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**CITY PLANNING COMMISSION**  
**Thursday, April 2, 2020 6:30 p.m.**

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

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the County to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20, authorizing legislative bodies to hold public meetings via teleconferencing. Executive Order N-29-20 further provides that a legislative body that holds a meeting via teleconference and allows members of the public to participate and address the decision making body telephonically or otherwise electronically such as emailed comments, consistent with notice and accessibility requirements as set forth in the Order, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

**Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only.**

**To participate by computer:**

<https://richmond.webex.com/richmond>

You will see “Join a Meeting”

In “Enter meeting information” please enter 268343486 (Meeting Number)

In “Enter the meeting password” please enter: pcmeeting (Meeting Password)

**To participate by phone only:**

United States Toll: +1-408-418-9388

Access code: 268 343 486

**Public comments may be submitted in multiple ways:**

1. Via email to [pccomments@ci.richmond.ca.us](mailto:pccomments@ci.richmond.ca.us). Email must contain in the subject line **public comments – not on the agenda** or **public comments – agenda item #**.
2. Via mail to 450 Civic Center Plaza, 2<sup>nd</sup> Floor, Community Development, Richmond, CA 94804.
3. **Via Webex from members of the public participating by computer.**

Comments received **during the meeting and up until the public comment period on the relevant agenda item is closed**, will be read into the record and will be limited to a maximum of 3 minutes.

All comments received by the close of the public comment period will be available 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 Planning Commission 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.

**ALL PLANNING COMMISSIONERS, STAFF, AND PUBLIC WILL PARTICIPATE VIA TELECONFERENCE ONLY**

**Commissioners - Board Officers**

David Tucker, Chair-CPC  
Andrew Butt, Vice Chair-CPC  
Nancy Baer, Secretary

**Commissioners - Board Members**

Jen Loy  
Michael Huang  
Brandon Evans

**NOTICE TO PUBLIC**

Function of a Public Hearing: A public hearing enables the public to present information, opinions, and arguments relevant to the actions of the Planning Commission, and informs the public about the details of a proposal.

Consent Calendar: In order to allow the Commission to complete their reviews within the time they have offered to serve, applications that are considered routine will be placed on the consent calendar (marked "CC" on the agenda) with a staff recommendation to approve, conditionally approve, continue or hold the item over to a date certain. The Commission may act in one motion to adopt the staff recommendations on those items. Before voting on the consent calendar, the Chair will ask if any members of the public wish to speak on any of the items on the consent calendar. If you wish to speak on an item on the consent calendar, you need to rise and request that it be removed from the consent calendar. The item will then be discussed in the numerical order in which it appears. Items for which the recommendation is to hold the item over may not be removed from the consent calendar by members of the public. Staff and Commission members may also remove items from the consent calendar.

Public Hearing Procedure: (1) Chair opens the hearing; (2) City staff explains the application and presents a preliminary analysis; (3) Applicant speaks; (4) Persons in favor of the project speak; (5) Persons opposing the project speak; (6) Applicant and proponents may rebut; (7) Opponents may also rebut; (8) City staff presents its summary and recommendations; (9) Hearing is closed; (10) Commission discussion; (11) Commission votes to approve, deny, approve in a modified form, postpone, or take the application under advisement; (12) Chair informs the audience of the Commission's action, outlines the appeal procedure, and states

when the action becomes final.

Time Limits: In the interest of conducting an orderly and efficient meeting, the following time limits apply: (1) The applicant shall limit presentation of the project to 10 minutes unless the time is extended by a two-thirds majority vote of the Commission; (2) Speakers in favor of the project are limited to 3 minutes each unless there are 10 or more speakers, pro and con, signed up to speak on the item, in which case each speaker will be limited to 2 minutes; (3) The initial speaker opposing the project shall be limited to 10 minutes or, if the Commission voted to grant the applicant more time, the initial speaker in opposition shall have the same amount of time to speak that the applicant had; (4) Each subsequent speaker opposed to the project shall be limited to 3 minutes each unless there are 10 or more speakers, pro and con, signed up to speak on the item, in which case each speaker will be limited to 2 minutes; (5) The applicant shall have 2 minutes to respond to comments; and (6) One of the speakers in opposition to the project shall have 2 minutes to respond to the applicant's rebuttal.

In non-application items, following the initial staff presentation all speakers will be limited to 5 minutes.

If the Commission finds that it will be unable to complete the meeting by 10:30 p.m., the Commission may continue a portion of the agenda to a subsequent meeting or vote to extend the meeting. A motion to extend the meeting requires a two-thirds majority vote of the Commission to pass. The Commission shall endeavor to conclude the meeting by midnight.

Zoning Legislative Hearings: Notice of hearings on proposed zoning ordinances or amendments will be given in compliance with Government Code §65090 and §65091.

Exhaustion of Remedies Requirement: If you challenge a decision by the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at any public hearing(s) on the item challenged or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing(s).

Appealing Planning Commission Decisions: The decisions of the Planning Commission may be appealed within ten days of the decision by notifying the City Clerk and Planning Division in writing, stating wherein the Planning Commission decision is in error and pay the appeal fees.

### **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 I Kuan Choi at [ichoi@ci.richmond.ca.us](mailto:ichoi@ci.richmond.ca.us) or submitted by phone at 510-621-1231, or TDD 510-621-1231. Requests made by mail to I Kuan Choi, Planning Commission 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.

ROLL CALL

APPROVAL OF MINUTES

CONSENT CALENDAR: 1, 2, 3

BROWN ACT

PUBLIC FORUM - Anyone who wishes to address the Planning Commission on a topic that is not already on the agenda and is relevant to the Commission’s purpose may submit a speaker form to Planning Department staff at the beginning of the meeting. A three-minutes-per-speaker time limit shall apply.

**NEW ITEMS**

- CC 1. **[PLN20-001: Sky Music ABC License CUP Amendment](#)**  
PUBLIC HEARING to consider an amendment to Conditional Use Permit (PLN13-211) to change from a Type 41 (on-sale beer & wine, eating place) alcoholic beverage control (ABC) license to a Type 47 (on-sale, general, eating place) license within an existing karaoke restaurant at 3288 Pierce Street A-128 (APN: 510-060-006). CR, Commercial Regional District.  
3254 Pierce Street LP, owner; Li Jing (Sky music LLC), applicant  
Planner: Jonelyn Whales  
Tentative Recommendation: Conditional Approval
  
- CC 2. **[PLN20-018: Mike’s Market CUP Amendment](#)**  
PUBLIC HEARING to consider a request for a Conditional Use Permit to change from a Type-20 (off-sale beer and wine) alcohol beverage control (ABC) license to a Type-21 (off-sale general) license at an existing convenience store at 1434 Bissell Avenue (APN: 540-250-027). CM-5, Commercial Mixed-Use (Activity Center) District.  
Ali Ali Abdulrahman, owner/applicant  
Planner: Jonelyn Whales  
Tentative Recommendation: Conditional Approval
  
- CC 3. **[PLN20-058: Lowery Small Lot Subdivision](#)**  
PUBLIC HEARING to consider a parcel map for a small lot subdivision to create a 2,500 SF parcel and a variance for minimum lot width at 550 36<sup>th</sup> Street (APN: 516-080-018). RL-2, Single-Family Low Density Residential District.  
Denise Lowery, owner/applicant  
Planner: Emily Carroll  
Tentative Recommendation: Conditional Approval

COMMISSION BUSINESS

4. Reports of Officers, Commissioners and Staff

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.