



# City of Richmond Design Review Board Special Meeting

Friday, September 15, 2017 at 9:00 am

Richmond Room, 1<sup>st</sup> Floor

450 Civic Center Plaza, Richmond, CA 94804

---

## Roll Call

Jonathan Livingston, Chair  
Tom Leader, Vice Chair

Meredith Benz  
Kimberly Butt

Michael Hannah  
Bhavin Khatri

The Design Review Board will conduct a special meeting to review current policies, procedures, and organizational topics of concern to the operations of their roles and in supporting City Planning staff. No discussion of any pending development applications is proposed, scheduled, or noticed. The following general agenda topics are proposed, but actual discussions may expand these topics at the discretion of the Board present.

## Meeting Agenda

- 9:00 - 9:30**      **Continental Breakfast**
- 9:35 - 9:45**      **Welcome and Introductions** (Richard Mitchell, Planning Director)
- 9:45 – 10:15**    **Overview of Meeting Procedures and Brown Act** (Legal Staff)
- 10:20- 10:45**    **Newly Adopted Design Review Ordinance** (Planning Staff)
- Major and Minor Design Review Permits
  - Design Review Criteria and Required Findings
  - Common Procedures
  - Concurrent Process
  - Appeal
- 10:50 – 11:00**    **Responsibilities of the Design Review Board** (Planning Staff)
- 11:05 - 11:30**    **Common Procedures for Design Review Permits** (Planning Staff)
- 11:30 – 12:00**    **General Discussion**