



## Legislation Details (With Text)

<b>File #:</b>	19-316	<b>Name:</b>	
<b>Type:</b>	Staff Report	<b>Status:</b>	Consent Calendar
<b>File created:</b>	4/3/2019	<b>In control:</b>	Planning Commission
<b>On agenda:</b>	4/18/2019	<b>Final action:</b>	
<b>Title:</b>	Report regarding the appointment of a resident representative to the Design Review Board for a four year term. (Tony Rozzi, Principal Planner)		
<b>Sponsors:</b>			
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>	1. Frank Vieira Application 2019		

Date	Ver.	Action By	Action	Result
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Report regarding the appointment of a resident representative to the Design Review Board for a four year term.  
(Tony Rozzi, Principal Planner)

### **RECOMMENDATION**

**Staff recommends that the Planning Commission, by motion, re-appoint Francisco J. Vieira Jr. for an additional four year term as Design Review Board member, in accordance with the provisions of South San Francisco Municipal Code Section 20.440.005, as his term will expire on April 18, 2019.**

### **BACKGROUND/DISCUSSION**

South San Francisco Municipal Code Section 20.440.005 establishes the terms and membership requirements for the Design Review Board, and establishes the Planning Commission as the appointing body. The Board shall consist of five members appointed to four year terms. Two members shall be licensed architects, two members shall be landscape professionals, and one additional member may be either an architect, landscape professional, building or engineering contractor. In addition, there is a requirement that one of the members also be a resident and elector in the City.

In July 2018, the Planning Commission interviewed applicants, voted by ballot, and chose to re-appoint Michael Nilmeyer (Architect) and David Nelson (Landscape Architect), and appointed new members Sean Winchester (Architect) and Christopher Mateo (Landscape Architect). Francisco Viera (Contractor and Resident) would be eligible for reappointment in April 2019 since he was originally appointed on April 2, 2015 with a term expiring April 2, 2019. This will stagger one position, and as discussed and recommended for approval by the Planning Commission, Design Review Board terms will be staggered with the next round of appointments.

In February 2019, staff advertised recruitment for the Design Review Board, noting one seat available for appointment/reappointment. Notice was sent to the San Mateo Chapter of AIA (American Institute of Architects) and to several local landscape and architectural firms, and the recruitment was posted on the City's website. Only one application was received from the Design Review Board's current chair and resident

representative, Francisco J. Vieira Jr.

**CONCLUSION**

Staff is very supportive of the reappointment of the existing board member who continues to provide invaluable professional design input into the development review process. Additionally, recruiting for qualified residents has proven to be a challenge, and staff is appreciative of Francisco J. Vieira Jr.'s continued interest in serving the City. Therefore, staff recommends that the Planning Commission, by motion, appoint Francisco J. Vieira Jr. to a four-year term ending on April 18, 2023 in accordance with the provisions of South San Francisco Municipal Code Section 20.440.005.