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DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

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November 8, 1993
NK-09-ao

City Council Work Group
Sacramento, CA.

Honorable Members in Session:

SUBJECT: Consolidation of development review activities and coordination of long range planning
in the Planning and Development Department

LOCATION AND COUNCIL DISTRICT

Citywide impact

RECOMMENDATION

It is recommended:

1. That the Work Group approve the concept of consolidation of development review activities and more effective coordination of long range planning and forward to the City Council.
2. That staff report back in 60 days with an implementation plan which will include a one-stop public counter site.

CONTACT PERSON

Dianne Guzman, Director of Planning & Development
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COMMITTEE DATE

November 15, 1993

SUMMARY

This report addresses the City Council's objective to streamline the permit process and to consolidate and improve development activities including long range planning. Staff is recommending that the various planning and building inspection activities of the Planning and Development Department, the Public Works Department, and the Utilities Department be consolidated in the Planning and Development Department. As a part of the streamlining effort, staff is also recommending that a one-stop public counter be established to help businesses and the public obtain information and application materials for necessary permit and development approvals in one physical location.

BACKGROUND INFORMATION

There is currently no central focus for dealing with development concerns in the City of Sacramento. Issues that cross Department lines are often not addressed in a comprehensive manner resulting in a lengthy and costly permit process. The creation of a one-stop public counter site will help streamline the process by providing direct access to the counter staff with a broad knowledge of the local permit process. In addition, assigning a single project coordinator to guide applicants through the permit process, the approval process and into the follow-up and enforcement of permit conditions will ensure effective and efficient permit processing. The goals are to improve accountability, reduce cost, and reduce time of processing.

PROCESS

This report recommends a phased approach to

1. develop one-stop public counter site
2. consolidate all development review activities

The goal is to begin implementation of this program on January 1, 1994. Over the next several weeks, staff from all effected Departments will work together to:

- . conduct a Department by Department inventory of existing permit approvals to develop a master permit matrix.
- . identify overlap or duplication of responsibilities.
- . review permit and permit processes for consistency, duplication and necessity focusing on permits that can be combined, eliminated or streamlined.
- . review programs and policies for redundant, ineffective or outdated ordinances, programs, and policies.

- . develop an automated permit tracking program
- . involve impacted employees in developing the program.
- . involve representatives from a cross-section of the development community and other groups.
- . analyze space needs
- . analyze budget

This consolidation process should meet each Department's goal to provide excellent technical and professional service to the City and to respond to the needs of the public, the development community and the neighborhoods.

FINANCIAL CONSIDERATIONS

At this time, no budget change is recommended. Any costs identified relating to the implementation of consolidation of development activities will be identified and presented for consideration.

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.

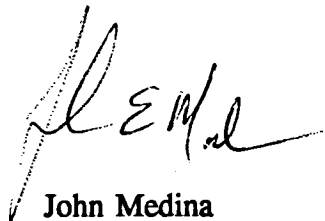
MBE/WBE

No impact.

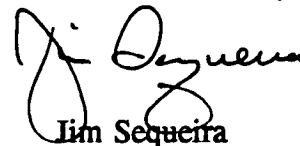
Respectfully submitted,



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Director of Planning & Development



John Medina
Director of Public Works



Jim Sequeira
Director of Utilities