



City of Richmond Design Review Board Retreat Agenda

Friday, September 18, 2018 at 8:00 am to 4:00 pm
Richmond Room, 1st Floor
450 Civic Center Plaza, Richmond, CA 94804

COMMUNICATION ACCESS INFORMATION: This special meeting/field trip is being held in a wheelchair accessible vehicle. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

Roll Call	Eileen Whitty, Chair Ray Welter, Vice Chair	Brant Fetter Jonathan Livingstone	Brenda Munoz Mike Woldemar
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The Design Review Board will conduct a retreat to review current policies, procedures, and organizational topics of concern to the operations of their roles and in supporting City Planning staff. No discussion of any pending development applications is proposed, scheduled, or noticed. The following general agenda topics are proposed, but actual discussions may expand these topics at the discretion of the Board present.

Meeting Agenda

- 8:00 - 8:30 Continental Breakfast**
- 8:35 - 8:45 Welcome and Introductions (Richard Mitchell, Planning Director)**
- 8:50 - 8:55 Board Bus for the Tour**
- 9:00 Bus Departs from City Council Parking Lot**
- 9:00 - 9:15 Agenda Review – Retreat Expectations**
- 9:20 - 11:00 Field Trip - Recently Approved DRB Projects**

Destination	Key Elements
322 Key Boulevard	Residential: 2 Detached SF Dwellings; 640 SF in-law unit on one parcel
25 Harbour Way	Affordable Senior Family Apartments
125 Western Drive	Multi-Family Detached Units (2 SFRs on one parcel)
Hilltop Speculative School	Hilltop Road
6000-6015 Giant Road (Pt. Pinole Business Park)	Industrial Buildings: Whole Foods

- 11:00 - 11:30 Design Review Process – The Good, Bad and the Ugly (Staff)**
- 11:30 - 12:30 Lunch**
- 12:30 - 2:00 DRB Checklists (Mike Woldemar, DRB)**

- 2:00 - 2:30** **Submittal Requirements** (Brant Fetter, DRB)
- Standard Conditions
 - SFR
 - Commercial/Multi-Family
- 2:30 - 3:15** **Complete Applications** (Jonathan Livingston, DRB)
- 3:15 - 3:30** **Agenda Item Recommendations: (Open)**
- What you decide: (everything must be based upon findings of fact/evidence in record) Recommend Conditional Approval with Conditions
 - DRB recommendations to the Planning Commission
- 3:30 - 3:45** **Working with Planning and Legal Staff**
- Contact List of Planners, Legal Staff, & Possible In-house Training
 - Interface between DRB and Staff (Please contact Soco Montore, 620-6705)
- 3:45 - 4:00** **General Discussion**

Advance Reservations Required:

The above field trip is open to the general public. If you would like to participate in the field trip, please contact Soco Montore at (510) 620-6705 and provide your full name, phone number, and any special accommodations you may require. Space on the field trip is limited and accommodations will be made on a first-come, first served-basis.