

MINUTES



**San Rafael Design Review Board
Regular Meeting
Wednesday, November 4, 2020, 7:00 P.M.**

Virtual Meeting

Listen online: <https://tinyurl.com/DRB-2020-11-04>

Telephone: (669) 900-9128

Meeting ID: 823-0970-4098#

Present: Chair Kent
Member Blayney
Member Paul
Member Rege
Member Summers

Absent: None

Also Present: Steve Stafford, Senior Planner
Alicia Giudice, Principal Planner
Paul Jensen, Community Development Director

CALL TO ORDER

The meeting was called to order at 7:00 p.m. All board members were present. Alternate Member Donald Blayney served as full-voting member due to vacancy of Member Samina Saude.

NEW BUSINESS

1. Project: Report on Possible Changes to Design Review Board Structure and Processes.

Review and solicit feedback on possible changes to the DRB structure and process by adopting a temporary pilot program creating a Design Review Advisory Committee (DRAC) on certain projects.

Project Planner: Alicia Giudice

Recommended Action – Accept report and provide feedback to staff

Three residents provided comments.

Discussion at this Study Session included common ideas such as:

- Preserve some opportunity for public input/participation, even of written comments only
- DRAC (DRB Subcommittee) should be preserved for use in concert with utilization of full DRB. Clear guidelines should be adopted for which projects should go to the DRAC, though staff should have the discretion to take a design item to the full DRB if potentially controversial

- DRAC membership should be three DRB members (two licensed architects and one landscape architect), rotated annually like the chair and vice chair of the full DRB
- DRB supports staff taking complex projects to the Planning Commission before DRB review for non-design land use policy applications
- Staff should investigate reducing the length of staff reports for efficiencies
- It would be helpful if staff would provide details to the DRB when this item returns to them on how many DRB items in 2018 and 2019 would have utilized DRAC

ADJOURNMENT

Jeff Kent adjourned the meeting at 8:00 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2020

JEFF KENT, Chair