



City of Richmond Design Review Board **DRAFT AGENDA**

Wednesday, February 22, 2012 at 6pm
Point Molate Room, City Hall Building, 2nd Floor
450 Civic Center Plaza, Richmond CA 94804

Roll Call Don Woodrow, Chair Andrew Butt Eileen Whitty Brenda Munoz
Raymond Welter, Vice Chair Michael Woldemar Robin Welter

Introductions Introduction of staff members and other guests.

Approval of Minutes **From the meeting(s) held on 2/8/2012.**

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 staff2 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 **Item number(s): None**

Appeal Date The appeal date for actions taken by the Board at this meeting is no later than **5:00 p.m. on Monday, March 5, 2012.**

Public Hearing(s)

- 1. **PLN11-629** **LEWIS RESIDENTIAL PATIO ENCLOSURE OVER GARAGE ON 37TH STREET**
 Description **(Held Over from 2/8/2012) REQUEST FOR DESIGN REVIEW APPROVAL TO CONSTRUCT A ±395 SQUARE FOOT PATIO ENCLOSURE OVER AN EXISTING GARAGE AND LIVING AREA.**
 Location 665 37TH STREET
 APN 518-112-004
 Zoning SFR-3 (SINGLE-FAMILY LOW DENSITY RESIDENTIAL)
 Owner BRIAN P & NANCY J LEWIS
 Applicant GLENN GARRY CONSTRUCTION
 Staff Contact JONELYN WHALES Recommendation: **CONDITIONAL APPROVAL**

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 on Wednesday, March 14, 2012.**

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. Applicant is invited to describe and explain the proposal 5 minute limit.
5. Registered speakers 2 minute limit.
6. Applicant may make rebuttal comments 2 minute limit.
7. Board members may ask follow-up questions of the speakers at any time.
8. Staff presents a final summary and recommendation.
9. Board members discuss the proposal and vote to either to close or to continue the public hearing to a specific date.
10. 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.
11. 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 Council within ten days. Appeals must be submitted to the City Clerk'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: 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.

CANCELLED