



**Design Review Board
Regular Meeting**

**Tuesday, February 8, 2022, 7:00 P.M.
MINUTES**

Virtual Meeting

Watch on Webinar: <https://tinyurl.com/dr-2022-02-08>

Telephone: (669) 900-9128

Meeting ID: 816 4876 6170#

One Tap Mobile: US: +16699009128,,81648766170#

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Assembly Bill 361, the City of San Rafael is offering teleconference without complying with the procedural requirements of Government Code section 54953(b)(3). This meeting will be held virtually using Zoom.

How to participate in the meeting:

- Submit public comments in writing. Correspondence received by 10:00 p.m. the Tuesday the week before the meeting will be provided with the agenda materials provided to the Board. Correspondence received after this deadline but by 12:00 p.m. the day before the hearing will be conveyed to the Board as a supplement. Correspondence received after this deadline will not be distributed to the Board but will be saved in the project administrative record. Send correspondence to the project planner or to PlanningPublicComment@cityofsanrafael.org; or send in writing to Planning Division, CDD; 1400 5th Ave. 3rd Fl.; San Rafael, CA 94901.
- Join the Zoom webinar and use the 'raise hand' feature to provide verbal public comment.
- Dial-in to Zoom's telephone number using the meeting ID and provide verbal public comment.

Any member of the public who needs accommodations should contact the City Clerk (email city.clerk@cityofsanrafael.org or phone at 415-485-3066) who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Present: Chair Rege
Vice Chair Kovalsky
Board Member Blayney
Board Member Kent
Board Member Paul
Board Member Summers

Absent: None

Also Present: Leslie Mendez, Planning Manager

Jeff Ballantine, Senior Planner
Steve Stafford, Senior Planner
Shingai Samudzi, Planning Commission Liaison

CALL TO ORDER

Chair Rege called the meeting to order at 7:02 p.m. She then invited Senior Planner Jeff Ballantine to call the roll. All board members were present.

APPROVAL OR REVISION OF ORDER OF AGENDA ITEMS

Member Paul requested pulling Item 2. 558 Fairhills Drive from the Consent Calendar.

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Chair Rege invited Senior Planner Jeff Ballantine 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 Rege reviewed the procedures for the meeting.

ORAL COMMUNICATIONS FROM THE PUBLIC

None

CONSENT CALENDAR

Member Paul requested pulling Item 2. 558 Fairhills Drive from the Consent Calendar.

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

Member Kovalsky moved and Member Kent seconded to accept the Minutes as submitted.

1. Approval of the Design Review Board Meeting Minutes of January 19, 2022

Approved minutes as submitted

AYES: Members: Blayney, Kent, Kovalsky, Paul & Chair Rege

NOES: Members: None

ABSENT: Members: None

ABSTAIN: Members: Summers

Motion carried 5-0-1

2. 558 Fairhills Drive

Proposed three-foot (3'), 23-square-foot setback encroachment into the minimum 12.5-foot side yard setback to allow a kitchen and dining room expansion of an existing single-family hillside residence; APN: 010-101-01; Single-Family Residential-Hillside Development Overlay (R20-H) District; Darin Stroop, applicant; Jacob and Bridget Peterson, Owners.

Project Planner: Steve Stafford steve.stafford@cityofsanrafael.org

This item was pulled from the Consent Calendar.

Member Paul voiced his concern as to why he wanted the item pulled.

Leslie Mendez, Planning Manager responded to Member Paul's concern.

Discussion among the Members regarding Member Paul's concern.

Leslie Mendez, Planning Manager introduced the project.

Applicant provided comments regarding Member Paul's concern.

Applicant provided comments regarding the project.

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

Applicant responded to questions from the Members.

Members provided comments.

Member Summers moved and Member Blayney seconded to approve the project as submitted.

Members discussed the motion.

Member Summers moved and Member Blayney seconded to approve the project as submitted with the caveat that the applicant revise his plans to make sure the words "architect" "architectural" are off the plans and he corrects the city on the title block.

AYES: Members: Blayney, Kent, Kovalsky, Summers & Chair Rege

NOES: Members: Paul

ABSENT: Members: None

ABSTAIN: Members: None

Motion carried 5-1

ACTION CALENDAR

3. 300 Smith Ranch Rd. (Las Gallinas Valley Sanitation District)

Conceptual Design Review of a proposal to construct a new three-story, approx. 15,000 sq. ft. Operations Control Center (OCC) for Las Gallinas Valley Sanitation District (LGVSD) including operations control for the wastewater treatment plant, a laboratory, administrative offices, conference rooms, and multi-function classrooms for public use. The proposal also includes the creation of a new Corporation Yard with the construction of a new one-story, 3,000 sq. ft., carport maintenance building providing a secured surface parking lot for LGVSD vehicles. The new OCC would replace an existing Administration Building and the new Corporation Yard would replace an existing carport structure; APNS: 155-121-20, -27 & -29; Public/Quasi-Public (P/QP) District Zone; Michael P. Cortez, Applicant; Las Gallinas Valley Sanitation District, Owner.

Project Planner: Steve Stafford steve.stafford@cityofsanrafael.org

Recommended Action – Accept report and provide feedback

Leslie Mendez, Planning Manager introduced the project.

Applicant gave a presentation.

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

Members provided comments.

Applicant provided comments.

DIRECTOR'S REPORT

Jeff Ballantine, Senior Planner and Leslie Mendez, Planning Manager reported on the following items:

- City Council approved the Los Gamos Project on February 7.
- Housing Element update at the Planning Commission meeting to be held on February 15.

BOARD COMMUNICATION

- Next Design Review Board meeting to be held on February 23.

ADJOURNMENT

Chair Rege adjourned the meeting at 8:06 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2022

SARAH REGE, Chair