CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

MINUTES OF THE AD HOC COMMITTEE ON DEVELOPMENT SERVICES

SAN JOSE, CALIFORNIA **THURSDAY, SEPTEMBER 28, 2017**

The Ad Hoc Committee on Development Services convened in Regular Session at 9:14 a.m. in the City Hall Conference Room W118-120, The Wing, City Hall.

PRESENT: Councilmember Johnny Khamis (9:02 a.m.), Councilmember Raul Peralez (9:02 a.m.), and Vice Mayor Magdalena Carrasco (9:14 a.m.).

ABSENT: Arenas, Davis; Liccardo. (Excused)

STAFF: Deputy City Manager/Director of Economic Development Kim Walesh, Public Works Deputy Director Mike Liw; Director of Public Works Barry Ng; Mayor's Office Ru Weerakoon, Mayor's Office Shireen Santosham and Deputy City Clerk Ruth Krantz.

Documents Filed: (1) Staff presentation dated September 28, 2017 summarizing the Near Term Process Improvements including the Development Services Dashboard. (2) The Status Report on Major Development Projects dated September 21, 2017.

A. Key Process Improvements.

Councilmember Johnny Khamis presented introductory comments.

Interim Director, Planning, Building and Code Enforcement, Rosalynn Hughey provided the report on Near Term Process Improvements and offered the concept of an evaluation process to come up with a prequalified list of consultants.

Councilmember Johnny Khamis asked that staff provide the Committee with a report on updating the list and focus on outreach to consultants involved in CEQA reviews.

Committee discussion ensued.

B. Update on Development Services Staffing.

Interim Director, Planning, Building and Code Enforcement, Rosalynn Hughey offered an Update on Development Services Staffing. She discussed a series of videos being produced to promote services and inform customers, which should be completed early next year.

Fire Department Senior Engineer Brad Fox offered clarification regarding fire plan review measurements. Public Works Deputy Director Mike Liw indicated that Public Work's engagement in the rapid hire process should help address the number of vacancies in the department, and Building Division Manager James Son also addressed vacancies and seasonal needs of the department. Deputy Director, Planning, Building and Code Enforcement, Steve McHarris, responded to questions about filling vacant positions; and Interim Director, Planning, Building and Code Enforcement, Rosalynn Hughey, concluded with further discussion of staffing and vacancy rates.

Building Division Manager James Son responded to questions regarding the use of iPads in the field. Councilmember Johnny Khamis requested a follow-up with recommendations from staff on the use of this technology in training staff and improving continuity in the process.

The Committee discussed with staff the interpretation of the building code and the consistency with which it is interpreted. Staff noted that implementation of a new permitting system may enhance continuity.

C. Status Report on Major Development Projects.

Interim Director, Planning, Building and Code Enforcement, Rosalynn Hughey presented the Status Report on the Major Development Projects.

D. Customer/Public Feedback

Councilmember Johnny Khamis opened the floor for public testimony.

Public Comments: Erik Schoennauer, the Schoennauer Company; Reyad Katwan, Republic Family of Companies; Chrissie Davis, Core Builders; Josh Burroughs, Downtown Association; Gerry DeYoung, R & G, Inc.; and Henry Cord, Cord Associates, discussed process improvement, offered suggestions regarding an environmental consultant's list, expressed concern about the staffing crisis, and offered other comments and suggestions.

Councilmember Johnny Khamis offered his appreciation for feedback from the speakers and encouraged everyone to continue to engage with the Committee.

Interim Director, Planning, Building and Code Enforcement, Rosalynn Hughey responded to questions and indicated there is an existing list of environmental/CEQA consultants from 2015, but that they were not considered prequalified.

E. Next Meeting

November 30, 2017, 9:00 a.m. – 10:30 a.m., Committee Rooms 118-120, Council Wing.

ADJOURNMENT

Councilmember Johnny Khamis adjourned the meeting at 10:24 a.m.

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Councilmember Johnny Khamis, Chair

JK/rmk

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