



REPORT TO COUNCIL

City of Sacramento

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STAFF REPORT
March 27, 2007

Honorable Mayor and
 Members of the City Council

**Title: Introduction of Regulatory Improvement Team and Programming Guide
 (M07-009)**

Location/Council District: Citywide

Recommendation: Receive and file

Contact: Sandra Yope, Senior Planner, (916) 808-7158; Joy Patterson, Principal
 Planner, (916) 808-5607

Presenters: Joy Patterson, Principal Planner

Department: Development Services

Division: Current Planning

Organization No: 4881

Description/Analysis:

Issue: This report provides the City Council with information on the Development Services Department's Regulatory Improvement Team and the Regulatory Improvement Program Guide.

In November of 2006 the Development Services Department's Regulatory Improvement Team was officially formed. The team is responsible for shepherding code changes through the appropriate regulatory bodies in a timely manner and having outreach on code changes to interested neighborhood groups, business organizations, development groups and other stakeholders. Team members are:

Joy Patterson, Principal Planner
 Sandra Yope, Senior Planner
 Sally Shore, Associate Planner
 Robert Williams, Assistant Planner
 Christopher Dougherty, Assistant Planner
 Jason Hone, Junior Planner

While the primary focus of the team is processing Zoning Code (Title 17 of the Sacramento City Code) changes, including the code changes that will be required as part of the General Plan update, the team will also process code changes to the Subdivision Code (Title 16) and Building and Sign Code (Title 15). The Zoning Code requires that all amendments to Title 17 be reviewed by the Planning Commission at a public hearing before final action is taken by the City Council.

The team has developed a Regulatory Improvement Program Guide to set priorities for the team. Any new regulatory projects are ranked according to a prioritizing process, a planner assigned, and initial timeline established. Attachment 1 further describes the program guide and priority process.

Policy Considerations: The Development Services Department's Regulatory Improvement Team and Regulatory Improvement Program Guide are consistent with and will incorporate all City Strategic Plan Focus Areas. The team and guide also fall under the Department's and the Development Oversight Commission's strategic areas to "Promote an Appropriate Regulatory Environment" and "Streamline the Process".

Environmental Considerations: None

Committee/Commission Action: None. Presentations have been made to the Planning Commission and Development Oversight Commission.

Rationale for Recommendation: This report is for the City Council's information. No action by the Council is required.

Financial Considerations: None

Emerging Small Business Development (ESBD): None

Respectfully Submitted by: 
David Kwong
Planning Manager

Approved by: 
William Thomas
Director of Development Services

Recommendation Approved:



for
RAY KERRIDGE
City Manager

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ATTACHMENT 1 - Background

**DEVELOPMENT SERVICES DEPARTMENT
REGULATORY IMPROVEMENT PROGRAM GUIDE**

The Regulatory Improvement Program Guide will be used to set priorities for the Regulatory Improvement Team of the Development Services Department. Any new regulatory improvement projects proposed will be ranked by the Principal Planner heading the team using the prioritizing process indicated below. Final rankings are at the discretion of the Director of Development Services.

The guide is kept up to date, and along with the Regulatory Improvement Program Chart, made available to the Director of Development Services and the Planning Manager when they update the Mayor, City Manager, Assistant City Manager, and various City Council and commission members. Additionally, the guide will also list all potential regulatory changes originating from other departments that staff is currently monitoring, but that have not been officially added to the priority list.

The team is available to brief each councilmember or their district director on a monthly basis, if desired, on the general status of all proposed code changes. The team can specifically discuss those code changes that will be coming before City Council in the near term or subjects of specific interest to an individual councilmember.

We anticipate that the majority of proposed regulatory changes will apply to:

1. Title 17 Zoning Code (including Design Review and Preservation)
2. Title 16 Subdivision Code
3. Title 15 Building and Sign Code

Initially, the team will provide an estimation of the timeframe to take a proposal through final City Council action. We also plan to create a tracking mechanism for accounting for staff time with the implementation of the program. Eventually, we will be able to provide a realistic cost of a proposed regulatory change in terms of staff time. Such accounting will be able to be integrated into the priority system as well as assist with budgeting in terms of appropriate FTE levels.

Following is the scoring system used for setting project priorities, an example of a project that has been scored using the system and the Regulatory Improvement Program Chart.

**DEVELOPMENT SERVICES DEPARTMENT
REGULATORY IMPROVEMENT PROGRAM GUIDE
PRIORITIZING PROCESS SCORING**

Categories:

- **Initiation of Change**
 - **(3 pts)** Request of Council and/or Law and Legislation
 - **(2 pts)** Request of Planning Commission (Zoning Code)
 - **(2 pts)** Request of Preservation Commission
 - **(2 pts)** Request of Design Commission
 - **(2 pts)** Request of DOC (other Development Codes)
 - **(1 pt)** Request of Planning Manager/DSD Director/staff
 - **(1 pt)** Request of citizen (thru DSD)

- **Urgency of Change (type of change) {More than one can apply}**
 - **(1 pt)** Process related
 - **(1 pt)** Life/Safety/Security/Nuisance
 - **(1 pt)** Design/Aesthetics
 - **(1 pt)** Legislated change and required timeframe
 - **(1 pt)** Desired change, but not imperative
 - **(1 pt)** High profile/media involvement

- **Impact of Change**
 - **(3 pts)** Citywide benefit
 - **(2 pts)** Area specific
 - **(1 pt)** Narrow focus

- **Complexity of Change {More than one can apply}**
 - **(2 pts)** Extensive research required
 - **(2 pts)** Extensive community outreach required
 - **(1 pt)** Moderate research required
 - **(1 pt)** Moderate community and/or stakeholder outreach required
 - **(0 pts)** Coordination with numerous departments required
 - **(1 pt)** Simple or administrative

- **Incorporates City Themes {More than one can apply}**
 - **(1 pt)** Culture and Entertainment
 - **(1 pt)** Economic Development
 - **(1 pt)** Public Safety
 - **(1 pt)** Safe and Affordable Housing
 - **(1 pt)** Sustainability and Livability

- **Relates to Department Strategic Areas {More than one can apply}**
 - **(1 pt)** Improving the Organization Structure
 - **(1 pt)** Continuing the Cultural Change of the Department
 - **(1 pt)** Streamlining the Process

- **(1 pt)** Promoting an Appropriate Regulatory Environment
- Longevity of request:
 - Any ordinance request that has not been assigned and work initiated after 9 months or is not progressing in a timely manner, will be elevated to the top of the priority list.

Ordinance Project Tracking Report

Projects are listed in descending order based on total priority points.

Priority #11
Temp Surface Parking
 Date Initiated:
 Priority Program Inception - 12/2006
 Total Priority Points: 10

Urgency Factors (1 pt each)

Process Related	
Life/Safety/Security/Nuisance	X
Design/Aesthetics	
Legislative change and required timeframe	X
Desired Change - not imperative	
High Profile/ Media Involvement	X

Incorporates City Themes (1 pt each)

Culture and Entertainment	
Economic Development	
Public Safety	X
Safe and Affordable Housing	
Sustainability and Livability	X

Priority Point Assignment
 Initiation: Request of Council/Law & Leg (3)
 Impact: Area Specific (2)
 Agency of Change*: (3)
 Complexity of Change*: (-1)
 Incorporates City Themes*: (2)
 Relates to Department Strategic Areas: (1)
see point allocation tables

Complexity Factors

Extensive research required (-2)	
Extensive community outreach required (-2)	
Moderate research required (-1)	
Moderate community outreach required (-1)	X
Coordination with numerous departments (0)	X
Simple or administrative (1)	

Relates to Department Strategic Areas (1 pt each)

Improving the Organization Culture	
Continuing Cultural Change of the Department	
Streamlining the Process	
Promoting Appropriate Regulatory Environment	X

Priority	Status	M Number	Task Name	Start	Timeline	End
12	In Process		R Street Corridor	Thu 2/8/07	Medium (6-9)	
11	In Process		Eliminate Single / 2 Family exemption for frontage	Fri 1/19/07	Short (4-6)	
11	In Process	M06-062	Front Yard Landscaping	Wed 11/1/06	Short (4-6)	
11	In Process	M06-058	Recycling Facilities	Wed 11/1/06	Medium (6-9)	
11	In Process		Sign Ordinance Update	Fri 1/19/07	Long (9+)	
10	In Process		Interim Ordinance on Tethered Inflatables for Model	Fri 1/19/07	Short (4-6)	
10	In Process	M06-057	Minor Permit Labels	Wed 11/1/06	Medium (6-9)	
10	In Process	M06-060	Non-Conforming Structures	Thu 4/5/07	Medium (6-9)	
10	In Process		Sidewalk Cafes	Thu 11/1/06	Medium (6-9)	
10	In Process	M06-055	Temp Surface Parking	Wed 11/1/06	Medium (6-9)	
9	In Process		Driveway Ord	Thu 11/1/06	Short (4-6)	
8	In Process	M06-035	Alternative Design Standards	Wed 11/1/06	Short (4-6)	
7	In Process	M06-061	Landlocked Properties	Wed 11/1/06	Short (4-6)	
9	In Process	M07-001	Increase percentage for ZA modifications from %10	Tue 1/9/07	Medium (6-9)	
9	In Process	M07-001	Mod 16 so maps that start at ZA and are appealed to PC cannot be appealed again, only called up	Fri 1/12/07	Short (4-6)	
7	In Process	M07-001	Fix 17.60.03-C-1 Art & Entertainment Height	Fri 1/12/07	Short (4-6)	
5	In Process	M07-001	Ordinance Exempting City, CADA, County, and	Fri 1/12/07	Short (4-6)	
12	In Process		Expand artist live/work to general live/work concept	Fri 3/16/07	Short (4-6)	
10	In Process		Temporary Permits for Temp uses	Fri 3/16/07	Short (4-6)	
9	In Process		EC Zone amendments	Fri 3/16/07	Short (4-6)	
9	In Process		Minor Changes to Del Paso Nuevo	Fri 3/16/07	Short (4-6)	
0	Monitoring		Alcohol Ord	Wed 11/1/06	Short (4-6)	
0	Monitoring		C-2 Zone Height and Setbacks	Wed 11/1/06	Short (4-6)	
0	Monitoring		Change PDPR and PDSP to ZA Permits	Wed 11/1/06	Short (4-6)	
0	Monitoring		Changes to Title 5 - Massage	Wed 11/1/06	Short (4-6)	
0	Monitoring		Concurrent Hearing Body Noticing (not addressed in	Wed 11/1/06	Short (4-6)	
0	Monitoring		Don't allow existing unit to become second unit	Wed 11/1/06	Short (4-6)	
0	Monitoring		General Plan Update	Wed 11/1/06	Long (9+)	
0	Monitoring		Mobile Food Vendors	Wed 11/1/06	Short (4-6)	
0	Monitoring		Research Feasibility to Certify Lead Buildings	Wed 11/1/06	Short (4-6)	
0	Monitoring	M06-059	Wi-Fi Ord	Fri 2/2/07	Short (4-6)	
0	Potential		Combining Zoning and Subdivision Regulations	Wed 11/1/06	Short (4-6)	
0	Potential		Significant Project Review (Definition of)	Wed 11/1/06	Short (4-6)	

Timeline Continued on Next Page

Priority	Status	M Number	Task Name	Start	Termination	Timeline
12	In Process		R Street Corridor	Thu 2/8/07	Medium (6-9)	
11	In Process	M06-062	Eliminate Single / 2 Family exemption for frontage	Fri 1/19/07	Short (4-6)	Jason
11	In Process	M06-058	Front Yard Landscaping	Wed 11/1/06	Short (4-6)	Robert
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10	In Process		Sidewalk Cafes	Thu 4/19/06	Medium (6-9)	Chris
10	In Process	M06-055	Temp Surface Parking	Wed 11/1/06	Medium (6-9)	Temp Surface Parking
9	In Process		Driveway Ord	Thu 4/27/06	Short (4-6)	Chris
8	In Process	M06-035	Alternative Design Standards	Wed 11/1/06	Short (4-6)	Joy
7	In Process	M06-061	Landlocked Properties	Tue 1/9/07	Medium (6-9)	Robert
9	In Process	M07-001	Increase percentage for ZA modifications from %10	Fri 1/12/07	Short (4-6)	Sandra
9	In Process	M07-001	Mod 16 so maps that start at ZA and are appealed to PC cannot be appealed again, only called up	Fri 1/12/07	Short (4-6)	Sandra
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