

COMMITTEE MEMBERS

Ronald E. Leone, Chair
Carlyn S. Obringer, Member

Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org



**Regular Meeting of the
Housing & Economic
Development
Committee**

Monday, March 27, 2017

5:30 p.m.

Garden Conference
Room, Wing A
1950 Parkside Drive

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. ROLL CALL

2. PUBLIC COMMENT PERIOD

3. REPORTS

- a. Interview applicants for Design Review Board. Report by Joelle Fockler, City Clerk.

4. ADJOURNMENT

Next Meeting: Regular Meeting

Date: 4/17/2017 - 5:30 PM

ADA NOTICE AND HEARING IMPAIRED PROVISIONS

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3021, at least five days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Kathleen Trepa, Assistant City Manager
Joelle Fockler, City Clerk



3.a

Staff Report

Date: March 27, 2017

To: Council Committee on Housing & Economic Development

From: Valerie J. Barone, City Manager

Reviewed by: Joelle Fockler, MMC, City Clerk

Prepared by: Marsha Moore, CMC, Deputy City Clerk
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Subject: **Interview Applicants for the Design Review Board**

Report in Brief

The Housing and Economic Development Committee will interview applicants to fill two positions on the Design Review Board.

Recommended Action

Interview applicants for the Design Review Board and make a recommendation to the City Council for appointment.

Background

In accordance with Policy and Procedure No. 89, an announcement was made on November 1, 2016, to fill two design professional positions on the Design Review Board. Applications were due on Friday, January 6, 2017, at 5 p.m. The terms of Ross Wells and Kirk Shelby expire on February 28, 2017, and the Design Review Board is seeking two design professionals willing to serve a four-year term ending February 28, 2021.

The Design Review Board is comprised of five members: three design professionals that may be nonresidents of Concord and one of which must be a licensed architect, one public member and one member from the Planning Commission. Jason Laub is currently serving from the Planning Commission. The terms of the remaining members, David Litty and Jack Moore, expire on February 28, 2019.

Applications were received from 9 individuals. In addition to receiving applications from incumbents Ross Wells and Kirk Shelby, applications were received from Juan Jose Arteaga, Kimberli Buckley, Erric Castillo, Michael Fousha, David Hoover, Marc Mintsioulis and Donald Ong. Kimberli Buckley withdrew her application.

Public Contact

The Agenda was posted.

Attachments

1. Applicant Summary
2. Design Review Board Municipal Code Excerpt

January 2017 Applicants for Design Review Board

Name	Employer	Occupation
Juan Jose Arteaga	Planart Construction	Architect/General Contractor
Erric Castillo	Shell Oil Products	Engineering Manager
Michael Fousha	(former) Chevron Corporation	Retired
David Hoover	HYT Corporation	Engineer/Designer/Engineering Consultant
Marc Mintsoulis	Banducci Associates Architects	Architect
Donald Ong	Retired - Self	Interior Space Planning & Architecture Design
* Kirk A Shelby	arete, inc.	Architecture
* Ross Wells	Self	Landscape Architect

* Denotes Incumbent

DESIGN REVIEW BOARD
Chapter 2.20

2.20.210 Established; membership.

The Design Review Board of the city, created by Ordinance No. 926, is hereby continued in existence and shall consist of no more than five members. At all times, the Board shall consist of one member of the city Planning Commission, appointed by the Planning Commission; three design professionals, e.g., architects, landscape architects, urban designers, building designers, at least one of whom shall be a professional licensed architect, appointed by the City Council; and one public member, who shall be a resident of the city, with experience or training in design concepts, appointed by the City Council.

(Code 1965, § 2422; Code 2002, § 2-381. Ord. No. 86-22; Ord. No. 92-19; Ord. No. 05-7; Ord. No. 10-2)

2.20.220 Terms of members; absence from meetings.

Members shall serve at the pleasure of the City Council for staggered terms of four years. The City Council reserves the right to make appointments for an adjusted term period to maintain a staggered term structure. Any member who absents himself from three meetings of the Design Review Board within a fiscal year without being excused will be deemed to have resigned from his appointment, and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2423; Code 2002, § 2-382. Ord. No. 86-22; Ord. No. 10-2; Ord. No. 15-3, § 5)

2.20.230 Purpose and intent.

The Board shall meet not less than once a month at the F. A. Stewart Civic Center, 1950 Parkside Drive, Concord, at a time and date to be designated by the Board. The Board shall appoint a chair and vice-chairman for a term of one year or until the successor of each is appointed and takes office. The chair shall preside at all meetings of the Board and shall perform the duties necessary or incidental to the office. The vice-chair is chair in the absence of the chair or in case of the inability of the chair to participate in the proceedings.

(Code 1965, § 2424; Code 2002, § 2-383. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)

2.20.240 Compensation of members.

The basis and amount of compensation to be paid to members of the Design Review Board shall be established by resolution of the City Council.

(Code 1965, § 2425; Code 2002, § 2-384. Ord. No. 86-22; Ord. No. 94-5; Ord. No. 10-2)

2.20.250 Rules of procedure; designation of committees and task forces.

The Board shall adopt rules for the transaction of its business. The Board shall be served by a Secretary of the Board who shall record official actions by the Board, maintain records and perform such other duties as assigned. The Board shall keep a public record of its resolutions, transactions, findings, and determinations and may establish subcommittees as needed to fulfill its duties.

(Code 1965, § 2426; Code 2002, § 2-385. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)