



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: June 16, 2014

SUBJECT: City Hall/Town Hall Authorization of Master Planning and Design Phases

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive the report on the City Hall/Town Hall Master Planning and Design Phases, provide direction to staff on the recommended next steps, and adopt the resolution in Attachment A, authorizing initiation of the Master Planning (Alternatives) and Design Phase efforts.

DISCUSSION/ANALYSIS:

On June 17, 2013, the City Council initiated the planning phase for a new City Hall and related municipal uses. After conducting two community workshops, a survey of community preferences, multiple special studies, discussions and reviews over the course of a year at sixteen regularly-noticed City Council meetings, the planning phase is coming to a close.

Staff is seeking direction on initiating the next two steps of the project: 1) the Master Planning (Alternatives) Phase, and 2) the Design Phase for the "Municipal Program," which consists of:

- City Hall: 9,250 square feet (SF) for administrative offices and support space;
- Town Hall: 3,200 SF, 100-seat meeting room, Council Chambers, TV Studio, and Emergency Operations Center (EOC);
- Plaza: 15,000 SF for events and special activities; and
- Parking Stalls: 51 stalls for City Hall/Town Hall functions.

Master Planning (Alternatives) Phase

The Master Planning Phase would consist of developing conceptual alternatives to address the various program possibilities and options, testing the site to accommodate

City Council Action:

the necessary physical space, and developing alternatives for community and City Council review and direction. Since there are a variety of alternatives still under consideration, the first effort will be to explore the various mixed-use and parking scenarios for community input and City Council preferred direction. Conceptual site plans will be developed to illustrate potential ways of accommodating the various uses. Order of magnitude cost estimates will be prepared for the selection of a preferred direction and program. The intent is to finalize all the uses and programmatic elements for the site as well as a general arrangement on the site prior to development of Schematic Design. As these alternatives are explored, staff recommends one or more community workshops for review and input.

With City Council direction, this phase can be undertaken immediately, utilizing consultants that are currently under contract, and prior to the selection of a Design Architect. The estimated cost for this work phase is approximately \$70,000.

Design Phase

Once the alternatives have been explored and a direction given, the Design Phase may begin. This effort would consist of two tasks for further refinement of the master plan: 1) the Schematic Design of the preferred option, and 2) the Design Development. These tasks will be undertaken prior to preparation of construction documents and any construction of a project.

1. Schematic Design: Following approval of the Master Planning phase, the schematic design efforts for the preferred concept will be undertaken to refine the municipal program based upon efficiencies. Massing, site plan, and spatial relationships will also be addressed. At that time, an initial Design Review Board review will occur, and cost estimates will be prepared. The estimated cost for this work phase (Municipal Program only) is approximately \$135,500.
2. Design Development: Following approval of Schematic Design by the City Council, Design Development will be initiated. This work effort is where materials are selected and building form, bulk, and mass are refined. The architect will develop the materials, design, and character of the building(s), and refine the program as necessary. At this stage, Design Review will occur for project approval and cost estimates for the design will be prepared. The estimated cost for this work phase (Municipal Program only) is approximately \$225,500.

To complete the Design Phase steps, an architect and a team of consultants (landscape architects, engineers, etc.) will be necessary. Staff proposes these additional steps prior to hiring an architectural team:

- a) Council discussion of the public process for architect selection;
- b) Release Request for Qualifications for architectural teams to complete the Design Phase as stated above;

- c) Appoint a selection committee to review the qualifications of interested architects and make recommendations to the City Council on the recommended architect;
- d) Hire an architectural team to perform the Design Phase (Schematic Design and Design Development) tasks; and
- e) Define and execute a community participation program for community input during the Design Phase (schematic design and design development).

The City Council is requested to adopt the attached resolution (Attachment A) to direct staff to initiate the Master Planning Phase and the Design Phase of the City Hall project and to allocate the necessary funding to conduct the next steps. Staff is seeking direction from the City Council on the public process for the selection of an architect, and will return with a recommended process based upon that input at a future Council meeting.

FISCAL IMPACT:

Staff is requesting that up to \$431,000 be allocated from the Capital Improvement Reserve Fund amending the adopted Capital and Operating Budget for FY 2013-2014 and FY 2014-2015.

ENVIRONMENTAL IMPACT:

In accordance with California Environmental Quality Act (CEQA) standards, facility planning is not defined as a project, and therefore, is exempt from the provisions of CEQA. A future development project would be subject to CEQA review.

PRIOR CITY COUNCIL REVIEW:

During the last year, the City Council has addressed multiple topics associated with City Hall/Town Hall planning at 16 meetings:

- June 17, 2013: Process for Facility Planning
- July 1, 2013: Goals and Criteria for Success for Evaluation of Alternative Sites.
- July 15, 2013: Preliminary Space Needs; Priority to Replace City Hall
- September 3, 2013: Site Selection to Redevelop 1050 Camino del Mar
- December 2, 2013: City Council Workshop #1
- December 9, 2013: City Council Workshop Report and Next Steps
- January 6, 2014: Draft Community Survey
- February 18, 2014: Survey Results
- March 3, 2014: City Hall Planning Schedule
- March 17, 2014: Space Planning Verification and Cost Estimate Consultant Selection

- April 7, 2014: Consideration of Community Forums for City Hall/Town Hall Input at City Council Meetings
- April 21, 2014: City Hall Program Verification
- May 5, 2014: City Hall Revised Schedule and Recommended Program
- May 19, 2014: Highest and Best Economic Use Analysis for 1050 Camino del Mar; Public Private Partnership Overview; Opinion of Probable Construction Costs, City Financing Bond Capacity
- June 2, 2014: City Hall Funding Program; City Hall Sites Assessment Report; Current City Hall Renovation Costs
- June 9, 2014: City Hall/Town Hall Council Workshop #2

In addition, a “Community Forum” on the topic of City Hall was included on the agendas for each City Council meeting since April 21, including May 5, May 19, and June 2.

ATTACHMENTS:

Attachment A – Draft Resolution

RESOLUTION NO. 2014 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AFFIRMING THE DEVELOPMENT OF A NEW CITY HALL/TOWN HALL AND DIRECTING STAFF TO PROCEED WITH EFFORTS RELATED TO PLANNING FOR AND DEVELOPING THE NEW DEL MAR CIVIC CENTER LOCATED AT 1050 CAMINO DEL MAR

WHEREAS, the City of Del Mar has been planning for a new City Hall since the purchase of the old St. James Academy property at 1050 Camino del Mar in 1975; and

WHEREAS, since the purchase of the property, the existing St. James Academy buildings have served as the City's primary administrative offices and community meeting space, of which 40 percent of the buildings are unusable due to public safety concerns; and

WHEREAS, over the last 40 years, the City has completed several studies to identify, finance, and develop a feasible space to house the City's administrative offices and community meetings; and

WHEREAS, between June 17, 2013 and September 3, 2013, the City Council initiated the planning phase for a new City Hall and committed itself to improve the conditions of public buildings for community users and City employees within a three-year timeframe; and

WHEREAS, the City Council further affirmed that the existing site at 1050 Camino del Mar being used as a City Hall and Town Hall is antiquated, does not provide adequate space for community meetings and City administrative functions, and presents safety concerns to the public and staff; and

WHEREAS, in consideration of potential sites to locate new City facilities, the City Council developed detailed assessment criteria to evaluate community values, and operational and regulatory factors; and

WHEREAS, the City Council found that retrofitting the existing City Hall/Town Hall buildings to provide structural and energy efficiencies was infeasible due to building age and cost; and

WHEREAS, on September 3, 2013, the City Council prioritized the replacement of City Hall/Town Hall and recognized that input from the community would play a critical role in identifying and prioritizing issues related to redevelopment, including input and recommendations for potential sites; facility needs; and potential uses to consider in addition to a new City Hall/Town Hall; and

WHEREAS, on December 2, 2013, the City conducted a community workshop to evaluate potential locations and makeup of a new City Hall/Town Hall, financial aspects of development, and an implementation program; and

WHEREAS, on February 18, 2014, the City completed a citywide survey to further evaluate potential locations and makeup of a new City Hall/Town Hall, financial aspects of development, and an implementation program; and

WHEREAS, the City's Finance Subcommittee, Bond Counsel, and staff evaluated the City's financing capacity and provided recommendations to the City Council; and

WHEREAS, on May 19, 2014, the City Council re-evaluated redevelopment scenarios at various public and privately-owned properties, including estimated costs for redevelopment and use, the City's financing capacity, and considered scenarios related to public-private partnerships and the highest and best economic use of 1050 Camino del Mar; and

WHEREAS, on June 2, 2014, the City Council re-examined all potential sites considered for a new City Hall/Town Hall, and determined that 1050 Camino del Mar was considered the highest and most feasible site for a new City Hall, Town Hall, plaza, and associated parking; and

WHEREAS, on June 9, 2014, the City conducted a second community workshop to further evaluate and refine the program for a new City Hall/Town Hall, address incorporation of additional public parking beyond the minimum required by the Del Mar Municipal Code, and identify community interests for other desired uses that could be developed at 1050 Camino del Mar; and

WHEREAS, on June 16, 2014, the City Council reviewed the results of the June 9, 2014 community workshop and directed staff to initiate the Master Planning and Design Phases; and

WHEREAS, the City Council desires to allocate funds in an amount not to exceed Four Hundred and Thirty-one thousand Dollars (\$431,000) for consultant fees and expenses to prepare this effort; and

WHEREAS, funds are available for the Master Planning Phase and the Design Phase in the Capital Improvement Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Del Mar, California, that the development of a new City Hall/Town Hall is hereby affirmed to proceed as a priority.

BE IT FURTHER RESOLVED, that staff is hereby directed to proceed with efforts related to the next steps in design for the new Del Mar City Hall and Town Hall subject to the following:

1. Location: Pursue redevelopment of a new City Hall and Town Hall at 1050 Camino del Mar.
2. Municipal Program: Proceed with a development program that incorporates the following:
 - a. 9,250 square foot City Hall that includes adequate and flexible space for public counters, lobby, conference rooms and public restrooms.
 - b. Town Hall (3,200 square foot) that has seating for 100 persons in a flexible space that accommodates a Council Chambers/TV Studio, community meeting rooms, and space for Del Mar TV.
 - c. A minimum requirement of 51 parking stalls pursuant to the Del Mar Municipal Code.
 - d. A 15,000 square-foot public plaza to be used for various events.

BE IT FURTHER RESOLVED, that staff is hereby directed to initiate the Master Planning Phase, consisting of developing conceptual alternatives that explore various programmatic and use options through site planning.

BE IT FURTHER RESOLVED, that staff is hereby directed to initiate the Design Phase of the effort, consisting of developing a public process for input, the schematic design of a preferred alternative, and design development by advertising for an architectural team to prepare these designs.

BE IT FURTHER RESOLVED, by the City Council of the City of Del Mar, California that an amount not to exceed Four Hundred and Thirty-one Thousand Dollars (\$431,000) be allocated from the Capital Improvement Reserve Fund to fund the Master Planning and Designs Phase for the new Del Mar City Hall and Town Hall project.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 16th day of June, 2014.

LEE HAYDU, Mayor
City of Del Mar

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ANDREW POTTER, Administrative Services Director of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2014-_____, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 16th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Andrew Potter, Administrative Services Director
City of Del Mar