

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE October 1, 2013	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Rodger Craddock, City Manager

ISSUE: Design Review Committee

BACKGROUND:

The Council's 2013 goals included "... review and evaluate... ordinances, and policies to provide for the current and future needs of the citizens." One of the identified short term activities aimed at achieving this goal was to "evaluate, implement, revise, and update as necessary, ordinances, and rules for the City's various boards, commissions, and committees."

As the appointment terms of four members of the Design Review Committee (DRC) (Andrew Locati, Ariann Lyons, Sarah Recken, and Robert Sasanoff) are scheduled to expire at the end of this calendar year and as various Council members have voiced concerns over committee membership criteria, committee member selection process, role of the DRC and committee rules, this appears to be the appropriate time to review, evaluate, and possibly revise the ordinance regulating the DRC.

Current Coos Bay Municipal Code (CBMC) 2.40 outlines: (1) the purpose; (2) DRC creation and membership; (3) DRC meetings, rules, and procedures; and (4) the powers and duties of the DRC. Below you will find CBMC 2.40 in its entirety.

2.40.010 Purpose.

The purpose of this chapter is to establish a design review committee to act as an advisory body to the city of Coos Bay community services department, planning commission, city council and, if requested, the urban renewal agency for the city of Coos Bay. [Ord. 439 § 1, 2010; Ord. 310 § 1, 2001].

2.40.020 Design Review Committee – Creation – Membership.

(1) There is hereby created a design review committee, which shall consist of seven members to be appointed by, and to serve at the pleasure of, the city council. Membership shall not be limited to residents of the city of Coos Bay, and may include any person possessing interest in furthering the betterment of historic, cultural, architectural, natural or artistic resources in the Coos Bay area.

(2) Membership should, if possible, include three members, one each with knowledge and expertise in one of the following areas:

(a) History;

(b) Art, graphics, or interior design;

(c) Architecture.

(3) The planning commission shall review applications and interview applicants for appointment to the design review committee, and make recommendations to the city council for appointments to fill vacant positions.

(4) Terms of appointment shall be four years, and shall be staggered, with no more than four terms expiring in any one year. The initial appointment of four members shall be for three years; the initial appointment for three members shall be for two years.

(5) A vacancy created in the design review committee shall be filled for the unexpired term of the predecessor in office. [Ord. 439 § 1, 2010; Ord. 316, 2001; Ord. 310 § 2, 2001].

2.40.030 Meetings – Rules – Procedure.

(1) The design review committee shall hold such meetings as may be necessary to carry on the business of the committee. Meetings may be called by the chairperson, by any two members of the committee, or by the planning department, planning commission or city council.

(2) Meetings and records of the design review committee are subject to Oregon public meetings law and public records law; provided, however, that to the extent not inconsistent with state and local laws, the committee may make and alter rules and regulations for its proceedings and operation.

(3) The design review committee shall, at the first meeting of each fiscal year, elect a chairperson and vice-chairperson, who shall serve a term of one year. The chairperson shall preside over the meetings of the design review committee, and shall have a right to vote on any decision of the committee. The vice-chairperson shall preside over meetings in the chairperson's absence.

(4) Members of the design review committee shall receive no compensation for their service, but shall be reimbursed for duly authorized expenses.

(5) Three members of the design review committee shall constitute a quorum to do business. [Ord. 439 § 1, 2010; Ord. 310 § 3, 2001].

2.40.040 Powers and Duties of the Design Review Committee.

(1) The design review committee shall function as an advisory body in implementing and interpreting architectural design review, as set forth in the city of Coos Bay land development ordinance.

(2) The members of the design review committee shall become familiar with all aspects of architectural design review, and may prepare and recommend to the city council from time to time such changes in architectural design review which they deem in the best interests of the city.

(3) The design review committee shall cooperate with the planning department, planning commission, and city council, as well as other local bodies, to further the architectural design review process and to assure harmonious and integrated planning in areas subject to architectural design review in the city.

(4) The design review committee shall, upon referral by the planning department, planning commission or city council, review specific design proposals for consistency with and compliance with architectural design review as set forth in the city's land development ordinance.

(5) The design review committee shall, upon request by an applicant for a specific design proposal subject to architectural design review, meet with the applicant to review the proposal and provide the applicant with input for recommendations concerning and for compliance of the proposal with architectural design review goals and standards.

(6) Consultants or city staff involved with the design responsibility for publicly funded capital improvements in areas subject to architectural design review may hold preliminary discussions with the design review committee to obtain recommendations as to aesthetic, environmental and design principles and objectives which should be sought in the development of the improvement. The design review committee may also review the design of substantial capital improvements at the completion of the design development phase, or at any time, upon request by the city council, for compliance with and recommendations concerning architectural design review goals and standards.

(7) In no instance shall the design review committee's action conflict with the land development ordinance, the building codes, other applicable city ordinances, or state or federal requirements.

(8) The design review committee may meet with and act as a resource for other persons or groups interested in undertaking projects which are directed at preserving historic, cultural, architectural, natural or artistic resources in the Coos Bay area, including those areas subject to the Coos Bay estuary management plan, but shall not, without prior approval by the city council, have the authority to endorse or officially support any particular project.

(9) The design review committee shall undertake such other duties as may be delegated to it by the planning department, planning commission or city council from time to time. [Ord. 439 § 1, 2010; Ord. 310 § 4, 2001].

ACTION REQUESTED:

If it pleases the Council refer CBMC 2.40 to the Council Rules Committee (Mayor Shoji, Council President Kramer and Councilor Muenchrath) and the Community Development Director for review and possible revision after which it will be returned to the Council for a public hearing and possible adoption.