

**CITY OF SACRAMENTO  
DEVELOPMENT OVERSIGHT COMMISSION  
SYNOPSIS**

**Monday, June 5, 2006**

Commissioners Present:	Mark Abrahams, Holger Fuerst, Michael Malinowski, Kristina McBurney, John Nunan, John Packowski, Brian Holloway, Bruce Starkweather, Roger Valine
Commissioners Absent:	

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Chairman Nunan called the meeting to order at 5:40 PM.	Information Only
2. Approval of 4/3/06 Synopsis	Synopsis submitted as corrected (Commissioner Starkweather was present.) Commissioner Abrahams moved to approve. Commissioner Holloway seconded. Approved as corrected (8-0).	Approved (8-0)
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. Recognition	Chairperson Nunan recognized outgoing Commissioner Gately for his participation on the DOC. Commissioner Gately commended staff and the DOC for the work done to date. Chairperson Nunan recognized Commissioner Starkweather for his work as past Chair of the DOC.	Information Only
5. ACM Updates	Marty Hanneman updated the DOC on the Appeals Board, to be made up of 14 members to advise on alternate means and appeals to the building permit process. The ordinance will go to the Law and Leg committee and City Council and should be active this year. He also updated the DOC on MATRIX citywide, and stated that that the concept would go to Council on June 8. He also stated that a funding proposal and final FTE request would come back to Council in July. Marty added that currently 23 projects; at a value of billions of dollars were underway downtown. Staffing for Citywide MATRIX and those projects would be augmented. Chairperson Nunan encouraged DOC members to attend the Council meeting on June 8.	Information Only
6. Staff Introductions to New Commissioners	Chairperson Nunan introduced new Commissioner John Packowski, who introduced himself. He also introduced new Commissioner Roger Valine. Commissioner Valine introduced himself, stated that he was a lifelong resident and that he was interested in making the region as successful as it could be. John Dangberg, new Assistant City Manager for Economic Development introduced himself to the DOC and stated that what the DOC was about <u>is</u> economic development. He added that Economic Development was about connecting the dots and making it easy to do business in our region. He thanked the DOC for being a part of making the development review process timelier. Bob Chase, new Chief Building Official, introduced himself, and stated that his reason for making the move to the public sector was the new direction of the City. He reviewed the improvements made to date, including the satisfaction rating in the Business Journal. He stated that he wanted the perception of the Building Division to improve during his tenure. Jerry Way, Interim Director of the Transportation	Information Only

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	<p>Department, introduced himself and covered the three divisions, Engineering, Street Services, and Parking Services. He stated that his Department committed to Getting the Customer to Success. Bill Thomas, Director of Development, introduced himself and stated that the past year was all about reorganization, cultural change and streamlining. Gary Reents, Director of Utilities, introduced himself and brought a copy of the 2003-4 Annual Report, which he distributed to the Commission. Carol Shearly, Director of Planning, described the Planning Department as one of the newest Departments of the City, with three divisions: Long Range Planning, New Growth and Finance. She added details about the General plan update, and Community Planning. She also stated that the second function was implementation where New Growth, Finance and Infill would be addressed. She added that they also act as partners in citywide planning coordination, in the focused area CIP, in a public and private partnership and in a regional partnership. Reina Schwartz, Director of the Department of General Services, introduced herself and covered the three components, Animal Care, Fleet and City Facilities including design, and maintenance for City facilities. She added that she had already met with some DOC members to start development of a synergy to improve the organization as it related to public development. Chairperson Nunan asked other staff in the room to introduce themselves, and introductions were made around the hearing room.</p>	
<p>7. Phase I Procedural Improvements for Development Engineering Project Cost Accounting</p>	<p>Ed Williams presented a staff report on procedural improvements for engineering project cost accounting. He covered the history of total cost recovery, and the need for revision in this approach due to the increase of commercial development. Development Engineering staff will implement changes in warranty labor cost to be applied at the front end of the process and eliminate surprises. He also covered changes involving the creation of monthly statements and internal improvements such as monitoring and close out of projects. Phase II will include regulatory improvements. Chairperson Nunan asked about warranty labor cost accounting and the use of the 10% of total plan check. Commissioner Valine asked about how these changes would make the process more efficient. Ed Williams answered that the use of monthly statements would make it more predicable. Commissioner Starkweather added that we need to make sure that we investigate the efficiencies of fair value, etc. Ed Williams added that phase II may include major changes in the fee structure. Commissioner Malinowski stated complimented Ed Williams on “doing the best with a broken system” and added that full cost recovery was not a successful system. He added that there was no way for certainty with this business model. He stated that Phase II should result in a model that is fairer and a fixed fee approach. Commissioner Nunan added that the monthly statement was an important new step, and that the customer would know within 30 days if there were inspection problems. He added that it was a great first step. Commissioner Fuerst stated that Phase II was something that needed to happen sooner than later, and asked about the timetable. Bill Thomas answered that the department was</p>	<p>Review and Comment</p>

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	<p>looking at fees now, and hopefully by the end of the year would have a plan. He added that the complexity of the fee schedule has necessitated in significant training issues and should be simplified in the fee recommendation later this year. Commissioner McBurney asked about the publication of the fee model.</p>	
<p>8. Expired Building Permit Program</p>	<p>Commissioner Nunan stated that two years ago he started receiving permit expiration notices from the City, and that he had a lot of conversation with Scott Ensor from the Building Division. Scott Ensor stated that 1-½ years ago he was asked to work on the expired permit program. He added details regarding approximately 17,000 expired permits, due to many reasons, including lack of a final inspection, no inspections, no sign off, etc. He described the two-phase program, included phase I letters at 150 days of inactivity, and that 10,000 letters were sent during this phase. 75% of the letters resulted in closing the expirations. The next phase included a 180-day letter, sent registered mail to the owner. This resulted in a 95% success rate. Some companies had long lists of expired permits. Expired permit lists were sent to these companies, and they were given 4 months to comply. Currently, as a result, there are no companies with more than 15 expired permits on the list. The overall success of the program resulted in a 95% effectiveness. 500 letters are sent every 15-20 days to maintain this effectiveness. Commissioner Nunan complimented Scott on the success of the program. Commissioner Holloway asked if the City received any revenue as part of the clean-up. He added that most jurisdictions would implement this only if it resulted in additional fees, and commended the department on this approach. Commissioner Abrahams stated that he appreciated the spirit and tone of the program. He added that there are times that projects sometimes take more time than planned, and complimented the non-threatening approach. Commissioner Fuerst asked about how this program rates compared to other jurisdictions. Scott answered that other jurisdictions maintained lists, and Bill Thomas commented on the 35,000 permits that were expired in the City of Portland. He thanked Scott for his great work. He added that the new Accela software system would automate the notification process. Commissioner Starkweather asked about an analysis of the cleanup, including reasons for the backlog, trends for permit types, etc. Scott added details about trends in HVAC final permits, and sign permits.</p>	<p>Information Only</p>
<p>9. Residential and Commercial Design Guidelines Update for the Del Paso Heights North Sacramento and Oak Park Redevelopment Areas</p>	<p>Luis Sanchez presented the staff report on the design guidelines for Del Paso Heights and Oak Park Redevelopment Areas. He stated that detailed copies of the guidelines were available upon request. Leslie Gross stated that the guidelines helped citizens understand the development of commercial areas and corridors and address residential and commercial character areas. She added that it takes more difficult design situations and provides solutions, including explanations for the guidelines. She stated that the guidelines would be presented to CPC on 6/8 to DRPB on 6/21. She asked that the DOC forward their recommendation for approval to the City Council. Commissioner Starkweather commented that it would be difficult to comment on the guidelines, having just received them tonight. He added that the general comments included</p>	<p>Review and Comment</p>

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	<p>past concerns over lack of current design guidelines, and that the direction included the shift of many project approvals to staff level, which necessitated the creation of design guidelines, for staff to follow. Commissioner Valine asked about the publication of the guidelines on the web. Luis Sanchez added that the guidelines would be published upon their approval. He added details about outreach efforts and SHRA involvement. Commissioner Abrahams commented on the need for color pictures, and asked how they could submit their comments. Commissioner Nunan asked about the timeline for comments. Luis Sanchez told the Commission that he would appoint two members to collect comments and submit them for inclusion to Council. Commissioner McBurney commented that she wanted to review the guidelines in detail before going forward, and she wanted to make sure that the guidelines were not too strict. Commissioner Nunan asked for a complete set of the guidelines for each Commissioner. Commissioner Malinowski commented on concerns about incorrect references to style, and the size of the document. He suggested that the report be reduced to an executive summary with the use of principles. Commissioner Packowski stated that he was concerned that the policy should not be so strict as to limit development. Luis commented that a variety of audiences had commented, and that a summary would be good and that a clause should be inserted that these would be guidelines rather than strict criteria. He added that he wanted to be clear in the language not to preclude development. Commissioner Starkweather commented on the use of this document as a guideline not a rigid standard. Commissioner Nunan stated that that the Commission would respond to the report with comments.</p>	
10. DRPB Update	<p>Roberta Deering presented the executive summary of the creation of the Design Commission and the Preservation Commission and a graphical representation of the roles of the new commissions. She stated that the new commissions would assume more of a role as policy recommendation bodies. To achieve this creation, city code was reviewed and revised, 3 ordinances will be created to cover that composition of the commissions, noticing requirements, hearing requirements, with consistent hearing and noticing processes. She added that Sabina Gilbert from the City Attorney's office was key in the creation of the new ordinances. DOC representatives were Brian Holloway and Bruce Starkweather. She covered the proposed schedule of review for the ordinance changes. She stated that hopefully, in January of 2007, the new Commissions would be up and running. Development projects that would be affected in Preservation would be 11 of 15 projects. Design Review changes, according to Luis Sanchez, would be lowering the threshold of design review necessary for Commission approval. He stated that out of 94 items in 2005, 66 Design review items went to the Board, of which 12 were policy items. Of the 66, under the new process, 16 would go to the Commission. Commissioner Holloway commented that the appeals process would also change under the new process. He stated that under the new process there would only one appeal. Council would reserve the right to call up. Commissioner Starkweather walked the Commission</p>	Information Only

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	<p>through the graphic describing the roles of the hearing bodies. He covered the history of the concept of empowerment, and placing decision-making at the right level of authority, and getting the process in the right order. The concept of one appeal necessitated the selection of the right body for the approval. He added that the City Council should not be an approval body for projects, but should be there for Commission appeals and call-ups only. He stated that the DOC wanted to test the cost of the process for the applicant and the City for the different levels of decisions. Efficiencies in economics would result in reassigning the level of decisions. He stated that there would be only one commission for each project. During the triage process, the project would be assigned to the appropriate hearing body. Commissioner McBurney commented that this process was the reason that she initially expressed interest in DOC membership. Early notification would be huge for the community, and the thresholds would be a key point for the community. She stated that she hoped that we were open and clear with the new process. She asked questions about staffing for the new process. She volunteered to assist with the neighborhood groups in outreach. Commissioner Starkweather stated that the ordinances were still in rough draft form, and that final drafts would be brought before the DOC. He added that the new system would be protective of the property rights of individuals, and that opening discussions with the Planning Commission would begin tomorrow regarding their refocus. Commissioner Malinowski praised Commissioners Starkweather and Holloway on their work regarding the new process. Commissioner Packowski looked at the graphic from a customer's point of view and could see where the project would go in the process. Commissioner Abrahams asked about whether preservation was citywide. Robera Deering answered that there were specific preservation districts, and that the 50 year guideline pertained to demolition. She added that expansion of these districts or guidelines was a policy decision that would have to be made at the Council level. Commissioner Abrahams stated that the idea of some design protection was appealing; it was just a question of just how much. Bill Thomas also thanked Commissioners Holloway and Starkweather for their participation, and stated that the goal was to improve quality of design review. He stated that we are approaching this as actively seeking public involvement and input, quality improvement through early notification, through tools of transparency and through improved enforcement of conditions. He commented that it was important to develop a clear process for triage and a clear statement of the vision or mission of the various commissions. He added that the administrative division was tasked with determining the cost of notifications and hearings. He expressed that notifications would be uniform across all hearing bodies, and thanked staff for their hard work on this project. Commissioner Holloway commented about the new way of doing things, with a single line of approval process. Commissioner Starkweather also pointed out the need to start the recruiting process for the new Commission positions. Commissioner Fuerst commented on the policy implementation level ties in very closely with the</p>	

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	triage aspect of the chart.	
11. Miscellaneous Reports	No reports were noted.	Information Only
12. Adjournment	Chairman Nunan adjourned the meeting at 7:35PM.	