



**1 North San Antonio Road
Los Altos, California 94022**

M E M O R A N D U M

DATE: November 5, 2019
TO: City Council
FROM: Steve Golden, Senior Planner
SUBJECT: City Council-Design Review Commission Joint Meeting

Below is a summary of the Design Review Commission's (DRC) accomplishments between November 1, 2018 to October 16, 2019. The last joint meeting with the City Council was held on October 23, 2018. The Commission's 2019/2020 Work Plan is attached which is a continuation from the previous plan.

- The DRC held a total of 17 meetings over the past year.
- The DRC approved a total of 34 single-family residential development applications. This included 26 two-story design review applications, six variance applications, and two one-story design review appeals.
- The DRC continued 13 two-story design review applications with direction to make design changes/revisions and return for additional review. While staff did not track the specific disposition of continued items, most if not all of those applications typically return to the DRC with modifications to address DRC concerns and typically get approved.
- The DRC denied one two-story design review application and three variance applications. One variance application was appealed to the Council and Council upheld the DRC's decision.

Discussion Topics

- The DRC schedules frequent meetings and fulfills responsibilities for decision making on single family residential design review and variance applications.
- What are the community concerns? How does the DRC addresses neighbor's concerns and how are designs improved? What are tools and materials that the DRC suggests to communicate better design proposals with neighbors?
- When an application is continued and direction is given by the DRC, it typically results in modifications that improve the designs, addresses community concerns, and maintains neighborhood characteristics .

Attachment:

- A. Design Review Commission Work Plan – 2019/2020

DESIGN REVIEW COMMISSION
 2019/2020 Work Plan
 (11/05/19)

Goal	Projects	Task	Target Date	City Priority related to	Status
Goal #1	Review single-family design review and variance applications as prescribed by the Zoning Code	<ul style="list-style-type: none"> • Review projects for conformance with the required design review findings and the Single-Family Residential Design Guidelines 	Review applications as needed	Municipal Code requirement to conduct design review on all new structures and exterior alterations in single-family Zoning districts.	Ongoing
Goal #2	Provide input on codes and policies related to single-family Zoning districts	<ul style="list-style-type: none"> • Review and provide input on changes to City policy and code amendments related to single-family Zoning districts 	As needed	Municipal Code requirement to conduct design review on all new structures and exterior alterations in single-family Zoning districts.	Ongoing