



## DESIGN REVIEW BOARD (DRB) RECRUITMENT NOTICE

**The City of South San Francisco is accepting applications for a vacant position on the Design Review Board (DRB)**

### ***Role of the Design Review Board***

The Design Review Board (DRB) is an advisory committee consisting of five (5) design professionals who provide advice and design expertise on new development projects and additions and modifications to existing buildings. The DRB makes recommendations to the Chief Planner, Planning Commission and/or City Council, depending on the complexity of the project and entitlements requested. The goal of the DRB is to encourage optimal design and efficient site planning that enhances community character and ensures new development fits sensitively and cohesively into infill sites and surrounding neighborhoods.

### ***About South San Francisco***

South San Francisco has experienced significant development activity in the past decade, and anticipates continued development applications and activity, particularly transit-oriented high-density residential and life-sciences uses. To learn more about the exciting developments taking shape in South San Francisco, please view the City's [Development and Construction Map](#).

In 2022, the City adopted a new General Plan and Zoning Ordinance. The Zoning Ordinance contains objective design standards (ODS) for all development citywide, as well as Form-Based Codes for several districts throughout the City, which contain specific regulations for buildings, frontages, public open spaces, and uses. The City is about to begin a project to further refine its existing ODS to improve existing standards and provide additional detail and direction regarding urban design and architectural form. The DRB will be one of the primary review bodies in this update effort.

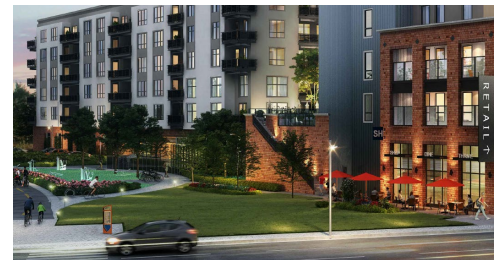
*Sample projects that have been recently reviewed by the DRB and are entitled, under construction, or completed*



421 Cypress, Multi-Family Residential, Entitled 2022



Vantage Amenity Building, Entitled 2022, recently completed construction



988 El Camino Real, Entitled 2018, recently completed construction

### [Design Review Board Meetings and Compensation](#)

The DRB meets on the 3rd Tuesday of every month at 4:00 p.m. [Meetings take place in-person in South San Francisco.](#) The Board is comprised of five members, each appointed to a 4-year term or until the appointment of a qualified successor. There are no term limits for the DRB, and members receive a **\$100.00** stipend per attended meeting and participate in the Public Agency Retirement System (PARS). The Board is staffed and assisted by the [Planning Division](#), which is part of the broader [Economic and Community Development](#) (ECD) Department.

### [Applicant Requirements](#)

- Must be a resident and elector of the City of South San Francisco
- Must be one of the following professions:
  - Architect;
  - Landscape architect, designer, contractor, horticulturist or person with equivalent landscaping expertise or background
  - Building or engineering contractor
- An eye for architectural design and site planning (both innovative and traditional)
- Interest and motivation to serve the public community
- Sufficient time available to devote to reviewing projects and attending DRB meetings

### [Application & Next Steps](#)

[Please click here to download the DRB Application](#), or pick up a physical copy at the Planning Division:

City Hall Annex  
315 Maple Avenue, South San Francisco, 94080  
(650) 877-8535

Please submit an application to the Planning Division by 5:00 P.M, **[Thursday, October 31.](#)** Applicants will be required to appear before the Planning Commission for an interview at a public meeting, tentatively scheduled for Thursday, November 21.

Please email the application to [planning@ssf.net](mailto:planning@ssf.net) or mail / drop off in-person to the Planning Division located at 315 Maple Avenue, South San Francisco, CA 94080. For any questions regarding the Design Review Board or the application itself, please call 650-877-8535. We look forward to reviewing your application.



---

Adena Friedman  
Chief Planner