



- 2. CC PLN24-134 HERRERA ACCESSORY STRUCTURE**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A 512-SQUARE-FOOT DETACHED ACCESSORY STRUCTURE IN THE REAR YARD OF AN EXISTING RESIDENTIAL LOT.  
 Location 21 SNOWDRIFT COURT  
 APN 433-362-013  
 Zoning RH, SINGLE FAMILY HILLSIDE RESIDENTIAL DISTRICT  
 Owner DANIEL HERRERA  
 Applicant SCOTT GROSCHEL  
 Staff Contact KRISTI ELLERBROEK Recommendation: **CONDITIONAL APPROVAL**
- 3. PLN24-181 LI TWO-STORY DECK ADDITION**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A TWO-STORY DECK IN THE REAR OF AN EXISTING RESIDENCE.  
 Location 5335 ZARA AVENUE  
 APN 519-240-016  
 Zoning RL2, SINGLE FAMILY LOW DENSITY RESIDENTIAL  
 Owner JUNMING LI  
 Applicant TRACIE CANNONE  
 Staff Contact PETE SRIVAROM Recommendation: **CONTINUE TO JULY 24, 2024**
- 4. PLN22-134 TORRES RESIDENTIAL ADDITION**  
 Description STUDY SESSION TO PROVIDE AND RECEIVE COMMENTS ON THE DESIGN OF A ±1,544 SQUARE-FOOT SECOND-STORY ADDITION TO AN EXISTING DWELLING. THE PROJECT ALSO INCLUDES A ±500 SQUARE-FOOT ADDITION AT THE LOWER FLOOR, NEW BALCONY AND PORCH GREATER THAN 4 FEET IN HEIGHT.  
 Location 3317 BRENTWOOD AVENUE  
 APN 431-213-005  
 Zoning RL-2, SINGLE FAMILY LOW DENSITY RESIDENTIAL  
 Owner CARLOS TORRES AND CHRISTINA VELASQUEZ  
 Applicant CHRISTINA VELASQUEZ  
 Staff Contact HECTOR LOPEZ Recommendation: **PROVIDE COMMENTS**
- 5. PLN21-390 RIVAS RESIDENTIAL ADDITION**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT TO LEGALIZE AN UNDOCUMENTED TWO-STORY ADDITION THAT WOULD INCLUDE A RESIDENTIAL DWELLING UNIT AND A DECK GREATER THAN 4 FEET IN HEIGHT.  
 Location 600 WILLIAMS DRIVE  
 APN 408-053-021  
 Zoning RL-2, SINGLE-FAMILY LOW DENSITY RESIDENTIAL  
 Owner ABDULIO RIVAS  
 Applicant DARREL DEBOER (ARCHITECT)  
 Staff Contact HECTOR LOPEZ Recommendation: **CONDITIONAL APPROVAL**
- 6. PLN23-353 LUO COMMERCIAL ADDITION**  
 Description REQUEST FOR A DESIGN REVIEW PERMITO TO CONSTRUCT A ±1,079 SQUARE FEET ADDITION IN THE REAR OF AN EXISTING COMMERCIAL BUILDING.  
 Location 12641 SAN PABLO AVENUE  
 APN 542-220-003  
 Zoning T5MS-O, TRANSECT 5 MAIN STREET OPEN (FORM-BASED CODE)  
 Owner SUSAN LUO  
 Applicant SHANE PASCO  
 Staff Contact RAE ALBERTS Recommendation: **CONDITIONAL APPROVAL**

<b>7.</b>	<b>PLN24-208</b>	<b>ADU GUIDEBOOK &amp; PRE-APPROVED PLANS</b>	
	Description	STUDY SESSION TO OBTAIN THE DESIGN REVIEW BOARD'S FEEDBACK ON DRAFT DESIGNS FOR THE CITY'S UPCOMING PRE-APPROVED ACCESSORY DWELLING UNIT (ADU) PLANS.	
	Location	CITYWIDE	
	APN	NOT APPLICABLE	
	Zoning	NOT APPLICABLE	
	Owner	NOT APPLICABLE	
	Applicant	CITY OF RICHMOND	
	Staff Contact	HECTOR ROJAS	Recommendation: <b>CONTINUE TO JULY 24, 2024</b>

- 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 for **Wednesday, July 24, 2024.**

## 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 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 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.

**Public comments may be submitted in multiple ways:**

1. Via mail to Community Development, 450 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804, received by 3:00 PM.
2. Via email to [drbcomments@ci.richmond.ca.us](mailto:drbcomments@ci.richmond.ca.us) received by 3:00 PM.  
Written comments MUST contain the following in the subject line:
  - 1) Open Forum for public comments for items not on the agenda, or
  - 2) Public Comments – Agenda item #\_\_ [include the agenda item number].

All such emails and letters will be provided to the Design Review Board before the meeting is called to order. No email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may not become part of the record.

**Written comments received after 3:00 PM on the day of the meeting and up until the public comment period on the relevant agenda item is closed, will be part of the official meeting record. All comments received by the close of the public comment period will become part of the official meeting record.**