



DATE: February 19, 2014

AGENDA ITEM # 4

**TO:** Design Review Commission  
**FROM:** David Kornfield, Planning Services Manager  
**SUBJECT:** Potential Joint Meeting with City Council

**RECOMMENDATION:**

Consider requesting a joint meeting with the City Council

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**BACKGROUND**

The City Council extended an open invitation to all commissions to meet jointly with them in March (March 4<sup>th</sup> or March 18<sup>th</sup>). The Commission is not required to have this joint meeting. If a meeting is requested, then it is likely that the City Council would like to discuss the Commission's draft work plan for the coming year.

**DISCUSSION**

The Commission's work is primarily work is to consider single-family development review applications for two-story construction and/or variances. The Commission's adopted work plan is attached for reference.

Staff is in the process of developing the annual project tour for this March, which should accomplish the plan. The Commission has also identified a potential assignment to review and consider updates to the Single-Family Design Review Guidelines. Staff recommends that a review of the Guidelines, if any, occur following the project tour.

Attached:

Design Review Commission 2013-2014 Work Plan

**DESIGN REVIEW COMMISSION**  
**2013/14 Work Plan**  
*(as of July 12, 2013)*

<b>Goal</b>	<b>Projects</b>	<b>Assignments</b>	<b>Target Date</b>	<b>Status</b>
Design Review Commission Functions	Development Review	<ul style="list-style-type: none"> <li>As per applications</li> </ul>	Varies	Ongoing
Education	Annual Project Tour	<ul style="list-style-type: none"> <li>Review past projects for lessons learned</li> </ul>	TBD	
	Single-Family Design Review Guidelines	<ul style="list-style-type: none"> <li>Review and consider updates</li> </ul>	TBD	