



**CITY OF TWENTYNINE PALMS
STAFF REPORT**
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799, Fax (760) 367-5400
commdev@ci.twentynine-palms.ca.us

To: City Council
From: Community Development Director
Date: February 13, 2007
RE: PC 06-137 - Zoning Ordinance Amendment to Section 19.49 (Outdoor Dining Facilities) of the Development Code to allow outdoor dining and drinking areas to be approved through Administrative Site Plan Review.

RECOMMENDATION: Conduct the Second Reading of the Zoning Ordinance Amendment.

BACKGROUND: Section 19.49 of the Development Code regulates the approval of outdoor dining and drinking areas through the Minor Use Permit Process. Pursuant to the Outdoor Dining Ordinance, outdoor dining areas of 200 square feet or greater may be approved through the Minor Use Permit process, in accordance with Section 19.31 of the Development Code (Minor Use Permits). Outdoor dining areas less than 200 square foot in area may be approved through administrative or staff level site plan review.

- | Attachments |
|---|
| 1. Ordinance No. 203 |
| 2. Site Plan Review (Section 19.28 of the Development Code) |
| 3. Minor Use Permit (Section 19.31) |
| 4. Outdoor Dining (Section 19.49) |

Staff has reviewed this code provision with a number of business owners who find the provision to be an expensive and time consuming regulatory barrier to the provision of outdoor dining facilities. Minor Use Permits are approved by the Planning Commission following a noticed public hearing.

As part of ongoing community and economic development activities, the provision of new outdoor dining opportunities is viewed as an important aspect of communities with high qualities of life. Outdoor dining is generally viewed as desirable enhancements which may attract other similar dining and entertainment related businesses.

On January 2, 2007, the Planning Commission voted 2-0-2-1 to recommend that the City Council amend the ordinance.

On January 23, 2007, the City Council conducted the first reading of this ordinance amendment.

Administrative Site Plan Review

The Community Development Director may approve or deny applications for Administrative Site Plan Review and may impose conditions upon such approval.

In approving projects, reasonable and appropriate conditions may be imposed in order to achieve the purposes of this Code and to justify making necessary findings. Conditions may include, but shall not be limited to:

- A. Requirements for special building setbacks, open spaces, buffers, fences, walls and screening.

- B. Requirements for installation and maintenance of landscaping, and erosion control measures.
- C. Requirements for street and other infrastructure improvements and related dedications.
- D. Regulation of vehicular ingress, egress, and traffic circulation.
- E. Regulation of hours of operation or other characteristics of operation.
- F. Requirements for increased security.
- G. Requirements for periodic review.
- H. Requirements for special building design and features to enhance the visual impact and integrate the use into the community.
- I. Other conditions as may be deemed necessary to make the required findings.

When the Community Development Director determines that it is in the public interest for the application to be considered by the Planning Commission, the Community Development Director shall refer the application to the Planning Commission for review. The Planning Commission shall become the Approval Authority for all applications referred by the Community Development Director.

An application for Administrative Site Plan Review is required for the following, if listed as a permitted use in the underlying land use district:

1. Multi-family residential projects of five (5) to ten (10) units.
2. New construction of or addition to commercial, industrial, or institutional projects where such new construction or addition exceeds 1,000 square feet, but does not exceeds 2,500 square feet of floor area.
3. New construction, expansion, or significant reconstruction, of parking lots.
4. The establishment and/or construction of an outdoor storage area on the same site as, and in conjunction with, an existing business.
5. Placement/construction of accessory uses which are not subject to Minor Use Permit or Conditional Use Permit and which are visible from public view and may result in aesthetic or visual impacts.
6. Projects involving a change or intensification of land use.
7. Reciprocal Parking Agreements in conformance with Section 19.82.070 of the Development Code.

Staff suggests making the following Ordinance Amendment to Section 19.49 of the Development Code:

Section 19.49.030 ~~Minor Use Permit (MUP) Administrative Site Plan Review Requirement.~~
 Unless approval is required pursuant to Chapter 19.30 *Conditional Use Permits*, an outdoor dining area of 200 square feet or greater shall require approval of a MUP, in accordance with Chapter 19.31

~~of the Development Code, Minor Use Permits~~ Administrative Site Plan Review, in accordance with Chapter 19.28 of the Development Code, Site Plan Review.

Minor Use Permits

Pursuant to Section 19.31.050 of the Development Code, the Planning Commission is required to make findings prior to approving a Minor Use Permit. The required findings are:

- A. That the proposed design and location of the conditional use and the conditions under which it will be operated are in accordance with the purpose of this Development Code, the zoning regulations applicable to the site, the City of Twentynine Palms General Plan, and other applicable development policies and standards of the City; and
- B. That the proposed design and location of the conditional use and the conditions under which it will be operated will not be detrimental to the public health, safety, or welfare, or materially injurious to uses, properties or improvements in the vicinity; and
- C. That the proposed site is adequate in size and shape to accommodate the use and integrate it with the existing and planned uses in the vicinity.

Site Plan Review

Administrative Site Plan Review applications may be approved in cases where all the following findings can be made:

- A. The proposal meets the standards of the Development Code, and will result in an appropriate and desirable development; and
- B. The proposal's design and appearance are aesthetically and architecturally pleasing while enhancing the character of the surrounding neighborhood; and
- C. The site is suitable in size, shape, and topography for the proposed development; and
- D. The site improvements are appropriate and will result in a safe, well-designed facility; and
- E. Approval of the project is consistent with the General Plan.

Approval Process

The Planning Commission is the Review Authority and the City Council is the Approval Authority for Ordinance Amendments.

CITY OF TWENTYNINE PALMS
CITY COUNCIL
ORDINANCE NO. 203

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA, APPROVING PC 06-137, AMENDING SECTION 19.49 (OUTDOOR DINING FACILITIES) OF THE DEVELOPMENT CODE TO ALLOW OUTDOOR DINING AND DRINKING AREAS TO BE REVIEWED AND APPROVED THROUGH THE ADMINISTRATIVE SITE PLAN REVIEW PROCESS.

WHEREAS, the community desires to expand the number of outdoor dining facilities; and

WHEREAS, the beautiful desert climate creates unparalleled opportunities for year round outdoor dining; and

WHEREAS, the existing regulation of Outdoor Dining Facilities may create costly and timely regulatory barriers to commerce; and

WHEREAS, it is the City of Twentynine Palms's intent to eliminate unnecessary barriers to trade and commerce; and

WHEREAS, public hearing notices were published in a newspaper of record; and

WHEREAS, public hearings were held by the Planning Commission on January 2, 2007 and by the City Council on January 23, 2007; and

WHEREAS, on January 2, 2007, the Planning Commission voted to recommend that the City Council amend the ordinance regarding the regulation of outdoor dining.

WHEREAS, on January 23, 2007, the City Council voted to amend the ordinance regarding the regulation of outdoor dining.

NOW, THEREFORE, THE CITY COUNCIL ORDAINS AS FOLLOWS:

Development Code Section 19.49.030, Administrative Site Plan Review Requirement. Unless approval is required pursuant to Chapter 19.30 *Conditional Use Permits*, an outdoor dining area of 200 square feet or greater shall require approval of *Administrative Site Plan Review*, in accordance with Chapter 19.28 of the Development Code, *Site Plan Review*.

APPROVED AND ORDAINED THIS 13TH DAY OF FEBRUARY, 2007

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Joel Klink, Mayor

ATTEST:

Charlene L. Sherwood, City Clerk

I hereby certify that the foregoing is a true copy of Ordinance No.203 duly adopted by the City Council of the City of Twentynine Palms in a meeting held on the 13th day of February, in Twentynine Palms, California.

Dated this 14th day of February, 2007
Charlene L. Sherwood, City Clerk

ADMINISTRATION

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Conduct a Planning Session with Council	<ul style="list-style-type: none"> Contract with an outside facilitator Set date Obtain information for meeting 	Directors	Jan 07	► Budget	→Awaiting elections and direction from Council. → <u>Planning Session with Council tentatively scheduled for March 16-17th.</u>	
Update Personnel Files	<ul style="list-style-type: none"> Look for outdated info on employees i.e. Driver's License, Marital Status, etc. 	CV	Jan 06	► Staff time ► Legal assistance	→50% complete →70% complete →complete	Jan 07
Adopt Personnel Policy	<ul style="list-style-type: none"> Update information provided by City Attorney Update various nonproductive policies Personnel Task Force input Employee Input Council approval All hands meeting 	CV, Directors	Sept 06	► Personnel Task Force	→Personnel Task Force meeting completed. →Employee input →City Council adoption on 9/26/06 →All hands scheduled for October →Project complete	Nov 06
City Staff Newsletter	<ul style="list-style-type: none"> Obtain information for employees to put in newsletter. Develop template Quarterly publishing 	CV, Directors	Ongoing	► Staff Input	→First and second newsletter completed →Third newsletter completed →fourth newsletter underway	

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Employee of the Quarter Program	<ul style="list-style-type: none"> Establish a Program recognizing Employees for their hard work 	CV, Directors	Ongoing	► Nominations from Dept Heads	<p>→Waiting for the Nominations, then will review info provided and elect one employee for the first FY quarter.</p> <p>→Employee of quarter to be announced at first Council meeting in Jan</p> <p>→Rick Boyd announced as <u>Employee of the quarter. Employee of quarter for 1st quarter of 2007 to be announced in March.</u></p>	
Employee Recognition Dinner	<ul style="list-style-type: none"> Plan and organize Dinner (book caterer, decide on theme, order decorations, send out invitation, etc.) 	CV	Dec 06	► Budget	<p>→Beginning stages – getting a committee together.</p> <p>→Dinner to be on December 15th</p> <p>→Catering acquired and program under development</p> <p>→Employee Recognition dinner a success.</p>	Dec 06
Monthly Update to City Internet Website	<ul style="list-style-type: none"> Update City website monthly 	CV, Directors	Jun 07	► Time	<p>→Evaluating Website</p> <p>→Video clips being planned for web-site</p> <p>→Video clip scripts produced. Awaiting production date.</p> <p>→Production planning meeting done.</p> <p>→<u>Video clips to be produced Feb 15th</u></p> <p>→<u>Front page stories and page on Council updated. Palms and Paws web-site being migrated to City web-site.</u></p> <p>→<u>Website hosting services being bid out in February</u></p>	
Adopt Out Five Segments of Roadway in the City's Adopt-A-City Street Program	<ul style="list-style-type: none"> Solicit Program to various organizations (Soroptimists, OWC, Boy Scouts, Girl Scouts, etc) in order to obtain more participation. 	CV	Jun 07	► Time	<p>→Gathering informational packets for possible presentations at club meetings. Then schedule a date to speak at meetings.</p> <p>→Lions adopt Two Mile from Adobe to Utah</p>	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
City Personnel to Adopt a Street in the Adopt A Highway Program	<ul style="list-style-type: none"> Fill out application for City staff to adopt Twentynine Palms Highway (Lupine to Mesquite Springs) 	CV.	Jan 06	► Staff Participation	<ul style="list-style-type: none"> →Waiting for approval from Caltrans to begin clean up →Caltrans still working on approval →<u>Caltrans approved adoption.</u> →<u>Brenda Simmons organizing first clean up day.</u> 	Jan 07
Mobilehome Parks	<ul style="list-style-type: none"> Inventory of issue Contact state with issues If no response from state, formulate enforcement plan with legal 	MT, AM, GB, NG	Jun 06	► Budget for legal review of active cases	<ul style="list-style-type: none"> →Inventory of trailer parks and unpermitted mobile homes underway →Presentation to Council made →Mobile Home Park inventory completed. Contact with state made. Complaints filed. Awaiting response. →<u>Staff formulating game plan and budget to take action on various mobilehome home park conditions.</u> 	
Create 3 Year Capital Plan to Bring Computer Network Up To Date	<ul style="list-style-type: none"> Consultant to review current inventory Consultant to conduct needs analysis 	MT, Directors	Jan 07	► Budget ► Staff Input	<ul style="list-style-type: none"> →Firm hired to create plan →Inventory and needs analysis underway →Draft of three year plan complete →<u>Receiving input on draft plan from employees and consultants.</u> 	
Create and Manage a City FY 06-07 Legislative Plan	<ul style="list-style-type: none"> Obtain list of legislation and description Evaluate Ca League of Cities position on legislation Create draft legislative plan to include action 	MT, Directors	Mar 07	► Contact with Ca League of Cities	<ul style="list-style-type: none"> →Initial contact made to obtain list of legislation and League position →Initial contact made with RDA association for legislation affecting RDA 	
Monthly One-On-One Meeting with City Council Members	<ul style="list-style-type: none"> Cindy to schedule 	CV, MT	Jun 07	► Allocation of time	<ul style="list-style-type: none"> → Cindy looking for good dates with Council members 	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Monthly Meeting with Chief of Staff on Base	<ul style="list-style-type: none"> Cindy working on date and time 	CV, MT	Jun 07	► Allocation of time	→ Cindy looking for good dates → E-mail contact ongoing <u>→ Meeting with Chief of Staff and CG success.</u> <u>→ Monthly meeting with Jim Ricker in place.</u>	Feb 07
Develop a Cooling Center Policy	<ul style="list-style-type: none"> Evaluate state policy Draft policy with staff Council approval 	MT Directors	Apr 07	► Staff time ► Budget	→ Evaluating state policy and other Cooling Center policies → Draft policy being crafted	
Contract With a DOT Drug and Alcohol Program Management Firm	<ul style="list-style-type: none"> Locate proposals Select firm Transfer information and acquire training/resources 	CV	Nov 06	► Staff time ► Budget	→ Proposals evaluated → Firm selected <u>→ Contract signed. Set up complete.</u>	Nov 06
Create a City Council Orientation Binder	<ul style="list-style-type: none"> Collect information for Council orientation binder 	CV	Dec 07	► Staff time	→ Collecting information → Draft copy being crafted. → Draft copy completed.	
Transfer Pull Notice Program into Administration	<ul style="list-style-type: none"> Correlate with Public Works and DMV 	CV	Feb 07	► Staff time	→ <u>Transfer information submitted to Caltrans.</u>	
Continue to Evaluate the Feasibility of a National Park Visitor Center/Community Cultural Center	<ul style="list-style-type: none"> Environmental Studies Establish project team Appraisal Secure funding (HUD – EDI) Select most appropriate site to begin acquisition 	CM, NPS Base, 29 Palms Indian Tribe	Jun 07	► Additional funding NPS USMC Tribe	→ Prelim. Geologic study complete → Prelim. Archeological Study Complete → Preliminary funding available (\$521,500) → Appraisal underway → Alternatives being explored should preferred property not be available → Negotiations with property owner underway	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Renegotiate Maintenance Agreement with Caltrans for HWY 62	<ul style="list-style-type: none"> Review current agreement Initiate discussion with Caltrans Draft and legal review 	MT	Jun 07	<ul style="list-style-type: none"> ▶ Staff time ▶ Budget for Legal Review 	<ul style="list-style-type: none"> →Current agreement received →Initial contact made with Caltrans 	
Review Web Site Hosting Services and Release Bid if Necessary	<ul style="list-style-type: none"> Evaluate services desired Create bid document Advertise Staff report and Council action 	MT	Feb 07	<ul style="list-style-type: none"> ▶ Staff time 	<ul style="list-style-type: none"> →Evaluating current and desired services →RFP ready for release. <u>Awaiting completion of Palms N Paws website migration to City site.</u> 	
Negotiate Agreement with Time Warner	<ul style="list-style-type: none"> Work with legal counsel to obtain improved service and revenues for cable franchise agreement 	MT,PM, BM	May 07	<ul style="list-style-type: none"> ▶ Staff time ▶ Budget for Legal 	<ul style="list-style-type: none"> →Discussions have begun with Time Warner →Climate not favorable for major changes to service or revenues →Draft agreement found that is initially acceptable to Time Warner →<u>Update being provided to Council via memo</u> 	
Work with Caltrans in Regard to Outer Highways	<ul style="list-style-type: none"> Make contact with Caltrans to inquire about acquisition of outer highways after being brought up to City standard Draft agreement for Task Force review and legal Take agreement to Council for consideration 	MT, RP	Mar 07	<ul style="list-style-type: none"> ▶ Staff time ▶ Budget for Legal 	<ul style="list-style-type: none"> →Contact made with Caltrans and inquiry made. Caltrans discussing with Sacramento. →<u>City standards being reviewed by Caltrans. Discussion is not promising due to need for right of way acquisition. Back up to acquiring outer highways is to have Caltrans reconstruct outer highways.</u> 	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Evaluate Feasibility of Adding an Audit Procedure into Transient Occupancy Tax Program	<ul style="list-style-type: none"> Evaluate current Ordinance Seek sample policies from other agencies Create draft administrative audit policy Legal Review Finance Task Force City Council consideration 	MT,RP	Mar 07	<ul style="list-style-type: none"> ▶ Staff time ▶ Budget for Legal 	<ul style="list-style-type: none"> →Ordinance evaluated. →Comparison of other local agencies conducted. <u>→Finance Task Force recommends approval of an administrative policy.</u> <u>→Policy to be in front of Council for direction in February.</u> 	
Redevelopment						
Rutan & Tucker Presentation of Redevelopment 101 to RDA Board	<ul style="list-style-type: none"> Coordinate with Counsel on presentation 	MT, AM	Jan 07	▶ Budget	<ul style="list-style-type: none"> →Project not started →Awaiting result of elections and direction from Council 	
Approve RDA 5 Year Implementation Plan to Comply with Audit Findings	<ul style="list-style-type: none"> Draft Plan Legal review CM review PC Hearing CC Hearing 	MT, AM	Dec 06	▶ Budget for Legal Review	<ul style="list-style-type: none"> →Draft complete →City Attorney review in process →Second reading scheduled for Dec 12th <u>→approved</u> 	Dec 06
Planning Meeting with RDA Board	<ul style="list-style-type: none"> After Redevelopment 101 presentation schedule RDA planning meeting to draft desired changes to 5 year implementation plan 	MT, AM	Feb 07	▶ Staff time	<ul style="list-style-type: none"> →Project not started →Awaiting result of elections and direction from Council 	

ANIMAL CONTROL

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

STRATEGY	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	TASK DONE
Public Relations						
Improve Customer Service	<ul style="list-style-type: none"> Mentor train once per month for Animal Control Officers 	Rick Windy	Jun 07	<ul style="list-style-type: none"> Coverage while mentoring 	<ul style="list-style-type: none"> →First mentor training to be in September →Mentor training completed in September →Mentor training completed in October & Nov 	
Improve Public Awareness	<ul style="list-style-type: none"> Conduct 3 community presentations 	Rick Windy Dina Dory	Feb 07	<ul style="list-style-type: none"> Budget for materials 	<ul style="list-style-type: none"> →Preparing materials →Presentations made to Girl Scouts, at library for general public, and at pet parade for Pioneer Days →Other presentations being planned 	Dec 06
Improve the shelters image	<ul style="list-style-type: none"> Clean back yard in effort to have a friendlier area for people to play with dogs and other animals 	Rick Windy Dina	Oct 07	<ul style="list-style-type: none"> Public Works Staff and Volunteers 	<ul style="list-style-type: none"> →Submitting request to Public Works for use of a loader →Cleaning being performed →Basic cleaning done 	Nov 06
	<ul style="list-style-type: none"> Do planning for replacement of freezer (age, biohazard danger, odor) 		Jan 07	<ul style="list-style-type: none"> Funding 	<ul style="list-style-type: none"> →Researching →Information available for budgeting process in March 	Jan 07
	<ul style="list-style-type: none"> Do planning for remodel front office to make the shelter more inviting 		Mar 07	<ul style="list-style-type: none"> Time Staff 	<ul style="list-style-type: none"> →Researching 	
Operations						
Improve Record Keeping	<ul style="list-style-type: none"> Train staff to better utilize the computer Reduce use of paper records Research better method for identifying animals in the shelter Annually update license records by phone canvassing expired entries Improve ability to update Petfinder and Web site 	Rick Windy Dina Dory	Jan 07	<ul style="list-style-type: none"> Copy Machine Printer fax Internet service 	<ul style="list-style-type: none"> →Reviewing processes →Training underway on computers →System utilizing Polaroid camera being implemented for better animal ID process 	Feb 07

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Improve relationship with MCAGCC	<ul style="list-style-type: none"> Educate PMO on animal control procedures Improve PMOs compliance with animal control procedures 	Rick Windy	Jun 07	<ul style="list-style-type: none"> ▶ Brochures ▶ Handouts 	<ul style="list-style-type: none"> →Obtaining materials →Trying to obtain meeting date with PMO →<u>Contact and regular meeting scheduled between CM and Base (Jim Ricker)</u> 	
Increase likelihood of information being left at holding pens after hours by the public, PMO, and county officers	<ul style="list-style-type: none"> Post instructions Find and implement better method for posting paperwork on holding pens 	Rick Windy Dory	Oct 06	<ul style="list-style-type: none"> ▶ Budget ▶ Mailbox ▶ Plastic envelopes 	<ul style="list-style-type: none"> →Researching →Instructions being posted →Project complete 	Oct 06
Weekly Staff Meeting	<ul style="list-style-type: none"> Resume weekly staff meeting with Animal Control 	CV, Rick, Windy	Ongoing	▶ Staff Time	<ul style="list-style-type: none"> →Gather information for staff →Weekly staff meetings to begin in October →Weekly staff meetings being held 	Feb 07
Create Standard Operating Procedure Manual for Animal Shelter	<ul style="list-style-type: none"> Gather information from Staff to create an AOP Manual for the Shelter 	Cindy, Rick	Jun 07	▶ Staff Time	→Manual complete	Nov 06
Facilities						
Repair ventilation and cooling in kennels and office	<ul style="list-style-type: none"> Review problem with Public Works Evaluate solutions Repair 	Public Works	Jun 07	▶ Budget	<ul style="list-style-type: none"> →Request to Public Works →AC for office installed →<u>Ventilation addressed</u> 	Feb 07

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Increase holding abilities	<ul style="list-style-type: none"> Budget and plan for holding facilities for snakes, birds, and exotic animals. 	Rick Windy	Jan 07	<ul style="list-style-type: none"> ▶ Time ▶ Space 	<ul style="list-style-type: none"> →Livestock pen complete →Plans underway for an exotic animal enclosure for future fiscal year budget 	Feb 07
	<ul style="list-style-type: none"> Finish livestock pen 	Public Works	Mar 07	<ul style="list-style-type: none"> ▶ Public Works 	<ul style="list-style-type: none"> →Exotic animals enclosures eliminated from plan: <u>insufficient need.</u> 	
Heath and Safety						
Improved Cleaning Tools	<ul style="list-style-type: none"> Budget and plan for cleaning tools that will increase sanitation 	Rick Windy Dory	Mar 07	<ul style="list-style-type: none"> ▶ Budget FY 06-07 	<ul style="list-style-type: none"> →Researching 	
Fundraising, Revenue, Purchasing						
Evaluate Pet Tags and Microchipping	<ul style="list-style-type: none"> Do cost/revenue analysis Budget and plan for required tools 	Rick Windy	Mar 07	<ul style="list-style-type: none"> ▶ Budget FY 06-07 	<ul style="list-style-type: none"> →Researching 	
Increase vendor diversity	<ul style="list-style-type: none"> Research new suppliers for vaccinations, syringes, and euthanasia solution. Current supplier is unreliable and gouging prices 	Rick Windy Dory	Jun 07	<ul style="list-style-type: none"> ▶ Staff time ▶ DEA registration 	<ul style="list-style-type: none"> →Researching 	
Increase licensing (approximately 60% of the dogs in the city are unlicensed)	<ul style="list-style-type: none"> Increase code enforcement efforts to alert citizens of the need to license their dogs Quarterly service announcements 	Rick Windy Dory	Ongoing	<ul style="list-style-type: none"> ▶ Staff time 	<ul style="list-style-type: none"> →Researching →Staff going out on Mondays door-to-door to inform residents and answer questions. 	

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Volunteer Projects						
Improve kennels	<ul style="list-style-type: none"> Finish relocating kennel card holders in stray kennel 	Rick Windy Dory	Mar 07	► Staff time	→In progress → <u>80% complete</u>	
Web Site						
Increase and improve available information	<ul style="list-style-type: none"> FAQ Lost and found bulletin board Update rescue listings Poisonous animal information page 	Dory Rick	Mar 07	► Time	→Materials in preparation →Lost and found bulletin board complete. <u>Rescue listings being updated regularly. Poisonous animal information page under development.</u>	
Research Migration of web site to city control	<ul style="list-style-type: none"> Transfer Domain name and site to City maintained Server. 	Rick Windy Cindy Dory	Jun 07	► Time ► Permission from the City	→Researching → <u>50% complete</u>	



CITY CLERK

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Digitize City Council Agendas Packets from 1988 to 2007	<ul style="list-style-type: none"> • Scan documents 	CS, Deputy City Clerk	Jan 07	► Laser Fiche	→Deputy City Clerk hired and one training session completed on <u>Laserfiche machine, Deputy City Clerk is familiar with the procedure</u> <u>Ongoing</u>	Jan 07
Digitize all Ordinances (1 thru 196)	<ul style="list-style-type: none"> • Scan documents 	CS, Deputy City Clerk	Apr 07	► Laser Fiche	→Finished	Feb 07
Digitize Planning Commission Agendas from 2001 thru 2003	<ul style="list-style-type: none"> • Scan documents 	CS, Deputy City Clerk	Sep 07	► Laser Fiche	→Ongoing	
Digitize RDA Board Packets for 2001 and 2002	<ul style="list-style-type: none"> • Scan documents 	CS, Deputy City Clerk	Apr 07	► Laser Fiche	→Ongoing	
Review and Revise Current Retention Schedule	<ul style="list-style-type: none"> • Staff evaluation • Attorney Review • Council Approval 	CS, MT, PM, City Council	Apr 07	► Current retention schedule ► Retention schedules from other agencies for comparison	→Reviewing current retention schedule and schedules from other Cities	
Update Job Descriptions for City Clerk's Department	<ul style="list-style-type: none"> • Review job descriptions within department 	CS, CV, MT	Jan 07	► Current job descriptions ► Best practices from other agencies	→Office Assistant job description reviewed →Deputy City Clerk job description reviewed →City Clerk job description being reviewed	

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Evaluate records system (numerical vs Alpha)	<ul style="list-style-type: none"> Evaluate how records are currently archived Look at industry best practices Recommend changes 	CS,MT	Jul 07	<ul style="list-style-type: none"> ▶ Current records ▶ Best practices from other agencies 	→New project	
Research Putting Municipal Code Online	<ul style="list-style-type: none"> Find out if municipal code is available in digital format Find out publishing limitations from manufacturer Discuss project with web administrator 	CS, MT, PM	Jul 07	▶ Contact information	→Researching contact information	
Monitor Workers Compensation Claims	<ul style="list-style-type: none"> Meet monthly with City Manager to review 	CS, MT, CV	Ongoing	▶ Microsoft Office Software	<u>→Monthly reports reviewed: 2 Cases ongoing</u>	
Monitor On-going claims	<ul style="list-style-type: none"> Meet monthly with City Manager to review 	CS, MT, CV	Ongoing	▶ Microsoft Office Software	<u>→Monthly reports from Carl Warren reviewed</u>	Feb 07
Maintain OSHA Tracking Spreadsheet and submit yearly report	<ul style="list-style-type: none"> Maintain tracking sheet Meet monthly with City Manager to review Compile monthly reports into yearly report 	CS,MT	Ongoing	▶ OSHA Reporting form	<u>→Yearly report for 2005-2006 complete</u> <u>→Monthly reports and reviews ongoing</u>	Feb 07

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November 2006 Elections	<ul style="list-style-type: none"> • Complete termination of candidacy paperwork 	CS	Jan 07	▶ Election materials	→Candidate campaign (termination) statements for 2006 election filed with the Secretary of State.	Nov 06
Prepare and Submit Yearly Fair Political Practices Commission Report	<ul style="list-style-type: none"> • Obtain required documents • Assist council members in filling out documents • Compile report for commission 	CS	Mar 07	▶ FPPC materials	<u>→Compiling materials</u>	
Citywide Annual Clean-Up (April 07)	<ul style="list-style-type: none"> • Insurance • Volunteers • Burtec 	CS	Mar 1	<ul style="list-style-type: none"> ▶ Budget ▶ Tee shirts ▶ Location 	<u>→Preparations underway</u>	

COMMUNITY DEVELOPMENT DEPARTMENT MANAGEMENT ACTION PLAN FY2006-07

Last Updated—February 13, 2007

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Department Procedure Manual	<ul style="list-style-type: none"> • Draft procedures • Edit and revise • Adopt procedures 	VG, BS, GB, FF, AM	Apr 07	► Procedures from planning departments	→ <u>One third complete.</u>	
Contract with Consultants When Needed to Expedite Project Applications	<ul style="list-style-type: none"> • RFQ for Consultants or Charles Abbot and Associates 	BS, AM, CV, MT, RP	Ongoing	► Budget	→Consultants under contract to assist with projects while hiring.	Feb 07
Regular Update of Development Status Report	<ul style="list-style-type: none"> • Quarterly update to Community Development Dir and City Manager 	BS	Jun 07	► Budget	→September update completed → <u>Working on third quarter report.</u>	
Project Map	<ul style="list-style-type: none"> • Prepare • Mgmt Review • Update monthly 	BS	Jun 07	► Repair computer ► Budget for extra time	→ <u>Computer system being updated to have mapping capacity</u>	
Initiate a Quarterly Round Table with Developers	<ul style="list-style-type: none"> • Select dates • Invite developers • Work thru issues 	AM	Jun 07	► Budget for donuts/coffee	→Conducted December Roundtable → <u>March roundtable being planned.</u>	Feb 07
Advance Planning						
Citywide Traffic Study	<ul style="list-style-type: none"> • Draft Plan • Finalize Plan • Council Review 	AM	Dec 06	► Budget ► Staff time to review draft standards	→Urban Crossroads drafting study → <u>95% complete.</u> → <u>Council to receive presentation in Mar</u>	

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Park Master Plan	<ul style="list-style-type: none"> Establish standards Convene Parks Task Force Prepare RFP Hire Consultant Community Meetings 	RC, AM	Jun 07	<ul style="list-style-type: none"> Budget Park Task Force input 	<ul style="list-style-type: none"> Standards established Ready to Convene Parks Task Force Request for Proposal advertised Proposals scored and interviews conducted. Recommendation before Council on Nov 14th Consultant hired <u>PAC, TAC Activated</u> <u>Project kick off meeting held</u> 	
Zoning Ordinance Update	<ul style="list-style-type: none"> Draft text PC Hearing CC Hearing 	AM	Dec 06	<ul style="list-style-type: none"> Staff time to review draft standards 	→New Project	
Zoning ID on Parcel Maps	<ul style="list-style-type: none"> 25% completion 	KC, VG, BS	Jun 07	<ul style="list-style-type: none"> Staff time to review draft standards 	→New Project	
MOU with Flood Control regarding joint use of easements for trails	<ul style="list-style-type: none"> Draft MOU Meet with Flood Control PC study session CC hearing 	AM	Mar 07	<ul style="list-style-type: none"> Budget for legal fees 	→Staff studying the issue	
Evaluate Zoning: Equestrian District	<ul style="list-style-type: none"> Draft text Evaluation of potential areas PC hearing CC hearing 	AM	Dec 06	<ul style="list-style-type: none"> Budget for legal fees 	→PC study session conducted	
Building Dept						
Maintain 15 Day Turn Around Average for Plan Checks	<ul style="list-style-type: none"> Contract with additional staff Evaluate procedures in planning 	VG, BS, AM	Jun 07	<ul style="list-style-type: none"> Budget 	<ul style="list-style-type: none"> Consultants providing limited assistance. <u>Current turn around 15 days</u> 	Feb 07

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Conduct Inspections Within 4 Days of Request (currently 5 days)	<ul style="list-style-type: none"> • Review of current inspection procedures • Monthly report to City Manager 	RP, TG	Jun 07	<ul style="list-style-type: none"> ▶ Assistance with report making and inspection tracking 	<ul style="list-style-type: none"> →Current inspection procedures being reviewed →<u>Same day inspections provided</u> 	Feb 07
Code Enforcement						
Community Clean Up	<ul style="list-style-type: none"> • Conduct four events per year (Oct, Apr) 	GB, KS	Jun 07	<ul style="list-style-type: none"> ▶ Budget ▶ Public Notices 	<ul style="list-style-type: none"> →Planning in progress for October clean up →Oct clean up a success. Report to be provided to Council on Nov 14th →<u>planning underway for Apr cleanup</u> 	
Animal Code Adoption	<ul style="list-style-type: none"> • Draft • Legal review • Hearing PC, CC 	GB, AM, MT, PM	<u>Jun 07</u>	<ul style="list-style-type: none"> ▶ Comparable language from other agencies ▶ Budget for legal review 	<ul style="list-style-type: none"> →Draft in process →City attorney reviewing final draft before code goes before Council 	

COMMUNITY SERVICES DEPARTMENT

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Electrical & Air Conditioning Project: Theatre 29	<ul style="list-style-type: none"> • Create bid documents • Advertise • Award bid/ City Council • Preconstruction Mtg. • Contact Edison • Supervise Work • Interviews • Pictures • Complete and file CDBG paperwork 	Randy	Nov 06	<ul style="list-style-type: none"> ▶ Bid ▶ Specifications ▶ Bid Documents ▶ ECD Approvals ▶ Paperwork 	<ul style="list-style-type: none"> →Specifications and Bid Documents →Award Bid, ECD approval →Preconstruction meeting 8-26 →Work started, to be completed by mid November →Air and Heating completed, needs minor clean-up and fence repairs →<u>Final inspection performed</u> 	Done
Roofing project: Theatre 29	<ul style="list-style-type: none"> • Bid Specifications • Bid Document • Advertise • Award bid/City Council • Preconstruction Mtg. • Supervisor Work • Pictures • Complete and file paperwork 	Randy	Nov 06	<ul style="list-style-type: none"> ▶ Bid Specifications ▶ Bid Documents ▶ Paperwork 	<ul style="list-style-type: none"> →Specifications and Bid Documents, →Award Bid completed. Notice to award sent, waiting for bonding, insurances from contractor. Set preconstruction meeting. →Work will start and be completed the week of November 13 – 17. →<u>Work is completed, Need final invoice.</u> 	Done
Construction of Bucklin Park	<ul style="list-style-type: none"> • Appraisal of Property • Property Transfer • Property re-zoned to Public • Bid Specifications • Bid Document • Advertise • Award 	Randy	April 07	<ul style="list-style-type: none"> ▶ Property ▶ Bid Specifications ▶ Bid Documents ▶ Paperwork 	<ul style="list-style-type: none"> →Received Appraisal of Property, Property in Escrow. Once donated, City will rezone to Public, and work can start. →Final escrow documents signed. City engineer working on bid. →Working with Nat Park on using Bucklin Park as a demonstrative Garden. 	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Construction of Bucklin Park, cont.	<ul style="list-style-type: none"> • Pictures, • Interviews • Inspections • File paperwork 				<p>→Pre-cast work re-evaluated, waiting for engineering reports. Received cost on sculptures, and garden design. Waiting for cost estimate of flat work, solar, and lighting.</p> <p>→<u>Received cost estimates on flat work and new precast rock benches.</u> <u>Waiting on cost estimates and specification on electrical and solar before putting project out to bid.</u></p>	
Curb, Gutter, Sidewalk Project: Historical Society	<ul style="list-style-type: none"> • Survey • Bid Specifications • Bid Document • Advertise • Award • Pictures • Interviews • Inspections • Complete and file paperwork 	Randy Danny	Dec 06	<ul style="list-style-type: none"> ▶ Survey ▶ Bid Specifications ▶ Bid Documents ▶ Paperwork 	<p>→Property has been survey, bid specifications, bid, and project awarded. Seeking additional funds from 1st District, and waiting on Contractor to start.</p> <p>→Issue developing with contractor. May need to re-bid.</p> <p>→Project completed</p>	Done
Rehab Art Gallery:	<ul style="list-style-type: none"> • A's & B's from ECD • Bid Specifications • Bid Document • Advertise • Award • Pictures • Interviews • Inspections • Complete and file Paperwork 	Randy Artist Guild	April 07	<ul style="list-style-type: none"> ▶ Bid Specifications ▶ Bid Documents ▶ Paperwork 	<p>→Met with Artist Guild. Waiting for scope of work. Meeting October 4th,</p> <p>→Federal environmental for flood zone review done by ECD. To take 3–4 months.</p> <p>→Met with Artist Guild, scope of work sent to ECD for Environmental by HUD.</p> <p>→<u>Federal review completed, contracts given to Artist Guild, City engineer working on bid specifications and surveying of property. Bid documents out in February.</u></p>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Swimming Pool Restroom Rehab Project: Luckie Park	<ul style="list-style-type: none"> • A's & B's from ECD • Bid Specifications • Bid Documents • Advertise • Award • Pictures • Interview • Inspections • Complete and file Paperwork 	Randy	Mar 07	<ul style="list-style-type: none"> ▶ Bid Specifications ▶ Bid Documents ▶ Paperwork 	<p>→New Project Staff working design and cost estimates, and possibly do part of the work in house. If done in house start in Nov.</p> <p>→Bid specifications to go out in Nov, with staff doing work in Dec, on the roofing of the pool house, with plumbing and hot water heaters to follow.</p> <p>Bid specifications have been awarded to roofing, construction supplies, trusses, & partitions. Bids to go out are on demand water heaters, showers, & tile work. Work has already started and will continue during Dec and January.</p> <p><u>→Roof installed on pool, restrooms, and buildings painted. Roof on snack bar next, along with going out to bid for plumbing work, and tile work in February.</u></p>	
Creation of Master Plan: Stanley Park	<ul style="list-style-type: none"> • Draw Plan • Approval of Sub • Drawn by Charles Abbott • Approval of Planning and City Council 	Randy Alex Danny	Mar 06	<ul style="list-style-type: none"> ▶ Site Map Drawing ▶ Sub Committee Engineer Drawings ▶ Final Adoption 	<p>→Park Sub Committee met</p> <p>→Correlation with County and draft conceptual design being reviewed. Met with County Library, working on Rule 20 for undergrounding of electrical, plans at engineering for drawing.</p> <p>Basic design of water play and playground completed.</p> <p><u>→Information given to City engineer for drawing.</u></p>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Carpet Project: City Hall	<ul style="list-style-type: none"> • Contact Carpet Company • Cost estimate • Decisions • Bid Specifications • Bid Documents • Advertise • Award • Inspections • Complete and file Paperwork 	Randy Mike	Nov 06	<ul style="list-style-type: none"> ▶ Cost Estimate ▶ Bid Specification ▶ Bid Document ▶ Complete paperwork 	<p>→Contacted local flooring company and waiting for cost estimates. Draw up bid specifications, and put out to bid.</p> <p>→Bids returned. Installation date in October. Start work on October 16 with tiling of Men's Restroom. Work scheduled to be complete by end of October.</p> <p>→Project complete</p>	Done
Decision to Rehab or Demo: Old Motel at Knott's Sky Park	<ul style="list-style-type: none"> • Cost estimate for Rehab • Cost estimate for demolition • Council Direction 	Randy Bobby Michael	Jan 07	<ul style="list-style-type: none"> ▶ Cost estimate for Rehabilitation, demolition of building ▶ Survey of available grant funding 	<p>→Getting cost estimates to Demo building(s).</p> <p>→Getting cost estimate to rehab.</p> <p>→Item to go before Council in January for Council Direction</p> <p>→<u>Park Task Force met.</u></p> <p><u>Recommendation for demo on Feb. 13th agenda.</u></p>	
Decision to Rehab or Demo: Pioneer Park Building	<ul style="list-style-type: none"> • Cost estimate for Demo • Decision of Direction • Bid Specification • Bid Documents • Award Bid • Complete Paperwork 	Randy Bobby Michael	Jan 07	<ul style="list-style-type: none"> ▶ Cost estimate for Demolition, letter from FD 	<p>→Getting cost estimates to Demo building(s).</p> <p>→Getting cost estimate to rehab.</p> <p>→Item to go before Council in January for Council Direction</p> <p>→ <u>Park Task Force met.</u></p> <p><u>Recommendation for demo on Feb. 13th agenda.</u></p>	
Identify Public Arts Funding	<ul style="list-style-type: none"> • Public Arts Advisory Committee meetings at least quarterly • Identify potential funding for the Arts 	Randy Alex	Jun 07	<ul style="list-style-type: none"> ▶ Research on Other Cities 	<p>→Creating schedule of meetings</p>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Creation of PAAC Registry of Art & budget	<ul style="list-style-type: none"> Catalog 50% of existing public art in City Creation of a budget 	Randy	Jun 07	► Catalog	<p>→New Project</p> <p>→<u>Accepting of 4 Simi Dabah art sculptures to go to PAAC in Feb., City Council in March.</u></p>	
Conduct Planning for Purchase Recreation Software	<ul style="list-style-type: none"> Create bid for purchase of recreation software 	All	Jun 07	► Recreation Ware Software	<p>→New Project</p> <p>Working with several companies to look at design, fit, and cost. Demo one program next week.</p> <p>→<u>Optimal software located. Awaiting budget cycle.</u></p>	Done
Develop Audio Visual System: Community Services Building	<ul style="list-style-type: none"> Review objectives Review products available Develop a budget for FY 07-08 	Randy Michael	Jun 07	<ul style="list-style-type: none"> ► Input from Department Heads and community leaders ► Product catalogues 	<p>→Met with design consultant, cost estimates back in late October.</p> <p>→Met with Comp View to review cost estimate and design. Working with local vendor on City Hall improvements.</p> <p>→<u>Installation of new projector and screen at City Hall. Waiting on Comp View for community center information.</u></p>	
Improve Senior Activities	<ul style="list-style-type: none"> Attending Senior Site Council Meetings Facilitate relationship between site manager and site council 	Randy Michael	Jun 07	<ul style="list-style-type: none"> ► Reach Out MB agreement ► Site Council Bylaws ► Agreement with Nutrition 	<p>→Attended Sept, Oct, and Nov Senior Site Council meetings.</p> <p>→Worked through library usage issue.</p> <p>Should receive new version of senior by laws this month. Attend meeting Dec 10th.</p> <p>→<u>Met in January and working on code of conduct for seniors.</u></p>	

FINANCE DEPARTMENT

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Audit F. Y. 2005-2006	<ul style="list-style-type: none"> Prepare books for closing, prepare work papers for auditors. 	Finance Director & Finance Staff	Aug 06	► Staff time	<ul style="list-style-type: none"> →Gathering needed information and preparing books. →Audit conducted 	Aug 06
Street Report	<ul style="list-style-type: none"> Prepare report to State Controller showing use of street-related funds. 	Finance Director & Staff	Sept 06	► Staff time	<ul style="list-style-type: none"> →Need to wait until audit is complete to have final information. →Street report completed 	Sept 06
Controller's Report	<ul style="list-style-type: none"> Prepare report for State Controller, Source & use of all funds other than RDA 	Finance Director & Staff	Sept 06	► Staff time	<ul style="list-style-type: none"> →Need to wait until audit is complete to have final information. →Controller's report completed 	Sept 06
Statement of Indebtedness	<ul style="list-style-type: none"> Report to County Auditor/Controller of RDA revenue, exp, and debt. 	Finance Director & Staff	Oct 06	► Staff time	<ul style="list-style-type: none"> →Need to wait until audit is complete to have final information. →Audit is complete. Report filed 	Oct 06
RDA Controller's Report	<ul style="list-style-type: none"> Prepare report for State Controller, Source & use RDA funds. 	Finance & Planning Directors & Staff	Dec 06	► Staff time	<ul style="list-style-type: none"> →Need to wait until audit is complete to have final information. →Awaiting forms from state →All information available. Will complete by 12/31/06. →<u>Report completed and submitted</u> 	Dec 06
Comprehensive Annual Financial Report (CAFR)	<ul style="list-style-type: none"> Formal annual report of City financial results for F.Y.E. June 30, 2006 	Finance Director, Staff & Auditors	Dec 06	► Staff time	<ul style="list-style-type: none"> →Need to wait until audit is complete to have final information. Much of this work is done by the auditors. →Auditors working on project →Auditor reviewing draft →<u>Project complete.</u> 	Dec 06

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Establish Citizen Corps Council.	<ul style="list-style-type: none"> The City needs to establish a council in order to take advantage of future grants for Homeland Security 	Finance Director, Staff & Fire Dept.	Feb 07	► Staff time	→New Project	
National Incident Management System (NIMS) Training	<ul style="list-style-type: none"> All Employees, and the City Council need to be trained in NIMS at certain levels. 	Finance Director & Staff	<u>Jun 07</u>	► Staff time	→Schedule training →County has postponed classes until early 2007 → <u>Training schedule provided to Dept. Heads. One training per month.</u>	
National Response Plan (IS 800)	<ul style="list-style-type: none"> All employees who may be tasked or directed to respond during an emergency need to be trained. 	Finance Director & Staff	<u>Jun 06</u>	► Time Only	<u>→IS 800 training to be completed after NIMS training.</u>	
ERMA Team	<ul style="list-style-type: none"> Establish a team of 3 to 5 employees to receive and review harassment grievances. 	C.M. Fin. Dir & Pers. Dir	Dec 06	► Time Only	→Meet with City Manager and Personnel Dir. → <u>ERMA Team established and trained</u>	Dec 06
IIPP Training	<ul style="list-style-type: none"> Go over the Illness and Injury Prevention Program with all employees. 	C.M. Fin. Dir & Pers. Dir	Nov 06	► Time Only	→Need to establish time to meet with employees. →Staff will be trained at Nov meeting → <u>Staff trained Nov 8th</u>	Nov 06
Golden Guardian	<ul style="list-style-type: none"> Plan and execute an emergency exercise for Nov. 14 to 17. 	C.M. & all dept heads	Nov 06	► Staff time	→Planning underway to develop a training scenario → <u>Golden Guardian training performed with Town and Red Cross assisting</u>	Nov 06

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<i>PROJECT</i>	<i>ACTION REQUIRED</i>	<i>STAFF</i>	<i>TARGET DATE</i>	<i>RESOURCES REQUIRED</i>	<i>STATUS</i>	<i>Task Done</i>
Emergency Operations Plan	<ul style="list-style-type: none"> Update the emergency plan, send it to the State Office of Emergency Services and distribute to council & staff. 	Finance Director & Staff	Aug 06	► Staff time	→Plan has been adopted by City Council, and sent to State → <u>Plan being reviewed on a weekly basis in staff meetings</u>	Aug 06

PUBLIC WORKS DEPARTMENT

Last Updated—February 1, 2007

MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Identify and schedule roads to be improved by public works in FY 06-07	<ul style="list-style-type: none"> Meet with City Engineer, Community Develop Dir., Finance Dir., and City Manager to review City Pavement Management System Identify and prioritize work to be accomplished in FY 06-07 Schedule work and add projects to Management Action Plan 	Bobby Jose Richard Alex Michael Ron	Jun 07	<ul style="list-style-type: none"> Pavement Management System FY 06-07 Budget Calendar 	<ul style="list-style-type: none"> →City Engineer to have draft revision in front of Council for direction in Oct 10th meeting. →Revision completed <u>→Road reconstruction, overlays and slurry seals to be completed by contract. Date for bid is March.</u> 	
Safety Chips at Parks	<ul style="list-style-type: none"> Replace missing wood chips in playground area with new chips 	Bobby Jose	Jul 06	<ul style="list-style-type: none"> Public Works 	→Completed Project	Jul 06
Replacement Vehicles	<ul style="list-style-type: none"> Acquire bids from dealerships on vehicles 	Bobby Ron Michael	Aug 06	<ul style="list-style-type: none"> Response from Dealerships 	<ul style="list-style-type: none"> →Waiting on final bids →On Council agenda Aug 8th →Vehicles delivered 	Sept 06
Facilities Management Plan	<ul style="list-style-type: none"> Hire consultant to inspect all City buildings and to create a Facilities Management Plan Create a 5 year capital budget for facilities 	Bobby Ron Michael	Jun 07	<ul style="list-style-type: none"> Scope of project 	<ul style="list-style-type: none"> →RFQ being created →Plan will be created in house <u>→Plan in draft mode</u> 	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Creation of a 5 year Professional Development Plan for Public Works Superintendent	<ul style="list-style-type: none"> Identify knowledge necessary for Public Works Superintendent Identify professional development available in industry Identify available resources Create plan 	Bobby Ron Michael	Jan 07	<ul style="list-style-type: none"> FY 06-11 Budgets and Projections Association information on professional development 	<ul style="list-style-type: none"> →Plan being developed →Draft completed 	
Weekly Planning Meeting for Public Works Management	<ul style="list-style-type: none"> Weekly planning meeting with management in Public Works Daily follow up on assignments 	Bobby Jose Bill Noel Michael	Ongoing	<ul style="list-style-type: none"> Calendar List of Duties 	<ul style="list-style-type: none"> →Meetings being held on Monday mornings at 10am <u>→Meeting date changed to Thurs at 1:30PM</u> 	Feb 07
Monthly "tailgate" safety meetings for all Public Works Employees	<ul style="list-style-type: none"> Create list of topics to be covered during 12 month period Submit schedule of topics to City Manager Keep minutes of meetings on site at Public Works 	Bobby Jose Bill Noel Michael	Ongoing	<ul style="list-style-type: none"> List of safety topics Schedule of topics Binder to retain minutes of meetings 	<ul style="list-style-type: none"> →Schedule of meetings being drafted for City Manager →City Manager reviewing draft <u>→First meeting held Dec 5th</u> <u>→Meetings ongoing.</u> 	Feb 07
Evaluation of Fleet Management software	<ul style="list-style-type: none"> Identify software on the market Identify optimal software for current and future use at City Correlate software selection/usage with County Maintenance Create agenda item for purchase of software in FY 07-08 	Bobby Jose	Jun 07	<ul style="list-style-type: none"> Information on software 	<ul style="list-style-type: none"> →Evaluation of software on market being conducted 	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Construction Plans to Renovate Storage Facility at Luckie Park	<ul style="list-style-type: none"> • Create plans to enlarge storage/work area at Luckie Park 	Bobby Jose Bill Michael Ron	Jun 07	<ul style="list-style-type: none"> ▶ FY 06-07 Budget ▶ Architect 	<ul style="list-style-type: none"> →Construction costs being estimated. Report due to management in Nov → Roof materials obtained thru CDBG grant. Staff to install in Dec & Jan 06 <u>→Roof installed.</u> <u>→Remained of renovation budget to be obtained in FY 07-08</u> 	Jan 07
Creation of a Materials Management System for Fuel	<ul style="list-style-type: none"> • Evaluate tracking of usage for fuel • Create a tracking system that prevents misuse 	Bobby Jose Michael Ron	Feb 07	<ul style="list-style-type: none"> ▶ Industry standards ▶ Monitoring systems 	<ul style="list-style-type: none"> →New Project <u>→Draft management system created</u> <u>Management system implemented and being monitored</u> 	Nov 06
Elimination of vehicle window tint in front windows	<ul style="list-style-type: none"> • Contract with local dealer to remove tint 	Bobby	Oct 06	<ul style="list-style-type: none"> ▶ FY 06/07 Budget ▶ vehicles 	<ul style="list-style-type: none"> →Negotiating with window tint dealers →One vehicle remains for tint removal →Project complete 	Oct 06
Renovation of exterior at City Hall	<ul style="list-style-type: none"> • Paint outside of City Hall • Provide new window tint at entrance to building 	Bobby Jose	Aug 06	<ul style="list-style-type: none"> ▶ Paint ▶ Window tint supplier/installer 	<ul style="list-style-type: none"> →Power washing the building and negotiating with window tint suppliers →Building painted and new window tint installed 	Aug 06

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Preventative Maintenance Plan for red zone of curbs	<ul style="list-style-type: none"> Schedule yearly preventative maintenance of red zones on curbs in August Paint in September/October/November curbs that didn't get fresh coat in August Perform preventative maintenance as scheduled 	Bobby Jose Noel Michael	Ongoing	<ul style="list-style-type: none"> ► Paint ► Calendar 	<p>→Maintenance of red zone of curbs currently in progress</p> <p><u>→Last red zone near Adobe and Two Mile to be painted in February</u></p>	
Create Schedule for Maintenance of Downtown Area, National Park Drive Median, Assessment Districts/HOAs, HWY 62 & Adobe Blvd	<ul style="list-style-type: none"> Identify maintenance to be performed and monitored Create a schedule to perform identified maintenance (quarterly) Submit schedule to City Manager Perform maintenance as scheduled 	Bobby Jose Noel Bill Michael	Jun 07	<ul style="list-style-type: none"> ► Correlation meeting with City Manager to review expectation and budget ► Calendar 	<p>→Schedule being created for City Manager</p> <p>→Curbs in downtown area painted red where appropriate</p> <p>→Downtown area cleaned and weeds eradicated</p> <p>→HWY 62 from Stater Bros. to Downtown Area currently being cleaned up and weeds eradicated</p> <p>→HDI to provide for monthly cleaning and weeding of National Park Drive Median and Downtown Area.</p>	Jan 07



**CITY OF TWENTYNINE PALMS
STAFF REPORT**

6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799, Fax (760) 367-5400
plantech@ci.twentynine-palms.ca.us

To: City Council
From: Community Development Director
Date: February 13, 2007
RE: PC 06-119 - An application by WD Partners on behalf of Rite Aid, for approval of a Conditional Use Permit and letter of Public Convenience and Necessity for the Off-Sale General permit of alcoholic beverages, located south of the Twentynine Palms Highway, west of Estrella Avenue, CG Zone, APN 0616-072-01, 0-02, -03, -04, -05 and -06, T1N, R9E, Section 31.

RECOMMENDATION: Conduct the Public Hearing, consider public comment, find the project Categorical Exempt pursuant to CEQA, adopt Resolution No. 07-03 and approve the letter of Public Convenience and Necessity, subject to the attached Conditions of Approval.

- | Attachments | |
|-------------|--|
| 1. | Resolution No. 07-03 |
| 2. | Letter of Public Convenience and Necessity |
| 3. | Conditions of Approval |
| 4. | Notice of Exemption |
| 5. | Radius Map |
| 6. | Aerial photo |

BACKGROUND: Present zoning for the property is General Commercial (CG). Currently the applicant has a Department of Alcoholic Beverage Control (ABC) permit for Off-Sale General at a location approximately one mile to the west. The applicant is seeking approval of a Conditional Use Permit to allow the off-sale of alcoholic beverages at a new location. The proposed use is allowed in the CG land use district, subject to review and approval of the Conditional Use Permit by the City Council.

On November 21, 2006, the Planning Commission approved a Conditional Use Permit for a 17,621 square foot, drive-through building. The previous approval did not include the Conditional Use Permit for alcohol sales or the Letter of Public Convenience and Necessity. The conditions are attached.

On February 6, 2007, the Planning Commission conducted a public hearing on this project. Following the hearing, the Planning Commission voted to recommend that the City Council approve the project.

CEQA Environmental Review

Pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guideline, the project, which consists of the permitting and licensing of an existing facility, is Categorical Exempt from further environmental review under state law.

Surrounding Land Use, General Plan and Zoning Designations

	Land Use	General Plan	Zone
Site	Commercial	CG	CG
North	Commercial	CG	CG
East	Commercial	CG	CG
South	Vacant	RS-4	RS-4
West	Commercial	CG	CG

General Plan

The CG land use district allows alcoholic beverage sales with a Conditional Use Permit. As conditioned the project is consistent with the General Plan Land Use Element.

Zoning

The CG zone allows alcoholic beverage sales with a Conditional Use Permit. The project is consistent with the zoning ordinance.

Parking

No additions or alterations to the approved building are proposed.

Site Characteristics

The subject site is a free standing retail store located on Hwy 62. The site will be fully improved.

Street Improvements

The previous project approval required street improvements. The conditions are attached for your review.

Traffic and Circulation

Because the project will not result in any new development, a traffic impact analysis was not prepared for this project.

Transit Service

The Morongo Basin Transit Authority has had an opportunity to review the original project. The applicant will construct full transit improvements as a condition of the original approval.

Conditional Use Permit

Pursuant to Section 19.30.050 of the Development Code, the City Council is required to make the following findings prior to approval of a CUP. The required findings are:

- A. That the proposed design and location of the conditional use and the conditions under which it will be operated are in accordance with the purpose of this Development Code, the zoning regulations applicable to the site, the City of Twentynine Palms General Plan, and other applicable development policies and standards of the City; and
- B. That the proposed design and location of the conditional use and the conditions under which it will be operated will not be detrimental to the public health, safety, or welfare, or materially injurious to uses, properties or improvements in the vicinity; and
- C. That the proposed site is adequate in size and shape to accommodate the use and integrate it with the existing and planned uses in the vicinity.

In approving an application for a Conditional Use Permit, the City Council may impose reasonable and appropriate conditions in order to achieve the purposes of this Code and to justify making necessary findings. Conditions may include, but shall not be limited to:

- A. Requirements for special building setbacks, open spaces, buffers, fences, walls and screening.
- B. Requirements for installation and maintenance of landscaping, and erosion control measures.
- C. Requirements for street and other infrastructure improvements and related dedications.

- D. Regulation of vehicular ingress, egress, and traffic circulation.
- E. Regulation of hours of operation or other characteristics of operation.
- F. Requirements for increased security.
- G. Requirements for periodic review.
- H. Requirements for special building design and features to enhance the visual impact and integrate the use into the community.
- I. Other conditions as may be deemed necessary to make the findings required by this Chapter.

Approval Process

The Planning Commission is the Review Authority and the City Council is the Approval Authority for the Conditional Use Permit and Letter of Public Convenience and Necessity. In recommending taking action to approve, the Commission must find that the proposed project is consistent with the General Plan. Because the subject property has the CG General Plan land use designation, the project, with Conditions of Approval, is consistent with the General Plan and Development Code.

CITY OF TWENTYNINE PALMS
CITY COUNCIL
RESOLUTION NO. 07-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA, APPROVING PC 06-119, AN APPLICATION BY WD PARTNERS ON BEHALF OF RITE AID FOR APPROVAL OF A CONDITIONAL USE PERMIT TO ALLOW SALE OF ALCOHOLIC BEVERAGES AND APPROVAL OF A LETTER OF PUBLIC CONVENIENCE AND NECESSITY, LOCATED SOUTH OF THE TWENTYNINE PALMS HIGHWAY, WEST OF ESTRELLA AVENUE, CG ZONE, APN 0616-072-01, 0-02, -03, -04, -05 AND -06, T1N, R9E, SECTION 31.

WHEREAS, an application was received from WD Partners on behalf of Rite Aid for approval of a Conditional Use Permit to allow alcoholic beverage sales in the CG zone; and

WHEREAS, the land use designation (zoning) for the subject property is General Commercial (CG); and

WHEREAS, the project represents the relocation of an existing permit for alcohol sales; and

WHEREAS, the proposal is for the sale of alcoholic beverages and a Letter of Public Convenience and Necessity; and

WHEREAS, with the proposed Conditions of Approval, the proposed project design is consistent with the General Plan and Development Code; and

WHEREAS, Pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guideline, the project, which consists of the permitting and licensing of an existing facility, is Categorically Exempt from further environmental review under state law; and

WHEREAS, the project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; and

WHEREAS, approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and

WHEREAS, the site is adequately served by all required utilities and public services; and

WHEREAS, a public hearing notice was published in a newspaper of record and a notice was mailed to all property owners located within 300 feet of the project site; and

WHEREAS, a public hearing was held by the Planning Commission on February 6, 2006; and

WHEREAS, following the public hearing, the Planning Commission, vote to recommend that the City Council approve the project: and

WHEREAS, a public hearing notice was published in a newspaper of record and a notice was mailed to all property owners located within 300 feet of the project site; and

WHEREAS, a public hearing was held by the City Council on February 13, 2006; and

WHEREAS, with respect to the Conditional Use Permit, the City Council finds that:

- A. The proposed site is located adjacent to the Twentynine Palms Highway and will therefore not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
- B. The subject site is adequate in size to accommodate the proposed use.
- C. The shape of the parcel is typical, and allows for orderly development such as the proposed use.
- D. With the recommended conditions, the proposed project will meet the objectives of the General Plan and CG land use designation.
- E. The proposed project, as conditioned, does not conflict with and is consistent with the goals and objectives of the Twentynine Palms General Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Twentynine Palms adopts the Categorical Exemption, adopts Resolution No. 07-03, and approves the Conditional Use Permit, subject to the attached Conditions of Approval and approves the Letter of Public Convenience and Necessity.

APPROVED AND ADOPTED THIS 13TH DAY OF FEBRUARY 2007.

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

Joel Klink, Mayor

ATTEST:

Charlene L. Sherwood CMC, City Clerk

I hereby certify that the foregoing is a true copy of Resolution No. 07-03 duly adopted by the City Council of the City of Twentynine Palms in a meeting held on the 13th day of February, 2007 in Twentynine Palms, California.
Dated this 14th day of February, 2007.

Charlene L. Sherwood CMC, City Clerk

DRAFT

February 14, 2007

Department of Alcoholic Beverage Control
42-700 Bob Hope Drive
Suite 317
Rancho Mirage, CA 92270

RE: PC 06-119
Letter of Public Convenience and Necessity for Rite Aid, south of the Twentynine Palms Highway (Hwy 62), for a liquor license for On-Sale General.

At their regular meeting on (date), the Twentynine Palms City Council reviewed a request from WD Partners on behalf of Rite Aid, for a Conditional Use Permit to allow the sale of alcoholic beverages and for the issuance of a Letter of Public Convenience and Necessity for a liquor license for On-Sale General, at the above referenced facility in Twentynine Palms. After considering the request, the City Council approved the Conditional Use Permit and issuance of the Letter of Convenience and Necessity. This action is recorded in the official minutes of the meeting.

The case files related to this application will be retained at the Community Development Department at City Hall and are available for inspection during business hours. Any questions regarding this action should be directed to the City Clerk or the Community Development Department.

Sincerely,

Brenda Simmons
Community Development Technician

cc: WD Partners/ Rite Aid



STAFF REPORT

February 13, 2007

To: City Council via City Manager
From: Finance Director
Subject: Transient Occupancy Tax Audits

RECOMMENDATION

The City Council approve triennial transient occupancy tax audits

BACKGROUND

The City of Twentynine Palms charges a tax on short term rentals within the City. The tax is based on a percentage (currently 9%) of the rental.

In the past, hotels, motels, recreational vehicle parks and the like have collected the tax and forwarded it to the City quarterly, along with a report. The City Ordinance refers to all these entities collectively as “hotels”. The City has never performed audits on any of these reports. Most Cities that have a significant amount of transient occupancy tax revenue submit the receipts to periodic audits.

City staff will, with the approval of the City Council, establish an administrative policy for auditing these taxes. The policy would initiate a program with the goal of performing an audit on each “hotel” with significant taxes to an audit every three years. The work will be done by the firm of Certified Public Accountants that perform the annual audit of the City’s books, and will be incorporated into the audit agreement.



Staff Report

Attachments: Eligible Proposal List

FEBRUARY 13, 2007

TO: CITY COUNCIL AND CITY MANAGER

FROM: COMMUNITY SERVICES DIRECTOR

SUBJECT: SELECTION OF A COMMITTEE TO DEVELOP A PRIORITY LIST OF COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSALS

RECOMMENDATION

The City Council select a committee to prioritize the submission of eligible Community Development Block Grant Projects for allocation of funds for 2007-2008.

BACKGROUND

Annually, the County of San Bernardino requests applications for use of Community Development Block Grant (CDBG) funds within the City of Twentynine Palms. Various community or governmental organizations throughout the City submit applications for CDBG funds. The deadline for submittal of applications for 2007-2008 was in December of 2006.

All projects are sent to the Economic and Community Development Department (ECD) and are reviewed for validity, and meeting application guidelines. Once reviewed, all projects that are deemed acceptable by ECD are sent back to the City for funding prioritization. The City received the Community Development Block Grant Projects the first week of February.

A workshop will be held prior to the February 13, 2007, City Council meeting to allow the entire Council to hear all the project proposals. Staff is inviting the City Council to submit a prioritized list to staff, listing their projects in order and the amount of funds allocated toward that project. Also, staff is recommending the Council to appoint the park subcommittee of Councilpersons Cole and Flock to form and sit on a committee with staff, to prioritize the lists and make a recommendation for funding to the City Council at the February 27, 2007.

The Economic and Community Development Department has indicated that the City should receive approximately \$150,000.00 to allocate toward projects in Twentynine Palms. Of the \$150,000, approximately \$22,500 can be awarded to Community Service Projects. The \$150,000 is \$8,000 less than last year. The ultimate funding decision for use of the Community Development Block Grant funds within the City, will be determined by the City Council.

Once City Council prioritizes the CDBG projects for funding, the projects are sent to the County Board of Supervisors for their approval in April, with funds becoming available in July.

The eligibility list, which gives a brief summary and project cost of each application are attached. Copies of the actual applications are available for review in the Council's office.

"We Create Community Through People, Parks and Programs"



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: February 13, 2007

SUBJECT: Offsite Right of Way and Legal Access for Subdivision Applications

RECOMMENDATION

That City Council receive the staff report and provide direction to staff.

Attachment

1. Sample Policy: Offsite Rights for Subdivision Applications

BACKGROUND

Currently, the City does not require that an applicant secure, or demonstrate a “good faith effort” to secure, offsite right of way and legal access for a project prior to scheduling a public hearing for tentative tract map approval. This results in a situation where the applicant is required, through conditions of approval, to secure right of way prior to construction of the subdivision.

Section 66462.5 of the Subdivision Map Act, the state law governing the subdivision of lands, requires that when a tentative tract map is approved, and the developer is subsequently unable to secure the necessary offsite right of way to provide access to a project, that a City Council may not refuse approval of a final map, and must either engage in eminent domain to secure the right of way to provide access to the project, or waive the condition.

The Council will recall that this procedure was utilized in connection with the recent Turtle Rock project. It was apparent to staff during this recent experience that the City Council has significant reservations about utilizing the eminent domain power. Bearing in mind that four affirmative votes are required to exercise the eminent domain power, staff is concerned that situations may arise in which conditions related to offsite rights of way may have to be waived. This could result in significant detriments to the health, safety and welfare of residents in new subdivisions as well as the public at large. With this in mind, staff is seeking general policy guidance from the Council, and several alternatives have been prepared for the Council to consider.

ALTERNATIVES

Alternative #1 (Applicant Must Secure Right of Way)

This option would require the applicant to demonstrate it has secured all necessary rights of way prior to the approval of the tentative map. Absent such evidence, or an extraordinary circumstance which would justify excusing this requirement, staff would recommend denial of the tentative map on the basis its approval would be contrary to the public health, safety and welfare. There are a number of findings required to deny a map, and the lack of rights of way would fit into a number of them (i.e, a finding that the site is unsuitable for the planned development would be warranted by the lack of adequate rights of way/access.).

Alternative #2 (Good Faith Effort Prior to Tentative Tract Map Approval)

This option would require the applicant to demonstrate it has secured all necessary rights of way prior to the approval of the tentative map, or demonstrate a “good faith effort” to secure right of way, prior to that time. Absent such evidence, or an extraordinary circumstance which would justify excusing this requirement, staff would recommend denial of the tentative map on the same basis as noted above.

The “good faith effort” would be defined by policy, and could include such requirements as the applicant needing to obtain an appraisal on the property, as well as the documentation of reasonable offers made to the property owner. A sample policy from the City of Victorville, illustrating some of the principles of this alternative, is attached to this agenda item.

Alternative #3 (Good Faith Effort After Tentative Tract Map Approval)

This is the City’s current policy. The applicant is required to secure the right of way, or provide a “good faith effort” as a condition of approval of the tentative subdivision map. Under the Subdivision Map Act, this alternative presumes that if the applicant is unsuccessful in securing needed right of way, the City will either engage in the eminent domain process to facilitate acquisition, or that the City will waive the condition requiring the provision of right of way.

The City Attorney, City Engineer, and City Community Development Director will be available during the presentation of the agenda item for comment and questions.

FISCAL IMPACT

None. All costs associated with right of way acquisition, including legal, engineering, and staff costs are reimbursed by the applicant.



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: February 13, 2007

SUBJECT: Demolition of Abandoned Buildings

RECOMMENDATION

That the City Council approve the demolition of the former Knott's Sky Park Motel, located in the City's Knott's Sky Park, and five buildings located on City property that will become Pioneer Park at the corner of Adobe and Sullivan.

BACKGROUND

Knott's Sky Park Motel

The former Knott's Sky Park Motel was used by the Knott family as a retreat to enjoy the rural desert climate. The property once included at that time an active private airstrip and was planted with various types of horticulture.

Currently, the property surrounding the former Knott's Sky Park Motel is developed as a public park, with a baseball diamond and covered picnic/barbeque area, as well as abundant grass landscaping. The airstrip and most of the preexisting landscaping has been removed or replaced.

The Knott's Sky Park Motel is boarded up and in complete disarray. It has been vandalized both inside and out and the property has visible evidence of rodent and other pest infestation. There is evidence of dry rot and possible compromised structural elements including the foundation/slab. It is evident the building has had renovation and repairs that have altered the original fabric of the construction over the years. The building does not appear to be ADA compliant or meet current standard building codes.

RDK Consulting, Inc. estimates the conservative budget to restore the building at \$982,400.00. Over the past two years staff has attempted to locate funding for the restoration of the building but has not been successful.

The Twentynine Palms Historical Society have expressed that they have no plans to restore the building, and would not be opposed to its removal.

Due to the condition of the building, the lack of monies or designated purpose for its restoration, and its location in a park surrounded by a residential neighborhood, the Park Task Force recommends the demolition of the building.

Attachments

1. Picture of Knott's Sky Park Motel
2. Picture of buildings at Adobe and Sullivan

Buildings at Planned Pioneer Park

The buildings at the southwest corner of Adobe and Sullivan appear to have been a rural gas station and country store built in approximately 1929. As explained to City staff, the last known use of the buildings was as a bar. There are other structures that appear to have been constructed at different times and do not really relate to the original primary structures.

Currently, the structures are boarded up and abandoned. The property on which the buildings reside has acquired by the City for the construction of Pioneer Park.

The structures appear to have been renovated and repaired, which has somewhat altered the original fabric of the construction. The buildings do not appear to be ADA compliant or meet current standard building codes. The main building encroaches into the future street right of way and reduces sight visibility at the intersection, which are major impediments to any reuse.

RDK Consulting, Inc. estimates the conservative budget to restore the building at \$1,177,800. The location of funding for the restoration of these buildings has unsuccessful.

The Twentynine Palms Historical Society has been contacted in regard to these buildings and they have expressed that they have no plans to restore the building, and would not be opposed to their removal.

Due to the condition and location of the buildings, the lack of monies or purpose for their restoration, and their location in a future public park, the Park Task Force recommends demolition of the buildings.

FISCAL IMPACT

Staff estimates the cost of demolition for the aforementioned buildings to be the following (if the buildings are burned by fire department to reduce tonnage of material going to dump):

Knott's Sky Park Motel	\$40,000
Buildings at Adobe & Sullivan	<u>\$45,000</u>
Total	\$90,000

Staff recommends that the City budget for the demolition of the buildings in fiscal year 2007/08. If sufficient funding is not available for the demolition of buildings at both sites during fiscal year 2007/08, staff recommends the demolition of Knott's Sky Park Motel in fiscal year 2007/08, with demolition of the buildings at Adobe and Sullivan in fiscal year 2008/09.



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DATE: February 13, 2007

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Attachment #1



Current Picture of Knott's Sky Park Motel



Aerial of Knott's Sky Park

Attachment #1



Current Picture of Knott's Sky Park Motel



Aerial of Knott's Sky Park

Attachment #2



Aerial of Corner of Adobe and Sullivan