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BY THE CITY COUNCIL

FEB 9 1999

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CITY CLERK



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CITY OF SACRAMENTO
CALIFORNIA

DEPARTMENT OF
NEIGHBORHOODS, PLANNING
AND DEVELOPMENT SERVICES

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January 15, 1999

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: DESIGN REVIEW PROGRAM STATUS REPORT AND PROCESS
IMPROVEMENT STRATEGIES (MF99-001)

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATIONS:

City staff recommends that the City Council, by resolution:

- A. Direct staff to implement the improvements to the existing design review program and recommended expansion strategies detailed in the report
- B. Approve the addition of two (2) FTE positions; one Junior Architect and one Typist Clerk II (to be shared between design review and historic preservation teams) at a total cost of \$92,000 for the enhanced implementation of the Design Review Program.

CONTACT PERSON:

Gary Stonehouse, Planning Director, 264-5567
Art Gee, Assistant Planning Director, 264-5945
Luis Sanchez, AIA, Associate Architect, 264-5957

FOR COUNCIL MEETING OF: February 9, 1999 (afternoon)

SUMMARY:

The purpose of the attached report is to:

1. Provide a status report on the Design Review Program
2. Provide policy and procedural recommendations to improve and enhance design review activities
3. Recommend staffing modifications to support the improvement strategies

The workload of the Design Review team has substantially increased over the last few years, from the addition of new design review areas and other responsibilities without any staffing increases. The increased responsibilities and staff shortage have caused delays in the development review and permitting process. Additional improvements to the program and adding new areas of the city as design review areas have been requested.

Comparative benchmarking studies of other cities indicate that the City's Design Review Program is understaffed. To address the backlog of staff-level-review applications, to provide better customer service, to provide better neighborhood and community outreach, and to be in position to serve additional design review areas, City staff recommends several improvements and enhancements of the design review program.

BACKGROUND

The purpose of the City's Design Review Program is to protect and enhance the residential and commercial character and aesthetic quality of an area by reviewing the design of new construction and building additions and renovations. The design review process can assist in maintaining and increasing property values. Prior to 1994, there were five designated design review areas in the city (Central City, Oak Park, Del Paso Heights, Strawberry Manor, and Campus Commons) covering about ten percent of the city. Since 1994, four additional design review areas have been established (Railyards, Richards, North Sacramento, and Expanded North Area) more than doubling the territory within design review areas (See Attachment 4 on page 14).

Within designated design review areas, City staff reviews one and two unit residential projects, remodel plans that have less than \$100,000 of exterior work, and all projects designated for review within the Expanded North Area. The Design Review and Preservation Board reviews remodels of \$100,000 or more and all new commercial and multi-family projects within designated design review areas. A summary of the City's design review process is included in Attachment 2 on page 12.

Increased Workload

Over the last four years, the Design Review and Preservation Board and staff have been asked by City Council and the Sacramento Housing and Redevelopment Agency to take an expanded role in assisting in the revitalization of redevelopment areas. The following four additional Design Review areas have been established without commensurate adjustment of staff or administrative support. The largest area is the Expanded North Area.

- North Sacramento Redevelopment Area (1994)
- Richards Boulevard Area (1994)
- Railyards Area (1994)
- Expanded North Area (1996)

The number of applications for staff level review has increased from 422 in 1996 to 800 in 1998, reflecting a 90 percent increase in the last three years.

Current Workload and Staffing

The Design Review Team currently consists of 1 FTE Associate Architect, .25 Assistant Planning Director, and a .5 FTE Typist Clerk II, to assist with notifications and Design Review and Preservation Board Agenda preparation and mailings.

Staff responsibilities include reviewing and processing project applications, including over-the-counter reviews, processing staff level review applications, and preparation of staff reports for projects for Board consideration. Issuance of building permits cannot occur prior to completion of design review. Due to the number of project applications, the majority of staff's time is spent processing applications.

Staff's non-project related tasks include development of new design guidelines (such as the Central City Neighborhood Design Guidelines), attendance at PAC/RAC neighborhood/community meetings, meetings with the development community, and preparation of materials and other technological improvements to make design review information more accessible and available to the public.

The increased workload has substantially lengthened the time for staff level reviews, as well as limiting the time available for the non-project related priorities listed above. Staff level reviews for minor projects are now taking four to five weeks to complete rather than the two weeks originally envisioned. Other planning staff has assisted in the processing of Design Review applications when possible. Assistance from other planners is becoming more limited, however, because of other workload requirements.

The workload status of the Design Preview Program has increased over the last three years, as summarized in the following table.

DESIGN REVIEW APPLICATIONS			
Expanded North Area	1996	1997	1998
Over the counter	64	158	248
Staff Review Reports (Complete Project Files)	12	67	73
<i>(Subtotal) Expanded North Area</i>	76	225	321
Other Design Review Areas			
Over the Counter:	264	301	389
Staff Review Reports (Complete Project Files)	67	127	77
DRP Board (Public Hearings)	15	12	13
<i>(Subtotal) Other Design Review Areas</i>	346	440	479
Total Design Review Projects	422	665	800

A benchmarking study examined the design review programs and staffing levels in comparable cities in California and the West Coast. These cities tend to have two to three times the staffing levels compared with the City's. Attachment 1 on page 8 summarizes the results of this benchmarking study.

Proposed Increases to Existing Workload

Several new areas have been proposed as new Design Review Areas or adoption of more detailed design guidelines with more extensive review, either by request of the neighborhood, a City Council member, as a result of Corridor studies, or on the recommendation of the Design Review and Preservation Board: (See Attachment 4 on page 14)

Older Neighborhoods

- East Sacramento (residents requested by letter and Councilmember Cohn requested)
- Land Park (residents requested by telephone with follow up letter pending)
- Woodlake (recommended for designation by Design Review and Preservation Board, currently included in Expanded North Area)
- Curtis Park (recommended for designation by Design Review and Preservation Board)

Corridors

- Stockton Blvd Area (corridor study completed with urban design recommendations)
- Broadway Corridor (corridor study completed with urban design recommendations)
- Marysville Blvd (corridor study completed with urban design recommendations)

To establish a new design review area, the City Council must approve designation of the area and City staff must prepare, and the Board must adopt a set of design guidelines for the area. All projects in the new areas would then require staff and/or Board review.

Emerging Challenges and Recommended Solutions

The most immediate challenge is to reduce the present backlog of design review applications resulting from increased demand on the Design Review Team. In addition, the following requests have been received from City Council and customers:

1. Shorten and simplify the review process for Design Review.
2. Increase the number of Design Review areas.
3. Create a more participative process for customers.
4. Establish processes for information sharing with development community.
5. Eliminate the frustration of customers and residents by increasing the number of people notified and the timeliness of required Design Review notifications.
6. Provide free or low-cost accurate, easy-to-read maps and design guidelines.
7. Attend more neighborhood based group meetings with up-to-date visuals.
8. Increase capability for interactive participation through the Internet including maps, scanned digitized photos, and the ability to download forms and applications, related ordinances and "Frequently Asked Questions."

Recommended improvement strategies and implementation actions include actions to streamline the application processing process, including changes to process, additional staff, and improved technological tools. The recommended action plan is outlined below. (Also see Attachment 3 on page 13).

A. Increase Staffing Allocation

The current staffing allocation is 1.75 FTE . Recommend that allocation be increased by two FTE to 3.75 FTE to include 1 FTE Junior Architect and 1 FTE Typist Clerk II (to be shared between design review and preservation teams)

B. Design Review Program Improvements

1. Develop a new abbreviated discretionary staff level review process which will result in more timely and less costly hearing Board reviews for projects in current and newly established design review areas.

2. Streamline process and timing with additional staff and technology
 - a. Improve current review methodology:
 - Expand the list of projects that can be reviewed over the counter, which is a "pass/fail requirements application"
 - Reallocate some of the current level discretionary applications to ministerial
 - Determine review level on a case-by-case basis within a newly defined discretionary range with appropriate design guidelines, notification, staff and Board review
3. Offer new, proactive support services
 - a. Guidelines Development and Neighborhood Action Planning Assistance
 - b. Web Site Information
 - c. Development Community Assistance
 - d. GIS maps

D. Expand Design Review Areas

1. After hiring and training the new employees, staff will immediately address the backlog of existing projects. Concurrently, City staff would address the expansion of design review into East Sacramento. Staff would report back by September 1999 to the Board and City Council with the necessary district boundaries defined, the design guidelines, and the extent and process for application reviews. Staff anticipates that this could be accommodated without any further staffing than recommended previously in this report.
2. After designation of East Sacramento, staff would contact neighborhood groups in other recommended neighborhoods to get their input on level of desire for design review, and report back to Council on proposed additions. It is anticipated that the process and guidelines used for East Sacramento could serve as a model for other older neighborhoods.
3. Expansion of Corridor guidelines and reviews would be addressed on a case-by-case basis as requested.

DESIGN REVIEW AND PRESERVATION BOARD ACTION:

Prior to the issue of expanding design review into other areas, representatives of the Design Review and Preservation Board met with Deputy City Manager Jack Crist regarding the need for additional staff support. The Board therefore concurs with staff's recommendations for increased staffing, equipment, and training. The Board recommended that new design review areas be considered in East Sacramento, Land Park, and also in Woodlake and Curtis Park. The Board observed that these older areas also need future consideration for their historic resources. The Board also recommended that staff report back at a later date on establishing procedures for citywide residential design review and for review of retail commercial strips.

FINANCIAL CONSIDERATIONS:

The recommended improvements to the design review program would add 2 additional FTE, at an annual cost of \$ 92,000 to support the proposed enhanced services. For Fiscal Year 1988/99, the additional program cost would increase by \$30,700, and \$92,000 for FY 1999/2000. The costs would be paid by the Planning Division's increased revenue from planning applications.

ENVIRONMENTAL CONSIDERATIONS:

The proposed program recommendations for expansion and improvement included in this report are exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Sections 15061(b)(3).

POLICY RECOMMENDATIONS:

The recommendations included in this report are consistent with the Council's policies and priorities related to neighborhood revitalization and economic development.

MBE/WBE EFFORTS:

Not applicable.

Respectfully submitted,



Gary Stonehouse
Planning Director

Approved for Council Information:



WILLIAM H. EDGAR
City Manager



JACK CRIST
Deputy City Manager

<i>Attachments:</i>	<i>Page</i>
1. <i>Design Review Comparative Cities Survey Overview</i>	8
2. <i>Design Review Hierarchy Process</i>	12
3. <i>Expansion Strategies - Phased Implementation Chart</i>	13
4. <i>Map: Existing and Proposed Design Review Areas</i>	14
5. <i>Resolution</i>	15

Attachment 1: Design Review Survey Overview

SURVEY QUESTIONS	Sacramento, CA	Portland, OR	Denver, CO	Seattle, WA	San Jose, CA
<p>Does your city have a separate Design Review Division and a Design Review Board?</p>	<p>Design Review Division: Yes.</p> <p>Staff reviews project plans for design review areas and some SHRA Redevelopment Areas.</p> <p>Design Review and Preservation Board has 9 members</p> <p>The City's Planning Commission has 9 members</p>	<p>Design Review Division: Yes</p> <p>Boards and Commissions:</p> <ul style="list-style-type: none"> • Design Commission (2 architects; 1 land use developer; and 1 Arts and Culture rep are included) • Landmark Commission • Planning Commission 	<p>Design Review Division: No</p> <p>Design Review currently performed by the staff planners, architect and urban designer as part of the full review process.</p> <p>Up until February '98, had an architect who was their Design Review unit. She left the City. She was recently replaced with an urban designer and the design review functions have been integrated into the rest of planning.</p> <p>Staff is going to City Council in November to establish an expanded Design Review Section with additional staff and more comprehensive guidelines</p> <p>Boards and Commissions:</p> <p>Design Review Board: Not at this time; plan to establish one with the Council Report</p> <p>Design Review Committee: Yes, for vacant, undeveloped lots</p> <p>Planning Commission includes architects and hears historic, design and development recommendations</p>	<p>Design Review Division: Yes</p> <p>Design Review Board: No</p> <p>Boards and Commissions:</p> <p>Planning Commission includes architects and hears historic and design related recommendations</p>	<p>Design Review Division: No</p> <p><i>In the Planning Dept., planners complete the review of all design components. More extensive design review is done by the Redevelopment Agency planners for the 21 redevelopment areas</i></p> <p>Boards and Commissions:</p> <ul style="list-style-type: none"> • Design Review Board (2 architects and 1 landscape architect are included.) <p><i>The jurisdiction of the board covers the downtown special district only.</i></p> <ul style="list-style-type: none"> • Planning Commission
<p>Productivity</p> <p>How many projects with Design Review components are completed each year?</p>	<p>Staff reviews approximately 200 projects per year plus 450 projects are approved over-the-counter annually.</p> <p>The Board reviews approximately 20 projects per year</p>	<p>300 projects are reviewed by the Design Review Team and 48 are heard by the Design Commission per year</p>	<ul style="list-style-type: none"> • 140 projects are referred per year • 24 projects proposed for vacant lot development covered by Design Guidelines. The DR Committee reviewed 8 last year • 80 projects reviewed in <i>Joint Pre-Application Process</i> for compliance with Site Development and Design Guidelines • Additional 270 projects reviewed over-the-counter have a design or site impact component 	<ul style="list-style-type: none"> • 70 projects referred per year • Additional 120 projects in special/historic districts were jointly worked with planners, to ensure overall consistency 	<ul style="list-style-type: none"> • Projects not counted separately in Planning for design review • Redevelopment Agency completed 125 commercial and 48 master plan residential projects last fiscal year

SURVEY QUESTIONS	Sacramento, CA	Portland, OR	Denver, CO	Seattle, WA	San Jose, CA
<p>Service Definition</p> <p><i>What are the project criteria for Design Review? (Citywide, area specific, or case-by-case)</i></p>	<p>Area Specific</p> <ul style="list-style-type: none"> • Staff and Board review all projects in designated Design Review areas • Staff reviews 1 and 2 family home construction and remodel plans that have less than \$100K of exterior work. • The Board reviews remodels with more than \$100K of exterior work and all new multi-family and commercial projects. 	<p>Area Specific</p> <p>All new construction, minor adjustments, remodels, or additions that fall in the Design Zones are automatically referred to the Design Review team.</p>	<p>Citywide</p> <ul style="list-style-type: none"> • Design Review for new commercial and multi-family • All zoning changes • All new construction • All remodels with over 20% structural change, or any parking or site impact <p>Area Specific</p> <ul style="list-style-type: none"> • Proposals in designated vacant areas • Land use components related to new additions and remodels are reviewed if they are in special or historic districts 	<p>Citywide</p> <ul style="list-style-type: none"> • Historic and Design Review for specifically designated neighborhoods • Design Review for individual buildings • Design Review for new commercial and multi-family <p>Area Specific</p> <ul style="list-style-type: none"> • Land use components related to new additions and remodels are reviewed if they are in special or historic districts 	<p>Area Specific</p> <p>There are currently 21 redevelopment areas throughout the City</p> <p>Case-by-Case</p> <p>Planning has contracted with design firms for review on 2 especially complex commercial projects in the last year</p>
<p>Administrative Performance</p> <p><i>What is the nature of the review?</i></p>	<ul style="list-style-type: none"> • Staff reviews projects in accordance with guidelines in Design Review areas. • Full staff reports are presented to the Board for major projects 	<p>Recommendations are heard by the Design Commission for all projects over a certain threshold located in the Design Zones</p>	<ul style="list-style-type: none"> • Staff reviews projects in accordance with guidelines • Initial Approval Summary Reports may be requested for a fee. These short reports are a result of a collaborative effort among Planning, Public Works, Parks, Permit Issuance and Code Enforcement sections in order to clarify and focus developer objectives and assist developers through the City's process. • Full staff reports are presented to the Design Review Committee for designated areas and to the Planning Commission for major projects 	<ul style="list-style-type: none"> • All projects, including those with design review elements are assigned to the project review planners in the Land Use Division, Dept of Construction and Land Use • More complex design components are referred to the Design Review Team 	<p>Design review is included in the normal review process except in redevelopment areas.</p>

SURVEY QUESTIONS	Sacramento, CA	Portland, OR	Denver, CO	Seattle, WA	San Jose, CA
<p>Cost Recovery</p> <p><i>What is the fee schedule for Design Review?</i></p> <p><i>Do you assess non-compliance penalties?</i></p> <p><i>Do you receive a portion of the plan review/permit fees?</i></p>	<p>Plan review fee for:</p> <ul style="list-style-type: none"> 1 and 2 family units-\$270 multi-family and commercial projects-\$1100 rehab and remodel projects range from \$120 - \$350 <p>Non-compliance fees are assessed</p> <p>Design plan review fees are separate and Design Review does not receive a portion of the permit fees</p>	<p>Design Review Fees range from \$320 to \$2200</p> <p>Non-compliance fees are assessed</p> <p>Design plan review fees and regular plan review fees used to be considered shared revenue because the same development review team performed all the reviews.</p> <p>Now that the Design Review Unit has its own staff, the revenues are no longer shared.</p>	<p>Plan review fee for:</p> <ul style="list-style-type: none"> 1 and 2 family units-\$50 per acre multi-family and commercial projects-\$550 per acre up to a max of \$10,000 <p>The Design plan review fees were never separate before but the recommendation in the staff report to Council is that they would be separate. The new design review unit will not share any of the permit fees.</p> <p>Non-compliance fees are assessed</p>	<p>Design Review Fees range from \$480 to \$2700</p> <p>Non-compliance Penalties are assessed</p> <p>A portion of the plan review fees are received but no permit fees.</p>	<ul style="list-style-type: none"> Fees for design review in downtown district: \$225 - \$1250. All other areas pay the development fees related to their project <p>Non-compliance penalties are not assessed and a portion of the permit fees are not received</p>
<p>Staff Competency</p> <p><i>How many staff members are dedicated to Design review? What are their classifications?</i></p>	<p>The Design Review section consists of .25 FTE Principal Planner and 1 FTE Associate Architect (licensed).</p>	<p>The Design Review section consists of:</p> <ul style="list-style-type: none"> 1 Engineer 2 Architects 2 Planners 2 IS Technicians <p>share two administrative clerks with the rest of the development review staff of 15</p>	<p>The following Planning Department positions are involved with design plan review:</p> <ul style="list-style-type: none"> 2 Senior Planners 1 Vacant Principal Planner 1 Architect 1 Urban Designer 6 Planners 2 Technicians 2 Administrative Assistants 2 Typist Clerks 	<p>The Design Review section consists of:</p> <ul style="list-style-type: none"> 1 Supervising Urban Designer 1 Architect 5 Urban Planners (3 are Op-Con) 1 Landscape Architect (Op-Con) 1 Administrative Clerk <p>(Op-con: operational control, but not included in the organization's budget)</p>	<p>The staff dedicated to design review is in the Redevelopment Agency</p> <ul style="list-style-type: none"> 3 Planners 1 Administrative Clerk
<p>Financial Performance:</p> <p><i>What is the Design Review budget? How funded?</i></p>	<p>Salary and Benefits</p> <ul style="list-style-type: none"> \$76,548 <p>Services and Supplies</p> <ul style="list-style-type: none"> \$6,000 <p>General Fund: 48%</p> <p>Cost Recovery: 52%</p>	<p>Salaries and Benefits</p> <ul style="list-style-type: none"> \$354,600 (General Fund) <p>Services and Supplies</p> <ul style="list-style-type: none"> \$168,940 (General Fund) 	<p>There is no current Design Review Budget. The proposed budget for the newly established Design Review section is:</p> <p>Salaries and Benefits</p> <ul style="list-style-type: none"> \$284,450 <p>Services and Supplies</p> <ul style="list-style-type: none"> \$113,780 <p>General Fund: 62%</p> <p>Cost Recovery: 38%</p>	<p>Salaries and Benefits</p> <ul style="list-style-type: none"> \$294,700 (General Fund) <p>Services and Supplies</p> <ul style="list-style-type: none"> \$97,200 <p>General Fund: 85%</p> <p>Cost Recovery: 15%</p>	<p>Salaries and Benefits</p> <ul style="list-style-type: none"> \$207,880 <p>Services and Supplies</p> <ul style="list-style-type: none"> \$76,250 <p>(Redev. Agency Operating Budget)</p>

SURVEY QUESTIONS	Sacramento, CA	Portland, OR	Denver, CO	Seattle, WA	San Jose, CA
<p>Decision Priority</p> <p>Who are the decision makers? (Planning staff, design review board, planning commission, City Council, or other.)</p>	<p>Design Review staff reviews majority of projects which can be appealed to the Board.</p> <p>The Board reviewed projects are appealable to the Planning Commission</p> <p>The Planning Commission reviewed projects are reviewed to the City Council.</p> <p>The decision of the City Council is final</p>	<p>Design Commission has jurisdiction over the five design review zones that encompass over 70% of the city. If the design component review is not historic and does not fall in one of the zones, then it is heard by the Planning Commission as part of their overall review</p> <p>Decisions may be appealed to the City Council</p>	<p>Currently planners work closely with developers to reach consensus because current ordinances and guidelines do not allow for strict enforcement as long as project meets code.</p> <p>Proposed guidelines are more comprehensive and staff review decisions will be appealable to the newly established Design Review Board and then to the Planning Commission and then to the City Council</p>	<p>Initial recommendations</p> <ul style="list-style-type: none"> • Land Use Planners • Design Review Recommendations • Plan Review Team <p>Decision Authority</p> <ul style="list-style-type: none"> • Planning Commission <p>Final Appeal Authority</p> <ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • In redevelopment areas, the agency has final design review authority • Design review projects in the Downtown special district are decided by the Design Review board and can be appealed to City Council
<p>Automation Support</p> <p>Are your technical hardware, software, automation and GIS support needs met in a timely and efficient manner?</p>	<p>GIS is not yet on desktop. Some planners are currently involved in the training and user needs definition process</p> <p>Expect the GIS application to be available to Design Review staff within 3 months and the Automated Permit System components within 9 months</p> <p>Need to address automation of most Design Review work processes</p>	<p>Outstanding GIS</p> <p>Arcview (facilitate notification for commission and board hearings and GARTH (sites/tax info/owner etc) on every development desktop</p> <p>Mini-tech team of 2 directly assigned to development review team</p> <p>Corporate GIS team is located in the building and the development budget pays a portion of their costs</p>	<p>Planning downloads street, road, coverage and address data off the City's GIS and transfers it to ArcView. Planners are proficient with the basic applications. Need additional training to make full use.</p> <p>No automation staff in the Department. Must share Centralized City Information Systems resources</p> <p>Planning has a proprietary property management system that needs to be updated or replaced.</p>	<ul style="list-style-type: none"> • Desktop PCs are due for upgrade to accommodate more powerful GIS capabilities • More training needed • Design software options being explored • Server based "glitches" are dealt with swiftly 	<p>Agency PCs need upgrading and does not have GIS accessible at desktop yet.</p> <p>Only certain agency officers have desktop access at this time.</p> <p>Agency also needs more technical support persons</p> <p>Planning has GIS, good technical support and current PCs</p>
<p>Design Review Contact</p> <p>What is the name and number of the Design Review contact?</p>	<p>Art Gee (916) 264-5945</p> <p>Luis R. Sanchez, AIA (916) 264-5957</p>	<p>Secretary to the board</p> <p>Nancy Bailey (503) 8236979</p>	<p>Kate Erickson (303) 987-7510</p> <p>Vince (303) 987-7516</p>	<p>Patrick Doherty 206 233 3852</p>	<p>Dennis Korabiaka</p> <p>Redevelopment Agency (408)277-4744</p> <p>(408)277-4576</p>

Attachment 2: Design Review Hierarchy Process

HIERARCHY OF DESIGN REVIEW

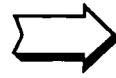
Review Type	OVER-THE-COUNTER	STAFF LEVEL	STAFF & BOARD (in Redevelopment Areas)	BOARD
Application	Pass/Fail Requirements Application	Full application with required attachments	Full application with required attachments	Full application with required attachments
App Approval	Review application for completeness	Review application for completeness	Review application for completeness	Review application for completeness
App Filing	For expanded areas, full application and filing required	Full application filing process	Full application filing process	Full application filing process
Plan Review	NA	Plans reviewed and marked	Plans reviewed and marked	Plans reviewed and marked
Env. Review	NA	Env. review performed	Env. review performed	Env. review performed
Public Notice	NA	Impacted resident notification	Full noticing process including: public posting, legal publication and impacted resident notification	Full noticing process including: public posting, legal publication and impacted resident notification
Public Meetings	NA	Meetings required if staff review is for a PAC/RAC area	Required to attend meetings with PAC/RAC & SHRA staff	Meet with community members and others as required
Reports	NA	NA	Evaluation and staff report prepared and presented for certain projects	Evaluation and staff report is prepared and presented
Hearing	NA	NA	Design Review Board Hearing required on most projects	Design Review and Preservation Board Hearing required
Notice of Decision	NA	Board decision is prepared and a notice of decision is distributed	For Board projects a Board decision is prepared and a notice of decision is distributed	Board decision is prepared and a notice of decision is distributed
Appeal	NA	Full appeal process	Full appeal process	Full appeal process
Decision Level	Ministerial	Discretionary	Discretionary	Discretionary
Current Time Involved	1-2 days	3-5 weeks	4-7 weeks	6-8 weeks

STAFF RECOMMENDATION FOR CITY OF SACRAMENTO DESIGN REVIEW AND HISTORIC PRESERVATION EXPANSION



EXISTING PROGRAM IMPROVEMENTS

OBJECTIVES			RESOURCES
<ul style="list-style-type: none"> Reduce backlog Improve and streamline process Improve staff competency through training and integration of geographic planners Improve follow-up procedures and establish back-up contingencies 	<ul style="list-style-type: none"> Increase support to administrative, research, record keeping, and public information functions to increase communication, access and timeliness of response Increase automation 	<ul style="list-style-type: none"> Modify related ordinances Improve application screening Complete Central City guidelines Staff standing committees Coordinate office space planning 	1 FTE Junior Architect or Architectural Technician 1 FTE Typist Clerk II <i>(shared between Design Rev. and Hist. Pres.)</i>



RECOMMENDED EXPANSION STRATEGIES

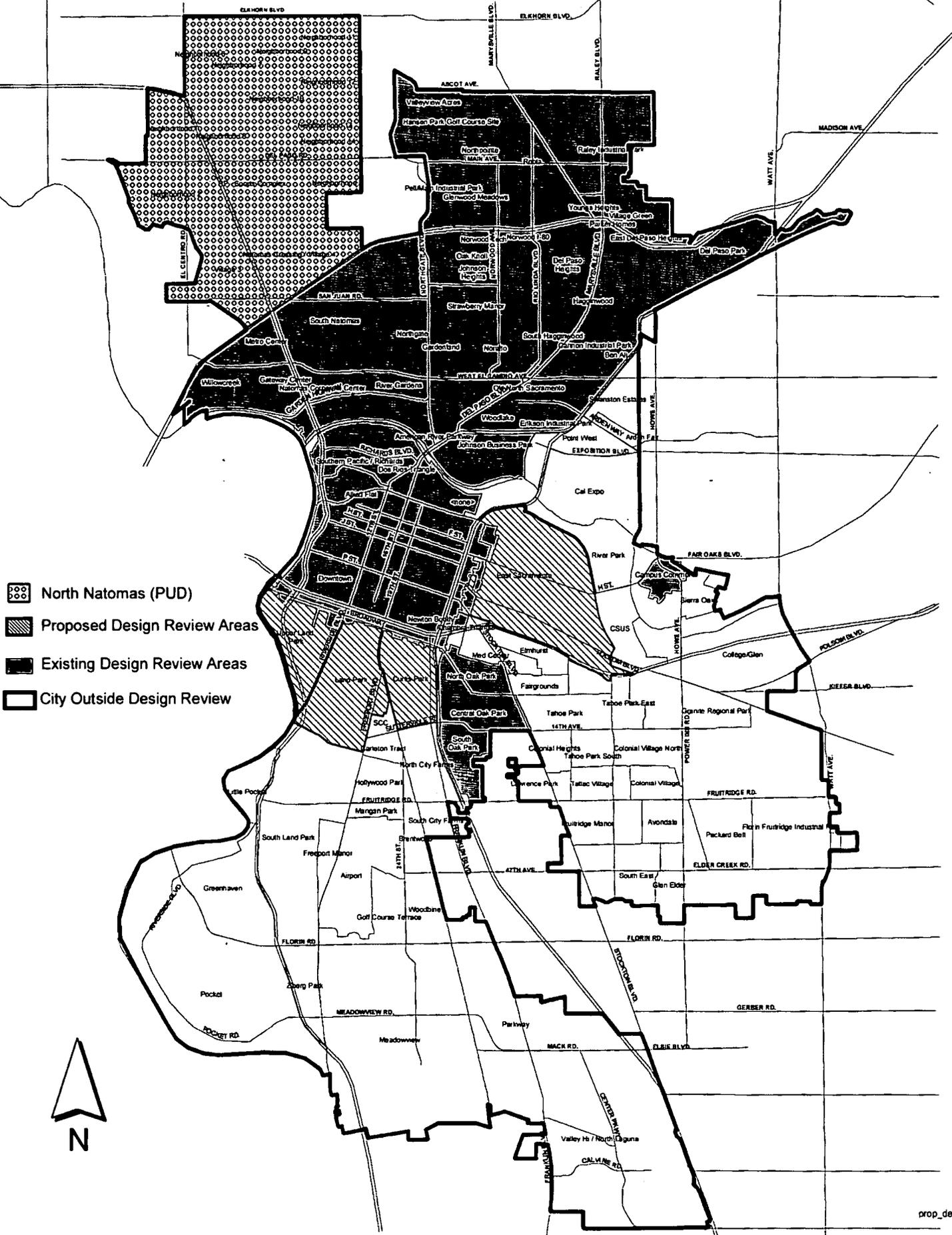
OBJECTIVES			RESOURCES
<ul style="list-style-type: none"> Establish new Design Review areas Utilize Preservation Grant to develop citywide survey context with consultant 	<ul style="list-style-type: none"> Interim review Ordinance modification to establish new Design Review areas 	<ul style="list-style-type: none"> Establish Guidelines for new areas and hire consultant to complete the public approval process 	1 Design Review Consultant 1 Historic Preservation Consultant



CITYWIDE SERVICES

OBJECTIVES			RESOURCES
<ul style="list-style-type: none"> Develop checklist for modified staff level design review Establish procedures for citywide residential design review 	<ul style="list-style-type: none"> Evaluate new proposals and extend the services in existing design review areas: ie. Woodlake; Curtis Park; N. Sac; Land Park; Upper Land Park; Oak Park; East Sac 	<ul style="list-style-type: none"> Establish review of retail commercial strips and residential in newly established areas Evaluate proposals for extension of Historic Preservation Citywide 	1 FTE Geographic Planner 1 FTE Information Systems Technician

Attachment 4 Existing & Proposed City of Sacramento Design Review Areas



APPROVED
BY THE CITY COUNCIL

FEB 9 1999

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 99-054

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION FOR ADDITIONAL STAFF AND FUNDING TO SUPPORT THE PROCESS IMPROVEMENTS AND PROGRAM EXPANSION OF THE CITY'S DESIGN REVIEW PROGRAM

WHEREAS, the City Council conducted a public hearing on February 9, 1999, concerning the design review program and process improvement strategies, as carried out by the Design Review Team of the Planning Division, in the Neighborhoods, Planning and Development Services Department, the Council hereby finds:

1. Due to expanded design review areas, the workload of the design review program has increased by 90 percent over the last three years without any increase in staffing;
2. Citizens, public officials, and the Design Review and Preservation Board have proposed additional areas to include as design review areas;
3. The Design Review and Preservation Board supports additional staffing and improvements to the design review program;
4. Design review assists in the revitalization and preservation of neighborhoods and commercial corridors in the City, consistent with policies of the City of Sacramento General Plan;
5. Design review should be carried out in an efficient and expeditious process to avoid unnecessary delays in development processing;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sacramento that two (2) FTE positions be added to the design review team for the enhanced implementation of the design review program, in the amount of \$92,000 annually, to be funded by the Planning Division. The following will be added to the Planning Division budget:

<u>Class Code</u>	<u>Position</u>	<u>Org.</u>	<u>FTE</u>
61013	Jr. Architect	4871	1.0
66095	Typist Clerk II	4871	1.0

ATTEST:

MAYOR

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____