



City of Richmond Design Review Board AGENDA

Wednesday, December 11, 2024, 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 aid or services, please contact Laura Marquez, ADA Coordinator, at (510) 620-6974 at least three business days before the meeting date.

Roll Call	Brian Carter, Chair Kimberly Butt	Vita Rey Bahar Biazar	Karlynn Neel Ben Kellman
------------------	--	--	---

Introductions Introduction of staff members and other guests.

Approval of Minutes **For the meetings held on August 14, 2024, August 28, 2024, and September 11, 2024.**

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 Liaison Report 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 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 to be considered: None

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, 2024.**

Study Session(s)

- [PLN24-208](#) **[ADU GUIDEBOOK & PRE-APPROVED PLANS](#)****

Description STUDY SESSION TO OBTAIN THE DESIGN REVIEW BOARD'S FEEDBACK ON DRAFT ARCHITECTURAL STYLE VARIATIONS 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 AVERY STARK

Recommendation: **CONTINUED FROM JULY 24, 2024**

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, January 8, 2025.**

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 certain date. The Board may act in one motion to adopt the staff recommendation(s) 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 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:

<https://www.ci.richmond.ca.us/2863/Design-Review-Board>

Cell Phones Please silence all cell phones and electronic devices.

Public comments may be submitted in multiple ways:

1. Via mail, received by 3:00 PM:
Community Development
Attention: Design Review Board
450 Civic Center Plaza, 2nd Floor
Richmond, CA 94804
2. Via email to drbcomments@ci.richmond.ca.us received by 3:00 PM.
Written comments MUST contain the following in the subject line:
 - a) Open Forum for public comments for items not on the agenda, or
 - b) 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.