



SAN RAFAEL
THE CITY WITH A MISSION

Community Development Department – Planning Division

**Design Review Board
Memorandum**

DATE: May 17, 2022
TO: Design Review Board Members
FROM: Jeff Ballantine, Senior Planner
SUBJECT: **Streamlined Review for Certain Residential Projects**

On April 18, 2022, the City Council approved a pilot program to streamline the design review process for residential projects of 10 units or less. The staff report packet for this item is available here: <https://storage.googleapis.com/proudcity/sanrafaelca/uploads/2022/04/6.a-Streamlined-Review-for-Certain-Residential-Projects-Formerly-Design-Review-Advisory-Committee-DRAC.pdf>

Streamlined review would be by two members and one alternate selected from the sitting DRB. The DRB representatives would consist of the Chair and a board member who is a landscape architect. Both would serve for a one-year term. If one of the members is unable to attend a meeting or has a conflict, they would contact the Community Development Director ahead of time. The Community Development Director would select a replacement from the full board based on tenure. The Community Development Director may also appoint an alternative member in the event that a member leaves office prior to completion of the member's term.

DRB representatives would be required to attend the Planning Commission meeting for the projects that are eligible for the streamlined review.

To the extent feasible, a Board member would only attend two meetings maximum in a month. For those representatives of the streamlined reviews, that may mean one PC meeting and one DRB meeting.

The streamlined review process takes effect June 2, 2022. The City's first project that will be subject to the streamlined review process is called Brookdale Apartments (<https://www.cityofsanrafael.org/brookdale-apartments/>). This project is tentatively scheduled for the June 14, 2022 Planning Commission meeting.