

**MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024**

**DESIGN REVIEW BOARD REGULAR MEETING**  
**Multi-Purpose Room, Community Services Building, Basement Level**  
**440 Civic Center Plaza, Richmond CA 94804**  
August 14, 2024  
6:00 P.M.

**BOARD MEMBERS**

Bahar Biazar	Kimberly Butt
Ben Kellman	Karlyn Neel
Vita Rey	Brian Carter, Chair

Chair Brian Carter called the regular meeting to order at 6:04 P.M.

**ROLL CALL**

**Present:** Chair Brian Carter, and Boardmembers Kimberly Butt, Karlyn Neel and Vita Rey

**Absent:** Boardmembers Bahar Biazar and Ben Kellman

**INTRODUCTIONS**

**Staff Present:** Planners Hector Lopez, Kristi Ellerbroek and Virginia Morgan, and Christopher Dykzeul from the City Attorney's Office

**APPROVAL OF MINUTES:** July 10, 2024

Boardmember Butt referred to the fourth paragraph from the bottom of Page 9 of the July 10, 2024 minutes and the statement that "A painted mosaic on the concrete was recommended to replace the green concrete." It was requested that the statement be stricken from the minutes.

<p><b>ACTION: It was M/S/C (Butt/Neel) to approve the minutes of the July 10, 2024 meeting, as amended with the removal of the statement, as shown; approved by a voice vote: 4-0 (Ayes: Butt, Neel, Rey and Carter; Noes: None; Abstain: None; Absent: Biazar and Kellman.)</b></p>
--

**APPROVAL OF AGENDA:** None

**MEETING PROCEDURES:** None

**PUBLIC FORUM**

An email comment from CORDELL HINDLER, Richmond, was submitted as follows: *Hello Chair Carter, Boardmembers and staff; I am submitting the following comments in the record: 1) Anytime when projects are pending approval the applicants must communicate with the applicable neighborhood council for input; and 2) For example, when the Aspire consultant came to talk about the expansion of Making Waves, the Fairmede Hilltop NC was not aware of the project in its entirety. Sincerely, Cordell.*

**CITY COUNCIL LIAISON REPORT:** None

**MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024**

**CONSENT CALENDAR:**

**5.CC PLN24-127 ZULEWSKI ACCESSORY STRUCTURE**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A 275-SQUARE-FOOT ACCESSORY STRUCTURE IN THE REAR YARD OF AN EXISTING SINGLE-FAMILY RESIDENTIAL LOT.  
 Location 2919 HUMPHREY AVENUE  
 APN 526-240-020  
 Zoning RL2, SINGLE-FAMILY LOW DENSITY RESIDENTIAL DISTRICT  
 Owner RYAN ZULEWSKI  
 Applicant BRENDA MUÑOZ  
 Staff Contact KRISTI ELLERBROEK Recommendation: CONDITIONAL APPROVAL

No written comments were submitted, or oral comments made, by any member of the public.

**ACTION: It was M/S/C (Butt/Rey) to approve PLN24-127, Zulewski Accessory Structure, subject to the four Findings and Statements of Fact with the staff recommended 10 Conditions of Approval; approved by a Roll Call vote: 4-0 (Ayes: Butt, Neel, Rey and Carter; Noes: None; Abstain: None; Absent: Biazar and Kellman.)**

**APPEAL DATE**

The appeal date for actions taken by the Board at this meeting will be no later than 5:00 P.M. on Monday, August 26, 2024.

**PUBLIC HEARINGS**

**1. PLN22-423 ESQUINA SINGLE-FAMILY DWELLING**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT FOR CONSTRUCTION OF A 2,200-SQUARE-FOOT SINGLE-FAMILY DWELLING ON A PORTION OF A VACANT 12,500-SQUARE-FOOT PARCEL. THE PROJECT ALSO INCLUDES A TENTATIVE PARCEL MAP TO SUBDIVIDE THE PARCEL INTO THREE LOTS AND A FENCE PERMIT REQUIRING A FENCE HEIGHT EXCEPTION.  
 Location 686 S 30<sup>TH</sup> STREET  
 APN 549-203-030  
 Zoning RL2, SINGLE-FAMILY LOW DENSITY RESIDENTIAL DISTRICT  
 Owner MONTE ESQUINA  
 Applicant SY MCCULLER  
 Staff Contact EMILY SANCHEZ Recommendation: CONTINUE TO AUGUST 28, 2024

Chair Carter advised that the application had been continued to the August 28, 2024 meeting.

**2. PLN24-015 FAISAL DUPLEX**  
 Description REQUEST FOR A DESIGN REVIEW PERMIT FOR PROPOSED RENOVATIONS AND ADDITIONS TO AN EXISTING ONE-STORY, SINGLE-FAMILY DWELLING TO CREATE A TWO-STORY DUPLEX.  
 Location 5206 SAN JOSE AVENUE  
 APN 510-081-033  
 Zoning RM1, MEDIUM DENSITY MULTIFAMILY RESIDENTIAL DISTRICT  
 Owner MALIK FAISAL  
 Applicant MALIK FAISAL

## MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024

Staff Contact VIRGINIA MORGAN Recommendation: **CONDITIONAL APPROVAL**

Virginia Morgan presented the staff report dated August 14, 2024, for a Design Review Permit for proposed renovations and additions to an existing one-story, single-family dwelling built in 1932, to create a two-story duplex at 5206 San Jose Avenue in the Southwest Annex neighborhood on a nonconforming 4,100-square foot lot with minimal landscaping. The site was surrounded by single and multifamily dwellings to the north and east and commercial retail uses to the west and industrial uses to the south and west.

Ms. Morgan explained that there was an existing redwood fence along the east lot line and an existing chain link fence along the rear and west lot lines, both of which would remain while the iron fence at the front lot line would be removed. Additions included 466 square feet of living space, 284 square feet of garage area on the first floor, and a 980 square foot second-floor addition with a new deck.

Additional updates would include new landscaping along the majority of the property and new curb cuts to allow access to the garage. The project would demolish and replace the majority of the existing wall plan. The first-floor addition would create a two bedroom/one bath unit and two garage areas with private access to one garage for each unit. The outdoor space for the first-floor unit would be an enclosed yard and new redwood fencing, a paver patio, added planting and a private outdoor storage unit. The second-floor addition would be a three bedroom/one bath unit with a private walk-up entry from the first floor and the outdoor space would include a Trex deck and a private storage unit on the east side yard on the main level.

The original structure had been built with elements of the Richmond Minimal Traditional style as outlined in the Richmond Residential Design Guidelines for Heritage Homes, as shown in the staff report. The proposed addition was consistent with the original style and maintained the design detail and low-pitched roofs along with front porches. Elevations of the plan were displayed and specific details were highlighted with respect to utility meters to be screened from the street by proposed plantings, and the proposed materials of horizontal siding in slate grey for the exterior of the second floor and white stucco for the exterior of the first floor, with trim and gutter in off-white and garage doors in white steel with clear glass window panes at the top panel. Seven wall scones had been proposed with two at each entry and with additional lighting at the garage, side yard, and private first-floor patio.

Ms. Morgan stated that all required setbacks and 20 percent of the building face would be landscaped as required, and would include five on-site trees where only four were required. One existing tree in the rear of the lot would be retained while one street tree would be removed to add the driveway and be replaced by a new Madrone street tree near the west corner of the property. She identified the storm water retention area in the rear yard to be connected to the gutter downspout. She also pointed out the entry areas for each unit which included an arched portico or semi-open porch design for each unit. Each entry area was at least 5 feet in depth as required but did not meet the 80 square foot per entry requirement. She noted that the extended portico design was intended as a design alternative to that requirement, which the DRB could approve. The portico at the entrance to the second-floor unit would also serve to fulfill the requirement for building articulation.

Ms. Morgan delineated the staff-recommended conditions of approval, stated the project had received no public comments to date, and given that the Southwest Annex Neighborhood Council was currently inactive the City had provided project notification to the Richmond Neighborhood Coordinating Council. The project also met the required findings pursuant to the General Plan and Design Review criteria.

## MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024

Ms. Morgan recommended approval of the application as submitted pursuant to the staff recommended conditions of approval.

Ms. Morgan responded to comments from the DRB and identified the uses immediately adjacent to the proposed duplex with an industrial granite facility to the west and another duplex to the east; clarified that the Form-Based Code did not apply to this site; and clarified the extended portico design aspect that did not meet code had to be at least five feet in depth with an area of 80 square feet. In this case, counted separately, the extended porches were each 55 square feet in size. She added that the code allowed a welcoming entry feature as an alternative to that requirement.

In addition, when asked, Ms. Morgan explained that there was not a requirement for replacement of a street tree in this case, and the proposed garbage bins would be accessible.

Chair Carter opened the public hearing.

MALIK FAISAL, the property owner/applicant, thanked staff for their assistance and for the staff recommendations, explained that three units had just been completed at the adjacent property, and that the proposal would represent an improvement and be more presentable in the neighborhood.

Chair Carter described the proposal as nicely proportioned with a nice fenestration and balance. He asked how the transition of material from stucco to Hardie board would be handled.

Mr. Faisal stated that metal flashing with trim could be used to separate the Hardie board from the stucco but there could be other alternatives, which he described.

Chair Carter suggested a trim would be a nice transition of the two materials.

Boardmember Neel commented that in her opinion a home with a light first floor color and a darker second floor color would appear to be top heavy, and to improve the design she would either bring the Hardie board all the way down and have the entries pop in white or look at something more total. When asked by the applicant, she verified that the colors could be changed. She commented that she liked the sconces. She suggested that the garage doors and the trim could be white and the portico could be grey.

Mr. Faisal clarified that the two colors could be switched, the light with the dark.

Boardmember Butt noted that the stuccoed arch porticos did not seem to be compatible with the design of the house and she recommended a simpler, more traditional entry porch. She did not like the two entries and recommended one porch instead of two, with a wood post and wood rails. She drew a sketch to describe what she proposed.

Ms. Morgan verified that the porch could not be closed and by code would have to be semi-open. She also noted that there was a requirement that the entry face would have to be towards the street. She added, when asked, that combining the porch for both entries would meet the 80 square foot code requirement.

Mr. Faisal stated he could accept the recommended modifications and expressed a desire to do something to separate the porches, if combined, for privacy purposes.

Chair Carter suggested where stairs could be placed more efficiently for the second-floor unit.

**MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024**

Chair Carter closed the public hearing.

**ACTION: It was M/S/C (Carter/Rey) to approve PLN24-015, Faisal Duplex, subject to the four Findings and Statements of Fact with the staff recommended 18 Conditions of Approval and the DRB recommended conditions as follows: 19) Invert the colors with the darker color at the base and the lighter color up above or bring the color all the way down; and 20) Extend the left side porch to align with the right side porch at the front with the roofline to be consistent between both entries, with landscape screening between the two entry doors, and eliminate the arched feature at those entries, with the columns to be simplified from a stucco assembly to a painted wood post (using Page 14 of the Richmond Heritage Residential Design Guidelines and the Richmond Minimal Traditional Style as a guide); approved by a Roll Call vote: 4-0 (Ayes: Butt, Neel, Rey and Carter; Noes: None; Abstain: None; Absent: Biazar and Kellman.)**

<b>3. PLN24-109</b>	<b>SUAREZ ROOF REMODEL AND ADDITION</b>
Description	REQUEST FOR A DESIGN REVIEW PERMIT FOR A ROOF ALTERATION AND A 260-SQUARE-FOOT ADDITION IN THE REAR OF THE DWELLING.
Location	4710 MEADOWBROOK DRIVE
APN	431-261-003
Zoning	RL2, LOW DENSITY RESIDENTIAL DISTRICT
Owner	EDUARDO SUAREZ AND MARISELA LOPEZ-SUAREZ
Applicant	ROBERT AVELLAR (DESIGNER)
Staff Contact	HECTOR LOPEZ      Recommendation: <b>CONDITIONAL APPROVAL</b>

Hector Lopez presented the staff report dated August 14, 2024, for the request for a Design Review Permit for a roof alteration and an addition in the rear of the 6,825 square foot dwelling at 4710 Meadowbrook Drive in the El Sobrante area that had been constructed in 1961. A portion of the building was two stories in height. The applicant wanted to modify the roof and extend it to the rear to cover the proposed addition in the rear. The proposal would increase the height of the west side of the building by three feet to cover the proposed addition, to a maximum height of 19 feet. The project would also include a small extension of the second floor for a new staircase access and demolition of the existing sunroom.

Mr. Lopez stated that the proposal met all requirements, the existing dwelling was comprised of a primary gable roof on the east side of the building and two Dutch gables on the west side (first and second floor levels) with a 4:12 pitch. Because of the gable roof design, there would be a small change to the roof that would not be visible to the street. In addition to the gable there would be two dormers and a modified change to the existing porch. The applicant intended to keep the existing entry roof that was a common upgrade in the neighborhood. The proposed building color would be white with black trim.

Mr. Lopez explained that while it appeared that the current master bedroom had been a prior addition, it had not been done in the recent past and was not something the DRB had previously considered. He advised that there were no comments from the neighborhood.

MARISELA LOPEZ-SUAREZ, the property owner, described the reasons for raising the roof to adjust from the awkwardness of the addition that she suggested had likely been done in the 1980s. The dormers had been added to better articulate the roof. She responded to comments and stated that the chimney would be eliminated. The remodel was to enhance and open the master suite to be more open and airier and to accommodate her mother.

**MINUTES APPROVED AT THE DRB MEETING ON DECEMBER 11, 2024**

Boardmember Neel expressed concern with the sharp pitch in contrast with the nice symmetry pitches and while she liked the architectural feature, she sought something more harmonious with the other pitches. She sought more articulation to soften the mass of the higher roof. Ms. Lopez-Suarez described some of the changes that had been proposed with the next phase of improvements to the property, one of which would address Boardmember Neel’s concern.

The DRB offered several design suggestions with respect to the entry door as well as a window to soften the wall and more brown variations in a future roof.

Chair Carter closed the public hearing.

**ACTION: It was M/S/C (Carter/Butt) to approve PLN24-109, Suarez Roof Alteration and Addition, subject to the four Findings and Statements of Fact with the staff recommended eight Conditions of Approval; approved by a Roll Call vote: 4-0 (Ayes: Butt, Neel, Rey and Carter; Noes: None; Abstain: None; Absent: Biazar and Kellman.)**

<b>4. PLN24-217</b>	<b>HERRERA ROOF ALTERATION</b>	
Description	REQUEST FOR A DESIGN REVIEW PERMIT TO MODIFY THE EXISTING DWELLING’S FLAT ROOF TO A PITCHED SHED ROOF.	
Location	2918 MOYERS ROAD	
APN	414-094-003	
Zoning	RL2, LOW DENSITY RESIDENTIAL DISTRICT	
Owner	MARVIN HERRERA	
Applicant	BRENDA MUÑOZ	
Staff Contact	KRISTI ELLERBROEK	Recommendation: CONDITIONAL APPROVAL

Chair Carter advised that the application would be continued to a future meeting.

**Board Business**

**A. Staff reports, requests, or announcements**

Chair Carter commented that with additional members of the DRB there was a need to elect a Vice Chair, to be scheduled for a future meeting.

**B. Boardmember reports, requests, or announcements: None**

**Adjournment**

The meeting was adjourned at 7:17 P.M. to the regular Design Review Board meeting on Wednesday, August 28, 2024.