



Design Review Subcommittee (DRSC)

Meeting Date: March 23, 2022

PLANNER: Adam Atamian, Deputy Community Development Director

SUBJECT: **Establish the Meeting Time for Regular Meetings of the Design Review Subcommittee**

SUMMARY:

The regular meetings of the Design Review Subcommittee (DRSC) have historically started at 3:00 p.m. At the August 14, 2019, regular meeting, the Subcommittee adopted a resolution changing the meeting start time to 4:00 p.m. The time change came at the request of one of the prior DRSC members who noted challenges with travelling from work to attend DRSC meetings.

Staff is recommending changing the start time of DRSC meetings to begin at 3:00 p.m. Benefits of this change include, but are not limited to: establishing better consistency with other public meetings that begin at 3:00 p.m. (i.e., Zoning Administrator and Public Safety Committee), managing City resources to limit the number of staff hours worked that require overtime compensation, and improving schedules for meetings with multiple agenda items. Meetings will occur on the same days (the second and fourth Wednesday of each month) in the Community Room on the first floor of City Hall.

Changes to the DRSC meeting day, time, and/or location must be formalized through adoption of a resolution by DRSC (Attachment 1). The new meeting time will be effective on the following regular DRSC meeting. The next meeting is scheduled to occur on April 13, 2022.

RECOMMENDATION:

Staff recommends that the Design Review Subcommittee:

1. Adopt Resolution No. DRSC 22-001, determining that regular meetings of the Design Review Subcommittee shall be held on the second and fourth Wednesday of each month at 3:00 p.m. at the Community Development Department, 910 Calle Negocio, San Clemente, California, in the conference room noted on public agendas.

Attachment:

1. Resolution No. DRSC 22-001

ATTACHMENT 1

RESOLUTION NO. DRSC 22-001

A RESOLUTION OF THE DESIGN REVIEW SUBCOMMITTEE OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ESTABLISHING THE MEETING TIME AND LOCATION FOR ALL REGULAR MEETINGS OF THE DESIGN REVIEW SUBCOMMITTEE

WHEREAS, on March 23, 2022, the Design Review Subcommittee of the City of San Clemente held a public meeting on the subject, considered written and oral comments, and facts and evidence presented by City staff, and other interested parties.

NOW, THEREFORE, the Design Review Subcommittee of the City of San Clemente does hereby resolve as follows:

Section 1. Incorporation of Recitals.

The Design Review Subcommittee hereby finds that all of the facts in the Recitals are true and correct and are incorporated and adopted as findings of the Design Review Subcommittee as fully set forth in this resolution.

Section 2. Regular meetings of the Design Review Subcommittee shall be held on the second and fourth Wednesday of each month at 3:00 p.m. at the Community Development Department, 910 Calle Negocio, San Clemente, California, in the conference room noted on public agendas.

Section 3. This Resolution shall become effective on March 23, 2022.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED at a regular meeting of the City of San Clemente Design Review Subcommittee on March 23, 2022.

Bart Crandell,
Chair of Design Review Subcommittee

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF SAN CLEMENTE)

CERTIFICATION:

I, Bart Crandell, Chair of the Design Review Subcommittee of the City of San Clemente, California, HEREBY CERTIFY that Resolution No. DRSC 22-001 was adopted at a regular meeting of the Design Review Subcommittee held on March 22, 2022, by the following vote:

AYES:

NOES:

ABSENT:

CHAIR of the
Design Review Subcommittee
San Clemente, California