

MEMORANDUM

TO: Tricia Stevens and Pat Watters, Sacramento County
FROM: EDAW (Jeff Goldman, Heather Kyi, Laura Stetson) and
Clarion Associates (Matt Goebel, Erica Adshead, Chris Duerksen)
DATE: June 7, 2007
RE: STAFF DRAFT of the Diagnosis & Annotated Outline

We are pleased to present for your review the STAFF DRAFT of the Diagnosis & Annotated Outline report for the new Development Code. This document is an important first step in the drafting process and focuses on what we consider to be the most important, big-picture revisions that we recommend making to the current code. It is not intended to be a comprehensive discussion of all the changes proposed. We will be making many more detailed suggestions on specific text changes once we get into the actual drafting process.

We are sending two versions of the document. We suggest using the PDF version for printing to ensure that all reviewers have the same page numbers, and we suggest inserting your comments directly into the Word version using the “track changes” and “comment” features.

Please keep in mind that this is a preliminary staff draft intended for limited distribution. We recommend that only a small number of internal key staff review this draft. Ideally, we would like to see staff’s comments within a few weeks. Once we incorporate your edits, we’ll send a revised version that can be circulated more widely, including to the committee. As soon as we receive your comments, we’ll touch base to set a timetable for making revisions and for presenting this to the committee. We also need to talk further about possible dates for a presentation to the Board – the date of that presentation likely will drive the schedule for revisions to and distribution of this document.

Please let us know if you have any questions or comments. If you’d like, we would be pleased to schedule a conference call so that we can provide you with a verbal overview of the document before you begin your detailed review. We will look forward to hearing from you.