



A G E N D A

CITY OF SEASIDE
BOARD OF ARCHITECTURAL
REVIEW

REGULAR MEETING
Council Chamber
440 Harcourt Avenue
Wednesday, April 3, 2019
5:30 PM

1. CALL TO ORDER

BOARD OF ARCHITECTURAL REVIEW

Kathleen Ventimiglia	Chair
Bani Khalsa	Vice Chair
Mitsugu Mori	Board Member
Keith Mitchell	Board Member
LisAnne Sawhney	Board Member

2. ROLL CALL - ESTABLISHMENT OF QUORUM

3. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT

Members of the public wishing to address the Board of Architectural Review on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. APPROVAL OF MINUTES

A. MARCH 6, 2019 AND MARCH 20, 2019

6. BUSINESS ITEMS

**A. REVIEW, DISCUSS, PROVIDE DIRECTION AND MAKE
RECOMMENDATIONS ON THE BOARD OF ARCHITECTURAL REVIEW
2019 WORK PLAN FOR ADOPTION BY THE CITY COUNCIL.**

RECOMMENDATION: To review, discuss and provide direction on the draft 2019 Board of Architectural Review work plan and make a recommendation for approval to the City Council.

7. REPORTS FROM BOARD MEMBERS

8. REPORTS FROM STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 17, 2019
Seaside City Hall
5:30 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings. City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Live streamed meeting videos as well as videos of past meetings are available on the City's website at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



CITY OF SEASIDE STAFF REPORT

Item No.: 6.A.

TO: Board of Architectural Review

BY: Gloria Stearns, Community Development Manager
Rick Medina, Senior Planner

DATE: April 3, 2019

**SUBJECT: REVIEW, DISCUSS, PROVIDE DIRECTION AND MAKE
RECOMMENDATIONS ON THE BOARD OF ARCHITECTURAL
REVIEW 2019 WORK PLAN FOR ADOPTION BY THE CITY
COUNCIL.**

PURPOSE & RECOMMENDATION

To review, discuss and provide direction on the draft 2019 Board of Architectural Review work plan and make a recommendation for approval to the City Council.

BACKGROUND

Per the City Council adopted Boards, Commissions and Committees handbook, it is the requirement that all Boards, Commissions and Committees complete and present an annual work plan to the City Council prior to May of each year. The Work Plan instructions are provided as Attachment 1. A draft 2019 work plan for discussion by the Board is provided as Attachment 2.

Staff recommends that the Board review the draft work plan, discuss the elements and provide direction to staff for any modifications, additions or deletions to the existing work plan.

ATTACHMENTS

1. Attachment 1 - BCC Workplan Instructions
 2. Attachment 2 - BAR Work Plan 2019 Updated
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ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

This is a standard template for use by Boards and Commissions in completing their annual Work Plans. Work Plans are based on a fiscal year rather than a calendar year. Work Plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the Clerk will then transmit the Work Plans to the City Council for approval in May.

Please use the following instructions when completing the Work Plan:

Cover Sheet (Page 1): This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.

Mission Statement (Page 2): This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background (Page 2): This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan (Page 3): This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments (Page 4): This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5) This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.

Board of Architectural Review (BAR)

Annual Work Plan

Looking Ahead to FY 2019-2020

July 1, 2019-June 30, 2020

Kathleen Ventimiglia, Chair

Keith Mitchell

Bani Khalsa

Lisa Sawhnee

Mori Mitsugi

Mission Statement

The Board of Architectural Review is the decision-making body of the architectural review process and is responsible for the review of various residential and commercial design proposals, including second-story residential additions, commercial façade changes, new commercial signs, and other design related projects.

- A. Appointment. The Board of Architectural Review shall consist of five members appointed by the City Council.
- B. Composition of Board of Architectural Review. The Board of Architectural Review shall consist of:
 - 1. A licensed architect;
 - 2. A licensed building contractor;
 - 3. A licensed landscaped architect; and
 - 4. Two members-at-large.
- C. Selection of Chair. The Board of Architectural Review shall annually select a Chair from its membership. In making its selections, the members of the Board of Architectural Review shall consider the following guidelines:
 - 1. Ability to devote maximum time and effort to the work of the Board of Architectural Review; and
 - 2. Experience in conducting public meetings.
- D. Meetings. The Board of Architectural Review shall meet at least once each month on the first and third Wednesday as necessary to fulfill its duties and functions.
- E. Duties and functions. The Board of Architectural Review shall conduct the architectural review process in compliance with Section 17.62.030 (Architectural Review).

Historical Background

The Board of Architectural Review has been responsible for encouraging high quality design to enhance the character of residential neighborhoods in the City of Seaside for more than 30 years.

Fiscal Year Work Plan

The following work plan goals will be completed between July 1, 2019-June 30, 2020. Planning staff will work collaboratively with BAR members, receiving guidance and input regarding all elements of the work plan.

- 1. Update the Single Family Design Guidelines.
- 2. Update noticing procedures for specific residential projects and commercial projects.
- 3. Update the BAR application, including the landscape checklist

4. Update the Drought Tolerant Plant List
5. Create an irrigation checklist to comply with the Model Water Efficient Landscape ordinance
6. Update Tree Ordinance
7. Work with Planning Commission and NIPC to create awards for exemplary residential and/or commercial architectural design.
 - The BAR and Neighborhood Improvement Program Commission (NIPC) will discuss criteria and award details at a joint meeting(s).