

RESOLUTION NO. 19-8651

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
AMENDING THE PROCEDURES FOR ARCHITECTURAL
COMMITTEE MEETINGS**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, the Santa Clara City Code vests the Santa Clara Architectural Committee with the authority to conduct architectural review of proposed signs, buildings, structures, and alterations;

WHEREAS, the Santa Clara City Code currently provides that the Architectural Committee shall be composed of two members of the Planning Commission, and a third member who is appointed by the City Council;

WHEREAS, the City Council has historically appointed one of its own members to the Committee, but is considering the appointment of a non-member starting in 2019;

WHEREAS, on May 8, 2001, the City Council adopted voting procedures and guidelines for the Architectural Committee, which provided that the Committee could only take action with a quorum of two members present. The procedures did not specify that the two members making up the quorum had to be from either the Council or the Planning Commission;

WHEREAS, in approximately 2003, the Architectural Committee began attaching a statement of procedures to its agendas, which provided that “[a]t least one City Council member and at least one Planning Commissioner must be present in order to establish a quorum for voting purposes”; and,

WHEREAS, the City Council now intends to revise the Architectural Committee procedures to restore the 2001 procedural language, which provides only that two members must be present for a quorum.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the City Council hereby adopts the Architectural Committee Procedures, attached hereto and incorporated herein by this reference.
2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 15TH DAY OF JANUARY, 2019, BY THE FOLLOWING VOTE:

AYES:	COUNCILORS:	Chahal, Davis, Hardy, Mahan, O'Neill, and Watanabe and Mayor Gillmor
NOES:	COUNCILORS:	None
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST: *Nora Pimentel*
For NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:
1. Architectural Committee Procedures [revised 1-15-2019]



City of Santa Clara

ARCHITECTURAL COMMITTEE PROCEDURES

[REVISED 1-15-2019]

LOCATION, DATE, and TIME OF MEETINGS

The Architectural Committee is comprised of three members and typically meets in the City Council Chambers, 1500 Warburton Avenue, Santa Clara, CA 95050. The meetings usually occur on Wednesday evenings at 6:00 p.m., according to a schedule published by the Planning Division.

AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the maximum extent feasible. Reasonable modifications in policies, procedures and/or practices will be made as necessary to ensure full and equal access and enjoyment of all programs and activities for all individuals with a disability. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should contact the City's ADA office (408) 615-3000, to discuss meeting accessibility. In order to allow participation by such individuals, please do not wear scented products to meetings at City facilities.

COMMITTEE POLICIES AND PROCEDURES

The Committee's policy is to limit discussion of each item to 15 minutes, except for complex proposals, at the Committee's discretion. The public may address the Committee on any item on the agenda when the Committee opens the item for comment. Members of the public are also provided with an opportunity to address the Committee on items within the jurisdiction of the Committee under Oral Communications at the end of the agenda. The Committee is precluded from action or extended discussion but may place an Oral Communications matter on the agenda of the next regular meeting. All Architectural Committee decisions are final unless appealed in writing to the Planning Division within seven days; appeals will be set for hearing before the Planning Commission. The Committee may only take action with a quorum present and a majority vote. Only a Committee member may vote. At least two Committee members must be present in order to establish a quorum for voting purposes. If you have any questions, please contact the Planning Division at (408) 615-2450.

COMMITTEE FINDINGS AND ACTIONS

In accordance with the provisions of the City of Santa Clara Zoning Ordinance, Sections 18.76.010 through 18.76.020 of the City Code for the City of Santa Clara, in order to grant architectural approval, the findings and determinations of the Architectural Committee shall be that the proposed development, as set forth in such plans and drawings to be approved, is based on the following standards of architectural design:

- (1) That any off-street parking areas, screening strips and other facilities and improvements necessary to secure the purpose and intent of this ordinance and the General Plan of the City are a part of the proposed development.
- (2) That the design and location of the proposed development and its relation to neighboring developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood, will not unreasonably interfere with the use and enjoyment of neighboring developments, and will not create traffic congestion or hazard.
- (3) That the design and location of the proposed development is such that it is in keeping with the character of the neighborhood and is such as not to be detrimental to the harmonious development contemplated by this ordinance and the General Plan of the City.
- (4) That the granting of such approval will not, under the circumstances of the particular case, materially affect adversely the health, comfort or general welfare of persons residing or working in the neighborhood of said development, and will not be materially detrimental to the public welfare or injurious to property or improvements in said neighborhood.
- (5) That the proposed development, as set forth in the plans and drawings, are consistent with the set of more detailed policies and criteria for architectural review as approved and updated from time to time by the City Council, which set shall be maintained in the Planning Division office. The policies and criteria so approved shall be fully effective and operative to the same extent as if written into and made a part of this ordinance.

The Architectural Committee may require the applicant or owner of any such proposed development, as a condition to the approval of any such proposal, to modify buildings, parking areas, landscaping, signs, and other facilities and improvements as the Architectural Committee deems necessary to secure the purposes of this ordinance and General Plan of the City, and may require guarantees and evidence that such conditions will be complied with by the applicant. If the Architectural Committee is unable to make the findings and determinations prerequisite to the granting of architectural approval pursuant to the standards described above, the application shall be denied.