

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 4-0-1

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 4-0-1

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
Vice Chair 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 4-0-1

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

MINUTES



**San Rafael Design Review Board
Regular Meeting
Tuesday, June 8, 2021, 7:00 P.M.**

Virtual Meeting

Watch on Webinar: <https://tinyurl.com/drb-2021-6-8>

Telephone: (669) 900-9128

ID: 847-5414-6598#

Present: Chair Paul
Member Blayney
Vice Chair Rege
Member Summers
Planning Commission Liaison Prevatali

Absent: Member Kent

Also Present: Shawna Brekke-Read, Interim Planning Manager
Steve Stafford, Senior Planner
Michele Ginn, Permit Services Coordinator
Krystle Rizzi, Project Planner
Dave Hogan, Project Planner

CALL TO ORDER

The meeting was called to order at 7:01 p.m. All board members were present, except for Member Kent.

STAFF COMMUNICATION

- Change to Consent Calendar – Minutes of February 17, 2021 and May 4, 2021 were removed from the Consent Calendar due to the absence of Member Kent
- Shawna Brekke-Read was introduced as the Interim Planning Manager/DRB Staff Liaison
- Progress update provided to Design Review Board on the General Plan 2040, Downtown Precise Plan and Final Environmental Impact Review

BOARD COMMUNICATION

- No plans for in-person Design Review Board meetings at this time
- Chair Paul proposed to change the order of the Agenda items to put last Discussion Item (16 De Luca Place) to be heard as the first Discussion Item. Member Summers agreed, but also announced that he would recuse himself from this item, since it involves his office

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

NOES: Members: None

ABSENT: Members: Kent

ABSTAIN: Members: None

Motion carried 4-0-1

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Chair Paul invited Interim Planning Manager Shawna Brekke-Read who informed the community that members of the public would provide public comment either on the telephone or through Zoom. She explained the process for community participation on the telephone and Zoom.

Chair Paul reviewed the procedures for the meeting.

CONSENT CALENDAR

During Staff Communication, the Minutes of February 17, 2021 and May 4, 2021 were removed from the Consent Calendar due to the absence of Member Kent.

Member Summers moved and Member Rege seconded to approve the Consent Calendar.

- 1. Approval of the Design Review Board Meeting Minutes of November 4, 2020**
Approved as submitted

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

Motion carried 4-0-1

DISCUSSION ITEMS

- 2. 16 De Luca Place**

Request for Conceptual Design Review to demolish an existing one-story industrial building and construct a new two-story, 7,774 square foot building. The building will contain primarily storage/factory spaces with ancillary office space not exceeding 25 percent of the overall building square footage.; APN: 013-081-04; Industrial (I), Zoning District; Mark and Kathleen Barger, Owner; Stewart Summers, SKS Architects, Applicant; File No.: CDR21-001
Project Planners: Krystle Rizzi

During Board Communication, this item was moved to be heard as the first Discussion Item, rather than remain as the third Discussion Item.

Member Summers recused himself from this Item since it involves his office. He left the meeting before this Item at 7:12 p.m.

Krystle Rizzi, Project Planner presented the Staff Report.

Staff responded to questions from the Members.

Applicant Steve Murch gave a presentation.

Applicant responded to questions from the Members.

Chair Paul invited public comment; however, there was none.

Members provided feedback including:

- Question regarding ADA parking and clarification on the use
- No issue with colors and materials
- Window awnings on different elevations could use reworking
- Consider skylights
- Landscaping concerns, discussion of vertical landscaping, introduce more to bring it up to 10%, eliminate a parking space in front for landscaping?
- Concerns on the number of containers on site
- Siding and awnings could improve the design if done right
- Building location shift due to use continuing on the neighboring lot, Allied Heating owns both sites
- Primary use is factory

Member Summers returned to the meeting after this item at 7:52 p.m.

3. **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 Planner: Dave Hogan

Dave Hogan, Project Planner presented the Staff Report.

Staff responded to questions from the Members.

Applicant Steve Carter gave a presentation.

Applicant responded to questions from the Members.

Chair Paul invited public comment.

Correspondence in real-time on telephone or Zoom:

Len Rifkind, Amy and Joe Likover, Valerie Wells, Katie Chamberlin, Victor Kunin, Dan Hughes, Jonathan Toste, Jessica Yarnall Loarie, Katherine Foehr, Susan Miltner and Marco Berti, Jonathan Steel, Emily Foehr, Jeanne and David Campbell, Leslie Burnside, Katherine Foehr, Padmarao, Bryan, Melinda Benedict, Peter Marks

Members provided feedback.

Interim Planning Manager Shawna Brekke-Read summarized the Members' feedback:

- General consensus that the number of parking spaces needs to be increased to meet the two guests spaces on each individual site
- Explore ways to reduce the massing or appearance of the walls, either through landscaping or some other height reduction
- The applicant to explore ways to reduce the overall use of the sight with pervious surface and explore either impervious surfaces if it's acceptable with the Fire Department for the access area, as well as, possibly with the driveway
- Access, in general, acknowledged as the biggest issue, also identified that the property owner has the right to construct homes on the individual lots
- Mixture of comments about the natural state - On one hand there is the sentiment that the natural state requirement is antiquated, and on the other hand, that the amount of natural state that's retained could be increased
- Consensus that the Fire Department and City Staff provides the information regarding safety, and if the Fire Department believes that they can make it up Ross that there is a trust in that recommendation
- Comments about looking for judicious ways to prune the size of the house and entry and find ways to soften the appearance of the house and the retaining wall and also to increase the amount of space that is left in some sort of landscaped fashion
- Comment related to elevations for the second level, terraces and looking for ways to provide access to the landscaping and the first level

Member Blayney moved and Member Summers seconded to continue this item.

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

NOES: Members: None

ABSENT: Members: Kent

ABSTAIN: Members: None

Motion carried 4-0-1

Item continued

BREAK: 9:55 p.m. to 10:00 p.m.

4. 800 Mission Ave. ("Aegis Living San Rafael")

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; Downtown Neighborhood. Project Planners: Steve Stafford

Steve Stafford, Senior Planner presented the Staff Report.

Staff responded to questions from the Members.

Applicant Geoff Forner and Architect Laurie Linville-Gregston gave a presentation.

Applicant responded to questions from the Members.

Chair Paul invited public comment.

Correspondence in real-time on telephone or Zoom:

Eric Holm, Nina Lilienthal-Murphy, Name withheld, Name withheld, Name withheld, Name withheld, Name withheld, Name withheld, Name withheld, Ross Dryer, Name withheld

Applicant responded to questions from the Members.

Members provided feedback.

Interim Planning Manager Shawna Brekke-Read summarized the Members' feedback:

- General consensus that the original design met with the Design Review Board's expectations and hit the California Mission style, and that adding the level significantly degrades the California Mission style
- Scale and massing has lost its appeal and character
- Height bonus might be possible, but not necessarily on the whole floor
- The elimination of the towers through an administrative approval was a disappointment previously with eliminating a tower – there is a general agreement of adding the towers back in, but they need to stand proud of the mission walls
- Question about what the height bonus means now and in the future
- General direction to do some stepping back and some articulation if indeed a floor is added
- Comment regarding the loss of the roof deck is disappointing
- Comments regarding whether parking is adequate

Applicant provided comments.

Members provided comments.

Member Blayney moved and Member Summers seconded to continue this item.

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

NOES: Members: None

ABSENT: Members: Kent

ABSTAIN: Members: None

Motion carried 4-0-1

Item continued

BOARD COMMUNICATION

None

ADJOURNMENT:

Chair Paul adjourned the meeting at 11:26 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2021

Larry Paul, Chair

DRAFT