



City of Del Mar



MINUTES

Del Mar Ad Hoc Development Review Process Citizens' Advisory Committee

City Council Liaisons: Ellen Haviland and Dwight Worden

Wednesday, February 15, 2018 – 6:00 to 7:30pm
Council Chambers – 2010 Jimmy Durante Blvd. Suite #100

COMMITTEE'S STATEMENT OF MISSION/PURPOSE:

- 1) Identify the concerns related to community impacts of new and remodeled homes;
- 2) Identify the goal to be achieved in potentially modifying regulations/procedures; and
- 3) Recommend solutions to remedy the situation, including possible amendments to the regulations in the Municipal Code and/or the City's development review procedures.

(Ref. City Council Resolution 2015-24)

RULES ON PUBLIC COMMENT:

Anyone may address the Committee for three minutes on items listed on the agenda. When recognized by the Committee Chairperson, please step forward and state your name and address. The Committee may ask questions of you, to which you may respond. State law precludes the Committee from acting on any topic that is not an action item on the posted agenda. For items not on the agenda, please see: *Oral Communications*.

Civility Works: The Del Mar Code of Civil Discourse: Together we will promote inclusion; listen to understand; show respect; be clear and fair; and focus on the issue.

1. CALL TO ORDER; ROLL CALL

Chair Harold Feder called the meeting to order at 6:05 pm. **Ad Hoc Committee Members Present:** Anne Farrell, Harold Feder, John Giebink, John Graybill, Richard Jamison, and Laurie Fisher. **Absent:** Patricia Bone, Nancy Banning Doyle, and Arthur Olson. **Council Liaison Present:** Ellen Haviland; Council Liaison **Absent:** Dwight Worden. **Staff Member Present:** Matt Bator

2. APPROVAL OF MINUTES – (ACTION ITEM)

There were no minutes to approve.

3. CITY COUNCIL LIAISON COMMENTS

Ellie Haviland reported that the City Council's list of priorities is being pulled together over the next few months. In April, negotiations begin for priorities for the next fiscal year. She alerted the committee to let the City Council members know any opinions about prioritization of projects for the coming fiscal year.

4. ORAL COMMUNICATIONS (NON-ACTION ITEMS)

State law precludes the Committee from acting on any topic that is not an action item on the posted agenda. Your information may be received, placed on the next agenda, or referred to the Committee Chair.

There were no oral communications from the public.

5. CHAIRMAN'S REMARKS

Chairman Feder thanked the four Subcommittees for meeting and continuing their work over the past few months. As a reminder, Subcommittees are comprised of four members each:

| Basements | Bulk & Volume | Nonconformities | DRB Training |
|---------------|-----------------|-----------------|--------------|
| Harold Feder | Richard Jamison | Richard Jamison | Harold Feder |
| John Graybill | Art Olson | Art Olson | Anne Farrell |
| Pat Bone | Laurie Fisher | John Giebink | Nancy Doyle |
| Anne Farrell | John Giebink | John Graybill | Pat Bone |

Matt Bator reported that the Guidelines are now posted on the website for the City, and the staff is nearing completion of the Guidelines Checklist. It is a fairly simple document, taking the Guidelines from the published manual and formatting them into a table form that works as a checklist for “yes” and “no” if items are applicable. This checklist will help the staff, DRB, and applicants as they move through the Design Review process.

In terms of the Guidelines, staff is having conversations with planners, developers, and the public, and they are being brought up in the CPPs and at DRB meetings.

Mr. Feder asked how the staff is feeling about the Guidelines. Mr. Bator stated that the feedback has been good so far. The staff is making notes on any questions, but he stated that as the Guidelines are more used, the more useful they will be in the process. Concerning the CPPs, Mr. Bator reported that the local development community is getting used to the new rules.

He noted that staff would return to the City Council in Fall 2019 with a report on how the Design Guidelines, CPP, and other procedural changes (instigated by the Ad Hoc Committee and approved by the Council) have impacted the design review process in Del Mar. The goal is to continue to improve them.

6. REPORT ON AD HOC SUBCOMMITTEE RESEARCH ON OTHER JURISDICTIONS
(DISCUSSION/POTENTIAL ACTION ITEM)

Mr. Feder noted that this is the first meeting since the Subcommittees were formed. All four Subcommittees have met. The research work is beginning with these eight California cities, all of which have similarities to Del Mar, and strong planning departments:

- ✓ Carmel
- ✓ Laguna Beach
- ✓ Los Altos
- ✓ Los Gatos
- ✓ Rolling Hills Estates
- ✓ Santa Barbara
- ✓ Saratoga
- ✓ Tiburon

- Laurie Fisher reported on the **Bulk & Mass** Subcommittee. They want to interview DRB present and past members to discuss any issues with Bulk and Mass ordinances and may also interview designers/architects. Like the other Subcommittees, they will research the eight cities (each member taking two cities apiece) to see how they address Bulk and Mass in their communities. Subcommittee members will research planning departments and zoning codes in these cities, look at their ordinances and guidelines, zoning code restrictions, etc., all related to issues of Bulk and Mass, and report back to the committee as a whole.
- Richard Jamison reported on the **Nonconformities** Subcommittee. They too will research the eight cities. They will read guidelines or other documents, paying special attention to cities that have

recently addressed this issue of nonconformities. In addition, they will examine whether historic structures receive special consideration in other jurisdictions, and whether they have so-called involuntary destruction or “Act of God” clauses. Matt Bator suggested that once research is done, it would be helpful for the Subcommittee to reach out to the planners in the eight cities, to drill down further into how they are dealing with remodels versus teardown, and how they use a “valuation tool” in terms of rebuilding homes. Mr. Graybill asked how the 50% valuation compares with other cities. He stated he felt there must be a simpler way to solve this issue.

- The **Basements** Subcommittee report was made by John Graybill. He noted that in a process similar to the others, the Subcommittee will gather data from eight cities, inquiring how they deal with basements, what issues have arisen, etc. The committee is using a standardized questionnaire so that comparative results can be consolidated for reporting to the Committee as a whole
- Likewise, the **DRB Training** Subcommittee met; they too are gathering data on the eight cities—reading documents on the websites, and then following up with phone conversations with planning offices. In their recent meeting, this Subcommittee collectively gathered the questions to be asked, and they will all use the same questionnaire.

Chairman Feder encouraged all four Subcommittees to schedule phone conversations with planners in the other jurisdictions—it is important to talk with the planners as well as research online. He hopes that all four Subcommittees will develop and use their own common questionnaires, for ease of analysis later. He noted it is important to study the written materials before calling, so we are all well-informed when speaking with the city staff. It is also important to set a time-frame for the calls, and stick with it. We don’t want to waste anyone’s time—planning officers are always busy.

John Graybill reiterated how important it is to actually talk with planning staff in other cities. They can tell us what is working, what is not working, and perhaps share some of the nuances of these situations in ways that written materials cannot convey.

7. **DATE FOR NEXT MEETING**

The Ad Hoc Committee will meet around the end of April and then again in June, prior to presenting another report to the City Council on the findings of the Subcommittees. Matt Bator will research dates and circulate them to the Committee.

8. **ADJOURNMENT**

Chairman Feder made a motion to adjourn; it was seconded by Laurie Fisher and unanimously approved. The meeting adjourned at 7:01pm.