




**Special Meeting**  
**Agenda Item No: SM 1**  
**Meeting Date: June 23, 2022**

**SAN RAFAEL CITY COUNCIL STAFF REPORT**

**Department: City Clerk**

**Prepared by: Lindsay Lara, City Clerk** **City Manager Approval:** 

**TOPIC: DESIGN REVIEW BOARD INTERVIEWS**

**SUBJECT: INTERVIEW APPLICANTS AND MAKE APPOINTMENT TO FILL ONE FOUR-YEAR TERM TO THE END OF JUNE 2026 ON THE DESIGN REVIEW BOARD DUE TO THE EXPIRATION OF TERMS OF LARRY PAUL**

**RECOMMENDATION:**

Interview the following applicants and make an appointment to fill one four-year term to the end of June 2026 on the Design Review Board due to the expiration of term of Larry Paul.

Name
Larry Paul
Michael Alexin
Michael Farris
Sophia McInerney Corbett

**BACKGROUND:**

The term of Larry Paul is set to expire at the end of June 2022. The City Clerk’s office recruited for applications and received four applications by the deadline of May 12, 2022.

The [Design Review Board](#) (DRB) consists of design professionals appointed by the City Council to provide advice on new development projects and most exterior changes to existing buildings. Applications are evaluated based on our General Plan and Zoning Ordinance design policies and criteria, with the goal of having new projects harmonize with the natural environment and surrounding area.

The Board is advisory, with final permit decisions made by the Planning Division staff, the Zoning Administrator, Planning Commission or City Council, depending on the complexity of the project. The scope of the DRB authority is to review and make recommendations

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

on design matters such as architecture, mass, bulk, site planning, site improvements, color, materials, and landscaping. [Meetings](#) are held first & third Tuesday at 7:00 p.m.

**ANALYSIS:**

The deadline for submitting applications was May 12, 2022 and the City Clerk's Office received five (5) applications, but one of the applicant was ineligible due to living outside of city limits. Staff recommends the City Council interview the four (4) eligible applicants and make an appointment to fill the single term.

**FISCAL IMPACT:** There is no fiscal impact associated with this item.

**COMMUNITY OUTREACH:**

The call for applications for the Design Review Board was advertised through mass email notification, the City website, social media platforms, and physically posted at City facilities.

**RECOMMENDED ACTION:**

Interview the four applicants and make an appointment to fill one four-year term to the end of June 2026 on the Design Review Board.

**ATTACHMENT:**

1. Four (4) Applications
2. Municipal Code Excerpt

#7

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, April 26, 2022 2:46:54 PM  
**Last Modified:** Tuesday, April 26, 2022 3:00:39 PM  
**Time Spent:** 00:13:45  
**IP Address:** 76.103.29.246

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Page 1

**Q1**

Contact Information

First and Last Name	Larry Paul
Address	██
Address 2	NONE
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94903
Email Address	██
Phone Number	██████████

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**Q3**

Design Review Board

What Board would you like to apply to?

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Page 3

**Q7**

How long have you lived in San Rafael?

34 years

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**Q8**

Business Information

Company	L. A. Paul & Associates
Address	110 Carlos Drive, Suite A
City/Town	San Rafael
ZIP/Postal Code	94903

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## Boards and Commissions Application

**Q9**

How did you hear about this vacant position?

Other (please specify):

email from Lindsay Lara

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**Q10**

Do you participate in any civic activities? If so, what are they?

Yes, the Design Review Board.

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**Q11**

List any civic organizations of which you are a member:

Design Review Board, American Institute of Architects, Elks Club,

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**Q12**

Education:

Bachelor of Architecture, University of Southern California, Ohio State University, 1970

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**Q13**

Why are you interested in serving on a board or commission?

I'm interested in continuing to serve on the Design Review Board to apply my experience and expertise as an architect, planner, real estate broker and former planning commissioner to assess and guide development proposals to make San Rafael a successful community.

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**Q14**

Describe possible areas in which you may have a conflict of interest with the City:

As an architect, I may have a conflict if I'm representing a client or project that comes before the DRB, in which case, I would recuse myself from participating in the project review.

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**Q15**

Upload your resume.

**RESUME 2022.pdf (136KB)**

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Page 4: Demographics

**Q16**

Ethnicity



**Q17**



To which gender do you most identify?

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**Q18**



How old are you?

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110 CARLOS DR. STE. A  
SAN RAFAEL, CA 94903  
TEL 415-922-9282

## **RESUME: LARRY ANTHONY PAUL, AIA, NCARB**

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- CAPABILITIES:** Real Estate Evaluation, Development and Sales  
Project Management, Office Management and Marketing  
Facilities Programming and Client Contact  
Feasibility Studies, Financial Analyses and Renderings  
Planning/Urban Design and Public Hearings  
Architectural Design, Development and Detailing  
Contract Documents, Engineering and Coordination  
Specifications Writing and Material Research  
Cost Estimating and Project Scheduling  
Construction Contract Administration and Consulting
- EDUCATION:** University of Southern California, Planning/Urban Design, 1965-67  
Ohio State University, Bachelor of Architecture, 1970  
Laney College, Associate of Arts, Media/Communications,  
Continuing Education seminars and workshops
- EXPERIENCE:** L. A. Paul & Associates, San Francisco, California  
Principal, Project Architect, 7/1/86 -- Present  
Archimedia Architects & Planners, San Francisco, California  
Partner, Project Architect, 10/1/75 – 5/1/86
- John Funk & Assoc. Architects, San Francisco, California  
Senior Designer, 2/1/75 – 9/1/75  
George Meu & Associates, San Francisco, California  
Senior Designer, 8/1/74 – 11/1/74  
Self-employed artist, San Francisco, California  
Photographer, renderer, 12/1/73 – 8/1/74  
Environmental Design Works, Inc. Honolulu, Hawaii  
Senior Designer, 4/9/73 – 12/7/73
- Sabbatical, Europe, Asia Minor, India and the Far East  
Independent study & research, 8/15/72 – 4/1/73
- Land Development Planning, Inc., Oakland, California  
Urban Planner-Designer, 4/29/71 – 7/15/72  
Jock McKay, Architect, San Francisco, California  
Designer-Drafter, 2/1/71 – 4/29/71  
Aleck Wilson & Associates, San Francisco, California  
Designer-Drafter, 7/5/70 – 12/24/70
- Arthur Hemlock & Associates, Cleveland, Ohio  
Drafter, 6/1/69 - 9/1/69  
Carpenter's Union, Cleveland, Ohio  
Journeyman Carpenter, 6/1//68 – 9/1/68  
Turner Construction Company, Cleveland, Ohio  
Asst. Field Engineer, 6/1767 – 9/1/67  
Carpenter's Union, Cleveland, Ohio  
Journeyman Carpenter, 6/1/66 – 9/1/66
- Warner & Swasey Mfg. Company, Cleveland, Ohio  
Customer Service Technician, 2/17/65 – 9/1/65

**LICENSING:** California, Architect # C-8725  
Hawaii, Architect # AR-03598  
Arizona, Architect #40029  
Oklahoma, Architect # 4270  
Texas, Architect # 17068  
Utah, Architect # 5011436-0301  
NCARB, Architect # 22,178  
California, R. E. Broker #952331

**SERVICE:** Master Commissioner, California Architects Board  
Subject Matter Expert, California Architects Board  
Oral Exam Sub-Committee, Calif. Board of Architectural Examiners  
Design Juror, NCARB Architectural Registration Exam (A.R.E.)  
Design Juror, California Architectural Licensing Exam (C.A.L.E)  
Director, AIA/SF Chapter  
Director, Community Media Center of Marin  
Director, AIA/SF Marin Task Force  
Director, San Francisco International Toy Museum  
Director, Santa Margarita Neighborhood Association  
Co-Chair, North San Rafael Vision in Action Committee, 1997-2002  
Member, San Rafael Planning Commission, 2002-2018  
Member, San Rafael Design Review Board, 1990-2002, 2018-present  
Member, St. Vincent's/Silveira Task Force, 1998-2000  
Member, San Rafael General Plan Committee, 2000-2003  
Member, SMART Civic Center Station Committee  
Member, AIA Advisory Design Review Committee  
Member, AIA Small Firms Committee, Small Business Forum  
Member, AIA Historic Resources Committee  
Member, AIA Housing Committee  
Member, ICC IBC Structural Code Development Committee  
Elected Member, Democratic Central Committee of Marin. 1990-present

**HONORS:** American Institute of Architects Award of Merit  
Calif. Board of Architectural Examiners Certificate of Appreciation  
Pacific Coast Builders Conference Golden Nugget Award  
National Association of the Remodeling Industry Award  
American Wood Council Award  
San Francisco Arts Commission Award  
Sonoma League for Historic Preservation

**Residence:** 1095 Las Ovejas Avenue, San Rafael, CA 94903

**Personal:** Born November 19, 1946  
Married with two children, four grandchildren

#2

COMPLETE

Collector: Web Link 1 (Web Link)  
Started: Monday, May 09, 2022 10:30:35 AM  
Last Modified: Monday, May 09, 2022 11:13:21 AM  
Time Spent: 00:42:46  
IP Address: 67.161.42.93

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Page 1

Q1

Contact Information

First and Last Name	Michael Alexin
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

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Q3

Design Review Board

What Board would you like to apply to?

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Page 3

Q7

How long have you lived in San Rafael?

7 years

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Q8

Business Information

Company	Alexin Design Consulting
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

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Boards and Commissions Application

**Q9**

How did you hear about this vacant position?

Other (please specify):

City Councilman Eli Hill

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**Q10**

Do you participate in any civic activities? If so, what are they?

Currently no, however I have done many years of non-profit board work, both with agencies helping homeless youth, as well as two university presidents' advisory boards.

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**Q11**

List any civic organizations of which you are a member:

N/A

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**Q12**

Education:

Oberlin College, Oberlin, Ohio: Bachelor of Arts in Government and Spanish, minor in Art.

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**Q13**

Why are you interested in serving on a board or commission?

I am semi-retired after a long, successful career as a senior leader in design for large and respected companies such as Target, Nike and Levi Strauss & CO. I am passionate about San Rafael--my chosen home--and would love to utilize my experience and talents to help further its mission, its achievement of the General Plan vision, and help San Rafael remain a beautiful, appealing and unique place to live.

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**Q14**

Describe possible areas in which you may have a conflict of interest with the City:

None.

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**Q15**

Upload your resume.

**Michael Alexin V12 DESIGN\_2022pdf.pdf (178.1KB)**

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Page 4: Demographics

**Q16**

Ethnicity

[REDACTED]

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**Q17**



To which gender do you most identify?

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**Q18**



How old are you?

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Visionary design leader and inspiring retail executive with strong track record of product innovation, organizational leadership, and fiscal results. Successes include building multibillion-dollar design and development strategies, global brand management and business reinvention. Respected and collaborative creator of successful architectural color, design, and home-renovation projects.

### AREAS OF EXPERTISE

- Strategy, Execution & Leadership
- Product Design & Development
- Reinventing & Rebuilding Businesses
- Global Brand Management
- Organizational Transformation
- Staff Mentoring & Advancement
- Operations Management
- Cost Reduction
- Key Partnership Development
- Sustainability Leadership
- Architectural Color Planning
- Interior Renovation and Design

### CAREER HIGHLIGHTS

- Served as a key architect of Target's differentiation strategy to establish the company as a leading value fashion retailer. Delivered in-house apparel product design & development capability, and built a team of more than 400 staff to double apparel sales from \$6 billion to \$13 billion.
- Advanced Nike as a prominent sports apparel retailer. Developed and implemented the strategy for global product line merchandising and achieved 22% increase to apparel net sales within 3 years.
- Transformed distressed subsidiary of HSNi, TravelSmith. Re-engineered the corporate strategy, created a new brand, product assortment and marketing/Ecommerce strategy to rebuild the business. Guided the entity through successful sale.

### PROFESSIONAL EXPERIENCE

#### **ALEXIN CONSULTING, San Rafael, CA** **Principal/Owner, 2017 - Present**

Architectural Color and Design Focus: Interior/exterior color schemes and interior design projects, including space layout, lighting, flooring finishes and fixtures.

- Built successful partnerships with private clients around the Bay Area.
- Over 60 completed projects across all main architectural styles, including Victorian, Spanish/Mediterranean, Modern, and Mid-Century.

Business Focus: Developed a private consulting practice focused on helping business leaders innovate, excel, and profitably grow their brands and businesses. Recent clients include:

- Indigenous Designs, Inc., Sebastopol, CA (Premium apparel brand based on organic, fair-trade and artisan-made fashion): Role includes brand leadership, merchandising leadership, long-range product planning, market opportunity analysis and strategic advisor to CEO.
- Alvarez & Marsal Private Equity, San Francisco, CA: Senior Advisor for business development team.

#### **TRAVELSMITH (Subsidiary of HSNi), Novato, CA** **President, 2015 - 2016**

Recruited to transform this compromised \$60 million eCommerce/catalog retailer and prepare the business for sale. Revamped management, team, operations, branding, product assortment, quality and expenditures. Led the 65-person business in the implementation of an aspirational, travel-inspired creative strategy. Achieved corporate objective within 12 months with a successful acquisition in late 2016.

- Completed business evaluation and recruited key talent to address deficits and transform legacy management team.
- Optimized workflow and business process to reduce employment overhead by 14%.
- Re-positioned brand to engage target consumer through fresh, relevant product and aspirational 'on location' experience.
- Directed marketing and eCommerce teams to establish innovative partnerships and better monetize customer file.
- Implemented new assortment strategy comprised of internal product development and strategic market buys. Reduced style offering by 20% to focus on key items, relevant seasonal fashion, and brand partnerships.
- Evaluated and addressed vendor matrix and sourcing process to increase margins by 200 bps.
- Adjusted market flow of catalog drops to better address market opportunities. Introduced improved circulation models
- Established metrics that included the 'test and read' process for new products and web marketing programs.
- Implemented aggressive social media strategy to grow target customer base by 10%.
- Guided the company through due diligence process to successful conclusion of company sale, in partnership with investment bankers.

**TARGET CORPORATION, Minneapolis, MN****Vice President & General Merchandise Manager, Product Design & Development, 2002 - 2014**

Hired to create and implement in-house design and brand strategy and to build Target's Product Design & Development organization from the ground up, including structure, talent and processes. Established product creative direction and provided oversight for brand management strategy and business process development for Target's \$14 billion apparel & accessories division. Built and led a team of more than 400 global staff, and managed a \$31 million budget to drive sales across stores and digital channels.

- Doubled sales for Target's apparel and accessories business during tenure from \$6.3 billion to more than \$13 billion.
- Re-engineered core business and product processes and instituted leading-edge product design and development systems.
- Oversaw recruitment, onboarding, and advancement of more than 350 new team members. Achieved less than 6% average annual staff attrition with 80% of openings filled through internal talent development.
- Expanded internally designed and direct-sourced product from 18% to 60% and increased gross margin by more than 900bps.
- Reduced total lead-time for production process by 25 weeks and converted 20% of assortment to fast track.
- Developed more than 16 internal and partnership brands that included Merona, Mossimo, Circo, Issac Mizrahi, Oshkosh Genuine Kids, Liz Lange, Champion, Converse, Cherokee and Shaun White. Provided oversight for more than 40 designer collaborations such as Liberty of London, Missoni, Calypso St. Barth.
- Revamped product assortments to increase quality and improve taste level, trend relevance, and consumer appeal.
- Created Target's first fabric development process and supplier matrix.
- Built strong creative culture, identity, pride-of-ownership, accountability, and morale within division.
- Tapped by CEO to lead the development of Target's corporate sustainability policy and strategy.

**EDDIE BAUER, Bellevue, WA****Senior Vice President of Product Design & Development, 1998 - 2000**

Selected to drive product vision and strategy for the Eddie Bauer global brand across all business segments including Apparel, Home, Gear, Gifts and Accessories. Led the Design & Product Development organization of 107 staff, 3 divisional vice presidents and 9 directors. Modernized and repositioned Eddie Bauer's product image and reengineered entire product development process. Promoted from Vice President to Senior Vice President within 14 months.

- Added more than \$10 million of new business by introducing new product categories.
- Achieved 20% comparative store increase in 2000 for Eddie Bauer Home.
- Instituted a more effective raw materials research and development process to drive 15% improvement in gross margins over 2 years.

**NIKE, Beaverton, OR****Global Director of Apparel Merchandising, 1995 - 1998**

Recruited to advance the Nike Apparel Merchandising organization worldwide. Led more than 400 employees across Europe, Asia/Pacific, Latin America/Canada, and the United States, and set strategic direction for global product line development and management in support of regional business plans. Assumed additional responsibility for Global Apparel Marketing in 1997. Set direction for brand evolution and focus.

- Drove 22% increase in global apparel net sales during tenure.
- Increased worldwide line productivity by more than 20% through strategic style/SKU management.
- Boosted Nike's apparel product positioning, drove product innovation, and promoted differentiation. Increased gross margins by 3%.
- Established corporate vision, framework and operating standards for the global merchandising organization. Improved bench strength, talent pool and 'esprit de corps' significantly.
- Developed and managed several new revenue streams including Nike sport golf, snowboarding, and women's sports.

**LEVI STRAUSS & CO., San Francisco, CA****Director of Product Design & Development, Dockers Menswear Division, 1986 - 1995**

Promoted to supervise all aspects of seasonal product design and development across Dockers Sportswear, Dockers Golf and Dockers Authentics. Led a team of 42 staff to interpret market direction and implement high-level brand image through merchandising assortments.

**EDUCATION**

**Oberlin College, Oberlin, OH:** Bachelor of Arts with Honors, Government and Spanish. Phi Beta Kappa Member.

**Stanford University:** Design Thinking Bootcamp, 2001. Hyper Island Digital Leaders Master Class, 2013

**NOTEWORTHY**

The Bridge for Youth, Inc., Chairman of the Board of Directors, 2010-2012, Vice Chairman, 2008 – 2010, Board Member 2004 – 2013.

Oberlin College President's Advisory Council, member, 2006 – 2012.

University of Minnesota College of Design Advisory Board, 2012 – 2019

Experienced panelist and lecturer on design, innovation and sustainability

Fluent in Spanish and conversant in French

#1

COMPLETE

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**Time Spent:** 00:11:46  
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Page 1

Q1

Contact Information

First and Last Name	Michael Farris
Address	[REDACTED]
City/Town	SAN RAFAEL
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

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Q3

What Board would you like to apply to? **Design Review Board,  
Park and Recreation Commission**

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Page 3

Q7

How long have you lived in San Rafael?

18 years

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Q8

Business Information

Company	VDA
Address	1388 Sutter St. #608
City/Town	San Francisco
ZIP/Postal Code	94109

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Boards and Commissions Application

**Q9**

How did you hear about this vacant position?

Other (please specify):

email

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**Q10**

Do you participate in any civic activities? If so, what are they?

Bocce Ball

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**Q11**

List any civic organizations of which you are a member:

None

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**Q12**

Education:

B.S. Business Administration, Cal Poly, SLO

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**Q13**

Why are you interested in serving on a board or commission?

Retiring in January

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**Q14**

Describe possible areas in which you may have a conflict of interest with the City:

None

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**Q15**

Upload your resume.

M. Farris - Resume-vda (ID 1057538).pdf (112.6KB)

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Page 4: Demographics

**Q16**

Ethnicity



**Q17**

To which gender do you most identify?



**Q18**



How old are you?

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**MICHAEL D. FARRIS**  
**General Manager**

**Elevator Consulting Group**

**Façade Access Consulting Group**

Michael D. Farris, General Manager, began working for Lerch Bates in 1987. He is currently working in the Lerch Bates San Francisco branch office providing management direction to Lerch Bates elevator and façade access consulting groups. Mike's responsibilities for vertical transportation include analysis and design. Previously, Michael D. Farris worked for Otis Elevator Company as a Branch Manager and Account Manager.

**PROJECT RESPONSIBILITIES**

As a General Manager, Mr. Farris is responsible for the following functions:

- Management of Lerch Bates offices in the Western United States
- Oversight of Lerch Bates personnel with Vertical Transportation System Studies
- Assist Lerch Bates personnel with Design, Contract Documents, and Construction Services for the Vertical Transportation Equipment
- Administration of Lerch Bates personnel with Vertical Transportation Maintenance Evaluations
- Administration of Due Diligence Studies
- Administration of Design and Construction Services for the Façade Access Systems
- Administration of Design and Construction Services for the Materials Handling Systems

**RELATED EXPERIENCE**

- Los Angeles Convention Center, Los Angeles, CA
- Metropolitan Transportation Authority  
Los Angeles County, CA
- Boeing Building No. 90, Seal Beach, CA
- Excalibur Hotel and Casino, Las Vegas, NV
- City National Bank Plaza, Los Angeles, CA
- Burj Khalifa, Dubai, United Arab Emirates
- Berlin Embassy, Berlin, Germany
- Guam Airport Expansion, Guam
- Ontario Airport Expansion, Ontario, CA
- LAX ConRAC, Los Angeles, CA
- Tom Bradley International Terminal  
Los Angeles, CA
- Port of Long Beach, Long Beach, CA
- Dorothy Chandler Pavilion, Los Angeles, CA
- Pasadena Convention Center, Pasadena, CA
- Metropolitan Water District Headquarters  
Los Angeles, CA
- Diablo Canyon Power Plant, Avila Beach, CA
- Eagles Stadium, Philadelphia, PA
- Dodger Stadium, Los Angeles, CA
- Elihu M. Harris State Office Building, Oakland, CA
- Joyce Theater, New York, New York
- Santa Barbara Airport, Santa Barbara, CA
- CalTrans District Headquarters, Los Angeles, CA
- Palm Springs Airport, Palm Springs, CA
- Los Angeles Police Headquarters  
Los Angeles, CA
- New World Symphony, Miami Beach, FL
- Los Angeles Museum of Art, Los Angeles, CA

**EDUCATION**

California Polytechnic State University, San Luis Obispo, California, Bachelor of Science – Business Administration

**AFFILIATIONS**

Q.E.I. No. 631 Certified Inspector

NAESA – National Association of Elevator Safety Authorities



EIGSC – Elevator Industry Group of Southern California

#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Thursday, April 21, 2022 10:08:34 PM  
**Time Spent:** 21:20:42  
**IP Address:** 73.70.81.224

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Page 1

**Q1**

Contact Information

First and Last Name	Sophia McInerney Corbett
Address	██████████
City/Town	San Rafael
State/Province	California
ZIP/Postal Code	94901
Email Address	██
Phone Number	██████████

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**Q3**

What Board would you like to apply to?

Design Review Board,  
Park and Recreation Commission,  
Planning Commission

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Page 3

**Q7**

How long have you lived in San Rafael?

almost 2 years

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**Q8**

Business Information

Company	<b>Colla and Ray LLP</b>
Address	<b>1561 Powell Street</b>
City/Town	<b>San Francisco</b>
ZIP/Postal Code	<b>94133</b>

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**Q9**

**Social Media**

How did you hear about this vacant position?

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**Q10**

Do you participate in any civic activities? If so, what are they?

Fundraising for schools and other charitable organizations; volunteering and participating in group activities; doing pro bono attorney work for those in need; and just generally looking out for neighbors (whether it is helping with packages if they are out of town or helping their kid after they fell off a bike), reuniting lost pets with owners.

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**Q11**

List any civic organizations of which you are a member:

Sun Valley PTO  
State Bar of California

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**Q12**

Education:

U of San Francisco Law School Graduate

University of Southern California Undergraduate, Double major BAs in Philosophy and international relations.

Graduate of Saint Ignatius College Prep in San Francisco.

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**Q13**

Why are you interested in serving on a board or commission?

To help preserve and grow the beautiful town I can now call my forever hometown.

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**Q14**

Describe possible areas in which you may have a conflict of interest with the City:

Lawsuits that other attorneys at my firm handle that could be related in any way. I am not aware of any, however I could be ethically screened from those cases, if there are any. I worked at the San Francisco City Attorneys Office for 5 years and am familiar with setting up those walls.

**Q15**

Respondent skipped this question

Upload your resume.

Page 4: Demographics

**Q16**

Ethnicity

[REDACTED]

**Q17**

To which gender do you most identify?

[REDACTED]

**Q18**

How old are you?

[REDACTED]

#### 14.25.070 Design Review Board.

A. Purpose and Authority. The Design Review Board shall serve as an advisory body to the city for the purpose of reviewing and formulating recommendations on all major physical improvements requiring environmental and design review permits and on other design matters, including minor physical improvements, referred to the Board by the Planning Director, Planning Commission, or City Council.

B. Membership of the Design Review Board. The Design Review Board shall consist of a total of five (5) regular members and may include one alternate member appointed by the City Council. The Design Review Board members shall be qualified as follows:

1. At least two (2) members shall be licensed architects or licensed building designers;
2. At least one member shall be a licensed landscape architect;
3. At least one of the five (5) members shall have background or experience in urban design;
4. The alternate member may have qualifications in any of the above fields of expertise;
5. All board members shall reside in the City of San Rafael; and
6. In addition to the five (5) council-appointed Board members and one alternate member, one planning commissioner shall attend Board meetings. This liaison planning commissioner shall be appointed by the commission chairperson. An additional commissioner shall be appointed to serve as an "alternate liaison" in case of absence. The planning commission liaison should be present at all Design Review Board meetings to offer advice and direction to the Board on matters of commission concern.

C. Alternate Member. The alternate member may temporarily fill a vacancy created when a regular member: (1) leaves office prior to completion of the member's term; (2) cannot attend a meeting; or (3) cannot participate on a particular matter due to a conflict of interest.

D. Term of Office. The term of office for each Design Review Board member shall be four (4) years. Of the members of the Board first appointed, one shall be appointed for the term of one year; one for the term of two (2) years; one for the term of three (3) years; and two (2) for the term of four (4) years. The term of office for the alternate board member shall be four (4) years concurrent with the term of the chairperson.

E. Removal or Vacancy of Membership. Any member of the Board or the alternate member can be removed at any time by a majority vote by the City Council. A vacancy shall be filled in the same manner as the original appointment. The person appointed to fill a vacancy shall serve for the remainder of the unexpired term.

F. Meetings. At least one regular Design Review Board meeting shall be held each month on a date selected by the Board, unless there is no business to conduct.

G. Quorum. Three (3) of the members of the Board, either regular members or two (2) regular members and the alternate board member, shall be required to constitute a quorum for the transaction of the business of the Board and the affirmation vote of a majority of those present is required to take any action.

H. Compensation of the Design Review Board. All members of the Board shall serve as such without compensation.

I. The Design Review Board may adopt, and amend as necessary, Rules of Order to ensure efficient and responsive Board meetings. (Ord. 1838 § 53, 2005; Ord. 1794 § 2, 2003; Ord. 1625 § 1 (part), 1992).