



**ACTION SUMMARY FOR
DESIGN REVIEW COMMITTEE MEETING
November 20, 2025 6:30 PM**

Planning and Development
Department
Land Use Planning Division

I. Roll Call:

Committee Members Present:

Kimberly Gaffney, Chair (Zoning Adjustments Board)
Mary Muszynski, Vice-Chair (Appointed by Zoning Adjustments Board)
Denise Hall-Montgomery (Landmarks Preservation Commission)
Lillian Mitchell (Appointed by Zoning Adjustments Board)
Janet Tam (Appointed by Zoning Adjustments Board)
Michael Thompson (Zoning Adjustments Board)
Cameron Woo (Civic Arts Commission)

Committee Members Absent: None

Staff Present: Burns, Sanchez, Stover, Hernandez

II. PROJECTS

- 1. 2614 TELEGRAPH AVENUE [between Carleton and Parker] (DRCP2024-0002): Preliminary Design Review** to demolish a residential building (2614 Telegraph) and a commercial office (2417 Carleton), and construct a 5-story mixed-use building with 32 dwelling units (3 Very Low-Income, 2 Low-Income), and 605 sq. ft. of commercial space, using a State Density Bonus.

Preliminary Design Review received a favorable recommendation to ZAB with the following recommendations for Final Design Review (FDR): MOTION (Gaffney, Mitchell) VOTE (7-0-0-0).

Recommendations

Site Design / Neighborhood Context

- Resolve site slope at FDR.*
- Discuss transformer location with PGE, as it may affect the design.*
- Ground floor windows – resolve privacy, especially on the Carleton and north elevations, as well as in the courtyard; more residential feel is recommended; provide window details at FDR.*
- Develop stronger ground floor elevations for more cohesion, especially on Telegraph.*

Design Review Committee
Action Summary for November 20, 2025

Page 2 of 2

Building Design / Details

- *Ground level appears short in proportion to the whole building design, while the top floor appears too tall.*
- *Stronger base, as well better details at the roofline are recommended.*
- *Strongly recommend more natural light in the east corridor.*
- *SE corner – show how design turns the corner at FDR.*
- *Recommend as many green measures as possible.*
- *Faux windows on the east elevation are not successful – look at a more abstract design.*
- *Irregular window pattern on the west elevation is successful – continue to explore opportunities for this on other facades as well.*
- *Recommend as much sound attenuation as possible.*
- *Consider a galley kitchen in units where that would open up common space.*

Landscape

- *Vines, quality fence design, and more landscape are recommended at the north property line, and the whole project where possible.*
- *Provide a courtyard rendering at FDR;*
- *Recommend a green canopy in the courtyard, so more comfortable for residents.*
- *Further develop plant palette so appropriate for their location (shade, sun).*

Colors and Materials

- *Provide final color and material samples at FDR; metal trim is recommended window sets, not stucco.*
- *Consider the maintenance on the proposed wood finish, as well as how the dark charcoal stucco will age.*

III. BUSINESS MATTERS

- Approval of Previous Meeting Minutes.
Minutes from 10/16/25 DRC Meeting.
MOTION (Gaffney, Tam) VOTE (7-0-0-0).
- Approval of 2026 Meeting Schedule.
MOTION (Gaffney, Tam) VOTE (7-0-0-0).

IV. ADJOURN

- Meeting adjourned: 8:30 pm

Members of the Public:

Present: 4

Speakers: 3