

MINUTES APPROVED AT THE DRB MEETING ON JANUARY 8, 2025

DESIGN REVIEW BOARD REGULAR MEETING
Multi-Purpose Room, Community Services Building, Basement Level
440 Civic Center Plaza, Richmond CA 94804
December 11, 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 6:03 P.M.

ROLL CALL

Present: Chair Brian Carter, and Boardmembers Bahar Biazar, Ben Kellman, Karlyn Neel and Vita Rey

Absent: Boardmember Kimberly Butt

INTRODUCTIONS

Staff Present: Planners Hector Lopez and Avery Stark, and Christopher Dykzeul from the City Attorney's Office

APPROVAL OF MINUTES: August 14, 2024

ACTION: It was M/S/C (Carter/No Second) to approve the minutes of the August 14, 2024 meeting, as shown; approved by a Roll Call vote: 3-0 (Ayes: Neel, Rey and Carter; Noes: None; Abstain: Biazar and Kellman; Absent: Butt.)

APPROVAL OF MINUTES: August 28, 2024

ACTION: It was M/S/C (Carter/No Second) to approve the minutes of the August 28, 2024 meeting, as shown; approved by a Roll Call vote: 3-0 (Ayes: Neel, Rey and Carter; Noes: None; Abstain: Biazar and Kellmen; Absent: Butt.)

APPROVAL OF MINUTES: September 11, 2024

ACTION: It was M/S/C (Carter/No Second) to approve the minutes of the September 11, 2024 meeting, as shown; approved by a Roll Call vote: 4-0 (Ayes: Biazar, Kellman, Rey and Carter; Noes: None; Abstain: Neel; Absent: Butt.)

APPROVAL OF AGENDA: None

MEETING PROCEDURES: None

PUBLIC FORUM

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

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CITY COUNCIL LIAISON REPORT: None

CONSENT CALENDAR: None

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, December 23, 2024.

STUDY SESSION

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| <p>1. PLN24-208
Description</p> <p>Location</p> <p>APN</p> <p>Zoning</p> <p>Owner</p> <p>Applicant</p> <p>Staff Contact</p> | <p>ADU GUIDEBOOK & PRE-APPROVED PLANS
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.</p> <p>CITYWIDE</p> <p>NOT APPLICABLE</p> <p>NOT APPLICABLE</p> <p>NOT APPLICABLE</p> <p>CITY OF RICHMOND</p> <p>AVERY STARK Recommendation: CONTINUED FROM JULY 24, 2024</p> |
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Avery Stark introduced himself as the Acting Planning Manager and advised that Opticos Design, Inc. would make the presentation for the ADU Guidebook and Pre-Approved Plans for Accessory Dwelling Units (ADUs). He clarified, when asked, that the presentation was both a follow-up and an extension to the previous DRB study session when additional styles had been requested by the DRB. After feedback for the new plans, he explained that Opticos would begin creating construction design plans that would be plan-checked and approved by staff to allow the pre-approved plans and the ADU Guidebook to be launched by March 2025.

DREW FINKE, Senior Associate/Project Manager for the project with Opticos Design, Inc. reminded the DRB about the pre-approved ADU plans and ADU Guidebook that would provide a walk through for any City of Richmond homeowner interested in developing an ADU whether to use the pre-approved plans or to develop their own with the help of the ADU Guidelines. The project had been started a year ago.

After the last study session with the DRB, Mr. Finke described the style variations that had been proposed, the three architectural pod styles that had been added to the list consistent with the city's historical style standards, and emphasized that the plans were complete plans, already approved by the City, available free to City residents and would save time and money for the homeowner and reduce some of the workload on planning staff. He explained that there would be two ADU options and four style options to choose from. Opticos would present three additional styles; Spanish Revival, Tudor and Contemporary based on the Richmond Heritage Residential Design Guidelines and the styles most preferred in the City of Richmond.

JOSEPH ABBAMONTE, Opticos, design lead for the project, thanked the DRB for its feedback to the Bungalow style from the study session, and reiterated that the goal for the variations was to maximize the site options for each plan and reduce the deep overhangs. As a result, no roof overhangs would be used, the same plans would be used along with the roof pitch in some cases and some of the detailing.

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Mr. Abbamonte pointed out the revisions that had been made to the Spanish Revival plans, stated that a sloped roof would be provided instead of a flat roof; asphalt shingle roofing, red in color, had been recommended instead of the Spanish tile roofing; taller window proportions had been proposed and there was a hint of some accents of Spanish tile roofing at the overhang and along the gable with tile venting.

Mr. Abbamonte pointed out the proposed revisions to the rest of the options that had been revised, as requested by the DRB, with details inspired by the Richmond Heritage Residential Design Guidelines for windows and doors for the Spanish Revival, Tudor and Contemporary designs. It was noted that the community had requested Contemporary designs in lieu of the Minimal Traditional style.

Director Kellman supported the proposed revisions, commended the idea and supported the program. He liked the Spanish style but questioned the lack of trim or overhang.

Director Biazar agreed that it wanted to be more squared off but felt unfinished.

[The recording of the meeting ended abruptly at this point, approximately 6:25 P.M.]

Board Business

- A. Staff Reports, Requests, or Announcements:**
- B. Board Member Reports, Requests, or Announcements**

Adjournment

The meeting was adjourned at 7:09 P.M. to the regular Design Review Board meeting on Wednesday, January 8, 2025.