




**Special Meeting**  
**Agenda Item No: SM 1.a**  
**Meeting Date: October 2, 2023**

**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 AN APPOINTMENT TO FILL ONE FOUR-YEAR TERM TO THE END OF OCTOBER 2027 ON THE DESIGN REVIEW BOARD DUE TO THE EXPIRATION OF TERM OF STEWART SUMMERS**

**RECOMMENDATION:**  
Interview the following applicants and make an appointment to fill one four-year term to the end of October 2027 on the Design Review Board due to the expiration of term of Stewart Summers.

Name
Gerrod Herndon
Maureen de Nieva-Marsh
Stewart Summers

**BACKGROUND:**  
The term of Stewart Summers is set to expire at the end of October 2023. The City Clerk’s office recruited for applications and received four applications; however, one applicant withdrew.

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 on design matters such as architecture, mass, bulk, site planning, site

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**FOR CITY CLERK ONLY**

**Council Meeting:**  
**Disposition:**

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

improvements, color, materials, and landscaping. [Meetings](#) are held first & third Tuesday at 7:00 p.m.

**ANALYSIS:**

The City Clerk's office recruited for the Design Review Board vacancy and received four (4) applications; however, one applicant withdrew from the process. Staff recommends the City Council interview the three (3) 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, Marin IJ, and physically posted at City facilities.

**ATTACHMENT:**

1. Three (3) Applications
2. Bylaws



**SAN RAFAEL**

THE CITY WITH A MISSION



**Boards and Commissions Application**

**What board would you like to apply too?**

- ADA Access Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Board of Library Trustees
- Design Review Board
- Fire Commission
- Marin Commission on Aging
- Marin County Hazardous & Solid Waste Management Joint Powers Authority Local Task Force
- Marin/Sonoma Mosquito and Vector District
- Park and Recreation Commission
- Pickleweed Advisory Committee
- Planning Commission
- Police Accountability Advisory Committee
- Public Art Review Board
- Voter Approved Tax Oversight Committee

**Applicant Information**

Full Name: Gerrod Herndon

\*Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901

City State ZIP Code

\*Phone: [Redacted] Email [Redacted]

Resident of San Rafael for 11 years.

Employer: self

Occupation: pro bono

Business Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901

City State ZIP Code

**Education**

PASS, Exodus, Freshstart, K-12, Blackstone, ABA, WELS, Penn Foster, Witkins Legal Institute, Stratford, SRJC, Fresno State University, College of the North Coast, community college

**Supplemental Questions**

Participation in the following civic activities:

On ballot for 2nd District City Council members

ERC cus walgreens, medical, Medcare

NAMI safeart, AARP, EBT

AA/NIA vitacid, Kaiser, 1120.9 10018

Member of the following civic organizations:

Culture Center 42 CFR 489

USC 28191991 - MC-275 title 2 504

Land and trust title 1 51023

My reasons for wanting to serve are:

I am capable of performing the task and can contribute to the well being of the community. I have faith in God (Jesus Christ) with baptisms/confirmation

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

1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

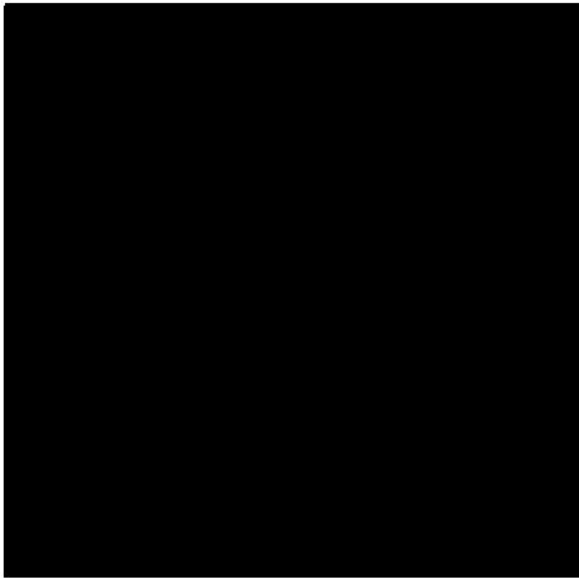
56731 56248 2273

109 9/A 2254 2933 4813 PC

Demographics (Optional)

The demographic information you choose to provide is VOLUNTARY and OPTIONAL and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.





Signature

Signature: Gerrard Herndon

Date: 08-28-23

**Mail or Deliver to:**

City of San Rafael, City Clerk Department  
City Hall, 1400 Fifth Avenue, Room 209  
San Rafael, CA 94901

\*Information kept confidential, to the extent permitted by law.

San Rafael, CA

# Gerrod Herndon

Passionate worker and learner searching for a change in career fields and an opportunity to join a growing team.

## SKILLS

Deep knowledge of mental health services  
Operational knowledge of computer applications  
Exceptional ability to multitask and prioritize work  
Sound ability to work independently  
Excellent customer services skills  
Good communication skills in both oral and written forms  
Bilingual (English Farsi Arabic) (Spanish for customer service)

## EXPERIENCE

### **Enterprise Resource Center, San Rafael Marin** - *Peer Support Specialist*

Dec 2021 - Present

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting
- Participated in various self-help groups and provided support to clients.
- Performed various activities on the consumer lounge and ensured a neat and clean area.

### **Center for Employment Opportunities, San Rafael Marin** - *Highway Technician*

Sep 2021 – May 2022

- Provide landscaping and weed eating services along highways, on/off ramps, service roads, and underpasses
- Provide litter abatement services along highways, on/off ramps, service roads, and underpasses
- Beautify highways and ensure their safety for emergency vehicles
- Ensure safe passage on shoulders for emergency vehicles and motorists in distress

### **Ruby's Valley Care Home, Fresno – Janitor**

Mar 2020 - Jan 2021

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **McDonald's, Novato – Server**

Jan 2014 - May 2014

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **State of CA - Printing Press**

Jan 2006 - Jan 2013

- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Verified that paper and ink meet the specifications for a given job.
- Started presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Fed paper through press cylinders and adjust feed and tension controls.

## **EDUCATION**

**HS Diploma, Vallejo High School – 1999**

**Paralegal Diploma, Blackstone (GATE) – 2010**

**College of Marin, Marin CA – *Classical Music***  
Undergrad cont'd

**Santa Rosa Junior College, Santa Rosa CA – *Counseling Health and Philosophy***  
Undergrad cont'd

**Fresno Pacific University, Fresno, CA**

**Coastline Community College, Fountain Valley, CA**

## **CERTIFICATES AND LICENSES**

**Fresh Start Culinary Program**  
2016

**California Psychiatric Transition (CPT)**  
2016 Graduated

**Breaking Barriers**  
2013 Graduated

**PASS – Psychology Academic SF**  
2013 Graduated

**ABA – Occupational Therapy**  
2013 Graduated

## **Courses Taken**

Exodus Course – graduated

ABA Occupational therapy class – graduated

Counseling – graduated

Health and Philosophy – graduated

Sexual Harassment Certificate – graduated

Psychology – graduated



#4

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, April 21, 2023 9:48:45 PM  
**Last Modified:** Friday, April 21, 2023 11:02:59 PM  
**Time Spent:** 01:14:13  
**IP Address:** 23.125.135.150

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Page 1

**Q1**

Contact Information

First and Last Name	Maureen de Nieva-Marsh
Address	[REDACTED]
Address 2	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

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**Q2**

District 1/Southern

What district do you currently live in?

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**Q3**

What Board would you like to apply to?

Bicycle and Pedestrian Advisory Committee,  
Board of Library Trustees,  
Design Review Board,  
Fire Commission,  
Marin County Hazardous & Solid Waste Management  
JPA Local Task Force Advisory Member  
,  
Park and Recreation Commission,  
Pickleweed Advisory Committee,  
Planning Commission

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**Q7**

How long have you lived in San Rafael?

15

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**Q8**

Business Information

Company

N/A

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**Q9**

How did you hear about this vacant position?

**City Manager's Newsletter,**

**Friend,**

Other (please specify):

My Councilmember Maika Llorens Gulati

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**Q10**

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

In my voluntary capacity, I have initiated or supported programs, events, and/or fundraising efforts with the following community-based organizations:

- YWCA Golden Gate Silicon Valley, Executive Committee, Board Member
  - Bloom Marin, former Board Member (now a program of YWCA GGSV)
  - Habitat for Humanity Greater San Francisco – Young Professionals (HYP)
  - Rotary Club of San Rafael Evening, Charter Member, former President
  - Agricultural Institute of Marin (AIM), Community Advisory Board Member
  - Marin Women's Commission (MWC), former Treasurer
  - Marin Teen Girl Conference, event/project volunteer (a program of the MWC)
  - Marin Women's Political Action Committee (MWPAC), former Secretary
  - Dominican University of California Alumni Board, former Secretary
  - Marin Asian Public Local Employees (MAPLE), Co-President
  - Asian American Alliance of Marin (AAAM), Board Member
  - Marin County Young Democrats, former Secretary
  - Marin Democratic Party, former Assembly District Delegate
  - Women's Leadership and Philanthropy Circle, Dominican University of California
  - Marin 9 to 25, Core Team Advisor
  - St. Raphael Mission Church, Lector and Choir Member
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**Q11**

List any civic organizations of which you are a member:

In my voluntary capacity, I have initiated or supported programs, events, and/or fundraising efforts with the following community-based organizations:

- YWCA Golden Gate Silicon Valley, Executive Committee, Board Member
  - Bloom Marin, former Board Member (now a program of YWCA GGSV)
  - Habitat for Humanity Greater San Francisco – Young Professionals (HYP)
  - Rotary Club of San Rafael Evening, Charter Member, former President
  - Agricultural Institute of Marin (AIM), Community Advisory Board Member
  - Marin Women's Commission (MWC), former Treasurer
  - Marin Teen Girl Conference, event/project volunteer (a program of the MWC)
  - Marin Women's Political Action Committee (MWPAC), former Secretary
  - Dominican University of California Alumni Board, former Secretary
  - Marin Asian Public Local Employees (MAPLE), Co-President
  - Asian American Alliance of Marin (AAAM), Board Member
  - Marin County Young Democrats, former Secretary
  - Marin Democratic Party, former Assembly District Delegate
  - Women's Leadership and Philanthropy Circle, Dominican University of California
  - Marin 9 to 25, Core Team Advisor
  - St. Raphael Mission Church, Lector and Choir Member
- 

**Q12**

Education:

- MBA, 2019
- BA, Political Science, 2007
- Dominican University of California

Project Management Certificate  
Sonoma State University; 2020

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**Q13**

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

I have spent over 20 years of my career working with government agencies and nonprofits, mostly in Marin. In my personal drive to serve my community and amplify its needs, I have had to navigate seas of conflicting emotions and interests. Despite all the noise we can encounter in this world I've come to believe that one thing is true – that community moves at the speed of trust.

I believe that I personally resonate well with the City of San Rafael's ongoing mission and approach to social justice, inclusion, and equity. I am interested in serving on a board or commission, because I aim to lead with empathy, communication, and perhaps most importantly listening. On a personal level, I've experienced trauma and struggles that persist for many of the members of our community – be it physical abuse, having been unhoused, and having been the beneficiary of a public benefit system. I am the proud child of an immigrant family, whose parents attained their education and careers through non-traditional routes. For all the weaknesses I may have felt at times in my life, those experiences have provided me a base to effectively advocate for and connect with persons from a wide variety of walks of life.

If given the opportunity to serve on a San Rafael city board or commission, I would seek to bring my all – my experience, my knowledge, my community relationships, my emotional intelligence, and my authentic passion. As a long-time San Rafael resident, I firmly believe that community members deserve to be engaged in such a manner where individuals feel they are active participants, and not simply on the sidelines, especially our unrepresented/underrepresented populations. By focusing on effectively sharing information, resources, and ideas we can gather community input on the direction and priorities of our city and reinforce the ever-present strength and resilience of the San Rafael community.

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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.

**mdnieva\_resume%202023.04.21.pdf (163.2KB)**

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Page 4: Demographics

**Q16**

Ethnicity

[REDACTED]

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**Q17**

To which gender do you most identify?

[REDACTED]

**Q18**



How old are you?

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# Maureen "Mo" de Nieva-Marsh, MBA

(SHE/HER)

**COMMUNITY BUILDER, GOVERNMENT/NON-PROFIT  
COMMUNICATIONS STRATEGIST, AND PROJECT MANAGER  
WITH AN EQUITY LENS**



## CONTACT

San Rafael, CA  
linkedin.com/in/mdenieva

## EDUCATION

MBA, 2019  
BA, Political Science, 2007  
Dominican University of CA

Project Management Certificate  
Sonoma State University; 2020

## SKILLS

- Spanish – Working Proficiency
- Tagalog – Verbal Proficiency
- Project Management
- Community Organizing
- Public Speaking
- Emotional Intelligence
- Civic Engagement
- Digital Communications
- Relationship Building
- Leadership Development

## RELEVANT CERTIFICATIONS & TRAININGS

**Emotional Intelligence –  
Ambassador Program**  
iNeverWorry Consulting; Feb 2021

**Communities Mobilizing for Change  
on Alcohol – National Trainer**  
Youth Leadership Institute/SAMHSA

**Community Naloxone Trainer –  
RxSafe Marin**  
County of Marin; May 2019

**Group Facilitation**  
Community at Work; May 2019

**Leadership Certificate**  
Dominican Univ of CA; Dec 2018

**Excellence in Leadership Program**  
Center for Volunteer & Nonprofit  
Leadership; 2013

## PROFILE

Award-winning, fervent proponent of civic engagement among underrepresented groups and communities with a personal goal of diversifying the leadership landscape.

Over 20 years of experience working with government agencies and non-profits fulfilling the following missions: public health policy, community messaging, group facilitation, crisis communications, digital media strategy, grant and project management, advocacy, public speaking, and youth development through an equity lens.

## PROFESSIONAL EXPERIENCE

### DIRECTOR OF WHOLE FAMILY & COMMUNITY SERVICES

Community Action Marin | 2023-Present

- Leads the development of agency partnerships with local educational institutions and related partners to ensure strong family-school connections and successful child/student outcomes.
- Provides leadership to initiatives and partnerships that build community-responsive services and agency-wide strategies implementing a whole family approach.
- Supports the agency's Parent Leadership Council of enrolled parents as agents of change to strengthen parents' agency and voice as aligned with advocacy priorities.
- Oversees the building of capacity of agency Success Coaches (frontline staff) through the Success Coach Manager and ongoing monthly trainings.
- Develops, guides, and monitors agency approaches to achieving strategic targets through building power with people as a lever for change.

### SENIOR PROGRAM COORDINATOR, PUBLIC HEALTH & BEHAVIORAL HEALTH

Dept. of Health and Human Services, County of Marin | 2013-2023

- Managed a \$1.8 Million budget of contracts for substance use service providers.
- Assisted in program-level strategic planning efforts, including the County of Marin 2- and 5-Year Business Plans. This included the execution of a team lead role and led to the development of a guidance template for affinity groups at County of Marin.
- Coordinated RxSafe Marin (OD Free Marin), a data-driven, award-winning community coalition dedicated to reducing harm from prescription drug abuse. This program now serves as a model being replicated across California to address the opioid epidemic.
- Translated data into effective stories of progress for high-level presentations to the Board of Supervisors, community stakeholders, and statewide partners.
- Served as an advisor to Marin 9 to 25, a collective impact coalition dedicated to realizing positive and equitable outcomes for youths aged 9 to 25 – focused on early prevention programming and increased resources for all young people and families.

### STRATEGIC PROJECTS MANAGER – ADMINISTRATIVE ANALYST III, COUNTY OF MARIN

County Administrator's Office, Marin County Office of Equity | 2020-2021

- Developed the initial community engagement and communications strategy for the Office of Equity. This included researching and implementing community distribution requirements for accessibility and language.
- Organized public and employee events oriented to discussing the topic of race and culture in our communities and workplaces. Internal campaigns were conducted cross-departmentally and included the facilitation of safe discussion forums.
- Collaborated with partners in multiple departments on an employee retention campaign. These findings were later presented to the Marin County Board of Supervisors and directly impacted key aspects of the County 2-Year Action Plan.



# Maureen "Mo" de Nieva-Marsh, MBA

(SHE/HER)

**COMMUNITY BUILDER, GOVERNMENT/NON-PROFIT  
COMMUNICATIONS STRATEGIST, AND PROJECT MANAGER  
WITH AN EQUITY LENS**

## CONTACT

San Rafael, CA  
linkedin.com/in/mdenieva

## ACCOMPLISHMENTS & PROJECTS

### Salzburg Global Seminar

Fellow; "Health and Economic Well-being: Gender Equity in Post-Pandemic Rebuilding;" Salzburg, Austria; October 2022

### 101+ Careers in Public Health, 3rd Ed.

Contributor; Springer Publishing; October 2021

### "Marin County Employees of Color: Attention to Retention"

Contributor/Presenter; County of Marin Board of Supervisors; Fall 2020

### County of Marin Leadership Academy

Graduate; County of Marin; Oct 2018 - Jan 2021

### Cultural Crossroads: Navigating COVID-19 Precautions & Family Expectations

Webinar Presenter; Filipinx Health Initiative; June 2020

### "RxSafe Marin: Storytelling the Opioid Epidemic"

Conference Presenter; California Association of Public Information Officials (CAPIO); 2019

### Challenge Award – RxSafe Marin

California State Association of Counties (CSAC); 2017

### Outstanding Young Alumni Award

Dominican University of CA; 2017

### "RxSafe Marin – Lessons of a Community Collective Impact Model"

Keynote Presenter; American Public Health Association; 2016

### White House Initiative of Asian American Pacific Islanders (WHIAAPI)

Filipino American Participant; 2015

## PROFESSIONAL EXPERIENCE (CONT'D)

### COMMUNICATIONS TEAM MEMBER & DEPUTY PUBLIC INFORMATION OFFICER

Dept. of Health and Human Services, County of Marin | 2014-2023

- Created timely updates on all social networks using HootSuite and Sprout Social, delivering key messages to media and community members, developing guidance strategies for communicating effectively with vulnerable populations.
- Acted as Deputy Public Information Officer in the County Emergency Operations Center during multiple crises, including the Tubbs and Kincade Fires, Public Safety Power Shutoffs, and COVID-19.
- Presented at multiple state and national government social media conferences, highlighting innovative community storytelling strategies using data and video.

### PROGRAM COORDINATOR – COMMUNITIES MOBILIZING FOR CHANGE ON ALCOHOL

Youth Leadership Institute | Marin and San Mateo Counties, CA | 2005-2010

- Managed individual grant writing duties and research, social media, and fundraising development programs in the course of other administrative duties.
- Amplified the voices of youth and college-age advocates to local policymakers and law enforcement for the creation of community Social Host Ordinances.

## VOLUNTEERISM & ORGANIZATION INVOLVEMENT

### BOARD OF DIRECTORS, EXECUTIVE COMMITTEE

YWCA Golden Gate Silicon Valley | Civil Rights and Social Action  
2022-Present

### BOARD OF DIRECTORS, YOUNG PROFESSIONALS

Habitat for Humanity Greater San Francisco | Economic Empowerment  
2022-Present

### BOARD MEMBER

Asian Alliance of Marin (AAAM) | Civil Rights and Social Action  
2020-Present

### COMMUNITY ADVISORY COMMITTEE MEMBER

Agricultural Institute of Marin (AIM) | Economic Empowerment  
2021-Present

### COUNCIL MEMBER

Women Leadership and Philanthropy Council | Economic Empowerment  
Dominican University of California  
2020-Present

### CO-PRESIDENT AND MEMBER

Marin Asian-American Public Local Employees (MAPLE) | Civil Rights and Social Action  
2014-2023

### ALUMNI BOARD OF DIRECTORS, SECRETARY

Dominican University of California | Education  
2008-2014

### PAST PRESIDENT & CHARTER MEMBER

San Rafael Evening Rotary Club | Community Empowerment & Aid  
2014-2020

### AT-LARGE COMMISSIONER, TREASURER

Marin Women's Commission | Civil Rights and Social Action  
2014-2016

### BOARD MEMBER

Bloom Marin | Economic Empowerment  
2021-2022

#1

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, August 23, 2023 11:14:33 PM  
**Last Modified:** Wednesday, August 23, 2023 11:28:55 PM  
**Time Spent:** 00:14:21  
**IP Address:** 98.37.170.156

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Page 1

Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	Summers
Address / Dirección	██████████
Address 2 / Dirección 2	██████████
City / Ciudad	San Rafael
State / estado	CA
ZIP/Postal Code / Código postal	94901
Email Address / Dirección de correo electrónico	██
Phone Number / Número de teléfono	██████████

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Q2 District 2/Western / Distrito 2/Oeste

What district do you currently live in? ¿En qué distrito vive actualmente?

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Q3  
How long have you lived in San Rafael?

55 Years

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Q4  
Business Information

Company	SKS Architects
Address	1852 4th Street
City/Town	San Rafael
ZIP/Postal Code	94901

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**Q5**

How did you hear about this vacant position?

Other (please specify):

Current DRB Member

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**Q6**

**Design Review Board**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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Page 3

**Q10**

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

Design Review Board San Rafael

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**Q11**

List any civic organizations of which you are a member:

Design Review Board San Rafael

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**Q12**

Education:

BA Architecture UC Berkeley

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**Q13**

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

I have lived in San Rafael my entire life. I have served on the Design Review Board for almost two decades. It is my way to give back to our community and offer my expertise as a design professional to help guide the future of our built environment to address the growing and changing needs of our city in the best way possible.

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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.

**Stewart%20Summers%20Resume.pdf (85.1KB)**

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Page 5: Demographics / Datos demográficos

**Q24**

Ethnicity / Raza/etnia:

[REDACTED]

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**Q25**

To which gender do you most identify? ¿Con qué género se identifica más?

[REDACTED]

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**Q26**

How old are you? ¿Cuántos años tienes?

[REDACTED]

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## **Stewart K. Summers, Architect**

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Stewart K. Summers has over 30 years of experience in the Architectural field. During that time, Stewart has worked on diverse projects that include Custom Residential, Subdivisions, Additions and Alterations, Commercial Office, Restaurant and Religious Assembly. This wide range of experience has allowed him to become well versed in managing projects of all types and obtain technical proficiency required for a variety of project types. Stewart's skills extend to an extensive understanding of the entitlement process and dealing with local government agencies to secure project approvals. Stewart has received certifications from Built id Green as Certified Green Building Professional and Certified Green Rater and currently serves as a member of the City of San Rafael's Design Review Board.

## **Professional Experience**

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**2007 – Present: Principal Architect**

### **SKS Architects, San Rafael, California**

- Principal Architect and Project Manager on a variety of projects ranging from Commercial to Custom & Spec Residences, Remodels and with the associated coordination of Consultants, Jurisdictional Entitlement Processes, preparation of Construction Documents and Construction Management.

**1995 – 2007: Licensed Architect, Project Manager, Cad Manager**

### **Urban Dynamics Inc., Novato, California**

- Project Architect and or Project Manager on a variety of projects ranging from Commercial to Custom & Spec Residences, Remodels, Additions and Multi-Family along with the associated coordination of Consultants, Jurisdictional Entitlement Processes, preparation of Construction Documents and Construction Management.





**1989 – 1995: Project Manager, Cad Manager, Draftsman**

**Urban Dynamics Inc., Novato, California**

- Project Manager on a various projects ranging from Commercial to Residential. Managing and Training of Staff in the utilization of AutoCAD as the primary design and drafting tool for the firm. Cad Drafting on various projects

**1983 – 1989: CAD Draftsman**

**Craiker Associates, Inc., San Rafael, California**

- Autocad Drafting of Design and Construction Documents on various projects, commercial and residential.

**Education & Certificates**

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**2008-present: Certified Green Building Professional**

Acquired certification as green building consultant through Build It Green (non-profit in Berkeley, CA focusing on healthy and energy/resource efficient homes for California)

**1995-present: Licensed as Architect in State of California #C25816**

Acquired required Equitable Practical Years of Experience by College Education credits and work experience to qualify for State of California Architectural Licensing

**1985 – 1989: Bachelor of Arts, Architecture**

University of California, Berkeley CA

**Professional and Community Affiliations**

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Build it Green Certified Green Building Professional

Board Member, City of San Rafael Design Review Board, term 2007-present

Eagle Scout, Troop 101, San Rafael, CA - 1984



## DESIGN REVIEW BOARD BYLAWS

### ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Design Review Board, hereinafter referred to as the "Board."

**Section 1.2. Purpose.** The 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, except that an alternate streamlined review process may be allowed for certain eligible projects by ordinance or resolution of the city council. The Board may also serve as an advisory body on other design matters, including minor physical improvements or administrative design permits, referred to the board by the community development director, planning commission or city council. The Board shall provide professional design analysis, evaluation and judgment as to the completeness, competence and appropriateness of development proposals for the use and setting and to recommend approval, approval with conditions, redesign or denial based on design standards adopted by the city council.

**Section 1.3. Board Responsibility.** The Board's responsibilities shall be in accord with these Bylaws, as amended from time-to-time by the City Council. The Board's authority is advisory only. The Board has no power to act on behalf of the City of San Rafael or any other entity.

### ARTICLE II. MEMBERSHIP

**Section 2.1. Number of Members.** The 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; and
5. 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.

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.

**Section 2.2. Eligibility.** Board members shall be residents of the city of San Rafael.

**Section 2.3. Appointment of Board Members.** Regular voting members and alternate members shall be appointed by the City Council. Appointments shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time.

The 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.

**Section 2.4. Terms of Appointment.** Each Board member shall serve a term of four (4) years. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year.

**Section 2.5. Term Limits.** Members of the Board shall be limited to three (3) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.6. Absence and Removal.** An unexcused absence from two (2) consecutive Board meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Board. Previously dismissed Board members may be eligible for reappointment to the Board. The members of the Board shall be subject to removal by the affirmative vote of three members of the city council.

**Section 2.7. Compensation.** Board members serve without compensation.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. Regularly scheduled Board meetings shall be the first and third Tuesday of each month, but these dates may be impacted by holidays. A schedule shall be approved annually by the Board. The Board shall meet once per month. The schedule for the upcoming year will be set by December of the previous year.