
ARCHITECTURAL REVIEW COMMISSION AGENDA REPORT

SUBJECT: 2025-2027 ARCHITECTURAL REVIEW COMMISSION GOAL-SETTING AND THE FINANCIAL PLAN / BUDGET PROCESS

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RECOMMENDATION

Review the 2023-2025 Architectural Review Commission (ARC) goals, take public testimony, and identify Commission goals and work program items for the 2025 -2027 Financial Plan

1.0 DISCUSSION

Bi-annually, the City adopts a budget and financial plan. To prepare for the budget process, all City departments and advisory bodies are asked to identify their goals and major work programs for the next two years. The City Council then uses this information, along with public comment and other input, to set community priorities and to allocate resources to accomplish the identified Major City Goals.

Input from City advisory bodies is specifically solicited, because the advisory body members are recognized as representatives of the community, that are committed to the long-term best interest of the City and its residents. Advisory body members are in tune with the “pulse” of the community in terms of their specific area of interest. Other key points as we embark on this goal setting process are:

1. The Council is seeking advisory body input focused on the purview area of the advisory body and is also interested in input on other issues that are important to the community.
2. Advisory body input is highly valued by the Council and City staff.
3. Goals can include completing projects from a previous work program.
4. Identifying priorities implies recommending fewer rather than more goals to the Council.
5. Advisory bodies are encouraged to only recommend activities that can reasonably be accomplished during a two-year financial plan cycle.

Objective

This is a public process and citizen participation is welcomed. The results of this process include a list of ARC goals and implementation programs or projects that will be forwarded to the City Council for consideration as part of the 2025-2027 financial planning and budget cycle.

2.0 GOAL SETTING

Current Recommended Goals: 2023 – 2024

The City last revised its goals and work program starting in October 2022 in connection with the preparation of the 2023-2025 Financial Plan and budget cycle. Provided below is the goal that the ARC recommended during the 2023 - 2025 budget cycle.

1. Expand the Objective Design Standards to provide additional design requirements for more types of residential developments to include standards and definitions for:
 - Specific types of residential developments (single family, duplexes, triplexes, multifamily, mixed-use, etc.).
 - Overall site design (parking areas, outdoor spaces, landscaping, pedestrian access, lighting, privacy, etc.).
 - Transitions between residential and commercial zones and high-density residential and low-density residential zones.
 - Conversion of commercial buildings into residential development.
 - And include images and reference photos.

2. Complete a comprehensive update of the Community Design Guidelines for Commercial developments and other design guidelines including:
 - Strengthen and more clearly define guidelines for storefronts and windows in commercial areas to maintain transparency and prevent the installation of opaque film and interior signs and displays that obstruct views into stores.
 - Update CDG for neighborhood compatibility to address transitions between neighborhood commercial development and adjacent residential neighborhoods (LUCE §3.5.7.9).
 - Overall site design (pedestrian scale, walkability, bicycle infrastructure, outdoor spaces, landscaping, etc.)
 - Include more images and reference photos to highlight guideline language.

Future Recommended Goals: 2025 - 2027

As the City begins the 2025-2027 financial planning and budget cycle, the ARC has the opportunity to review their current goal, update as necessary, and identify any new goals, programs and/or projects.

Goal Setting Process

Staff will present a brief slide show that overviews the City's budget process and the role of the advisory bodies. The Commission should then review their 2023-2025 goal, followed by discussion and consideration of recommended goals, programs, and projects to be included in the 2025-2027 Financial Plan. Typically, during goal setting sessions, the ARC has followed the steps below.

Goal Setting 2025-2027

Architectural Review Commission Report – November 18, 2024

Goal-setting Steps:

1. Review and understand goal setting and City Financial Plan/Budget Process;
2. Evaluate previous goal and work program;
3. Determine which goal and/or program have not been completed and should be carried forward;
4. Identify new goals or programs for possible inclusion in the work program;
5. Prioritize the goals and programs, based on the Architectural Review Commission’s adopted goals, community needs and input, opportunities, or special or urgent conditions; and
6. Identify activities which may require additional resources to accomplish. This may include references to possible community partnerships or outside funding sources.

The Commission should identify three to five key tasks or programs it intends to complete in the two-year budget cycle. The Commission should also discuss how these goals and activities relate to important Council goals, Major City Goals, and at the same time consider the fiscal context for the goal setting process, including resources needed to accomplish the task.

3.0 NEXT STEPS

The Commission should take public testimony and identify Commission goals and work program items for the 2025 - 2027 Financial Plan. Advisory body goals are due by December 13, 2024. The Council will receive the final report with all advisory body recommendations in January 2025 before they begin the community goal setting process.

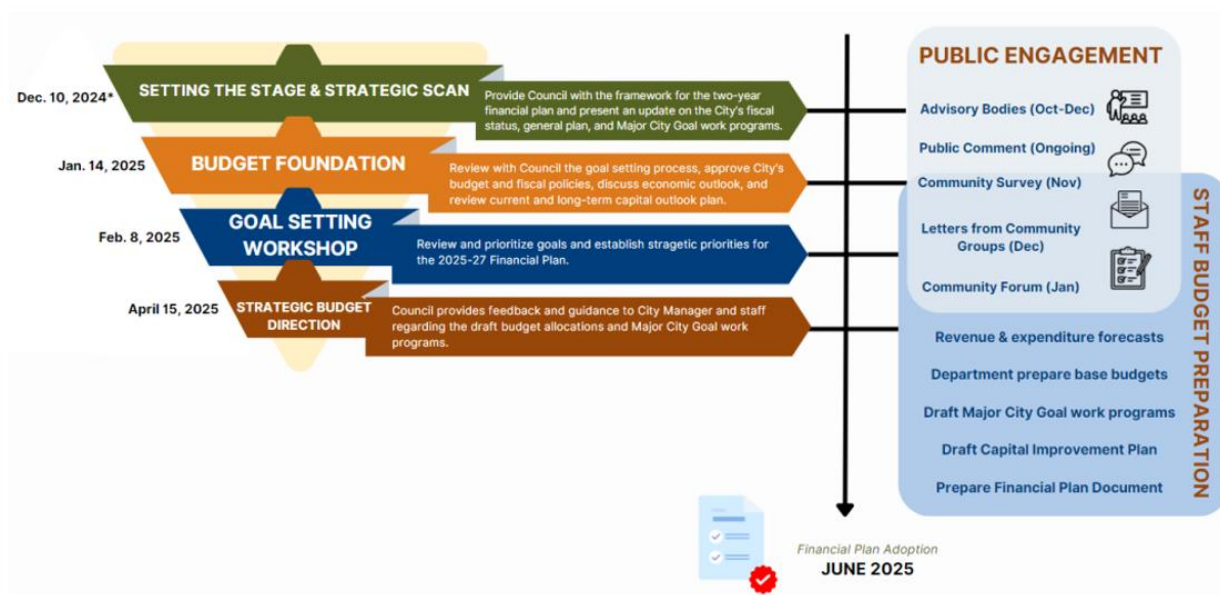


Figure 1: Timeline of the Goal Setting and Budget Process for the 2025 – 2027 Financial Plan

4.0 ATTACHMENTS

None