

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.

- Shirley Fischer stated the DRAC appears to add work rather than streamline the processing time and a project's site should not be used as a benchmark for determining what is reviewed by the full DRB or the DRAC.
- Kate Powers expressed concern with streamline the DRB process. She believes it imperative to preserve public input in the design review process. She prefers to keep the current five (5)-member DRB as currently structured.
- Victoria DeWitt also indicated her preference to keeping the current full DRB structure. She indicated hillside development should be reviewed by the full DRB and not the DRAC. Recommends further exploration of which projects may be reviewed by the DRAC. Recommends the City also review the processing structure for Zoning Administrator hearings which creates a Zoning

Administrator who is not also in the dual role of being the project planner. Recommends including the DRAC in Zoning Administrator reviews for smaller projects.

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

MINUTES



**San Rafael Design Review Board
Regular Meeting
Wednesday, February 17, 2021, 7:00 P.M.**

Virtual Meeting

Watch on Webinar: <https://tinyurl.com/Drb-2021-02-17>

Telephone: (669) 900-9128

Meeting ID: 897-5942-0487#

Present: Chair Pro Tem Paul
Chair Kent
Member Rege
Member Summers

Absent: Member Blayney

Also Present: Steve Stafford, Senior Planner
Ali Giudice, Planning Manager
Michele Ginn, Permit Services Coordinator
Paul Jensen, Community Development Director
Barry Miller, General Plan Project Planner

CALL TO ORDER

The meeting was called to order at 7:03 p.m. All Board members were present, except for Member Blayney. The Board is currently operating without a replacement for former Member Samina Saude, who is now a Planning Commissioner.

STAFF COMMUNICATION

Staff received the following public comments after the distribution of Staff Reports, which were forwarded to the Board as separate emails-

Responsible Growth Marin provided the following comments on Agenda Item #2:

- Language on what qualifies for DRAC review needs further refinement
- Language on the membership of the DRAC needs further refinement

Victoria DeWitt (West End neighborhood resident) provided the following comments on Agenda Items #1 and #2:

- Requests amendment of 11/04/20 DRB meeting minutes to reflect her previously submitted comments on the proposed DRAC
- Authority for the DRAC needs further refinement
- Membership on DRAC needs further refinement

Sustainable San Rafael provided the following comments on Agenda Item #3:

- Provided specific miscellaneous recommendations for improving the DPP

BOARD COMMUNICATION

None

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Chair Pro Tem Paul invited Senior Planner Steve Stafford who informed the community that members of the public would provide public comment either on the telephone or through Zoom. He explained the process for community participation on the telephone and Zoom.

Chair Pro Tem Paul reviewed the procedures for the meeting.

CONSENT CALENDAR

1. Approval of the Design Review Board Meeting Minutes of November 4, 2020

Recommended Action – Approve as submitted

Staff withdraws November 4, 2020 meeting minutes to allow staff to improve the record.

DISCUSSION ITEM

2. Report on Possible Changes to Design Review Board Structure and Processes

Review and solicit feedback on proposed pilot program creating a Design Review Advisory Committee (DRAC)

Project Planners: Paul Jensen and Ali Giudice

Recommended Action – Accept report and provide feedback to staff

Alicia Giudice, Planning Manager presented the Staff Report.

Staff responded to questions from the Board members.

Correspondence in real-time on telephone or Zoom:

Jay Hubert, President of Dominican Neighborhood Association, Victoria DeWitt, Shirley Fischer, Terra Linda Homeowners Association, Kate Powers, Grace Geraghty, Claire Halenbeck

Staff responded to public comment.

Staff responded to further questions from the Board members.

No vote taken, only feedback requested. Board provided the following comments:

- The membership of the DRAC should be increased from two DRB members to three DRB members
- The public should be included in the DRAC process
- A flowchart clearly showing those projects, which would go to the DRAC and which would go to the full DRB would be helpful

PUBLIC HEARING

3. **Draft Downtown San Rafael Precise Plan**

The Design Review Board (DRB) will hold a public hearing on the Draft Downtown Precise Plan, including the Draft Form Based Code (FBC). The purpose of the hearing is to update the DRB on the proposed Plan and FBC and provide an opportunity for comments from DRB members and the public.

Case Nos.: GPA16-001 & P16-013

Project Planner: Barry Miller

Recommended Action – Accept report

Ali Giudice, Planning Manager introduced Stefan Pellegrini, Opticos Design who presented the Staff Report.

Staff responded to questions from the Board members.

Correspondence in real-time on telephone or Zoom:

Kate Powers, Binky, Brad Sears, Claire Halenbeck

Staff responded to further questions from the Board members.

No vote taken, only feedback requested. Board provided the following comments:

The form-based code approach to site development makes sense in the Downtown. More attention should be given to areas susceptible to projected sea level rise. Concern expressed with proposed increased building heights at the ‘bookends’ to West End Village neighborhood of Downtown, at the westernmost borders (convergence of Fourth and Second Streets) and the easternmost borders (Fourth and E Streets). The Board believes the West End Village neighborhood is a transition area, which should have lower building heights. Concern expressed with proposed increased building heights adjacent to U.S. Highway 101 and the potential result of a wall of building and loss of views of Downtown and surrounding hills. Concern that taller buildings will result in reduced solar access along Downtown streets and request solar studies to ensure the pedestrian experience is not impacted.

OTHER AGENDA ITEM

4. **Annual Meeting of Design Review Board**

Preparation in advance of Annual Meeting of Design Review Board to include: a) Distribution of Design Review Board “Rules of Order” for review before annual meeting; and b) Election of Officers for 2021 Design Review Board meetings.

Project Planner: Steve Stafford

Recommended Action – Accept report

Steve Stafford presented the Staff Report.

Member Summers moved and Member Kent seconded to adopt the existing Rules of Order as presented in the Staff Report.

AYES: Members: Kent, Rege, Summers & Chair Pro Tem Paul
NOES: Members: None
ABSENT: Members: Blayney
ABSTAIN: Members: None

Motion carried 4-0

Adopted the existing Rules of Order as presented in the Staff Report

Member Summers moved and Member Kent seconded to elect Vice Chair Paul to Chair and Member Rege to Vice Chair

AYES: Members: Kent, Rege, Summers & Chair Pro Tem Paul
NOES: Members: None
ABSENT: Members: Blayney
ABSTAIN: Members: None

Motion carried 4-0

Elected Vice Chair Paul to Chair and Member Rege to Vice Chair

ADJOURNMENT:

Chair Pro Tem Paul adjourned the meeting at 9:49 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2021

Jeff Kent, Chair

MINUTES



**San Rafael Design Review Board
Regular Meeting
Tuesday, May 4, 2021, 7:00 P.M.**

Virtual Meeting

Watch on Webinar: <https://tinyurl.com/DRB-2021-05-04>

Telephone: (669) 900-9128

Meeting ID: 897-5606-9694#

Present: Chair Paul
Member Kent
Member Rege
Member Summers

Absent: Member Blayney

Also Present: Steve Stafford, Senior Planner
Dave Hogan, Contract Planner

CALL TO ORDER

The meeting was called to order at 7:03 p.m. All current Board members were present, except for Member Donald Blayney.

Staff requested to continue the review of both discussion items on the Agenda tonight to a date certain of Tuesday, May 18, 2021.

Member Kent moved and Member Summers seconded to continue this meeting to the next scheduled Design Review Board meeting to be held on Tuesday, May 18, 2021.

AYES: Members: Kent, Rege, Summers & Chair Paul

NOES: Members: None

ABSENT: Members: Blayney

ABSTAIN: Members: None

Motion carried 4-0

Meeting continued to Tuesday, May 18, 2021

DISCUSSION ITEMS

1. 33/41 Ross Street Terrace

Request for a Lot Line Adjustment for property line adjustment, Exception, and Environmental and Design Review Permits to allow: (1) Construction of a 2,842 square-foot, single-family residence on vacant hillside Lot 59; (2) Construction of a 2,885 square foot residence on vacant hillside Lot 60; and (3) Construction of a two lane access driveway approximately 480 feet in length within the undeveloped Ross Street Terrace right-of-way; APN: 012-141-59 and 012-141-60; Single-family Residential (R7.5) District; Coby Freidman, applicant. File No(s): LLA19-008/ED19-090/ED19-091/EX20-006.

Project Planners: Dave Hogan and Ali Giudice

Recommended Action – Review and recommend approval of site and building design

2. 800 Mission Ave. (“Aegis Living San Rafael”)

Request Request amendment of Use Permit and an Environmental and Design Review Permit approvals to allow a 11’ 2” height bonus for a previously approved senior assisted living and memory care facility on two vacant Downtown parcels with 29,885 sq. ft. of combined area. Amendment of the approvals would increase the height of the building from 36’ to 47’ 2” and increase the unit count from 77 suites to 106 suites. The remainder of the approved site and building design would remain unchanged; APNS: 011-184-08 & -09; Multifamily Residential – High Density (HR1) District Zone; Geoff Forner, Applicant; ASC San Rafael LLC, Owner; File No(s): UP21-006/ED21-022; Downtown Neighborhood.

Project Planners: Steve Stafford

Recommended Action – Review and recommend approval of site and building design

ADJOURNMENT:

Chair Paul adjourned the meeting at 7:18 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2021

Larry Paul, Chair