City of Richmond Design Review Board
AGENDA
Wednesday, January 22, 2020 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.

Roll Call
Jonathan Livingston, Chair
Kimberly Butt
Jessica Fine
Michael Hannah, Vice-Chair
Karlyn Neel
Macy Leung

Introductions
Introduction of staff members and other guests.

Approval of Minutes
From the meeting held on December 11, 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
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: 0

Appeal Date
The appeal date for actions taken by the Board at this meeting is no later than 5:00 pm on Monday, February 3, 2020.

Public Hearing(s)

1. PLN17-436 VALMAR LAUNDROMAT
Description
PUBLIC HEARING TO CONSIDER A RECOMMENDATION TO THE PLANNING COMMISSION OF A DESIGN REVIEW PERMIT TO CONSTRUCT A 1,500 SQUARE-FOOT ADDITION TO AN EXISTING COMMERCIAL BUILDING FOR A LAUNDROMAT
Location
3630 BARRETT AVENUE AND ADJACENT PARCELS
APN
516-090-004 TO 006
Zoning
CM-2 COMMERCIAL MIXED-USE, NEIGHBORHOOD (FORM BASED CODE, T4MS-O) AND RL2 SINGLE FAMILY LOW DENSITY RESIDENTIAL (FORM BASED CODE, T4N-O)
Applicant
SADIK AHMED ALAMMARI (OWNER)
Staff Contact
ROBERTA FELICIANO
Recommendation: RECOMMENDATION TO THE PLANNING COMMISSION
2. PLN19-421  SECOND-STORY ADDITION AND NEW TWO-STORY ADU

Description  PUBLIC HEARING TO CONSIDER A DESIGN REVIEW PERMIT TO CONSTRUCT A TWO-STORY ±525 SQUARE-FOOT ADDITION TO AN EXISTING SINGLE FAMILY RESIDENCE AND A ±450 ACCESSORY DWELLING UNIT (ADU) ABOVE THE DETACHED GARAGE.

Location  6000 FRESNO AVE
APN  510-112-025
Zoning  RL-2, SINGLE FAMILY LOW DENSITY RESIDENTIAL
Owner  ANGELA XU AND NORM FONG
Applicant  STEFAN MENZI
Staff Contact  JONELYN WHALES  Recommendation: CONDITIONAL APPROVAL

Board Business

A. Staff reports, requests, or announcements

- Vice-Chair Nomination

B. Board member reports, requests, or announcements

Adjournment  The next meeting of the City of Richmond Design Review Board is scheduled on Wednesday, February 12, 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/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.