



**SAN RAFAEL**

THE CITY WITH A MISSION

# Boards & Commissions Annual Reports 2020

1. ADA Access Advisory Committee
2. Bicycle and Pedestrian Advisory Committee
3. Board of Library Trustees
4. Citizens Advisory Committee on Economic Development & Affordable Housing
5. Design Review Board
6. Fire Commission
7. Measure E Transactions and Use Tax Oversight Committee
8. Park and Recreation Commission
9. Pickleweed Advisory Committee
10. Planning Commission
11. Special Library Parcel Tax Oversight Committee (Measure D)



# ADA ACCESS ADVISORY COMMITTEE

# ANNUAL REPORT, 2020

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## **MISSION:**

The ADA Access Advisory Committee provides valuable input in determining disability policy for the City of San Rafael. The ADA Access Advisory Committee provides input, advises the City on matters relating to people with disabilities, and is a primary public networking resource between persons with disabilities, disability service agencies, representatives from government agencies, and others. Members of the committee represent a broad cross-section of members of the community with disabilities, reflecting multiple disabilities, and the cultural and gender diversity of the wider disability community. The ADA Access Advisory Committee works in conjunction with the City of San Rafael

## **MEMBERSHIP:**

Francine Falk-Allen	1st Term	Nov 01, 2019 - Oct 31, 2023
Ewen McKechnie	2nd Term	Nov 01, 2019 - Oct 31, 2023
Ashley Tomerlin	1st Term	Nov 01, 2019 - Oct 31, 2023
Timothy R Lord	1st Term	Nov 01, 2019 - Oct 31, 2023
John Erdmann	2nd Term	Nov 01, 2019 - Oct 31, 2023
Timothy Park	1st Term	Aug 05, 2019 - Oct 31, 2022
Dianne L Wolfe	1st Term	Aug 05, 2019 - Oct 31, 2022
Fredric Divine	2nd Term	Aug 05, 2019 - Oct 31, 2022

## **2019 HIGHLIGHTS:**

- None. Only one meeting due to pandemic.

## **2019 GOALS:**

- Review ADA Capital Projects
- Review and update City's Programs for Accessibility



# CITIZENS ADVISORY COMMITTEE

(ECONOMIC DEVELOPMENT AND AFFORDABLE HOUSING)

# ANNUAL REPORT, 2020

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## MISSION:

- The purpose of the Citizens Advisory Committee (CAC) is to advise City Council on economic development and affordable housing projects. In addition, the Committee provides residents, business owners and property owners with a forum to express their views on economic development and affordable housing projects.
- The Citizens Advisory Committee is a special single purpose body focused on affordable housing and economic development projects in San Rafael. From time to time, the City Council may assign the Committee specific issues, outside of the Committee's normal purview, to consider and receive public input.

## MEMBERSHIP:

Bill Carney	Jul 01, 2019 to Jun 30, 2023	2 <sup>nd</sup> of two terms
Kati Miller	Jul 01, 2019 to Jun 30, 2023	2 <sup>nd</sup> of two terms
Madeline Silva Khan	Aug 19, 2019 to Jun 30, 2021	1 <sup>st</sup> of two terms
Dirk Brinckerhoff	Jul 01, 2019 to Jun 30, 2023	2 <sup>nd</sup> of two terms
Mari Jones	April 02, 2018 to Jun 30, 2021	1 <sup>st</sup> of two terms
Glenn Koorhan	Jul 01, 2017 to Jun 30, 2021	1 <sup>st</sup> of two terms
Andrew Naja-Riese	Jul 01, 2017 to Jun 30, 2021	1 <sup>st</sup> of two terms
Roger Smith	Jul 01, 2017 to Jun 30, 2021	1 <sup>st</sup> of two terms
William O'Connell	Jul 01, 2019 to Jun 30, 2023	2 <sup>nd</sup> of two terms
Gladys Gilliland (Alternate)	Jul 01, 2019 to Jun 01, 2023	2 <sup>nd</sup> of two terms
Joe McCallum (Alternate)	Aug 19, 2019 to Mar 31, 2023	1 <sup>st</sup> of two terms

## **2020 HIGHLIGHTS:**

Commissioners reviewed pending and proposed development projects, citywide initiatives, affordable housing legislation, and economic development program activities during a worldwide pandemic, most of which was done virtually. Highlights include:

- Los Gamos Rd Housing Project
- General Plan and Economic Vitality Policies
- Downtown Precise Plan
- Mill St Homeless Housing Proposal
- Dining Under The Lights
- Inclusionary Housing
- Pandemic Effects on Business
- Goldstone Project
- Priority Development Areas

## **2021 GOALS:**

Commissioners will continue to review pending and proposed development projects, examine ways to facilitate additional affordable housing, and promoting economic development program activities.



## DESIGN REVIEW BOARD

# ANNUAL REPORT, 2020

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### **MISSION:**

- To serve in an advisory role to Planning staff, the Zoning Administrator, Planning Commission and City Council by reviewing and providing recommendations on project design and design related policy changes
- To ensure excellence in design for development.

### **MEMBERSHIP:**

- Samina Saude (Chair, Current Planning Commissioner)
- Larry Paul (Vice-Chair)
- Jeff Kent
- Sarah Rege
- Stewart Summers
- Don Blayney (Alternate)

### **2020 HIGHLIGHTS:**

- DRB Sub-committee of two Board members administered review of applications during the COVID-19 pandemic
- Conducted a study session to discuss and provide recommendations on a potential “pilot” program to streamline the DRB review process
- 1580 Lincoln Ave. (“San Rafael Inn”; 46-room hotel) – conceptual review
- Los Gamos Dr. (180-unit hillside residential project) – conceptual review
- 1530 and 1534 Fifth Ave. (Aquatic Center at Marin Academy) – recommend approval
- 104 Shaver St. – (7-unit residential apartment building) – recommend approval
- 1215 2<sup>nd</sup> St. – (Add 3 units to existing office in Downtown) – recommend approval
- 1309 2<sup>nd</sup> St. (3-unit residential building in Downtown) – recommend approval
- 700 Block of C St. – (4-unit residential building in Downtown) – recommend approval

### **2021 GOALS:**

- Pursue implementing a “pilot” program using a smaller Advisory Committee of the Board members to review minor, non-controversial projects
- Continue to serve in an advisory role to Planning staff, the Zoning Administrator, Planning Commission and City Council by reviewing and providing recommendations on project design, both site and building design.

- Review and provide recommendations on design related policies in General Plan 2040 update
- Review and provide recommendations on draft Objective Design Standards required for compliance with State Senate Bill (SB 35)
- Continue to review projects to ensure excellence in design for development.



## FIRE COMMISSION

# ANNUAL REPORT, 2020

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### MISSION:

- To review and recommend items concerning the future needs of the Fire Department with respect to long-range capital needs, including buildings, training facilities, and water mains and hydrant replacements.
- To review the relationship of the Fire Department with other government agencies and private entities concerning topics which the Commission feels present a true and pressing need for the City's fire service.
- To review, comment, and make recommendations regarding the annual operating budget of the Department.
- To recommend to the Fire Chief and the City Council action concerning adoption and future amendments to the fire prevention code, the building code, and other such ordinances that pertain to the prevention of fires within the community.
- To receive monthly reports from the Fire Chief concerning the general operations and functions of the Department.

### MEMBERSHIP:

- |                               |                           |             |
|-------------------------------|---------------------------|-------------|
| • Dr. Stephen Mizroch, Chair  | Apr 2018 through Mar 2022 | Term 2 of 2 |
| • Lawrence "Larry" Luckham    | Feb 2019 through Mar 2023 | Term 2 of 2 |
| • Thomas Weathers             | Apr 2020 through Apr 2024 | Term 2 of 2 |
| • Nadine Atieh Hade           | Apr 2017 through Mar 2021 | Term 1 of 2 |
| • Elias Hill                  | Oct 2019 through Mar 2021 | Term 1 of 2 |
| • David Fonkalsrud, Alternate | Apr 2020 through Apr 2024 | Term 2 of 2 |
| • Stan Burford, Alternate     | Apr 2018 through Mar 2022 | Term 1 of 2 |

## 2020 HIGHLIGHTS:

San Rafael Fire Commission continued to advocate for the San Rafael Fire Department and obtain community support for fire safety.

This past year, several critical achievements have come to fruition:

- Opening of the new Public Safety Center
- Final adoption of the San Rafael Wildfire Prevention and Protection Action Plan (WPPAP)
- Participation in the Marin Wildfire Prevention Authority (MWPA) and setup of expanded defensible space inspection program in San Rafael
- Continued material support for the San Rafael Fire Foundation (SRFF)
- Participation in departmental milestones throughout the year, including badge pinnings, promotions, retirements, and new firefighter graduation ceremonies; and
- Leadership and support for other City agencies and the community at large during the ongoing COVID-19 emergency.

Other notable contributions by the members of the Fire Commission include:

- Commissioners welcomed San Rafael's new Fire Chief, Darin White, in April 2020. Chief White brings 30 years of Fire Service experience, including as Fire Chief for the City of Oakland, overseeing 25 fire stations and 60,000 annual emergency calls.
- Commissioners made the difficult decision to cancel the annual Crab Feed fundraiser for the San Rafael Fire Foundation due to concerns around COVID-19 safety.
- Commissioners Steve Mizroch and Larry Luckham, who were appointed to the San Rafael Wildfire Advisory Committee under the City Council's ad hoc Subcommittee for Wildfire Prevention in 2019, continued to provide guidance during Committee meetings. The Committee's review of the San Rafael WPPAP culminated in adoption of a revised Action Plan by the San Rafael City Council in August 2020.
- Commissioner Larry Luckham continued to photographically document San Rafael Fire Department events on The Photo 50 Project site (<http://www.srphoto50.com/TOC.html>), including Academy 20-1 Graduation and a tour of the new Public Safety Center. Additionally, Larry continues to provide historic photographs and other materials to the new fire stations in support of efforts to maintain the history of the Department for this generation and those that will follow.
- Commissioner Stan Burford was a forceful and committed proponent of the MWPA, speaking on behalf of the Commission and helping to gather support for Measure C on the March 2020 ballot. After the passage of Measure C, Commissioners provided guidance to the Fire Department on how best to leverage the new Authority to protect San Rafael homes and businesses from wildfire.



- Commissioner Tom Weathers, a highly regarded legal expert, continued to support the Fire Commission and Fire Foundation with his expertise.
- Commissioner Nadine Hade provides fiscal guidance and expertise to the Commission as well as participating in events in support of the San Rafael Fire Department and the department's use of MWPA funding.
- Commissioner Eli Hill provided support and expertise around data collection and visualization as well as participating in events in support of the San Rafael Fire Department.
- Commissioner David Fonkalsrud provides strategic guidance around public relations and community safety/engagement as well as participating in events in support of the San Rafael Fire Department.
- Commissioners provided support for Measure R, a successful sales-tax initiative on the November 2020 ballot. Measure R will provide additional resources for the Fire Department and other City Departments.
- The Commissioners continued to provide financial support to the members of the San Rafael Fire Department who needed Class A uniform items.
- The Commissioners have pledged support for technological needs at the new Public Safety Center.
- The Commissioners enabled the AmeriCorp and NCCC St. Louis volunteers to have an enjoyable Thanksgiving meal by donating funds to ensure they would be able to eat while far away from home and the possibility of a home cooked meal.

## 2021 GOALS:

- Act as a sounding board for the Fire Chief and Chief Officers via monthly meetings.
- Continued monthly education of Fire Commission members to goals, objectives & operations.
- Promote cooperation between the Fire Commission and San Rafael Fire Foundation by mutual support during fund raising efforts.
- Participate in departmental ceremonies (badge pinning, promotions, retirements and recognitions).
- Support morale within the Department among its members.
- Continue to advise and support the "Historical San Rafael Public Safety" exhibit in the lobby of the Public Safety Center.
- Support the implementation of the Wildfire Prevention and Protective Action Plan and the continued development of the Marin Wildfire Prevention Authority.
- Support the prudent and responsible stewardship of additional funding to the Fire Department provided by the passage of Measure R.
- Resurrection of the annual Crab Feed fundraiser (post pandemic)



## LIBRARY BOARD OF TRUSTEES

# ANNUAL REPORT, 2020

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### **MISSION:**

The Library Board of Trustees is an advisory board that meets monthly with responsibility to provide support for the Library, support the Library Foundation in its quest for a new library, serve as advocates for the Library to the City Council, and help increase the visibility of the Library in the community

### **MEMBERSHIP:**

Jaimi Cortes, Claudia Fromm (last meeting 9/2020), Eric Han (first meeting 12/2020), Adriana Duque Hughes (first meeting 7/2020), Josh Libresco (last meeting 9/2020), Cheryl Lentini (first meeting 8/2020), Beverley Rose – Alternate (last meeting 2/2020), Robert Ross.

### **2020 HIGHLIGHTS:**

- Approved new allergy awareness signs
- Approved new Teen Space policy
- Moved to completely virtual meeting environment
- Approved revised Collection Development Policy
- Appointed Members to contribute to Working Group for Conceptual Design for Library and Recreation Building in Albert Park

### **2021 GOALS:**

- Continue to contribute to Working Group Conceptual Design for Library and Recreation Building in Albert Park
- Help Library plan for post COVID future



# MEASURE E TRANSACTIONS AND USE TAX OVERSIGHT COMMITTEE ANNUAL REPORT, 2020

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**MISSION:** The Committee's sole function shall be to review expenditures of the revenues from the Measure E Transactions and Use Tax adopted by Measure E on November 5, 2013 to ensure the monies have been expended in accordance with the authorized purposes of Measure E.

**MEMBERSHIP:** Jacqueline Schmidt, Larry "Lawrence" Luckham, Gladys Gilliland, Cyr Miller and John Erdmann

**2020 HIGHLIGHTS:** The committee successfully completed the annual report on Measure E expenditures for FY 19/20:

The City of San Rafael Measure E Oversight Committee met on November 30, 2020 and received a detailed report from the City of San Rafael Finance Director, Nadine Atieh Hade on the receipt and expenditure of funds during the fiscal year July 1, 2019 to June 30, 2020 pursuant to voter approved Measure E (San Rafael Ordinance 1913).

The Measure E Oversight Committee is required to review the collection, expenditure, and prioritization of the use of these funds, and report to the City Council and the community annually on the expenditures under Guidelines and Policy adopted by the San Rafael City Council. After review, the Measure E Oversight Committee finds that these funds were properly allocated in accordance with the Measure and approved guidelines.

**2021 GOALS:** To complete the annual report on Measure E expenditures for FY 20/21.



# PARK AND RECREATION COMMISSION

# ANNUAL REPORT, 2020

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## **MISSION:**

- To assist in the preparation and implementation of long-range plans for parks including neighborhood parks, community -wide parks, special use facilities and open space lands;
- To focus public attention upon the need for adequate parks and healthful and creative year-round supervised recreation for all age groups;
- To assist in promoting the public recreation programs;
- To solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein;
- To assist the Community Services Director in establishing general policies and procedures in respect to park usage;
- To review, comment and make recommendations regarding the annual operating budget of the department;
- To receive periodic reports from the Department head concerning the general operations and functions of the Community Services and Public Works Departments;
- To perform such other duties as may be prescribed by the Council.

## **MEMBERSHIP:**

Cicily Emerson, Ariel Gutierrez, Jeff Jones (last meeting 10/2020), Stacey Laumann, Mark Machado, Tom Obletz (last meeting 10/2020), Kathryn Reisinger, Jeren Seibel (Alternate – last meeting 09/2020), Kela Cabrales (first meeting 12/2020) and Robert Sandoval (first meeting 12/2020).

## **2020 HIGHLIGHTS:**

- Selected recipient (The "B" Team) for the California Park and Recreation Society - District 1 Community Service Award
- Reviewed the 2040 General Plan – Parks and Recreation Element
- Reviewed Proposed Facility Rental Reservation Policies and Procedures, and Ongoing Facility Rental Allocation Process
- Appointed two (2) Park and Recreation Commissioners to serve on the Library and Community Center Working Group for the Public Library and Community Center Conceptual Design

- Participated in RFP process for the Public Library and Community Center Conceptual Design Study at Albert Park
- Discuss Project Selection for the Prop 68 Per Capita Grant Application Process
- Received an update regarding the Library & Recreation Department's Covid19 Response & Service Modifications
- Received an update on the City's current Recreation Programs, Parks and Facilities fees
- Reviewed the Updated Guidelines for the Canal and Terra Linda Community Gardens
- The park and Recreation Commission meetings from April – June were cancelled due to Covid19 Shelter-in-Place order.

## **2020 GOALS:**

- Continue to assist the City Council in developing and implementing the long-range plans for the City's park and recreation facility related projects.
- Continue to participate in the Library and Community Center Conceptual Design Study process.
- Continue to monitor current service levels and community needs.
- Continue to review the performance of the City's partnerships with community-based organizations in the utilization of City's parks and recreation facilities and the provision of programs and activities.
- Continue to assist the City in the development and revision of general policies and procedures in the delivery of parks, recreation facilities and programs.
- Continue to support the integration of the Library and Recreation Department
- Review and provide recommendations to the City Council on the Measure A annual workplan
- Review and provide recommendations on revised co-sponsorship and facility use policies and procedures for the Albert J. Boro Community Center
- Should the City be awarded funds it is applying for from the State's Prop 68 grants, help support the design and planning process by receiving information, providing feedback and potentially hosting public input meetings



## PICKLEWEED ADVISORY COMMITTEE

# ANNUAL REPORT, 2020

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### **MISSION:**

- Provide valuable input in representing and advocating for the Canal area resident's needs and wishes for programs and services;
- Primary public networking resource between the Canal residents, representatives from governmental and non-profit agencies, and others;
- Works in conjunction with the City of San Rafael;
- Advise the Park and Recreation Commission, City Council and City Staff on all matters pertaining to the facilities, programs and services of the Albert J. Boro Community Center and Pickleweed Park;
- Make recommendations on policies and procedures governing the use of the Albert J. Boro Community Center and Pickleweed Park in accordance with the mission of the City of San Rafael;
- Assist the City with reviewing and evaluating "Use Agreements for Co-Sponsored Programming" at the Albert J. Boro Community Center and Pickleweed Community Park;
- Promote the use and support of the Albert J. Boro Community Center and Pickleweed Park within Canal area neighborhood, including working in cooperation with citizen and business organizations, foundations, school districts and other governmental agencies.

### **MEMBERSHIP:**

- Voting Members: Salvador Avalos, Jenny Broering, Lieu Phan, Janet Sanchez, Louise Yost, and Alternate Member Jairo Ceballos
- Park and Recreation Commission Representative: Kathryn Reisinger
- City Staff Member/Committee Chairperson: Steve Mason

### **2020 HIGHLIGHTS:**

- Park & Recreation Commission Representative Kathryn Reisinger began term on the Pickleweed Advisory Committee at the January 8, 2020 meeting per City Council adopted bylaw changes made to the structure of the Committee in 2019
- Installed new Voting Member Janet Sanchez, and Alternate Jairo Ceballos at the March 4, 2020 meeting

- Pickleweed Advisory Committee approved Co-Sponsorship Applications for the following programs at the Albert J. Boro Community Center:
  - Canal Alliance- ESL Winter/Spring Program\*
  - Tax-Aid- Free Tax Preparation
  - Catholic Charities- Kids Club Summer Program\*\*
  - Drawbridge- Weekly Expressive Art Groups\*\*
  - Blind and Vision Impaired of Marin- Spanish Support Group\*\*
    - \*In person program not completed due to COVID-19 restrictions, migrated to online classes
    - \*\* Program did not start due to COVID-19 restrictions
- Received General Plan 2040 updates from Pickleweed Advisory Committee liaison to the General Plan 2040 Committee, Jenny Broering
- The scheduled May 6, August 5 and October 7, 2020 Pickleweed Advisory Committee meetings were cancelled due to COVID-19. A special virtual meeting was held on December 9, 2020

## **2021 GOALS:**

- Review and provide recommendations on revised co-sponsorship and facility use policies and procedures for the Albert J. Boro Community Center
- Should the City be awarded funds it is applying for from the State's Prop 68 grant, receive information and potentially host public input meetings supporting the City enhancing Pickleweed Park features and converting the sports field to synthetic turf
- Continue to review and provide recommendations for co-sponsorship applications once COVID restrictions and City limitations permit



# PLANNING COMMISSION

# ANNUAL REPORT, 2020

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## **MISSION:**

The Planning Commission function is to make decisions on development and land use applications and to make recommendations to the City Council on specific types of applications that require approval by the City Council. The Planning Commission's responsibility includes the following:

- Review and take action on quasi-judicial projects such as variance requests
- Review and take action on larger scale project applications within the city to ensure consistency with the long-range General Plan, Zoning Ordinance, California Environmental Quality Act (CEQA), State laws and other public policies that advance the interests of our community
- Review and make recommendations to the City Council on projects that involve Zoning or General Plan amendments
- Review and make recommendation on General Plan updates
- Review and make recommendations on Land Use and Housing Policy updates.

## **MEMBERSHIP:**

- Aldo Mercado (Chair)
- Shingai Samudzi (Vice Chair)
- Berenice Davidson
- Elias Hill
- Mark Lubamersky
- Jon Previtali
- Samina Saude

## **2020 HIGHLIGHTS:**

- 190 Mill Street. General Plan and Zoning Map Amendment to facilitate a "by-right" expedited process for the Homeward Bound shelter and supportive housing project
- 1075 Francisco Boulevard. Environmental and Design Review, Lot Merger and Use Permit for a 185-room hotel
- 3301 Kerner Boulevard. Use Permit to allow 44-bed emergency shelter to be located within an existing building



- Housing and Streamlining Policies. Amendments to the San Rafael Municipal Code related to a) affordable housing; b) small lot development; c) hillside exceptions and d) appeals process
- Began review of General Plan 2040 update

**2021 GOALS:**

- Continue Review of General Plan 2040 update and associated EIR and provide recommendation to City Council on the proposed update
- Review Downtown Precise Plan and Form-based Code
- Review Revised Ministerial Design Guidelines for compliance with State Senate Bill (SB35)
- Review Draft Resolution establishing a 1-year pilot program creating a Design Review Advisory Committee made up of members of the Design Review Board.
- Review and provide recommendation on Accessory Dwelling Unit Ordinance update for compliance with state laws
- Review routine projects that require Planning Commission consideration
- Continue conducting study sessions on larger development projects during conceptual review/pre- application phase



# SPECIAL LIBRARY PARCEL TAX OVERSIGHT COMMITTEE ANNUAL REPORT, 2020

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## **MISSION:**

The Committee's sole function shall be to review expenditures of the revenues from the Special Library Services Parcel Tax adopted by Measure D on June 7, 2016 to ensure the monies have been expended in accordance with the authorized purposes of Measure D.

## **MEMBERSHIP:**

Phyllis Brinckerhoff, Gail Grasso (first meeting 11/2020), Gregg Kellogg, Peter Lee, Gil Pruitt.

## **2020 HIGHLIGHTS:**

The Committee successfully completed the annual report on Measure D expenditures for FY 2019/20

## **2021 GOALS:**

To complete the annual report on Measure D expenditures for FY 20/21 ensuring that the Measure D parcel Tax income is expended in accordance with the authorized purposes of Measure D "augmenting current general fund allocations for the San Rafael Public Library to maintain library hours, equipment, materials, and services for children, teens, and adults"