

Chapter 244 Design Review

(3529-2/02, 3680-12/04, 3873-3/10)

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244.02 Applicability

Design review is required for all projects pursuant to any other provision of this Zoning and Subdivision Ordinance and for all projects located within redevelopment areas, specific plans as applicable, areas designated by the City Council, City facilities or projects abutting or adjoining City facilities, projects in or abutting or adjoining OS-PR and OS-S districts, and General Plan primary and secondary entry nodes. (3529-2/02, 3680-12/04, 3873-3/10)

244.04 Duties of the Design Review Board

The Design Review Board shall assist the Director, Planning Commission and Zoning Administrator in reviewing development plans and architectural drawings within designated geographic areas of the City and to undertake such other review and approval as provided by this code.

- A. Organization. The Board shall consist of five members interviewed by Council liaisons and approved by the City Council. (3873-3/10)
1. No person is eligible for membership on the Board unless that person is a resident of the City at the time of appointment to the Board. If during a term of office, a member moves his or her place of residence outside of the City limits, his office shall immediately become vacant. (3873-3/10)
 2. One (1) current Planning Commissioner chosen by the Planning Commission. An alternate Commissioner may be designated by the Planning Commission.
 3. At least four of the five members shall have training, education or work experience in design-related fields including, but not limited to, architecture, landscaping, art, urban/environmental design and aesthetics. (3873-3/10)
 4. One (1) current member of the Historic Resources Board chosen by the Historic Resources Board. An alternate may be designated by the Historic Resources Board. (3873-3/10)
 5. The City Council may designate alternate members as it deems necessary so long as the alternate members meet all membership requirements. (3873-3/10)
- B. Terms of Office.
1. At-large Members. The term of office for At-large members shall be four (4) years from the date of appointment by the City Council. No At-large member

shall serve more than two (2) consecutive terms. At-large members serve until their respective successors are appointed and qualified. An At-large member may be removed prior to the expiration of his/her term by a motion adopted by the City Council. (3873-3/10)

2. Planning Commission Member. The term of the Planning Commission member shall expire when such member ceases to be a member of the Planning Commission. A Planning Commission member may be removed prior to the expiration of his/her term by a motion adopted by the Planning Commission. Members may serve until their respective successors are appointed and qualified.
3. Historic Resources Board Member. The term of the Historic Resources Board member shall expire when such member ceases to be a member of the Historic Resources Board. A Historic Resources Board member may be removed prior to the expiration of his/her term by a motion adopted by the Historic Resources Board. Members may serve until their respective successors are appointed and qualified. (3873-3/10)

- C. Powers and Duties. It shall be the duty of the Board to review sketches, layouts, site plans, structural plans, signs, and architectural drawings in connection with any matter before the Board. The Board shall have authority to confer with the applicant or property owner concerning modifications of the proposal, or conditions necessary to approval, and may approve, disapprove, or conditionally approve the proposal. The Board may recommend any matter before them to the discretionary body for consideration of the project.

244.06 Scope of Review

- A. In making its determination, the Board shall review and consider:
 1. The arrangement and relationship of proposed structures and signs to one another and to other developments in the vicinity;
 2. Whether that relationship is harmonious and based on good standards of architectural design;
 3. The compatibility in scale and aesthetic treatment of proposed structures with public district areas;
 4. The adequacy of proposed landscaping; (3873-3/10)
 5. Elements of design affecting the performance characteristics of the proposed development; and
 6. Whether energy conservation measures have been proposed and the adequacy of such measures, including, but not limited to, the use of active and passive solar energy systems.
- B. The Board may impose and/or recommend any conditions deemed reasonable and necessary to the approval of the proposed development plan.

244.08 Required Plans and Materials

Plans and materials to fully describe and explain the proposed development shall be submitted as required by the application form or by the Director, as deemed necessary.

244.09 Time Limit; Transferability, Discontinuance.

A Design Review Board recommendation shall become null and void one year after its date of Director approval. If the initial application is in association with another discretionary permit said permit shall become null and void one year after the final action of the hearing body. (3680-12/04, 3873-3/10)