



# 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: January 5, 2015

SUBJECT: Confirmation of Design Review Board and Community Participation Process for the Design of a New City Hall/Town Hall Complex

## REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive and confirm the process for the City Hall design and community input and provide additional staff direction as necessary.

## DISCUSSION/ANALYSIS:

As the City Council moves forward with considering options for the redevelopment of 1050 Camino del Mar as a new City Hall and Town Hall complex, staff is requesting direction on the community input process associated with the upcoming design tasks. Pursuant to the Zoning Code, any development in the Public Facilities Zone requires the Design Review Board (DRB) permit. As such, staff has proposed a Citizen's Participation Program and a two-step DRB process to ensure the maximum amount of community participation.

**Citizens' Participation Program Process:** The intent of a Citizens' Participation Program (CPP) is to make neighbors (and the public) aware of any development proposal early in its design phase and also to give interested parties an opportunity to meet with the project applicant and discuss concerns before the Design Review Board (DRB) holds its formal public hearing on the application. Being that the City Hall is a City sponsored project and potentially of interest to all residents, including those nearby, staff is proposing an expanded CPP process. Attachment A shows the standard CPP process in Column One and the proposed City Hall CPP process in Column Two for comparison. It is anticipated that at least three community workshops will be held as part of the CPP process.

**Design Review Board Process:** Because of the magnitude of the City Hall project and its importance to the community, staff anticipates at least two Design Review Board

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## City Council Action:

meetings. The first DRB meeting will be conducted following initial workshop(s) with the community as part of the CPP program and will be held to discuss the early design parameters and concepts. Following DRB input, additional community design workshop(s) will be undertaken to further develop the conceptual design and prepare it for the DRB permit hearing. An additional CPP meeting will take place prior to the second DRB meeting to further elicit comments and concerns and to incorporate them into the design solution. Depending upon a resolution of any issues, additional DRB meetings or community workshops may be necessary.

**Additional Outreach:** The City will utilize additional means of outreach to ensure that community members who wish to participate in the design process have the ability to do so:

- *Website:* The Del Mar website has been upgraded and now contains a significant section dedicated to City Hall ([www.delmar.ca.us/cityhall](http://www.delmar.ca.us/cityhall)). This will be maintained and updated on a regular basis with the design process so the conceptual plans are available for review and dissemination. The City may also use the new MindMixer website to solicit additional feedback from residents on the design features.
- *List Serve:* The City has maintained a list serve for all individuals who wish to sign up and receive information on the City Hall planning and design. Interested parties may sign up directly at: <http://www.delmar.ca.us/list.aspx?ListID=247>. The list serve will be used to send notices about upcoming meetings, workshops and milestones.
- *Lobby Displays:* When various design concepts are prepared, displays will be set up for informal public viewing and comments.
- *City Hall Open House:* During the design phase, the designers will conduct an Open House that will allow community members to tour the existing facilities as well as see concepts for the proposed City Hall and Town Hall.

**Ad-Hoc Advisory Committee:** At this point in time, the City Council is serving as the Advisory Committee for the programming and master planning tasks. As the process moves to design, the City Council may wish to consider establishing an Ad-Hoc Design Advisory Committee. At this point, staff is requesting direction on whether or not the City Council wishes to establish such a committee, and if so, on key considerations for the work program and committee composition. Staff will then return at a later date with a program for Council adoption.

**FISCAL IMPACT:**

The City Hall planning effort to date is within the adopted Capital Improvement Program budget (CIP#FA01) for Fiscal Years 2013-2014 and 2014-2015 which included \$306,883 for Public Facilities planning related services and \$431,000 approved during the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget Update on June 16, 2014.

### ENVIRONMENTAL IMPACT:

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

### PRIOR CITY COUNCIL REVIEW:

During the last eighteen months, the City Council has addressed the numerous topics associated with City Hall/Town Hall planning at multiple, noticed meetings.

- December 15, 2014: Development Options, Voting Methods, Design Services RFQ
- December 1, 2014: Discussed the development options for a public vote
- November 17, 2014: Review of Workshop Results and Direction for Voting Options
- October 27, 2014: City Hall/Town Hall Council Workshop #3 - Scenarios Review
- October 20, 2014: Financial Analysis of Master Planning Scenarios
- October 6, 2014: Master Planning – Mixed-Use Scenarios Review
- July 7, 2014: City Hall Mixed-Use Goals & Assessment Criteria
- June 16, 2014: Direction to prepare alternative scenarios/Master Planning Phase
- June 9, 2014: City Hall/Town Hall Council Workshop #2
- June 2, 2014: City Hall Funding Program; City Hall Sites Assessment report; Current City Hall Renovation Costs
- 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;
- May 5, 2014: City Hall Revised Schedule and Recommended Program
- April 21, 2014: City Hall Program Verification
- April 7, 2014: Community Forum
- March 17, 2014: Space Planning and Cost Estimate Consultant Selection
- March 3, 2014: City Hall Planning Schedule
- February 18, 2014: Survey Results
- January 6, 2014: Draft Community Survey
- December 9, 2013: City Council Workshop Report and Next Steps
- December 2, 2013: City Council Workshop #1
- September 3, 2013: Site Selection to redevelop 1050 Camino del Mar
- July 15, 2013: Preliminary Space Needs; Priority to replace City Hall
- July 1, 2013: Goals and Criteria for Success for evaluation of Alternative Sites.
- June 17, 2013: Process for Facility Planning

### ATTACHMENTS:

Attachment A – Proposed City Hall CPP Process

Standard CPP Process	Expanded CPP Process for City Hall
<p><b>Noticing:</b></p> <p>1. Notice to owners and residents of nearby properties (located within 300 feet) informing them of a proposed development, along with a project description and an early draft of the plans. The notice/invitation must be mailed at least fourteen (14) days prior to the proposed (CPP) meeting date.</p>	<p><b>Noticing:</b></p> <p>1A. Specific mailed notices to owners and residents of nearby properties AND general circulation notices using e-mail, website postings, and newspaper publications for the entire city’s residents/owners informing them of the initiation of the design process and invitation of the first workshop on City Hall design goals and objectives. This will be repeated for additional workshops.</p> <p>1B. Notice to owners and residents of nearby properties AND entire city’s residents/owners informing them of the proposed design development alternatives, along with a project description and an early draft of the design and site plans.</p> <p>1C. The notice/invitations will be mailed at least fourteen (14) days prior to the proposed (CPP) workshops and meeting dates to property owners and residents (within 300 feet) and Citywide through website postings and newspaper publications.</p>
<p><b>CPP Meeting:</b></p> <p>2. Within the above-mentioned notice, invite those same nearby property owners and residents to a meeting, open to all interested parties, to discuss the proposal. The meeting(s) must be set for a convenient time and location.</p>	<p><b>CPP Meetings:</b></p> <p>2A. City Hall design workshop(s). As the scope of work for the City Hall project is refined by City Council, the design team will conduct one or more design workshops with the community and nearby property owners. Workshops may occur in the evening as well as on weekend days to attract the highest possible amount of participants. It is estimated that at least two workshops will be undertaken prior to the initial DRB review.</p> <p>2B. Following the initial DRB review but before the DRB permit hearing, the design team will conduct an initial CPP meeting to inform participants of the proposed development, along with a project description and a draft of the plans.</p>

<b>CPP Response to Concerns:</b>	<b>CPP Response to Concerns:</b>
<p>3. Within fourteen (14) days following the (CPP) meeting, the project applicants or representative must provide a written response to any concerns raised during the CPP meeting process explaining how the draft project plans would be modified as a result the concerns that neighbors raised at the Citizens' Participation meeting, or if not, the rationale thereof.</p> <p>This information, and any additional comments by the interested neighbors, will be sent to all CPP meeting attendees and will be included in the CPP report.</p>	<p>3. Within fourteen (14) days following each of the (CPP) meetings, the City's representative will provide a written response to any concerns raised during the CPP meeting explaining how the draft project plans would be modified as a result the concerns that neighbors raised at the Citizens' Participation meeting, or if not, the rationale thereof. The CPP concerns and the responses will be scheduled on the next available City Council meeting for discussion and direction.</p> <p>This information, and any additional comments by the interested neighbors, will be sent to all CPP meeting attendees and will be included in the CPP report and posted on the City's website.</p>
<b>CPP Report:</b>	<b>CPP Report:</b>
<p>4. Prepare a report of the CPP proceedings for the Design Review Board. The report shall be submitted to the City at the time of Design Review application submittal.</p>	<p>4. Prepare a report of the CPP proceedings for the Design Review Board. The report shall be provided in advance of the Design Review Board's initial workshop, and subsequently, at future hearings as additional CPP meetings take place.</p>