



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/21/2022

ITEM NO: 8

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DATE: June 16, 2022  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with Larry Cannon, Cannon Design Group to Provide Services as Architectural Consultant to the Town.

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for Consultant Services with Larry Cannon, Cannon Design Group to provide services as Architectural Consultant to the Town.

**BACKGROUND:**

In 2005, the Town Council approved a contract with Larry Cannon of Cannon Design Group to serve as Architectural Consultant to the Town. Since that time, the architectural peer review consultant process continues to be a successful component of the planning process.

The Town distributed a Request for Qualifications in April 2022 and received three proposals from: Larry Cannon, Cannon Design Group (Attachment 1); Mammarella Architecture; and Lindsay Toscano Architect. Staff determined that Larry Cannon of Cannon Design Group is the most qualified to serve as the Architectural Consultant to the Town, based on the quality of the proposal and past services provided.

**DISCUSSION:**

The Architectural Consultant serves in a similar capacity to other Town development peer review consultants such as arborist, geotechnical, and environmental consultants. Typical tasks that the Architectural Consultant may provide include the following:

**PREPARED BY:** Tania Maheu  
Administrative Analyst

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Finance Director

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DISCUSSION (continued):

- Architecture and site design peer review and critique for development applications, including residential and non-residential additions, remodels, and new buildings;
- Evaluation of architecture and site design for neighborhood compatibility and compliance with applicable design standards and guidelines, specific plans, and the General Plan;
- Development of design recommendations and preparation of reports summarizing findings and recommendations;
- Consultation with staff and/or applicants to discuss recommendations or project specific issues;
- Special studies or projects, including, but not limited to: preparation of a checklist for content of architectural plans for application packets; and
- Attendance at public meetings as needed.

CONCLUSION:

Cannon Design Group was determined to be the best candidate to continue serving as the Town's Architectural Consultant for the following reasons:

- Extensive experience and specialization providing architecture and site design peer review and preparing design guidelines;
- Successful provision of architectural review services to the Town since 2005;
- Strong use of graphics to make reports user-friendly and easy to understand;
- Larry Cannon, principal, is both a registered architect and a certified planner;
- Good understanding of the Town's codes, policies, and design guidelines (contributing author of the Commercial and Residential Design Guidelines); and
- Experience with historic preservation.

COORDINATION:

The draft Agreement for Consultant Services (Attachment 2) was prepared in coordination with the Town Attorney.

FISCAL IMPACT:

Architectural review for development proposals are paid for by the project applicant. The typical consultant review deposit for a single-family home is \$2,500. The actual cost is based on the scope of work and the consultant's fee schedule (see Attachment 1). An administrative fee of 10 percent is also charged by the Town. The purpose of the administrative fee is to reimburse the Town's cost of administering the peer review.

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SUBJECT: Larry Cannon, Cannon Design Group

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ENVIRONMENTAL ASSESSMENT:

This action is not a project defined under CEQA, and no further action is required.

Attachments:

1. CDG Proposal
2. Draft Agreement for Consultant Services

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