



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Clerk's Office

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

TOPIC: DESIGN REVIEW BOARD REAPPOINTMENT AND VACANCY

SUBJECT: APPOINTMENT OF SARAH REGE TO FILL ONE FOUR-YEAR TERM TO THE END OF JUNE 2024 ON THE DESIGN REVIEW BOARD AND CALL FOR APPLICATIONS TO FILL ONE UNEXPIRED FOUR-YEAR TERM TO THE END OF JUNE 2021 DUE TO THE RESIGNATION OF SAMINA SAUDE

RECOMMENDATION:

Reappoint Sarah Rege to the Design Review Board to the end of June 2024 due to the expiration of her term. In addition, call for applications to fill one unexpired four-year term to the end of June 2021 due to the resignation of Samina Saude.

BACKGROUND:

The Design Review Board (DRB) consists of design professionals appointed by the City Council to provide advice on new development projects and most exterior changes to existing buildings. [Meetings](#) are held on the first and third Tuesday of each month at 7:00 p.m. at City Hall, 1400 Fifth Avenue, San Rafael, CA 94901. Meetings of the DRB have been cancelled until further notice due to COVID-19.

ANALYSIS:

On June 1, 2020, the City Manager announced the vacancy on the Design Review Board and requested applications be submitted online. Sarah Rege was the only application received by the filing deadline of June 23, 2020, and staff recommends she be reappointed to serve on the Design Review Board. Subsequently, on June 29, 2020, Samina Saude was appointed to the Planning Commission, which created a vacancy on the Design Review Board. Staff recommends the City Council call for applications to fill her vacancy.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

RECOMMENDED ACTION:

It is recommended to reappoint Sarah Rege to the Design Review Board to the end of June 2024 due to the expiration of her term and call for applications to fill one unexpired four-year term to the end of June 2021 due to the resignation of Samina Saude.

ATTACHMENTS

1. Application – Sarah Rege
2. Vacancy Notice, Application Materials, Municipal Code Excerpt, Ethics Training Notice

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

Profile

Sarah _____ Rege _____
First Name Middle Initial Last Name

Which Boards would you like to apply for?

Design Review Board: Submitted

Email Address

Street Address

State or Zip

San Rafael _____ CA _____ 94903
City State Postal Code

Are you a resident of San Rafael

Yes No

Resident of the City of San Rafael for how many years?

5+

Primary Phone

Alternate Phone

Perkins+W
Employer

Sr. Project Manager, Associate
Principal
Job Title

Business Address

How did you learn about this vacancy? *

Other

Interests & Experiences

Do you participate in any civic activities?

Direct school district related activities for Vaccetto Elementary

List any civic organizations of which you are a member:

None

Education:

University of Southern California, Bachelor of Architecture

Why are you interested in serving on a board or commission?

I'm interested in continuing to be directly involved in the evolution of the local built environment and how it can continue to grow and support this amazing community. San Rafael is so unique and has many important works of architecture, large and small, that have thoughtfully established a unique, highly desirable character for the City.

Describe possible areas in which you may have a conflict of interest with the City:

As a practicing Architect, projects being built or considered in San Rafael could be a conflict, however there are none currently.

[SarahRege_Résumé.pdf](#)

Upload a Resume

Question applies to Design Review Board Park and Recreation Commission Planning Commission

NOTE: All Design Review Board, Planning Commission and Park & Recreation Commission members are required to file Fair Political Practices Commission Conflict of Interest Statements, which are open to public review.

[Resolution # 12129]

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

To which gender do you most identify?

[Redacted]

How old are you?

[Redacted]

LICENSES & CERTIFICATIONS

Architect, California, License No. C31065
 Architect, Colorado, License No. 400844
 LEED AP BD+C, Green Business Certification Inc. (GBCI)
 WELL AP, Green Business Certification Inc. (GBCI)
 NCARB Certificate, No. 63449

EXPERIENCE**PERKINS+WILL** SAN FRANCISCO, CA

ASSOCIATE PRINCIPAL, CORPORATE CIVIC & COMMERCIAL MARKET LEADER, SENIOR PROJECT MANAGER

April 2013 to Present

Active client engagement, market leadership and management of multiple large and small projects.

Project types: Commercial office, high-rise multi-family, workplace interiors and early childhood education.

Selected projects: Project Manager for the San Francisco Airport's Consolidated Administration Campus (CAC) building, 140,000 SF, office and new workplace interior project that is net zero-energy (site ZEB) capable and pursuing LEED Gold.

Confidential Client: Portfolio Project Manager for Commercial projects (avg. \$55M/yr.) inc. workplace interiors (5,000–50,000 SF), campus enhancements, new build additions and support buildings. Project Manager for the Child Care Center, a 56,000 SF 500 child facility designed as a net zero-energy (site ZEB) and pursuing LEED Platinum. Project Manager for the Employee Center, a 70,000 SF campus amenity building certified LEED Gold and pursuing WELL Building Gold certification. Project Manager and Project Architect for an Office Building, a 255,000 SF, high-rise commercial office building with a naturally ventilated atrium certified LEED Gold.

RNL DENVER, CO; LOS ANGELES, CA

SENIOR ASSOCIATE, PROJECT ARCHITECT, SUSTAINABLE DESIGN COORDINATOR (SDC)

August 2005 to March 2013

Internal leadership which included piloting the Green Team (a group focused on sustainable initiatives), creating a LEED AP+ opt in and continuing education program and acting as the Intern Coordinator/NCARB IDP Supervisor for the Architecture Studio.

Project types: High-rise commercial office, high-rise multi-family, adaptive reuse and library.

Selected projects: Project Architect, SDC and LEED Project Administrator for 1800 Larimer, a 22-story, LEED Platinum, commercial office tower. Responsibilities included design and construction drawings from conceptual design through contract documents, construction administration, sustainable design strategies/implementation and documentation/coordination of the LEED CS precertification and certification submissions.

SDC and LEED Project Administrator for Spire, a 735,000 SF, 496 unit, LEED Certified multi-family high-rise.

PLESKOW RAEL ARCHITECTURE(S) MARINA DEL REY, CA

SENIOR DESIGNER/PROJECT MANAGER

October 2004 to August 2005

Project types: Custom single-family residential and commercial office including a 500,000 SF high-rise tenant improvement for the City of Los Angeles, Depart. of Public Works.

PICA+SULLIVAN ARCHITECTS LTD. LOS ANGELES, CA

DESIGNER/JOB CAPTAIN

September 1998 to September 2004

Project types: Master plans and specialized facilities for private, K-12 schools.

EDUCATION**UNIVERSITY OF SOUTHERN CALIFORNIA** LOS ANGELES, CA

BACHELOR OF ARCHITECTURE (BARCH), MAY 1998

ACTIVITIES & AWARDS

Most Valuable Player (MVP), Confidential Client, 2015

Mentor of the Year 2012, AIA Colorado

"Fiets Kazemat" Competition 2006, First Place Winner, AIA Colorado Young Architects Forum

INTERESTS

Running (completed LA & CIM Marathons), Volleyball, Ancient Greek Philosophy and Wine Tasting

One Vacancy Design Review Board

Applications to serve on the San Rafael Design Review Board to fill one unexpired four-year term to the end of June 2021, may be obtained online at <https://www.cityofsanrafael.org/boards-commissions/> and may be completed and submitted electronically.

The deadline for filing applications is **Tuesday, August 11, 2020, at 5:00 p.m.**

There is no compensation paid to Board Members. Members must comply with the City's ethics training requirement of AB 1234, and reimbursement policy. See attached information.

ONLY RESIDENTS OF THE CITY OF SAN RAFAEL MAY APPLY

The Design Review Board regularly meets on the first and third Tuesdays of every month at 7:00 p.m. in the Council Chambers, City Hall.

The Design Review Board works in an advisory capacity only to the Planning Commission, and reviews and makes recommendations on major development projects within the City of San Rafael.

Interviews of applicants to be scheduled on a date to be determined.

An excerpt from the San Rafael Municipal Code re: Design Review Board membership, terms of Board Members, powers and duties, etc., is also attached.

NOTE: All Design Review Board members are required to file Fair Political Practices Commission Conflict of Interest Statements, which are open to public review.

[Resolution 12129]

Lindsay Lara
City Clerk
City of San Rafael

Dated: July 21, 2020



Boards and Commissions Application

Applicant Information

Full Name: _____

*Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

*Phone: _____ *Email _____

Resident of San Rafael for _____ years.

Employer: _____

Occupation: _____

Business Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Education

Supplemental Questions

Participation in the following civic activities:

Member of the following civic organizations:

My reasons for wanting to serve are:

Describe possible areas in which you may have a conflict of interest with the City:

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

- American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: a person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.

To which gender do you most identify?

- Male
- Female
- Nonbinary or Third Gender
- Prefer to self-describe
- Prefer not to say

How old are you?

- Under 18
- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-54 years old
- 55-64 years old
- 65-74 years old
- 75+ years old

Signature

Signature: _____ Date: _____

Mail or deliver to:
City of San Rafael, Dept. of City Clerk
City Hall, 1400 Fifth Avenue, Room 209
San Rafael, CA 94903

*Information kept confidential, to the extent permitted by law.

14.25.070 Design Review Board.

A. Purpose and Authority. The Design Review Board shall serve as an advisory body to the city for the purpose of reviewing and formulating recommendations on all major physical improvements requiring environmental and design review permits and on other design matters, including minor physical improvements, referred to the Board by the Planning Director, Planning Commission, or City Council.

B. Membership of the Design Review Board. The Design Review Board shall consist of a total of five (5) regular members and may include one alternate member appointed by the City Council. The Design Review Board members shall be qualified as follows:

1. At least two (2) members shall be licensed architects or licensed building designers;
2. At least one member shall be a licensed landscape architect;
3. At least one of the five (5) members shall have background or experience in urban design;
4. The alternate member may have qualifications in any of the above fields of expertise;
5. All board members shall reside in the City of San Rafael; and
6. In addition to the five (5) council-appointed Board members and one alternate member, one planning commissioner shall attend Board meetings. This liaison planning commissioner shall be appointed by the commission chairperson. An additional commissioner shall be appointed to serve as an "alternate liaison" in case of absence. The planning commission liaison should be present at all Design Review Board meetings to offer advice and direction to the Board on matters of commission concern.

C. Alternate Member. The alternate member may temporarily fill a vacancy created when a regular member: (1) leaves office prior to completion of the member's term; (2) cannot attend a meeting; or (3) cannot participate on a particular matter due to a conflict of interest.

D. Term of Office. The term of office for each Design Review Board member shall be four (4) years. Of the members of the Board first appointed, one shall be appointed for the term of one year; one for the term of two (2) years; one for the term of three (3) years; and two (2) for the term of four (4) years. The term of office for the alternate board member shall be four (4) years concurrent with the term of the chairperson.

E. Removal or Vacancy of Membership. Any member of the Board or the alternate member can be removed at any time by a majority vote by the City Council. A vacancy shall be filled in the same manner as the original appointment. The person appointed to fill a vacancy shall serve for the remainder of the unexpired term.

F. Meetings. At least one regular Design Review Board meeting shall be held each month on a date selected by the Board, unless there is no business to conduct.

G. Quorum. Three (3) of the members of the Board, either regular members or two (2) regular members and the alternate board member, shall be required to constitute a quorum for the transaction of the business of the Board and the affirmation vote of a majority of those present is required to take any action.

H. Compensation of the Design Review Board. All members of the Board shall serve as such without compensation.

I. The Design Review Board may adopt, and amend as necessary, Rules of Order to ensure efficient and responsive Board meetings. (Ord. 1838 § 53, 2005; Ord. 1794 § 2, 2003; Ord. 1625 § 1 (part), 1992).

NOTICE TO BOARD & COMMISSION APPLICANTS

REGARDING ETHICS TRAINING

On January 1, 2006, a new law became effective that requires two (2) hours of ethics training of the local legislative bodies by January 1, 2007. This new law defines a local legislative body as a "Brown Act" governing body, whether permanent or temporary, decision-making or advisory, and created by formal action of the City Council. In other words, any person serving on a City Council, Board, Commission, or Committee created by the Council is subject to this ethics training requirement. After this initial class, training will be required every two years.

Ethics training can be accomplished by taking a 2-hour class, self-study. Online training is available at on line at <http://www.fppc.ca.gov/index.php?id=477> and is free of charge.

After you have completed the ethics class, the original certificate needs to be given to the City Clerk's Office for record-keeping, with a copy kept for your records.

AB 1234 (Salinas). Local Agencies: Compensation and Ethics Chapter 700, Statutes of 2005

This law does the following:

- **Ethics Training:** Members of the Brown Act-covered decision-making bodies must take two hours of ethics training every two years, if they receive compensation or are reimbursed expenses. The training can be in-person, on-line, or self-study.
For those in office on 1/1/06, the first round of training must be completed by 1/1/07.
- **Expense Reimbursement -- Levels:** Local agencies which reimburse expenses of members of their legislative bodies must adopt written expense reimbursement policies specifying the circumstances under which expenses may be reimbursed. The policy may specify rates for meals, lodging, travel, and other expenses (or default to the Internal Revenue Service's (IRS) guidelines). Local agency officials must also take advantage of conference and government rates for transportation and lodging.
- **Expense Reimbursement -- Processes:** Local agencies, which reimburse expenses, must also provide expense reporting forms; when submitted, such forms must document how the expense reporting meets the requirements of the agency's expense reimbursement policy. Officials attending meetings at agency expense must report briefly back to the legislative