




CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 17, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MAUREEN TAMURI AIA, AICP COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: ADOPTION OF RESOLUTION NO. 2017-1546 ESTABLISHING COMMUNITY DEVELOPMENT FORUMS FOR COMMERCIAL DEVELOPMENT PROJECTS

MEETING DATE: APRIL 26, 2017

SUMMARY RECOMMENDATION:

That the City Council adopts Resolution No. 2017-1546 establishing Community Development Forums for commercial development projects.

BACKGROUND:

At their meeting of February 22, 2017, the City Council reviewed draft guidelines for the creation of a requirement to conduct public outreach efforts for commercial development projects. Subsequent to that meeting, staff met with the Task Force to further refine the guidelines based on comments received from the Public and Councilmembers. The attached document, if approved, will become the basis of a code amendment which will be prepared for review by the Planning Commission and eventual consideration by the City Council.

DISCUSSION/ANALYSIS:

The Task Force has made the following revisions to the guidelines since Council review on February 22, 2017;

- 1) The term "Public Meeting" was changed to "Community Development Forum";
- 2) The Task Force added three additional categories which would trigger the Public Meeting requirement; Development Plan Amendments, Development Agreements and Variances.
- 3) Notification to the Community was simplified to require use of a "door to door" mail notice to every address in the zone in which the project is located.

At the request of the Council, staff additionally researched both the City costs as well as the Applicants costs to implement this resolution. While some cost born by the applicant would be part of normal outreach and public relations efforts for the project, this resolution would formalize that outreach. The size and scope of the project will also affect costs to the applicants.

Estimated Costs:

Applicant: Approximately \$12,500 to \$27,500 per Forum. Efforts and costs include power point presentation development and exhibits, attendance of staff and design/engineering consultants, advertisements, banners and noticing, webpage set up and outreach, room rental, travel and supplies, follow-up reports to the City.

City Staff: Approximately \$2,800 to \$4,800 for the second Forum. Efforts of between 40 to 60 hours or additional staff time includes internal staff and applicant coordination, noticing on the City website, site visit for banner confirmation, power point development and handouts, public inquiries, ARP and forum meeting attendance and televising (Media, Planning and Public Works), meeting report review and website/public posting.

FISCAL IMPACT/SOURCE OF FUNDING:

The costs of the workshops would be borne by the applicant. Staff time (Media, Planning, Public Works) to participate in developing and participating in the second forum are not part of current adopted planning permit fees. If the Council wishes for Staff recovery of those efforts, a time and motion study would need to be prepared in support of a new fee resolution for Council consideration. Staff anticipates that at least one, if not two forums could proceed forward prior to adoption of a revised fee.

REQUESTED ACTION:

That the City Council adopts Resolution No. 2017-1546 establishing Community Development Forums for commercial development projects.

ATTACHMENTS:

- A. Resolution 2017-1546
- B. Applicant cost estimates received