

MINUTES APPROVED AT THE DECEMBER 10, 2025, MEETING

DESIGN REVIEW BOARD REGULAR MEETING Multi-Purpose Room, Community Services Building, Basement Level 440 Civic Center Plaza, Richmond CA 94804

October 8, 2025

6:00 P.M.

BOARD MEMBERS

Brian Carter
Karlyn Neel

Ben Kellman
Vita Rey, Chair

Chair Vita Rey called the regular meeting to order at 6:00 P.M.

ROLL CALL

Present: Chair Vita Rey, Vice Chair Ben Kellman and Boardmember Karlyn Neel

Absent: Boardmember Brian Carter

INTRODUCTIONS

Staff Present: Planning Manager Avery Stark, Assistant Planner Pete Srivarom, and Planning Technician Eldren Nino Prieto

APPROVAL OF MINUTES: August 13, 2025

ACTION: It was M/S/C (Neel/Rey) to approve the minutes of the August 13, 2025 meeting, as shown; approved by a Roll Call vote: 3-0 (Ayes: Kellman, Neel, and Rey; Noes: None; Abstain: None; Absent: Carter.)
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APPROVAL OF AGENDA:

Planning Manager Avery Stark advised that agenda Items 1, 3 and 4 should be placed on Consent since they were all small-scale projects that were generally routine; all conforming to the objective design standards and setbacks within the Richmond Municipal Code (RMC).

MEETING PROCEDURES: None

PUBLIC FORUM

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

CITY COUNCIL LIAISON REPORT: None

CONSENT CALENDAR

PUBLIC HEARINGS

1.CC	PLN25-077	SANCHEZ TWO-STORY DECK
	Description	REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A TWO-STORY DECK 12.5 FEET IN HEIGHT IN THE REAR OF AN

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Location EXISTING MULTI-FAMILY RESIDENCE.
550 19TH STREET
APN 514-190-026
Zoning T4N, T4 NEIGHBORHOOD (FORM-BASED CODE)
Owner RODMAN ALVARADO SANCHEZ
Applicant SONIA JIMENEZ (DESIGNER)
Staff Contact PETE SRIVAROM Recommendation: **CONDITIONAL APPROVAL**

ACTION: It was M/S/C (Kellman/Rey) to approve PLN25-077, Sanchez Two-Story Deck, subject to the four Findings and Statements of Fact with the staff recommended nine Conditions of Approval; approved by a Roll Call vote: 3-0 (Ayes: Kellman, Neel, and Rey; Noes: None; Abstain: None; Absent: Carter.)

3.CC PLN25-0287 TENZIN GARAGE
Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A 399-SQUARE-FOOT GARAGE IN THE REAR OF AN EXISTING SINGLE-FAMILY RESIDENCE.
Location 5541 CARLOS AVENUE
APN 509-070-005
Zoning RM-1, MEDIUM DENSITY MULTI-FAMILY RESIDENTIAL
Owner TENZIN TENZIN
Applicant POONAM SUBEDI (DESIGNER)
Staff Contact ELDREN NINO PRIETO Recommendation: **CONDITIONAL APPROVAL**

ACTION: It was M/S/C (Kellman/Rey) to approve PLN25-0287, Tenzin Garage, subject to the four Findings and Statements of Fact with the staff recommended nine Conditions of Approval; approved by a Roll Call vote: 3-0 (Ayes: Kellman, Neel, and Rey; Noes: None; Abstain: None; Absent: Carter.)

4.CC PLN25-0299 DEJESUS STORAGE SHED
Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A 443-SQUARE-FOOT STORAGE SHED IN THE REAR OF AN EXISTING SINGLE-FAMILY RESIDENCE.
Location 905 FLORIDA AVENUE
APN 550-331-013
Zoning RL-2, LOW-DENSITY RESIDENTIAL DISTRICT
Owner ARTURO FRANCISCO DEJESUS
Applicant GABRIEL GUERRIERO (ARCHITECT)
Staff Contact ELDREN NINO PRIETO Recommendation: **CONDITIONAL APPROVAL**

ACTION: It was M/S/C (Kellman/Rey) to approve PLN25-0299, DeJesus Storage Shed, subject to the four Findings and Statements of Fact with the staff recommended nine Conditions of Approval; approved by a Roll Call vote: 3-0 (Ayes: Kellman, Neel, and Rey; Noes: None; Abstain: None; Absent: Carter.)

2. PLN25-014 CHEN RESIDENTIAL ADDITION
Description REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A TWO-STORY ADDITION 27.5 FEET IN HEIGHT IN THE REAR OF AN EXISTING SINGLE-FAMILY RESIDENCE.
Location 2350 GARVIN AVENUE
APN 528-250-008
Zoning T4N, T4 NEIGHBORHOOD (FORM-BASED CODE)

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Owner RUBY YU BI CHEN
Applicant BILL XIE GUAN (ARCHITECT)
Staff Contact PETE SRIVAROM Recommendation: **CONDITIONAL APPROVAL**

Pete Srivarom presented the staff report dated October 8, 2025, for a request to construct a two-story addition 27.5 feet in height in the rear of an existing single-family residence located at 2350 Garvin Avenue in the North and East neighborhood that contained a 742 square-foot one-story single-family home with a front porch. The applicant proposed to construct a 1,691 square-foot two-story addition in the rear of the existing dwelling, which would increase the total floor area of the home to 2,443 square feet and change the dwelling from a two-bedroom, one bathroom home to a three-bedroom, three-bathroom home. He explained that while the proposed addition was subject to the development standards of the T4N-35 Zoning District of the Form-Based Code, four architectural styles were mandated, although those standards would not apply to the subject proposal given that the existing home was considered non-conforming and a prior planner had determined that the Minimal Traditional Style from the Heritage Home Guidelines adopted by the City Council in 2006 could be applied since several existing features of the home were shared with that style. The Guidelines had been adopted for homes that had a particular history. He reported that the subject home had been constructed in 1892, he identified some of the features of the home consistent with the Minimal Traditional Style, and he stated the home currently did not have a garage.

Mr. Sivaram stated the zoning standards still applied to the site. He identified the standards applicable to the site and stated the home complied with rear setbacks, side setbacks, height, ground floor finish levels, and all requirements of the Zoning District. As to architectural style compliance, he explained that the Minimal Traditional Style had very specific guidelines on how additions should be built and he summarized those guidelines in terms of siding, windows and the like. The standards also provided guidance on the allowed material and colors. The applicant had proposed to comply with all applicable standards and the design of the existing home.

Mr. Srivarom reported that no comments had been received from either the North and East Neighborhood Council or from any members of the community. The design was consistent with the General Plan designation, consistent with the Minimal Traditional Style design standards and he referred to the digital colors and materials board for the home and stated the applicant had chosen colors that complied with the applicable standards.

Mr. Srivarom recommended approval of the project based on the four Findings and Statements of Fact and the nine staff recommended conditions of approval.

Boardmember Neel requested the submittal of a physical colors and materials board in the future. She also wanted to make sure there was a place for garbage cans and she wanted to see a lighting plan that was harmonious with the Heritage Home Guidelines.

Chair Rey opened the public hearing.

Bill Xie Guan, the project architect, had nothing to add to the staff report.

Chair Rey suggested the addition would be a great expansion on the property. She liked the incorporation of the window styles, liked the setback of the addition in the rear but referred to the rear elevation and suggested that the alignment of the window on the second level on the left be aligned with the right side of that window on the first story window below to the left of the door to create a better visual appearance. She otherwise liked the proportions, the adjustment of the roof on the side elevation and she liked the colors.

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Boardmember Kellman liked the design, stated it was appropriate, but he noted that in the front elevation the depth of the eave on plan right was slightly deeper than the depth of the eave on plan left, and he requested that they be of equal depth. He also referred to a deep fascia and suggested it would be nice to use the same fascia depth throughout. He referred to Sheet A.30, the proposed west elevation and the prominent fascia board on the addition and noted that the modified existing home had a less deep fascia. He recommended that the fascia be as tall on the addition.

ACTION: It was M/S/C (Kellman/Rey) to approve PLN25-014, Chen Residential Addition, subject to the four Findings and Statements of Fact with the nine staff recommended Conditions of Approval and additional DRB conditions as follows: 10) The window be realigned as suggested by Chair Rey; and 11) A nice deep fascia board be consistent throughout the addition; approved by a Roll Call vote: 3-0 (Ayes: Kellman, Neel, and Rey; Noes: None; Abstain: None; Absent: Carter.)

Board Business

A. Staff Reports, Requests, or Announcements

The DRB acknowledged the receipt of the notice for required compliance training with three required classes, two of which were identified as Safety in Public Spaces and Workplace Shooting Awareness and expressed concern that the compliance requirements had been sent to members prior to an explanation email that had been received later.

The DRB also spoke to the difficulty of achieving a three-member quorum when there were only four current members of the DRB, and staff agreed to provide a heads up to upcoming meetings and agenda items.

Mr. Stark identified some of the upcoming agenda items and noted changes in State Law that could require some changes to the application process, and a potential combination of the DRB and the Planning Commission to make the best use of staff time and address the issue of membership.

B. Board Member Reports, Requests, or Announcements: None

Adjournment

The meeting was adjourned at 6:48 P.M. to the regular Design Review Board meeting on Wednesday, October 22, 2025.