



9.2A

DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
ROOM 302  
SACRAMENTO, CA  
95814-2978

ADMINISTRATION  
PH 916-264-5571  
FAX 916-264-7185

April 21, 1994

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** REORGANIZATION OF THE PLANNING AND DEVELOPMENT DEPARTMENT

**LOCATION & COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

This report recommends that the City Council:

1. Approve Phase I of the reorganization plan of the Planning and Development Department
2. Incorporate organizational changes into the FY 1994-95 budget
3. Direct Staff to continue consolidation efforts on permits issued by the City of Sacramento.

**CONTACT PERSON:**

Dianne Guzman, Director of Planning  
and Development  
264-5571

**FOR COUNCIL MEETING OF:** June 8, 1994

**SUMMARY:**

This report presents a reorganization plan for the Planning and Development Department in order to respond to the City Council's six priorities and be consistent with the reorganization principles and criteria adopted by the City Council in August 1993. It also addresses the changes to the Department necessitated by the creation of the Neighborhood Services Department and integrates the Public Works and Utilities staff that will be co-located in the Planning and Development Department.

There are some one-time costs associated with the reorganization; however, the implementation of this plan will be funded within existing resources. There are also some costs associated with the co-location of Public Works and Utilities Department staff to 1231 I Street. These costs are discussed in a separate companion report. There is no change to the total staffing; however, two management upgrades will be requested.

#### **COMMITTEE/COUNCIL ACTION:**

The Neighborhood Work Group on March 1, 1994 and the City Council on March 8, 1994 approved the Task Force recommendations to consolidate development review activities and to coordinate all City long range planning activities. The City Council requested this report back with specific recommendations on reorganization.

#### **BACKGROUND:**

The reorganization plan is consistent with the reorganization principles and criteria adopted by the City Council in August 1993. The Neighborhood Work Group on November 15, 1993 and the City Council on November 30, 1993 approved the concept of reorganization of the Planning and Development, Public Works and Utilities Departments and the following recommendations presented by the long range planning/development review task force:

1. To co-locate staff from Public Works and Utilities Departments in the Planning and Development Department to further streamline permit processing.
2. To establish a common public counter at 1231 I Street.
3. To designate project managers for applications and studies.
4. To coordinate an annual review of departmental plans within the three departments that is directly responsive to City Council objectives.
5. To coordinate a team approach.

Staff from the Planning and Development Department have also had meetings with interested groups such as SCAN and Building Industry representatives to discuss their concerns and receive their comments on the reorganization. In addition, a public forum was held on May 19 in the Planning Commission Hearing Room. As a result of these meetings, this report requests approval to proceed with Phase I of the reorganization only. The Department Director has formed an industry task force to provide staff with input, ideas, and suggestions. This task force will be the vehicle for industry input to enter into the analysis & implementation of the streamlining effort and includes architects, design professionals, developers, and builders.

The Department has 114 positions and a budget of \$7.6 million. The functions currently include planning activities, environmental review, building permit, plan check and inspection activities.

It has been several years since the Department has evaluated its organizational structure. Managers and staff have met to review and evaluate roles, responsibilities, functions and tasks. The following is a list of changes addressed in the reorganization proposal.

- Creation of the new Neighborhood Services Department with a geographic-based organizational structure:
  - Transfer of the Neighborhood Services Division to the Neighborhood Services Department (22 FTE)
  - Transfer of Housing and Dangerous Buildings section to the Neighborhood Services Department (10.5 FTE)
- Transfer of the Office of Economic Development to the City Manager's office (4 FTE)
- Reorganization of the Planning Division in 1993 which created:
  - The three geographic teams
  - The Zoning Administrator function
  - A single City-wide Advance Planning Team
- A subsequent reorganization transferred environmental planners to the Planning Division geographic teams to conduct initial studies, exemptions, and negative declarations
- Preparation of Environmental Impact Reports by outside consultants

The reorganization proposal accomplishes the following:

- Reorganizes department functions into three divisions:

Planning Services: Consolidates city wide planning, environmental, toxics and special projects functions under: Citywide Team, Environmental, Toxics and Special Projects units. This section provides technical support to Development Services Section of this department and to other departments in the City.

Development Services: Consolidates application and permit processing, plan check, inspections,

geographic teams, zoning administration and design review functions under: Counter, Building Official, Geographic Teams, Zoning Administration and Design Review.

The Building Official remains as is with the following functions reporting to that position:

- Plan Check
- Permit Services
- Field Inspections

Administration: Provides administrative support for the entire department in areas of systems (automation), budget/fiscal, and training and quality.

- Implements task force recommendations (coordination of all City plans, creation of consolidated public counter)
- Incorporates Public Works/Utilities Department functions
- Provides efficient/effective Administrative support
- Recognizes levels of complexity of various units
- Addresses changes in job responsibilities and makes management assignments more fluid and responsive to the organization requirements (supports the team approach concept and in some cases, reduces the number of reporting levels)
- Consolidates inspections and all development permit functions

Restructuring achieves Council priorities that:

- Facilitate economic development by improving and streamlining the permit process
- Increase community involvement in annual review of departmental plans
- Improve customer service
- Accommodate multi-disciplinary task-driven teams
- Reduce cost, streamline operations and improve efficiency

#### Management Reclassifications

1. Reclassify Environmental Services Manager to General Manager of Planning Services. The reorganization proposal provides for a division that will coordinate the annual review of citywide planning in all City departments to be consistent with Council objectives. This section will be responsible for providing technical support to all departments in the City.

2. Reclassify Administrative Analyst to Administrative Services Officer. The reorganization proposal consolidates all administrative support in the Administrative Unit and incorporates a training and quality support function.
3. Retitle Planning Director position to General Manager of Development Services. This change makes the job title consistent with the reorganization which consolidates inspections and all development permit functions. It highlights the organization change into the two sections of planning services and development services

The organizational structure of the proposal is shown in Exhibit 1 and Exhibit 2 on pages 8 and 9.

#### Co-location Responsibilities:

To improve permit processing and better coordinate transportation planning activities, 25 Public Works Department employees and two Utilities Department employees will be op-conned to the Planning and Development Department. They will remain employees of their parent organization but receive day-to-day direction from the Planning and Development Department. These op-con staff will be rotated and trained by the parent departments of Utilities & Public Works. The goal is to have the employees co-located and common public counter in operation by fall of 1994.

The City Council has also requested that staff examine the numerous other permits issued by the City. Staff from the Planning & Development Department have met with staff from the Revenue Division and the Police Department to discuss permit review and criteria for approval. Exhibit 3 which begins on page 10 contains a list of many of the permits issued by the City. The matrix shows citation authority, departments that review the application and criteria for approval. This chart shows how the process works now.

#### Reorganization Timeline

The proposed reorganization timeline spans 6-12 months in three phases:

<u>Phase</u>	<u>Activity</u>
Phase 1	<ul style="list-style-type: none"><li>. Restructure Administration, focus on automation, training</li><li>. Consolidate public counter</li><li>. Interface with Public Works and Utilities staff</li><li>. Assign staff to Citywide and geographic teams</li><li>. Develop communication links between technical and operational staff</li><li>. Develop conflict resolution procedures</li></ul>

- Phase 2 . Create 2 geographic teams in South area  
          . Develop performance standards (quality assurance) for technical work  
          . Utilize industry task force to develop details for the geographic deployment of building inspectors
- Phase 3 . Integrate other disciplines into the geographic teams (design review, inspections)

Staff will evaluate and make any necessary modifications at several points in each phase. Exhibit 4 on page 22 is a graphic representation of the reorganization timeline.

**FINANCIAL CONSIDERATIONS:**

At this time, no budget change is recommended. It is anticipated that there will be one-time start up costs for the first phase of the plan: improvements to the public counter, phone system and other physical modifications to the 1231 I Street location to accommodate op-con staff. There are also costs associated when we look at the longer term: permit automation system, computer upgrades and workstations. These one-time costs are addressed in a companion report. Those costs not covered in that report will be presented in a separate report at a later date.


**POLICY CONSIDERATIONS:**

A major goal of the consolidation is to support the City Council's highest priorities relating to economic development and the need to focus on neighborhoods and neighborhood issues. This restructuring is consistent with City Council policies and priorities on the City's reorganization to improve service delivery and streamline the permit process.

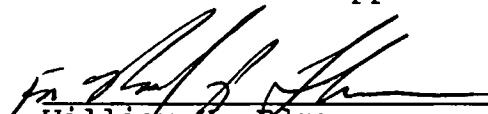
**MBE/WBE:**

No impact

Respectfully submitted,

  
Dianne Guzman, AICP  
Director, Planning & Development

Recommendation Approved:

  
William M. Edgar  
City Manager

# RESOLUTION NO. 94-360

ADOPTED BY THE SACRAMENTO CITY COUNCIL

APPROVED  
BY THE CITY COUNCIL

JUN 8 1994

OFFICE OF THE  
CITY CLERK

ON DATE OF \_\_\_\_\_

A RESOLUTION APPROVING PHASE I OF THE  
PLANNING AND DEVELOPMENT DEPARTMENT'S PROPOSED  
REORGANIZATION WHICH WILL BE INCLUDED IN THE  
1994-95 ADOPTED BUDGET FOR THE  
PLANNING AND DEVELOPMENT DEPARTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. Phase I of the reorganization plan for the Planning and Development Department is approved; Phase II and Phase III will return to City Council for subsequent approval.
2. The following reclassifications and title changes are approved:
  - a. Environmental Services Division Manager (BAP #21316) to General Manager of Planning Services
  - b. Administrative Analyst (BAP # 19547) to Administrative Services Officer
  - c. Planning Director (BAP # 11540) to General Manager of Development Services
3. The organizational changes will be incorporated into the FY 94-95 budget.
4. Staff will continue consolidation efforts on permits issued by the City of Sacramento.

ATTEST:

\_\_\_\_\_  
MAYOR

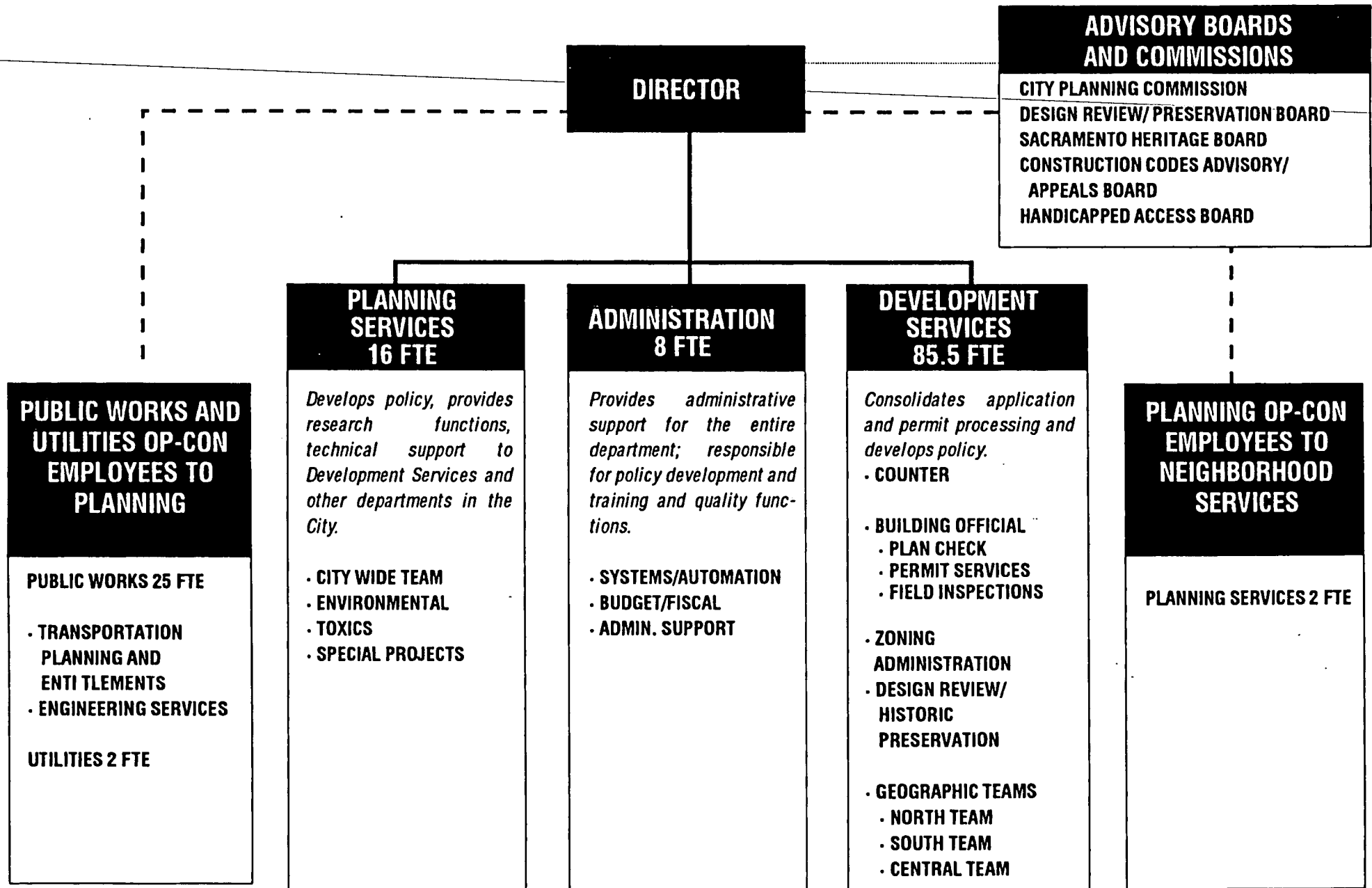
\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# DEPARTMENT OF PLANNING AND DEVELOPMENT PROPOSED REORGANIZATION - 112.5 FTE



**42 FTE**

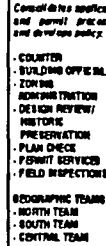


EXHIBIT 3

PERMITS ISSUED BY THE CITY OF SACRAMENTO

<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Adult Related Business, Escort/Model/Massage Parlor	28.04.064; 28.04.040	Police Dept	Fingerprint and extensive background check
Adult Related Technician	28.04.40- 28.04.50	Police Dept	Fingerprint and extensive background check
Alcohol Permit-State Alcohol Beverage Control	13.04.078; 24.01.008	ABC	Sends copy to Police Dept and Planning & Development
Amusement Arcade/Gaming Machine Permit	5.07.070	Police Dept, Fire Dept, Planning & Development Dept and Real Estate Division	3+ machines: parking, verify existing use, applicant background check, create public nuisance, inspect building, proper exits, neighborhood consensus, compatibility of proposed use with existing neighborhood land use, notice intent to operate arcade location and description of premises

EXHIBIT 3

PERMITS ISSUED BY THE CITY OF SACRAMENTO

<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Amusement Device Location	5.07.070- 5.07.078	For 2 no review For 3 or more, see Amusement Arcade/Gaming Machine Permit	
Animal License	6.03.034	Public Works Dept	Description of animal sufficient for identification, ID tag
Antique/Second Hand Dealer Permit	28.02.014	Police Dept	Check to see if an existing business, background check, fingerprint; if new, zoning, physical inspection
Astrology	46.01.001- 46.01.004	Police Dept	Fingerprint, located in commercial spot
Auctioneer/Auction House Permit	28.02.002- 28.02.014	(See Antique/Second Hand Dealer)	
Balloon (Hot Air) Permit	3.08.161		
Bingo Permit	18.01.103, 18.01.105	(See Amusement Arcade/Gaming Machine)	Additionally, been an organization for 3 yrs, non- profit

EXHIBIT 3

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Block party/Street Closure Permit	38.14.180	City Manager's Office, Public Works Dept	Street closing is necessary for the safety and protection of those who are to use that portion of the street during the temporary closing
Broadcasting Permit	25.01.020- 25.01.028	Police Dept	AMP, what doing with sound, proposed route, dates
Building Permit	9.01.040- 9.01.057	Planning & Development Dept, Public Works Dept	Compliance with Uniform Building Code, zoning ordinance, mitigation measures, and planning conditions
Burglary & Robbery Alarm System	29.01.001- 29.06.018	Police Dept	Security check company check
Business Permits/Licenses (Tax Certificate)	23.03.301	Revenue Division	Nature of business, location
Canvassing Permit	10.02.090- 10.02.130	Police Dept	Fingerprint, specific hours
Cardroom Permit	5.01.001 - 5.01.003.12	(See Amusement Arcade/Gaming Machine)	

EXHIBIT 3

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Carnival/Circus Permit	5.05.019- 5.05.022	City Manager's Office	Liability insurance required, license to operate machines, not on public street
Charitable Solicitations Permits	10.03.330	Filed with Sacramento County Tax and License Collector	
Christmas Trees	15.04.401	Fire Dept, Planning & Development Dept	Permit required, if electrical, inspect lot, safe, proper exit, electrical
Concert Permit	13.03.050	Police Dept, Planning & Development Dept, Fire Dept	Used for same thing in prior time, parking adequate background, neighborhood canvass, crime statistic review, security needs
Curb Painting Permit	38.01.008- 38.01.012	Police Dept, Planning & Development Dept	Fingerprint, insurance certificate, personal disclosure, home occupation permit

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
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Dance Permit	13.03.050; 13.01.015- 13.05.160	(See Amusement Arcade/Gaming Machine)	Additionally, parking adequate, in compliance with codes, zoning
Demolition Permit	50.08.801; 9.10.390- 9.10.409	Traffic Division, Planning & Development Dept, Arborist, Water & Sewer Division	Need City right of way, asbestos
Driveway Permit Division	38.13.160- 38.13.171	Public Works Dept	Size and location of access to public right of way, protect public safety
Dumpster Permits			
Excavation/Encroachment Permits	38.03.028	Public Works Dept	Traffic review, electrical, location of excavation, compliance with safety regulations
Escort Permit	28.04.040	Police Dept	Extensive background check, place of business
Fairs, Carnivals, Circuses, Animal Shows	5.05.019- 5.05.022	(See Carnival/ Circus Permit)	Police Dept provides security

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Ferris Wheel, Merry Go-Round, Scenic Railway	5.04.017- 5.04.018	City Manager's Office	Type of equipment, evidence of safe construction and good mechanical order, location, liability insurance
Film Permits	69.01.101- 69.01.111	Police Dept, Fire Dept	Traffic congestion, streets to be affected, safety and convenience of all persons, disruption of normal activities, safety of property, written consent of affected property owners
Fire/Hazardous Material Permits	49.10.1009	Fire Dept	Inspect property, storage in building
Fireworks	15.03.375- 15.03.387	Fire Dept	Inspect building, FPO on hand if display
Food Vendor	17.01.010- 42.05.106- 42.05.111	Police Dept	Background check, location of business, merchandise to be sold, hours of operations

EXHIBIT 3

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Funeral Escort Permit	25.11.190- 25.11.202	Revenue Division	Valid CA license, liability insurance, completion of traffic safety program
Gaming Machine Permit	5.06.023- 5.06.031	(See Amusement device, Amusement Arcade/Gaming Machine)	
Grading Permit (See Building Permit)		(See Building Permit)	
Gun Dealer	26.01.021- 26.01.075	Police Dept	Extensive background check, fingerprint, physical location inspection, zoning and security check
Health Permit		Issued by County Health Department	
Helicopter Permits	4.03.072- 4.03.081		
Home Occupation Permit	Zoning Ordinance- Chapter 11	Planning & Development Dept	Determine if use is allowed, verify zoning, location and type of business

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Horse Drawn Vehicle/Driver Permit	25.12.257	Old Sacramento Waterfront District	Description and photo of vehicle, safety of vehicle, maximum number of passengers, liability insurance
House Moving Permit	Zoning Ordinance - Chapter 16	Planning & Development Dept, Police Dept, Fire Dept, Traffic Division	Inspect building, notice load, property, site conditions, sign offs on route
House Numbers on Curbs	3.07.140	(See Curb Painting)	
Junk Dealer Permit	28.01.002; 28.01.010- 28.01.037	(See Antique/Second Hand Dealer)	State actual licensing building-Police Dept makes recommendation
Magazines, Canvassers	10.02.090- 10.02.130	(See Canvassing)	
Mall (K St) Permit	51.01.101	Downtown District	Special events that do not interfere with health, safety or welfare of the community or owners property fronting the Mall

EXHIBIT 3

PERMITS ISSUED BY THE CITY OF SACRAMENTO

<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Massage Technician and Model Permit	28.04.040	(See Adult Related Technician)	
Miniature Golf	5.03.010- 5.03.016	Planning & Development Dept, Police Dept	Application with applicant information, location of business, sanitary facilities
Outdoor Seating Encroachment Permit	12.04.121	Planning & Development Dept, Fire Dept	Meeting set up with Planning & Development Dept, Police Dept and Fire Dept to discuss criteria and resolve issues
Oversize Loads/Vehicles	25.04.064- 25-04-068	Public Works Dept	Routing for vertical and horizontal clearance and weight, on state route
Parade Permits	38.12.151	Police Dept Fire Dept	Dates, total number of participants, length, purpose

EXHIBIT 3

PERMITS ISSUED BY THE CITY OF SACRAMENTO

<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Park Use Permits	27.06.120- 27.06.160	Police Dept	Non-profit, non- political, name and address of applicant, description of proposed activity, number of people attending
Patrol Service Permit	30.02.009- 30.02.010	Police Dept	Fingerprints, background check, photos
Pawn Dealer Permit	28.01.001- 28.01.021	(See Antique/Second Hand Dealer)	
Peddlers Permit	10.02.090- 10.02.130	(See Canvassing)	
Pool Parlor Permit	8.01.001- 8.01.012	Police Dept, Fire Dept, Planning & Development Dept	Neighborhood consensus, applicant background check, location and description of premises, compatibility with existing zoning & land use
Refuse Collector Permit	19.03.303- 19.03.320	(See Antique/Second Hand Dealer)	

EXHIBIT 3

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<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Revocable Encroachment Permit	12.04.110- 12.04.121	Public Works Dept, Planning & Development Dept, Planning & Development Dept for sidewalk cafes only	Maps showing area for which permit is sought, detailed plan for work
Sales Permits		State Board of Equalization	
Searchlight/Sound	35.01.001- 35.01.006	Police Dept	Application, wattage, period of time
Security guard	30.02.009- 30.02.10	(See Patrol Service)	
Sign Permits	3.03.042	Planning & Development Dept	Compliance with Uniform Building Codes and zoning entitlements
Street Closure Permits	38.14.180	(See Block Party/Street Closure)	
Street Closure for Construction Projects	38.14.180- 38.14.189	Public Works Dept	Submit traffic control plan, area and number of lanes, what lanes closed, hours

EXHIBIT 3

PERMITS ISSUED BY THE CITY OF SACRAMENTO

<u>PERMITS</u>	<u>CITATION AUTHORITY</u>	<u>APPLICATION REVIEW BY</u>	<u>CRITERIA FOR APPROVAL</u>
Street Sales/Vending Permit	7.06.060	Police Dept	Background check, location of business, merchandise to be sold, hours of operations
Taxi Cab Operation Permits	42.03.016- 42.03.022	Police Dept	Extensive background check, fingerprints, liability insurance, rates charged
Tents & Other Canvas Covered Structures	43.02.003- 43.02.005	Planning & Development Dept, Fire Dept	If electrical inspect, exit, flammability
Tow Truck/Driver Permit	42.04.062- 42.04.068	(See Taxi Cab Operation)	
Transportation Permits	25.04.064- 25.04.068	Public Works Dept	Need to exceed height, width, length, weight limits
Underground Storage Tank Permits	16.01.080	Planning & Development Dept, Fire Dept	Building permit inspection, installation
Vending (Mobile)	7.06.060	Police Dept	Fingerprint, extensive background check



# REORGANIZATION TIMELINE

## PHASE 1

### ACTIVITY

- Restructure Administration, focus on automation, training
- Consolidate public counter
- Interface with Public Works and Utilities Staff
- Allocate Planning staff to Citywide and Geographic teams
- Develop communication links between technical and operational staff
- Develop conflict resolution procedures
- Create Development Services Organization
- Create Planning Services Organization

## PHASE 2

### ACTIVITY

- Create 2 geographic teams in South Area
- Develop performance standards (quality assurance for technical work)
- Utilize industry task force to develop details for the geographic deployment of building inspectors

## PHASE 3

### ACTIVITY

- Integrate other disciplines into the geographic teams (Design Review, Inspections)

G.2

# M

## EMOROANDUM

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May 4, 1994

To:

From: Buzz Oates & Jarrod Short

Re: Re-Organization of Building, Planning, Environmental Departments

Our concerns have been heard and actions have been taken to mollify them. Over the past couple of weeks over 55 letters/faxes and many more phone calls expressing our concerns were given to the City Council and staff with regards to certain areas of the proposed re-organization concept. Dianne Guzman along with Bill Edgar, Bob Thomas and Thomas Friery listened to our concerns and re-acted quickly with many clarifications and measures as we had requested. They are as follows:

- ◆ The City Council hearing was continued from May 3, 1993 until June 7, 1993 to give a window for industry feedback and suggestions to the re-organization concept.
- ◆ A task force is being set up now as opposed to Phase II and III, so that the industry and City minds can put together a program that will serve its recipients in the most efficient and expeditious manner possible.

Thanks to an immediate response by Dianne, many of our initial fears have been placated. She has offered needed clarification to the re-organization flow chart and we have a much better understanding of the intent and goals of the proposal. Although we still do not know the outcome of the Building Official and his position in the flow chart, and we do not want to compromise the efficiency of the Building

Division or its representatives, City staff has reiterated that there desires are driven by consolidating and streamlining the process and in know way intend to add time, beauracracy or fees to the building permit/entitlement process. This goal is being supported by the early formation of an industry task force consisting of representatives from the architectural, engineering, contracting and development community.

Dianne has made clear that this re-organization is at its conceptual stage and the actual details and implementation will be forthcoming over a three phase process. The City's original strategy was to have Council give its blessing to the re-organization concept and flow chart and set up an industry task force following this conceptual approval. We asked that the task force be formed up front, prior to the re-organization chart going before Council. In this way we will have an opportunity to offer our input to the organization chart prior to its conceptual approval. I will provide you with a list of names and numbers of task force members so that all of our concerns, comments and recommendations can be entered into the final analysis and implementation.

Our communal alliance on this re-organization has made a statement that the construction and development community wants to have its recommendations heard and that we won't accept government change without representation from the people it will effect as we have seen in so many other jurisdiction. The City of Sacramento excels in many areas over other jurisdictions, the Building Division is one of the many. Our goal is to ensure that it remains as efficient as it is presently with slight modifications where necessary to better serve its clientele.

May 26, 1994

PLANNING & DEV  
ADMINISTRATION

JUN - 1 1994

Dianne Guzman  
City of Sacramento  
Department of Planning & Development  
1231 I Street, Room 302  
Sacramento, CA 95814-29787

RECEIVED

RE: Planning & Development Department  
Reorganization Proposal

Dear Dianne:

I was in attendance at the reorganization proposal meeting yesterday and appreciated the comments by Jimmie Yee and Bill Edgar. I think you and your department should be congratulated on the effort that has gone into this proposal. The consolidation of public works and utilities with building and planning is long overdue, and a consolidated public counter should be much more convenient for owners and contractors.

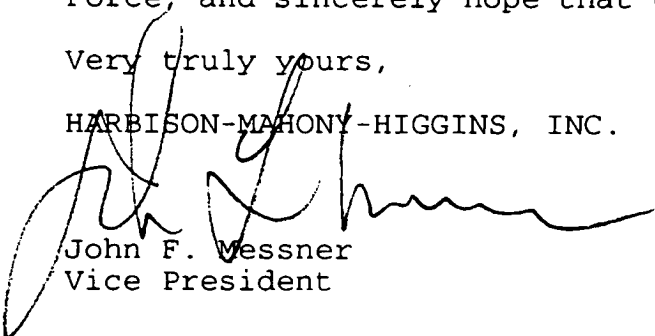
I am concerned that the resolution as presented is very general, and does not address the phasing of the implementation program. I can support all of the activities of phase one, but do have some reservations about phase 2 and 3.

As I have discussed with you before, I feel very strongly that building inspection needs to be kept with plan check under the supervision of the building official, and not delegated to regional groups. I am happy to see that you have deferred this decision to the Industry Task Force to be studied under phase 2.

We look forward to working with you and your staff on the Task Force, and sincerely hope that the concerns of industry are heard.

Very truly yours,

HARBISON-MAHONY-HIGGINS, INC.



John F. Messner  
Vice President

JFM:mem

cc: Jimmie Yee/Sacramento City Council

PLANNING & DEV  
ADMINISTRATION

# Sacramento Builders' Exchange, Inc.

JUN - 6 1994

RECEIVED

MAIN OFFICE  
1331 T Street  
P.O. Box 1462  
Sacramento, CA 95812-1462  
Telephone: (916) 442-8991  
FAX: (916) 446-3117

ROSEVILLE OFFICE  
1 Sierragate, Suite 120-A  
Roseville, CA 95678  
Telephone: (916) 782-4762  
(916) 969-5315 Sac #  
FAX: (916) 782-4792

June 6, 1994

The Honorable Mayor Joe Serna, Jr.  
Distinguished Members of the Council  
Sacramento City Council  
915 I Street, Room 205  
Sacramento, CA 95814

Subject: Proposed Reorganization of the  
Planning and Development Department

Dear Mayor Serna and Members of the City Council:

The Sacramento Builders' Exchange endorses the actions of Director of Planning Dianne Guzman in the efforts to reorganize the Planning and Development Department. Misunderstandings related to the proposal to change the building inspections process have been put to rest by opening lines of communications and the promise of industry involvement in executing changes.

Formation of the task force to address the issues impacting those who depend on an efficient Development Services Section is positive. With the assurance that streamlining the system will enhance procedures involved in completing construction projects, much anxiety associated with the proposed reorganization has been quelled.

Continued industry task force involvement in all Planning and Development Department reorganization phases is encouraged and appreciated by members of the Builders' Exchange.

Sincerely,

  
Michael Justice  
Legislative Services Director

cc: City Manager Bill Edgar,  
Director of Planning and Development Dianne Guzman  
Councilman Jimmy Yee



"Serving the construction industry since 1901"



# CELSOC

CONSULTING ENGINEERS AND  
LAND SURVEYORS OF CALIFORNIA — SIERRA CHAPTER

May 2, 1994

PLANNING & DEV  
ADMINISTRATION

MAY 3 1994

RECEIVED

Honorable Joe Serna, Jr. and  
Distinguished Members of the City Council  
City of Sacramento  
915 I Street, Room 205  
Sacramento, CA 95814

Honorable Mayor Joe Serna and City Council Persons:

**Chapter Officers**

John E. Pitalo, C.E.  
President

Paul J. Enneking, P.L.S.  
Vice President

Timothy R. Fleming, C.E.  
Secretary/Treasurer

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Timothy R. Crush, C.E.

Edward R. Gillum, C.E.

Charles A. Martin, E.E.

Carl E. Nelson, M.E.

I am writing this letter on behalf of the Sierra Chapter of CELSOC (Consulting Engineers and Land Surveyors of California), which represents approximately 80 member firms within the Sacramento Valley. Our society agrees wholeheartedly with the establishment of a "one stop" permitting process counter to expedite the issuance of building permits.

However, our members strongly feel that the Building Department should be headed by, and supervised by, a licensed engineer, and that the Building Department should not be under the Planning Director and directed by the Planning Division.

Thank you for the opportunity to comment on the proposed departmental reorganization.

Sincerely,

John E. Pitalo, P.E.  
President

cc: Bill Edgar/City Manager  
Dianne Guzman/Community Development Director  
Tim Sullivan/Building Division  
Jarrod Short/BOE II

Direct Correspondence to:  
Sharon Hill  
Psomas & Associates  
2485 Natomas Park Drive  
Suite 250  
Sacramento, CA 95833  
(916) 929-7100





May 20, 1994

Ms. Dianne Guzman, Director  
Department of Planning & Development  
City of Sacramento  
1231 I Street, Suite 300  
Sacramento, CA 95814

Re: Bldg. Dept. Reorganization

Dear Ms. Guzman:

I would like to comment briefly on the proposed reorganization of the City Building Department. First, let me commend you and the City staff for your excellent efforts to reduce costs and increase efficiency. These efforts will, without doubt, have far reaching benefits for everyone. I do have concern, however, about the ability of the Building Department to continue to function at its present high level if some of the current proposals under consideration are implemented.

In the twenty-eight years that I have been involved in construction in Sacramento, I have found the Building Department to be technically competent, courteous, cooperative and highly professional in every way. Under Tim Sullivan's direction it has responded to the changing demands of government and industry and, from my perspective, it deserves to be recognized as one of the most important departments in city government.

I am gravely concerned about the idea of assigning building inspectors to the various neighborhood groups. Building inspection is a technical function which, nevertheless, is subject to individual interpretation and judgement in its application. It is extremely important, in my opinion, that consistent training and monitoring by a single informed management team be part of the equation for a successfully building inspection process. Nothing could be more detrimental to maintaining high building standards than having inspectors influenced by political considerations. Interpretation of building codes should be made at the management level by properly trained people.

It is possible to visualize a number of negative aspects to the proposed reorganization but since these are better addressed by others, I will close by respectfully requesting that you and the staff give careful consideration to continuing the Building Department's present structure and high level of performance.

cc: Tim Sullivan

Sincerely,

Roger O. Hanchen  
Vice President

**PARKER**  
DEVELOPMENT COMPANY

8144 Pocket Road  
Sacramento, CA 95831  
(916) 427-2936  
FAX (916) 427-3842

May 17, 1994

Diane Guzman, Director  
Sacramento Planning and Development Department  
1231 I Street  
Sacramento, Ca 95814

Re: Planning and Development Department  
Reorganization

Dear Ms. Guzman,

The following are issues which our Board would like to have considered in any reorganization of the Planning and Development Department:

1) We applaud efforts to coordinate the activities of the Public Works and Utilities Departments with those of Planning. We hope this will result in a comprehensive look at how to manage traffic in the Central City so that neighborhoods are protected. It has been our perception that in the past Public Works has handled traffic management in a vacuum without understanding the impact which it's decisions have on neighborhoods and it is urgent that this situation be corrected. It has been our experience that, while we have received notification from Planning staff about projects slated for our neighborhood, we have not been notified about stop lights slated for our neighborhood (24th and Capitol for example) until after they are in the budget and this is simply not acceptable.

2) Any reorganization needs to include better coordination between Design Review and Building Inspection. Our neighborhood has had the very unfortunate experience of going through the design review process for a new building (the alley unit at 2714 Q) only to have the developer build a building which does not in any way match the approved plans and be granted a certificate of occupancy. Because of this, a message has been sent to other developers in the community that they can flaunt the design review process and get away with it and our fragil neighborhood has been left with an eyesore. Further, in order to try to get the problem corrected retroactively, members of our Board, all of whom are volunteers, have had to take many hours out of their lives to attend more Design Review Board meetings. As of this writing, the Design Review Board has told the developer what he must do and we are waiting to see if he will actually follow through

3) The process for obtaining permits to do work on historic buildings, whether listed or not, is a mess. Design Review staff quite appropriately want all work on these buildings done in a way that maintains the historic integrity. To do so often means taking out a permit under the Historic Building Code rather than the Uniform Building Code but, except for Todd Hamilton who works for Dangerous Buildings, no one who can issue permits is familiar with the Historic Building Code. Recently one of our members wanted to rebuild the front staircase on a Victorian house while preserving and reusing the original handrails



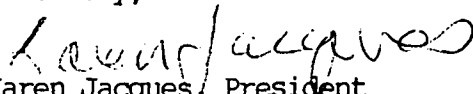
and ballisters. This was possible under the Historic Building Code, but not the Uniform Building Code. The member, who had taken time off work to get the required permits, was bounced back and forth between design review and building staff for most of the morning until someone on design review staff located Todd Hamilton and he wrote a permit under the Historic Building Code. No one should have to experience the kind of frustration that our member experienced and it is not clear what would have happened had Todd not been available. It is this kind of frustration which causes some people not to get permits.

4) We are eagerly waiting to see where historic preservation fits in the reorganization. We see Sacramento's historic buildings, both listed and unlisted, as what gives the Central City it's charm. We want historic preservation treated as a priority by the Planning and Development Department. We also think it is high time that the City come to recognize that our historic buildings and neighborhoods could be an attraction which would make visitors want to come to our city. For us this means Planning and Development Department involvement in writing and enforcing a much stronger preservation ordinance than the one which we currently have. Such an ordinance should make the entire Central City a perservation area and make demolition of any older building much more difficult than it is today. In addition to helping to develop a new preservation ordinance that actually preserves, the Planning and Dēvelopment Department also needs to find ways of helping small scale renovators through the design review and permit process as expeditiously as possible.

5) Recently California State University Sacramento produced a study of the various planning documents (General Plan, Urban Design Plan, etc.) which have been developed to guide Central City development and what happened to them. What is clear from the CSUS study is that there is no tracking system for these planning documents and once they have been presented to the City Council and adopted (in whole or in part), they disappear into a 'black hole' never to be seen or discussed again. The CSUS report recommended development of a computer tracking system so that planning staff, the City Council and the public could keep on top of these documents and how they are followed up once adopted. We think such a tracking system is imperative if the Planning and Development Department is to function smoothly and be accountable to the City Council and the public.

6. We think it is imperative that all developers who submit applications need to informed of the neighborhood association or associations in the area in which they propose to build their projects and be instructed to make contact with them before submitting formal plans to the Planning and Development Department. Such a policy might result in some developers, such as the developer who proposed to build a drive through Jack in the Box at 19th and J, deciding not to pursue their projects and it might result in other developers redesigning their projects before rather than after spending large sums of money on architectural drawings.

Sincerely,

  
Karen Jacques, President  
Winn Park Capitol Avenue Neighborhood Association  
P.O. Box 162555, Sacramento 95816-2555