



**Design Review Board  
Regular Meeting Minutes - Final**

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Thursday, November 7, 2024

4:30 PM

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

Chair Jones-Carter called the meeting to order at 4:36 p.m.

Board Member Weigl arrived at 4:41 p.m.

**Present** 7 - Chair Melanie Jones-Carter, Vice Chair Adam Sharron, Board Member Michael Cook, Board Member Henry Huang, Board Member Victoria Liptak, Board Member Drew Weigl, and Board Member Ernest Wuethrich

**2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)**

None.

**3. APPROVAL OF MINUTES**

**3.1** September 5, 2024 - Draft Minutes.

Approved as submitted.

**3.2** September 26, 2024 - Draft Minutes.

Approved as submitted.

Chair Jones-Carter opened and closed public comment at 4:37pm.

**4. PUBLIC COMMENT**

Chair Jones-Carter opened Public Comment at 4:38 p.m.

Duane DeWitt invited the Board and members of the public to an event that is being held in the Roseland District as well as other comments regarding the Cultural Heritage Board consolidation.

Chair Jones-Carter closed Public Comment at 4:41 p.m.

**5. BOARD BUSINESS**

**5.1 STATEMENT OF PURPOSE**

Chair Jones-Carter read aloud the Statement of Purpose.

## **5.2 BOARD MEMBER REPORTS**

None.

## **5.3 OTHER (i.e. VICE CHAIR ELECTION, NEW MEMBER INTRODUCTIONS)**

None.

## **6. DEPARTMENT REPORTS**

Staff Liaison Nicholson reported.

## **7. STATEMENTS OF ABSTENTION**

None.

## **8. CONSENT ITEM(S)**

None.

## **9. SCHEDULED ITEM(S)**

### **9.1\* MOTION - SPRING LAKE VILLAGE EAST GROVE**

RECOMMENDATION: It is recommended by the Planning and Economic Development Department that the Design Review Board make a determination that the proposed project complies with the findings required by Zoning Code Section 20-26-060 A(4)(b) and the City's Design Guidelines, and direct staff to forward such determination to the Planning Commission.

Project Planner Sheikhali presented.

Chair Jones-Carter opened and closed the public comment at 4:49 p.m.

Staff responded to Board Member inquiries.

Board Members provided comments and feedback.

**A motion was made by Board Member Weigl, seconded by Board Member Liptak, to waive reading of the text and adopt:**

**RESOLUTION NO. DRB-2024-005 ENTITLED: THE DESIGN REVIEW BOARD OF THE CITY OF SANTA ROSA MAKES A DETERMINATION THAT THE PROPOSED PROJECT COMPLIES WITH THE FINDINGS REQUIRED BY ZONING CODE SECTION 20-26-060 A(4)(B) AND THE CITY'S DESIGN GUIDELINES AND DIRECT STAFF TO FORWARD SUCH DETERMINATION TO THE PLANNING COMMISSION FOR THE PROJECT LOCATED AT 225 LOS ALAMOS RD, FILE NO. MJP14-012.**

**The motion carried by the following vote:**

**Yes:** 7 - Chair Jones-Carter, Vice Chair Sharron, Board Member Cook, Board Member Huang, Board Member Liptak, Board Member Weigl and Board Member Wuethrich

**9.2 STUDY SESSION - LANDMARK ALTERATION PROCESS IMPROVEMENTS AND CULTURAL HERITAGE BOARD AND DESIGN REVIEW BOARD CONSOLIDATION**

It is recommended by the Planning and Economic Development Department that the Design Review Board hold a Study Session and provide comments on proposed amendments to the Zoning and Municipal Code and the Processing Review Procedures for Owners of Historic Properties to address streamlining and process improvements for the Landmark Alteration Permit process and to consider consolidation of the duties and composition of the Cultural Heritage Board and the Design Review Board into a single Design Review and Preservation Board. This item is provided for the Design Review Board's information and no action will be taken.

Deputy Director of Planning, Jessica Jones presented.

Chair Jones-Carter opened public comment at 5:33 p.m.

Brian Meuser commented on his concerns and provided recommendations for the project.

Denise Hill commented on her concerns and provided recommendations for the project.

Veronica Cruz commented on her concerns and provided recommendations for the project.

Cappie Garrett commented on her concerns and provided recommendations for the project.

Mark Debaucher commented on his concerns and provided recommendations for the project.

Lauren Golden spoke in support of the project and provided recommendations.

Chair Jones-Carter closed public comment at 5:54 p.m.

Staff responded to Board Member inquiries.

Board Members provided comments and feedback.

## **10. ADJOURNMENT**

Chair Jones-Carter adjourned the meeting at 6:38 p.m.

Approved on: December 19, 2024

/S/ Krystal Camp, Recording Secretary