



STAFF REPORT

AGENDA NO: 5c

MEETING DATE: April 27, 2019

To: Honorable Mayor, City Council, and Planning Commission

Date: April 27, 2019

From: Kevin Gardiner, Community Development Director – (650) 558-7253

Subject: Planning Commission Procedures and Protocol

BACKGROUND

The Annual Joint Meeting of the City Council and Planning Commission provides an opportunity for both bodies to review and discuss procedural issues and protocol.

DISCUSSION

On April 8, 2019, the Planning Commission held a study session to discuss particular procedural issues and protocol that had been raised this past year by either Commissioners or staff. In particular, the study session involved a discussion of:

- Timing of staff report deliveries;
- Absences, and the suggestion of canceling a Planning Commission meeting in the summer to accommodate vacations; and
- Architectural elements – metal roofs.

The staff memorandum and draft meeting minutes from the study session are attached for reference.

Beyond the matters discussed in the April 8th study session, the Neighborhood Consistency Subcommittee of the Planning Commission has been reviewing how to integrate various common single family design review practices and preferences into either the Zoning Ordinance and/or the Neighborhood Design Guidebook. Over time, the Commission has developed preferences for particular design elements such as plate heights, window design, and upper-level balcony dimensions. In each instance, the preference is derived from design review findings regarding compatibility with neighboring dwellings. Going forward, the intent is to express such preferences in writing, either as design guidelines (to be found in the Neighborhood Design Guidebook) or development standards (to be found in the Zoning Ordinance).

With the update of the Zoning Ordinance following the General Plan Update, there is an opportunity to integrate some of these preferences and practices into the R-1 single family development standards. However, it may be preferable for some or all of these items to be addressed in

amendments to the Neighborhood Design Guidebook in order to provide more flexibility to applicants and the Commission to respond to specific site and architectural conditions.

This discussion item provides an opportunity for the City Council and Planning Commission to review and discuss these matters, as well as other issues Councilmembers or Commissioners may want to raise.

FISCAL IMPACT

None.

Exhibits:

- April 8, 2019 Planning Commission Study Session Staff Report
- Draft April 8, 2019 Planning Commission Study Session Meeting Minutes
- Neighborhood Design Guidelines excerpt – Roof Design Component