



# STAFF REPORT

## PLANNING AND COMMUNITY DEVELOPMENT COMMISSION

JULY 12, 2021

### ITEM NAME

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Design Guidelines

### STAFF

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Reyana Jones, Historic Preservationist/Planner

### INFORMATION

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Based on feedback received from the Board of Trustees at the joint BOT/PCDC meeting, Commissioners Dreistadt and Hamrick are investigating design guidelines. They are reviewing design guidelines from other communities, identifying key structural elements of design guideline documents, and identifying a path forward to revision given the timing of this project with the comprehensive plan update. Attached are an outline of common elements used in many design guideline documents, a draft of commercial design guidelines based on a document from Cloverdale, CA, and a list of example design guidelines that can be referred to.

Chair Hamrick and Commissioner Dreistadt met on 7/8/2021 and thought it would be helpful for the PCDC to go through the common elements outline as a group to get the thoughts of other commissioners. They also discussed that one of the products from this work on design guidelines should be a checklist document that Staff can use to efficiently review submissions.

### COMMISSION ACTION

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- Go through Attachment I (Design Guidelines Outline Common Elements) as a group.
  - Identify commissioners (or community volunteers) who could address particular topics in the outline
    - Identify next steps/outcomes for these assignments
- Discuss the other attachments (Draft Design Guidelines and Design Guidelines Samples)

### ATTACHMENTS

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1. Design Guidelines Outline Common Elements
2. Draft Design Guidelines Based on Cloverdale, CA
3. Design Guidelines Sample List