

## Development Advisory Committee Agenda

Wednesday, April 11, 2012
Meeting Time 5:30 p.m. – 7:30 p.m.
Martha Riley Library – Meeting Room #1
1501 Pleasant Grove Blvd.

Committee Members City Staff

Scott Barber Jack Paddon
Brett Baumgarten Steve Pease
Steve Hicks Betty Sanchez
Rick Jordan Mark Sauer
Marcus Lo Duca Steve Schnable
Krista Looza John Tallman

Chris Robles, Community Development Manager Rob Jensen, Assistant City Manager Bob Schmitt, Assistant City Attorney Lonnye Heple, Administrative Aide/DAC Secretary

- 1. Roll Call
- 2. Approval of Minutes of March 14, 2012 Meeting
- 3. Public Comment
- 4. Parks Review Policy and Standards Topic Considerations Report out on Parks Subcommittee Meeting Dominick Casey, Given the timing of the subcommittee meeting there is no staff report prepared for this item. Staff will provide a verbal update on this item at the meeting. (10 minute presentation, 20 minute discussion)
- 5. Workshop Discussion Development Advisory Committee Goal Setting and Review of Committee Purpose (10 minute presentation, 30 minute discussion)
- 6. Update from the City Manager's Office Chris Robles (10 minutes)
  - a. Weekly Permit Report
  - b. Business Activity Report
- 7. Comments from Committee Members
- 8. Adjournment



#### **Development Advisory Committee Meeting**

311 Vernon Street, Roseville, CA 95678 (916) 774-5334

March 14 2012 Draft Minutes

#### 1. Roll Call

Committee Members Present: Scott Barber, Brett Baumgarten, Steve Hicks, Rick

Jordan, Marcus LoDuca, Jack Paddon, Steve Pease, Betty Sanchez, Mark Sauer, Steve Schnable, John

Tallman

Committee Members Absent: Krista Looza

Staff Present: Rob Jensen, Bob Schmitt, Lonnye Heple

#### 2. Approval of Minutes of February 8, 2012 Meeting

A motion was made by Jack Paddon and seconded by Steve Pease to approve the minutes of the February 8, 2012 meeting.

Motion Passed with 7 ayes and 3 abstentions (Abstentions: Scott Barber, Steve Hicks, Rick Jordon)

(John Tallman had not arrived prior to the vote)

#### 3. Public Comment

Chairman LoDuca opened the floor for public comments. No comments.

#### 4. Public Works Update on Traffic Mitigation Fee Schedule

Staff informed the Committee that the updated Traffic Mitigation Fee Schedule will be presented at the April 4, 2012 Council meeting for approval.

Informational - No Action Required

#### 5. Public Works Building Division Residential Master Plan Policy Changes

The Committee requested that this information be presented at the BIA meeting scheduled for March 21, 2012 and then be brought back to the Committee at the April 11, 2012 meeting. The Committee also requested that staff continue working with Committee Member Steve Schnable.

No Action Required

#### 6. Parks Review – Policy and Standards Topic Considerations

The Committee requested that a sub-committee be formed to discuss open space credits in more detail. The sub-committee will also refine the language for the criteria for open space land acceptance. The sub-committee members are: Steve Hicks, Marcus LoDuca, Jack Paddon, Steve Schnable and John Tallman along with City staff.

No Action Required

#### 7. Update from the City Manager's Office

a. Weekly Permit Report - No Action Required

- b. Next Meeting No Action Required
- 8. Comments from Committee Members
  Steve Schnable would like to discuss the standards for fire flows at a future meeting.
- 9. Adjournment 7:20 p.m.





#### Development Advisory Committee Staff Report – April 11, 2012

Contact: Chris Robles <u>crobles@roseville.ca.us</u> (916) 774-5421

Agenda Item - # 5 Workshop Discussion - Goal Setting and Review of Committee Purpose

#### **Recommendation**

Staff recommends a review of the Development Advisory Committees purpose statement and review of the responsibilities of the Committee and staff. Following the review and discussion on the purpose and responsibilities, staff and the Committee will engage in a workshop type discussion to define expectations and goals for the Committee.

#### **Background**

A workshop for Committee goal setting has been scheduled in response to comments received at the March 11<sup>th</sup> Development Advisory Committee meeting that voiced concerns over the progress and purpose of the Committee. Some Committee members stated that the Committee was not accomplishing its intended purpose.

Staff recommends that the purpose statement established by the City Council for the Development Advisory Committee be reviewed along with the responsibilities of both the Committee Members and staff. The purpose statement in the Development Advisory Committee meeting procedures approved by City Council is stated below:

#### "Purpose of Development Advisory Committee

The Development Advisory Committee is a committee of the City Council with review and recommendation authority. Its purpose is to provide a forum for the public to introduce and discuss suggestions, comments, and concerns regarding the city's development services. The Development Advisory Committee shall represent the voice of the customer providing input into delivery of development services, cost of services, construction standards, development impact fees, and other development service policy areas. The Committee shall function as a liaison building relationships between the City and development community to foster and support development investment."

As stated above the Development Advisory Committee is the conduit to introduce changes to the City's development services. The Committee members were selected by Council for their expertise in respective development fields to bring forth new ideas and ways of conducting business. The Committee was purposefully selected as one of the City's larger committees to ensure that the City received a broad and diverse array of inputs from the development community. Given the diverse array of Committee member backgrounds it can be expected that the Committee purpose statement has a different meaning for different individuals.

In an effort to clearly define expectations staff recommends that the Committee assists staff in defining how the purpose statement is to be applied in the context of the Committee actions. Once consensus has been reached on the definition of the purpose statement staff would like to engage

in goal setting for the Committee. The goal setting should consider both short and long term goals and should have the consensus of the Committee.

An excerpt of the development Advisory Committee meeting procedures is included as Attachment 1. This excerpt identifies both the responsibilities of the Committee and staff and it may assist in developing the Committees objectives and goals. Should the Committee believe that a change in the purpose statement or responsibilities is warranted staff would welcome discussion on these topics as well. If there is consensus on modification of the procedures staff will forward the Committee's recommendation to Council for action.

It is staffs desire to meet both the expectations of the City Council and Development Advisory Committee. To this end staff encourages a healthy discussion on expectations and goal setting to ensure that expectation of both the City Council and Development Advisory Committee are met.

#### Attachments:

1. Purpose and Responsibilities excerpt from the DAC Procedures.

#### I. PURPOSE AND RESPONSIBILITIES

#### A. <u>Purpose of Development Advisory Committee</u>

The Development Advisory Committee is a committee of the City Council with review and recommendation authority. Its purpose is to provide a forum for the public to introduce and discuss suggestions, comments, and concerns regarding the city's development services. The Development Advisory Committee shall represent the voice of the customer providing input into delivery of development services, cost of services, construction standards, development impact fees, and other development service policy areas. The Committee shall function as a liaison building relationships between the City and development community to foster and support development investment.

#### B. Responsibilities of Development Advisory Committee

- The Development Advisory Committee shall consist of a nine (9) to thirteen (13) member Committee appointed by the City Council. The composition of the Committee shall reflect the diversity in the City's development customers.
- Review and make recommendations to City Council and staff on the delivery of development services, cost of services, construction standards, development impact fees, and other development service policy areas.
- 3. The Development Advisory Committee will host public meetings to hear public comments before providing its recommendations to City Council.
- 4. The Development Advisory Committee shall be established for a four (4) year term. At the four (4) year anniversary of the first Development Advisory Committee meeting the committee shall be disbanded and have no further responsibilities unless reauthorized by the City Council.

#### C. Purpose of Staff to the Development Advisory Committee

The purpose of the staff to the Development Advisory Committee is to recommend and assist in the implementation of the goals, objectives, and policies of the City as they relate to development services.

#### D. Responsibilities of Staff to the Development Advisory Committee

- 1. Confers with architects, builders, contractors, developers, engineers and the public concerning development services, procedures, and interpretation and application of City development policies and ordinances.
- 2. Prepares projects or topics for review by the Development Advisory Committee which includes; preparing the Committee agendas and minutes; preparing staff reports including a recommendation; attending the Committee hearings and presenting reports to the Committee.

- 3. Serves as technical advisor to the Committee on development services.
- 4. Forwards Development Advisory Committee recommendations and actions to the City Council.
- 5. Provides information to the Development Advisory Committee upon its request to the extent that the information is readily accessible (published, report, etc.), related to work which is identified in the work program for that fiscal year, or directly relates to an agenda item. Requests for specific studies or other information beyond this scope must be approved by the City Council.



#### Development Advisory Committee Staff Report – April 11, 2012

Contact: Chris Robles crobles@roseville.ca.us (916) 774-5421

#### Agenda Item - # 6 Update from the City Manager's Office

#### **Discussion**

a. Weekly Building Report

Attached for the Committee information is the Weekly Building Report (Attachment 1) quantifying the permit activity for the week and year to date with a comparison for the same time last year.

b. Business Activity list

Attached for the Committee information is the Roseville Business Activity report (Attachment 2) that reports recent business activity.

c. Next meeting

Potential topics include:

- 1. Continued Parks Policy Review
- 2. Environmental Utilities Construction Standards
- 3. Development Cost Study completion mid April

#### Attachments:

- 1. Weekly Building Report
- 2. Business Activity



# The Weekly Building Report

Applied Building Permits	3/26 - 3/30	2011	2012 YTD
New Commercial	0	1	3
Hybrid Commercial	0 5		13
Multi Family	0	0	0
Tenant Improvements	12	90	119
SFD	0	0	40
WR SFD	7	2	61
Total SFD & WR SFD <b>Applied</b>	7	3	101
All Other Misc Permits	83	679	1012
Total Permits	102	777	1248

Issued Building Permits	3/26 - 3/30	2011	2012 YTD
New Commercial	0	0	2
Hybrid Commercial	3	1	8
Multi Family	0	0	0
Tenant Improvements	8	91	116
SFD	1	18	47
WR SFD	12	71	69
Total SFD & WR SFD <i>Issued</i>	13	89	116
All Other Misc Permits	66	579	762
Total Permits	90	760	1004

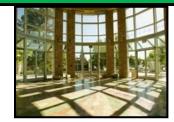
Fee Deferral Applications	To Date
SFD Fee Deferrals <i>ISSUED</i>	209
SFD Fee Deferrals Applied but not reviewed to date (9 non-deferred)	16
SFD Fee Deferrals Approved but not Issued (28 non-deferred)	8
SFD Fee Deferrals <i>FINALED</i>	1434

Customers At Permit Center	3/26 - 3/30	YTD
	239	3051

## Your Permit Center















# ReStore





Office of Economic Development contact: Karen Garner (916) 774-5473 kgarner@roseville.ca.us

### Roseville Business Activity

April 2, 2012

#### **New Industrial Tenants**

- Swiss Tech Machining LLC has submitted for tenant improvements at 10564 Industrial Ave, S-130, in the Roseville Commerce Center. From prototype to production; long or short runs; Swiss Tech provides high quality with on-time delivery at very competitive prices. Swiss Tech Machining is your one-stop-shop for Horizontal Milling, Vertical Milling, CNC Turning CNC Swiss Automatic Screw Machining, Subassembly and complete product assembly. Their state-of-theart facility in Roseville has some of the latest close tolerance equipment available.
- Imagine Music Instruction will be located in S-100 at 7211
  Galilee Rd, in the Business Center complex. IMI offers the
  best music lessons for all ages! Located in the heart of Roseville, and staffed with the area's best music instructors, IMI
  offers students a complete and professional music education,
  as well as a truly fun and rewarding experience! IMI is a
  proud community sponsor, volunteering and supporting the
  arts and music scene.
- Habitat for Humanity Restore will be relocating to 8292 Industrial Ave, in the same complex (Coastal KMS Commercial Center) where they are presently located. The new space is larger at approximately 30,000 square feet. The ReStore is Foothills Habitat for Humanity's discount building materials outlet. ReStore offers new and gently used merchandise at fantastically reduced prices! All store inventory is donated by area businesses and homeowners. Inventory is constantly changing and includes top-of-the-line items at bottom line prices. Stop by often as these extraordinary bargains fly off the shelf!

#### **Planning Applications**

**Grove Communities, LCC** has submitted and application for Planning Department approvals to construct a 224 unit apartment complex at 1298 Antelope Creek Drive, across from existing Antelope Creek apartments near the Galleria Mall. Pearl Creek Apartments will require approval of a land use change from Business Professional to Multi-family residential., among other entitlements.

