



REPORT TO DEVELOPMENT OVERSIGHT COMMISSION City of Sacramento

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915 I Street, Sacramento, CA 95814-2671

STAFF REPORT
March 5, 2007

Members of the Development Oversight Commission:

Subject: Procedures and Noticing for Staff-Level Reconsideration

Location/Council District: Citywide

Recommendation: Receive and provide input

Contact: William Crouch, Urban Design Manager, (916) 808-8013

Presenters: William Crouch, Urban Design Manager, (916) 808-8013

Department: Development Services

Division: Current Planning Division

Organization Number: 4881

Description/ Analysis:

Issue: The length of time to reconsider a staff decision for Design Review and Preservation was discussed at the February 5, 2007, DOC meeting. Winn Park/Capitol Avenue Neighborhood Association representative Bruce Holmes commented that the 72-hour reconsideration period was insufficient time for the public to apply for reconsideration of a staff decision. As a result, staff reviewed possible procedures for staff-level reconsideration and we are asking the DOC for input and direction.

Procedures and Noticing for Staff-Level Reconsideration

Staff recommends that in the interim period, before Accela is fully operable, staff will send early notification to all property owners within 300 feet of project site, the applicant, the project site property owner, and applicable neighborhood and business associations relevant to the area. These procedures are recommended as an interim process and will be modified when Accela is accessible to the public via the Internet. At that time, Early Notification will be sent only to the applicant, project site property owner and applicable neighborhood and business associations in the project area, as well as interested parties who contact assigned City staff.

The early notification form will specifically indicate that a decision by staff on all projects is subject to the “reconsideration” option, and that any interested party may convey to the assigned City staff a request to be notified when the decision is made and to be provided with the Notice of Staff Action and the Conditions of Approval; interested parties can provide their e-mail address to assigned City staff.

When a staff action is taken, the assigned City staff will notify the parties who have requested this information and provide copies of the Notice of Staff Action and the Conditions of Approval. City staff will also provide information on how to apply for a reconsideration of the decision by the Director (Design Director or Preservation Director).

Within five (5) business days from the Notice of Staff Action, any party may apply for reconsideration of the staff decision by the Director (see attachment 4: Reconsideration Application Form); No further staff action shall be taken until the expiration of the five (5) business day request for reconsideration period. If reconsideration is requested, no permit shall be issued until final approval is received.

Upon request, the Director will reconsider the subject staff decision and issue a final decision, which cannot be appealed.

Additionally, staff also recommends that the 300 ft. radius posting of notices be an interim method until the public can access Accela on the Internet and check on an application’s status online.

Policy Considerations/Rationale for Recommendation:

The fundamental policy question is: What constitutes a reasonable amount of time for interested parties to apply for reconsideration of a staff decision? Under the previous Design Review and Preservation Board the reconsideration period was ten days. Staff is now proposing a five business day reconsideration period which actually provides seven calendar days including the weekend. For example if the record of decision is made on Monday, the interested party will have until the following Monday to request reconsideration. If the decision is made on Thursday, the interested party will have until the following Thursday to request reconsideration. The 5 business day reconsideration period is in line with the DOC’s Strategic Areas, which includes streamlining the process and providing an appropriate regulatory environment.

Financial Considerations: This project has no fiscal considerations.


DOC Goals and Recommendations: The content of this report is consistent with the adopted 2005-2006 Annual Report strategic areas of:

- Streamlining the Process
- Promoting an Appropriate Regulatory Environment

Respectfully submitted by:



WILLIAM CROUCH
Urban Design Manager



DAVID KWONG
Current Planning Manager

Recommendation Approved:



WILLIAM A. THOMAS
Director of Development

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DESIGN REVIEW STAFF LEVEL EARLY NOTICE OF PROJECT REVIEW

This notification is to inform all interested parties that a project review application has been filed with the City of Sacramento Planning Division for a Staff Level Design Review of the project referenced below.

Design Review Staff Action: The Design Review Staff will review the design of the proposed project.

APPLICATION NUMBER: DRXX-XXX

ASSESSOR'S PARCEL NUMBER (APN):

PROJECT LOCATION:

A. ENVIRONMENTAL ACTION:

B. PROJECT DESCRIPTION: The applicant proposes to

APPLICANT'S NAME:

OWNER'S NAME:

City staff encourages anyone with concerns or comments on this project to contact them as soon as possible. A request for reconsideration by the Director of staff action on this project can be filed within five (5) business days of the date of staff action. Questions or comments on this project may be referred to: Luis R. Sanchez, AIA, Senior Architect, telephone 916-808-5957, or email Lsanchez@cityofsacramento.org. If you want to be informed when the Notice of Decision is taken and provided with the Notice of Staff Action and the Conditions of Approval for this project, please contact the assigned City staff and provide them with your email address and phone number.

This application is public information and is available for review at the City Planning office, 915 I Street, 3rd floor, weekdays between 7:30 a.m. and 3:30 p.m. For best service at the public counter, it is recommended to call in advance so that staff can be available to assist you.



DESIGN REVIEW
NOTICE OF STAFF ACTION

Notice is hereby given that on **--**-07, the City of Sacramento Design Review Staff APPROVED the following project with Conditions of Approval and Findings of Fact:

ER/DR PROJECT NUM.: DR07-****

ASSESSOR'S PARCEL NUM.: ***_****_***

LOCATION:

A. ENVIRONMENTAL ACTION: This project is exempt per CEQA section

B. PROJECT DESCRIPTION: The applicant proposes to

No building permit shall be issued until the expiration of the five (5) business day request for reconsideration period. If reconsideration is requested, no permit shall be issued until final approval is received.

Any person dissatisfied with the staff action has the right to request reconsideration by the Design Director. Requests for reconsideration must be received within five (5) business days of the staff action. The decision of the Design Director after reconsideration shall be final and shall not be subject to appeal.

Any questions regarding this project may be directed to Luis R. Sanchez, AIA, Senior Architect at 915 "I" Street, 3rd Floor, Sacramento, California, at 916-808-5957.

Luis R. Sanchez, AIA
Senior Architect



**CITY OF SACRAMENTO
CALIFORNIA**

DEVELOPMENT SERVICES
DEPARTMENT

PHONE 916-808-5656

915 I STREET, 3rd Floor
SACRAMENTO, CA 95814

FAX 916-808-7480

STAFF LEVEL PROJECT REVIEW

DR Number: DR07-XXXX
Address:
Description:
APN:

Applicant/Owner:
Date Filed:
Date Approved:
Staff Contact:

STAFF ACTION AND CONDITIONS OF APPROVAL:

Staff has reviewed the proposed project, and approves it with the following conditions of approval:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
8. No building permit shall be issued until the expiration of the five (5) business day request for reconsideration period. If reconsideration is requested, no permit shall be issued until final approval is received.
9. Any person dissatisfied with the staff action has the right to request reconsideration by the Design Director. Requests for reconsideration must be received within five (5) business days of the staff action. The decision of the Design Director after reconsideration shall be final and shall not be subject to appeal.
10. All other notes and drawings on the final plans as submitted by the applicant are deemed conditions of approval. Any changes to the final set of plans stamped by Design Review staff shall be subject to review and approval prior to any changes. Applicant shall comply with all current building code requirements.

Luis R. Sanchez, AIA
Design Review

