



DATE: April 17, 2013

AGENDA ITEM # 3

TO: Design Review Commission

FROM: David Kornfield, Planning Services Manager

SUBJECT: 2013 Goals and Objectives

RECOMMENDATION:

Review the goals and objectives for year 2013

BACKGROUND

This memorandum outlines the Design Review Commission's accomplishments and goals in preparation for the upcoming joint meeting with the City Council on April 30, 2013.

In terms of accomplishments, this past year the Design Review Commission reviewed 29 applications for single-family development for two-story structures and variances for single-family structures. Of those, one application was appealed to the City Council the approval of which was upheld. The Design Review Commission also received an orientation from staff on the design review process, the design review findings and the Single-Family Residential Design Review Guidelines.

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 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.

At the joint meeting, the Council typically 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.

Attachments:

None