

CITY OF PETALUMA, CALIFORNIA  
MEMORANDUM

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DATE: February 19, 2008

TO: Mike Moore, Community Development Director

FROM: Irene Borba, Senior Planner  
Tiffany Robbe, Senior Planner  
Roles and Responsibilities Subcommittee

SUBJECT: Roles and Responsibilities Subcommittee Update to the Development Code  
Advisory Committee

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The Roles and Responsibilities Subcommittee met on January 31<sup>st</sup> for our second meeting to consider the roles, responsibilities, and ordering of (H-) SPARC, Planning Commission, and City Council. The subcommittee came to consensus that, in the case of a subdivision or similar project, site plan review needs to occur first and that the SPARC committee is best suited to this task. Then, after PC and CC review, such a project would return to SPARC for architectural (details, landscaping, etc) review. At our next meeting, we will continue this discussion; particularly looking at the responsibilities of the PC and at the Santa Rosa model.

On the Historic front, the Subcommittee preliminarily agreed that a separate Historic committee (as recommended by the CLG) is acceptable, and that we will discuss different forms of Historic and Cultural Preservation Committee composition at a later meeting.

Our Next Meeting is Thursday February 28<sup>th</sup> at 8:30am.