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**SANTA ROSA DESIGN REVIEW BOARD MINUTES
REGULAR MEETING
CITY HALL, 100 SANTA ROSA AVENUE
FEBRUARY 1, 2018**

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

1. CALL TO ORDER AND ROLL CALL

Chair Burch called the meeting to order at 2:35 p.m. Board Members Present: Chair Michael Burch, Vice Chair Warren Hedgpeth; Board Members Scott Kincaid, Kevin Zucco, Sabra Briere, Drew Weigl, Joel Grogan.

Absent: None

2. APPROVAL OF MINUTES

The Design Review Board approved the January 18, 2018 Regular Meeting Minutes as submitted.

3. BOARD BUSINESS – Statement of Purpose

4. PUBLIC APPEARANCES - None

5. STATEMENTS OF ABSTENTION BY BOARD MEMBERS - None

6. SCHEDULED ITEMS

6.1 ZONING CODE TEXT AMENDMENT REPORT – CITYWIDE - FILE NO. REZ17-013

BACKGROUND: The proposed Text Amendment would add Chapter 20-16, Resilient City Development Measures, to the Zoning Code to address housing needs and economic development within the City following the Tubbs and Nuns fires of October 2017. The Design Review Board will consider the proposed changes to the Design Review process. The amendment will be reviewed in its entirety by the Planning Commission on February 8, 2018.

Project Planner: Jones

Supervising Planner Jessica Jones gave the staff report.

Chair Burch opened/closed public comments.

Board Member Zucco left the meeting at 4:30pm.

- The Board would like to see the Process Improvement Report.
- The Amendment reads as though public input will be reduced.
- Fire risk has not been addressed.
- Clarify the mixed-use section to show that residential components-only will be expedited, and address how it will work if the residential components are attached to commercial/business.
- After 3 years will there be trickling changes that could influence the future direction of the Zoning Code?
- Concept Design Review comments are non-binding, which could create liability issues for the City if applicants disregard the Board's comments.

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- Clarify the language to give staff the authority to elevate Design Review to the Design Review Board when necessary.
- Consider a proviso that Concept Design Review will occur before any land-use action. The amendment reads as though Design Review Board no longer has a function; consider more clear language.
- The Board asked why Design Review Board is seen as an impediment to projects moving forward quickly.
- The public frequently cannot attend Zoning Administrator meetings because they are held during the work day, and the same is true for Design Review Board meetings; meetings that begin at 2:30 pm are not convenient for people who work until 5:00 pm.
- At the next phase, the Staff Memo should include what the Design Review Board will continue to do, and make it clear in the preamble.
- Clarify how eliminating staff reports will streamline the process, as the staff report is a good tool for the public; consider using staff reports for Zoning Administrator.
- Clarify which projects in the future will require no Public Hearing, and state in the Zoning Administrator notices that there will be a public meeting, but not a Public Hearing unless specific criteria occur.
- A cover memo to the Code Amendment would be helpful. Clarify language regarding Concept Design Review.
- Consider tailoring the Amendment as an Emergency Ordinance to expedite the process, and revisit in one year to see how the process is working.
- The 3-year timeline may not be enough time for the Temporary Housing and some of the other sections.
- Consider assigning a Planner to the Concept items.
- Consider implementing a vetting process to qualify applicants for proof of funds.
- Revisit the Design Guidelines for more flexibility.
- The Board expressed concern that Design Review would not be as rigorous without Design Review Board involved.
- If the City does not lower sewer/water fees, vet applicants, remove rent control, then the City will not attract development, and will have a custodial Council. Temporary housing will happen, but not multifamily/high density projects.
- Bring projects back to the Board for a second Concept review if needed, and if there is another threshold for elevating projects to Design Review Board, build it into the Ordinance.

7. BOARD MEMBER REPORTS - None

8. DEPARTMENT REPORT - None

9. ADJOURNMENT OF MEETING – Chair Burch adjourned the meeting at 5:33 p.m. to the next regularly scheduled meeting of February 15, 2018.

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PREPARED BY:

Patti Pacheco Gregg, Recording Secretary

ATTEST:

Bill Rose, Executive Secretary

APPROVED:

Michael Burch, Chair