



# Minutes City of Sacramento Development Oversight Commission

## COMMISSION MEMBERS:

*Holger Fuerst, P.E., Chair*  
*Kristina McBurney*  
*John M. Packowski, Associate AIA*

*Dennis Guerra, AIA, LEED AP*  
*Darryl Chinn, AIA, Vice Chair*  
*Vacant*

*Brian Holloway*  
*John Nunan*  
*Roger Valine*

## CITY STAFF:

*David Kwong, Acting Director, Community Development*  
*Sabina Gilbert, Deputy City Attorney*  
*Janis Franklin, Program Specialist*

*300 Richards Boulevard, 2<sup>nd</sup> Floor Training Room*

*December 7, 2009 – 5:30 P.M.*

*The Development Oversight Commission (DOC) 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 Community Development Department at 300 Richards Boulevard, 3<sup>rd</sup> 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 Community Development Department at (916) 808-7705 at least 48 hours prior to the meeting.



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(916) 264-5011

# Minutes

## December 7, 2009

*300 Richards Boulevard,  
2<sup>nd</sup> Floor Training Room*

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

### Call to Order – 5:34 p.m.

**Roll Call:** All present except Commissioner McBurney (A-Ex).

### 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. Minutes from November 2, 2009 Meeting**

**Location:** Citywide

**Recommendation:** Approve Meeting Minutes from November 2, 2009.

**Contact:** Janis Franklin, Program Specialist, (916) 808-7705

**Action:** Moved by Chair and carried (7:0:0) to approve minutes.

**2. Commission Meeting Calendar for 2010**

**Location:** Citywide

**Recommendation:** Approve Commission meeting dates for 2010

**Contact:** Janis Franklin, Program Specialist, (916) 808-7705

**Action:** Moved by Chair and carried (7:0:0) to approve calendar.

### Staff Reports

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

**3. Director's Update – Activities of the Community Development Department (Oral)**

**Location:** Citywide

**Recommendation: Receive and File** - Status report on proposed amendments to Zoning Code, design standards, and other development-related regulations; Community Development Department organizational and operational changes, work program, and training program; and similar matters, including a follow up report this month on Department Audit, Investigation, FPP (Facilities Permit Program) and the TICKET (Tenant Improvement Contractor's Expedite Team) Program.

Note that this is a status report, not a substantive report on any of these items, so it would not allow a discussion of a particular project, or a report on a particular reorganization proposal or item in the work program. It would only allow staff to identify and briefly describe, for example, the proposal or work program item. If there was a

desire for more discussion, the item would need to be listed separately on the agenda as a staff report.

**Contact:** David Kwong, Acting Director of Community Development, (916) 808-2691

**Action:** Acting Director, David Kwong, reported that the investigation of the Community Development Department is ongoing and that to date, 24 interviews had been conducted, and that it is still an active investigation. However, he did say that as directed, he continues to consider and make process improvements as necessary based on the investigation's findings, including formal employee training, the creation of policy and procedures manuals, and a checks and balances process to ensure compliance with City codes. David noted that the investigation and the subsequent audit committee review process will likely take us into July or August of next year. David also reported that the City Manager's office approved his immediate action in terms of changing the authority levels and reporting structures at the public counter, especially since 80% of the work being done at the counter involved building. Interim Chief Building Official Carl Hefner is now overseeing public counter operations.

The Commissioners directed a number of questions at David Kwong and Carl Hefner regarding counter service, including the current Ticket/FPP program limitations and the potential to dilute the value of the service provided through that program. They also asked about the impact of short staffing on customers, employee fatigue, new learning curves, and employee expectations. Carl responded that service levels have been impacted in terms of having less time to perform some job functions, but said he expects that to change as we stabilize. David Kwong reiterated the benefits of employee training, and Division Manager, Ryan Pham emphasized the importance of recognizing employees who do the right thing. Chair Fuerst asked that a letter be drafted on behalf of the Commission to recognize Community Development employees. In addition, the Commissioners responded favorably to an invite from David Kwong to attend a department function that would allow them to network with Community Development employees to express their appreciation for their hard work in person.

David asked Urban Design Manager, Bill Crouch, and Interim Building Official, Carl Hefner, to brief the Commission regarding a permitting process for window replacements or change-outs, and referred to a similar process currently underway in Glendale, California. Bill Crouch copied the Commissioners on a Community Development produced brochure titled the 'Guide to Window Repair or Replacement' as well as two informational documents from the City of Glendale's Planning Department for their perusal and comment. Carl Hefner talked about the potential life/safety issues regarding current, non-permitted window change-outs. David Kwong suggested that we place this item on the DOC Agenda next month for a report back.

#### 4. Commission Seats – Appointments and Vacancies (Oral)

**Location:** Citywide

**Recommendation:** Review and Comment on term-limit vacancies and pending appointments.

**Contact:** Janis Franklin, Program Specialist, (916) 808-7705

**Action:** Janis updated the Commission regarding applications submitted for vacancies on DOC. Chair Fuerst talked about the importance of filling vacant seats with the same level of expertise being lost through the vacancies.

**5. Commission's Goals and Objectives (Oral)**

**Location:** Citywide

**Recommendation:** Review and Comment on the goals and objectives of the Commission, including the value of the Commission's role and service to the community.

**Contact:** Janis Franklin, Program Specialist, (916) 808-7705

**Action:** Chair Fuerst agreed to David Kwong's request to initiate this discussion. David thanked the Commission for the value the group brings to the Department. David referred to the Commission's mission of providing commentary on the processes involved in meeting department goals and objectives. He noted that the Commission has responded with solution-based feedback in the past, resulting in process improvements in a number of areas. David suggested that the Commission focus again on the value they bring to the table and consider creating a sub-committee to look at processes and procedures once more, while continuing to put their expertise to good use for the benefit of the department.

A number of Commissioners commented that the cultural change, staff reductions, and the current challenges that continue to face the department and city as a whole has impacted their perception of their impact on the Department and on the customers they serve. The Commissioners said they wanted to schedule a Commission workshop in January to help generate more discussion and review of department processes.

**Public Comments - Matters Not on the Agenda**

**6. None.**

**Questions, Ideas, and Announcements of Commission Members**

**7. None.**

**Adjournment: 7:05 p.m.**