



UDC OHP Amendments
Task Force Subcommittee Meeting: HDRC Process & Administrative Review
August 22, 2019

Attendance

Barbara Witte-Howell
Jeff Fetzer
Brad Carson
Luis Miguel Martinez
John Bustamante

City Staff

Lauren Sage
Shanon Miller
Cory Edwards
Alma Lozano

Meeting Notes

Discussed suggestion of pushing up start of meeting.

OHP Staff goes through list of suggestions.

1. Additional commissioners:
Question still: how we identify the alternates.
Concerns about having commissioners additional by historic district
Question about changing order municipal court and HDRC
2. Non-residential – adjusting requirement for final approval
3. Expanding what is eligible for administratively approval

Discussion

- Concern about accessory units
- What is another term for “conceptual approval”
 - Preliminary review? Not approval;
 - Potentially any minor issues that are different from conceptual, could go to DRC
- Some items specific to districts
- Suggestion: add fencing to list
 - Concerns about change in fencing and material trends
 - We can update the guidance documents
 - Should code reference guidance documents (like Historic Design Guidelines)
- DRC
 - Stays the same for the most part
 - Or split DRC by agenda or geographically
 - Need to update Rules & Procedure document
- Map notice



- Could be cool if citizens could sign up to be notified of added cases by zip code
- Additional commissioners Brainstorming
 - More training
 - Violation Board could also be allowed as alternate on HDRC and vice versa
 - Or/Also allowed on DRC
 - Or DRC could be HDRC and Violation Board members; but needs to be a minimum # of HDRC members since it's going to go back to HDRC
 - Public but not a public hearing
 - Could we rename DRC to make it clearer
 - Only for applicant to get feedback from commissioners
 - Written more explicitly (there's already a disclaimer)- maybe posted on wall
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 - Update DDC language
 - Quorum only 1 – or one assigned/committed, so that you could work with their schedule
 - Discussion of only allowing a certain # of cases per agenda
 - Typical of new construction applications coming to DRC before HDRC
 - Could one of the DRCs take action? There would be a posting requirement. Only referred cases that had direction from full commission. These could be only once a month. Would need more than 1 or 2 commissioners. Maybe stipulations have more specifics so could delegate to staff. HDRC could more clearly motion to refer to DRC then submit to staff for staff to approve. Staff can and should have for clarification and concrete stipulations
 - Idea of two HDRCs? → divided by adding a violation board; need more staff for another commission

Next Steps

- How are the alternates appointed? OHP to propose solution to full task force in September