



City of Santa Rosa

City Hall, Council
Chamber
100 Santa Rosa Ave
Santa Rosa, CA 95404

DESIGN REVIEW BOARD REGULAR MEETING AGENDA AND SUMMARY REPORT - FINAL-REVISED NOVEMBER 7, 2024

**ALL PUBLIC COMMENTS WILL BE PROVIDED IN PERSON OR VIA EMAIL
IN ADVANCE OF THE MEETINGS.**

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY
ATTENDING IN-PERSON FROM THE COUNCIL CHAMBERS LOCATED AT
100 SANTA ROSA AVENUE (IT IS RECOMMENDED THAT SOCIAL
DISTANCING BE OBSERVED).**

THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:

**1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE
"IN PROGRESS" LINK TO VIEW;**

**2. VIA ZOOM BY VISITING,
[HTTPS://SRCITY-ORG.ZOOM.US/J/85018452834](https://srcity-org.zoom.us/j/85018452834) OR BY DIALING
877-853-5257 AND ENTERING WEBINAR ID: 850 1845 2834;**

3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND

4. VIA YOUTUBE AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)

**IN THE EVENT A BOARD MEMBER PARTICIPATES
REMOTELY BASED ON JUST CAUSE OR EMERGENCY
CIRCUMSTANCES PURSUANT TO AB 2449, THE BOARD WILL ALSO
ALLOW FOR PUBLIC COMMENT THROUGH THE ZOOM LINK OR DIAL-IN
NUMBER ABOVE.**

4:30 P.M. - REGULAR SESSION

- 1. CALL TO ORDER AND ROLL CALL**
- 2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)**

To consider and take action on any request from a Board Member to

participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

3. APPROVAL OF MINUTES

3.1 September 5, 2024 - Draft Minutes.

Attachments: [September 5, 2024 - Draft Minutes](#)

3.2 September 26, 2024 - Draft Minutes.

Attachments: [September 26, 2024 - Draft Minutes](#)

4. PUBLIC COMMENT

This is the time when any person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction. The public may comment on agenda items when the item is called. Each speaker is allowed three minutes.

5. BOARD BUSINESS

5.1 STATEMENT OF PURPOSE

The Design Review Board is charged with considering the location, design, site plan configuration, and the overall effect of proposed projects upon surrounding properties and the City in general. The Board shall compare proposed projects to the General Plan, any applicable specific plan, applicable Zoning Code standards and requirements, consistency of the project within the City's Design Guidelines, architectural criteria for special areas, and other applicable City requirements (e.g., City policy statements and development plans).

5.2 BOARD MEMBER REPORTS

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

6. DEPARTMENT REPORTS

This time is reserved for City staff to provide a briefing on issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for consideration.

7. STATEMENTS OF ABSTENTION

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.

Attachments: [Staff Report](#)
[Attachment 1 - Disclosure Form](#)
[Attachment 2 - Location Map](#)
[Attachment 3 - Policy Statement \(Updated 11-5-2024\)](#)
[Attachment 4 - Project Description](#)
[Resolution](#)
[Presentation \(Updated 11-5-2024\)](#)

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.

Attachments: [Staff Report](#)
[Attachment 1 - Draft Amendments to Zoning and Municipal](#)
[Attachment 2 - Draft Amendments to the Processing Review](#)
[Attachment 3 - Map of Preservation Districts](#)
[Attachment 4 - List of Designated Landmarks](#)
[Presentation](#)

10. ADJOURNMENT

*Ex parte communication disclosure required.

In compliance with Zoning Code Section 20-62, the decision of the Design Review Board is final unless an appeal is filed on a City Appeal Form (<https://srcity.org/DocumentCenter/Index/173>) and associated fees, as noted on the City's Fee Schedule (<https://srcity.org/DocumentCenter/View/16129/Planning--Economic-Development-Department-Fee-Schedule?bidId=>), are paid within 10 calendar days of the action. The time limit will extend to the following business day where the last day falls on a day that the City is not open for business.

The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by request by contact the Recording Secretary at 707-543-4645 (TTY Relay at 711) and should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.

Any writings or documents provided to the Design Review Board prior to this meeting regarding any item on this agenda are available for public review at <https://santa-rosa.legistar.com/calendar.aspx> or in person at the Planning and Economic Development, Room 3, City Hall, 100 Santa Rosa Ave, during normal business hours.