



SAN RAFAEL
THE CITY WITH A MISSION

**Community Development Department – Planning Division
ORDINANCE INTERPRETATIONS AND POLICY
STATEMENTS**

Check One of the Following:

- Ordinance Interpretation*
- Policy Statement**

Preparer:

Staff

Subject (Cite Code Section if Zoning Ordinance Interpretation):

DRB Subcommittee Use During COVID-19 Shelter-In-Place Order

Interpretation/Policy Statement:

Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and the Marin County March 16, 2020 Shelter-in-Place Order, superseded by the Marin County March 31, 2020 Shelter-in-Place Order, the San Rafael Design Review Board (DRB) shall no longer physically meet, as an open public meeting, to provide site and building design review and recommendations on projects requiring Planning Commission action or other design matters referred to the DRB by the Community Development Director, Planning Commission or City Council.

Until the Shelter-in-Place Order is lifted, all site and building design review and recommendations shall be carried by a Design Review Board Subcommittee consisting of one (1) licensed architect and one (1) licensed landscape architect, both chosen by staff (DRB Staff Liaison) from the current membership of the DRB. This subcommittee shall meet as needed through conference call with staff and project architects only. No public notice is required for the subcommittee to provide input on design matters. Staff will provide the DRB Subcommittee with reduced (11" x 17") color plans and a staff report for each project under review on the Friday before their meeting. Staff shall distribute a summary of the DRB Subcommittee's recommendations to each project architect after each meeting. In the event that the DRB Subcommittee is unable to reach consensus on any project under review, staff shall temporarily participate as an alternate member of the DRB Subcommittee and provide review and recommendations on design matters.

Analysis:

Pursuant to Section 14.25.070 of the San Rafael Municipal Code (SRMC), the Design Review Board (DRB) is an advisory body to the City, reviewing and providing recommendations on design matters, and without any approval authority. The DRB Subcommittee would allow the DRB to continue to function during the mandatory Shelter-In-Place Order by reviewing and providing recommendations on site and building design with the City. The DRB Subcommittee would allow the DRB to continue as an interim advisory body reviewing and providing recommendations on design matters, while complying with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and the Marin County March 16, 2020 Shelter-in-Place Order.

Approved by:

Jim Schutz, City Manager

April 1, 2020

Date

Paul Jensen, Community Development Director

April 1, 2020

Date

*Zoning Ordinance Interpretation: Copy on Blue Paper

**Policy Statement: Copy on Green Paper