



City of Santa Rosa

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

Design Review Board/ Planning Commission Joint Special Meeting Minutes - Final

Thursday, June 15, 2017

2:30 PM

SPECIAL MEETING

JOINT SPECIAL MEETING MINUTES

1. CALL TO ORDER AND ROLL CALL

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 Casey Edmondson, Commissioner Vicki Duggan, Commissioner Curtis Groninga, and Commissioner Karen Weeks

Absent 3 - Board Member Kevin Zucco, Chair Patti Cisco, and Commissioner Peter Rumble

2. ADMINISTRATION OF OATH OF OFFICE FOR NEWLY APPOINTED COMMISSIONER KAREN WEEKS.

Sandi Bliss administered the Oath of Office to newly appointed Commissioner Karen Weeks.

3. PUBLIC COMMENT

None.

4. STATEMENTS OF ABSTENTION

None.

5. SCHEDULED ITEMS

- 5.1 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 session will be an opportunity for the Design Review Board and Planning Commission members to provide feedback on process improvements related to the Design Review process.

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

The Design Review Board and Planning Commission made the following comments and suggestions:

- The Design Review Board expressed concern that decisions made at the Planning Commission regarding overall site layout (parking spaces, where fire lanes are located, placement of detached structures, building footprint) left the Board discretion only over finishes.
- Define Board/Commission roles.
- Define packet contents at concept review, preliminary and final (e.g., visuals/site plan, traffic study on high density infrastructure in-fill, and staff report) to help inform Commission decisions. More detail provided at concept increases the chance of preliminary and final review occurring at the same meeting.
- Input from the Design Review Board would be helpful to the Planning Commission for housing projects including a density bonus when height increase is proposed.
- Staff reports for projects that have received design review consideration should include as much information as possible to assist the Commission in making findings. The Commission requested inclusion of all packet information that was reviewed by the Design Review Board.
- Review process/order of operations to see if discretionary decisions may be made first.
- It is more challenging to make CEQA findings without a site plan and critical attributes.
- Define superior design.
- Expressed concern about too many and outdated guidelines.
- Clarify implications of conditional use permits issued on legal non-conforming uses.
- Avoid creation of uses that are non-conforming.
- Administrative review acceptable for tentative map extensions,

projects > 10,000 sf near small residences, cut and dry projects.

- Review possibility of administrative approval to determine threshold for changes to projects that have been approved by a Board or Commission (.e.g, reduction in scale).

6. ADJOURNMENT

Vice Chair Edmondson adjourned the meeting at 4:18 p.m.

Approved on:

Michael Burch, Chair

William Rose, Executive Secretary

Casey Edmondson, Vice Chair

Clare Hartman, Executive Secretary