteered the AIA's assistance in this process. Marty Hanneman and Bill Thomas promised to meet and confer on this suggestion soon and report back at the December meeting. Commissioner Starkweather echoed Commissioner Malinowski's sentiments, and further requested a proposed schedule of policy issues for consideration by the new Commissions in the first three quarters of 2007. Commissioner McBurney voiced concern about the lack of notification of adjacent neighbors for 1-2 unit single family residential projects under the new system. Commissioners Nunan and Starkweather stressed that now that the Council has sanctioned the new Boards and staff level processes, the DOC's role in the short run is to step back and let the process work. Commissioner Malinowski added that he believes staff has established reasonable thresholds for community member notification, i.e. if a project is in a designated Preservation Area the notification standards are higher.

Bill Thomas stated that staff will present a proposal on fee restructuring at the December meeting.

6. General Plan City Leadership Workshop

Location: Citywide

Recommendation: Receive and file

Contact: Tom Pace, Interim Principal Planner, 808-6848

Action: No public comment. Tom Pace presented on the General Plan City Leadership Workshop scheduled for February 20, 2007. Commissioner Starkweather noted that he serves as Vice Chair of the General Plan Advisory Committee. He urged DOC members to attend the workshop in order to assist the Council in making the right land use decisions for the City, and emphasized the Commission's important role in providing infrastructure direction.

7. Adjusted Average Land Values per Community Planning Area for Quimby In-Lieu Fees

Location: Citywide

Recommendation: Receive and provide input

Contact: J.P. Tindell, Interim Planning and Development Manager, 808-1955

Action: No public comment. J.P. Tindell presented a proposal to increase Quimby In-Lieu fees in some community plan areas. Commissioners Fuerst, Nunan and Starkweather all made suggestions on how to improve the clarity of the data presented in Attachment 2, "Proposed Fee Increases for the Quimby Average Land Values by Community Planning Area".

Public Comments- Matters Not on the Agenda

8. No public comment

Questions, Ideas, and Announcements of Commission Members

9. **Commission Meeting Calendar 2007**

Location: Citywide

Recommendation: Propose and approve meeting calendar for commission meetings in 2007

Contact: Art Gee, Operations Manager, 808-5945

No public comment. Carolyn Fisher distributed a schedule of proposed 2007 meeting dates. All meetings except the January and September meetings will be held on the first Monday of each month; the January and September meetings will be held on the second Monday.

Moved, Seconded (Malinowski, Valine 8:0:0) to approve calendar as submitted.

Commissioner Valine inquired about the status of the City's Succession Planning strategy, stating that staff development is critical now so the organization does not get behind the curve due to anticipated retirements in the next 5 to 10 years. Marty Hanneman replied that the City has a strategy in place including a Leadership Development program through City University.

Commissioner Nunan referred to information from Councilmember Tretheway's office regarding the Fort Natomas rebuilding effort beginning on November 7, 2006. He encouraged DOC Members to share the information with their contacts and to consider getting involved personally.

Adjournment – 7:00 p.m.