

# DESIGN REVIEW COMMITTEE MINUTES

Albert Antelman, Chair  
 Anthony Tomasello, Vice-Chair  
 William Growdon, Member  
 Jack Kiesel, Member  
 Curtis Cormane, Member

Neda Zayer, Interim Community Development Director  
 Michael MacDonald, City Clerk

**SPECIAL MEETING:  
 WEDNESDAY, MARCH 29 – 6:00 P.M.  
 COMMUNITY MEETING ROOM, CITY HALL, 501 POLI STREET**

Chair Antelman called the meeting to order at 6:00 p.m.

**ROLL CALL**

**PRESENT:** Members Kiesel, Growdon, and Chair Antelman  
**ABSENT:** Member Cormane and Vice-Chair Tomasello

**STAFF:** Neda Zayer, Interim Community Development Director  
 Heather Bowling, Recording Clerk

**PUBLIC COMMUNICATIONS** – None

**FORMAL ITEM**

**1. Housing Element Form-Based Code Overlays.**

Review of the draft Form-Based Code Overlays for residential and mixed-use development for properties located outside existing form-based code areas.

**Case Planner:** Neda Zayer, Interim Community Development Director  
**Applicant:** City of Ventura

**SPEAKERS:**

**Staff:** Neda Zayer, Interim Community Development Director

**Members of Public:** Mark Pettit, Paul Sheehan, Amy Cherrie, and Mark Abbe

**Emails:** [public comment](#)

**Documents:** PowerPoint by Staff

**Ex-Parte Communication:** None

There was no formal motion and vote. The following are the recommendations for the Housing Element Form-Based Code Overlays from the Design Review Committee:

- The form-based code overlays were supported by the DRC and the following general thoughts were shared:

- Architectural integrity guidelines will help the DRC encourage authentic materials for building wherever possible to help fit the character of the area and selected style of architecture; and
- Attic space should not be counted as a story; and
- Support the idea to have the guidelines regarding the step-downs and buffers (neighborhood transitions) between residential and new development; and
- Preference for the use of native plants in the landscaping guidelines; and
- Stick with the standard of having recessed windows; and
- Parking has often been an issue with the current form-based code; and
- Exceptions for allowing encroachments for landscape designs should be considered for items such as water features.

### **STAFF COMMUNICATION**

None

### **ADJOURNMENT**

There being no further items on the agenda, meeting is adjourned at 07:29 p.m.