



**City of Hayward  
Development Review Process Focus Group Meeting**

**Wednesday, February 2, 2011  
Hayward City Hall, Room 2A  
10:00 am – Noon**

**Meeting Agenda**

- I. Welcome and Introductions (5 minutes)  
*David Rizk, Director of Development Services*
  
- II. Old Business/Questions (10 minutes)  
*David Rizk, Director of Development Services*
  
- III. Input on Revisions to the Development Services Department Webpage (45 minutes)  
*David Rizk, Director of Development Services and Clancy Priest, Technology Services Director*
  
- IV. Overview of Fee Schedule Challenges for Building Division (35 minutes)  
*Glen Martinez, Building Official, Steve Osborne, Senior Plan Checker, and Damita Bell, Senior Permit Technician*
  
- V. Meeting Topics for 2011/Adding New Group Members (20 minutes)
  
- VI. Next Meeting Date (5 minutes)  
April 6, 2011, 10:00 am – Noon

# Suggestions for Revisions to the City of Hayward Development Services Department Main Webpage Layout and Content

Revise Organizational Chart to include names, phone numbers, and e-mail addresses of each staff member in the Department

Delete current links and include four or five FAQs most relevant to the Department that would be hyperlinks to additional information/pages

- Getting Started: Do I need a permit?
- Information for residential projects and homeowners
- Information for commercial projects and developers/design professionals
- Active projects and studies in Hayward
- How is the Development Services Department doing? – We welcome your Feedback!

Include photo and contact information for Planning Manager and Building Official, along with a short overview of each Division's purpose and function

These would be moved under the fourth FAQ above

These would be moved to one of the suggested links/icons at the lower left part of the page

This would be moved under the last FAQ above



Replace these "icons/links" with resources and information more relevant to the Department (One Stop Permit Center, City Construction Ordinances, Scheduling Inspections, Permit by Fax, General Plan, Neighborhood and Specific Plans, Zoning Ordinance, Green Hayward Info, City Commission and Committees)

# DEVELOPMENT REVIEW FOCUS GROUP: POSSIBLE MEETING TOPICS FOR 2011

Main Staff Responsible for Presentation with David Rizk	Date	Topic
Clancy Priest	February 2	Development Services Department Webpage Revisions
Glen Martinez/Steve Osborne/Damita Bell		Problems with Existing Building Fee Schedule
Glen Martinez/Steve Osborne/Damita Bell	April 6	How to streamline processing simple permits (e.g., reroof; water heater; service change; window replacements - especially for homeowners)
Glen Martinez/Hugh Murphy	June 1	Industrial/Commercial Development Issues (Adan Martinez)
Gloria Ortega/Sean Brooks	August 3	Downtown Businesses – How to attract, assist and promote such businesses?
Alex Ameri/Alicia S.	October 5	Public Works – Utilities: Involvement and Issues in Development Review Process
Morad Fakhrai/Jim Lear		Public Works – Engineering: Involvement and Issues in Development Review Process
David Rizk	December 7	Communication/Outreach