



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: April 20, 2015

SUBJECT: City Hall and Town Hall Revised Schedule for Design Process

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council review, provide direction and adopt the revised schedule for the City Hall and Town Hall Design Process.

DISCUSSION/ANALYSIS:

At its February 2, 2015, meeting the City Council adopted a schedule for the design and construction of the new City Hall and Town Hall project. At that meeting, City Council requested that the schedule be updated when the architect and California Environmental Quality Act (CEQA) consultants are on board and that the schedule be adjusted to ensure that demolition follows CEQA certification. Staff has worked with the Architects and CEQA consultants to coordinate and modify the schedule as directed, and is proposing a revised schedule illustrated in the revised Gantt Chart in Attachment A. Revised dates are noted below:

May 4, 2015: "Meet and Greet with the Architects" BBQ and Input (5:00 – 7:00 pm) - *Added, per the Architect's proposed work plan.*

June 1, 2015: "Open House" on Initial Design Ideas/Concept Plan (5:00 – 6:00 pm) and Scoping Meeting - *Revised from the May 14 date per the Architect's proposed work plan.*

June 15, 2015: Preferred Concept Plan to City Council and Initiate Schematic – *Revised to follow after Concept Plan*

September 7, 2015: Circulate Draft Environmental Impact Report (EIR) for public review – *Revised from October 1 per the CEQA consultant schedule.*

December 7, 2015: Certification Hearing of Final EIR – *Revised from January 19 per the CEQA consultant schedule.*

December 8, 2015: Notice of Determination (EIR) – *Revised from January 20 per the CEQA consultant schedule.*

January 11, 2015: City Council initiates Demolition and Hazardous Material removal – *Revised from December 21 to follow CEQA process.*

City Council Action:

The Architects, The Miller Hull Partnership, have proposed a robust community input program for the initial Concept/Schematic phase of work, including:

- “Meet & Greet with the Architects” that will be held on Monday May 4, 2015 from 5:00 to 7:00 pm in front of the Del Mar TV Studios (starting prior to the City Council meeting). It will be a festive forum for community interaction with refreshments; planned to elicit comments from the community on design objectives and to get to know the design team.
- “Open House” to discuss initial design options for a concept plan and to elicit feedback. This will occur in front of the Del Mar TV Studios from 5:00 to 6:00 pm on Monday, June 1, 2015. It will be followed by a City Council discussion item regarding the concepts at the regularly scheduled City Council meeting.
- Presentation of Preferred Concept by Architects at the regularly scheduled June 15, 2015 City Council meeting and initiation of Schematic Design.

Additional community input throughout the remainder of the design tasks will be according to the process adopted by City Council at their January 5, 2015 meeting.

Staff is requesting input and approval on the proposed process and schedule in order to implement City Council’s direction. Future actions may result in further modifications to the schedule.

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.

ENVIRONMENTAL IMPACT:

The City of Del Mar is underway with compliance with the California Environmental Quality Act (CEQA) for this project.

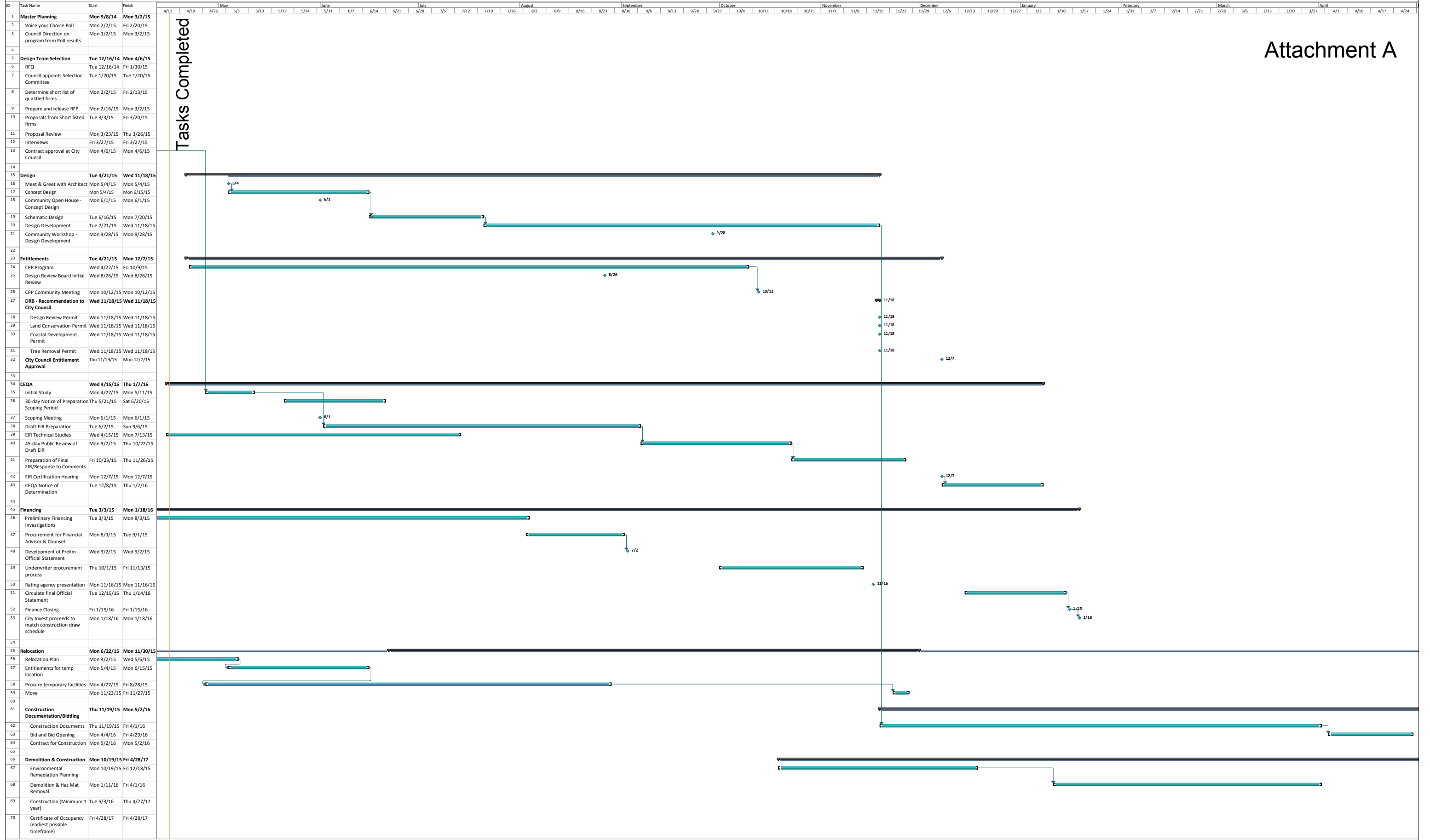
PRIOR CITY COUNCIL REVIEW:

The City Council adopted the Design and Construction Schedule at its February 2, 2015 meeting and the DRB/CPP process at its January 5, 2015 meeting.

ATTACHMENTS:

Attachment A – City Hall Tasks Revised Schedule (Design/CEQA) Gantt Chart

Revised City Hall/Town Hall Schedule



Attachment A