

**DESIGN REVIEW BOARD MEETING  
COUNCIL CHAMBERS, RICHMOND CITY HALL  
1401 Marina Way South, Richmond, CA  
June 10, 2009  
6:00 p.m.**

**BOARD MEMBERS**

Michael Woldemar, Chair	Elieen Whitty, Vice Chair
Diane Bloom	Andrew Butt
Otheree Christian	Raymond Welter
Don Woodrow	

The meeting was called to order at 6:10 p.m.

**ROLL CALL**

**Present:** Chair Woldemar, Vice Chair Whitty, Boardmembers Bloom, Butt, Christian and Welter

**Absent:** Boardmember Woodrow

**INTRODUCTIONS**

**Staff Present:** Jonelyn Whales, Carlos Privat and Hector Lopez

**APPROVAL OF MINUTES**

May 27, 2009:

**ACTION: It was M/S (Whitty/Butt) approve the May 27, 2009 minutes; unanimously approved.**

**APPROVAL OF AGENDA**

Chair Woldemar noted any decision approved may be appealed in writing to the City Clerk within ten (10) days, or by Monday, June 22, 2009 by 5:00 p.m.

**ACTION: It was M/S (Whitty/Butt) to approve the agenda; unanimously approved.**

**CONSENT CALENDAR**

Chair Woldemar said the Consent Calendar consisted of Item 1.

**ACTION: It was M/S (Whitty/Bloom) to approve the Consent Calendar; unanimously approved.**

**Item Approved:**

- 1. PLN 09-046 – 210 Washington Associates LLC Historic Building Façade Rehabilitation** - DESIGN REVIEW PERMIT to rehabilitate the exterior façade of a historic building located at 210 Washington Avenue (APN: 558-164-006), which will include the

reconstruction of missing façade elements and replacement of the storefront window to its original proportion. C-1 (Neighborhood Commercial) Zoning District. Owner: 210 Washington Associates LLC; Applicant: Kirk Wallis. Staff Contact: Hector Lopez. Tentative Recommendation: Conditional Approval.

## **PUBLIC FORUM – Brown Act – No speakers**

### **2. Reports of Officers, Board Members, and Staff**

#### **a. Vote on new DRB agenda format**

Chair Woldemar reported that all members were forwarded electronically a sample DRB agenda. He and Mr. Rojas have met and worked on reformatting the agenda to make it clearer and easier to read. The reformatted agenda is intended to be compressed to fit on one page, encompass a 1-inch border with an adjustable top and bottom margin, have a revised front page format, additional public hearing procedure information, and reformat to the second page.

Vice Chair Whitty referred to page 2 of 2 under Consent Calendar and requested the following changes:

- Delete the first phrase, “In order to allow the Board to timely complete their review of pending proposals...” and begin with “Applications that are considered routine by the staff...”
- In the next paragraph remove; “However, before...” and start the sentence with, “Prior to voting on the consent calendar, the Chair shall...”
- Remove under Legal Notice Challenge; “Please note that” and start the sentence with, “If you challenge this decision...”

Boardmember Bloom requested a statement be added on the agenda to say, “Please silence cell phones and other electronic devices.” She also questioned the font size which was 10 point and suggested it be enlarged to be more user-friendly and suggested reducing the description of meeting procedure information on the first page and utilizing capitalization of titles.

Chair Woldemar said the staff report is sent on Friday, includes an agenda, and the first page is attached to the agenda which can be read ahead of time. He wondered how to best relay the information while also reducing it. Boardmember Welter suggested shortening the wording.

Boardmember Bloom said if there are 10 items on the agenda, she confirmed with Chair Woldemar that they will not be called out, and that New Items would still have a “CC” next to them. She referred to being green and the Board discussed issues involving the Brown Act and properly providing information, such as verbiage on appeals.

Chair Woldemar requested that the Approval of Minutes area at the top of page 2 have the date of the minutes listed next to them.

Boardmember Butt referred to staff reports at the end of meeting and he felt it should be listed at the end of the agenda. Chair Woldemar suggested it be listed as, “Design Review staff reports and tentative recommendation for this meeting can be viewed...” Boardmember Butt confirmed that legal challenge information was listed on the first page as “Exhaustion of Remedies Requirement”. Boardmembers then agreed with the proposed corrections.

<b>ACTION: It was M/S (Bloom/Welter) to accept the DRB Agenda with corrections; unanimously approved.</b>
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Chair Woldemar said a revised staff report format was also before the Board for consideration. Ms. Whales reported that staff is attempting to streamline the report, incorporate the bulk of information on the first page, have an executive summary on the second page and a location map on the third page. She also said staff is hoping to have planners discuss and describe more information relating to buildings such as materials, architecture and other information.

Vice Chair Whitty said she liked the neighborhood council information listed in the report and Boardmember Bloom suggested identifying the actual meeting date of the neighborhood council or if not known, to indicate it is "unknown".

Chair Woldemar reiterated that the City cannot mandate the applicant attend a meeting; however, he agreed it would be useful to identify whether or not applicants have attended a meeting or made contact.

Boardmember Christian asked that the letter recommending approval or denial from the neighborhood council be included in the packet.

Vice Chair Whitty requested the square footage which applies to individual rooms be included. Chair Woldemar felt this was not normally something the architect supplies and said the DRB's role is to review square footages affecting the application, and Vice Chair Whitty withdrew her request.

Boardmember Bloom felt it would be useful for staff to show the location of the project with an arrow. Chair Woldemar asked that tables not have boxes around them, possibly be streamlined, and asked staff to copy the staff report in a different color.

Chair Woldemar announced the following upcoming DRB agenda items: 1) the Humphrey Avenue single-family dwelling unit and accessory structure which was continued, 2) the Fire Station on Clinton Avenue, 3) a Marina Way South remodeling of an industrial building. Ms. Whales said since they were unable to reach applicants, there will not be a June 24<sup>th</sup> meeting and the July 8<sup>th</sup> meeting will be held at the Richmond City Hall, 1<sup>st</sup> floor Conference Room.

Chair Woldemar reported that the three 23<sup>rd</sup> Street Corridor charrettes will be held during the day, with opening presentations held in the evening. He requested a staff provide a status report on the Council liaison, and Ms. Whales said staff is currently researching the matter and believes a resolution was adopted by Council.

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The Board adjourned the meeting at 7:00 p.m.