



REPORT TO PLANNING COMMISSION **10** City of Sacramento

915 I Street, Sacramento, CA 95814-2671

REVIEW AND COMMENT
April 23, 2009

To: Members of the Planning Commission

Subject: Merger of the City Planning and City Design Commissions (M09-017)

Update on outreach efforts on the DOC initiative to merge the Planning and Design Commissions.

Location: Citywide

Recommendation: Staff recommends that the Planning Commission receive, provide comments and file.

Contact: David Kwong, Planning Manager, 808-2691

Summary In January 2009, the Development Oversight Commission presented a proposal to merge the Design and Planning Commissions for improved streamlining and transparency of the development review process. At the direction of City Council, staff has been working with the DOC to conduct public outreach on the feasibility of the proposal's advantages and disadvantages.

Background

In early January 2009, the Development Oversight Commission delivered a letter to the Mayor and City Council regarding the need for improvements to the Planning Commission and Design Commission processes. Among the suggestions was the idea of merging the Planning and Design Commission hearing bodies. As a result, development projects that require both planning entitlements from the Planning Commission and Design Commission level design review would go before a single commission, as opposed to going separately to the Planning Commission for entitlements then to the Design Commission on a later date to review building design and materials.

At the February 24, 2009, City Council meeting, Council heard public testimony on the merger topic and directed staff to report back to the entire City Council, as opposed to the Law and Legislation Committee, with a workshop to focus on the issue of merging the Planning and Design Commissions.

Public/Neighborhood Outreach and Comments

Staff has attended numerous community meetings and held two workshops to discuss the proposal. The public outreach was conducted at seven locations between February 24, 2009 and the Planning Commission meeting of April 23, 2009. These locations and groups include NAG#1, Preservation Roundtable, East Sacramento Improvement Association, Sierra-Curtis Neighborhood Association, Oak Park Community Association, and two city staff initiated community meetings: South Natomas Community Center on April 6th and Sam Pannell Community Center on April 13th. Staff believes that public input has refined the recommendation that the merger of the commissions should be a new nine member commission as opposed to a seven member commission as originally proposed in the DOC's letter to the Mayor and City Council.

Staff would like to note several common themes that have been heard during the course of public outreach on this issue:

1. Combining the two Commissions would limit public involvement in the review of development projects and ruin the democracy inherent in our current process.
2. There needs to be more transparency with the City's development process. The current process is not transparent as it exists and is already abused.
3. The current process does not allow for early input into the process for a quality outcome and as a result a number of subpar projects have been allowed.
4. What are the levels of thresholds that would "pushed down" to staff?

Environmental Considerations

None.

Policy Considerations

Merging the Planning Commission and the Design Commission is consistent with newly adopted General Plan policy to better integrate urban design and land use for overall improved project quality.

Respectfully submitted by:

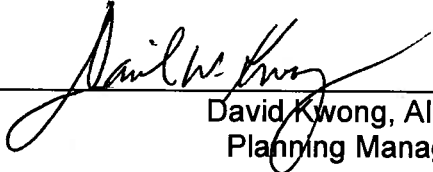

David Kwong, AICP
Planning Manager

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Issue Paper Regarding the

Merger of the City Planning and City Design Commissions

April 8, 2009

Executive Summary

- Development Oversight Commission issues a letter recommending the merger of the City's Design and Planning Commissions (January 2009).
- City Council directed Staff to conduct outreach and return for a workshop (February 24, 2009).
- Seven community meetings conducted citywide prior to April 30th, 2009.

Analysis

- Current process is complex and duplicative; proposed process merges the hearing bodies, increasing transparency and eliminating duplication.
- 2030 General Plan Policy- The merged Commission is consistent with General Plan policy to better integrate urban design and land use for overall improved project quality.
- Experience- The working relationship between the new Commission and the public will be improved. Reasons:
 - Design and entitlements discussed at the same hearing;
 - Citywide Design Review proposed;
 - Improved hearing order- clarity of process;
 - Economy of resources- one combined hearing means all public comments are relevant to the discussion. Applicants (which are often first-time, small budget applicants) will have one fewer hearing to which to bring architect/consultants;
 - Historically, Sacramento has utilized a two commission process (Planning Commission and Design Review Preservation Board). With this proposal, Sacramento will return to a realigned, two commission process (Planning/Design Commission and Preservation Commission).
- Efficiencies- Staff finds that considerable efficiency of time and cost savings can be achieved with the merger of the two hearing bodies.
 - Comparison with other jurisdictions- Everyone wants quality design but most cities implement design standards through their Planning Commission.
 - Cost savings- Overall cost savings based on 2007-2008 projects is estimated to be \$386,500.
 - It is difficult to provide an accurate cost savings for applicants and public.
 - Time savings for all customers: community, staff and applicants.

Criticism (see FAQ's for responses)

- Limiting public involvement;
- Need increased transparency;
- Current systems lacks early public input;
- Dissatisfaction with some built projects.

Recommendation to Council

- Staff believes the proposed process can be designed to address all public concerns;

- Staff proposes that any cost savings achieved due to the merger of the hearing bodies be reallocated to fund an expanded, citywide Design Review program;
- Staff recommends a nine-seat hearing body with five of those seats being “at-large” members;
- Staff recommends that following the appointment of a newly merged commission, the new commission members should work with a DOC subgroup, planning staff, and City Attorney’s Office to craft appropriate code change recommendations.

Introduction

This paper represents staff’s investigation of the Development Oversight Commission’s recommendation to realize improvement in the development process through the merging of the Design and Planning Commissions.

It has been prepared at the request of the City Council to bring to light the issues surrounding a merger.

The paper addresses the objective of a merger of the two hearing bodies, policy considerations, anticipated efficiencies, and the criticisms received during the public outreach process. The discussion reflects input received from the general public and represents the evolution of the merger topic through a series of discussions with staff and stakeholders.

Background

In early January 2009, the Development Oversight Commission delivered a letter to the Mayor and City Council regarding the need for improvements to the Planning Commission and Design Commission processes. Among the suggestions was the idea of merging the Planning and Design Commission hearing bodies. As a result, development projects that require both planning entitlements from the Planning Commission and Design Commission level design review would go before a single commission, as opposed to going separately to the Planning Commission for entitlements then to the Design Commission on a later date to review building design and materials.

At the February 24, 2009, City Council meeting, Council heard public testimony on the merger topic and directed staff to report back to the entire City Council, as opposed to the Law and Legislation Committee, with a workshop to focus on the issue of merging the Planning and Design Commissions.

Since that time, staff attended a series of community meetings, in many different City neighborhoods, to present the Design-Planning Commission merger idea and to receive community input. The merger concept has evolved over the course of these meetings to incorporate constructive feedback and to respond to concerns. Staff is attempting to strike a balance between neighborhood interests and the evolution of our Commissions to better serve the development process.

Proposal: The City has adopted 14 design review districts and most of these districts have associated design guidelines. Currently, all private development projects in these districts have some level of Design Review: staff level, Design Director Level, or Design Commission level.

There are typically parallel planning entitlements, requiring a separate public hearing process. Each decision making body has its own appeal and call-up process.

The current and proposed processes are illustrated in *Exhibit 1*. The proposed process includes (1) staff level decisions (no change from current practice), (2) combined Zoning Administrator and Design Director level decisions (retaining the same appeal and call-up opportunities as currently exist), and (3) merged Planning Commission and Design Commission level decisions (again, retaining the same appeal and call-up opportunities as currently exist). The primary change that the general public will notice is that there is only one hearing body that will act on both entitlements and design review at the Commission level, rather than two separate hearings. The proposed structure eliminates a dual, separate Director level or Commission level process which requires separate applications, routings, hearing notices, staff reports, and hearings. This information should be kept in mind as the costs of the processes are discussed later in this paper.

Analysis

Staff has evaluated the question of merging the Planning and Design Commissions relative to three issues; the recently adopted 2030 General Plan, the confluence of development standards and urban design, and the efficiencies associated with merging the commissions.

2030 General Plan: A Commission with the authority to review design, development standards and land use would be better positioned to implement the 2030 General Plan's stated intent to merge urban design and land use.

On March 3, 2009, the City Council adopted the 2030 General Plan to guide the City's growth for the next 20 years in a manner that will implement the Plan's Guiding Vision to "make Sacramento the most livable city in America". To implement this vision, the General Plan recognizes the interdependence of land use and urban design by merging these disciplines into one Plan Element. The City's 1988 General Plan included minimal guidance regarding design in the Residential Land Use element and no design guidance in the Commerce and Industry Land Use element. The Land Use and Urban Design element of the 2030 General Plan combines land use and urban design policies to ensure that the physical forms and patterns of future development result in greater quality and more sustainable projects.

Section 2 of the Land Use and Urban Design element provides a comprehensive set of goals and policies that tie the disciplines of land use and urban design together. Specifically, Goal LU 2.7 states: *Require excellence in the design of the city's form and structure through development standards and clear design direction.*

Goal LU 2.7's associated policies provide direction on development standards and urban design. Specifically, the policies associated with Goal LU 2.7 provide a framework to utilize both development standards and design standards to promote quality development. The intent is for the City to modify its development and design standards to work together, rather than as separate requirements that have proven, at times, to be inconsistent.

Policy LU 2.7.7 goes on to state: *The City shall require buildings to be oriented to and actively engage and complete the public realm through such features as building orientation, build-to and setback lines, façade articulation, ground-floor transparency, and location of parking. (RDR)*

An example of inconsistency between development and design standards is a design guideline that calls for a building to be placed closer to a street, while the applicable development standard calls for a certain setback that must receive a variance entitlement to meet the design guideline. In line with Policy LU2.7.7, the combined Commission would be in a position to integrate the design of the building with the appropriate level (i.e. distance) of setback variance.

Experience: In the City of Sacramento, our Design Review process runs concurrently with the review and analysis of planning entitlements. Those planning entitlements often include analysis of whether a land use is appropriate, projects that would exceed an established height standard, or a variation to setback requirements: all discussion that often affect (or are affected by) physical design.

It is staff's opinion that the working relationship between the Commissions and the general public could be improved by combining the hearing body review of project design with the review of entitlements in several key ways:

Common Discussion- Approval of entitlements and how they affect building design (and visa-versa) could be discussed at the same commission meeting and in the same context. Under the current system, this discussion is disjointed;

Citywide Design Review- Staff is aware of the Council and community's interest in Citywide Design Review. A combined Commission sets the stage by providing design and entitlements expertise in a single location;

Improved Hearing Order- As the City code is currently structured, the Design Commission takes action on a project after the entitlements are acted upon by the Planning Commission, or in specific instances, the City Council. The process would be streamlined and more intuitive were there to be a combined commission to act at the same time on entitlements and design. In the case where Council level action is required, the Council would take final action on all components of a project (entitlements and design). Under the current process, the Design Commission takes final action on the design after the Council acts on the entitlements;

Economy of Resources- The application process and public noticing of projects and public hearings will remain unchanged. When it comes time to schedule a hearing for the project, then both entitlements and Design Review will go forward for action at the

same time. This arrangement is more efficient for the applicant (who can be anyone from a homeowner, to a small business person, to a larger developer), who must bring the project architect and other consultants to each hearing. It is also more efficient for members of the public, who can attend one public hearing rather than two, and all of their comments will be germane to the discussion.

Return to Two Commission Process- Historically, Sacramento has utilized a two commission process (Planning Commission and Design Review Preservation Board [DRPB]). With this proposal, Sacramento will return to a realigned, two commission process (Planning/Design Commission and Preservation Commission).

The projects that need entitlements and are located within a Design Review area are a small subset of the overall number of projects brought before the Planning Commission/Design Commission. Staff is of the belief that the general public will notice very little change in the overall project development process, but for the fact that entitlements and design will be openly discussed at the same hearing. Public comments before a merged commission, on either development standards, land use or building design, will all be relevant to the single Commission's discussion.

Efficiencies: Staff finds that considerable efficiency of time and cost savings can be achieved with the merger of the two hearing bodies.

Comparison to Other Cities- Staff conducted extensive research to review our current and proposed systems in light of the processes in place in other cities within the SACOG region. The importance of this information is to provide a tool for evaluating the City of Sacramento's development process aside that of other area jurisdictions.

Exhibit 2 is a list of every jurisdiction in the SACOG region. It is all inclusive; even jurisdictions with considerably smaller population or area are listed in the chart. City staff also included a number of larger cities in the survey such as Portland and Seattle, which do have design commissions (and a differently structured development process); the City of San Jose does not have a design commission, but has citywide design review.

The critical point to note is that most cities in this region and the larger cities all desire and demand quality development. As such, most of the cities identified in this survey have either design guidelines or design standards to achieve quality development. The implementing mechanism or body to regulate those design standards and guidelines, as illustrated in the table, is their respective Planning Commission, and not a separate Design Commission.

Breakdown of Costs- This paper includes an analysis of the breakdown of the costs associated with the City's Design Review Program. *Exhibits 3 and 4* show the Design Review projects heard in a publicly noticed hearing, whether it was a Director level or a Design Commission level, for the years 2007 and 2008 and the established fees for these types of projects. It also shows the project delivery cost, given the level of the public hearing body. A Design Director level public hearing costs approximately \$5,500 per project and a Design Commission level of public hearing costs approximately

\$9,000 per project. *Exhibit 5* shows the number of hearings in total that were held in order to evaluate and receive approval for a particular project. The hearing count includes any concurrent Zoning Administrator or Planning Commission public hearings for those projects.

Staff estimates the overall cost of the hearings by taking the number of hearings held and multiplying it by the related design body (i.e., The Creamery project= Total five hearings, including Planning Commission [2], Design Commission [2], and City Council [1]). Assuming costs are equal, two Design Commission hearings cost approximately \$9,000 per hearing, including a re-evaluation and written report of the design changes before bringing the project to the final hearing. City costs to take this project to hearing could be reduced by 50% by combining Planning and Design Commission hearings, as opposed to having four separate hearings prior to going before City Council for final action.

If this assumption is correct, then cost savings for the entire list of projects can result in a 50% cost savings achieved through the reduction of the number of overall hearings. In addition, these costs do not include stipends, costs of staff overtime for evening hearings (after 5pm), costs of security and other overhead charges applied to the department. Overall, staff estimates approximately \$386,500 in cost savings over the 2007-2008 period. These are city incurred costs that are typically not recovered through entitlement fees.

Staff is not able to accurately estimate the amount of costs savings that would result from applicants or members of the general public not having to prepare additional materials or bring consultants to multiple hearings; that is dependent on the project's individual complexity.

After weighing the information at hand, it is staff's opinion that the current hearing process is at times complex, duplicative, and is actually more confusing than it is transparent, both in terms of overall process and determining at which stage public input is provided to a project for both the applicant and the concerned constituent. Emphasis should be on clarity, timeliness and ultimately effectiveness on the quality of outcome of the project for all concerned stakeholders. A merger of the two commissions would work toward this goal, as well as implement the 2030 General Plan, Goal LU 2.7 which states: *Require excellence in the design of the city's form and structure through development standards and clear design direction.*

Public Outreach

Staff's preparation of this paper has evolved since City Council's direction to conduct public outreach and then report back to the entire City Council. The information provided in the exhibits has been updated as costs have been determined. Notably, staff believes that public input has refined the recommendation that the merger of the commissions should be a new nine member commission as opposed to a seven member commission as originally proposed in the DOC's letter to the Mayor and City Council.

By the time this paper is presented to City Council for review, public outreach will have been conducted at seven locations between February 24, 2009 and the report back date of April 30, 2009. These locations and groups include NAG#1, Preservation Roundtable, East Sacramento Improvement Association, Sierra-Curtis Neighborhood Association, Oak Park Community Association, and two city staff initiated community meetings: South Natomas Community Center on April 6th and Sam Pannell Community Center on April 13th.

Staff would like to note several common themes that have been heard during the course of public outreach on this issue:

5. Combining the two Commissions would limit public involvement in the review of development projects and ruin the democracy inherent in our current process.
6. There needs to be more transparency with the City's development process. The current process is not transparent as it exists and is already abused.
7. The current process does not allow for early input into the process for a quality outcome and as a result a number of subpar projects have been allowed.
8. What are the levels of thresholds that would "pushed down" to staff?

A further list of the most commonly asked questions and staff's response is attached.

In conclusion, if done correctly, staff believes that the merger of the Design Commission and the Planning Commission will result in better quality project design citywide and implements the general plan.

It also results in cost efficiencies (both time and money) for City customers and members of the public.

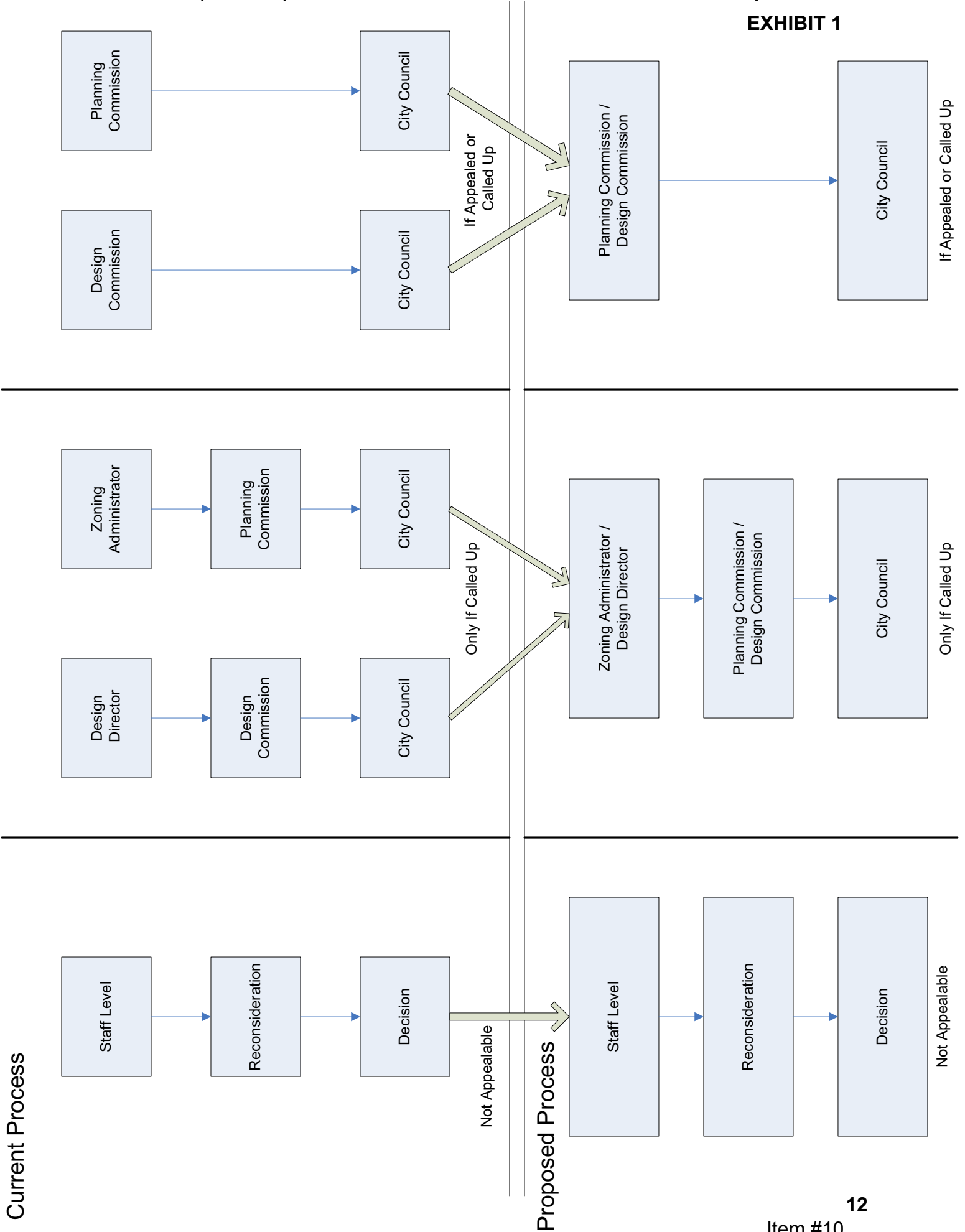
Recommendation to City Council

- Staff believes the proposed process can be designed to address all public concerns;
- Staff proposes that any cost savings achieved due to the merger of the hearing bodies be reallocated to fund an expanded, citywide Design Review program;
- Staff recommends a nine-seat hearing body with five of those seats being "at-large" members;
- Staff recommends that following the appointment of a newly merged commission, the new commission members should work with a DOC subgroup, planning staff, and City Attorney's Office to craft appropriate code change recommendations.

Merger of the City Planning and City Design Commissions (M09-017)

April 23, 2009

EXHIBIT 1



Current Process

Proposed Process

EXHIBIT 2

City/County	Design Review Commission	Planning Commission	Design Guidelines	Website
El Dorado County	No- but do have a Design Review Committee	Yes	Yes	http://www.co.el-dorado.ca.us/
Placer County	No-but do have separate Design Review Committees for Kings Beach, North Tahoe, Tahoe City, Meadow Vista, Squaw Valley, and Foresthill Forum Advisory Council	Yes	Yes	http://www.placer.ca.gov/
Sacramento County	No- but do have a Project Review Committee	Yes	Yes	http://www.saccounty.net/default.htm
Sutter County	No	Yes	No	http://www.co.sutter.ca.us/
Yolo County	No	Yes	Design guidelines have been created by the Esparto Citizens Advisory Commission	http://www.volocounty.org/
Yuba County	No- but do have Plumas Lake Specific Plan Design Review Committee	Yes	Yes-for Spring Valley Specific Plan and Yuba Highlands Specific Plan	http://www.co.yuba.ca.us/
City of Live Oak	No	Yes	Yes (Design Standards)	http://www.liveoakcity.org/
Yuba City	No	Yes	Design guidelines are part of Lincoln East Specific Plan, Central City Specific Plan and Harter Specific Plan	http://www.yubacity.net/boards/default.htm
City of Marysville	No	Yes	Design Review Manual contains design review policies and criteria	http://www.marysville.ca.us/
City of Wheatland	No	Yes	No	http://www.wheatland.ca.gov/
City of Colfax	Yes	Yes	Yes	http://www.ci.colfax.ca.us/
City of South Lake Tahoe	No	Yes	No	http://www.cityofslt.us/
City of Lincoln	No	Yes	Lincoln Downtown Urban Design Plan	http://www.ci.lincoln.ca.us/
City of Auburn	No-But do have Historic Design Review Commission	Yes	No- but do have historic design review guidelines	http://www.auburn.ca.gov/
City of Rocklin	No	Yes	Yes	http://www.rocklin.ca.us/
City of Loomis	No	Yes	Yes	http://www.loomis.ca.gov/
City of Roseville	No-but do have Design Committee	Yes	Yes-Community Design Guidelines	http://www.roseville.ca.us/
City of Citrus Heights	No	Yes	No- but zoning code has design standards	http://www.citrusheights.net/home/index.asp
City of Placerville	No	Yes	Yes-City of Placerville Development Guide	http://www.cityofplacerville.org/
City of Woodland	No	Yes	Yes-Community Design Standards	http://www.cityofwoodland.org/
City of West Sacramento	No	Yes	Yes	http://www.cityofwestsacramento.org/
City of Folsom	No	Yes	Yes-multifamily development	http://www.folsom.ca.us/
City of Rancho Cordova	No	Yes	Yes	http://www.cityofranhocordova.org/
City of Sacramento	Yes	Yes	Yes	http://www.cityofsacramento.org/
City of Winters	No	Yes	Yes	http://www.cityofwinters.org/
City of Davis	No	Yes	Yes	http://cityofdavis.org/
City of Elk Grove	No	Yes	Yes	http://www.elkrovecity.org/
City of Galt	No	Yes	Yes-Commercial Storefront and Façade Rehabilitation Design Guidelines	http://www.ci.galt.ca.us/site/
City of Isleton	UTL	Yes	UTL	No website found
Seattle, WA	Yes	Yes	Yes	http://www.seattle.gov/
Portland, OR	Yes	Yes	Yes	http://www.portlandonline.com/
San Diego, CA	No-but do have Old Town San Diego Planned District Design Review Board	Yes	Yes	http://www.sandiego.gov/
San Jose, CA	No	Yes	Yes	http://www.sanjoseca.gov/
Phoenix, AZ	No- but do have a Design Review Standards Committee and a Design Review Appeals Board	Yes	Yes	http://www.phoenix.gov/
Denver, CO	No	Yes	Yes	http://www.denvergov.org/

EXHIBIT 3

Design Review

Project Number	Project Name	2007 Design Director	2008 Design Director	2007 Design Commission	2008 Design Commission	Total # of Hearings	Invoiced
P05-097	Sacramento Railyards			5		5	
DR07-119	Westfield Downtown Plaza			2	2	4	\$1,363.44
DR05-340	Cathedral Square			3		3	\$1,480.96
DR05-402	Metropolitan			2	1	3	\$2,763.44
DR06-313	Urban Living -3030 T		1	1	1	3	\$1,480.96
DR07-305	Broadway Lofts		1	2		3	\$4,063.44
DR08-132	Oak Park Fresh & Easy		2		1	3	\$2,028.96
M07-029	Township 9			3		3	
DR04-187	Canterbury Crossing	1		1		2	\$2,674.44
DR04-253	Little Siagon	1		1		2	\$3,567.60
DR07-009	831 L Street			1	1	2	\$1,480.96
DR07-077	Warfield Building	2				2	\$940.16
DR07-110	The Studios			2		2	\$1,363.44
DR07-188	The Green Building			2		2	\$1,363.44
DR07-263	1601 Broadway		2			2	\$1,730.96
DR07-283	The Creamery			1	1	2	\$1,480.96
DR08-225	Tribute Building				2	2	\$5,551.20
ER08-070	Lochbrae Residence		2			2	\$302.40
ER08-073	38th Street Residence		1		1	2	\$298.00
M05-084	CC Urban Design Guidelines			1	1	2	
DR04-317	308 14th Street	1				1	\$2,016.12
DR05-300	Epic			1		1	\$1,363.44
DR06-162	1523 E Street Lofts	1				1	\$1,730.96
DR06-173	301 University	1				1	\$1,480.96
DR06-260	Shiloh Baptist Church	1				1	\$1,363.44
DR06-261	Starbuck/76 Station	1				1	\$1,363.44
DR06-271	3100 Folsom	1				1	\$1,480.96
DR06-294	Rite Aid	1				1	\$1,480.96
DR07-017	3009 K Street Bldg	1				1	\$1,480.96
DR07-065	Alhambra & O Commercial Bldg	1				1	\$940.16
DR07-067	27th and V	1				1	\$1,730.96
DR07-109	300R Mixed Use			1		1	\$1,730.96
DR07-114	Dream	1				1	\$1,480.96
DR07-118	Susie Burger	1				1	\$361.92
DR07-191	RetroLodge	1				1	\$1,730.96
DR07-230	Kupros Bistro		1			1	\$481.52
DR07-272	2020 L Street	1				1	\$1,363.44
DR07-277	Oak Park Community Center	1				1	\$1,514.64
DR07-297	East End Gateway 2 & 3			1		1	\$0.00
DR07-350	Meridian II				1	1	\$1,363.44
DR07-357	George Sims Community Center		1			1	\$1,730.96
DR07-377	REI addition	1				1	\$1,480.96
DR07-389	East End Gateway 1				1	1	\$1,363.44
DR07-396	Alhambra Walgreens				1	1	\$1,480.96
DR07-405	Budget Inn				1	1	\$1,480.96
DR08-074	Riverside Target				1	1	\$2,976.88
DR08-086	Morton's		1			1	\$1,480.96
DR08-140	Liberty Plaza		1			1	\$2,502.08
DR08-143	Sacramento Docks PUD				1	1	\$1,363.44
DR08-147	424 L Street Parking Lot		1			1	\$1,730.96
DR08-162	CA State Lottery Building				1	1	\$2,700.00
DR08-170	R Street Improvement Project				1	1	\$1,620.00
DR08-194	Evergreen Fresh & Easy		1			1	\$2,700.00
DR08-202	League of Cities		1			1	\$3,101.20
DR08-206	Taco Bell		1			1	\$2,700.00
DR08-278	Hot Italian		1			1	\$2,700.00
ER07-059	513 Blackwood	1				1	\$1,240.00
ER07-061	Edgewater & Lochbrae Duplex	1				1	\$62.40
ER07-132	2075 Edgewater	1				1	\$822.64
ER07-162	531 Southgate	1				1	\$822.64
ER07-212	2216 Grand	1				1	\$470.08
ER08-037	Bell Home		1			1	\$611.92
ER08-061	2508 Donner Way		1			1	\$151.20
M03-190	McClellan Heights-Parker Homes			1		1	
M05-021	Form Based Codes			1		1	
M05-048	R Street Corridor SPD			1		1	
M08-022	Florin and Meadowview TODG				1	1	
M08-046	Theater Renovation				1	1	
Total Hearings		25	20	33	21	99	\$97,688.64

EXHIBIT 4

Typical hours

Design Commission

Average project 4 story, 40,000-60,000 S.F. with 1 Review & Comment and 1 Final Action (2 hearings), DR staff hours only

Rate \$140.00

Application Intake task	time	Application Dist / Assignment task	time	Application Review / Comments task	time	Application Issue Resolution task	time	Application Evaluation and Report task	time	Hearing Notification Hearing & Closeout task	time	Grand Total time	cost
Application Intake	1.5	Planner Assignment	0.5	Completeness Review	1	Meet with Applicant	4	Staff Report	14	Posting & Notification	1		
				Routing	1	Neighborhood Issues	3	Accela Inputs	1	Hearing	8		
				Project Review	12.5	Comment	3			Closeout	1		
				MRC	1	Letter	5						
				Z/P Review	1	Revisions Resubmitted	5						
						Resolution issues	6						
Total	1.5	Total	0.5	Total	16.5	Total	21	Total	15	Total	10	64.5	\$9,030.00

Design Director

Average project 2 story, 20,000-30,000 S.F. with Final Action (1 hearing), DR Staff hours only

Application Intake task	time	Application Dist / Assignment task	time	Application Review / Comments task	time	Application Issue Resolution task	time	Application Evaluation and Report task	time	Hearing Notification Hearing & Closeout task	time	Grand Total time	cost
Application Intake	1.5	Planner Assignment	0.5	Completeness Review	1	Meet with Applicant	2	Staff Report	5	Posting & Notification	1		
				Routing	1	Neighborhood Issues	2	Accela Inputs	1	Hearing	4		
				Project Review	8	Comment	2			Closeout	1		
				MRC	1	Letter	4						
				Z/P Review	1	Revisions Resubmitted	4						
						Resolution issues	3.5						
Total	1.5	Total	0.5	Total	12	Total	13.5	Total	6	Total	6	39.5	\$5,530.00

EXHIBIT 5

07/08 Concurrent Planning and Design Review Project Hearings

	Planning File Number	DR File Number	Project Name	07/08 ZA Hearings	07/08 CPC Hearings	07/08 DD Hearings	07/08 DC Hearings	07/08 CC Hearings	Total # of Hearings
1	P05-097	P05-097	Sacramento Railyards		7		5	5	17
2	P05-205	DR05-402	Metropolitan		3		3	2	8
3	P04-261	DR07-119	Westfield Downtown Plaza		2		4		6
4	P06-047	M07-029	Township 9		2		3	1	6
5	P05-161	DR05-340	Cathedral Square		2		3		5
6	P07-120	DR07-263	1601 Broadway		3	2			5
7	P07-123	DR07-283	The Creamery		2		2	1	5
8	P06-211	DR06-313	Urban Living -3030 T		1	1	2		4
9	P07-071	DR07-305	Broadway Lofts		1	1	2		4
10	P07-002	DR07-009	831 L Street		2		2		4
11	Z08-092	ER07-061	Edgewater & Lochbrae Duplex	1	2	1			4
12	P07-021	DR07-188	The Green Building		1		2		3
13	P08-090	DR08-225	Tribute Building		1		2		3
14	P06-181	DR07-067	27th and V		2	1			3
15	P07-167	DR07-405	Budget Inn		1		1	1	3
16	P07-142	DR08-140	Liberty Plaza	1		1		1	3
17	Z08-001	DR08-278	Hot Italian	2		1			3
18	Z08-097	ER07-132	2075 Edgewater	1	2				3
19	Z08-206	ER08-073	38th Street Residence	1		1	1		3
20	M03-190	M03-190	McClellan Heights-Parker Homes		1		1	1	3
21	M05-048	M05-048	R Street Corridor SPD		1		1	1	3
22	P05-138	DR05-300	Epic		1		1		2
23	P06-101	DR06-162	1523 E Street Lofts		1	1			2
24	P06-096	DR06-173	301 University		1	1			2
25	Z06-204	DR06-260	Shiloh Baptist Church	1		1			2
26	P07-042	DR07-109	300R Mixed Use		1	1			2
27	Z07-168	DR07-118	Suzie Burger	1		1			2
28	Z07-160	DR07-230	Kupros Bistro	1		1			2
29	Z07-051	DR07-065	Alhambra & O Commercial Bldg	1		1			2
30	P05-151/P05-152	DR07-297	East End Gateway 2 & 3		1		1		2
31	P07-145	DR07-350	Meridian II		1		1		2
32	P07-155	DR07-377	REI addition		1	1			2
33	P07-162	DR07-389	East End Gateway 1		1		1		2
34	P08-009	DR07-396	Alhambra Walgreens		1		1		2
35	P08-034	DR08-074	Riverside Target		1		1		2
36	Z08-157	DR08-147	424 L Street Parking Lot	1		1			2
37	P08-073	DR08-162	CA State Lottery Building		1		1		2
38	P08-089	DR08-194	Evergreen Fresh & Easy		1	1			2
39	Z08-232	DR08-206	Taco Bell	1		1			2
40	P08-058	DR08-143	Sacramento Docks PUD				1		1
Total Hearings				12	48	20	42	13	135

The Sacramento Docks PUD project is not complete yet.

Exhibit 6: DOC Streamlining Proposal FAQs

Questions:

- Letter to CC & Mayor- why did you do it?
 - The Development Oversight Commission (DOC) is charged by City Code with the task of providing a forum that enables the public to introduce and to discuss suggestions, comments, and concerns regarding the procedures and processes of the city's development services function. The overall goal of any recommendation by the DOC to City Council is to streamline the process of developing and building in Sacramento, including increasing clarity, efficiency and transparency in the development process.
- What is the problem we are trying to fix?
 - The separate Design Commission/Planning Commission system is cumbersome for projects that need approval from both hearing bodies. The current proposal was made to try to improve the overall hearing process.
- What is the quality objective?
 - The objective of the proposed merger of the Design Commission and Planning Commission is to improve the City's development process for that small subset of projects that must receive review and approval from both hearing bodies. A single commission will be able to provide comprehensive review from a building and urban design perspective.
- What are the mission statements of the design, planning and proposed combined commissions?
 - The Design and Planning Commissions do not have a "Mission Statement" in the traditional sense, however, the function of the City's Planning Commission is defined in City Code Section 2.60 as follows: to develop and maintain a general plan, develop such specific plans as may be necessary or desirable, and perform such other functions as the city council may provide (as provided in the Zoning Code, Section 17 of City Code). The primary responsibilities of the Design Commission are to develop and recommend to the council urban design policies appropriate for inclusion in the general plan and other regulatory plans and programs of the city, to develop and recommend design guidelines for the implementation of this chapter, and to review development projects of major significance and appeals of the design director's decisions. A combined commission would assume the duties of both commissions.
- Who is asking for this change?
 - The change is recommended by the City's Development Oversight Commission (DOC), a group of building industry representatives and members of the public appointed by the Mayor and approved by City Council. The purpose of the DOC is to provide a forum that enables the public and city staff to introduce and to discuss suggestions, comments, and concerns regarding the procedures and processes of the city's development services function. The DOC will recommend changes to streamline the process of developing and building in Sacramento and host

public meetings to hear public comments before providing its recommendations to council. DOC meeting agendas, synopses, and annual reports can be found on the City's website at:

<http://www.cityofsacramento.org/dsd/meetings/commissions/development-oversight/> .

- Are you coming to the citizens asking what we want or telling us what you are going to do?
 - City staff is presenting the DOC's concept of combining the two commissions and asking for public input. Staff will ultimately make a recommendation to City Council. City Council has the authority to make the final decision.
- Will City Council listen to our input?
 - Yes. A public hearing is required to combine the two commissions. You may also contact your City Councilmember or the Mayor's Office at any time during this outreach process to make your comments known.
- What are the cost savings from this merger proposal?
 - Staff estimates an overall cost savings of approximately \$396,500 per year to the City.
- Will some commission decisions be handled by staff?
 - There is not a proposal to "delegate down" any Design Commission or Planning Commission decisions to staff at this time. If there is interest in doing this in the future, it would require subsequent City Council approval to rewrite the City Code to address it.
- Is there a legal requirement for outreach prior to meetings?
 - Yes. Both Design Commission and Planning Commission hearing notices are governed by City Code Section 17.200, requiring a minimum 10 day public notice prior to any public hearing. There is no proposal to change this requirement.
- Isn't it more appropriate that when complex issues arise we call a joint meeting of the two commissions rather than creating a combined commission?
 - We have done this in the past on occasion to address complex projects and issues, highlighting the efficiencies gained by such a system.