



Minutes of the Development Review Commission Study Session September 12, 2018

Minutes of the Study Session of the Development Review Commission, of the City of Tempe, which was held in Council Chambers,
31 East Fifth Street, Tempe, Arizona

Present:

Chair David Lyon
Vice Chair Michael DiDomenico
Commissioner Andrew Johnson
Commissioner Scott Sumners
Commissioner Don Cassano
Alternate Commissioner Barbara Lloyd
Alternate Commissioner Angela Thornton

City Staff Present:

Ryan Levesque, Deputy Director – Planning, Comm. Dev
Suparna Dasgupta, Principal Planner
Diana Kaminski, Senior Planner
Obenia Kingsby, Planner II
Christopher Ray, Administrative Assistant
Cynthia Jarrad, Administrative Assistant
Chad Weaver, Community Development Director

Absent:

Commissioner Philip Amorosi
Commissioner Thomas Brown

Chair David Lyon began the Study Session at 5:15 p.m.

Review of August 14, 2018 Regular Meeting Agenda

Item #1 – Tempe Student Housing (PL180175) – continued
Item #2 – Beyond Self Storage (PL180183) – on consent

Project Update by Staff (City Council Action Items):

Mr. Chad Weaver, Community Development Director, gives the commission a brief update on the Baseline/Roosevelt project. Stating that the project had its first council meeting and the public input was mainly directed towards traffic. He adds that Public Works is trying hard to solve any issues that may arise. Chad states it may go forward as is with the second Council meeting. Mr. Ryan Levesque, Deputy Director – Planning Comm. Dev, states that traffic is a regional issue. Chad stated we adopted a new building and fire code, goes into effect in October. David Lyon, Chairman, had some general questions about new code implementation.

Discussion: Boards and Commissions Process Changes

Mr. Chad Weaver, Community Development Director and Mr. Ryan Levesque, Deputy Director – Planning, Community Development from Community Development staff led the discussion regarding the City Council Working Group regarding process improvements and provided a memo. Mr. Levesque explained the items that directly affect boards and commissions as well as city wide efforts that included the following:

- Working on a completeness review process for new applications.
- Revamping planning application and making them clearer.
- Incorporating certain recommendations provided by the Strategic Management Department regarding technology upgrades including Accela upgrade
- The City is launching a new web page that would be simpler and user friendly to customers by mid-November
- By mid-December, the City will begin to implement a new agenda management system with cooperation of the City Clerk's office. The new software will be PrimeGov and will be used to manage the items sent to City Council and DRC. This will automate the agenda preparation process and simplifying review process to make it more efficient.

Additionally, technology upgrades and renovation of the Council Chambers sometime in summer of 2019. During the construction phase, all Boards and Commissions meeting as well as, City Council meeting will be held at the Don Cassano meeting room at the Transit Center.

Commissioner discussion with staff included the following:

Commissioner Angela Thornton asked who is spearheading the process improvements, whether it be internal or third party. Mr. Levesque responded this has been an internal process. Commissioner Thornton asks who is training staff. Mr. Levesque stated it is an internal effort also. Commissioner Thornton asked about this process implementation and who was providing the process improvement methods. Mr. Weaver clarified that these process improvements have been a long time coming with efforts from city council and staff over a long period of time. Commissioner Lloyd asked when these processes are going to be implemented. Mr. Levesque responded that it will roll out in phases. The next step is scheduling use permits to the Development Review Commission (DRC) and variances to the Board of Adjustment (BOA) with a projected date of November 27th for Use Permits to be heard by DRC with adequate procedures with notification and outreach to applicants. Commissioner DiDomenico asked whether there will still be a Hearing Officer. Staff responded there will still be a Hearing Officer to hear abatement cases only. Staff also update the Commission that there are numerous code text amendments being evaluated currently. Mr. Weaver also discussed other initiatives scheduled for implementation to increase efficiencies, need to retain document management funding, records more available to public and for easier access. Chair Lyon mentions he would like to talk about the once a month meeting proposition. Mr. Weaver explained it is one of many pieces to the puzzle and that it's important to know there is no nexus to the two-meeting method. Mr. Weaver explained that the one meeting a month schedules would make the process more efficient and would create a better workflow. Commissioners proceeded to voice their concerns over this schedule. Their concerns were mainly regarding scheduling and length of meeting and meetings lasting until 12:00 AM. Mr. Weaver explained that staff hopes that the process would become more efficient when there is more than one item on the agenda and that one meeting a month would boost efficiency indirectly regarding how long the meetings last. Vice Chair DiDomenico stated his concerns that once such a process is implemented with one meeting a month, it would be difficult to reverse the process if later it appeared that once a month meeting was a failure and suggested waiting until the implementation of Use Permits to the DRC's agenda and see how it goes. Commissioner Lloyd stated she would like the implementation to be successful, so need to look at every aspect first. Commissioner Johnson is worried about the once a month schedule and agreed with Vice Chair that waiting until the implementation of the Use Permits to the agenda. Chair Lyon supported Mr. Weaver and stated that he believed there are efficiencies to be made. Chair Lyon also stated that once a month meeting would be good for him, but he is also concerned with

the addition of Use Permits. Vice Chair DiDomenico asked that the Commission feedback be presented to the working group about phased approach. Commissioner Lloyd asked whether other cities do once a month meeting. Mr. Weaver states other city processes differ greatly.

Announcements: NONE

The Study Session adjourned at 6:01pm.

Prepared by: Christopher Ray

A handwritten signature in blue ink, appearing to read "Christopher Ray".

Reviewed by: Suparna Dasgupta
Suparna Dasgupta, Principal Planner