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Title: Action on Amendment to Architectural Committee Procedures

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Attachments: 1. Resolution Amending the Procedures for Architectural Committee Meetings, 2. Architectural Committee Procedures, revised 1-15-2019, 3. 2001 Architectural Committee Procedures and Excerpt of Council Minutes, 4. Resolution No. 19-8651

Date	Ver.	Action By	Action	Result
1/15/2019	1	City Council and Authorities Concurrent	Adopted	Pass

REPORT TO COUNCIL

SUBJECT

Action on Amendment to Architectural Committee Procedures

BACKGROUND

The Santa Clara City Code (SCCC) vests the Santa Clara Architectural Committee with the authority to conduct architectural review of proposed signs, buildings, structures, and alterations. Currently, Section 18.76.020 of the Code 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. Historically, the City Council has appointed one of its own members to the Architectural Committee.

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. Around 2003, however, the Architectural Committee began attaching a different 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.”

DISCUSSION

Historically, the City Council has appointed one of its own members to the Architectural Committee. Expanding the pool of applicants to the broader community would allow the Council to appoint persons to the Committee with relevant expertise in architecture and design.

If the City Council appoints a non-member, it will be necessary to revise the Architectural Committee Procedures to delete the requirement that a Council member must be present in order to have a quorum. The proposed amended Architectural Committee Procedures would essentially restore the

2001 procedural language, which provides only that two members must be present for a quorum.

ENVIRONMENTAL REVIEW.

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no cost to the City other than administrative staff time and expense.

COORDINATION

This Report was coordinated with the Community Development Department and the City Manager’s Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Adopt a Resolution Amending the Procedures for Architectural Committee Meetings.

Reviewed by: Brian Doyle, City Attorney

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution Amending the Procedures for Architectural Committee Meetings
2. Architectural Committee Procedures, revised 1-15-2019
3. 2001 Architectural Committee Procedures and Excerpt of Council Minutes