

**SANTA ROSA DESIGN REVIEW BOARD MINUTES  
REGULAR MEETING  
CITY HALL, 100 SANTA ROSA AVENUE  
APRIL 17, 2014**

**1:30 P.M. (CITY HALL ROOM 7)**

**1. CALL TO ORDER AND ROLL CALL**

Chair Hilberman called the meeting to order at 1:35 p.m. Board Members present: Hilberman, Hedgpeth, Burch, Kincaid, Sunderlage, Zucco. Board Member Anderson was absent.

**2. APPROVAL OF MINUTES**

The Design Review Board approved (5-1-1 – Zucco abstaining, Anderson absent) the March 20, 2014 Regular Meeting Minutes as submitted.

**3. BOARD BUSINESS – STATEMENT OF PURPOSE – Chair Hilberman read aloud the Design Review Board Statement of Purpose.**

**4. PUBLIC APPEARANCES - None**

**5. STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board member Zucco abstained from Item 6.1 because his firm is working on the project. Chair Hilberman abstained from Item 6.1 because his firm is working on the project.

(Board member Zucco and Chair Hilberman left the meeting at this time.)

**6. SCHEDULED ITEMS**

**6.1 PUBLIC HEARING – MITIGATED NEGATIVE DECLARATION & PRELIMINARY DESIGN REVIEW – SPORTS CITY  
3215 COFFEY LN**

BACKGROUND: Approx. 15,754 sq. ft. addition to an existing 118,000 sq. ft. building (for a total of approx. 133,754 sq. ft.) with associated parking and site improvements to accommodate a multi-use health & fitness facility including restaurant and indoor commercial recreation uses. File No. DR13-059

- Senior Planner Bill Rose gave the staff report.
- Applicant Andrew Rowley gave a presentation.
- Curt Nichols, Carlile Macy, gave a presentation.
- Architect Karen Pregler gave a presentation.
  
- Vice Chair Hedgpeth opened the Public Hearing.
- David Weiner, owner of 3217 Coffey Ln – Expressed concerns regarding the road easement, traffic congestion, parking, and safety.
- Wendy Whitson, Representing owners of 3215 Coffey Ln – The easement is a civil matter.
- John Henson – Owner/Operator of Overhead Door Co. (3217 Coffey Ln) – Asked for clarity on traffic flow.

- Dalene Whitlock – Asked if a traffic study had been conducted.
- Seeing no other members of the public step forward to speak, Vice Chair Hedgpeth closed the Public Hearing.

Ex parte disclosures:

- Board Member Sunderlage met with the applicant and visited the site.
- Board Member Burch visited the site.
- Board Member Kincaid met with the applicant and visited the site.

Following Design Review Board discussion, it was **MOVED** by Board Member Kincaid, seconded by Board Member Burch, and **CARRIED** 4-2-1 (Board Members Hilberman and Zucco absent/recused, and Board Member Anderson absent) to waive reading of the text and adopt:

**RESOLUTION NO. 14-889 ENTITLED:** RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA ADOPTING A MITIGATED NEGATIVE DECLARATION FOR THE SPORTS CITY PROJECT LOCATED AT 3215/3219 COFFEY LANE – ASSESSOR’S PARCEL NUMBER(S) 015-370-053, 014-400-016 – FILE NUMBER MNP13-011

Following Design Review Board discussion, it was **MOVED** by Board Member Kincaid, seconded by Board Member Burch, and **CARRIED** 4-2-1 (Board Members Hilberman and Zucco absent/recused, and Board Member Anderson absent) to waive reading of the text and adopt:

**RESOLUTION NO. 14-890 ENTITLED:** RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA GRANTING PRELIMINARY AND FINAL DESIGN REVIEW APPROVAL FOR SPORTS CITY, LOCATED AT 3215/3219 COFFEY LANE; APN(S) 015-370-053, 015-400-016; FILE NO. MNP13-011 with the following conditions:

1. The Art in Public Places Committee will steward art installation. Art at the west elevation is encouraged prior to occupancy; art may be added to the east elevation.
2. Add glazing to bring daylight into the break room.
3. Add more vertical trees at the northeast corner of the property facing Piner Rd.
4. Utilize trees and gravel at the pedestrian pathway.
5. Remove any barbed wire owned by the project site owner.
6. The Design Review Board supports parking reduction.
7. The project qualifies for Final Design Review approval.

(Chair Hilberman and Board Member Zucco returned to the meeting at this time.)

**6.2 (MORRIS) PUBLIC HEARING - PRELIMINARY DESIGN REVIEW –  
CATALINA SELF HELP PROJECT  
2740 DUTTON MEADOW**

BACKGROUND: Proposal to construct 60 single-family attached townhomes. File No. DR14-007

- Senior Planner Erin Morris gave the staff report.
- Chaney Delaire, Project Manager – Burbank Housing, gave a presentation.
- Randy Figueiredo, Architect, gave a presentation.
- Don MacNair, Landscape Architect, gave a presentation.
- Chair Hilberman opened the Public Hearing.
- Seeing no one on step forward to speak, Chair Hilberman closed the Public Hearing.

(Board Member Kincaid left the meeting at this time.)

Following Design Review Board discussion, it was **MOVED** by Board Member Hedgpeth, seconded by Board Member Zucco, and **CARRIED** 5-0-2 (Board Members Anderson and Kincaid absent) to waive reading of the text and adopt:

**RESOLUTION NO. 14-891 ENTITLED:** RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA GRANTING PRELIMINARY DESIGN REVIEW APPROVAL FOR CATALINA SELF HELP HOUSING, LOCATED AT 2740 DUTTON MEADOW, FILE NO. DR14-007 with the following conditions:

1. Consider use of additional plaster for variety.
2. Break up the shed roof line at the rear elevation.
3. Add security measures at alleys and pedestrian walkways.
4. Consider a gate at the courtyards.
5. Revisit the park size if feasible.
6. Add more landscaping (such as vines and cables) at alleys.
7. Address buffering at Dutton Meadow unit end walls.
8. Revisit visibility for pedestrian and vehicular safety.
9. Consider textural variety at courtyard walls.
10. Consider a roll or pitch to top of courtyard walls.

Following Design Review Board discussion, it was **MOVED** by Board Member Zucco, seconded by Board Member Hedgpeth, and **CARRIED** 4-1-2 (Board Member Sunderlage voting No and Board Members Anderson and Kincaid absent) to:

1. Delegate Final Design Review to staff.

**6.3 (HOUSH) CONCEPT DESIGN REVIEW – D&J CARRIAGE HOMES  
818, 819, & 824 ASTON AVE**

BACKGROUND: Development of 20 multi-family units on 3 parcels totaling 1.3 acres.  
File No. DR14-020

- City Planner Noah Housh gave the staff report.
- Applicant John Spence gave a presentation.
- Designer Mitchell Wegryn of Innovative Design gave a presentation.

The Board discussed the project regarding: Variety, massing, rooflines, articulation on rear elevation, living space distribution, parking space dimensions, landscaping at dumpster area, back yard access, exterior stairs.

**7. BOARD MEMBER REPORTS** - None

**8. DEPARTMENT REPORT** – Design Review Process Update – Mayor's Economic Development Council – Executive Secretary Bill Rose reported that the Design Review Process Review work plan item as far as the overall process is moving forward and awaiting City Council action.

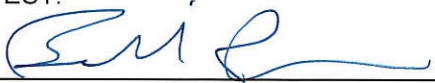
**9. ADJOURNMENT OF MEETING** – Chair Hilberman adjourned the meeting at 5:05 p.m. to the next regularly scheduled meeting of May 15, 2014.

PREPARED BY:



\_\_\_\_\_  
Patti Pacheco Gregg, Recording Secretary

ATTEST:



\_\_\_\_\_  
Bill Rose, Executive Secretary

APPROVED:



\_\_\_\_\_  
Chairman Hilberman

**SANTA ROSA DESIGN REVIEW BOARD MINUTES  
REGULAR MEETING  
CITY HALL, 100 SANTA ROSA AVENUE  
DECEMBER 1, 2016**

**2 P.M. (CITY HALL ROOM 7)**

**1. CALL TO ORDER AND ROLL CALL**

Chair Burch called the meeting to order at 2:05 p.m. Board Members Present: Burch, Anderson, Grogan, Sunderlage, Zucco  
Absent: Hedgpeth, Kincaid (Kincaid to arrive later.)

**2. APPROVAL OF MINUTES**

The Design Review Board approved the November 17, 2016 Regular Meeting Minutes as submitted.

**3. BOARD BUSINESS – Statement of Purpose**

**4. PUBLIC APPEARANCES - None**

**5. STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Anderson abstained from Item 6.2 because she has worked on the project.

**6. SCHEDULED ITEMS**

**6.1 PRELIMINARY & FINAL DESIGN REVIEW – AT&T, VERIZON WIRELESS, T-MOBILE  
MONOPINE TELECOMMUNICATION FACILITY  
4900 SONOMA HWY – FILE NO. PRJ16-013/DR16-033**

BACKGROUND: The project proposes the installation of an approx. 85-ft steel monopine cellular tower with T-Mobile, Verizon Wireless, and AT&T antennas on a developed site with an existing 75-ft monopole. A 40-ft temporary monopole is also proposed to provide service during the construction period.

- City Planner Amy Nicholson gave the staff report.
- Applicant Tim Page gave a presentation.
- Chair Burch opened the public hearing
- A member of the public asked about the height of the tower.
- Seeing no one else step forward to speak, Chair Burch closed the public hearing.

It was MOVED by Board Member Anderson, seconded by Board Member Grogan and CARRIED 5-0-2 (Board Member Burch, Anderson, Grogan, Sunderlage, and Zucco voting Aye, and Board Members Hedgpeth and Kincaid absent) to waive reading of the text and adopt:

**RESOLUTION NO. 16-941 ENTITLED: RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA GRANTING PRELIMINARY AND FINAL DESIGN REVIEW APPROVAL FOR AN 85-FOOT TALL AT&T, T-MOBILE, AND**

VERIZON WIRELESS MONOPINE CELLULAR TOWER AND A 40-FOOT TALL  
TEMPORARY MONOPOLE LOCATED AT 4900 SONOMA HWY, FILE NO. DR16-033

(Board Member Anderson left the meeting at this time.)

**6.2 PRELIMINARY & FINAL DESIGN REVIEW – D&J CARRIAGE HOMES  
818, 819, 824 ASTON AVE – FILE NO. MJP15-008**

BACKGROUND: The project proposes construction and operation of an 18-unit multifamily development on a 1.18-acre parcel. The project includes three new buildings, a private drive off of Aston Avenue, and extension of Aston Circle.

- Senior Planner Patrick Streeter gave the staff report.
- Architect Ralf Konietzko gave a presentation.
- Board Member Kincaid arrived at this time.
- Chair Burch opened the public hearing.
- Andrew Thompson expressed concerns regarding parking impact on his neighboring property.
- Seeing no one else step forward to speak, Chair Burch closed the public hearing.

It was MOVED by Board Member Kincaid, seconded by Board Member Zucco and CARRIED 5-0-1-1 (Board Members Burch, Grogan, Kincaid, Sunderlage, and Zucco voting Aye, Board Member Anderson absent/recused, and Board Member Hedgpeth absent) to waive reading of the text and adopt:

**RESOLUTION NO. 16-942 ENTITLED:** RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA GRANTING PRELIMINARY DESIGN REVIEW APPROVAL FOR THE D&J CARRIAGE HOMES PROJECT LOCATED AT 818, 819, AND 824 ASTON AVENUE; APNS 038-202-016, -018, -022; FILE NO. MJP15-008

1. Shall vary the roofline and siding detail and dimensions on the east elevation of the building with units 1-10.
2. Shall provide additional space for the play area, within the bounds of the landscape area.
3. Shall enforce use of garages and designated parking spaces through a parking management plan and provide the Board with leasing agreement language at Final Design Review.
4. Shall provide transparent glazing in garage doors to allow for visual inspection relative to parking use.
5. Shall provide additional hardscape areas in rear yards, and provide details in landscape plans for final design review submission.
6. Shall provide additional architectural and landscape details at the north end of Unit 1 to better address Aston Avenue.
7. Consider taller, columnar evergreen trees in lieu of Crepe Myrtles at Aston Avenue.
8. Substitute English Chamomile throughout the project with a more durable ground cover.
9. Consider varying plate heights at front doors, on west elevations of the building with units 1-10.
10. Consider larger front porches for usability and community engagement.
11. Consider interior pocket doors and reconsider interior door swings.
12. Provide fencing/accessory structure details at final design review.

**7. BOARD MEMBER REPORTS - None**

**8. DEPARTMENT REPORT**

- Bill Rose gave the following updates:
- Possible December 15 Design Review Board meeting and holiday gathering
- paperless meeting packet discussion.
- Introduced new Senior Planner Andy Gustavson.

**9. ADJOURNMENT OF MEETING – Chair Burch adjourned the meeting at 4:16 p.m. to the next regularly scheduled meeting of December 15, 2016.**

PREPARED BY:



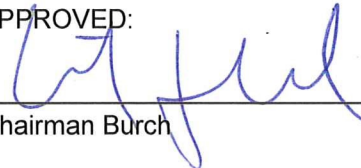
Patti Pacheco Gregg, Recording Secretary

ATTEST:



Bill Rose, Executive Secretary

APPROVED:



Chairman Burch

**SANTA ROSA DESIGN REVIEW BOARD MINUTES  
REGULAR MEETING  
CITY HALL, 100 SANTA ROSA AVENUE  
MARCH 16, 2017**

**2:30 P.M. (CITY HALL ROOM 7)**

**1. CALL TO ORDER AND ROLL CALL**

Chair Burch called the meeting to order at 2:36 p.m. Board Members Present: Chair Burch, Vice Chair Hedgpeth, Board Members Grogan, Kincaid, Sunderlage, Zucco  
Absent: Board Member Anderson absent/recused.

**2. APPROVAL OF MINUTES**

March 2, 2017 Regular Meeting Minutes – Approved as amended.  
February 21, 2017 Regular Meeting Minutes - Approved as submitted.

**3. BOARD BUSINESS – Statement of Purpose**

**4. PUBLIC APPEARANCES - None**

**5. STATEMENTS OF ABSTENTION BY BOARD MEMBERS**

Board Member Anderson abstained from Item 6.1

**6. SCHEDULED ITEMS**

**6.1 FINAL DESIGN REVIEW – D&J CARRIAGE HOMES**

**818, 819, 824 ASTON AVENUE; FILE NO. MJP15-008**

**BACKGROUND: This project proposes construction and operation of an 18-unit multifamily development on a 1.18-acre parcel. The project includes three new buildings, a private drive off of Aston Avenue, and extension of Aston Circle.**

- Senior Planner Patrick Streeter gave the staff report.
- Architect Ralf Konietzko gave a presentation.
- Chair Burch opened public comments
- Chair Burch closed public comments.

MOVED by Board Member Hedgpeth, seconded by Board Member Anderson, and CARRIED 6-0-1 (Chair Burch, Vice Chair Hedgpeth, and Board Members Grogan, Kincaid, Sunderlage, and Zucco voting Aye, and Board Member Anderson absent/recused) to waive reading of the text and adopt:

**RESOLUTION NO. 17-949 ENTITLED: RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA GRANTING FINAL DESIGN REVIEW APPROVAL FOR THE D&J CARRIAGE HOMES PROJECT LOCATED AT 818, 819, AND 824 ASTON AVE; APNS 038-202-016, -018, -022; FILE NO. MJP15-008 with the following conditions:**



1. Shall specify taller, columnar trees at the north elevation of Unit 1, such as a columnar evergreen Magnolia or Acacia Melanoxylon.
2. Shall add windows at the north elevation of Unit 1 at the stairwell if feasible.
3. Consider substituting a more appropriate shrub in place of Toyon.
4. Shall provide a lighting plan to staff to include code-compliant light standards at the sidewalk-street planting areas between units, and night sky compliant porch lighting at each unit entry.
5. Consider language for parking control plan to specify penalties for violation of policy.
6. Consider moving gas meters away from the north wall of Unit 1 to a public utility code-compliant enclosed location.

Board Member Anderson arrived.

## **6.2 CONCEPT DESIGN REVIEW – DUTTON AVENUE RESIDENCES**

**3150 DUTTON AVE, FILE NO. DR16-072**

**BACKGROUND: This project proposed to construct and operate a 107-unit multi-family residential development on a vacant 5.95-acre parcel. The development will include five buildings with heights ranging from two to four stories. One, two, and three-bedroom units are proposed.**

- Senior Planner Patrick Streeter gave the staff report.
- Land Use Consultant Jean Kapolchok gave a presentation
- The Project Architect gave a presentation.
- Owner Mark Garay gave a presentation.

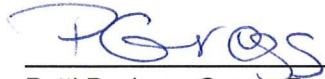
The Board suggested solar panels, and expressed concern about parking locations, lack of building articulation, and placement of the gathering areas. The board suggested the applicant explore trash collection possibilities. The applicant was encouraged to create a sense of entry for the units and the project, and encouraged landscaping to buffer from industrial surroundings. The Board encouraged the applicant to explore landscaping more in-depth for different attractive possibilities. The Board recommended the applicant provide a convenient, secure way for bicycle path access. The Board encouraged that storage be provided to prevent residents from storing belongings on balconies. Permeable paving in parking areas was encouraged. The applicant was asked to reconsider parking locations, create additional gathering areas, and to explore the site plan and building locations/orientations. The applicant was encouraged to consider additional outdoor amenities such as a dog park or picnic tables, and the swimming pool length was discussed.

**7. BOARD MEMBER REPORTS – Waterways Advisory Committee vacancy**

**8. DEPARTMENT REPORT - None**

**9. ADJOURNMENT OF MEETING – Chair Burch adjourned the meeting at 4:52 p.m. to the 5pm meeting in Council Chambers.**

PREPARED BY:



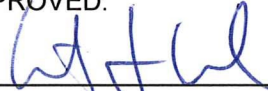
Patti Pacheco Gregg, Recording Secretary

ATTEST:



Bill Rose, Executive Secretary

APPROVED:



Chairman Burch