

**NOTES FROM THE  
DESIGN GUIDELINES SUBCOMMITTEE MEETING  
OF THE JAPANTOWN TASK FORCE**  
1765 SUTTER STREET  
MONDAY, JANUARY 9, 2017

**BOARD MEMBER PRESENT:**

Glynis Nakahara, Paul Wermer, Alice Kawahatsu

**STAFF PRESENT:**

Greg Marutani

**OTHERS PRESENT:**

Maia Small, Anne Brask (Planning Department), Karen Kai

The meeting began at 6:35 p.m.

Maia Small and Anne Brask, from the City's Planning Department reviewed the proposed Urban Design Guidelines that would serve as the document for design review in the neighborhood commercial, downtown, and mixed-use districts in the City, providing a framework for the review process for Planning staff, the Planning Commission, project sponsors, design professionals, neighborhood groups and the general public. Like the Residential Design Guidelines, which would continue to apply as they currently do in the R districts, the Urban Design Guidelines are intended to guide all development where they would apply and establish a set of expectations, goals, values, and qualities by which projects are evaluated in design review.

The Urban Design Guidelines consist of three topics: site design, architecture, and public **realm**. Each section is then organized from general to specific issues. Each section is described along with illustrations that provide a variety of suggested means for achieving it.

Application of the Urban Design Guidelines is mandatory in the permit review process, and other design guidelines may also apply depending on the zoning, location, building type, and scale of the project. Goals for the clearer, coordinated, and consistent design review process include the following:

1. Establish a well-defined mandatory review path for projects;
2. Ensure applications specifically address how projects address each applicable guideline;
3. Formalize interdepartmental coordination;
4. Educate and train Planning staff;
5. Require design review findings in Planning Commission case reports; and
6. Establish interagency design review and coordination for large or public projects.

The Planning Department has completed a revised draft of the proposed Urban Design Guidelines. This draft reflects months of discussion with the Urban Design Guidelines Advisory Group (UDAG).

The design guidelines being developed by the JTF could complement the broader Planning Department design guidelines.

Once developed the guidelines would be readily available on the City's Property Information Map (PIM).

The meeting adjourned at 7:20 p.m.