



# City of Del Mar Memorandum



TO: Honorable Mayor and City Council Members

FROM: Deputy Mayor Worden and Council Member Haviland,  
Liaisons to the Ad Hoc Development Review Process Citizens'  
Advisory Committee  
Prepared by Matt Bator, AICP, Senior Planner

DATE: April 3, 2017

SUBJECT: Update on the Preparation of Design Guidelines

## Background:

In October 2016, upon recommendation by the City's Ad Hoc Development Review Process Citizens' Advisory Committee (DRPCAC), the City Council directed staff to proceed with efforts to select a qualified consultant to assist in the preparation of design guidelines for future residential and commercial development in Del Mar.

Through the use of text and graphic displays, the Design Guidelines will be a primary implementation measure for design and community character policies of the Community Plan, and will provide quantifiable standards and criteria to add clarity and detail when interpreting the DRO standards. The Guidelines will be a valuable reference for property owners designing new development projects and a necessary tool to be used by the Design Review Board in its deliberations. As recommended by the Ad-Hoc Committee, the Design Guidelines will primarily focus on the issues of private and public view blockage, privacy, structural bulk and mass, and the conservation of natural topography and vegetation, but will relate to all aspects of the building and landscape design process.

On January 3, 2017, City Council authorized the City Manager to execute a task order with RRM Design Group for the preparation of the design guidelines. RRM is one of several firms under contract with the City for as-needed planning-related services. Following the direction laid out in a scope of work devised by staff in consultation with the Ad Hoc Committee, the DRPCAC would be used as an advisory body during the development of the guidelines and its meetings would be utilized for public outreach and input.

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## City Council Action:

Progress Update:

On January 24, 2017, the Design Guidelines team (staff and RRM Design Group) kicked-off the preparation process of the guidelines with a day-long working session. The first presentation was provided to the Business Support Advisory Committee (BSAC) by the Design Guidelines team to explain the guidelines preparation process and receive any preliminary input or comments that the committee may have for the development of guidelines for the commercial areas of the City. Following the BSAC meeting, the Design Guidelines team toured the City with a subcommittee of the Ad-Hoc DRPCAC to explore the varying development conditions and unique neighborhood characteristics within the Del Mar. On the evening of the 24<sup>th</sup>, the Ad-Hoc Committee received a kick-off presentation from the Design Guidelines team, which outlined the process, schedule and expectations for the final guidelines. Subsequently, a lengthy discussion and recommendations were provided by the Ad Hoc Committee; and an opportunity was given for public feedback. This was also a televised meeting for the public to be able to view through the City's website.

Following the kick-off meetings, the consultants provided staff and the Ad-Hoc Committee an analysis of the sample guidelines supplied from other communities. The analysis was reviewed by the Ad-Hoc Committee at their regular February meeting and additional feedback was provided. With much of the research phase of the document's preparation completed, RRM began drafting guidelines and document content for ultimate integration into the future Del Mar Design Guidelines.

At the Committee's scheduled March 7<sup>th</sup> meeting, staff and RRM presented (3) sample table of contents, several sample page layouts from other cities, and a detailed outline of the issues/topics to be addressed within the guidelines document in order to continue to obtain review, input and direction. The purpose of the presentation was to get Committee and public feedback for a clear understanding of how the document should be organized and to coordinate on future scheduling.

Based on the Mach 7<sup>th</sup> Ad Hoc meeting, the Design Guidelines team is scheduled to work towards producing a complete first draft document for Ad-Hoc Committee and public review at a meeting scheduled for May 18, 2017. Following release of the initial draft in May, the proposed schedule for review and completion of the design guidelines is listed below:

Tuesday , July 25, 2017	Admin Draft Review by BSAC
Wednesday July 26, 2017	Admin Draft Review by DRB
August 3 or 17, 2017	Additional Meeting w/ Ad Hoc (if needed)
September 12, 2017	PC review/recommendation of Admin draft
October 16, 2017	City Council review and possible acceptance of DG
November	City Council first reading of related Code Amendments
November/December	City Council adoption of related Code Amendments