



**SAN RAFAEL**  
THE CITY WITH A MISSION

Community Development Department – Planning Division

**Meeting Date:** June 18, 2024

**Agenda Item:** 7.a

**Project Planner:** Margaret Kavanaugh-Lynch,  
Planning Manager

**REPORT TO PLANNING COMMISSION**

**SUBJECT:** Continued Action Item: The San Rafael Planning Commission will meet to consider an ordinance amending Titles 2, 14 and 15 of the San Rafael Municipal Code to eliminate the Design Review Board and transfer existing duties of the Design Review Board to other decisionmakers. The Planning Commission will make a recommendation to the City Council regarding the ordinance.

**BACKGROUND**

At the June 11, 2024 regular Planning Commission meeting, staff presented an overview of this item. The Commission asked questions of staff at the conclusion of the presentation. Then, the Chair opened the public hearing and the Commission received testimony from the community present. After the testimony concluded, the Chair closed the public hearing, returning the item for deliberation by the Commission. After an extended discussion between the members of the Commission and clarifying comments from staff, this item was continued to June 18, 2024 at 7pm. Several members of the Commission noted the purpose of the continuance was to provide additional time so that they could fully consider their recommendation.

The purpose of tonight’s special meeting is to allow the Planning Commission to complete their deliberations and render their recommendation to the City Council on this item.

**RECOMMENDATION**

It is recommended that the Planning Commission:

- (1) Discuss and consider the Staff report, prior testimony and ask questions of the Staff, as needed.
- (2) Approve the Resolution to recommend that the City Council:
  - a. Modify Title 2 to add design professionals to the Planning Commission.
  - b. Amend other municipal code references to the Design Review Board as described in this staff report and draft resolution.

**ENVIRONMENTAL REVIEW**

Staff finds that this project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen

with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, and pursuant to CEQA Guidelines section 15378(b)(5) because the dissolution of the Design Review Board and reassignment of its responsibilities to the Planning Commission or Director is an organizational/administrative activity that will not result in direct or indirect physical changes in the environment.

## **CORRESPONDENCE**

No further correspondence has been received by staff as of the date of the creation of this Staff report.