



**Planning Commission
Regular Meeting**

**Tuesday, February 27, 2024, 7:00 P.M.
Minutes**

Participate In-Person:

**San Rafael City Council Chambers
1400 Fifth Avenue, San Rafael, CA 94901**

or

Participate Virtually:

Watch on Webinar: <https://tinyurl.com/Planning-Commission-24>

Watch on YouTube: <http://www.youtube.com/cityofsanrafael>

Telephone: 1 (669) 444-9171

Meeting ID: 840 9897 7308#

One Tap Mobile: US: +16694449171, 84098977308#

CALL TO ORDER

Chair Saude called the meeting to order at 7:00 PM. She then invited Planning Manager Margaret Kavanaugh-Lynch to call roll.

RECORDING OF MEMBERS PRESENT AND ABSENT

PRESENT: SAMINA SAUDE, CHAIR
ON HAVEMAN, VICE-CHAIR
JILL RODBY, COMMISSIONER
JALDO MERCADO, COMMISSIONER

ABSENT JON PREVITALI, COMMISSIONER
SHINGAI SAMUDZI, COMMISSIONER

ALSO PRESENT: MARGARET KAVANAUGH-LYNCH, PLANNING MANAGER
LAURA SIMPSON, INTERIM PLANNING & COMMUNITY
DEVELOPMENT SERVICES DIRECTOR
CHARITY WAGNER, PLANNING CONSULTANT

APPROVAL OR REVISION OF ORDER OF AGENDA ITEMS

Chair Saude asked if there are any changes to the order of the Agenda.

No changes were made to the order of the Agenda.

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Chair Saude stated that public comment will be limited to three minutes, and continued to provide directions on how to provide public comments and mediums of which are available to participate in the meeting.

Chair Saude informed the community that the in-person meeting would also be recorded and streamed live to YouTube and through Zoom.

ORAL COMMUNICATIONS FROM THE PUBLIC

Chair Saude allowed time for those who have urgent communication on topic(s) not on the agenda to address the Commission.

Four speakers provided public testimony.

Chair Saude requested the Planning Manager to address the public comments during the open forum. The Planning Manager addressed comments regarding the Northgate Townsquare Draft EIR discussed on February 13, 2024. The Planning Manager provided directions for the purpose, the process, and the procedure of a Draft EIR to receive oral/verbal testimony.

CONSENT CALENDAR

1. None

ACTION ITEMS

1. Annual Meeting of the Planning Commission 2024.

Project Planner: Margaret Kavanaugh-Lynch, Planning Manager

Recommended action: (1) Election of Officers to include a new Chair and Vice Chair to the Planning Commission for 2024. (2) Accept any proposed changes to the Planning Commission "Rules and Procedures".

The Planning Manager provided a summary of the staff report which included a proposed Planning Commission calendar for 2024, rotation and election of officers for the Planning Commission, and consider amendments to the "Rules and Procedures".

Staff opened the floor to comments from the Commission.

Commissioner Mercado provided comments regarding the rotation of Chair and Vice-Chair.

Commissioner Haveman provided comments affirming the current rotation as presented by the Planning Manager.

Chair Saude provided comments on the proposed calendar dates and commented on current "Rules and Procedures".

Chair Saude requested comments from the Commissioners.

Commissioner Mercado, Rodby and Haveman provided comments on the start time of meetings.

Chair Saude put forth questions to make amendments to the "Rules and Procedures".

The Planning Manager provided responses to the questions.

Chair Saude requested a motion to elect Commissioner Haveman as Chair, and Commissioner Mercado as Vice Chair, direct the planning staff to work with the City Clerk and City Attorney to modify the language of seven consecutive years for elected officers to serve as Chair, (2) Provide a table for visual calendar officers in the minutes (3) Amendments to Item A(6) to add the “City Clerk” and remove “Chair”, decline to start the meeting at six pm and remove reference to hybrid meetings.

Commissioner Haveman moved the motion.

Commissioner Mercado provided additional comments and made a friendly amendment to the motion.

Chair Saude requested the Planning Manager to repeat the revised motion to the Commission prior to a vote.

The Planning Manager stated the motion with a friendly amendment from Commissioner Mercado to be to elect Councilmember Haveman as Chair, Commissioner Mercado as Vice Chair, to support the meeting dates as stated in the staff report, direct the planning staff to work with the City Clerk and City Attorney to modify the language of seven consecutive years for elected officers to serve as Chair, (2) Provide a table for visual calendar of future Chairs and Vice Chairs in the minutes (3) Amend Item A(6) to add the “City Clerk” and remove “Chair”, decline to start the meeting at six pm and keep remaining references to hybrid meetings.

Commissioner Haveman moved the motion with the amendment to keep the remaining references to hybrid meetings.

Commissioner Mercado seconded the motion.

Chair Saude opened the public hearing for comments.

No public comment was provided.

Chair Saude closed the public hearing and requested the Planning Manager to take roll:

AYES: Commissioners Mercado, Rodby, Vice Chair Haveman, and Chair Saude

NOES: None

ABSENT: Commissioners Previtali, Samudzi

ABSTAIN: None

Motion carried 4-0

TABLE - Visual Calendar of Future Chairs and Vice Chairs

Commissioner	First Appointed to Commission	Years Served as Chairperson	Years Served as Vice Chair
Aldo Mercado	July 2018	2020 partial	2020 partial
Shingai Samudzi	June 2019	2021	2020 partial
Jon Previtali	June 2020	2022	2021
Samina Saude	June 2020	2023	2022

Jon Haveman	May 2021	None	2023
Jill Rodby	April 2023	None	None

2. Objective Design Standards – Citywide Objective Design Standards for a ministerial “by-right” process by Senate Bill 35 (SB 35).

Project Planner: Charity Wagner, Planning Consultant.

The project planner provided a brief overview of the purpose and intent of the Objective Design Standards and requested action by the Commission.

Chair Saude opened the floor to the Commission for comments.

Commissioner Rodby provided comments.

Chair Saude provided comments.

The Planning Manager provided a response to the comments.

Chair Saude provided additional comments.

Interim Director provided clarifying comments.

Commissioner Mercado provided comments.

Interim Director provided comments.

Commissioner Mercado provided comments on items.

Chair Saude put forth a motion to recommend approval of the Objective Design Standards to the City Council and requested staff to report within 6-9 months on a study session with an assessment on the Objective Design Standards effects outside of Downtown and within the Downtown Precise Plan area.

Commissioner Haveman made the motion to recommend approval of the Objective Design Standards to the City Council and requested staff to report within 6-9 months on a study session with an assessment on the Objective Design Standards effects outside of Downtown and within the Downtown Precise Plan area.

Commissioner Mercado seconded the motion.

Chair Saude directed the Planning Manager to take roll:

AYES: Commissioners Mercado, Rodby, Vice Chair Haveman, and Chair Saude

NOES: None

ABSENT: Commissioners Previtali, Samudzi

ABSTAIN: None

Motion carried 4-0

DIRECTOR'S REPORT

Interim Community Development Director Laura Simpson reported on the following items:

1. In process of hiring two senior planners.

COMMISSION COMMUNICATION

Chair Saude welcomed the new elected officers. The Commissioners did not have items to report.

ADJOURNMENT

There being no further business, Chair Haveman adjourned the meeting at 8:22 PM.

Jose M. Herrera-Preza, Principal Planner