



**San Rafael Planning Commission  
Regular Meeting Minutes  
Tuesday, September 29, 2020, 7:00 P.M.**

**Virtual Meeting**  
**(669) 900-9128**  
**Meeting ID: 897-5534-1830#**

**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through YouTube Live at [www.youtube.com/cityofsanrafael](http://www.youtube.com/cityofsanrafael). Comments submitted via YouTube Live must be submitted according to the directions located on the YouTube video description. The City is not responsible for any interrupted service. To ensure the Planning Commission receives your comments, submit written comments to the Alicia Giudice, Principal Planner ([alicia.giudice@cityofsanrafael.org](mailto:alicia.giudice@cityofsanrafael.org)), prior to the meeting. For more information regarding real-time public comments, please visit our Live Commenting Pilot page at <https://www.cityofsanrafael.org/live-commenting-pilot/>.

Want to listen to the meeting and comment in real-time over the phone? Call the telephone number listed on this agenda and dial the Meeting ID when prompted. Feel free to contact the City Clerk's office at 415-485-3066 or by email to [lindsay.lara@cityofsanrafael.org](mailto:lindsay.lara@cityofsanrafael.org) if you have any questions.

Any member of the public who needs accommodations should contact the City Clerk (email [lindsay.lara@cityofsanrafael.org](mailto:lindsay.lara@cityofsanrafael.org) or phone at 415-485-3066) who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Present: Chair Pro Tem Samudzi  
Commissioner Hill  
Commissioner Lubamersky  
Commissioner Previtali  
Commissioner Saude

Absent: Chair Mercado  
Commissioner Davidson

Also Present: Raffi Boloyan, Planning Manager  
Alicia Giudice, Principal Planner

**CALL TO ORDER**

Chair Pro Tem Samudzi called the meeting to order at 7:02 p.m. and invited Principal Planner Alicia Giudice to call the roll. All were present, except for Chair Mercado and Commissioner Davidson.

**APPROVAL OR REVISION OF ORDER OF AGENDA ITEMS**

None.

## **PUBLIC NOTIFICATION OF MEETING PROCEDURES**

Chair Pro Tem Samudzi invited Planning Manager Raffi Boloyan who informed the community the meeting would be streamed live to YouTube and members of the public would provide public comment either on the telephone or through YouTube live chat. He explained the process for community participation through the telephone and on YouTube.

Chair Pro Tem Samudzi reviewed the procedures for the meeting.

## **URGENT COMMUNICATION**

None.

## **CONSENT CALENDAR**

Chair Pro Tem Samudzi invited public comment; however, there was none.

Commissioner Lubamersky moved and Commissioner Previtali seconded to approve the Consent Calendar.

1. **Approval of the Planning Commission Meeting Minutes of September 15, 2020**  
*Minutes approved as submitted*

AYES: Commissioners: Hill, Lubamersky, Previtali, & Chair Pro Tem Samudzi

NOES: Commissioners: None

ABSENT: Commissioners: Davidson and Chair Mercado

ABSTAIN: Commissioners: Saude

Motion carried 4-0

## **PUBLIC HEARINGS**

2. **1309 Second Street**

Request for a Use Permit and an Environmental and Design Review Permit to demolish the existing single-family residence and construct a three-unit multi-tenant residential structure with four covered garage parking spaces; APN: 012-073-04; Second/Third Mixed Use West (2/3 MUW), Zoning District; Garl Alicia Family Trust 2012, Owner; Ron Kappe, Kappe Architects, Applicant; File No. UP20-013/ED20-022

Alicia Giudice, Principal Planner presented the staff report.

Applicant Ron Kappe gave a presentation. Owner's rep Matthew Burns was present.

Chair Pro Tem Samudzi declared the public hearing opened; however there were no comments

Commissioners provided comments

Commissioner Lubamersky moved and Commissioner Hill seconded to adopt the resolution approving project as presented

AYES: Commissioners: Hill, Lubamersky, Previtali, Saude & Chair Pro Tem Samudzi  
NOES: Commissioners: None  
ABSENT: Commissioners: Davidson and Chair Mercado  
ABSTAIN: Commissioners: None

Motion carried 5-0

*Resolution 20-19 - Resolution of the San Rafael Planning Commission Approving a Use Permit and Environmental and Design Review Permit for New Construction of a Three Unit Multi-family Residential Structure on a 2,940 Square Foot Lot Located at 1309 Second Street (APN: 012-073-04)*

### **3. 3301 Kerner Boulevard (Homeward Bound)**

Use Permit to allow for an emergency shelter to be located within an existing 25,000 square foot building; APN: 008-082-52; Canal Core Industrial/Office (CCI/O) Zoning District; Homeward Bound of Marin, applicant; Gilardi Charitable Remainder Unitrust Etal, owners; File No(s): UP20-017

Alicia Giudice, Principal Planner presented the staff report.

Staff, including Applicants Mary Kay Sweeney and Paul Fordham (Homeward Bound) responded to questions from the Commissioners.

Chair Pro Tem Samudzi declared the public hearing opened

**Speakers:** Bruce Livingston, Executive Director of Alcohol Justice, Karen Strolia, Director of Downtown Streets Team North Bay, Aaron, Valerie Lofrano, Mark Shotwell, Executive Director of Ritter Center, Milton Davis

Staff and Applicants responded to comments and questions from the Commissioners.

Commissioners provided comments

Commissioner Hill moved and Commissioner Previtali seconded to adopt the resolution with the change to the timeline condition of approval, allowing an increase of the Use Permit to 18 months, and requiring review/check-in at 12 months

AYES: Commissioners: Hill, Lubamersky, Previtali, Saude & Chair Pro Tem Samudzi  
NOES: Commissioners: None  
ABSENT: Commissioners: Davidson and Chair Mercado  
ABSTAIN: Commissioners: None

Motion carried 5-0

*Resolution 20-20 – Resolution of the City of San Rafael Planning Commission Approving Conditional Approval of Use Permit (UP20-017) to Allow the Operation of an Emergency Shelter in an Existing Building Located at 3301 Kerner Boulevard (APN: 008-082-52)*

**DIRECTOR'S REPORT**

Alicia Giudice, Principal Planner provided updates on:

- the City Council receiving the informational report and Planning Commission comments on the inclusionary housing policy
- the Code Enforcement Division
- the Building Division

Raffi Boloyan, Planning Manager provided an update on:

- the on-line application submittal process

**COMMISSION COMMUNICATION**

None.

**ADJOURNMENT**

Chair Pro Tem Samudzi adjourned the meeting at 8:32 p.m.

\_\_\_\_\_  
LINDSAY LARA, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

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ALDO MERCADO, Chair