



# City of Richmond Design Review Board AGENDA

Wednesday, April 14, 2021 at 6:00 pm

## **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing. Both <https://www.coronavirus.cchealth.org> and <https://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, attendance at the meeting will be limited to Commissioners, Board Members, City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. Consistent with Executive Order N-29-20, **this meeting will utilize telephone and web conference only.**

**The following provides information on how the public can participate in this meeting.**

**To participate by computer:**

<https://zoom.us/join>

**Webinar ID:** 875 2917 4315

**Password:** drbapr14

**To participate by telephone:**

Dial: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID:** 875 2917 4315

**Password:** 47405786

**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 posted online and emailed 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.

3. Via Zoom from members of the public participating by computer or telephone.

**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, and will be posted online following the meeting.**

All comments received by the close of the public comment period will be posted online after the meeting as supplemental materials and will become part of the official meeting record.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the Design Review

Board receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting. During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda

supersedes any language below in the meeting procedures contemplating in-person public comment.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to Soco Montore at [soco\\_montore@ci.richmond.ca.us](mailto:soco_montore@ci.richmond.ca.us) or submitted by phone at 510-620-6705, or TDD 510-620-6705. Requests made by mail to Soco Montore, Design Review Board meeting, 450 Civic Center Plaza, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**ALL DESIGN REVIEW BOARD MEMBERS, STAFF, AND PUBLIC WILL PARTICIPATE VIA TELECONFERENCE**

<b>Roll Call</b>	<b>Jonathan Livingston, Chair</b> <b>Brian Carter, Vice Chair</b>	<b>Kimberly Butt</b> <b>Michelle Hook</b>	<b>Jessica Fine</b> <b>Macy Leung</b>
<b>Introductions</b>	Introduction of staff members and other guests.		
<b>Approval of Minutes</b>	<b>From the meetings held on March 10, 2021 and March 24, 2021.</b>		
<b>Approval of Agenda</b>	At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.		
<b>Meeting Procedures</b>	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.		
<b>Public Forum</b>	Anyone who wishes to address the Board on a topic that is not on the agenda must be in a written form.		
<b>City Council Liaison Report</b>	The City Council member serving as liaison to the Board may make a report on City Council actions of interest to the Board.		
<b>Consent Calendar</b>	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. <b>Items number(s) to be considered: None.</b>		
<b>Appeal Date</b>	The appeal date for actions taken by the Board at this meeting is no later than <b>5:00 pm on Monday, April 26, 2021.</b>		
<b>Public Hearing(s)</b>			
<b>1. PLN21-095</b>	<b>LIZARRAGA SECOND-STORY DECK</b>		
Description	PUBLIC HEARING TO CONSIDER A RECOMMENDATION TO THE PLANNING COMMISSION FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A SECOND-STORY DECK GREATER THAN 4 FEET IN HEIGHT FROM THE GROUND (8.5 FEET PROPOSED), AND A VARIANCE TO ALLOW FOR A 3-FOOT PROJECTION INTO THE REAR YARD SETBACK.		
Location	517 WESTERN DRIVE		
APN	558-201-007		
Zoning	RL-1, SINGLE FAMILY VERY LOW DENSITY RESIDENTIAL		
Owner/Applicant	MEGAN LIZARRAGA & JOSEPH MARCHINI		
Staff Contact	EMILY CARROLL	Recommendation: <b>RECOMMENDATION TO THE PLANNING COMMISSION</b>	



## 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 the 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 of 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 during the meeting.