



LAND DEVELOPMENT TEAM OVERSIGHT SUBCOMMITTEE

September 23, 2020

Roll Call

Subcommittee Members:

Eric Friedman, Chair

Alejandra Gutierrez

Mike Jordan

Preliminary Matters

- Announcements
- Agenda Review
- Approval of Minutes
- General Public Comment
 - Items not on the agenda



STAFF PRESENTATION

How To Make An Oral Public Comment

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Indicates a “Raised Hand”

Meeting Overview

- Committee Purpose and Scope
- Update on “Just Do Its”
- Status of High Priority Recommendations
- Other Process Improvements Underway
- Next Meeting Items
- Adjournment

Committee Purpose and Scope

- Purpose of the subcommittee is to advise Land Development Team staff and oversee implementation of process improvements and related issues recommended by The Novak Consulting Group.

Committee Purpose and Scope (cont'd)

- Committee Scope
 - Review and provide input on LDT procedural changes
 - Review and provide input on potential amendments to:
 - *Municipal Code*
 - *Board and Commission Guidelines*
 - *City Charter*

Committee Purpose and Scope (cont'd)

- Other functions of LDT Oversight Committee
 - Receive reports on “just do it” items
 - Provide other input to the LDT management team

Land Development Team

- Community Development Department
 - *Planning*
 - *Building & Safety*
- Public Works Department
 - *Engineering*
 - *Transportation Planning*
 - *Water Resources*
- Fire Department
- Parks & Recreation Dept.
 - *Creeks*
- Sustainability and Resilience Department
 - *Environmental Services*

JUST DO ITS



“Just Do Its”

- Define LDT Vision (Rec #1)



“Just Do Its”

- Define LDT Vision (Rec #1)
 - 8/27 – determined to have a facilitated meeting with representatives across the LDT
 - 9/8 – 4-hour facilitated “Why” statement
 - 9/21 – Finalized Why statement

WHAT

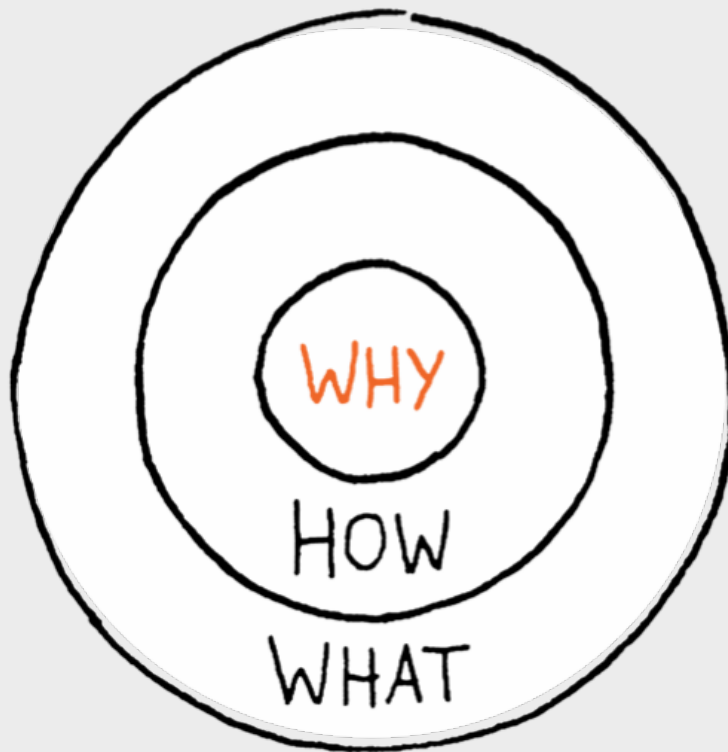
Every organization on the planet knows WHAT they do. These are products they sell or the services

HOW

Some organizations know HOW they do it. These are the things that make them special or set them apart from their competition.

WHY

Very few organizations know WHY they do what they do. WHY is not about making money. That's a result. WHY is a purpose, cause or belief. It's the very reason your organization exists.



LDT Mission Statement

“Helping you enhance our city and build a better community”

“Just Do Its”

What LDT members are saying about the “Why Statement”

“As we went through this process it was the discussion that made all of us stop and think about what, exactly, we were here for as members of the LDT.”

“Just Do Its”

What LDT members are saying about the “Why Statement”

“I really feel that the wording emphasizes our collaboration with the community, and draws a stronger connection between us and the members of the community, rather than putting us at odds against each other.”

“Just Do Its”

What LDT members are saying about the “Why Statement”

“It reflects our role to help enhance the built environment and ensure that the public knows how, and is empowered, to participate in the conversations surrounding land development.”

“Just Do Its”

What LDT members are saying about the “Why Statement”

“I think it's important to remind people that we're part of this community, too. We aren't blind bureaucrats. We genuinely want to help.”

“Just Do Its”

What LDT members are saying about the “Why Statement”

“I love the play of "city" and "community" because the what and why of our work involves both, from the smallest projects to the largest projects.”

“Just Do Its”

What LDT members are saying about the “Why Statement”

I really think the "Why" statement resonates with me, because restoring historic buildings really enhances the city and builds community. It really gives the community a sense of pride in this place. It allows all of us all to know, "This Place Matters".

”

LDT Mission Statement

Mission Statement:

“Helping you enhance our city and build a better community”

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Vision Statement

- Builds off the “Why” statement (Mission)
- Surveyed of all LDT staff re aspirational statements
- Next step: refine the statement

LDT Mission Statement

Mission Statement:

“Helping you enhance our city and build a better community”

Vision Statement Ingredients:

- The LDT guides applicants through the process and works with applicants to resolve issues and develop solutions.
- The Land Development process balances interests of project applicants and the community as a whole.
- The Land Development process is easy to understand and navigate.

“Just Do Its”

- Establish and enforce LDT meeting attendance expectation (Rec #2)
 - Done through communication to department heads and managers with LDT members on their staffs.
 - Staff understand that if their presence is needed and they are unavailable, they must assign an alternate.
 - Failure to follow procedures will be subject to counseling or discipline as appropriate.

“Just Do Its”

- Dedicate weekly meeting times for pre-application staff consultations (Rec. #17)
 - Full implementation requires Zoning Ordinance amendment.
 - In the interim, can experiment with less formal coordinated pre-application service for certain projects.

“Just Do Its”

- Monitor Inspector Workload and Adjust Staffing (Rec #28)
 - Done and on-going
 - Currently holding 1 vacancy
 - 8 – 10 inspections/inspector/day
 - Assigning lower priority workload when slow

“Just Do Its”

- Establish LDT staff committee to discuss and resolve cross-departmental issues (Rec #29)
 - Have a standing committee of LDT supervisors
 - Have regular monthly meetings
 - Attendance required by member or delegate

HIGH PRIORITY RECOMMENDATIONS

Status of High Priority Recommendations

- Assess which LDT staff are included in project review, and when. (Rec #8)
 - In place for all discretionary applications (Planning Commission, Staff Hearing Officer, all design review bodies)
 - Need to re-affirm routing criteria for building permit applications

Status of High Priority Recommendations

- Create clear standards for application screening (Rec #9)
 - *Will require several months to implement*
 - More challenging with online application submittals
 - Currently requires multiple conversations with applicants to obtain all application materials and fees before processing

Status of High Priority Recommendations

- Streamlined approval process for simple permits (Rec #16)
 - In development.
 - Types of Permits include:
 - *“Like for like” roof replacement*
 - *Water heater replacement*
 - *Furnace replacement*

Status of High Priority Recommendations

- Identify opportunities to reduce or eliminate process steps (Rec #18)
 - Ongoing staff discussion and relates to other recommendations
 - Staff will report out on our efforts in more detail at a future subcommittee meeting

Status of High Priority Recommendations

- Create staff report process for design review boards (Rec #22)
 - Will start once all Design Review section vacancies are filled
 - Estimate 2 to 3 months to implement

Status of High Priority Recommendations

- Evaluate storm water regulations against peer communities (Rec #20)
 - The Parks and Recreation Department has done this evaluation and it was presented to the full Council on September 22.

OTHER PROCESS IMPROVEMENTS UNDERWAY

Process Improvements Underway

- Update City website & communication tools (Rec #5)
- Develop tools to educate customers about LDT process (Rec #6)
- Continue implementing Accela (Rec #11)
- Define starting point for discretionary review processes (Rec #13)

Other Process Improvement Efforts

- Update Zoning Ordinance to allow narrowing scope of review to project submittal (Rec #18)
 - Current SBMC requires entire property be evaluated for compliance with Zoning regulations. Changing this will streamline review but will also defer unrelated Zoning compliance. Unrelated life/safety issues will be addressed at plan review.

Other Process Improvement Efforts

SBMC § 30.205.050 C. 1.

- 1. *Zoning Ordinance Violations. An application shall not be found complete if conditions exist on the site in violation of this Title or any permit or other approval granted in compliance with this Title, unless the proposed project includes the correction of the violations.*
- Seeking Subcommittee direction on whether to refer to full Council for direction or to return to Subcommittee for further discussion before taking to Council



COMMITTEE QUESTIONS

PUBLIC COMMENT

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You Have 2:00 Minutes to Speak

Speaker Time Remaining:



Committee Direction

- Items for next meeting
 - Return with update on status of priority items
 - Narrowing Zoning scope of plan review; or
 - Opportunities to reduce/eliminate process steps
 - Other

**The Land Development Team Oversight
Subcommittee meeting for
September 23, 2020 will reconvene shortly**