



## MEMORANDUM

**DATE:** September 5, 2012  
**TO:** Design Review Commission  
**FROM:** David Kornfield, Planning Services Manager  
**SUBJECT:** GOALS AND OBJECTIVES 2012-2013

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### RECOMMENDATION

Recommend goals and objectives for 2012-2013 to the City Council.

### BACKGROUND

This memorandum is in preparation for the upcoming joint meeting with the City Council. The Design Review Commission's duties are outlined in the Municipal Code as follows (Section 2.08.010):

The Design Review Commission shall have those powers and duties granted it by other provisions of this Municipal Code, or as may be entrusted to it by the Council from time to time, and shall submit an annual report to the Council.

Additionally, in its role, the Commission applies our General Plan including but not limited to policies in the Community Design & Historic Resources Element and Housing Element. The pertinent goals of the General Plan are reflected in the required design review findings as well as the Single-Family Residential Design Review Guidelines.

### DISCUSSION

Except as assigned by the City Council, the Design Review Commission's workload is set by the Municipal Code requirement to review two-story, single-family residential construction and variances from the single-family zoning regulations. The Commission applies the required design review findings, Single-Family Residential Design Review Guidelines and applicable General Plan policies.

In addition to reviewing several design and variance applications, the Design Review Commission has held a design review orientation.

Typically, at the joint meeting, the Council accepts a brief report from the Commission Chair and sets its expectations for the next year. The joint meeting also provides a good opportunity to discuss any concerns with regard to the Commission's duties.