



**Planning Commission  
Regular Meeting**

**Tuesday, October 10, 2023, 7:00 P.M.  
Minutes**

**Participate In-Person:**

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

**Participate Virtually:**

**Watch on Webinar: <https://tinyurl.com/PlanningCommission23>**

**Watch on YouTube: <http://www.youtube.com/cityofsanrafael>**

**Telephone: 1 (669) 444-9171**

**Meeting ID: 815 0028 1975#**

**One Tap Mobile: US: +16694449171,, 81500281975#**

**CALL TO ORDER**

Vice Chair Haveman called meeting to order at 7:00 PM. He then invited Community Development Director Alicia Giudice to call roll.

**RECORDING OF MEMBERS PRESENT AND ABSENT**

**PRESENT:** JON PREVITALI, COMMISSIONER  
JILL ROBBY, COMMISSIONER  
SHINGAI SAMUDZI, COMMISSIONER  
JON HAVEMAN, VICE-CHAIR

**ABSENT** ALDO MERCADO, COMMISSIONER  
SAMINA SAUDE, CHAIR

**ALSO PRESENT:** ALICIA GIUDICE, COMMUNITY DEVELOPMENT DIRECTOR  
ALEXIS CAPTANIAN, HOUSING ANALYST  
MONICA LY, SENIOR PLANNER

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

Vice Chair Haveman asked if there are any changes to the order of the agenda.

No changes were made to the order of the agenda.

**PUBLIC NOTIFICATION OF MEETING PROCEDURES**

Vice Chair Haveman stated that public comment will be limited to three minutes, and asked Community Development Director Alicia Giudice to address how public comment will work this evening.

Community Development Director Alicia Giudice informed the community that the in-person meeting would also be recorded and streamed live to YouTube and through Zoom, and members of the public could provide public comment either on the telephone or through

Zoom. She explained the process for the community participating through Zoom and in-person.

Vice Chair Haveman described the meeting procedures for the night.

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

Vice Chair Haveman allowed time for those who have urgent communication on a topic not on the agenda to address the Commission.

Senior Planner Monica Ly invited the public to give comments on items not on the agenda. She then provided reminders of how to give public comments for both in person, zoom, or by phone.

There was no comment from community members.

### **CONSENT CALENDAR**

#### **1. Approval of the Planning Commission Meeting Minutes of July 11, 2023**

***Recommended Action*** – *Approve minutes as submitted.*

Vice Chair Haveman invited public comment and there was none.

Commissioner Previtali moved and Commissioner Samudzi seconded to approve the meeting minutes of July 11, 2023.

Vice Chair Haveman then invited Community Development Director Alicia Giudice to take roll:

AYES: Commissioners Previtali, Rodby, and Samudzi, Vice Chair Haveman

NOES: None

ABSENT: Commissioner Mercado, Chair Saude

ABSTAIN: None

Motion carried 4-0

### **ACTION ITEMS**

#### **2. Commercial Linkage Fee Study Adoption Resolution.**

Adoption of the commercial linkage fee study and amendments to the San Rafael Municipal Code Section 14.16.030 related to changes in methodology for calculating commercial linkage fees.

***Recommended action:*** (1) *Convene a public hearing on the commercial linkage fee study and municipal code amendments.* (2) *Discuss the commercial linkage fee study and municipal code amendments.* (3) *Approve the Resolutions Recommending Council Action on these items.*

Vice Chair Haveman invited Staff to provide a presentation for the project.

Housing Analyst Alexis Captanian provided a presentation for the project.

Vice Chair Haveman asked for questions from the Commissioners, and to save comments and discussion until after the public hearing.

The Planning Commissioners presented questions to staff. Staff responded.

Vice Chair Haveman asked Senior Planner Monica Ly to open the public hearing.

Senior Planner Monica Ly provided instructions once more on how to provide public comment for those who are watching and/or present.

No public comment was provided.

Vice Chair Haveman closed the public hearing.

Vice Chair Haveman turned it over to the Commissioners for comments or discussion.

Commissioner Samudzi moved and Commissioner Rodby seconded a motion to adopt a resolution recommending City Council adopt the Commercial Linkage Fee Study; approve Amendments to the San Rafael Municipal Code 14.16.030 related to commercial linkage fees; and adopt a Resolution establishing a methodology for applying commercial linkage fees.

Vice Chair Haveman then invited Community Development Director Alicia Giudice to take roll:

AYES: Commissioners Previtali, Rodby, Samudzi, Vice Chair Haveman

NOES: None

ABSENT: Commissioners Mercado, Chair Saude

ABSTAIN: None

Motion carried 4-0

## **DIRECTOR'S REPORT**

Community Development Director Alicia Giudice reported on the following items:

1. Boards and Commissions Interviews occurred on October 2<sup>nd</sup>. Chair Saude was reappointed to the Planning Commission for District 2 and Commissioner Samudzi was reappointed for District 3. Boardmember Summers was reappointed to the Design Review Board.
2. On September 18<sup>th</sup>, City Council received a report on a Permit Improvement Program & Customer Satisfaction Survey prepared by the Marin Builders Association. San Rafael staffers were consistently praised for their communication, diligence, and customer service.
3. On July 17<sup>th</sup>, City Council authorized the expenditure of \$1,450,000 from the Affordable Housing Trust Fund to support a rehabilitation project in the Canal, a rehabilitation project in Terra Linda, and an adaptive reuse project at 3301 Kerner Blvd.
4. On August 21<sup>st</sup>, City Council authorized a response to the Civil Grand Jury Report: Build More ADUs – An Rx to Increase Marin's Housing Supply.
5. Staff has received a building permit application for a 45-unit housing project at 350 Merrydale Rd that includes two low-income units and payment of an in-lieu fee.

## **COMMISSION COMMUNICATION**

Vice Chair Haveman asked the commissioners if they had any communication to report. The commissioners did not have items to report.

## ADJOURNMENT

There being no further business, Vice Chair Haveman adjourned the meeting at 7:59 PM.

ALEXIS CAPTANIAN, Housing Analyst

Alexis Captanian

APPROVED BY PLANNING COMMISSION ON 02/13/2024

**Signature:** *Alexis Captanian*

**Email:** alexis.captanian@cityofsanrafael.org






# FINAL PC Minutes\_2023-10-10

Final Audit Report

2024-02-21

Created:	2024-02-21
By:	Erin Cipriani (erin.cipriani@cityofsanrafael.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0_pmsD0V_vyWVyyoV5G0-ABeMOcH2XxF

## "FINAL PC Minutes\_2023-10-10" History

-  Document created by Erin Cipriani (erin.cipriani@cityofsanrafael.org)  
2024-02-21 - 5:42:24 PM GMT
-  Document emailed to Alexis Captanian (alexis.captanian@cityofsanrafael.org) for signature  
2024-02-21 - 5:42:31 PM GMT
-  Email viewed by Alexis Captanian (alexis.captanian@cityofsanrafael.org)  
2024-02-21 - 6:50:24 PM GMT
-  Document e-signed by Alexis Captanian (alexis.captanian@cityofsanrafael.org)  
Signature Date: 2024-02-21 - 6:52:16 PM GMT - Time Source: server
-  Agreement completed.  
2024-02-21 - 6:52:16 PM GMT