



**NOTES FROM THE  
JAPANTOWN TASK FORCE  
LAND USE COMMITTEE MEETING**  
1765 SUTTER STREET  
TUESDAY, OCTOBER 28, 2014

**BOARD MEMBER PRESENT:**

Paul Wermer

**OTHERS PRESENT:**

Karen Kai, Glynis Nakahara, Karen Kai, Robert Rusky,

Meeting began at 6:10 p.m.

**DESIGN GUIDELINES**

The working group reiterated their concerns about the Guideline for Japantown, recommending that more photos of the neighborhood should be used as well as a more realistic perspective of size and scale.

The working group cited a preference for including something along the lines of the Cow Hollow Design Guidelines regarding “**DEFINING NEIGHBORHOOD CHARACTER.**” (Page 16)

*Following are the six basic elements of residential design, most of which have components. For each element, we will give a definition, a series of questions emphasizing the design issues related to the element, and a series of guidelines to follow to ensure that the new design is compatible with existing ones, i.e., with the neighborhood character of Cow Hollow.*

*1. Siting*

- Location of a project site, and its topography*
- Setback of the building from the front property line*
- Rear Yard, i.e., the setback of the building from the rear property line*
- Side Yard, i.e. spacing between buildings and light wells*

*2. Building Envelope*

- Roofline: the profile a building makes against the sky, and the organization of projections above the roofline*
- Volume and Mass as expressed by the visible facades*

*3. Scale (Height, Width & Depth)*

- Dimensions of the elements which make up the building's facades*
- Proportions of the building, and of the elements of its façade*

*4. Texture and Detailing*

- Materials and Colors used to finish the surface of the building*
- Ornamentation used, including the amount, quality, and placement*

*5. Openings*

- Entryways -The pedestrian entries into the buildings*
- Windows -How they are articulated and used in the façade*
- Garage Doors -The vehicular entries into the building*

6. Landscaping

- *Tree Pruning for the Retention of Mid-Block Open Space*
- *Tree Selection and Placement*

The working group cited a preference for including something along the lines of the Cow Hollow Design Guidelines regarding “**WHAT IS BLOCK FACE?**” (Page 24)

*The Block Face is defined as the row of facades for the length of one block. The topography of Cow Hollow shows a significant drop from a ridge running along Pacific Avenue; as a result of this the public perception of buildings is not limited to their front facades, but includes the rear facades when visible from lower streets or from public areas. In consideration to this, the Block Face consists of two facets: a) the Exterior Block Face, defined by the row of front facades facing the street, and b) the Interior Block Face, defined by the row of rear facades facing the mid-block open space.*

“Green” roofs above the sight line should not be considered mitigating factors for removing rear yard open space.

There will be another working group at Noon on November 4, 2014 depending on the availability of Maia Small, who is working on the Design Guidelines for Japantown to share the working group’s recommendations as she begins working on refining the first draft.

The meeting adjourned at 7:30 p.m.

