



Staff Report

APPOINTMENT OF MEMBERS TO PERMIT EFFICIENCY TASK FORCE

Honorable Mayor and Council Members:

Summary

The City Council has directed the establishment of a Permit Efficiency Task Force to explore ways to improve the services of the Permit Center, including planning & zoning, building permits & inspections and related activities. The Council approved a preliminary work plan and membership criteria on December 28, 2004, directing the Mayor and Vice-mayor to prepare a task force roster for approval by the Council (see Attachment A). The Mayor and Vice-mayor identified a group of citizens and propose the list contained in this report for Council approval. No public hearing is required, but public comments may be offered.

Discussion

The Council approved the following membership criteria for the Task Force:

- 2 – City Council Members (also act as Task Force Steering Committee)
- 3 – Planning Commissioners
- 3 – Business representatives (merchants, applicants, real estate, architects, contractors)
- 4 – Resident representatives (homeowners, applicants, RE agents, designers, contractors)

The Council also selected the Mayor and Vice-mayor as the Council representatives / Task Force Steering Committee.

On January 4, 2005, the Planning Commission forwarded the following three Commissioners as its recommendation for Task Force membership: **Bill Dickenson, Warren Gibson and Jacki Horton.**

To identify the additional representatives, the Mayor and Vice-mayor reviewed lists of all applicants for residential and commercial zoning approvals since 2001, as well as prospective candidates from other sources. While there was some concern that many of the prospective candidates might have future projects before the City, it was concluded that several would be able to work on the Task Force upholding the city's best interests. Staff has since invited this group to serve on the Task Force and the following have agreed to participate:

Steve Simpson – Architect and Belmont resident

Ken Hall – Architect and Belmont resident

Colette Sylver – Residential developer

Jerry Steinberg – Civil Engineer and former project manager of Nikon Precision, Inc.

Will Markle – Belmont resident; processed own dwelling through City approvals

Brian Korn – Belmont resident; processed own home addition through City approvals

While the Council asked for seven citizen representatives, the Mayor and Vice-mayor recommend these six as a good and sufficient cross-section of representatives. Staff has no concerns with eleven task force members rather than twelve, and request the Council appoint the following complete roster:

Belmont Permit Efficiency Task Force

City Council Representatives / Task Force Steering Committee

Mayor Dave Warden

Vice-mayor Phil Mathewson

Planning Commissioners

Chair Warren Gibson

Bill Dickenson

Jacki Horton

Citizen Representatives

Brian Korn

Steve Simpson

Ken Hall

Jerry Steinberg

Will Markle

Colette Sylver

Following appointment of the Task Force, an orientation and kick-off meeting will be scheduled within 30 days.

Fiscal Impact

There is no fiscal impact resulting from these appointments.

Public Contact

Posting of City Council agenda.

Recommendation

It is recommended that the Council appoint the remaining members of the Permit Efficiency Task Force as presented in this memo.

Alternatives

1. Appoint other representatives
2. Provide other direction to the Task Force Steering Committee and staff.

Attachments

- A. Staff Report of December 28, 2004

Respectfully submitted,

Craig A. Ewing, AICP
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Interim City Manager