

**CITY OF SACRAMENTO  
DEVELOPMENT OVERSIGHT COMMISSION  
SYNOPSIS**

**Monday, January 9, 2006**

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

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Chairman Starkweather called the meeting to order at 5:35 PM.	Information Only
2. Approval of 12/05/05 Synopsis	Synopsis approved as submitted	Information Only
3. 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
4. ACM Updates	Ray Kerridge introduced Marty Hanneman, the new Assistant City Manager who assumed his role. He encouraged the DOC to support Marty in the same way they did Ray Kerridge. Marty Hanneman thanked Ray for the opportunity and looked forward to working with the DOC in 2006. Chairman Starkweather commented that he encouraged participation from Marty and the rest of the department directors during the 2006	Information Only
5. Pedestrian Master Plan	Azede Doherty presented the staff report for the Pedestrian Master Plan, and discussed the background of the plan. She stated that the goal of this plan was to have any future development support this plan, and to address any deficiencies. Retrofitting of improvements will focus on high demand /high deficiency areas as identified through a GIS process. Matt Haines, consultant, discussed the overarching objectives of the master plan, including the goal of making Sacramento the “ Walking Capital”. He added that they were now in the draft master plan stage, and outlined the report that was included in the agenda packet. Future plans include developing a system-wide mapping and presenting the plan to the Planning Commission and City Council. He asked the DOC to provide input into the Pedestrian Smart Growth Scorecard as an advisory for the development community, Planning Commission and City Council. Commissioner Holloway asked about the significantly wider sidewalks depicted in the presentation, and where the additional land would come from (setback or City street width). He answered that the solutions would be site specific. Commissioner Nunan stated that he would like to see the relationship of this plan to development engineering is presented as a certainty rather than advisory for infill projects in particular. Commissioner Fuerst discussed conflicting City standards and asked about an analysis of all potentially conflicting standards. Matt answered that they did an exhaustive review of many documents, and that is summarized in the appendix section of the report, including potential solutions. Commissioner Fuerst added a question about undue burdens such as offsite	Review and Comment

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	<p>improvements that should be carried by the community rather than infill projects. Matt answered that the plan continued both components of funding. Commissioner Malinowski complimented a very thorough report that included research and laudable goals. He also pointed out that the pictures in the report appeared to be weak, and that the organization of the report (200 pages) should include a one-page summary. He also discussed the ramifications of a detached sidewalk, including private property owner upkeep of the City right of way and City utilities installation of taps at the back of the sidewalks that result in thousands of dollars in additional development costs. He also commented on the Pedestrian Smart Growth Scorecard, and stated that the majority of items on the card were highly influenced by geography, rather than items that could be influenced. Matt answered that the presentation would be posted to the City website with better resolution. He asked Commissioner Malinowski for the details regarding his six bullet points, and was not aware of the requirements from the city regarding detached sidewalks, and would further review these requirements. Commissioner Starkweather commented that the level of service piece in the appendix was very key, and would affect fees and the ability to negotiate improvements. He added that ordinance changes would be required and encouraged the presentation of those changes in advance that would be essential to implement the general plan. He welcomed them to come back to the DOC to discuss process and how it would affect the changes in the system.</p>	
7. Election of 2006 Chair and Vice Chair	<p>Commissioner Holloway moved to nominate John Nunan as the 2006 Chair of the DOC, Mark Abrahams seconded the motion. Mark Abrahams moved to nominate Mike Malinowski, as Vice Chair. Brian Holloway seconded the motion. Both motions were unanimously passed (8-0). John Nunan thanked Bruce for a year of service to the Commission and the City, and complimented him on the amount of time and dedication he has contributed to the Commission..</p>	Motion
8. 2006 DOC Focus	<p>Chairman Nunan observed that the Commission had so much more to offer than monthly meetings, and that to keep individual interest he recommended that all Commissioners have a specialty or area of interest and that they get involved in a deeper way in those areas of specialization. Assignments could pair Commissioners with Directors or Staff. He added that the original recommendations of the original Mayor's Commission of 1999 had generally been completed, and that last year when the focus shifted to the four basic areas of function, this identified additional work to be completed. He also stated that conversations with the Mayor and Council would identify additional areas of focus. Commissioner Abrahams commented that he appreciated the 33 goals that were originally proposed and the progress made to date. He recommended that the DOC have concrete goals where success or failure would be apparent. Commissioner Holloway outlined six proposed goals: complete the DRPB split, conversion of the Planning Commission to an appeals-only body and a cultural shift through advocates currently on the Commission, closer working relationship between the Codes (Dangerous</p>	

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	<p>Building) and Design Review and Preservation Staff who appear to have conflicting requirements. He added that the goal of equalizing the appeals fees needed to be completed, and the DOC needed to ensure the new General Plan supports the Development Services goals and objectives (certainty, fairness, getting the customer to success).</p> <p>Commissioner Fuerst stated that he wants to see a more transparent and integrated planning process, and he added that he would like to see an increased focus on long-range planning or future growth areas, with documented milestones. He would also like to see the facilitation of infill continue including the incenting infill development.</p> <p>Commissioner Gately commented on the Panhandle working group, including recommending a code of conduct for community groups who participate in those working groups. He added comments regarding certainty in building requirements particularly regarding storm water pollution prevention plans. Commissioner Fuerst added comments regarding the need for consistency from the plans to the field. Commissioner Malinowski asked questions regarding the original purpose of the Commission including meeting frequency and sunset. He asked about the role of the DOC as a sounding board, and encouraged the meetings to be more time scripted, and that there be more lead-time in packet distribution. Chairman Nunan commented that he would ask the Department leadership about their needs from the DOC. Commissioner Abrahams added that we still needed a fair and consistent building inspections division, consistency in plan checks, a library of pamphlets and brochures for applicants, and monitoring (yearly) through customer surveys. Commissioner McBurney commented on the need to eliminate project redundancy in different departments. She added the need to keep the neighborhoods involved and agreed with Commissioner Gately's recommendation in developing a code of conduct. She also recommended that the City look for energy, environmental awareness and that the City focus on emergency preparedness, and that we plan ahead of time, including the elimination of the combined sewer system. Commissioner Starkweather recommended a focus of each member that each have a primary or secondary focus in three different categories, including external outreach in pairs, integration into department teams (standing seats in team management meetings based on areas of expertise), strategic liaisons for staff, engage community groups for continued process and organizational change, complete the DRPB split and the Planning Commission changes, develop a culture of continuous process improvement, establish a measurement system with key measurements of success, continue ordinance changes to streamline the development process, and attention to the fee systems and the budgets that support the DOC. Bill Thomas, Director of Development, answered that there definitely was a need for the DOC, and that his experience in other jurisdictions supported that. He recommended that we continue the work on the existing four strategic areas, and the defined tasks under each area. He added that each Division Manager would be assigned to these tasks, and recommended that the DOC members work with the Staff on those areas. He stated that the DOC could</p>	

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	<p>continue with advocacy and outreach for the Department, and that the SWAT efforts would continue and would need DOC feedback. Bill added that emergency preparedness efforts and training efforts would be welcomed, but would need funding to support. He added that the need for feedback was ongoing, and added that a measurement system was critical. He encouraged integration into Department teams, and added that the Mayor is looking for direction regarding the Council's Boards and Commissions. He added that the General Plan system needs improvement due to the cyclical nature of the economy and the resulting need for amendments. He also stated the need for assistance in analyzing the fee structure, and added that building fees had not been amended since 1998. He added that additional costs would be incurred to take MATRIX citywide and to undertake a large organizational development effort. Commissioner Abrahams volunteered that DOC members could be a great assistance in interviewing potential staff. Chairman Nunan asked for the earliest possible notification of interview dates. He also asked for input from Commissioners regarding the process to accomplish the areas of concern. Greg Schulte, Administration Manager, observed that it has been very helpful to have the DOC serve as a Department advocate. Wendy Saunders, Economic Development Director, encouraged the DOC to continue to work on infill areas, get clarity on growth areas, support the general plan process, and work on the combined sewer issue. She added that several areas, not currently under the DOC purview, might dilute the current effort that is fundamental to the development process. Commissioner Holloway commented on her list, and that all Staff requests for assistance are encouraged. Commissioner Starkweather asked Wendy to prioritize her requests for assistance and focus. He added that the next steps included developing a plan of action and making the appropriate assignments. Marty Hanneman stated that Staff would assist with the prioritization, and that the biggest focus should be on the development services fees. He added that the cultural change starts at the top and that it changed when Ray Kerridge joined the City. He stated that that continuous improvement effort was important and that the DOC feedback in that area was encouraged, in addition to developing measures of success. He wants the City's development process to become the model for the industry, and with the support and guidance of the DOC we can get there. Mary Elms, from the Customer Service Division of the Development Services Department commented on the cultural change from the perspective of the DOC, particularly with their role as advocates for the department. She added that the cultural change has occurred between the City development-related departments, and that Staff has supported the needed for consistency and documentation of processes and procedures. Commissioner Abrahams commented that six years ago the goal was to create a world-class development services department, and added that the team building workshops (DOC led) had supported the cultural change. David Kwong, Interim Current Planning Division Manager, identified the need for structure and timely communications from neighborhood and community</p>	

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	groups, and looked for feedback to create a system to put that in place.	
9. Annual Report Outline	Chairman Nunan proposed that the list of priorities for this year be integrated into the timeline for the creation of the annual report. He encouraged input from DOC members in the creation of the report. Commissioner Starkweather asked for all departments to create a working list of all DOC accomplishments, organized around the four strategic areas. He added that the new list of priorities dovetail into budget requests, and that the outline of accomplishments should be presented at the next DOC meeting.	
10. Miscellaneous Reports		
11. Adjournment	Chairman Nunan adjourned the meeting at 7:40 PM.	