



Public

Planning and Development Department
Land Use Planning Division

MEMORANDUM

September 12, 2024

To: Claudia Garcia and Samantha Updegrave, Principal Planners
Cc: Design Review Committee

From: Anne Burns, Senior Planner - Design Review

Subject: DRC Recommendation for Architect Position

The Design Review Committee (DRC) currently has one vacancy. Under BMC Section 23.402.060, this is one of three professional positions appointed by the Board for Committee members from the Berkeley community at large, and not a specific Board or Commission. I include BMC Section 23.402.060 on the second page for reference to the specific members required on the Committee. The link below to the current Committee Roster shows members appointed by ZAB as well as other Commissions.

[External Roster 08-16-2024.pdf \(berkeleyca.gov\)](#)

DRC's selection subcommittee recently held interviews for this position and made a recommendation to have Lillian Mitchell be reappointed. At their August meeting last week, DRC unanimously voted to forward this recommendation on to ZAB. I attach her application for your reference.

As a former member of the Design Review Commission, Lillian has consistently shown her commitment to good design and thoughtful development decisions for this City. Her willingness to continue with this important service to the City comes at a time when previous commission experience will help the DRC continue its collaborative efforts that it currently enjoys in giving good design direction as efficiently as possible.

The Committee requests that we forward their recommendation for the Board's immediate consideration and appointment to the DRC.

Attachment

Public

23.402.060 Design Review Committee

A. *Established.* The City shall establish and maintain a Design Review Committee (DRC) to review and approve the design of development projects in accordance with Section 23.406.070 - Design Review.

B. *Composition.*

1. The DRC shall consist of seven members, as follows:

- (a) Two members of the Zoning Adjustments Board (ZAB).
- (b) One member of the Landmarks Preservation Commission (LPC).
- (c) One member of the Civic Arts Commission (CAC).
- (d) Three members of the public who are Berkeley residents.

2. DRC members from boards and commissions shall be appointed by their respective bodies, and members of the public shall be appointed by the ZAB.

3. DRC membership shall include at least two-licensed architects, one licensed landscape architect, and two laypersons (persons who are neither a planning or design professional nor an expert in the fields of land use planning, architecture, or landscape architecture).



APPLICATION FOR APPOINTMENT TO BERKELEY
 BOARDS AND COMMISSIONS

Redistricting Commissioners
 may not be eligible to serve.
 Contact the City Clerk to verify.

NAME: Lillian Mitchell

PREFERRED PRONOUN(S): _____

RESIDENCE ADDRESS: 2252 Summer Street Berkeley 94709
Street City Zip

BUSINESS NAME/ADDRESS: Mitchell Holladay Architects
1708 Martin Luther King Jr Way, Suite B Berkeley 94709
Street City Zip

EMAIL ADDRESS: lillian@mitchellholladay.com

OCCUPATION/PROFESSION: architect

HOME PHONE: 510-682-3355 BUSINESS PHONE: 510-682-3355

I have been a resident of Berkeley since: 1993

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Design Review Commission

Name of board/commission: _____

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

BS Arch from U.Va., M Arch from UC Berkeley, 30 years as a practicing licensed architect in Berkeley, 25 years as business owner in Berkeley/Oakland. I have previously served on the Design Review Commission and believe in its positive impact on our community. The best thing that happens is the design dialogue and engagement that inspires the applicant architects to do better.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO</u>
Janet Tam	729 Heinz Ave, Berkeley 94710	510-542-2200
Charles Kahn	1810 Sixth Street Berkeley 94710	510-841-3555

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ***

Please indicate gender: Male Female Nonbinary Prefer not to say
 Please indicate whether you are currently a student: Yes No
 Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):

- WHITE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin):** All persons having origins in any of the Black racial groups of Africa
- HISPANIC or LATINO:** All persons of Central / South America or other Spanish culture or origin, regardless of race
- ASIAN (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin):** All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.
- NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin):** All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- TWO or MORE RACES (not of Hispanic or Latino origin):** All persons who identify with more than one of the above six races

*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <https://berkeleyca.gov/your-government/public-records/conflict-interest-reports>.

AFFIDAVIT OF RESIDENCY*

I, Lillian Mitchell, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: Lillian Mitchell Date: 07/22/2024

*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704



APPOINTMENT FORM - BOARDS AND COMMISSIONS
 (For Mayor and Council use only)

MAYOR/COUNCILMEMBER _____

NAME OF APPOINTEE _____

RESIDENCE ADDRESS _____
Street City Zip

BUSINESS NAME/ADDRESS _____
Name

_____ Street City Zip

EMAIL ADDRESS _____

OCCUPATION/PROFESSION _____

HOME PHONE: _____ BUSINESS PHONE: _____

Check appropriate box: New Appointment Reappointment Temporary Appt.

Temporary Appt.: From (date) _____ To (date) _____
(only if appointing for more than one meeting)

Please send mail to: Home Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: _____

***Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category _____

Signature: _____ Date: _____
Mayor/Councilmember

For Mayor/Councilmember and City Use Only:

Interview Date	Appoint. Date	Process Date
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