



## Council Agenda Correspondence

**DATE:** September 21, 2021

**TO:** Mayor and Council

**FROM:** Greg Hermann, Deputy City Manager  
Teresa Purrington, City Clerk  
Kevin Christian, Deputy City Clerk

**VIA:** Derek Johnson, City Manager

**SUBJECT: ITEM #7b – 2021 ADVISORY BODY HANDBOOK AND BYLAWS UPDATE**

The purpose of this memo is to add a City Council sub-committee recommendation to the Jack House Bylaws, and to correct an error in the staff report related to the Administrative Review Board and Architectural Review Commission.

1) Jack House Bylaws Recommendation - modify the bylaws as follows:

3. One member of the *horticulture or landscape architecture* faculty, current or retired, of California Polytechnic State University ~~College of Agriculture, preferably a horticulturist.~~

Background – The Jack House Bylaws are dictated by the Jack House Deed which states, “*The committee shall serve without pay and consists of city residents including:*

*7.(c) One member from the Ornamental Horticulture faculty of the California Polytechnic State University.*”

Due to reorganizations at California Polytechnic State University, the Ornamental Horticulture department was absorbed by the College of Agriculture. A previous Jack House bylaw update modified the language to the current, “College of Agriculture, preferably a horticulturist” version. Further reorganization has placed it in the College of Architecture and Environmental Design. The above proposed bylaw modification supports the intent of the Jack House Deed sections (below) and is hoped to avoid the need for modification if there are further school reorganizations.

*1. To keep, preserve and use: said real property and the residence situated thereon in a manner which maintains, enhances, and celebrates its place in the historical development of San Luis Obispo.*

*4. To care for and preserve existing trees and shrubbery, and to return the gardens as much as possible to the appearance of the gardens as illustrated in photographs circa 1910 – 1920 provided by the Grantors.*

2) Staff Report error correction:

In the Advisory Body Bylaws section of the Staff Report the staff recommendation that meeting frequency be changed from monthly regular meetings to, “held as needed” was inadvertently placed under “Architectural Review Commission, Staff Analysis” and should have been placed with the “Administrative Review Board” Staff Analysis. However, it is correct as reflected in in the legislative draft (item attachment B).