City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: SEPTEMBER 20, 2022**

FROM: **COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**
FIRE DEPARTMENT
PUBLIC WORKS DEPARTMENT
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
RIVERSIDE PUBLIC UTILITIES
FINANCE DEPARTMENT
GENERAL SERVICES DEPARTMENT
WARDS: ALL

SUBJECT: **WORKSHOP SERIES ON THE DEVELOPMENT ENTITLEMENT PROCESS: CONDUCT WORKSHOP 2 (BUILDING AND FIRE CODES - TRIENNIAL CODE ADOPTION PROCESS)**

ISSUES:

Continue the Workshop Series on the Development Entitlement Process and conduct Workshop 2: (Building and Fire Codes - Triennial Code Adoption Process).

RECOMMENDATIONS:

That the City Council:

1. Receive a report and provide input on the Development Entitlement Process Workshop Series; and

2. Receive a presentation on Workshop 2: Building and Fire Codes-Triennial Code Adoption Process.

BACKGROUND:

The land use entitlement process is the legal procedure in which real estate developers or landowners seek government approval to develop their land. Depending on the complexity and requirements of the projects, multiple City departments will be involved to ensure the projects meet state, local, and legal requirements that results in safe and secure development and mitigation of potential impacts.

The land use entitlement process can be lengthy. Applicants may be required to prepare technical studies related to traffic, storm water retention, noise, and air quality, just to name a few. These studies are prepared by the applicant's consultants and reviewed by City staff for compliance with the Riverside Municipal Code (RMC). During the process, the applicant will submit various permit applications and construction plans to demonstrate compliance with locally adopted building and fire codes, address various technical comments, conform to land use regulations, reduce, or eliminate variances, and meet parking, landscaping, lighting, setback, and other development standards.

The entire process for an applicant varies and can include an over-the-counter review and approval for simple projects, by-right submittals to building plan check, an administrative Development Review Committee (DRC) review, a Planning Commission review at a public hearing or a City Council review at a public hearing. More complex projects are reviewed by the Planning Commission and City Council, which require community engagement to ensure all voices are heard on a project.

The level of involvement will vary depending on the complexity of the project. In any case, project approvals ultimately lead to building permit issuance, the commencement of the construction and inspection process, and once successfully completed, the issuance of a Certificate of Occupancy that allows the safe use of newly constructed buildings and facilities.

DISCUSSION:

To provide City Council with a general overview of the development entitlement process, staff has prepared a series of workshops to discuss the various aspects of the process. Staff has prepared the workshop to include two parts:

1. Meeting 1 – Brief presentation at a City Council meeting on the topic.
2. Meeting 2 – Discussion with staff on the topic.

This approach will provide City Council with time to review the presentation and attachments to engage with staff at a subsequent meeting. This subsequent meeting could include answering questions or providing staff with recommended changes in the development entitlement process for consideration.

Table 1 details the planned workshops that would come before City Council that focus on the various steps involved to approve development projects.

Table 1: Development Entitlement Workshops:

Topic	Presenting Department	Tentative Schedule
Land Subdivision	Public Works	August 2022
Building and Fire Codes	CEDD, Fire	September 2022
Entitlements	CEDD	1st Quarter 2023
Capital Projects	Public Works, RPU, PRCS, Finance, and General Services	2nd Quarter 2023

Workshop 2: Building and Fire Codes will provide an overview of the triennial code adoption process which includes:

1. Purpose and Intent of Building Standards

2. State Building and Housing Laws, Fire Districts
3. California Code of Regulations (CCR) Title 24 – California Building Standards Code
4. Local Code Amendments
5. Fire Code Amendments
6. Building Code Amendments
7. 2022 Triennial Code Update (effective 1/1/2023)
8. Plan Review, Permitting and Inspection Process

All Departments involved in the City Council Training Series concur with this staff report.

STRATEGIC PLAN ALIGNMENT:

Providing a Workshop Series on the Development Entitlement Process contributes to **Strategic Priority 3 – Economic Opportunity and Strategic Priority 5 – High Performing Government.**

The Workshop series supports **Goal 3.3** – Cultivate a business climate that welcomes innovation, entrepreneurship, and investment. It also supports **Goal 5.3** – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Workshop Series is transparent as the public, Planning Commission and staff provide feedback to developers so they can construct successful projects that adhere to State and Local guidelines and the latest California Building Codes. Development Entitlements are also presented to City Council for final approval and allow the public and councilmembers to review the conditions of approval associated with the final map.
2. **Equity** – The information shared through the Workshop Series provides a step-by-step explanation of the development process, which demonstrate that all private development and capital projects follow the applicable statutes, ordinances, and policies, respectively. Equity is represented by a consistent, fair, and impartial application of applicable laws and policies. In instances where projects are reviewed by City Council, Planning Commission or other Boards or Commission, the project evaluation is presented in the form of published staff reports and presentations and allows for public participation.
3. **Fiscal Responsibility** - The Workshop Series is neutral towards this cross-cutting thread.
4. **Innovation** - The Workshop Series meets a community need to better explain the development entitlement process. Workshops are intended to lead to a better understanding of the development process. The workshops will help raise awareness of the process and facilitate discussions that may lead to new methods, ideas or products to best meet the community's changing needs and prepare for the future.
5. **Sustainability and Resiliency** - The Workshop Series helps the City meet housing figures and incorporates adopted building codes, planning requirements, and various departments' design guidelines to minimize a project's impact on the environment, roadway network, and community.

FISCAL IMPACT:

There is no fiscal impact associated with this Workshop Series for the City Council.

Prepared by:	Chris Christopoulos, Acting Community & Economic Development Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Example Building Code Ordinance
2. Example Fire Code Ordinance
3. Example Resolution of Express Findings
4. Presentation