



CITY OF SANTA BARBARA

ORDINANCE COMMITTEE AGENDA REPORT

AGENDA DATE: December 17, 2013

TO: Ordinance Committee

FROM: Planning Division, Community Development Department

SUBJECT: Single Family Design Board Quorum Amendment To Santa Barbara Municipal Code Section 22.69.010.C

RECOMMENDATION:

That the Ordinance Committee consider amending the Single Family Design Board conduct of meeting requirements to change the quorum standard to allow one licensed architect instead of two in establishing the minimum required four member quorum.

DISCUSSION:

Since being formed in 2007, the Single Family Design Board (SFDB) has been composed of seven members appointed by City Council. The composition of the Board requires two members to be licensed architects, one member to be a licensed landscape architect, three members who possess professional qualifications in fields related to architecture, landscaping or building design, and one member appointed from the public at large. The SFDB was created by City Council with its Board membership and composition originally intended to mimic that of the Architectural Board of Review (ABR). Due to a possible oversight, the ordinance quorum provisions for the number of licensed architects do not match. The SFDB quorum requirement outlined in SBMC 22.69.010.C is that two members be either a licensed architect or landscape architect. SBMC Section 22.68.010.C of the ABR ordinance only requires one member of the 4 member quorum to be a licensed architect.

Over the past two years, there have been several instances where SFDB meetings were cancelled due to the loss of a required quorum. The minimum two licensed architect quorum requirement was not achieved due a combination of the following reasons:

1. The number of licensed architects currently appointed on the SFDB (four of the seven members are currently unlicensed)
2. The possibility that two of the three licensed members would not be able to attend a meeting due to scheduled vacations or absences
3. The possibility that some of the current practicing licensed architects would need to step down on items where there is a conflict of interest.

Staff is recommending that the SFDB quorum standard be amended to match that of the ABR (see Ordinance Draft, Attachment 1). The SFDB Meeting Procedures would also be updated to reflect this minor quorum change.

The SFDB reviews projects in an excellent manner partly due to the wide range of experience and professional qualifications of the all the board members. The two week cycle between meetings, however, makes it more critical that meetings not be cancelled. Rescheduling of special SFDB meetings is not desirable and sometimes is not possible given conflicts with other meetings or commitments by advisory board members.

Planning staff and the SFDB support the ordinance amendment and believe that the change will prevent the possibility of future SFDB meeting cancellations due to a loss of quorum (see Attachment 2). The minimum four member quorum remains in effect which still allows for good decisions to be made by the remaining majority of board members. The change is expected to provide for better customer service for applicants and prevent delays in review of projects.

ATTACHMENTS: 1. Ordinance Draft
2. SFDB Minutes dated 11/4/2013

PREPARED BY: Jaime Limón, Design Review Supervisor

SUBMITTED BY: Paul Casey, Community Development Director

APPROVED BY: City Administrator's Office

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING SECTION 22.69.010 OF THE SANTA BARBARA MUNICIPAL CODE RELATING TO THE CONDUCT OF MEETINGS OF THE SINGLE FAMILY DESIGN BOARD.

THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 22.69.010 of Chapter 22.69 of Title 22 of the Santa Barbara Municipal Code is amended to read as follows:

22.69.010 Single Family Design Board.

A. **PURPOSE.** A Single Family Design Board is hereby created and established by the City to promote the general public welfare, protect and preserve the City's natural and historical charm, and enhance the City's aesthetic appeal and beauty. The goal of the Single Family Design Board shall be to ensure that single family residential unit projects are compatible with the surrounding neighborhood in size and design. The Single Family Design Board is also charged with the task of protecting public visual resources and promoting the ecological sustainability of the City's built environment through the design review process.

B. **MEMBERSHIP.** The Single Family Design Board shall be composed of seven (7) members appointed by the City Council. Two (2) members shall be licensed architects, one (1) member shall be a licensed landscape architect, (3) members shall possess professional qualifications in fields related to architecture, including, but not limited to, building design, structural engineering, industrial design, or landscape contracting, and one (1) member shall be appointed from the public at large. All members of the Board shall reside within Santa Barbara County and shall hold office at the pleasure of the City Council. A person may serve on the Architectural Board of Review or the Historic Landmarks Commission and the Single Family Design Board at the same time.

C. **CONDUCT OF MEETINGS.** The members of the Single Family Design Board shall elect from their own members a chair and vice-chair. The Community Development Director or his or her designee shall act as secretary and record Board actions and render written reports thereof for the Board as required by this Chapter. The rules of procedure for the Board shall be established and approved by resolution of the City Council. Four (4) members shall constitute a quorum, one (1) of whom shall be a licensed architect.

SINGLE FAMILY DESIGN BOARD MINUTES

November 4, 2013

DISCUSSION/ACTION ITEM

1. PROPOSED AMENDMENTS TO SBMC 22.69.110C REGARDING SFDB QUORUM REQUIREMENTS

(3:10) Staff: Jaime Limón, Senior Planner/Design Review Supervisor

(Presentation and discussion of Santa Barbara Municipal Code §22.69.010C)

Actual time: 3:08 p.m.

Presentation and discussion held.

Motion: Recommendation to accept the proposed amendment to Santa Barbara Municipal Code §22.69.010C regarding the quorum requirement of having one licensed professional for quorum.

Action: Sweeney/Bernstein, 6/0/0. Motion carried. (Zimmerman absent).

**Community Development Dept.
Planning Division**



**City Council
Ord. Committee
December 17, 2013**

**Amendments to
SBMC 22.69.010. C.
SFDB Quorum Standard**

Proposed MC Amendment

- ◆ Change the quorum standard to allow one licensed architect instead of two licensed professionals in establishing the minimum required four member quorum

SBMC 22.69.010.C.

- ◆ C. **CONDUCT OF MEETINGS.** The members of the Single Family Design Board shall elect from their own members a chair and vice-chair. The Community Development Director or his or her designee shall act as secretary and record Board actions and render written reports thereof for the Board as required by this Chapter. The rules of procedure for the Board shall be established and approved by resolution of the City Council. Four (4) members shall constitute a quorum, ~~two (2)~~ one (1) of whom shall be ~~either a licensed architect or a licensed landscape architect.~~

Background

- ◆ SFDB and SBMC Sec. 22.69 created in 2007
- ◆ Intended to mimic ABR regulations
- ◆ Set board membership size to 7 members for the ABR & SFDB
- ◆ No changes in composition of Single Family Design Board proposed
- ◆ Loss of quorum for SFDB meetings has occurred (2 of the three licensed members must be in attendance and vote.)

Reasons for Loss of Quorum

- ◆ 1. The possibility that some of the current practicing licensed architects would need to step down on items where there is a conflict of interest.
- ◆ 2. The number of licensed architects currently appointed on the SFDB (2 Architects and 1 Landscape Architect).
- ◆ 3. The possibility that two of the three licensed members would not be able to attend a meeting due to scheduled vacations or absences.

SFDB Composition

- ◆ Two licensed architects
- ◆ One licensed landscape architect
- ◆ Three persons who possess professional qualifications in fields related to architecture, including, but not limited to, building design, structural design, structural engineering, industrial design, or landscape contracting
- ◆ One representative - public at large

SFDB Design Guidelines & Meeting Procedures -Quorum

- ◆ **Quorum.** Four members, two of whom shall be either a licensed architect or a licensed landscape architect, constitute a quorum of the SFDB. A member who remains present but abstains from voting counts as part of the quorum while a member who steps down (and is required to leave the room) does not count towards the quorum. Any member with a disqualifying conflict pursuant to the Political Reform Act shall step down and not be counted toward achieving a quorum. No project design or final approval shall be given unless at least four members, two of whom shall be either a licensed architect or a licensed landscape architect, are present. For projects proposing square footage over a maximum required floor area, at least five members must be present to consider the item, if less than five members are present, such items must be postponed.

Quorum Standard- Confirm

- ◆ Quorum- 4 of 7 Members must be present, and
Need at least one licensed architect as one of
four to do the following at meetings;
- 1. Project approval vote- in order to grant a PDA
and/or Final Approval;
- 2. Consideration vote- comments at any other type
of review;
- Alt. 2 Allow concept review comments but “no
action” can be taken even if “licensed quorum
standard” is not present- continue item

Support for Quorum Change

- ◆ No expected negative impact will result with quorum change
- ◆ Better customer service, if bi-weekly meetings are not cancelled or items postponed
- ◆ Good SFDB decisions being made- Few appeals have resulted in last several years
- ◆ Staff and SFDB members support quorum change

Staff Recommendation:

- ◆ That the Ordinance Committee recommend that Council amend the Single Family Design Board conduct of meeting requirements to change the quorum standard to allow one licensed architect instead of two in establishing the minimum required four member quorum