



**CITY COUNCIL AGENDA ITEM NO. I.2.i**  
**10/10/2023**

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**SUBJECT:** Consider a Request from Council Member Mendoza Establishing a Council Design Standards Committee.

**DEPARTMENT:** City Manager's Office

**STAFF:** Tim Ogden, City Manager  
Margaret Wimberly, City Clerk

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### **TITLE/RECOMMENDATION**

That the City Council consider and discuss the request from Council Member Mendoza establishing a Council Design Standards Committee.

### **FISCAL IMPACT**

The fiscal impact of this item would depend on how and when the committee meets and the direction it provides to staff. If the committee met in the evening, similar to the Land Use and Development (LUD) committee, the meeting would require staff overtime. Agenda items regarding a complex subject could incur outside consultant costs. Staff time would be paid out of the General Fund.

If a consultant or outside legal assistance were required, this would be an additional cost based on the hourly rates of those consultants. These costs could be \$1,200 or higher per meeting depending on the number of hours needed. This could also require an increase in the CIP budget for the Objective Design Standards (ODS) project (CIP #337-37258) and an amendment to the consultant's contract. The General Fund portion of the budget for this CIP project is \$140,000.

Staff will return with a General Fund Budget amendment request, if necessary, based on further direction and clarification received.

### **WORKLOAD IMPACT**

Based on Council direction on January 24, 2023, staff drafted Interim ODS, which were adopted by the City Council June 27, and the City has contracted with a consultant (the De Novo Group) to develop Permanent ODS. The Consultant has begun working on the project and staff will be asking LUD, the City Council, and the Planning Commission for feedback and direction on the Permanent ODS they would like the City to adopt in the next several months.



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Planning staff is currently at capacity with multiple long range planning projects, future Council agenda items, development applications, plan checks, etc. It is unclear at this time what the purview of the possible new committee would be, but if a Committee was formed to discuss and draft design standards separately from the Permanent ODS project already underway, staff does not have the capacity to work on separate projects related to design standards at the same time. Thus, the timelines of other projects would have to shift significantly to accommodate any additional work.

Further, if a committee were to provide direction that conflicted with or differed from the direction received from the City Council, Planning Commission, and/or LUD, it would cause delays and confusion for the Permanent ODS project.

Alternatively, if a committee were formed to periodically update the ODS in the future once they are adopted by the City Council, this would have no impact on the schedule for the ODS project.

**BACKGROUND**

Pursuant to Council Policy 110-1 Rule 4.4 (b)(2), this item has been placed on the agenda so that Council may discuss it and provide further direction to staff. Pursuant to Section 4.4, Council discussion is limited to whether staff time and City resources should be spent on the item and the time period for scheduling.

Should Council direct staff to spend time and resources on this issue, the draft scope of the committee and committee assignments will be brought to Council for consideration on January 9, 2023.

**CITY COUNCIL STRATEGIC INITIATIVE**

City of Brentwood Strategic Plan FY 2022/23 – FY 2023/24 Focus Area 4: Land Use Planning, Goal 1: Implement Zoning Ordinance update to maintain compliance with State law, including developing objective design standards (SB 330 compliance).

**PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

**DATE OF NOTICE**

Not Applicable.



**ENVIRONMENTAL DETERMINATION**

Not Applicable.

**ATTACHMENT(S)**

1. Previous Action