

Strawberry Design Review Board
118 E. Strawberry Drive, Mill Valley, CA 94941
Strawberry Recreation Center
March 5, 2018

SUMMARY

The meeting was called to order at 7:39 by Joe Sherer, Chair

Members Present

Joe Sherer
Julie Brown
Rebecca Lind
Penna Omega
Matt Williams

1. Open Time and Minutes

Bruce Corcoran spoke about the history of the Harbor Point Master Plan as it relates to the design review process for new homes there. The responsibility for the design review process lies solely with the county which may or may not refer relevant projects to the SDRB. Corcoran noted a new project next door to his home blocked what he felt were protected views. He cited several other aspects of the development and expressed concerns that the county was not enforcing regulations. Jeremy Tejirian noted that some enforcement would be the purview of Building Dept not Planning. Corcoran noted that there were still 3 undeveloped lots there was a brief discussion about how those projects might fall before the SDRB. The Harbor Point HOA was originally responsible for Design Review prior to voting to cede responsibility to the County. It was noted that the HOA would need to vote and petition to have the design review process altered.

2. Minutes Review from 11-20-17

The minutes from the prior meeting were discussed. There was a single suggestion for modification. The minutes were approved as modified unanimously.

3. Discussion with Planning Staff about the SDRB Biennial Report to the County Administrator.

Jeremy Tejirian from Planning Department of was in attendance.

Board members asked Tejirian to follow up on their earlier submitted frustrations with county actions that conflicted with the SDRB recommendations for specific projects. Tejirian agreed that staff should be contacting the SDRB chair if they depart from or cannot fulfill SDRB recommendations. Tejirian agreed to follow up in writing on the specific projects.

Tejirian then reviewed that the goals of the report - to assist the BOS in keeping abreast of all board and commission activities as well as to provide clarity within the board itself of its goals and purpose. Tejirian suggested the board consider the following as examples:

- Standardizing a letter sent to all applicants introducing and explaining the role of the SDRB when projects are submitted prior to scheduling the first meeting.

- Clarifying the Code explanation of the role of DRB panel as it relates to community plans in the County Code.
- Implementing a survey for all applicants to SDRB assessing interaction and gathering feedback.

The Board members commented on Tejirian's suggestions and discussed other possible options.

The board members discussed possible goals including but not limited to:

- Updating the Strawberry Community Plan, including a review of the two other community plans in the county for purpose of identifying relevant areas of policy.
- Clarifying communication procedures with Planning Staff with a goal of further improving working relationship.
- Having County provide an education session of new laws in the state around Affordable Housing.
- Meeting with other design review boards in the county to discuss best practices.
- Identify and address the support needs of the DRB in order to fulfill its role in larger community meetings. Documentation services such as video or stenography, insurance, set up and break down of assembly areas.

Joe Sherer stressed a focus on actionable items and suggested members needed more time. As a result the Board members agreed consider the goals and return in two weeks with language for proposals.

The meeting was adjourned at 9:34

Notes prepared by Julie Brown