



# City of Richmond Design Review Board AGENDA

**Wednesday, May 23, 2018 at 6:00pm**  
**Multi-Purpose Room, Community Services Building,**  
**Basement, 440 Civic Center Plaza, Richmond CA 94804**

COMMUNICATION ACCESS INFORMATION: This meeting is being held in a wheelchair accessible location. 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**                      **Jonathan Livingston, Chair**                      **Meredith Benz**                      **Michael Hannah**  
   **Tom Leader, Vice-Chair**                      **Kimberly Butt**                      **Bhavin Khatri**  
   **Karlyn Neel**

**Introductions**                      Introduction of staff members and other guests.

**Approval of Minutes**                      **From the meetings held on April 25, 2018 and May 9, 2018.**

**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 staff .....2 minute limit.

**City Council**                      The City Council member serving as liaison to the Board may make a report on

**Liaison Report**                      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 pm on Monday, June 4, 2018.**

## **Public Hearing(s)**

- 1.        **PLN18-070**        **MONTES SINGLE FAMILY RESIDENCE AND ADU**  
            Description        PUBLIC HEARING TO CONSIDER A REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A NEW TWO-STORY SINGLE FAMILY RESIDENCE WITH A DETACHED ACCESSORY DWELLING UNIT ON A VACANT PARCEL.  
            Location              852 9TH STREEET  
            APN                      534-032-007  
            Zoning                  RL-2, SINGLE FAMILY LOW DENSITY RESIDENTIAL  
            Applicant              SERGIO MONTES (OWNER)  
            Staff Contact        JONELYN WHALES                      Recommendation: **CONDITIONAL APPROVAL**

2. **PLN17-652 LAI SINGLE FAMILY RESIDENCE AND ADU**  
 Description STUDY SESSION TO PROVIDE AND RECEIVE COMMENTS ON THE DESIGN PERMIT TO CONSTRUCT A NEW TWO-STORY SINGLE FAMILY RESIDENCE WITH A DETACHED ACCESSORY DWELLING UNIT ON A VACANT PARCEL.  
 Location BUENA VISTA AVENUE  
 APN 556-151-006  
 Zoning RL-2, SINGLE FAMILIY LOW DENSITY RESIDENTIAL  
 Owner LAI EUGENE  
 Applicant LI-SHENG FU  
 Staff Contact JONELYN WHALES Recommendation: **PROVIDE AND RECEIVE COMMENTS**
3. **PLN18-057 MIKE'S AUTO BODY COMMERCIAL ADDITION**  
 Description PUBLIC HEARING TO CONSIDER A REQUEST FOR A DESIGN REVIEW PERMIT TO CONSTRUCT A 9,000 SQUARE FOOT ADDITION TO AN EXISTING AUTO BODY SHOP LOCATED IN HILLTOP AUTO PLAZA.  
 Location 3230 AUTO PLAZA  
 APN 405-330-003  
 Zoning CR, REGIONAL COMMERCIAL  
 Owner ROSE FAMILY PROPERTIES, LLC.  
 Applicant MIKE ROSE'S AUTO BODY  
 Staff Contact HECTOR LOPEZ Recommendation: **CONTINUE TO A FUTURE MEETING**

**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, June 13, 2018.**

## 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 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: <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.