



City of Santa Rosa

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

Design Review Board/Cultural Heritage Board Special Meeting Minutes - Final

Thursday, June 15, 2017

1:30 PM

SPECIAL MEETING

FINAL MINUTES

1. CALL TO ORDER AND ROLL CALL

Chair Burch called the meeting to order at 1:33 p.m.

Present 10 - Chair Michael Burch, Vice Chair Warren Hedgpeth, Board Member Sabra Briere, Board Member Joel Grogan, Board Member Scott Kincaid, Board Member Robert Weigl, Vice Chair Margaret Purser, Board Member Mark DeBacker, Board Member Laura Fennell, and Board Member Ann Galantine

Absent 3 - Board Member Kevin Zucco, Chair Stacey Deshazo, and Board Member John Murphey

2. PUBLIC COMMENT

None.

3. STATEMENTS OF ABSTENTION

None.

4. SCHEDULED ITEMS

- 4.1** The City recently hired the consulting firm M-Group to assist in the development of process improvements related to entitlement permit streamlining and Design Review reform. The improvements are being developed to improve processing time for development projects through the Planning and Economic Development Department. This joint session will be an opportunity for Design Review Board and Cultural Heritage Board members to provide feedback on process improvements related to the joint review of Design Review/Landmark Alteration Permits.

Bill Rose and Jessica Jones - Supervising Planners, Heather Hines - Principal and Milan Nevajda - Associate Planner with M Group

made the presentation.

The Boards made the following comments and suggestions:

- Articulate/update character defining elements and design guidelines to ensure concise and consistent direction to applicants.
- Clarify sections of Design Guidelines which offer conflicting guidance for design review/historic guidelines.
- Investigate the order of review of projects to determine if one process should inform the next process.
- Concept review separately for both boards is a powerful tool.
- Encouraged study of the joint concept review process to make the process as effective as the visual process review has become.
- Encouraged staff review of concept packets.
- Create checklist/parameters for submitting a complete concept review packet (archaeological reports, record searches)
- Clearly outline in staff items over which the boards do not have discretion.
- Define what constitutes adjacent, compatibility, superior design.
- Review discrepancy between State law and Cultural Heritage Board's charter around density bonus
- Clarify when the clock starts for the 90-day review period for density bonus.
- Expressed concern about review by the DRB of historic property projects that are not located within historic districts.
- Address impacts of station area plans that fall in historic districts and cannabis.
- Clarify charges of both boards.
- Update historic building surveys and make surveys available to the public.
- The Boards expressed concern that feedback to applicants at Concept Review is often conflicting.
- Encouraged staff to review packets at concept.
- Define what needs to be included in packets at concept

including records search.

- Develop certified local city guidelines.

5. ADJOURNMENT

Chair Burch adjourned the meeting at 2:40 p.m.

Approved on:

Michael Burch, Chair

William Rose, Executive Secretary

Margaret Purser, Vice Chair

Jessica Jones, Executive Secretary