

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

**SAN JOSE, CALIFORNIA**

**THURSDAY, AUGUST 22, 2019**

The Ad Hoc Committee on Development Services convened in Regular Session at 9:00 a.m. in the City Council Chambers, City Hall.

**PRESENT:** Councilmember Magdalena Carrasco (Chair), and Councilmembers Maya Esparza (Vice Chair), Councilmembers Dev Davis, Raul Peralez and Pam Foley.

**ABSENT:** All present.

**STAFF:** Rosalynn Hughey, Director, Planning, Building and Code Enforcement; Deputy City Manager, Civic Innovation and Digital Strategy, Kip Harkness; Deputy City Manager/Director of Economic Development Kim Walesh; Deputy Director Public Works, Matt Loesch and Deputy City Clerk Ruth Krantz.

Documents Filed: Staff presentation dated August 22, 2019, “Ad-Hoc Committee on Housing Construction and Development Services”.

**1. Development Services Transformation Update (Planning, Building and Code Enforcement/Public Works).**

Rosalynn Hughey, Director, Planning, Building and Code Enforcement provided the report on Development Services Transformation, outlining those OKR’s (Objectives as Measured by Key Results) both completed and incomplete and measured the impact of Q2 Key Results. Deputy Director Public Works, Matt Loesch continued with information on the Development Services Transformation for Q2 2019. Robert Manford, Deputy Director, Planning, Building and Code Enforcement followed up with CEQA process improvements, including CEQA training for staff. Matt Loesch then discussed the AMANDA 7 upgrade timeline, noting staff is on track to launch the program by the November 12, 2019 deadline.

The Committee asked questions regarding shortening the review process, and staff responded to questions including the issue of staff turnover. Staff noted that addition of OKR’s for the next quarter will be included at a future meeting of the Committee.

## **2. ADU Process Enhancement Update (Planning, Building and Code Enforcement).**

Rosalynn Hughey, Director, Planning, Building and Code Enforcement provided the ADU (Accessory Dwelling Unit) Process Enhancement Update, and series of Council directions received from March 2017 to the present, including issues such as updating zoning to allow more ADUs, an Amnesty Program, and creation of an ADU Master Plan.

Fire Chief Robert Sapien, Jr. discussed application of the fire code to ADUs. Staff responded to questions from the Committee.

Councilmember Pam Foley asked that staff report out on the future success of “ADU Tuesdays” which will take place in the Permit Center. Councilmember Magdalena Carrasco had questions regarding the Amnesty Program, and Staff indicated options will be presented at the September 24 Council meeting.

Councilmember Magdalena Carrasco opened the floor for public testimony.

Public Comments: Jean Dresden spoke on the need to streamline the building inspection process regarding ADUs, citing her own difficulties with the process.

Councilmember Dev Davis suggested clarification to the zoning ordinance regarding ADU size restrictions. Councilmember Raul Peralez also addressed Jean Dresden’s concerns and recommended to staff consideration of a policy change eliminating the 50% size limit restrictions for ADUs on small properties. Deputy City Manager, Civic Innovation and Digital Strategy, Kip Harkness agreed to return with research relevant to changes to the work plan, agreeing to additionally address Ms. Dresden’s concerns.

Concerning loan information, Rosalynn Hughey, Director, Planning, Building and Code Enforcement noted that a link can be provided on the City’s site regarding the Housing Trust’s financing program.

## **3. Housing Production Numbers Update (Planning, Building and Code Enforcement).**

Senior Business Development Manager Chris Burton and Housing Policy & Program Administrator Rachel VanderVeen provided a brief presentation on the housing production numbers, indicating an uptick in units receiving development planning approvals due to changes in the zoning code and fee structures.

Councilmember Raul Peralez left the meeting at approximately 10:25 a.m.

Public Comments: Gerry DeYoung, R & G, Inc. and Ray Hashimoto, HMM Engineers, spoke to the Development Services Transformation Update and questioned the status of metrics that were established in the past, such as timelines relative to the public works review and asked that these metrics be presented at the next Ad Hoc meeting. Gerry DeYoung followed up with comments on a lack of outreach to the public relative to meetings of the Ad Hoc Committee on Development Services, explaining a lower turnout compared to past meetings.

### **3. Housing Production Numbers Update (Cont'd.)**

Deputy City Manager, Civic Innovation and Digital Strategy, Kip Harkness offered feedback on the use of metrics, noting that these may not be reflective on how we now manage our work; he added that staff will work at bringing forward ‘metrics that matter’.

#### **Next Meeting**

October 24, 2019, 9:00 a.m. – 10:30 a.m., Committee Rooms 118-120, Council Wing.

#### **ADJOURNMENT**

Councilmember Magdalena Carrasco adjourned the meeting at 10:54 a.m.

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Councilmember Magdalena Carrasco, Chair

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