



# REPORT TO PLANNING COMMISSION City of Sacramento

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915 I Street, Sacramento, CA 95814-2671

STAFF REPORT  
February 22, 2007

**To: Members of the Planning Commission**

**Subject: Introduction of Regulatory Improvement Team and Programming Guide**

**Location: Citywide**

**Council District: All**

**Recommendation:** The report is for the Planning Commission's information. No action is necessary.

**Staff Planner:** Joy Patterson, Principal Planner, (916) 808-5607

## **Summary**

This report provides the Planning Commission with information on the Development Services Department's Regulatory Improvement Team. Staff will make a brief presentation at the Planning Commission meeting to introduce team members and explain the Regulatory Improvement Program Guide to the Planning Commission members.

## **Background Information**

In November of 2006 the Development Services Department's Regulatory Improvement Team was officially formed. The team is responsible for sheparding code changes through the appropriate regulatory bodies in a timely manner and having outreach on code changes to interested neighborhood groups, business organizations, development groups and other stakeholders. Team members are:

Joy Patterson, Principal Planner  
Sandra Yope, Senior Planner  
Sally Shore, Associate Planner  
Robert Williams, Assistant Planner  
Christopher Dougherty, Assistant Planner  
Jason Hone, Junior Planner

While the primary focus of the team is processing Zoning Code (Title 17 of the Sacramento City Code) changes, including the code changes that will be required as part of the General Plan update, the team will also process code changes to the

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Subdivision Code (Title 16) and Building and Sign Code (Title 15). The Zoning Code requires that all amendments to Title 17 be reviewed by the Planning Commission at a public hearing before final action is taken by the City Council.

The team has developed a Regulatory Improvement Program Guide to set priorities for the team. Any new regulatory projects are ranked according to a prioritizing process, a planner assigned, and initial timeline established. Attachment 1 further describes the program guide and priority process.


**Environmental Considerations**

N/A

**Policy Considerations**

The Development Services Department's Regulatory Improvement Team and Regulatory Improvement Program Guide fall under the department's strategic areas to Promote an Appropriate Regulatory Environment and Streamline the Process.

Respectfully submitted by:



Joy Patterson  
Principal Planner

**Attachments**

Attachment 1

Information on DSD Regulatory Improvement Program Guide and  
Prioritizing Process

**ATTACHMENT 1**

**DSD REGULATORY IMPROVEMENT PROGRAM GUIDE**

Our proposal is that the City Council and various commissions would be informed and endorse the use of the program guide to set priorities for the regulatory improvement team. Any new regulatory improvement projects proposed would be ranked by the Zoning Administrator using the prioritizing process indicated below. Final rankings are at the discretion of the Director of Development Services.

The guide would be kept up to date and, along with the Regulatory Improvement Program Chart, made available to the Director of Development Services and the Planning Manager when they update the Mayor, City Manager, Assistant City Manager, and various City Council and commission members. Additionally, the guide will also list all potential regulatory changes originating from other departments that staff is currently monitoring, but that have not been officially added to the priority list.

We plan to brief each councilmember or their district director on a monthly basis on the general status of all proposed code changes and specifically discuss those code changes that will be coming before council in the near term or subjects of specific interest to an individual councilmember.

We anticipate that the majority of proposed regulatory changes will apply to:

1. Title 17 Zoning Code (Including Design Review and Preservation)
2. Title 16 Subdivision Code
3. Title 15 Building and Sign Code
4. Others as needed or applicable

Initially, we will provide an estimation of timeframe to take proposal through final Council action. We also plan to create a tracking mechanism for accounting for staff time with the implementation of the program. Eventually, we will be able to provide a realistic cost of a proposed regulatory change in terms of staff time. Such accounting will be able to be integrated into the priority system as well as assist with budgeting in terms of appropriate FTE levels.

**PRIORITIZING PROCESS-Scoring**

**Categories:**

- **Initiation of Change**
  - **(3 pts)** Request of Council and/or Law and Legislation
  - **(2 pts)** Request of Planning Commission (Zoning Code)
  - **(2 pts)** Request of Preservation Commission
  - **(2 pts)** Request of Design Commission
  - **(2 pts)** Request of DOC (other Development Codes)
  - **(1 pt)** Request of Planning Manager/DSD Director
  - **(1 pt)** Request of citizen (thru DSD)
  
- **Urgency of Change (type of change) {More than one can apply}**
  - **(1 pt)** Process related
  - **(1 pt)** Life/Safety/Security/Nuisance
  - **(1 pt)** Design/Aesthetics
  - **(1 pt)** Legislated change and required timeframe
  - **(1 pt)** Desired change, but not imperative
  - **(1 pt)** High profile/media involvement
  
- **Impact of Change**
  - **(3 pts)** Citywide benefit
  - **(2 pts)** Area specific
  - **(1 pt)** Narrow focus
  
- **Complexity of Change {More than one can apply}**
  - **(-2 pts)** Extensive research required
  - **(-2 pts)** Extensive community outreach required
  - **(-1 pt)** Moderate research required
  - **(-1 pt)** Moderate community and/or stakeholder outreach required
  - **(0 pts)** Coordination with numerous departments required
  - **(1 pt)** Simple or administrative
  
- **Incorporates City Themes {More than one can apply}**
  - **Culture and Entertainment (1 pt)**
  - **Economic Development (1 pt)**
  - **Public Safety (1 pt)**
  - **Safe and Affordable Housing (1 pt)**
  - **Sustainability and Livability (1 pt)**
  
- **Relates to Department Strategic Areas {More than one can apply}**
  - **Improving the Organization Structure (1 pt)**
  - **Continuing the Cultural Change of the Department (1 pt)**
  - **Streamlining the Process (1 pt)**

- Promoting an Appropriate Regulatory Environment (1 pt)
  - Longevity of request:
    - If an ordinance request has not been assigned and work initiated after **9 months** or is not progressing in a timely manner, the request will be elevated to the top of the priority list.
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**EXAMPLE:**

Proposed Surface Temporary Parking Lot Ordinance

- Initiation of Change- (3 pts)
  - (3 pts) Request of Council and/or Law and Legislation  
Council adopted a policy and requested a Zoning Code change to allow the existing illegal surface parking lots (primarily in the Central City) to remain.
- Urgency of Change (type of change) (3 pts)
  - (1 pt) Life/Safety/Security/Nuisance
  - (1 pt) Legislated change and required timeframe
  - (1 pt) High profile/media involvement
    - 1) The existing illegal parking lots are a nuisance in that they do not meet city codes, may not be paved, and often do not have lighting.
    - 2) The City Council legislated through policy that staff change the codes to allow the existing illegal parking lots as of the date of policy adoption to remain and to create a process for others in "high demand" areas.
    - 3) The parking lot issue is high profile and has high media attention.
- Impact of Change (2 pts)
  - (2 pts) Area specific  
The proposed changes are primarily directed toward the central city to address a central city parking issue.
- Complexity of Change (-1 pts)
  - (0 pts) Coordination with numerous departments required
  - (-1 pts) Moderate community and/or stakeholder outreach required

The proposed changes require coordination with other departments and moderate outreach to the stakeholders once the draft ordinance has been prepared.
- Incorporates City Themes } (2 pts)
  - (1 pt) Public Safety

- **(1 pt) Sustainability and Livability**

The proposed change is to legalize existing illegal parking lots by requiring a minimal amount of improvements and lighting thereby making the lots safer. Additionally, the required site improvements will enhance the surrounding areas around the sites by eliminating gravel parking lots.

- **Relates to Department Strategic Areas**
  - **Streamlining the Process (1 pt)**

Allowing temporary parking lot permits that meet certain design standards with a permit from DOT will allow parking to be provided on a short term basis in high need areas without having to go through a lengthy Planning Process.

**TOTAL POINTS: 10 POINTS**