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MEMORANDUM Planning and Development - Council Memo No. 08-003

DATE: MARCH 13, 2008

TO: MAYOR AND CITY COUNCIL

THRU: W. MARK PENTZ, CITY MANAGER
 DOUG BALLARD, PLANNING AND DEVELOPMENT DIRECTOR
 JEFF KURTZ, ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR

FROM: BOB WEWORSKI, PLANNING MANAGER

SUBJECT: APPROVE AMENDMENT TO THE ARCHITECTURAL EXCELLENCE AWARDS COMMITTEE BY-LAWS, GIVING THE COMMITTEE MORE DISCRETION IN RECOMMENDING THE AWARDS

RECOMMENDATION

Staff recommends the approval of an amendment to the Architectural Excellence Awards Committee By-laws to give the Committee more discretion in recommending the awards. The amended language allows the Committee to consider awards for single-family homes or other development projects that are approved through permitting processes that do not result in a Certificate of Occupancy as the instrument of final approval.

BACKGROUND / DISCUSSION

Ordinance No. 3428 was adopted to create the Architectural Excellence Award Committee, which became effective on February 13, 2003. The By-laws for the Architectural Excellence Awards Program were approved by City Council on May 22, 2003. The City Council amended the By-laws on August 10, 2006. This Amendment expanded the number of award levels from two to four, adding the Architectural Benchmark Award and the Hank Pluster Award, to the existing Architectural Excellence and the Architectural Merit Awards.

Article III, Section D., paragraphs 1 and 2 of the By-laws, as amended, established two criteria for the Committee to follow regarding nominated projects. The first was that discussion of the nominations must be at a public meeting and the second is the all nominations must have received a Certificate of Occupancy.

Some development projects (such as single-family residential buildings) are not required to receive a Certificate of Occupancy. These development projects receive a Final Approval from the city rather than a Certificate of Occupancy as evidence that all construction work has been completed and accepted. The By-law's Certificate of Occupancy criterion limits the Committee's discretion in selecting the three categories they are allowed to choose under Article III, Section D, Paragraph 3.

The Committee unanimously approved this amendment for recommendation to the Mayor and City Council at their February 4, 2008 meeting.

FINANCIAL IMPLICATIONS

None.

PROPOSED MOTION

Move to approve an amendment to the Architectural Excellence Award Committee By-laws at Article III—Conduct of Meeting and Order of Business, Section D—Award nominations, at Paragraph 3, to add language broadening the nomination for development projects, as approved by Staff.

Attachment

1. Redlined Architectural Excellence Award Committee Bylaws

**ARCHITECTURAL EXCELLENCE AWARD COMMITTEE
CITY OF CHANDLER, ARIZONA
BYLAWS OF THE ARCHITECTURAL EXCELLENCE AWARDS COMMITTEE**

I. COMMITTEE OFFICERS AND STAFF:

- A. The Architectural Excellence Award Committee shall elect a chairperson and vice-chairperson from among their members at their first meeting and new officers shall be elected at the first meeting following the first of May, 2004 and at the first meeting following the first of May each year thereafter.
1. Any member serving as Chairperson or Vice-Chairperson shall be eligible for re-election.
 2. The Vice-Chairperson shall act as Chairperson in the Chairperson's absence. In the absence of both the Chairperson and Vice-Chairperson, the senior member, based upon years of membership, shall act as Chairperson.
 3. Any vacancy for Chairperson or Vice-Chairperson as may occur for any reason shall be filled for the remainder of the term from the Committee membership by majority vote of the Committee at the next meeting where the full Committee is present.
- B. The Chairperson shall preside at all meetings of the Committee, decide all points of order and procedure, and perform any duties required by law, ordinance, or these Rules and Procedures. The Chairperson shall have the right to vote on all matters before the Committee, and shall also have the right to make or second motions in the absence of a motion, or a second, made by any other member of the Committee.
- C. The City of Chandler Director of Planning and Development (Director), or his designated representative, shall serve the Committee as Secretary. The City of Chandler Planning and Development Department (the "Department") shall furnish professional and technical advice to the Committee.

II. COMMITTEE MEETINGS

- A. Meeting dates. The Director will schedule meetings. Additional meetings of the Committee may be held at the call of the Chairperson.
- B. Recording meetings. The written minutes of the Committee's proceedings and actions shall be kept and filed with the City Clerk's Department as a public record. Any such minutes or recording shall include such information as is required by law and shall show the vote of each member and records of the Committee's examination and other official actions.

- C. Quorum; Votes required. Four (4) members of the Committee shall constitute a quorum for transacting business at any meeting, and no action shall be taken at any meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. However, even where a quorum exists, at least four (4) affirmative votes shall be required to approve an application requiring action by the Committee.
- D. Meeting location. Unless otherwise noticed, meetings of the Committee shall be held in the Planning and Development Department's South Atrium Conference Room, 215 E. Buffalo Street, Chandler, Arizona.
- E. Notice of Meetings. No meeting of the Committee shall be held without at least twenty-four (24) hours notice to the members of the Committee and to the general public as required by law, except as may otherwise be permitted by law. Such notice shall include an agenda in the form required by law or information on how the public may obtain a copy of the agenda. The agenda must be available to the public at least twenty-four (24) hours prior to the meeting, except as otherwise permitted by law.
- F. Field trips. The Committee may take field trips to view nominated projects or for other purposes relevant to a matter under consideration. All such field trips shall be taken as part of a public meeting of the Committee, and all interested persons shall be afforded the opportunity to be present to view the project and hear any reports or comments. A record of the field trip shall be entered into the minutes, so that the record shall indicate that the field trip was taken into consideration as evidence. Nothing herein shall prevent less than a quorum of the Committee, or Committee members individually at their own convenience and expense, from taking field trips to view property, which is the subject of a nomination.

III. CONDUCT OF MEETING AND ORDER OF BUSINESS:

- A. Call to Order. The Chairperson shall call the Committee to order and the Secretary to the Committee shall record the members present and absent.
- B. Rules of Order. The Chairperson shall conduct meetings under Robert's Rules of Order unless such rules are suspended by majority vote of the Committee.
- C. Briefings and study sessions.
 - 1. On any business before the Committee, the Chairperson may request a briefing on the matter by Department staff. During any such briefing, the members of the Committee may ask questions and discuss the matters addressed by staff or related thereto.
 - 2. On the call of the Chairperson or at the request of two (2) or more members of the Committee, a study session may be held to obtain a more expanded briefing on any matter relevant to the Committee. Public testimony will be barred and no matter will be voted upon at a study session.

Notice, agenda and recording requirements shall be the same as for any other meeting of the Committee.

D. Award nominations.

1. After all evidence regarding a nomination has been submitted to the Committee, it shall be considered and acted upon in a public meeting.
2. Projects that have been nominated for any award must conform to City Code and must have received a Certificate of Occupancy, if required.
3. The Architectural Award categories shall be:
 - a. Commercial Retail (either stand-alone or shopping centers)
 - b. Industrial (business park, single-use or corporate campus)
 - c. Commercial Office (garden office or multi-story)
 - d. Redevelopment (façade renovation, beautification, or demolition/new construction)
 - e. Neighborhood Maintenance (by HOA or organized neighborhood group)
 - f. Infill projects (as defined by Infill Policy)
 - g. Public/Semi-Public (churches, schools, government facilities)

In addition, the Committee may choose up to three (3) additional categories of awards.

4. Criteria for judging nominations will be set by the Committee. The purpose of establishing criteria is to ensure a balanced approach is used in quantifying, to the extent possible, a project's positive impacts on the built environment and community spirit of Chandler.
5. The Committee may recommend four levels of prizes. At their discretion, the Committee may consider recommend presenting one Hank Pluster Award to any worthy project every year. This award is named in honor of Hank Pluster, who retired in 2005, after 20 years of service to the City in the Planning & Development Department, in recognition of his contributions to the City and the tremendous impact he had on the development of Chandler during his tenure.

In addition, the Committee may recommend presenting Architectural Benchmark Awards, Architectural Excellence Awards, and Architectural Merit Awards to worthy projects.

5. Four (4) affirmative votes shall be required to approve a recommendation of an award nomination or other matter. In the event there is no motion, or the motion dies for lack of a second, the award nomination shall not be forwarded to Council.

6. Committee members shall abide by the conflict of interest laws of the State of Arizona. When a member determines that he or she has a conflict of interest concerning a matter, he or she shall announce such conflict and refrain from discussing, voting or participating in any way concerning the matter.
7. Each member attending shall be entitled to one (1) vote. The record of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except on matters involving the consideration of his own official conduct, or such matters as referred to in the immediately preceding paragraph.

Approved by the Chandler City Council on May 22, 2003 and Amended August 10, 2006