

Jackson Planning Commission  
Minutes  
Special Meeting of February 2, 2009

**COMMISSION MEMBERS PRESENT:**

Dave Butow, Vice-Chairman  
Walt Hooser  
Darek Selman  
Leticia Sexton, Chairman

**CITY STAFF PRESENT:**

Susan Peters, City Planner  
Michael Daly, City Manager  
Gisele Cangelosi, City Clerk

**COMMISSION MEMBERS ABSENT:**

Kathryn Devlin

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Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

Chairman Sexton called the meeting to order at 6:00 p.m.

**1. Public Matters Not on the Agenda.**

None.

**2. Special Workshop – Development Code Design Guidelines.**

City Planner Peters reported at the January 12, 2009 meeting, the City Council reviewed the recommendations of the Planning Commission regarding mandatory citywide architectural standards for all commercial and residential structures. Due to the significance of this policy issue staff was directed to schedule a Planning Commission workshop on the architectural design topic. A press release was circulated to the media and potentially interested groups including the Chamber of Commerce, Amador Citizens for Smart Growth, Amador County Historical Society, Amador Citizens for Responsible Government and the Board of Realtors. The following recommends were discussed at that meeting:

1. That design review be established to control the architecture of all residential (including single family) and commercial uses citywide.
2. That the Development Code contain mandatory standards which can be legally enforced.
3. To create an architectural review committee of members with relevant professional qualification.
4. Supported mandatory standards and the creation of a review committee.

The intent of the architectural review committee would be to inventory the different styles of architecture in the city and make recommendations for designs that are appropriate within the City of Jackson. Additionally, this committee could make recommendations regarding the structure of an architectural review board, the process and cost for review, and penalties for non-compliance.

As requested by the Planning Commission, Robin Peters from the Sutter Creek Planning Commission was present to provide a presentation regarding the process that Sutter Creek went through in establishing their guidelines.

Robin Peters, Sutter Creek Planning Commission, were present to make a brief Chronology of Events for the Historic Structure Preservation in the City of Sutter Creek. The Sutter Creek Architectural Review Board was established to create the guidelines, the process of inventorying architectural styles in the City of Sutter Creek, and the next necessary steps. The Board is made up of an architect, two contractors, and two members of the public and currently only reviews commercial structures. The City of Sutter Creek intends on converting the guidelines to mandatory standards and will also create separate standards for different areas within the City. The Planning Commission was provided a copy of the Sutter Creek's Architectural Guidelines for the Historic Residential Combining Zone dated March, 2008.

Commissioner Peters stated first and foremost the City should consider the following:

1. Establish an inventory of historic structures, which will help determine a clear definition of historic.
2. Determine what the City wants to protect and why.
3. Determine who would be responsible for the enforcement.
4. Guideline for Site control and preservation are just as important.
5. Define "use versus zoning" with regards to nonconforming issues.

Chairman Sexton opened the public discussion. The following individuals voiced their concerns regarding the architectural review: Judy Jebian, Marilyn Nutter and Jane Wilkerson. Hearing no further discussion Chairman Sexton closed the public discussion.

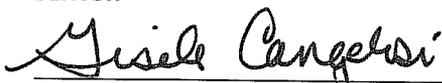
City Planner Peters made a presentation depicting some of the pros and cons associated with architectural review.

After considerable discussion among the Planning Commission and staff, staff was directed to draft a summary of tonight's comments and make a recommendation to the City Council to direct staff to advertise for potential committee members who could provide more detailed answers as to how architectural review could work in the City of Jackson.

Chairman Sexton on behalf of the Planning Commission thanked Robin Peter for his presentation.

Adjourn 7:47 p.m.

Attest:

  
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Gisele Cangelosi, City Clerk

Date Approved: February 17, 2009