



**Design Review Board
Regular Meeting**

**Wednesday, February 23, 2022, 7:00 P.M.
MINUTES**

Virtual Meeting

Watch on Webinar: <https://tinyurl.com/drb-2022-02-23>

Telephone: (669) 900-9128

Meeting ID: 841 8302 4106#

One Tap Mobile: US: + 16699009128,,84183024106#

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 Pro Tem Kovalsky
Board Member Kent
Board Member Paul
Board Member Summers

Absent: Chair Rege
Board Member Blayney

Also Present: Jeff Ballantine, Senior Planner
Leslie Mendez, Planning Manager

CALL TO ORDER

Chair Pro Tem Kovalsky called the meeting to order at 7:15 p.m. She then invited Senior Planner Jeff Ballantine to call the roll. All board members were present, except for Member Blayney and Chair Rege.

APPROVAL OR REVISION OF ORDER OF AGENDA ITEMS

None

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Chair Pro Tem Kovalsky 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 Pro Tem Kovalsky reviewed the procedures for the meeting.

ORAL COMMUNICATIONS FROM THE PUBLIC

None

CONSENT CALENDAR

Chair Pro Tem Kovalsky invited public comment; however, there was none.

Member Kent moved and Member Summers seconded to approve the Minutes as submitted.

1. Approval of the Design Review Board Meeting Minutes of February 8, 2022

Approved minutes as submitted

AYES: Members: Kent, Summers, Paul & Chair Pro Tem Kovalsky

NOES: Members: None

ABSENT: Members: Blayney & Chair Rege

ABSTAIN: Members: None

Motion carried 4-0

ACTION CALENDAR

2. 610 Du Bois Street

Request for a sign program to install 19 signs for an existing automobile dealership shopping center. APN: 013-041-29; Planned Development Zoning District (PD) 1542; Christian Oakes, Applicant. File No(s): PLAN21-053.

Project Planner: Shawna Brekke-Read shawnaB@cityofsanrafael.org

Recommended Action – Provide guidance on number of signs

Shawna Brekke-Read, Project Planner presented the Staff Report.

Applicant gave a presentation.

Applicant responded to questions from the Members.

Chair Pro Tem Kovalsky invited public comment; however, there was none.

Members provided comments.

Member Kent moved and Member Paul seconded to recommend approval of this project as submitted.

AYES: Members: Kent, Paul, Summers & Chair Pro Tem Kovalsky

NOES: Members: None

ABSENT: Members: Blayney & Chair Rege

ABSTAIN: Members: None

Motion carried 4-0

DIRECTOR'S REPORT

Jeff Ballantine, Senior Planner reported on the following items:

- Staff to address technical issues that have been arising during recent Design Review Board Meetings.
- Staff to attempt to consolidate DRB items to avoid having consecutive meetings with only one public hearing item.
- City Council announced in-person meetings expected to start in April.

BOARD COMMUNICATION

None

ADJOURNMENT

Chair Pro Tem Kovalsky adjourned the meeting at 7:41 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2022

SHARON KOVALSKY, Chair Pro Tem