



# 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  
Darryl Chinn, AIA, Vice Chair  
Scott Schriefer*

*Brian Holloway  
John Nunan  
Roger Valine*

## CITY STAFF:

*William Thomas, Director, Development Services  
Sabina Gilbert, Deputy City Attorney  
Janis Franklin, Program Specialist*

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

*March 2, 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 Development Services 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 Development Services Department at (916) 808-5908 at least 48 hours prior to the meeting.



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(916) 264-5011

# Minutes

## March 2, 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 – 5:30 p.m.

**Roll Call All present except Schriefer (A-Ex), Holloway (AL-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 February 2, 2009 Meeting**

**Location:** Citywide

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

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

**Action:** **Moved, seconded, and carried (Guerra/ Valine: 7; 0; 0) to approve minutes.**

### Staff Reports

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

#### 2. **Director Update – Activities of the Development Services Department (Oral)**

**Location:** Citywide

**Recommendation:** Receive and Comment on budget, space planning and CEDA.

**Contact:** William Thomas, Director of Development, (916) 808-1918

**Action:** **William Thomas updated the Commission regarding the budget, including the right-sizing of the organization, staff reductions and associated reductions in service levels. Service reductions or modifications include help line staffing, counter hours and inspection response time. Bill added information regarding space planning, including moving all DSD staff to the third floor, and moving other Department's staff, including Parking Administration and Organizational Development to the second floor. He added that the Planning and Development Services Departments would merge, and that all staff would be located on the third floor of 300 Richards Blvd. Economic Development staff will not be part of the merger (formerly CEDA).**

**3. Zoning Code Updates**

**Location:** Citywide

**Recommendation:** Review and Comment on proposed amendments to the Zoning ordinance, Sections 17.20.010, 17.24.020, 17.24.030, 17.24.040, 17.24.050, 17.60.020, and 17.60.030.

**Contact:** Robert Cunningham, Assistant Planner, Long Range (916) 808-5894

**Action:** Jim McDonald provided introductory comments regarding amendments to the Zoning ordinance, and discussed the Urban General Plan to be adopted. Robert Cunningham discussed proposed changes regarding streamlining, density, and moving some uses from “by right” to special permit”. Commissioner Valine inquired about the increased requirements generated by moving projects from “by right” to “special permit”. Commissioner Holloway inquired about the difference between special permit and nonconforming use. Commissioner Fuerst inquired about moving some additional minor approvals to the ZA or Planning Director level.

**4. City Reasonable Accommodation Ordinance (LR09-001)**

**Location:** Citywide

**Recommendation:** Review and Comment on the draft ordinance to add chapter 17.198 to Title 17 of the Sacramento City Zoning Code.

**Contact:** Greg Sandlund, Assistant Planner, Long Range (916) 808-8931

**Action:** Greg Sandlund presented the draft ordinance for City Reasonable Accommodation which is a component of the housing element of the General Plan. The proposal would establish a formal procedure for individuals with disabilities seeking access to housing to request reasonable accommodations in application of the City’s land use regulations. Commissioner Valine inquired about the timing of noticed hearings. Commissioner Nunan inquired about impacts to neighbors as a result of the accommodation. Commissioner McBurney inquired about owner’s disability needs vs. tenant’s disability needs and how the ordinance would apply to tenants. William Thomas asked how staff would determine eligibility for accommodations. Greg Sandlund stated that formal training for staff would occur after the adoption of the ordinance. Commissioner McBurney inquired about accommodations for those projects located in preservation districts.

**5. Paperless Agenda Materials**

**Location:** Citywide

**Recommendation:** Review and comment on implementation of paperless materials for commission meetings.

**Contact:** Emilie Schell, Program Analyst, Development Services (916) 808-5908

**Action:** This item was re-ordered by the Chair to #4 on the agenda. Leah Castro presented a staff report regarding the implementation of paperless agenda items as part of the DSD cost savings measures. She reviewed details regarding current costs and proposed cost savings, and offered either a CD with staff reports or an email with a link to agenda materials. She commented that staff would like to start

the paperless agenda packet distribution to the DOC for the April 2009 meeting. Ryan Pham commented that this was a pilot process prior to the implementation of the electronic data management project city wide. Commissioner Guerra recommended that the DOC start utilizing emails with links to agenda materials beginning in April. Planning Commissioner Woo commented that it was not a requirement for Commissioners to have email access, and that Planning Commission packets contained large drawings that may impede electronic access. Commissioner Fuerst recommended that staff present the recommendation to each Commission to ascertain unique needs.

**6. DOC Subcommittee on Commission Streamlining and Process Improvements Report-Out (Oral)**

**Location:** Citywide

**Recommendation:** Receive and Comment on Council briefings and direction to date regarding commission streamlining and process improvements

**Contact:** Darryl Chinn, DOC Vice Chair, Roger Valine, DOC Commissioner, Brian Holloway, DOC Commissioner

**Action:** This item was re-ordered by the Chair to #3 on the agenda. Commissioner Holloway reviewed Design and Planning Commission merger outreach efforts to date conducted by the DOC Subcommittee and Staff, including Design Commission, Planning Commission and Area 1 NAG. He added that additional outreach would include the Preservation Roundtable, and two community meetings, one at South Natomas Community Center and one at Pannell Community Center. In addition, a Council Workshop is scheduled for April 30. David Kwong, Planning Manager, stated that staff was developing an issue paper for the Council Workshop, and that a number of informational handouts had been distributed during outreach meetings. He added that additional requests for staff outreach should be communicated to Janis Franklin. Commissioner Valine inquired about frequently asked questions. Commissioner Holloway commented on the additional good ideas generated during outreach meetings. Commissioner McBurney commented regarding the streamlining opportunities that would result from the proposed changes. William Thomas added that Council has requested city wide design review which may be possible as a result of the increased efficiencies generated by merging the Design and Planning Commissions. David Kwong commented that the existing design review districts would remain, and would not be impacted by the merger. Commissioner Holloway stated that public access to the process was a key issue, and that the access has increased dramatically after changes to the previous Design and Preservation Board, and that he anticipated that the same would happen with the proposed merger. William Thomas discussed the importance of developer outreach to the community. He added that additional information and FAQs would be posted on the web. Public comment on this item was offered by Connie Anderson who commented regarding community access to staff and Molly Rightman who inquired about community outreach opportunities.

7. **DOC Subcommittee on Certified Master Builder Program (Oral)**

**Location:** Citywide

**Recommendation:** Receive and Comment on meetings to date regarding Certified Master Builder Program.

**Contact:** Dennis Guerra, DOC Commissioner; Scott Schriefer, DOC Commissioner, John Packowski, DOC Commissioner; Darryl Chinn, DOC Vice Chair

**Action:** Commissioner Guerra discussed DOC Subcommittee meetings to date regarding the creation of a Certified Master Builder program. He stated that the Subcommittee discussed the feasibility and viability of creating this program considering the current economic climate. He added details regarding the time required to administer the program and the education component. He recommended additional investigation for another month to determine if they would recommend implementation. Commissioner Nunan commented regarding the problems, since solved, that occurred several years ago that would have encouraged the implementation of such a program. Commissioner Guerra discussed the incentives that could be created to generate new development as a result of this program.

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

8. **None.**

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

9. **Commissioner Chinn recommended that the DOC invite guest speakers for future meetings from surrounding jurisdictions. Commissioner Fuerst commented about an upcoming Elk Grove forum. Commissioner Fuerst commented about the upcoming Annual Report to Council.**

**Adjournment: - 6:50 PM**