



## Development Advisory Committee Meeting

311 Vernon Street, Roseville, CA 95678 (916) 774-5334

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March 9, 2011  
Minutes

### 1. Roll Call

Committee Members Present: Scott Barber, Brett Baumgarten, Steve Hicks, Rick Jordan, Marcus Lo Duca, Krista Looza, Tom Moe, Jack Paddon, Steve Pease, Betty Sanchez, Mark Sauer, Steve Schnable, John Tallman

Committee Members Absent: None

Staff Present: Chris Robles, Rob Jensen, Bob Schmitt, Lonnye Heple

### 2. Approval of Minutes of February 9, 2011

A motion was made by Steve Hicks and seconded by Betty Sanchez to approve the minutes of the February 9, 2011 meeting.

Ayes: 12

Nos: 0

Abstained: 1 – Rick Jordan

Motion Passed

### 3. Public Comment

Chair Lo Duca opened the floor for Public Comments. No comments.

### 4. Traffic Mitigation Fee Update

Scott Gandler made a presentation regarding the Traffic Mitigation Fees and then answered questions from the committee. It was decided that the Public Works Subcommittee will review in more detail and report back to the committee at a future meeting. No Recommendation Made.

### 5. Tenant Improvement Processes

Gene Paolini, Chief Building Official, gave a presentation on Tenant Improvement Processes and answered questions from the committee. The Building Division is exploring the idea of a Third Party Plan Check. It is restricted to plans that only need to be reviewed by the Building Division. At this time, Staff is refining the process and will promote this service once it has been found reliable. The Committee was supportive of the current response times. No Action Required.

### 6. Production Home Permit Process

Gene Paolini gave a presentation on Production Home Permit Process and answered questions from the committee. The committee requested that the fees be calculated earlier to give them time to have a check prepared. City Staff will explore ideas to get fee calculations earlier, possibly a trust account. No Action Required.

### 7. Building Permit Process Questions

As part of the request for agenda items, as well as the Stake Holders meeting held in October 2010, questions related to the Building Division were identified and were addressed by Gene Paolini. No Action Required

### 8. Work Program for 2011

Chris Robles discussed agenda items for the next two meetings:

#### April 13, 2011

1. Community Wide Sustainability Action Plan
2. Model Home Permit Process
3. Improvement Plan Review Process

- a. Department Response Time Frames
- b. Departmental review matrix

**May 11, 2011**

1. Parks Subcommittee Report Out
  2. Public Works Subcommittee Report Out
  3. Fire Subcommittee Report Out
- 9. Update from the City Manager's Office**  
None
- 10. Adjournment**  
The meeting adjourned at 6:35 p.m.