

**MINUTES OF THE AD HOC COMMITTEE  
ON DEVELOPMENT SERVICES**

**SAN JOSE, CALIFORNIA**

**THURSDAY, SEPTEMBER 29, 2016**

The Ad Hoc Committee on Development Services convened in Regular Session at 9:00 a.m. in the City Manager's Conference Room 1734, The Tower, City Hall.

**PRESENT:** Mayor Sam Liccardo, Vice Mayor Rose Herrera, Council Member Johnny Khamis, Council Member Raul Peralez and Council Member Manh Nguyen.

**ABSENT:** All Present.

**STAFF:** City Attorney Richard Doyle, City Manager Norberto Dueñas, Assistant City Manager David Sykes, Deputy City Manager/Director of Economic Development Kim Welsh, Assistant Director of Economic Development Nanci J. Klein, Director of Planning, Building and Code Enforcement Harry Freitas, Director of Public Works Barry Ng, Mayor's Office Ru Weerakoon, Mayor's Office Shireen Santosham, and Deputy City Clerks Susan M. Davis and Kate Handford.

Mayor Sam Liccardo excused himself from the meeting at 9:34 a.m.

**INTRODUCTION**

Documents Filed: Development Services Major Projects List, PowerPoint Slides September 29, 2016

Mayor Sam Liccardo presented introductory comments expressing gratitude and appreciation to the hard work of the entire team for initiatives to improve processes and customer service.

**A. Key Process Improvements.**

**a. Development Services Dashboard**

Director of Planning, Building and Code Enforcement Harry Freitas gave introductory remarks and provided explanatory demonstration of metrics on the Development Services Dashboard slides.

**A. Key Process Improvements. (Cont'd.)**

Council Member Johnny Khamis inquired as to why inspections were slowing down but vacancies increasing. City Senior Inspector advised that the process was becoming more efficient and streamlined by sending one inspector for multi-family projects instead of three inspectors.

a. Development Services Dashboard

Mayor Liccardo thanked the Development Services team, and requested feedback from the public. A link to the Dashboard would be emailed out to all present along with a survey. The Mayor asked for additional suggestions for measures.

i. Public Comment/Feedback on Dashboard

A member of the development community commented that the Dashboard covered the end of the development services and suggested that metrics were needed to address the early part of the review process and middle part of the process.

Establish a metric for the environmental review process.

A comment was made regarding the turnover of inspectors on projects mid-stream which slows the project down. The combo inspections are working great.

Public comments were made regarding the environmental evaluation approach, which added additional workload to City staff. Simple projects need to go through exemption instead of going through another environmental review process.

b. Recent Process Improvements

Director of Planning, Building and Code Enforcement Harry Freitas presented the Process Improvements:

*Recently Completed:*

- Expand Over-the Counter Permits
- Extend service hours
- Launch and expand electronic plan review to new high-rise and commercial/industrial buildings
- Implement combination inspection for multifamily housing and commercial buildings
- Replace Architectural Review Committee with New Urban Design Review process
- Improve hearing date scheduling
- Improve Building plan intake process
- Create new restaurant pilot program
- Redesign SJPermits.org interface
- Replace intake appointments by accepting “walk-in” – scheduling / waiting period eliminated.

**A. Key Process Improvements. (Cont'd.)**

**b. Recent Process Improvements**

*In Progress:*

- Fee simplification
- New integrated permit system
- Self-certification for energy, accessibility, green buildings
- De-regulate tree removal
- Full implementation: Restaurant STI
- “Easy Urbanism” deregulation

**i. Feedback**

Councilmember Peralez requested that staff report on expected completion dates for the in progress process improvements at the next meeting.

**B. Update on Development Services Staffing.**

Director of Planning, Building and Code Enforcement Harry Freitas presented the Update on Development Services Staffing.

**C. Status Report on Major Development Projects.**

Director of Planning, Building and Code Enforcement Harry Freitas presented a Status Report on major development projects, highlighting 10 key major projects out of the 47 being tracked which are under construction and in the entitlement process.

**D. Customer/Public Feedback**

Vice Mayor Rose Herrera opened the floor for public testimony.

Representatives from the development community were in attendance including: Erik Schoennauer, The Schoennauer Company; Reyad Katwan and Melissa Durkin, Republic Urban; Gerry DeYoung, R&G Inc.; Henry Cord, Cord Associates; Jim Salata, Garden City Construction; Mark Patrosso and Clarice Shephard, Kaiser Permanente; Ted McMahon and Leanne Li, Bayview Development Group; Rob Steinberg, Raquel Bito, and Ernie Yamane, Steinberg Architects; Seth Bland, Federal Realty; Lydia Tan, Bentall Kennedy; Pete Smith, Charles Davidson Co.; Carl Chan, California Water Service; Paul Turek, DivcoWest; Tom Armstrong, HMMca; Michael Mulcahy, SDS NexGen; Darleen Barnes, SteelWave; Don Imwalle, Imwalle Properties; Christy Marbry and Josh Burroughs, Barry Swenson Builder; Scott Athearn, Dollinger Properties; Don Peterson, Millcreek Residential; Mark Tersini, KTPproperties; Shani Kleinhaus and Mackenzie Mossing, Santa Clara Valley Audubon Society; Victor Gomez, San José Silicon Valley Chamber of Commerce; Nate Echeverria, San José Downtown Association and Laura Tolkoff, SPUR.

The development community thanked and acknowledged the good efforts of Staff and offered recommendations as follows:

**D. Customer/Public Feedback (Cont'd.)**

- (1) Keep regulation of native tree removals, i.e., Sycamore and Oak.
- (2) Show the status on customer feedback reported at this committee at future meetings and how the administration will respond to each concern/comment.
- (3) Develop a more complete 30-day letter providing meaningful feedback on application; would prefer a robust discussion on the project to occur between staff and developer before the 30-day letter.
- (4) Update Residential and Commercial Design Guidelines, taking ideas and guidelines from other cities.
- (5) Review process for the environmental review of historic structures and consider environmental review exemptions.
- (6) Invest General Fund dollars to increase planners' and engineers' salaries to retain staff, and update design guidelines.
- (7) Use Historic Preservation Fund to hire someone to conduct historic survey
- (8) Formalize pre-application meeting with senior planners to improve project collaboration within city departments, i.e., stormwater.
- (9) Improve training new staff and junior planners, offer a senior planner to be available at meetings on major development projects to support junior/new staff. Find ways to support younger planners.
- (10) Hold Urban Design Review workshops prior to submission of design application in order to respond to design.
- (11) Consider interacting outside of formalized setting and hold development roundtable discussions.
- (12) Require a more collaborative approach to storm water control permit instead of receiving conditions of approvals from DPW and ESD.

**Committee Discussion**

Vice Mayor Rose Herrera requested that Staff return with responses and solutions to the high priority development community recommendations.

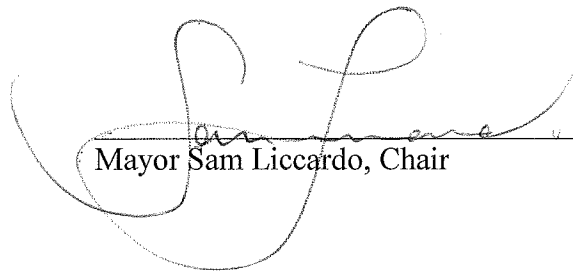
Councilmember Peralez enquired about updating the Design Guidelines and asked if it should be a Council Priority or have access to General Fund.

**E. Next Meetings**

October 27, 2016	9:00 a.m. -10:30 a.m.
November 18, 2016	10:30 a.m. – 12:00 p.m.
December 15, 2016	9:00 a.m. -10:30 a.m.

**ADJOURNMENT**

Vice Mayor Rose Herrera adjourned the meeting at 10:30 a.m.



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Mayor Sam Liccardo, Chair

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Access the agenda and related reports for this meeting by visiting the City's website at <http://www.sanjoseca.gov/civiccenter/v>. For information on any ordinance that is not hyperlinked to this document, please contact the Office of the City Clerk at (408) 535-1266.