

MEETING OF THE PERMIT EFFICIENCY TASK FORCE

WEDNESDAY JULY 6TH 2005 7:00 P.M
BELMONT CITY HALL, 3RD FLOOR CONFERENCE ROOM
1 TWIN PINES LANE
(FORMERLY, 1070 SIXTH AVENUE)

MINUTES

CALL TO ORDER

The meeting was called to order by Task force Chair Bill Dickenson at 7:00 p.m.

1. ROLL CALL

Ken Hall, Bill Dickenson, Brian Korn, Rick Frautschi, Phil Mathewson, Jerry Steinberg, Will Markle, Steve Simpson, Jacki Horton, and Dave Warden. Staff present: Director Craig Ewing, Principal Planner Carlos DeMelo, and Building Official Mark Nolfi.

2. AGENDA AMENDMENTS

No amendments.

3. CONSENT CALENDER

A. Approval of minutes

- Discussion ensued on minutes whether to expand note taking
- 15 minute check in to clarify thoughts
- Frautschi motion/Mathewson 2nd
- Accept Minute With Frautschi Correction and 4.A Mods.

4. OTHER BUSINESS

a. – Compare SFDR Staff Reports From 2000 to 2005.

Director Ewing discussed changes from 2000 to 2005.

Nuances including adding:

- Neighborhood outreach (positive)
- New SFDR findings (more complex)- lengthier analysis, stand up better in court.
- Tree protection Measures/Analysis
- Geo analysis, Site conditions
- More questions from PC relating to what project is about

- Can staff reports be reduced in size- Yes

Ken Hall- Are the PC reports and Commission questions expanding unreasonably

Director Ewing- The community may have played a part in expanding the scope of a project- Original intent

Dave Warden- Ok with staff report length (4-8 pages ok). Questions of Reso's going from 1-4 pages- why?

Director Ewing- Connections from facts of case- More Defensible

Jacki Horton- Do not necessarily need site conditions section

Bill Dickerson- Thinks that section is beneficial to Confirm site dimensions/issues in relation to other properties

Rick Frautschi- some persons need text and visuals to convey thoughts

Phil Mathewson- Charts are Helpful

Dave Warden- Question of six months- Why to take so long? How many hours to prep a report

Director Ewing, Jacki Horton, Steve Simpson and Dave Warden discussion on accumulation of complexity arborist reports, Geotech Review. Jacki Horton with the question of how many reports in 2000 and Dave warden with the question of what do I need to know to be a planner, finite number of issues to be aware of.

Ken Hall- What are the types of projects the “gum up” the works? Overwhelmingly the type of projects will be the 500-600 Sq.Ft. simple additions-Those should go quicker than the few “Problem” cases.

Director Ewing- Gets a sense the PC will not relinquish 400 Sq.Ft. threshold.
Thought of PDR for New SFD's

Dave Warden- Question of moving items around when items are continued- If continued, they go back of line of complete Applications not the actual end of the line.
Discussion of date certain continuances.

Bill Dickenson- Reel it back in-Any other comments what percentage of time is spent on generating the staff report.

All reached conclusion (generally) that actual staff report writing has not significantly contributed to backlog.

Steve Simpson- County of San Mateo report- Staff Reports

Rick Frautschi- In Response to complex sites and issues, longer reports needed.

Bill Dickerson, Rick Frautschi, Jacki Horton, Dave Warden, and Director Ewing- Do Not read reports- summary of Reports sufficient.

Will Markle- How does staff presentation affect what neighbors will say?

Director Ewing- We have an audience that is there for a reason- Do not necessarily need oral report.

Dave Warden and, Jacki Horton- Do not need to spend 10 minutes on a report

b. – Review and edit recommendations

Director Ewing- Intro to the process of edits

Bill Dickenson- Discussed Idea for Breakout into two groups- Front of Store and Back of Store. If more time is needed each group can meet separately

Dave Warden- Interested in having one group work on editing on one group. Work of things we agree and other on things we disagree

Bill Dickenson- Front of House- Ad Hoc

Director Ewing- Suggested to treat four non-consensus items tonight

Bill Dickenson- suggested ID'ING a subcommittee

Steve Simpson, Will Markle, Jacki Horton, and Rick Frautschi appointed to be on editing committee- deliverable-recommendations in an edited form

Director Ewing- Stated to move on to 4 disagreement items

Steve Simpson-Discussed makeup of San Carlos EDCC or what other cities do- Campbell etc., Design Review

Dave Warden- need PDR for bad projects

Director Ewing- Good Ideas, because we will not do neighborhood outreach, arborist, Geo, zc analysis- discussed genesis of PDR,- 3 questions- need to tailor questions for SFDRs

Steve Simpson and Ken Hall- Another body (Middle Tier) with approval authority (Small Projects) to help clear out backlog is needed simplifies staff report (1-2 pages)

Brian Korn- asked if I sail through PDR- why do I have to go to PC afterward?

Dave Warden- What about a board that decides whether an individual project should have PDR.

Bill Dickenson- Trigger is authority

Steve Simpson- Filters out “bad clients”- (one’s who will not listen to Bulk massing etc.)

Phil Mathewson, Jacki Horton, and Steve Simpson- What is first step (Domino) –Need design guidelines

Ken Hall- “need carrots for citizens”- IE design that oak trees are maintained, less grading, or less square footage, then go to a tiered process

Dave Warden- What percentage of projects are backyard, no geology, trees etc.- why do these projects got to the PC.?

Ken Hall- agreed with the above, have a middle tier for the projects.

Jacki Horton- Believe that there are commissioners that do not want to staff have control

Director Ewing- Be careful of design guidelines for even 300 sq. ft. projects, another item to trip over.

Rick Frautschi- Reason for being on commission- give neighbors a say, staff had too much control on look of city. Feels that projects come out of the other side as a better project-bigger problems are staff shortage.

Bill Dickenson- Do not want shortcuts, but more efficiency

Steve Simpson- wants to lessen commission load, Admin Approvals

Director Ewing and Dave Warden- Defended merits of PDR

Dave Warden- Request Straw poll of item 15

c. On Agenda

Brian Korn- Stop trouble projects early

Rick Frautschi- Problem with a subgroup idea, intensity of use, neighbor issues are important- need guidelines, need staff, complex system

Dave Warden- Highly suspect of a sub-group- need a suitable PDR, more staff, lots are trickier

Jerry Steinberg- Described Half Moon Bay situation (20 years to build on a landlocked parcel) do not think PDR is the answer, need a set of rules & more Staff- Do these two first and revisit in six months- if no progress then

Jacki Horton- need design guidelines need PDR- someone with authority to say yes/no. A board of design is good idea, way to have citizens get idea before major cost expense.

Will Markle- There is a problem. Why that's here problem with illegal construction is manifested by long progress

Steve Simpson- Progressively longer to get through- need something to get implemented- policy changes, tiered review. "polishing a turd"

Ken Hall- Politics need to back up recommendations

Will Markle- Turnover is an issue (staffing)

Jacki Horton- wary of hardhearted folks- they are committed for a reason.

Director Ewing- Tricks to move a bad project through quick-summary denial etc.

Dave Warden-let a vacant lot stay vacant until right development comes along.

Ken Hall- reel back

Director Ewing- Need a specific recommendation-vote-wordsmith-strongly support this. Some question on this. Recommendation comes out in different guises

Group- Up front- what are issues, check

Bill Dickenson- need 5 or 6 recommendations not 11

Director Ewing- Consensus-Review process is important
Complex projects created backlog
How keep process(Neighborhood outreach etc.)
Get rid of bad, approve of good.

Bill Dickenson- lets look at illegal stuff- time cost to city. Planning issues are qualitative, building checklist.

Jacki Horton- after a few continuances pay more fees

Steve Simpson, and Director Ewing- Problem of doing just enough- why pay more fees

Director Ewing- Early clue- PDR is beneficial

Jerry Steinberg- Need to look at owners costs

Jacki Horton- Reinforced need PDR- Upfront Input

Director Ewing- They have talked to the decision makers-facetime-good thing in PDR-getting a clue upfront

9:50 PM- Upfront coming to council is a good thing

No. 15- no consensus on modifying the process

16- Vote- 3-yeah 7-nay as written

For no. 16 2nd motion- except for 30% slope, 2nd story additions, call for authority

Vote on 2nd Motions- 6 For 4 against\

Landscaping

21. Prior to building permit → change to C O F O- consensus?

24. Letters of credit-much better- No Bonds- Separate commercial from residential

5. Next Meeting

The task force agreed that its next meeting would be Wednesday, August 10th at 7 p.m. in the 3rd Floor Conference Room in City Hall.

6. Adjournment

10:10 p.m.