



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

**SAN JOSE, CALIFORNIA**

**THURSDAY, OCTOBER 27, 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, Councilmember Johnny Khamis, and Councilmember Raul Peralez.

**ABSENT:** Councilmember Manh Nguyen.

**STAFF:** City Attorney Richard Doyle; City Manager Norberto Dueñas; Assistant City Manager David Sykes; Deputy City Manager/Director of Economic Development Kim Walesh; 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 and Shireen Santosham, and Deputy City Clerk Kate Handford.

**INTRODUCTION**

Documents Filed: Development Services Major Projects List, PowerPoint Slides October 27, 2016, Letter from SPUR.

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 while having the highest vacancy rate in years.

**A. Key Process Improvements.**

a. Development Services Dashboard

Director of Planning, Building and Code Enforcement Harry Freitas gave introductory remarks, an overview of the agenda and provided explanation to the enhancements on the Development Services Dashboard slides.

i. Public Comment/Feedback on Dashboard

a. Recent Process Improvements

Director of Planning, Building and Code Enforcement Harry Freitas presented the Process Improvements and Fee Study, which has been scheduled for November 10<sup>th</sup>. Key findings have included: enhanced coordination, improving the use of technology, changes to the Municipal Code, improvement of the CEQA/entitlement process and improvements to the plan check process. Timelines for the process improvements were presented.

An update to the Stormwater Treatment Review was provided, including the Environmental Review Process.

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

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

**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 ten key projects out of the 47 being tracked, which are under construction and in the entitlement process.

**D. Customer/Public Feedback**

Mayor Sam Liccardo opened the floor for public testimony. Several representatives from the development community provided public comment. Sal Caruso, SCDC; Elissa Ouyang, California Water Service; Teresa Alvarado, SPUR; Erik Schoennauer; Dennis Randall, Insight Realty; Kurt Anderson, Anderson Architects; and Gerry DeYoung, Ruth and Going Inc.

**E. Next Meetings**

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

**ADJOURNMENT**

Mayor Sam Liccardo adjourned the meeting at 10:30 a.m.



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Mayor Sam Liccardo, Chair

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