



## DESIGN REVIEW BOARD (DRB) RECRUITMENT NOTICE

**The City of South San Francisco is accepting applications for a vacant position for a licensed architect 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 required. 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, as well as continued single-family residential additions. 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 (Shape SSF) 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 currently undergoing 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 is one of the primary review bodies in this update effort.

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



328 Railroad Avenue, Four-Plex, Entitled May 2025, Building Permit Ready to Issue



7 S. Linden Avenue, Multi-Family Residential, Entitled 2023, Under Construction



573 Forbes Boulevard, Office / R&D, Entitled December 2025

### [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. The term for the current vacancy expires in February, 2027. There are no term limits for the DRB, and members receive a **\$100.00** stipend per attended meeting. The Board is staffed and assisted by the [Planning Division](#), which is part of the broader [Economic and Community Development](#) (ECD) Department.

### [Applicant Requirements](#)

- Licensed architect
- An eye for architectural design and site planning (both innovative and traditional)
- Interest and motivation to serve the community
- Sufficient time available to devote to reviewing projects and attending DRB meetings

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

Please fill out the DRB application ([click here to download](#)), 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, [Friday, March 13.](#) Applicants will be required to appear before the Planning Commission for an interview at a public meeting, tentatively scheduled for April 2, 2026.

Please email the application to [planning@ssfca.gov](mailto:planning@ssfca.gov) 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 email, or call 650-877-8535. We look forward to reviewing your application.

*Adena Friedman*

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Adena Friedman  
Chief Planner