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## **Draft Legal Action Report – Meeting Minutes** **Design Review Board (DRB)**

Members of the Design Review Board (DRB) held a meeting, which was open to the public on:

**Date and Time: Friday April 22, 2022, 7:30 a.m.**

**Location: Meeting was held virtually using Microsoft Teams**

<b>1. Call to Order / Roll Call</b>	<b>7:31 AM</b>
Rosemary Bright	Absent
Susannah Dickinson	Present
Grace Schau	Present
Caryl Clement	Present
Nathan Kappler	Absent
Chris Stebe	Present

**A quorum was established.**

- 2. Review and Approval of the 4/08/2022 LAR and Meeting Minutes** **Action Taken**  
Motion was made by DRB Member Dickinson to approve the LAR and draft minutes of April 8, 2022. Motion was duly seconded by Member Clement. All in favor. Motion passed 4-0.

- 3. Sunshine Mile District (SMD) Overview** **Information Only**  
Staff presented an overview of the SMD to the DRB. The Sunshine Mile District (SMD) is an Urban Overlay District (UOD), that allows flexible development standards and establishes design guidelines for properties within the SMD. The DRB will be involved in the review of projects that decide to use the SMD as a zoning tool for development/redevelopment, and that will need to go through a major review process, as defined in SMD Section II.D.5.

In response to DRB members' questions/comments, staff indicated:

- a) The SMD-DRB meetings, which will include an additional member representing the neighborhood where a project is located, and one of the three contracted design professionals, will be held during the regularly scheduled DRB meetings. Members will receive materials at least a week in advance. Expected near-future projects that may need review by the SMD-DRB include Rio Nuevo's row of bungalows and the Zemam's restaurant expansion;
- b) List of City's contracted Design Professionals include registered architects, but could also include registered landscape architects, and are appointed by Mayor and Council. PDSO holds an open call every few years and the last time it was done was about two years ago;
- c) Design Professionals are involved in multiple aspects of PDSO processes that involve design review. Projects are assigned to DPs by rotation unless there is a conflict of interest;
- d) Suggestions to adjust the SMD review process and criteria to address landscaping, viewsheds, and other

design components can be submitted in future revisions of the SMD;

- e) Historic contributing properties are indicated on the map. The Rio Nuevo bungalows on Cherry and Broadway have been moved and protected. If a contributing structure is demolished, then the property owner would not be eligible to use the SMD as a zoning tool. Renovations and external modifications to historic contributing properties will need to comply with the standards established by the Secretary of Interior;
- f) Environmentally conscious criteria can be attained through a LEED Silver certificate;
- g) Massing standards of large buildings include scale-down requirements adjacent to single-family residential and can be addressed project-by-project as applicable;
- h) Viewsheds were discussed during the SMD public outreach process and led to lower heights in the Park subarea;
- i) The SMD includes shade requirements for pedestrian pathways and parking;
- j) Parking structures can be below the housing units or in the back of the site and will depend on the location within the SMD and applicable design standards; and
- k) We encourage applicants to hold discussions on preliminary designs with staff prior to and during the pre-submittal application process.

#### **4. Call to the Audience**

No speakers.

#### **5. Staff Announcements**

#### **Informational**

As a follow-up from the April 8, 2022 DRB meeting, staff is preparing a presentation to the DRB on landscaping and water harvesting requirements that projects need to comply with during the Development Package review process, and the DRB's purview when reviewing Special Exception applications.

#### **6. Adjournment**

Meeting adjourned at 8:31 AM.