



**Design Review Board
Regular Meeting**

**Tuesday, November 8, 2022, 7:00 P.M.
AGENDA**

Participate In-Person:

**San Rafael City Council Chambers
1400 Fifth Avenue, San Rafael, CA 94901
Or**

Participate Virtually:

Watch on Webinar: <https://tinyurl.com/drj-2022-11-08>

Telephone: 1 (669) 444-9171

Meeting ID: 831 0781 8748#

One Tap Mobile: US: +16694449171, 83107818748#

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 in-person and virtually using Zoom.

How to participate in the meeting in-person:

- Stay home if you are experiencing COVID-19 symptoms
- Face coverings are recommended for attendees
- Use the sign-in sheet (optional) which allows notification of potentially exposed individuals if contact tracing reveals COVID-19 transmission may have occurred in a given meeting.
- Attendance will be limited to 50 percent of room capacity (no more than 90 persons) and all in-person attendees should socially distance as recommended by public health authorities. If the Chambers are 50% occupied, please participate online instead, or utilize the audio feed in the lobby.
- All attendees are encouraged to be fully vaccinated.

How to participate in the meeting virtually:

- Submit public comment in writing before 4:00 p.m. the day of the meeting to PlanningPublicComment@cityofsanrafael.org.
- 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.

CALL TO ORDER

Vice Chair Kovalsky called the meeting to order at 7:03 p.m. Vice Chair Kovalsky then invited Staff & Senior Planner Jeff Ballantine to call roll.

RECORDING OF MEMBERS PRESENT AND ABSENT

Present: Vice Chair Sharon Kovalsky
Board Member Michael Alexin
Board Member Jeff Kent
Board Member Stewart Summers

Absent: Chair Sarah Rege
Alternate Board Member Donald Blayney

Also Present: Jeff Ballantine, Staff, Senior Planner & DRB Secretary
Renee Nickenig, Assistant Planner

PUBLIC NOTIFICATION OF MEETING PROCEDURES

Vice Chair Kovalsky invited Staff & Senior Planner, Jeff Ballantine, to inform the public that members they can provide public comment either in person in the Council Chambers, by telephone or via zoom with the raise hand feature. Written comments submitted prior to the meeting time would be read aloud into the record during the public comment portion of each item.

Vice Chair Kovalsky reviewed the procedures for the meeting.

URGENT ORAL/EMAIL COMMUNICATIONS FROM THE PUBLIC

Vice Chair Kovalsky called for any comments from the public on items NOT on the agenda. There were no public comments.

CONSENT CALENDAR

Vice Chair Kovalsky invited public comment on the Consent Calendar. There was no comment on the Consent Calendar.

1. Approval of the Design Review Board Meeting Minutes of May 17, 2022

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

AYES: Members: Vice Chair Kovalsky, Alexin, Kent, & Summers

NOES: Members: None

ABSENT: Members: Chair Rege

ABSTAIN: Members: None

Motion carried 4-0 Yes.

2. Approval of the Design Review Board Meeting Minutes of September 7, 2022

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

AYES: Members: Vice Chair Kovalsky, Alexin, Kent, & Summers
NOES: Members: None
ABSENT: Members: Chair Rege
ABSTAIN: Members: None

Motion carried 4-0 Yes.

ACTION CALENDAR

Vice Chair Kovalsky introduced the Action Calendar and invited staff to present the Staff Report.

3. 380 Margarita Drive – New Single-Family House

Request for an Environmental and Design Review Permit for a new single-family residence, pool, and detached garage with a guest unit on a vacant hillside lot; APN: 015-320-03; Planned Development District (PD) 1808-H; ED21-011, PLAN21-019
Project Planner: Renee Nickenig (renee.nickenig@cityofsanrafael.org)

Renee Nickenig, Assistant Planner, presented the Staff Report on the project.

Applicant Team gave a presentation on the project.

Applicant Team and Staff responded to questions from the Board Members.

Vice Chair Kovalsky asked for public comments. Two neighbors of the project site provided public comment regarding the following concerns: fire truck access, design of the house for fire safety purposes, and the potential for erosion and landslides.

Board Members provided comments.

Member Summers moved, Member Kent seconded recommendation that the applicant address the following comments and return to the Design Review Board for consideration.

1. **Large Retaining Walls Adjacent to Pool.** Consider the following alternatives for reducing the height of the retaining walls:
 - a. Move the wall further from the development envelope and terrace it with multiple retaining walls.
 - b. Utilize a different material to minimize the visual impact
 - c. Propose landscaping in front of the walls. Discuss proposed landscaping with the Fire Department. Consider planter boxes as an option as well.
2. **Additional Submittal Materials.** Provide the following submittal materials:
 - a. Confirm if water tank or other method will be required for fire suppression purposes. If water tank is required, provide specifics on the proposed size, location, and design of the water tank.
 - b. Color samples. Consider proposing colors that are muted but that do not necessarily blend in with the ground.
 - c. Landscape plan
 - d. Improved renderings
 - e. If solar panels are proposed, show them on the elevations and/or renderings
 - f. Geotechnical analysis

Board Members discussed motion.

AYES: Members: Vice Chair Kovalsky, Alexin, Kent, & Summers

NOES: Members: None

ABSENT: Members: Chair Rege

ABSTAIN: Members: None

Motion carried 4-0 Yes.

4. 275 & 281 Coleman Drive – Two New Single-Family Houses

Requests for a Lot Line Adjustment, Environmental and Design Review, Exception, and Variance to merge four vacant lots into two lots, construct a three-story 2,548 square-foot modular home and other site improvements on each consolidated lot; APN: 011-031-44 - 47; R10 Hillside Overlay District; LLA20-004; ED20-047/EX21-002/V22-002; ED20-046/EX21-001

Project Planner: Monica Ly (monica.ly@cityofsanrafael.org)

Jeff Ballantine, Senior Planner, indicated that the applicant requested that this item be removed from the agenda for this meeting and postpone the item to a date to be determined. The applicant is exploring the possibility of modifying the proposal such that it complies with the provisions of San Rafael Municipal Code Section 14.16.282 (SB 9 Housing Developments).

INFORMATIONAL ITEM

DIRECTOR’S REPORT

Staff did not provide any updates.

BOARD COMMUNICATION

ADJOURNMENT

Vice Chair Kovalsky adjourned the meeting at 8:25 p.m.

JEFF BALLANTINE, Senior Planner

APPROVED THIS ____ DAY OF _____, 2022

SARAH REGE, DRB Chair