



**Planning Commission  
Regular Meeting**

**Tuesday, June 14, 2022, 7:00 P.M.  
MINUTES**

**Virtual Meeting**

**Watch on Webinar: <https://tinyurl.com/pc-2022-06-14>  
Watch on YouTube: <http://www.youtube.com/cityofsanrafael>  
Telephone: 1 (669) 900-9128  
Meeting ID: 897 4566 6511#  
One Tap Mobile: US: + 16699009128,,89745666511#**

**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. on Tuesday the week before the meeting will be provided with the agenda materials provided to the Commission.** Correspondence received after this deadline but before the hearing will be conveyed to the Commission as a supplement. Send correspondence to the project planner or to [PlanningPublicComment@cityofsanrafael.org](mailto: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](mailto: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.

**CALL TO ORDER**

Vice-Chair Saude called meeting to order at 7:01 PM. She then invited Planning Manager Leslie Mendez to call roll.

**RECORDING OF MEMBERS PRESENT AND ABSENT**

**PRESENT:** CAMILLE HARRIS, COMMISSIONER  
JON HAVEMAN, COMMISSIONER  
SAMINA SAUDE, VICE-CHAIR  
KELLY SHALK, COMMISSIONER

**ABSENT** ALDO MERCADO, COMMISSIONER  
SHINGAI SAMUDZI, COMMISSIONER  
JON PREVITALI, CHAIR

ALSO PRESENT:     LESLIE MENDEZ, PLANNING MANAGER  
                          ALI GIUDICE, COMMUNITY DEVELOPMENT DIRECTOR  
                          CECELIA JAROSLAWSKY, CONTRACT PLANNER  
                          LIZ DARBY, CONSULTANT

### **APPROVAL OR REVISION OF ORDER OF AGENDA ITEMS**

No changes were made to the order of the agenda.

### **PUBLIC NOTIFICATION OF MEETING PROCEDURES**

Vice-Chair Saude invited Planning Manager Leslie Mendez, who informed the community the meeting is being streamed live to YouTube and members of the public could provide public comment either on the telephone or through Zoom. She explained the process for community participation on the telephone and Zoom.

### **ORAL COMMUNICATIONS FROM THE PUBLIC**

There was no communication from the public.

### **CONSENT CALENDAR**

#### **1. Approval of the Planning Commission Meeting Minutes of May 24, 2022**

Vice-Chair Saude invited public comment and there was none.

Commissioner Haveman moved, and Commissioner Shalk seconded to approve the Consent Calendar.

Vice-Chair Saude invited Planning Manager Leslie Mendez to take roll:

AYES:                   Commissioners Harris, Haveman, Shalk, Vice-Chair Saude  
NOES:                   None  
ABSENT:                Commissioners Mercado & Samudzi, and Chair Previtali  
ABSTAIN:               None

Motion carried 4 – 0

### **ACTION ITEMS**

#### **2. 55 Brookdale Avenue**

PLAN21-006: ED21-071/LLA21-004

To construct ten (10) dwelling units within three (3) detached structures on two vacant lots; APNs: 011-074-04 and 011-074-04,05; High Density Residential (HR1) Zone; Mike Folk and Steve Crutchfield, Applicants; 55 Brookdale LLC, Property Owner; Near Southeast Neighborhood.

**Project Planner:** Cecilia Jaroslowsky, Contract Planner  
[cecilia.jaroslowsky@cityofsanrafael.org](mailto:cecilia.jaroslowsky@cityofsanrafael.org)

Vice-Chair Saude invited Staff to present the project. Leslie Mendez introduced the project as the first to take advantage of the one-year pilot program for streamlined design review. Staff then took roll of the Design Review Board representatives.

## **RECORDING OF DRB MEMBER REPRESENTATIVES PRESENT AND ABSENT**

PRESENT: BOARD MEMBER JEFF KENT  
DRB CHAIR SARAH REGE

ABSENT None

Staff then introduced Contract Planner, Cecelia Jaroslowsky, who presented the Staff Report.

Contract Planner then introduced Applicant, Michael Folk, who gave a short presentation.

Vice-Chair Saude asked for questions of Staff and Applicant from Design Review Board representatives.

Design Review Board representatives asked questions of Staff & Applicant. Applicant responded.

Vice-Chair Saude asked for questions of Staff and Applicant from the Planning Commission. Commissioners Haveman and Shalk asked questions. Staff & Applicant responded.

Vice-Chair Saude opened public hearing and asked Staff to open public comment.

Comment provided from Amy Likover, of the Federation of San Rafael Neighborhoods.

Vice-Chair Saude closed public hearing and called on DRB Representatives, in turn, to ask follow-up questions of staff & Applicant.

Vice-Chair Saude then turned it over to the DRB representatives for discussion and deliberation. DRB representatives discussed, deliberated, and made a recommendation to the Planning Commission.

Vice-Chair Saude then called on Planning Commissioners, in turn, to ask follow-up questions of Staff and DRB representatives. Commissioners discussed with staff & DRB representatives.

Commissioners offered final comments on the Project and Planning Manager Leslie Mendez offered a recommended motion with recommended conditions.

Commissioner Haveman moved, and Commissioner Shalk seconded a motion to adopt the recommended conditions put forth by Staff and to accept the project.

Planning Manager then took roll:

AYES: Commissioners Harris, Haveman, Shalk, Vice-Chair Saude  
NOES: None  
ABSENT: Commissioners Mercado & Samudzi, and Chair Previtali  
ABSTAIN: None

Motion carried 4 – 0

## INFORMATIONAL ITEMS

### 3. Affirmatively Furthering Fair Housing, Presentation

Presentation on [Affirmatively Furthering Fair Housing \(AFFH\)](#) in San Rafael.

Project Presenter: Liz Darby, Consultant to the City Manager

[liz.darby@cityofsanrafael.org](mailto:liz.darby@cityofsanrafael.org)

Staff introduced Liz Darby, Consultant to the City Manager, who presented a report on Affirmatively Furthering Fair Housing.

Vice-Chair Saude invited Commissioners to ask questions. There was none.

## DIRECTOR'S REPORT

Planning Manager reported on the following items:

- Update on City Council passing changes to the composition of the Planning Commission
- Senior Planner staffing update

## COMMISSION COMMUNICATION

Commissioners discuss and confirm the involvement of the Design Review Board for future Planning Commission meetings.

## ADJOURNMENT

There being no further business, Vice-Chair Saude adjourned the meeting at 8:30 PM.

---

LESLIE MENDEZ, Planning Manager

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022

---

SAMINA SAUDE, Vice-Chair