

Community Services Advisory Commission  
Regular Meeting  
City Hall - Caldwell Park Conference Room  
777 Cypress Avenue  
Redding, California  
November 14, 2012

## MINUTES

The meeting was called to order at 4:05 p.m.

### ATTENDANCE

The following Commissioners were present; John Wilson, Susan Hinz, Adam McElvain, Robert Brennan and Judy Salter. Also present were Community Services Director Kimberly Niemer, Deputy City Manager Greg Clark, Management Analyst Matt McCallum, and Executive Assistant Sarah Sheetz.

Chair Wilson introduced Commissioner Salter and welcomed her to the Commission.

### PUBLIC COMMENT

There were no comments from the public.

### CONSENT CALENDAR

The minutes from the Regular Meeting held on September 12, 2012, the monthly Parks Maintenance, Recreation Division and Tourism Activity Reports for September and October 2012, were presented.

**Motion:** To approve the Consent Calendar.  
(Made by Commissioner Hinz, Seconded by Commissioner McElvain)

**AYES:** Commissioners Wilson, Hinz, McElvain, Brennan and Salter  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**Motion Carries**

## **CONSIDERATION TO ALLOW CHRISTIAN CHURCH HOMES TO USE HALF OF LIBRARY PARK FOR CONSTRUCTION STAGING**

Chair Wilson recused himself from this topic and relocated to the rear of the room.

Director Niemer summarized the request from Christian Church Homes (CCH) to utilize half of Library Park for construction staging. She stated that in reviewing park reservations for the upcoming year the only significant user is MarketFest.

Willie Smith, the Operations Manager of the Lorenz Hotel Building addressed the commission. She advised that the building will be undergoing a \$13 million upgrade. The building currently has 78 senior apartments, but none have kitchen facilities. The renovation includes the addition of kitchens to the units, taking the number of units from 78 down to 60, and ADA upgrades to the interior of the building. The building sits on a zero lot line parcel that borders Library Park. The contractor requires a staging area for equipment, tools and building supplies.

Commissioner Brennan inquired how much of the park would be used. Ms. Smith advised a rectangular area from the end of the hotel up to Yuba Street, including the Carnegie Stage.

Commissioner Hinz inquired if the current residents will be displaced. Ms. Smith advised that the project is phased, so they hope to move the residents on-site. If that is not possible, a relocation consultant has been retained to assist them.

Commissioner Brennan inquired as to the start date for the construction project. Ms. Smith advised they are expected to begin construction in early to mid-December 2012.

Commissioner Salter inquired if the building management anticipates a lot of noise during the construction. Ms. Smith advised that they do not anticipate any more or less noise than the average remodel project. Commissioner Salter stated she had read in the newspaper that the residents were excited about the project. Ms. Smith concurred.

Director Niemer introduced John Truitt from the Viva Downtown board, which produces MarketFest in Library Park. Mr. Truitt advised that Viva Downtown is known for MarketFest, but that they participate in various other types of community enhancement. Viva Downtown has not decided where they may move MarketFest, and are confident the City will assist with permitting for an alternative location, if necessary. He stated that Viva Downtown is supportive of \$13 million project in downtown, because it fits with the mission of Viva Downtown.

Commissioner Brennan questioned if staff foresees any damage to the park as a result of the construction staging. Director Niemer advised that the encroachment permit agreement will require CCH to re-sod the lawn areas and replant the planters in the park in lieu of financial consideration for use of the park.

**Motion:** To recommend to the City Council to allow Christian Church Homes to use half of Library Park for Construction Staging  
(Made by Commissioner McElvain, Seconded by Commissioner Hinz)

AYES: Commissioners Hinz, McElvain, Brennan and Salter  
NOES: None  
ABSTAIN: Commissioner Wilson  
ABSENT: None

**Motion Carries**

*This item will be forwarded to the City Council for consideration at the November 20, 2012, City Council Meeting.*

Chair Wilson rejoined the meeting.

**PARK DEVELOPMENT IMPACT FEES**

Director Niemer provided a background on the policy work regarding impact fees. She stated that this is an important topic as park impact fees are the primary funding source for parks, trails, and open space projects. The 2004 Parks, Trails, and Open Spaces Master Plan laid the groundwork for the most recent update of park impact fees. Historically, impact fees were taken to City Council by individual divisions or departments. The City Council recently directed that all impact fees be reviewed and brought back for consideration as a group. A consultant team was hired to review the impact fees and prepare a report.

A draft of the consultant's report was provided to the commission, which provides the legal framework for the imposition of park impact fees. Park impact fees exist in many cities, and are a mechanism by which new development is charged to continue to provide park facilities as growth occurs. There are longstanding laws about how that process works, including that new development cannot be charged for a higher level of service than what exists today. The goal in the City of Redding's General Plan, which preceded the 2004 Parks Master Plan, is 10 acres per 1,000 residents. The current calculation has the City of Redding at 7.3 acres per 1,000 residents, which is the maximum rate that can be required of new development. The consultant was asked to review the analysis that goes into the components of the fee calculation. It looked at the inventory count, the cost estimating, and the census rates on how many occupants reside in each residence type. In the past, a base rate was charged and then a per-bedroom rate was added onto that. The current proposal moves to a flat rate for each type of housing unit. In addition, the construction cost inputs were updated.

Director Niemer also advised that there are currently several neighborhood parks planned in new subdivisions that have park credit agreements. When certain thresholds are hit, the developer is then responsible to design, or construct the park. These subdivisions include Shastina Ranch, Westridge, Salt Creek Heights, Bel Air Estates and Highland Park. The credits are secured by letters of credit from lending institutions.

Commissioner Brennan inquired how big is the park that is required for 400 units (i.e., Highland Park). Director Niemer advised that under the level of service in place at the time, a park of approximately 6 acres would be required. In the case of Highland Park, there was a negotiation that occurred because the location the developer wanted to dedicate as park land was not the location the City desired. The result was a slightly larger dedication than was required at a less desirable location. In the Highland Park subdivision, the park parcel is 7.2 acres

Director Niemer stated that the purpose of the fee program was to maintain the existing level of service, and that it will take significant outside resources in addition to the proposed park fees to achieve the 10 acres per 1,000 residents. Commissioner Brennan asked if the goal of impact fees was to acquire more park land? Director Niemer clarified that at this time, the funds are directed at construction, not acquisition. She stated that we have historically tried to keep Park in-lieu fee money for land acquisition. She stated that at this point, the goal of the Parks Master Plan is that we need larger parks with a range of amenities. With several large neighborhood parks in the works we don't anticipate purchasing land unless a unique opportunity should arise.

Commissioner Brennan inquired if there is currently a pool of money coming in that is set aside for acquisition? Director Niemer advised that Park-in-lieu funds are dedicated by quadrant and have been used for acquisition, but are not restricted to acquisition.

Recently, the City has been accepting land dedications with the large subdivisions rather than Park-in-lieu fees. Rivercrest Park is a good example of this process. The City has the option of taking the land dedication or Park-in-lieu fees when a map includes more than 50 units.

Director Niemer advised that the City had not built a neighborhood park with a developer until Rivercrest. Historically, the City was coming in after the fact and building out pocket parks. A focus of the Parks Master Plan was for neighborhood parks to be integrated into neighborhood design. When the City can partner with the developer on the construction, their park fees go a lot further and they can coordinate the mobilization and work force to build the park. It also guarantees that there will be a park in that neighborhood, and the City doesn't face the issues that it has faced in Lake Redding Estates and on Hemingway Street, where land was set aside for a park, but the park was not built.

Chair Wilson inquired if there is anything that says that the developer has to build the park within the development or can the City bank that money to buy a bigger piece of property somewhere and do some other project? Director Niemer advised that it is the City's option to take the fees or to take the land. Chair Wilson asked if the park has to be developed adjacent to the development? Director Niemer explained the City has the option to accept land or fees. Park-in-lieu fees must be spent in the quadrant for which they are collected, which may not be adjacent to the subdivision.

Chair Wilson asked if the City could purchase land and not develop it? Director Niemer advised land taken for park dedication is for park development at some point. The City should not accept land dedications it doesn't intend to develop and that is why the surplus process is cumbersome.

Director Niemer advised that this item is being brought to the Commission for review, while at the same time, there has been an advisory committee appointed by staff to work on all of the various impact fees. Park Impact Fees are unique in that CSAC has a charge to advise the City Council, while the other fees being discussed do not have a commission to report to, or to use as a sounding board. She stated a meeting of the advisory committee took place in the last several weeks, and that several discussions are taking place including looking at adjustments on land values, looking at commercial/industrial development and recognition that the City serves recreation needs beyond the population count of the residents. She stated that it is important to include CSAC in this early work of the fee study, as it is its charge to advise City Council.

Commissioner Salter inquired if the consultant's report was primarily a snapshot, but with no recommendations? Director Niemer requested that Kent Manuel, Senior Planner respond to Commissioner Salter's question. Mr. Manuel responded that the consultant is charged with taking the data and coming up with what is called the 'maximum justifiable fee,' based on standards and existing laws. Commissioner Salter inquired if it is a work in progress? Mr. Manuel concurred that the draft report is very much a work in progress.

Commissioner Hinz inquired as to what it is the Commission is being asked to do at this time?

Director Niemer advised that her expectations for today's meeting would be for CSAC to advise if it has any additional questions, or if there is more work it would like staff to do. She assured the Commission the report would come back to the CSAC at least one more time prior to going to the City Council.

Commissioner Brennan asked for a line item explanation of the Park Standards and associated costs.

Analyst McCallum went through the appendix of the consultant's report. He explained that the Level of Service for the Park Inventory is computed using only developed acres. Frisbee golf courses are not included in the developed acres, however constructed trails are included.

Analyst McCallum explained that the fee methodology is based upon construction cost to produce a 5-acre park, and then divide that against future development at 7.3 acres per thousand residents. He stated that utilizing census data, 410 homes should provide 1,000 residents.

A summary of the construction cost estimate for a 5-acre park was included in the staff report. Commissioner Hinz asked if the figures were based on prevailing wage? Analyst McCallum stated yes. Director Niemer advised that the costs in the spreadsheet are based on parks that are part of park fee credit agreements, or 'partnership parks.' These parks are not subject to some of the cost typically associated with public works projects. For a large neighborhood 5-acre park, the cost is approximately \$378,000/acre to construct a park with the subject amenities. The amenities included are the same as listed in the park standards in the Parks Master Plan.

Director Niemer advised that these are relatively basic parks, including fields, play structures, etc. They do not include water spray parks, field lighting, etc. They do however, include bathrooms. Bathrooms are an item that come up time and time again as an amenity residents want at parks.

Chair Wilson inquired if a recent model was available for the cost estimates? Analyst McCallum advised yes, Rivercrest Park was used as a model.

Analyst McCallum summarized that the estimated park acquisition cost per acre is \$104,000. The number had previously been computed in 2007 at \$132,000, so the consultant looked at the last 5 years of assessment tax data, and reduced the number by 21% based on decreasing land valuations. The reduction in land value was a difficult number to come up with as there have been so few real estate transactions that do not involve foreclosures or bank owned properties in the past few years.

Chair Wilson asked home builder Jeb Allen the valuation of one acre of bare land. Mr. Allen advised that they are factoring bare land at approximately 60% of the purchase price. The typical purchase price of a lot in his subdivision is approximately \$25,000. Mr. Allen figures that lot is now worth approximately \$16,000- \$18,000, and there are approximately four lots per acre.

Analyst McCallum summarized that a 5-acre park costs approximately \$1.4 million. The draft proposal fee for a single family home of \$7,862.27 is slightly higher than that for a multi-family residence, which is \$6,271.81 due to higher occupancy rates in single family homes. In comparison with current fees, which assumes an average single family home has three bedrooms, and an average multi-family home has two bedrooms, a comparative fee is \$3,996.28, resulting in nearly a 100% increase based on the maximum justifiable fee. Commissioner Salter clarified that this is the maximum justifiable fee? Analyst McCallum confirmed yes, this is the maximum justifiable fee, the City Council could decide to charge up to that amount, or less than that amount. A lower fee would result in a lower level of service (level of service being defined as number of park acres per 1,000 residents).

Kent Manuel, Senior Planner, advised that CEQA would be an interesting topic. The 2000 General Plan called for service levels for parks at 10 acres/per 1,000 residents, although no one has challenged our CEQA documents and said that we are not as a community living up to our standards.

Analyst McCallum reiterated that the maximum justifiable fee is based on the current level of service. The City cannot use impact fees to increase the level of service. Chair Wilson stated that in essence we may never achieve the 10 acres per 1,000 residents. Analyst McCallum stated that other resources, such as grants, would be necessary to increase the level of service.

Director Niemer advised that when the Park Master Plan was done in 2004 there was a considerable jump in fees which were phased in. She stated that there was an expectation at that time that there would be outside funding, including the Redevelopment Agency, and a State Park Bond that was already underway. At this point, we don't have any similar funding sources. The Redevelopment Agency has been dissolved, and future State Park bond funds do not look promising. Recent opportunities to augment impact fees with outside sources have focused largely on maintenance projects without adding any acreage. Examples of these projects include the TR Woods Playground Project and the Fantasy Fountain Re-Creation, both of which improved already developed park acreage.

Jeb Allen with Palomar Builders introduced himself and voiced his opinion as a business person trying to provide opportunity to the building community. He stated that the numbers coming in on the Highland Park neighborhood park are coming in right where the estimates in the consultant's draft are at. He stated that as a builder it is difficult to perform another task, such as build a park, when you don't get any money for it. He stated that his company wants to do it, and is anxious to do it because that is what it signed up for. He stated that the owners and builders in the residential construction community are fighting to keep their homes right now. He stated that if they get slammed with a bunch of new fees the residential building may disappear. He acknowledged a good working relationship with Director Niemer and requested that CSAC be creative in how it implements any fee changes.

Commissioner Salter inquired how much of the fees get passed on to the consumer in the cost of the house? Mr. Allen advised that all of the fees get passed on to the consumer. Commissioner Salter inquired if a park makes a new home more attractive? Mr. Allen advised not necessarily, but that the majority of homeowners in the new subdivision are looking forward to the park. Commissioner Salter recalled that the park was influential in selling homes in the Rivercrest neighborhood, and that the absorption rate was much faster because of the park.

Audience member Mary Machado expressed disappointment that this report is on the CSAC Agenda. She stated that she is on the advisory committee and would never have suggested that this report be presented to CSAC because the committee has asked the consultant to do a lot more work and that the committee has not seen this report. Commissioner Brennan inquired if the advisory committee is charged with park impact fees? Ms. Machado stated yes, the committee is an advisory group to the staff and they are working with the staff and the consultant to provide a recommendation to the City Council. She stated that she was not saying that CSAC does not need to know what is going on, but that the report is premature and doesn't say anything about what the advisory group told Director Niemer and Analyst McCallum, which was that this is not going to fly, it is too high, go back to the drawing board and see what you can do to get the fees closer to where they are now. She stated that the standard is the highest in the state. She stated that many cities have no park impact fees at all. She stated that the Parks Master Plan will have to be updated if that is the only way to get the fees down.

Senior Planner Manuel, who is working with the advisory committee, advised that Ms. Machado is speaking on her own behalf and is not representing the committee. He stated the committee has not formed any formal opinion related to park impact fees. Ms. Machado agreed that no opinion has been formed because the committee's work is not done.

Commissioner Hinz clarified that there are two driving forces for the fees, the level of service and the amenities for the standard 5-acre park.

Director Niemer advised that the concept plan for the 5-acre park has a basketball court, playgrounds, a shade structure, playing fields and a restroom, which are basic park amenities. The information is being brought to CSAC in order to include them in the discussion. There is some work to do, and that work is in progress. There are many factors that weigh in to impact fees.

Chair Wilson stated that ultimately CSAC will have to approve park impact fee recommendations. He wondered if there were other ways to collect money for park fees, for example from commercial buildings. Commissioner Brennan inquired of Senior Planner Manuel if a comparison with other communities and what their standards are could be included in the consultant's report. Mr. Manuel responded that the consultant has been asked to look at eight other communities, however, they will not compare standards, they will simply provide a fee comparison to get a sense of where Redding relates as compared to other communities.

Commissioner Brennan inquired as to who came up with the cost estimates. Director Niemer responded that the consultant did the first round, and then staff compared it to City of Redding Engineering Division numbers and the Rivercrest Park experience. Differing numbers were reviewed and reconciled.

Chair Wilson inquired how much longer the advisory committee has to go. Senior Planner Manuel responded that once the committee is satisfied that the portion of the nexus study relative to parks is firm it will be ready to pass it off to CSAC. A total package will go to the City Council in summer 2013. Jeb Allen recommended that the Commissioners also look at the cost of homes per square foot for the comparison cities as well, and the ratio of fees as compared to the sales price of homes.

Chair Wilson asked if any of the Commissioners felt that they needed to approve the report at this time. Commissioner McElvain stated that he thought CSAC should accept the report as information only.

Commissioner Hinz stated that she appreciates getting the draft of the report, that she would rather see the information at the inception as opposed to midstream. She stated that she wants to hear what the advisory committee is doing. She wondered what would happen to the six existing agreements if the standards are changed now.

Commissioner McElvain stated that the one problem that he had with the report is the 21 percent reduction in land value, and that he does not think that is anywhere near accurate. He thought that residential properties are probably closer to 40 percent, and bare land closer to 50 percent. Sr. Planner Manuel stated that figure was obtained by talking with the Shasta County Assessor's office and with talking with major subdivision appraisers. There have not been enough bonafide sales of property to verify the accuracy of the figure.

**Motion:** To accept the Park Impact Fee Report as information.  
(Made by Commissioner Hinz, Seconded by Commissioner Brennan)

**AYES:** Commissioners Wilson, Hinz, McElvain, Brennan and Salter  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

## **Motion Carries**

Commissioner Salter commented that she thinks it is very important that CSAC work hand in glove with the fee impact advisory committee.

## **PRESENTATION - FANTASY FOUNTAIN RE-CREATION**

Director Niemer provided a presentation on the Fantasy Fountain Re-Creation project.

## **PRESENTATION - 2012 COMMUNITY CREEK CLEAN-UP**

Director Niemer provided a presentation on the 2012 Community Creek Clean-up.

## **PROJECT UPDATES**

The Gregory Trail project has begun, Steven Gregory has been out there with his equipment, working with staff. Progress is good.

Staff received a second call back regarding a grant application for a 'big kid' play structure near Jump River in Caldwell Park.

Lake Redding Park projects are getting underway.

Commissioner Salter inquired about the status of the gazebo in Lake Redding Park. Director Niemer advised that the project has had some new life breathed into and we hope to start next Spring.

Chair Wilson inquired on the status of the Kapusta property, Director Niemer advised that the road work for the Latona Road entrance has begun.

Chair Wilson inquired on the Recreation Management System (RMS). Analyst McCallum advised that new hardware is being purchased to prepare for RMS implementation. Software development is slow, but progressing.

## **COMMISSIONER COMMENTS**

Commissioner Brennan inquired about the 1,000 plus people he saw in Caldwell Park last weekend, Director Niemer advised that it was the Turkey Bowl, which is the season finale for Redding Recreation's Flag Football league.

Commissioner McElvain inquired if there would be a meeting in December. Director Niemer advised that she was not sure at this point.

Audience member Val Long advised that she and Ginne Mistal are decorating the Civic Auditorium in cooperation with Advance Redding, Inc. She stated there were dozens of volunteers this year, and that she and Ms. Mistal will begin to phase out with the decorating next year, and the following year Advance Redding will probably be on its own. Ginne Mistal advised that there will be a Holiday Open House on December 17, 2012, at 7:00 p.m. which is themed 'Christmas Around the World.' Desserts from the various countries will be served.

Ginne Mistal advised that there is an ice skating rink coming in next year in October. She hopes that

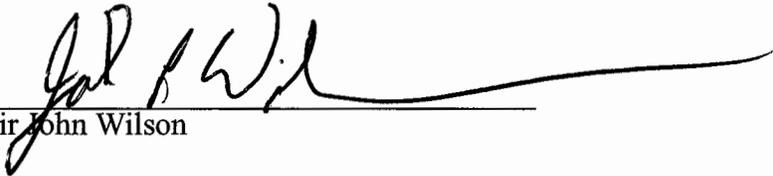
the community will support the rink.

**DIRECTOR COMMENTS**

There were no Director Comments.

**ADJOURNMENT**

There being no further business, Chair Wilson adjourned the meeting at 6:05 p.m.

A handwritten signature in black ink, appearing to read "John Wilson", is written over a horizontal line. The signature is fluid and cursive, extending to the right of the line.

Chair John Wilson