



**Design Review Board
Regular Meeting
Tuesday, March 21, 2023 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/drb-2023>

Telephone: 1 (669) 444-9171

Meeting ID: 885 6816 1418

This meeting will be held in-person. The public may attend in-person or participate virtually using Zoom.

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 press *9 to raise your hand, and *6 to unmute yourself, then provide verbal public comment.

If you experience technical difficulties during the meeting, please contact PlanningPublicComment@cityofsanrafael.org

CALL TO ORDER

Chair Kovalsky called the meeting to order at 7:00 p.m. Chair Kovalsky then invited Staff & Senior Planner Jeff Ballantine to call roll.

RECORDING OF MEMBERS PRESENT AND ABSENT

Present: Chair Sharon Kovalsky
Vice Chair Jeff Kent
Board Member Michael Alexin
Board Member Sarah Rege
Board Member Stewart Summers
Alternate Board Member Donald Blayney

Absent: None

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

PUBLIC NOTIFICATION OF MEETING PROCEDURES

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.

Chair Kovalsky reviewed the procedures for the meeting.

URGENT ORAL/EMAIL COMMUNICATIONS FROM THE PUBLIC

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

CONSENT CALENDAR

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 December 6, 2022

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

AYES: Members: Alexin, Kent, Kovalsky & Rege

NOES: Members: None

ABSENT: Members: None

ABSTAIN: Members: Summers

Motion passes.

ACTION CALENDAR

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

1. 380 Margarita Drive – New Single-Family House

Request for Zoning Administrator recommendation for an Environmental and Design Review Permit application 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)

Assistant Planner, Renee Nickenig, provided a staff presentation on the project.

Applicant Team gave a presentation on the project.

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

Chair Kovalsky asked for public comments. No public comment was provided.

Board Members provided comments.

Member Summers moved, Vice Chair Kent seconded recommendation that the Zoning Administrator approve the project if the applicant addresses the following comments:

1. Provide at least five shrubs in front of the swimming pool retaining wall of a species and location to be approved by City staff in consultation with Vice Chair Kent.
2. Existing invasive plant on the project site, such as pampas grass, shall be removed
3. Proposed species of trees that are proposed in front of the proposed swimming pool retaining pool shall be revised to a species approved by City staff in consultation with Vice Chair Kent.
4. Proposed material of retaining wall along the proposed driveway shall be revised to board formed or split faced concrete. Proposed color of this retaining wall shall be

revised to more closely match the building wall color and the color shall be introduced through pigment of material instead of being painted onto the wall.

AYES: Members: Alexin, Kent, Kovalsky, Summers & Rege

NOES: Members: None

ABSENT: Members: None

ABSTAIN: Members: None

Motion passes.

DIRECTOR'S REPORT

Jeff Ballantine provided an update on the previous DRB meeting for those members that were absent.

BOARD COMMUNICATION

No Board communication was provided

ADJOURNMENT

Chair Kovalsky adjourned the meeting at 7:45 p.m.

JEFF BALLANTINE, Senior Planner