

AGENDA

SPECIAL STUDY SESSION CITY COUNCIL & REDEVELOPMENT AGENCY CITY OF YUBA CITY

JANUARY 9, 2007
9:00 A.M.
CORPORATION YARD
1185 MARKET STREET, YUBA CITY

JOHN MILLER
Mayor

RORY RAMIREZ
Mayor Pro Tem



KASH GILL
Councilmember

TEJ MAAN
Councilmember

LESLIE MCBRIDE
Councilmember

STEVEN JEPSEN
City Manager

TIMOTHY HAYES
City Attorney

Wheelchair Accessible
1201 Civic Center Blvd., Yuba City, CA

If you need assistance in order to attend the City Council meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the City Council, the City is happy to assist you. Please contact City offices at 530/822-4601 at least 72 hours in advance so such aids or services can be arranged.

City Hall TDD: 530-822-4732

**AGENDA
SPECIAL STUDY SESSION OF THE
CITY COUNCIL & REDEVELOPMENT AGENCY
CITY OF YUBA CITY**

**CORPORATION YARD
1185 MARKET STREET, YUBA CITY
JANUARY 9, 2007 – 9:00 A.M.**

Presentation (Item 1)

1. **Goal Setting**

Consent Calendar (Item 2)

2. **Design Review Committee Appointment**

Authorize the Chairman of the Planning Commission to appoint two Commissioners to the City's Design Review Committee.

Public Communication on Items on the Agenda (Item 3)

3. **Appearance of Interested Citizens**

Members of the public may address the Council concerning any item that has been described in the notice for the meeting.

Adjournment

**Yuba City
City Council/Management Staff Goal Setting Workshop
January 9, 2007**

AGENDA

Purpose: To reach consensus on 1-3 year priorities for Yuba City and develop a shared definition of what success would look like for each priority

Desired Outcomes:

- + Agree on City priorities for 2007-2010
- + Define specific desired outcomes for each priority
- + Identify next steps toward delivering these outcomes
- + Clarify Council/Staff roles and responsibilities to ensure success
- + Develop sense of team between Council and Staff

8:30 a.m. **Coffee and Light Breakfast**

9:00 a.m. **Welcome**

- + Purpose/Expectations for the Day

John Miller,
Mayor

Agenda Review & Logistics

- + Role of Facilitator
- + Discussion Guidelines

Kathy Merchant

Participant Introductions

**State of the City: Context for
Setting Priorities**

Steve Jepsen

Operational Funding Priorities

- + Review Flood Control Priorities

Steve Jepsen

10:00 a.m. **BREAK**

10:15 a.m. **Breakout Groups to Identify 1-3 yr.
Operational Funding Priorities**

- + Process
 - o Brainstorm potential priorities
 - o Identify top priorities
 - o Define what "success" would look like for each priority


Group #1: Operational Funding

Group #2: Redevelopment/Economic Development

Group #3: Management Issues

- 11:00 a.m. **Group #1 Report Out Findings**
+ Full group discussion of findings
+ Consensus on priorities/definition of "success" for each
- 12:00 p.m. **LUNCH**
- 1:00 p.m. **Group #2 Report Out Findings**
+ Full group discussion of findings
+ Consensus on priorities/definition of "success" for each
- Group #3 Report Out Findings**
+ Full group discussion of findings
+ Consensus on priorities/definition of "success" for each
- 3:00 p.m. **BREAK**
- 3:15 p.m. **Capital Projects** Steve Jepsen
- 4:30 p.m. **Wrap Up**
+ Summary of Agreements/Consensus Points
+ Review of Next Steps
+ Closing Comments John Miller/Steve Jepsen
- 5:00 p.m. **Adjourn**

Memo

To: Honorable Mayor and Members of the City Council
CC: Steve Jepsen, City Manager
Department Heads
From:  Aaron Busch, Community Development Director
Date: January 5, 2007
Re: Request from Planning Commission to appoint two Commissioners to the City's Design Review Committee

Background: At the December 19, 2006 City Council meeting, the Council received a written request from the City's Planning Commission, requesting that the Council authorize the Chair of the Planning Commission to appoint two Commissioners to the City's *Design Review Committee* (DRC). According to the attached letter from the Commission, the purpose for this request is based on the belief that this action "will streamline the planning process and expedite the review of project applications..." In response, the Council directed staff to review the request and provide some alternatives for their consideration.

It must be noted that the City does not have a formal Design Review Committee. Instead, staff utilizes a Development Review Committee that is comprised of staff members from those City departments that are responsible for processing new development projects. This primarily includes: Planning, Building, Engineering, Fire, and Utilities Departments. Occasionally the Finance and Police Departments will also be involved depending upon the type of project. Each department reviews a project to ensure: 1) the project complies with their applicable policies, codes and standards; and, 2) that there are adequate facilities and services available to serve the project. The purpose of the Development Review Committee is to bring City staff and the project applicant together to discuss any potential issues associated with the project that must be addressed and to apply appropriate conditions of approval prior to the project being approved administratively or being forwarded to the Planning Commission or City Council for consideration. Typical issues addressed at these meetings with the applicant include: necessary plan revisions; required infrastructure improvements; site design and planning; building elevations; and, draft conditions of approval. Once staff has determined that the project complies with applicable policies and standards (either through the final design or with conditions of approval added), the project is approved administratively, or forwarded to the Commission for review and consideration.

Projects that require Commission review are forwarded by the Planning Department along with a staff report that identifies the details of the project and includes a recommendation for the Commission's consideration. The Commission is then responsible for evaluating the project and taking an action. The Commission may require modifications to the design of the project as part of their action.

Discussion: As noted above, the City utilizes a Development Review Committee which provides a coordinated staff level review of a proposed development project. A typical Design Review Committee (DRC) is usually a separate committee from staff that provides some predefined level of input to the ultimate approving authority. The DRC could be a separate committee, or even a sub-committee to the Planning Commission. The scope of a DRC is usually focused on design issues versus policy matters.

When utilizing a typical DRC, there are several important components that should be addressed when a DRC is established. These include:

- The composition of the committee: lay people vs. industry professionals
- The authority of the committee: advisory vs. approving
- The focus of the committee: minor design elements vs. full project review; subjective vs. objective standards
- The by-laws and costs of the committee: noticed meetings; additional staff resources

A review of the surrounding jurisdictions revealed that only a small number of other agencies utilize a DRC. These included: Marysville; Chico; and, Lincoln. Agencies polled that do not use a DRC included: Sutter County; Yuba County; Placer County; Woodland; Davis; Roseville; and, Rocklin. Provided below is a summary of those agencies with a DRC.

Marysville: Three Planning Commissioners appointed by the Chairman of the Commission

Chico: Five individuals appointed by City Council – three members must be visual artists

Lincoln: One Planning Commissioner plus one member of the public appointed by City Manager

These agencies cited that the advantage of using a DRC was that it could provide good professional feedback on the design of the project. However, the agencies also noted that there are disadvantages associated with the DRC which included the committee: exceeding its authority; requesting unfeasible changes; or, not being able to reach consensus. Furthermore, these agencies also noted that there was an additional cost associated with providing the staff resources for the DRC.

While a typical DRC provides additional opportunities for design feedback, it does create another layer of review for the development community that can be potentially inconsistent. If it is the City's goal to ensure that development projects incorporate high quality design, another option to consider is evaluating the design standards upon which development projects are measured.

The current "City of Yuba City Design Guidelines" was adopted in November of 1994 and applies to most new development projects, excluding industrial and single family residential projects. The Guidelines are used by staff to evaluate the quality of the site and building design. These guidelines are aimed at more general issues of architectural composition and compatibility of site and building design, versus prescribed standards and details. As such, there is the potential for multiple interpretations concerning the application of the Guidelines. If there is a concern about the quality of design of projects being approved, then perhaps an updated review of the Guidelines would be appropriate. To address the design of single family residential projects, the Planning Department has recently prepared a Draft "Residential Development Handbook" that incorporates design guidelines for new residential development. Additional staff review is being completed on this document, but staff anticipates its release to the public by mid-year.

Recommendation: Since the City does not currently have a Design Review Committee, there are several options for the Council's consideration in response to the Planning Commission's request.

1. Continue to utilize the Development Review Committee only;
2. Refer the matter back to the Planning Commission for clarification on their intent for a new Design Review Committee;
3. Direct staff to initiate the creation of a new Design Review Committee and bring the item back to Council with recommendations for the structure and powers of the DRC, along with details of the support costs needed.

December 13, 2006

City of Yuba City
Honorable City Council

The City of Yuba City Planning Commission respectfully requests the City Council to authorize the Chair of the Planning Commission to appoint two Planning Commissioners to the City's Design Review Committee.

The Planning Commission believes the appointment of Commissioners to the Design Review Committee will streamline the planning process and expedite the review of project applications and help minimize the application processing costs to project applicants.

In addition, Staff time spent on a project, Planning Commission and City Council time spent on a project application will be reduced due to better design review from the beginning of a project rather than having the project applicant spend thousands of dollars in engineering and architecture fees and then have the Planning Commission or City Council send the project back to Staff for changes to the design of the project.

The Planning Commission feels this is in the best interest of the Community as well as project applicants and will produce buildings of superior quality and design.

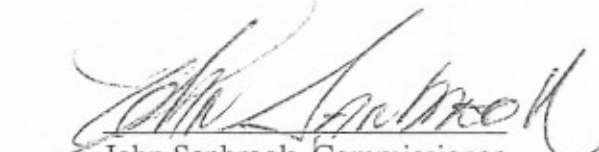
Sincerely,



Mike Cartoscelli, Chair


Satwant S. Takhar, Vice-Chair


Maynard Dunn, Commissioner


Melia Frank, Commissioner


John Sanbrook, Commissioner


Preetpaul Didbal, Commissioner