




# CITY OF PALM SPRINGS

## DEPARTMENT OF PLANNING SERVICES

### MEMORANDUM

**Date:** January 14, 2009

**To:** Planning Commission

**From:** Craig A. Ewing, AICP, Director of Planning Services 

**Subject:** Architectural Advisory Committee: Declaration of Vacancy and Establishing Qualifications for New Appointee

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#### **Declaration of Vacancy**

In accordance with Palm Springs Zoning Code Section 94.04, the Architectural Advisory Committee (AAC) was created by the City Council to provide comment and advice to the Planning Commission on certain new and remodeled development projects. Membership on the AAC is subject to appointment by the Planning Commission, according to Section 94.04.00.C of the Palm Springs Zoning Code, as follows:

- C. *Planning Commission Architectural Advisory Committee.*  
*There is hereby established a planning commission architectural advisory committee which shall be a committee responsible to and appointed by the planning commission...*

On December 8, 2008, James Cioffi announced his resignation from the AAC (see attached), and the Commission needs to appoint a replacement.

The City Municipal Code, the City Charter and California law provide direction to the Commission regarding appointments, beginning with the Commission's declaration by motion that the position is vacant. Following that action, the City Clerk will post the vacancy for 10 days after which time the Commission may make an appointment.

#### **Establishing Qualifications for New Appointee**

The AAC is composed of seven members, with specific direction in the Zoning Code regarding the members' qualifications, as follows:

*...The planning commission architectural advisory committee shall consist of one planning commissioner who shall be responsible for acting as a liaison to the planning commission architectural advisory committee. The planning commission shall appoint technical advisors to assist in reviewing detailed plans pursuant to this chapter. Technical advisors shall include three California*

*licensed architects, one California licensed landscape architect, one other design professional, and additional technical members for a total of seven members. The planning commission shall also appoint up to two alternate members to ensure adequate representation at planning commission architectural advisory committee meetings...*

With Mr. Cioffi's resignation, the AAC will be composed of four licensed architects, one landscape architect (scheduled for appointment at this meeting) and one landscape designer. Therefore, the Commission has wide latitude in making this appointment, which may include another architect, landscape architect, or designer, or some other technical specialist. Such technical expertise may be in any related field, including historic preservation, urban planning, development, real estate, construction or other discipline. In posting the vacancy, the City may indicate the Commission's interest in one or more of these fields in order to maximize the chance of attracting qualified candidates.

**Recommendation**

Staff is seeking the Commission's motion to declare a vacancy for the unexpired term (ending December 2010) and a consensus on any field or fields that the Commission wishes to have represented on the AAC.

cc: Excerpted e-mail from James Cioffi (Jan. 9, 2009)

**From:** James Cioffi [mailto:James@cioffiarchitect.com]  
**Sent:** Friday, January 09, 2009 9:46 AM  
**To:** Craig Ewing  
**Subject:** RE: AAC

Hello Craig,  
This letter shall confirm my resignation from the AAC.  
James Cioffi

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**From:** Craig Ewing [mailto:Craig.Ewing@palmsprings-ca.gov]  
**Sent:** Tuesday, January 06, 2009 11:01 AM  
**To:** James Cioffi  
**Subject:** AAC

Good to see you today, Jim. Would you please confirm your decision to retire from the AAC?  
(You can do so by replying to this e-mail.)

**Craig A. Ewing, AICP**  
**Director of Planning Services**  
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