## City of Richmond Design Review Board

**AGENDA**

**Wednesday, December 11, 2019 at 6:00 pm**  
Multi-Purpose Room, Community Services Building, Basement, 440 Civic Center Plaza, Richmond CA 94804

**COMMUNICATION ACCESS INFORMATION:** This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

<table>
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<tr>
<th>Roll Call</th>
<th>Jonathan Livingston, Chair</th>
<th>Kimberly Butt</th>
<th>Jessica Fine</th>
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<td>Michael Hannah, Vice-Chair</td>
<td>Karlyn Neel</td>
<td>Macy Leung</td>
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**Introductions**  
Introduction of staff members and other guests.

**Approval of Minutes**  
From the meeting held on November 13, 2019.

**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

**Liaison Report**  
The City Council actions of interest to the Board.

**Consent Calendar**  
Applications that are considered routine by Planning Staff have been placed on the consent calendar marked “CC” on the agenda 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.

**Items number(s) to be considered:** 4

**Appeal Date**  
The appeal date for actions taken by the Board at this meeting is no later than 5:00 pm on Monday, December 23, 2019.

### Public Hearing(s)

1. **PLN19-069 KENNEDY ADDITION**

   **Description**  
   PUBLIC HEARING TO CONSIDER A REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A +350 SQUARE FOOT SECOND-STORY ADDITION TO AN EXISTING RESIDENCE.

   **Location**  
   1647 SAN BENITO STREET

   **APN**  
   508-292-007

   **Zoning**  
   RL-2, SINGLE FAMILY LOW DENSITY RESIDENTIAL

   **Owner**  
   DONNA AND CHARLES KENNEDY

   **Applicant**  
   ADAM MILLER, SIDELL PAKRAVAN ARCHITECTS

   **Staff Contact**  
   EMILY CARROLL  
   **Recommendation:** CONDITIONAL APPROVAL
2. **PLN19-054** TAPATIO RESTAURANT COMMERCIAL ADDITION
   Description PUBLIC HEARING TO CONSIDER A REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A ±1,800 SQUARE FOOT ADDITION TO AN EXISTING RESTAURANT.
   Location 910 23RD STREET
   APN 528-162-001
   Zoning CM-3, COMMERCIAL MIXED-USE
   Applicant VICTOR ARANDA (OWNER)
   Staff Contact HECTOR LOPEZ Recommendation: **CONDITIONAL APPROVAL**

3. **PLN19-259** TWO NEW TOWNHOMES
   Description (HOLD OVER FROM NOVEMBER 13, 2019) PUBLIC HEARING TO CONSIDER A REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT TWO ATTACHED SINGLE FAMILY DWELLINGS ON A 5,300 SQUARE FOOT VACANT PARCEL.
   Location 657 HARBOUR WAY
   APN 534-181-004 AND 534-181-005
   Zoning CM-2, COMMERCIAL MIXED USE, NEIGHBORHOOD
   Owner ORANT LLC
   Applicant MAGNOLIA SABRINA ELLIS  
   Staff Contact HECTOR LOPEZ Recommendation: **CONDITIONAL APPROVAL**

CC 4. **PLN19-230** HOME 2 SUITES HOTEL
   Description PUBLIC HEARING TO CONSIDER A DESIGN REVIEW PERMIT AND ADJUSTMENT TO THE RICHMOND BAY SPECIFIC PLAN STANDARDS FOR THE CONSTRUCTION OF A 4-STORY, 102 ROOM HOTEL ON A VACANT PARCEL LOCATED BETWEEN 1951 & 2157 MEEKER AVENUE.
   Location MEEKER AVENUE
   APN 560-170-018
   Zoning SP-2, RICHMOND BAY SPECIFIC PLAN
   Owner HBF WESTGROUP PROPERTIES, LLC
   Applicant MEEKER AVE LLC
   Staff Contact LINA VELASCO Recommendation: **CONDITIONAL APPROVAL**

**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, January 22, 2020.
MEETING PROCEDURES

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 Planning Commission within ten days. Appeals must be submitted to the Planning Department’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/documentcenter? 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.