

# DESIGN REVIEW COMMITTEE MINUTES

Albert Antelman, Chair  
Fiona Dunne, Vice-Chair  
William Growdon, Member  
Daniel Saltee, Member  
Anthony Tomasello, Member

Peter Gilli, Community Development Director  
Neda Zayer, Assistant Community Development Director  
Andy Heglund, Senior Assistant City Attorney

**REGULAR MEETING:  
WEDNESDAY, FEBRUARY 17, 2021 – 6:00 P.M.  
ZOOM MEETING**

Chair Antelman called the meeting to order at 6:00 p.m.

**ROLL CALL**

PRESENT: Members Antelman, Growdon, Saltee, Tomasello, and Vice-Chair Dunne

ABSENT: None

STAFF: Peter Gilli, Community Development Director  
Neda Zayer, Assistant Community Development Director  
Andy Heglund, Senior Assistant City Attorney  
Courtney Deppen, Recording Clerk

**PUBLIC COMMUNICATIONS** – None

**CONSENT ITEM**

1. **Approval of the of the Design Review Committee January 20, 2021 Meeting Minutes.**

**Recommendation:** Approve, as presented.

Vice-Chair Dunne made a motion to continue the approval of the January 20, 2021 Meeting Minutes to the next meeting to allow staff the opportunity to listen to the recording to ensure that the minutes are accurate.

Committee member Saltee seconded the motion.

Upon call of the roll the vote was as follows:

AYES: Members Growdon, Saltee, Tomasello, Vice-Chair Dunne and Chair Antelman

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: None

Clerk declared the motion carried 5-0.

## FORMAL ITEM

### 2. PROJ-12080 – Garden Estates Design Review and Coastal Development Permit Amendment located at 32 S. Garden Street.

Request for a Formal Design Review and Coastal Development Permit Amendment to construct two 3-story apartment buildings totaling 11 units and convert two existing apartments to low-income units within an existing 7 buildings, 48 unit apartment complex on a 2.1 acre site in the Urban General 3 (T4.3) zone within the Downtown Specific Plan.

**Recommendation:** Design Review Committee forward design recommendations to the Planning Commission.

**Case Planner:** Tim Rosenstein, Associate Planner

**Applicant:** Garden Estates, LLC/Tony Tomasello

#### SPEAKERS:

**Staff:** Neda Zayer, Assistant Community Development Director

**Applicant:** Jolie Wah, Applicant representative

**Members of Public:** Karen Summers, Burt Handy, Tom Harkins

**Emails:** 4 emails received prior to the meeting and posted online

**Documents:** PowerPoint by Staff

**Ex-Parte Communication:** None

Vice-Chair Dunne made a motion to continue the project to allow the applicant to address the trees and provide more architectural details for review by the Design Review Committee such as the railings details, the alignment of the windows, gutters and downspouts, and the colors and materials on the new and existing buildings.

Chair Antelman seconded the motion.

Upon call of the roll the vote was as follows:

AYES: Vice-Chair Dunne and Chair Antelman

NOES: Members Growdon and Saltee

RECUSED: Committee Member Tomasello (he is the applicant for the project)

ABSTAIN: None

ABSENT: None

Clerk declared the motion failed 2-2 with Member Tomasello recused.

A new motion was made by Vice-Chair Dunne.

Vice-Chair Dunne made a motion to forward design recommendations to the Planning Commission that included:

- looking at the trees that are proposed to be removed onsite and retain as many as possible.
- look at the design details of the railing that is proposed and how it relates to the existing and new buildings.
- review the alignment of the windows on the buildings (specifically the views of bathrooms and bedrooms to ensure privacy).
- provide details of gutters, windows, doors, and colors and materials on the proposed and existing building to make sure there is continuity between the existing and the new buildings and that more is proposed than just paint change on the existing buildings.

Member Growdon seconded the motion.

Upon call of the roll the vote was as follows:

AYES: Members Growdon, Saltee, Vice-Chair Dunne and Chair Antelman

NOES: None

RECUSED: Committee Member Tomasello (he is the applicant for the project)

ABSTAIN: None

ABSENT: None

Clerk declared the motion carried 4-0 with Member Tomasello recused.

## **INFORMATIONAL ITEM**

### **3. Conceptual Review Discussion**

To discuss how to make the Conceptual Review process as effective as possible.

**Staff:** Peter Gilli, Community Development Director  
Neda Zayer, Assistant Community Development Director

Staff and the Committee members had an open discussion on what they would like to see at the conceptual review stage of a project. Below are the main points that were raised during the discussion:

- Conceptual review should focus on height, bulk, and scale of the project.
- The landscape plan during conceptual review should be about the location and amount of open space – it should be an acknowledgement of where the green space will be placed. The details of plants species are not necessary during conceptual review.
- The basic materials that the applicant should submit at the conceptual stage are site plan, elevations, building sections, and transitioning spaces – pedestrian from point A to point B especially when there are multiple buildings in the project.
- Applicant should at least provide insight of what the project is all about to understand the concept behind the design.
- Project types for conceptual review are larger projects especially in the downtown area where there is a big impact to the public. Any larger housing, institutional, and civic projects and parks because of the impact to the public.
- Format of the hearing for conceptual review should be less formal to provide an opportunity for open dialogue and collaboration between the applicant, committee, staff and an opportunity for the public to voice their opinion.
- Staff and Committee should continue to work together to provide clear direction to applicants that reflects the majority direction/consensus of the group.

## **STAFF COMMUNICATION**

Assistant Community Development Director Zayer informed the Committee that both the DRC meeting dates in March and April will be utilized.

## **ADJOURNMENT**

There being no further items on the agenda, meeting is adjourned at 8:36 p.m.