Roll Call
Eileen Whitty, Chair
Ray Welter, Vice Chair
Tom Leader
Brant Fetter
Jonathan Livingston
Meredith Benz
Mike Woldemar

Introductions
Introduction of staff members and other guests.

Approval of Minutes
From the meeting held on February 8, 2017.

Approval of Agenda
At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.

Meeting Procedures
Members of the public attending a Design Review Board meeting for the first time are encouraged to read the “Meeting Procedures” information following the agenda.

Public Forum
Anyone who wishes to address the Board on a topic that is not on the agenda must file a speaker form with the staff ........................................................ 2 minute limit.

City Council
The City Council member serving as liaison to the Board may make a report on City Council actions of interest to the Board.

Consent Calendar
Item number(s): None

Appeal Date
The appeal date for actions taken by the Board at this meeting is no later than 5:00 pm on Monday, April 10, 2017.

Public Hearing(s)

1. PLN16-735 BURROUGH TWO-STORY ADDITION
Description: PUBLIC HEARING TO CONSIDER A DESIGN REVIEW PERMIT TO CONSTRUCT A ±880 SQUARE FOOT TWO-STORY ADDITION TO AN EXISTING RESIDENCE.
Location: 3020 SHELDON DRIVE
APN 431-172-017
Zoning RL2, SINGLE FAMILY LOW DENSITY RESIDENTIAL
Applicant JACOB AND SYLVIA BURROUGH (OWNERS)
Staff Contact HECTOR LOPEZ Recommendation: CONDITIONAL APPROVAL
2. **PLN17-032  NASHER RESIDENTIAL ADDITION**
   Description: PUBLIC HEARING TO CONSIDER A DESIGN REVIEW PERMIT TO CONSTRUCT A ±1,506 SQUARE FOOT TWO-STORY ADDITION TO AN EXISTING RESIDENCE.
   Location: 3022 JO ANN DRIVE
   APN: 414-084-012
   Zoning: RL2, SINGLE FAMILY LOW DENSITY RESIDENTIAL
   Owner: ABDUELLALAH ALNAJAR WALYAH M NASHER
   Applicant: MOHAMMED SUBHANI
   Staff Contact: ROBERTA FELICIANO
   Recommendation: **HOLD OVER TO APRIL 12, 2017**

3. **PLN17-060  RUIZ SECOND STORY ADDITION**
   Description: PUBLIC HEARING FOR A DESIGN REVIEW PERMIT TO CONSIDER CONSTRUCTION OF A ± 976 SECOND-STORY ADDITION TO AN EXISTING RESIDENCE.
   Location: 716 MAPLE AVE
   APN: 534-312-002
   Zoning: RM1, MEDIUM DENSITY MULTI-FAMILY RESIDENTIAL
   Applicant: GLADYS RUIZ (OWNER)
   Staff Contact: JONELYN WHALES
   Recommendation: **HOLD OVER TO APRIL 12, 2017**

4. **PLN17-011  MARTINEZ ADDITION**
   Description: PUBLIC HEARING TO CONSIDER A DESIGN REVIEW PERMIT TO CONSTRUCT A ± 600 SQUARE FOOT ADDITION TO AN EXISTING RESIDENCE.
   Location: 1619 PENNSYLVANIA AVE
   APN: 529-252-009
   Zoning: RL2, SINGLE FAMILY LOW DENSITY RESIDENTIAL
   Owner: JOSE MARTINEZ
   Applicant: RYAN DIAZ
   Staff Contact: JONELYN WHALES
   Recommendation: **CONDITIONAL APPROVAL**

5. **PLN16-385  MAKING WAVES ACADEMY EXPANSION**
   Description: (HELD OVER FROM 02/22/2017) PUBLIC HEARING TO CONSIDER A RECOMMENDATION TO THE PLANNING COMMISSION FOR A DESIGN REVIEW PERMIT TO EXPAND THE MAKING WAVES ACADEMY CAMPUS. THE PROJECT CONSISTS OF RENOVATION OF EXISTING CLASSROOM FACILITIES; EXPANSION INTO ADJACENT PARCELS TO BE INCORPORATED AS PART OF THE MASTER PLAN; AND CONSTRUCTION OF THREE NEW CLASSROOM BUILDINGS, TWO GYMNASIUMS, OUTDOOR RECREATIONAL AREAS, ASSOCIATED PARKING, AND INFRASTRUCTURE IMPROVEMENTS.
   Location: 4075, 4123, 4131, 4175, AND 4301 LAKESIDE DRIVE, AND 2900, 2925, AND 2975 TECHNOLOGY COURT
   Zoning: IL, INDUSTRIAL, LIGHT
   Applicant: MAKING WAVES FOUNDATION, INC. (OWNER)
   Staff Contact: JONATHAN MALAGON
   Recommendation: **HOLD OVER TO A FUTURE MEETING**
Board Business

A. Staff reports, requests, or announcements

B. Board member reports, requests, or announcements

Adjournment

The next meeting of the City of Richmond Design Review Board is scheduled on Wednesday, April 12, 2017.
Function of a Public Hearing ● A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Board action. The Board encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

Speaker Registration ● Persons wishing to speak on a particular item on the agenda must file a speaker form with the staff prior to the Board’s consideration of the item. Once discussion on the agenda item begins, only those persons who have previously submitted speaker forms will be permitted to speak on the item.

Consent Calendar ● Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Board may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed in the agenda.

Public Hearing Procedure
1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
2. Staff presents a brief project summary and makes a preliminary recommendation.
3. Board members may ask questions of Staff regarding the proposal.
4. Chair opens the public hearing.
5. Applicant is invited to describe and explain the proposal ........ 5 minute limit.
6. Registered speakers ......................................................... 2 minute limit.
7. Applicant may make rebuttal comments .......................... 2 minute limit.
8. Board members may ask follow-up questions of the speakers at any time.
9. Staff presents a final summary and recommendation.
10. Board members discuss the proposal and vote to either to close or to continue the public hearing to a specific date.
11. If the public hearing is closed, Board members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
12. Chair informs the audience of the Board’s action and appeal process.

Appeals ● Decisions of the Design Review Board may be appealed to the City Council within ten days. Appeals must be submitted to the City Clerk’s office in writing and must indicate the reasons that the Board’s action should be reversed.

Legal Challenge Notice ● If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

Meeting Time Limits ● If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Board votes to extend the meeting.

Staff Reports and Tentative Recommendations ● Copies of the Staff reports for the public hearing items on this agenda can be viewed on the City of Richmond’s website at: http://www.ci.richmond.ca.us/documentcenterii.asp
Go to: Planning and Building Services > Planning Division > Boards and Commissions > Design Review Board > Reports.

Cell Phones ● Please silence all cell phones, pagers, and other electronic devices during the meeting.