

Meeting Date: 5-8-01

**AGENDA REPORT**  
City of Santa Clara, California

Agenda Item # 7A.10

Council   
Agency   
SOSA



**Date:** April 18, 2001  
**To:** City Manager for Council Action  
**From:** Director of Planning and Inspection  
**Subject:** Architectural Committee Procedures

**EXECUTIVE SUMMARY**

There has been discussion regarding the Architectural Committee's procedure for voting on matters brought before the Committee. Article 38 of the Zoning Ordinance establishes the Architectural Committee and defines that it shall be "composed of a member appointed by the City Council and two members of the Planning Commission appointed by the Chairman of said Commission. The appointments shall be made on a rotating basis." The Committee has utilized the concept of alternatives when regular appointed members cannot be present.

This question was brought into focus recently with a question on the matters at the Architectural Committee meeting of March 21, 2001. In the interest of the Council, Committee members, staff and the public all having an assurance of consistency in the process, the following guidelines might be considered.

- Any appointed member who cannot attend a scheduled meeting may be replaced by an alternate, which shall be appointed by a decision making body. An alternate for any member shall be from the same body as the member replaced.
- The Committee may only take action with a quorum present and a majority vote (Brown Act). Only a Committee member may vote.
- Each member or alternate acting on behalf of a member shall have one vote, for up to three votes on any action. A tie vote of two members shall be considered no action. (Section 38-2(f) addresses failure to render a decision).
- Any item may be continued by a vote of the Committee.
- Any other City Council or Commission member who attends the Architectural Committee meetings may provide advice to the Committee.

**ADVANTAGES AND DISADVANTAGES**

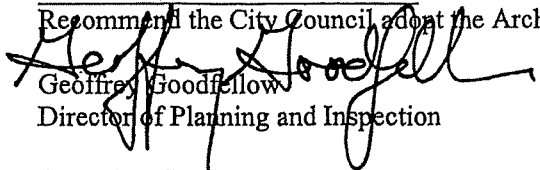
This approval would clarify Architectural Committee voting procedures and provide consistent guidelines for the Committee members and the public.

**ECONOMIC/FISCAL IMPACT**

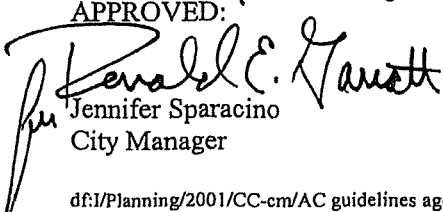
None associated with this request.

**STAFF RECOMMENDATION**

Recommend the City Council adopt the Architectural Committee voting procedures and guidelines.

  
Geoffrey Goodfellow  
Director of Planning and Inspection

APPROVED:

  
Jennifer Sparacino  
City Manager

MOTION was made by Diridon, seconded and unanimously carried, that, per the Director of Electric Utility (5/2/01), the Council **approve** the use of City Electric forces for the installation of facilities at 2199 Ronald Street and at Mathew Street, Reed Street and Lafayette Street. [File: City Forces]

MOTION was made by Diridon, seconded and unanimously carried, that, per the Director of Planning and Inspection (4/18/01), the Council **adopt the voting procedures and guidelines for the Architectural Committee.** [File: Planning and Inspection Department Miscellaneous]

MOTION was made by Diridon, seconded and unanimously carried, that, per the Director of Planning and Inspection (4/30/01), the Council **approve** and authorize the City Manager to execute an Agreement with Psomas in an amount not to exceed \$131,125 for development of a Geographic Information System plan. [File: Psomas Geographic Information System]

MOTION was made by Diridon, seconded and unanimously carried, that the Council **note and file** the following Informational Memos: Positive Federal Assessment of the City's Community Development Block Grant and HOME Programs (Director of Planning and Inspection - 4/30/01) [File: Community Services Federal Funding] and Extension of Term for Decision on Award of the Northern Receiving Station - 115KV Project (Contract #2242B) (Director of Electric Utility - 5/2/01) [File: Electric Department Miscellaneous].

MOTION was made by Diridon, seconded and unanimously carried, that the Council **note and file** the Minutes of the Board of Library Trustees for the meeting of April 2, 2001, and the Sesquicentennial Steering Committee for the meeting of April 2, 2001. [Files: Board of Library Trustees Minutes and Sesquicentennial Steering Committee Minutes]

PUBLIC HEARING: The Mayor declared the hearing open for consideration of the Water Rate Schedule for Fiscal Year 2001-02. The Director of Water and Sewer Utilities reviewed his memo (4/24/01) and recommendation for approval of Water Rate Schedule 2001-1 resulting in a 8% increase effective July 1, 2001. The Director of Water and Sewer Utilities made an electronic presentation regarding the justification for the proposed increase. Bob Mortenson addressed the Council regarding the increase. There being no further public input, MOTION was made by Diridon, seconded and unanimously carried, that the public