



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: January 28, 2014

TO: Mayor and Councilmembers

FROM: Planning Division, Community Development Department

SUBJECT: Amendments To Quorum Standard For Single Family Design Board

RECOMMENDATION:

That Council introduce and subsequently adopt, by reading of title only, 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.

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 to possess professional qualifications in fields related to architecture, landscaping or building design, and one member is 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 22.69.110C is that two members be either a licensed architect or landscape architect. SBMC Section 22.68.110.C of the ABR ordinance only requires one member of the four 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.

On December 17, 2013, Planning Staff presented the proposed Municipal Code amendment to the Ordinance Committee and received unanimous support for the quorum standard change. Staff also presented possible alternatives to achieve a quorum requirement. There was common agreement that the SFDB quorum standard be amended to match that of the ABR that requires one member of the four member quorum to be a licensed architect. The SFDB's Meeting Procedures will also be updated to reflect this minor quorum standard change.

Planning staff, the SFDB and Ordinance Committee support the ordinance amendment and believe that the change will prevent the possibility of future SFDB meeting cancellations due to a loss of quorum. 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.

PREPARED BY: Jaime Limón, Design Review Supervisor

SUBMITTED BY: Bettie Weiss, Acting Community Development Director

APPROVED BY: City Administrator's Office

**Community Development Dept.
Planning Division**



**City Council
January 28, 2014**

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

Proposed Ordinance Amendment

- ◆ Change the quorum standard to allow one licensed architect instead of two licensed professionals in establishing the minimum required four member quorum for the Single Family Design Board (SFDB)

Background

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

Reasons for Loss of Quorum

- ◆ 1. The number of licensed architects currently appointed on the SFDB (2 Architects and 1 Landscape Architect)
- ◆ 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

SBMC 22.69.010.C. - Intro Draft

- ◆ 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.~~

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 last several years
- ◆ Staff and SFDB members support quorum change
- ◆ Ordinance Committee voted unanimously to support

Recommendation:

- ◆ Council introduce an ordinance and subsequently adopt an amendment for the Single Family Design Board conduct of meeting requirements changing the quorum standard to allow one licensed architect instead of two in establishing the minimum required four member quorum.

End